



NATIONAL ASSEMBLY SECRETARIAT

(Data Source Unit)

F. No. 1(1)/2026-DSU

Islamabad, the 22nd January, 2026

Attendance Management System

OFFICE ORDER

WHEREAS, scrutiny of the Biometric Attendance record reveals non-compliance by several employees of the Secretariat with prescribed instructions dated 08.05.2025, 23.06.2025, 25.07.2025 19.09.2025, and 19.11.2025 (**available on the official website of the Secretariat**). In addition, it has also been repeatedly observed that certain employees leave the Parliament Building immediately after marking their attendance in the morning.

2. **HENCEFORTH**, all employees in BPS-1 to BPS-20 serving in the Main Secretariat, Additional Block and offices of the Hon'ble Chairmen of Standing Committees shall mark attendance through one of the following modes **without any exemption**:

(1) **Employee Self Service (ESS) Mode:**

- Employees in BPS-17 to BPS-20 shall mark their attendance either through the Employee Self Service (ESS) App (Android version) or through the Biometric Attendance Machines (BAM) installed at designated locations.
- The QR Code, User ID, and Password for the ESS App are available overleaf.
- Each employee shall be bound to one mode of attendance i.e. ESS or BAM. Switching or parallel use of attendance modes is prohibited.
- Employees using operating systems other than Android shall intimate the undersigned within seven (07) working days and shall continue marking attendance through BAM.

(2) **Biometric Attendance Machine (BAM) Mode:**

Employees in BPS-16 and below shall continue marking their attendance through BAM in accordance with the instructions in force.

(3) **Manual Attendance Register (MAR) Facility:**

Employees posted outside the Islamabad station shall mark their attendance in the Manual Attendance Registers to be maintained at their respective duty stations, which shall be subject to regular inspection and verification.

3. **Responsibility** for ensuring implementation upon instructions contained herein this Office Order along with this Secretariat's earlier instructions is assigned to the Joint Secretary and Director General of respective Wing and Directorate. Any lapse or negligence at the above-mentioned supervisory level may also render the concerned officer liable to disciplinary action.

4. This issues with the approval of the Competent Authority.

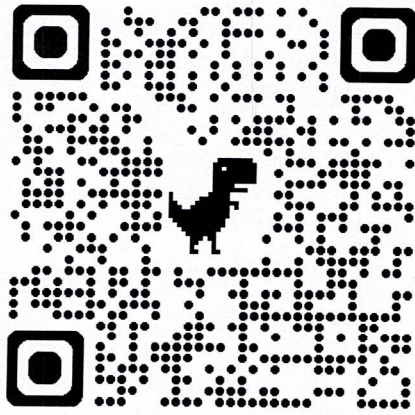
(Muhammad Farooq)
Deputy Secretary (HRM)

All employees of the
National Assembly Secretariat

Copy to:

- The Principal Secretary to the Hon'ble Speaker
- The Staff Officer to the Secretary
- The Adviser on Legislation, Parliamentary Proceedings and Training
- All Special Secretaries / Additional Secretaries / Joint Secretaries / Senior DG & DGs
- All officers / staff of each Wings, Directorates, Offices & Branches of the National Assembly Secretariat

(Muhammad Waqar)
Section Officer (DSU)



QR Code

User ID: **CNIC No.**
Password: **CNIC No.**
*(Employees shall change
password after first login)*