



NATIONAL ASSEMBLY SECRETARIAT

(Data Source Unit)

F. No. 1(1)/2026-DSU
Islamabad, the 22nd January, 2026

e-office Regime

OFFICE ORDER

WHEREAS, the National Assembly Secretariat, under the visionary leadership of the Hon^{ble} Speaker, has launched the following initiatives to implement e-office regime and digitalization of the Secretariat:

(1) **E-office regime:**

In line with the ongoing efforts to modernize administrative processes and enhance efficiency, transparency and timely disposal of official business, all Wings, Directorates, Offices and Branches of the N.A. Secretariat have been extended facility of e-office.

(2) **Human Resources Information Management System (HRMIS):**

The HRM Wing, in collaboration with the IT Directorate, has placed all necessary particulars of employees in the HRMIS. All employees may access their profiles at the HRMIS.

(3) **Employees Self Service (ESS):**

The Directorate of IT, in collaboration with the HRM Wing, has launched ESS for marking attendance by the officers in BPS-17 to 20. Such facility will be extended to other employees in due course of time.

(4) **Using official website for transparency and fairness**

- (a) The National Assembly Secretariat Employees Act, 2018 and rules made thereunder (updated version) are available at the official website of the N.A. Secretariat.
- (b) All Notifications, Office Orders, Circulars and policies are up-loaded on the official website for convenient access of the secretarial staff.
- (c) Seniority Lists of the Secretariat staff have been made accessible at the official website.
- (d) For the purpose of ease, day to day affairs of the employees are processed promptly at the level of Joint Secretary and Deputy Secretary (HRM) **(relevant Office Order is placed overleaf)**.
- (e) List of retiring employees along with Notifications / Office Orders are up-loaded on the official website for timely processing of pension cases.
- (f) A comprehensive Organogram has been approved by the Hon^{ble} Speaker on 8th October, 2025 and placed on the official website besides display of the same in the offices of the senior officers.
- (g) Data Source Unit is operating two official WhatsApp groups for gazetted and non-gazetted staff, separately, to abreast all employees with prompt information without any interruption.

4. All employees of the Secretariat are hereby encouraged to visit official website frequently to keep them informed about applicable laws, rules, policies and decisions.

5. The Hon^{ble} Speaker has directed all Wings, Directorates, Offices and Branches of the Secretariat to adopt e-office regime before **30th January, 2026**.

6. The Directorate of IT may be contacted for facilitation and technical support for adoption of e-office regime.

(Muhammad Farooq)
Deputy Secretary (HRM)

All employees of the
National Assembly Secretariat

Copy to:

- (1) The Principal Secretary to the Hon^{ble} Speaker
- (2) The Staff Officer to the Secretary
- (3) The Adviser on Legislation, Parliamentary Proceedings and Training
- (4) All Special Secretaries / Additional Secretaries / Joint Secretaries / Senior DG & DGs
- (5) All officers / staff of each Wings, Directorates, Offices & Branches of the National Assembly Secretariat

(Muhammad Waqar)
Section Officer (DSU)

NATIONAL ASSEMBLY SECRETARIAT

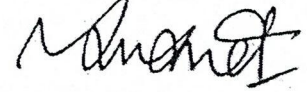
Islamabad, the 12th November, 2024

OFFICE ORDER

F.No. 19 (1)/2024-Esst-I.(164): The Competent Authority has been pleased to delegate administrative powers to issue NOCs / letters / certificates in the following matters to Deputy Secretary (Establishment):

1. Free medical facility from AFIC & Al-Shifa Eye Trust
2. NOC to visit abroad officially
3. Educational Grant / Stipend
4. Marriage Grant
5. Farewell Grant
6. Service Certificate
7. Grant of Casual Leaves to the employees without posting
8. Claims of diet allowance of the staff without posting
9. Certificates in respect of the employees who remain without posting for the purpose of PERs

2. This issues with approval of the Competent Authority i.e Secretary General.



(Syed Mujahid Hussain)
Section Officer

Distribution:-

1. Principal Secretary to Hon'able Speaker
2. Director to Secretary General
3. SO to Additional Secretary (Admin)
4. Joint Secretary (E)
5. Deputy Secretary (E)
6. Section Officer (E-I)
7. Section Officer (E-II)
8. Concerned Branches
9. Office Order folder.