

**NATIONAL ASSEMBLY SECRETARIAT**  
**(Parliamentary Committees Wing)**

No.F.1(1)2024-PC-Wing (Vol-I)

Islamabad, the 20<sup>th</sup> February, 2025

**NOTICE**

4<sup>th</sup> & 5<sup>th</sup> meeting of the Special Committee on Gender Mainstreaming will be held in the Parliament House, Islamabad as per schedule and agenda given below:

**Agenda of meeting scheduled for 3<sup>rd</sup> March, 2025 at 11:00 a.m. in Constitution Room No. 5 Parliament House, Islamabad.**

Sl. No	Agenda Items	Briefing by the Secretaries
1.	Confirmation of Minutes of previous meetings held on 10 <sup>th</sup> and 11 <sup>th</sup> February, 2025.	
2.	Gender Responsive Budgeting requirements specified in the Budget Call letter for FY 2025-26 and role of Planning Division in ensuring that projects and proposals are gender tagged.	<ul style="list-style-type: none"> <li>• Secretary Ministry of Finance</li> <li>• Secretary Ministry of Planning &amp; Development</li> </ul>
3.	Role of Establishment Division in ensuring that staff recruitments, pensions and emoluments ensure inclusion of women on the principle of gender parity.	<ul style="list-style-type: none"> <li>• Secretary Establishment Division</li> <li>• Secretary Ministry of Planning and Development</li> <li>• Secretary Ministry of Finance.</li> </ul>
4.	Status of Education with focus on literacy rates, enrollment and retention of girls and school drop-outs, including policies both at federal and provincial level to promote girls' education.	<ul style="list-style-type: none"> <li>• Secretary Ministry of Federal Education (along with Secretaries Provincial Education Departments of all provinces)</li> </ul>
5.	Any other item with permission of Chair	

**Agenda of meeting scheduled for 4<sup>th</sup> March, 2025 at 11:00 a.m. in Constitution Room No. 5 Parliament House, Islamabad.**

Sl.No	Agenda Items	Briefing/ Responsibilities
1.	Confirmation of minutes of previous meeting held on 3 <sup>rd</sup> March, 2025.	
2.	<p>Prime Minister's Women Empowerment Package, 2024 directives at SI No. 1, 2, 3, 9 and 11.</p> <ul style="list-style-type: none"> <li>➤ Ensure 33% women representation in all the Federal Boards, Statutory Bodies, Public Sector Organizations and Allied Committees under the Federal Government.</li> <li>➤ Inclusion of at least one-woman member in all Selection and Recruitment Committees under the Federal Government.</li> <li>➤ Ensure provision of amenities for women in all public offices and workplaces</li> <li>➤ Establishment of Day Care Centers in all public Sector Entities and setting up of a Flagship Day Care Center in Pakistan Secretariat.</li> <li>➤ Map under-utilized buses across departments and convert them into transport for women in ICT.</li> </ul>	<ul style="list-style-type: none"> <li>• Cabinet Division (Lead)</li> <li>• Ministry of Human Rights</li>   <li>• Establishment Division (Lead)</li> <li>• Ministry of Human Rights</li>   <li>• Cabinet Division (Lead)</li> <li>• Ministry of Human Rights</li> <li>• Cabinet Division (Lead)</li> <li>• Ministry of Human Rights</li> <li>• Establishment Division (Lead)</li> <li>• Cabinet Division (Lead)</li> <li>• Ministry of Human Rights</li> </ul>

3.	Implementation Status of the recommendations made by the committee in its meetings held on 10 <sup>th</sup> & 11 <sup>th</sup> February, 2025.	<ul style="list-style-type: none"> <li>• Ministry of Human Rights</li> <li>• Ministry of Planning &amp; Development</li> <li>• Establishment Division</li> </ul>
4.	Any other item with permission of the Chair.	

2. The Honorable Members are requested to kindly make it convenient to attend the meeting. A Zoom link will be shared in advance for the Honourable Members who wish to join the meeting online.

1. Dr. Nafisa Shah, MNA	<b>Chairperson</b>
2. Mr. Aqeel Malik, MNA	Member
3. Ms. Shaista Pervaiz, MNA	Member
4. Syed Hussain Tariq, MNA	Member
5. Khawaja Izhar UI Hassan, MNA	Member
6. Mr. Sher Ali Arbab, MNA	Member
7. Ms. Shahida Begum, MNA	Member
8. Ms. Munaza Hassan, MNA	Member
9. Senator Rubina Qaim Khani	Member
10. Senator Saadia Abbasi,	Member
11. Senator Fawzia Arshad,	Member
12. Senator Khalida Ateeb	Member

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- Attorney General for Pakistan

  
**(AMIR OMER MALIK)**  
 D.G/Secretary Committee

**For information and necessary action with reference to agenda: -**

1. **Secretary, Ministry of Finance**, Government of Pakistan, Islamabad with the request to attend the meeting in person along with all concerned officers. Also send 15 copies of the brief for advance study of the Honorable Members of the Committee at least 3 days before the meeting and forward a soft copy of brief by email at [walaytbhattani@gmail.com](mailto:walaytbhattani@gmail.com).
2. **Secretary, Ministry of Planning, Development & Special Initiatives** Government of Pakistan, Islamabad with the request to attend the meeting in person along with all concerned officers. Also send 15 copies of the brief for advance study of the honorable Members of the Committee at least 3 days before the meeting and forward a soft copy of the brief by email at [walaytbhattani@gmail.com](mailto:walaytbhattani@gmail.com).
3. **Secretary, Ministry of Human Rights**, Government of Pakistan, Islamabad with the request to attend the meeting in person along with all concerned officers. Also send 15 copies of the brief for advance study of the honorable Members of the Committee at least 3 days before the meeting and forward a soft copy of the brief by email at [walaytbhattani@gmail.com](mailto:walaytbhattani@gmail.com).
4. **Secretary, Establishment Division**, Government of Pakistan, Islamabad with the request to attend the meeting in person along with all concerned officers. Also send 15 copies of the brief for advance study of the honorable Members of the Committee at least 3 days before the meeting and forward a soft copy of the brief by email at [walaytbhattani@gmail.com](mailto:walaytbhattani@gmail.com).
5. **Secretary, Cabinet Secretariat**, Government of Pakistan, Islamabad with the request to attend the meeting in person along with all concerned officers. Also send 15 copies of the brief for advance study

of the honorable Members of the Committee at least 3 days before the meeting and forward a soft copy of the brief by email at [walayatbhattani@gmail.com](mailto:walayatbhattani@gmail.com).

6. **Secretary, Ministry of Federal Education and Professional Training**, Government of Pakistan, Islamabad with the request to attend the meeting in person along with all concerned officers. Also send 15 copies of the brief for advance study of the honorable Members of the Committee at least 3 days before the meeting and forward a soft copy of the brief by email at [walayatbhattani@gmail.com](mailto:walayatbhattani@gmail.com).
  7. **Chief Secretary**, Govt. of Punjab is requested to kindly direct the Secretary Education Department, Punjab to attend the said meeting as per schedule in person (**if not possible to attend the meeting physically then join the meeting via Zoom link**).
  8. **Chief Secretary**, Govt. of Sindh is requested to kindly direct the Secretary Education Department, Sindh to attend the said meetings as per schedule in person (**if not possible to attend the meeting physically then join the meeting via Zoom link**).
  9. **Chief Secretary**, Govt. of Khyber Pakhtunkhwa is requested to kindly direct the Secretary Education Department, KPK to attend the said meetings as per schedule in person (**if not possible to attend the meeting physically then join the meeting via Zoom link**).
  10. **Chief Secretary**, Govt. of Balochistan is requested to kindly direct the Secretary Education Department, Balochistan to attend the said meetings as per schedule in person (**if not possible to attend the meeting physically then join the meeting via Zoom link**).
- (Note: Zoom Link will be provided one day before the meeting)

**For information, coordination and necessary action respectively to facilitate the holding of the subject meeting: -**

1. Joint Secretary, (Admin), National Assembly Secretariat, Islamabad.
2. Director General (Media/Photography), National Assembly Secretariat, Islamabad, with the request to kindly depute 2 media assistants for the Electronic and Social Media coverage and also ensure transmission of the Press Release to Media well in time.
3. Joint Secretary, (Finance), National Assembly Secretariat, Islamabad.
4. Joint Secretary (LD&Q), National Assembly Secretariat, Islamabad, with the request to depute a Senior Draftsman to attend the meeting.
5. Director General (IT), National Assembly Secretariat, Islamabad with the request to place Notice on Website and also SMS to Committee Members. It is also requested to kindly arrange video-link facility for Committee Members who join the meeting through zoom.
6. Director General (L&R), National Assembly Secretariat, Islamabad.
7. Sergeant-at Arms, National Assembly Secretariat, Islamabad.
8. Director, (A/T), National Assembly Secretariat, Islamabad.
9. Director, (Telecasting), National Assembly Secretariat, Islamabad. With the request to make necessary arrangements for live telecasting.
10. Director CDA, Parliament House, Islamabad, to do needful through all the concerned relating to Civil, Electrical and other works.
11. Drawing and Disbursing Officer, National Assembly Secretariat, Islamabad.
12. Senior Librarian, National Assembly Secretariat, Islamabad.
13. Section Officer (Notice), National Assembly Secretariat, Islamabad.
14. Medical Superintendent, Federal Government Poly Clinic, Islamabad, through In-charge Dispensary, Parliament House, Islamabad.
15. Deputy Superintendent of Police (Security), Parliament House, Islamabad.
16. Annunciation Cell, National Assembly Secretariat, Islamabad.
17. Resource Centre, Parliament Lodges, Islamabad.

**For information to: -**

1. Accountant General Pakistan Revenue, Islamabad.
2. Joint Secretary (Admn), Prime Minister's Office, Islamabad
3. Principal Secretary to Honorable Speaker, National Assembly Secretariat, Islamabad.
4. Principal Secretary of the Honorable Chairman Senate of Pakistan, Islamabad.
5. Director Staff to Leader of the House, Senate of Pakistan, Islamabad
6. Director Staff to Deputy Chairman, Senate of Pakistan, Islamabad.

7. Director Staff to Secretary, Senate Secretariat, Islamabad.
8. Joint Secretary to Deputy Speaker, National Assembly Secretariat, Islamabad.
9. Joint Secretary to Leader of the Opposition, National Assembly Secretariat of Pakistan, Islamabad.
10. S.P.S to Chief Whip (Ruling Party), Parliament House, Islamabad.
11. S.P.S to Secretary General, National Assembly Secretariat, Islamabad.
12. S.P.S to Secretary, Senate Secretariat, Islamabad.
13. S.P.S to Secretary, Ministry of Finance, Pak-Secretariat, Islamabad.
14. S.P.S to Secretary, Ministry of Parliamentary Affairs, Pak-Secretariat, Islamabad.
15. S.P.S to Advisor (Legislation), National Assembly Secretariat, Islamabad.
16. S.P.S to Special Secretary Parliamentary Committees, National Assembly Secretariat, Islamabad.
17. A.P.S to Additional Secretary (Committees), National Assembly Secretariat, Islamabad.
18. Committee Branches I, II & III, National Assembly Secretariat, Islamabad.
19. Committee Branches-I & II, Senate Secretariat, Islamabad.
20. All Officers/Branches concerned, National Assembly Secretariat, Islamabad.

  
**(WALAYAT KHAN BETTANI)**  
Deputy Secretary (PCs)  
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