



No.F.1(1)/2025-Com-I(Vol-II)/CC&EC

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

1. **Secretary, Ministry of Climate Change and Environmental Coordination**, Government of Pakistan, Islamabad, with the request to attend the meeting along with all concerned officers and direct the heads of all departments to attend the meeting and also send 45 copies of the Brief for advance study of the Committee Members at least 3 working days before the meeting and also, forward a soft copy of the brief by email at [talhaharoon.na@gmail.com](mailto:talhaharoon.na@gmail.com);
2. **Secretary, Ministry of Finance (Finance Division)**, Government of Pakistan, Islamabad, with the request to attend the meeting along with all concerned officers.
3. **Secretary, Ministry of Law and Justice**, Government of Pakistan, Islamabad with the request to depute a Senior Draftsman to attend the meeting.
4. **Chairman, Capital Development Authority (CDA)**, Islamabad with the request to attend the meeting along with all concerned officers and direct the heads of all departments to attend the meeting and also send 45 copies of the Brief for advance study of the Committee Members at least 3 working days before the meeting and also, forward a soft copy of the brief by email at [talhaharoon.na@gmail.com](mailto:talhaharoon.na@gmail.com);
5. **Director to Federal Minister for Finance**, Government of Pakistan, Islamabad to request the Minister to attend the meeting;
6. **Section Officer (Council), Ministry of Climate Change and Environmental Coordination**, Government of Pakistan, Islamabad, with the request to forward names, designations, CNIC numbers of the participants of meeting to the National Assembly Secretariat well before the meeting for their entry into the Parliament House Building. Also ensure provision of required number of copies of briefs to this Secretariat at least 3 days before the meeting;
7. **Section Officer (Council), Ministry of Finance (Finance Division)**, Government of Pakistan, Islamabad, with the request to forward names, designations, CNIC numbers of the participants of meeting to the National Assembly Secretariat well before the meeting for their entry into the Parliament House Building. Also ensure provision of required number of copies of briefs to this Secretariat at least 3 days before the meeting; and
8. **Section Officer (Council), Ministry of Law and Justice**, Government of Pakistan, Islamabad.

**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 arrange the media coverage of the meeting and ensure transmission of the Press Release to Media and depute a person for Social Media coverage of the meeting.
3. Joint Secretary, (Finance), National Assembly Secretariat, Islamabad.
4. Joint Secretary (LD&Q), National Assembly Secretariat, Islamabad with the request to depute a Senior Drafts man 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 (Telecasting), National Assembly Secretariat, Islamabad; with the request to arrange live telecasting of proceeding of the meeting.
9. Director (A/T), National Assembly Secretariat, Islamabad.
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. Director (LD Council), National Assembly Secretariat, Islamabad, to attend the meeting.
13. Medical Superintendent, Federal Government Poly Clinic, Islamabad, through In-charge Dispensary, Parliament House, Islamabad.
14. Deputy Superintendent of Police (Security), Parliament House, Islamabad.
15. Annunciation Cell, National Assembly Secretariat, Islamabad.
16. Resource Centre, Parliament Lodges, Islamabad.

**For information to: -**

1. Accountant General Pakistan Revenue, Islamabad.
2. Joint Secretary (Admin), Prime Minister's Office, Islamabad.
3. Principal Secretary to Hon. Speaker, National Assembly Secretariat, Islamabad.
4. Joint Secretary to Hon. Deputy Speaker, National Assembly Secretariat, Islamabad.
5. Director to Hon. Leader of the Opposition, National Assembly of Pakistan, Islamabad.
6. S.P.S to Chief Whip (Ruling Party), Parliament House, Islamabad.
7. S.P.S to Secretary General, National Assembly Secretariat, Islamabad.
8. S.P.S to Secretary, Senate Secretariat, Islamabad.
9. S.P.S to Secretary, Ministry of Climate Change and Environmental Coordination, Islamabad.
10. S.P.S to Secretary, Ministry of Parliamentary Affairs, Pak-Secretariat, Islamabad.
11. S.P.S to Advisor (Legislation), National Assembly Secretariat, Islamabad.
12. P.S to Federal Minister, Ministry of Climate Change and Environmental Coordination, Islamabad.
13. S.O (Notice Office), National Assembly Secretariat, Islamabad.
14. A.P.S to Additional Secretary (Committees), National Assembly Secretariat, Islamabad.
15. A.P.S to Joint Secretary (Committees), National Assembly Secretariat, Islamabad.
16. Committee Branches I, II & III, National Assembly Secretariat, Islamabad.
17. Committee Branches-I & II, Senate Secretariat, Islamabad.
18. All Officers/Branches concerned, National Assembly Secretariat, Islamabad.



(TALHA HAROON)

Deputy Director/Secretary Committee