

For information and necessary action with reference to agenda: -

1. **Secretary, Ministry of Law & Justice**, Government of Pakistan, Islamabad with the request to attend the meeting **(in person)** for briefing on agenda item II 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 mehboob.gurmani@na.gov.pk.
2. **Secretary, Establishment Division**, Government of Pakistan, Islamabad with the request to attend the meeting **(in person)** for briefing on agenda item III along with all concerned officers. kindly 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 mehboob.gurmani@na.gov.pk **Also coordinate with the provincial government to attend the meeting on the relevant agenda.**
3. **Secretary, Cabinet Division**, Government of Pakistan, Islamabad with the request to attend the meeting **(in person)** for briefing on agenda item III 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 mehboob.gurmani@na.gov.pk
4. **Secretary, Ministry of Human Rights**, Government of Pakistan, Islamabad with the request to attend the meeting **(in person)** for briefing on agenda item III 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 mehboob.gurmani@na.gov.pk
5. **Secretary, Ministry of Parliamentary Affairs**, Government of Pakistan, Islamabad to depute an officer (not below the rank of Joint Secretary) to attend the meeting.
6. **Section Officer (Council), Ministry of Law & Justice**, Government of Pakistan, Islamabad with the request to provide list of participants of the meeting for their smooth entry into the Parliament House, Islamabad. Also ensure provision of required number of copies of brief in hard and soft form at least 3 days before the meeting.
7. **Section Officer (Council), Establishment Division**, Government of Pakistan, Islamabad with the request to provide list of participants of the meeting for their smooth entry into the Parliament House, Islamabad. Also ensure provision of required number of copies of brief in hard and soft form at least 3 days before the meeting.
8. **Section Officer (Council), Cabinet Division**, Government of Pakistan, Islamabad with the request to provide list of participants of the meeting for their smooth entry into the Parliament House, Islamabad. Also ensure provision of required number of copies of brief in hard and soft form at least 3 days before the meeting.
9. **Section Officer (Council), Ministry of Human Rights**, Government of Pakistan, Islamabad with the request to provide list of participants of the meeting for their smooth entry into the Parliament House, Islamabad. Also ensure provision of required number of copies of brief in hard and soft form at least 3 days before the meeting.
10. **Section Officer (Council), Ministry of Parliamentary Affairs**, Government of Pakistan, Islamabad with the request to provide list of participants of the meeting for their smooth entry into the Parliament House, 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 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 (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 wish to 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. Drawing and Disbursing Officer, Senate Secretariat, Islamabad
13. Senior Librarian, 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 (Admin), Prime Minister's Office, Islamabad
3. Principal Secretary to Honorable Speaker, National Assembly Secretariat, Islamabad.
4. Principal Secretary to 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, Islamabad.
10. SPS to Chief Whip (Ruling Party), Parliament House, Islamabad.
11. SO to Secretary General, National Assembly Secretariat, Islamabad.
12. SPS to Secretary, Senate Secretariat, Islamabad.
13. SPS to Adviser (Legislation), National Assembly Secretariat, Islamabad.
14. SPS to Special Secretary Parliamentary Committees, National Assembly Secretariat, Islamabad.
15. APS to Additional 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.


(SAJJAD GILLANI)
Deputy Secretary