



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

1. **Secretary, Finance Division, Government of Pakistan, Islamabad** is requested to kindly attend the meeting in person, along with all concerned officers; provide 45 copies of the brief for advance study by the Honourable Members of the Committee at least **three days prior to the meeting**; and forward a soft copy of the brief via email.
2. **Secretary, Revenue Division, Government of Pakistan, Islamabad** is requested to kindly attend the meeting in person, along with all concerned officers; provide 45 copies of the brief for advance study by the Honourable Members of the Committee at least three days prior to the meeting; and forward a soft copy of the brief via email.
3. **Secretary, Ministry of Defence, Government of Pakistan, Islamabad** is requested to kindly attend the meeting in person, along with all concerned officers; provide 45 copies of the brief (Agenda item 5) for advance study by the Honourable Members of the Committee at least three days prior to the meeting; and forward a soft copy of the brief via email.
4. **Secretary, Privatization Commission, Government of Pakistan, Islamabad** is requested to kindly attend the meeting in person, along with all concerned officers; provide 45 copies of the brief (Agenda item 5) for advance study by the Honourable Members of the Committee at least three days prior to the meeting; and forward a soft copy of the brief via email.
5. **Secretary, Cabinet Division, Government of Pakistan, Islamabad** is requested to kindly attend the meeting in person, along with all concerned officers; provide 45 copies of the brief (Agenda item 6) for advance study by the Honourable Members of the Committee at least three days prior to the meeting; and forward a soft copy of the brief via email.
6. **Chairman, Securities and Exchange Commission of Pakistan (SECP) Government of Pakistan** is requested to kindly attend the meeting in person, along with all concerned officers; to provide 45 copies of the brief for the advance study of the Honourable Members of the Committee at least three days prior to the meeting; and to forward a soft copy of the brief via email.
7. **Section Officer (Council), Finance Division, Islamabad** — requested to forward names, designations, and CNIC numbers of the meeting participants to the National Assembly Secretariat well before the meeting to ensure their smooth entry into the Parliament House. Also requested to ensure the provision of the required number of copies of briefs to this Secretariat at least three days before the meeting.
8. **Secretary (Council), Federal Board of Revenue (FBR), Islamabad** — requested to forward names, designations, and CNIC numbers of the meeting participants to the National Assembly Secretariat well before the meeting to ensure their smooth entry into the Parliament House. Also requested to ensure the provision of the required number of copies of briefs to this Secretariat at least three days before the meeting.

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

1. Director General (Admin), President's Secretariat, Islamabad.
2. Joint Secretary (Admin), Prime Minister's Office, Islamabad.
3. Joint Secretary, Ministry of Parliamentary Affairs, Government of Pakistan, Islamabad.
4. Joint Secretary (Admin), Cabinet Division, Government of Pakistan, Islamabad.
5. Joint Secretary, (Admin), National Assembly Secretariat, Islamabad.
6. Joint Secretary, (Finance), National Assembly Secretariat, Islamabad.
7. Director General (Media / Photography), National Assembly Secretariat, Islamabad, with the request to arrange the media coverage etc. of the meeting and also ensure transmission of the Press Release to Media.
8. Director General (IT), National Assembly Secretariat, Islamabad, with the request to place Notice on website, send SMS to Committee Members and make arrangements for virtual participation and multimedia presentation.
9. Joint Secretary, (LD&Q), National Assembly Secretariat, Islamabad.
10. Director (Telecasting), National Assembly Secretariat, Islamabad, with the request to arrange video coverage of the meeting.
11. Director (Audio Transmission), National Assembly Secretariat, Islamabad.
12. Drawing and Disbursing Officer, National Assembly Secretariat, Islamabad.
13. Sergeant-at-Arms, National Assembly, Secretariat, Islamabad.
14. Librarian, National Assembly, Secretariat, Islamabad.
15. Medical Superintendent, Federal Government Poly Clinic, Islamabad, through In-charge Dispensary, Parliament House.
16. Deputy Superintendent of Police (Security), Parliament House, Islamabad.
17. Director, CDA, Parliament House, Islamabad, to do needful through all the concerned relating to Civil, Electrical and other works.
18. Annunciation Cell, National Assembly Secretariat, Islamabad.
19. Resource Centre, Parliament Lodges, Islamabad.

**For information to: -**

1. Accountant General Pakistan Revenue, Islamabad.
2. Principal Secretary to Hon. Speaker, National Assembly Secretariat, Islamabad.
3. Staff Officer to Hon. Deputy Speaker, National Assembly Secretariat, Islamabad.
4. Staff Officer to Acting Secretary, National Assembly Secretariat, Islamabad.
5. S.P.S to Hon. Chief Whip (Ruling Party), Parliament House, Islamabad.
6. Staff Officer to Hon. Leader of the opposition, National Assembly Secretariat, Islamabad.
7. SPS to Advisor on Legislation, Parliamentary Proceedings and Trainings, National Assembly Secretariat, Islamabad.
8. PS to Hon. Chairman, Standing Committee on Finance and Revenue, Islamabad.
9. Director Staff to Secretary, Senate Secretariat, Islamabad.
10. S.P.S to Secretary, Ministry of Parliamentary Affairs, Pak-Secretariat, Islamabad.
11. A.P.S to Additional Secretary (Committees), National Assembly Secretariat, Islamabad.
12. A.P.S to Joint Secretary (Committees), National Assembly Secretariat, Islamabad.
13. Committee Branches I, II & III, National Assembly Secretariat, Islamabad.
14. Committee Branches-I & II, Senate Secretariat, Islamabad.



**HAMMAD ULLAH KAZI**  
Secretary Committee