

**NATIONAL ASSEMBLY SECRETARIAT**

No.F.1(2)/2021-Com-I

Islamabad, the 26<sup>th</sup> January, 2021

**NOTICE**

1<sup>st</sup> meeting of the **Sub-Committee of the Standing Committee on Cabinet Secretariat** will be held on **2<sup>nd</sup> February, 2021 at 2:00 pm in Committee Room No. 7, Fourth Floor, Parliament House, Islamabad** to discuss the following(ToRs):-

“To discuss and prepare a report on observance of Provincial and all other quotas in Federal Government Ministries/Division, attached Departments and Autonomous /Semi Autonomous organizations on vacancies in Grade 1-22.”

2. Honourable Members are requested to make it convenient to attend the meeting.
3. **The participants of the meeting are requested to ensure strict adherence to the COVID-19 SOPs.**



*Mehboob Ali Gurmani*

**(MEHBOOB ALI GURMANI)**  
Director General /Secretary Committee  
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|------|-------------------------|----------|
| i)   | Mr. Ali Nawaz Awan      | Convener |
| ii)  | Mr. Muhammad Aslam Khan | Member   |
| iii) | Mr. Muhammad Hashim     | Member   |
| iv)  | Mr. Tahir Sadiq         | Member   |

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

1. **Secretary, Cabinet Division**, Government of Pakistan, Islamabad for favour of information.
2. **Secretary, Establishment Division**, Government of Pakistan, Islamabad with the request to attend the meeting along with all concerned; and provide 15 copies of the brief on ToRs for the advance study of Sub-Committee Members well before the meeting and also send a soft copy of the brief on email address: [mehboob.gurmani@na.gov.pk](mailto:mehboob.gurmani@na.gov.pk)
3. **Section Officer (Council), Establishment Division**, Government of Pakistan, Islamabad with the request forward names, designations, CNIC numbers of the participants **essentially required** in the meeting to the National Assembly Secretariat well before the meeting for their smooth entry into the Parliament House.