

**NATIONAL ASSEMBLY SECRETARIAT**

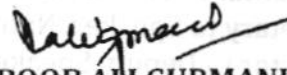
No.F.1(16)/2021-Com-I

Islamabad, the 9<sup>th</sup> September, 2021

**NOTICE**

1<sup>st</sup> meeting of the **Sub-Committee of the Standing Committee on Cabinet Secretariat** will be held on **14<sup>th</sup> September, 2021 at 2:00 pm in Committee Room No. 7, Fourth Floor, Parliament House, Islamabad** to discuss the following(ToRs):-

- i) *"To look into the matter regarding issuance of Office Memorandum by the Finance Division giving effect to the revised conditions/criteria for the grant of time scale to Private Secretary BS -17"*
  - ii) *"To discuss and prepare a report on the matters/complaints relating to Employees of Printing Corporation of Pakistan regarding illegal orders imposed by the current Manager, PCP Karachi, against the staff."*
  - iii) *The Committee may take assistance of Establishment Division, Federal Investigation Agency, Printing Corporation of Pakistan CBA and all other departments as the Sub-Committee may deem appropriate, in discharge of the task assigned to it.*
  - iv) *The Sub-Committee to present its report within thirty days.*
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)**

Director General/Secretary Committee

☎ 051- 9207746

- |      |                         |          |
|------|-------------------------|----------|
| i)   | Mr. Mohsin Dawar        | Convener |
| ii)  | Mr. Muhammad Aslam Khan | Member   |
| iii) | Ms. Uzma Riaz           | Member   |
| iv)  | Rana Iradat Sharif Khan | Member   |

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

1. **Secretary, Cabinet Division**, Government of Pakistan, Islamabad with the request to attend the meeting along with officers having relevance with the agenda; and provide 15 copies of the brief on ToR (ii) for the advance study of Sub-Committee Members well before the meeting. A soft copy of the brief may also be sent on email address: [mehboobgurmani@hotmail.com](mailto:mehboobgurmani@hotmail.com)
2. **Managing Director, Printing Corporation of Pakistan (PCP)**, Islamabad with the request to attend the meeting along with officers having relevance with the agenda; and timely provide 15 copies of the brief on ToR (ii) for the advance study of Sub-Committee Members well before the meeting through Cabinet Division.
3. **General Secretary, Printing Corporation of Pakistan (CBA)**, PCP Press, Islamabad with the request to attend the meeting.
4. **Section Officer (Council), Cabinet Division**, Government of Pakistan, Islamabad with the request to forward names, designations and CNIC numbers of the participants of meeting to the National Assembly Secretariat well before the meeting for their smooth entry into the Parliament House.

P.T.O

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

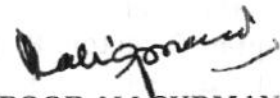
1. Director General (IT), National Assembly Secretariat, Islamabad with the request to place Notice on website and also SMS to Committee Members.
2. Director General (Media), National Assembly Secretariat, Islamabad.
3. Joint Secretary (Finance), National Assembly Secretariat, Islamabad.
4. Librarian, National Assembly Secretariat, Islamabad.
5. Medical Superintendent, Federal Government Poly Clinic Hospital, Islamabad, through In-charge Dispensary, Parliament House, Islamabad.
6. Deputy Superintendent of Police (Security), Parliament House, Islamabad.
7. Drawing and Disbursing Officer, National Assembly Secretariat, Islamabad.
8. Sergeant-at-Arms, National Assembly, Secretariat, Islamabad.
9. Engineer In-charge, Communications Unit, National Assembly/Senate Secretariat, Islamabad.
10. Director, CDA, Parliament House, Islamabad, to do needful through all the concerned relating to Civil, Electrical and other works.
11. Annunciation Cell, National Assembly Secretariat, Islamabad.
12. Resource Centre, Parliament Lodges, Islamabad.

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

1. Joint Secretary (Admn), Prime Minister's Office, Islamabad.
1. Accountant General Pakistan Revenues, Islamabad.
2. Secretary to Speaker, National Assembly of Pakistan, Islamabad.
3. Director to Deputy Speaker, National Assembly of Pakistan, Islamabad.
4. Sr. P.S to Chief Whip, Parliament House, Islamabad.
5. Director to Leader of the Opposition, National Assembly of Pakistan, Islamabad.
6. P.S to Chairperson, Standing Committee on Cabinet Secretariat, Islamabad.
7. Sr. P.S to Secretary, National Assembly Secretariat, Islamabad.
8. Director Staff to Secretary, Senate Secretariat, Islamabad.
9. A.P.S to Special Secretary (PAC/Parliamentary Committees), National Assembly Secretariat, Islamabad.
10. P.S to Additional Secretary (Com), National Assembly Secretariat, Islamabad.
11. A.P.S to Joint Secretaries (C-I, C-II & C-III), National Assembly Secretariat, Islamabad.
12. Committee Branches-I & II, Senate Secretariat, Islamabad.

**Copy also forwarded for information to:-**

Honourable Attorney General for Pakistan, Islamabad.



(MEHBOOB ALI GURMANI)

Director General/Secretary Committee