

NATIONAL ASSEMBLY SECRETARIAT

No. 19(2)/2024-E-1

Islamabad, the 12th August, 2025

LAST WARNING / GENERAL NOTICE

The Establishment Wing has initiated the following steps for transparent, merit-based, efficient and effective human resources management regime:

- (1) revision of recruitment rules standardizing with ESTACODE;
- (2) implementation on Human Resources Management Information System (HRMIS) in collaboration with IT staff;
- (3) issuance of comprehensive Biometric Attendance Policy;
- (4) launching of Biometric Attendance Mobile App in collaboration with IT staff;
- (5) completion of 474 probations (pending for the last several years);
- (6) promotions / time scale up-gradations of 488 employees through 3 consecutive meetings of DPC/DSC in one year;
- (7) completion of 345 Character Verification of employees;
- (8) placement of 100 Seniority Lists at official website;
- (9) constitution of Grievances Resolution Committee (GRC);
- (10) completion of 3200 PERs pending for the last many years;
- (11) delegation of powers for processing day-to-day affairs of employees on the same day;
- (12) posting of cooperative officers / staff in the Establishment Wing; and
- (13) certain initiatives are in progress to be completed soon.

2. Despite the above-mentioned as well as numerous other efforts for creating conducive working environment, it has been observed very seriously that some employees persist in attempting to exert political pressure upon the Hon'ble Speaker and other senior functionaries of the Secretariat to influence decisions related to appointments, promotions, postings/transfers, disciplinary cases and other administrative matters. **List of employees is available and action against them is being processed.** Such tendency is glaring violation of this Secretariat's earlier circulars issued on 24.07.2024 and 19.10.2024.

3. The Hon'ble Speaker has taken grave cognizance of continuing attempts by certain employees to induce political influence in connection with service matters. This conduct is not only unlawful and unethical, but also a severe breach of service discipline.

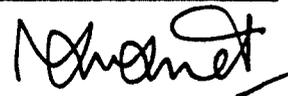
4. Henceforth, it is made absolutely clear that any form of political lobbying, interference or backdoor influence or bypassing the hierarchy will not be tolerated under any circumstances.

5. This is the Last Warning / General Notice to all employees, any violation whereof shall invite immediate and exemplary disciplinary action, which may include **dismissal from service without any further notice.**

6. An employee who is aggrieved of anything may submit written application to the office of Mr. Rizwan Ullah, Additional Secretary (Legislation) / Convener, GRC.

7. The heads of all Wings including Special Secretaries, Additional Secretaries, Joint Secretaries and Director Generals are requested to ensure implementation upon this Last Warning/Notice.

(By Order of the competent authority)



(Syed Mujahid Hussain)
Section Officer

All employees of the National Assembly Secretariat

Copy for information:

- (1) Principal Secretary to the Hon'ble Speaker
- (2) Staff Officer to Secretary General
- (3) SPS to Adviser on Legislation, Parliamentary Proceedings and Training.
- (4) All Special Secretaries
- (5) Section Officer to Additional Secretary (Admn)
- (6) All Additional Secretaries / Joint Secretaries / Director Generals