

NATIONAL ASSEMBLY SECRETARIAT

[Data Source Unit]

F.No. 1(1)/2024-DSU

Islamabad, the 19th November, 2025

FINAL WARNING

Subject: **STRICT COMPLIANCE WITH BIOMETRIC ATTENDANCE**

Perusal of biometric attendance record up to the end of October, 2025 reveals that several employees of the Secretariat are not marking their attendance in accordance with the prescribed Biometric Attendance.

2. The competent authority has observed such tendency as a serious breach of discipline and has expressed displeasure towards the violations of instructions issued *vide* this Secretariate's Office Orders No. 1(l)/2024-DSU, dated 8th May, 2025 and 19th September, 2025.

3. All employees in BPS 1 to 20 are hereby required to ensure compliance of the said instructions. The said instructions are once again circulated as **Annexure-A & B** for the purpose of ease.

4. This is to be treated as the final and absolute warning. Henceforth, disciplinary action will be initiated against violations of the said instructions.

5. The Joint Secretaries; Director Generals and equivalent officers are requested to ensure compliance of the said instructions.

6. This issues with the approval of the Secretary General.

(Muhammad Waqar)
Section Officer

✓ All employees of the
National Assembly Secretariat

Copy for information to:

- (1) The Principal Secretary to the Hon'ble Speaker
- (2) The Joint Secretary to the Hon'ble Deputy Speaker
- (3) The Joint Secretary to the Hon'ble Leader of the Opposition
- (4) All Private Secretaries to the Hon'ble Chairmen Standing Committees
- (5) The Staff Officer to Secretary General
- (6) All Joint Secretaries / Director Generals
- (7) All Officers/Branches of the National Assembly Secretariat

NATIONAL ASSEMBLY SECRETARIAT

F. No. 1(1)2024-DSU

Islamabad, the 8th May, 2025**OFFICE ORDER**

In supersession of this Secretariat's Office Order No. 1(1)2024-DSU, dated 18th September, 2024, employees of the Secretariat are required to follow the instructions, contained in this Office Order, for marking their attendance and claiming Diet Allowance:

(1) Mandatory Attendance:

- (a) All employees in BPS-1 to BPS-20 shall mark attendance through the Biometric Attendance System to be maintained by the Data Source Unit (DSU).
- (b) The following office hours are mandatory:

Non-Session days	09:00 a.m. to 05:00 p.m.
Session Days	09:00 a.m. to 06:00 p.m. or 30 minutes after conclusion of the Sitting, whichever is later.
Lunch and Prayer	12:45 p.m. to 01:45 p.m.

(2) Use of Machines:

- (a) Employees posted in the main Secretariat shall use Biometric Attendance Machines installed in the Parliament House only.
- (b) Employees posted in the Additional Block and in the Offices of the Honourable Chairmen Standing Committees shall mark attendance at the machines installed in the premises of the said Block or Offices.

(3) Late Arrival / Early Leaving:

- (a) Marking attendance through Biometric Attendance System later than 30 minutes or earlier than 15 minutes of the prescribed office timings shall be treated as late arrival or early leaving, respectively.
- (b) Marking attendance till 11:00 a.m. shall be treated as absence from duty unless Short Leave is granted by the respective Reporting Officer that too not more than twice in a calander month.
- (c) Marking attendance after 11:00 a.m. shall be treated as absence from duty unless Casual Leave is granted by the respective Reporting Officer.
- (d) Non-marking attendance in morning or evening shall be treated as absence from duty.

(4) Claims of Diet Allowance:

- (a) Claims of all employees in BPS 1-21 shall be verified by their respective Reporting Officer.
- (b) Claims of employees without posting shall be processed upon verification by the concerned Establishment Branches and DSU.
- (c) Claims of former Speaker's personal staff shall be verified by the concerned former Speakers.
- (d) Claims of the staff posted with the Chairmen Standing Committees shall be verified by the concerned Chairman.
- (e) The DSU shall send a monthly statement to the Section Officer (Cash & Accounts) through official mail on or before 3rd of each month. The Statement shall contain any type of leave (including short leave) of all employees, availed during the preceding month.
- (f) Disciplinary proceedings shall be initiated against the claimants of false and unverified claims.

(5) Attendance Register:

- (a) All Offices, Directorates and Branches of the Secretariat shall maintain Attendance Register.
- (b) Such Registers shall be submitted to the DSU on quarterly basis.

(6) Leave Record:

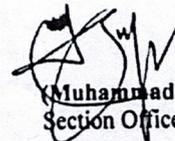
- (a) Accounts of all types of leaves shall be maintained by the DSU.
- (b) All leave sanctioning authorities shall forward applications of their sub-ordinate staff for all kinds of leaves to the concerned Establishment Branch.
- (c) An application for Casual Leave, duly granted by the concerned Reporting Officer, shall be forwarded to the DSU for up-dation of record.

(7) Office Timings for Female Employees:

- Female employee, except those required for session related duties, shall be allowed to leave their offices at *Maghrib*.

2. None of the employee of the Secretariat in BPS 1-20 shall be exempted from marking attendance through Biometric Attendance System.

3. This issues with approval by the Hon'ble Speaker.


(Muhammad Waqar)
Section Officer (DSU)

✓ All employees of the
National Assembly Secretariat

Annex-B

NATIONAL ASSEMBLY SECRETARIAT

F. No. 1(1)/2024-DSU

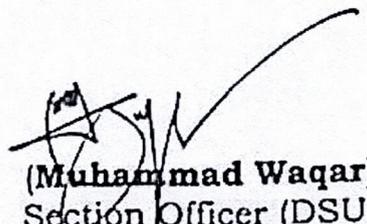
Islamabad, the 19th September, 2025

OFFICE ORDER

In partial modification of this Secretariat's Office Order No. 1(1)2024-DSU, dated 8th May, 2025, employees of the Secretariat are required to follow the instructions:

- (a) Duty period of eight (08) hours per day shall be treated as a full working day for all purposes, including entitlement of Diet Allowance, etc.
- (b) All gazetted employees shall submit their claims of Diet Allowance under their own signature.
- (c) All non-gazetted shall submit their claims of Diet Allowance through their respective reporting officers.

2. This issues with approval by the Hon'ble Speaker.


(Muhammad Waqar)
Section Officer (DSU)

✓ All employees of the
National Assembly Secretariat