

# NATIONAL ASSEMBLY SECRETARIAT

(Human Resource Management-I)

F. No. 19 (2)/2026-Estt-I

Islamabad, the 23<sup>rd</sup> January, 2026.

## **CIRCULAR**

Taking serious cognizance of various instances of uncalled for attitude of certain employees, the competent authority has directed to:

- (a) **desist** from submitting leave application after availing leave. All leave applications must be forwarded to HRM Branch-I and II in advance;
  - (b) **refrain** from leaving the duty station without obtaining formal approval of leave from the Competent Authority; and
  - (c) **route** leave and other applications through the chain of command prescribed in the Organogram of the Secretariat issued *vide* circular dated 9<sup>th</sup> October, 2025 (**available at official website**) and the instructions contained in the circular dated 22<sup>nd</sup> January 2026.
2. All employees of the Secretariat are required to comply with the above instructions in letter and spirit.
  3. The heads of all Wings and Directorates are requested to ensure implementation upon the afore-mentioned instructions within their respective domains.
  4. This issues with the approval of the Competent Authority.



(Syed Mujahid Hussain)  
Section Officer

All employees of the  
**National Assembly Secretariat**

### **Copy to:**

- (1) The Principal Secretary to the Hon`ble Speaker
- (2) The Staff Officer to the Secretary
- (3) SPS to Adviser on Legislation, Parliamentary Proceedings and Training
- (4) All Special Secretaries/ Additional Secretaries/ Joint Secretaries/ Senior DG & DGs
- (5) All officers/ staff of each Wings/ Directorates, Offices & Branches of the National Assembly Secretariat