

For information and necessary action with reference to agenda: -

1. **Secretary, Ministry of Commerce, Government of Pakistan, Islamabad**, to attend the meeting with concerned officers and complete relevant record. Send a soft copy of brief by email at anahita.ahsan@na.gov.pk and 40 copies in hard form to this Secretariat for advance study of the Committee Members.
2. **Secretary, Ministry of Law and Justice, Government of Pakistan, Islamabad**, to depute a Senior **Draftsman** to attend the meeting and brief the Committee on the agenda.
3. **CEO, State life Insurance Corporation of Pakistan, State life building No.9 Dr. Zia Uddin road, Karachi-75530, Pakistan** to attend the meeting, send 30 copies of the brief for advance study of the Committee Members.
4. **Section Officer (Council), Ministry of Commerce, Islamabad**, to forward names, designations, CNIC numbers of the participants of meeting to the National Assembly Secretariat well before the meeting for their smooth entry into the Parliament House. Also ensure provision of required number of copies of briefs to this Secretariat well before the meeting.
5. **Section Officer (Council), Ministry of Law and Justice, Government of Pakistan, Islamabad**.

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

1. Joint Secretary, (Admin), National Assembly Secretariat, Islamabad.
2. Director General (Media / Photography), National Assembly Secretariat, Islamabad, to arrange the media coverage of the meeting and ensure transmission of the Press Release to Media. Also depute an official for Social Media coverage of the meeting.
3. Joint Secretary (Finance), National Assembly Secretariat, Islamabad.
4. Joint Secretary (LD&Q), National Assembly Secretariat, Islamabad, to depute a senior Draftsman to attend the meeting.
5. Director General (L&R), National Assembly Secretariat, Islamabad.
6. Director (IT), National Assembly Secretariat, Islamabad, to place Notice on website and also SMS to Committee Members/Mover. It is also requested to kindly arrange video-link facility for Committee Members who joint the meeting through zoom.
7. Director (Telecasting), National Assembly Secretariat, Islamabad, to arrange video recording of proceeding of the meeting.
8. Draftsman, National Assembly Secretariat, Islamabad.
9. Director (Audio Transmission), National Assembly Secretariat, Islamabad.
10. Drawing and Disbursing Officer, National Assembly Secretariat, Islamabad.
11. Sergeant-at-Arms, National Assembly, Secretariat, Islamabad.
12. Medical Superintendent, Federal Government Poly Clinic, Islamabad, through In-charge Dispensary, Parliament House, Islamabad.
13. Deputy Superintendent of Police (Security), Parliament House, Islamabad.
14. Section Officer (Notice Office), National Assembly Secretariat, Islamabad.
15. Director, CDA, Parliament House, Islamabad, to do needful through all the concerned relating to Civil, Electrical and other works.
16. Resource Centre, Parliament Lodges, Islamabad.

For information to: -

1. Accountant General Pakistan Revenue, Islamabad.
2. Joint Secretary (Admin), Prime Minister's Office, Islamabad.
3. Principal Secretary to Hon'ble Speaker, National Assembly Secretariat, Islamabad.
4. S.O to Hon'ble Deputy Speaker, National Assembly Secretariat, Islamabad.
5. S.O to Hon'ble Leader of the Opposition, National Assembly of Pakistan, Islamabad.
6. S.P.S to Chief Whip (Ruling Party), Parliament House, Islamabad.
7. Staff Officer to Acting Secretary, National Assembly Secretariat, Islamabad.
8. Director Staff to Secretary, Senate Secretariat, Islamabad.
9. S.P.S to Secretary, Ministry of Commerce, Islamabad.
10. S.P.S to Secretary, Ministry of Parliamentary Affairs, Pak-Secretariat, Islamabad.
11. S.P.S to Adviser (Legislation), National Assembly Secretariat, Islamabad.
12. A.P.S to Additional Secretary (Committees), National Assembly Secretariat, Islamabad.
13. A.P.S to Joint Secretary (Com-I & III), National Assembly Secretariat, Islamabad.
14. A.P.S to Director General (Com-II), National Assembly Secretariat, Islamabad.
15. P.S to Chairman Standing Committee on Commerce, National Assembly Secretariat, Islamabad.
16. Committee Branches II & III, National Assembly Secretariat, Islamabad.
17. Committee Branches-I & II, Senate Secretariat, Islamabad.
18. All Officers/Branches concerned, National Assembly Secretariat, Islamabad.



(ANAHITA AHSAN)

Deputy Director/Secretary Committee