

NATIONAL ASSEMBLY SECRETARIAT

Islamabad, the 30th December, 2015

No.F.19(4)/2012-Estt.I.(85): Sardar Ayaz Sadiq the honorable Speaker, with particular reference to the decisions made by the Council of Chairmen on 16th December, 2015, has been pleased to direct that the following, *inter alia*, business in the Committees Wing shall be conducted under the direct supervision and with the approval of the Joint Secretary concerned who shall ensure compliance of all provisions of the Rules of Procedure and Conduct of Business in the National Assembly, 2007, relating thereto:-

- 1) The Chairman/Convener of each Committee/Sub-Committee shall in writing, be informed by each Secretary Committee about all pending Bills and matters referred to each Committee, on monthly basis;
- 2) At least three days time shall be given by a Chairman/Convener of a Committee/Sub-Committee to convene or re-schedule or cancel a meeting otherwise the Secretary Committee shall not initiate the process therefor, except with the permission of the honourable Speaker;
- 3) Each Secretary Committee shall, before issuing a Notice of a meeting of a Committee, ensure that the agenda relates to subjects assigned to the Ministry concerned and compliance of the rule 239 of the Rules *ibid* has been made; and he shall invite the attention of the Chairman, accordingly, so that the attendance of all the concerned along with Brief for effective conduct of business of each Committee is available;
- 4) Without any exception, each Secretary Committee shall himself include, chronologically maximum five from amongst all pending, Bills and matters, if any, referred to a Committee as Agenda Item No.1 of the Notice of each meeting thereof and shall only inform the Chairman about the contents of agenda item No.1, accordingly;
- 5) Secretary Committee shall ensure that the Brief is provided to members of a Committee at least two days before its meeting is convened;
- 6) Meetings of the Committees shall normally be convened within the precincts of the Assembly;
- 7) Prior approval of the competent authority shall be obtained for an out station site visit by a Committee along with Secretary Committee only and a detailed Record Note shall also be prepared by the Secretary Committee, because of non-availability of Verbatim Record of Proceedings of such visits;
- 8) A Sub-Committee shall consist of not more than three or four members;
- 9) That a Sub-Committee shall finalize its assignment by submitting its report before thirty

days;

- 10) Each Secretary Committee shall ensure that the Periodical Reports are timely presented to the Assembly;
- 11) Necessary coordination shall be made with the Ministries for timely submission of budgetary proposals relating to the PSDP for the next financial year not later than the 31st January, so that Standing Committees may make recommendations thereon not later than the 1st March;
- 12) That the minutes of a meeting of a Committee shall:

- (a) be recorded strictly in accordance with the verbatim record of proceedings thereof;
- (b) within seventy-two hours of the convening of the meeting be forwarded by the Secretary Committee to the Chairman/Convener;
- (c) be included as an Agenda Item: "Confirmation of minutes of ^{of 4}previous meeting" in the Notice for next meeting of the Committee ; and in case of any correction, corrigendum thereof shall be issued by the Secretary Committee, accordingly;
- (d) precisely incorporate the context and all other documents including presentations made before the Committee should accurately be only annexed with the minutes and the record thereof shall be maintained and proper handing/taking over thereof shall be made by the Secretaries Committees, accordingly;

a copy of each Brief along with presentations shall be sent through Despatch Register to **Research Wing** which shall enter the same chronologically in a separate Register of Receipts; and

an indexed subject and Ministry/Division-wise retrievable record with accurate reference of meeting and its notice shall be maintained as an authentic source of information to be utilized for all future references in the National Assembly Secretariat;

- (e) set forth the recommendations of the Committee together with the minutes of dissent, if any;
 - (f) clearly indicate the authority responsible to submit its reply to the Committee; and
 - (g) not include the discussions and dialogues by name of the participants, research materials and references thereof, etc., except the views, if any, of the Minister concerned with the matter;
- 13) Under overall supervision of a Chairman/Convener of a Committee, his Private Secretary and a Researcher associated with a Committee may assist the Secretary Committee for

preparing minutes in accordance with the verbatim record of proceedings;

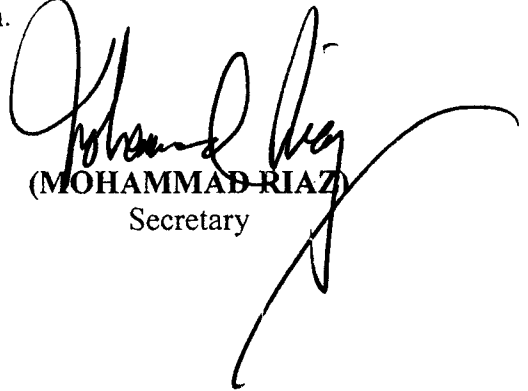
- 14) Under rule 235 of the Rules *ibid* the Report of a Committee is required to:
 - (a) incorporate the views, if any, of the Minister concerned with the matter;
 - (b) set forth the recommendations of the Committee together with the minutes of dissent, if any.

Therefore, a Report of a Committee shall be prepared by Secretary Committee strictly in accordance with the minutes confirmed by the Committee. All other details including discussions and dialogues by name of the participants, profiles, photographs, research materials and references thereof, etc. shall not be included therein.

- 15) Each Secretary Committee shall ensure that the Report of a Committee, on a Bill or-matter finalized by the Committee for its presentation to the Assembly, is prepared and submitted for approval of the Secretary within one week;
- 16) The website-links of the Committees shall further be improved so that the following information may be uploaded with the permission of the Committee to enhance the transparency and accountability levels by informing the public at large about the parliamentary performance of the Committees:
 - (a) Research materials, not forming part of a Report to be presented to the Assembly, relating to matters within the competence of a Committee;
 - (b) Relevant Profiles and Photographs;
 - (c) The report of a Committee on a matter or Bill which has already been presented to the Assembly;
 - (d) The periodical reports of a Committee which have already been presented to the Assembly;
 - (e) The special report of a Committee which has already been presented to the Assembly.
 - (f) All details relating to composition, terms of reference, schedule of meetings and dates of reports of all the Sub-Committees appointed by the Standing Committees, respectively.
- 17) Drafts of the Correspondence with the Ministries/Divisions relating to the business detailed above except the policy matters requiring consideration of the Competent Authority;
- 18) Proper management and maintenance of record of all proceedings of the Committees including Attendance Sheet (to be dispatched directly or by Fax to the Director Budget within half an hour of close of meeting) and refreshments as per attendance during the meetings of a Committee as per Notice.

2. Allocation of Committees to Secretary Committees, all kinds of leave and posting/transfers within, to or from Committees Wing shall be made through Additional Secretary (Committees).

3. Other business, if any, shall continue to be conducted as such.


(MOHAMMAD RIAZ)
Secretary

**All Officers/officials of Committees Wing
of National Assembly Secretariat.**

Copy to:

- 1) Secretary to hon'ble Speaker
- 2) SPS to Deputy Speaker
- 3) SPS to Secretary, National Assembly Secretariat
- 4) SPS to Additional Secretary (Admn), National Assembly Secretariat
- 5) SPS to Additional Secretary (Legislation), National Assembly Secretariat
- 6) SPS to Additional Secretary (Committees), National Assembly Secretariat
- 7) APSs to all Joint Secretaries/Director Generals, National Assembly Secretariat
- 8) All Branches, National Assembly Secretariat