



SENATE SECRETARIAT

A HANDBOOK FOR MEMBERS

Islamabad, February, 2015

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Foreword

The Senate business is regulated under the provisions of the Rules of Procedure and Conduct of Business in the Senate, 2012 made in pursuance of Article 67(1) of the Constitution.

The Handbook is an abridged version of some of the selected rules to acquaint new members with legislative terminology and procedures of the House and Committees' business.

An effort has been made to ensure that the true essence of Rules is conveyed to enable the members to effectively participate in the proceedings of the House. This Handbook, however, is not a substitute for the Rules and Procedures book, the in-depth study of which is a prerequisite for sound understanding and effective participation.

It is hoped that with the feedback of honourable members and with continued endeavours of the officers, this Handbook will continue to improve for the benefit of parliamentary posterity.

I wish to acknowledge the good work done by the officers of the Senate Secretariat, especially those heading the Legislation and Committees Branches, for their insight and valuable input.

AMJED PERVEZ
Secretary

Summoning and Prorogation of the Senate

The President, from time to time, summons either House or both the Houses of Parliaments under Article 54(1) of the Constitution. However, the Chairman, Senate can also, under Article 54(3), summon the Senate on a requisition signed by not less than one-fourth of the total membership of the House. In either case the Secretary Senate shall cause a notification to be published in the Gazette stating therein the date, time and place of the meeting and shall, as far as practicable, also cause it to be issued to each member. SMS service has also been initiated by the Senate Secretariat to convey to the members time, date and place of session on their mobile phones. Its announcement over the radio/TV and in the Press is also made. Likewise, a notification with regard to prorogation of session is caused by the Secretary to be published in the gazette.

Seating, Oath and Roll of Members

A person elected as member shall, before taking seat in the Senate, make before the Senate oath in the form set out in the Third Schedule to the Constitution. After making oath before the Senate, the members shall sign the Roll of Members. The members shall sit in such order as determined by the Chairman, or before the Chairman is elected, as determined by the Secretary.

Leave of absence from the sittings of the Senate

A member desirous of obtaining leave for his absence from any sitting or session of the Senate shall make an application in writing under his hand addressed to the Chairman stating reasons for his absence.

Attendance, vacancy and resignation of seat

The Secretary shall cause a register to be kept showing the attendance of each member at each sitting and shall make the register available for inspection of the members. A member can inspect the register if he deems it necessary. If a member remains absent for 40 [forty] consecutive days, without leave of the Senate, the Chairman shall bring the fact to the notice of the Senate and thereupon any member may move that the seat of the member who has been so absent be declared vacant under clause (2) of Article 64 of the Constitution.

A member of the Senate may, by writing under his hand addressed to the Chairman, resign his seat under clause (1) of Article 64 of the Constitution and his resignation shall become effective after verification by the Chairman from the member. The Chairman shall record date and time of resignation and the Secretary shall cause the Gazette Notification of the resignation issued and shall send a copy thereof to the Chief Election Commissioner for taking steps to fill the vacancy thus caused.

Election of the Chairman and the Deputy Chairman

After the Senate has been duly constituted, it elects at its first meeting, from amongst its members, a Chairman and a Deputy Chairman. Whenever the office of the Chairman or the Deputy Chairman becomes vacant the Senate elects another member to fill the vacant office.

The Chairman or the Deputy Chairman can be removed from the office by means of a resolution moved by a member and passed by the majority of the total membership of the Senate, in terms of Article 61 read with paragraph (c) of clause (7) of Article 53.

Term of office of the Chairman and the Deputy Chairman is three years. In absence of the Chairman, the Deputy Chairman acts as Chairman.

Panel of Presiding Officers

At the commencement of each session the Chairman nominates a panel, in order of precedence, of not more than three Presiding Officers. In the absence of the Chairman and the Deputy Chairman, a member of the panel present, having precedence, presides over the sitting of the Senate.

Quorum

If, at any time during a sitting of the Senate, the attention of the Presiding Officer is drawn to the fact that less than one-fourth of the total membership of the Senate is present, he shall cause the bells to be rung for five minutes, but if no quorum is available even when the bells stop ringing, he shall adjourn the sitting for thirty minutes and if again there is no quorum he shall adjourn the sitting for next working day:

Provided that the member pointing out quorum shall remain present in the Chamber until a decision is made by the Chairman on the pointation of quorum.

Powers and Functions of the Chairman

The Chairman, or in his absence, the Deputy Chairman or the Presiding Officer takes the Chair at every sitting of the Senate. The Chairman is responsible for preserving order and decorum in

the House and has all the powers necessary for enforcing his decisions.

When the Chairman speaks others should remain silent and when he calls for order his wishes and orders must be obeyed. Rulings of the Chair are binding.

Statement by the Minister in the House

A Minister may, with the consent of the Chairman, make a statement on a matter of public importance but no question can be asked nor does discussion take place thereon at the time the statement is made.

Sittings and Business of the Senate

The Senate is required to meet for not less than 110 days in a parliamentary year and not more than 120 days shall elapse between any two sessions. At least three sessions of the Senate are required to be held in a parliamentary year. The day on which there is a joint sitting and any period not exceeding two days for which the Senate is adjourned, is included in the said 110 days.

The Senate sits on such days and time as fixed by the Chairman. Each sitting commences with recitation from the Holy Quran.

The business of the House is classified as Government Business, Private Members' Business and Senate Business. Government business includes Bills, Resolutions, Amendments and other Motions introduced/moved by a Minister. Private members' business includes Bills, Resolutions, Amendments and other Motions introduced/moved by private members. Senate

business includes business relating to the Committees and such other business as the Chairman may classify as Senate business.

The Orders of the Day, depicting business of the House to be transacted on a particular day, is prepared by the Secretary. The Secretary shall arrange the Government business in such order as the Leader of the House or the Minister for Parliamentary Affairs or any other Minister authorized by the Leader of the House may intimate. The Orders of the Day for a private Members' Day is arranged and prepared by the Secretary Senate out of the business given notices of by the Private Members.

Languages of the Senate

The members shall address the Senate in Urdu or English. However, the Chairman may permit any member, who cannot adequately express himself in any of these languages, to address the Senate in his mother tongue.

Points of order

A member can raise a point of order relating to the interpretation or enforcement of the Rules or such Articles of the Constitution as regulate the business of the Senate which is within the cognizance of the Chairman. A point of order can be raised in relation to the business before the Senate at the moment.

Questions

A member can ask questions for which a notice has to be given in writing under the member's own signature with full name addressed to the Secretary. Not less than thirteen working days' notice is required to be given for asking a question. Notices of not more than three starred questions are received from a Member on

a day. However, there is no limit on submission of notices of unstarred question by a Member on a day. Notices have to be delivered in the Notice Office kept open for this purpose on every working day or can be sent by post.

After recitation from the Holy Quran, the first hour of every sitting is available for asking and answering of questions. There is no question hour on a day designated as private members' day.

A question addressed to a Minister must relate to a matter of public concern with which he is officially concerned and should not exceed 150 words.

The main purpose of asking questions is to seek information and also to draw attention of the Government to public grievances and to get them redressed.

Not more than three starred and five unstarred questions of a Member are placed on the list of questions for a day. When called by the Chairman, the concerned Member rises in his place and asks the question, standing in his name, by reference to its serial number on the list of questions. The reply to the question is taken as read and supplementary questions are allowed to seek clarifications and throw light on different aspects of the question and its reply. Not more than three supplementary questions can be asked in respect of any question. At the end of question hour the remaining questions and their answers placed on the Table of the House, if any, are taken as read. Written answers to unstarred questions are placed on the Table of the House and no supplementary questions are allowed on such questions.

The Rules provide for half an hour discussion on a matter of public importance arising out of the answer to a question. A

question, to which an oral reply is given by the Minister, is a starred question. An unstarred question is the one to which a written reply is supplied but no supplementary question can be asked.

Privilege Motions

A member can, with the consent of the Chairman, raise a question involving a breach of privilege either of a member or of the Senate or of the Committee thereof. A privilege motion must relate to a specific matter and must be raised at the earliest opportunity and it should be such as requires the intervention of the Senate.

Adjournment Motions

A member can, with the consent of the Chairman, move a motion for adjournment of the business of the House to discuss a definite matter of recent occurrence and of urgent public importance.

Calling Attention Notices

A member who wishes to raise a matter of sufficient public importance can call the attention of the Minister to such a matter by giving notice in writing. In the event of more than one matter being presented for the same day, priority is given to the matter which is, in the opinion of the Chairman, more urgent and important. Not more than one such notice is taken up on a day and it is taken up as the last item of the agenda. The mover and Minister concerned make brief statements on the matter raised in the notice.

Legislative Procedure

A Bill with respect to any matter in the Federal Legislative List can originate in either House. In case of a Bill introduced in the Senate, it stands referred to the concerned Standing Committee of the House for scrutiny and report within a stipulated period of time. The Bill passed by the National Assembly and transmitted to the Senate is referred to the Standing Committee if a motion is moved and carried in the House in this regard.

In the case of a private members' Bill, a member may move for leave to introduce a Bill after giving ten working days written notice of his intention to do so to the Secretary. When the Bill comes up for consideration, the member-in-charge rises in his seat and asks that leave be granted to introduce the Bill. The Chairman then puts the question to the House and if the House agrees, leave is granted and the Bill is introduced by the member which stands referred to the Committee. In the case of Government Bill, it is introduced by a Minister.

When a Bill, except a Money Bill, is passed by the House, in which it originated, it is transmitted to the other House; and, if passed without amendment by the other House also, it is presented to the President for assent.

If a Bill transmitted to a House is passed with amendments it is sent back to the House in which it was originated and if that House passes the Bill with those amendments it is presented to the President for assent.

If a Bill transmitted to a House is rejected or is not passed within ninety days of its laying in the House or a Bill sent to a House with amendments is not passed by that House with such amendments, the Bill, at the request of the House in which it

originated, is considered in a joint sitting and if passed by the votes of the majority of the members present and voting in the joint sitting it is presented to the President for assent.

A Money Bill is originated in the National Assembly but a copy thereof is simultaneously transmitted to the Senate for making recommendations thereon to the National Assembly within fourteen days. The National Assembly considers the recommendations of the Senate and after the Bill is passed by the Assembly with or without incorporating the recommendations of the Senate, the same is presented to the President for assent.

Constitutional Amendment

A Constitutional Amendment Bill is passed by the votes of not less than two-thirds of the total membership of both the Houses of Parliament in their separate sittings. If a Constitutional Amendment Bill passed by one House, is also passed by the other House without amendment, by votes of not less than two-thirds of its total membership, it is presented to the President for assent.

Resolutions

(Resolutions not mentioned in the Constitution)

These resolutions are in the form of a declaration of opinion of the Senate. A member who wishes to move such a resolution is required to give seven days' notice for the same.

Such resolutions are taken up on Private Members' Day. The priority of the resolutions is determined through balloting and not more than five resolutions are placed on the Orders of the Day for a particular day.

After passage, the resolutions are sent to the concerned Ministries for appropriate action with the request to inform the Senate Secretariat about the action taken thereon. The response received from the Ministries in this connection is circulated amongst the Members for their information.

Constitutional Resolutions
(Resolutions mentioned in the constitution)

The resolutions mentioned in the Constitution can also be moved in the Senate. The resolutions mentioned in the Constitution are (i) resolution for the removal of the President, (ii) resolution for the disapproval or extension of Ordinances and (iii) resolution for the approval of a Proclamation.

A notice of a resolution for the removal of the President shall be given to the Chairman by not less than one half of the total membership of the Senate. On receiving such notice, the Chairman transmits the same forthwith to the Speaker of the National Assembly.

The copies of the Ordinances promulgated by the President are placed on the Table of the House. After the Ordinance has been laid in the House, a member may move a resolution for its disapproval before its expiry. A member or a Minister may also move a resolution for extension of an Ordinance after giving three working days' notice of his intention to do so. However, the extension can be given only for one time (120 days).

A member or a Minister may move a resolution, for the approval of a Proclamation after giving three working days' notice of his intention to do so.

Motions Under Rule 218

A member can move a motion under this rule to discuss a policy or situation or statement or any other matter. Seven days notice is required for such motions. These motions are taken up on Private Members' Day. Priority of the motions is determined through balloting and not more than five such motions are placed on the Orders of the Day for a particular day. These motions are not put to the vote of the House but are simply debated and talked out.

Reports to be laid before the Senate

Following reports are laid before the Senate by a Minister:-

- (i) Report on observance of Principles of Policy
- (ii) Report of the Council of Common Interests
- (iii) Report of the National Economic Council
- (iv) Recommendations of the National Finance Commission
- (v) Report of the Auditor General
- (vi) Report of Council of the Islamic Ideology

Privileges and Immunities of Members of the Senate

The Constitution provides for powers, immunities and privileges of Parliament, its Committees and Members which may be defined by law. The Members have complete freedom of speech in the House and are not liable to any proceedings in any court in

respect of anything said or any vote given by them in the Parliament.

Rules to be observed by members while present in the House

Each member is required to observe the following rules and conventions in the House:-

- (i) shall not speak except with the permission of the Chair;
- (ii) shall not read any book, newspaper or a document except in connection with the business of the Senate;
- (iii) shall not interrupt any member during his speech by disorderly or objectionable gesture, expression, noise or any other manner whatsoever;
- (iv) shall bow to the Chair when taking or leaving his seat;
- (v) shall not pass between the Chair and any member who is speaking;
- (vi) shall not sit or stand with his back towards the Chair;
- (vii) shall always address the Chair and shall do so in a respectful and decent manner;
- (viii) shall keep to his usual seat while addressing the Chair;
- (ix) shall maintain silence when not speaking in the Senate;
- (x) shall not obstruct proceedings and shall avoid making running commentaries when speeches are being made in the Senate or engage in cross talk;
- (xi) shall not chant slogans, display banners, placards, throw and tear Table documents and reports, etc;

- (xii) shall not indulge in rowdy behaviour;
- (xiii) shall not approach the dice of the Chairman in a threatening manner;
- (xiv) shall not act erode the sanctity of the House or act in a manner which lowers the dignity of the House;
- (xv) shall not act in any manner detrimental to the order, decorum and dignity of the House;
- (xvi) shall not applaud or make a reference to, when a stranger enters any of the galleries or the Special Box except when a foreign dignitary is specially invited to address the Senate or witness the proceedings of the Senate;
- (xvii) shall not occupy a seat in the galleries nor while in the Chamber engage himself in conversation with any visitors in a gallery.
- (xviii) shall not use a mobile phone or camera;
- (xix) shall not chew or drink or smoke, and
- (xx) shall not carry any walking stick unless permitted by the Chairman under exceptional circumstances.
- (xxi) A member while speaking shall not ---
 - a) discuss any matter which is sub-judice;
 - b) reflect upon the President in his personal capacity;

Provided that nothing in this paragraph shall preclude any reference, subject to the provisions of the Constitution, to the President in

relation to any act done by him in his official capacity;

- c) discuss the conduct of any Judge of the Supreme Court or of a High Court in the discharge of his duties;
- d) make a personal charge against a member, Minister or the holder of public office, except in so far as it may be relevant with regard to the matter before the Senate;
- e) use his right of speech for the purpose of willfully and persistently obstructing the business of the Senate;
- f) use of offensive expression about the conduct or proceedings in the joint sitting, Senate, National Assembly or a Provincial Assembly or a Committee thereof;
- g) unnecessarily cast reflection on the conduct of any person who cannot defend himself before the Senate;
- h) reflect on any decision of the Senate except on a motion for rescinding it;
- i) use the President's name for the purpose of influencing the debate; or
- j) utter unreasonable, seditious or defamatory words or make use of offensive or unparliamentary expression or which may hurt the religious susceptibilities of any class or persons.

Explanation:- In this paragraph, “un-parliamentary expression” includes any expression which imputes false motives to a member or accuses him of falsehood or is couched in abusive language.

Mode of Address

A member, desiring to speak on any matter before the Senate or to raise a point of order or privilege, shall speak only when called upon by the Chairman to do so. He shall speak from his place, shall rise when he speaks and shall address the Chairman. The Chairman may however, permit a member, disabled by sickness or infirmity, to speak while sitting.

Committees

Standing Committees and their functions

It has been provided in the Rules that there shall be a Standing Committee of the Senate for each Ministry of the Government.

A Standing Committee deals with the subject matters assigned to the Ministry concerned or other matters referred to it by the House or by the Chairman. A Committee may examine *suo motu* the expenditures, administration, delegated legislation, public petitions and policies of the Ministry concerned and its attached corporations and public bodies and may call for views of the Ministry. After examining the views of the Ministry, the Committee shall make a report to the Senate, which may make such recommendations thereon as it may deem fit.

Public petitions may be presented on any matter connected with the business pending before the House or a Committee, or any matter of general public interest which is primarily the concern of the Government:

Provided that it is not one which falls within the cognizance of a court of law or tribunal, and it shall not directly relate to a matter pending before any court or other authority performing judicial or quasi-judicial functions.

Other Committees

Apart from the Standing Committees there are following Committees of the Senate. These Committees deal with the specific matters assigned to them.

- (i) Functional Committee on Government Assurances
- (ii) Functional Committee on Problems of Less Developed Areas
- (iii) Functional Committee on Human Rights
- (iv) Committee on Rules of Procedure and Privileges
- (v) House Committee
- (vi) Library Committee
- (vii) Business Advisory Committee

Committee Membership

Each Standing Committee shall consist of not less than twelve members and not more than fourteen members to be elected by the Senate. The Minister or Adviser concerned shall be an *ex-officio* member of the Committee. However, he shall not be entitled to vote as an *ex-officio* member unless, he is a member of

the Senate. A member cannot be a member of more than four Standing / Functional Committees at the same time.

Formation of Sub-Committee

Each Committee may appoint not more than one Sub-Committee at one time consisting of three members, having the powers of the whole Committee to examine any matter that may be referred to it. The Chairman of the concerned Committee shall not be the Convener of the Sub-Committee. The Sub-Committee shall stand dissolved at the expiration of two months irrespective of presentation of the report.

**Salary, Allowances and
TA/DA admissible to
The Member of the Senate**

Salary and Allowances are admissible at the following monthly rates:

Salary	Rs. 27,377
Sumptuary Allowances	Rs. 5,000
Office Maint. Allowance	Rs. 8,000
Telephone Allowance	Rs. 10,000
Adhoc Relief 2010	Rs. 11,903
Adhoc Relief 2011	Rs. 3,571
Adhoc Relief 2012	Rs. 5,475
Adhoc Relief 2013	Rs. 2,738
Adhoc Relief 2014	Rs. 2,738
Total:	Rs. 76,802

Free Travel

(a) Travel Vouchers of the value of Rs. 300,000/= per year
or

in lieu of Travel Vouchers a cash of Rs. 90,000 per year.

(b) Twenty business class open return air tickets.

Traveling Allowance for Official Business

A member performing a journey for the purpose of attending a session or a meeting of a Committee or for attending to any other business connected with his duties as member shall be entitled to receive traveling allowance at the following rates, namely: -

Journey by Rail

An amount equal to the aggregate of one air-conditioned class fare and one second class fare.

Journey by Air

An amount equal to the aggregate of one business class air fare and one hundred and fifty rupees, and

Journey by Road

Mileage allowance at the rate of ten rupees per kilometre.

Note: - The traveling allowance in respect of a journey between two stations shall be admissible on the basis of the shortest of the practicable routes between those stations.

Other Daily Allowance

Daily Allowance, Conveyance Allowance and Housing Allowance for attending the Senate session or meeting of a Committee at the following rates per day for the period of residence on duty: -

Daily Allowance	Rs. 3,000/-
Conveyance Allowance	Rs. 2,000/-
Housing Allowance	Rs. 2,000/-
Total:	Rs. 7,000/-

Explanation: - “Period of residence on duty” means stay at the place where session or committee meeting is held and other business is transacted and includes: -

- a) stay for a period not exceeding three days before the commencement of session and three days following the end of session; and
- b) stay for a period not exceeding two days before the commencement of a meeting of a Committee and two days after the conclusion of the meeting of a Committee or the day or days on which other business is transacted.

Telephone Facility

A member is entitled to have a telephone facility installed at his residence with the ceiling of ten thousand rupees per month.

***Salary, Allowances and TA/DA admissible to
The Member of the Senate***

Salary and Allowances are admissible at the following monthly rates:

Salary	Rs. 44,631
Sumptuary Allowance	Rs. 5,000
Office Maint. Allowance	Rs. 8,000
Telephone Allowance	Rs. 10,000
Adhoc Relief, 2010	Rs. 11,903
Adhoc Relief, 2016	Rs. 4,463
Total:	Rs. 83,997

Free Travel

(a) Travel Vouchers of the value of Rs. 300,000/- per year

or

in lieu of Travel Vouchers a cash of Rs. 90,000 per year.

(b) Twenty business class open return air tickets.

***Salary, Allowances and TA/DA admissible to the
Chairmen Standing Committees***

In addition to the said salary, allowances, TA/DA and other fringe benefits admissible to members of the Senate, the Chairmen / Chairpersons Standing / Functional Committees are also entitled for the following allowances and facilities: -

- (i) Honorarium at the rate of Rs. 12,700/- per month.
- (ii) Telephone facility in the office with a ceiling up to Rs. 10,000 per month.
- (iii) Installation of telephone at residence in Islamabad on Government expense and exemption of rental and payment of charges of calls up to a maximum of Rs. 5,000/- per month.
- (iv) Office accommodation with necessary furniture and equipment.

The Chairmen / Chairpersons are also entitled for the following: -

A staff car for use in Islamabad with petrol limit up to 360 liters per month.

A Private Secretary in B-17
A Stenographer in B-15
A Driver in B-4 and
A Naib Qasid in B-1

SENATE SECRETARIAT
IMPORTANT TELEPHONE NUMBERS
PARLIAMENT HOUSE EXCHANGE:9022022 Fax: 9203359
Website: www.senate.gov.pk
Email: info@senate.gov.pk

NAME	INTERCOM	OFFICE	RESIDENCE
Mr. Amjed Pervez Malik Secretary	9022/552	9212265 9210544 9103249 9209096 (Fax)	9261682
Syed Mussarrat Abbas Shah Addl. Secretary (Admn & HRM)	9022/570	9103211 9221515 (Fax) 0300-5050352	2870445
Mr. Muhammad Anwar Addl. Secretary (Legislation)	9022/542	9205750 9103153 (Fax) 0300-5391123	5710939
Maj. (R) Syed Hasnain Haider Joint Secretary (Admin/F&A)	9022/742	9103156 9103273 (Fax) 0300-8505539	9262960
Mr. Muhammad Tahir Khan Joint Secretary (Com.)	9022/540	9204087 9103246(Fax) 0300-5581576	9330248
Mr. Muhammad Arshad Jan Pathan Joint Secy. (IPR)	9022/741	9205167 9103134(Fax) 0334-5333337	9267032
Mr. Hafeezullah Sheikh Joint Secretary (Service)	9022/593	9208250 9103208 (Fax) 0300-5191291	2335172
Mr. Shaukat Javaid Joint Secretary (HRM)	9022/532	9216979 0333-5521170	2241126
Mr. Asim Khan Goraya Joint Secretary (Com-II)	9022/585	9207985 9219978 (Fax)	9101248
Ms. Rabeea Anwar Joint Secretary (Legislation)	9022/582	9209772 9103154(Fax)	9216177
Mr. Ghulam Shabbir Joint Secretary (Comm.)	9022/581	9103111 0303-5193262	9243604
Malik Arshad Iqbal Deputy Secretary (Com)	9022/632	9207392 0300-5780680	9237365

NAME	INTERCOM	OFFICE	RESIDENCE
Mr. Hyder Ali Sundrani Deputy Secretary (Legislation)	9022/759	9103259 0300-2815531	9235552
Ms. Qurat-ul-Ain Deputy Secretary (Com-I)	9022/565	9216979	---
Mr. Mughees Ahmad Shaikh Deputy Secretary (IPR)	9022/567	9103222 0323-5134567	2871010
Mr. Rafiullah Deputy Secretary (Q)	9022/530	9214128 0345-5914596	9330158
Ch. Salamat Ali Deputy Secretary (F&A / C&A)	9022/709	9209836 0333-5362719	2301219
Mr. Jamil Ahmed Khoso Deputy Secretary (Admn./Tpt.)	9022/715	9207920 0321-9509226	5148219
Mr. Haris Rehman Deputy Secretary (HRM/HRD)	9022/502	9206677 0300-0677771	2156043
Mr. Hammad Khan Marri Deputy Secretary (Com-II)	9022/746	9208488 0321-3034588	4257102
Ms. Faiqa Abdul Hayee Deputy Secretary (Com.)	9022/560	9202386	---
Ms. Zarghoona Shabbir Deputy Secretary (Com.)	9022/716	9103115	9206480
Mr. Mudassar Sher Ali Gondal Section Officer (Admn-II / Tpt.)	9022/643	9244663 0345-4512512	4901372
Mr. Qasim Omer Section Officer (Com-I, II)	9022/743	9205284 0334-5362001	5500703
Mr. Muhammad Azam Section Officer (Legis./Motion)	9022/562	9103149 0333-4223391	---
Mr. Alamzeb Section Officer (IPR-II)	9022/639	9244595 0300-5049289	9257156
Mr. Mukhtar Ahmed Khan Section Officer (HRM)	9022/636	9244769 0321-5695589	2362441
Mr. Inamullah Jan Section Officer (HRD)	9022/685	9244737 0300-5602323	9242919
Mr. Muhammad Ashfaq Section Officer (Admn-I)	9022/733	9103233 0333-5237605	4440211
Mr. Muhammad Riaz Section Officer (IPR-II)	9022/645	9244697	---
Mr. Shahzad Malik Section Officer (C&A)	9022/704	9201334	2256106

NAME	INTERCOM	OFFICE	RESIDENCE
Mr. Muhammad Naseer Section Officer (F&A)	9022/524	9215585	2262021
Ms. Farzana Khan Dir. General (Interpretation)	9022/546	9213263 0303-5321773	9212787
Mr. Javaid Iqbal Director General (Editing)	9022/758	9103255 0301-8555317	5418494
Mr. Naveed Athar Director (I.T)	9022/590	9204152 0300-5525648	4448562
Ms. Iffat Mustafa Director (Research)	9022/720	9208320	9244112
Mr. Tariq Bin Waheed Director (Protocol-I)	9022/596	9202881 0300-4016483	9230388
Mr. Khalid Kamal Veryamani Director (Protocol-II)	9022/736	9223405 0301-8245508	2612821
Mr. Masror Hausen Director (Coord. & Outreach)	9022/592	9103148 0300-5531801	---
Mr. Faheem Ahmed Director (Reporting)	9022/549	9205918 0300-5157726	2890132
Mr. Tanveer Ahmed Director (Translation)	9022/576	9217643 0300-5240029	---
Mrs. Shagufta Shaukat Deputy Director (Library)	9022/568	9213725	9244865
Ms. Gloria Caleb Deputy Director (Projects)	9022/563	9212636 0345-2987422	---
Ms. Ayesha Noor Deputy Director (Media)	9022/765	9103270 0321-5026688	---
Mr. Faheem Ashraf Sergeant-at-Arms	9022/578	9213447 0303-5552024	9242038
Mr. Masood Ahmed Printing & Publications Officer	9022/550	9206713 0333-9206668	2842017