

①
No.F.13(7)/2003-PA
Government of Pakistan
Ministry of Parliamentary Affairs
.....

Islamabad, the 13th September, 2003

SUBJECT:- FUNCTIONS/DUTIES OF PARLIAMENTARY SECRETARIES.

I am desired to enclose herewith a copy of duties and functions of the Parliamentary Secretaries contained in S.R.O No.41(R)/62, issued by this Ministry for the kind information of all concerned.


(Riaz-ur-Rehman)
Joint Secretary
Tele:9202847

1. Parliamentary Secretaries.
2. All Federal Secretaries.

DUTIES AND FUNCTIONS OF PARLIAMENTARY SECRETARIES

1. A Parliamentary Secretary shall establish and maintain close liaison between the Members of the National Assembly and the Minister-in-Charge of the Division.
2. A Parliamentary Secretary shall attend to such correspondence between the Minister-in-Charge of the Division and the Members of the National Assembly or the public as may be entrusted to him by the Minister.
3. In the absence of the Minister-in-Charge, his Parliamentary Secretary shall represent him in the National Assembly and may generally act and speak on his behalf, in relation to matters concerning the parliamentary aspect of the activities of the Division concerned.
4. In particulars, a Parliamentary Secretary shall perform the following specific duties in respect of questions, resolutions, motions and bills.

QUESTIONS

- (a) A Parliamentary Secretary shall generally be present in the House at the question hour.
- (b) He shall answer questions and supplementary questions on behalf of the Minister-in-Charge and shall, for that purpose, acquaint himself with all the facts and other material relevant to or connected with the questions.
- (c) For preparing answers to questions, asked by a Member of the National Assembly, the Parliamentary Secretary may call for any information from the Division concerned.

RESOLUTIONS AND MOTIONS

- (d) Where notice of any resolution or motion is given by a Member of the National Assembly, the Parliamentary Secretary shall render such assistance as may be required by the Minister-in-Charge of the Division in formulating the policy and the line of action to be adopted by the Government with regard to such resolution or motion.

- (e) All material and all facts relevant to or connected with the resolution or motion shall be placed before the Parliamentary Secretary and where necessary, a self-contained memorandum in that connection shall also be prepared by the Division and submitted to the Parliamentary Secretary.
- (f) He shall prepare a speech or the brief for a speech to be made in the Assembly on behalf of the Government on such resolution or motion. Such speech or brief shall be submitted to the Minister-in-Charge for his approval or instructions, if any.
- (g) The Parliamentary Secretary shall, with a view to winning the support of the members of the Assembly, explain to them the policy and the view-point of the Government on the resolution or motion.

BILLS

- (h) A Parliamentary Secretary shall familiarize himself with all legislative proposals concerning the business of Division to which he is attached, that may be brought before the National Assembly by the Government or by any private member.
 - (i) He shall render such advice and assistance as may be required by the Minister-in-Charge in formulating the policy of the Government with respect to matters affected by the Bill.
 - (j) He shall prepare for the Minister a speech or the brief of a speech concerning the Bill. The initial draft of such speech or brief shall be prepared in the Division and submitted to the Parliamentary Secretary with all relevant material.
 - (k) He may also, when so desired by the Minister-in-Charge or when the Minister-in-Charge is absent, make a speech on the Bill generally or on any of its provisions.
 - (l) He shall, with a view to canvassing the support of the Members of the National Assembly, communicate with them and explain to them the policy and view-point of the Government with regard to the matters affected by the Bill.
5. He shall attend the meetings of the Standing Committees of the National Assembly which relate to his Division and represent the views of the Division there.
 6. Notwithstanding anything contained herein, a Parliamentary Secretary shall not deal with any file or call for any information or record not connected with his Parliamentary duties.