No.6(5)/2026-PA(SENATE-II)-0008

GOVERNMENT OF PAKISTAN

MINISTRY OF PARLIAMENTARY AFFAIRS

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STANDARD OPERATING PROCEDURES (SOPS) FOR STREAMLINING PARLIAMENTARY BUSINESS

Parliamentary business is an important function to be dealt with by Federal Ministries/Divisions. Legislation (official and non-official), Parliamentary Committees, Question Hours and Calling Attention Notices are significant amongst the many engagements through which the executive interacts with the Parliament (Majlis-e-Shoora). Rule 31 of the Rules of Business, 1973 states that all Divisions shall, in their relations with the National Assembly, the Senate and Majlis-e-Shoora (Parliament) in Joint Sitting, comply with the Rules of Procedure and Standing Orders of the Assembly, the Senate or the Joint Sitting, as the case may be. Accordingly, the following SOPs are circulated for strict compliance by all Ministries/Divisions while dealing with parliamentary business in the light of the 'Rules of Business, 1973' (ROB, 1973), 'Rules of Procedure and Conduct of Business in the National Assembly 2007', (hereinafter referred as NA Rules, 2007), 'Rules of Procedure and Conduct of Business in the Senate, 2012', (hereinafter referred to as Senate Rules, 2012) and 'The Parliament (Joint Sittings) Rules, 1973', (hereinafter referred to as Joint Sitting Rules 1973).

1. Scope

These SOPs apply to all Ministries/Divisions of the Federal Government in relation to Official Bills, Ordinances, Non-Official Bills and other Parliamentary business, including Parliamentary Questions, Calling Attention Notices (CANs), Official and Non-Official Resolutions, Motions and Adjournment Motions and Government Assurances. These SOPs are to be read in conjunction with the relevant Articles of the Constitution of Pakistan, 1973, relevant provisions of the ROB, 1973, NA Rules, 2007, Senate Rules, 2012 and Joint Sitting Rules, 1973. In case of inconsistency between these SOPs and the above legal instruments, the latter shall prevail.

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2. Official Bills

2.1. Official Bills shall be processed in accordance with Rule 27 of the ROB, 1973 which covers, *inter-alia,* obtaining in principle approval, drafting of legislation, consultation and submission of the draft Bill to the Cabinet. After obtaining approval of the Federal Cabinet, the case shall be forwarded by the Ministry concerned to the Law and Justice Division under Rule 27(8) of ROB, 1973.

2.2. Official Bills shall be forwarded to Law Division with the following documents; a) Notice for introduction of the Bill by the Minister concerned; b) Copy of the Bill; c) Statement of Objects and Reasons signed by the Minister concerned; d) Comparative statement in case of an amendment; e) A certificate regarding whether the Bill is a Money Bill or not; and f) Copy of the relevant Cabinet Decision. Law Division shall satisfy itself that all legal requirements have been met with and forward the documents to Parliamentary Affairs Division (except Cabinet Decision) which shall arrange introduction of the Bill in the indicated House.

2.3. An Official Bill stands referred to the Standing Committee concerned upon introduction in a House, unless the requirement(s) prescribed in Rule 122 of NA Rules, 2007 and Rule 98 of Senate Rules, 2012 are dispensed with through motion moved by the Minister In-charge. After introduction, MoPA will immediately issue a letter informing the Ministry concerned of the status of introduction and referral of the Bill to the Standing Committee. Thereafter, the Ministry/Division concerned shall follow up the bill vigorously for finalization in the respective Standing Committee.

2.4. If the report of the Bill is not finalized by the Committee within the admissible period i.e. 30 days for the National Assembly and 60 days for the Senate, the Secretary of the concerned Ministry may take up the matter with Minister-in-charge to seek a date for early convening of meeting of Standing Committee concerned from the Chairman of the Committee.

2.5.The concerned Ministry shall keep track of further legislative processes including presentation of report of Committee, passage of the Bill, transmission to second House and passage from second House.

2.6. Once passed by the Parliament and after the Bill is received from the President's Secretariat, MoPA will endorse a copy of the President's assent or message forwarded to the NA/Senate Secretariat, to the Ministry/Division concerned.

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2.7. In case the proposed legislation is an Ordinance, the provisions of Rule 27 of ROB, 1973 shall apply *mutatis mutandis*. After obtaining approval of Federal Cabinet, such proposal shall be forwarded by the Ministry/Division concerned to the Law and Justice Division which shall promulgate the Ordinance after taking approval of the President under Article 89 of the Constitution.

i. After promulgation of an Ordinance, the Ministry concerned shall move a case for Law and Justice Division for laying it before the National Assembly in case of a Money Bill, or in both Houses in case it is not a Money Bill, in accordance with Article 89 of the Constitution read with Rule 27(8) of ROB, 1973. Under sub-clause 3(b) of Article 89 of the Constitution, an Ordinance laid before both Houses shall be deemed to be a Bill introduced in the House where it was first laid.

ii. In case extension of the Ordinance beyond 120 days is required, the Secretary of the Ministry/ Division concerned shall bring the matter to the notice of the Minister-in-Charge for moving a resolution for extension under Rule 170A of NA Rules, 2007 and Rule 145(2) of Senate Rules, 2012.

iii. Under Rule 30(2) of ROB, 1973, when an Ordinance is to be withdrawn, approval of the President shall be obtained by the Division concerned through the Prime Minister, after obtaining approval of Cabinet as required in terms of Rule 16(1)(b) of ROB, 1973.

iv. Concerned Ministries will ensure their senior level presence in the periodic follow-up meeting(s) held in MoPA to review the status of Official Bills pending in the National Assembly & Senate.

3. Non-official Bills

3.1. On receipt of pre-admissibility notice/advance notice of a Non-Official Bill from the National Assembly or Senate Secretariat, the Ministry/Division concerned shall immediately examine the Bill in accordance with Rule 28, read with Rule 16(1)(a), of the Rules of Business, 1973 for assessing the administrative implications of the proposed legislation and will be responsible for consulting other Divisions concerned, including the Finance Division, where necessary.

3.2. Consultation with Law Division is mandatory which shall advise on a) legal implications of the proposed legislation; b) competence of the Majlis-e-Shoora to make law on the subject; c) advice on any legal requirements to be complied with and d) whether the bill is one which cannot be introduced without the consent or recommendation of the Federal Government

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(under Article 74 of the Constitution) or previous sanction of the President. Reference to the Law and Justice Division shall be made after the administrative Ministry / Division has completed examination under Rule 28 of the Rules of Business, 1973 and formulated its views.

3.3. The concerned Ministries/Divisions shall ensure that their response to the pre-admissibility/advance notice by National Assembly and Senate Secretariats is sent within the period stipulated by the respective Secretariat.

3.4. In case a Ministry/Division receives intimation from National Assembly Secretariat or Senate Secretariat that the Bill attracts Article 74, the concerned Ministry/Division shall initiate a Summary (also including views/comments of Finance Division and Law and Justice Division) for seeking consent of the Federal Government:

i. For supporting introduction of the Bill and grounds for supporting the bill, in case it is partially or fully supported; or

ii. For opposing the introduction of the Bill along with grounds for opposing the bill

3.5. The order/consent of the Federal Government shall be intimated by the concerned Ministry to the NA/Senate Secretariat directly with a copy to MOPA and MOLJ.

3.6. In case of Ministerial decision for support of a non-official Bill (whether completely or of selected provisions) at post-introduction stage, the concerned Ministry / Division shall inform the Prime Minister's Office of the decision along with copy of the complete bill/specific provisions supported along with grounds/reasons for support, as per proforma at Annex-A. A copy of the same shall be endorsed to Ministry of Law & Justice and Ministry of Parliamentary Affairs.

3.7. Periodic follow-up meeting(s) shall be held in MoPA to review the status of Non-Official pending bills in both National Assembly / Senate. Concerned Ministries / Divisions shall ensure presence of the designated focal persons not below the level of BS-20 in the said meetings.

Joint Sitting of Majlis-e-Shoora (Parliament)

3.8. When the Orders of the Day for joint sitting of Parliament is received by the Ministries/Divisions, the Ministry concerned shall prepare a brief for the Minister-in-Charge enabling him to decide on motions as contained in Rule 8 of the Parliament (Joint Sitting) Rules, 1973.

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4. **Questions (Starred/Un-starred /Short Notice)**

4.1. Ministries / Divisions shall take note of their Rota Day as per the provisional allotment of days for answering questions, issued by National Assembly/Senate Secretariats at the start of a session.

4.2. On receipt of notice of an admitted Question (Starred/Un-starred/Short Notice) from National Assembly / Senate Secretariats by the concerned Ministry / Division, the respective Ministries/Divisions shall prepare a response and obtain the requisite approval of the Minister well in time to ensure timely submission thereof to the respective Secretariat 48 hours prior to the Rota Day. In case of a starred question, the Ministry/Division shall also prepare a brief for the Minister with additional material required to answer any supplementary questions. A copy of the forwarding letter of the response shall be endorsed to MOPA for information.

4.3. In case the replies are not submitted on time, the Secretary concerned shall prepare a statement for the Minister providing the reasons for non-supply of answers, as required in terms of Rule 82 of NA Rules, 2007 and rule 55 of Senate Rules, 2012.

4.4. Ministries/Division shall ensure attendance of their representative not below the level of Joint Secretary during their Rota Day in National Assembly or Senate.

5. **Resolutions**

5.1. An Official Resolution may be moved for ratification of an international convention, constitution of a statutory body, declaration of a policy on a matter of public interest, etc. A Ministry/Division concerned shall obtain approval of the Federal Cabinet on an official Resolution after consultation with the Law Division under Rule 43 of the ROB 1973, before forwarding the same to the NA/Senate Secretariat. A notice for moving the Resolution shall be signed by the Minister concerned and a copy of the letter forwarding the same (i.e. Notice of Resolution and the Resolution itself) shall be endorsed to MOPA.

5.2. If time does not permit seeking prior approval of the Federal Cabinet or if the Prime Minister was not present at the Cabinet meeting, the official Resolution shall be submitted to the Prime Minister under proviso to Rule 43 of the ROB, 1973.

5.3. On receipt of a Non-Official Resolution, circulated by the Secretariat of the concerned House, the concerned Ministries/Divisions shall examine its contents as required under Rule 43(2) of Rules of Business, 1973. In case the resolution is admitted for discussion, the Ministry /

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Division concerned shall obtain orders of the Federal Cabinet or of the Prime Minister under Rule 43(2) of the Rules of Business, 1973, as the case may be.

5.4. A Resolution, if adopted, is communicated to the concerned Division by the NA/Senate Secretariat. The concerned Ministry/Division shall report appropriate action taken on the Resolution within a period of 6 months or 2 months to NA Secretariat or Senate Secretariat, respectively.

6. **Calling Attention Notices (CANs):**

6.1. A Calling Attention Notice (CAN) is circulated by the NA/Senate Secretariat to the concerned Ministries/Divisions one day before the day on which the notice is to be considered and entered in the Orders of the Day in terms of Rule 65 of the Senate Rules and Rule 91 of NA Rules. The concerned Ministry/Division shall immediately prepare a brief for the Minister-in-Charge to make a statement in the concerned House unless he asks for time to make a statement at a later hour or date.

7. **Motions and Adjournment Motion:**

7.1. Under Rule 44(1) of ROB, 1973, the Division concerned shall submit an official motion together with a notice, duly signed by the Minister-in-Charge, to the appropriate Secretariat. Official motions may be for the election of members to a Standing Committee or a statutory body and raising discussion on a particular matter, etc.

7.2. On receipt of a non-official Motion under Rule 259 of NA Rules, 2007 or under Rule 218 of Senate Rules, 2012, or Adjournment Motion(s) under Rule 110 of NA Rules and Rule 86 of Senate Rules, circulated by the Secretariat of the concerned House, the Ministry / Division concerned shall examine the motion to consider whether discussion on the motion or any part thereof would be detrimental to the public interest.

7.3. If the Division is of the opinion that discussion of a motion or any part thereof would be detrimental to the public interest or that the motion or any part thereof involves a point of important policy which requires the orders of the Prime Minister or the Cabinet, it shall, as soon as the motion is admitted, submit the case for the orders of the Prime Minister or, as the case may be, the Cabinet and shall in doing so state the reasons for holding such opinion, in terms of Rule 44(3) of ROB, 1973.

7.4. The Ministry / Division concerned shall prepare a brief for the Minister for each motion, whether official or non-official.

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8. **Government Assurances**

8.1. As per Rule 211 of NA Rules and Rule 159 of Senate Rules, Government Assurances include promises, commitments and undertakings of the Government given by the Ministers from time to time on the floor of the National Assembly or the Senate, as the case may be.

8.2. On receipt of any Government Assurance, circulated by National Assembly / Senate Secretariats, to the concerned Ministry/Division, MOPA shall also promptly forward such assurances to the Ministries / Divisions concerned who shall ensure the submission of implementation report thereof to the National Assembly / Senate Secretariats within 15 days, with a copy to MoPA.

8.3. In case the Implementation Report is not received within the above timeline, MOPA shall immediately issue a reminder to the Ministry/Division concerned which shall submit the required Report(s) without further delay.

9. **Miscellaneous**

9.1.Each Ministry/Division shall designate an officer not below the level of BS-20 as the focal person responsible for parliamentary business.

9.2.Secretary of a Ministry/Division or a designated focal person shall remain updated on the following documents available on the websites of the National Assembly & Senate:

i. Annual Calendar of the Parliamentary years of the NA/Senate indicating the tentative schedule of sessions of each House;
ii. Orders of the Day, Designated Rota Days & Private Members' Days of both Houses;
iii. Notification of the Standing Committee relevant to the subject matter of the Ministry/Division concerned, Notices of Committee meetings and Reports of the Committee;
iv. Status of Official Bills of the Ministry/Division pending in either House and those pending for a Joint Sitting of Parliament;
v. Status of non-official/ Private Members' Bills pending in the NA/Senate; and
vi. List of Questions admitted for respective Rota Days of Ministries.

9.3.As per Rule 36 of Rules of Business, 1973, Secretary concerned shall undertake a review of official and non-official business intended to be brought before the Assembly, the Senate, both Houses, or the joint sitting, as soon as a notification is received about summoning of a session. The Division concerned shall promptly forward to the Parliamentary Affairs Division, detailed

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lists of such business, not later than five days before the commencement of a session of National Assembly / Senate, as per their Annual Tentative Calendars, duly circulated to the Ministries in advance.

9.4. As per Rule 40 of the ROB, 1973, as soon as any communication (whether a notice, intimation, a Bill or any other paper) is received from NA/Senate Secretariat or any other authority regarding the business or affairs of the Assembly, the Senate or the joint sitting, the receiving officer shall at once bring it to the notice of the Secretary and the Minister.

9.5. In addition to direct communication by NA / Senate Secretariats, MoPA shall also forward to the concerned Ministries / Divisions, copies of any non-official Resolutions, Calling Attention Notices, non-official Motions, and Government Assurances, as and when received.

3/11/2026

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Annex-A

Proforma for Private Member's Bill

(Post-Introduction Stage)

Title of the Bill	
Mover of the Bill	
Ministry Concerned	
Name of JS / Focal Person of Ministry	

Whether the Ministry has examined the Bill as per following aspects under rule 28 of Rules of Business, 1973			**Status**	
1	1. The Bill attracts provisions of Article 74 of the Constitution? 2. If so, approval of Federal Government sought?		Yes/No	
2	**Examination by Ministry/Division concerned** 1. Administrative Implications. 2. Financial Implications.			
3	Consultation with Law and Justice Division			
4	Consultation with Finance Division, if required			
5	Consultation with other Ministries / stakeholders			
6	General Remarks (Socio-politico implications etc.)			
7	**Position of Ministry**	**Supported**	**Opposed**	

In case of **support** of bill (whether it proposes a new enactment or amendments to an existing act), the following information may be provided:

SR.NO	**EXISTING PROVISIONS** (In case of bill proposing a new enactment, this column may be deleted)	**PROPOSED BILL (SECTIONS/AMENDMENTS)**	**GROUNDS FOR SUPPORT**

Copy of proposed bill is attached ( )

Signature:

Name:
Designation:
Dated

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