

GOVERNMENT OF PAKISTAN  
MINISTRY OF PARLIAMENTARY AFFAIRS

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No.F.8(5)/2019-PA(Senate)

Islamabad, the 28<sup>th</sup> July, 2020.

**OFFICE MEMORANDUM**

**SUBJECT: - CONDUCT OF PARLIAMENTARY BUSINESS.**

The undersigned is directed to refer to the above subject and to say that the Prime Minister of Pakistan vide P.M. Office.u.o.No.PMO/SPM/0424/20, dated 24-04-2020 (copy enclosed) directed all Ministries/Divisions to conduct all legislative business in coordination with the Adviser to the Prime Minister on Parliamentary Affairs. Moreover, the Adviser on parliamentary Affairs has to conduct the parliamentary business of the following offices/Ministries/Divisions;

- a. President Secretariat.
- b. Office of the Prime Minister.
- c. Cabinet Secretariat.
- d. The Ministries whose charge is with the Prime Minister.

2. Attention of all Ministries/Divisions is also drawn to rule 40 Part-F of the Rules of Business, 1973 which requires that any matter relating to the Parliament is to be brought to the notice of relevant Secretary and the Minister.

3. In this context, the Adviser to the Prime Minister on Parliamentary Affairs has desired that the following guidelines/SOPs may be adhered to for the disposal of the parliamentary business in all the Ministries/Divisions.:-

**A. Reply to National Assembly/ Senate Questions/Business**

- The parliamentary business may be responded to promptly and within the given timelines, if any.
- Answers to the questions should invariably be submitted to the Secretariat of respective House, three working days before the Rota day, with the approval of the Adviser.
- The replies to the questions of National Assembly may also be simultaneously emailed on [question.br@na.gov.pk](mailto:question.br@na.gov.pk).
- Question branches of Senate and National Assembly must be consulted one day before the Rota day to ensure that replies submitted have been printed for Rota day.
- Request for deferment of business / questions etc due to certain reason may not be made without approval of the Adviser.

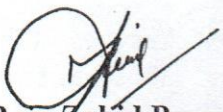
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- An officer not below the rank of BS-20 along-with S.O Council may attend the session during Rota day of the Ministry or when its business is transacted in the House and record the proceedings of relevant business relating to Ministry.
- The reply to the questions should be drafted with due diligences and to the point, in order to avoid embarrassment before the House. It has repeatedly been observed by the Chair in both the Houses that (a) replies to questions are not submitted timely and (b) replies are not qualitative and to the point.

**B. Briefing to Minister/Adviser, Folder for Adviser and Actionable Point.**

- Minister/Adviser may be briefed at least one day in advance of the Rota Day, or when the business of the Ministry on Order of the Day is transacted.
- A printed label (capital & bold) containing the Name of Ministry, Question/Item No date of Rota Day/Session must be pasted on the Folder containing brief/reply/supplementary materials for Minister/Adviser.
- The names and designation of the officers who drafted and supervised the replies along-with material for supplementary question may also be mentioned at bottom of the first page of the folder prepared for the Adviser. (and not for the replies sent to the National Assembly and Senate for printing).
- The material contained in the Folder of the Adviser viz, reply to question, supplementary material etc. should be printed in bold and not less than 14 font.
- Besides reply / supplementary material contained in the Folder, crisp/ summary of the supplementary material may also be prepared in bulleted paragraph, again printed in bold and 14+ font size. This summarized page(s) should be attached inside the Folder i.e (opposite of the first page containing reply to the question).
- The officers attending the proceeding of the House should take notes of the discussion / replies to supplementary questions etc relevant to their Ministry.
- Commitments/ actionable points made by the Minister / Adviser on the floor of House, may immediately be processed for implementation, under intimation to the Minister/Adviser, within two days by Ministry concerned.

  
(Raja Zahid Parvez)  
Joint Secretary

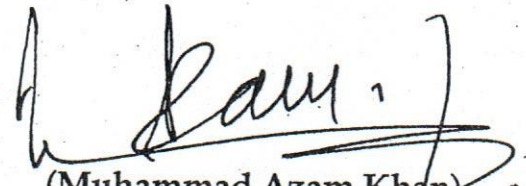
**All Offices/ Ministries / Divisions,**  
Referred to in para-1 of the O.M.  
Government of Pakistan,  
**Rawalpindi/Islamabad.**

PRIME MINISTER'S OFFICE  
ISLAMABAD

Subject: LEGISLATIVE BUSINESS IN NATIONAL ASSEMBLY AND  
SENATE

The Prime Minister has desired that henceforth, all legislative business of Ministries/ Divisions in National Assembly and the Senate shall be conducted in coordination with Adviser to the Prime Minister on Parliamentary Affairs.

2. Further necessary action may be taken accordingly

  
(Muhammad Azam Khan)  
Secretary to the Prime Minister  
24<sup>th</sup> April, 2020

All Ministries / Divisions  
PMO/SPM/0424/20

CC.

Secretary Senate  
Secretary National Assembly