



PROVINCIAL ASSEMBLY OF THE PUNJAB



ANNUAL REPORT UNDER THE PUNJAB TRANSPARENCY AND RIGHT TO INFORMATION ACT 2013 (Act XXV of 2013)

December 16, 2013 to June 30, 2015

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**ANNUAL REPORT
UNDER
THE PUNJAB TRANSPARENCY AND
RIGHT TO INFORMATION ACT 2013 (Act XXV of 2013)
December 16, 2013 to June 30, 2015**

Introduction

The Punjab Transparency and Right to Information Ordinance 2013 was promulgated w.e.f. 4th October 2013 to provide for transparency and freedom of information to ensure that citizens have improved access to public information; to make the Government more accountable to citizens; to enforce the fundamental right of access to information in all matters of public importance and to provide for ancillary matters.

The law was promulgated owing to an old demand of different sections of the society, NGOs and the courts of law; above all, due to the following Article of the Constitution (inserted through 18th Amendment in the year 2010):

“19A. Right to information.– Every citizen shall have the right to have access to information in all matters of public importance subject to regulation and reasonable restrictions imposed by law.”

This law was considered so important that it was initiated through an Ordinance. This law provides certain actions to be taken by the public bodies including departments of the Government. It may be mentioned that the definition of public body given at section 2(h) (v) includes Provincial Assembly of the Punjab. This Ordinance was ultimately laid in the Assembly and was passed by the Assembly as “The Punjab Transparency and Right to Information Act 2013 (XXV of 2013)” on 12 December 2013, assented to by the Governor of the Punjab on 14 December 2013 and was published in the Punjab Gazette (Extraordinary) on 16 December 2013 at pages 1801-08.

As per Section 9 of the said Act the public body is bound to submit its annual report and post it at its website. Hence this report.

Salient Features

The salient features of the annual report are as under:

A) Proactive Disclosure

The Provincial Assembly of the Punjab took immediate action under section 4 of the Punjab Transparency and Right to Information Act 2013 and proactively disclosed all important information at its website, www.pap.gov.pk.com. The information regarding PIOs has also been displayed at the notice board at the entrance of the Punjab Assembly building. The detail of proactive disclosure is available at <http://www.pap.gov.pk/index.php/home/en> (**Appendix-A**).

B) Designation of Public Information Officers

The Provincial Assembly of the Punjab took immediate action as per provision of the said law and designated two public information officers for facilitating the general public for provision of requisite information (**Appendix-B**). The details of the Public Information Officers are as under:

S/N	Name & Designation of PIOs	Address	Phone/Cell No Email
1.	Ms Abeeda Haroon Senior Research Officer	Room No 211 Provincial Assembly of the Punjab, Shahrah e Quaid e Azam Lahore	042-99200342 abeedaharoon@yahoo.com
2.	Mr Haroon Ahmad Khan Senior Translator	Room No 128 Provincial Assembly of the Punjab, Shahrah e Quaid e Azam Lahore	042-99202428 haroon_utopian@yahoo.com

C) Public Awareness

The Assembly Secretariat has taken concrete steps for awareness of the general public regarding the provisions of the said Act. A separate link has been created at the said website regarding the procedure of applications, review appeals and the details of the Public Information Officers.

D) Training of Public Information Officers

The Public Information Officers were given trainings as per following details:

Sr No	Name & Designation of PIOs	Training Received	Training Given By
1.	Ms Abeeda Haroon Senior Research Officer	November 2014	Information Department at MPDD
2.	Mr Haroon Ahmad Khan Senior Translator	25 & 26 June 2014	-do-

E) Maintenance and Indexation of Information

The information available with the Assembly Secretariat has been computerized and indexed and is available at the website of the Provincial Assembly of the Punjab. The general public can find all details about the Members Provincial assembly of the Punjab, the sittings of the Assembly, audio/visual archive of the sittings of the Assembly, budget details of the Assembly Secretariat, the details of the officers and officials of the Punjab Assembly, summary of proceedings, agendas, notifications, rules, books published by the Assembly Secretariat, and relevant laws/rules etc. in the light of the circular dated 9 March 2015 issued by the Punjab information Commission.

F) Disposal of Applications

The details of the requests for information received during the period under report through emails, and through applications are as under:

Through E-mails

The Assembly Secretariat received a total of 26 emails up to 30 June 2015 whereby information was sought and all requisite information was provided within shortest possible time. No information request was denied. No information request was kept pending.

Through applications

Summary of Applications Received (District Wise)

S/N	Category	District/Area	Number	Comments Or Explanation Where Needed
1	Request	Islamabad	9	Information provided
2	Request	Lahore	5	Information provided

Summary of Applications Received

S/N	Category	Number	Comments Or Explanation Where Needed
Applications For Access To Information			
1.	Total Applications Received	14	
2.	Total Applications Decided By Relevant Officer	14	
3.	Total Applications Accepted Where Requested Information Was Provided	14	
4.	Total Applications Rejected	1	Subsequently information was provided
5.	Applications Pending Decision	Nil	
Applications For Internal Review			
6.	Total Applications Received by Head of the Public Body for Internal Review u/s 12 of the Act	-	
7.	Total Applications Received for Internal Review Which Were Decided	-	
8.	Total Applications for Internal Review Where Requested Information was Provided	-	
9.	Total Applications for Internal Review Where Access to Information was Denied	-	
10.	Number of Instances Where the Internal Review Process Resulted in Disciplinary Proceedings Against Officer Delaying or Wrongly Denying Access to Information	-	
11.	Applications For Internal Review Pending Decision	-	

The details of the requests for information received by the Provincial Assembly of the Punjab through applications are at **Appendix-C**.

Difficulties Faced By Public Information Officers

The Assembly Secretariat did not face any difficulty in the implementation of the Punjab Transparency and Right to Information Act 2013. All the relevant provisions of the Act were implemented in true letter and spirit. However, the Public Information Officers showed following concerns and reservations regarding the said Act:

- 1) The Public Information Officers perform duties as such in addition to their own duties and they are held responsible for any delay, fake information or negligence etc. The RTI Act provides for that the PIOs would be liable to fine up to two days salary for each day of delay or to pay fine which may extend to 50,000/- rupees. They are of the view that no information is within the access of the Public Information Officers and sometimes the information sought comprises hundreds of pages and it is not possible for them to verify its authenticity.
- 2) The applicant has been directed in the Schedule of Cost to pay cash, cheque or bank draft to the Public information Officer who shall deposit the money in the relevant head in the treasury. It is worth mentioning that seeking information is

interest of the applicant and he should deposit money in the treasury. A PIO should not be required to stand in long queue to deposit money in treasury. It seems to be unfair.

- 3) The Public information Officer has been held responsible for providing fake information whereas the Public information Officer is playing the role of a post office between the applicant and the public body who provides the information. The officer/official who provides information to the Public Information Officer should be held responsible if the same is found fake, incorrect or misleading.

Suggestions From Public Information Officers

In view of the above the Public information Officers presented the following suggestions for their effective working and in the interest of justice:-

- a) The Public information Officers may be paid remuneration as they perform duties in addition to their own duties and are liable to be fined unlike other civil servants;
- b) The officer/official of the public body who provides the information may be held responsible if the information is found fake, incorrect or misleading etc; and
- c) The applicant should be directed to deposit the cost in the treasury and furnish its copy to the Public Information Officer.

Dated: 26th August 2015

(RAI MUMTAZ HUSSAIN BABAR)
Senior Secretary
Provincial Assembly of the Punjab

APPENDIX-A

PROACTIVE DISCLOSURE**Historical Background**

The Provincial Assembly of the Punjab, Pakistan, commonly known as Punjab Assembly, has evolved through a long process of constitutional development during the pre-independence and the post-independence periods. Born as the Council of the Lieutenant Governor in 1897, it was merely a body of ten nominated members. The Council of the Lieutenant Governor was replaced by the Legislative Council in 1921; and ultimately reached the status of Assembly in 1937. In the independent Pakistan, two Legislative Assemblies remained functional in the Punjab when in 1955, all the four provinces were incorporated into One Unit called West Pakistan. In July 1970, the Province of West Pakistan was abolished and the status of provinces was restored. During this period, the Punjab Assembly was given the status of and functioned as Provincial Assembly of West Pakistan. The Constitution of Pakistan 1973 gave the present status to the Provincial Assembly of the Punjab.

Building

The present Assembly building, situated at the Shahrah-e-Quaid-Azam, (The Mall), Lahore, a marvelous piece of Roman architecture, was designed by Mr Bazel M. Salune. Its foundation stone was laid on November 17, 1935 and the building was completed in 1938. The fourth session of the Punjab Legislative Assembly, constituted in 1937, was held in this building on November 10, 1938. Since 1947, the present building has been the permanent seat of the Punjab as well as the West Pakistan Assemblies.

Summoning of the Assembly

On the advice of the Government, the Governor of the Province summons a meeting of the Assembly. The Governor is also authorized to prorogue the session. The Speaker, on a written request signed by not less than a quarter of the total membership of the Assembly, is required to summon the session of the Assembly, within 14 days of receipt of the requisition. There must be at least three sessions of the Provincial Assembly every year, with not more than 120 days intervening between the last sitting of the Assembly in one session and the date appointed for its first sitting in the next session. The Provincial Assembly must meet for not less than 100 working days in each year.

Duration of the Provincial Assembly

The term of Provincial Assembly in Pakistan is five years unless it is dissolved sooner.

Dissolution of the Provincial Assembly

The Governor has to dissolve Provincial Assembly if advised by the Chief Minister. On the Chief Minister's advice, the Provincial Assembly stands dissolved within 48 hours.

The Governor can also dissolve the Assembly if the President so advises. This takes place if the Governor is of the opinion, that after a vote of no confidence against the Chief Minister has been passed, there is no other member of the Assembly who can command the confidence of the majority of the members of the Assembly.

Functions of the Assembly

There are three main functions performed by the Assembly namely, legislation, oversight of the executive and management of public money.

Functionaries**1. Speaker and Deputy Speaker**

During the first meeting of the Assembly after general elections, the members make oath and thereafter, the Assembly elects, from amongst its members, a Speaker and a Deputy Speaker. The election is held through a secret ballot.

The term of office of the Speaker and the Deputy Speaker is the same as that of the Assembly. However, when the Assembly stands dissolved on completion of its tenure or otherwise, the Speaker continues in his office until he is replaced by a new Speaker in the

new Assembly. The Speaker may submit his resignation to the Governor, and the Deputy Speaker may do so to the Speaker. The Speaker or the Deputy Speaker may also be removed from office by the majority of the total membership of the Assembly. The Speaker/Deputy Speaker cannot take the chair at the meeting of an Assembly in which a resolution for his removal from office is being considered.

The Speaker takes a central position in the Assembly. Although elected as a nominee of a political party, it is assumed that the Speaker will conduct the business of the Assembly in a just and fair manner, as an impartial arbiter, and manage the proceedings in line with the established norms of democracy. The Speaker is required to affect a balance between the Treasury and the Opposition benches. In addition to the functions relating to the conduct of business of the Assembly, the Speaker also performs certain administrative and financial functions under the Constitution and the rules.

2. Chief Minister

After the election of the Speaker and the Deputy Speaker, the Assembly cannot transact any other business unless it elects the Chief Minister. The election of Chief Minister is held through Division method (open voting). The majority of the total membership of the Assembly may also remove the Chief Minister by passing a resolution for a vote of no-confidence against him. The Chief Minister may, by writing addressed to the Governor, resign.

A Cabinet of Ministers, headed by the Chief Minister, is formed to aid and advise the Governor of his functions.

The Governor appoints Provincial Ministers from amongst members of the Assembly on the advice of the Chief Minister. A Minister may also submit resignation to the Governor. A Minister may also be removed from office by the Governor on the advice of the Chief Minister.

3. Leader of the Opposition

The Opposition within the Assembly has a significant role in the democratic process. The Members of the opposition who have an alternative view of governance to the party in power are also committed to the same principles upheld by the Constitution. A Member, elected to serve as the focal point and presenter of such opposing views, is known as the Leader of the Opposition. The Speaker nominates a Member as Leader of Opposition, who, in his opinion commands the majority of opposition Members.

FUNCTIONS OF THE ASSEMBLY

The Assembly, in addition to making and unmaking the Provincial Government, performs the following functions –

1. Legislation;
2. Overseeing the Government; and
3. Financial Accountability;

(a) Legislation

Powers and Limitations

The Provincial Assembly is empowered to make laws for the Province of the Punjab with respect to criminal law, criminal procedure, evidence and any matter not enumerated in the Federal Legislative List. It cannot, however, make any law –

1. which is repugnant to the injunctions of Islam as laid down in the Holy Quran and the Sunnah; or
2. which is repugnant to any provision of the Constitution;
3. which is inconsistent with a federal law; or
4. which violates or contravenes any of the fundamental rights; or
5. which is not in consonance with the Principles of Policy.

(b) Overseeing the Government

Various parliamentary tools have been provided in the Rules of Procedure of the Provincial Assembly of Punjab 1997 for obtaining necessary information about the working of the Government Departments, for overseeing the Government, and for making recommendations on matters of general public importance; viz.- Assembly Questions, Call Attention Notices, Adjournment Motions, Resolutions and General Discussion.

(c) Financial Accountability**Mode of Financial Accountability**

The Assembly exercises its control over the financial affairs of the Government in two ways; viz consideration as well as approval of the budget and consideration of the Reports of the Auditor General of Pakistan by Public Accounts Committees.

Pre-budget Discussion

The Assembly holds discussion for at least four days in a session which is held during the months of January to March each year, inviting proposals from the Members for the next year's budget. The proposals are sent to the Government through a resolution of Assembly.

Passing of Budget

A Provincial Government is required to lay a statement of the estimated receipts and expenditure of the Provincial Government known as 'Annual Budget Statement' for the next financial year before the Assembly. The Budget is presented to the Assembly on such day and at such time as the Governor may appoint. The Finance Minister, or a Minister acting on his behalf, presents the Budget. The Budget is not referred to any Committee, and the Assembly considers it in two stages –

1. general discussion on the budget as a whole; and
2. discussion and voting on demands for grants, including voting on motions for reduction, if any.

PUNJAB ASSEMBLY LIBRARY

It is a matter of great privilege for the Punjab Assembly Library as it is considered one of the oldest Parliamentary Library in the country which was established in 1921. Being a specialized Library, it has a treasure of nearly 60,000 books of the following:-

1. A rich collection of Encyclopedias, including Electronic Multi Media Encyclopedias i.e. (CDs).
2. The users of the library travel to different parts of the world through the books which enable them to quench their thirst of knowledge. Therefore, Punjab Assembly has not only the proceedings of Senate, National Assembly of Pakistan, Punjab, Sindh and Balochistan Provincial Assemblies but also has the collection of proceedings of different Assemblies of the world i.e. Proceedings of Indian State Assemblies, Legislative Assembly of India, (Pre-independence period), Indian Lok Sabha, House of Commons, House of Lords and US Congress. So, the available material in the library is an affluent helping source for the legislators to participate actively in the legislative process.
3. Punjab Assembly Library has not only the books but also supports its users through video films of proceedings of various Parliaments of the world so that the legislators who are the main users of the Parliamentary Library including the students/researchers of different universities can be acquainted with the parliamentary traditions of different democracies of the world.

4. This library is a parliamentary library still it has a remarkable collection of books on different topics including History, Politics, Law and Islam etc.

5. As this is an age of IT which has converted the world into a global village, therefore, the library is also providing Internet facility to the Members of the Punjab Assembly so that they can get themselves benefited from e-libraries as well as can consult the bulk informative material available through Internet.

In the past, the Punjab Assembly library was one of the users of LAMP software which was especially designed for the libraries. Now with the advancement in the field of IT, the Library uses KOHA Software for cataloging and search of books. Punjab Assembly library catalogue is also available on www.library.pap.gov.pk. A book can be searched by Accession No, Classification No (DDC), Author, Title, Subject, International Standard Book Number or any word.

The useful links of other Parliamentary libraries of Pakistan is also available:

1. [Senate of Pakistan Library](#),
2. [National Assembly of Pakistan Library](#),
3. [Khyber Pakhtunkhwa Provincial Assembly Library](#),
4. [Baluchistan Provincial Assembly Library](#),
5. [Sindh Provincial Assembly Library](#).

Punjab Assembly library is also a step ahead from other libraries of provincial assemblies as it had made efforts to preserve the old and precious record through microfilming. To cope with the challenges of the modern IT requirements, the Punjab Assembly library has successfully converted this process from microfilming into scanning to preserve the valuable collection of antique books, debates and some other important documents.

OFFICIAL TIMINGS

From Monday to Friday: 8:00 am to 4:00 pm. In Session days from Monday to Friday: 8:00 am to 8:00 pm and Saturday to Sunday: 8:00 am to 1:00 pm. In the case of evening Session library remains open till the adjournment of the Session.

SPECIAL COLLECTION

The following materials have some importance in the library:-

a. DEBATES:

- | | | |
|----|--|--------------|
| 1. | Punjab Assembly Debates | 1897 to date |
| 2. | National Assembly of Pakistan Debates | 1947-2010 |
| 3. | Senate of Pakistan Debates | 1975-2013 |
| 4. | Legislative Assembly of India Debates | 1921-1948 |
| 5. | Council of State (Rajya Sabha) Debates | 1921-1946 |
| 6. | House of People (Lok Sabha) Debates | 1952-1965 |
| 7. | House of Commons Debates | 1874-1995 |
| 8. | House of Lords Debates | 1909-1920 |

b. GAZETTE:

- | | | |
|----|------------------------------|--------------|
| 1. | The Gazette of Punjab | 1921 to date |
| 2. | The Gazette of West Pakistan | 1955-1970 |
| 3. | The Gazette of Pakistan | 1947 to date |

- | | | |
|-------------------|-----------------------------------|--------------|
| 4. | The Gazette of India | 1922-1948 |
| c. BUDGET: | | |
| 1. | The Punjab Budget | 1924 to date |
| d. LAWS: | | |
| 1. | The Pakistan Laws | 1836 to date |
| 2. | The Punjab Laws | 1860 to date |
| 3. | All Pakistan Legal Decision (PLD) | 1947 to date |

PERIODICALS AND NEWSPAPERS

The following periodicals and newspapers are being purchased by the Library:-

1) PERIODICALS

1. Time
2. Newsweek
3. Reader's Digest
4. The Friday Times

2) Newspapers

1. Daily "Dawn"
2. Daily "The Nation"
3. Daily "The News"
4. Daily "Jang"
5. Daily "Nawa-e-Waqt"
6. Daily "Pakistan"
7. Daily "Khabrain"
8. Daily "Din"
9. Daily "Express"
10. Daily "Ausaf"

New Arrival Books

Following new books have been purchased during the current year.

Sr. No.	Author	Title	Year of Publication
1.	Punjab Government	Punjab Estacode 2013	2013
2.	Malala Yousafzai	I am Malala	2013
3.	Late Malik Mir Muhammad	The All Pakistan Legal Decisions 2013	2013
4.	Hamid Khan	Institutional and Political History of Pakistan	2014
5.	Barry Turner	The Statesman's Year Book 2014	2014

PROVINCIAL ASSEMBLY OF THE PUNJAB ADMINISTRATIVE INDEPENDENCE

In order to run the business of the Government, the Governor of the Punjab, in terms of the provisions of the Article 139 (as adapted in 1973), made the "Punjab Government Rules of Business, 1974". In these rules, Provincial Assembly of the Punjab was given the status of attached department of Law Department at Sr.No.18 (iii).

However, in recognition of its constitutional status in terms of Article 87, read with Article 127 of the Constitution, the Provincial Assembly of the Punjab was acknowledged as an independent Secretariat when through an amendment in the Rules of Business 1974 vide Notification No. CAB-III-2-48/85 dated 23rd October 1986, the entry related to Provincial Assembly of the Punjab was omitted from the Rules of Business 1974. It is now no longer an attached department of Law Department.

A CONSTITUTIONAL BODY

The Provincial Assembly of the Punjab Secretariat enjoys a unique and special status. Article 87 of the Constitution, read with Article 127, envisages that the Provincial Assembly shall have a separate Secretariat.

The status of Assembly Secretariat being a constitutional body and its employees as civil servants has been acknowledged by the Superior Courts. In a recent judgment dated 5th August 2010 in CA 1513/96, the Hon'ble Supreme Court of Pakistan has held:

“Article 87 read with Article 127 of the Constitution expressly enables the Parliament and the Provincial Assemblies, as the case may be, to make laws for regulation of the terms and conditions of service of the employees of the respective establishments. The employees of such bodies are, therefore, civil servants.”

SERVICE RULES

Article 87, read with Article 127, provides that the Speaker with approval of the Governor may make rules regulating the recruitment, and the conditions of service of persons appointed to the Assembly Secretariat. In exercise of the same powers, the following rules were made to govern the service matters of the employees of the Assembly Secretariat:

The Provincial Assembly of the Punjab Secretariat (Recruitment and Conditions of Service) Rules, 1986.

FINANCIAL AUTONOMY

So far as the financial discipline of the Assembly is concerned, the Constitution again gives a special status to the Assembly Secretariat. Article 88, read with Article 127, provides that the expenditure of the Assembly shall be controlled by the Assembly acting on the advice of its Finance Committee (comprising Speaker, Minister for Finance and such other Members as may be elected there to by the Provincial Assembly of the Punjab). The business of the Finance Committee is governed by the Provincial Assembly of the Punjab Finance Committee Rules 1974 made by the Finance Committee in exercise of the powers conferred by clause (3) of Article 88 read with Article 127 of the Constitution.

PROVINCIAL ASSEMBLY OF THE PUNJAB

Composition

The Senior Secretary Assembly is the administrative in charge of the Secretariat of the Provincial Assembly of the Punjab. He exercises administrative as well as financial powers vis-à-vis the Assembly and its Secretariat. In the performance of his duties, he is assisted by two Special Secretaries, One Director General (Parliamentary Affairs & Research), three Additional Secretaries and other supporting Staff.

The Secretariat consists of three basic Divisions; viz;-

- **Administration Division;**
- **Research and Reference Division; and**
- **Security & Maintenance Division.**

Each division is divided into separate Wings as under -

Administration Division: Headed by a Special Secretary, it comprises of-

General Cadre Wing:

Additional Secretary (Admn)

Deputy Secretary (Admn)

Two Assistant Secretaries (Administration)

Superintendent (Admn-I)

Superintendent (R&I)

Superintendent (Administration)

Two Assistant Secretaries (Accounts)

Two Superintendents (Accounts)

Legislation Wing: Headed by Special Secretary, it comprises of

Additional Secretary (Legislation), Additional Secretary (PAC)

Deputy Secretary (Legislation), Deputy Secretary (PAC)

Assistant Secretary (Legislation), Assistant Secretary (PAC)

Superintendent (Legislation), Superintendent (PAC)

Assistant Secretary (Questions)

Superintendent (Questions)

Assistant Secretary (Committees)

Superintendent (Public Accounts)

Superintendent (Committees)

Public Relations Wing:

Staff Officer

Chief Protocol Officer

Protocol Officer

Assistant Protocol Officer

Senior Protocol Assistant

Public Relations Officer

Deputy Public Relations Officer

Photographer

Video Cameraman

Miscellaneous Wing:

Deputy Secretary (Admn)

Assistant Secretary (Admn)

Superintendent (C&P)

Supervisor Telephone/Telephone Operators

Imam/Muezzin

Lift Attendants

Drivers

Research & Reference Division: Headed by Director General (Parliamentary Affairs and Research), it consists of-

Research Wing:

Director (Research & Publication)

Deputy Director (Research)/Senior Research Officer

Research Officers

Reference Wing:

Librarian
Assistant Librarian
Senior Library Assistant
Junior Library Assistant
Senior Microform Technician
Microform Technician

Proceedings Wing:

Chief Reporter
Deputy Director (Proceedings)
Reporters (B-18)
Reporters (B-17)
Reporters (B-16)
Editor of Debates
Sub-Editors of Debates
Senior Proof Readers
Proof Readers
Technical Assistant (Sound)

Operators (Sound)

Automation Wing:

Administrator (Automation)
Assistant Administrator (Automation)
Computer Programmer
Assistant Programmer
LAN/WAN Support Engineer
Data Entry Operators

Translation Wing

Head Translator
Senior Translators
Translators

Security and Maintenance Division: Headed by an Additional Secretary, it consists of -

Security Wing:

Chief Security Officer
Security Officer
Assistant Security Officer
Security Assistant
Junior Security Assistant

Maintenance Wing:

Senior Estate Officer
Estate Officer
Superintendent (Services)
Comptrollers
Assistant Comptrollers
Care Takers
Cook
Kitchen Attendant
Sanitary Workers
Bathroom Attendants
Farashes/Chowkidars
Head Bearer/Bearers
Lawn Supervisor

Head Mali/Malis

Bahishtis

Functions

The Functions of each Wing in a Division are summarised as under -

ADMINISTRATION DIVISION

General Cadre Wing

Special Secretary (Administration), in charge of this Wing, performs his functions under the direction and supervision of Secretary. The functions of each section of General Administration Wing are -

Confidential & Procurement Branch

- maintenance of PER and Declaration of Assets record;
- printing of stationary;
- procurement and distribution of official liveries, durable goods, consumable articles, shields/gifts and other related material;
- procurement and maintenance of machinery and other equipment;
- purchase of furniture/fixtures;
- telephones and Telephone Exchange;
- maintenance and repair of official vehicles.

Receipt & Issue Branch

- procurement and maintenance of official stamps;
- receipt and issue of official communications; and
- telegrams and courier service.

Establishment-I

- Organization and methods;
- service rules and regulations;
- recruitment and pay and allowances;
- attendance and Leave;
- training and issuance of NOC; and
- loans and Advances

Establishment-II

- personnel management;
- confidential Record: PERs and Declaration of assets;
- GP Fund, Benevolent Fund, Welfare Fund, Group Insurance and Grants;
- medical Reimbursement;
- sessional allowance and Honoraria;
- disciplinary Proceeding.

Accounts-I

- budget and supplementary Budget of the Assembly and its Secretariat;
- finance Committee;
- payment on account of salaries/allowances, commodities and services;
- delegation of financial powers;
- returns;
- reconciliation of Accounts; and
- matters relating to inspection and Audit.

Accounts-II

- pay and allowances of MPAs/Speaker/Deputy Speaker;
- verification of service, leave title, fixation of pay and such like matters;
- pension and matters relating thereto; and
- Darbar fund and Mosque fund.

Legislation Branch

- matters relating to Summoning, Prorogation and Dissolution of the Assembly;
- conduct of a session including Seating Plan and List of Business (Agenda);
- matters relating to;
- legislation, including Government Bills as well as Private Members Bills and publication of Acts;
- resolutions;
- privilege, Adjournment and Assurance Motions;
- annual as well as Supplementary Budgets in the Assembly, including Demands for Grants and Cut Motions;
- rules of Procedure of the Provincial Assembly of the Punjab;
- speaker's Conference;
- Secretaries' Conference;
- commonwealth Parliamentary Association and other International Organizations;
- coordination with other Parliaments in Pakistan;
- compilation and publication of the List of MPAs;
- preparation and printing of Bio-data of MPAs;
- airport Security Passes for MPAs;
- computerization of laws.

Question Branch

- matters relating to the Assembly Questions (Starred as well as Unstarred);
- short Notice Questions;
- call Attention Notices.

Public Accounts Committee Branch

- matters relating to the meetings of the Public Accounts Committees;
- scrutiny of the working papers received from various departments and forwarding the same to concerned quarters;
- preparation and communication of the Minutes of all the meetings of the Committees;
- matters relating to the compliance of PAC directives;
- preparation, publication and presentation of the Reports of the PAC.

Committees Branch

- matters relating to the meetings of all Committees, except Finance and Public Accounts Committees;
- preparation and communication of the Minutes of all the meetings of the Committees.
- preparation, publication and presentation of the Reports of the Committees.

Litigation Branch

- conduct of litigation for and against the Assembly and its Secretariat;
- recovery of outstanding Government dues.

Translation Branch

Under the supervision and control of Head Translator, the Branch undertakes translation from Urdu to English and English to Urdu. Head Translator is assisted by Senior Translators and Translators.

Public Relations Wing

Public Relations Branch

- liaison with News Agencies and Newspapers;
- reporting of the activities of the Assembly and its Secretariat;
- review and analysis of the news items, and preparation of the press summary for the Speaker and the Secretary;
- preparation of speeches of the Speaker as and when required;
- maintain profiles of legislators and other prominent personalities;
- issuance of press releases, hand-outs, press statements;

- matters relating to press conferences, press briefings, press talks, seminars, workshops and any other media events;
- preparation of Briefs for the Press and visiting Delegations;

RESEARCH & REFERENCE DIVISION

Research Wing

Director (Research and Publication) is the in charge of the Wing, who works under the direction and supervision of Director General (Parliamentary Affairs & Research) and Secretary. The broad functions include -

- maintain data bank and statistics with a view providing support services to the public representatives;
- maintain vital statistics;
- undertake research, consolidate the same and publish research reports, briefs and other research oriented documents;
- preparation, revision and updating of material for the Web Page of the Provincial Assembly of the Punjab;
- editing and publication of the decisions of the Speaker.

Reference Wing

Established in 1921, the Assembly Library has a total collection of around 55,000 books on variety of topics including constitutional and other laws, parliamentary procedures, jurisprudence, history, sociology and politics. Debates of the House of Commons, Senate, National Assembly and other Provincial Assemblies are also available.

The Library maintains computerized catalogue, and is equipped with internet facility. Important data has largely been preserved through micro films. The Library also has some collection of Video Films about the working of the Parliaments of various countries. The library provides active services to the public representatives, Government and other departments, research scholars and students.

Proceedings Wing

Proceedings Branch

- maintenance of audio record of verbatim proceedings of the House, and its transcript; and
- preparation of proceedings of the Committees, as and when required; and
- operation and maintenance of the Sound system in the Chamber and the Committee rooms.

Editing Branch

- compilation, editing and publication of the verbatim proceedings of the Assembly; and
- preparation and publication of indexes of the Assembly Debates; and
- distribution of the Assembly Debates.

Automation Wing

Computer Branch

- total computerization of the Assembly and its Secretariat;
- matters relating to Local Area Network, internet and Web Page of the Assembly;
- procurement and maintenance of the Computer equipment;
- development and maintenance of software Applications;
- database administration;
- matters relating to the Information Technology Training

SECURITY & MAINTENANCE DIVISION

Security Wing

Security Branch

- preservation and maintenance of the security of the Assembly Building and its inmates, Assembly Hostels, and liaison with the police Department.
- security check;

- preparation and issuance of Assembly Identity Cards to the public representatives and staff of the Punjab Assembly, and issuance of duty passes and visitors' passes;
- maintenance of security equipment;
- matters relating to national flag;
- conduct, guide and secure the visitors in the Assembly.

Maintenance Wing

- upkeep and maintenance of the Assembly building, MPAs Hostel, Pipals House, Speaker House & Deputy Speaker House, the furniture and fixtures therein;
- matters relating to the Hostels, including allotment of rooms;
- arrangements for refreshments at the meetings and otherwise as and when required;
- matters relating to the official canteens and Cafeteria;
- management of the Assembly Cycle Stand;
- storage and disposal of condemned articles.

Officers of the House

Rai Mumtaz Hussain Babar, Senior Secretary_(Functions)

Mr. Muhammad Khan Bhatti, Secretary

Mr. Inayat Ullah Lak, Director General (Parliamentary Affairs & Research)

Hafiz Muhammad Shafiq Adil, Special Secretary

RAI MUMTAZ HUSSAIN BABAR, Senior Secretary

Rai Mumtaz Hussain Babar was born on September 10, 1960. After graduating from F.C. College, Lahore, he obtained Master's in Public Administration from University of the Punjab, Lahore in 1983. He joined Provincial Assembly of the Punjab Secretariat in August 1987 and has an emphatic experience of 27 years of service to his credit in this august institution. He served on a number of important positions in the Assembly Secretariat including Assistant Secretary, Deputy Secretary, Additional Secretary, and Special Secretary. Presently he is serving as Senior Secretary w.e.f 26-7-2013. He traveled to Trinidad & Tobago, United States of America, United Kingdom, Spain, Switzerland, France and attended several workshops, seminars/conferences organized by National/International Organizations and Institutions. He completed different courses conducted by Management and Professional Development Department and PIPS successfully. He attended the meetings of Pakistan Institute of Parliamentary Services and also delivered lectures on Parliamentary Affairs. .



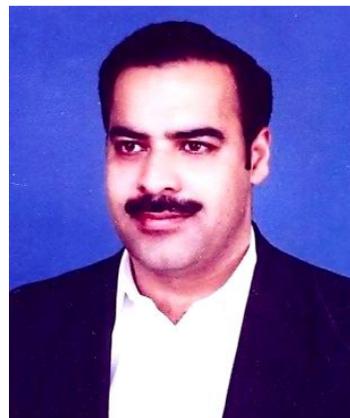
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Mr. MUHAMMAD KHAN BHATTI, Secretary

Born on April 12, 1968, Mr. Muhammad Khan Bhatti has been serving as Secretary, Provincial Assembly of the Punjab since 2008. He completed his education from University of the Punjab and joined Government service in Civil Secretariat in 1988. He joined Assembly Secretariat in 1996. In Assembly secretariat, he has held different posts including Estate Officer, Deputy Secretary, Additional Secretary & Special Secretary. He also served as Additional Secretary & Special Secretary in the Chief Minister Punjab Secretariat on deputation. He was promoted to the post of Secretary, Provincial Assembly of the Punjab on 8th March, 2008. He has vast experience of his job. He visited China and UAE.



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Mr. INAYAT ULLAH LAK

Director General (Parliamentary Affairs & Research)

Born on 1.1.1963 at Sargodha; obtained Master degrees in the disciplines of Library Science, History and Political Science in 1986, 1988 and 1998 respectively from Punjab University; also obtained LL.B Degree in 1992 from University Law College. He served as Assistant Librarian, Quaid-e-Azam Library, Lahore (1984-87); joined Provincial Assembly of the Punjab Secretariat as Librarian (BS-17) from 9.9.1987 to 14.10.1997; Librarian (BS-18) from 15.10.1997 to 4.5.2004 against upgraded post; promoted as Director (Research and Publications) (BS-19) (5.5.2004 to 15.9.2007). He was promoted as Director General (Parliamentary Affairs & Research) (BS-20) in 2007; and is functioning as such in BS-21. He attended workshops and seminars at national and international levels and delivered lectures in some of them. He also conducted as Resource Person training/orientation sessions on parliamentary procedures for the Members of the Provincial Assemblies of Punjab, Sindh, KPK and Balochistan organized by PILDAT (*Pakistan Institute of Legislative Development and Transparency*), WFD (*Westminster Foundation for Democracy*) and UNDP (*United Nation's Development Programme*) at federal and provincial capitals of Pakistan. He traveled to USA, U.K, Spain, Canada, India, Thailand, Philippine, New Zealand, Australia, Norway, Grand Turks & Caicos Island, Dubai and Saudi Arabia.

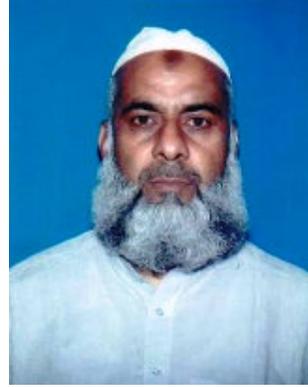


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HAFIZ MUHAMMAD SHAFIQ ADIL
Special Secretary

Hafiz Muhammad Shafiq Adil was born on 20th May 1957. He joined Provincial Assembly of the Punjab Secretariat in May, 1973. He obtained the Degree of Bachelor of Arts from University of the Punjab, Lahore. He has more than 41 years of working experience in the Assembly Secretariat in various departments including Accounts, Administration, Committees and Legislation. He served as Drawing and Disbursing Officer of the Provincial Assembly of the Punjab from 2004 to 2008. He has been serving on a number of important positions in the Assembly Secretariat including Assistant Secretary (BS-17), Deputy Secretary (BS-18), Additional Secretary (BS-19) and was promoted to the post of Special Secretary (BS-20) in July 2014. At several occasions, he has served as Acting Senior Secretary of the Punjab Assembly Secretariat. In addition to his own duties, he has been appointed as Focal Person of Provincial Assembly of the Punjab in its engagements with Westminster Foundation for Democracy, London and Commonwealth Parliamentary Association, London. He has travelled to UK (Cardiff Bay, Bristol, Belfast and London). He has attended several workshops conducted by Management and Professional Development Department. He has also completed different courses conducted by the Pakistan Institute for Parliamentary Services at Islamabad and Lahore.



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Functions & Duties of Senior Secretary

Administrative Functions

As an administrative Head, he is responsible for efficient and constructive administration of the affairs of the Assembly. He has multifarious duties of administrative nature. In particular -

- he is the appointing authority in respect of posts from BS-1 to BS-16;
- acts as the 'Authority' and 'Appellate Authority' for specified categories of staff;
- he distributes work amongst various sections;
- he supervises the functioning of the Assembly Secretariat, and makes arrangements for smooth and prompt disposal of the legislative and other business of the Assembly and its Secretariat.
- supervises and leads the research oriented projects;
- makes arrangements for various publications;
- advises the Speaker on administrative matters.

Legislative Functions

- advises the Speaker and the Assembly on all legal issues, including admissibility or otherwise of Bills, Resolutions, Questions, Adjournment Motions, Privilege Motions and other Motions;
- Supervises and manages the business of the Assembly;
- sits at the Table of the House to facilitate the Speaker in the disposal of Assembly business, and to advise him on legal and other issues arising during the course of a sitting of the Assembly;
- acts as Secretary to all the committees of the assembly;

Financial Functions

- as Principal Accounts Officer, he manages and controls the Budget and expenditure of the Assembly and its Secretariat;
- acts as controlling officer for purposes of TA/DA to Members of the Assembly and staff of the Assembly Secretariat;
- acts as Chairman of the Special Departmental Accounts Committee.

POWERS AND FUNCTIONS OF THE OFFICERS AND EMPLOYEES

1. Senior Secretary
2. Secretary
3. Special Secretary
4. Additional Secretary
5. Deputy Secretary
6. Assistant Secretary
7. Superintendent
8. Staff Officer to Speaker
9. Private Secretary to Speaker
10. Staff Officer to Deputy Speaker
11. Public Relations Officer/deputy Public Relations Officer
12. Chief Protocol Officer

13. Protocol Officer/Assistant Protocol Officer
14. Director General (PA&R)
15. Director (R&P)
16. Deputy Director (Proceedings)
17. Deputy Director (Research)
18. Senior Research Officer/Research Officer
19. Chief Reporter
20. Urdu/English Reporters
21. Administrator (Automation)
22. Assistant Administrator (Automation)
23. Computer Programmer
24. Assistant Programmer
25. LAN/WAN Support Engineer
26. Security System Operator
27. Computer Operator
28. Technical Assistant
29. Head Translator
30. Senior Translator/Translator
31. Law Officer
32. Librarian/Assistant Librarian
33. Editor/Sub Editor of Debates
34. Senior Estate Officer
35. Estate Officer
36. Comptroller/Assistant Comptroller
37. Lawn Supervisor
38. Chief Security Officer
39. Security Officer/Assistant Security Officer
40. Private Secretary
41. Cameraman cum Producer
42. Composer
43. Assistant
44. Stenographer
45. Photographer
46. Video Cameraman
47. Senior Microform Tech.
48. Junior Library Assistant
49. Data Entry Operator
50. Assistant Cameraman Cum Producer
51. Protocol Assistant
52. Senior Proof Reader/ Proof Reader
53. Microform Technician
54. Catering Supervisor
55. Security Assistant/ Junior Security Assistant
56. Care Taker
57. Supervisor of Telephone Exchange
58. Senior Clerk/Junior Clerk
59. Telephone Technician
60. Cook /Kitchen Attendant
61. Operator Sound
62. Imam

63. Moazzan
64. Telephone Operator
65. Telephone Attendant
66. Head Machine Operator
67. Machine Operator
68. Head Chamber Attendant/Chamber Attendant
69. Head Bearer
70. Bearer
71. Driver
72. Dispatch Rider /Junior Dispatch Rider
73. Head Mali/Mali
74. Head Sanitary Worker/ Sanitary Worker/Head Frash, Frash/Bathroom Attendant
75. Head Chowkidar/ Chowkidar
76. Lift Attendant
77. Daftri
78. Qasid/Naib Qasid

Powers of Officers & Employees

Provincial Assembly of the Punjab is a separate Secretariat. The service matters of the employees of this Secretariat are governed by the Provincial Assembly of the Punjab Secretariat (Recruitment and Conditions of Service) Rules, 1986. According to rule 12 of the said rules, the terms and conditions of service, including recruitment policy, eligibility for appointment to a post, rank, status, seniority, promotion, termination of service, conduct, efficiency, discipline, pay, leave, superannuation, pension, gratuity, provident fund, benevolent fund, group insurance, right of appeal or representation and other privileges of an employee, shall be governed by the provisions for the time being in force and applicable to the employees holding corresponding posts in the Provincial Secretariat, subject to such modifications, variations or exceptions, if any, as the Speaker may, from time to time, by order specify.

The powers of the officers and other staff are derived from the rules, instructions, etc. issued by the Government of the Punjab from time to time. The detailed functions of the officers and employees are given below:

FUNCTIONS OF THE OFFICERS AND EMPLOYEES

1. Senior Secretary/Secretary

Administrative Functions

As an administrative Head, he is responsible for efficient and constructive administration of the affairs of the Assembly. He has multifarious duties of administrative nature. In particular:

- he is the appointing authority in respect of posts from BS-1 to BS-16;
- acts as the 'Authority' and 'Appellate Authority' for specified categories of staff;
- he distributes work amongst various sections;
- he supervises the functioning of the Assembly Secretariat, and makes arrangements for smooth and prompt disposal of the legislative and other business of the Assembly and its Secretariat.
- Disposal of cases involving interpretation of Rules and Regulations.
- Examination of summaries and cases.

-Disposal of court cases (time limit stipulated by the courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the court should be obeyed invariably).

-supervises and leads the research oriented projects;

-makes arrangements for various publications;

-advises the Speaker on administrative matters.

-Special tasks assigned by the authority.

Legislative Functions

-advises the Speaker and the Assembly on all legal issues, including admissibility or otherwise of Bills, Resolutions, Questions, Adjournment Motions, Privilege Motions and other Motions;

-Supervises and manages the business of the Assembly;

-sits at the Table of the House to facilitate the Speaker in the disposal of Assembly business, and to advise him on legal and other issues arising during the course of a sitting of the Assembly;

-acts as Secretary to all the committees of the assembly;

Financial Functions

-as Principal Accounts Officer, he manages and controls the Budget and expenditure of the Assembly and its Secretariat;

-acts as controlling officer for purposes of TA/DA to Members of the Assembly and staff of the Assembly Secretariat;

-acts as Chairman of the Special Departmental Accounts Committee.

2. Special Secretary

- Disposal of business of the Assembly and its Secretariat.
- Disposal of cases involving interpretation of Rules and Regulations.
- Examination of summaries and cases.
- Disposal of court cases (time limit stipulated by the courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the court should be obeyed invariably).
- Special tasks assigned by the authority.

3. Additional Secretary

- Disposal of business of the Assembly and its Secretariat.
- Disposal of cases involving interpretation of Rules and Regulations.
- Examination of summaries and cases.
- Disposal of court cases (time limit stipulated by the courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the court should be obeyed invariably).
- Inspect the working of the Branches/Sections under his /her control
- Surprise visits of Branches/Sections under his/her control
- Special Tasks assigned by the authority

4. Deputy Secretary

- Disposal of business of the Assembly and its Secretariat.
- Disposal of cases involving interpretation of Rules and Regulations.
- Examination of summaries and cases.
- Disposal of court cases (Time limit stipulated by the courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the court should be obeyed invariably).
- Inspect the working of the Branches/Sections under his /her control
- Surprise visits of Branches/Sections under his/her control

- Special Tasks assigned by the authority
- 5. Assistant Secretary**
- Disposal of business of the Assembly and its Secretariat.
 - Disposal of cases involving interpretation of Rules and Regulations.
 - Examination of summaries and cases.
 - Disposal of court cases (Time limit stipulated by the courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the court should be obeyed invariably).
 - Inspect the working of the Branches/Sections under his /her control
 - Surprise visits of Branches/Sections under his/her control
 - Special Tasks assigned by the authority
- 6. Superintendent**
- Disposal of business of the Assembly and its Secretariat.
 - Disposal of cases involving interpretation of Rules and Regulations.
 - Examination of cases.
 - Disposal of court cases (Time limit stipulated by the courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the court should be obeyed invariably).
 - Inspect the working of the Branches/Sections under his /her control
 - Special Tasks assigned by the authority
- 7. Staff Officer to Speaker**
- to deal with the correspondence relating to the office of Speaker.
 - to receive the visitors and arrange the interview with Speaker.
 - to supervise the work of the Private Secretary/PRO/Protocol Wings of the Assembly.
 - Special tasks assigned by the authority
- 8. Private Secretary to Speaker**
- to prepare the copy of the agenda of the meeting of the Assembly for use by the Speaker and to maintain the record of the office;
 - to circulate the tour programme of the Speaker and make all necessary arrangements for the tour.
 - to deal with the correspondence/tour complaints received in Speaker's office.
 - to receive the visitors and arrange the interview with Speaker.
 - Inspect the working/ visit of Branch of the Branch/Section under his /her control of his junior staff.
 - Special tasks assigned by the authority
- 9. Staff Officer to Deputy Speaker**
- to deal with the correspondence within and outside the Assembly and its Secretariat.
 - to receive the visitors and arrange the interview with Deputy Speaker.
 - to supervise the work of Private Secretary/Deputy PRO/Protocol Officer of the office of Deputy Speaker.
 - Inspect the working / visit of the Branch/ Section under his /her control
 - Special tasks assigned by the authority
- 10. Public Relations Officer/Deputy Public Relations Officer**
- To supervise and arrange media related indoor/out door activities of Mr Speaker/Deputy Speaker.
 - To arrange press conferences, interviews and other official activities of Mr Speaker/Deputy Speaker related to the press and electronic media.
 - To issue press releases.
 - To keep liaison with the electronic and print media for coverage of proceedings of the meetings of the Provincial Assembly of the Punjab and its Standing Committees etc.

- Inspect the working /visit of the Branch / Section under his /her control
- Special tasks assigned by the authority

11. Chief Protocol Officer

- to make elaborate arrangements with regard to protocol, boarding /lodging, entertainment and transport arrangements for the visiting delegations and for Speaker /Deputy Speaker and other officers of the Punjab Assembly visiting within and outside the Country;
- to make arrangements for the visiting local delegations and groups of students from various part of the Country.
- Inspect the working/visit of the Branch/Section under his /her control
- Special tasks assigned by the authority

12. Protocol Officer/Assistant Protocol Officer

- to make elaborate arrangements with regard to protocol, boarding /lodging, entertainment and transport arrangements for the visiting delegations and for Speaker /Deputy Speaker and other officers of the Punjab Assembly visiting with in and outside the Country;
- to make arrangements for the visiting local delegations and groups of students from various part of the Country.
- Special tasks assigned by the authority

13. Director General (PA&R)

- Disposal of business of the Assembly and its Secretariat.
- Disposal of cases involving interpretation of Rules and Regulations.
- Examination of summaries and cases.
- Publication of research & other reports
- Development of Legislative Research Services
- provision of Legislative Information & Research Services to the Members of Assembly;
- to update the following:-
 - the rulings of the Chair and Statutes/Acts passed by the Punjab Assembly;
 - the rulings of the Chair of Senate/ National Assembly/ Provincial Assemblies/ Legislative Assemblies in Pakistan;
- holding of Workshops on Legislation & Seminars for the members and staff of the Assembly;
- bringing out and publication of magazines and articles etc. for MPAs and staff of the Assembly relating to legislature;
- to take steps for the modernization of the Assembly Library & Development of computerized system of compilation, editing and printing of Assembly Debates;
- to provide information to the MPAs about the laws passed by the Parliament, other sister Assemblies and Indian Parliament.
- Inspect the working of the Branches/Sections under his /her control
- Surprise visits of Branches/Sections under his/her control
- Special Tasks assigned by the authority

14. Director (R&P)

- Disposal of business of the Assembly and its Secretariat.
- Disposal of cases involving interpretation of Rules and Regulations.
- Publication of research & other reports
- development of Legislative Research Services;
- compilation of detailed commentary on rules of procedures of PAP with citation from:-
 - The Constitution

- Rules of Procedures of Senate/National Assembly/ Provincial/Assemblies/ Legislative Assemblies in Pakistan/Loke Sabha (India)
- the rulings of the Chair of Senate/National Assembly/Provincial Assemblies/Legislative Assemblies in Pakistan/Loke Sabha (India)
- May's Parliamentary Practice
- Books on Indian Parliamentary Practice etc.
- Modernization of Assembly Library including Automation of Catalogue, Microfilming of old records and documents etc.
- holding of Seminars and publication of brochure.
- to arrange visitors programmes in the Assembly and to bring out small pamphlets and hand outs etc. to make the programme more useful.
- Computerization of the material mentioned in sub-para-5 above.
- Bringing out Debates of PAP, Brochures, and other publications as and when required.
- development of computerized system of compilation, editing and printing of Assembly Debates.
- bringing out magazines etc. for the information and education of MPAs.
- publication of articles in the press relating to the provincial legislature.
- to arrange and impart information/lectures to the Members and Staff of the Assembly regarding Legislative Affairs.
- Holding of workshops on Legislation.
- to produce solid research publications on Parliamentary Practice and Legislative Procedure.
- to provide reference and background material on any matter brought before the House or its Standing/special committees.
- to bring out periodical reviews on the activities and the proceedings of the House and its Standing Committee.
- to provide Legislative information and research services to the Assembly and its Committees.
- to evolve and develop and suitable Institutionalised system of Legislative information and Research for the benefit of the Assembly and its Committees.
- to impart suitable training and guidance to the personnel for this purpose.
- Inspect the working of the Branches/Sections under his /her control
- Surprise visits of Branches/Sections under his/her control
- Special tasks assigned by the authority

15. Deputy Director (Proceedings)

- supervise the editing/ proof reading and finalization of the recorded proceedings of the Assembly;
- supervise the printing of the proceedings in the form of the official debates;
- Inspect the working of the Branches/Sections under his /her control
- Surprise visits of Branches/Sections under his/her control
- Special tasks assigned by the authority

16. Deputy Director (Research)

- Disposal of business of the Assembly and its Secretariat.
- Disposal of cases involving interpretation of Rules and Regulations.
- Publication of research & other reports
- development of Legislative Research Services;
- to provide reference and background material on any matter brought before the House and its Standing Committees;

- to bring out periodical reviews on the activities of the House and its Standing Committees;
- to produce solid research on Parliamentary Practice and Procedure
- to supervise the work of Senior Research Officers/Research Officers
- Special tasks assigned by the authority

17. Senior Research Officer/Research Officer

- to provide reference and background material on any matter brought before the House and its Standing Committees;
- to bring out periodical reviews on the activities of the Assembly and its Standing Committees;
- to produce solid research on Parliamentary Practice and Procedure;
- to write speeches on given topics;
- Special tasks assigned by the authority

18. Chief Reporter

- to supervise and coordinate the work of Urdu/English Reporters;
- To supervise the work of Sound Operators and Audio/Video Cameraman-cum-producers
- taking down the verbatim proceedings of the Assembly and Committee meetings;
- recording of verbatim proceedings of the Assembly;
- Special tasks assigned by the authority

19. Urdu/English Reporters

- To record and transcribe the proceedings of the meeting of the Punjab Assembly and its Committees;
- Maintain the record till the finalization of debates.
- Special tasks assigned by the authority

20. Administrator (Automation)

- **Procurement of Computer Equipment**
 - Disposal of procurement cases
- **Database Administration**
 - Creating necessary database objects including tables, views, synonyms etc
 - Backup of databases
 - Performance Tuning of database.
- **Service Level Agreement**
 - Preparation of service level agreement for internet, video conference, maintenance of equipment etc.
 - Execution of Agreement
- **LAN/WAN Support**
 - configuration of switches, firewall, gateway
 - fixing of LAN/WAN issues
 - Create workaround when SOP not available
- **Guide and update Websites**
- **Network/Desktop Support Services**
 - Disposal of cases need repair/replacement
 - Guide the subordinate staff
- **Disposal of cases related to Programming**
- **Training of Staff**
 - Inspect the working /visit of the Branch/Section under his /her control
 - Special tasks assigned by the authority

21. Assistant Administrator (Automation)

- Procurement of Computer Equipment

- Submit cases for approval
- Prepare tender document and schedule of specification
- Process the codal formalities
- Issuance of minutes of Purchase Committee.
- Setup install and configure a server
- Backup of the data/system
- Update the system
- Create workaround when SOP not available
- Update Website
- Setup and configuration of Network Devices
- Other user queries related to DNS, DHCP, Security, Print Services etc.
- Submit cases for approval that need repair/replacement
- Fixing of LAN/WAN issues
- Create workaround when SOP not available
- Fixing of mailboxes issue
- Backup of mailboxes
- Server Maintenance
- Network/Desktop Support Services
- LAN/WAN Support
- Zimbra Email
- Inspect the working of staff under his/her charge
- Surprise visits of staff under his/her charge
- Training of Staff
- Special tasks assigned by the authority

22. Computer Programmer

- **Programming**
 - Submit for necessary approval
 - Study and analyze of the manual system
 - Prepare necessary documents
 - Coding of a screen or a report or function/procedure
 - checking and finalizing the screens/reports and functions/procedure submitted by AP
 - Testing and Debugging Screen or a report
- **Server Administration**
 - Setup install and configure a server
 - Backup of the data/system
 - Update/pathing the system
 - Create workaround when SOP not available
 - Update Website
- **Network/Desktop Support Services**
 - Setup and configuration of laptop
 - Other user queries related to Active Directory, DNS, DHCP, Group Policy, Print Services etc.
- **Training of Staff**
- **Inspect the working of Assistant Programmer**
- **Surprise visits of staff under his/her charge**
- Special tasks assigned by the authority

23. Assistant Programmer

- **Programming**
 - Coding of a screen or a report or function/procedure
 - Testing and Debugging Screen or a report

- **Network/Desktop Support Services**
 - Attend of complaints
 - Submit cases for approval that need repair/replacement
 - Processing codal formalities for repair/replacement
 - Setup and configuration of laptop
 - Other user queries related to account manipulation
- **Reconcile Budget with Account Branch**
- **Training of Staff**
- Special tasks assigned by the authority
- 24. LAN/WAN Support Engineer**
 - Attend of complaints
 - Submit cases for approval that need repair/replacement
 - Processing codal formalities for repair/replacement
 - Setup and configuration of laptop
 - Install of OS, patches and virus definitions
 - Other user queries related to account manipulation, software/technical issues
 - Training of Staff
 - Special tasks assigned by the authority
- 25. Security System Operator**
 - to operate the cameras, controller and other allied equipment.
 - to inform the on-duty security personnel about the significant event by identifying suspicious and criminal events
 - Preventative maintenance of the all CCTV system in consultation with the service provider
 - Report any hardware/software failure to higher officer/service provider
 - Setup and configuration the devices of CCTV system
 - Record and backup CCTV recording on reliable media
 - Make copy for significant event on some media and provide to the authorities
 - Inspect signal quality throughout the facility
 - Training of Staff
 - Special tasks assigned by the authority
- 26. Computer Operator**
 - To complete the official assignments as given by the supervisory officer
 - Operate computers, printers, scanners and other allied accessories
 - Operate spreadsheet programs and other software applications used by the Assembly and its Secretariat and input data
 - Provide report from the software application
 - Inform IT section about the error/bugs found
 - Backup of the important data locally
 - Maintain the equipment in good working condition and inform the IT section on any hardware/software failure
 - Special tasks assigned by the authority
- 27. Technical Assistant**
 - To look after and maintain the sound systems of the House, Committee Rooms etc.
 - To make arrangements of proper sound system during the meetings of the Assembly, its committees and for any official function.
 - Special tasks assigned by the authority
- 28. Head Translator**

- Translation of every kind of material as required by the Authority from English into Urdu (and vice versa)
 - Supervision of the work of Translators and Senior Translators
 - Special tasks assigned by the authority
- 29. Senior Translator/Translator**
- Translation of every kind of material as required by the Authority from English into Urdu (and vice versa).
 - Special tasks assigned by the authority
- 30. Law Officer**
- Disposal of court cases (Time limit stipulated by the courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the court should be obeyed invariably).
 - Inspect the working /visit of the Branch/Section under his /her control
 - Special tasks assigned by the authority
- 31. Librarian/Assistant Librarian**
- proper maintenance of the Assembly Library;
 - issuance of the books and reference books to the Ministers, MPAs and Assembly Officers;
 - incorporation of the Amendments in the Pakistan Code, Punjab Code and other Laws of Land in all the available volume in the Library;
 - procurement of books and periodicals and proceedings of Parliament of important Country of the World
 - Modernization of Assembly Library with the use of Information Technology
 - Inspect the working /visit of the Branch/Section under his /her control
 - Special tasks assigned by the authority
- 32. Editor/Sub Editor of Debates**
- Editing of the recording proceedings of the Assembly
 - Printing the said proceedings in the form of the official debates
 - Inspect the working / visit of the Branch/ Section under his /her control
 - Special tasks assigned by the authority
- 33. Senior Estate Officer**
- Maintenance and up keep of Assembly Building, MPAs Hostel, Pipl's House, Speaker/Deputy Speaker Houses and lawns appertaining thereto;
 - Maintenance of furniture and fixtures;
 - to look after development schemes.
 - to deal with estate and property affairs;
 - to make arrangements for official functions;
 - To visit the Assembly premises and lawn thereto to check the cleanliness
 - To visit the MPAs Hostel and lawn thereto to check the cleanliness
 - To visit the Pipls House and lawn thereto to check the cleanliness
 - To visit the Speaker/Deputy Speaker Houses and lawn thereto to check the cleanliness
 - To solve the problems of Honourable Members and guests regarding accommodation facilities
 - Inspect the working of the Branches/Sections under his /her control
 - Surprise visits of Branches/Sections under his/her control
 - Special tasks assigned by the authority
- 34. Estate Officer**
- Maintenance and up keep of Assembly Building, MPAs Hostel, Pipl's House, Speaker/Deputy Speaker Houses and lawns appertaining thereto;
 - Maintenance of furniture and fixtures;

- to look after development scheme.
- to deal with estate and property affairs;
- to make arrangements for official functions;
- To visit the Assembly premises and lawn thereto to check the cleanliness
- To visit the MPAs Hostel and lawn thereto to check the cleanliness
- To visit the Pipals House and lawn thereto to check the cleanliness
- To visit the Speaker/Deputy Speaker Houses and lawn thereto to check the cleanliness
- To solve the problems of Honourable Members and guests regarding facilities
- Inspect the working /visit of the Branch/Section under his /her control
- Special tasks assigned by the authority

35. Comptroller/Assistant Comptroller

- Maintenance and up keep of Assembly Building, MPAs Hostel, Pipal's House, Speaker/Deputy Speaker Houses and lawns appertaining thereto;
- Maintenance of furniture and fixtures;
- to look after development scheme.
- to deal with estate and property affairs;
- to arrange for official functions;
- To visit the Assembly premises and lawn thereto to check the cleanliness
- To visit the MPAs Hostel and lawn thereto to check the cleanliness
- To visit the Pipals House and lawn thereto to check the cleanliness
- To visit the Speaker/Deputy Speaker Houses and lawn thereto to check the cleanliness
- To solve the problems of Honourable Members and guests regarding facilities
- Special tasks assigned by the authority

36. Lawn Supervisor

- To look after the gardens of Assembly premises, MPAs Hostel Pipals House and Speaker/Deputy Speaker Houses
- To submit indents for purchase of seeds, fertilizers and plants etc
- Special tasks assigned by the authority

37. Chief Security Officer

- Provision of fool proof security to Chief Minister/ Speaker/ Deputy Speaker/LOP/ Ministers/ MPAs/ Officers/ Officials of Assembly /Dignitaries/ Delegations coming from other parts of the Country and abroad/ all the officers/officials of Federal/Provincial/ Autonomous Bodies and other departments visiting the Assembly Secretariat;
- to issue identity cards to the Members of the Assembly and officers/officials of the Assembly Secretariat;
- to regulate entry of visitors and issue gallery passes;
- to maintain fire fighting equipment;
- to ensure security and safety of the precincts of the Assembly;
- To visit the Assembly premises, under construction new Assembly extension building and lawns thereto for Security point of view
- To visit the MPAs Hostel, parking stand and lawns thereto for Security point of view
- To visit the Pipals House for Security point of view
- Inspect the working /visit of the Branch/ Section under his / her control
- Special tasks assigned by the authority

38. Security Officer/Assistant Security Officer

- Provision of security to Chief Minister/ Speaker/ Deputy Speaker/ LOP/ Ministers / MPAs/ Dignitaries/ Delegations coming from other parts of the Country and Abroad/ all the officers/officials of Federal/Provincial/ Autonomous Bodies and other departments who visit the Assembly Secretariat during Session and off session days;

- To issue identity cards to the Members of the Assembly and officers/officials of the Assembly Secretariat;
- To regulate entry of visitors and issue gallery passes;
- To maintain fire fighting equipment;
- To ensure security and safety of the precincts of the Assembly;
- To visit the Assembly premises, under construction new Assembly extension building and lawns thereto for Security point of view
- To visit the MPAs Hostel, Pipals House, parking stand and lawns for Security point of view
- Inspect the working / visit of the Branch/ Section under his /her control
- Special tasks assigned by the authority

39. Private Secretary

- To complete all types of assignments as assigned by the concerned officer to whom with the concerned Private Secretary is attached.
- Special tasks assigned by the authority

40. Cameraman cum Producer

- Operate the cameras, controller and other allied equipment during session days according to SOP
- Monitor a/v system components in session days
- Monitor a/v system components in off-session days
- Report any hardware/software failure to higher officer/service provider
- Setup and configuration the devices of a/v/ system
- Record and backup a/v recording on reliable media
- Edits the programs and make copy for the media etc
- Inspect signal quality throughout the facility
- Training of Staff
- Special tasks assigned by the authority

41. Composer

- Composing all types of material required by the office

42. Assistant

- Searching the references
- Noting and drafting
- Disposal of cases
- Any other services required by the office

43. Stenographer

- Taking dictation, recording transcript and doing general typing work Perform such duties as required by the officer, with whom he is posted

44. Photographer

- Photography of official functions, meetings, visit of delegation

45. Video Cameraman

- Visual coverage of the proceedings of the House, Committees, delegations and other official functions etc.

46. Senior Microform Tech.

- Microfilming of the library books and other related material and proper keeping of record

47. Junior Library Assistant

- Maintenance of books
- Arrangements of books
- Searching out books
- Arrangement of daily newspapers

- Keep up to date the library record
- Insert/place periodical amendments in the relevant books
- 48. **Data Entry Operator**
 - To feed/type data in computer as required by the office
- 49. **Assistant Cameraman Cum Producer**
 - Coverage of the proceedings of the House.
- 50. **Protocol Assistant**
 - To assist the senior staff of protocol wing in performing official duties
- 51. **Senior Proof Reader/Proof Reader**
 - Proof reading of the proceedings of the House and other materials as required by the office
- 52. **Microform Technician**
 - Microfilming of library books and other related material
- 53. **Catering Supervisor**
 - To make catering arrangements for the official functions
- 54. **Security Assistant/ Junior Security Assistant**
 - Perform security related functions in the Assembly Secretariat, MPA's Hostel, Piplas House, Speaker and Deputy Speaker House
- 55. **Care Taker**
 - To look after the cleanliness and maintenance of the buildings of Assembly, MPAs Hostel, Piplas House, Speaker and Deputy Speaker House
- 56. **Supervisor of Telephone Exchange**
 - Supervise the functioning of telephone exchanges installed in the Assembly Building, MPAs Hostel, Piplas House, Speaker and Deputy Speaker Houses
- 57. **Senior Clerk/Junior Clerk**
 - To assist the Assistants and branch incharges in performing official duties i.e. maintenance of record and typing etc
- 58. **Telephone Technician**
 - Maintenances of telephone exchanges/telephone lines and telephone sets
- 59. **Cook /Kitchen Attendant**
 - Cooking for Speaker, Deputy Speaker and official guests
- 60. **Operator Sound**
 - Operating the sound system during session of Assembly and meetings of committees etc.
- 61. **Imam**
 - Lead the prayers during office hours
- 62. **Moazzan**
 - Arrangements for offering prayers
- 63. **Telephone Operator**
 - Arrangements for the incoming and outgoing telephone calls in the exchanges
- 64. **Telephone Attendant**
 - To Assist the telephone operators
- 65. **Head Machine Operator**
 - Supervise and operate the functions of photocopier.
- 66. **Machine Operator**
 - To operate the photo copier
- 67. **Head Chamber Attendant/Chamber Attendant**
 - Serve in the House during session days and meetings also attend the Speaker's and Deputy Speaker's Chamber
- 68. **Head Bearer**

- To Supervise serving during meetings and official functions
- 69. Bearer**
 - Serve during meetings and official functions
- 70. Driver**
 - Drive official vehicles i.e. Speaker's, Deputy Speaker's and officer's and vehicles reserved for protocol duty
- 71. Dispatch Rider /Junior Dispatch Rider**
 - Deliver and Distribute internal/external official dak
- 72. Head Mali/Mali**
 - Gardening and maintenance of lawns of the precincts of the Assembly building, MPA's Hostel, Piple's House, Speaker and Deputy Speaker's House
- 73. Head Sanitary Worker/ Sanitary Worker/Head Frash, Frash/Bathroom Attendant**
 - Cleanliness of the Assembly building, both hostels and Speaker/Deputy Speaker House
- 74. Head Chowkidar/ Chowkidar**
 - Keep in custody the keys of all the rooms and also function as watch man after closing hour
- 75. Lift Attendant**
 - Function as lift Operator
- 76. Daftri**
 - Maintenance of official record
- 77. Qasid/Naib Qasid**
 - Perform function in the branches as well as with the officers such as serve the officers/officials, delivery of the official dock. etc

Public Information Officers

The Speaker, Provincial Assembly of the Punjab has been pleased to designate the following officers of the Provincial Assembly of the Punjab Secretariat as **Public Information Officers** vide Notification No. PAP/Estb/E-109/954 dated 7 November 2013, in pursuance to the provisions of Section 7(I) of the Punjab Transparency and Right to Information Ordinance, 2013 to fulfill the intent and purpose of the newly enacted Law to ensure improved access of Information to Public.

Sr. No.	Name & Designation	Office No.	Email
1.	Abeeda Haroon, Senior Research Officer	042-99200356	abeedaharoon@yahoo.com
2.	Haroon Ahmad Khan, Senior Translator	042-99202428	haroon_utopian@yahoo.com

Categories of Information

- **Assembly**
 - Functions of the Assembly
 - The Rules of Procedure of the Provincial Assembly of the Punjab 1997
 - Building of the Assembly
- **Members**
 - Parliamentary Privileges of Speaker, Deputy Speaker, Ministers, Leader of Opposition, Advisors, Special Assistants, Parliamentary Secretaries and Members
 - Biographical Details of Members
- **Committees**
 - Committee Meetings and Reports

- **Assembly Business**
 - Order of the Day (Agenda)
 - Questions
 - Call Attention Notices
 - Privilege Motions
 - Adjournment Motions
 - Bills
 - Acts
 - Resolutions
 - Summary of Proceedings
 - Verbatim Debates
 - Audio/Video Proceedings
- **Secretariat**
 - Powers and Functions of Officers and Employees of the Assembly Secretariat
 - Sanctioned Posts
 - Budget of Secretariat
 - Circulars
 - Tenders/Procurement
 - Notification 1986/(SCMR 2010)
 - The Provincial Assembly of the Punjab (Recruitment and Conditions of Service) Rules 1986
 - The Provincial Assembly of the Punjab Finance Committee Rules 1974
 - Publications
 - Library
 - Books/Serials Cataloging Information

FACILITIES AVAILABLE FOR OBTAINING INFORMATION

The following facilities are available with the Provincial Assembly of the Punjab to obtain information:-

a) Proactive Disclosure through websites

This Secretariat has proactively published following information on its official websites (www.pap.gov.pk and www.punjablaws.gov.pk).

- **Assembly**

Functions of the Assembly, the Rules of Procedure of the Provincial Assembly of the Punjab 1997, Building of the Assembly

- **Members**

Parliamentary Privileges of Speaker, Deputy Speaker, Ministers, Leader of Opposition, Advisors, Special Assistants, Parliamentary Secretaries and Members, Biographical Details of Members

- **Committees**

Committee Meetings and Reports

- **Assembly Business**

Order of the Day (Agenda), Questions, Call Attention Notices, Privilege Motions, Adjournment Motions, Bills, Acts, Resolutions, Summary of Proceedings, Verbatim Debates, Audio/Video Proceedings

- **Secretariat**

Powers and Functions of Officers and Employees of the Secretariat, Sanctioned Posts, Budget of Secretariat, Circulars, Tenders/Jobs, The Provincial Assembly of the Punjab (Recruitment and Conditions of Service) Rules 1986, The Provincial Assembly of the Punjab

Finance Committee Rules 1974, Books/Serials Cataloging Information available in the Library.

b) Publications

The Punjab Assembly Secretariat produced a series of useful and informative publications about Punjab Assembly and legislative matters. In 1997, a Research and Reference Wing was created to further accelerate the process of research and publications. A brief introduction of publications made so far is given below:-

- The Punjab Legislators
- Glimpses of Speeches in Punjab Assembly
- Punjab Assembly 1987
- Golden Jubilee, Punjab Assembly 1937-1987
- Seminar 87
- Punjab Assembly, 1988-90
- Biography of Member
- Punjab Assembly Rulings (1985 - 1996)
- The Rules of Procedure of the Provincial Assembly of Punjab 1997
- Punjab Parliamentary Privileges
- Punjab Assembly Decisions 1947-1999
- Biography of Members 2002
- The Punjab Legislators 1897 - 2004

c) Through Public Information Officer

Information can be obtained from the Provincial Assembly of the Punjab through Public Information Officer designated by this Secretariat by making a written request. Public Information officer may arrange the required information from the concerned quarter.

PROVINCIAL ASSEMBLY OF THE PUNJAB

WITH THEIR RESPECTIVE REMUNERATION, PERKS AND PRIVILEGES

Updated on 18-03-2015

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
1	Rai Mumtaz Hussain Babar	Senior Secretary	21	Residential Telephone & Official Vehicle
2	Mr. Muhammad Khan Bhatti	Secretary	20	
3	Hafiz Muhammad Shafiq Adil	Special Secretary	20	Residential Telephone & Official Vehicle
4	Mr. Inayat Ullah Lak	Director General (PA&R)	20	Residential Telephone & Official Vehicle
5	Syed Ali Imran Rizvi	Additional Secretary	19	Residential Telephone & Official Vehicle
6	Mr. Faiz-ul-Basit	Additional Secretary	19	Residential Telephone & Official Vehicle
7	Mr. Arif Shaheen	Additional Secretary	19	Residential Telephone & Official Vehicle
8	Mr. Amer Liaquat Chattha	Director (R&P)	19	Residential Telephone & Official Vehicle

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
9	Mr. Muhammad Shafique Bhatti	Chief Reporter	19	Residential Telephone
10	Ch. Amir Habib	Deputy Secretary	18	Residential Telephone
11	Mr. Safdar Pervaiz Dhilloun	Deputy Secretary	18	Residential Telephone
12	Mr. Ghulam Moeen-ud-Din Chishti	Deputy Secretary	18	Residential Telephone
13	Mr. Khalid Mahmood	Deputy Secretary	18	Residential Telephone
14	Mr. Sajjad Ali Saddiqui	Dy. Director (Proceeding)/ S.O. to Mr. Speaker	18	Official Vehicle
15	Mr. Sultan Ahmad	Dy. Director (Publication)	18	
16	Mr. Tariq Mehmood	Administrator Automation	18	
17	Mr. Naveed Aslam	Senior Estate Officer	18	Residential Telephone
18	Mr. Iftikhar Ahmad	Head Translator	18	
19	Mr. Muhammad Akbar Nasir	Chief Security Officer	18	Residential Telephone, & Pic & Drop
20	Mr. Muhammad Akbar	Staff Officer to Dy. Speaker	18	Residential Telephone
21	Mr. Muhabbat Shuja Rana	Senior Research Officer	18	
22	Miss Abeeda Haroon	Senior Research Officer	18	
23	Mr. Muhammad Saleem	Assistant Secretary	17	
24	Mr. Faisal Bilal	Assistant Secretary	17	
25	Miss Tehmina Tabish	Assistant Secretary	17	
26	Mr. Naeem Akhter	Assistant Secretary	17	
27	Mr. Zahid Hussain Butt	Assistant Secretary	17	
28	Mr. Shahbaz Arif	Assistant Secretary	17	
29	Mr. Asim Nawaz Cheema	Estate Officer	17	
30	Mr. Abdul Qahhar Rashid	Public Relations Officer	17	Residential Telephone
31	Mr. Umar Draz	Urdu Reporter	18	
32	Mr. Muhamamd Ashfaq	Urdu Reporter	18	
33	Mr. Mukhtar Ahmad	Urdu Reporter	18	
34	Mr. Muhammad Mubashir Manzoor	Urdu Reporter	18	
35	Mst. Irum Gul	Senior Reporter	18	
36	Mr. Saqib Gulraiz	Urdu Reporter	17	
37	Mr. Muhammad Akmal Khan	Urdu Reporter	17	
38	Mr. Muhammad Javid Karim	Urdu Reporter	17	
39	Mr. Irfan Rafique	English Reporter	17	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
	Khokhar			
40	Mr. Sajjad Ahmad	Urdu Reporter	16	
41	Mr. Naeem-ul-Haq	Trainee Urdu Reporter	15	
42	Mr. Tanveer Ahmad	Trainee Urdu Reporter	15	
43	Mr. Waqar Hameed	Trainee English Reporter	15	
44	Rana Sajjad Ashiq	Trainee English Reporter	15	
45	Mr. Khurshid Ahmad	Private Secretary	18	Residential Telephone
46	Mr. Javed Iqbal Gondal	Private Secretary	17	Residential Telephone
47	Mr. Mazhar Nazir	Private Secretary	17	Residential Telephone
48	Mr. Muzaffar Awais	Private Secretary	17	
49	Mr. Muhammad Naseeb	Private Secretary	17	
50	Syed Ali Hassan Rizvi	Private Secretary	17	
51	Mr. Adil Shahzad	Private Secretary	17	
52	Mr. Ihsan Mubarak	Private Secretary	17	Residential Telephone
53	Mrs. Fakhra Parveen	Librarian	17	
54	Mr. Ali Khurram Saeed	Editor of Debates	17	
55	Mr. Sultan Masood Ahmad	Assistant Administrator (Automation)	17	
56	Mr. Sohail Zeeshan	Computer Programmer	17	
57	Mr. Ali Hasnain Bhalli	Research Officer	17	
58	Mr. Sajeel Khalid Warraich	Research Officer	17	
59	Mr. Irshad Ahmad Warraich	Protocol Officer	17	
60	Mr. Irfan Yousaf	Protocol Officer	17	
61	Mr. Khalil Ahmad	Law Officer	17	
62	Mr. Tariq Javed	Senior Translator	17	
63	Mr. Haroon Ahmad Khan	Senior Translator	17	
64	Mr. Nasir Masood	Security Officer	17	
65	Mr. Ahmad Yar Wattoo	Security Officer	17	
66	Mr. Aurangzeb Ahmad	Comptroller	17	
67	Mr. Amad Hussain Bhalli	Comptroller	17	
68	Mr. Muhamamd Aman Khalid Wain	Comptroller	17	
69	Mr. Maqbool Hussain	Comptroller	17	
70	Mr. Akif Majeed	Comptroller	17	
71	Syed Yawar Abbas	Comptroller	17	
72	Mr. Maqbool Ahmad	Superintendent	17	
73	Mr. Muhamamd Sohail	Superintendent	17	
74	Mr. Muhammad Arif Pir Ayub	Superintendent	17	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
75	Mr. Niaz Ahmad Tarar	Superintendent	17	
76	Syed Zulifiqar Ali Bukhari	Superintendent	17	
77	Mr. Altaf Ahmad	Superintendent	17	
78	Mr. Tahir Khalil	Superintendent	17	
79	Mr. Abdul Samad Bajwa	Superintendent	17	
80	Hafiz Fiaz Ahmad	Superintendent	17	
81	Mr. Adnan Riaz	Superintendent	17	
82	Mr. Shaukat Hayat	Superintendent	17	
83	Mr. Babar Hussain Shah	Superintendent	17	
84	Mr. Mumtaz Ahmad Khan	Superintendent	17	
85	Mr. Munir Ahmad	Superintendent	17	
86	Mr. Ghulam Yasin	Assistant Librarian	17	
87	Mrs Ishrat Saeed	Assistant Librarian	17	
88	Mr. Shahid Mahmood	Dy:Public Relations Officer	16	
89	Mr. Hammad Hassan Cheema	Assistant Protocol Officer	16	
90	Mr. Muhammad Mouzam Fazil	Sub-Editor of Debates	16	
91	Mr. Muhamamd Aslam Najmee	Sub-Editor of Debates	16	
92	Mr. Javaid Abbas	Sub-Editor of Debates	16	
93	Mr. Ahsan Ali Asif	Assistant Programmer	16	
94	Mr. Muhammad Saleem	Assistant Security Officer	16	
95	Mr. Naveed Sohail	Assistant Security Officer	16	
96	Mr. Iqbal Mehmood Faisal	Assistant Security Officer	16	
97	Syed Rashid Ali Bokhari	Assistant Security Officer	16	
98	Mr. Muhammad Asif	Assistant Security Officer	16	
99	Mr. Nawazish Ali	Assistant Security Officer	16	
100	Mr. Abdul Shakoor	Assistant Security Officer	16	
101	Mr. Muhammad Maqbool	Assistant Security Officer	16	
102	Mr. Shaukat Ali	Assistant Security Officer	16	
103	Mr. Zulfiqar Ali	Assistant Security Officer	16	
104	Mr. Majid Ali	Camerman Cum Producer	16	
105	Mr. Ziaullah Butt	Computer Operator	16	
106	Mr. Shahzad Ahmad	Computer Operator	16	
107	Mr. Sultan Bin Rafiq	Computer Operator	16	
108	Mr. Asif-ur-Rahman Asif	Computer Operator	16	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
109	Mr. Muhammad Ijaz	Computer Operator	16	
110	Mr. Kaleem Ahmad	Computer Operator	16	
111	Mr. Faisal Imran	Computer Operator	16	
112	Mr. Faisal Murad	Computer Operator	16	
113	Mr. Irfan Ashraf	Computer Operator	16	
114	Mr. Muhammad Imran Munir	Computer Operator	16	
115	Hafiz Allah Bukhsh	Assistant Comptroller	16	
116	Mr. Majid Ali	Assistant Comptroller	16	
117	Mr. Muhammad Khalid Bashir	Assistant Comptroller	16	
118	Mr. Shahid Mahmood Mir	Assistant Comptroller	16	
119	Mr. Shahzad Hussain	Personal Assistant	16	
120	Mr. Tanveer Ijaz	Personal Assistant	16	
121	Mr. Muhammad Tanveer Ashraf	Personal Assistant	16	
122	Hafiz Muhammad Attiq-ur-Rehman	Personal Assistant	16	
123	Mr. Muhammad Shahid	Personal Assistant	16	
124	Mr. Khurram Shahzad	Personal Assistant	16	
125	Mr. Altaf Hussain	Personal Assistant	16	
126	Mr. Muhammad Nadeem	Personal Assistant	16	
127	Mr. Noraiz Abbas	Personal Assistant	16	
128	Mr. Akbar Ali Joiya	Senior Library Assistant	15	
129	Mr. Muhammad Jamil	Senior Protocol Assistant	15	
130	Mr. Muhammad Bilal Cheema	Composer	14	
131	Mr. Javed Iqabl	Assistant	14	
132	Mr. Fiaz Saleem Hashmi	Assistant	14	
133	Mr. Shahid Mehmood	Assistant	14	
134	Mr. Muhammad Ilyas	Assistant	14	
135	Mr. Dabir Abbas	Assistant	14	
136	Mr. Waqar Ali	Assistant	14	
137	Mr. Muhammad Mustafa	Assistant	14	
138	Mr. Muhammad Ishfaq	Assistant	14	
139	Mr. Ijaz Abbas	Assistant	14	
140	Mr. Muhammad Fahim Ashraf	Assistant	14	
141	Mr. Gul Ahsan Rasheed Cheema	Assistant	14	
142	Mr. Gulzar Ahmad	Assistant	14	
143	Mehar Rab Nawaz Khan	Assistant	14	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
144	Mr. Muhammad Tufail	Assistant	14	
145	Mr. Muhammad Ikram-ul-Haq	Assistant	14	
146	Mr. Irshad Ahmad Wattoo	Assistant	14	
147	Mr. Zahoor Ahmad	Assistant	14	
148	Mr. Muhammad Akram	Assistant	14	
149	Mr. Behzad Ali Shah	Assistant	14	
150	Mr. Muhammad Iqbal Khan	Assistant	14	
151	Mr. Arif Ali Wattoo	Assistant	14	
152	Mr. Faqir Jilani Adnan	Assistant	14	
153	Hafiz Shahzad Khalid	Assistant	14	
154	Mr. Ghulam Naseem Zafar	Assistant	14	
155	Mr. Mussawar Iqbal	Assistant	14	
156	Mr. Javed Ahmad	Assistant	14	
157	Mr. Muhammad Zafar Ali	Assistant	14	
158	Mr. Muhammad Zafar Iqbal Wattoo	Assistant	14	
159	Mr. Ghulam Rabbani	Assistant	14	
160	Mr. Muhammad Zafar Iqbal	Assistant	14	
161	Mr. Muhammad Safdar	Assistant	14	
162	Mr. Imtiaz Ahmad Chishti	Stenographer	14	
163	Mr. Muhammad Ali Javed	Stenographer	14	
164	Mr. Wajid Hussain	Stenographer	14	
165	Mr. Rafi-ud-Din Mazari	Stenographer	14	
166	Mr. Muhammad Iftikhar Aasi	Stenographer	14	
167	Mr. Faiz Rasool Khan	Stenographer	14	
168	Mr. Malook Ahmad	Stenographer	14	
169	Mr. Muhammad Nawaz	Stenographer	14	
170	Mr. Ghulam Asghar	Stenographer	14	
171	Mr. Hazoor Bukhsh	Stenographer	14	
172	Mr. Wasim Arif Zamil	Stenographer	14	
173	Mr. Muhammad Khalid	Stenographer	14	
174	Mr. Ifikhar Ahmad	Photographer	13	
175	Mr. Shahzad Qamar	Vedio Cameraman	13	
176	Hafiz Muhammad Yousaf	Sr. Microform Technition	13	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
177	Mr. Muhammad Ashfaq	Data Entry Operator	12	
178	Mr. Mohsin Noor	Data Entry Operator	12	
179	Mr. Javed Saleem	Data Entry Operator	12	
180	Mr. Muhammad Shahid	Data Entry Operator	12	
181	Mr. Ali Ahsan Nawaz	Data Entry Operator	12	
182	Mr. Naveed Ashraf	Data Entry Operator	12	
183	Mr. Ghulam Mustafa	Data Entry Operator	12	
184	Mr. Haseeb Ahsan	Data Entry Operator	12	
185	Mr. Muhammad Saleem	Data Entry Operator	12	
186	Mr. Muhammad Imran Khan	Data Entry Operator	12	
187	Mr. Muhammad Siddique	Data Entry Operator	12	
188	Mr. Muhammad Aslam	Data Entry Operator	12	
189	Mr. Khurram Shahzad Warraich	Data Entry Operator	12	
190	Mr. Muhammad Waseem Javed	Assistant Cameraman Cum Producer	12	
191	Mr. Azeem Ahmad Butt	Protocol Assistant	12	
192	Malik Abdul Munaf	Translator	16	
193	Mr. Ahmad Nadeem	Translator	16	
194	Mr. Shahzad Ashraf	Translator	16	
195	Mr. Zaheer Iqbal	Translator	16	
196	Mr. Muhammad Aslam	Translator	16	
197	Mr. Hassan Nabi	Translator	16	
198	Mr. Nazar Hussain Sarwari	Translator	16	
199	Mr. Shaukat Hayat	Senior Proof Reader	11	
200	Mr. Muhammad Saeed	Senior Proof Reader	11	
201	Mr. Tariq Mahmood	Senior Proof Reader	11	
202	Mr. Mehmood Ahmad Awan	Lawn Supervisor	16	
203	Mr. Muhammad Akram Javed	Technical Assistant	16	
204	Mr. Zahid Iqbal Chatha	Catering Supervisor	11	
205	Mr. Muhammad Asif Ali	Security Assistant	11	
206	Mr. Ghualm Ahmad	Security Assistant	11	
207	Mr. Aish Muhammad	Security Assistant	11	
208	Mr. Muhammad Amin	Security Assistant	11	
209	Mr. Naseer Ahmad	Security Assistant	11	
210	Mr. Hayat Muhammad	Security Assistant	11	
211	Mr. Amjad Ehsan	Security Assistant	11	
212	Mr. Shahid Pervaiz	Security Assistant	11	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
213	Mr. Sajjad Hussain	Security Assistant	11	
214	Mr. Muhammad Alam	Security Assistant	11	
215	Mr. Usman Sikandar	Security Assistant	11	
216	Mr. Muhammad Hashim Ali	Security Assistant	11	
217	Mr. Muhammad Saqib Ajmal	Security Assistant	11	
218	Syed Ejaz Hussain Shah	Security Assistant	11	
219	Mr. Imran Liaquat	Security Assistant	11	
220	Syed Muhammad Hanif Shah	Security Assistant	11	
221	Mr. Muhammad Afzal	Security Assistant	11	
222	Mr. Muhammad Sarfraz	Security Assistant	11	
223	Mr. Mushtaq Ahmad	Security Assistant	11	
224	Mr. Muhammad Sarwar	Security Assistant	11	
225	Mr. Farooq Azam	Care Taker	11	
226	Mr. Muhammad Akram	Care Taker	11	
227	Mr. Muhammad Shafiq	Care Taker	11	
228	Mr. Khurram Shahzad	Care Taker	11	
229	Mr. Babar Feroz	Care Taker	11	
230	Qazi Nisar Ahmad	Care Taker	11	
231	Mr. Muhammd Alam	Supervisor Telephone	11	
232	Mr. Nazir Ahmad Naseem	Supervisor Telephone	11	
233	Mr. Qadeer Ahmad	Supervisor Telephone	11	
234	Mr. Tariq Mehmood	Supervisor Telephone	11	
235	Miss Nazia Noor Hussain	Jr. Library Assistant	11	
236	Mr. Aftab Ahmad	Senior Clerk	9	
237	Mr. Tahir Javed	Senior Clerk	9	
238	Mr. Muhammad Mansha	Senior Clerk	9	
239	Mr. Faiz Farid	Senior Clerk	9	
240	Mr. Manzoor Hussain	Senior Clerk	9	
241	Mr. Azhar Saeed	Senior Clerk	9	
242	Mr. Muhammad Ali	Senior Clerk	9	
243	Mr. Shahid Mehmood	Senior Clerk	9	
244	Mr. Muhammad Mushtaq Hussain	Senior Clerk	9	
245	Mr. Sajid Hussain	Senior Clerk	9	
246	Mr. Abdul Hameed	Senior Clerk	9	
247	Mr. Sajjad Hussain	Senior Clerk	9	
248	Mr. Muhammad Aslam	Senior Clerk	9	
249	Mr. Tanveer Ahmad	Senior Clerk	9	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
250	Mr. Arshad Hussain	Senior Clerk	9	
251	Mr. Ghulam Ali Naz	Senior Clerk	9	
252	Mr. Muhammad Masood Khadim	Senior Clerk	9	
253	Mr. Muhammad Yousaf	Senior Clerk	9	
254	Mr. Muhammad Arshad Ali	Senior Clerk	9	
255	Mr. Muhammad Mansha	Senior Clerk	9	
256	Mr. Asim Manan	Senior Clerk	9	
257	Mr. Muhammad Hassan	Jr. Security Assistant	9	
258	Mr. Nadeem Shahzad	Jr. Security Assistant	9	
259	Mr. Aizad Raza	Jr. Security Assistant	9	
260	Hafiz Muhammad Zameer Ashraf	Jr. Security Assistant	9	
261	Hafiz Muhammad Umar Qadri,	Jr. Security Assistant	9	
262	Mr. Naeem Ahmad Butt	Jr. Security Assistant	9	
263	Mr. Javed Akhtar	Jr. Security Assistant	9	
264	Mr. Muhammad Shoaib Dhariwal	Jr. Security Assistant	9	
265	Mr. Muhammad Irfan	Jr. Security Assistant	9	
266	Mr. Ahmad Mazhar	Jr. Security Assistant	9	
267	Mr. Muhammad Idress	Jr. Security Assistant	9	
268	Mr. Ahmad Ali Mazari	Jr. Security Assistant	9	
269	Mr. Shahbaz Ali	Jr. Security Assistant	9	
270	Mr. Muhammad Bilal	Jr. Security Assistant	9	
271	Mr. Farhan Muzaffar Bajwa	Jr. Security Assistant	9	
272	Mr. Muhammad Rizwan	Jr. Security Assistant	9	
273	Mr. Muhammad Azmat Wahla	Jr. Security Assistant	9	
274	Mr. Ghulam Murtaza	Jr. Security Assistant	9	
275	Mr. Usman Amjad	Jr. Security Assistant	9	
276	Mr. Waheed Arif	Jr. Security Assistant	9	
277	Mr. Ihsan Ullah	Jr. Security Assistant	9	
278	Mr. Muhammad Haroon Sikandar	Jr. Security Assistant	9	
279	Mr. Hussain Bukhsh	Jr. Security Assistant	9	
280	Mr. Aqeel Ahmad	Jr. Security Assistant	9	
281	Mr. Farooq Ahmad	Jr. Security Assistant	9	
282	Mr. Muhammad Mansha	Jr. Security Assistant	9	
283	Mr. Ghulam Abbas	Jr. Security Assistant	9	
284	Mr. Muhammad	Jr. Security Assistant	9	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
	Hamayun Shahzam			
285	Mr. Muhammad Ali Zeeshan	Jr. Security Assistant	9	
286	Mr. Sarfraz Hussain	Jr. Security Assistant	9	
287	Mr. Shahid Mehmood	Jr. Security Assistant	9	
288	Mr. Muhammad Nawaz	Jr. Security Assistant	9	
289	Mr. Atif Ijaz	Jr. Security Assistant	9	
290	Mr. Ashiq Hussain	Jr. Security Assistant	9	
291	Mr. Ijaz Ahad	Jr. Security Assistant	9	
292	Mr. Muhammad Jahangir Mazari	Jr. Security Assistant	9	
293	Mr. Muhammad Imran Ali Chatha	Jr. Security Assistant	9	
294	Mr. Muhammad Gul Bagh	Jr. Security Assistant	9	
295	Mr. Abbas Ali Kamran	Jr. Security Assistant	9	
296	Mr. Shaukat Hayat	Jr. Security Assistant	9	
297	Mr. Imran Aslam	Jr. Security Assistant	9	
298	Mr. Irfan Haider	Jr. Security Assistant	9	
299	Mr. Muhammad Aslam	Jr. Security Assistant	9	
300	Mr. Ghulam Yasin	Jr. Security Assistant	9	
301	Mr. Raza Akbar	Jr. Security Assistant	9	
302	Mr. Bilal Haider	Jr. Security Assistant	9	
303	Mr. Tariq Mehmood	Jr. Security Assistant	9	
304	Mr. Danish Shafiq	Jr. Security Assistant	9	
305	Mr. Fida Hussain	Cook	8	
306	Mr. Kashif Mustafa Bhatti	Operator (Sound)	8	
307	Mr. Muhammad Aftab Khan	Operator (Sound)	8	
308	Mr. Muhammad Nafees	Operator (Sound)	8	
309	Syed Ehsan Abbas	Operator (Sound)	8	
310	Mr. Imran Khan	Operator (Sound)	8	
311	Mr. Muhammad Kamran	Junior Clerk	7	
312	Mr. Muhammad Suleman	Junior Clerk	7	
313	Mr. Sajjad Murtaza	Junior Clerk	7	
314	Mr. Arshad Hussain	Junior Clerk	7	
315	Mr. Jahanzeb	Junior Clerk	7	
316	Mr. Muhammad Amjad	Junior Clerk	7	
317	Mr. Muhammad Ishaq	Junior Clerk	7	
318	Mr. Abid Hussain	Junior Clerk	7	
319	Mr. Ajmal Sultan Rana	Junior Clerk	7	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
320	Mr. Ashiq Hussain	Junior Clerk	7	
321	Mr. Iftikhar Hussain	Junior Clerk	7	
322	Mr. Sakhi Muhammad Javaid	Junior Clerk	7	
323	Mr. Shahid Ali	Junior Clerk	7	
324	Mr. Shahbaz Ahmad	Junior Clerk	7	
325	Mr. Qadir Qayyum	Junior Clerk	7	
326	Mr. Muhammad Atif	Junior Clerk	7	
327	Mr. Mudassar Naeem Khan	Junior Clerk	7	
328	Mr. Muhammad Azeem Shah	Junior Clerk	7	
329	Mr. Asif Naveed Ahmad Chatha	Junior Clerk	7	
330	Mr. Mubashir Tufail	Junior Clerk	7	
331	Mr. Abdul Aziz	Junior Clerk	7	
332	Mr. Abid Khan	Junior Clerk	7	
333	Mr. Ahmad Khan Wattoo	Junior Clerk	7	
334	Mr. Faisal-ur-Rehman	Junior Clerk	7	
335	Mr. Muhammad Amin	Junior Clerk	7	
336	Mr. Shafqat Ali	Junior Clerk	7	
337	Mr. Akhtar Ali	Junior Clerk	7	
338	Mr. Irfan Hanif	Junior Clerk	7	
339	Mr. Qaisar Abbas	Junior Clerk	7	
340	Mr. Muzammil Hussain	Junior Clerk	7	
341	Mr. Imran Ali	Junior Clerk	7	
342	Mr. Hamid Khan	Junior Clerk	7	
343	Mr. Qaisar Abbas	Junior Clerk	7	
344	Mr. Tayyab Hanif	Junior Clerk	7	
345	Mr. Muhammad Kamran Khan	Junior Clerk	7	
346	Mr. Muhammad Afzal	Junior Clerk	7	
347	Mr. Shabir Ahmad	Junior Clerk	7	
348	Mr. Tayyab Ali Nasir	Junior Clerk	7	
349	Mr. Nawazish Ali	Junior Clerk	7	
350	Syed Afzal Shah	Junior Clerk	7	
351	Syed Ibrar Hussain Shah	Junior Clerk	7	
352	Mr. Abdul Shakeel Abbasi	Junior Clerk	7	
353	Mr. Munawar Hussain	Junior Clerk	7	
354	Mr. Muhammad Taufiq	Junior Clerk	7	
355	Mr. Mehfooz-ul-Hassan	Junior Clerk	7	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
356	Mr. Muhammad Mansha	Junior Clerk	7	
357	Mr. Noor Ahmad	Junior Clerk	7	
358	Mr. Abid Shahzad	Junior Clerk	7	
359	Mr. Dilawer Sharif	Junior Clerk	7	
360	Mr. Waseem Yasin	Junior Clerk	7	
361	Syed Tahir Ali Bokhari	Proof Reader	7	
362	Mr. Muhammad Ashfaq	Proof Reader	7	
363	Mr. Rashid Mehmod Chatha	Proof Reader	7	
364	Mr. Hamid Waheed	Proof Reader	7	
365	Qari Hafiz Muhammad Bakhsh	Imam	11	
366	Hafiz Shoaib-ur-Rehman	Imam	7	
367	Hafiz Muhammad Adeel Khan	Imam	7	
368	Mr. Imdad Ali	Telephone Operator	7	
369	Mr. Waseem Ahmad	Telephone Operator	7	
370	Mr. Zahid Ali	Telephone Operator	7	
371	Mr. Basharat Ahmad	Telephone Operator	7	
372	Mr. Muhammad Mansha	Telephone Operator	7	
373	Mr. Muhammad Arshad Khan	Telephone Operator	7	
374	Syed Tehzeeb-ul-Hassan	Telephone Operator	7	
375	Mr. Muhammad Irfan	Telephone Operator	7	
376	Mr. Muzammal Iqbal Virk	Telephone Operator	7	
377	Syed Kashif Ali	Telephone Operator	7	
378	Mr. Muhammad Sajawal Khan	Telephone Operator	7	
379	Mr. Farooq Sarwar	Telephone Operator	7	
380	Mr. Muhammad Ashraf	Telephone Operator	7	
381	Mr. Muhammad Shahid	Head Machine Operator	7	
382	Mr. Muhammad Siddique	Head Chamber Attendant	7	
383	Mr. Munir Ahmad	Head Bearer	7	
384	Mr. Maqsood Ahmad	Head Bearer	7	
385	Mr. Muhammad Ramzan	Head Bearer	7	
386	Mr. Mujahid Khan	Chamber Attendant	7	
387	Mr. Anwar Ali Shah	Chamber Attendant	7	
388	Mr. Muhammad Riaz	Chamber Attendant	7	
389	Mr. Imran Asad	Chamber Attendant	7	
390	Mr. Nazar Muhammad	Chamber Attendant	7	
391	Mr. Muhammad Aslam	Chamber Attendant	7	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
392	Mr. Muhammad Bakhsh	Chamber Attendant	7	
393	Mr. Muhammad Iqbal	Chamber Attendant	7	
394	Mr. Muhammad Anwar	Chamber Attendant	7	
395	Mr. Muhammad Sadam Sharif	Moazzan	5	
396	Mr. Muhammad Suleman	Machine Operator	5	
397	Mr. Muhammad Yasin	Machine Operator	5	
398	Mr. Muhammad Irfan	Machine Operator	5	
399	Mr. Asif Mustafa Bhatti	Machine Operator	5	
400	Mr. Muhammad Sharif	Bearer	5	
401	Mr. Abdul Ghafoor Shaheen	Bearer	5	
402	Mr. Muhammad Rafique	Bearer	5	
403	Mr. Muhammad Hanif	Bearer	5	
404	Mr. Anwar-ul-Haq	Bearer	5	
405	Mr. Rang Ali	Bearer	5	
406	Mr. Qasim Sultan	Bearer	5	
407	Mr. Khadim Hussain	Bearer	5	
408	Mr. Waseem Akhtar	Bearer	5	
409	Mr. Ansar Mahmood	Bearer	5	
410	Mr. Muhammad Bashir	Bearer	5	
411	Mr. Ahmad Ali	Bearer	5	
412	Mr. Muhammad Usman	Bearer	5	
413	Mr. Abdul Jabbar	Bearer	5	
414	Mr. Ali Asad	Bearer	5	
415	Mr. Riaz Ahmad	Bearer	5	
416	Mr. Farooq Ahmad	Bearer	5	
417	Mr. Muhammad Adil Amin	Bearer	5	
418	Mr. Ulfat Ali	Bearer	5	
419	Mr. Ashraf Ali	Bearer	5	
420	Mr. Qadeer Ahmad	Bearer	5	
421	Mr. Muhammad Afzal	Bearer	5	
422	Mr. Shaukat Ali	Bearer	5	
423	Mr. Atif Abbas	Bearer	5	
424	Mr. Azhar Farid	Bearer	5	
425	Mr. Sarfraz Ejaz	Bearer	5	
426	Mr. Waheed Ahmad	Bearer	5	
427	Mr. Abdul Karim	Bearer	5	
428	Mr. Muhammad Ayyaz	Bearer	5	
429	Mr. Imran Ali	Bearer	5	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
430	Mr. Muhammad Murtaza	Bearer	5	
431	Sheikh Zohaib Ahmad	Bearer	5	
432	Mr. Yasir Sharif	Bearer	5	
433	Mr. Ali Raza	Bearer	5	
434	Mr. Ghulam Mustafa	Bearer	5	
435	Mr. Riaz Ahmad	Bearer	5	
436	Mr. Muhammad Ishaq	Driver	4	
437	Mr. Tahir Mehmood	Driver	4	
438	Mr. Abdul Shakoor	Driver	4	
439	Mr. Muhammad Jahangir	Driver	4	
440	Mr. Muhammad Hussain	Driver	4	
441	Mr. Khalid Mehmood Asghar	Driver	4	
442	Mr. Muhammad Saleem	Driver	4	
443	Syed Ali Abbas	Driver	4	
444	Mr. Jalal Shah	Driver	4	
445	Mr. Sadiq Hussain	Driver	4	
446	Mr. Muhammad Alam	Driver	4	
447	Mr. Allah Bachaya	Driver	4	
448	Mr. Abdul Majeed	Driver	4	
449	Mr. Javed Asmat	Driver	4	
450	Mr. Farid Iqbal	Driver	4	
451	Mr. Badal Alias Nabi Bukhsh	Driver	4	
452	Mr. Shahid Mehmood	Driver	4	
453	Mr. Sahib Khan Aasi	Driver	4	
454	Mr. Abdul Ghaffar	Driver	4	
455	Mr. Fazal Karim	Driver	4	
456	Mr. Asif Manzoor	Driver	4	
457	Mr. Ghulam Murtaza	Driver	4	
458	Mr. Iftikhar Hussain	Driver	4	
459	Mr. Mukhtar Ahmad	Driver	4	
460	Mr. Muhammad Liaquat	Driver	4	
461	Mr. Muzaffar Hussain	Driver	4	
462	Mr. Imran Khan	Driver	4	
463	Mr. Muhammad Aslam	Driver	4	
464	Mr. Muhammad Ashraf	Driver	4	
465	Rana Muhammad Aslam	Driver	4	
466	Mr. Babar Siddique	Dispatch Rider	4	
467	Mr. Muhammad Anees	Dispatch Rider	4	
468	Mr. Amer Baig	Dispatch Rider	4	
469	Mr. Muhammad Nadeem	Dispatch Rider	4	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
	Shah			
470	Mr. Muhammad Siddique	Dispatch Rider	4	
471	Mr. Amjad Abbas	Dispatch Rider	4	
472	Mr. Tariq Mahmood	Dispatch Rider	4	
473	Mr. Khadim Murtaza	Dispatch Rider	4	
474	Mr. Muhammad Younis	Head Mali	4	
475	Mr. Ghulam Mustafa	Head Mali	4	
476	Mr. Muhammad Aslam	Head Chowkidar	4	
477	Mr. Khalid Mehmood	Lift Attendant	3	
478	Mr. Muhammad Akram	Lift Attendant	3	
479	Mr. Muhammad Ibrahim	Lift Attendant	3	
480	Mr. Mohsin Ali	Lift Attendant	3	
481	Mr. Dilawar Hussain	Lift Attendant	3	
482	Mr. Muhammad Shabbir	Lift Attendant	3	
483	Mr. Shakir Ali	Lift Attendant	3	
484	Mr. Muhammad Amin	Lift Attendant	3	
485	Mr. Mohsin Ali	Lift Attendant	3	
486	Mr. Muhammad Yar	Lift Attendant	3	
487	Mr. Muhammad Hussain	Daftri	2	
488	Mr. Muhammad Ismail	Daftri	2	
489	Mr. Willayat Ali	Daftri	2	
490	Mr. Muhammad Amin	Daftri	2	
491	Mr. Ahmad Yar Mumtaz	Daftri	2	
492	Mr. Sahmeer Khan	Daftri	2	
493	Mr. Muhammad Aslam	Daftri	2	
494	Mr. Zaka Ullah khan	Daftri	2	
495	Mr. Muhammmad Sohail	Daftri	2	
496	Mr. Ghulam Mustafa	Daftri	2	
497	Mr. Muhammad Nadeem	Daftri	2	
498	Mr. Gohar Maqsood	Daftri	2	
499	Hafiz Muhammad Sarfraiz	Daftri	2	
500	Mr. Muhammad Atiq-ur-Rehman	Daftri	2	
501	Mr. Muhammad Yasin	Qasid	2	
502	Mr. Niaz Ali Shah	Qasid	2	
503	Mr. Muhammad Shahid Bashir	Telephone Attendant	1	
504	Mr. Imdad Ali	Telephone Attendant	1	
505	Mr. Muhammad Qayum	Telephone Attendant	1	
506	Rana Intzar Hussain	Telephone Attendant	1	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
507	Mr. Yasir Saleem	Telephone Attendant	1	
508	Mr. Muhammad Hussain	Naib Qasid	1	
509	Mr. Muhammad Zakir	Naib Qasid	1	
510	Hafiz Muhammad Ramzan	Naib Qasid	1	
511	Mr. Ijaz Ahmad Bhatti	Naib Qasid	1	
512	Mr. Abdul Rehman	Naib Qasid	1	
513	Mr. Ghulam Dastgir Khan	Naib Qasid	1	
514	Mr. Muhammad Tufail	Naib Qasid	1	
515	Mr. Ijaz Hussain Shah	Naib Qasid	1	
516	Mr. Muhammad Riaz	Naib Qasid	1	
517	Mr. Muhammad Imran	Naib Qasid	1	
518	Mr. Iftikhar Ahmad	Naib Qasid	1	
519	Mr. Muhammad Ali	Naib Qasid	1	
520	Mr. Khalil Ur Rehman	Naib Qasid	1	
521	Syed Takmil Haider	Naib Qasid	1	
522	Mr. Muhammad Yousaf	Naib Qasid	1	
523	Mr. Muhammad Iqbal Shahid	Naib Qasid	1	
524	Mr. Zahoor Ahmad Mazari	Naib Qasid	1	
525	Mr. Imam Din	Naib Qasid	1	
526	Mr. Muhammad Kashif	Naib Qasid	1	
527	Mr. Muhammad Imran Khan	Naib Qasid	1	
528	Rana Muhammad Tariq	Naib Qasid	1	
529	Mr. Ikhtlaq Ahmad	Naib Qasid	1	
530	Mr. Khadim Hussain Faridi	Naib Qasid	1	
531	Mr. Lal Khan	Naib Qasid	1	
532	Mr. Ansar Javed	Naib Qasid	1	
533	Mr. Muhammad Ramzan	Naib Qasid	1	
534	Mr. Muhammad Rizwan Afzal	Naib Qasid	1	
535	Mr. Abid Hussain	Naib Qasid	1	
536	Mr. Imam Din	Naib Qasid	1	
537	Mr. Habib Ullah Farooqi	Naib Qasid	1	
538	Mr. Ghulam Hassan	Naib Qasid	1	
539	Haji Amanat Ali	Naib Qasid	1	
540	Mr. Imdad Hussain	Naib Qasid	1	
541	Mr. Asghar Ali	Naib Qasid	1	
542	Mr. Shahid Iqbal	Naib Qasid	1	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
543	Mr. Nigah Hussain	Naib Qasid	1	
544	Mr. Fida Hussain	Naib Qasid	1	
545	Mr. Anwaar Hussain	Naib Qasid	1	
546	Mr. Niaz Ahmad	Naib Qasid	1	
547	Mst. Saima Yasin	Naib Qasid	1	
548	Mr. Tanzeem Hussain	Naib Qasid	1	
549	Mr. Mazhar Hussain	Naib Qasid	1	
550	Mr. Hafeez Ahmad	Naib Qasid	1	
551	Mr. Muhammad Attiq Babar	Naib Qasid	1	
552	Mr. Muhammad Zaheer Babar	Naib Qasid	1	
553	Mr. Hafeez Ullah	Naib Qasid	1	
554	Mr. Khurram Shahzad	Naib Qasid	1	
555	Hafiz Muhammad Awais	Naib Qasid	1	
556	Mr. Muhammad Ahmer	Naib Qasid	1	
557	Mr. Tariq Mehmood	Naib Qasid	1	
558	Mr. Muhammad Aurangzeb	Naib Qasid	1	
559	Mr. Shahid Mehmood	Naib Qasid	1	
560	Mr. Muhammad Zubair	Naib Qasid	1	
561	Mr. Mazhar Naveed	Naib Qasid	1	
562	Mr. Abdur Razzaq	Naib Qasid	1	
563	Mr. Farooq Ahmad	Naib Qasid	1	
564	Mr. Shahid Nadeem	Naib Qasid	1	
565	Syed Ibrar Ali Shah Bukhari	Naib Qasid	1	
566	Syed Mustafa Almas Akhtar Zahdi	Naib Qasid	1	
567	Mr. Arshad Mehmood	Naib Qasid	1	
568	Mr. Mudassar Saeed	Naib Qasid	1	
569	Mr. Zulfiqar Ali	Naib Qasid	1	
570	Mr. Ghulam Murtaza	Naib Qasid	1	
571	Agha Ali Nawaz	Naib Qasid	1	
572	Mr. Adeel	Naib Qasid	1	
573	Mr. Zafar Iqbal Khan	Naib Qasid	1	
574	Mr. Shahid Esa	Naib Qasid	1	
575	Rana Irfan	Naib Qasid	1	
576	Mr. Irfan Ayyub	Naib Qasid	1	
577	Mr. Farooq Arshad	Naib Qasid	1	
578	Mr. Muhammad Aslam Khan	Naib Qasid	1	
579	Mr. Muhammad Ramzan	Naib Qasid	1	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
580	Rana Ehsan-ul-Haq	Naib Qasid	1	
581	Mr. Muhammad Suleman Mobeen	Naib Qasid	1	
582	Mr. Muhammmad Saeed	Naib Qasid	1	
583	Mr. Shahzada Faisal	Naib Qasid	1	
584	Mst. Zakia Afzal	Naib Qasid	1	
585	Mr. Mobeen Ahmad	Naib Qasid	1	
586	Mr. Moazzam Irshad	Naib Qasid	1	
587	Mr. Rab Nawaz	Mali	1	
588	Mr. Naseer Masih	Mali	1	
589	Mr. Muhammad Akram	Mali	1	
590	Mr. Afzaal Hussain	Mali	1	
591	Mr. Khadim Hussain	Mali	1	
592	Mr. Asghar Ali	Mali	1	
593	Mr. Ghulam Fareed	Mali	1	
594	Mr. Muhammad Imtiaz	Mali	1	
595	Mr. Moras Masih	Mali	1	
596	Mr. Muhammad Kazam Ali	Mali	1	
597	Mr. Muhammad Tahir	Mali	1	
598	Hafiz Qari Muhammad Azam	Mali	1	
599	Mr. Ghulam Abbas	Mali	1	
600	Mr. Muhammad Arif	Mali	1	
601	Mr. Muhammad Mushtaq	Mali	1	
602	Mr. Muhammad Afzal	Mali	1	
603	Mr. Riaz Ahmad	Mali	1	
604	Mr. Muhammad Majid Nawaz	Mali	1	
605	Mr. Muhammad Fakhar	Mali	1	
606	Mr. Umar Farooq	Mali	1	
607	Mr. Muhammad Boota	Mali	1	
608	Mr. Zeeshan Shah	Mali	1	
609	Mr. Allah Ditta	Mali	1	
610	Mr. Fazal Din	Chowkidar	1	
611	Mr. Muhammad Saleem	Chowkidar	1	
612	Mr. Akram Ali	Chowkidar	1	
613	Mr. Abdul Hameed	Chowkidar	1	
614	Mr. Muhammad Suleman	Chowkidar	1	
615	Mr. Muhammad Naeem	Chowkidar	1	
616	L.N (Rtd) Ghulam	Chowkidar	1	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
	Muhammad			
617	Mr. Muhammad Ali	Chowkidar	1	
618	Mr. Muhammad Naseer	Chowkidar	1	
619	Mr. Ghulam Shabbir	Chowkidar	1	
620	Mr. Muhammad Ismail	Chowkidar	1	
621	Mr. Tahir Mehmood	Chowkidar	1	
622	Mr. Abid Hussain	Chowkidar	1	
623	Mr. Shahzad Afzal	Chowkidar	1	
624	Mr. Manzoor Ahmad Mazari	Chowkidar	1	
625	Mr. Waqar Ahmad	Chowkidar	1	
626	Mr. Tajammal Hussain	Chowkidar	1	
627	Syed Ibrahim Anwar	Chowkidar	1	
628	Syed Hamid Raza Shah	Chowkidar	1	
629	Mr. Shaukat Ali	Chowkidar	1	
630	Mr. Muhammad Ashfaq	Chowkidar	1	
631	Mr. Irfan Asghar	Chowkidar	1	
632	Mr. Muhammad Ashfaq	Chowkidar	1	
633	Mr. Muhammad Ikram	Bahishti	1	
634	Mr. Muhammad Ijaz	Bahishti	1	
635	Mr. Zeeshan Ahmad	Bahishti	1	
636	Mr. Nawaz Ahmad	Farash	1	
637	Mr. Abdul Qayyum s/o Allah Ditta	Farash	1	
638	Mr. Muhammad Saleem	Farash	1	
639	Mr. Abdul Qayyum s/o Yaqoob	Farash	1	
640	Mr. Ahmar Manzoor	Farash	1	
641	Mr. Arif Hussain	Farash	1	
642	Mr. Younas Inayat Masih	Farash	1	
643	Mr. Qasim Ali Shah	Farash	1	
644	Mr. Zulfiqar Hussain	Farash	1	
645	Mr. Muhammad Akram	Farash	1	
646	Mr. Ghulam Nabi	Farash	1	
647	Khawaja Hassan Akhtar	Farash	1	
648	Mr. Saleem Shahzad Masih	Farash	1	
649	Mr. Abdul Waheed	Farash	1	
650	Mr. Ahmad Nawaz	Farash	1	
651	Mr. Ghulam Haider	Farash	1	
652	Mr. Idrees Ahmad	Farash	1	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
653	Mr. Kabbir Ahmad	Farash	1	
654	Mr. Ghulam Mustafa	Farash	1	
655	Mr. Mumtaz Hussain	Farash	1	
656	Mr. Muhammad Akram	Farash	1	
657	Mr. Shahzad Gill	Farash	1	
658	Mr. Muhammad Akmal	Farash	1	
659	Mr. Muhammad Ilyas	Farash	1	
660	Mr. Nadir Hussain	Farash	1	
661	Mr. Rafiq Masih	Farash	1	
662	Mr. Khurshid Ahmad	Farash	1	
663	Mr. Attiq-ur-Rehman	Farash	1	
664	Mr. Muhammad Arif	Farash	1	
665	Mr. Muhammad Sohail Khan	Farash	1	
666	Mr. Shakil Ahmad	Farash	1	
667	Mr. Muhammad Saeed	Farash	1	
668	Mr. Muhammad Fiaz	Farash	1	
669	Mr. Qamar Zaman	Farash	1	
670	Mr. Umar Farooq	Farash	1	
671	Mr. Muhammad Sardar	Farash	1	
672	Mr. Shahid Iqbal Khan	Farash	1	
673	Mr. Abdul Jalil Amir	Farash	1	
674	Mr. Adeel Khan	Farash	1	
675	Mr. Muhammad Bilal	Farash	1	
676	Mr. Muhammad Zeeshan Ahmad	Farash	1	
677	Mr. Muhammad Siddique	Farash	1	
678	Mr. Muhammad Zareef	Farash	1	
679	Mr. Irfan Ali	Farash	1	
680	Mr. Khalil Ahmad Khan Gauri	Farash	1	
681	Rana Ali Raza	Farash	1	
682	Mr. Mangal Sahib	Farash	1	
683	Mr. Israr Ahmad	Farash	1	
684	Mr. Azeem Masih	Sanitary Worker	1	
685	Mr. Rasheed Masih	Sanitary Worker	1	
686	Mr. Fazal Masih	Sanitary Worker	1	
687	Mr. Saleem S/o Sardar Masih	Sanitary Worker	1	
688	Mr. Danial Masih	Sanitary Worker	1	
689	Mr. Bashir Masih s/o Namit Masih	Sanitary Worker	1	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
690	Mr. Petar Masih	Sanitary Worker	1	
691	Mr. Bashir Masih s/o Nazir Masih	Sanitary Worker	1	
692	Mr. Mansha Masih	Sanitary Worker	1	
693	Mst. Sakina Bibi	Sanitary Worker	1	
694	Mr. Younas Masih	Sanitary Worker	1	
695	Mr. Riaz Masih	Sanitary Worker	1	
696	Mr. Shaukat Masih	Sanitary Worker	1	
697	Mr. Mushtaq Masih	Sanitary Worker	1	
698	Mr. Raheel Masih	Sanitary Worker	1	
699	Mr. Shafaqat Ali	Sanitary Worker	1	
700	Mr. Yousaf Masih s/o Bashir	Sanitary Worker	1	
701	Mr. Aslam Khokhar Masih	Sanitary Worker	1	
702	Mr. Iqbal Masih	Sanitary Worker	1	
703	Mr. Rizwan Saleem	Sanitary Worker	1	
704	Mr. Amanat Masih	Sanitary Worker	1	
705	Mr. Amin Masih	Sanitary Worker	1	
706	Mr. Saeed Shareef Masih	Sanitary Worker	1	
707	Mr. Faryad Masih	Sanitary Worker	1	
708	Mr. William Riaz	Sanitary Worker	1	
709	Mr. Ashraf Masih	Sanitary Worker	1	
710	Mr. Imran Masih	Sanitary Worker	1	
711	Mr. Hanook Bashir	Sanitary Worker	1	
712	Mr. Usman Riaz Masih	Sanitary Worker	1	
713	Mr. Ijaz Masih	Sanitary Worker	1	
714	Mr. Inyat Masih	Sanitary Worker	1	
715	Mr. Asim	Sanitary Worker	1	
716	Mr. Waseem Rahat Randhawa	Sanitary Worker	1	
717	Mr. Khawar Gill	Sanitary Worker	1	
718	Mr. Heera Masih	Sanitary Worker	1	
719	Mr. Kamran Masih	Sanitary Worker	1	
720	Mr. Nabeel Masih	Sanitary Worker	1	
721	Mr. Rafique Masih	Sanitary Worker	1	
722	Mrs Shamim	Sanitary Worker	1	
723	Mr. Yaqoob Masih	Sanitary Worker	1	
724	Mr. Lazar Masih	Sanitary Worker	1	
725	Mr. Ilyas Masih	Sanitary Worker	1	
726	Mr. Robin Masih	Sanitary Worker	1	
727	Mr. Arshad Masih	Sanitary Worker	1	

Sr. No.	Name of Officers/Officials	Designation	B.S.	Perks & Privilege of the officers
728	Mr. Saleem Masih	Sanitary Worker	1	
729	Mst. Rehana Bibi	Sanitary Worker	1	
730	Mr. Muhammad Wakeel	Sanitary Worker	1	
731	Mr. Bobi Masih	Sanitary Worker	1	
732	Mr. Lal Masih	Bathroom Attendant	1	
733	Mr. Nazir Masih	Bathroom Attendant	1	
734	Mst. Shamim Akhtar	Kitchen Attendant	1	
735	Mr. Liaqat Ali	Kitchen Attendant	1	
736	Mr. Nazim Hussain Shakar	Kitchen Attendant	1	
737	Mr. Arshad Ali	Kitchen Attendant	1	
738	Mr. Zafar Iqbal	Junior Dispatch Rider	1	

APPENDIX-B



PROVINCIAL ASSEMBLY OF THE PUNJAB

NOTIFICATION

No. PAP/Estb/E-109/954. The Speaker, Provincial Assembly of the Punjab has been pleased to designate the following officers Provincial Assembly of the Punjab Secretariat as **Public Information Officers** in pursuance to the provisions of Section 7(I) of the Punjab Transparency and Right to Information Ordinance, 2013 to fulfill the intent and purpose of the newly enacted Law to ensure improved access to Public Information:

Sr.#	Name & Designation	Office No.	Email
1.	Abeeda Haroon Senior Research Officer	042-99200356	abeedaharoon@yahoo.com
2.	Haroon Amanad Khan Senior Translator	042-99202428	haroon_utopian@yahoo.com

BY ORDER OF THE SPEAKER

Rai Mumtaz Hussain Babar
Senior Secretary

No PAP/Estb./E-109/7155

07th November 2013

A copy is forwarded for information and necessary action to: -

1. Staff Officer to Speaker, Provincial Assembly of the Punjab.
2. Staff Officer to Deputy Speaker, Provincial Assembly of the Punjab.
3. All Administrative Secretaries to the Government of the Punjab.
4. The Secretary to the Provincial Ombudsman, Punjab, Lahore.
5. The Director General, Public Relations, Punjab, Lahore.
6. PS to all Ministers/CS/ACS, S&GAD.
7. Superintendent, Government Printing Press, Punjab, Lahore for publication in the Punjab Gazette.
8. All Heads of Branches
9. Personal files


(Ghulam Moeen-ud-Din Chishti)
Deputy Secretary (Admn)

APPENDIX-C**STATEMENT OF THE APPLICATIONS RECEIVED AND DISPOSED OF UNDER THE PUNJAB TRANSPARENCY AND RIGHT TO INFORMATION ACT 2013 (XXV OF 2013)**

S/ N	Applicant's Details (Name, Address, Cell No. etc)	Ref/Letter No. With Date	Subject/Information Sought	Action Taken	No of Copies With Cost	Remarks
1.	Syed Kausar Abbas, House No 370 Street 75, E-11/3, Islamabad Pakistan Cell No 0336-5666057	01-07-2014	The Application for Access to Information under Punjab Transparency and Right to Information Act 2013 1) Certified copy of number of Punjab Assembly sessions held in 2013-14 2) Certified copy of attendance details of members of Punjab Assembly attended sessions held during 2013-14	1) Detail of sessions held was provided. 2) The detail of attendance of members was withheld by the authority under section 13(1) (b) of the PT&RI Act 2013. 3) The procedure of internal review appeal was communicated to the applicant.	1 copy	
2.	Syed Kausar Abbas, House No 370 Street 75, E-11/3, Islamabad Pakistan Cell No 0336-5666057	01-07-2014	1) Certified copy of total number of foreign trips of Chief Minister during July 01 2013 to June 30 2014. 2) Certified copy of total expenditures of foreign trips of Chief Minister during July 01 2013 to June 30 2014. 3) Certified copy of detailed list of personnel traveled with Chief Minister on foreign trips during July 01 2013 to June 30 2014.	The information sought was not available with the Assembly Secretariat and the applicant was informed to contact the concerned department.		
3.	Hijab Batool, 44-Ittehad colony Multan Road, Lahore	01-07-2014	Copy of the salary slip of Mr Mohsin Noor Computer Data Entry Operator PAP	The salary slip was provided.	2 copies	
4.	Mr Amer Ejaz House No 370 Street 75, E-11/3, Islamabad Pakistan	26-11-2015	1) Certified copies of attendance record along with names of members of Assembly of tenth session(Separately for each day of session) of the Punjab Assembly	1) The detail of attendance of members was withheld by the authority under section 13(1) (b) of the PT&RI Act 2013. 2) The procedure of internal review appeal was told to the applicant.		

S/ N	Applicant's Details (Name, Address, Cell No. etc)	Ref/Letter No. With Date	Subject/Information Sought	Action Taken	No of Copies With Cost	Remarks
5.	Mr Amer Ejaz House No 370 Street 75, E-11/3, Islamabad Pakistan	26-12-2014	Information under the Punjab Right to Information Act. Noting Portion of the file at which decision of not providing information was made.	Information was provided		
6.	Mr Faiz ul Basit Additional Secretary, PAP	01-01-2015	Information under the Punjab Right to Information Act (Official record)	Replied and sought more time for provision of requisite information. Information was provided		
7.	Mr Amer Ejaz House No 370 Street 75, E-11/3, Islamabad Pakistan	12-01-2015	Information under the Punjab Right to Information Act Certified copy of the questions submitted by the members of the Assembly from 1 December 2014 to 31 December 2014	The information was provided.	334 pages 668 Rs	
8.	Mr Mukhtar Ahmad Ali, Information Commissioner Punjab Information Commission Mr Amer Ejaz (Complainant) House No 370 Street 75, E-11/3, Islamabad Pakistan Vs Secretary Assembly	01-01-2015	Punjab Information Commission ordered to provide the requisite information	The information was provided.	228 pages 456 rupees	

S/ N	Applicant's Details (Name, Address, Cell No. etc)	Ref/Letter No. With Date	Subject/Information Sought	Action Taken	No of Copies With Cost	Remarks
9.	Mr Mukhtar Ahmad Ali, Information Commissioner Punjab Information Commission Mr Amer Ejaz (Complainant) House No 370 Street 75, E-11/3, Islamabad Pakistan Vs Secretary Assembly	12-1-2015	Punjab Information Commission ordered to provide the requisite information	The information was provided.	228 pages 456 rupees	
10.	Hafiz Muhammad Shafiq Special Secretary, PAP	04-2-2015	Inspection of record/documents and/or taking notes or extracts under the PT&RI Act 2013	Facilitated the applicant	Rs 20.	
11.	Amer Habib Deputy Secretary PAP	6-2-2015	Provision of copies of working paper and minutes of the meeting of DPC-I	Information provided	Less than twenty	
12.	Hafiz Muhammad Shafiq Special Secretary, PAP	12-2-2015	Provision of photo copies of official record	Information provided	195 copies Rs 390	
13.	Mr Wassem Abbasi 40 Jang Plaza fazl e Haq Road, Blue Area, Islamabad	13-2-2015	Information request under the PT&RI Act 2013 Medical expenses of Members	Information provided	1 page	
14.	Ms Ambreen Kanwal House No 370 Street 75, E-11/3, Islamabad Pakistan	5-3-2015	Questions submitted by members from 1 st February 2015 to 28 February 2015	Information provided	253 pages Rs 506	
15.	Ms Ambreen Kanwal House No 370 Street 75, E-11/3, Islamabad Pakistan	18-3-2015	Procedure of marking attendance of members during the session of the Assembly	Information provided		