

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION

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SUBJECT: DIRECTION FOR CONVENING MEETINGS BY FEDERAL MINISTRIES / DIVISIONS IN WHICH INPUT OF THE PROVINCIAL GOVERNMENTS AND ITS FUNCTIONARIES IS REQUIRED.

The Prime Minister has been pleased to desire that Ministries / Divisions shall follow the given below procedure to convene meetings in which input of the Provincial Governments and its functionaries is required:

- (a) The meetings in which the input of the Provincial Government and its functionaries is required, may be arranged on video-link preferably, so that officers do not have to commute to Islamabad.
- (b) In case personal participation of officers is necessary, such meetings may not be scheduled on Monday and Friday, so that officers do not stay away from their headquarters on long weekends on the pretext of meetings.
- (c) The timings of such meetings may be scheduled with such consideration that participants from provinces need not to stay overnight at Islamabad. The suitable timing for meetings would be between 11.00 a.m. and 5.00 p.m. which will enable the participants to make day trips (to-and-from Islamabad).

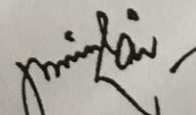
2. The above instructions are forwarded for information and compliance.

Aviation Division
 Section Officer (C) (AV) 16/1/2020
 MM

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15/1/2020

Sp. JS-1	
Sp. JS-11	
JS-111	✓

P.P. ensure compliance (to circulate to all concerned).


 (TAIMUR TAJAMMAL)
 Joint Secretary to the Cabinet
 Ph. 9202918

1. Secretaries / Additional Secretaries In-charge of Ministries/ Divisions.
2. Chief Secretaries of Provincial Governments.

Cab. Div. U.O. No.7-1/2019-Min-1, dated the 15th January, 2020

Copy to the Prime Minister's Office, [Mr. Muhammad Azam Khan, Secretary to the Prime Minister], Islamabad with reference to letter No. 78/SPM/2020 dated 10th January, 2020.

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 16-1-20

circulate to all