



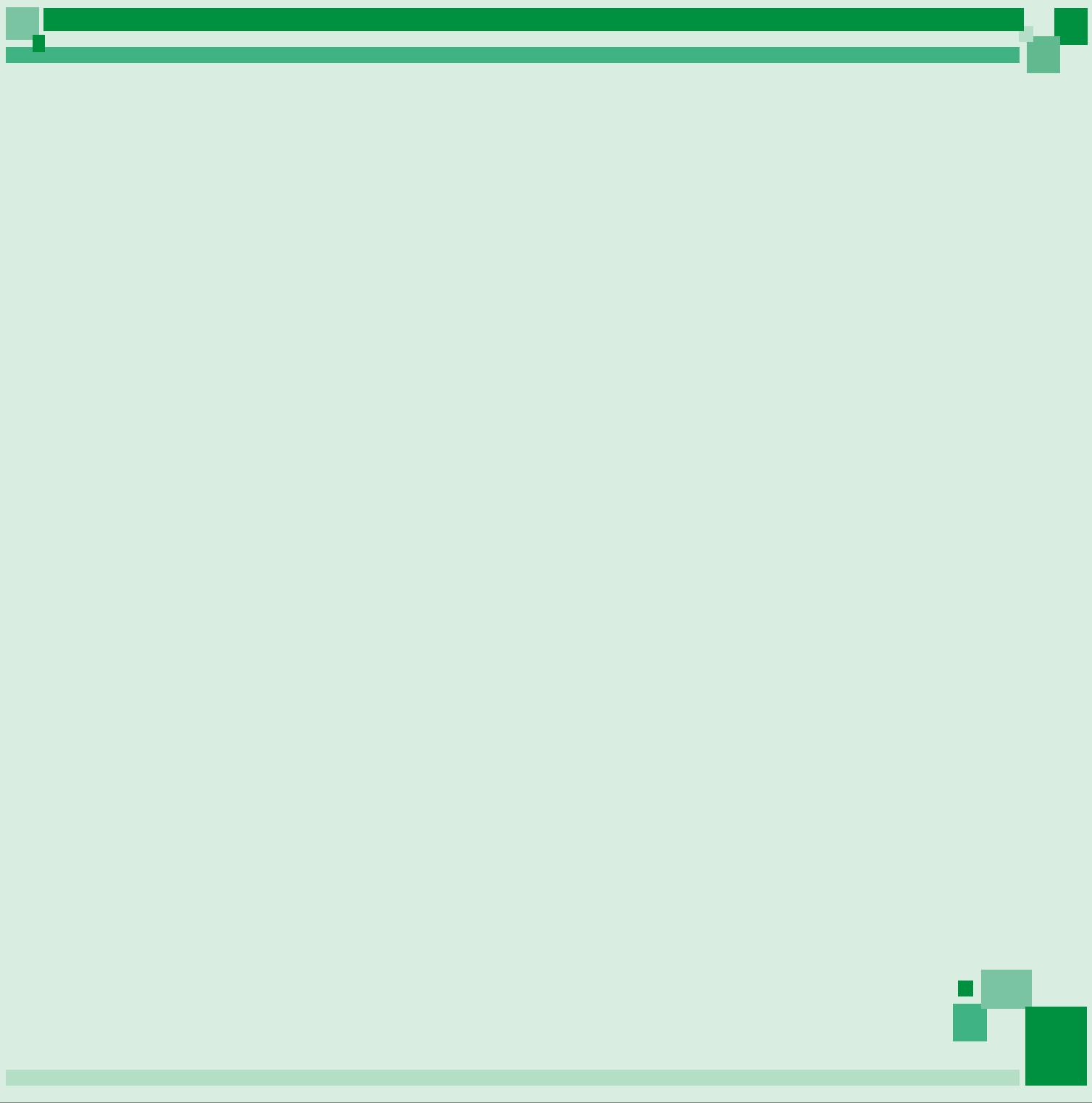
# National Assembly of Pakistan

HAND BOOK FOR MEMBERS



# National Assembly of Pakistan

HAND BOOK FOR MEMBERS



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## Foreword

It gives me great pleasure to commend to members the first issue of a Handbook for *Members*.

Large Parliaments such as that in Pakistan, can be very confusing places, particularly to those elected for the first time. Members not only need to learn the unfamiliar procedures of the Chamber and Committees, they also have to become familiar with the complex administration of the Parliament, and above all know whom to ask about particular issues.

The staff of the National Assembly is there to help Members with their duties. They are servants of the legislature and not of the executive, and their loyalty is solely to the Assembly. They will assist every individual Member regardless of party. A successful Parliament works when its Members and its staff complement each other.

This handbook describes the various services of the Assembly and gives contact telephone numbers. Together with the companion Procedural Manual, it will enable *Members* to be better equipped to carry out the duties for which they were elected.

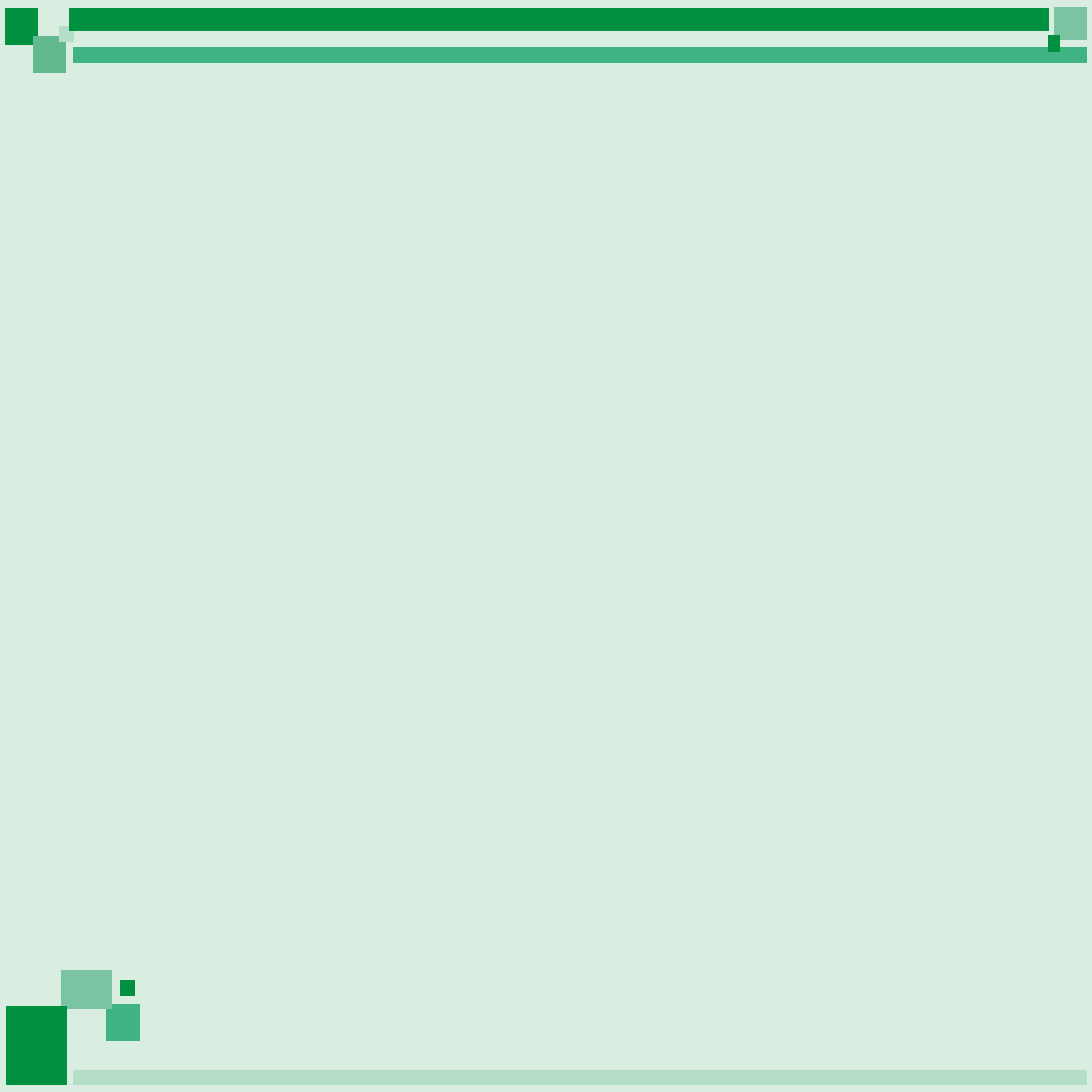
As further reforms are introduced, there would necessarily be changes in the administrative services. Revised versions of the Handbook will be produced to take account of these changes.

**Ch. Amir Hussain**

Speaker

National Assembly of Pakistan

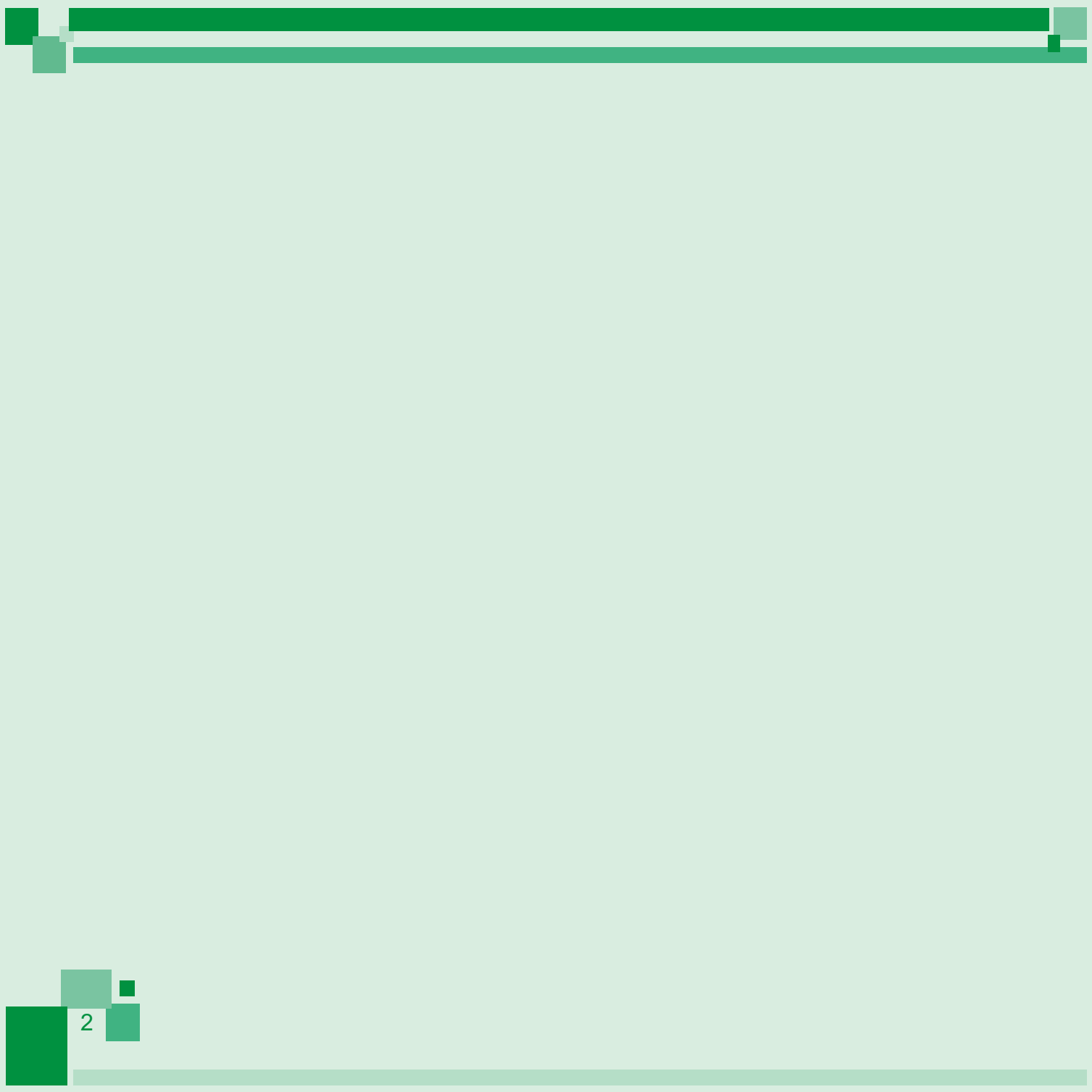






# PART I THE HOUSE



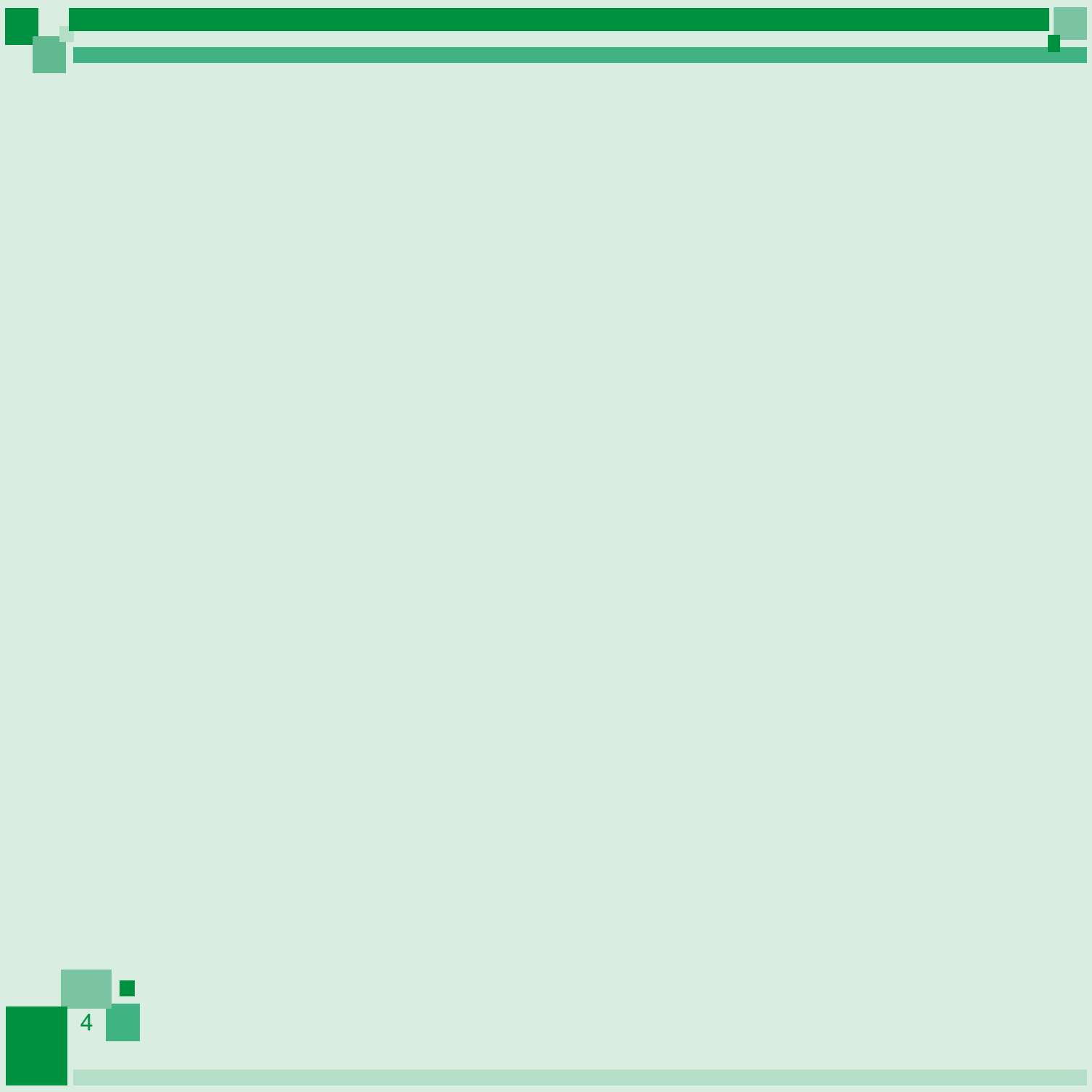


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## *Chapter I*

# *The Constitutional Role*



### THE CONSTITUTIONAL ROLE

The Constitution of the Islamic Republic of Pakistan provides for a Federal Parliamentary System of government, with President as the Head of State and the popularly elected Prime Minister as the Head of government. Under Article 50 of the Constitution, the Federal legislature is bicameral Majlis-e-Shoora (Parliament), which comprises of the President and the two Houses, the National Assembly and the Senate.

The National Assembly is the country's sovereign legislative body. It embodies the will of the people to let themselves be governed under the democratic, multi-party Federal Parliamentary System. The National Assembly makes laws for the Federation in respect of the powers enumerated in the Federal Legislative List and also for subjects in the Concurrent List. Through its debates, adjournment motions, question hour and Standing Committees, the National Assembly keeps a check over the Executive, and ensures that the government functions within the parameters set out in the Constitution and does not violate the fundamental rights of the citizens. Only the National Assembly, through its Public Accounts Committee, scrutinizes public spending and exercises control of expenditure incurred by the government.

#### Election of the President

Under Article 41(3), the members of both Houses of Parliament and the Provincial Assemblies elect the President. The President may be removed from office or impeached through a resolution passed by not less than two-thirds of the total members of the Parliament in a joint sitting of the two Houses convened for the purpose. Article 47(8).

The Constitution empowers the President, vide Article 58(2)(b), to dissolve the National Assembly in his discretion if a situation has arisen in which the Government of the Federation cannot be carried out in accordance with the provisions of the Constitution and an appeal to the electorate is necessary. However, the Senate is not subject to dissolution. Article 59(3).

In case the office of the President becomes vacant for any reason, the Chairman Senate, or if he is unable to perform the functions of the office of the President, the Speaker National Assembly, acts

as President till such time that a President is elected. Same is the case when the President by reason of absence from Pakistan or any other cause is unable to perform his functions. (Article 49)

## **Federal Cabinet**

The Cabinet of Ministers comprises of the members of the two Houses. Under Article 91(4), the cabinet is collectively responsible to the National Assembly, which elects the Prime Minister. However, the number of Federal Ministers and Ministers of State who are members of the Senate shall not exceed one-fourth of the number of Federal Ministers, as per Article 92.

## **Ascertainment for Prime Minister's Office**


After election of the Speaker and the Deputy Speaker following a general election, or whenever the office of Prime Minister falls vacant, the Assembly, in accordance with the provisions of rules 32 - 35, and to the exclusion of any business, ascertains at a special session summoned for this purpose, which one of the members commands the confidence of the majority of members. The President invites, as stipulated vide Article 91(2A), the member of the National Assembly to be the Prime Minister who commands the confidence of the majority of members of the National Assembly.

There is a democratic procedure to remove the Prime Minister from his office if he loses confidence of the majority of the members of the National Assembly. In this respect, as laid down in Article 95 of the Constitution, a resolution for a vote of no-confidence is moved by not less than 20% of the total membership of the National Assembly. If the resolution is passed by majority of the total membership of the National Assembly, the Prime Minister immediately relinquishes powers.

## **Legislation**

Unless both the Houses pass a Bill and it receives the President's assent a Bill cannot become a law, except in the case of a Money Bill, which is the sole prerogative of the National Assembly. Under Article 71, the role of a Mediation Committee, comprising of eight members of each House, has been introduced for the first time to evolve consensus on Bills, in case a Bill is rejected or is not passed within ninety days of its receipt or is passed with amendment.

The validity of any of the proceedings of the Parliament, under Article 69, cannot be called in question in any Court of law, on the ground of irregularity of procedure.



Under Article 144 of the Constitution, the Parliament may also legislate for two or more Provinces by consent and request made by those Provinces.

Article 237 of the Constitution empowers the Parliament to make any law indemnifying any person in the service of the Federal Government or a Provincial Government or any other person, in respect of any act done in connection with the maintenance or restoration of order in any area in Pakistan.

## **CII & NFC Reports**

Under Article 160(5), the recommendations of the National Finance Commission (NFC), and the reports of the Council of Islamic Ideology (CII), as per Article 230(4), are tabled before both Houses of the Parliament for discussion.

## **Powers to Take Evidence**

The Committees of Pakistan's Parliament can invite or summon any member or any person having a special interest in relation to any matter under consideration of a Committee and may hear expert evidence and hold public hearing. (Assembly rule 227, Senate rule 165). The committees can also call for the production of such papers and records as may be required and considered necessary for the discharge of their duties.


## **Proclamation of Emergency**

The Majlis-e-Shoora (Parliament) can also pass resolution for the approval of a Proclamation of emergency (Article 232). In case emergency is proclaimed, the Parliament holds the authority to extend the term of the National Assembly. If the Federal Government proclaims State of Emergency in any province, the power to legislate about that province is vested in the Parliament. But the Bills passed by the Parliament during the State of Emergency, shall cease to be in force after the expiration of six months from the date Emergency is lifted. Nevertheless, the steps already taken under these Acts shall remain valid.

## **Extension in CEC's Terms**

The Parliament is also empowered to pass various resolutions on matters like extension in the term of the Chief Election Commissioner for a period not exceeding one year (Article 215). Under the



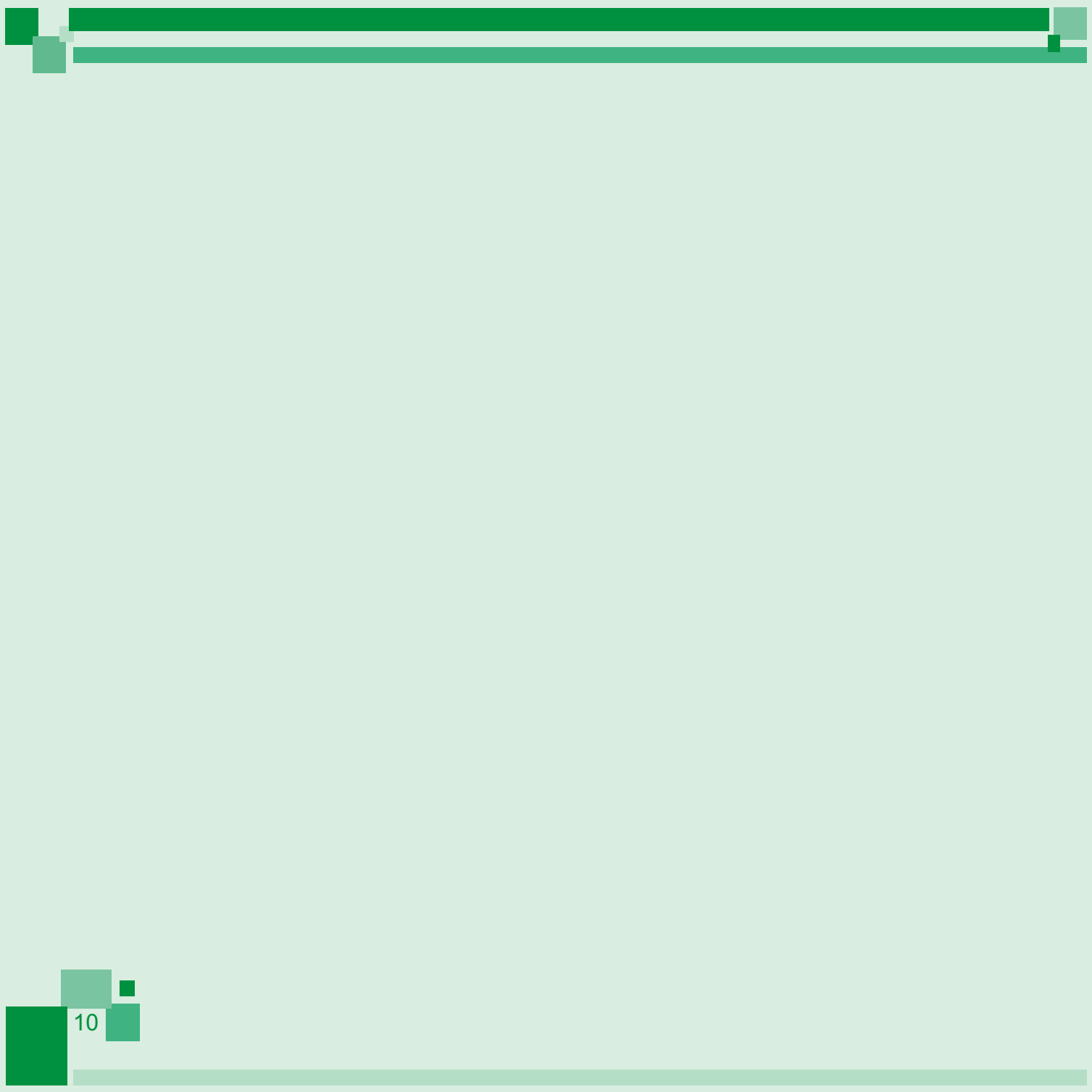


Constitution, the Parliament may also, on the request of the Federal Government, by law, confer functions upon officers or authorities subordinate to the Federal Government.



## *Chapter II*

### *House & its Membership*



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## HOUSE & ITS MEMBERSHIP

### Composition

The Parliament of Pakistan, according to the Constitution of 1973, is bicameral. Article 50 of the Constitution clearly states that the Parliament of Pakistan consists of the President and two Houses known as the National Assembly and the Senate.

### National Assembly

The National Assembly has a total of 342 members, including 60 seats reserved for women and 10 for non-Muslims, as per Article 51. The seats in the National Assembly are allocated to each Province, the Federally Administered Tribal Areas (FATA) and the Federal Capital on the basis of population, as officially published in the last preceding census. The present allocation of seats is as under:

	General Seats	Women	Total
Balochistan	14	3	17
NWFP	35	8	43
Punjab	148	35	183
Sindh	61	14	75
FATA	12	-	12
Federal Capital	2	-	2
Non-Muslims	10	-	10
<b>Total:</b>	<b>282</b>	<b>60</b>	<b>342</b>

## The Senate

The Senate consists of 100 members (Article 59). Each Provincial Assembly elects 22 members from their respective Province, viz 14 against general seats and four each against seats reserved for women and technocrats. Eight members from FATA are elected by the members from FATA in the National Assembly. The entire National Assembly constitutes the electoral college for the election of four members, including a woman and a technocrat, from the Federal Capital.


Under the Constitution, the Senate is a permanent legislative institution and the House symbolizes a process of continuity in the national affairs. One-half of the members are elected after every three years and mid-term vacancy in the Senate, caused by resignation, death, incapacitation, disqualification or removal of a member, is filled in through the election by the respective electoral college and the member so elected holds office for the un-expired term of the original member who vacated the seat. The qualifications of a member of the Senate are that he should be a graduate not less than 30 years of age and registered as a voter in an area or Province from where he seeks election. A candidate must also possess such other qualifications as are laid down in Articles 62 and 63 of the Constitution.

## Elections

The elections to the National Assembly take place in accordance with Article 51(4) of the Constitution by direct and free vote. The constituencies for the general seats are single member territorial constituencies and the Muslim members are elected directly on adult franchise basis. However, members against seats reserved for women and the minorities are elected through proportional representation system of political parties' lists of candidates on the basis of total number of general seats secured by each political party from a province in the case of women seats and in the National Assembly in the case of seats reserved for the minorities.

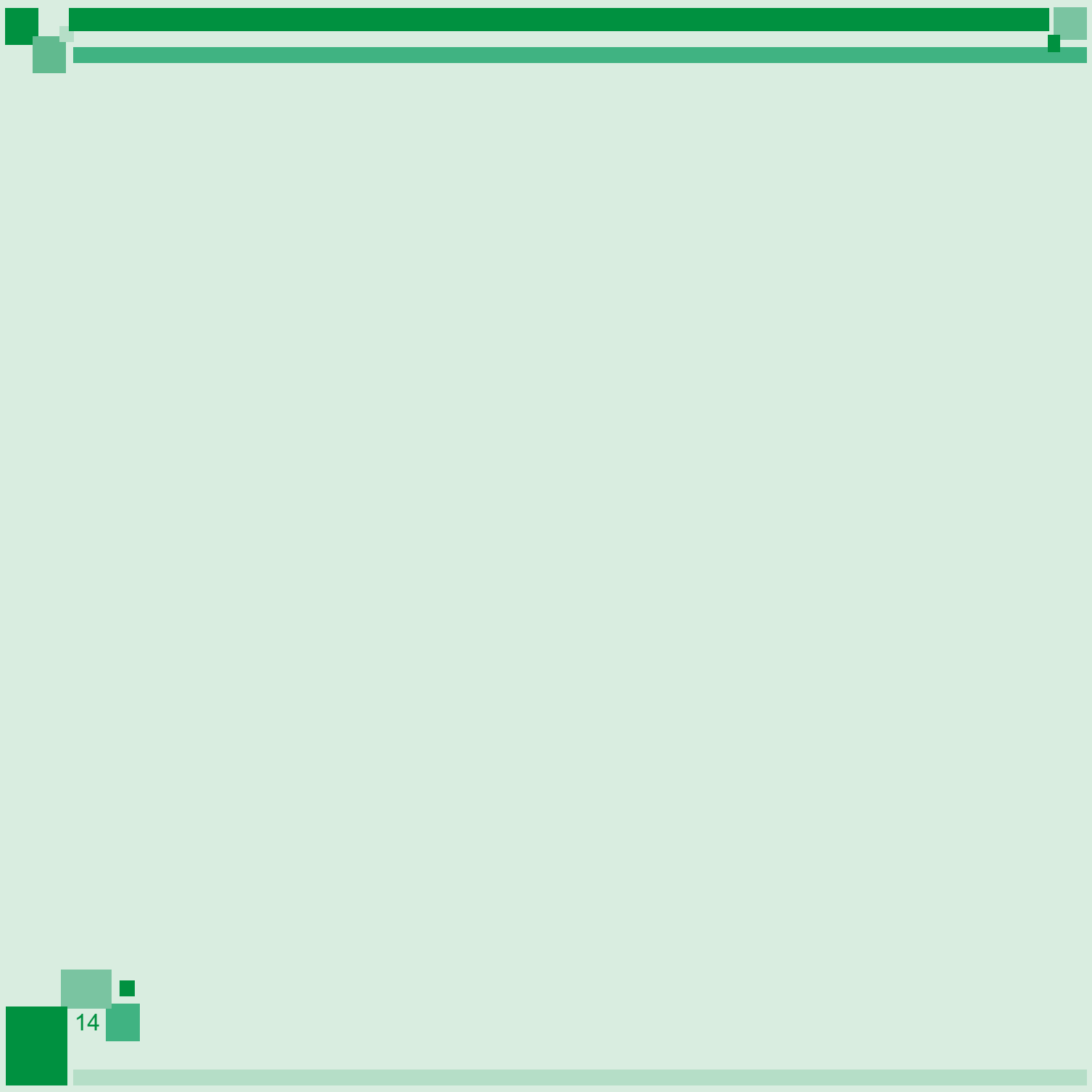
## Qualifications

Basic qualification of a member of the National Assembly is that he should be a citizen of Pakistan, who is a graduate not less than 25 years of age and his name has been enrolled as a voter in the electoral roll. He should also fulfill the qualities as provided in Articles 62 and 63 of the Constitution of Pakistan.



## Tenure

The tenure of a member of the National Assembly is for the duration of the House, which is five years (Article 52), or sooner, in case the member dies or resigns. The tenure of the member also comes to an end if the Assembly is dissolved on the advice of the Prime Minister, or by the President in his discretion granted to him, under clause (2)(b) of Article 58.



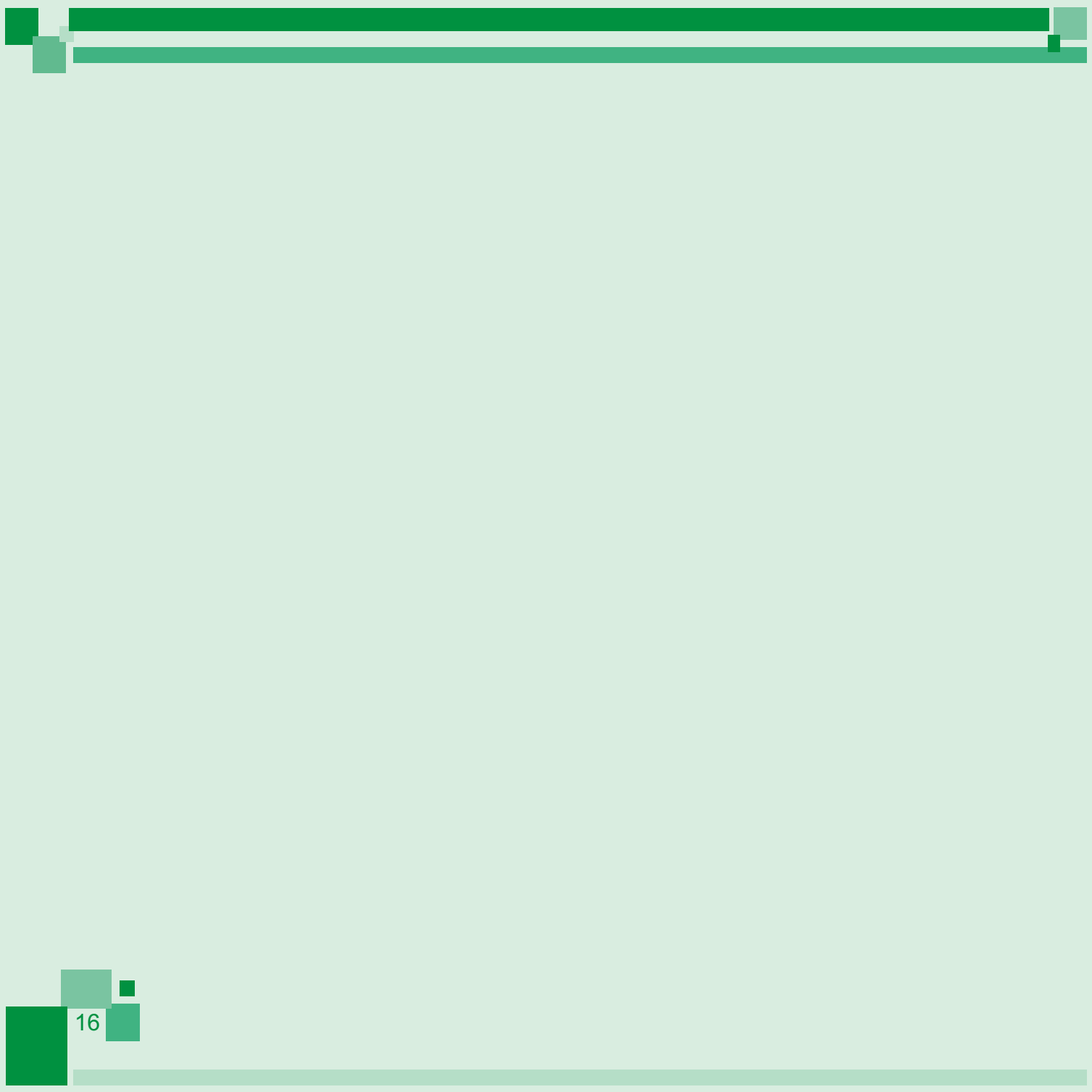
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## *Chapter III*

### *The Speaker*





### THE SPEAKER

The Speaker is the most important and the highest office-holder in the National Assembly. He is the principal spokesman of the House in its relations with the other parts of the Majlis-e-Shoora (Parliament)-the Senate and the President, the other arms of government-the Executive and the Judiciary, and with other outside bodies and people. In this role, Speakers are expected to maintain the authority of the House, and to protect its rights and privileges.

The Speaker occupies the fourth position in the Warrant of Precedence, after the President, the Prime Minister and the Chairman Senate. He is also second in the line of succession to the President.

Official communications from and to the House are signed by and addressed to the Speaker. The Speaker receives delegations from other Parliaments and special visitors on behalf of the House. On formal occasions, the Speaker represents the House and plays a central ceremonial role. In representing the House, the Speaker is responsible to the House and its members. He is not responsible to the Executive Government and seeks to preserve the House's independence from it.

#### In the Chair-the Speaker's Procedural Role

The Speaker presides over the Assembly sessions and ensures they are conducted in an orderly manner and according to the provisions of the Constitution and the rules of the House. The duties performed in the Chair are probably the Speaker's most challenging. In case of his absence or inability to perform his functions due to any cause, the Deputy Speaker acts as Speaker.

The Speaker interprets and applies the rules, responds to members' points of order relating to them and gives rulings on procedure, when necessary. For example, the Speaker is often called upon to decide whether remarks made in a speech about another member are offensive, whether a member's speech is relevant to the motion being debated or whether a particular motion or amendment is allowed to be moved at a certain time.

The Speaker calls upon members wishing to speak and in doing so seeks to allocate the call evenly

between the government and non-government members and, despite the greater responsibilities of Ministers and opposition frontbenchers, to ensure that backbenchers are not overlooked. An important part of the Speaker's task is to protect the rights of individuals and minorities in the House and make sure that everyone is treated fairly within the framework set by the rules.

The Speaker must maintain order during debate. While most proceedings pass routinely and without incident there are occasions when passions become inflamed, excessive interjection occurs and the House becomes noisy and unruly. The rules provide disciplinary powers to enable the Speaker to maintain order in the House.

These vary in their severity and allow the Speaker to deal with breaches of order in the most appropriate manner. For a minor infringement, a member may merely be called to order or warned. For a more serious offence, a member may be ordered to withdraw from the Assembly for the remainder of the day's sitting and, for a major offence or persistent defiance of the Chair, a member may be 'named' by the Chair and a motion moved by him, under rule 21 for the member's suspension from the service of the Assembly for a period not exceeding the remainder of the session.

The Speaker supervises rather than participates in proceedings. He does not normally take part in debate and, under rule 279, does not vote in the House, except in the event of an equality of votes. In fact, voting in the Assembly takes place under the direction of the Speaker, whose duty it is to pronounce the final result. The Speaker makes statements or announcements to the House as necessary, and may be asked questions on matters of parliamentary administration.

## **Impartiality of the Chair**

Notwithstanding the fact that the Speakership is regarded as a political appointment, successive Speakers have striven to discharge their duties with impartiality. As a rule, Speakers have been sufficiently detached from government activity to ensure what can be justly claimed to be a high degree of impartiality in the Chair.

Members are entitled to expect that, even though the Speaker belongs to and is nominated to the position by a political party, his functions will be carried out impartially. At the same time, a Speaker is entitled to expect support from all members regardless of their party.

## Other Functions and Duties

At the first sitting of the House after a general election, the Speaker administers the oath to new members and thereafter to members not present at the opening of the Assembly and to new members elected during the course of a Parliament.

The President, from time to time, summons either House or both the Houses of Parliament under Article 54(1) of the Constitution. However, on a requisition made by at least one-fourth of the total membership of the Assembly, the Speaker can also, under Article 54(3), summon the National Assembly. Only Speaker can prorogue the House summoned by him.

The Speaker is also responsible for calling the House together for its next meeting if a time and date were not fixed at the time that it adjourned or the time fixed for the meeting needs to be changed. The Speaker presides over the meetings of the Council of Chairmen and the House Finance Committee.

## Election

After a general election and so often as the office of the Speaker becomes vacant, the Assembly elects at its first meeting, a Speaker from amongst its members. (Article 53) After the members have made oath and before transaction of any other business, the Assembly elects the Speaker by secret ballot in accordance with rule 9. The out-going Speaker or, in his absence, a person nominated by the President, presides over the Assembly meeting for election of the Speaker. Immediately after the election of the Speaker and making an oath by the new Speaker, the Assembly elects a Deputy Speaker.

Even when the National Assembly is dissolved, the Speaker retains his position and continues to hold this office till a new Speaker is elected.

## Amenities to Speaker

The Speaker gets a salary of Rs. 46,000 pm, adhoc relief of Rs. 6,000 pm, sumptuary allowance of Rs. 6,000 pm and a dearness allowance of Rs. 6,900 pm. He is entitled to the use of official transport and is allotted an official residence whose monthly rent should not exceed Rs. 68,750 pm. The house can be furnished up to Rs. 100,000 at government expense. He is also provided Rs. 600,000 annually as Discretionary Grant for spending on welfare projects.

## DEPUTY SPEAKER

Immediately after the election of the Speaker, the Assembly elects a Deputy Speaker in accordance with the provisions of rule 10. The procedure is similar to that for the election of Speaker. If the Speaker is absent, the Deputy Speaker becomes the Acting Speaker. Under rule 208(2), the Deputy Speaker is the ex-officio Chairman of the House and the Library Committee of the Assembly.

### Amenities to Deputy Speaker

The Deputy Speaker draws a salary of Rs. 42,500 pm, adhoc relief of Rs. 6,000 pm, sumptuary allowance of Rs. 6,000 pm and a dearness allowance of Rs. 6,900 pm. He is entitled to the use of official transport and to have an official residence with a monthly rent not exceeding Rs. 68,750 pm. An amount not exceeding Rs. 100,000 may also be spent, from the State exchequer, to furnish his house. In every financial year, Rs. 400,000 are provided as Discretionary Grant to the Deputy Speaker, who may spend the amount on welfare projects.

## LEADER OF THE HOUSE/OPPOSITION


The Leader of the House, other than the Prime Minister, and the Leader of the Opposition are entitled to salaries, allowances and privileges as are admissible to a Federal Minister and Ministers of State (Salaries, Allowances and Privileges Act, 1975), respectively.

### Panel of Chairpersons

Under rule 13(1), the Speaker, at the commencement of each session, nominates a panel of six Chairpersons. These Chairpersons are members of the Assembly and preside over its sitting in the absence of the Speaker and the Deputy Speaker. If at any time, at a sitting of the Assembly, neither the Speaker nor the Deputy Speaker nor any member on the panel of Chairpersons is present, the Secretary informs the House of the position and the Assembly then temporarily elects a member to preside at the sitting.

### Calendar of Business

At the commencement of each parliamentary year, the Government is required, under rule 46, to provide to the Speaker a calendar of sessions for the ensuing parliamentary year. The Secretary

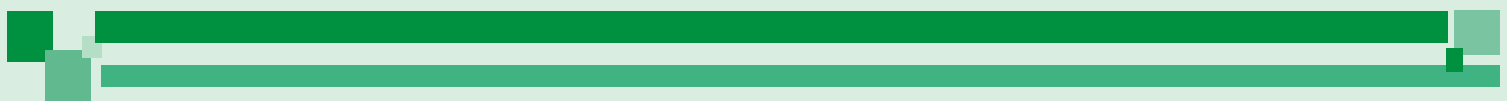


forthwith circulates the calendar amongst the members.

## Orders of the Day

The National Assembly business is transacted, as per rule 57, in the order in which it appears on the Orders of the Day, unless the Speaker directs otherwise.

The Secretary prepares the Orders of the Day and makes its copy available for use of every member and any other person entitled under the Constitution to speak or participate in the proceedings.

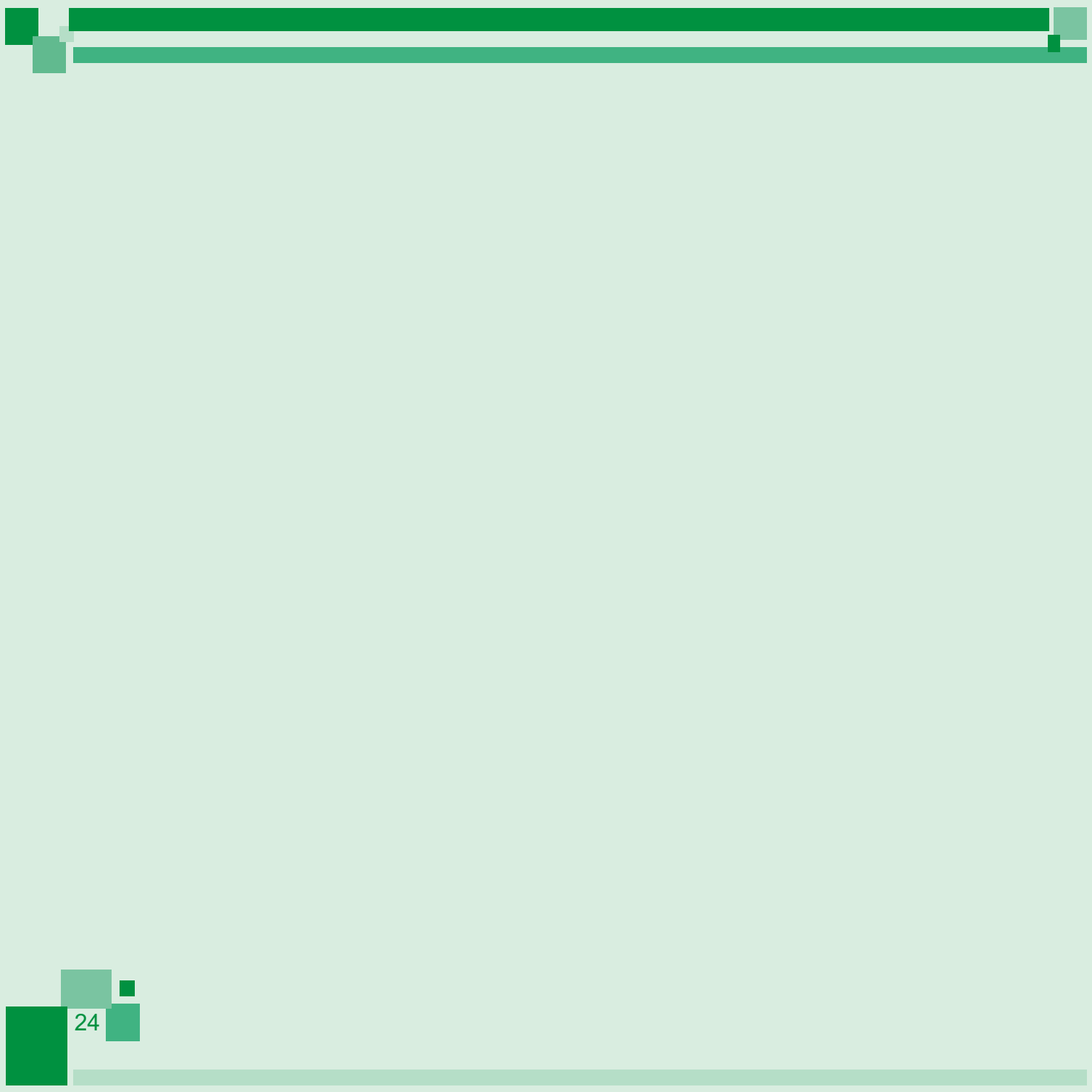




## *Chapter IV*

### *Amenities to Members*





## AMENITIES TO MEMBERS

### Salary

“The Members of Parliament (Salaries and Allowances) Act, 1974,” as amended from time to time, regulates the salary and allowances admissible to members. However, for the members' quick reference, the emoluments, which may be of particular interest, are itemized below:

Salary	Rs. 17,200 p.m.
Sumptuary Allowance	Rs. 5,000 p.m.
Office Maintenance Allowance	Rs. 8,000 p.m.
Telephone Allowance	Rs. 10,000 p.m.
Adhoc Relief	Rs. 2,250 p.m.
Dearness Allowance	Rs. 2,588 p.m.
Total:	<hr/> Rs. 45,038 p.m. <hr/>

In addition to salary and allowances as member, Chairmen Standing Committees are entitled to an additional honorarium at Rs. 12,700 p.m. and the following facilities:

- a) A staff car with petrol upto 360 liters per month,
- b) A Private Secretary in (B-17),
- c) A Stenographer in (B-15),
- d) A Driver in (B-4), and
- e) A Naib Qasid in (B-1).

### Conveyance Allowance

Under the amended 1974 Act, every member has been allowed the following facilities:

Travel Vouchers ...	Rs. 150,000 per year
Cash in lieu of Travel Vouchers ...	Rs. 90,000 per year
Fifteen business class open return air tickets	

Plus the following, during Sessions/Committee meetings:

## Travel Allowance

1. When travelling by air: One business class fare plus Rs. 150
2. When travelling by rail: One A.C. Class fair plus one Second Class fare
3. When travelling by road: Rs. 5 per kilometer
4. When travelling abroad on official visit: First Class air fare

## Daily Allowance During Session

From three days before to three days after the Assembly session and two days preceding and two days following a Committee meeting, the following daily allowance is permissible to a member:

Daily Allowance	...	Rs. 1,000
Conveyance	...	Rs. 750
Housing Allowance	...	Rs. 2,000
Total:		<u>Rs.3,750</u>


## OTHER FACILITIES

### Medical

Members are entitled to medical benefits for themselves and their families, as admissible to Class I Officers of the Federal Government.

### Use of Distinctive Car Plate

Members are entitled to use distinctive plates on their cars bearing the letters “MNA {with



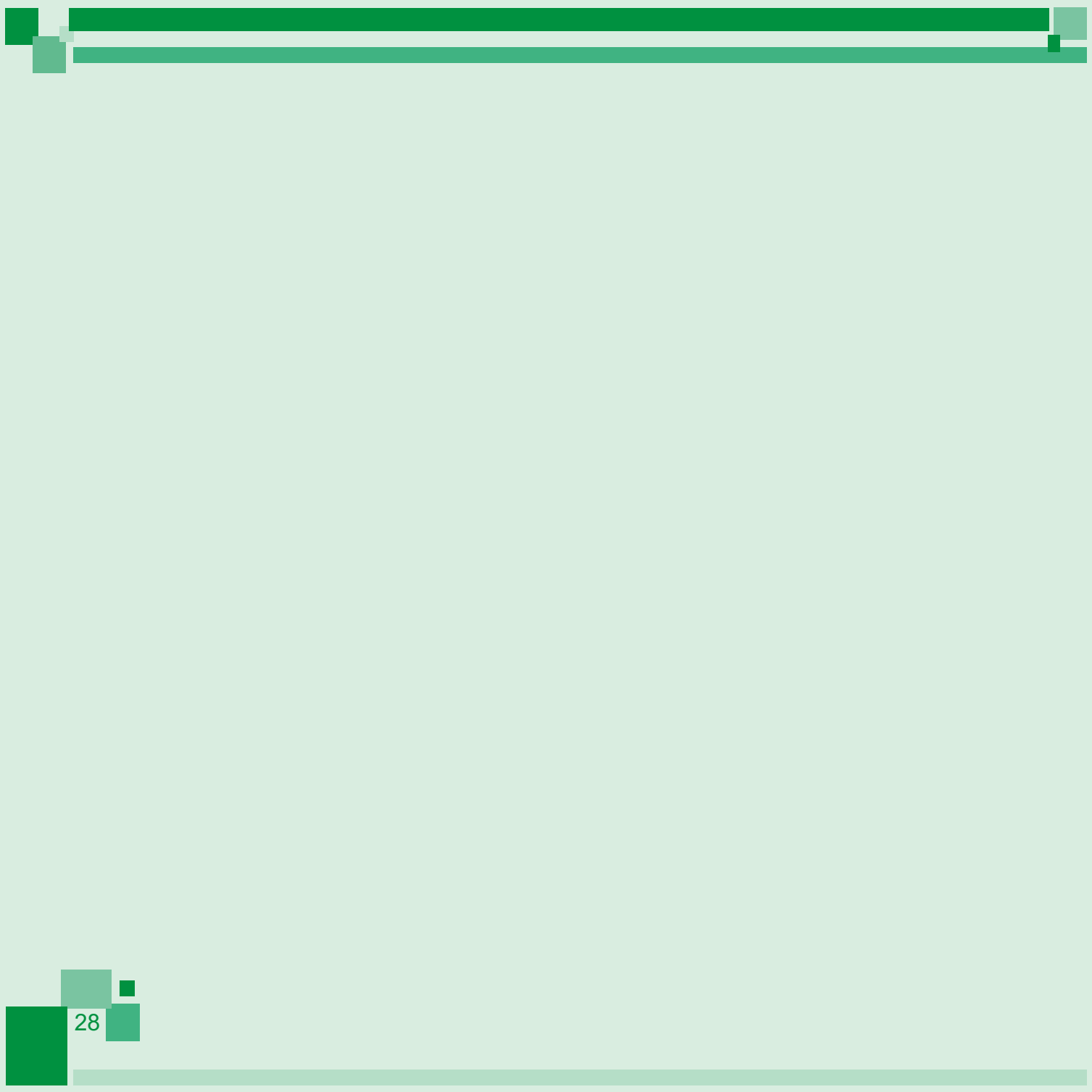
Constituency Number}” in addition to the number plate.

## **Keeping of Arms**

Members are exempted from taking out Arms License for non-prohibitive bore weapons, for the term of their office and six months thereafter, for own use only.

## **Warrant of Precedence**

Members are placed in Article 16 of the Warrant of Precedence, above Secretary to the Federal Government.



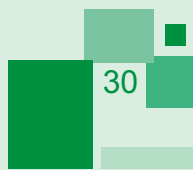
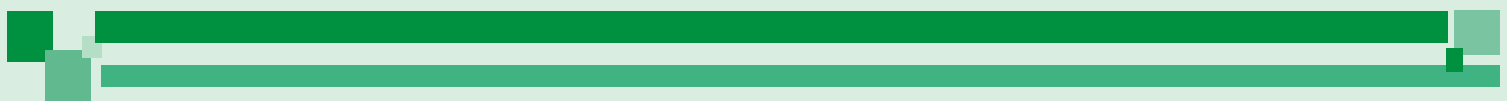
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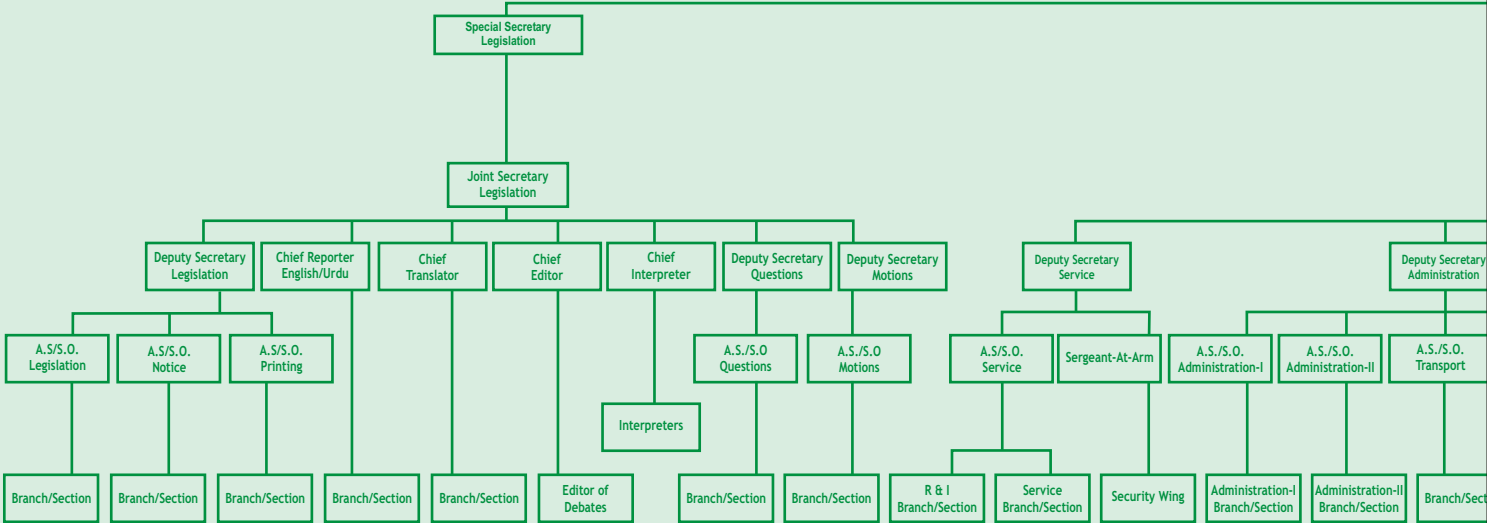
## **PART II**

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# **STAFF AND ADMINISTRATION**

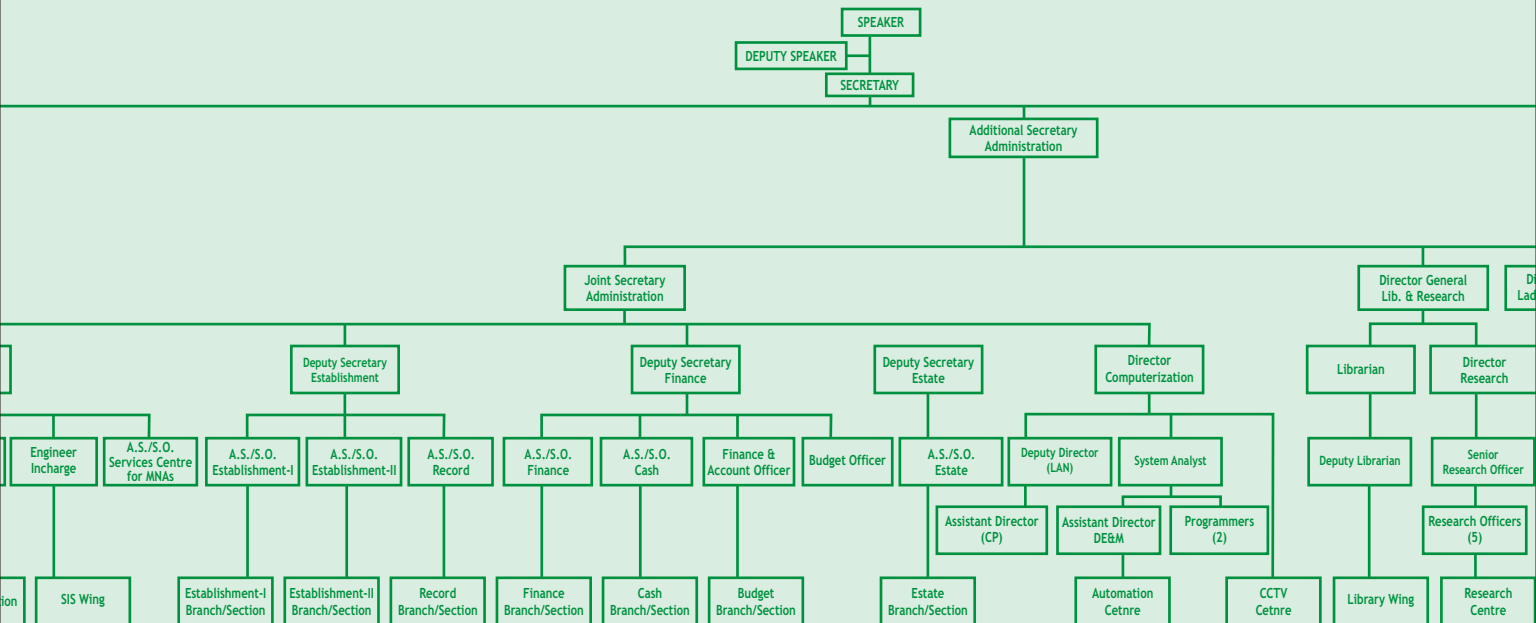


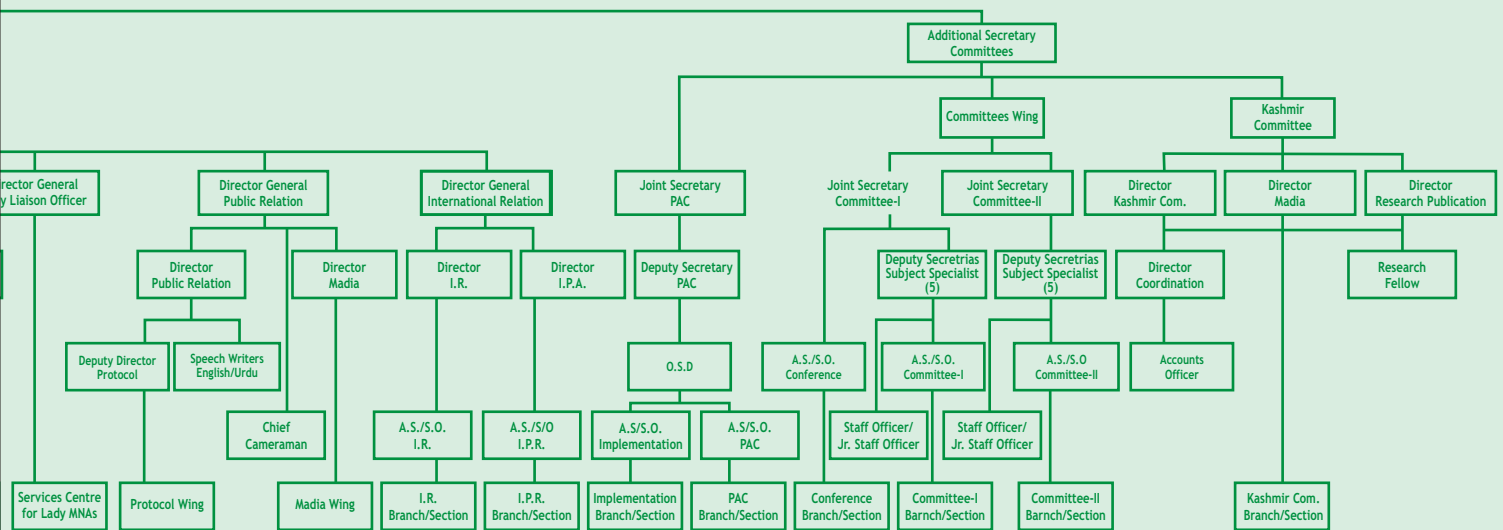
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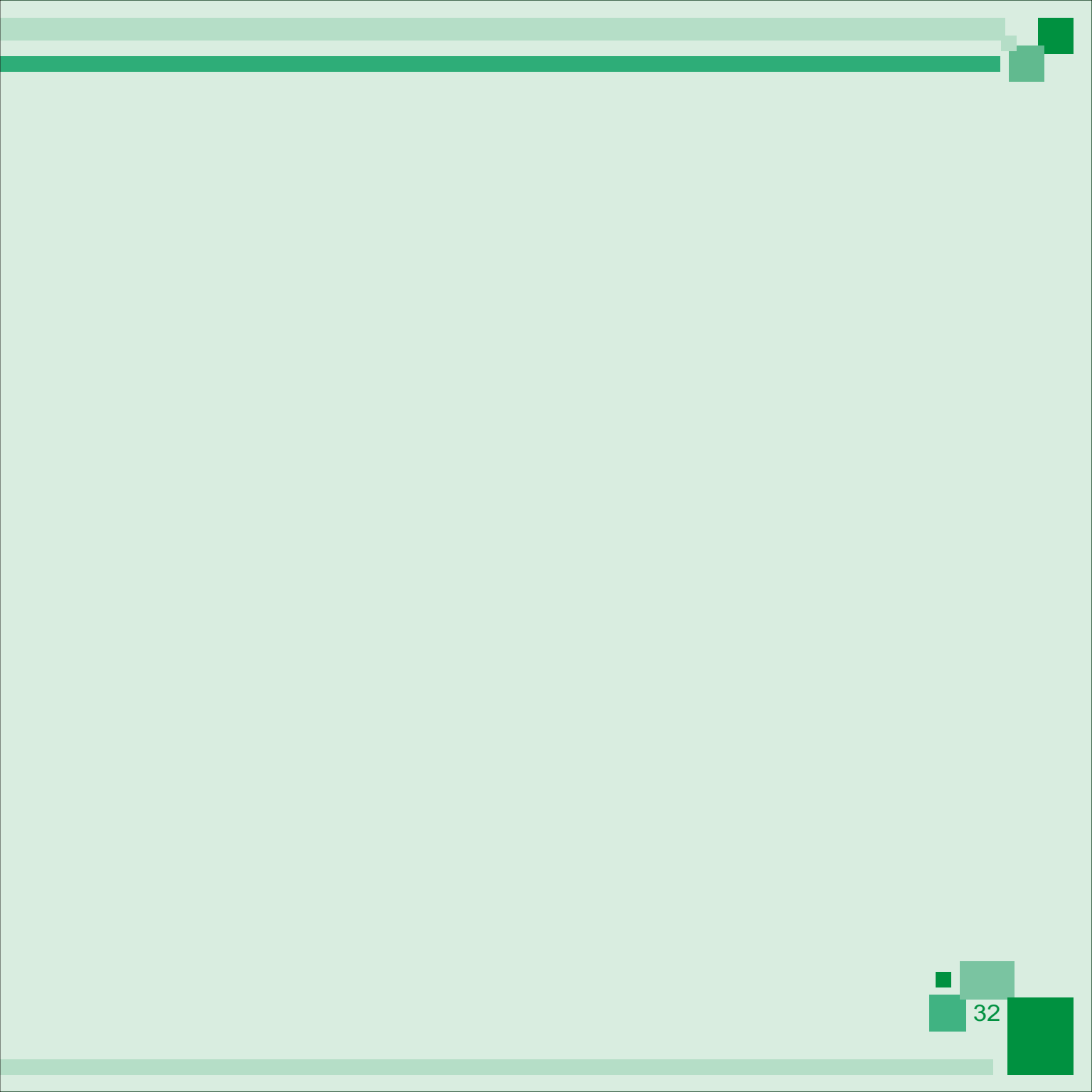




# Organizational Chart Of NA Secretariat



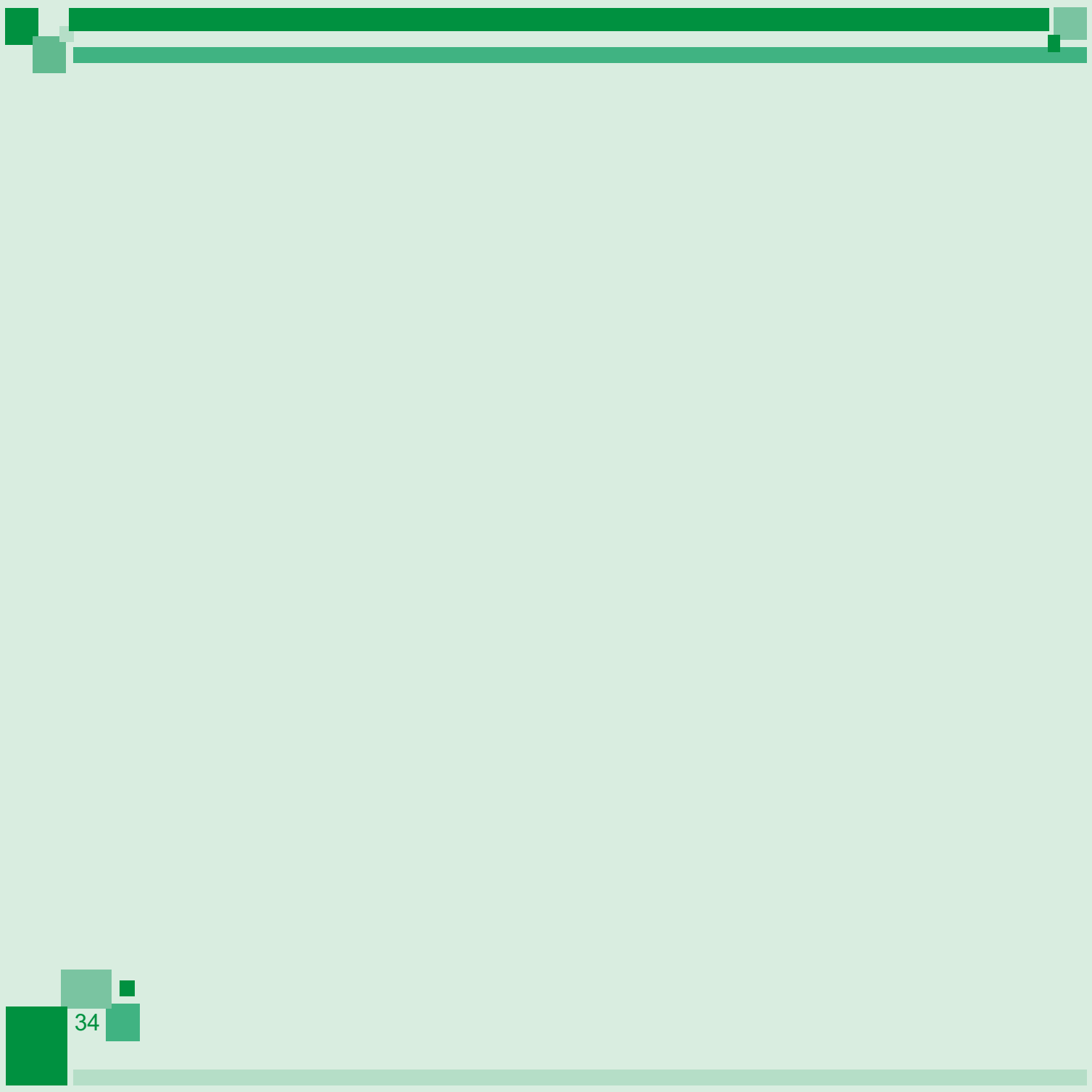






## *Chapter V*

### *The Secretary*



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### THE SECRETARY


In order to provide necessary support services to the Parliament, Article 87 of the Constitution provides for separate Secretariat for both Houses. The powers to regulate the recruitment and the conditions of persons appointed to the secretarial staff of either House vests in Majlis-e-Shoora (Parliament). According to clause (3) of the said Article, the Speaker and the Chairman Senate, as the case may be, is authorized to regulate the recruitment and conditions of service of their respective secretarial staff, with the approval of the President. In addition, Article 88 further provides for separate Finance Committees of the two Secretariats, by means of which, the finances and expenditure of the National Assembly and the Senate are to be controlled within the authorized appropriations. Accordingly, these committees consist of the Speaker or the Chairman, as the case may be, the Finance Minister and other such members as may be elected thereto by the two Houses respectively. The Finance Committee is also authorized to make rules for regulating its procedure.

#### Functional Head

The Secretary National Assembly is the functional head of the Assembly Secretariat. All communications, orders or reports authorized by the Speaker are issued under the signature of the Secretary. Similarly, all communications by MNAs, their questions, motions or resolutions are addressed to the Secretary. Under rule 286, he is also the ex-officio Secretary of all committees of the House. The Secretary has the custody of all records, documents, including the original documents notified in the Gazette, and papers belonging to the Assembly or any of its Committees or the Secretariat of the Assembly. (Rule 283)

#### Role During Division

When the House takes a formal vote-a division-or if a member calls for a quorum to be formed, the Secretary operates the bells that summon members to the Chamber. After the voting process in accordance with rule 276(5) and as described in the Fifth Schedule, has been completed in the division lobbies, the tellers present their division lists to the Secretary, who counts the votes



recorded thereon and then presents the total of the “Ayes” and “Noes” to the Speaker. The Speaker then announces the result. The division will not be at an end until the result is so announced.

## **Advisor On Procedural Issues**

One of the most important functions of the Secretary is to provide advice to the Chair and to members on the operation of proceedings. Each day before the House meets, the Secretary examines the business scheduled for the sitting and briefs the Speaker on any procedural issues, which may occur. While sitting at the Table, the Secretary must always keep an ear to the debate as he may be called upon to give immediate advice to the Chair or others in relation to a procedural or technical matter suddenly arising.

Outside the Chamber, the Secretary is available at any time to advise the Speaker and members on the interpretation of the House rules, parliamentary practice and precedent, and the requirements of the Constitution and the law affecting the Parliament and the House. The Secretary must have extensive knowledge and experience in these areas.

## **Administrative Role**

As far as the administrative role of the Secretary, he administers the Assembly Secretariat under the oversight of the Speaker in the same way as the secretaries of the ministries of the Federal Government administer their respective Ministry under a Minister.

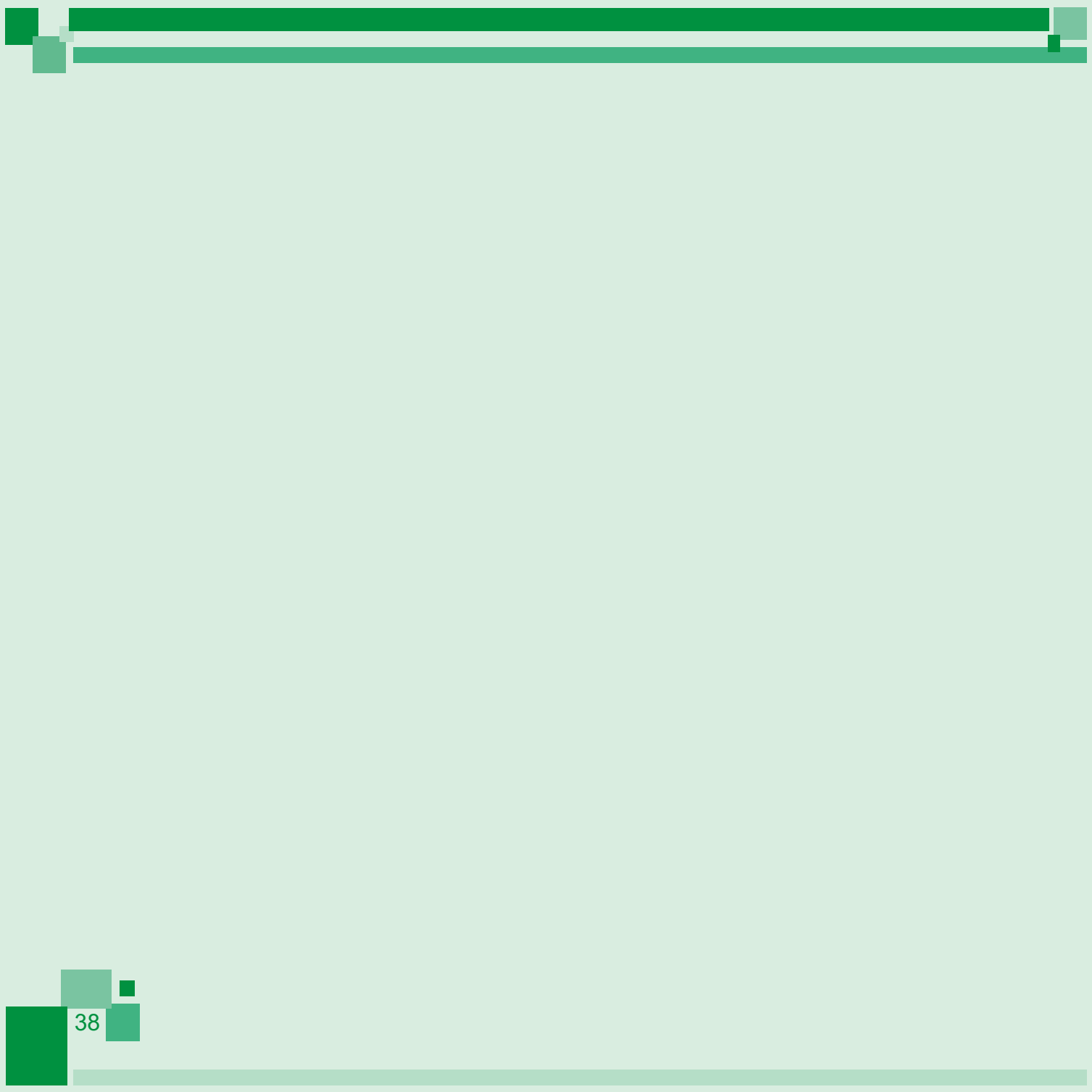
The Assembly Secretariat can broadly be divided into four broad wings, viz (i) Legislation, (ii) Committees, (iii) Administration, and (iv) Public Relations and International Relations, on the basis of their functions and duties. Each Wing of the Assembly is headed by a senior officer, who work under the Secretary's guidance. The Wings have branches, manned by qualified officers and staff, to discharge the duties and assigned roles under the overall supervision of the senior officer in-charge of their respective Wing.



## *Chapter VI*

### *Legislation Wing*





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### LEGISLATION WING

Legislation Wing focuses on processing Legislative work, including work connected with the summoning and prorogation of the Assembly, allotment of days for various categories of Business and issuance of the Orders of the Day; work related to legislation, including government and private members' Bills and maintenance of the Bills Register; resolutions, amendments; framing of Rules of Procedure and responding to questions arising out of the Rules; papers laid on the Table of the House, intimation regarding the arrest and detention of members; matters relating to the election, bye-election, disqualification or resignation of MNAs; compilation of Journal of House proceedings; and preparation of summary of Business transacted in each session of the Assembly.

The Legislation Wing is invariably headed by one of the senior most and experienced officers of the Assembly Secretariat, who is usually an Additional Secretary and some times, as at present, a Special Secretary in rank and status. The Special Secretary can be contacted on telephone number 9203984.

The chief of the Legislation Wing sits at the Table of the House on Secretary's right while one of his subordinate officers-a Joint/Deputy Secretary-sits at Secretary's left. Like the Secretary, he provides advice to members on the operation of the proceedings. He also keeps a detailed record of proceedings which, along with the record kept by the Secretary, form the basis of the official minutes of the House-the Votes/Division and Proceedings. It is also one of his jobs to operate the clocks which time members' speeches, and to measure the length of time for which the bells are rung for divisions and quorums.

The Legislation Wing has a number of branches for providing quality support to the Assembly and its committees. These branches include: Legislation Branch, Question Branch, Motion Branch, Notice Office, Reporters Cell, Editing Branch, Translation Branch and SIS Cell.

#### Legislation Branch

As a Legislative Organ of the State, the primary function of the Parliament is to deal with the passage of all categories of Bills, ranging from Constitutional amendment Bills to Money Bills as

well as other government Bills and the private members Bills. The Legislation Branch of the Assembly deals with all matters relating to such Bills starting from their receipt and examination to the consideration and passage by the respective House and the final assent by the President. The main functions of this Branch are to:

- Make arrangements for the conduct of elections to the office of Speaker and Deputy Speaker.
- Make arrangements for the oath-taking of members.
- Make arrangements for ascertainment for the office of the Prime Minister.
- Handle matters connected with the summoning, adjournment and prorogation of Assembly, allotment of days for various categories of business, and compilation of the Orders of the Day.
- Undertake work related to legislation, including Government and Private Members' Bills and to maintain Bills Register; resolutions; cut motions; amendments; and the Budget (including demands for grants, supplementary and excess grants).
- Handle work pertaining to the summoning, conduct and prorogation of the joint sittings of the Parliament and the President's address to both the Houses assembled together.
- Make documents available to members during Assembly sittings.
- Provide professional support to MNAs in legislative activity.
- Frame the Rules of Procedure and responding to questions arising out of the Rules.
- Prepare lists of members, province and party affiliations-wise.
- Handle work pertaining to intimation regarding arrest and detention of a member.
- Deal with matters relating to the election, bye-election, disqualification, or resignation of members.
- Prepare journal of the daily proceedings of the House.

- Prepare summary of business transacted in each session of the Assembly.

## Notice Office

It acts as a liaison or bridge between the members and the Assembly Secretariat, performing the following main functions:

- Receiving notices from members in respect of Bills, Calling Attentions, Questions, Motions, Resolutions and Amendment Bills etc.
- Work related to the 'Division' in the House.
- Seating arrangements in the House.
- Maintenance of attendance register of members; and grant of leave under the Rules of Procedure.
- Preparation of summary of attendance on the prorogation of each session.
- Printing various forms of notices under the Rules of Procedure.
- Printing name cards of members.

## Question Branch

Questions provide an effective monitoring tool to the members for discussing the propriety of the measures of the Executive Organ of the State. In view of their importance, the first hour of every sitting of the National Assembly, except on private members day (Tuesday), is devoted to asking and answering of questions. This Branch caters for Starred, Unstarred and Short Notice questions asked by MNAs and its main responsibilities include:

- All work related to the processing of questions, including notices of their receipt and admission to the Ministries concerned.
- Allotment of days to Ministries/Divisions for answering questions during Question Hour.

- Regulating the number of questions to be answered and to determine their order for putting on the List of Questions.
- Arranging printing of Questions and their placement on the Table of the House.
- Maintaining record of Questions asked and answered as well as a progressive statement.
- Handling complaints from members about alleged incorrect replies to questions.
- Keeping a track of promised replies.

## **Motion Branch**

This Branch deals with the Adjournment Motions, Privilege Motions, Motions under rule 275 and “Calling Attention Notices” given by the members. The main responsibilities of this Branch are to:


- Receive notices regarding questions of privilege, examine their admissibility and bring them up to the House for its consideration.
- Examine notices for Adjournment Motions and if admitted by the Speaker with the leave of the House, bring them up for two hours discussion in the House.
- Receive notices for Motions that any policy, situation, statement or any other matter may be taken into consideration and processed for discussion in the House.
- Process the Calling Attention Notices received with the prior permission of the Speaker.

## **Reporters Cell**

It records and transcribes the proceedings of each sitting of the Assembly and brings out the official verbatim record of the proceedings. It also records proceedings of the committees, as and when required, as another prime area of its responsibility.

## **Editing Branch**

It edits the debates of the House for final printing. It also prepares an index/catalogue of those



debates.

## **Translation Branch**

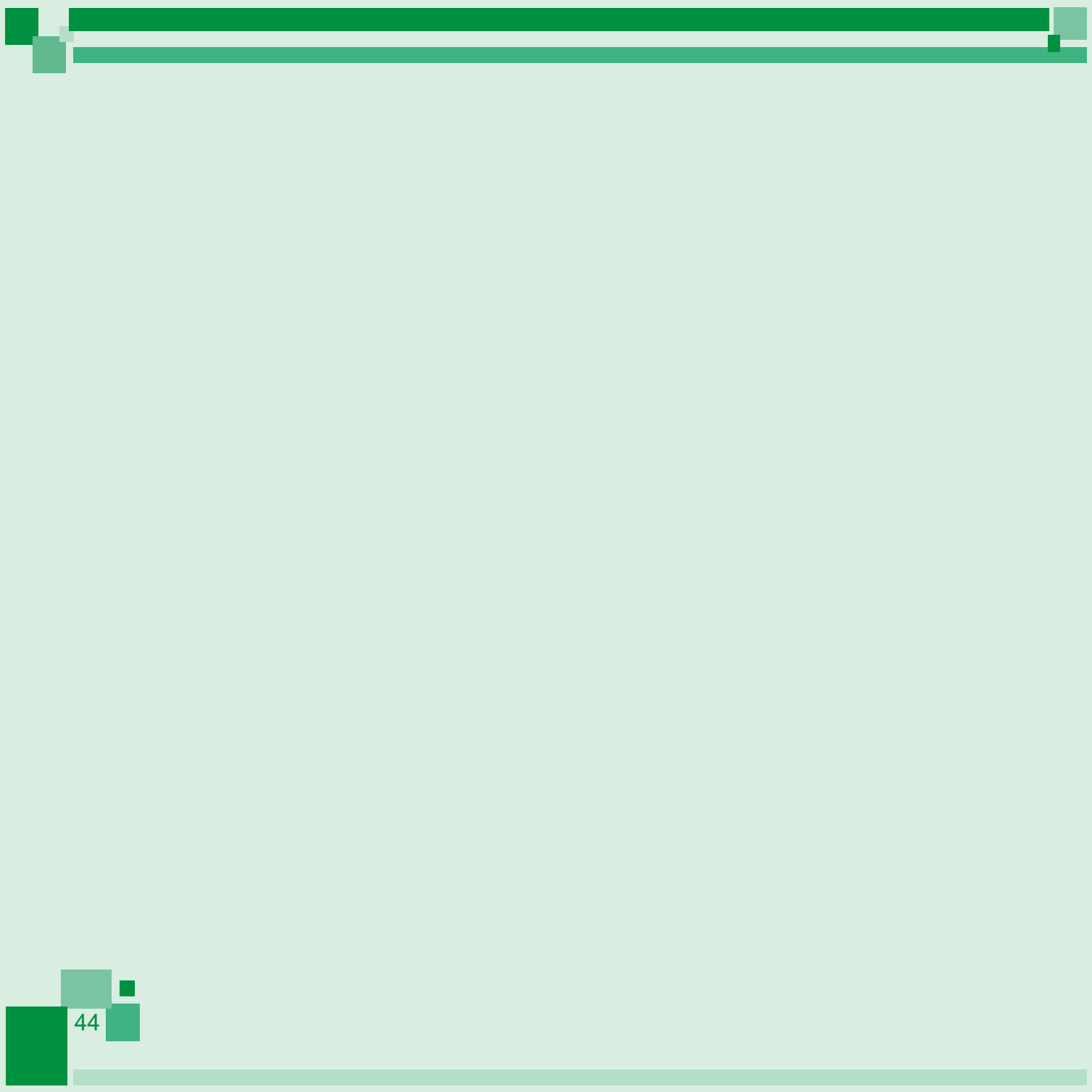
It handles all translation jobs pertaining to the business of the House and the Secretariat. These include Orders of the Day, Questions and their Replies, Resolutions, Adjournment Motions, Privilege Motions, Calling Attention Notices, Motions Under rule 275, admitted lists of questions, allocation of days and reports of the Assembly Committees. The documents are translated from Urdu into English and vice versa.

## **Interpretation Cell**

Simultaneous interpretation of the proceedings of the House from Urdu into English and English into Urdu language is the main responsibility of this Cell. It also assists in interpretation from English to Urdu and vice versa, when required during Committee meetings or visits of foreign delegations.

## **Printing Branch**

The Branch makes arrangements for the entire printing assignments in the Assembly Secretariat. This includes printing of Assembly debates, Bills, Ordinances, reports of the Committees and other materials. Printed materials are provided to MNAs and other concerned individuals and Institutions.

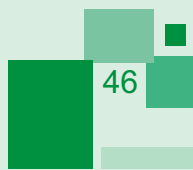
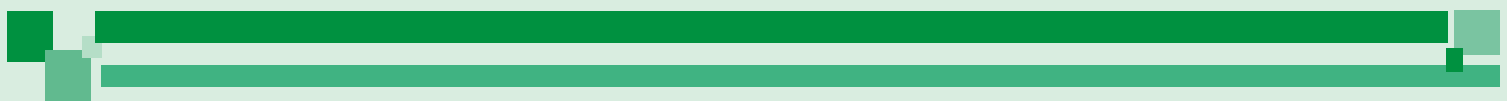




## *Chapter VII*

### *Committee Wing*





### COMMITTEE WING


In addition to examining the legislation referred to them, the Standing Committees of the House play an important role in monitoring and overseeing the working of the relevant Ministries of the Government. In the parliamentary democracies, the Committees are regarded as eyes, ears, hands and even brain of the Parliament. The National Assembly Rules of Procedure contain special provisions empowering the committees to examine the expenditures, administration, delegated legislations, public petitions and policies of the Ministry concerned and its associated public bodies.

In addition to two non-Departmental Standing Committees, viz Standing Committee on Public Accounts and Standing Committee on Government Assurances; and three Domestic Committees, namely Committee on Rules of Procedure and Privileges, House and Library Committee and Business Advisory Committee; rule 198 provides for a Standing Committee of the Assembly for each Ministry of the Government. At present, there are 34 Standing Committees corresponding to Federal Ministries and Divisions.

All the 39 Standing Committees are permanent responsibility committees and, under rule 200, their members are required to be elected by the Assembly within thirty days after the ascertainment of the Leader of the House.

In addition to Standing Committees, the Assembly can constitute, in accordance with the provisions of rule 244, Select Committees on Bills and Special Committees to carry out functions specified in the motion.

To provide necessary support services to the Committees, there exists in the Assembly Secretariat a Committee Wing, which is headed by an Additional Secretary. Two Joint Secretaries and a couple of other officers assist the Additional Secretary in carrying out the multifarious assignments



pertaining to this wing. The Additional Secretary can be contacted on telephone number 9206542.

## Prime Responsibilities

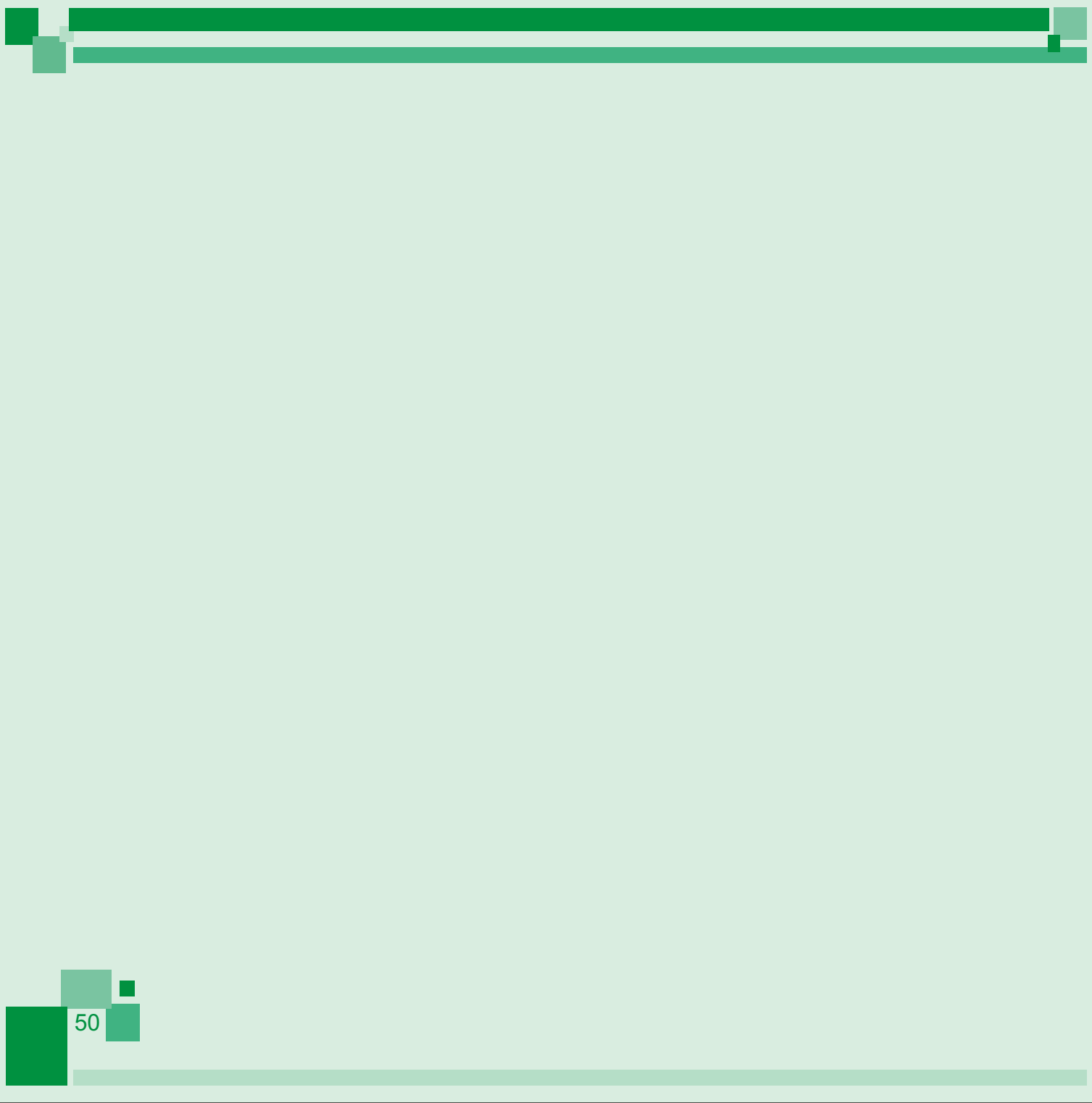
Prime responsibilities of this wing include:

- Work concerning the nomination and election of members to the Standing and other committees after the Assembly has been duly constituted.
- Work pertaining to the election of the Committee Chairmen after constitution of new committees.
- Work pertaining to the convening of Committee meetings and maintaining records of the proceedings of each meeting.
- Work connected with the Standing, Special, and Select Committees with regard to any matter referred to them by the Assembly or Speaker or taken-up by a Committee suo moto on a subject or matter regarding the Ministry with which the Committee is concerned.
- Secretarial support for meetings held by various committees, including correspondence with members and Ministries, arranging for the presentation and circulation of reports and follow-up action on the recommendations of the Committee.
- Summoning witnesses, if desired by a committee.



## *Chapter VIII*

### *Administration Wing*



### ADMINISTRATION WING

The Administration Wing is one of the vital wings of the Assembly Secretariat. In addition to general administration of the Parliament House, it deals with matters related to members and staff, supporting the House with activities ranging from implementation of policies and procedures to hiring, promotion, training of staff, monitoring and payouts of salary, benefits and perquisites to members and staff across the Parliament. The spectrum of its activities range from sophisticated and strategic involvement in financial expenditure, policy matters relating to the status and re-organization of the Assembly Secretariat to very routine matters such as supply of stationery, allotment of official residential accommodation to Speaker, Deputy Speaker, officers and staff of the Assembly Secretariat, managing security aspects of staff, members and VIPs.

Normally, an Additional Secretary heads the Administration Wing, who can be contacted on telephone number 9201781. Some of the main responsibilities of this wing are:

- All matters related to administration of the Assembly Secretariat and internal security arrangements.
- Arrangements for holding Assembly sessions and meetings of committees.
- Maintenance of Parliament House through CDA.
- Construction/maintenance of the Parliamentary Lodges through CDA.

It has a number of branches to accomplish the multifarious jobs. The main functions of some its branches are given below.

#### Service Branch

The main functions of this branch include:

- Allotment of accommodation to members in Parliamentary Lodges and Government

Hostel.

- Installation of telephones at the residence of members.
- Providing approved car plates bearing the letters “MNA” to members on payment.
- Medical facilities for members and reimbursement of their medical claims.
- Issuance of identity cards and airport entry cards to members.
- Printing and supply of travel vouchers to members.
- Holding coordinated conferences in connection with the arrangements for the Assembly sessions.
- Ensuring proper security arrangements in the Parliament House and purchasing of security equipment.
- Work pertaining to the opening of temporary reservation counters of PIA/Railways in the Parliament House (Ground Floor) during sessions.
- Catering arrangements for members during session and committee meetings.
- Preparation of lists showing local and permanent postal address of members.
- Printing and issuing passes for various galleries.
- Printing and sale of stationery (pads/envelopes) to members.
- Correspondence with the concerned Ministry/Division regarding issue of arms licenses, invitation cards to the Pakistan Day Parade, and other miscellaneous matters relating to members.

## Security Branch

Security is a sensitive issue in the context of Parliament and requires vigilance and spur of the moment decisions in line with the situation. The Assembly Security Cell operates under the

supervision of Sergeant-at-Arms, who is assisted by a Deputy Sergeant-at-Arms, Security Assistants and Junior Security Assistants, including women. Some of the key functions of this Cell are:

- To escort the Speaker from his office to the Assembly Hall and back during sessions.
- To maintain security at all gates and entry points to the Parliament House Complex.
- To ensure security of VIPs while they are in the Assembly Hall with the active assistance from and coordination with the Police Special Branch.
- To keep a watch on the visitors' galleries.
- To keep a watch on the Committee Rooms during meetings.
- To streamline the movement of visitors during the Assembly sessions.
- To restore order in the Hall, when ordered by the Speaker.
- To perform technical sweeping of Chambers with the assistance of other concerned agencies.

## **Members Service Centre**

The main responsibilities of the Members of the National Assembly Service Centre are to:

- Provide secretarial support/facilities to the members.
- Provide local telephone call facility to members.
- Provide photocopy facilities to the members.
- Maintain computer facilities for the members.

## **Budget & Accounts Branch**

Among other matters, this branch is responsible for:



- Arrangements for payment of monthly salaries and regular allowances as well as TA/DA bills of MNAs.
- Preparation of budget estimates with respect to MNAs, Speaker, Deputy Speaker, their staff, and the staff of the Secretariat.
- Preparation of agenda and holding meetings of the Finance Committee of the Assembly and handling all related matters, including follow-up action.
- Internal audit of the National Assembly Secretariat.

### **Cash and Accounts Branch**

It deals with the fixation of pay of non-gazetted staff and maintains the Cash Book and the Cheque Register. Some of its other major functions are:

- Preparation of pay and allowances bills in respect of the Speaker, Deputy Speaker, officers and staff of the National Assembly.
- Preparation of Session Allowance and Diet Charges bills in respect of the Assembly officers and staff.
- Preparation of budget estimates/revised statements relating to accounts dealt by this branch.

### **Establishment Branch:**

It deals with HR activities, including hiring, promotion, training, payroll, benefits and perquisites for the National Assembly staff. Some of its functions include:

- Determining policy with regard to the functioning of the Secretariat.
- Ensuring enforcement of Conduct and Discipline, Office Procedures, Rules of Business and secretarial instructions.
- Creation/abolition of posts and making rules for appointments against temporary or ad-hoc posts.

- Implementing decisions, directions, etc. of the Finance Committee.
- Appointments, postings and transfers of the staff.
- Maintenance of annual confidential reports.
- Training programmes within and outside Pakistan.
- Allocation of work among offices and sections.
- Maintaining leave record of the staff.

## Administration Branch

The Administration branch looks after the day-to-day office management requirements and provides necessary logistical support to officers and branches. It also deals with the payment of telephone bills and other contingent expenditure.

## Transport Cell

It is responsible for the purchase, maintenance and repair of all vehicles and providing transport for the official meetings etc. to the members and staff. Some of the main responsibilities of the Transport Cell are:

- Acquisition and maintenance of transport.
- Provision of transport, when necessary, to MNAs and officials of the Secretariat.
- Maintenance of petrol accounts/calculation of monthly average of POL consumption, vehicle-wise.
- Maintenance of vehicle log books.
- Assignment of duties to the Assembly drivers.

### Receipt & Issue Branch

The duties of this branch include:

- Receipt, distribution and dispatch of mail.
- Maintaining a diary of incoming/outgoing mail.
- Providing general information about the Assembly, its members and the Secretariat.
- Maintaining list of addresses of officers and staff.
- Maintaining record of telegrams officially sent by the Assembly Secretariat.
- Carrying out cyclostyling of documents.
- This branch is open even after office hours till late in the night

### Estate Branch

The main responsibilities of this branch are:

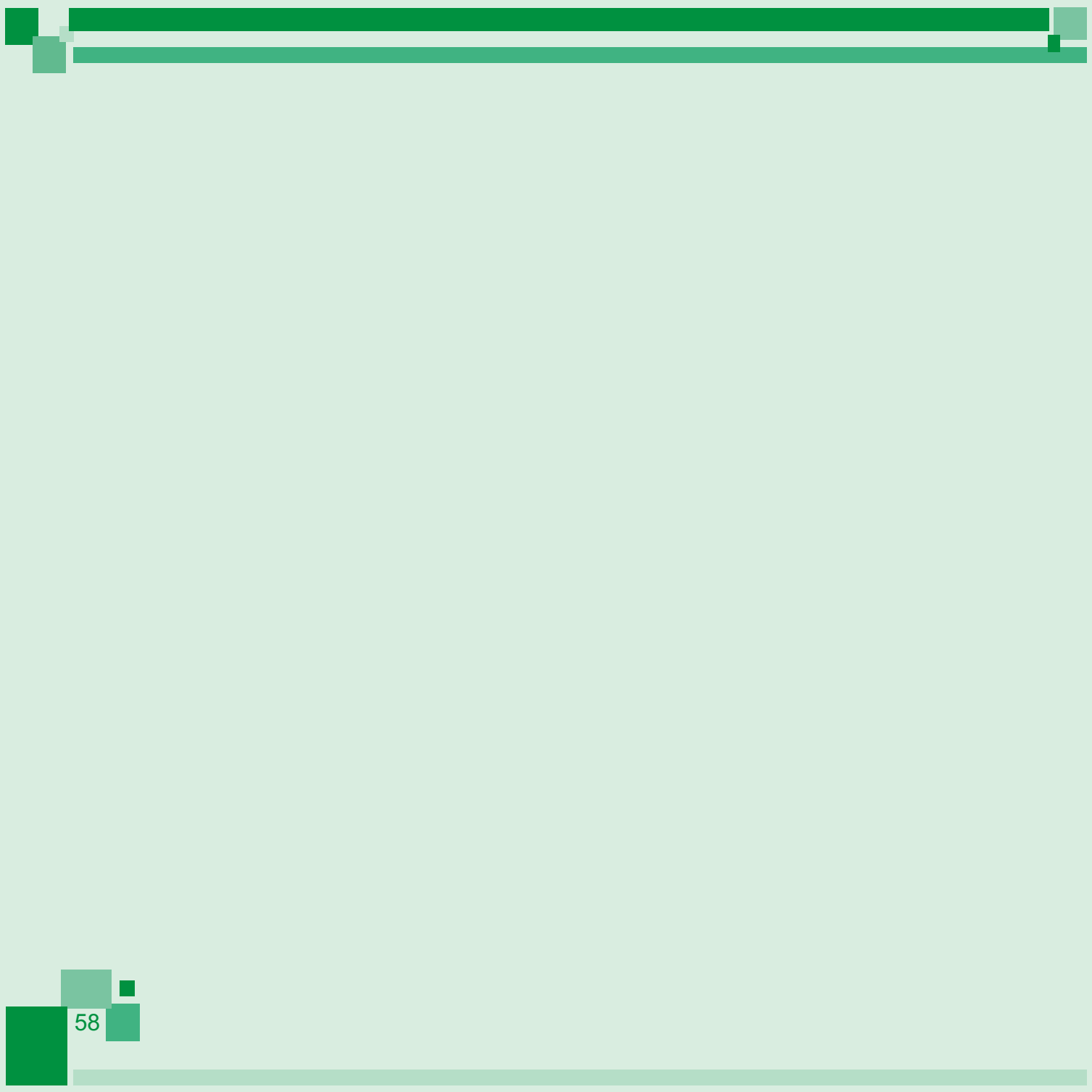
- Hiring of residential accommodation for the Assembly employees.
- Hiring of office space for the National Assembly, if required.
- Matters connected with the allotment of government accommodation to the employees of the Assembly Secretariat.

Making payment to the owners of hired residential/office accommodation.



## *Chapter IX*

### *Library, Research & Automation*



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# LIBRARY, RESEARCH & AUTOMATION

## Library

Members often need written material on various subjects in connection with the business of the Assembly and its Committees. To meet this need, the Assembly has a modest library, adequately equipped to deal with the requirements of a parliament of a modern state. The Deputy Speaker is the Chairman of the House and Library Committee and he presides over the affairs pertaining to the library.

The Assembly library has a collection of some 80,000 volumes of books, debates of the National Assembly of Pakistan and foreign parliaments, reports of the Federal Government and the United Nations, Gazettes of Pakistan and other documents, including periodicals and publications brought out by the Assembly Secretariat and/or Ministries of the Government of Pakistan. The library collection covers various subjects, including Law, Constitution, Parliamentary Practice and Procedure, Legislation, Islam, Political Science, Economics, International Affairs, Philosophy, History, Agriculture, Education, Biography, etc.

The Assembly debates are available in microfilm form as well. The debates of foreign parliaments which are available in the library, include:

1. The British House of Commons (in microprint) from 1066 onwards
2. The Indian Legislative Assembly from 1921 to 1947
3. The (Indian) Council of State from 1921 to 1946
4. The Indian Lok Sabha from 1947 to 1976
5. The Indian Rajiya Sabha from 1947 to 1976
6. The US House of Representatives (in microfiche) from 1985 onwards
7. The US Senate (in microfiche) from 1985 onwards

The library subscribes to 125 national and foreign newspapers and journals, on a regular basis, for use by the members. During session days, sets of newspapers are also provided in the Members' Service Centres and the lobbies.

The library provides bibliographical aid and reference service to members during sittings of the House and in the Committee meetings. However, reference books, newspapers and magazines can be used only within the premises.

The library has a large collection of old debates, magazines, reports and other rare publications, which are required for reference purposes over a long period of time. In order to preserve these treasure troves, a Microfilm Unit has been set up. The Assembly Debates and important news reports are regularly microfilmed and can be viewed by members on the Microfilm Reader.

In addition to a computer-based retrieval system called CD-LAMP, the library has five personal computers, with terminals, and a printer for storage and retrieval of data. The telephone number of the Assembly Library is 9205626.

## RESEARCH & INFORMATION SERVICE

The Research Cell undertakes research on subjects to be discussed or under discussion in the Assembly and its committees. The Cell has academically qualified and experienced Research Officers, who undertake substantive non-partisan analytical research to:

- a) Prepare background papers, position papers and briefing papers on various issues of relevance in the legislative process.
- b) Cater to the information requirements of members arising from items on the Orders of the Day and/or the agenda of Committee meetings.
- c) Undertake in-depth analysis of issues, using print media and electronic information sources.
- d) Provide assistance to legislators in the preparation of papers to be read by them at seminars and conferences, like IPU, CPA, SAARC, etc.
- e) Make legislative histories of Bills laid before the House, as and when required.
- f) Monitor newspapers and journals to maintain database for research work.
- g) Monitor news sources and reports of parliamentary debates in order to identify the

emerging political issues.

The telephone numbers of the Research Cell are 9203253 and 9208160.

## AUTOMATION CENTRE

Cognizant of rapid developments in communication technologies, the Assembly Secretariat made a modest but sustained effort to harness the advantages of automation for discharging its obligations, in particular those related to the House. These efforts materialized in 1989 with the establishment of an “Automation Center” and installation of Micro VAX-II system. In 1992, Local Area Network (LAN) was installed with 70 workstations and different software were designed to computerize the House debates and their timely printing. These software included: Library Management System, Question Management System and a bilingual (Urdu and English) software.

In the secretariat's modernization process, the Automation Centre has played a pivotal role by making it possible to produce House debates efficiently. To meet the requirements of an effective and efficient legislative body, Library and other branches of the Secretariat have been computerized. Vital information relating to legislation, budget and finance, library and research and other related subjects has been transferred on-line for easy and timely access. Internet and e-mail facility has been established, and Assembly's Web Page ([www.na.gov.pk](http://www.na.gov.pk)) has also been put on the Internet. The Assembly's e-mail address is: [assembly@na.gov.pk](mailto:assembly@na.gov.pk)

A democratic disposition, these days, implies meaningful participation by people's representatives in legislation and other activities of the legislative bodies to give a concrete shape to the sentiments of the electorate. This can be possible only when full information, in shortest possible time, on issues/subjects under discussion in the House or its Committees, is made available to members, enabling them to actively contribute and participate in the proceedings of the House and its Committees.

## New Information System

With this end in view, the Secretariat has developed a new information system of the Assembly. Called “E-Enablement of Majlis-e-Shoora,” through this system, the Assembly has been made interactively available to the citizens and institutions, both within and outside Pakistan, aimed at encouraging their participation in the Parliament's business. This form of participation enables the citizens to interact directly with the legislative institution from any computer connected to the **World Wide Web**, and propose legislative initiatives, demands, views or suggestions.



Under this project, Local Area Network has been extended to every Office and Branch of the Secretariat with the installation of fiber optic and UTP cable and deployment of a state of the art equipment, including servers, core switch, managed switches and P-IV computers. The network has about 300 nodes in the Assembly Secretariat.

Further, different modules have been designed under this project. In addition to computerization of all types of Motions, whether Adjournment Motions or Questions of Privilege or Calling Attention Notices or Motions under rule 283, the newly designed modules also include: Bill Management System for tracking and keeping record of all types of Bills and constitutional amendments passed by the National Assembly and/or the Parliament, Resolution Management System, Rulings of the Chair, Library Management System with facility of e-library for online access of books and data, Question Management System, Members Biography, Members Salary and TA/DA and a Module called Committee Management System.

Presently, the Automation Center is engaged in replacing the existing Bilingual software with a new one based on windows. The new system will have the facility to index the House debates, aimed at making them available for public access on the website. Under this project, the website of the National Assembly will be upgraded and made available for the public access, once all modules become fully functional. The Centre is also working on the video streaming of the House debates with a view to making them available on the new website when the up-gradation of video equipment is completed.

## **Assembly's Website**

Other salient features of the Assembly's information system include: Development of a website and its linkage with the websites of Provincial Assemblies, other Parliaments, Federal Ministries, Commissions and official data-bases network. This has facilitated exchange of information not only from the public sector, but also from libraries, research centres and news media organizations through out the country. Dedicated links are being established with the Senate and Provincial Assemblies for the speedier exchange of information, documents etc.

## **Major Functions**

Some of the major functions of the Automation Centre are to:

- Analyze, design, develop and implement new software for different branches of the

### Assembly Secretariat.

- Design, develop and implement the network infrastructure.
- Maintain the local area network of computers.
- Advise management on the information technology and computer security.
- Maintain an inventory of computer hardware and software.
- Support in the capacity of network administrator.
- Provide database administration and support it.
- Maintain backup of data stored on the servers.
- Provide training to the interested members and secretariat staff in use of computers, data processing, local area network and different software.
- Provide the facility of bilingual (Urdu and English) software for the creation, composing and printing of House debates to the users.
- Maintain the National Assembly website.
- Provide Internet facility to different users in the Assembly Secretariat and ensure its smooth running.
- Technical control of the close circuit TV system installed in the Assembly Hall for video recording of the House debates.
- Provide video records of speeches made by the members, after Speaker's approval.
- Select and procure new hardware and software.
- Take preventive measures against the virus attacks and provide guidance to the users on how to avoid such attacks.

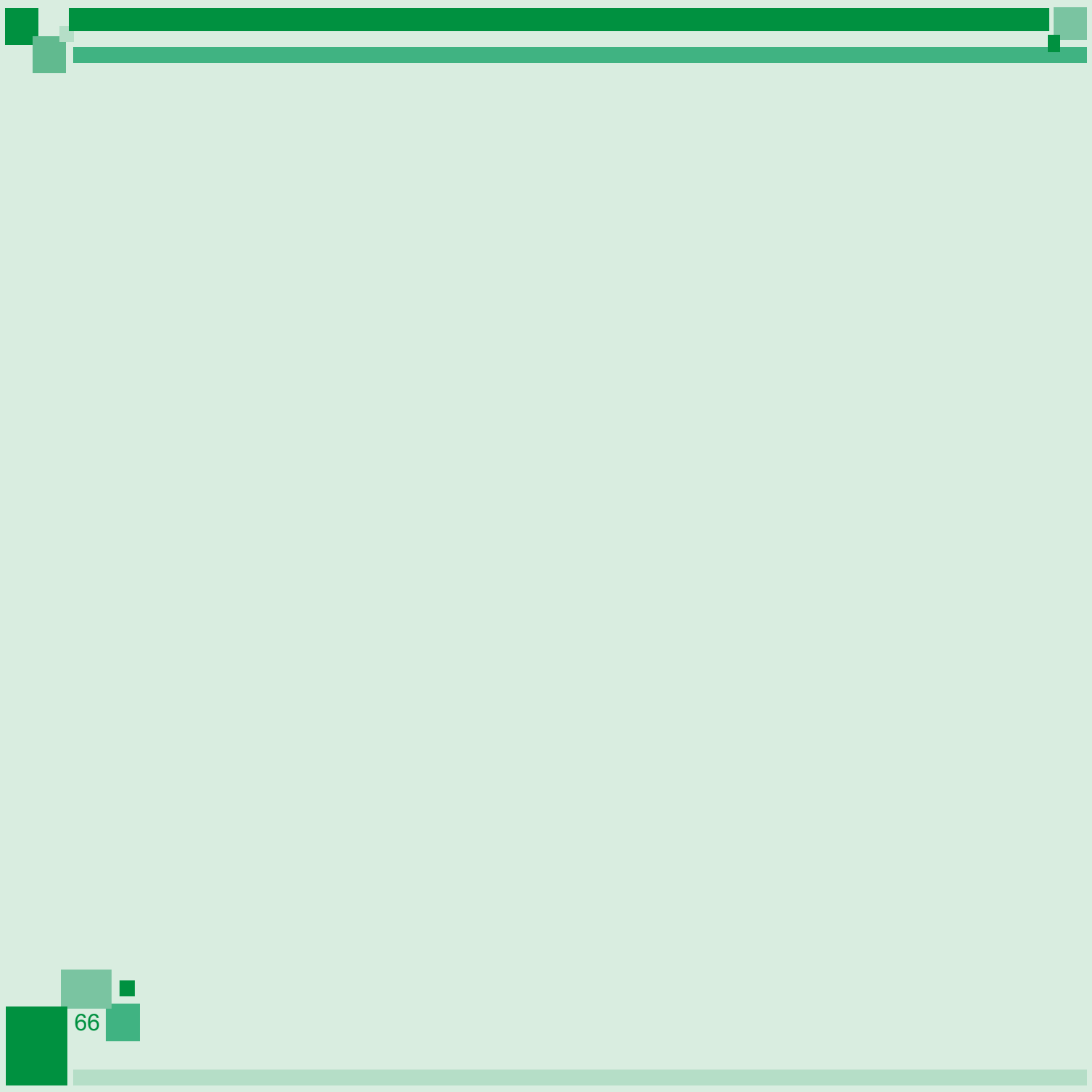
- Coordinate IT activities with the Ministry of IT and all the parliamentary institutions of Pakistan.

The Telephone number of the Automation Centre is 9222971.



## *Chapter X*

## *Public Relations*



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## **PUBLIC RELATIONS**

The Public Relations (PR) Directorate General of the National Assembly Secretariat has been, over the years, projecting the Assembly as a legislative body and an apex institution of public representative symbolizing the will of the people of Pakistan and the sovereignty of the country. With this objective in view, the PR Wing constantly remains in touch with the Parliamentary correspondents representing both the electronic and print media. It provides them professional assistance/facilities with a view to ensure a fair and balanced projection of the proceedings of the House and its Committees. The facilities provided to the media representatives, during the session of the House, include supply of parliamentary papers, copies of the Orders of the Day, committee reports, questions and their replies as well as other papers laid on the Table of the House.

### **Other Major Activities**

Its other major activities include:

- a) Projection/publicity of the business transacted by the Assembly during its sittings.
- b) Projecting meetings of the Council of Chairmen, Public Accounts Committee and other Committees of the Parliament and also events of national importance relating to the Parliament.
- c) Arranging appropriate coverage of the activities of the Speaker and Deputy Speaker.
- d) Constantly monitoring the Press with a view to providing a prompt and comprehensive feedback to the honourable Speaker, Deputy Speaker and the Secretariat.
- e) Preparation of photo albums pertaining to visits of parliamentary delegations to Pakistan for their presentation by the Speaker or the Deputy Speaker or the Secretary-General, as the case may be, to the delegates as souvenir.
- f) To issue policy statements, contradictions etc; as and when required.

The telephone number of the Public Relations Directorate General is 9201780.


## Media Directorate

- This function is responsible for monitoring the press and public opinion with a view to provide prompt and comprehensive feedback to the leaders of the Parliament and the Assembly Secretariat.
- Media projection of the Speaker/Deputy Speaker through issuance of press releases of their meetings with dignitaries and courtesy calls on them, parliamentary visits and banquets held in honour of the visiting dignitaries within and outside the Parliament House and within and outside the country as well.
- Ensuring media coverage for the committees of the Parliament and issuing press releases highlighting the issues and problems discussed in meetings of those committees.
- Handling of speeches for the Speaker and Deputy Speaker.

## Protocol Services

Protocol is another prime area of the responsibilities of the PR Directorate General. The main responsibilities of its Protocol Cell include:

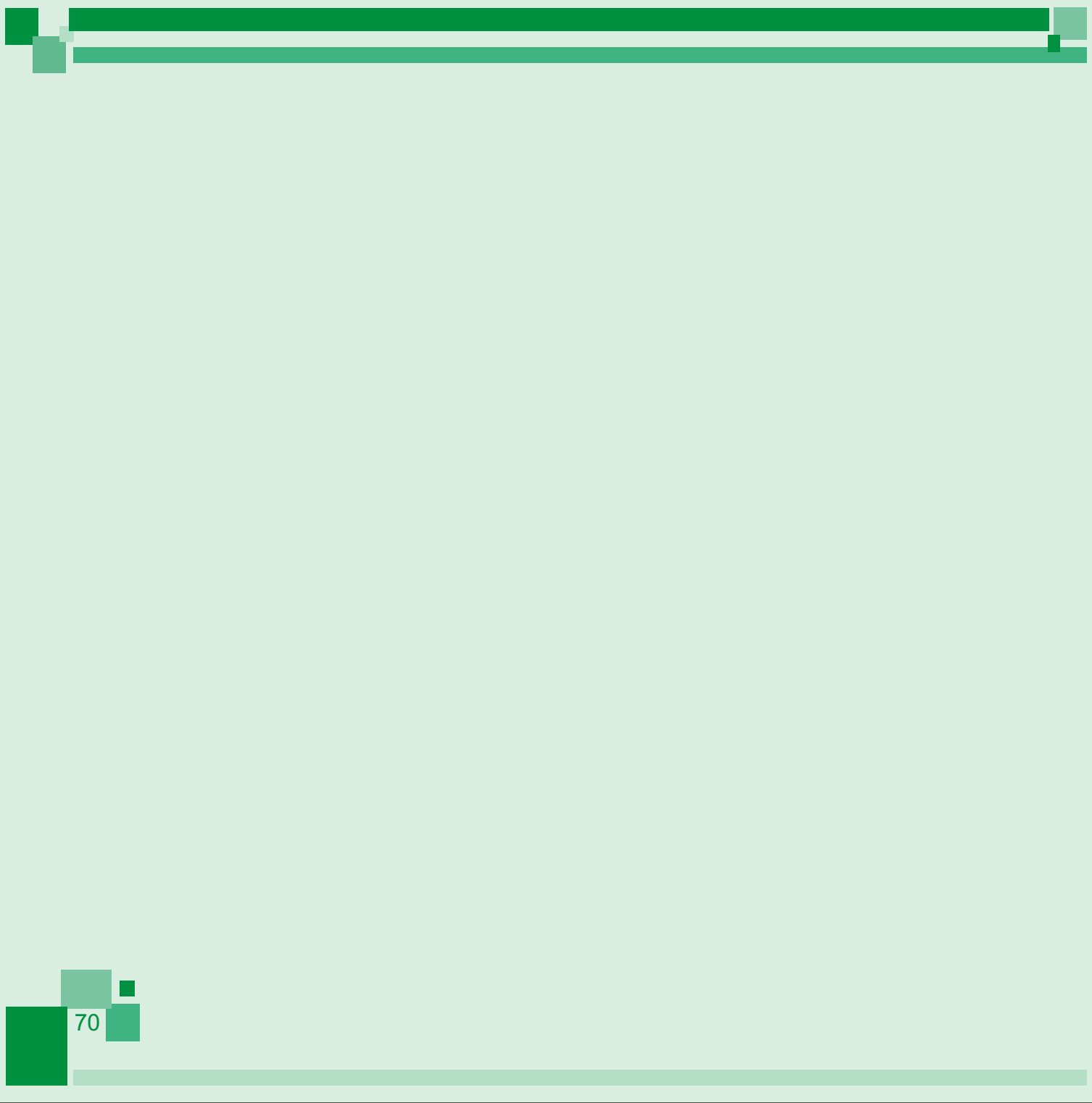
- Preparation of official passports for the Speaker, Deputy Speaker, MNAs and their family members.
- Getting visas stamped on the passports of the Speaker, Deputy Speaker and members for different countries, including visa sticker for SARRC countries.
- Work connected with the preparation of passports of officers of the National Assembly Secretariat and getting visas stamped on their passports.
- All arrangements pertaining to the inaugural sessions of the Assembly and Joint Sitzings of both Houses.
- Organizing official visits abroad of parliamentary delegations, especially ensuring their quick check-in and check-out at the airports and hotels and liaison with the hosts while



accompanying parliamentary delegations.

- Extending usual protocol courtesies to national dignitaries visiting the Assembly and also the incoming/outgoing parliamentary delegations.
- Regular liaison with the diplomatic corps located at Islamabad and the Provincial capitals.
- Arrangements for official banquets, lunches and dinners;
- Conducting group visits to the Parliament House.

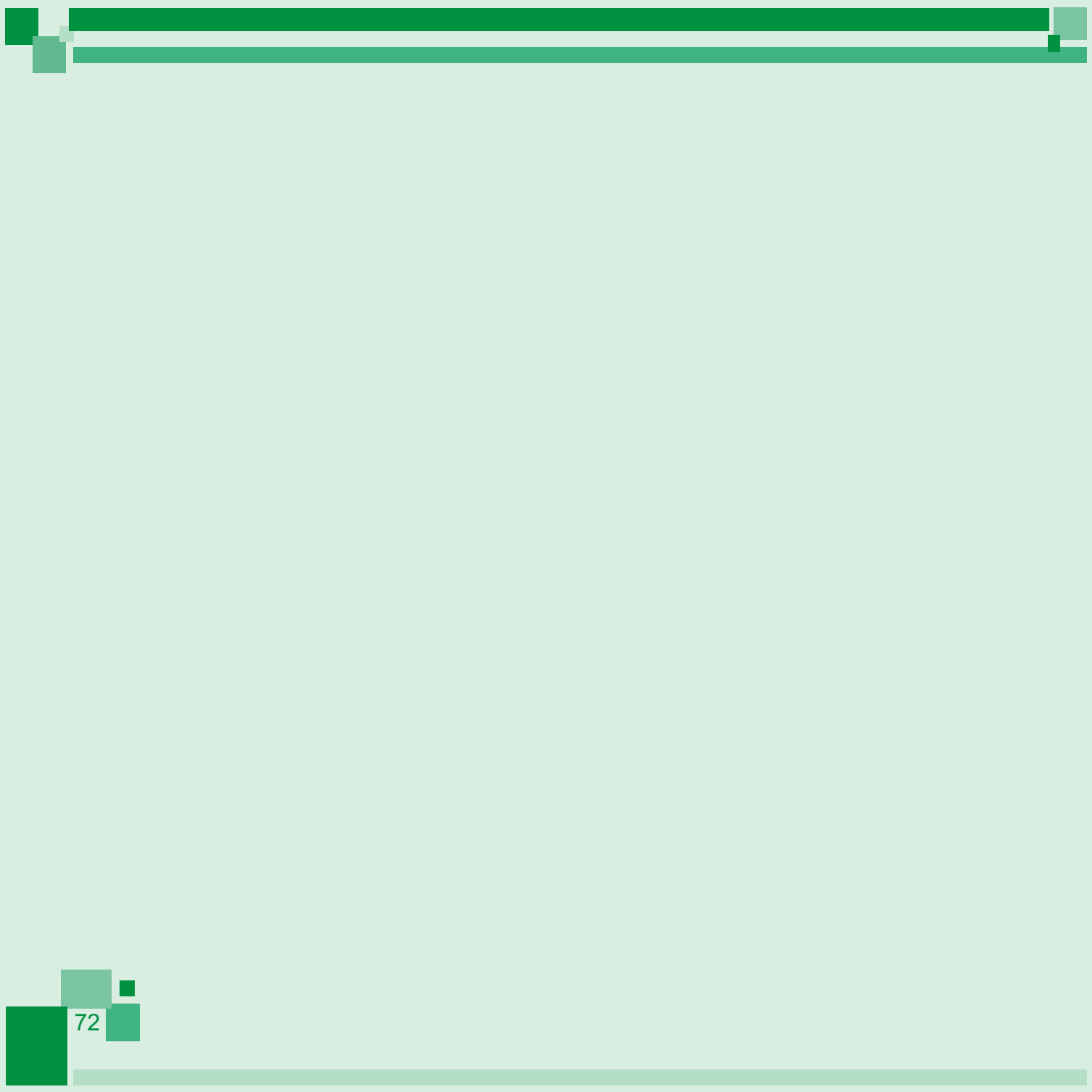






## *Chapter XI*

# *International Relations*



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## INTERNATIONAL RELATIONS

### Assembly's Role

A multitude of factors contribute to the shaping or in the implementation of the foreign policy of a country. Being a symbol of democracy, the Parliament occupies an important and pivotal role in terms of the foreign policy formation as well as for the achievement of the policy objectives of a nation. In the ancient times, diplomacy was considered to be the sole “domain of the princes,” hence the parliaments of those times played only a marginal role in this sphere of activity. But, the contemporary practices of democracy amply prove that the role of the people's representatives in the conduct of international affairs was no less significant than the executive. In the socialist countries, parliaments have been specifically laying down the principles of foreign policy and the governments had no option but to conform to them. In parliamentary democratic systems as the executive is accountable to the parliaments, the legislatures automatically assume importance and a forceful role in the formation and implementation of foreign policy.

In keeping with the traditions of parliamentary democracy, the National Assembly has continued to play an important role in projecting Pakistan's image as a stable and peace-loving democratic state. The National Assembly has also helped achieve one of the important objectives of Pakistan's foreign policy, that is, elucidation of the Kashmiris' right of self-determination and espousing the cause of the minorities under persecution in some countries of the world.

With this aim in view, the National Assembly endeavours to develop mutually beneficial relations with other parliaments of the world and promote and develop understanding with them through exchange of parliamentary delegations, setting-up of parliamentary friendship groups and participation in various parliamentary fora of international character for presenting Pakistan's point of view on various issues. The Assembly has established parliamentary friendship groups, on a reciprocal basis, with 44 parliaments of the world.

In the past, delegations from the Assembly undertook goodwill visits to Australia and almost all the important countries of Asia, Europe, Africa, Latin America and North America; while parliamentary delegations from a large number of foreign countries paid return visits to Pakistan. The real benefit

in arranging these visits is that the representatives can exchange their ideas freely in an informal manner, which helps in elaborating Pakistan's point of view on various issues of global, regional and bilateral significance.

### PARLIAMENTARY FRIENDSHIP GROUPS IN NATIONAL ASSEMBLY

S. No.	Country Name	S. No.	Country Name	S. No.	Country Name	S. No.	Country Name
1.	Algeria	12.	RO Korea	23.	Bhutan	34.	Philippines
2.	Australia	13.	DPR Korea	24.	Iraq	35.	Russian Federation
3.	Bangladesh	14.	Malaysia	25.	Jordan	36.	Saudi Arabia
4.	China	15.	Morocco	26.	Kuwait	37.	Senegal
5.	Egypt	16.	Romania	27.	Kyrgyzstan	38.	South Africa
6.	France	17.	Syria	28.	Lebanon	39.	Sudan
7.	Hungary	18.	Turkey	29.	Libya	40.	Sri Lanka
8.	Indonesia	19.	U.K.	30.	Mauritius	41.	Tajikistan
9.	Iran	20.	Kazakistan	31.	Maldives	42.	Tunisia
10.	Japan	21.	Azerbaijan	32.	Nepal	43.	United Arab Emirates
11.	Germany	22.	Belgium	33.	Niger	44.	Zimbabwe

### Inter-Parliamentary Relations

The National Assembly has been actively engaged in bilateral and multilateral parliamentary relations. As far as multilateral relations are concerned, both the Houses of Parliament (National Assembly and the Senate) are members of the Inter-Parliamentary Union (IPU) and the Commonwealth Parliamentary Association (CPA). Some of these links with the international community and the National Assembly's role in those associations of international/regional significance is elaborated below.

### Inter-Parliamentary Union (IPU)

The IPU is the international organization of Parliaments of sovereign States (Article 1 of IPU's Statutes). Based at Geneva (Switzerland), IPU was established in 1889.

The Union is the focal point for worldwide parliamentary dialogue and also for nurturing of healthy traditions in representative democracy. It works for peace and co-operation among peoples and for the firm establishment of representative democracy.

To that end, it:

Fosters contacts, co-ordination, and the exchange of experience among parliaments and parliamentarians of all countries;
--

Considers questions of international interest and concern and expresses its views on such issues in order to bring about action by parliaments and parliamentarians;
--

Contributes to the defence and promotion of human rights -- an essential factor of parliamentary democracy and development;
---


Contributes to better knowledge of the working of representative institutions and to the strengthening and development of their means of action.
--

The IPU supports the efforts of the United Nations, whose objectives it shares, and works in close co-operation with it. It also co-operates with regional inter-parliamentary organizations, as well as with international intergovernmental and non-governmental organizations which are motivated by the same ideals.

Financed by members out of public funds, over a hundred-forty national parliaments are currently members of the IPU. Seven regional parliamentary assemblies are Associate Members. Most members are affiliated to one of the six geopolitical groups that are currently active in the IPU.

IPU holds its conferences, twice a year, to consider questions of concern and also to express views on political, economic, social and cultural problems of international significance. Pakistan's parliamentary delegations actively participate in IPU conferences and annual meetings.

The National Assembly delegations have repeatedly urged at this forum that since IPU represents all races, colours and creeds, it has the responsibility of creating an atmosphere of peace in conflict-ridden regions of the world, like the Middle East and Kashmir. The Assembly delegations stressed that it is the responsibility of the representatives of the world parliaments to raise voice against discrimination of any kind towards the minorities anywhere in the world. The active



participation by the Assembly delegations left significant marks in terms of achieving national foreign policy objectives.

## **Commonwealth Parliamentary Association**


The main purpose of Commonwealth Parliamentary Association (CPA) is to exchange experiences and to promote understanding and respect for the parliamentary institutions by holding conferences, at regular intervals, to debate matters of immediate concern/importance to the Commonwealth countries. The active participation by Assembly delegations in these conferences helped in maintaining contact with the Commonwealth countries and convey Pakistan's stand on various matters. These conferences help in boosting cooperation between the parliaments of member countries. Social and economic issues, like the ever-growing trade imbalance between the third world and the developed countries, frequently figures at CPA and the participants suggest ways and means for addressing these vital issues. Pakistan's participation in CPA conferences had proved beneficial to the country.

## **SAARC Speakers Forum**

The Association of SAARC Speakers and Parliamentarians was formed in June, 1992 to establish and promote relationship between the parliamentarians of the South Asian countries and also to enhance further cooperation among the people of South Asia. Pakistan hosted the second conference of SAARC speakers and parliamentarians in Islamabad in October, 1997. This conference was a real success in terms of achieving its objectives by bringing closer the speakers and parliamentarians of the region. Since the SAARC parliaments represent one-fourth of the humanity, there lies a great responsibility on the shoulders of the parliamentarians of these countries for establishing peace and for improving the socio-economic conditions of the people inhabiting the region.

## **Membership of other Associations**

The National Assembly is a member of many other international/regional associations, including the World Scout Parliamentary Union, International Medical Parliamentarians' Organization,



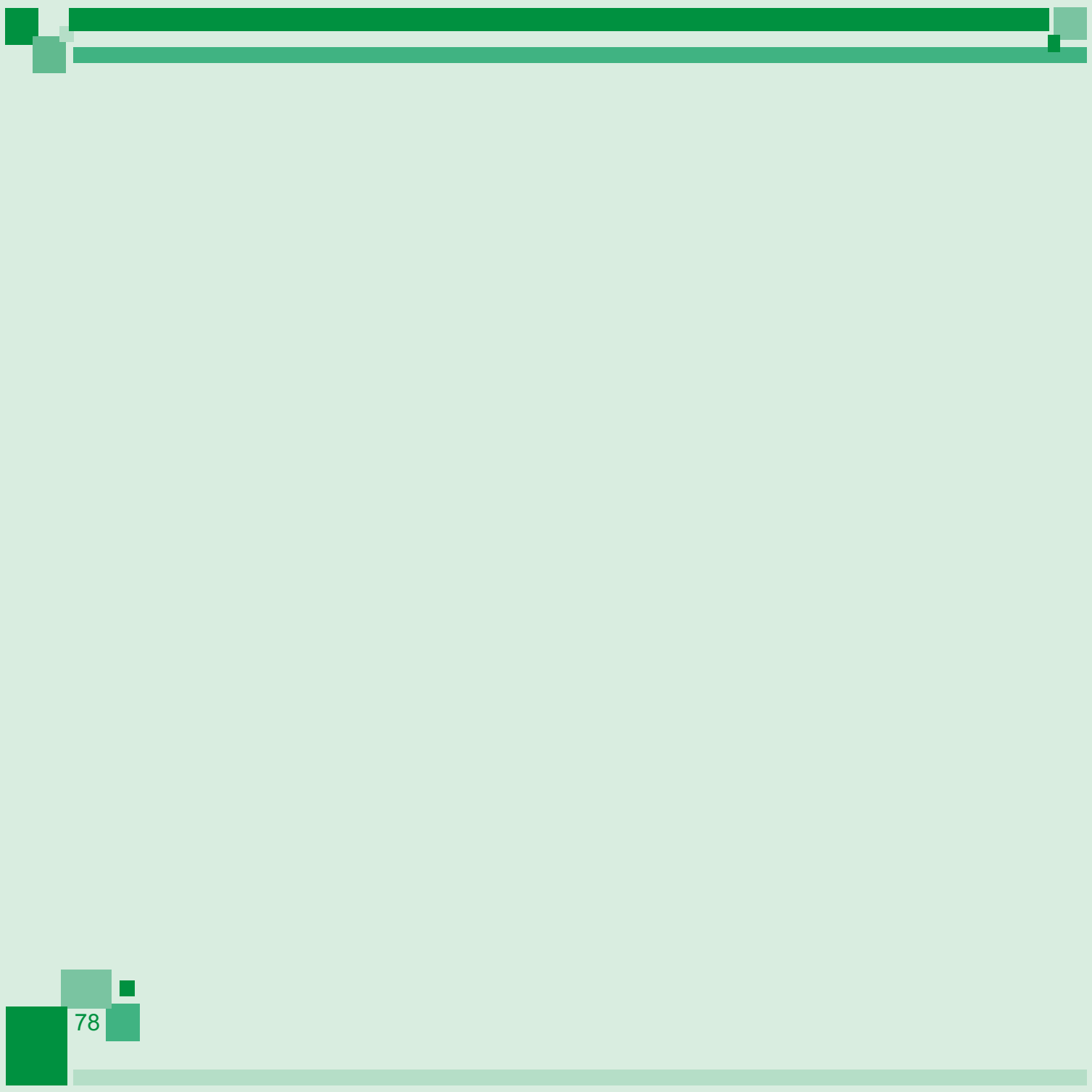
Conference of Speakers and Presiding Officers of the Commonwealth Parliaments, Global Parliamentarians on Habitat, Asian Parliamentarians, Parliamentarians for Global Action, the Association of Secretaries General of Parliament and the Society of Clerks-at-the-Table.

Members of Parliament also accompany the President and the Prime Minister on their state visits to different countries. Interaction of members with their counterparts in those countries has contributed in creating a better understanding of Pakistan's position on various issues.

In brief, the inter-parliamentary relations and affiliations with international bodies have helped in learning from each other's experiences on the one hand, while on the other it has paved the way for strengthening of the bilateral relations and also creating a better understanding of Pakistan's point of view on issues of significance.

The telephone number of the International Relations Wing is 9207958

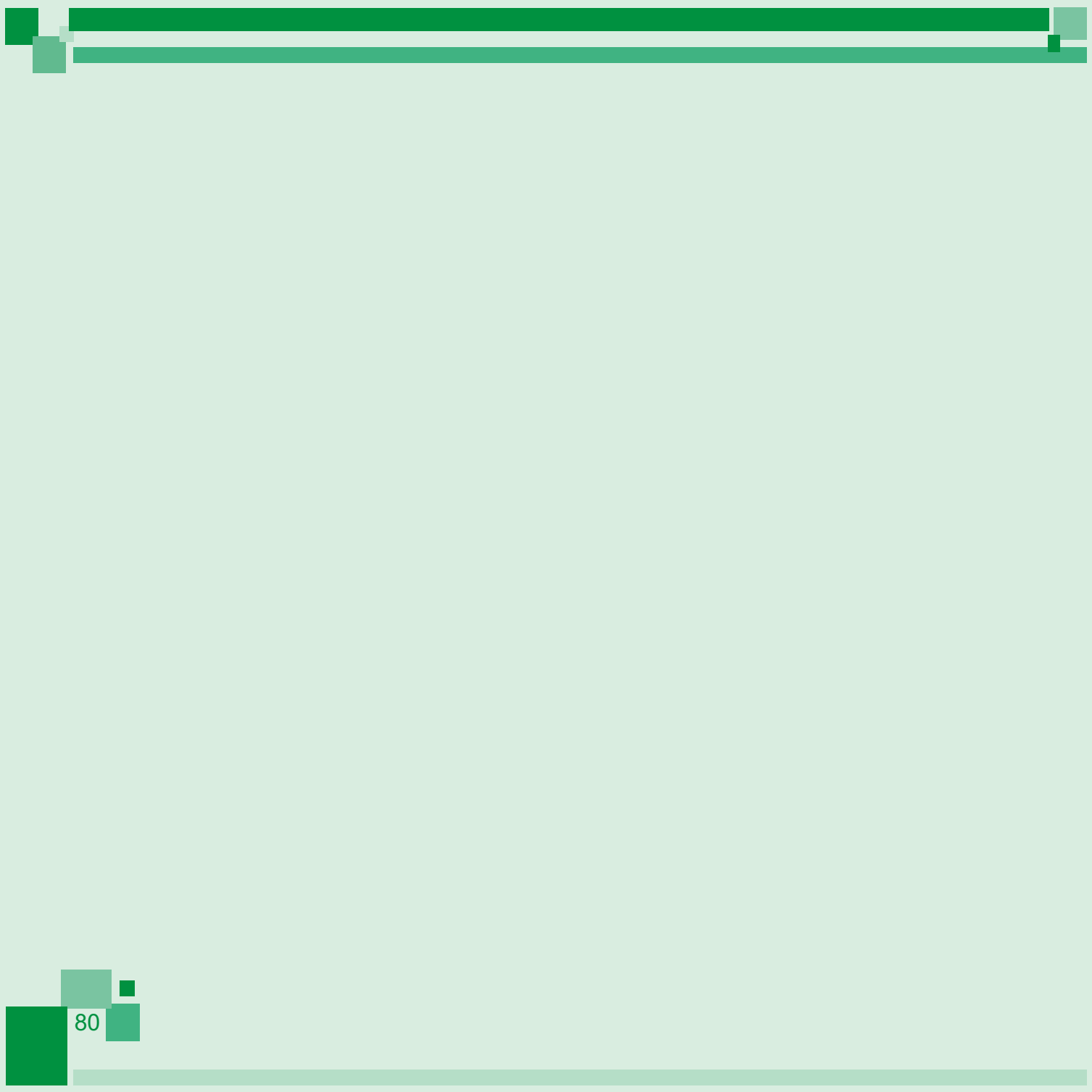






## *Chapter XII*

# *Salient Features of Parliament Complex*



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## **Salient Features of Parliament Complex**

The Parliament House complex at Islamabad was inaugurated on May 28, 1986. Designed by Edward Durel Stone of the USA, the five-storied building has a total floor space of about 598,000 sq. feet. The ground floor has a covered area of 176,889 sq. feet and houses the main foyer, bank, dispensary, post and telegraph offices, PIA reservation office and a mosque. Directional signboards have been provided throughout the building to facilitate the movement.

On entering the Parliament House through gate No. 1, one sets his/her foot in the main foyer, which is adorned with four terracotta murals, set rectangularly. These murals depict the people of the four provinces in a joyous mood, such as doing Bhangra, or singing Vais or engaged in Ishkuk dance of the Kalash. Beyond the terracotta murals, there are three lifts. Any of these lifts can take one to the second floor, where the Chambers of the National Assembly and the Senate are located, occupying a central position in the Parliament House Complex.

The first floor (total covered area 176, 294 sq. feet) has offices of the Chairman and Deputy Chairman Senate and Chambers for the Leader of the House and the Leader of the Opposition in the Senate. This floor caters for offices of 14 Federal Ministers, Secretary and senior officers of the Senate Secretariat. It has three Committee Rooms, Senate Library and the cafeteria.

The second floor has a covered area of 128,134 sq. feet. The National Assembly and the Senate Halls are situated on this floor. It also houses the chambers of the Prime Minister, the Speaker and Deputy Speaker National Assembly and offices for 16 Ministers. The National Assembly Library and a Committee Room is also located on this floor.

The third floor has a covered area of 58,012 sq. feet. Some offices of the Senate and the National Assembly Secretariat are set up on this level. The Press Lounge is also located on this floor.

On the fourth floor are located the President's Chamber, a Committee Room as well as the offices of the National Assembly Secretariat. It also houses camp offices of Press Information Department (PID), Associated Press of Pakistan (APP), Pakistan Press International (PPI), Pakistan Television (PTV) and Pakistan Broadcasting Corporation (PBC).

## The National Assembly Hall

The National Assembly Hall and the Senate Hall are situated back-to-back on the second floor and separated by a common area housing the lifts. The National Assembly hall is oblong in shape with a diameter of 130 feet. The main Chamber has seating capacity for 400 parliamentarians. The hall ascends gradually in tiers. Flanking the hall on three sides of the circumference is the seating areas for visitors, which can accommodate 804 persons. Special areas have been designated for the guests of the President, the Prime Minister and the Speaker. A separate enclosure has been earmarked for the Press. The hall is equipped with modern cameras for Close Circuit Television (CCTV) and a computerized communication system, which can be used by following the procedure as narrated below.

### Electronic Microphones

Each member's desk is equipped with an electronic microphone. On the board, at the base of each microphone, are a red and a green light and an ON/OFF button. When the ON/OFF button is pressed, the green light just below the "REQUEST" caption, will glow. This indicates that the name of the member has been registered in the computer memory. Simultaneously, the member's name will be displayed in a "request list" on the Speaker's video monitor. A total of 24 names can be stored in the request list and displayed on the Speaker's monitor at a given time.

The names of the members are both entered into the request list and displayed on the Speaker's monitor in the sequential order in which they were electronically recorded by the computer. The Speaker may either follow the sequential order, as on the request list or use his discretion to allow any other member not on the said list to speak.

When the Speaker calls out the name of the member to whom the floor is being given, the Controller of the computer system immediately activates the microphone of that member. The red light below the "SPEAK" caption on that member's microphone board will glow as an indication that his/her microphone has been activated. Simultaneously, the green request light will automatically shut off. At this point, the member may speak, and the speech will be duly transmitted and amplified in order that it may be heard in the galleries as well as on the floor of the House.

### Cautionary Notes

1. **Activating A Microphone:** Only the first five microphone numbers recorded in the

computer's memory, are displayed on the Controller's video screen. Thus, the Controller is able to instantly switch on the microphone of any of those five members.

However, if the floor is given to a member who is not among the first five, the Controller has to locate the relevant microphone number from the digital key board in order to switch on that member's microphone. As there are 375 microphones in the Chamber, a slight delay occurs in activating the microphone of a member who is not among the original five requesters.

The system will not transmit any speech made prior to the time that a member's microphone is activated. Therefore, members are requested to wait until the red light glows on his/her microphone board.

2. **Automatic Request List:** Pressing ON/OFF button for two or more times will automatically delete the respective member's name from the request list. His/her green request light will also automatically be turned off.

After an internal, if the button is pressed again, the member's name will be re-entered into the computer's memory, but at the bottom of the request list. The members are, in their own interest, requested to wait for their turn and refrain from repeatedly pressing the ON/OFF button.

3. **Automatic Cut Off During Speech:** If a member inadvertently presses the ON/OFF button while he/she is speaking, the speech will automatically be cut off. To reactivate the microphone, the Controller will have to manually re-enter the relevant microphone number. This will normally result in a slight delay before the speech can be resumed. In such a case, members must wait until the red light again glows on the microphone board in order to resume speaking.

## Simultaneous Interpretation System

The Simultaneous Interpretation System (SIS) is operated by means of the earphone system installed at every member's desk. Please note that the headset needs to be carefully lifted out of the desk in order to avoid damaging the cord attached to it. It should then be opened slowly without overstretching the instrument.

The earphones should be placed over one's ears so that the arc of the headset rests on the head.

Careless handling of the instrument or its soldered wires will invariably impair its performance and may damage it altogether.

The appropriate channel can be selected by gently moving the “Channel Selector” knob. The simultaneous interpretation is transmitted into English from Urdu on Channel 1 and into Urdu from English on Channel 2.

The volume of the transmission of the interpretation may be adjusted by moving the “Volume Control” knob to the left or right. To secure a louder volume of the same language which is being spoken in the Chamber, tune the “Channel Selector” knob to Channel 3, 4, 5, 6, or 7.

## **Voting Procedures**

Generally, Parliaments decide matters by voting. Rules 276 and 277 provide for different methods of Voting in the House. The votes of members on any question, put by the Speaker, may be taken by the voice vote in the first instance. If the opinion of the Speaker, as to the decision of a question, is challenged, he orders that the Lobby be cleared. After the lapse of two minutes, he puts the question a second time and declares whether in his opinion the “Ayes” or the “Noes” have it. If the opinion of the Speaker is again challenged, he directs that the votes be recorded either by division in the manner set out in the Fifth Schedule or by operating the automatic vote recorder. Then he announces the result of voting by division, which cannot be challenged.


However, if in the opinion of the Speaker, the division is unnecessary, he asks the members who are for “Aye” and those for “No” respectively to rise in their places, and after the count of the members has been taken he declares the determination of the House. In such a case, the names of the voters are not recorded unless a member requests otherwise.

## **Messenger Service**

Throughout each sitting, four Chamber Attendants are present on the floor of the House, to transmit messages for the members. Assistance may be obtained by discreetly motioning any one of the attendants to come to the member's desk.

## **Librarian**

The Assembly Librarian provides reference materials and photocopies of relevant information, as



required in the Chamber. Members need only to give a note to one of the Chamber Attendants to obtain this assistance.

## **The Senate Hall**

The Senate Hall has a seating capacity for 125 Parliamentarians, while the galleries can accommodate 353 persons. The Chamber is equipped with modern public address and simultaneous interpretation system based on micro-computer technology. A microphone, an earphone, loud-speaker and seven-position channel selector switch have been provided for each member. The microphones can be worked both automatically and manually. A micro-computer Automatic Vote Counting (AVC) System and a large electronic display board has been installed in the Senate hall. Each member has been provided with a voting unit fixed with his table. However, House rules need to be amended for the use of this facility.

## **Mosque**

A mosque has been provided on the ground floor to accommodate 450 Nimazis.

## **Art Gallery**

Paintings by well-known painters of Pakistan adorn the walls of the Parliament building at convenient points. The paintings in the main foyer show such activities as portray people coming together in a group to achieve common objectives.

## **Other Services and Facilities**

A Post Office, PTCL Customers Service Centre as well as PIA and Railways counters are also provided on the ground floor.

## **Medical Facility**

Medical care is available for members in the Federal Government Services Hospital (Polyclinic). However, for emergencies or ailments requiring immediate medical attention, the services of a Medical Officer are available in the dispensary on the ground floor, adjacent to the mosque.



## Committee Rooms

There are seven committee rooms in the Parliament Building. Five Committee Rooms have Simultaneous Interpretation facility from Urdu to English and vice versa. Two committee rooms are smaller in size.

## Fire Fighting Arrangements

Adequate fire fighting and smoke detection equipment has been provided. There are special stair-cases or exit points for use in case of emergency, like fire or non-functioning of lifts. Signboards showing exit points in case of emergency are prominently displayed in the building.

## Landscaping

The design of the building is such that the three upper floors are smaller in size than the two below. A terrace, with plants and turfing, runs around the perimeter at the second floor level. There are four lightwells, one at each corner of the building, which reflect sunlight into the building. The Parliament House is flanked on the north-west by a terraced lawn which is spread in front of the Aiwan-e-Sadr. The front lawn of the Parliament building has a sizeable collection of trees planted by various foreign dignitaries, who visited Pakistan from time to time, after the inauguration of the building in 1986.



*Annexure*

*Brief History of Past Parliament Houses*

## **BRIEF HISTORY OF PAST PARLIAMENT HOUSES**

The Parliament of Pakistan viz the Constituent Assembly of Pakistan met on August 10, 1947 in the old Sindh Assembly Building at Karachi. Quaid-I-Azam Mohammad Ali Jinnah, the founder of Pakistan, was elected as its first President. It was in this venue that the Objectives Resolution, which now serves as the grund norm of Pakistan, was passed. In 1956, the first Constitution of the Islamic Republic of Pakistan was adopted in Karachi at the same Sindh Assembly building, which also passed as the Parliament of Pakistan.

After adoption of the Second Constitution of 1962, Parliament sessions were arranged both at Dhaka and a newly constructed building (Ayub Hall) at Rawalpindi. The Parliament was unicameral. At the first session of the Parliament at the Ayub Hall, the Martial Law, imposed in 1959, was revoked. Later, in October, 1966, the Parliament was shifted to Dhaka.

From 1972 onwards, the State Bank auditorium in Islamabad functioned as the National Assembly of Pakistan. The Interim Constitution of Pakistan was adopted here in April, 1972. It was here that the first bicameral legislature of Pakistan was born after the Constitution of the Islamic Republic of Pakistan was adopted in 1973. It was again here that the Martial Law, imposed in July 1977, was revoked on December 30, 1985.

The Parliament the Senate and the National Assembly acquired a permanent abode in the present Parliament House, which was inaugurated on May 28, 1986.

The Assembly Hall was renovated on the orders of the Speaker and inaugurated by the Prime Minister of Pakistan on November 3, 1996.