

**PART-I**  
**HOUSE BUSINESS**

## **STANDING ORDERS**

### **1. HOUSE BUSINESS**

#### **CHAPTER I: PROCEDURE REGARDING TREATMENT OF BUSINESS DURING A REQUISITIONED SESSION**

- 1.1 In a requisitioned Session the priority is required to be given to the issues / matters mentioned in the requisition.
- 1.2 The Senate Secretariat shall communicate the said issues/ matters to the Ministry of Parliamentary Affairs for further necessary action.
- 1.3 Said issues/ matters shall be placed on the Orders of the Day.
- 1.4 The mode of taking up such issues/ matters shall be through a motion under rule 218 of the Rules of Procedure and Conduct of Business in the Senate, 2012.
- 1.5 The Notice in terms of rule 218 of the Rules of Procedure and Conduct of Business in the Senate, 2012, will be considered to be received on the date when the requisition was received in the Senate Secretariat. Furthermore, the requirement of Notice period of seven days will not be applicable in this instance.
- 1.6 In terms of Standing Order No. 1.1, issues / matters mentioned in the requisition will be given priority, however, subsequently; Government Business can also be transacted.
- 1.7 Private Members' Business i.e. Motions under rule 218, Resolutions and Private Members Bills, will be placed on the Orders of the Day of Private Members' Day i.e. Monday. However, if a Private Members' Day does not fall within the tenure of a session, then the Notices in respect of said parliamentary tools will be automatically carried forward for the next session of the Senate.
- 1.8 Notices received in respect of all other Parliamentary tools, as provided in the Rules of Procedure and Conduct of Business in the Senate, 2012, and other matters due for the next regular Session will be automatically carried forward for the next Session, as the same will not be treated during the requisitioned Session.
- 1.9 There will be no Question hour during the requisitioned Session.

**CHAPTER II: INTRODUCTION AND PASSAGE OF BILLS IN THE SENATE****1.10 Bills reported back by the Committees.**

All the Private Members' and Government Bills reported back by the Committees shall be set down on the Orders of the Day, in terms of sub-rule (1) of rule 99 of the Rules of Procedure and Conduct of Business in the Senate, 2012, and would continue to appear on Private Members' Day or Government Business Day, as the case may be, till such time the Member or the Minister concerned, as the case may be, makes any of the motion under rule 100.

**1.11 Private Members' Bills originating in the Senate.**

- i. The Member-In-Charge, while introducing the Bill, whether opposed or not, shall make a statement in the House highlighting the salient features of the Bill, in addition to those given in the statement of objects and reasons, and the purpose for which the same is being introduced.
- ii. At the time of consideration of a Bill the Member-In-Charge shall again inform the House about the details of the Bill as reported back by the Committee and the Chairman Committee concerned shall make a statement about the Report of the Committee on the Bill including deliberations and decisions of the Committee, minority opinion (dissents) and amendments, if any, proposed by the Committee therein.

**1.12 Government Bills originating in the Senate.**

- i. The Minister In-charge, while introducing the Bill, whether opposed or not, shall make a statement in the House highlighting the salient features of the Bill and the purpose for which the same is being introduced.
- ii. At the time of consideration of a Bill the Minister-In-Charge shall again inform the House about the details of the Bill as reported back by the Committee and the Chairman Committee concerned shall make a statement about the Report of the Committee on the Bill including deliberations and decisions of the Committee, minority opinion (dissents) and amendments, if any, proposed by the Committee therein.

1.13 **Bills originated in the National Assembly and transmitted to the Senate.**

- i. On the day on which the Motion for consideration is set down in the Orders of the Day, after moving that the Bill be taken into consideration, the Minister / Member-In-Charge, shall make a statement in the House highlighting the salient features of the Bill and the purpose for which the same is being introduced.
- ii. At the time of consideration of a Bill, after the report on the Bill has been presented by the Committee, the Minister / Member-In-Charge shall inform the House about the details of the Bill as reported back by the Committee and the Chairman Committee concerned shall make a statement about the Report of the Committee on the Bill including viewpoint of Members, minority opinion (dissents) and amendments, if any, proposed by the Committee therein.

**CHAPTER III: PROCEDURE REGARDING TENDERING/ACCEPTANCE OF RESIGNATIONS**

- 1.14 Clause (1) of Article 64, Constitution, 1973, is not a standalone clause, but has to be read with the provisions of the Rules of Procedure of either House, framed under Article 67, Constitution, 1973.
- 1.15 A Member of Parliament, shall write under his own hand his resignation, addressed to the Chairman Senate or the Speaker, National Assembly, as the case may be, stating therein, that he has resigned his seat.
- 1.16 The Chairman Senate or the Speaker, National Assembly, as the case may be, will then initiate the procedure for processing the resignation under the Rules of Procedure and Conduct of Business framed under Article 67, Constitution, 1973.
- 1.17 It will be ascertained from the Roll of Members that the signatures are genuine.
- 1.18 En mass resignations will be presumed prima facie in furtherance of a political purpose and not for the primary purpose of relinquishing office of member Senate.
- 1.19 The Chairman Senate or the Speaker, National Assembly, as the case may be, shall verify that the resignation tendered by the Member of Parliament is genuine, voluntary and intended to relinquish, relieve or quit the seat and vacate it.

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- 1.20 The Chairman Senate or the Speaker, National Assembly, shall then record their finding and specify the time and date.
- 1.21 The above-mentioned process shall be put into motion,-
- (a) in individual case, within a period of one week from the date of receipt of resignation in the Chairman's office / Secretariat; and
  - (b) in en mass resignations, after the completion of forty consecutive days of Senate sittings from the date of receipt of resignations in the Chairman's office / Secretariat.
- 1.22 The resignation shall become effective from the time and date so specified and the seat shall become vacant.
- 1.23 The Secretary of the Senate or the National Assembly, as the case may be, shall cause the gazette notification of the resignation issued and shall send a copy thereof to the Chief Election Commissioner for taking steps to fill the vacancy thus caused.
- 1.24 The acceptance or otherwise of a resignation under clause (1) of Article 64, Constitution, 1973, is the sole prerogative of the Chairman Senate or the Speaker National Assembly, as the case may be, being business of the House or a matter ancillary thereto.

### **CHAPTER IV: SUMMONING OF JOINT SITTING OF PARLIAMENT UNDER ARTICLE 70(3) OF THE CONSTITUTION OF PAKISTAN, 1973**

- 1.25 If a Bill transmitted to the National Assembly is rejected or not passed within ninety days of its laying in the National Assembly, or is passed by the National Assembly with amendment but not passed by the Senate with such amendment, any Minister, in the case of a Government Bill, or, in any other case, any member may, after giving two days notice, move that the Bill be considered in a joint sitting. [Rule 126 (7), Rules of Procedure and Conduct of Business in the Senate, 2012]
- 1.26 When a motion made under sub-rule (7) of rule 126 is carried, the Chairman shall refer the Bill to a joint sitting or, if a joint sitting is not in session, request the President to summon a joint sitting for consideration of the Bill. [Rule 127, Rules of Procedure and Conduct of Business in the Senate, 2012].

- 1.27 Once a request/ advise under clause (3) of Article 70 of the Constitution, 1973, read with relevant Rules of Procedure of either House, has been tendered by the Chairman of the Senate or the Speaker of the National Assembly, respectively, the President shall summon a joint sitting with the sole purpose of taking into consideration the Bill or Bills so referred.
- 1.28 While coming to a conclusion on the date of such summoning, he may or may not, seek the advice of the Ministry of Parliamentary Affairs, to the extent of the date of such summoning, only.

**CHAPTER V:           ADJOURNMENT MOTIONS, CALLING ATTENTION NOTICES  
AND OTHER PARLIAMENTARY TOOLS**

***Adjournment Motions***

- 1.29 Subject to the Rules of Procedure and Conduct of Business in the Senate, 2012, a Motion for Adjournment of the business of the House for discussing a matter of urgent public importance may be made with consent of the Chairman.
- 1.30 Notice of a motion under rule 85, explaining the matter to be discussed shall be delivered to the Secretary not less than two hours before commencing of the sitting in which the motion is proposed to be moved. The Secretary shall bring the notice to the knowledge of the Chairman, Leader of the House, the Minister concerned and the Minister for Parliamentary Affairs.
- 1.31 Admissibility of every Adjournment Motion shall be determined in the House.
- 1.32 The Secretary shall place on the Orders of the Day, the first three Adjournment Motions received in the Secretariat, in the same order they were received:
- Provided that not more than one Adjournment Motion of a Member shall be taken up on a particular day.
- 1.33 The motion should meet the conditions of admissibility as specified in the Rules of Procedure and Conduct of Business in the Senate, 2012.
- 1.34 Leave to make a motion shall be asked as entered in the Orders of the Day or otherwise.

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- 1.35 Leave to make a motion should be asked for only by a Member, if the said Member is absent at the time the matter is taken up, it shall be treated as dropped and disposed off. A Member may read out his motion. The Chairman shall inquire from the Minister-In-Charge concerned that whether the Motion is opposed or not, if the motion is opposed, if so the Minister may make a brief statement thereon to which the Member may reply confining himself to the question of admissibility of the motion.
- 1.36 If after hearing the Member and the Minister, the Chairman is of the opinion, that the matter proposed to be discussed is in order, he shall ask whether the Member has leave of the Senate to move the motion and, if objection is taken he shall ask such of the members as may be in favour of leave being granted to rise in their seats. If 1/4<sup>th</sup> of the total membership of the Senate rises, the Chairman shall announce that leave is granted and fix a time and date for the motion to be taken up as the last item on the Orders of the Day, for discussion.
- 1.37 The total time for asking for leave under rule 88 or the grant or withholding of leave under rule 89 shall not exceed half an hour.
- 1.38 Not more than one motion shall be admitted on any one day; but motions if any, remaining unconsidered on the question of admissibility shall be taken for the next day in the same order in which they were received.
- 1.39 On a motion under rule 85, the only question that may be put shall be "that the Senate do now adjourn", but no question shall be put after the time for discussion of the motion has expired.
- 1.40 A matter raised through an Adjournment Motion under rule 85, Rules of Procedure and Conduct of Business in the Senate, 2012, cannot be referred by the Chairman or the House to a Committee of the House.

### ***Calling Attention Notices***

- 1.41 A Member shall not give more than three Calling Attention Notices for a week.
- 1.42 Notices not selected during the week for which they have been given, shall lapse at the end of the week.

- 1.43 Copy of the Calling Attention Notice shall be forwarded to the Ministry concerned only after its admission by the Chairman.
- 1.44 In case of disallowing of a Calling Attention Notice, the concerned Member shall be informed about the decision of the Chairman.

***Resolution and Motion under rule 218***

- 1.45 The procedure for balloting of the Resolutions and Motions under rule 218 shall be such that five resolutions and five motions under rule 218 may be drawn of five distinct members but in case there is no such number of members who have given notices then more than one resolution and motion of a member can be drawn.

**CHAPTER VI: PERIODICAL REPORTS/MINISTERIAL RESPONSE ON ISSUES OF PUBLIC IMPORTANCE**

- 1.46 Ministers concerned shall, after every three months, appear before the House and make reports on all matters referred by the House and recommendations made by Committees, including the recommendations contained in the Reports adopted by the House in terms of Rule 196, Rules of Procedure and Conduct of Business in the Senate, 2012.
- 1.47 A periodical report in terms of Rule 265 A, Rules of Procedure and Conduct of Business in the Senate, 2012, shall be made by the Minister on the floor of the House. The Ministry concerned shall ensure that a written report shall be submitted to the Secretariat two days before the Rota Day on which the Minister concerned is due to make statement before the House, for circulation amongst the Members.
- 1.48 The Legislation Branch shall transmit a report under Rule 265A, Rules of Procedure and Conduct of Business in the Senate, 2012, made on the recommendations of the Committee, to the concerned/relevant Senate committee.
- 1.49 After the receipt of the report in terms of Standing Order No. 1.48, the Committee shall, if not satisfied with the contents of the report, make report with recommendations to the House within 60 days of the transmission of report to the Committee or inform the House that contents of the report are satisfactory, as the case may be.



- 1.50 A point of public importance raised by the Member in the House, on which the Chairman has given a specific ruling/direction, shall be transmitted to the concerned Ministry/ Division with the covering letter by the Secretariat and all such matters referred during the week shall be set down in the Orders of the Day on every Private Members' Day as last item for statement by the concerned Minister.

**CHAPTER VII: PRESENCE OF SENIOR OFFICERS DURING PROCEEDINGS OF THE HOUSE**

- 1.51 The Ministry whose business is reflected in the Orders of the Day, more particularly the question hour, shall be represented by an officer not below the rank of a Joint Secretary. The said officer shall remain present while the business of the Ministry is being transacted.
- 1.52 The officer mentioned in Standing Order No. 1.51 shall sign the Roll of Attendance placed outside the officials' gallery.

**CHAPTER VIII: PUBLICATION OF ATTENDANCE OF THE MEMBERS IN THE HOUSE AS WELL AS IN COMMITTEE MEETINGS, ON WEBSITE OF THE SENATE.**

- 1.53 The attendance of the Members in the House as well as in the Committee meetings shall be published on the website of the Senate for information of the Members, general public and other stakeholders.

**CHAPTER IX: PUBLIC PETITIONS**

- 1.54 Public Petitions may be presented on any matter connected with the business pending before the House or a Committee, or any matter of general public interest which is primarily the concern of the Government, provided that it is not one which falls within the cognizance of a court of law or tribunal, and it shall not directly relate to a matter pending before any court or other authority performing judicial or a quasi judicial function.

1.55 The petitioners should initiate the public petition process using the online system or the template on the official website of the Senate of Pakistan. Petitions should contain the following information:-

**(i) Personal details of the petitioner:**

- (a) Complete name and CNIC number of the petitioner
- (b) Postal address
- (c) E-mail
- (d) Mobile number
- (e) Landline phone number

**(ii) Text of the petition:** The text must clearly and concisely state what action the petitioner wants the Parliament to take.

**(iii) Additional Information:** Provide additional information relevant to the petition separately as annex and the reasons why the petitioner considers the action requested to be necessary.

**(iv) Reading Guidelines for Submitting a Petition:** Indicate that the petitioner has read the guidelines for submitting a Petition, as per **Appendix-A**.

**(v) DISCLAIMER:** That the matter is not pending before any court or other authority performing judicial or quasi judicial functions.

1.56 The Public Petitions Cell will assess all petitions against the following conditions of admissibility, namely:-

- (i) It shall be addressed to the Chairman, Senate of Pakistan.
- (ii) It shall contain clear proposal, suggestion related to business before House or a Committee and/or issue of public importance, grievance sought to be remedied by the Senate.
- (iii) It shall relate to a matter which is primarily the concern of the Federal Government.
- (iv) It shall not relate to a matter which is the concern of a provincial or local government.

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- (v) It shall not be a personal matter or complaint against individual(s).
  - (vi) It shall not contain offensive, intemperate, inflammatory, sarcastic or provocative language.
  - (vii) It shall not contain false or defamatory statements.
  - (viii) It shall not relate to a matter which falls within the cognizance of a court of law or tribunal, and it shall not directly relate to a matter pending before any court or other authority performing judicial or a quasi judicial function.
  - (ix) It shall not be on the subject matter which has already been examined or creates repetition of other petition considered or under consideration of either House or a Committee. If so, the petitioner will be informed about action/disposal of the earlier case.
- 1.57 As soon as the petition is submitted online, an automated acknowledgement email will be sent to the petitioner containing the Petition ID number. The email will also inform the petitioner that they can check the status of their petition by using the combination of their CNIC number and Petition ID number.
- 1.58 Processing of petitions will be as under:-
- (i) Streamlining**
- The Public Petitions Cell shall retrieve the public petitions from the website and after checking the initial filters mentioned in '**How to submit a petition**' section shall print the same. Section Officer (HRD/PPC) shall, under supervision of Deputy Secretary (HRD/PPC), examine the petitions under the conditions of admissibility and then segregate into following four heads for further submission to the Chairman Senate:-
1. Petitions relating to the business pending before the House, or proposed to be included in the House business.
  2. Petitions relating to the business pending before a Senate Standing Committee or to be referred to a Committee.

3. Petitions relating to the matters of general public interest which are primarily the concern of the Government.
4. Inadmissible.

**(ii) Chairman's Approval**

Admissible petitions will then be put up for the approval/disapproval and order of the Chairman Senate.

**(iii) Updated Status of Petitions:**

Section Officer (HRD/PPC) will oversee that status of petitions is regularly updated online in the following method:

1. **Received:** Automated status as soon as the petition is submitted online.
2. **Being Examined:** When processing of a petition is initiated in the Public Petitions Cell (PPC).
3. **a. Inadmissible:** When a petition is found to be inadmissible.  
**b. Referred to:** When a petition is referred to a Committee, or a Ministry/Division.  
**c. Other Action Taken:** When any action other than at 3(a,b) is taken on the petition.

1.59 Brief reasons/explanations will also be given with each status at paragraph 3(a-c). In case a petition is found inadmissible, the petitioner will also be informed through an automated email as per template at **Appendix-B**. In case a petition is placed in the House with the approval of Chairman Senate, the petitioner will be informed through an email as per template at **Appendix-C** along with copy of the House Debate that contains discussion on the petition.

1.60 Once a petition is referred to a Committee, the Secretary Committee shall immediately bring it to the notice of Chairperson Committee and at the same time send it to the Ministry concerned for comments within a period of seven working days and after the receipt of comments place it on the agenda of the next committee meeting with the approval of the Chairperson of the committee. Director Staff shall also follow-up the matter with concerned Ministry/Division and forward a monthly report as per **Appendix-D**, detailing actions taken on all petitions referred to the subject Committee that were not disposed of until submission of last monthly report. Secretary Committee shall also forward request for extension of disposal period beyond the stipulated 20 days in cases where such an extension is needed.

1.61 Record of all petitions received and actions taken thereon will be available in the online database maintained by the Computer Programmer. Detailed information about any petition as well as summary information about all petitions will be updated in real time and be available for access online. Public Petitions Cell will maintain all files, logs of the petitions in hard form.

1.62 The Chairman Senate may, if consider it appropriate in the larger public interest, desire that admitted petitions be read/taken up in the House, for the Government to respond. In case of failure to respond, the matter may then be referred to the Standing Committee on Rules of Procedure and Privileges.

1.63 **Rejection of Petition:**

- a. Inadmissible petition under the guidelines will stand rejected.
- b. The Chairman Senate may reject any petition.
- c. The petitioner may withdraw the petition at any time before its admissibility.

\*[1.64 **Dress code for the Chairman, Deputy Chairman, Presiding Officer, Table Officers and other officers/ officials performing duties in the House:** The following dress code shall be followed by the Chairman, Deputy Chairman, Presiding Officer, Table Officers and other officers/ officials performing duties in the House:-

**(a) Chairman:**

Black suit, white collar shirt, Senate neck tie and black gown (with golden Senate emblem and piping) or white shalwar kameez, black waist coat, Senate scarf and black gown (with Senate emblem and piping).

**(b) Deputy Chairman:**

Black suit, white collar shirt, Senate neck tie and black gown (with golden Senate emblem) or white shalwar kameez, black waist coat, Senate scarf and black gown (with Senate emblem).

**(c) Panel of Presiding Officers:**

Senate neck tie, in case of suit, and black gown or Senate scarf, in case of shalwar kameez, and black gown.

**(d) Table Officers:**

Black suit, white collar shirt, Senate neck tie (for male officers) and Senate scarf (for female officers) and black gown (with burgundy emblem and piping) or white shalwar kameez, black waist coat, Senate scarf and black gown (with burgundy emblem and piping).

**(e) Officers performing duties in the House:**

Grey trouser, blue blazer with Senate emblem, white collar shirt and Senate neck tie.

**(f) Officials performing duties in the House:**

White shalwar kameez with black waist coat.

**(g) Chamber Attendants performing duties in the House:**

White shalwar kameez, burgundy sherwani, white turban with Senate emblem.]

\*[**CHAPTER X: MISCELLANEOUS**

1.65 There shall be a Flag, Emblem and Seal of the Senate which can be amended, altered or varied by the House on the recommendations of the Business Advisory Committee.]

**Appendix-A**

***Important Information:*** Please [click here](#) before submitting your petition.

**What is a Public Petition?**

Public Petition to the Senate is an opportunity for you to have direct access to the Senate and participate in the democratic parliamentary process. You can raise issues of public importance for consideration of the Parliament and contribute your ideas, opinions and comments on matters that are already being considered by the Senate of Pakistan or Senate Standing Committees. Public Petition is not a complaint of personal nature.

**Admissibility of a Public Petition**

Before submitting your petition, please ensure that your petition:

- (1) It shall be addressed to the Chairman, Senate of Pakistan.
- (2) It shall contain clear proposal, suggestion related to business before House or a Committee and/or issue of public importance, grievance sought to be remedied by the Senate.
- (3) It shall relate to a matter which is primarily the concern of the Federal Government.
- (4) It shall not relate to a matter which is the concern of a provincial or local government.
- (5) It shall not be a personal matter or complaint against individual(s).
- (6) It shall not contain offensive, intemperate, inflammatory, sarcastic or provocative language.
- (7) It shall not contain false or defamatory statements.
- (8) It shall not relate to a matter which falls within the cognizance of a court of law or tribunal, and it shall not directly relate to a matter pending before any court or other authority performing judicial or a quasi judicial function.
- (9) It shall not be on the subject matter which has already been examined or creates repetition of other petition considered or under consideration of either House or a Committee. If so, the petitioner will be informed about action/disposal of the earlier case.

***I have read the guidelines for submitting a Public Petition.***

**Appendix-B**

**Draft Email for Inadmissible Public Petitions**

Dear Mr./Ms./Mrs. \_\_\_\_\_

Thank you for submitting a public petition to the Senate of Pakistan. Your petition was duly examined and processed however it was found to be inadmissible in terms of Rule 166 (5) of the Rules of Procedure and Conduct of Business in Senate, 2012. To check reasons, please log on to the Senate of Pakistan website and see details by tracking your Petition ID.

Best wishes and regards,

Deputy Secretary (Public Petitions Cell)  
Senate of Pakistan



**Appendix-C**

**Draft Email for Petitions Placed in the House**

Dear Mr./Ms./Mrs. \_\_\_\_\_

Thank you for submitting a public petition to the Senate of Pakistan.

Hon'ble Chairman Senate was pleased to place your petition before the Senate of Pakistan. It was discussed in proceedings of the Senate on \_\_\_\_\_.  
Verbatim proceedings of the Senate are given below for your information.

Best wishes and regards,

Deputy Secretary (Public Petitions Cell)  
Senate of Pakistan

Proceedings in which the Petition was discussed:

**Appendix-D**

**Monthly Report on Public Petitions Referred to the  
Senate Standing Committee on \_\_\_\_\_**

<b>S. No.</b>	<b>Petition ID</b>	<b>Petitioner's Name</b>	<b>Subject</b>	<b>Date Referred</b>	<b>Actions Taken</b>
					1. 2. 3.
					1. 2. 3.

**(SIGNATURES)** \_\_\_\_\_

**(NAME)** \_\_\_\_\_

**Secretary**

**Senate Standing Committee on \_\_\_\_\_**

**PART-II**  
**COMMITTEES**

2. **COMMITTEES**

**CHAPTER I: ROLE/DUTIES OF SECRETARY COMMITTEE**

2.1 **Secretary Committee**

Secretary Committee is an officer, who in pursuance of Rules of Procedure and Conduct of Business of the House, is responsible, directly or through delegated authority, to coordinate all work of a Committee and maintain official record of its proceedings in a bipartisan manner.

2.2 The Secretary Committee shall:-

- i. Be well acquainted with the Constitution of Pakistan, Rules of Procedure and Conduct of Business in the Senate, 2012 and responsibilities emanated from rules *ibid*, standing orders/ instructions issued from time to time.
- ii. Conduct Committee work with following assignments:
  - a) Seek orders from the Chairman directly and liaise between the Members and the Chairman.
  - b) Liaise directly with Secretary of Ministry concerned.
  - c) Issue notice of Committee meeting.
  - d) Organize inquiries / Public Hearings as per the provisions of Public Hearing Manual.
  - e) Give advice to all members, which shall be in accordance with rules and complete impartiality if required to do so.
  - f) Record and issue minutes of the Committee meetings / reports to be submitted before the House at the earliest mentioning date, time, venue and decisions with separate headings for recommendations.
  - g) Ensure timely disposal of pending / referred Business from the House.
  - h) Ensure presentation of reports of the Committees within stipulated period of 60 days and avoid moving of Motions for extension of time period.
  - i) Ensure creating a Web-page for the Committee at the Senate Web Portal.
  - j) Coordinate with Director Staff in arranging the first meeting of the Committee after election and subsequently.

- ii. Ensure a formal handing over and taking over in writing of Committee's record including following documents to take place between the former and the new Secretary Committee at the time of assuming responsibility of Secretary to a Standing Committee:-
  - a) Annual Reports of the concerned Ministry / Division.
  - b) Functions of the concerned Ministry / Division as mentioned in the Rules of Business, 1973.
  - c) Record of Reports and Minutes / Summary of the Committee meetings.
  - d) All documents and record of previous Committee meetings especially indicating the cut off dates of business still to be discussed and reports to be presented to the House.
  - e) A date wise list of Public Petitions which have been disposed off and reported back to Public Petition Table alongwith the petitions pending before the Committee.
- iv. Ensure the provision of monthly compliance report regarding matters referred by the House, important agenda items, recommendations and achievements of the Committee, alongwith the compliance report on observance of rules / procedural requirements on prescribed proformas in hard as well as soft copies, to the Committee Branch.
- v. Ensure that while formulating recommendations in reports on Bills, it should clearly be mentioned whether:-
  - a. The Committee recommends that the House may pass the Bill.
  - b. The Committee recommends that the House may not pass the Bill in its present form.
  - c. The Committee recommends that the Bill may be passed as amended.
- vi. Ensure that note of dissent if any, from a Member of the Committee, to which a bill has been referred, has been made a part of the report to be laid in the House on that Bill, whether that note of dissent relates to a particular clause / clauses in the Bill or on the whole Bill.
- vii. Ensure that on receipt of nomination / authorization, where the Chairperson Committee is unavailable on the day when the report of the Committee on a Bill has to be presented before the House, will brief the nominee member on the report on the Bill enabling him / her to make a statement before the House.

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- viii. Ensure that the minutes of the Committee meeting during which a Bill is deliberated upon shall be elaborative, reflecting comments / point of view of members including minutes / notes of dissent, if any.
- ix. Ensure that the minutes of the Committee meeting during which the Bill was considered are attached with the Reports on Bills when it is being laid in the House.
- x. Ensure publication of reports on Bills as well as the minutes in terms of sub-rule (4) of rule 194 of the Rules of Procedure and Conduct of Business in the Senate, 2012.
- xi. Ensure that if the Committee recommends a Bill to be passed by the House with amendments then such amendments in the clauses should be highlighted in bold and must be mentioned in the report.
- xii. Ensure submission of their respective Committee reports to the Legislation Branch at least 48 hours prior to the issuance of the Orders of the Day on which the report is to be laid / presented in the House.
- xiii. Ensure that each report of the Committee to be presented in the House shall bear a document number, since its formation, from March, 2015 onwards as hard and soft copies of each report will be archived by the Committee wing and IT cell.
- xiv. Seek assistance from Incharge Legislative Drafting Unit (LDU) for proper scrutiny of the Bills, during review / amendment process of Bills in Committee meetings.
- xv. Avoid giving views during Committee meetings, however, shall point out procedural errors or mistakes, if any, in view of the Constitutional, legal and Rules position.
- xvi. Send the Public Petition immediately on its receipt to the concerned Ministry / Department for obtaining comments. The Chairperson of the Committee shall be informed accordingly. In case the matter is resolved, the Public Petition may be treated as disposed of and a report in this regard shall be forwarded to the Public Petition Cell.
- xvii. To ensure provision of a fortnightly report in respect of number of petitions disposed of, to the Public Petition Cell.
- xviii. Invite the petitioner with the prior approval of the concerned Chairperson Committee, if the Committee considers that the presence of the petitioner is necessary in the Committee meeting. However, no TA / DA shall be admissible to the petitioner for attending the meeting.

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- xix. Ensure that disposal of Public petitions is not delayed due to non-availability or non-attendance of the petitioner(s) in the meeting.
- xx. Avoid holding informal meetings without issuing proper Notice for the meeting.
- xxi. Ensure that reports of the Committees be printed from Senate Secretariat by in-house photocopying and binding. The Chairpersons may be advised to avoid colour printing etc.
- xxii. Ensure booking of Committee room on prescribed requisition slip and in case the meeting is postponed or not likely to be held then the Committee Branch shall be informed immediately.
- xxiii. Obtain a soft copy of Bills introduced in the Senate and referred from the House to respective Committees from the Legislation Branch.
- xxiv. Ensure that besides recommendations, the minutes shall also reflect important issues discussed in the meeting.
- xxv. Ensure maintaining of record of Committee proceedings on CDs.
- xxvi. Ensure that copy of each report laid in the House is also endorsed to the Director (IT) and Deputy Director (Library) for record.
- xxvii. Ensure his / her presence in the House Gallery to witness the proceedings of the House when any business related to his / her Committee is on the Orders of the Day.
- xxviii. Ensure his / her presence in the House gallery especially when a Motion for seeking extension in time in respect of his / her Committee is to be moved.
- xxix. Keep a blank signed authorization / requisition from the Committee Chairman in case the latter is unable to attend the House or leaves the House before his / her item is called on the Orders of the Day so that any other member of the Committee present in the House may move that item.
- xxx. Inform any member of the Committee who is present in the House to move the item in case the Chairman Committee leaves the House.
- xxxi. Inform Secretary Senate regarding any last minute change if his / her Committee Chairman is unable to present report or move his motion for seeking extension in time, in the House.

**CHAPTER II: JOB DESCRIPTION OF DIRECTORS STAFF**

2.3 The Directors Staff shall,-

- a) Assist the Chairperson in setting the agenda by prioritizing the Business / matters referred by the House in the following manner:-
  - i) Legislation;
  - ii) Other Business referred by the House; and
  - iii) Public Petitions and timely disposal of the referred Business as well.
- b) Be responsible to continuously inform their respective Chairpersons Committees regarding time period for which matter referred by the House or Chairman, as the case may be, is to be taken up in the meeting of Committee in order to ensure that report on the matter shall be submitted to House within the prescribed time.
- c) In case, the Chairperson Committee is unavailable on the day when the report of the Committee on a Bill has to be presented before the House will obtain a written authorization (email, SMS or any other electronic system which can be converted into hard copy for record) from the Chairperson Committee in favour of a Committee member who has confirmed to be available on that day and will make a statement on behalf of the Chairperson Committee on the report on Bill.
- d) Send a copy of such authorization / nomination to the Secretary Committee concerned and to the Joint Secretary (Legis) well before start of Senate proceeding on that day.
- e) Convey such authorization/ nomination to the Secretary Committee concerned telephonically in special circumstances only.
- f) Maintain leave record of members for each Committee meeting.
- g) Ensure that there is no overlapping in the schedules of meetings of Committees which have common members to facilitate attendance of the Chairpersons / Members of the Committees.
- h) Telephonically contact the members to obtain their confirmation for attending the committee meetings.



- i) Be responsible for communicating to all concerned for accommodation, travelling and security of the Committee during visit etc., in case the meeting is being held outside the precincts of the Senate.
- j) Should not conduct any correspondence on behalf of the Committee, which shall be conducted solely through the Secretary Committee.
- k) Provide / issue books of reference from Library, if required by the Chairperson / any member, during Committee meetings.

### **CHAPTER III: COMMITTEE MEETINGS**

2.4 The Secretary Committee, Directors Staff and Committee Branches shall work in close coordination to convene Committee meetings.

#### ***PRE-MEETING PROCEDURES***

2.5 The Director Staff shall, after seeking approval from the Chairman Committee, communicate the agenda of the meeting to the Secretary Committee.

2.6 The Secretary Committee shall examine whether the proposed agenda conforms to the jurisdiction of the Committee or otherwise.

2.7 The Business / matters referred by the House shall be prioritized & placed on the agenda, in following priority:

- i. Legislation
- ii. Other Business referred by the House
- iii. Public Petitions

2.8 The Director Staff shall coordinate with the Secretary Committee and keep the Chairman Committee informed regarding the stipulated time period, during which the referred matter is to be taken up and for submission of report to the House within the stipulated time.

2.9 The agenda of the meeting shall be concise and focused.

2.10 Matters *sub judice* before a Court of competent jurisdiction shall not be placed on the agenda.

2.11 The Committee branch shall examine, on file, if views or input from any other Ministry / Division is required and seek prior permission of Chairman Senate under rule 158 of the Rules of Procedure and Conduct of the Business in the Senate, 2012, for inviting the Secretary or any other officer of the said Ministry / Division.

- 2.12 Where the Minister, Secretary, Additional Secretary or any other officer of the Ministry / Division concerned fails to attend the Committee meeting without intimation to Chairman Committee and the Chairperson Committee, desiring to seek explanation of Officer concerned, may inform the same to the Chairman Senate in writing, who will refer the same to the Leader of the House, and the Leader of the House after inquiring the same from the Minister concerned will convey the reasons of such absence of Minister or Secretary to the Chairman Senate.
- 2.13 Where the Secretary or any other officer of the Ministry / Division was invited in the Committee meeting with the prior permission of the Chairman Senate in terms of sub-rule (2) of rule 158 of the Rules of Procedure and Conduct of the Business in the Senate, 2012, but he / she fails to attend the meeting and the Chairperson Committee, desiring to seek explanation of the Officer concerned, may raise the issue of such absence in the House on behalf of the Committee as breach of privilege of the Committee in terms of sub-rule (2) of rule 70 of the Rules of Procedure and Conduct of the Business in the Senate, 2012.
- 2.14 The frequency of Committee meetings shall be according to the convenience of the Chairman Committee.
- 2.15 As a general practice, foreigners or foreign delegation shall not be invited by the Chairpersons Committee directly, to attend any of the Committee meetings.
- 2.16 In such cases, however, when foreigners or a foreign delegation itself desires to witness a Committee meeting or is desirous to hold a meeting with a Committee, then, a request may be moved through the Ambassador concerned, requesting the Chairman Senate for such permission.
- 2.17 If a Chairperson Committee in some special circumstances himself desires to invite any foreigner / foreign delegation to any Committee meeting, he would seek prior permission of the Chairman Senate, justifying the invitation with cogent reasons. The Chairman Senate, in either case will decide on a case to case basis, whether or not to allow the foreign delegate to attend and his decision will be final in this regard.
- 2.18 Disclosure of foreign nationality / diplomatic status shall be mandatory for extending invitation or seeking permission.
- 2.19 Consultation with the Ministry shall be in writing, clearly indicating the cut-off date.

- 2.20 The Ministries shall provide working papers at least two working days (48 hours) prior to the Committee meetings otherwise it shall be deemed to be treated as not received.
- 2.21 Timely circulation of the working papers to the members shall be ensured by the Secretary Committee and the Committee Branch.
- 2.22 Mover of an agenda item shall be invited in the meeting being held to consider the said agenda item:

\*[Provided that the Committee may not invite a Mover in the meeting wherein the report of the Committee or Sub-committee on that agenda item is to be finalized or adopted by the Committee.]

- 2.23 Where the mover whose legislative or non-legislative business is referred from the House to the Committee, fails to attend two consecutive Committee meetings in which his/her business is taken up on the agenda, the Committee may, if the mover absents himself from the third consecutive Committee meeting, despite telephonic intimations and Notices, the said matter may be taken up and disposed off in absence of the mover and a report in this context be laid in the House within the stipulated time period for which the matter was originally referred.
- 2.24 Committee Chairpersons shall encourage holding Committee meetings in the Parliament House. In case of unavoidable circumstances; the meeting may be convened outside Islamabad only with prior approval of Chairman Senate in terms of the rules.
- 2.25 The Director Staff shall confirm attendance of Members on telephone and send the list to Secretary Committee a day before the meeting is scheduled and shall inform the Chairman if the anticipated attendance is low.

\*[2.25A. **Leave of absence from the Committee meetings.**— A member desirous of obtaining leave for his absence from any meeting or meetings of the Committee shall make an application in writing under his hand addressed to the Chairperson of the Committee stating reasons for his absence.]

- 2.26 The Secretary Committee to ensure correct display on the screens in the corridors of the Senate information regarding the date, time and committee room for the meeting.

***DURING THE MEETING***

- 2.27 The Committee Staff shall get the attendance sheet signed from the Members, Ministers and Representatives of Ministries/Divisions.
- 2.28 The Secretary Committee shall present confirmation and compliance of previous Committee meeting decisions / recommendations as first agenda item of each committee meeting.
- 2.29 If the Chairman is not able to attend for some reason, the Committee is to decide who from amongst the members is to chair the meeting.
- 2.30 The quorum of a Committee sitting will be one fourth of the membership of the Committee as provided in rule 176 of the Senate Rules. However, in case one fourth of the membership is not present in a sitting, but one member from the treasury and one from the opposition benches are present in the meeting then such Committee meeting will be considered in quorum."
- 2.31 The Secretary Committee is to indicate whether at least one fourth of the members including the Chairman are present to convene the meeting.
- 2.32 A Committee may appoint Sub-Committees (One Committee at a time) in terms of Rule 183. Terms of Reference of the Sub-Committee shall be specified in the meeting and mentioned in the minutes.
- 2.33 Committee to prescribe specific time period for submission of the report by the Sub-Committee, if less than the prescribed time under the rules.
- 2.34 The report of sub-committee must be laid before the main Committee by placing it as an agenda item and not under the head of any other items.
- 2.35 The Committee to deliberate upon the report of the Sub- Committee and to decide as to whether such report must be laid in the House as special report or otherwise.
- 2.36 In case the Committee comes across with information / documents / findings which in the opinion of the Committee are of sensitive and confidential nature, it will submit its report along with findings / documents / information to the Chairman Senate.
- 2.37 After examining, the Chairman Senate will determine whether the whole or part of it be treated as confidential. In case it is determined to be confidential it will be given in the custody of Secretary Senate and the House will be informed accordingly.

- 2.38 On a case to case basis the Chairman will decide and allow access of member(s) to see the report / document / information / findings in the Secretary's Office which will be for eyes only i.e. photograph, duplicate etc will not be permissible.
- 2.39 In case the Chairman sees the need to bring the findings, report / document in the knowledge of Executive or the recommendations of the report require some executive action, the Chairman may forward the same to the relevant Executive authority and inform the House accordingly.
- 2.40 The Committee shall ensure the Bi-annual review of the budgetary allocation and it's utilization by the Ministry concerned is held at appropriate time in terms of sub-rule (4) of rule 166 of the Rules of procedure and Conduct of Business in the Senate, 2012. The Bi-annual reviews of budgetary allocations shall be conducted, as per prescribed proforma, circulated from time to time, for quarterly releases.
- 2.41 Where a Bill is under consideration of a Committee, the members of such Committee can propose amendments in such bill without any prior notice of such amendments. The provisions of rule 105 read with rule 200, "the Rules", are not be applicable while moving an amendment in a Bill before a Committee, as amendments in a Bill under consideration of a Committee are controlled by sub-rule (2) of rule 166 of the Rules of procedure and Conduct of Business in the Senate, 2012.
- 2.42 While considering a Bill, the Committee may amend the title of the Bill, the long and short title, without changing its basic principles in terms of sub-rule (1) of rule 166 of the Rules of procedure and Conduct of Business in the Senate, 2012, international practice, tradition and procedure adopted by our own Parliament.
- 2.43 During Committee meetings, the Director Staff is to sit in the back row behind the Chairmen Committee.
- 2.44 The Secretary Committee is not to express his views on an issue / agenda item during the Committee meeting.

***CONSIDERATION OF BILL AT COMMITTEE STAGE***

- 2.45 Rule 105 read with rule 200 of the Rules of Procedure and Conduct of Business in the Senate, 2012, is not applicable while moving an amendment in a Bill before a Standing Committee. Amendments in a Bill under consideration of a Standing Committee are controlled by sub-rule (2) of rule 166 of the Rules of Procedure and Conduct of Business in the Senate, 2012.

- 2.46 In terms of sub-rule (1) of rule 166 of the Rules of Procedure and Conduct of Business in the Senate, 2012, a Committee may amend a Bill including the long and short title without changing its basic principles.

**POST MEETING**

- 2.47 Ordinarily there may be no press releases if the meeting is open to the press; however, if a press release is required, the draft prepared by the Media Cell shall be checked by Secretary Committee. In case of any sensitive issue, the press release shall be approved by the Chairman Committee.
- 2.48 Reports of the Committee to only reflect the issues and decisions / recommendations of the Committee meetings. All the recommendations should be garnered under a separate heading. If, any Chairperson Committee desires to submit his / her working / activity in the shape of press clippings / releases or the photos of any events, he / she may place it as a Supplementary Report of three months activities in the House.
- 2.49 Besides recommendations, the minutes may also reflect important issues discussed in the meeting, if required, the minutes may extend to 3-4 pages.
- 2.50 Minutes of each Committee meeting must be recorded. Report writing will not be a substitute for the minutes of that meeting.
- 2.51 The first draft of the minutes of the meeting to be submitted by the Secretary for the perusal / approval of the Chairperson Committee within seven working days of the meeting.
- 2.52 All the correspondence by the Ministry with the Senate must be with the concurrence of the Minister of the respective Ministry.
- 2.53 Procedure for preparing and adoption of a report of a Committee in terms of rule 194 or rule 193 of the Rules of Procedure and Conduct of Business in the Senate, 2012, shall be as under:-
- (i) The draft report shall be prepared by the Secretary Committee on the basis of the minutes of the sitting of the Committee.
  - (ii) The draft report shall consist of substance of the deliberations of the Committee together with their recommendations and findings.
  - (iii) The draft report as prepared by the Secretary Committee shall be submitted to the Chairman Committee for approval to place the draft report before the Committee.

- (iv) The draft report shall be clearly placed on the agenda reflected in the notice for meeting and shall also be circulated amongst the members along-with the notice.
- (v) On the date fixed for consideration of the draft report, the Chairman Committee shall, at the end, put a question to the Committee within "that the report do stand adopted" or "the report as amended do stand adopted".

\*[2.53A. **Withdrawal of a Bill from the Committee.**— If a Committee does not present its report within the prescribed period or the time allowed, the Bill referred to it shall be dealt with in terms of the following procedure,-

- i. It shall stand withdrawn from the Committee in terms of sub-rule (3) of rule 166 of the Rules of Procedure and Conduct of Business in the Senate, 2012;
- ii. The Secretary Committee shall communicate this fact to the Mover / Member-in-Charge, the Legislation and the Committee Branches of the Secretariat, respectively;
- iii. The Member-in-Charge may within ten working days of such communication move any one of the Motions under rule 100, "the Rules, 2012":

Provided that if notice in terms of Rule 100 is not given within ten working days of the communication of fact as mentioned herein above, then the Bill shall stand disposed of and the Legislation Branch shall struck off the same from the list of pending business;

- iv. If the Member-in-charge gives notice of a Motion for "consideration at once of the Bill", the Senate Secretariat shall send an advance notice to the Ministry concerned, Ministry of Law and Justice and Ministry of Parliamentary Affairs informing that the Bill, if the motion is carried, will be taken into consideration on the same day;
- v. After the Motion for consideration of the Bill is carried, the following procedure shall be adopted:-
  - (a) The Presiding Officer shall suspend the sitting of the House, for a specific time, for converting the same into a Committee of the Whole;

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\* *Inserted by S.R.O. 1251(I)/2017, dated 15-12-2017.*

- (b) The Committee of the Whole will deliberate upon the Bill for such time as may be specified by the House in which the rules dealing with the Committees shall be applicable;
- (c) After the time specified by the House has come to a close, the Presiding Officer shall revert the Committee of the Whole into regular proceedings of the House;
- (d) The House shall be informed about the decision of the Committee of the Whole, however, no formal report of the Committee is necessary to be presented;
- (e) If the Committee of the Whole has recommended that the Bill may be passed, with or without amendment, the consideration of the Bill shall be taken up in terms of rules so provided;
- (f) Amendments made in the Committee of the Whole shall be exempted from the notice period required under the Rules; and
- (g) If the Committee of the Whole has recommended that the Bill may not be passed, the Member-in-Charge shall withdraw the same forthwith with the leave of the House.]

**CHAPTER IV: ELECTION OF CHAIRMAN/ CONVENOR OF THE COMMITTEES**

- 2.54 At the time of formation of Committees the Chairmanships of Standing / Functional Committees will be allocated by the Chairman Senate to the political parties in accordance with their proportional strength and independent groups in the House in accordance with sub-rule (2) of rule 175 of the Rules of Procedure and Conduct of Business in the Senate, 2012.
- 2.55 Once a Special / Select Committee is constituted by the Chairman Senate on a motion moved and adopted in the House in terms of rules 203 and 204 of the Senate Rules, after notification of membership of such Committee, any member of such Committee may submit a nomination for the Chairman / Convenor of such Committee to the Office of the Additional Secretary (Committees).
- 2.56 Such nominations should be seconded by atleast one other member of the Committee concerned.
- 2.57 Nominations may be submitted in the Office of the Additional Secretary (Committees) at least 48 hours prior to the date on which the election is scheduled to be held.



- 2.58 If a member wishes to withdraw his / her nomination then he / she may inform the Additional Secretary (Committee) at least 24 hours prior to the election.
- 2.59 The Committee will elect its Chairman / Convener from amongst the nominees with a majority vote in terms of sub-rule (3) of rule 175 of the Rules of Procedure and Conduct of Business in the Senate, 2012.

**CHAPTER V: POLICY GUIDELINES FOR THE STAFF TRAVELLING TO ATTEND COMMITTEE MEETINGS HELD OUTSIDE THE PRECINCTS OF THE SENATE.**

- 2.60 The following officers / officials are entitled to attend the Committee meetings held outside the precincts of the Senate.
- |   |  |
|---|--|
| i. Secretary Committee  | For writing minutes  |
| ii. One supporting Staff from Branch (i.e. S.O. or Superintendent or Assistant or IT Assistant) | To assist the Members and Secretary Committee and to make all necessary arrangements for meetings e.g. folders of working papers marking of attendance sheets etc. |
- 2.61 All Gazetted officers will use means of transport as per their entitlement.
- 2.62 Director Staff or the APS of the Chairman Committee will travel as and when the Chairperson concerned desires so in writing addressed to Secretary Senate.
- 2.63 No Official below BS-14 will travel to assist the Secretary Committee during Committee meeting / visits held outside precincts of the Senate.
- 2.64 An Assistant / I.T Assistant (BPS-14) will travel by air only in case of Karachi and Quetta stations with the approval of Secretary Senate, as special case and for Lahore / Peshawar and any other station, will travel either by road or by railways.
- 2.65 In case the Superintendent / dealing Assistant / I.T Assistant of the Committee is not available Secretary Committee may nominate another official in the respective Committee Branch to travel along with him for assistance.

**CHAPTER VI: DISPOSAL OF PENDING MATTERS BEFORE STANDING COMMITTEES OF THE SENATE.**

- 2.66 Matters referred to the Standing Committees, prior to amendments made in the Rules, wherein, a time frame for disposal of matters has been specified, and still continue to pend, be taken up expeditiously and disposed of within thirty days commencing from 12-04-2016, the date of issuance of the Standing Order.

- 2.67 Reports pertaining to the aforesaid matters be laid in the House in accordance with the Rules of Procedure and Conduct of Business in the Senate, 2012.
- 2.68 If the matters are not disposed of within the time frame given in para No.2.66 above, it will be deemed that the said matter has ceased to exist before the Standing Committees and, be presumed as if it had not been referred to the Standing Committee.

**PART-III**  
**ADMINISTRATIVE**  
**MATTERS**

**3. ADMINISTRATIVE MATTERS**

**CHAPTER I: APPOINTMENT OF A CHILD OF AN EMPLOYEE OF THE SENATE SECRETARIAT AS A COMPASSIONATE CASE.**

- 3.1 These Standing Orders regarding appointment of a child of an employee of the Senate Secretariat shall apply to employees in grades 1-16, who fall within the criteria provided in Standing Order No. 3.3, on the date of their retirement from the Senate Secretariat.
- 3.2 Only one son / daughter of the said employee in terms of Standing Order No. 3.1 will be provided employment in the Senate Secretariat in accordance with the procedure provided in Standing Order No. 3.3.
- 3.3 The following criteria shall apply for an appointment to be made under Standing Order No. 3.1;
- i) That on the date of retirement or in case of death while in the service of the Senate, there is no other male member of the immediate family who is employed or is carrying on business of any sort, or;
  - ii) That there are six dependents or more in the family including parents and, there is only one member of the immediate family who is gainfully employed, or;
  - iii) That one of the children of the retiring employee is a special child, or;
  - iv) That a dependent limited to the spouse, child or children is/are having a disease diagnosed to be terminal and is under treatment for the same.
- 3.4 An employee falling in any one of the categories provided in Standing Order No. 3.3, will be required to follow the following procedure:
- i) The HRM Branch will continue its practice of issuing a notification, one year prior to the actual date of retirement of an employee.
  - ii) The HRM Branch alongwith the said notification shall put up a case giving the full service details of the retiring employee and specify if the said employee falls in any one of the aforesaid categories.

- iii) After the issuance of notification by the HRM Branch, the PSO to the Chairman, Senate of Pakistan, will no later than two weeks from the date of the said notification, interview the retiring employee to ascertain his eligibility in terms of Standing Order No. 3.3.
- iv) If the PSO to the Chairman, comes to the conclusion that the employee is eligible, the said employee will make an application for appointment of his son/daughter on the date of his retirement to the Chairman, Senate of Pakistan.
- v) On the said application, the Chairman, shall constitute a Committee of the Secretary Senate, Additional Secretary (Admin) and one Joint Secretary, not being from the Administration Department, to certify the correctness or otherwise of the contents of the said application.
- vi) Once it has been certified by the said Committee in a period not exceeding four months, the process for the recruitment will commence, which will include a test to assess the job/grade suitability of the candidate but, this test will not be used to deprive a candidate of a job.
- vi) The Orders of appointment will be issued within eight months of the application mentioned in sub-para (iv) of this para, but will come into effect on the date of retirement of the said employee.

**CHAPTER II      TRANSPORT FACILITY TO OFFICERS/OFFICIALS OF  
SENATE SECRETARIAT**

3.5 The Transport charges for the officers/officials of the Senate Secretariat shall be as under:-

Officials BPS 01-10	Rs.50/- per month
Officials BPS 11-15	Rs.500/- per month
Officials BPS 16-19	Rs.1000/- per month

**CHAPTER III: CLERKS OF THE PARLIAMENT PROGRAM**

- 3.6 The Clerks of the Parliament Program is conceived to help improve human resource profile of the Senate Secretariat. It will serve as a means of inducting graduates who are not just looking for a job but are interested in the working for the Parliament, possess sound academic knowledge and modern day skills. It will also be a mechanism for matching interns' skills with specific requirements of the Secretariat leading to 'right person on the right job' scenario.
- 3.7 Interns under this program would be called "Clerks of the Parliament."
- 3.8 Applications shall be invited through National Press/web announcement from candidates with 16 years or higher education, possessing degrees in relevant fields recognized by the Higher Education Commission (HEC). In order to satisfy rules requirement for probable permanent retention of intern(s) at the end of their internship, the advertisement/announcement would mention that interns may be considered for appointment against permanent positions at the end of internship subject to completion of all requirements for such an appointment i.e. availability of posts, annual written test, performance evaluation report, qualifying a final examination and approval of the Competent Authority.
- 3.9 The criteria for a candidate may be as under:-
- i. May be open for individuals between the ages of 20 to 33 years;
  - ii. Preferred academic disciplines may be Law, Political Science, International Relations, Public Administration, Economics/Finance, Computer Science/IT, Media, and any other disciplines as may, from time to time, be required;
  - iii. Minimum requirements would be 3.4/4 CGPA or 65% marks in annual exams;
  - iv. Provincial and other quotas will be observed.
- 3.10 The procedural requirements will be as under:-
- i. Span of internship may be for a period of one and half years.
  - ii. One batch of interns may be inducted each one and a half years.
  - iii. Number of interns may be 20 to begin with, which may be reviewed and revised in due course.
  - iv. The monthly stipend for Clerks of the Parliament will be Rs.60,000/- per month.

- v. 10% increase in the internship stipend at the end of first year of internship will be made, unless there is adverse evaluation / performance of a Clerk.
- vi. A Senate Internship Committee (SIC) would be constituted to devise a transparent competitive selection process and quantified performance evaluation report for the Clerks.
- vii. Selection of interns may be conducted through a process involving a written test by an external agency, content and method of which may be decided from time to time, followed by interview of candidates who qualify the written test. The SIC will oversee the selection process, assess suitability of the candidates and make recommendations to the Competent Authority for selection.
- viii. All procedural protocols for hiring of regular employees, such as security clearance etc., will also be followed in induction of Clerks.
- ix. A waiting list would be prepared at the induction of each batch of Clerks, comprising at least half as many alternate candidates as principal candidates.

3.11 Procedure after the selection of the Clerks of the Parliament will be as under:-

- i. Internship may commence from one-month training / orientation program to be held at Pakistan Institute for Parliamentary Services (PIPS). The training / orientation would equip the interns with required knowledge of functions of the Senate, and procedures to discharge those functions. Senate Secretariat will develop the curriculum and other aspects of the training / orientation. PIPS will administer the training / orientation.
- ii. All Clerks would be on probation for the first two months i.e. one month during training / orientation plus one month after the training / orientation. Those who satisfactorily complete the probation period would be given internship contracts for remaining 16 months. The others would be discharged and given two-month internship certificates.
- iii. Considering the academic discipline and aptitude of an intern, SIC may decide two sections/branches to which the Clerk would be assigned the work for a period of eight months each. SIC may also decide to keep a Clerk at one section/branch of Standing Committee for complete 16 months.

- \*[iii-a The Clerks of Parliament (CoP) are authorized to write / give their views on the official files during their posting in different offices / Branches on main assignments of forty five days period. The Branch Superintendent will mark the file to the CoP who will give views on the case by writing his / her own note / amending the draft letter or preparing his / her own draft and will submit the case / file to the Section Officer / Officer Incharge. The Clerks of Parliament will use the designation of CoP along-with the abbreviated name of the Branch / Section / Cell where performing duty, e.g. CoP (Admn.), CoP (Committees), CoP (Legislation) etc.]
- iv. Job description of each Clerk would be conveyed to the officer(s) in-charge and the Clerk at the time of assigning him/her to a section/branch.
  - v. The Deputy Secretary in-charge of the section/branch to which a Clerk is assigned would be tasked to monitor Clerk's work as per the job description and forward a performance evaluation report to the SIC after every two months.
  - vi. In the beginning of the last four months of their internship period, Clerks may be given the option to submit applications for appointment against permanent jobs in the Senate Secretariat, making it clear, however, that option to submit applications for appointment will not create right of the applicant for a permanent appointment.
  - vii. A final examination of Clerks, who submit applications for permanent jobs, may be conducted. Such exams would be specific to vacancies that are to be filled at that point.
  - viii. SIC may prepare a report encompassing the performance of each Clerk during the one and a half years period, and make recommendations as to suitability of the Clerk for retention in the Senate Secretariat for a permanent job on the basis of quantified objective criteria.
  - ix. Internship completion certificates may be issued on successful completion to those who are not retained.



**CHAPTER IV: SENATE INTERNSHIP PROGRAM**

3.12 The Senate Internship Program will serve as a Social Responsibility as well as Parliamentary Education initiative of the Senate of Pakistan.

3.13 Following procedure will be adopted for inviting applications:-

- i. As a point of initiation, letters will be written to Vice Chancellors of Islamabad based universities, informing that Senate is offering internships for 2 and 6 months – depending on whether a student takes the internship only for the summer / winter break (2 months) or it is to be counted towards credit hour requirements (6 months) under arrangement with his / her university – asking them to contact us if they are interested in securing group-internships as well as internships counted towards credit hours requirements for their students. At later stages, advertisements would be made in the national press inviting universities from all across the country to enter into arrangement with us to secure internships for their students.
- ii. Applications for short term internships may also be invited directly from students through announcement on the Senate website and internal advertisements / notices in universities through their internship / student-affairs departments.
- iii. Preferred academic disciplines of interns will be determined according to Committee's needs.
- iv. SIC will assess suitability of applicants through interviews and make recommendations to the Competent Authority for selection.
- v. Two batches of interns may be inducted each year, one in the summer and the other in winter.
- vi. Number of interns may not exceed 40 in each batch.
- vii. Short Term Interns would be paid Rs.12,000/- per month as internship stipend.

3.14 Procedure after the selection of the Senate interns will be as under:-

- i. A one-week orientation may be held at PIPS for the interns to acquaint them with the history, purpose, functions and working of the Senate.
- ii. Each intern would be deputed in the House as Usher for one month, on rotation basis. For the remainder of their internship, they would be deputed with Committees. Considering the academic discipline of an intern, SIC may decide the Committee where the intern would be deputed.
- iii. Detailed job description will be provided to the intern and respective Chairperson / Secretary and Director (Staff) of the Committee with which the intern is deputed.
- iv. Internship completion certificates may be issued on successful completion.

## **PART-IV**

# **INTERPRETATION AND AMENDMENTS TO THE STANDING ORDERS**

**4. INTERPRETATION AND AMENDMENTS TO THE STANDING ORDERS**

- 4.1 All questions relating to the interpretation of these Orders shall be referred to the Chairman Senate whose decision thereon shall be final.
  - 4.2 The Standing Orders shall be approved by the Chairman Senate. After such approval the said Orders shall be placed before the Senate for adoption.
  - 4.3 An amendment can be made to the said Orders by the Order of the Chairman, however, the same shall be placed before the Senate, in case the amendment relates to the "House" or "Committees", and before the Senate Finance Committee, in case the amendment relates to the administrative Standing Orders.
-