

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
(IPC DIVISION)
<<<>>>

F. No.1-2/2019-PDM-I

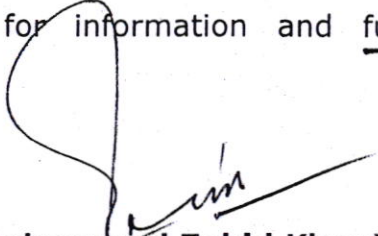
Islamabad, the 10th June, 2021

CIRCULAR

SUBJECT: AUTOMATION OF PROCEDURES OF CABINET MEETING

I am directed to enclose herewith Cabinet Division's U.O.No. 2-3/2008-Cab, dated 18th May, 2021 on the above noted subject which is self-explanatory, for information and further necessary action, please.

Encl: As above.


(Muhammad Zahid Khan)
Section Officer (Lit/PDM-I)
Ph: 9103528

Distribution:

- All Head of wings, M/o IPC

DS (IPC)
SO (CCI) p/speak
APG
11/6
circled to
14/6

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
CABINET DIVISION


Subject: AUTOMATION OF PROCEDURES OF CABINET MEETINGS

With reference to the Cabinet Division's earlier U.Os No.2-3/2008-Cab, dated 28th April, 2021 and 5th May, 2021 on the subject cited above, it may be recalled that trial run of the subject system has been going on for the last couple of meetings. After today's Cabinet Meeting, it has been decided to shift to new electronic automated system completely for the next Cabinet Meeting, i.e. no paper summaries to be henceforth accepted in the Cabinet Division unless the same have already been uploaded on the electronic automated system; only four copies of the summaries will need to be furnished later instead of erstwhile 70-80 copies.

Needless to say that ensuring smooth, glitch/hassle free functioning of the system is a pre-requisite to the success of this important initiative; therefore, NITB may please ensure the following and intimate in writing within 2 days:

- a) That necessary automation equipment (Tablets sets) have been delivered to all cabinet members, and the relevant staff.
- b) That necessary training on newly automated system has been imparted to all Ministries/Division's Ministers/Secretaries and their relevant functionaries.
- c) Watermarks have been placed/visible on the all-electronic Cabinet folders (Agenda and Summaries).
- d) Taking 'notes/writing comments' with stylus, and 'highlighting' important paras of the summaries' options, have been enabled/operationalized.
- e) Remove/address all previously observed and reported glitches/issues during trial run such as log-in problems, auto switching off, black out of screens, internet droppage etc.

3. An early confirmation report will be highly appreciated, and this may please be treated as top priority.

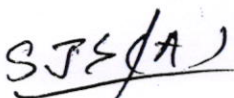

(Eazaz A. Dar)
Additional Secretary (I)
Tele: 9202918

Office of Dr (A) in
Diary No. 825
Date: 09-06-2021

Executive Director, National IT Board (NITB), Islamabad.
Cabinet Division's U.O. No. 2-3/2008-Cab, dated 18th May, 2021

Copy to:-

All Federal Secretaries / Additional Secretaries-in-charge of the Divisions with a request to start furnishing/uploading the summaries henceforth please.



8/6

Dy. Dir (ADM-1)

Secretary (I/C) Division
Cabinet Secretariat
Dy. No. 1176
Date: 19-5-2021

1066
09/06/21