

GOVERNMENT OF PAKISTAN
MINISTRY OF INTER PROVINCIAL COORDINATION
(IPC DIVISION)
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F. No.1-2/2019-PDM-I

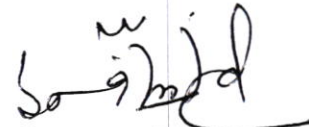
Islamabad, the 06th August, 2021

CIRCULAR

SUBJECT: AUTOMATION OF PROCEDURES OF CABINET MEETINGS

I am directed to enclose herewith the Cabinet Division's U.O note No.2-3/2008-Cab, dated 30th July, 2021 on the above noted subject for information and compliance, please.

Encl: As above.



(Saima Rashid)

Deputy Director (PDM-I)

Ph: 9103528

Distribution:

1. All Head of Wings, M/o IPC, Islamabad
2. Chairman PCB, Lahore
3. Director General PSB, Islamabad
4. Secretary Federal Land Commission, Islamabad
5. Secretary/Registrar PVMC, Islamabad
6. Controller DTS, Islamabad
7. Director General NIP, Islamabad

Dy. No. 585
Office of the JS (CCI)
Date: 6.8.2021

186
Dy. No.
Office of The DS (CCI)
Date: 6.8.2021

DS (both)

APS



6/8

Sd/ (ca)

6/8/21



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GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
(CABINET DIVISION)

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Subject:- AUTOMATION OF PROCEDURES OF CABINET MEETINGS

Please refer to this Division's u.o. Note of even number, dated 10th June, 2021, on the subject cited above (copy enclosed), besides few other instructions/guidelines issued since the roll out of e-Cabinet system on 25-05-2021.

2. It is again informed that despite repeated requests, the Summaries for the Cabinet are still being uploaded on the e-Cabinet portal without due care and caution; resultantly, on pointation of a Member of the Cabinet, the Prime Minister expressed his displeasure on illegibility of the annexures and quality of the Summaries for the Cabinet during its meeting held on 27-07-2021.

3. Therefore, the following is again reiterated for due adherence in future please:-

- i) Summaries for the Cabinet must be properly formatted and not exceed two pages as per Rules of Business.
- ii) Annexures should be minimum/need-based e.g only relevant clause/page of Act and not the entire Act/Legislation, and those should be properly hyperlinked.
- iii) Documents attached as annexures must be clear and legible.
- iv) After uploading the Summary, four (04) hard copies must be provided to the Cabinet Division.

(Eazaz A. Dar)
Additional Secretary-I

All Secretaries/Additional Secretaries-in-charge of the Divisions
Cabinet Division's u.o. No.2-3/2008-Cab, dated 30th July, 2021.

Dy. Dir (PDM-1)

Ministry of IPC
Office of the DS (Admn)
Diary No. 1240
Dated: 05-08-2021

Office of M. JS (Admn)
Dy. No. 2037
Dated: 05/08/21

Secretary (IPC) Division
Cabinet Secretariat
Dy. No. 1902
Dated: 05/08/21

Ministry of IPC
R&I E-Office
SCANNED
4/8/21

5/8/21
J.S.(A)

05/08/21

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