



No.SOR-IV(S&GAD)1-1/2017
GOVERNMENT OF THE PUNJAB
SERVICES AND GENERAL ADMINISTRATION
DEPARTMENT (REGULATIONS WING)

Dated Lahore the 30th January, 2017

To

1. The Secretary to Governor of the Punjab.
2. The Secretary to Chief Minister, Punjab.
3. The Senior Member, Board of Revenue, Punjab.
4. All Administrative Secretaries in the Punjab.
5. All Commissioners in the Punjab.
6. The Chairman, Chief Minister's Inspection Team, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Heads of Autonomous Bodies in the Punjab.
9. The Registrar, Lahore High Court, Lahore.
10. The Registrar, Punjab Service Tribunal, Lahore.
11. The Secretary, o/o Provincial Ombudsman, Punjab, Lahore.
12. The Secretary, Punjab Public Service Commission, Lahore.
13. All Deputy Commissioners in the Punjab.
14. The Secretary, TEVTA, Lahore.

SUBJECT: ATTENDING OF OFFICIAL MEETINGS

It has been observed with concern that sometimes senior officers, due to pre-occupation could not attend meetings with the high-ups and normally a relevant officer of the Department is nominated for the purpose. Such nominated officer neither bother to seek guidance from his seniors nor report feedback about the decisions taken in the meeting due to which the concerned Administrative Secretary / Senior Officers remain unaware about the updates of the issues.

2. It is further added that any officer so nominated for any such meeting is supposed to know the rules, policies and stance of the Department while deliberating upon the issue in the meeting.
3. To ensure proper functioning, it is desired that henceforth all officers before attending the meetings should seek guidance from their immediate seniors about the rules, policies and stance of the Department, and after attending the meeting they should report feedback about the decisions taken in the meeting for information of high-ups.
4. These instructions should be adhered to in letter and spirit.

(DR. MUHAMMAD SALEH TAHIR)
Secretary (Regulations), S&GAD

CC:

1. The Chief Secretary Punjab.
2. The Addl. Chief Secretary, Punjab with reference to his direction on the Subject.
3. All. Addl. Secretaries / Deputy Secretaries / Section Officers in S&GAD