



GOVERNMENT OF PAKISTAN
MINISTRY OF NATIONAL FOOD SECURITY AND RESEARCH



No.1-5-2025-ADMN-III

Islamabad, the 09th July , 2026

From

Dr. Fazl-E-Dayim Shehzad
SO (Admn-III)

To

- 1- Director/Incharge, pcsi, Islamabad
- 2- Chief Executive Officer, PCCC, Multan
- 3- Chairman PARC, PARC, Islamabad
- 4- Managing Director, POD, Islamabad
- 5- President PVMC, PVMC, Islamabad

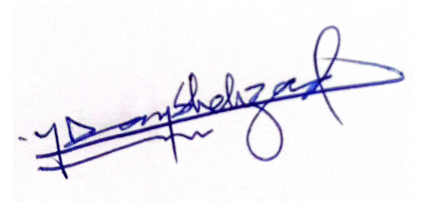
SUBJECT: COMPLIANCE WITH SECRETARIAT INSTRUCTIONS REGARDING MODE OF OFFICIAL CORRESPONDENCE WITH MINISTRY

I am directed to refer to the subject captioned above and to state that it has been observed that in response to communications issued by this Ministry (**via e-office portal**) seeking information / comments / reply, organizations under administrative ambit of Admn-III Section are furnishing replies / submission of cases in the form of noting / email instead of the prescribed mode of official correspondence resulting in over burdening work flow and un-necessary delay in processing cases.

2. Attention is invited to Chapter 7 (Written Communications), Clauses 53 to 57 of the **Secretariat Instructions, 2021** , particularly Clause 56, which prescribes the appropriate mode of correspondence between the Ministry/Division and its Attached Departments / organizations. The Secretariat Instructions recognize Letter, Office Memorandum, Memorandum, Demi-Official Letter, and other prescribed forms of communication. A note is intended for internal file processing and is not a prescribed mode of correspondence between separate offices.

3. In this regard, all Attached Departments / Organizations under the administrative ambit of Admn-III Section are, therefore, requested to ensure that replies to communications received from this Ministry are furnished through the appropriate prescribed form of correspondence, as applicable under the Secretariat Instructions, 2021, instead of replying or submission of cases through noting section of the document on e-office portal.

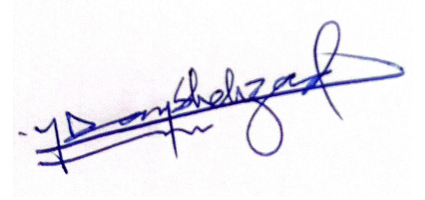
4. In view of the above, it is advised that the above instructions, as per official procedures enshrined in the Secretariat Instructions may kindly be adopted by all concerned officers/officials of the organizations, in true letter and spirit, for future correspondence with and to this Ministry



Dr. Fazl-E-Dayim Shehzad
SO (Admn-III)

Copy for information to:-

- 1- Joint Secretary (Admn), MONFSR, Islamabad
- 2- DS (Admn-II), MONFSR, Islamabad



Dr. Fazl-E-Dayim Shehzad
SO (Admn-III)

Webmaster MIS
Webmaster (MIS)
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