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No.F. 10-1/2024-Coord (info)
Government of Pakistan
Ministry of National Food Security & Research

Islamabad, the 24th May, 2024

SUBJECT: GOVERNMENT EFFECTIVENESS & EFFICIENCY PROCEDURAL GUIDELINES FOR PRIME MINISTER'S MEETINGS

Please find enclosed herewith a copy of Prime Minister's Office U.O.No.710/SPM/2024 dated 21st May, 2024 on the subject noted above for information and strictly compliance, please.

Encl: As Above

-Sd-
(Dr. Mehfooz Ur Rehman)
Section Officer (Coord)
051-9208365

PAKISTAN AGRICULTURAL RESEARCH COUNCIL
(Central Secretariat)

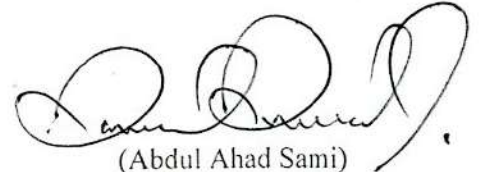
No.F.1-2/2024-CS

Islamabad, the 30th July 2024

SUBJECT: GOVERNMENT EFFECTIVENESS & EFFICIENCY PROCEDURAL GUIDELINES FOR PRIME MINISTER'S MEETINGS

Please find enclosed herewith a copy of Prime Minister's Office U.O.No.710/SPM/2024 dated 21st May, 2024 on the subject noted above is forwarded for information and strictly compliance, please.

2. This issue with the approval of Chairman, PARC.


(Abdul Ahad Sami)
Dy. Director (CS)

Distribution:

1. All Members (Finance), (PSD), (NRD), (ASD), (SSD), (C&M)
2. Director General (NARC-Islamabad), (SARC-Karachi), (BARDC-Quetta), (MARC-Gilgit), (AZRC-D.I.Khan)
3. Director General (AED), (P&DD), PARC
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CC:

- PS to Chairman, PARC
- APS to Secretary, PARC

For uploading

webmaster (DSC&P)

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**PRIME MINISTER'S OFFICE
ISLAMABAD**

Subject: GOVERNMENT EFFECTIVENESS & EFFICIENCY
PROCEDURAL GUIDELINES FOR PRIME MINISTER'S
MEETINGS

In order to enhance efficiency, facilitate decision-making and increase the overall effectiveness of Prime Minister's meetings, it has been desired that the following material shall be furnished by the relevant ministry/division/organization to the concerned Joint Secretary/ Deputy Secretary of the Prime Minister's Office with considerable time margin:

- i. List of participants of the meeting
- ii. Talking points for the Prime Minister
- iii. Brief on the matter.
- iv. A concise presentation (5-7 slides)

2. Additionally, the implementation status on the Prime Minister's earlier directives on the matter shall also be furnished as per the format below:

**UPDATED IMPLEMENTATION STATUS OF THE PRIME
MINISTER'S EARLIER DIRECTIVES**

Sr. #	Meeting Details/Date	PM's Directive/ Decision	Implementation Status

3. The above directions may be accorded priority and compliance be ensured.

Sarah Aslam
(Sarah Aslam)
Additional Secretary-I
21 May, 2024

All Ministries / Divisions
No. 710/SPM/2024
M

Cc: Cabinet Secretary

AS-1

M 23/05/2024

W. S. K. S. J. S. A.

A. 23/05
DS(A-1)

urgent
23/05/24
SO (ACC)

Dy.No. 617 DS(Admin)
Dated 23-5/24

Dy.No. 984 JS-1
Dated 23-5-24

Additional Secretary Office
Dy. No. 1295
Dated 23.5.24

Dy.No. 2857
Dated 23/05/24