

NATIONAL HIGHWAY AUTHORITY

(Establishment Directorate)

No.1(1)-Admn/Wel-II/NHA/24/ 468

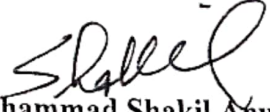
Islamabad, the 5 June, 2024

CIRCULAR

Subject: **CONDUCT OF MINISTERIAL EVENTS IN PRIME MINISTER'S HOUSE**

The Ministry of Communications, vide O.M No. 6(3)/2023-Admn dated 31.05.2024, has enclosed a copy of the Prime Minister's Office (Internal) letter No. MS(PM)/24/Inquiry/Auditorium dated 21.05.2024, which conveys the following guidelines:

- a. **Event Organization Responsibility:** The Sponsoring Ministry is responsible for organizing events at the Prime Minister House. The PM House staff will facilitate by providing suitable space and available material resources. Any additional resources required for the event must be arranged by the concerned Ministry.
 - b. **Guest List Submission:** The formulation of the guest list is the responsibility of the concerned Ministry. This list must be submitted to this office at least 24 hours in advance for necessary scrutiny. Additionally, all guests must receive invitation cards marked with serial numbers.
 - c. **Guest List Details:** The guest list provided to this office must include the following details: Name, CNIC No., Cell No., and the serial numbers of the invitation cards.
 - d. **Guest Conduct:** The conduct of invited guests within the PM House is the responsibility of the sponsoring Ministries. Guests should be carefully selected and instructed beforehand to maintain the discipline and decorum of the House.
 - e. **Prohibition of Electronic Devices:** Photography and the use of cell phones are strictly prohibited inside the PM House. Guests must be informed in advance not to bring any electronic gadgets with them.
 - f. **Entry Coordination:** Coordination between the Ministry staff and PM House security staff must be ensured to avoid any discrepancies in the guest list and ensure smooth entry of guests.
 - g. **Advance Briefing:** A briefing session should be held at least one day before the event with all relevant staff, including security and Ministry personnel, to confirm the guest list and clarify entry procedures.
 - h. **Emergency Contact Information:** An emergency contact person from the organizing Ministry must be designated and made available at the entry gate to address any issues or discrepancies that may arise.
2. These guidelines are being circulated for information and strict compliance.


(Muhammad Shakil Anwer)
GM (Establishment)

Distribution:-

- All Members (HQ/Zone/Project)
- Secretary, NHA HQ
- All GMs (HQ/Region/Project)
- ➔ Director (MIS) NHA HQ (To upload on NHA Website)

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- SPS to Chairman NHA
- SO to Member (Admn) NHA
- SO (Admn), Ministry of Communications, Islamabad