

MOST IMMEDIATE

PRIME MINISTER'S OFFICE
ISLAMABAD

Subject: TASK MANAGEMENT SYSTEM (TMS) - ROLE OF FEDERAL MINISTRIES/DIVISIONS

Kindly refer to subject matter, along with earlier correspondence with Ministries/Divisions vide this office

- i) U.O. NOs. 1(2)/JS(PMDU)/2024, dated: 18-04-2024
 - ii) U.O. NOs. 1(3)/JS(PMDU)/2024, dated: 22-04-2024
 - iii) U.O. NOs. 1(3)/JS(PMDU)/2024, dated: 23-04-2024
 - iv) U.O. NOs. 1(3)/JS(PMDU)/2024, dated: 23-04-2024
- (Copies enclosed)

A.S(Admin) /SI/1029

903/06

2 It is to reemphasize that TMS, as a tracking system of tasks assigned by PM (Prime Minister of Pakistan), to Ministries/Divisions, and to Provincial Governments, is operational and under the constant review of Prime Minister. In order to apprise the ministries/divisions following steps were taken by PMDU (Prime Minister's Delivery Unit).

Awais Manzur Sumra
Secretary

- I. Consultative Sessions/Workshops were held at PMO with the focal persons of Ministries/Divisions and after prolonged discussions and deliberations, snags in the system were resolved. (Copy of Record Notes enclosed).
- II. The name and cell numbers of Ministry/Division's relevant Joint Secretary and Deputy Secretary at Prime Minister's Office (PMO) was conveyed vide this office letter dated: 26-04-2024 (Copy enclosed).
- III. A presentation on TMS was made by Coordinator to PM in Secretaries Committee on 23.05.2024.
- 3 In this backdrop, following are measures are suggested at Ministry/Division's end for efficient, smooth, and updated position of tasks in TMS.

- A. All Ministries/Divisions may please nominate a BS 21 level officer and in case of non availability a BS 20 level officer may be nominated as focal person of TMS, who shall be responsible for reviewing, updating, and finishing a task on TMS. The details of focal person nominated may kindly be provided to this office on or before 05.06.2024.
- B. All Secretaries are requested to please update their cell number on TMS, so that they shall get an immediate message when a task is generated related to them.
- C. In case same task is assigned to different ministries, LEAD ministry shall be responsible for all coordination, implementation, updates, and final completion of the task.
- D. When a task is assigned to a Ministry/Division, it must be acknowledged by Ministry/Division; otherwise it shall be reflected under, "No Work Started" in the system.
- E. If there is a need for extension in timeline, it shall be noted in the dialogue box on TMS by focal person with justification and PMO shall process it and the same may be conveyed after the approval of PM.

Office of the Secretary
Diary No. 2339
Dated: 05-06-2024

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Office of the Secretary
Diary No. 19680
Date: 03-06-2024

Office of the AS(Ad/Org/SI)
Diary No. 1407
Dated: 03-06-24

Joint Secretary (UKG/LIT)
Diary No. 87
Dated: 04-06-24

Deputy Secretary
Diary No. 420
Dated: 04/06/24

DS (HRM)
Dy. Chief (EIS) / Tech FP.
PL put up.
5/6
4/18/24
Khalid Javaid
Joint Secretary (Org./Lit.)

Amran Rehman Khan
Additional Secretary
(Admin/Org/SI/Lit.)
3/6
Page 1 of 3
Abdul Waheed
Joint Secretary (Org/Lit.)
4/18/24
Priority actions (let)