

Government of Pakistan
Ministry of Industries & Production

No. 2(20)/2000-Admn-I

Islamabad, the 13th May, 2026

OFFICE ORDER

In order to ensure effective management and expeditious disposal of official business, the Secretary, Industries & Production Division is pleased to delegate the following powers and functions to the Special Secretary, till further orders:

- a) Overseeing and exercising powers in respect of all matters relating to coordination, processing and disposal of cases pertaining to the business of the National Assembly and the Senate, as well as their Standing Committees and Sub-Committees, ensuring timely submission of replies and requisite material to both Houses of the Parliament in accordance with prescribed timelines;
 - b) Examining and approving litigation matters, court cases, and submission of legal opinion in consultation with Law & Justice Division where required;
 - c) Exercising powers regarding service matters of officials of this Division upto BPS-16, including postings, transfers, leave, medical bills, HBA approvals, disciplinary proceedings and any other matter related as per rules;
 - d) Supervising and deciding of matters pertaining to rightsizing, restructuring, and organizational reforms, implementation of policy on rightsizing and coordination with relevant Ministries/Divisions and stakeholders in this regard;
 - e) Overseeing the work of IF wing;
 - f) Any other task or assignment as may be entrusted by the Secretary from time to time.
2. In performance of the above further, the Special Secretary shall keep the Secretary generally informed and submit any important case for his information or decision as deemed appropriate.
3. This issues with the approval of Secretary, I&P.


(Sumaira Gulshad Abbasi)
Section Officer

Distribution:

- i. PS to Secretary, I&P
- ii. SPS to Additional Secretary-I
- iii. APS to Additional Secretary-II
- iv. Joint Secretary (LED)
- v. Joint Secretary (MED)
- vi. Joint Secretary (A&F)
- vii. Joint Secretary (IF)
- viii. Joint Secretary (IID)
- ix. Joint Secretary (PSD)
- x. All Deputy Secretaries
- xi. AGPR, Islamabad
- xii. Cash Section
- xiii. Section Officer (Admn-II)
- xiv. Section Officer (General)
- xv. Assistant programmer