



GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES & PRODUCTION



No.9(12)/20-ADMIN-I

Islamabad, the 30th March , 2026

OFFICE ORDER

SUBJECT: OFFICE ORDER

CORRIGENDUM

In continuation of Admn-I Section's Office Order of even umber dated 17th March, 2026 and as per direction vide Circular dated 26th March, 2026 by Joint Secretary (LED), the duty roster of Officers of LED and CF&AO Wings is hereby revised as under:

Large Enterprise Development (LED) Wing

Joint Secretary: Ms. Farah Farooq

Officer	Designation	Section	Mon	Tue	Wed	Thu
Abdul Samad	DC	DC (LED)	Office	Office	Office	Office
Ammar Hussain	AC	LED-III	Office	Office	Office	WFH
Mubashir Ali Shah	AC	LED-II	WFH	Office	Office	Office
Ghulam Memon	CSO	LED	WFH	Office	Office	Office
Shahadat Ali	SO	LED-I/II	Office	Office	Office	WFH
Fahad	SO	LED-III	Office	Office	Office	WFH
Hanzala	SO	LED-IV	WHF	Office	Office	Office

CF & AO Wing

Chief Finance & Accounts Officer: Ms. Nafees Rahim

Officer	Designation	Section	Mon	Tue	Wed	Thu
Musarat Abbas	OSD	F&A	WFH	WHF	Office	Office
Syed Ishtiaq Hussain	AO(corporation)	F&A	Office	Office	WFH	WFH

Pirah Aftab
SO (A-I/NPO)

DISTRIBUTION:-

- 1- Secretary Industries & Production, MOIP, Islamabad
- 2- Addl Secretary-I, MOIP, Islamabad
- 3- Deputy Chief (LED), MOIP, Islamabad
- 4- AO (Corporation), MOIP, Islamabad
- 5- OSD (F&A), MOIP, Islamabad
- 6- AC (LED-III), MOIP, Islamabad
- 7- AC (LED-I), MOIP, Islamabad
- 8- AC (LED-II), MOIP, Islamabad
- 9- CSO, MOIP, Islamabad
- 10- SO (LED-I), MOIP, Islamabad
- 11- SO (LED-II), MOIP, Islamabad
- 12- SO (LED-III), MOIP, Islamabad
- 13- SO MED-IV, MOIP, Islamabad
- 14- SO (LED-IV), MOIP, Islamabad

Muhammad Imran Shahid
Asstt Programmer
01 April , 2026 , 09:45:27 AM

F.No.1(1)/2026-Misc-LED
GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES AND PRODUCTION
OFFICE OF THE JOINT SECRETARY LED



Islamabad the 26th March, 2026

CIRCULAR

Subject: REVISED WORK SCHEDULE (OFFICE ATTENDANCE AND WORK FROM HOME) FOR OFFICERS/OFFICIALS OF LED WING

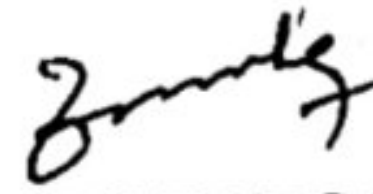
With reference to the subject cited above and in view of the heavy workload and back-to-back meetings in the LED Wing as assigned by the Secretary I&P Division, and considering the observed tendency of officers to apply for leave by prefixing or suffixing the days designated for work from home, it has been decided to streamline and regulate the working arrangements.

02. Accordingly, it is hereby directed that a revised program for office attendance and work from home shall be implemented with immediate effect. Under this revised arrangement:

- All officers of the LED Wing shall ensure attendance in the office for **at least three (03) days in a week.**
- **Only one (01) day per week** shall be allowed for work from home in case E-office is available/accessible.
- The officials of LED Wing will attend offices as per directions of their respective Reporting Officers.

03. Furthermore, it is highlighted that officers holding additional charge of sections under the LED Wing must obtain **prior approval of leave from the undersigned.** Supervisory officers/DS(s)/DC shall ensure strict compliance and ensure to implement these directions to avoid any untoward situation in the future.

04. In view of the forgoing, Admn Wing is requested to kindly issue revise schedule of work from home and work in office, incorporating the above-mentioned directions and share the same with office of the Joint Secretary (LED) at the earliest.


(FARAH FAROOQ)
Joint Secretary (LED)

All concerned Officers/Officials of LED Wing.

Copy to:-

- i. PS to Additional Secretary-I, I&P Division.
- ii. Deputy Secretary (Admn-I) to reschedule the duty roster as mentioned above.