

**GOVERNMENT OF PAKISTAN
MINISTRY OF INDUSTRIES AND PRODUCTION**

F. No. 9(12)/2020-Admn-I

Islamabad, the 17th March, 2026

OFFICE ORDER

SUBJECT: WORK-FROM-HOME/ALTERNATE ATTENDANCE PLAN FOR OFFICERS AND SUPPORTING STAFF IN MINISTRY OF INDUSTRIES AND PRODUCTION

In pursuance of the Cabinet Division's notifications dated 9th and 10th March, 2026, necessary arrangements regarding **Work from Home for up to 50% of staff on an alternate basis**, are to be implemented.

2. In order to ensure the orders of Cabinet Division, the duty roster of Officers is attached as per following plan:

Administration & Finance Wing

Joint Secretary: A. Shabbir Khan Khattak

Officer	Designation	Section	Mon	Tue	Wed	Thu
Pirah Aftab	SO	Admn-I	Office	Office	Office	WFH
Abeer Ahmed	SO	Admn-II	Office	Office	WFH	WFH
Aiman Arif	SO	Admn-III	WFH	WFH	Office	Office
Gulnaz Baloch	SO	Litigation	Office	Office	WFH	WFH
Fraz Anwar	SO	General	Office	Office	Office	WFH
Khalid Hussain Zia	SO	C&C	WFH	Office	Office	Office
Aman Khan	SO	Complaint Cell	Office	Office	WFH	WFH
Nazir Said	SO	USC/PIDC	WFH	WFH	Office	Office
Shahbaz Hassan	SO	Budget	WFH	WFH	Office	Office
Sumaria Gulshad	SO	Pension	Office	Office	WFH	WFH

Large Enterprise Development (LED) Wing

Joint Secretary: Ms. Farah Farooq

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

Medium Enterprise Development (MED) Wing

Joint Secretary: Malik Aman

Officer	Designation	Section	Mon	Tue	Wed	Thu
Hasnain Ali	SO	MED-I	Office	Office	Office	Office
Wajiha Arif	SO	MED-II	WFH	WFH	Office	Office
Muhammad Fahad	SO	MED-IV	Office	Office	WFH	WFH

Professional Skills Development (PSD) Wing

Joint Secretary: Malik Nadeem ur Rehman

Officer	Designation	Section	Mon	Tue	Wed	Thu
Sibghat Ullah	AC	Reg	Office	WFH	Office	WFH
Yasir Iqbal	RO	Pricing	WFH	Office	Office	Office
Akhlaq Mahmood	SO	PSD-II	Office	WFH	Office	WFH
Waqas Ahmed	SO	PSD-I	Office	Office	Office	Office
Riaz Ahmad	SO	NFC	Office	Office	WFH	WFH

Industrial Infrastructure Development (IID) Wing

Joint Secretary: Freedom Akram Sheikh

Officer	Designation	Section	Mon	Tue	Wed	Thu
Engr. Muhammad Shoaib	AC	Reg	Office	Office	Office	Office
Dil Hobaz Khan	AC	Reg	WFH	WFH	Office	Office
Muhammad Fahad	SO	IID-II	Office	Office	Office	WFH

Investment Facilitation (IF) Wing

Joint Secretary: Amir Aqeeq

Officer	Designation	Section	Mon	Tue	Wed	Thu
Ayesha Farzand	SO	IF-I	Office	Office	WFH	WFH
Hassan Mehmood	SO	IF-II	WFH	Office	WFH	Office
Nayyar-e-Azam	SO	IF-III	WFH	Office	Office	Office
Shah Khalid	SO	IF-IV	Office	Office	WFH	WFH

- The concerned Section Officer shall issue duty roster of their respective office, keeping in view the operational requirements of the section under intimation to SO (Admin-II).
- Officers and staff working at home may be required to attend the office on need basis, as and when directed by the concerned supervisory officer.
- Officers and officials working from home shall remain online on e-office and accessible via cell phone during office hours to ensure uninterrupted disposal of official work. Officers or staff shall not leave the station during WFH without prior approval of the concerned supervisory officer.
- All officers and staff shall ensure that official work and disposal of cases through e-office continues without any delay.
- All attached organizations of the Ministry of Industries and Production (MoIP) shall adopt similar measures under intimation to this Ministry.


(PIRAH AFTAB)
Section Officer (Admn-I)

Distributions:

- PS to Secretary, I&P
- PS to Additional Secretary-I
- PS to Additional Secretary-II
- PS to Joint Secretary-LED
- APS to Sr. Joint Secretary-IID
- APS to Sr. Joint Secretary-IF
- APS to Sr. Joint Secretary-MED
- APS to Joint Secretary-A&F
- APS to Joint Secretary-PSD