

Government of Pakistan
Industries and Production Division

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

Islamabad, the 2nd May, 2023

OFFICE ORDER

In partial modification of this Division's office order of even number dated 8th December, 2021, the Secretary, Industries and Production has been pleased to approve following delegation of administrative/financial powers in Industries and Production Division till the availability of regular Additional Secretary-I:-

| Sr. | Function | Secy. | AS-I | SJS/ JS (A&F) | DS (Admn) | SO (Admn-I&II) |
|-----|--|---------------------|----------|---|--|-----------------|
| 1. | Appointment | BS-17-19 | BS-16 | BS-3-15 | BS-1-2 | - |
| 2. | Promotions | BS-17-19 | BS-16 | BS-3-15 | BS-1-2 | - |
| 3. | Transfer within the Ministry | BS-19 and above | - | BS-3-18 | BS-1-2 | - |
| 4. | LFP/ LHP/ EOL | BS-20 and above | - | BS-3-18 | BS-1-2 | - |
| 5. | Leave Ex-Pakistan | BS-17 and above | - | BS-01-16 | - | - |
| 6. | Nomination for training (local) | BS-20 and above | - | BS-5-19 | - | - |
| 7. | Grant of NOC to proceed abroad | BS-20 & above | - | BS-3-19 | BS-1-2 | - |
| 8. | Permission for official tour within country (including travel by air/personal car) | BS-20 & above | - | BS-1-19 | - | - |
| 9. | Grant of Additional/ Current charge | BS-20 | BS-17-19 | BS-3-16 | BS-1-2 | - |
| 10. | Re-imbursement of medical claims | Beyond Rs.250,000/- | - | Beyond Rs.35,000/ and up to Rs.250,000/ | Beyond Rs.15,000/ and up to Rs.35,000/ | Upto Rs.15000/- |

2. This issues with the approval of Secretary, Industries and Production Division.

(Haider Ali)

Section Officer (Admn-I)

Distribution:

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