

GOVERNMENT OF PAKISTAN
MINISTRY OF HOUSING & WORKS

Islamabad, the 1st November, 2021

NOTIFICATION

F.No.643/2021-Admn-I: In pursuance of Prime Minister's Office, Islamabad U.O.NO. 1(45)/DS(PMDU)/2021 dated 14th October, 2021 and with the approval of competent authority, Mr. Shahbaz Mustafa, Deputy Secretary (Admn), M/o Housing & Works is nominated as Overseas Facilitation Officer. His particulars are as under:-

1. Title of the section/desk: Overseas Facilitation Officer
2. Name of the head/incumbent officer: Shahbaz Mustafa
3. Designation: Deputy Secretary (BS-19)
4. Official Phone number: 051-9217155
5. Email: shahbazmustafa1978@gmail.com
6. Web page: _____ - _____
7. Facebook (if any): _____ - _____

2. The TORs for Overseas Facilitation Section/desk/Officer are as under:-


- To act as a convenient and dedicated point of contact.
- To Facilitate in processing of cases.
- To Facilitate in availing services.
- To Facilitate in intra/inter-departmental coordination.
- To Facilitate in Redressal of complaints.
- To provide guidance regarding adoption of right procedure etc.
- To provide any other relevant service.

(Muhammad Kamran)
Section Officer (Admn-I)
Tele; 9209194

The Manager,
Printing Corporation of Pakistan Press,
University Road,
Karachi

Copy to:-

1. Deputy Secretary (PMDU-I), Prime Minister's Office, Islamabad.
2. Deputy Secretary (Admn), M/o Housing & Works.
3. In-charge PMDU Cell, M/o Housing & Works with the request to upload on Ministry's web-site.
4. The Secretary, M/o Foreign Affairs, Islamabad.
5. The Secretary, M/o Overseas Pakistani & Human Resource Development, Islamabad.
6. The Secretary, M/o Information and Broadcasting, Islamabad.
7. Section Officer (General) with the request to display the banners in respective premises of the Ministry.
8. Office copy.


Section Officer (Admn-I)