

No.F.1(12)HR-I/2006
Government of Pakistan
Finance Division
(HR-I Section)

Islamabad, the 24th March,, 2014

OFFICE ORDER NO.44/2014

The Protocol and Documentation Section are bifurcated as two independent sections as "Protocol Section" and "Documentation Section" with immediate effect and until further orders as per following Job Descriptions:-

i) **Protocol Section:**

- i) To complete visa formalities of officers proceeding abroad.
- ii) To arrange for Airport Security Passes through Defence Division (Civil Aviation Authority) for higher officers of the Finance Division.
- iii) Acknowledge receipt of Passports from the Directorate General of Immigration and Passports in respect of officers of Finance Division.
- iv) To arrange Security Passes from Ministry of Interior.
- v) Conducting of foreign delegations/guests at Airport and at `Q` Block as per requirements.
- vi) To acknowledge receipt of Passports from the Directorate General of Immigration in respect of officers of Finance Division.
- vii) To make hotel reservations for lunches/dinners and stay of delegates.
- viii) To arrange permission for entrance in Diplomatic Area, Islamabad from SSP (Security).

ii) **Documentation Section:**

- i) To deal with petitions addressed to President/Prime Minister's Office.
- ii) Publication of Year Book.
- iii) Work relating to actionable documents, Security Booklet etc.
- iv) Work relating to the reports of Defence Planning Committee.
- v) To coordinate with the Ministry of Interior and Law Enforcing Agency for taking requisite security arrangements for the visitor's local/foreign delegation/dignitaries as per requirements.
- vi) To ensure that Customer's problems are rectified.
- vii) To identify, record and take appropriate follow up on `complaints`.
- viii) Perform any other task/duty from time to time assigned by Joint Secretary (HRM).

Amir
24/3/2014

P.T.O.

2. The Protocol Section may be headed by Officer on Special Duty (Protocol) Mr. Muhammad Mehboob Sultan and Documentation Section by Syed Buniad Haider, Section Officer.

3. This issues with the approval of Additional Finance Secretary (HRM/IGF/Reg).


24/3/2014
(Dr. Akhtar Ali Hakro)
Section Officer (HR-I)

Distribution:

1. JS(HRM)
2. DS(HR)/DS(Services)/DS(Council)/DS(QA).
3. PS to Minister for Finance. Islamabad.
4. Senior PS to Finance Secretary.
5. Senior PS to AFS(HRM/IGF/Reg).
6. Officers concerned.
7. DDO.
8. SOs(HR-II,III & IV)/Services)/Protocol/Confidential/Library/ R&I/QA-II.
9. The Web Master, Finance Division, Islamabad.
10. Office Order file/Personal file.