

Government of Pakistan  
FINANCE DIVISION  
(Quality Assurance- I Section)  
(HRM Wing)  
\*\*\*

CIRCULAR

Subject: - **FOUR DAYS (PART TIME) CUSTOMIZED TRAINING COURSE FOR DAFTARIS/ QASIDS /NAIB QASIDS AND EQUIVALENTS**

On direction of competent authority HRM wing in consultation with Secretariat Training Institute (STI), Islamabad has arranged "Four Days (Part-Time) Special Customized Training Course for Daftaris/ Qasids /Naib Qasids and Equivalents. The training sessions will be held in five (5) Groups. The contents/topics of the training are as under:-

- General Ethics & Behavior Sense of Ownership & Responsibility,
- Duties & Responsibilities of Qasids / Daftris / Naib Qasids
- Mannerism, Dress Code & Integrity and Security of Classified documents/ Negotiations / Conversations/ Attending Protocol Duty etc.
- Hospitality / Etiquettes to Serve Tea etc. to officers and their Guests in office/Meetings Committee Rooms.

2. All Daftaris/Qasids/Naib Qasids of the Finance Division have been nominated for the subject training course, at Secretariat Training Institute (STI) Islamabad, as per following schedule.

S.No	Groups	No. of Staff	Tentative Date/Time
1.	1 <sup>st</sup> Group	46 (List attached ) (Annex-I)	13 <sup>th</sup> – 16 <sup>th</sup> March, 2023 1400 to 1600 Hours
2.	2 <sup>nd</sup> Group	46 (List attached) (Annex-II)	20 <sup>th</sup> – 23 <sup>rd</sup> March, 2023 1400 to 1600 Hours
3.	3 <sup>rd</sup> Group	46 (List attached ) (Annex-III)	27 <sup>th</sup> – 30 March, 2023 1400 to 1600 Hours
4.	4 <sup>th</sup> Group	46 (List attached) (Annex-IV)	3 <sup>rd</sup> – 6 <sup>th</sup> April, 2023
5.	5 <sup>th</sup> Group	46 (List attached) (Annex-V)	10 <sup>th</sup> – 13 <sup>th</sup> April, 2023 1400 to 1600 Hours

3. All concerned officers are requested to ensure participations of the nominated officials. Working under their administrative control, as per given schedule.

  
(Madiha Rafique)  
Section Officer (QA-I)

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**Distributions:-**

- (i) SA to FM, Finance Division, Islamabad
- (ii) Additional Finance Secretary (Budget), Finance Division, Islamabad
- (iii) Additional Finance Secretary (CF), Finance Division, Islamabad
- (iv) Additional Finance Secretary (EF), Finance Division, Islamabad
- (v) Additional Finance Secretary (IF/Inv/IGF), Finance Division, Islamabad
- (vi) Additional Finance Secretary (Lit/Reg), Finance Division, Islamabad
- (vii) Additional Finance Secretary (Exp/Dev), Finance Division, Islamabad
- (viii) Additional Finance Secretary (HRM), Finance Division, Islamabad
- (ix) Economic Advisor, Economic Advisor Wing, S Block Finance Division, Islamabad
- (x) Director General (Debt), Finance Division, Islamabad.
- (xi) Chief Cost Accounts Officer (CCAO), Finance Division, Islamabad.
- (xii) PS to Secretary Finance, Finance Division, Islamabad
- (xiii) PS to Special Secretary Finance, Finance Division, Islamabad  
**Finance Division's. U.O.No.3 (3)/QA-I-2014 dated 10.3.2023.**

**Cc:**

1. DS (Services) is requested to arrange pick & drop of the participants from Finance Division to STI and back.
2. Webmaster, Finance Division, with the request to upload the circular on Finance Division's website.
3. Officials concerned.

**LIST OF DAFTARIES/QASIDS AND NAIB QASID WORKING IN  
FINANCE DIVISION (Group-1<sup>st</sup>)**

Sr. No.	Name	Designation	BPS	Gender	Place of posting
1.	Abdul Khaliq	Naib Qasid	03	Male	Consultant to FM
2.	Babar Nawaz	Naib Qasid	02	Male	FM Office
3.	Danish Azam	Naib Qasid	02	Male	SA to FM
4.	Faisal Manzoor	Naib Qasid	01	Male	FS Office
5.	Muhammad Imran	Naib Qasid	01	Male	SA to FM
6.	Muhammad Zubair-III	Naib Qasid	02	Male	FS Office
7.	Muhammad Iqbal	Naib Qasid	03	Male	AFS (HRM/CF)
8.	Syed Mumtaz Shah	Naib Qasid	02	Male	AFS (Exp)
9.	Qadeer Ahmed	Naib Qasid	02	Male	AFS (EF)
10.	Muhammad Imran-III	Naib Qasid	02	Male	AFS (Reg)
11.	Raja Shaukat Ali	Naib Qasid	02	Male	AFS (IF)
12.	Haider Ali	Naib Qasid	02	Male	O/o JS (HRM)
13.	Javed Iqbal.I	Daftary	03	Male	JS(Budget-II)
14.	Muhammad Yasir (Deputations)	Naib Qasid	02	Male	JS(IF)
15.	Muhammad Naveed	Naib Qasid	02	Male	JS (PF)
16.	Muhammad Aslam	Naib Qasid	02	Male	JS(CF)
17.	Majib ur Rehman	Naib Qasid	03	Male	DG (Media)
18.	Muhammad Zubair-II	Naib Qasid	02	Male	JS to FM Office
19.	Ishtiaq Ahmad	Naib Qasid	01	Male	Director (BC)
20.	Shahzad Ali	Naib Qasid	02	Male	O/O DS (HR)
21.	Sajjad Hussain Khan	Naib Qasid	03	Male	O/o DS (Council)
22.	Abdul Rasheed	Naib Qasid	02	Male	DS(EF-B)
23.	Sadaqat Hussain	Naib Qasid	02	Male	DS (B&A)
24.	Ghareeb Nawaz	Daftary	03	Male	Director (BC)
25.	Muhammad Waseem Khan	Naib Qasid	02	Male	HR-I Section
26.	Muhamamd Latif-III	Daftary	03	Male	HR-II Section
27.	Afshan Bibi	Naib Qasid	01	Female	Service Section
28.	Muhammad Shaban	Naib Qasid	02	Male	Photostat Pool
29.	Gul Faraz	Daftary	03	Male	R&I Q Block
30.	Muhammad Nasim Khan	Qasid	03	Male	Committee Room 2 <sup>nd</sup> Floor
31.	Muhammad Hussain	Naib Qasid	02	Male	Coordinator Budget
32.	Zaheer Hassan	Naib Qasid	01	Male	Borrowing Section
33.	Shafiat Hussain Abbasi	Naib Qasid	03	Male	BPO
34.	Raja Kamran Ali	Naib Qasid	02	Male	B&A Section
35.	Raza Hamayun	Qasid	03	Male	Dispensary Q Block
36.	Babu Sardar	Qasid	03	Male	CDNS Section
37.	Shaukat Ali	Daftary	03	Male	Record Room
38.	Bashir Ahmad	Naib Qasid	02	Male	EF-C Section
39.	Mumtaz Rashid	Naib Qasid	02	Male	R&I Section
40.	Muhammad Nasir Qureshi	Naib Qasid	02	Male	Service Section
41.	Khalid Khan	Naib Qasid	02	Male	Account Branch
42.	Sajjad Ahmad-I	Naib Qasid	02	Male	IF-II Section
43.	Syed Zia uddin Tirmizi	Naib Qasid	02	Male	PF-IV Section
44.	Ghazanfer	Naib Qasid		Male	R&I FBC, Building
45.	Syed Nadeem Ali Shah	Qasid	03	Male	
46.	Muhammad Jabbar	Naib Qasid	03	Male	

**LIST OF DAFTARIES/QASIDS AND NAIB QASID WORKING IN  
FINANCE DIVISION (group-2<sup>nd</sup>)**

Sr. No.	Name	Designation	BPS	Gender	Place of posting
1.	Muhammad Ayyaz	Naib Qasid	03	Male	SA to FM
2.	Muhammad Imran	Naib Qasid	02	Male	FM Office
3.	Hamza Siddique	Naib Qasid	01	Male	M.O.S
4.	Muhammad Shafi	Naib Qasid	02	Male	FS Office
5.	Ahmed Awais	Naib Qasid	02	Male	FS Office
6.	Muhammad Shamraiz	Naib Qasid	02	Male	O/o SSF
7.	Muhammad Abbas	Daftary	03	Male	AFS (HRM)/CF
8.	Wasir Maqsood	Naib Qasid	02	Male	AFS (Budget)
9.	Rashid Ali	Naib Qasid	02	Male	AFS (Exp)
10.	Rana Muhammad Aslam	Naib Qasid	02	Male	AFS (EF)
11.	Mushtaq Hussain	Naib Qasid	03	Male	AFS (IF)
12.	Rao Yasir Ali	Naib Qasid	02	Male	O/o E.A
13.	Muhammad Naseer	Naib Qasid	03	Male	O/o JS (HRM)
14.	Umar Ali	Naib Qasid	01	Male	JS (Budget)
15.	Tahir Akhtar	Naib Qasid	02	Male	JS (PF)
16.	Ashfaq Ahmed	Qasid	03	Male	JS (CF)
17.	Muhammad Asad Khan	Qasid	03	Male	JS (IF)
18.	Abdul Jabbar Ali	Naib Qasid	02	Male	JS (EF C&B)
19.	Muhammad Nadeem Abbasi	Naib Qasid	02	Male	O/o DS (HR)
20.	Muhammad Umair	Naib Qasid	01	Male	DFA ( Cabinet)
21.	Abdul Rashid	Naib Qasid	02	Male	DS (EF-Exp)
22.	Muhammad Imran-I	Naib Qasid	02	Male	DS (Services)
23.	Syed Mussarat Hussain Shah	Naib Qasid	02	Male	DS (EF-P)
24.	Syed Kashif Hussain Shah	Naib Qasid	02	Male	Director (BC)
25.	Muhammad Tariq	Naib Qasid	03	Male	HR-I Section
26.	Muhammad Nasir	Naib Qasid	02	Male	Documentation Section
27.	Mazhar Mehmood	Naib Qasid	03	Male	Photostate Pool
28.	Khalid Hussain Shah	Daftary	03	Male	Photostate Pool
29.	Muhammad Touseef	Naib Qasid	01	Male	R&I Branch
30.	Asad Ameen	Naib Qasid	01	Male	Committee Room 2 <sup>nd</sup> Floor
31.	Saleem Shahzad	Naib Qasid	01	Male	BI Section
32.	Abdul Rehman	Naib Qasid	02	Male	Services Section
33.	Azmat Ashfaq (Deputations)	Naib Qasid	02	Male	Account Branch
34.	Qaisar Mukhtar	Naib Qasid	02	Male	BPO
35.	Tariq Mahmood-II	Qasid	03	Male	CF-II Section
36.	Waseem Ahmed	Naib Qasid	02	Male	AGPR Party
37.	Adnan Sharif	Naib Qasid	02	Male	
38.	Ansar Zaman	Naib Qasid	02	Male	
39.	Muhammad Sharafat	Naib Qasid	02	Male	
40.	Muhammad Akhtar	Naib Qasid	02	Male	
41.	Muhammad Usman Qureshi	Naib Qasid	02	Male	
42.	Muhammad Zamir	Naib Qasid	02	Male	
43.	Sajjad Haider	Naib Qasid	02	Male	
44.	Shahid Mehmood	Naib Qasid	02	Male	
45.	Shafqat Amin	Naib Qasid	02	Male	
46.	Inam ur Rehman	Naib Qasid	03	Male	

**LIST OF DAFTARIES/QASIDS AND NAIB QASID WORKING IN  
FINANCE DIVISION (Group-3<sup>rd</sup>)**

Sr. No.	Name	Designation	BPS	Gender	Place of posting
1.	Khurram Mushtaq	Naib Qasid	02	Male	FM Office
2.	Sohail Baig	Naib Qasid	02	Male	SA to FM
3.	Zafar Iqbal	Naib Qasid	03	Male	MoS
4.	Muhammad Saleem (Deputationist)	Naib Qasid	01	Male	O/o FS
5.	Ghulam Hur	Naib Qasid	03	Male	Parliamentary Secretary
6.	Muhammad Abid Khan	Naib Qasid	02	Male	O/o SSF
7.	Abdul Shakoor	Naib Qasid	01	Male	AFS (HRm/CF)
8.	Muhammad Ashraf	Naib Qasid	02	Male	AFS (Budget)
9.	Abdul Qadeer	Naib Qasid	02	Male	AFS (IF)
10.	Jameel Masih	Naib Qasid	02	Male	AFS (EF)
11.	Muhammad Shahid	Naib Qasid	02	Male	JS to FM Office
12.	Naseeruddin	Daftary	03	Male	JS (Budget)
13.	Ch. Adeel Shahzad	Naib Qasid	02	Male	JS (CF-I)
14.	Abdullah Jan	Naib Qasid			JS-IERU SA to PM
15.	Muhammad Hanif	Naib Qasid	02	Male	JS (Reg)
16.	Anwar Zeb	Daftary	03	Male	AEA (EF)
17.	Zahid Iqbal	Naib Qasid	02	Male	JS (EX-Communication)
18.	Noor Ahmed	Daftary	03	Male	O/o DS (Council)
19.	Safi Ullah	Naib Qasid	01	Male	D.S -EF (C)
20.	Ghulam Ali	Naib Qasid	02	Male	DS (Exp-Foreign Affairs)
21.	Safeer Abbas	Naib Qasid	02	Male	DS (QA)
22.	Shoukat Mahmood	Naib Qasid	02	Male	DS (Exp-Interior)
23.	Riasat Ali	Naib Qasid	02	Male	DS (Services)
24.	Shabbir Ahmed	Naib Qasid	02	Male	DS (Bkg)
25.	Mahmood Ahmad	Daftary	03	Male	DS (Exp-...)
26.	Muhammad Saleem III	Daftary	03	Male	HR-III Section
27.	Muhammad Sagheer	Naib Qasid	02	Male	HR-IV Section
28.	Rozma Ijaz Ch	Naib Qasid	01	Female	S.OEF (B-II)
29.	Kaleem Ullah	Naib Qasid	02	Male	B&A Section
30.	Touseef Anwar (Deputations)	Naib Qasid	02	Male	Confidential Section
31.	Muhammad Riaz-II	Qasid	03	Male	Photostate Pool
32.	Muhammad Qadeer Khan	Naib Qasid	02	Male	Bkg-III Section
33.	Asif Khan	Naib Qasid	02	Male	Coordinator Budget
34.	Sharjeel Khan	Naib Qasid	02	Male	Account Branch
35.	Muhammad Shabbir	Naib Qasid	03	Male	NTR Section
36.	Naeem Ahmed	Naib Qasid	02	Male	R&I Q. Block
37.	Tahir Fareed Khan	Naib Qasid	02	Male	Service Section
38.	Muhammad Khan	Daftary	03	Male	TSA Section
39.	Muhammad Saleem Panwar	Naib Qasid	02	Male	OSD (Protocol)
40.	Kashan Javed Mughal	Naib Qasid	02	Male	IT Section
41.	Muhammad Imran-V	Naib Qasid	02	Male	
42.	Niamat Khan	Naib Qasid	02	Male	
43.	Aijaz Ahmed Narai	Naib Qasid	02	Male	
44.	Syed Naqi Hussain Kazmi	Naib Qasid	02	Male	
45.	Zafar Abbas	Naib Qasid	02	Male	
46.	Syed Nadeem Abbas	Naib Qasid	02	Male	

**LIST OF DAFTARIES/QASIDS AND NAIB QASID WORKING IN  
FINANCE DIVISION (Group-4<sup>th</sup>)**

Sr. No.	Name	Designation	BPS	Gender	Place of posting
1.	Asif Mahmood	Naib Qasid	02	Male	JS (Budget)
2.	Shahbaz Ali	Naib Qasid	03	Male	Coordination Section
3.	Babar Bhatti	Naib Qasid	02	Male	Services Section
4.	Iftikhar Ahmnao	Naib Qasid	02	Male	
5.	Muhammad Zubair Altaf Abbasi	Naib Qasid	02	Male	
6.	Muhammad Javed	Naib Qasid	02	Male	
7.	Shaheen Akhtar	Naib Qasid	02	Male	
8.	Shoaib Anwar Khan	Naib Qasid	02	Male	
9.	Muhammad Kamran Ahmed	Naib Qasid	02	Male	
10.	Muhammad Imran-II	Naib Qasid	02	Male	
11.	Sher Afzal	Naib Qasid	02	Male	
12.	Zafar Mahmood	Naib Qasid	02	Male	
13.	Waqar Ahmad	Naib Qasid	02	Male	
14.	Rana Aamir Iqbal	Naib Qasid	02	Male	
15.	Saadat Hussain Shah	Naib Qasid	02	Male	
16.	Asad Nawaz Khan	Naib Qasid	02	Male	
17.	Muhammad Sabeel khan	Naib Qasid	02	Male	
18.	Rashid Mehmood	Naib Qasid	02	Male	
19.	Muhammad Farooq	Naib Qasid	02	Male	
20.	Muhammad Haroon	Naib Qasid	02	Male	
21.	Muhammad Asjad Ali	Naib Qasid	02	Male	
22.	Mustafa	Naib Qasid	02	Male	
23.	Muhammad Pervaiz	Naib Qasid	02	Male	
24.	Muhammad Hanif	Naib Qasid	02	Male	
25.	Muhammad Tanveer	Naib Qasid	02	Male	
26.	Haq Nawaz	Naib Qasid	02	Male	
27.	Yasir Mehmood	Naib Qasid	02	Male	
28.	Muhammad Jaber	Naib Qasid	02	Male	
29.	Javed Iqbal-III	Naib Qasid	02	Male	
30.	Muhammad Manzoor Ahmed	Naib Qasid	02	Male	
31.	Naveed Ahmed-II	Naib Qasid	02	Male	
32.	Abdul Jabbar	Naib Qasid	03	Male	
33.	Muhammad Farid	Naib Qasid	03	Male	
34.	Zulfiqar Ahmed	Naib Qasid	03	Male	
35.	Muhammad Aslam-III	Naib Qasid	03	Male	
36.	Muhammad Naveed Anwar	Naib Qasid	03	Male	
37.	Muhammad Riaz-III	Naib Qasid	03	Male	
38.	Muhammad Ashraf	Naib Qasid	03	Male	
39.	Saleem Khan	Naib Qasid	03	Male	
40.	Wazir Muhammad	Naib Qasid	03	Male	
41.	Farid Khan	Naib Qasid	03	Male	
42.	Ikhalq Hussain	Naib Qasid	03	Male	
43.	Muhammad Mehtab	Naib Qasid	03	Male	
44.	Kamran Yousaf	Naib Qasid	02	Male	
45.	Asif Iqbal Mirza	Naib Qasid	02	Male	
46.	Manzoor Hussain	Naib Qasid	03	Male	

**LIST OF DAFTARIES/QASIDS AND NAIB QASID WORKING IN  
FINANCE DIVISION (Group-5<sup>th</sup> )**

Sr. No.	Name	Designation	BPS	Gender	Place of posting
1.	Muhammad Naveed Amjad	Daftary	03	Male	
2.	Muhammad Sarfaraz	Daftary	03	Male	
3.	Javed Iqbal-II	Daftary	03	Male	
4.	Raja Wajid Hussain	Daftary	03	Male	
5.	Rana Khalid Mahmood	Daftary	03	Male	
6.	Muhammad Ajaz	Daftary	03	Male	
7.	Rahim Hussain	Daftary	03	Male	
8.	Muhammad Rafique	Daftary	03	Male	
9.	Wazir Muhammad	Daftary	03	Male	
10.	Muhammad Asghar	Daftary	03	Male	
11.	Muhammad Rafiq-II	Qasid	03	Male	
12.	Muhammad Yasin-IV	Qasid	03	Male	
13.	Shahzad Anwar	Qasid	03	Male	
14.	Muhammad Jamil	Qasid	03	Male	
15.	Haroon Rasheed	Naib Qasid	02	Male	
16.	Muhammad Younas	Naib Qasid	02	Male	
17.	Muhammad Bilal	Naib Qasid	02	Male	
18.	Syed Saqlain Abbas	Naib Qasid	02	Male	
19.	Zuhra Bibi	Naib Qasid	02	Female	
20.	Muhammad Arshad	Naib Qasid	02	Male	
21.	Babar Hussain	Naib Qasid	02	Male	
22.	Muhammad Haseeb Islam (Deputationist)	Naib Qasid	01	Male	
23.	Nisar Ahmed	Naib Qasid	01	Male	
24.	Falak Sher	Naib Qasid	01	Male	
25.	Ghuzanfar Ali	Naib Qasid	01	Male	
26.	Jamshed Khan	Naib Qasid	01	Male	
27.	Javed Hussain	Naib Qasid	01	Male	
28.	Syed Haseeb Hussain Babar	Naib Qasid	01	Male	
29.	Ali Salman	Naib Qasid	01	Male	
30.	Jamila Tanveer	Naib Qasid	01	Male	
31.	Muhammad Rizwan	Naib Qasid	01	Male	
32.	Saima Bibi	Naib Qasid	01	Female	
33.	Wajid Mehmood	Naib Qasid	02	Male	
34.	Muhammad Qaisar	Naib Qasid	02	Male	
35.	Muhammad Nawaz	Naib Qasid	02	Male	
36.	Muhammad Wasim Yasin	Naib Qasid	02	Male	
37.	Muhammad Zeeshan	Naib Qasid	02	Male	
38.	Tahir Mahmood	Naib Qasid	02	Male	
39.	Shaukat Ali	Naib Qasid	02	Male	
40.	Adnan Riaz	Naib Qasid	02	Male	
41.	Muhammed Amin	Naib Qasid	02	Male	
42.	Imran Khan	Naib Qasid	02	Male	
43.	Abdul Malik	Naib Qasid	03	Male	
44.	Junaid Iqbal	Naib Qasid	02	Male	
45.	Abdul Wahid	Naib Qasid	02	Male	
46.	Muhammad Nasim	Naib Qasid	02	Male	