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No.F.1(12)HR-I/2010-507
Government of Pakistan
Finance Division
(HRM Wing)

Islamabad, the 13th March, 2019

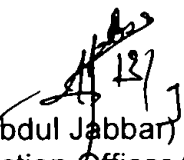
OFFICE ORDER NO.55/2019

The Competent Authority has been pleased to constitute the sub-Committee on day care centers comprising of the following officers of Finance Division:-

- | | | | |
|------|---|---|------------------|
| i) | Ms. Tasneem Bajwa,
Section Officer (IF-I) | - | Head/Chairperson |
| ii) | Ms. Parveen Mubarak,
Section Officer (Reg-7) | - | Member |
| iii) | Ms. Anam Jamal,
Section Officer (EF C-I) | - | Member |
| iv) | Ms. Sara Jawad,
Section Officer (IF-I) | - | Member |

2. The Sub-Committee on Day Care has been assigned the following tasks:-

- Drafting TORs/SOPs for proper functioning of the Day Care Center by designated Section Officer/Incharge i.e. (Parveen Mubarak SO(R-7).
- Supervisors (A tier to be made from the cadre of existing Superintendent Assistant as additional task)
- Recruitment of Day Care Lady attendants/ Sweepers, Establishment Division may be approached in consultation with Expenditure Wing of Finance Division for expeditious creation of the said posts.
- If required, a separate Budget allocation may be made for the Day Care Centers in the next budget.
- For Specific surveillance through Cameras, Services Section may be approached to do the needful.


(Abdul Jabbar)
Section Officer (HR-I)

Distribution:

- All Officers of Finance Division including FA's Organization.**
- Web Master.**