



Federal Board of Revenue
Chief Commissioner Inland Revenue
Regional Tax Office-II, Karachi

C.No.AO/Duty Assignment/CCIR/RTO-II/2024-25/ 214

September 9, 2024


OFFICE ORDER
(Duty Assignment)

In supersession of all previous orders and in order to streamline working of Administration Branch & Accounts Branch of Chief Commissioner's Secretariat, the staff posted in Administration Branch & Accounts Branch RTO-II, Karachi are hereby assigned the following duties as specified against their names in column 4 with immediate effect and till further orders:-

S #	Name	Designation	Duty Assigned
(1)	(2)	(3)	(4)
1	Mr. Noman Ahsan	Inspector	<ul style="list-style-type: none"> ➤ Assist Staff Officers of Chief Commissioners Secretariat. ➤ Any other work assigned by higher authorities.
2	Ms. Komal Khan	Assistant	<ul style="list-style-type: none"> ➤ Service related matters. ➤ Complaint related matters. ➤ Any other work assigned by higher authorities.
3	Ms. Syeda Wajeeha Fatima Naqvi	Supervisor	<ul style="list-style-type: none"> ➤ Processing of Retirement cases of officers BS-16 and above for onward submission to the FBR. ➤ Processing of Retirement case of officials BS-01 to 15 for onward submission to CCIR. ➤ Processing of Cases related to Prime Minister Assistance Package (PMAP). ➤ Any other work assigned by higher authorities.
4	Mr. Asad Hafeez	Supervisor	<ul style="list-style-type: none"> ➤ Preparation of all amendments form related to officers/officials BS-01 to 21 for submission of AGPR, Sub-Office, Karachi. ➤ Preparation of family papers relating to employees expired during service or after retirement. ➤ Preparation of group insurance cases relating to employees expired during service for submission to the Regional Board of Federal Employees Benevolent and Group Insurance Funds Karachi. ➤ Preparation of Orders relating House Building/Motor Car/Motor Cycle Advance. ➤ Preparation of letters relating to officers/officials for submission to AGPR. ➤ Any other work assigned by higher authorities.

	Mr. Mushtaq Ahmed	Head Clerk	<ul style="list-style-type: none"> ➤ Maintenance of record of Hiring Cases related to officers/officials BS-01 to 21. ➤ Preparation of Vendors form /updaton of IBAN record of Hiring Cases. ➤ Any other work assigned by higher authorities.
	Mr. Shahid Qamar	Head Clerk	<ul style="list-style-type: none"> ➤ Submission of pay /arrear bills relating to officers/officials. ➤ Submission of all amendments relating to officers/officials. ➤ Submission of pension /family pension / G.P.Fund cases relating to in service/retired officers/officials to AGPR, Sub-Office, Karachi. ➤ Collection of Cheques from AGPR, Sub-Office, Karachi. ➤ Any other work assigned by higher authorities.
6	Ms. Humaira Kamran	DEO	<ul style="list-style-type: none"> ➤ Preparation of Sanction Orders relating to (Expenditure). ➤ Preparation of Bills relating to (Expenditure). ➤ Preparation of Log Book of operational vehicles. ➤ Maintenance of record relating to PDPs (Expenditure). ➤ Any other work assigned by higher authorities.
7	Ms.Faiza Shahid	Library Assistant	<ul style="list-style-type: none"> ➤ Maintenance of Budget Control Register/Cheque Register/Stock Register. ➤ Any other work assigned by higher authorities.
8	Mr. Umair Mobeen	U.D.C.	<ul style="list-style-type: none"> ➤ Maintenance of Personal files of officers/officials BS-01 to 21. ➤ Maintenance of record related to HRM ➤ Updaton of Disposition list of employees BS-01 to 21. ➤ Prepare data bank of officers/officials BS-01 to 21. ➤ Prepare data bank of retired/expired officers/officials BS-01 to 21. ➤ Assist Mr. Mushtaq Ahmed for Completion of Hiring Cases of officers/officials. ➤ Any other work assigned by higher authorities.
8	Syed Salman Ali Zaidi	U.D.C.	<ul style="list-style-type: none"> ➤ Assist Noman Ahsan in all assigned work to him. ➤ Any other work assigned by higher authorities.
9	Mr. Muhammad Fakhar-e-Alam	U.D.C.	<ul style="list-style-type: none"> ➤ Maintenance of Inward Diary Register. ➤ Distribution of letters to all Staff Officers of Chief Commissioner's Secretariat. ➤ Any other work assigned by higher authorities.
10	Syed Afzal Jafri	L.D.C.	<ul style="list-style-type: none"> ➤ Maintenance of Service Books of officials BS-01 to 15. ➤ Preparation of pay/arrear bills relating to officers/officials BS-01 to 21. ➤ Any other work assigned by higher authorities.
	Syed Ali Shair Zaidi	L.D.C.	<ul style="list-style-type: none"> ➤ Assist Umair Mobeen in all assigned work to him. ➤ Any other work assigned by higher authorities.
11	Mr. Muhammad Muneeb	L.D.C.	<ul style="list-style-type: none"> ➤ Maintenance of Outward Diary Register. ➤ Any other work assigned by higher authorities.

	Syed Ali Abis Jafri	L.D.C.	<ul style="list-style-type: none"> ➤ Maintenance of Outward Diary Register. ➤ Any other work assigned by higher authorities.
	Mr. Muhammad Ayaz	L.D.C.	<ul style="list-style-type: none"> ➤ Maintenance of record of Inventory related to Furniture & Fixture / Hardware / Machinery / Stationary /Other Store items. ➤ Any other work assigned by higher authorities.
14	Ms. Unaiza	Naib Qasid	<ul style="list-style-type: none"> ➤ Preparation of Cheque Book. ➤ Maintenance of record of pay/arrear/contingent bills. ➤ Maintenance of record of medical bills relating to in service/retired officers/officials. ➤ To assist Ms. Faiza to all assigned work. ➤ Any other work assigned by higher authorities.
15	Mr. Muhammad Imran	Naib Qasid	<ul style="list-style-type: none"> ➤ Submission of pay /arrear bills relating to officers/officials. ➤ Submission of all amendments relating to officers/officials. ➤ Submission of pension /family pension / G.P.Fund cases relating to in service/retired officers/officials to AGPR, Sub-Office, Karachi. ➤ Collection of Cheques from AGPR, Sub-Office, Karachi. ➤ Any other work assigned by higher authorities.
16	Mr. Muhammad Bilal Farooqui	Naib Qasid	<ul style="list-style-type: none"> ➤ To assist Shahid Qamar for AGPR, related work. ➤ Any other work assigned by higher authorities.


 (Mirza Muhammad Ali Baig)
 Administrative Officer

MIRZA MUHAMMAD ALI BAIG
 Administrative Officer
 Regional Tax Office-II
 Karachi