



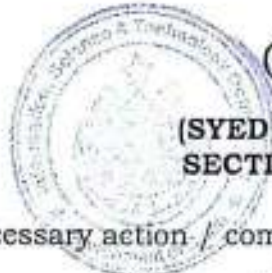
No. SO(G)IS&TD/2-98/2023  
**GOVERNMENT OF SINDH**  
**INFORMATION SCIENCE & TECHNOLOGY**  
**DEPARTMENT**

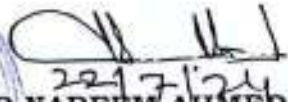
Karachi dated, the 22<sup>nd</sup> July, 2024

**SUBJECT: DISTRIBUTION OF WORK / JOB DESCRIPTION OF OFFICERS**

The undersigned is directed to enclose herewith a copy of approved distribution of work / job description of officials of Information, Science & Technology Department, which also contains details of 03 wings of the department and hierarchical structure thereof. (**Annexure-I** Wings 2 Pages, **Annexure-II** Job Description 6 pages and **Annexure-A-B-C** Miscellaneous Tasks)

2. All Members / Director General-II / Officers of this department are hereby conveyed to comply with approved distribution of work / job description in letter and spirit. All the Deputy Directors and Section Officers will be the custodians of files as per Manual of Secretariat Instructions, 2014.



  
22/7/24  
(**SYED NADEEM AHMED JAFRI**)  
**SECTION OFFICER (GENERAL)**

Copy for information and necessary action / compliance:

1. Member \_\_\_\_\_, IS&T Department, Karachi.
2. Director General-II, IS&T Department, Karachi.
3. Additional Secretary, IS&T Department, Karachi.
4. Directors (Development/Technical/Operations), IS&TD, Karachi.
5. Deputy Secretary, IS&T Department, Karachi.
6. Deputy Directors (All), IS&T Department, Karachi.
7. All Section Officers.
8. Staff Officer to Secretary, IS&T Department, Karachi.



**GOVERNMENT OF SINDH  
INFORMATION, SCIENCE & TECHNOLOGY  
DEPARTMENT**

**DISTRIBUTION OF WORK / JOB DESCRIPTION OF OFFICERS**

Information, Science & Technology Department, Government of Sindh is trifurcated in following wings:-

1. Administration Wing
2. Technical Wing
3. Development Wing

**1. ADMINISTRATION WING**

**Additional Secretary**

Overall In-charge of the wing.

**Deputy Secretary (Admn)**

Supervision of all matters assigned to:

- Section Officer (General)
- Section Officer (Admn)
- Section Officer (B&A)

**Deputy Secretary (Technical)**

Supervision of all matters assigned to:

- Section Officer (Technical)

**2. TECHNICAL WING**

Technical Wing is sub-divided into three branches as under:-

- i. Member (IT)
- ii. Member (Industries Development)
- iii. Director General-II

**i. Member (IT)**

Overall In-charge of his branch.

**Director (Operations)**

Supervision of all matters assigned to:

- Deputy Director (Operations-I) i.e. Mr. Javed Mangi
- Deputy Director (Operations -II) i.e. Mr. Sikandar Nizamani
- Deputy Director (Operations -III) i.e. Ms. Fouzia Rajpar

**ii. Member (Industries Development)**

Overall In-charge of his branch.

**Director (Dev)**

Supervision of all matters assigned to:

- Deputy Director (Development-I) i.e. Mr. Sajid Seehar
- Deputy Director (Development-II) i.e. Mr. Abid Durrani
- Deputy Director (Development-III) i.e. Mr. Shahid Mangi

**iii. Director General-II**

Overall In-charge of his branch.

**Director (Technical)**

Supervision of all matters assigned to:

- Deputy Director (Technical-I) i.e. Mr. Sumair Murad
- Deputy Director (Technical-II) i.e. Mr. Fahad Warsi
- Deputy Director (Technical-III) i.e. Mr. Jahanzeb Memon

**3. DEVELOPMENT WING**

**Additional Secretary**

Overall In-charge of the wing.

Supervision of all matters assigned to:

- Director (Development)
- Director (Technical)
- Director (Operations)

**Project Coordinator**

- Project Coordinators of all on-going development schemes

  
(SYED NADEEM AHMED JAFRI)  
SECTION OFFICER (GENERAL)

Copy for information and necessary action / compliance:

1. Member \_\_\_\_\_ IS&T Department, Karachi.
2. Director General-II, IS&T Department, Karachi.
3. Additional Secretary, IS&T Department, Karachi.
4. Directors (Development/Technical/Operations), IS&TD, Karachi.
5. Deputy Secretary, IS&T Department, Karachi.
6. Deputy Directors (All), IS&T Department, Karachi.
7. All Section Officers.
8. Staff Officer to Secretary, IS&T Department, Karachi.



**GOVERNMENT OF SINDH  
INFORMATION SCIENCE & TECHNOLOGY  
DEPARTMENT**

**JOB DESCRIPTION OF OFFICERS**

| NAME OF THE POST                                      | DISTRIBUTION OF WORK / JOB DESCRIPTION OF OFFICERS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Member (IT)</b></p> | <p>Define vision and strategy for digital transformation in the province, aligned with vision of Digital Economy.</p> <ul style="list-style-type: none"> <li>• To lead the overall cost-effective implementation of the E-Government programs in the Provincial Ministries/Divisions.</li> <li>• To articulate and develop support for the E-Government program at the senior leadership level throughout the provincial government.</li> <li>• Develop e-governance strategy for Provincial Govt.</li> <li>• To coordinate smooth end-to-end E-Government project design and implementation</li> <li>• To work for the efficient implementation of E-Government programs.</li> <li>• To work for the identification of areas where digital interventions can be helpful and to suggest measures for the automation of these areas through Business Process Re-engineering (BPR).</li> <li>• Identify and implement continual program enhancements based on industry standards and best practices and aligned with Government strategic directions.</li> <li>• To review the status of E-Government readiness for ensuring sustainable and accelerated digitization.</li> <li>• Establish relevant benchmarks and performance standards against which to monitor and evaluate the efficiency and effectiveness of the Digital Transformation initiatives.</li> <li>• To dispose Government business as per approved Wing of Department (<b>Annexure-I</b>)</li> </ul> <p><b>Current Task</b></p> <ul style="list-style-type: none"> <li>• <b>Annexure-A</b></li> <li>• Any other task assigned by Secretary / Government.</li> </ul> |

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p style="text-align: center;"><b>Member<br/>(Industries<br/>Development)</b></p> | <p>Provide expert technical advice and information to the management on strategic matters at national and international level.</p> <ul style="list-style-type: none"> <li>• Serve as focal point for coordination, cooperation and consultation with international/regional and foreign organizations in public and private sector.</li> <li>• Ensure effective and active participation of the province at IT and telecom related national and international fora.</li> <li>• Collect technical information/papers/proposals/documents/policies from international and regional organizations, and subsequently disseminate information among the stakeholders in the province.</li> <li>• Coordinate preparation of provincial proposals for seeking technical collaboration at international and national level in ICT.</li> <li>• Promote a culture of high quality and achievement by vigorously managing and developing the ICT Capacity Building initiatives.</li> <li>• Identify and propose improvements in ICT skill enhancement.</li> <li>• Secure training opportunities locally and internationally and coordinate efficiently with different stakeholders in the province through nomination &amp; coordination from relevant public sector entities.</li> <li>• Establish and maintain relationship with ICT industry and provide recommendations for Ease of Doing Business and Cost of Doing Business.</li> <li>• Identify needs of the industry and develop a plan for incorporating industry needs through strategic initiatives.</li> <li>• Carry out analysis of the startup ecosystem and formulate policies and targeted interventions to address the shortcomings.</li> <li>• To dispose Government business as per approved Wing of Department (<b>Annexure-I</b>)</li> </ul> <p><b>Current Task</b></p> <ul style="list-style-type: none"> <li>• <b>Annexure-B</b></li> <li>• Any other task assigned by Secretary / Government.</li> </ul> |
| <p><b>Director General-II</b></p>                                                 | <p>Reporting to the Member Industry Development, the DG-II will carry out, but will not be limited to, the</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

|                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                        | <p>following tasks:</p> <ul style="list-style-type: none"> <li>• Advise and assist Member Industry Development in expert technical advice and information to the management on strategic matters.</li> <li>• Implementation of policy for effective and active participation of the province at ICT related national and international fora.</li> <li>• Collect technical information/papers/proposals/documents/policies from international and regional organizations, and subsequently disseminate information among the stakeholders in the province.</li> <li>• Coordinate preparation of provincial proposals for seeking technical collaboration at international and national level in ICT.</li> <li>• Promotion of ICT culture in the province.</li> <li>• Establish coordination with ICT industry and academia for developing enabling environment and ecosystem to align with international ICT trends.</li> <li>• Promote a culture of high quality and achievement by vigorously managing and developing the ICT Capacity Building initiatives.</li> <li>• Consultation in preparation of Annual Development Plans and policy planning.</li> <li>• Supervision of execution of schemes/projects approved under ADP.</li> <li>• To dispose Government business as per approved Wing of Department (<b>Annexure-I</b>)</li> </ul> <p><b>Current Task</b></p> <ul style="list-style-type: none"> <li>• <b>Annexure-C</b></li> <li>• Any other task assigned by Secretary / Government.</li> </ul> |
| <p><b>Additional Secretary</b></p>  | <ul style="list-style-type: none"> <li>• Assist the Secretary, Information, Science &amp; Technology in formulation and implementation of Policy.</li> <li>• Assist in executing the sanctioned policy, and orders passed by the competent authority;</li> <li>• Help/ coordinate to submit proposals for legislation to the Cabinet in accordance with part VIII of the Sindh Government Rules of Business 1986;</li> <li>• Keep the high-ups generally informed of the working of the Department and important cases</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                  | <p>disposed by him;</p> <ul style="list-style-type: none"> <li>• Issue, subject to any general or special orders of Government in this behalf, standing orders specifying the cases or class of cases which may be disposed by an officer subordinate to him : and</li> <li>• Ensure strict compliance of these rules in his Department.</li> <li>• Any other task/ business assigned by the competent authority.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Deputy Secretary</b>          | <ul style="list-style-type: none"> <li>• Assist the Secretary, Information, Science &amp; Technology in formulation and implementation of Policy.</li> <li>• Assist in executing the sanctioned policy, and orders passed by the competent authority;</li> <li>• Help/ coordinate to submit proposals for legislation to the Cabinet in accordance with part VIII of the Sindh Government Rules of Business 1986;</li> <li>• Keep the high-ups generally informed of the working of the Department and important cases disposed by him;</li> <li>• Issue, subject to any general or special orders of Government in this behalf, standing orders specifying the cases or class of cases which may be disposed by an officer subordinate to him : and</li> <li>• Ensure strict compliance of these rules in his Department.</li> <li>• Any other task/ business assigned by the competent authority.</li> </ul> |
| <b>Section Officer (General)</b> | <ul style="list-style-type: none"> <li>• Establishment of the employees of IT Department.</li> <li>• Appointment/ Promotion cases.</li> <li>• ACRs Record.</li> <li>• Personal Files/ record.</li> <li>• Establishment of Sindh Digital Technology Board</li> <li>• Appointments of MP scale positions.</li> <li>• All matters related to SIFC</li> <li>• All matters of Sindh HEC, NED, SEDF and STEVTA.</li> <li>• Any other business assigned by the Competent Authority.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Section Officer (Admin)</b>   | <ul style="list-style-type: none"> <li>• Litigation/Court matters.</li> <li>• CS, CM, PM, President Directives</li> <li>• Transport/Vehicle Handing/taking over.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                        | <ul style="list-style-type: none"> <li>• Assembly Business</li> <li>• Any other business assigned by the Competent Authority.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Section Officer (B&amp;A)</b>                       | <ul style="list-style-type: none"> <li>• Preparation of Budget Estimates (Regular Side).</li> <li>• Budget &amp; Accounts related matters of IS&amp;T Dept.</li> <li>• DDO Functions</li> <li>• Any other business assigned by the Competent Authority.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Section Officer (Technical)</b>                     | <ul style="list-style-type: none"> <li>• At the disposal of the Technical Wing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Director (Operations / Technical / Development)</b> | <ul style="list-style-type: none"> <li>• Provide a structure that will ensure the Operation and Maintenance of the distribution systems, to give continuous, safe and reliable supply during presentation and meetings through Video Conferencing.</li> <li>• Co-ordinate all the activities in the Department including administrative responsibility of all District Headquarters of the Province.</li> <li>• Ensure efficient and smooth running VC System in the Province of Sindh.</li> <li>• Prepare inputs for the Department's Annual Plans of the Strategic Plan regarding Video Conferencing System.</li> <li>• Co-ordinate the preparation of Annual Budget of VC System.</li> <li>• Ensure a high standard of Safety for staff, equipment and public and inculcate a good safety and healthy atmosphere in the department.</li> <li>• Provide adequate resources for the province and divisions to perform efficiently.</li> <li>• To develop and maintain appropriate standardization of hardware and software throughout the Province.</li> <li>• Operation of campus audio visual equipment</li> <li>• Liaise with the District Headquarter of the Province.</li> <li>• Submit timely progress reports (Quarterly and Annually) to high ups.</li> <li>• To work as per approved Wing of Department <b>(Annexure-I)</b>.</li> <li>• Maintain files / correspondence of respective Members / Director General-II</li> </ul> |
| <b>Deputy Director</b>                                 | <ul style="list-style-type: none"> <li>• To study of the existing process in the concerned</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>(Operations / Technical / Development)</b> | <p>ministries &amp; divisions, doing system analysis and proposing system changes/redesign in the light of process reengineered principles, identification of application to be implemented and development of detailed scope of work for the proposed implementation of the new environment.</p> <ul style="list-style-type: none"> <li>• To develop project proposals and PC-Is and subsequently to develop the TORs and RFPs for the work to be under taken.</li> <li>• To monitor the software development and implementation work which is outsourced to implementing IT firms and to ensure that it is according to the TORs for the project.</li> <li>• Quality assurance and documentation of the developed software.</li> <li>• To work as per approved Wing of Department <b>(Annexure-I)</b>.</li> <li>• Maintain files / correspondence of respective Members / Director General-II</li> </ul> |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|


  
**(SYED NADEEM AHMED JAFRI)**  
**SECTION OFFICER (GENERAL)**

Copy for information and necessary action / compliance:

1. Member \_\_\_\_\_, IS&T Department, Karachi.
2. Director General-II, IS&T Department, Karachi.
3. Additional Secretary, IS&T Department, Karachi.
4. Directors (Development/Technical/Operations), IS&TD, Karachi.
5. Deputy Secretary, IS&T Department, Karachi.
6. Deputy Directors (All), IS&T Department, Karachi.
7. All Section Officers.
8. Staff Officer to Secretary, IS&T Department, Karachi.



No. SO(G)IS&TD/2-98/2023  
**GOVERNMENT OF SINDH**  
**INFORMATION SCIENCE & TECHNOLOGY**  
**DEPARTMENT**

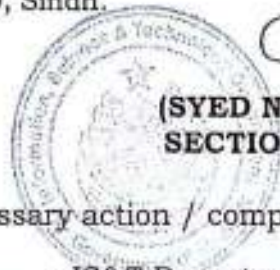
**Member (IT) – Tasks at IS&T Department, Government of Sindh**  
**FEDERAL GOVERNMENT RELATED**

- **IT Policies (Federal Government) Review and Share Provincial Feedback (MoITT, NITB, and PEC, Islamabad)**
  - IT Policies from Federal Government were reviewed and shared feedback. This include:
    - National AI Policy (reviewed and shared feedback);
    - National Freelancing Policy (reviewed and shared feedback);
    - Make in Pakistan Policy (reviewed and shared feedback).
- **Special Investment Facilitation Council (SIFC, Islamabad)**
  - Nominated Focal Person from IS&T Department to represent IS&TD Sindh at Provincial and Federal level forums.
- **National Database & Registration Authority (NADRA) (SIFC, Islamabad)**
  - As per directions from Chief Secretary, Sindh, Special Secretary (Resource) Finance Department, Sindh is main Focal Person on the topic whereas for technical inputs, Member (IT) is the Focal Person from IS&TD and works closely with main Focal Person for the NADRA project "Integration, Broadening of Tax Base in context of SIFC directives".
- **National Computing Education Accreditation Council (NCEAC) (HEC, Islamabad)**
  - Represented IS&TD at NCEAC forum at HEC headquarters (Islamabad) to share inputs. Also, nominated Focal Person on Curriculum Review Committee at HEC, Islamabad.
- **E-Governance and Digitalisation Matters (MoITT and NITB, Islamabad)**
  - Represented IS&TD, Sindh to gather and present views of Sindh on IT digitalisation strategy and current state of play including G2G, G2B, and G2C services.
  - Presentations prepared and delivered to cover broader landscape of Sindh IT initiatives and steps to be taken in future.
- **Special Technology Zones Authority (STZA, Islamabad)**
  - Represented IS&TD, Sindh on STZA matters on tasks such as inputs on Provincial Framework and also Member (Sindh One Window Sub-Committee).
- **Digital Pakistan App (MoITT, Islamabad)**
  - IS&T department has nominated Member IT to look into this task and share his inputs.

**PROVINCIAL GOVERNMENT RELATED**  
**Sindh Cabinet Automation**

**Project (Cabinet, Sindh)**

- Nominated Focal Person of Sindh Cabinet Digitization Committee.
- As per directions from Chief Secretary, Sindh, to review the project to identify bottlenecks and share feedback, the project was reviewed (in detail), conducted numerous meetings with NITB (IT Team), and relevant departments at Sindh Government.
- Several briefings were also given to Chief Secretary, Sindh.
- **13th 5 Year Plan (2024-2028) (P&D, Sindh)**
  - IS&T department has nominated Member IT to prepare the document and share it with P&D (Sindh) in consultation with Secretary IS&TD and other relevant officers at IS&T Department.
- **e-Portal Sindh (ISTD, Sindh)**
  - Member IT is engaged in the project as Convener (PMCIIC) to monitor ongoing progress for better implementation of this e-Governance project.
- **IT Industry Academia Bridge Program (Pro-Poor Scheme) (ISTD, Sindh)**
  - Associated with the Training Program as Chairman (Inspection-cum-Monitoring Committee) to extensively review various quality standards of the program from several Public and Private Sector Universities across Sindh.
  - Several monitoring visits were conducted and reports were submitted from these visits.
- **STI Zero Draft Policy (ISTD, Sindh)**
  - Zero Draft Policy document was reviewed and shared comments.
- **Sindh Higher Education Commission (HEC, Sindh)**
  - As per instruction from Secretary IS&TD, reviewed and shared feedback on "Key Performance Indicators for Academic and Non-Academic Senior Positions in Public Sector Universities".
  - The draft document was prepared and shared by HEC, Sindh and Member IT shared views from IS&TD, Sindh.



  
**(SYED NADEEM AHMED JAFRI)**  
**SECTION OFFICER (GENERAL)**

Copy for information and necessary action / compliance:

1. Member \_\_\_\_\_, IS&T Department, Karachi.
2. Director General-II, IS&T Department, Karachi.
3. Additional Secretary, IS&T Department, Karachi.
4. Directors (Development/Technical/Operations), IS&TD, Karachi.
5. Deputy Secretary, IS&T Department, Karachi.
6. Deputy Directors (All), IS&T Department, Karachi.
7. All Section Officers.
8. Staff Officer to Secretary, IS&T Department, Karachi.

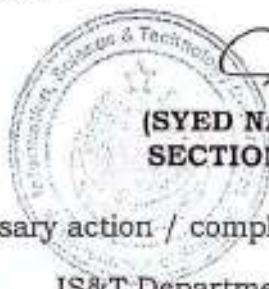


No. SO(G)IS&TD/2-98/2023  
**GOVERNMENT OF SINDH**  
**INFORMATION SCIENCE & TECHNOLOGY**  
**DEPARTMENT**

Member (Industry Development) IS&T Department-July 2024

Please find below the list of tasks I have been asked to work on. There are some tasks that are dormant or for which I am not receiving any input.

1. Monitoring-cum-Inspection of IT Skills Bootcamp
2. ADP Scheme - Sindh Enterprise Incubation Center
3. Online Learning Platform
4. SIFC Focal Person
5. e-Pay Sindh
6. HEC Technical Committee for MPLS
7. Digital Technology Landscape webpages and Forum events
8. Two year Plan of the department
9. EGD Index - UN E-Gov Survey - Sindh Province data
10. Sindh Cloud First Policy implementation
11. Investment proposal - Semiconductor material and products facilities at Tharparkar Sindh
12. Digital media information dissemination
13. SIFC - Development of National Plan for Fiberization, RoW facilitation activities in Sindh
14. SIFC-Pakistan's Digitalization strategy
15. SIFC-STZA
16. Sindh CERT
17. Information Consolidation for existing Sindh digital Services
18. Small Medium Enterprises portal input form Sindh
19. SEDF IT committee
20. B-Ready/SBOSS IT consultation
21. CLICK IT consultation



(SYED NADEEM AHMED JAFRI)  
**SECTION OFFICER (GENERAL)**

Copy for information and necessary action / compliance:

1. Member \_\_\_\_\_, IS&T Department, Karachi.
2. Director General-II, IS&T Department, Karachi.
3. Additional Secretary, IS&T Department, Karachi.
4. Directors (Development/Technical/Operations), IS&TD, Karachi.
5. Deputy Secretary, IS&T Department, Karachi.
6. Deputy Directors (All), IS&T Department, Karachi.
7. All Section Officers.
8. Staff Officer to Secretary, IS&T Department, Karachi.

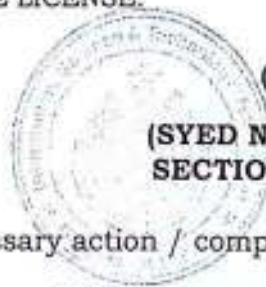


No. SO(G)IS&TD/2-98/2023  
**GOVERNMENT OF SINDH**  
**INFORMATION SCIENCE & TECHNOLOGY**  
**DEPARTMENT**

Director General-II, IS&T Department

Below the list of tasks I have been asked to work on.

1. SINDH DIGITAL TECHNOLOGY BOARD.
2. EUROPEAN UNION INVESTMENT BOARD (EIB) INVESTMENT IN PAKISTAN.
3. "MINUTES OF MEETING OF PROCUREMENT COMMITTEE".
4. "PAKISTANS" TRANSFORMATIVE DIGITAL FUTURE: GROWTH STRATEGY AND ROAD MAP".
5. AXLE LOAD REGIME.
6. RIGHT OF WAY.
7. SINDH HIGH COURT (SHC). E-NOTICES DIGITALIZATION SOFT REFORMS.
8. SINDH SAFE CITY AUTHORITY.
9. GOOGLE CAREER CERTIFICATES SCHOLARSHIPS TECHVALLEY.
10. COMPUTERIZATION OF LAND RECORD.PROSECUTOR GENERAL SINDH
11. (PGS) CRIMINAL PROSECUTION SERVICES (CPS)
12. ELECTION COMMISSION CCTV.
13. "EVALUATION OF RISK ASSOCIATES"
14. NOMINATION OF PROVINCIAL CERT.
15. FORMULATION OF NATIONAL INDUSTRIAL POLICY
16. CYBER SECURITY ADVISORIES.
17. KEY PERFORMANCE INDICATORS REPAIR & MAINTAINANCE OF TRAFFIC MANAGEMENT SYSTEM PROCUREMENT
18. COMMITTEE.
19. SPECIAL TECHNOLOGY ZONE AUTHORITY (STZA)
20. HEALTH DEPARTEMENT INQUAIRY (STZA).
21. PAKISTAN SPACE ACTIVITY RULE2024
22. NOMINATION OF IX GOV TECH PRICE.
23. DHA TECH-TALK.
24. PROPOSAL SNE'S
25. PEMRA TELEPORT SERVICE LICENSE.



**(SYED NADEEM AHMED JAFRI)**  
**SECTION OFFICER (GENERAL)**

Copy for information and necessary action / compliance:

1. Member \_\_\_\_\_, IS&T Department, Karachi.
2. Director General-II, IS&T Department, Karachi.
3. Additional Secretary, IS&T Department, Karachi.
4. Directors (Development/Technical/Operations), IS&TD, Karachi.
5. Deputy Secretary, IS&T Department, Karachi.
6. Deputy Directors (All), IS&T Department, Karachi.
7. All Section Officers.
8. Staff Officer to Secretary, IS&T Department, Karachi.