

HUMAN RESORUCE AND THEIR DEPLOYMENT

STATEMENT SHOWING POST WISE MAN POWER POSITION

S.No.	Post	BPS	Sanctioned strength	Working strength	Vacancy	Method of recruitment (by Promotion or Initial Appointment)	Appointing Authority
1.	Director	19	1	1	-	By initial appointment or by promotion or by transfer.	Chief Secretary
2.	Deputy Director	18	6	4	2	50% by initial appointment 50% by promotion	Chief Secretary
3.	Women Dev.Officer	17	12	2	10	By initial appointment, by promotion or by transfer.	Secretary of Dept.
4.	Computer Operator	16	1	-	1	By initial appointment	Secretary of Dept.
5.	Superintendent	16	1	1	-	By promotion	Secretary of Dept.
6.	Asstt. Accounts Officer	16	1	1	-	By promotion	Secretary of Dept.
7.	Stenographer	12	6	-	6	By initial appointment	Secretary of Dept.
8.	Accountant	11	1	1	-	By initial appointment	Director,WD
9.	Asst./Head Clerk	11	10	6	4	60% by promotion 40% by initial appointment	Director,WD
10.	Junior Clerk	5	17	1	16	By initial appointment	Director,WD
11.	Storekeeper	5	1	-	1	By initial appointment	Director,WD
12.	Driver	4	6	4	2	By initial appointment	Director,WD
13.	Duplicating Machine Operator	2	1	1	-	By promotion	Director,WD
14.	Daftri	2	1	1	-	By promotion	Director,WD
15.	Mali	1	1	-	1	By initial appointment	Director,WD
16.	Naib Qasid	1	21	2	19	By initial appointment	Director,WD
17.	Chowkidar	1	9	-	9	By initial appointment	Director,WD
18.	Sanitation Worker	1	2	2	-	By initial appointment	Director,WD
	Total		98	27	71		

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OFFICERS DEPLOYMENT AND BRIEF JOB DESCRIPTION

Name	Designation	Job Description
Mr. Ashfaque Ahmed Qadri	Director	Overall control and management of the Directorate of Women Development.
Mr. Khalid Akbar	Deputy Director (Coordination)	Coordination between various sections and official Web management and upgrade.
Ms. Mussarat Jabeen	Deputy Director	Attached with Minister, Women Development Sindh.
Mr. Wali Muhammad Qureshi	Deputy Director {Planning & Dev.}	Preparation of PC-Is of projects monitoring of progress of projects. Coordinator, Sales & Display Resource Centre.
Mr. Muhammad Tariq	Deputy Director (Budget & Accounts)	Control & monitoring of SNE. Coordinator, Media Cell and Baby Child Care Training at all District Headquarters and 18 Towns in Karachi.
Ms Raisa Adeel	Deputy Director	Project Monitoring
Mr. Atta Muhammad Dinari	Deputy Director	BBSYDP
Mr. Akram Hussain	Women Development Officer (Admn)	Routine administrative work, Coordinator, Women Complaint Cell.
Mr. Muhammad Israil	Women Development Officer	Data Processing Management, Coordinator, Establishment of Day Care Centre at Karachi and Baby Child Care Training Centre at Day Centre at Karachi.
Mr. Ali Azmat	Office Superintendent	General office maintenance.
Ms. Humaira Fatima	Asstt. Accounts Officer	DDO, SNE (Regular), maintenance of accounts and dealing with A.G. Sindh.

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