

**HOW TO ACCESS
INFORMATION UNDER
FREEDOM OF
INFORMATION ORDINANCE
2002**

A GUIDE

Legislative Oversight Tool Kit

How to Access Information under Freedom of Information Ordinance 2002-A Guide
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Foreword

This guide is part of a toolkit comprising a set of inter-related and complimentary tools. These tools have been developed as part of a USAID funded project, Strengthening National and Provincial Legislative Governance (SNPLG). It is being implemented by the Pakistan Legislative Strengthening Consortium (PLSC) comprising eight national and international NGOs.

At the heart of SNPLG project is the belief that building the capacity of the legislative branch to perform its basic functions namely, citizens' representation, oversight of the executive and law-making, are a must for a viable and strong democracy. Equally important is the need for encouraging and facilitating people and civil society to get involved in the legislative processes and to hold the legislature accountable. A legislature that is well-equipped to carry out its functions coupled with a proactive and informed citizenry provides solid foundations for parliamentary democracy and good governance.

Founded on the above rationale, SNPLG is divided into three programmatic objectives: legislative strengthening, capacity building of civil society, and the improved use of media and research in legislative endeavors. The project component being carried out by CRCP focuses on the empowerment of civil society for legislative oversight and advocacy.

It is hoped that this booklet and others in the series would help enhance the capacity of civil society organisations and activists to understand, track and influence legislature, and eventually contribute to the strengthening of parliamentary democracy in Pakistan.

Introduction

The Freedom of Information Ordinance (FOI) 2002 provides Pakistani citizens and civil society groups an opportunity to ensure greater oversight of governmental functioning and raise the likelihood of transparent and accountable governance. The stated purpose of the Ordinance is to "provide for transparency and freedom of information to ensure that citizens have improved access to public records and for the purpose to make the Federal Government more accountable to its citizens..."

The promulgation of the Ordinance marks a significant departure from traditional governance patterns, which involved top-down decision-making, non-participatory planning and implementation, and a pervasive culture of secrecy. Access to information has been restricted under the Official Secrets Act 1923, which declares almost all government records classified unless declared otherwise. There is a growing awareness, however, that this culture of secrecy cannot be supported in the face of demands for an active and informed citizenry and a transparent and accountable government.

Through the promulgation of the FOI Ordinance, Pakistan became the first country in South Asia to recognize citizens' right to access information held by public entities. Despite its limitations in terms of a large number of exemptions and a weak implementation mechanism, the Ordinance provides a legal basis for citizens and citizen groups to assert their right to access information and to engage public entities on improving public service delivery and promote accountability of government departments.

The Ordinance has been in force since October 2002. Consumer Rights Commission of Pakistan (CRCP) has effectively used the Ordinance to obtain information from several public bodies.

This manual contains information on various aspects of the Ordinance and how Pakistani citizens can use it to access information and records held by government bodies as stipulated in the Ordinance Rules notified in June 2004.

CHAPTER 1

1. What is the Right to Freedom of Information?

The right to freedom of information is a right to seek and receive information from government departments and public bodies; to know reasons for decisions taken by public bodies that affect you as a citizen; and to have personal information relating to oneself corrected or updated where such information is incorrect, incomplete or misleading.

The right to information is recognized in the Universal Declaration of Human Rights (1948), International Covenant on Civil and Political Rights (1976) and UN Guidelines on Consumer Protection (1985).

1.1 Why Provide Freedom of Information Legislation?

Public access to information is crucial for good governance and democratic development, as it allows citizens to monitor the government's performance, thus making it more accountable. When a public body denies relevant information to citizens, it effectively bars them from monitoring governance processes and overseeing government activities.

In general, it is believed that legally guaranteed access to information is important for the following reasons:

- a) It is a guard against abuses and provides the citizens to know about the activities of the government.
- b) It creates trust among citizens over the government and in turn strengthens democracy.
- c) It creates transparency and accountability in government departments and public bodies.
- d) It enables citizens to monitor the functioning of the government and make it accountable.
- e) Citizens can only make up their mind about important issues if they live in an environment of unrestricted information.
- f) It creates greater awareness about public services.
- g) It creates enabling conditions for public participation in public service issues.

Additionally, freedom of the press is highly compromised in countries that deny their citizens freedom of information legislation. The media cannot effectively play its role of informing citizens until and unless it is allowed access to public records and files. In Pakistan, largely as a result of the culture of secrecy that shrouds government activity, political journalism is highly underdeveloped. Consequently, media tend to publish speculative and inaccurate stories.

CHAPTER 2

Key Features of the Freedom of Information Ordinance, 2002

2.1 The Ordinance

President of Pakistan promulgated the Freedom of Information (FOI) Ordinance in October 2002. The Ordinance came into force at once, as provided in its Section 1(3).

The FOI Ordinance recognizes citizens' right to information and entitles them to have access to the records or information possessed by public bodies of the federal government. Before the promulgation of this Ordinance, this right was not legally guaranteed. Consequently, there were no guidelines or procedures for seeking public records or information. Requests to a government department would be simply ignored or denied, as public entities were not legally bound to entertain such requests. Public officials could also reject such requests on the pretext that the information or record requested was classified, as no regulations existed to prove otherwise. Determination of the criteria by which documents were deemed classified was left to the discretion of public officials. Furthermore, the likelihood of receiving judicial remedy (for those who could afford the option) in such a situation was slim in the absence of enabling legislation. The promulgation of the Ordinance has made it mandatory for the federal government to provide citizens access to information held by the public bodies.

The Ordinance declares certain government records public and, for others, provides the criteria by which documents can be withheld. The Ordinance also outlines the procedures and rules for accessing information and stipulates administrative and judicial remedies for those whom access has been denied. However, the Ordinance is undermined by a large number of exemptions and exclusions it allows. Additionally, it does not provide a robust

implementation mechanism. Nevertheless, the Ordinance is a significant first step in the right direction.

The Ordinance calls for government entities to properly maintain and index public records and to computerize and catalogue records for efficient public use. The Ordinance requires that each public body designate an officer to deal with information requests from the public. The official designated will be responsible to process applications for access to information and assist the applicants in the acquisition of information or records requested. However, if a public body has not designated an official for this purpose, the Ordinance provides that the information request should be directly addressed to the head of the public body.

In order to access information under the Ordinance, any citizen of Pakistan can submit an information request to the head of the relevant public body. If the requested information is not provided within 21 days, he/she can file a complaint to the Wafaqi Mohtasib or, in the case of a complaint relating to the Revenue Division, the Federal Tax Ombudsman (FTO). By following this procedure under the Ordinance, CRCP has obtained valuable information from various public bodies of the federal government. In cases where the concerned public bodies did not provide the requested information, CRCP made complaints to the Wafaqi Mohtasib under Section 19 of the Ordinance. The Wafaqi Mohtasib promptly acted on these complaints and, on his intervention, CRCP received the requested information from the concerned public bodies.

2.2 Scope of the Ordinance

The FOI Ordinance 2002 extends to the whole of Pakistan and is applicable to the information or records held by the following categories of public bodies of the Government of Pakistan:

- a) Any ministry, division or attached department of the federal government
- b) Secretariat of the Parliament (Majles-e-Shura);
- c) Any office of any board, commission, council or
- d) Other body established by or under a federal law; and courts and tribunals.

2.3 Information and Records that can be Requested under the Ordinance

- a) Any record held by a public body can be requested except those categorized as

-
- excluded or exempt under the Ordinance;
- b) Any information of a public body that is recorded in some medium;
 - c) Printed or simply written down information or records available to a public body. The form of holding the record does not affect its availability. The record may be requested in any form and can so be acquired. A requester may request the information in the shape of a document, diskette, electronic mail, CD, etc.; and
 - d) The record or the information to be requested means the existing record or information available with a public body.

2.4 Grounds on the Basis of which Information can be Denied

Freedom of information is not an absolute right. A public body can withhold certain information or records in order to protect individual privacy, commercial interests of private firms and public or national interest. Public bodies, however, must have good reasons to claim exclusion or exemption of a certain information or record. As for the Freedom of Information Ordinance 2002, access to information or records can be denied when the request falls into the categories of excluded or exempted information, or if the required procedural requirements have not been met.

2.5 Exclusions

The information relating to the following categories has been excluded from the definition of public records in the Ordinance and, therefore, cannot be obtained:

- a) Files with notes;
- b) Minutes of meetings;
- c) Any intermediary opinion or recommendations;
- d) Record of the banking companies and financial institutions relating to the accounts of their customers;
- e) Record relating to the defense forces, defense installations or connected therewith or ancillary to defense and national security;
- f) Record declared by the Federal Government as classified;
- g) Record relating to the personal privacy of any individual;
- h) Record of private documents furnished to a public body either on an express or implied condition that information contained in any such documents shall not be

disclosed to a third person; and

- i) Any other record which the Federal Government may exclude from the purview of the Ordinance.

2.6 Exemptions

Information is exempted from the ambit of the Ordinance if:

- a) Its disclosure would be likely to cause grave and significant damage to the interests of the country or the conduct of international relations;
- b) Its disclosure is likely to lead to the commission of an offence; harm the detection, prevention, investigation or inquiry in a particular case; reveal the identity of a confidential source of information; facilitate an escape from a legal custody; harm the security of any property or system, including a building, a vehicle, a computer system or communication system;
- c) Its disclosure would involve the invasion of the privacy of an identifiable individual (including a deceased individual) other than the requester; and
- d) Its disclosure:
 - Would be likely to cause grave and significant damage to the economy as a result of the premature disclosure of the proposed introduction, abolition or variation of any tax, duty, interest rate, exchange rate or any other instrument of economic management.
 - Would be likely to cause significant damage to the financial interests of the public body by giving any unreasonable advantage to any person in relation to a contract which that person is seeking to enter into with the public body for the acquisition or disposal of property or the supply of goods or services.
 - Would be likely to cause significant damage to the lawful commercial activities of the public body by revealing information to a competitor of the public body.

2.7 Denial of Information on Procedural Grounds

In addition to the exemptions and exclusions under the Ordinance, the grant of access to records or information can be denied on procedural grounds. Such grounds may include:

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- a) The requested information is not available with the public body to which the request has been made.
 - b) The request/ application is not in the format as prescribed under the rules.
 - c) The application is incomplete or the essential particulars have not been provided by the applicant.
 - d) The applicant has not paid the fee as prescribed under the Rules.

CHAPTER 3

Accessing Information under the Ordinance

Following is a step-by-step guide to the procedure that needs to be adopted to have access to public records in the light of rules notified by the government on June 18, 2004. These rules are applicable to all public bodies (Rule 2).

In compliance with the rule 3, the government has appointed public officials in different divisions, ministries and departments to ensure easy access to information. They are responsible for the timely provision of duly attested photocopies of the public records to the applicants.

According to sub section 2 of section 12 of the Freedom of Information Ordinance:

- a) No information request shall be entertained if the required information is already made public in the official Gazette or published in book form for sale.
- b) According to rule 4 of the FOI Rules 2004, “subject to the availability of the facility, each public body shall make available the application form on its web site.”

3.1 Submitting Requests

- a) Before submitting the access to information request, make it sure that the record or information required is not already available in the public domain. The information may well be available from other sources (e.g. website, official gazette and published annual reports etc.) and a quick search may save a lot of time and effort.
- b) Get an application form, which should be available on the website of concerned public body. If it is not available online, it should be obtained from the

office through formal or informal means (Prescribed Application Form has been reproduced in Annex A).

- c) Identify the specific nature of the required information or records in an application letter to be sent along with the application form (A sample application letter is given in Annex B).
- d) You can seek the information in any form i.e. written, document, diskette, CD, or hard copy. The public body will provide the record in the form as requested.
- e) Write your name down clearly in the application letter along with phone number, if any, so that it is easy for the public body to contact you for clarification on any issue.
- f) Mark the envelope containing information "Access to Information Request".
- g) Address your application to the official designated by the concerned public body to deal with information requests. In a situation where no official has been designated, the request could be made directly to the head of the public body. (See Annex C for a list of Federal Ministries and Divisions and their heads. Annex D contains names and contact details of officials already designated to process applications under FOI).
- h) Keep a copy of the application and all related correspondence until the request is finalized.

3.2 Information request fee and where to deposit it

- a) Prescribed fee for ten or less than ten pages according to Rule 4 is Rs.50.
- b) If the requested information is about any Board, Commission, Council or other body established under Federal law, fee/ charges shall be deposited in their respective heads of account.
- c) In case the volume of the required record is more than ten pages an amount of Rupees 5 per page of photocopy shall be deposited in the heads described below.
- d) Fee for the information request can be deposited with one of the following entities.
 - a) The Cash Branch of the respective department under proper receipt.
 - b) The State Bank of Pakistan.
 - c) The National Bank of Pakistan.
 - d) Treasury under the following heads of account.

i)	major head	1300000	other receipts
ii)	minor head	1390000	other; and
iii)	detailed head	1391221	fee payable for obtaining information and copies of public

3.3 Processing of Information Requests

- a) The designated official/head of the public body has to provide attested photocopy or reject, as the case may be, the records/information requested within 21 days, if the application is complete in all respects.
- b) If the application is accepted, the record must be granted in the form required by the applicant or, if the requester has not identified any particular format, in the form as determined by the public body.
- c) The record should be provided to the applicant under a certificate signed and sealed by the public body.
- d) Under the Ordinance as well as rules, information request must be answered within 21 days.
- e) If a designated official does not respond within stipulated period of time (21 days), a complaint can be filed with the head of the public body.
- f) According to rule 6, head of a public body must dispose of a complaint within thirty days of its receipt by the head of the relevant public body.

3.4 Appeal to the Wafaqi Mohtasib or the Federal Tax Ombudsman (FTO)

- 3.4.1 The applicant has the right to lodge a complaint to the Wafaqi Mohtasib or where the request relates to the Revenue Division, to the Federal Tax Ombudsman (under section 19 of FOI) if
 - a) The information is not provided by the public body within the prescribed time
 - b) The public body refuses to provide the information/record requested
 - c) The public body fails to communicate its decision to the applicant within the prescribed time
- 3.4.2 The complaint should be lodged within thirty days after:
 - a) The prescribed 21 days have passed and the public body has not

provided the requested information

b) The requested information has been denied by the public body.

Addresses

**Wafaqi Mohtasib Ombudsman's Secretariat, Zero Point, Islamabad, Pakistan.
Tel: 051-9201665-9 Fax No. 051-9210487, Email: mohtasib@paknet2.ptc.pk**

**Federal Tax Ombudsman (FTO) Secretariat
State Enterprises Complex 5-A, Constitution Avenue, Islamabad
Tel: 051-9212316 Fax: 051-9205553, Email: info@fto.gov.pk**

3.4.3 The complaint or the appeal should contain:

- a) The name and address of the complainant;
- b) The particulars of the public body/ head of the public body concerned;
- c) The date of receipt of order, if any, about the refusal to grant the information requested; and
- d) Copies of correspondence with the concerned public body / head of the public body

(See Annex B for a sample complaint letter to the Wafaqi Mohtasib).

3.4.4 The Mohtasib or the FTO will hear the case and either direct the public body to provide the information or reject the complaint.

3.4.5 The Ordinance also indicates that if the complaint lodged is frivolous or malicious, the complaint may be dismissed and the person who lodged the complaint may be penalized. The penalty will involve a fine of an amount not exceeding rupees ten thousand.

3.4.6 The Mohtasib and the FTO are bound by the Ordinance, but may reach different conclusions than the public body.

3.5 Right to Review Appeal

In case the decision of the Ombudsman does not recognize the legality of the

Annex A
Application Form
For Obtaining Record Under

Freedom of Information Ordinance, 2002, (XCVI of 2002)

Name of the applicant _____

NIC.

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Father's Name _____

Address _____

Phone No. _____

Name of the Public Body from which information is to be obtained _____

Subject matter of record requested _____

Nature of the record requested _____

Purpose of acquisition of the information or record _____

DECLARATION

(a) Application Fee of Rs.50/- (Non-refundable) has been deposited with the Cash Branch of the department or in the State Bank of Pakistan or National Bank of Pakistan or Treasury _____

No. _____ Dated _____, an original copy of which is attached.

(b) The information obtained would not be used for any purpose other than specified above.

Signature of Applicant

Reply to the Applicant

1. Subject _____

NIC

N. _____

Reference your application dated _____ For supply of
photocopies of he record regarding _____

your request has been considered and accepted/rejected by the competent authority

2. You are requested to deposit an additional amount of Rs.

(Rupees _____), for additional _____

pages of photocopies (@Rs. 5/- per page), _____

with the Case Branch of the department or in the State Bank of Pakistan or Treasury
under the heads of account mentioned below:

Major Head 1300000

Other Receipts

Minor Head 1390000

Others

Detailed Head 1391221

Fee payable for obtaining information
from, and copies of Public Record

3. Your request is regretted as the same is not permissible under the provision of the
Freedom of Information Ordinance, 2002 (XCVI of 2002) for the reason that

Signature of the Designated Officer

Date _____

To _____

Annex B

December 22, 2003

Chairman

Capital Development Authority (CDA)

Islamabad

Subject: Request for Information under the Freedom of Information Ordinance, 2002

Dear Sir,

Under the Freedom of Information Ordinance 2002 (XCVI of 2002), which recognizes citizens' right to access information and records held by the public bodies, we shall appreciate if your office could kindly provide us the following information/ documents:

1. Total budget for plantation (i.e. planting of trees and other ornamental plants etc.) in Islamabad for the financial year 2003-04, and its sector- / avenue-wise allocations
2. Plantation sites with full address, types of trees or plants, and the plantation date for each site
3. Number of date trees (*Khajoor*) planted on the main avenues like Blue Area and Constitution Avenue
4. How much money has been spent on the plantation of date trees in Islamabad and what has been the average cost of one date tree and its plantation
5. Total number of gardeners employed by CDA
6. Number of gardeners appointed in each sectors (sector-wise).

We shall pay the cost of photocopying or diskettes, and any other additional fee, if so prescribed under the existing laws, for the purpose of this request.

It may be noted that Freedom of Information Ordinance was promulgated last year in October and came "into force at once", as provided in its section 1 (3). Under section 13 of the Ordinance, citizens are entitled to get the requested information within 21 days after the request is made.

We look forward to receiving the requested information soon. Thank you.

Best regards,

Executive Coordinator

January 15, 2004

Mr. Imtiaz Ahmad Sahibzada
Wafaqi Mohtasib
Wafaqi Mohtasib Secretariat
Zero Point, Islamabad

Subject: Complaint against the Chairman, Capital Development Authority (CDA), Islamabad, on his Failure to Provide Reports / Information Requested under the Freedom of Information Ordinance 2002 (XCVI of 2002)

Dear Mr. Sahibzada,

With reference to the above subject, this complaint is being submitted to your office under Section 19 of the Freedom of Information Ordinance 2002. The relevant facts are outlined in the following paragraphs for your kind consideration:

1. The Freedom of Information Ordinance was promulgated by the President of Pakistan in October 2002 and came "into force at once" under Section 1 (3).
2. Under Section 12 of the Ordinance, Consumer Rights Commission of Pakistan (CRCP) requested certain reports and information from the Chairman, Capital Development Authority (CDA) through a letter dated 22 December 2003. (A copy of the letter is attached). As the CDA had not designated any official by then to deal with such requests, the letter was addressed directly to the Chairman under Section 10 (2) of the Ordinance.
3. The Chairman CDA was supposed to provide us the requested information within 21 days of the receipt of our request under Section 13 of the Ordinance. However, over 21 days have passed since we made the information request but we have not been given the requested reports and information. Nor have we received any communication from the CDA in respect of our request.
4. In view of the above facts, we request you to kindly direct the Chairman CDA to provide us the requested information as soon as possible. We shall be glad to furnish any other information or documents that may be required to process this complaint. Thank you.

Best Regards,

Executive Coordinator
CRCP

List of Federal Division / Ministries

S. No.	FEDERAL DIVISION	HEAD & ADDRESS
1.	President Secretariat	Military Secretary Aiwan-e-Sadar, Islamabad. Ph: 051-9214029
2.	Prime Minister Secretariat	Principal Secretary to the Prime Minister Prime Minister Secretariat, Cabinet Block Islamabad. Ph: 051-820099, 9210360
3.	Cabinet Secretariat	Cabinet Secretary Cabinet Block, Islamabad. Ph: 051-9213562
4.	Ministry of Commerce	Secretary 'A' Block, Pak Secretariat, Islamabad. Ph: 051-9210277
5.	Ministry of Communication	Secretary 'A' Block, Pak Secretariat, Islamabad. Ph: 051-9201252
6.	Ministry of Religious Affairs, Culture, Sports, Tourism and Youth Affairs	Secretary 'D' Block, Pak Secretariat, Islamabad. Ph: 051-9211790
7.	Finance Division	Secretary 'Q' Block, Pak Secretariat, Islamabad. Ph: 051-9202253
8.	Ministry of Defence	Secretary Defense Pak Secretariat II, Rawalpindi. Ph: 051-9271114
9.	Defense Production Division	Secretary Pak Secretariat II, Rawalpindi. Ph: 051-9270930

10.	Economic Affairs' Division	Secretary 'C' Block, Pak Secretariat, Islamabad. Ph: 051-9210629
11.	Establishment Division	Secretary Cabinet Block, Islamabad. Ph: 051-9212118
12.	Industries and Production Division	Secretary 'C' Block, Pak Secretariat, Islamabad. Ph: 051-9211709
13.	Ministry of Education	Secretary 'D' Block, Pak Secretariat, Islamabad. Ph: 051-9201401
14.	Ministry of Environment	Secretary UBL Building, 9th Floor, Jinnah Ave, Islamabad. Ph: 051-9224579
15.	Ministry of Food, Agriculture & Livestock	Secretary 'B' Block, Pak Secretariat, Islamabad. Ph: 051-9203307
16.	Ministry of Foreign Affairs	Foreign Secretary Ministry of Foreign Affairs, G-5, Islamabad. Ph: 051-9210335
17.	Health Division	Secretary 'C' Block, Pak Secretariat, Islamabad. Ph: 051-9211622
18.	Housing & Works Division	Secretary 'B' Block, Pak Secretariat, Islamabad. Ph: 051-9214283
19.	Information and Broadcasting Division	Secretary Cabinet Block, Islamabad. Ph: 051-9212009

20.	Interior Division	Secretary Interior 'R' Block, Pak Secretariat, Islamabad. Ph: 051-9210086
21.	Kashmir Affairs and Northern Areas and States and Frontier Regions Division	Secretary 'S' Block, Pak Secretariat, Islamabad. Ph: 051-9202269
22.	Labour, Manpower and Overseas Division	Secretary 'B' Block, Pak Secretariat, Islamabad. Ph: 051-9202912
23.	Law, Justice and Human Rights Division	Secretary 'R' Block, Pak Secretariat, Islamabad. Ph: 051-9202712
24.	Narcotics Control Division	Secretary State Bank Building, Islamabad. Ph: 051-9214020
25.	Parliamentary Affairs Division	Secretary 'R' Block, Pak Secretariat, Islamabad. Ph: 051-9209103
26.	Petroleum and Natural Resources Division	Secretary 'A' Block, Pak Secretariat, Islamabad. Ph: 9211220
27.	Planning and Development Division	Secretary 'P' Block, Pak Secretariat, Islamabad. Ph: 051-9212831
28.	Population Welfare Division	Secretary Jamil Mohsin Mansin, Civic Centre, Islamabad. Ph: 0519210363
29.	Privatization Division	Secretary EAC Building, 5-A, Constitution Ave, Islamabad. Ph: 051-9222242

30.	Railways Division	Secretary 'D' Block, Pak Secretariat, Islamabad. Ph: 051-9211991
31.	Religious Affairs, Zakat and Ushr Division	Secretary Civic Centre, Islamabad. Ph: 051-9201909
32.	Revenues Division	Secretary Revenues Division/ Chairman CBR Constitution Avenue, Islamabad. Ph: 051-9201938
33.	Scientific and Technological Research Division	Secretary 'D' Block, Pak Secretariat, Islamabad. Ph: 051-9203416
34.	Statistics Division	Secretary SLIC Building No. 5, F-6/4, Islamabad. Ph: 051-9211406
35.	Water and Power Division	Secretary 'D' Block, Pak Secretariat, Islamabad. Ph: 051-9211852
36.	Women Development, Social Welfare and Special Education Division	Secretary State Life Building No. 5, Blue Area, Islamabad. Ph: 051-9211145

List of Attached Departments of Federal Government

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
1.	Head of Department	Director General Ph: 051-9205020	P.M. Secretariat
	Department	Intelligence Bureau	
	Location	K-Block, Pak Secretariat, Islamabad.	
2.	Head of Department	Chairman Ph: 051-9202689	
	Department	National Reconstruction Bureau	
	Location	Prime Minister Secretariat, Islamabad.	
3.	Head of Department	Chairman Ph: 051-9207012	
	Department	National Accountability Bureau	
	Location	G-5, Islamabad.	
4.	Head of Department	Chairman Ph: 051-9204276	
	Department	Pakistan Atomic Energy Commission	
	Location	K-Block, Pak Secretariat, Islamabad.	
5.	Head of Department	Secretary Ph: 051-9203734	National Assembly
	Department	National Assembly Secretariat	
	Location	Parliament House Islamabad.	
6.	Head of Department	Director General Ph: 051-9202261	Cabinet
	Department	Department of Communications Security	
	Location	L-Block, Pak Secretariat, Islamabad. Ph: 051-9201133	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
7.	Head of Department	Controller Ph. 021-9203375	Cabinet
	Department	Department of Stationery and Forms	
	Location	Block No. 53-54, Pak Secretariat, Karachi. Ph. 021-9208311-13	
8.	Head of Department	Director General Ph.051-9202044	
	Department	National Archives of Pakistan	
	Location	Administrative Block Area, Block-N, Pak Secretariat, Islamabad.	
9.	Head of Department	Chairman Ph: 051-4449462	
	Department	National Language Authority	
	Location	H-8/4, Pitras Bukhari Road, Islamabad. Ph. 051-4446881	
10.	Head of Department	Chairman Ph: 051-9220902	
	Department	National Electric Power Regulatory Authority (NEPRA)	
	Location	OPF Building, 2nd Floor, G-5/2, Islamabad. Ph.051-9207200	
11.	Head of Department	Chairman Ph.051-9221705	
	Department	Oil and Gas Regulatory Authority	
	Location	Tariq Chambers, Block No.2, Civic Centre, Islamabad. Ph.051-9221707	
12.	Head of Department	Managing Director Ph.051-9203246	
	Department	Printing Corporation of Pakistan(Pvt) Ltd.	
	Location	Khayaban-e-Suhrawardy, Islamabad	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
13.	Head of Department	Chairman / Dean Ph:042-5864218	Cabinet
	Department	Shaikh Zayed Postgraduate Medical Institute	
	Location	New Muslim Town, Lahore. Ph. 042-5865731-40	
14.	Head of Department	Director Ph.051-9209831	Commerce
	Department	Export Promotion Bureau	
	Location	26, Kashmir Plaza, Blue Area, Islamabad.	
15.	Head of Department	Director General Ph.051-9203279	Commerce
	Department	Foreign Trade Institute of Pakistan.	
	Location	State Life Building No.7 (Basement), Blue Area, Islamabad.	
16.	Head of Department	Chairman Ph: 051-9208790	Commerce
	Department	National Tariff Commission	
	Location	State Life Bldg. No.5, Blue Area, Islamabad.	
17.	Head of Department	Director General Ph.051-9260025	Communications
	Department	Director General Pakistan Post Office	
	Location	G-8/4, Islamabad	
18.	Head of Department	Chairman Ph. 051-9261129	Communications
	Department	National Highways and Pakistan Motorways Police Department	
	Location	Block No. 27, Mauve Area, G-9/1, Islamabad. Ph. 051-9262365	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
19.	Head of Department	Senior Chief Ph.051-9257190	Communications
	Department	National Transport Research Centre (NTRC)	
	Location	Street No. 6, Sector H-8/2, Islamabad.	
20.	Head of Department	Custodian (EP) Ph.051-9201252	
	Department	Custodian of Enemy Property for Pakistan	
	Location	House No.5, Street No.87, G-6/3, Islamabad	
21.	Head of Department	Director General Archaeology Ph. 021-4521387	Minorities, Culture, Sports, Tourism and Youth Affairs
	Department	Department of Archaeology	
	Location	27-A, Central Union Commercial Area, Shaheed-i-Millat Road, Karachi.	
22.	Head of Department	Executive Director Ph. 051-9203983	
	Department	Lok Virsa	
	Location	Garden Avenue, Shakarparian, Islamabad.	
23.	Head of Department	Chairman Ph. 051-9204163	
	Department	Central Board of Film Censors	
	Location	Street No. 55, F-6/4, Islamabad.	
24.	Head of Department	Controller Ph. 051-9203772	
	Department	Department of Tourist Services	
	Location	F-7 Markaz, Islamabad	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
25.	Head of Department	Director Ph. 051-9266395	Minorities, Culture, Sports, Tourism and Youth Affairs
	Department	National Institute of Historical & Cultural Research	
	Location	H. No. 605, St. No. 29, G-10/2, Islamabad.	
26.	Head of Department	Director General Ph. 051-9202680	
	Department	Pakistan Sports Board	
	Location	Kashmir Highway, Islamabad. Ph. 051-9202412	
27.	Head of Department	Chairman Ph. 051-2294186	
	Department	Pakistan Tourism Development Corporation Limited (PTDC)	
	Location	H. No.170, St. No. 36, F-10/1, Islamabad.	
28.	Head of Department	Director General Ph. 34250 (Mil)	Defence
	Department	Federal Govt. Education Institutions Directorate (C/G)	
	Location	Sir Syed Road, Rawalpindi Cantt.	
29.	Head of Department	DG ML&C Ph. 051-9271128	
	Department	Directorate of Military Land and Cantonments	
	Location	Rawalpindi. Ph. 051-9202412	
30.	Head of Department	Director General Ph. 051-9257314	
	Department	Pakistan Meteorological Department	
	Location	H-8, Pitras Bukhari Road, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
31.	Head of Department	MAG Ph. 051-9270709	Defence
	Department	Military Accountant General (MAG)	
	Location	Rawalpindi.	
32.	Head of Department	Surveyor General of Pakistan Ph. 051-9290200	
	Department	Survey of Pakistan	
	Location	Faizabad, Murree Road, Rawalpindi. Ph. 051-9290222-23	
33.	Head of Department	Director General	
	Department	Pakistan Armed Services Board	
	Location	Sir Syed Road, Rawalpindi.	
34.	Head of Department	Director General Ph. 021-9214619	
	Department	Maritime Security Agency	
	Location	KDLB Building, P.O.Box-13333, Karachi.	
35.	Head of Department	Chairman Ph. 051-4491570	
	Department	SUPARCO	
	Location	GT Road, Rawat, Islamabad. Ph. 051-4491636	
36.	Head of Department	CSO ASF, Islamabad Ph. 051-9280411	
	Department	Airports Security Force	
	Location	Islamabad Airport, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
37.	Head of Department	CS & SA DESTO Ph. 051-9280501	Defence Production
	Department	Defense Science and Technology Organization	
	Location	Chaklala Cantt, Rawalpindi	
38.	Head of Department	DGDP Ph. 051-9271479	
	Department	Directorate General Defense Purchase	
	Location	Pak. Secretariat No. II, Rawalpindi	
39.	Head of Department	DG (MP) Ph. 051-9271101	
	Department	Directorate General Munitions Production (DGMP)	
	Location	Pak. Secretariat No.II, Rawalpindi	
40.	Head of Department	Chairman Ph. 051-9271155	
	Department	Heavy Industries Taxila Board	
	Location	Heavy Industries Taxila (HIT) Taxila Cantt. Ph. 0596-9314130-37	
41.	Head of Department	Chairman Ph. 0597-40012234	
	Department	Pakistan Aeronautical Complex Board Kamra	
	Location	Kamra, District Attock	
42.	Head of Department	Chairman Ph. 0596-9271402	
	Department	Pakistan Ordnance Factories Board	
	Location	POF Wah Cantt. Ph. 0596-9314101-21	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
43.	Head of Department	Director General Ph. 051-9260674	Education
	Department	Academy of Education Planning & Management	
	Location	G-8/1, Islamabad.	
44.	Head of Department	Director General Ph.: 051-9214523	
	Department	Department of Library	
	Location	G-5/3, Islamabad. Ph. 051-9202544	
45.	Head of Department	Chairman Ph. 051-9257175	
	Department	Federal Board of Intermediate & Secondary Education	
	Location	H-8/4, Islamabad. Ph. 051-9257256-60	
46.	Head of Department	Director General Ph. 051-9260977	
	Department	Federal Directorate of Education (FDE)	
	Location	G-/4, Islamabad. Ph. 051-9260231-33	
47.	Head of Department	Director General Ph. 051-9257231	
	Department	National Institute of Science & Technical Education	
	Location	H-8, Islamabad.	
48.	Head of Department	Rector Ph. 051-9257636	
	Department	National University of Modern Languages (NUML)	
	Location	H-9, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
49.	Head of Department	Chairman Ph. 051-9257432	Education
	Department	Pakistan Academy of Letters	
	Location	H-8/1, Islamabad.	
50.	Head of Department	Chairman Ph. 051-9251393	
	Department	Pakistan Literacy Commission	
	Location	G-8, Islamabad.	
51.	Head of Department	Chairman Ph. 051-9257517	
	Department	Polytechnic Institute For Women	
	Location	H-8/1, Islamabad.	
52.	Head of Department	Chairman Ph. 051-9290130	
	Department	Higher Education Commission	
	Location	H-9, Islamabad. Ph. 051-9257651	
53.	Head of Department	Managing Director Ph. 051-9261531	
	Department	National Book Foundation	
	Location	G-8/4, Islamabad.	
54.	Head of Department	Managing Director Ph. 051-9202935	Establishment
	Department	Federal Employees Benevolent and Group Insurance Funds	
	Location	Benevolent Fund Building, Zero Point, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
55.	Head of Department	Chairman Ph. 051-9212063	Establishment
	Department	Federal Public Service Commission	
	Location	F-5/1, Agha Khan Road, Islamabad.	
56.	Head of Department	Joint Secretary / Director Ph. 051-4448428	
	Department	Secretariat Training Institute	
	Location	Plot No.7, H-9, Islamabad.	
57.	Head of Department	Director General Ph. 051-9201337	Environment, Local Government and Rural Development Division
	Department	Staff Welfare Organization	
	Location	Abpara, Islamabad.	
58.	Head of Department	Director General Ph.051-9217882	
	Department	Pakistan Environmental Protection Agency (PEPA)	
	Location	44-E, Blue Area, Islamabad.	
59.	Head of Department	Deputy Conservator Ph. 051-9204515	
	Department	National Council for Conservation of Wildlife in Pakistan	
	Location	Al-Rehman Chamber, Blue Area, Islamabad.	
60.	Head of Department	Managing Director Ph. 051-9206001	
	Department	National Energy Conservation Centre (ENERCON)	
	Location	G-5/2, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
61.	Head of Department	Director General Ph. 051-9255154	Environment, Local Government and Rural Development Division
	Department	Akhtar Hameed Khan National Centre for Rural Development and Municipal Administration	
	Location	Park Road, Chak Shahzad, Islamabad.	
62.	Head of Department	Accountant General Ph. 051- 9260782	Finance
	Department	Accountant General Pakistan Revenues	
	Location	G-8/4, Islamabad. Ph. 051-9260378-8	
63.	Head of Department	Chairman Ph. 051-9202326	Finance
	Department	Central Directorate of National Savings	
	Location	Civic Centre, Islamabad.	
64.	Head of Department	Federal Treasury Officer Ph. 051-9208137	Finance
	Department	Federal Treasury Office	
	Location	CDA Block No.1, Near Lal Masjid, Islamabad	
65.	Head of Department	Auditor General Ph. 051-9224080	Finance
	Department	G-5, Constitution Avenue, Islamabad. Ph. 051-9224150-67	
	Location	G-5, Constitution Avenue, Islamabad. Ph. 051-9224150-67	
66.	Head of Department	Director General Ph. 051-9260220	Finance
	Department	Directorate General Audit	
	Location	Atiq Plaza, F-8 Markaz, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
67.	Head of Department	Chairman Ph. 051-9205310	Finance
	Department	Securities and Exchange Commission of Pakistan	
	Location	NIC Building, Jinnah Avenue, Blue Area, Islamabad.	
68.	Head of Department	Chairman Ph. 051-9201844	
	Department	Monopoly Control Authority	
	Location	65-E, Pak Pavilions, Blue Area, Islamabad.	
69.	Head of Department	Chairman Ph. 051-9261280	
	Department	Agricultural Prices and Policy Commission	
	Location	Mandir Plaza, G-8 Markaz, Islamabad. Ph. 051-9261291-97	
70.	Head of Department	Marketing Advisor Ph. 051-9216700	Food, Agriculture and Livestock
	Department	Agricultural and Livestock Products Marketing and Grading Department	
	Location	F-7 Markaz, Islamabad.	
71.	Head of Department	Entomologist Ph. 051-9203794	
	Department	Department of Plant Protection	
	Location	Markaz F-7, Islamabad.	
72.	Head of Department	Director General Ph. 051-9260992	
	Department	Federal Water Management Cell	
	Location	F-8 Markaz, Islamabad. Ph. 9261581-82	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED	
73.	Head of Department	Chairman Ph. 051-9203966	Food, Agriculture and Livestock	
	Department	Pakistan Agricultural Research Council		
	Location	G-5/2, Islamabad. Ph. 051-9203070-75		
74.	Head of Department	Director General Ph. 051-9260126		
	Department	Federal Seed Certification and National		
	Location	Seed Registration Mauve Area, G-9, Islamabad.		
75.	Head of Department	Managing Director Ph. 051-9203970	Foreign Affairs	
	Department	Pakistan Oilseed Development Board		
	Location	Al-Rehman Chamber, Blue Area, Islamabad.		
76.	Head of Department	Director General Ph. 051-9212083		Health
	Department	Foreign Service Academy		
	Location	F-5/2, Islamabad. Ph. 051-9208326		
77.	Head of Department	Chairman Ph. 051-9206231		
	Department	Institute of Strategic Studies		
	Location	F-5/2, Islamabad. Ph. 051-9204423-4		
78.	Head of Department	Director Ph. 051-9221321	Health	
	Department	Health Services Academy		
	Location	12-D West Bewal Plaza, Blue Area, Islamabad.		

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
79.	Head of Department	DDG (PHC) Ph. 051- 9202289	Health
	Department	Primary Health Care	
	Location	Feroze Centre, Blue Area, Islamabad.	
80.	Head of Department	Director Ph. 051-9202289	
	Department	Directorate of Malaria Controll	
	Location	Feroze Centre, Blue Area, Islamabad	
81.	Head of Department	President Ph. 051-5557523	
	Department	National Council for Homoeopathy	
	Location	Khadim Hussain Road, Tariqabad, Rawalpindi.	
82.	Head of Department	Controller of Examination Ph. 051-9221074	
	Department	National Council for TIBB, Islamabad.	
	Location	House No. 34, Street No. 30, F-6/1, Islamabad.	
83.	Head of Department	National Manager Ph. 051-4582437-8	
	Department	National TB Control Program	
	Location	TB Centre, Asghar Mall, Rawalpindi.	
84.	Head of Department	Director Ph. 051-2282726/327	
	Department	National Institute for Handicapped	
	Location	St. 9, G-8/2, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
85.	Head of Department	Director General Ph. 051-9255117	Health
	Department	National Institute of Health (NIH)	
	Location	NIH Building, Park Road, Islamabad. Ph. 051-9255110	
86.	Head of Department	Principal Research Officer Ph. 051- 2241318	
	Department	PMRC Research Centre	
	Location	NIH Building, Park Road, Islamabad. Ph. 051-9255110-15	
87.	Head of Department	Principal Ph. 051-5517613	
	Department	PMRC Research Centre	
	Location	Army Medical College, Rawalpindi. Ph. 051-561-31457-	
88.	Head of Department	Director General	
	Department	Jinnah Post-Graduate Medical Centre	
	Location	JPMC Building, Karachi	
89.	Head of Department	Director Ph. 051-9221321	
	Department	Federal Govt. Services Hospital (Poly Clinic)	
	Location	China Chowk, Islamabad. Ph. 051-9218300-9	
90.	Head of Department	Joint Executive Director Ph. 051-9260582	
	Department	The Children Hospital & MCH Center (PIMS)	
	Location	G-8/3, Islamabad. Ph. 051-9260450-62	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
91.	Head of Department	Secretary Ph. 051-9266428	Health
	Department	Pakistan Medical and Dental Council	
	Location	Mauve Area, G-10/4, Islamabad. Ph. 051-9266004	
92.	Head of Department	Executive Director Ph. 051-9217146	
	Department	Pakistan Medical Research Council	
	Location	Constitution Ave, G-5/2, Islamabad.	
93.	Head of Department	Executive Director Ph. 051-9260500	
	Department	Pakistan Institute of Medical Sciences (PIMS)	
	Location	G-8/3, Islamabad.	
94.	Head of Department	Director General Ph. 051-9260839	Housing and Works
	Department	Pakistan Public Works Department	
	Location	Pak. PWD, G-9/1, Islamabad.	
95.	Head of Department	Director General Ph. 051-9211349	
	Department	Federal Govt. Employees Housing Foundation	
	Location	Block No.7, Civic Centre, Islamabad.	
96.	Head of Department	Estate Officer Ph. 051-9209458	
	Department	Estate Office, Islamabad.	
	Location	CDA Block No. 1, Near Lal Masjid, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
97.	Head of Department	Joint Estate Officer Ph. 051-9217422	Housing and Works
	Department	Estate Office Rawalpindi	
	Location	Rawalpindi.	
98.	Head of Department	Director General Ph. 051-9202005	
	Department	National Housing Authority	
	Location	70-E, AA Plaza, Blue Area, Islamabad.	
99.	Head of Department	Managing Director Ph. 051-9206036	
	Department	Pakistan Housing Authority	
	Location	Prime Minister Secretariat-II, Islamabad.	
100.	Head of Department	Managing Director Ph. 051-9260981	
	Department	National Construction Limited	
	Location	Mauve Area, G-9/1, Islamabad. Ph. 051-9260958	
101.	Head of Department	Director General Ph. 051-2826158	Information and Media Development Division
	Department	Associated Press of Pakistan (APP)	
	Location	18 Mauve, G-7/1, Zero Point, Islamabad.	
102.	Head of Department	Director General Ph. 051-9207397	
	Department	Directorate of Films and Publications	
	Location	Benevolent Fund Building, Zero Point, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
103.	Head of Department	Director General Ph. 051-9207314	Information and Media Development Division
	Department	External Publicity Wing	
	Location	Block-B, Benevolent Fund Building, Zero Point, Islamabad.	
104.	Head of Department	President Ph. 051-9203967	
	Department	Institute of Regional Studies	
	Location	NAFDEC Complex, Blue Area, Islamabad. Ph. 051-9204934	
105.	Head of Department	Director General Ph. 051-9224856	
	Department	Information Services Academy	
	Location	Benevolent Fund Building, Zero Point, Islamabad.	
106.	Head of Department	Chairman Ph. 051-9205731	
	Department	Pakistan Television Corporation Limited	
	Location	F-5/1, Islamabad. Ph. 051-111786000	
107.	Head of Department	Director General Ph. 051-9207066	
	Department	Press Information Department	
	Location	Benevolent Fund Building, Zero Point, Islamabad. Ph. 051-9201344	
108.	Head of Department	Managing Director & CEO Ph. 051-4441376	
	Department	Shalimar Television Network	
	Location	36, Sector H-9, Islamabad. Ph. 051-9257396-400	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
109.	Head of Department	Managing Director Ph. 051-4434974	Information Technology and Telecommunications
	Department	Carrier Telephone Industries (Pvt.) Ltd.	
	Location	I-10, Near Dalda Mills Chowk, Islamabad.	
110.	Head of Department	Executive Director Ph. 051-9257587	
	Department	Frequency Allocation Board	
	Location	RTTS Plot No. 112, H-10/4, Islamabad. Ph. 051-9257586	
111.	Head of Department	Secretary / Member Ph. 051-9206094	
	Department	IT Commission	
	Location	House No. 14, St. 61, F-7/4, Islamabad. Ph. 051-9505992	
112.	Head of Department	Chairman Ph. 051-9205500	
	Department	Telecommunication Corporation	
	Location	F-5/1, Islamabad.	
113.	Head of Department	Director General Ph. 051-92057723	
	Department	Pakistan Computer Bureau	
	Location	24-B, H-9/1, Islamabad. Ph. 9257781-85	
114.	Head of Department	Managing Director Ph. 051-9204073	
	Department	Pakistan Software Export Board	
	Location	2 nd Floor, Evacuee Trust Complex, Islamabad. Ph. 051-9204074	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
115.	Head of Department	Chairman Ph. 051-9225326	Information Technology and Telecommunication
	Department	Pakistan Telecommunication Authority (PTA)	
	Location	F-5/1, Islamabad.	
116.	Head of Department	Chairman Ph. 051-4844463	
	Department	Pakistan Telecommunication Company Limited (PTCL)	
	Location	G-8/4, Islamabad. Ph. 2282890-900	
117.	Head of Department	Managing Director Ph. 0995-611034	
	Department	Telephone Industries of Pakistan (Pvt.) Limited	
	Location	Haripur, N.W.F.P. Ph. 0995-611034	
118.	Head of Department	Director General Ph. 051-9261558	Interior
	Department	Directorate General of Immigration and Passports	
	Location	G-8/1, Islamabad. Ph. 051-9261563	
119.	Head of Department	Director General Ph. 051-9209418	
	Department	National Crisis Management Cell / Federal Control Room	
	Location	'S' Block, Pak Secretariat, Islamabad.	
120.	Head of Department	Chairman Ph. 051-9201016	
	Department	Capital Development Authority (CDA)	
	Location	Executive Block IV, G-7/4, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
121.	Head of Department	Director Ph. 051-9208656	Interior
	Department	Directorate Parliament Lodges & Hostel	
	Location	Directorate Parliament Lodges & Hostel, CDA, Islamabad. Ph. 051-9204744	
122.	Head of Department	Director Ph. 051-9222362	
	Department	National Institute of Fire Technology	
	Location	G-7 Markaz, Islamabad.	
123.	Head of Department	Director General Ph. 051-9202077	
	Department	Directorate General Civil Defense	
	Location	G-7 Markaz, Islamabad.	
124.	Head of Department	Commandant Ph. 051-9258181	
	Department	National Police Academy	
	Location	H-11, Islamabad. Ph. 051-9257301	
125.	Head of Department	Managing Director Ph. 051-2256553	
	Department	National Police Foundation	
	Location	Mauve Area, G-10, Islamabad	
126.	Head of Department	Director General	
	Department	Pakistan Rangers	
	Location	HQs Pakistan Rangers, Lahore.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
127.	Head of Department	Director General	Interior
	Department	Pakistan Cast Gards	
	Location	HQs Cast Guards, Karachi	
128.	Head of Department	Inspector General	
	Department	Frontier Corps. NWFP	
	Location	HQs Frontier Corps, Peshawar, N.W.F.P.	
129.	Head of Department	Inspector General	
	Department	Frontier Corps	
	Location	HQs Frontier Corps, Quetta, Balochistan.	
130.	Head of Department	Chief Commissioner Ph. 051-9260258	
	Department	Chief Commissioner, ICT	
	Location	F-8 Markaz, Islamabad. Ph. 051-9261401-8	
131.	Head of Department	Director General	
	Department	Pakistan Rangers	
	Location	HQs Pakistan Rangers, Karachi, Sindh.	
132.	Head of Department	Director General Ph. 051-9260093	
	Department	Federal Investigation Agency (FIA)	
	Location	G-9, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
133.	Head of Department	Chairman Ph. 051-9208602	Interior
	Department	National Database and Registration Authority (NADRA)	
	Location	State Bank of Pakistan Building, G-5/2, Islamabad.	
134.	Head of Department	Director General	Interior
	Department	Office of the Commandant Frontier	
	Location	Commandant Frontier Constabulary, Peshawar, N.W.F.P.	
135.	Head of Department	Chief Commissioner Ph. 051-9218337	Kashmir Affairs & Northern Areas and States & Frontier Region.
	Department	Chief Commissionerate For Afghan Refuges	
	Location	House No. 10, St. 30, F-7/1, Islamabad.	
136.	Head of Department	Chief Secretary Ph. 05811-50200	Kashmir Affairs & Northern Areas and States & Frontier Region.
	Department	Office of the Administrator for Northern Areas	
	Location	Northern Areas Secretariat, Gilgit.	
137.	Head of Department	Director General Ph. 051-9260622-4	Labour, Manpower and Oversea Pakistan
	Department	Bureau of Immigration & Overseas Employment	
	Location	F-8 Markaz, Islamabad.	
138.	Head of Department	Director General Ph. 051-9202001	Labour, Manpower and Oversea Pakistan
	Department	Directorate of Workers Education	
	Location	Rafi Centre, Zero Point, Islamabad. Ph. 051-9202001	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
139.	Head of Department	Chairman Ph. 051-9216732	Labour, Manpower and Oversea Pakistan
	Department	National Industrial Relations Commission	
	Location	G-5/2, Islamabad.	
140.	Head of Department	Chairman Ph. 051-9204186	
	Department	Implementation Tribunal for Newspapers Employees	
	Location	CDA Block No. 2, G-6, Islamabad.	
141.	Head of Department	Deputy Director General Ph. 051-9203902	
	Department	Employees Old Age Benefits Institution (EOBI)	
	Location	Zonal Office, G-6/4, Islamabad.	
142.	Head of Department	Managing Director Ph. 051-9203354	
	Department	Overseas Employment Corporation	
	Location	East End Block, Embassy Road, Blue Area, Islamabad.	
143.	Head of Department	Managing Director Ph. 051-9219119	
	Department	Overseas Pakistanis Foundation	
	Location	Shahrah-e-Jamhuriat, G-5/2, Islamabad. Ph. 051-9211613	
144.	Head of Department	Director General Ph. Ph. 051-9257496	
	Department	National Training Bureau	
	Location	Plot No. 39, Sector H-9, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
145.	Head of Department	Director General Ph. 051-9257107	Labour, Manpower and Oversea Pakistan
	Department	National Talent Pool	
	Location	H-9, Islamabad.	
146.	Head of Department	Director General Ph. 051-9202092	Labour, Manpower and Oversea Pakistan
	Department	Pakistan Manpower Institute	
	Location	Shahrah-e-Suharwardy, G-7/1, Islamabad. Ph. 051-9208210	
147.	Head of Department	Director General Ph. 051-9270170	Narcotics Control Division
	Department	Anti-Narcotics Force	
	Location	National Park Road, Rawalpindi Ph. 051-9270171-4	
148.	Head of Department	Director General Ph. 051-9203613	Petroleum and Natural Resources
	Department	Department of Petroleum & Energy Resources	
	Location	Huma Plaza, Blue Area, Islamabad.	
149.	Head of Department	Director General Ph. 051-9203676	Petroleum and Natural Resources
	Department	Directorate General (GAS)	
	Location	21-E, Huma Plaza, Blue Area, Islamabad.	
150.	Head of Department	Director General Ph. 051-9203485	Petroleum and Natural Resources
	Department	Directorate General (OIL)	
	Location	21-E, Huma Plaza, Blue Area, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
151.	Head of Department	Director General Ph. 051-9203613	Petroleum and Natural Resources
	Department	Directorate General (Special Projects)	
	Location	21-E, Huma Plaza, Blue Area, Islamabad.	
152.	Head of Department	Director General Ph. 051-9255136	
	Department	Geological Survey of Pakistan	
	Location	National Park Road, Shahzad Town, Islamabad. 051-9255139-40	
153.	Head of Department	Director General Ph. 051-9203958	
	Department	Hydrocarbon Development Institute of Pakistan (HDIP)	
	Location	230-Nazim-ud-Din Road, F-7/4, Islamabad.	
154.	Head of Department	Managing Director Ph. 051-9209701	
	Department	Oil and Gas Development Company Ltd. (OGDCL)	
	Location	Plot No.3, G-6/F-6, Jinnah Avenue, Islamabad.	
155.	Head of Department	Managing Director Ph. 051-4448409	
	Department	Pakistan Mineral Development Corporation (PMDC)	
	Location	13, H-9, Islamabad. Ph. 051-4448407-8	
156.	Head of Department	Managing Director Ph. 051-9205939	
	Department	Saindak Metals Limited	
	Location	House No.8, St. 36, F-6/1, Islamabad. Ph. 051-9205939	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
157.	Head of Department	Managing Director	Petroleum and Natural Resources
	Department	Pakistan State Oil Co. Limited	
	Location	PSO House, Khayaban-e-Iqbal, Karachi.	
158.	Head of Department	Chairman Ph. 051-9205308	Revenue Division
	Department	Central Board of Revenues (CBR)	
	Location	CBR House, Constitution Avenue, Islamabad. Ph. 051-9207540	
159.	Head of Department	Commissioner Ph. 042-5878220	Statistics Division
	Department	Agricultural Census Organization	
	Location	Goromangat Road, Gulberg-III, Lahore	
160.	Head of Department	Chief Census Commissioner Ph. 051-9213946	Statistics Division
	Department	Population Census Organization	
	Location	69-Adeel Plaza, Blue Area, Islamabad.	
161.	Head of Department	Director General Ph. 051-9208489	Statistics Division
	Department	Federal Bureau of Statistics	
	Location	State Life Building No.5, F-6/4, Blue Area, Islamabad	
162.	Head of Department	Chairman Ph. 051-2202976	Water and Power Division
	Department	Indus River System Authority. (IRSA)	
	Location	G-7 Markaz, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
163.	Head of Department	CEA/CFFC Ph. 051-9206589	Water and Power Division
	Department	Office of the Chief Engineering Advisor and Chairman Federal Flood Commission	
	Location	16-D, Safdar Mansion, Blue Area, Islamabad.	
164.	Head of Department	Chairman Ph. 051-2276226	
	Department	Pakistan Engineering Council	
	Location	Ataturk Avenue, G-5/2, Islamabad. Ph. 051-2829296	
165.	Head of Department	Managing Director Ph. 051-9203142	
	Department	Private Power & Infrastructure Board	
	Location	50-Nazim-ud-Din Road, F-7/4, Islamabad. Ph. 051-9205421-23	
166.	Head of Department	Director General Ph. 051-9201508	Women Development Social Welfare & Special Education
	Department	Planning and Development	
	Location	State Life Building No. 5, Islamabad. Ph. 051-9201508	
167.	Head of Department	Chairman Ph. 051-9210563	
	Department	National Commission on the Status of Women	
	Location	House No. 39, Street No. 56, F-6/4, Islamabad. Ph. 051-921563	
168.	Head of Department	Director Ph. 051-9203007	
	Department	National Commission for Child Welfare and Development	
	Location	9/E, Rizwan Plaza, 1 st Floor, Blue Area, Islamabad.	

S. No.	NAME OF DEPARTMENT		NAME OF DIVISION TO WHICH ATTACHED
169.	Head of Department	Director General Ph. 051-9203007	Women Development Social Welfare & Special Education
	Department	Directorate General of Special Education	
	Location	Al-Farabi Special Education, G-8/4, Islamabad.	

Government officials designated to ensure easy access to information

S. No.	Ministry / Division	Name	Designation	Address/Office Phone/Residence Phone/Fax
1.	Cabinet Division	Muhammad Ashraf	Deputy Secretary (Admin)	Address: Cabinet Division, Islamabad. Office: 9202926 Residence: 9266162 Fax: 9207930
2.	Ministry of Commerce	Asad Hayauddin	Deputy Secretary (Admin)	Address: Privatization Commission, EAC Building, Ground Floor, Room No. 105, Islamabad. Office: 9201953 Residence: 9203985 Fax: 9213785
3.	Ministry of Communications	Musaddaq Muhammad Khan	Joint Secretary (Communication)	Address: D-Block, Pak Secretariat, Room No. 340, Islamabad. Office: 9203738 Residence: 9220899 Fax: 9220899
4.	Ministry of Culture, Sports and Youth Affairs	Ms. Amna Imran Khan	Deputy Secretary (Coordination)	Address: Green Tower, Blue Area, Islamabad. Office: 9203633 Residence: 9213046 Fax: 9202204
5.	Ministry of Defence	Akhter Munir	PRO to Defence Minister	Address: Pak Secretariat-II, Rawalpindi Office: 9271139 Residence: 9267078 Fax: 9271113

S. No.	Ministry / Division	Name	Designation	Address/Office Phone/Residence Phone/Fax
6.	Ministry of Defence Production	Brig. Ahmad Raza Siddiqui	Director (ARD)	Address: C/o ARDE, P.O. Box: 194, Harley Street, Rawalpindi Office: 9270505 Residence: 9271105 Fax: 9271735
		Colonel (R) Zahid Omer	Deputy Secretary (1)	Address: Secretariat No. 2, Saddar, Rawalpindi Office: 9270984 Residence: 5480516 Fax: 9270944
7.	Ministry of Economic Affairs & Statistics	Dr. Muhammad Arshad Mirza	Deputy Secretary (Admin/EC)	Address: Block-C, Pak Secretariat, Islamabad Office: 9206020 Residence: 9262034 Fax: 9205971
8.	Establishment Division	S.M. Farooqi	Deputy Secretary (Admin)	Address: Cabinet Block, Establishment Division, Islamabad. Office: 9209372 Residence: 9267351 Fax: 9204931
9.	Ministry of Finance & Revenue		Joint Secretary (Administration)	Address: Q Block, Pak Secretariat, Islamabad. Phone: 9202253
10.	Ministry of Food, Agriculture & Live Stock	Syed Turab Haider Zaidi	Joint Secretary (Admin)	Address: B- Block , Pak Secretariat Islamabad Office: 9203635 Residence: 2105636 Fax: 9203635

S. No.	Ministry / Division	Name	Designation	Address/Office Phone/Residence Phone/Fax
11.	Ministry of Foreign Affairs	Faiz Mohammad Khoso	Director General (Policy Planning)	Address: Ministry of Foreign Affairs, Islamabad Office: 9207575 Fax: 9207575
12.	Ministry of Health	Amjad Mehmood	Deputy Secretary (Personnel)	Address: Room No. 234, C-Block Pak Secretariat, Islamabad Office: 9203693 Residence: 9255251 Fax: 9205481
13.	Ministry of Housing & Works	Abid Bashir	Deputy Secretary (Admin)	Address: B-Block Pak Secretariat Islamabad Office: 9217155 Residence: 9214833 Fax: 9221236
14.	Ministry of Industry, Production & Special Initiatives	Iftikhar Ahmad Khan	Deputy Secretary (Administration)	Address: Room No. 131, A-Block Pak Secretariat Islamabad Office: 9206031 Residence: 9260238 Fax: 9205130
15.	Ministry of Information & Broadcasting	Kamran Ali Khan	D.G. (External Publicity Division)	Address: B-Block, BF Building, Zero Point, Islamabad Office: 9207314 Fax: 9202448

S. No.	Ministry / Division	Name	Designation	Address/Office Phone/Residence Phone/Fax
16.	Ministry of Information Technology	Syed Muhammad	Deputy Secretary (Administration)	Address: 4 th Floor, Evacuee Trust Complex, F-5/1, Islamabad. Office: 9217275 Residence: 9266115 Fax: 9203009
17.	Ministry of Interior	Riaz-ul-Islam	Deputy Secretary (Security)	Address: Room No. 602, R-Block Pak Secretariat Islamabad Office: 9202149 Residence: 2293335 Fax: 9206403
18.	Ministry of Kashmir Affairs & Northern Areas	Tila Muhammad Khan	Deputy Secretary	Address: Room No. 115 R-Block Pak Secretariat Islamabad Office: 9203647 Residence: 9211900 Fax: 9203022
19.	Ministry of Labour, Manpower & Overseas Pakistanis	Mahfooz ur Rehman	Deputy Secretary (Admin)	Address: Room No. 518, B-Block Pak Secretariat Islamabad Office: 9203167 Residence: 9290140 Fax: 9201823
20.	Ministry of Law, Justice & Human Rights Division	Rana Zahoor Ahmad	Deputy Secretary (Admin)	Address: S-Block, Pak Secretariat Islamabad. Office: 9225193 Residence: 9208956 Fax: 9201722

S. No.	Ministry / Division	Name	Designation	Address/Office Phone/Residence Phone/Fax
21.	Ministry of Local Government & Rural Development	Riaz Akhtar	Deputy Secretary (Development)	Address: China Chowk , Hijvery Plaza, Blue Area , Islamabad Office: 9203521 Residence: 9290645 Fax: 9202078
22.	Ministry of Narcotics Control	Cdr (R) Abbas Akhtar	Deputy Secretary (Admin)	Address: Shan Plaza , Blue Area , Islamabad Office: 9201500 Residence: 9258684 Fax: 9203119
23.	National Reconstruction Bureau	Muhammad Naeem ul Haq	Member (NRB)	Address: Cabinet Block, Prime Minister Secretariat, Islamabad. Office: 9207056 Residence: 9261209 Fax: 9206990
24.	Ministry of Parliamentary Affairs	Riaz ur Rehman	Joint Secretary	Address: S-Block, Room No. 235, Pak Secretariat, Islamabad. Office: 9202847 Residence: 9266007 Fax: 9218772
25.	Ministry of Petroleum & Natural Resources	Arshad Sultan	Deputy Secretary (Personnel)	Address: Room No. 201, Huma Plaza, Blue Area, Islamabad. Office: 9204827 Residence: 9257896 Fax: 9204827
26.	Ministry of Planning & Development Division	Muhammad Asif Sheikh	Chief Officer	Address: Room No. 333, P-Block, Pak Secretariat, Islamabad. Office: 9202124 Residence: 9204229 Fax: 9202704

S. No.	Ministry / Division	Name	Designation	Address/Office Phone/Residence Phone/Fax
27.	Ministry of Population Welfare	Iqbal Ahmad	Director (FM)	Address: Jamil Mohsin Mansion, Civic Centre, Islamabad. Office: 9202057 Residence: 4455280 Fax: 9204879
28.	Ministry of Privatization & Investment	Muhammad Yamin	Director (Administration)	Address: 5-A, Constitution Avenue, EAC Building, Islamabad. Office: 9222243 Residence: 9266071 Fax: 9203076
29.	Ministry of Religious Affairs, Zakat & Ushr	Muhammad Ilyas Dar	Joint Secretary (Zakat)	Address: Near G.P.O. Islamabad. Office: 9201378 Residence: 9258551 Fax: 9216498
30.	Ministry of States & Frontier Regions Division	Shaukat Osman	Joint Secretary (Admin)	Address: Safron Division, S-Block, Pak Secretariat, Islamabad. Office: 9206580 Residence: 9266706 Fax: 9202494
31.	Ministry of Water & Power	Ishtiaq Ahmad	Deputy Secretary (Admin)	Address: A-Block, Room No. 241, Pak Secretariat, Islamabad. Office: 9206806 Fax: 9203187
32.	Ministry of Women Development	Sultan Khan	Deputy Secretary (Policy)	Address: State Building No. 5, China Chowk, Islamabad. Office: 9201894 Residence: 9262445 Fax: 9203132