



NOTIFICATION

In pursuance of the decision taken in agenda item No.7, in the 19th meeting of the BBSHRRD Board held on 5th November, 2025 held at BBSHRRDB Headquarter Karachi; an Administrative Committee is hereby set up under Section 13 of the Benazir Bhutto Shaheed Human Resource, Research & Development Board, Act, 2013, for the efficient performance of the Board. The composition and functions of the Committee are as under :-

Administrative Committee

- | | | |
|-----|--|----------------------|
| (1) | Mr. Muhammad Idrees, Former President, KCCI, Karachi | Chairman |
| (2) | Representative of SGA&CD not below the rank of BS-18 | Member |
| (3) | Representative of Universities & Boards Department not below the rank of BS-18 | Member |
| (4) | Representative of STEVTA not below the rank of BS-18 | Member |
| (5) | Deputy Director (Admin & Finance) BBSHRRDB | Member/
Secretary |

Functions and Responsibilities of the Committee (ToRs):

- a) To prepare / review draft rules regarding appointment, promotion and transfer, disciplinary, leave, conduct and terms and conditions of services of officers, advisors, consultants, experts and other staff and to suggest amendment therein.
- b) To suggest and recommend creation, abolition, re-designation and up-gradation of posts of the Board
- c) Drawing mechanism of punctuality & office discipline exploring the possible resource capacity towards automation, pointing out all the ghost staff and recommendation
- d) Oversee the development and implementation of human resources policies, including recruitment, training, performance evaluation and employee relations
- e) Ensure the effective management and maintenance of the Board's facilities, including office spaces, equipment and utilities
- f) Oversee the Organization's IT system and infrastructure, including cyber security, data management, and software applications
- g) Develop and implement records management policies and procedure to ensure the proper storage, retrieval and disposal of organizational records
- h) Establish and enforce health and safety policies and procedures to provide a safe and hygienic work environment for employees and visitors
- i) Develop and implement communication strategies to enhance the Board's public image and maintain effective internal and external communication channels. The same shall be liaison with the respective Deputy Directors (concerned) where needed



(Cont... P/2)



Universities & Boards Department
Benazir Bhutto Shaheed

Human Resource, Research and Development Board (BBSHRR&DB)



(2)

- j) Drawing Charter of duty/JDs following the organizational chart from top-to-bottom
 - k) Establishment of dead-stock register and drawing the disposal strategy & implementation of dead-stock
 - l) Perform any other function ancillary and incidental to the above
2. Chairman may co-opt any member for technical assistance.

Munawar Ali Mithani
(MUNAWAR ALI MITHANI)
SECRETARY-BBSHRR&DB

No.ADMN/BBSHRRDB/19th BOARD MEETING/2025/20057
Karachi, dated the 13th November, 2025

A Copy is forwarded for information and necessary action to:-

1. The Secretary (Services), SGA&CD, Government of Sindh, Karachi
2. The Secretary, Universities & Boards Department, Government of Sindh, Karachi
3. The Managing Director, STEVTA, Government of Sindh, Karachi
4. Mr. Muhammad Idrees, Former President, KCCI, Karachi.
5. The Regional Consultant (Hyderabad/Sukkur) BBSHRRDB,
6. The Deputy Director (Admin & Finance) BBSHRRDB
7. The Assistant Director (All) Headquarters, BBSHRRDB, Govt of Sindh, Karachi
8. PS to Chairperson, BBSHRRDB, Government of Sindh, Karachi
9. PS to Secretary BBSHRRDB, Government of Sindh, Karachi

[Signature]
ASSISTANT DIRECTOR (ADMIN)