

GOVERNMENT OF PAKISTAN
NATIONAL HERITAGE & CULTURE DIVISION
4th Floor, Kohsar Complex, Pak Secretariat
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F.No. 9(7)/2018-admn

Islamabad, 9th November, 2021

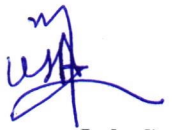
NOTIFICATION

Subject: NOMINATION OF OVERSEAS FACILITATION OFFICER

In pursuance of the Prime Minister's Office's letter U.O. No. 1(45)/DS(PMDU-I)/2021 dated 14th October, 2021, the competent authority has been pleased to nominate Deputy Secretary (Admin) of this Division as "**Overseas Facilitation Officer**". His particulars & contact details are as under: -

Title of the Designated Officer:	Overseas Facilitation Officer
Designation:	Deputy Secretary (Admin)
Official Phone number:	051-9222758
Place/Location of Office:	4 th Floor, Kohsar Block, Pak Secretariat, Islamabad
Email:	dsadmin@heritage.pakistan.gov.pk

2. Terms of Reference for the "**Overseas Facilitation Officer**" are as follows:
- i. To act as a convenient and dedicated point of contact
 - ii. To Facilitate in processing of cases
 - iii. To Facilitate in availing services
 - iv. To Facilitate in intra/ inter-departmental coordination
 - v. To Facilitate in Redressal of complaints
 - vi. To Provide guidance regarding adoption of right procedure etc.
 - vii. To Provide any other relevant service


(Usama Iqbal)
System Analyst
051-9217088

Distribution:

1. Deputy Secretary (PMDU-I), Prime Minister Secretariat
2. PS to Secretary, Ministry of Foreign Affairs
3. PS to Secretary, Ministry of Overseas Pakistanis and Human Resource Development
4. PS to Secretary, Ministry of Information & Broadcasting