



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT  
BUREAU OF STATISTICS

## TENDER NOTICE

Sealed Tenders are invited under the S.N.E Budget in Bureau of Statistics" from the recognize Companies/ Firms and experienced Suppliers with valid registration from FBR for Income Tax, Sales Tax and Registration with Sind Revenue Board.

Bidding documents will be issued from the date of publication of this N.I.T. Sealed Tenders should be submitted on the bidding documents issued by the procuring agency or downloaded from the Authority's or Sindh BOS's websites along with tender fee receipt and will be opened in Bureau of Statistics in the presence of bidders or their representatives who wish to be present.

Bids must be accompanied by earnest money/bid security in the shape of Bank Draft/Pay Order not to be less than 4% of the bid amount in favor of **Additional Director (D.P), Sindh Bureau of Statistics.**

S.no:	Items	Tender Fee (non-refundable)	Date & Time (Submission of Bids)	Date & Time (Opening of Bids)
01	HARDWARE (PHOTOCOPY MACHINE) BUREAU OF STATISTICS, PLANNING & DEVELOPMENT DEPARTMENT, KARACHI	Rs. 200/-	20-05-2016 11:00 a.m	20-05-2016 11:30 a.m

Detailed Terms and Conditions are mentioned in Bidding Document.

Place of issuance, submission, inquiries and opening will be at the office of Statistical Officer/(B&C), Sindh Bureau of Statistics, Planning & Development Department, Government of Sindh, Block-8, St:13, Punjab Chowrangi Kehkashan Clifton, Karachi

  
STATISTICAL OFFICER (B&C)  
SINDH BUREAU OF STATISTICS

Phone: 021-99251008, [sindh.statistics@gmail.com](mailto:sindh.statistics@gmail.com), [www.sindhbos.gov.pk](http://www.sindhbos.gov.pk)

**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT  
BUREAU OF STATISTICS**



**Tender Document**

**For**

**Hardware**

**(PURCHASE OF PHOTOCOPY  
MACHINE)**

**"Bureau of Statistics, P&D Department, Government of Sindh"**

**Bureau of Statistics**

Street No 13, Block No 8, Punjab Chowrangi, Kehkashan Clifton, Karachi

Phone: - 021-9921008, 021-99251259, Email: [sindh.statistics@gmail.com](mailto:sindh.statistics@gmail.com)

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### Introduction & History of Bureau of Statistics

The Bureau of Statistics, Planning & Development Department, Government of Sindh was established in 1970 as attached department of Planning & Development Department and it is responsible for collection, compilation, and dissemination of statistical data for the use of planners, policy makers, administrators, individuals and researchers.

Bureau has a network of 41 field offices with a strength of 489 officers and officials at Division / District / Sub-Division level throughout Sindh for collection of statistical data from field and undertake various socio-economic surveys to provide feedback the Head Office.

Sindh Bureau of Statistics is committed to provide accurate, reliable, timely, comprehensive and user-friendly information to public, private, national and international organizations for use of evidence based decision making.

### Functions of Bureau of Statistics

1. Collection, compilation and tabulation of statistical data/information on socio-economic sectors of the province.
2. Publication of statistical documents, reports and publications to disseminate statistical information.
3. Acting as liaison between Federal and Provincial Government on Statistical matters.
4. Extending technical guidance and assistance to other provincial statistical cells as and when required with reference to their technical problems in designing and conducting Censuses, Surveys and Processing of Data and preparing their Reports.
5. Preparation of basic socio-economic indicators of the Sindh Province.
6. Acting as Electronic Data Processing Agency for statistical requirements of the Provincial Government.

### Functions of Field Offices of Bureau of Statistics

1. Collection of statistical data on various socio-economic sectors from different departments / organizations located at district /taluka level.
2. Execution of field enquiries / surveys on behalf of head office of the Bureau of Statistics.
3. Pretesting of schedules, questionnaires and submission of reports about their feasibility.
4. Preparation of working programs of the field staff and their implementation.
5. Undertaking preliminary scrutiny and compilation of the filled in schedules / questionnaires before their submission to the head office.
6. Making arrangements for the training of the field staff before the commencement of the field enquiry / survey.
7. Preparation of budget proposals, submission of periodic administrative and financial statements, etc.
8. To handle administrative & financial matters of local nature not involving policy issues.
9. Liaison with other Federal and Provincial Government Departments regarding local problems in field enquiries and surveys.

### Organizational Setup - Head Office

- a. Bureau of Statistics, Sindh is headed by Director General (BPS-20) who is assisted by Director and three Additional Directors of (BPS-19) including one Additional Director, Data Processing (BPS-19).
- b. Each Additional Director is responsible to control and supervise the work of 2 to 3 technical sections whereas the Data Processing Section is controlled by Additional Director (Data Processing).
- c. Deputy Director (BPS-18) is the incharge of the respective section who is responsible to supervise the data collection and compilation activities of the section.

### Technical Section at Head Office

1. Agriculture
2. Social Statistics
3. Industrial Statistics (Monthly Industrial Production & Employment (MIPE / Census of Manufacturing Industries (CMI))
4. Publication and Coordination
5. Field Operation
6. Multiple Indicators Cluster Survey (MICS) Secretariat / Section

7. Data Processing
8. Administration
9. Regional Accounts
10. Sample Design

### Sector-wise Data Frequency, Coverage, Sources and Methodology)

#### Agriculture Sector

##### Frequency:

Annual

##### Data Coverage:

- Area & Production of Major and Minor Crops
- Crop Acreage
- Land Utilization
- Climate (Temperature, Rainfall & Humidity)
- Fertilizer
- Pesticides
- Farm Size
- Tube Wells (Installed and Pump-age Capacity)
- Canal Withdrawal
- Commanded and Irrigated Area by Barrages
- Fisheries
- Food Grain Storage
- Live Stock
- Forestry

##### Methodology:

**Area & Production of Major and Minor Crops** are prepared by the staff of Directorate of Agriculture Extension, Hyderabad as under:

**Wheat, Cotton & Rice:** Through sample / crop cutting surveys

**Sugar:** Farmers opinion survey.

**Other Crops:** Area figure is collected from Board of Revenue whereas Production is estimated on subjective judgment basis by their field staff.

These crop estimates are checked / examined and discussed by the sub-committee constituted in Agriculture Department comprising representative of Agriculture, Irrigation Department, Board of Revenue and Bureau of Statistics. Thereafter these estimates are reviewed, considered and cleared in the meeting of Sindh Agricultural Statistical Coordination Board, headed by Additional Chief Secretary, Planning & Development Department alongwith other information available on fertilizer, pesticides, rainfall, water availability and agriculture credit.

### **Crop Acreage**

Census of Crop Acreage is conducted by the field staff of Bureau of Statistics through Revenue Tapedar in all more than 6000 dehs for Kharif and Rabi seasons. Deh-wise crop acreage specific proforma filled-in by the Tapedar are collected by the field staff of Bureau of Statistics. These returns are checked, edited, coded and processed in Data Processing Section and finally Rabi and Kharif Statistics are released for the users.

### **Land Utilization**

Statistics are compiled by the field staff of Directorate of Agriculture Extension Hdyerabad on the basis of District-wise information collected from Board of Revenue and supplied to the Bureau of Statistics.

### **Others**

Data on Climate, Fertilizer, Pesticides, Canal Withdrawal, Commanded Area, Fisheries, Livestock, Forestry, Farm Size, Tube Wells etc. are collected by Bureau of Statistics from various organization /agencies which are compiled and disseminated through various publications of Bureau.

### **Sources**

- Directorate of Agriculture Extension, Hyderabad
- Board of Revenue, Sindh
- Irrigation Department, Sindh
- Metrological Department, Government of Pakistan
- Fisheries Department, Sindh
- Marine Fisheries, Government of Pakistan
- Agriculture Census Organization, Government of Pakistan
- Pakistan Census of Live Stock
- Directorate of Animal Husbandry, Sindh
- Chief Conservator Forest, Sindh

### **industries Sector MIPE & CMI**

#### **Frequency:**

Annual/Monthly

#### **Data Coverage- Census of Manufacturing Industries (CMI):**

- Fixed Assets
- Employment
- Employment Cost
- Industrial Cost
- Value of Production

Methodology:

CMI is conducted under Industrial Act 1942 covering all establishment registered under Section 2(J) of Factories Act 1934 amended in 1973 with joint effort of Pakistan Bureau of Statistics formerly Federal Bureau of Statistics, Directorate General of Industries and Bureau of Statistics Sindh with following distribution of Work.

**Pakistan Bureau of Statistics**

- Planning of Census in collaboration with BOS & Directorate of Industries.
- Preparation of Questionnaire, Tabulation Plan & Editing Instructions in consultation with all Federal Ministries, Provincial Departments and autonomous bodies and Private Organizations.
- Preparation and Publication of CMI Tables at national level.

**Directorate of Industries**

- Notification of the Questionnaires
- Printing & mailing out of questionnaires
- Collection of CMI Returns
- Preliminary editing of CMI Returns

**Directorate of Industries**

- Scrutiny, editing and coding of CMI Returns
- Data Processing of CMI Returns
- Preparation & Publication of Provincial Summary Tables
- Provide results/tables as per tabulation plan to Pakistan Bureau of Statistics

Sources:

- Directorate of Industries
- Bureau of Statistics, Sindh
- Pakistan Bureau of Statistics

Data Coverage- Monthly Industrial Production & Employment (MIPE):

- Vegetable Ghee
- Sugar
- Fertilizer
- Cigarettes
- Cotton, Jute & Woolen Textile
- Paper and Paper Board
- Acid, Alkalis and Salt
- Pharmaceuticals
- Tyre and Tubes
- Electrical Appliances
- M.S. Products
- Paint & Varnish
- Petroleum Products
- Beverages
- Tea
- Auto Mobiles
- Safety Razors Blades



## Bidding Document

- Vacuum Flask
- Sheet & Plat Glass
- Sewing Machines
- Cement
- Leather Tanning
- Electrical Apparatus
- Radio & Television etc.

### Methodology:

Monthly Industrial Production & Employment data in respect of more than 96 items manufactured by 31 selected large scale industries in collected by Bureau of Statistics through mail, email, fax, telephonic contacts and personal visits from more than 500 hundred establishments every month. Data collected from factories is checked, edited / coded and processed in Data Processing Section, Result is released for the Users.

### Sources:

- Industrial Units throughout Sindh
- Bureau of Statistics, Sindh

### Energy Sector:

#### Frequency:

Annual

#### Data Coverage:

- New Electricity Connections and Applications Pending
- Electricity Consumption by Group - (Domestic, Commercial, Industrial & Agricultural)
- Consumer by Group - (Domestic, Commercial, Industrial)
- Gas Consumption by Group
- Minerals (Production of selected Minerals)

### Methodology:

Data on Electricity Consumption, Number of Consumers by KESC & WAPDA, Installed Generating Capacity of Power Stations, Consumption and Number of Consumers of Gas by Group and Production of selected Minerals are collected from various agencies and disseminated in various publications of the Bureau.

### Sources:

- WAPDA
- KESC
- SSGC
- Directorate of Mineral Development, Sindh

### Education Sector:

#### Frequency:

Annual

#### Data Coverage:

- Number of Institutions, Enrolment and Teaching Staff by Sex and District
- Primary, Middle and Secondary Schools

- Technical Institutes
- Intermediate and Degree Colleges
- Universities

Methodology:

Education Department has a very effective data collection system called Sindh Education Management Information System (SEMIS) to conduct School Census every year for collection of information from all the education institutions in Sindh and make these data accessible to all concerned. The Bureau of Statistics collect data from SEMIS, compile and disseminate it in various publications.

Sources:

- Sindh Education Management Information System (SEMIS),
- Education Department, Sindh

Health Sector:

Frequency:

Annual

Data Coverage:

- Number of Beds in Hospitals, Dispensaries, TB Clinics, Rural Health Centers, Basic Health Units, Mother and Child Health Centers
- Medical and Para-Medical Personnel
- Indoor and Outdoor Patients treated

Methodology:

Data on Health Facilities is collected from the Directorate General, Health Services, Hyderabad which is examined / checked and disseminated in various publications of Bureau of Statistics.

Sources:

- Directorate General, Health Services, Hyderabad.

Miscellaneous Sectors:

Frequency:

Annual

Data Coverage - Transport and Communication Statistics:

- Motor Vehicles on Road, Registered by Type / District
- Road Kilometers by Type and District
- Route and Track Kilometers of Pakistan Railways
- Pakistan Railway Movement of Passengers
- Air Traffic Passengers, Freight and Mail

Data Coverage - Public Finance & Financial Institutions

- Development Expenditure of Sindh Province
- Sector-wise Distribution of Annual Development Program of Sindh
- Summary Statement of Capital Receipts and Expenditure of Sindh
- Central Excise Duty Recovered by Region in Sindh
- Provincial Excise Duty and Taxes Recovered by District in Sindh

- Loan Sanctioned and Distributed by ZaraiTraqiati Bank, IDBP and HBFC

**Methodology:**

Data is collected from concerned departments / institutions which is compiled and disseminated through Bureau's publications for users.

**Sources:**

- Finance Department, Sindh
- Excise & Taxation Department
- Highway Communication Department
- Federal Bureau of Statistics
- ZaraiTaraqati Bank
- IDBP
- HBFC

**Multiple Indicator Cluster Survey (MICS):**

To fill data gaps and to monitor Millennium Development Goals (MDGs), Human Development and Socio-economic Indicators in the Sindh Province a MICS Survey was conducted in the year 2003-2004.

The round of MICS Survey is in pipeline which will be conducted in near future in all the Districts of Sindh Province.

**SindhInfo (DevInfo):**

DevInfo is a database technology to store and create a data repository from all available authentic statistical data sources for dissemination of data and to provide a platform to policymaker, researchers, individuals, analysts to get data of their choice for decision making in a uniform way and on single place.

In order to address importance of statistical information more effectively and efficiently, the Sindh Bureau of Statistics has initiated a project under the scheme of "Establishment of Sindh Data Center" to Strengthening the dissemination mechanism of statistical information.

**Hardware Equipment**

SrNo.	Description		Qty	Unit	Rate	Amount
1.	Memory	Standard: 256MB	02	Nos		
		Maximum: 512MB				
	Network Interface	Ethernet (100Base-TX / 10Base-T), USB 2.0				
	Warm Up Time	30 seconds maximum after powering ON 1 second maximum from the Sleep mode				
	First Copy Output Time	5.4 seconds or less				
	Multiple Copies	1 to 999 sheets				
	Magnification	25% to 400% (1% increment)				
	Duplex	Standard				

Copy / Print Speed	25ppm	
Resolution	Reading:	600 x 600dpi
	Writing:	1200 x 1200dpi
Paper Sources (80gsm)	Paper Cassette:	Standard: 250 + 550 sheets paper capacity Maximum: 250 + 3 x 550 sheets paper capacity
	Stack Bypass:	Standard: 100 sheets paper capacity
Acceptable Paper Weights	Paper Cassette:	64 to 90gsm
	Stack Bypass:	64 to 128gsm
Main Unit Dimensions (W x D x H)	565 x 680 x 806mm (with the platen cover) 565 x 693 x 896mm (with the feeder)	
Power Source	220 - 240V AC, 50 / 60Hz	
Maximum Power Consumption	Approx. 1.542KW	
Toner Yield (6% Coverage)	Approx. 14,600 sheets (A4)	
Drum Yield	Approx. 132,000 sheets (A4)	
<b>Print Specification</b>		
PDL	Standard:	UFR II LT
	Optional:	PCL 5e/6, PS3
Network OS	Windows 2000 / XP / Server2003 / Vista / Server2008 / Win7, Mac OSX (10.4.9 or later)	
<b>Network ScanGear Specification</b>		
Supported OS	Windows 2000 / XP / Server2003 / Vista / Server2008 / Win7	
Resolution	BW:	Up to 600 x 600dpi
	CL:	Up to 300 x 300dpi

Tender Fee Rs. 200/-

Sr. No: \_\_\_\_\_

Dated: \_\_\_\_\_

☎ 021-99251008

✉ [sindh.statistics@gmail.com](mailto:sindh.statistics@gmail.com)

**GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT DEPARTMENT  
SINDH BUREAU OF STATISTICS**

TENDER FORM

***Invitation for Tender for Purchase of Photocopy Machine***

Name of Firm:			
Postal Address:			
Telephone No(s):			
Fax No:			
Email Add: (if applicable)			
Authorized Person	Name:		
	Contact No:		
Sale Tax Registration No. of the Firm:			
National Tax No. of the Firm:			
Items list:			
Amount Quoted:			
Validity of Quotation (Date):			
<b>Amount of Earnest Money</b> *Pay Order/ Demand Draft (Attached)		No:	
		Dated:	
		Rs.	

Name:		
Designation:		
Signature:		
Dated:		

**Note:**

1. Bids will be received before 21<sup>st</sup> May, 2016, 11:00 AM in the Office of Additional Director (D.P), Bureau of Statistics, Bureau of Statistics Building, Street # 13, Clifton Kehkashan Block 8, Main Punjab Chowrangi Karachi.
2. Technical Bid will be opened at 11:30 AM on 21<sup>st</sup> May, 2016 in the Committee room of Bureau of Statistics, Ground Floor in the presence of tenderers who wish to attend.

*We have carefully read & understood the Tender Document & agree to fully abide by Terms & Condition given.*

**INSTRUCTIONS FOR BIDDERS**

1. The contract resulting from this invitation shall be governed by the Sindh Purchase Manual 1993 and Sindh Public Procurement Rules 2010.
2. In the event of Tender being submitted by the firm, it must be signed by the Contractor / Supplier / Proprietor / Partners thereof, in the event of the absence of any partner it must be signed on his behalf by a person holding a power of attorney authorizing to do so.
3. The amount of earnest money deposited shall be Rs. 4% of the maximum quoted value of all items; earnest money should be paid by the contractors through demand Draft of the scheduled banks in favour of Additional Director (DP), Bureau of Statistics, Planning & Development Department, and Government of Sindh.
4. Procurement Committee shall open tender in the presence of the supplier / contractors, or their representative, who may be present at the time of opening tenders, In the event of tender being accepted the contractor / supplier shall for the purpose of identification, sign copies of specification and other documents as may be necessary, in the event of tender being reject, the earnest money deposited by the Contractors/supplier will be returned on furnishing a receipt for the return of the earnest money.
6. The required quantities of stores can be increased or decreased without giving any reason or notice.
7. The successful bidder would be liable to pay Security Deposit @ 10 % of the value of the offer.
8. Conditions as per Tender Notice advertised in press will remain valid for 45 days.
9. The firm / contractor should be G.S.T. registered.
10. Any cutting/correction in bid will make the quotation invalid.
11. In case of quoting alternate prices, separate tender shall be purchased.
12. The bidder shall mention validity of offer, terms of payment, guarantee period and schedule of delivery.
13. Procurement Committee reserves the right to obtain clarifications from any bidder in respect of items quoted by him. The replies by the bidder will be recorded and will form part of the bid documents
14. Supply order/contract will be issued subject to the availability of funds.
15. The bidders shall provide evidence of proven relevant experience
16. Successful bidder should have to demonstrate/ install the implement/ equipment/ machinery at the site on his own expenses including material etc.
17. In case of any deviation, the firm is to have replace/ modify the implement on his own expenses.
18. The Procuring agency may reject all or any bid at any time prior to the acceptance of a bid, subject to the relevant provisions of SPP Rules, 2010.
19. Delivery of Equipment will be ensured in 30 days of contract agreement
20. Financial Bids of technically successful bidders will be opened later.
21. 0.3% amount will be deducted of value of the offer as award fee by the A.G Sindh, Karachi.

# ANNUAL PROCUREMENT PLAN FOR 2015-16

Name of Procuring Agency: \_\_\_\_\_

Sindh Bureau of Statistics, Planning & Development Department

Sr. No.	Name of Procurement (Description)	Estimated Cost (Rs.)	Procurement Method	Tentative date of Procurement/ Notice Publication	Tentative date of Award of Contract	Tentative date of completion	Remarks (if any)
01		03	04	05	60	07	08
			Open				
1	Plant & Machinery	9,500,000	Competitive Bidding	April, 2016	May, 2016		Within Seven Days after award of contract



(Muhammad Kashif)  
Statistical Officer/(Budget&Cash)





GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

NO. SO(A-I)/P&D/12(142)/15: In supersession of this department's Notification No. SO(ADMN-I)(P&D)10(330)/2012, dated 26.09.2015, Procurement Committee of Bureau of Statistics, P&D Department is hereby re-constituted with following composition / TORs:-

- |   |          |
|---|----------|
| 01. Additional Director (DP) BoS                          | Chairman |
| 02. Additional Director (Admn) BoS                        | Member   |
| 03. Deputy Secretary, Information & Technology Department | Member   |

**Terms of Reference:-**

Procurement Committee shall be responsible for:-

1. Preparing bidding documents.
2. Carrying-out technical as well as financial evaluation of bids.
3. Preparing Bid Evaluation Reports (PER) provided in SPP Rule-45.
4. Making recommendation for the award of contract to competent authority.
5. Perform any other function related to the assignments.

**AJAZ ALI KHAN**  
**ADDITIONAL CHIEF SECRETARY**

NO. SO(A-I)/P&D/12(97)/12(PT-I)

Karachi, Dated 3<sup>rd</sup> Nov. 2015.

Copy forwarded for information & necessary action to:

1. Director General, Bureau of Statistics, P&D Department, Govt. of Sindh Karachi.
2. Accountant General Sindh Karachi.
3. Chairman / All members of the Committee.
4. Section Officer (Gen) P&D Deptt. Govt. of Sindh, Karachi.
5. P.S. to ACS(Dev) Planning & Development Department, Govt. of Sindh.
6. P.S. to Secretary (P) Planning & Development Department, Govt. of Sindh.
7. Master / Personal File.

  
(IMRAN SIBTAIN)  
SECTION OFFICER (ADMN-I)  
Ph: 021-99211926

S.O (Date centre)

9  
4/11/15

3/11/2015



GOVERNMENT OF SINDH  
PLANNING & DEVELOPMENT  
DEPARTMENT

**NOTIFICATION**

NO: SO(ADMN-I)(P&D)10(330)/2012: In pursuance of Rule-31 of Sindh Public Procurement Rules, 2010, a **Complaint Redressal Committee** of Bureau of Statistics P&D Deptt. is hereby constituted with following composition / TORs:-

01.	Director General (BOS)	Chairman
02.	Representative of A.G Sindh	Member
03.	An independent Professional from the relevant field and be nominated by Sindh Bureau of Statistics.	Member

**Terms of References**

- TORs of the Committee are as provided under Rule-31 of SPP Rules, 2010 and to perform any other function ancillary and incidental to the above.

**ADDITIONAL CHIEF SECRETARY (DEV.)**

NO: SO (ADMN-I) (P&D) 10(330)/12:

Karachi dated the 26<sup>th</sup> August , 2015

A copy is forwarded for information & necessary action to:

1. Director General, Bureau of Statistics, P&D.
2. Accountant General Sindh, Karachi.
3. Chairman/All Members of the Committee.
4. The Section Officer (General) P&D Deptt. Govt. of Sindh.
5. PS to ACS (Dev), P&D Deptt. Govt. of Sindh, Karachi.
6. PS to Secretary (Planning) P&D Deptt. Govt. of Sindh.
7. Master/Personal File.

  
(IMRAN SIBTAIN)  
SECTION OFFICER (ADMN-I)  
PH: 021-99211926