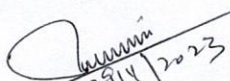


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**PROACTIVE DISCLOSURE OF INFORMATION UNDER SECTION 6 AND 7 OF  
THE SINDH TRANSPARENCY AND RIGHT TO INFORMATION**

S.#.	Description	Brief of information
A	Particulars of its organization, functions and duties;	Already uploaded on website of law Department
B	Powers and functions of its officers and employees,	<p><b>• Superintendent:-</b> To Supervise the work of staff, assist Official Assignee in investigating the claims of insolvent, and the accounts of companies under liquidation issuance of letters, notice, prepare urgent references in relation to company cases, keep keys of all properties in Insolvency, Executions, Liquidations cases, Civil Suits and all other Court assignments, keep all original documents of properties, possession memos, relevant documents in safe custody. Superintendent is required to maintain the service record files of all the staff and up before Official Assignee as and when required for any purpose. He acts as designated officer under the Sindh Transparency and Right to Information Act.</p> <p><b>• Assistant:-</b> To assist Official Assignee in investigating the claims received in insolvency, Liquidation cases. Administer appointment of Chowkidars and Security Guards on the premises related to the Court cases assigned time to time; to invest the respective amounts received in Court cases on the orders of the Hon'ble Court and keep track of record and re-invest time to time; to do any other work as assigned by Official Assignee.</p> <p><b>• Computer Operator:-</b> To enter data into computer, prepare comparative reports, analytical graphs and other reports based on computer record according to the instruction from time to time.</p> <p><b>• Senior Scale Stenographer:-</b> To note typing dictation from Official Assignee and Deputy Official Assignee for type and manage official correspondence of these official. Any other assignment that is given by the officer.</p> <p><b>• Stenographer:-</b> To note typing dictation from Superintendent and Assistant for type and manage official correspondence of these official. Any other assignment that is given by the officer.</p> <p><b>• Senior Clerk:-</b> To prepare daily list of cases; submit and get fixed references of Official Assignee in court, obtain copies of orders from the Court, do typing work of urgent notices and to do other work as assigned by Official Assignee.</p> <p><b>• Account Assistant:-</b> To prepare and submit invoices, perform all necessary accounts, maintain Bank account of the Court cases and do reconciliation, check, verify and process invoice, maintain file ledger cash book etc. To prepare all account of Liquidation cases as well as Insolvency matters. Any other assignment that is given by the officer.</p>

  
 29/11/2023  
**Official Assignee of Karachi**

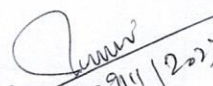


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		<p><b>• Junior Clerk:-</b> To keep files of all cases, see diaries, Court Orders, references, Court notices and application and correspondence for implementation/Compliance to register all new cases and to other work as assigned by Official Assignee.</p> <p><b>• Record Keeper:-</b> Record keeper is responsible for custody of all disposed off cases of Insolvency and companies liquidation proceedings, responsible to keep record of accomplished court case assignment relating to Civil Suits and other legal proceedings, record movement of files sent out-side the Section/Branch, and maintain godown file/Register, in accordance with titles/files/Register and provide files and when required. Any other assignment that is given by the Superintendent and Assistant.</p> <p><b>• Dispatch Rider:-</b> To receive letter for dispatch from the Official Assignee, Superintendent, Assistants, Senior clerks and Junior Clerks, make covers/envelops and mention names with address of the addresses neatly and correctly to get initialed the office copy and returned to the concerned dealing Clerk, Assistant/Officers. Any other assignment that is given by the officer.</p> <p><b>• Driver:-</b> To maintain the physical appearance as well as mechanical fitness of the vehicles used by the Official Assignee. To keep such vehicle clean and check all requisite daily checks including engine oil, Break oil, Radiator water, tyres pressure etc.</p> <p><b>• Naib Qasid:-</b> Naib Qasid will, attend office atleast 15 minutes before time to put thing in order, clean office furniture and record, carry the articles from one place to another within and outside office premises, carry/shift officials files/papers/dak, shift articles of light furniture i.e. chairs, side racks, small side-table etc. carry office files from one officers to another officials. Any other assignment that is given by the Officer.</p>
C	<p>Norms and criteria set by it for the discharge of its daily functions,</p> <p><i>Summi</i> 29/11/2023 <i>Official Assignee of Karachi</i></p>	<p>The office of Official Assignee is established under Insolvency Act, 1929 (Karachi Division). As per Sindh Chief Court Rules (O.S) High Court of Sindh petitioners in insolvency petition before the High Court of Sindh at Karachi simultaneously file application for Certificate of insolvency with Official Assignee; superintendent receives any application and put up the same to Official Assignee for orders; Official Assignee examine the petition and record statement; Junior Clerk examines the Books of Account produced and report; The Official Assignee has been further appointed by the Hon'ble Court to act as Official Liquidator, Commissioner, Administrator and Official Receiver by the Hon'ble High Court of Sindh is pending Cases. All office staff assist as per their job description accordingly. For other duties Superintendent keeps record of Civil cases, Computer operator maintain record of Execution cases and Liquidation cases, Assistant and Senior clerk maintain Account of the Companies in Liquidation.</p>

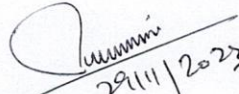


D	Rules, regulations, notifications circulars, instructions and other legal instruments being enforced, issued or used by it or being used by its employees in the discharge of its functions:	<ul style="list-style-type: none"> <li>• Insolvency Act, 1929 (Karachi Division).</li> <li>• Companies Court Rules. 197</li> <li>• Companies Act. 2017</li> <li>• Sindh Chief Court Rules (O.S).</li> </ul>
E	Statement of categories of information that are under its control;	All record filed with Official Assignee in the cases in which this office is required by the Hon'ble High Court.
F	Description of its decision making processes;	Official Assignee takes all decision in relation to the working of the office; Superintendent being designated officer Head of right to information desk and takes independent decision for providing information as and when requested.
G	Details of all its administrative and developmental decision,	All the matter are being decided in accordance with relevant laws, rules and policies.
H	Directory of its officers and employees with their qualifications and respective remuneration, perks and privileges:	<p>Name : Dr. Chaudry Wasim Iqbal, Designation : Official Assignee of Karachi, Qualification : Ph.D in Law (International Law), Remuneration : Gross Pay Rs.563,432.00</p> <p>Name : Sajjad Ali, Designation : Superintendent, Qualification : M.A., Remuneration : Gross Pay Rs.156,611.00</p> <p>Name : Khair Muhammad, Designation : Senior Computer Operator , Qualification : L.L.B., Remuneration : Gross Pay Rs.75,286.00</p> <p>Name : Muhammad Sohail, Designation : Senior Scale Stenographer, Qualification : B.S.C., Remuneration : Gross Pay Rs.142,981.00</p> <p>Name : Sultan Muhammad, Designation : Assistant, Qualification : B.A., Remuneration : Gross Pay Rs.116,655.00</p> <p>Name : Ghullam Hussain Designation : Account Assistant Qualification : L.L.B Remuneration : Gross Pay Rs.120,968.00</p> <p>Name : Ahter Waheed Rana Designation : Senior Clerk Qualification : B.Com Remuneration : Gross Pay Rs.91,704.00</p> <p>Name : Shakir Ali Designation : Dispatch Rider Qualification : Metric Remuneration : Gross Pay Rs.75,659.00</p> <p>Name : Iftikhar Hussain Designation : Naib Qasid Qualification : Middle Remuneration : Gross Pay Rs.53,104.00</p>

  
 29/11/2023  
 Official Assignee of Karachi



I	Budget including details of all proposed and actual expenditures;	The budget is distributed by the Law Department (being Head of this Department) therefore it may be uploaded on the Website of Law Department.
J	Manner of execution of subsidy programs;	Not applicable
K	Full particulars of the recipients of concessions, permits or authorizations granted by it	Not applicable
L	Facilities available with the public body for obtaining information held by it,	Public Information Desk with the office Superintendent; all the necessary information will be uploaded on the website of (lawdepartmentsindh@gmail.com) which is accessible to all citizens.
M	Complete particulars of its public information officer	Name: Sajjad Ali Designation: Superintendent Office No: 021-99203129 Cell/WhatsApp No.: 0333-3394055 Email Address: Sajjadali0809@gmail.com Office Address: 5th Floor, New Building, High Court of Sindh, Karachi
N	Any other information as may be prescribed	.....
O	Maintenance of record in respect of applications received and actions taken thereto;	At present no any application is received with regard to the "the Sindh Transparency and Right to Information Act, 2016" However whenever any application is received the same will be enter and maintained in separate register and file and will be disposed off in accordance with the Act.

  
 (CHAUDRY WASIM IQBAL)  
 OFFICIAL ASSIGNEE OF KARACHI



**OFFICIAL ASSIGNEE OF KARACHI**  
**ADMINISTRATOR GENERAL OF SINDH**  
**OFFICIAL LIQUIDATOR**


**HIGH COURT OF SINDH**  
**1ST FLOOR, OLD ANNEXE**  
**BUILDING, KARACHI - 74400**  
**TEL: 99203129**

No. OA/ 904/023

**ORDER**

Dated: 26/7/2023

The undersigned exercising his powers conferred under Section 7 of the Sindh Transparency and Right of information Act, 2016 (the Act, 2016) hereby nominate Mr. Sajjad Ali, the Superintendent in the office of Official Assignee of Karachi to act and serve as designated officer as required under the Act, 2016 with whom the request for information under the said Act may be lodged who is responsible for exercising full compliance of the provisions of the Act, 2016 as provided under Section 7(3) of the Act for obtaining information sought by the applicant as defined under Section 2(a) of the Act. The designated officer shall receive the request under due acknowledgement and respond as soon as possible within the time limitation provided under Section-E8(3) of the Act 2016..

  
(DR. CHAUDRY WASIM IQBAL)  
OFFICIAL ASSIGNEE OF KARACHI.

C.C. to:-



1. The Registrar, High Court of Sindh, Karachi.
2. The Chairman, Appellate Tribunal Sindh, Revenue Board, Karachi
3. The Attorney General, Government of Pakistan.
4. The Chief Secretary, Government of Sindh, Karachi
5. The Secretary, Law Department, Government of Sindh, Karachi
6. The Advocate General Sindh, Karachi.
7. The Solicitor, Government of Sindh, Karachi
8. The Prosecutor General Sindh, Karachi.
9. The Director Monitoring Implementation & Evaluation, Karachi
- ✓ 10. The Director, IT Law Department, Government of Sindh, Karachi for placing the same on the Website

Ali  
31/7/23  
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