

No. 10 DUTIES OF ORDERLY OFFICERS IN POF WAH CANTT.

Ref'nce:- Daily Order Part-I # 188, dated 22-4-70, 146, dated 02-4-75, 62, dated 28-1-84, 240, dated 22-4-84 and 370, dated 24-6-84.

The following additions are made in the above referred daily orders:-

i) **Establishment of Office of Orderly Officer/Duty Officer**

In accordance with present system, orderly officer remains available at his residence to attend the emergencies and administrative requirement such as dispatch of stores etc. This system hinders in prompt attendance of emergencies, therefore, it has been decided that a proper office equipped with external telephone, necessary furniture including retiring facilities is to be established in the vicinity of Main Gate, which will only be operative in odd hours.

ii) **Transport**

A standby vehicle will also be provided for conveyance.

iii) **Duration of Duty**

Presently Orderly Officer is detailed for one week, but now officer will have to stay outside his residence almost more than 16-½ hours i.e. 1430 hours to 0700 hours, therefore, officer will be detailed for one day. Next day will be his 'day off'.

iv) **Detail of duties to be performed**

- a) He will stay and remain present during the course of his assignment in his office being set up at Main Gate and will exclusively be engaged in monitoring all activities inside and around factories.
- b) On occurrence of any untoward incident inside or outside the Factories, the Controlling Officers of the Fy/Groups will immediately inform the Orderly Officer about the incident who will instantly communicate the information to SOC for onward transmission to the Chairman POF Board.
- c) He will enter his observations in Log Book on daily basis.
- d) The roster of Orderly Officers will be notified on weekly basis at least 10 days before commencing of the week.
- e) He will deal with urgent matters during non-working hours and will be available in his office to attend to incidents and to deal with any question that may be brought to his notice for decision or orders.
- f) He will make surprise checks of all DSG Guards, Durwans and Gate Supervisors on duty twice at night to see that they are alert and present at their posts.

- g) He will visit POF Hospital during 'visiting hours' only. The patients will, however, be visited with the prior permission of duty Medical Officer in Hospital. An entry to this effect shall be made in the register kept for the purpose in the Main Office of POF Hospital. Complaint from indoor patients, if any, shall be brought to the notice of Medical Officer Incharge and concerned General Manager.
- h) He will visit areas of dump at night. Any event of pilferage noticed from shops or any suspected movements of men or materials will be reported to CO, FIU/DSG guards as the case may be, immediately.
- i) Collection/replacement of Log Book will be arranged by Admin General Office and communicate report to the concerned agencies on daily basis for information/action.
- j) He will not absent himself from duty except with the permission of Director Admin except when officially required to go out.

(Case # Wah/1130/10/Admin Gen)

No. 11 LOSS OF FACTORY PASS.

- i) Permanent factory pass # 002250, issued to Mr. Muhammad Daud, SGM D-23 Services (Pl # 02083) has been lost by him and is hereby invalidated.

(Case # Wah/1800/02083/D-23/LB-Svs)

- ii) Permanent factory pass # 003628, issued to Mr. Zafar Iqbal, HS-II B-11 POF Sanjwal (Pl # 50970) has been lost by him and is hereby invalidated.

(Case # 5110/7/50970/D-10/LB-Sanjwal)

- iii) Permanent factory pass # 000982, issued to Mr. Farooq Ahmed, Skd MG Fy (Pl # 59607) has been lost by him and is hereby invalidated.

(Case # 5808/08/51495/LB-MG Fy)

Distribution-as usual

(SYED RAFAQAT HUSSAIN SHAH)
Director Administration
POF Board

ADMIN GENERAL OFFICE

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