

**Administrative Duties of Officers and Officials**

Sr.	Name of Officer	Duties	Attached Staff
	Mr. Zia Ullah Doula Superintendent.	Being Superintendent, He shall ensure the disposal of administrative work through the staff of the district. Any departmental instruction issued to DPP in shape of orders, directions and letters required to be communicated and execution of instructions. He shall timely inform about any complaint or grievance against any official and shall get implement instruction of undersigned given to officers and officials from time to time. He shall also be responsible for the attendance of ministerial staff and in case of willful absence, shall inform in time. He shall also act as focal person of DPP and also supervise the collection of data of any nature from the district.	
	Muhammad Rizwan Niazi PA	He shall also work as stenographer due to vacant seat. He shall attend calls from high ups and check e-mail and timely inform regarding any requisition from high ups. He shall also prepare minutes of meetings of all kinds of this office. He will operate, maintain the office computer. He will also conduct the work assigned by undersigned time to time regarding any type of drafting.	
	Muhammad Imran Latif JC	He will collect daily, monthly and any other diary from the prosecutors, clerks attached with the court and also from DPO office. After collection of diary he will computerized the same,. In case of any lapse or wrong/false submission of any diary, he shall be held responsible. He shall also work in data collection cell. In case of any lapse in diary regarding any prosecutor or clerk he shall inform the undersigned. He shall also work as member of CFMS Cell.	
	Sajjad Ahmad JC	He will also work as Secretary of AOC, IMC, DSC. He will collect diary of IMC and 20% reports of DSC and produce in meetings of IMC and DSC. He will also keep the record of AOC, IMC and DSC.	
	Ghulam Mustafa JC	He shall work as Receipt and Dispatch Clerk. He shall maintain and keep record of all files of this office. He shall present receipt letters well in time before the undersigned. He will keep record of officers and officials In the supervision of Superintendent. He shall also keep the record of Personal files of officers and officials.	
	Muhammad Ashfaq JC	He will also work as Secretary of DAC. He will keep the record of judgments and arrange the meeting and shall maintain minutes of meetings.	

**District Public Prosecutor  
Bahawalnagar**

		Mr. Muhammad Asif Gill, MS-30, Chishtian	complete. Cass of local and special laws and complaints.		
Mr. Amir Manzoor ADPP Shall look after administrative matters being tehsil incharge.	Mr. Shahbaz Ahmad. ASJ Fort Abbas. Syed Ali Waqas Bukhari, MS-30, Fort Abbas Mr. Sajid Mehmood, learned MS-30, Fort Abbas	PS Marot, Khichi wala and Fort Abbas Complete Anti-rape cases of the all police stations of the tehsil. Cass of local & special laws and complaints.	Zahid Iqbal Muhammad Mazhar	Muhammad Shareef	
Mr. Asad Mehmood ADPP (Senior) ADPP (Shall look after the administrative work of Tehsil Harooan Abad.)	Mr. Khizar Hayat, learned ASJ, Haroon Abad Mr. Khurram Sohail, SJM, Haroon Abad Mr. Rashid Hussain CJ/MS-30 Haroonabad Mr. Sadiq Imran CJ/MS-30, Haroon Abad	PS Saddar, City Haroon and Faqeerwali complete Anti-rape cases of tehsil Haroon Abad, Cass of local & special laws and complaints.	Ubaid ur Rehman Muhammad Abid	Muhammad Shafique Mushtaq Ahmad Maqbool Ahmad	
Mr. Rizwan Rasheed DDPP (shall look after the administrative work of Tehsil Minchan Abad)	Mr. Abdul Qaddus, learned ASJ Minchinabad	Minchin abad complete, Mandi Sadiq Gunj Complete. Anti-Rape Cases of all police stations of all tehsil Minchan Abad.	Habib Akhtar Muhammad Imran Zahid Alam	Muhammad Ansar	
Mr. Ghulam Nabi ADPP	Mr. Farrukh Fareed, learned ASJ, Minchan Abad Mr. Qasim Rasool MS-30, Minchan Abad.	Meclod Gunj Complete Ghumand Pur complete. Cass of local and special laws and complaints.	Muhammad Boota	Ghulam Hussain	

**District Public Prosecutor  
Bahawalnagar**

**Duty Roaster of District Bahawalnagar**

Sr.	Name of Prosecutor	Name of Courts	Police station assigned for Scrutiny	Name of Clerks Attached	Name of Naib Qasids Attached
	Mr. Shah Din DDPP	Mr. Shazib Saeed, Worthy Session Judge Bahawalnagar. (high profile cases only as directed by competent authority)	Administration	Imran Latif	Liaqat Ali
	Mr. Almas Ahmad ADPP	He shall appear in the court of the Worthy Sessions Judge, Bahawalnagar during occupation of the undersigned in official work of administrative nature. Mr. Mushtaq Ahmad MS-30, Bahawalnagar	Session cases pertaining to PS Dunga Bunga PS Takhat Mahal complete.	Ahmad Hassan (court) Ashfaq Ahmad (Scrutiny)	Muhammad Shoaib
	Mr. Shahid Aziz DDPP	Mr Shabbir Husain Gill ASJ Bahawalnagar	PS Sadar, City B Session and Madrissa Session cases	Muhammad Hassan	Abdul Ghaffar
	Mr. Zubair Khalid (Senior) ADPP	Mr. Sarfraz Ahmad learned ASJ, (Special Anti-rape court) Bahawalnagar Mr. Rizwan Hanif Sh. MS-30 Bahawalnagar	Anti Rape Cases of all police Stations of Bahawalnagar headquarter. PS Saddar section 30 and 1 <sup>st</sup> class Cases and and Dunga Bunga Sec-30 and 1 <sup>st</sup> class cases ( cases relating to Railways)	Fiaz Khan (court) Sajjad Ahmad (Scrutiny)	Tahir Bashir
	Mr. Umar Farooq ADPP	Mr. Sabir Sultan Pasha learned ASJ, Bahawalnagar Mr. Bilal Hassan, Magistrate 1 <sup>st</sup> class, Bahawalnagar	Madrissa Section 30 and 1 <sup>st</sup> class cases. City B 1 <sup>st</sup> class and Sec-30 cases.	Abdul Majid	Tahir Bashir
	Mr. Sohail Arshad ADPP	Mr. Haris Ali. Learned ASJ Bahawalnagar Mr. Muhammad Zubair Sabir, learned MIC Bahawalnagar. Mr. Tahir Manzoor Senior Civil Judge, Bahawalnagar Ms. Tehmina Yasmeen MIC, Bahawalnagar.	City A complete. Cases of local and Special Laws / complaints.	Nadeem Akhtar	Muhammad Yousaf
	Mr. Allah Raham DDPP (He shall look after the administrative work)	Mr. Ghulam Mustafa learned ASJ Chishtian Mr. Malik Waseem Abbas, MS-30 Chishtian	Saddar complete Bakhshan Khan complete, City A complete. City B complete.	Muhammad Nasir	Shabbir Tahir Muhammad Khalil Zahid Mehmood
	Mr. Tariq Javed Chaudhary, ADPP	Mr. Muhammad Sohail Anjum, learned ASJ, Chishtian (Special Court Anti-Rape) Mr. Muhammad Anwar, MS-30, Chishtian	Anit Rape cases of all police stations of Tehsil Chishtian Dahiran Wala complete. Shehar Farid	Ghulam Murtaza	Muhammad Tariq Muhammad Akram Khalida Hameed