

Directory of Officers of Audit Bureau of Circulation M/o Information & Broadcasting

| Sr. No | Name | Designation | BPS | Salary, Benefits, perks, and Privileges | Duties |
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| 01 | Syeda Addila Rubbab Kazmi (On Additional Charge) | Director ABC | 19 | As per FINANCE DIVISION (Regulations Wing) O.M.No. F.no. 1(2) imp/2022-283 dated 1 st July, 2022 | <ol style="list-style-type: none"> 1) Overall In-charge of ABC, Islamabad and Regional Offices, Karachi and Lahore. 2) Supervise circulation audit process of newspapers/periodicals. 3) Issue Certificates of audited circulation figures of newspapers/periodicals. 4) Supervise surprise visits to printing presses in big cities of Pakistan to physically check the printing process, ascertain the print orders of newspapers/periodicals and verify circulation figures claimed by the publisher. 5) Supervise Akhbar Market Survey to verify the local sale of the newspapers. 6) Administrative/Financial/Budgetary matters of ABC Islamabad and regional offices, Lahore and Karachi. 7) Work as financial controlling officer and maintain financial discipline of ABC Islamabad and regional offices. |
| 02 | Syeda Addila Rubbab Kazmi | Deputy Director ABC (HQ) | 18 | -do- | <ol style="list-style-type: none"> 1) Examine all cases of Circulation Audit of Newspapers/Periodicals. Examine the audit reports received from Lahore/Karachi offices of ABC and Regional offices of PID and put up to Director/ABC. 2) Surprise visit to Printing Presses of the Newspapers and conduct Akhbar market Survey to verify the sale/supply position of the newspapers and verify the print order. 3) Deal with the administrative matters of ABC, Islamabad and Regional offices of ABC Lahore & Karachi. 4) Deal with the financial matters of ABC, Islamabad and Regional offices of ABC Lahore and Karachi as a sanctioning authority. 5) Deal with any other assignments given by Director/ABC from time to time. |
| 03 | Ms. Maryam Khalid | Deputy Director ABC (Karachi) | 18 | -do- | <ol style="list-style-type: none"> 1) Overall Incharge of ABC Office, Karachi. 2) Drawing and Disbursing Officer in respect of staff BS 1-15 and contingent expenditure. |

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| | | | | | <ol style="list-style-type: none"> 3) Conduct circulation audit of the newspapers/periodicals published from Province of Sindh. 4) Conduct Akhbar market survey for verification of newspapers/periodicals 5) Arrange meeting of the Provincial Assessment Committee for publications of Karachi. 6) Attend PAC meeting as a member of committee at Sindh and Balochistan. 7) Prepare working papers for the PAC and the report of the assessment Committee. 8) Supervises and guide the staff in preparation of Annual Budget and Expenditure and reconciliation statement. |
| 04 | | Assistant Director-I (HQ) | | -do- | <ol style="list-style-type: none"> 1) To examine and process the circulation audit of the newspapers/periodicals of Islamabad and Rawalpindi division conducted by Deputy Assistant Director (DAD-I). 2) To examine and process the circulation audit reports received from PID Faisalabad, Multan and Peshawar. 3) To visit printing presses and conduct Akhbar Market Survey to verify the print order of the newspapers. Also visit to different cities/provinces as and when directed by the Director ABC. 4) To deal with newspapers/periodicals owners/editors. 5) Issue circulation audit notices to the newspapers/periodicals. |
| 05 | Hafiz Haseeb Ahsan | Assistant Director-II (HQ) | 17 | -do- | <ol style="list-style-type: none"> 1) To examine and process the circulation audit of the newspapers/periodicals of Sindh and Balochistan. 2) To visit printing presses and conduct Akhbar Market survey to verify the print order of the newspapers. Also visit to different cities/provinces as and when directed by Director, ABC 3) To deal with newspapers/periodicals owners/Editors. 4) Issue circulation audit notices to the newspapers/periodicals. 5) Assist Deputy Director in financial and accounts matters of ABC, Islamabad and Regional Offices Lahore and Karachi. 6) Drawing and Disbursing Officer in respect of staff 1-15 and contingent expenditure. 7) Prepare monthly expenditure and reconciliation statements and annual budget. |

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| 06 | Ms. Zarbab Fatima | Assistant Director Lahore | 17 | -do- | <ol style="list-style-type: none"> 1) Overall Incharge of ABC Office, Lahore. 2) Drawing and Disbursing Officer in respect of staff BS 1-15 and contingent expenditure. 3) Conducting circulation audit of the newspapers/periodicals published from Province of Punjab. 4) Conduct Akhbar market survey for verification of print orders of newspapers/periodicals 5) Arrange meeting of the Provincial Assessment Committee (PAC). 6) Attend PAC meeting as a member of committee at Faisalabad and Multan. 7) Prepare working papers for the PAC and the report of the assessment Committee. 8) Supervise and guide the staff in preparation of Annual Budget and Expenditure and reconciliation statement. |
| 07 | Mr. Faizan Javed | Dy. Assistant Director-I (HQ) | 16 | -do- | <ol style="list-style-type: none"> 1) To conduct circulation audit of the newspapers/periodicals of Islamabad and Rawalpindi division. 2) To examine and process the circulation audit reports received from PID Faisalabad, Multan and Peshawar. 3) To visit printing presses and conduct Akhbar market Survey to verify the print order of the newspapers. Also visit to different cities/provinces as and when directed by the Director ABC. 4) To deal with newspapers/periodicals owners/editors. 5) Issue circulation audit notices to the newspapers/periodicals. 6) Chalk out schedule of circulation audit of newspapers/periodicals for the period Jan-June or July-December. 7) Issuance of financial sanctions of ABC Islamabad and its Regional Offices based at Karachi and Lahore. |
| 08 | Mr. Raheel Akram | Dy. Assistant Director-II (HQ) | 16 | -do- | Working at ABC Lahore on Internal arrangement basis. |
| 09 | Rao Abbas Haider | Dy. Assistant Director-III (HQ) | 16 | -do- | Working at External Publicity Wing, M/o I&B. |

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| 10 | Mr. Kamran Zahoor | Dy. Assistant Director-IV (HQ) | 16 | -do- | Working at M/o I&B. |
| 11 | Ms. Maria Khan | Dy. Assistant Director (Lahore) | 16 | -do- | <ol style="list-style-type: none"> 1) Assist in conducting circulation audit. 2) Assist the Assistant Director in preparing the circulation audit report of Newspapers/Periodicals. 3) Assist the Assistant Director in conducting the Akhbar market survey, visits of news agents and physical verification of print order at the Printing Presses. 4) Keeps general supervision on the staff and to maintain their personal record. 5) Chalk out schedule of circulation audit of the newspapers/periodicals for the period January-June or July-December for each calendar year. |
| 12 | ---- | Dy. Assistant Director (Karachi) | 16 | -do- | <ol style="list-style-type: none"> 1) Assist in conducting circulation audit 2) Assist the Assistant Director in preparing the circulation audit report of Newspapers/Periodicals. 3) Assist the Assistant Director in conducting the Akhbar market survey, visits newsagents and physical verification of print order at the Printing Presses. 4) Keeps general supervision on the staff and to maintain their personal record. 5) Chalk out schedule of circulation audit of the newspapers/periodicals for the period January-June or July-December for each calendar year. |