

**INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD**  
**DIRECTORATE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT**  
**(OFFICE OF THE HUMAN RESOURCE MANAGEMENT)**

No.HRM(IV)-4(02)2023-IIU-1670

July 21, 2023.

**CIRCULAR**

The President, IIU has been pleased to establish a new section in the University as **“Coordination and Follow-up Section”** under the Inchargeship of Assistant Director (Meeting Section) as Focal Person to correspond/ coordinate with organizations/ departments outside the University like Higher Education Commission, Ministry of Education and Professional Training, National Assembly of Pakistan, Senate of Pakistan and other Governmental Departments with regard to provision of various types of data/information pertaining to the University.

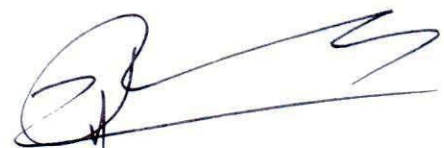
2. Purpose and objective of establishment of the **Coordination and Follow-up Section** is to share complete, authentic and reliable information to other organizations/departments which is coherent with the policies, rules and regulations of this University portraying positive image of the Institution.

3. In order to ensure that information being sent is in line with the policies of the University, an Evaluation/Monitoring Committee comprising of the following is also constituted for guidance and supervision of established Section of the University:

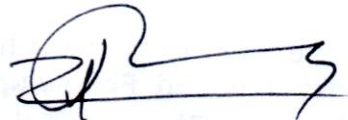
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| i. Vice-President (A&F)  | Chairman            |
| ii. Deputy Director (HRM)/<br>Incharge (Administration)                                    | Member              |
| iii. Deputy Director (HRM-I)   | Member              |
| iv. Assistant Director (Meeting Section)/<br>Incharge (Coordination and Follow-up Section) | Member/Focal Person |
| v. Assistant Director (HRM-II)   | Member/Secretary    |

4. The devised SOPs in this regard are as follows:

- i. Any type of Information required by any Ministry, Higher Education Commission, National Assembly, Senate of Pakistan and other Organizations/ Departments should be sent through the Coordination and Followup Section of this University.
- ii. All types of Information will be gathered/obtained from relevant departments/sections of the University and will centrally be analyzed and arranged by this Section. The Coordination and Followup Section will also seek guidance of the above stated/proposed committee before framing of data/information.
- iii. All Sections and Departments of the University will cooperate and coordinate with the proposed Coordination Section for the purpose of sending efficient and accurate response to the information/report seeking quarter.
- iv. If the information does not require assessment of the committee, it will be sent to the quarter concerned after approval of the Vice-President (A&F)/President, IIU.
- v. All focal persons already notified by the University (*like Pakistan Citizen's Portal and support.iiu.edu.pk*) for responding to the queries received from outside the University where policy matters are involved, will also route their cases/reports/replies through the Coordination and Followup Section. However, upon requirement of information seeking quarter, where senior level officer is required to represent the University, name of the officer will be nominated by the Vice-President (A&F).



- vi. An archive is required to be set up so that upon need, relevant record may be retrieved and made available in an efficient manner.
  - vii. The staff provided to the Coordination and Followup Section will also perform duties for Meetings Section as and when required by the Section Incharge.
5. The above guidelines will strictly be followed.

A handwritten signature in black ink, consisting of a stylized 'Z' followed by a horizontal line and a small flourish at the end.

**(Malik Zahoor Ahmed)**  
Deputy Director (HRM)

**Distribution:**