No. AD(Admn)OPC/1-139/2018/1375

PUNJAB OVERSEAS PAKISTANIS COMMISSION
01-CLUB ROAD, GOR-I, LAHORE
Phone: 042-99202299, Fax: 042-99202255

Dated Lahore, the 2nd July, 2019

To

Mian Mohsin Rasheed,
~~The~~ Deputy Commissioner / (Vice Chairperson),
District Overseas Pakistanis Committee, Toba Tek Singh.

Subject: **SOPs FOR DISTRICT OVERSEAS PAKISTANIS COMMITTEES (DOPCs)**

Pursuant to Section-9 of the Punjab Overseas Pakistanis Commission, Act 2014, the Chief Minister, Punjab has been pleased to constitute and nominate Chairpersons and Non-official members of the District Overseas Pakistanis Committees (DOPCs) all over Punjab. Consequently, the notification for constitution of DOPC, Toba Tek Singh has already been issued vide OPC's notification No. AD(Admn)OPC/1-139/2018 dated 24.06.2019, inter-alia.

2. As stipulated in the said notification, and also provided in Section 9(4) of the Act ibid, "the Committee (DOPC) shall meet at such time and place and shall observe such procedure in regard to transaction of business at its meetings as may be prescribed and until so prescribed as may be directed by the Commission".

3. In-line with the foregoing provisions and in order to ensure regular and smooth functioning of DOPCs for timely disposal of the Complaints of Overseas Pakistanis (within a period of 30 days as per Section 7(2) of the Act ibid), the following guidelines/SOPs are circulated for information and necessary action by all concerned:-

- The office of the DOPC will be situated in the Deputy Commissioner's office.
- The Deputy Commissioner will establish a Cell for the DOPC and dedicate an officer not below the rank of BS-17 to head the cell.
- The meeting of the Committee will be held in the Deputy Commissioner's office.
- The Committee shall meet at least twice a month.
- Four members including Chairperson or Vice Chairperson shall constitute the **quorum** for a meeting of the Committee.
- The Committee will ensure expeditious disposal of cases of Overseas Pakistanis forwarded to them by the Punjab Overseas Pakistanis Commission (OPC).
- The concerned Deputy Commissioner or Focal Person of concerned Deputy Commissioner will regularly update the status of complaints on OPC's Complaint Portal.

- The Committee consists of local Revenue and Police administration; therefore, it is expected that issues of Overseas Pakistanis are resolved through a team work.
- District Attorney and District Prosecutor will attend the meetings as co-opted members of the Committee.
- Committee may co-opt local supervisory officer of Federal Government e.g. DISCOS, SNGPL, NADRA, Passport Office, FIA etc.
- In case of non-compliance by any Federal Agency, the DOPC shall report to the Commissioner OPC for initiation of a formal complaint.
- The proceedings of the Committee meetings will be duly recorded by the Secretary of the DOPC (ADC, Revenue) and copy of the minutes shall be communicated to the concerned Dealing Officer of OPC before the next meeting, besides uploading the same on OPC Web Portal on the same day.
- The DOPCs may also directly entertain the complaints of Overseas Pakistanis for disposal. However, they are required to submit a copy of the complaint to Commission immediately for registration on OPC Web Portal as per law.
- The DOPCs shall hold the first meeting of Committee by 08.07.2019 positively.
- The Deputy Commissioners shall ensure wide publicity of the establishment of the DOPCs in the local media.

4. You are requested to get the enclosed proforma filled up from concerned Chairpersons and non-official members of DOPC and return to OPC on or before 10.07.2019 positively.

5. It is requested to follow and implement the above instructions in letter and spirit in the best interest of the Overseas Pakistanis.

(SYED JAVED IQBAL BOKHARI)
Commissioner
Punjab Overseas Pakistanis Commission

NO. & DATE EVEN:

Copy is forwarded to: -

1. Secretary to Governor Punjab, Lahore.
2. Principal Secretary to Chief Minister, Punjab, Lahore.
3. Commissioner, Faisalabad.
4. Regional Police Officer, Faisalabad.
5. District Police Officer, Toba Tek Singh.
6. Additional Deputy Commissioner, Revenue (Secretary of DOPC), Toba Tek Singh.
7. Chairperson DOPC, Toba Tek Singh, with the request to establish a close liaison with the DC, for holding regular meetings of the Committee.
8. Nominated non-official members of DOPC, Toba Tek Singh, with the request to attend meetings of the DOPC regularly with a view to resolving complaints of OPs expeditiously and effectively as a team work.
9. PSO to Chief Secretary, Punjab.
10. PSO to Additional Chief Secretary, Punjab.
11. PSO to Vice Chairperson, OPC, Punjab.
12. PA to Director General, OPC, Punjab.
13. All Dealing Officers in OPC, Punjab for follow-up concerning their districts.

CHAIRPERSONS/NON-OFFICIAL MEMBERS OF DOPCs DATA SHEET

PUNJAB OVERSEAS PAKISTANIS COMMISSION

01-Club Road, GOR-I, Lahore

DOPC District _____

☐ Chairperson ☐ Non-official Member

Passport Size Photograph *(Attach three fresh photos)*

Full Name	
Father's Full Name	
CNIC No. (attach photocopy)	| | | | | | - | | | | | | | - | |
Date of Birth	| | 19 **Gender** ☐ Male ☐ Female
Permanent Address	…… …… ……
Postal Address	…… …… ……
Nationality	
Passport No.	
Mobile No. 1	
Mobile No. 2 (Optional)	
Whatsapp No. (Optional)	
Residence/Office No.	
Fax No.	
Email ID	
Qualification	
Occupation	

Date _____ Signature _____