



Government of Pakistan
Ministry of Information Technology & Telecommunication
Pakistan Software Export Board (G) Limited
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Ref: PSEB/HR/WFH/2026/283

Date: 31 March 2026

Izaz ul Haq Shah
DS (Admn)
MoITT, Islamabad

Subject: Secretaries Committees Decisions for Establishment of Procurement Cell in Federal Government Agencies

Reference made to the letter No. 5-1/2026/Coord dated 31st March 2026. PSEB has already constituted a procurement cell comprised of following members:

1. **Rao M. Arif Khan** - Manager Procurement (Head of the Procurement Cell) [PPRA Certified & EPADS Trained]
2. **Atta Ur Rehman** - Assist. Manager Procurement [PPRA Certified & EPADS Trained]
3. **Abdullah Niaz Malik** - Admin Assistant [PPRA Certified & EPADS Trained]

The standard proforma is also attached as Annex-I for reference.


31/3/26
Tayyaba Ameer
Manager HR

CC: Secretary to CEO, Office File

STANDARD PROFORMA

1- Basic Information

S.No.	Particulars	Details
1	Name of Organization	Pakistan Software Export Board (G) Limited
2	Attached Ministry/Division	Ministry of Information Technology & Telecommunication
3	Focal Person Name & Designation	Mr. Nauman Azhar- Director Operations & HR
4	Contact Number & Email	0345-8444421 & director.hrops@pseb.org.pk

2- Status of Procurement Cell Notification

S.No.	Description	Status		Remarks
		Yes	No	Yes
1	Procurement Cell Officially Notified	Yes	No	Yes

3- Posting of PPRA Trained & Certified Staff

S.No.	Name of Officer/Official	Designation	BS	PPRA Certified (Yes/No)	Remarks
1	Rao Muhammad Arif Khan	Manager Procurement	Eqv.19	Yes	<ul style="list-style-type: none">• PPRA Certified with Professional Diploma in Public Procurement & Contract Management• EPADS Trained from PPRA
2	Atta Ur Rehman	Assistant Manager Procurement	Eqv.18	Yes	<ul style="list-style-type: none">• PPRA Certified with Professional Diploma in Public Procurement & Contract Management• EPADS Trained from PPRA
3	Malik Abdullah Niaz	Admin Assistant	Eqv.16	Yes	<ul style="list-style-type: none">• PPRA Certified with Professional Diploma in Public Procurement & Contract Management• EPADS Trained from PPRA

4- Head of Procurement Cell

S.No.	Name	Designation	BS	Meets Criteria (BS-17 or above) (Yes/No)	Remarks
1	Rao Muhammad Arif Khan	Manager Procurement	Eqv.19	Yes	Yes

5- Officer Eligible for EPAD Training (BS-17 and Above)

S.No.	Name	Designation	BS	Nominated for EPAD Training (Yes/No)	Training Status Planned/Completed	Remarks
1	Rao Muhammad Arif Khan	Manager Procurement	Eqv.19	Yes	Completed	
2	Atta Ur Rehman	Assistant Manager Procurement	Eqv.18	Yes	Completed	
3	Malik Abdullah Niaz	Admin Assistant	Eqv.16	Yes	Completed	

6- Officer Eligible for EPAD Training (BS-17 and Above)

Requirement	Fully Complied	Partially Complied	Not Complied	Remarks
Notification of Procurement Cell	Yes			
PPRA Certified Staff Posted	Yes			
Head Appointed (BS-17 Or Above)	Yes			
EPAD Training Nomination	Yes			

7- Key Issues/Constraints (if any)


- Shortage of Human Resource in Procurement Cell

8- Proposed Timeline for Full Compliance (if pending)

Activity	Expected Completion Date	Remarks
N/A		

9- Certification

It is certificated that the information provided above is correct and updated as of the date of submission.

Name	Designation	Signature	Date
Tayyaba Ameer	Manager HR		31-3-26