

OFFICE ORDER
DUTY ROSTER FOR MONSOON SEASON 2024

As per annual practice, for the upcoming Monsoon Season-2024, Flood Communication Cell (FCC) of Federal Flood Commission (FFC) will start functioning with effect from **June 15, 2024** on Round-the-Clock Basis. The issuance of **Daily Weather & Flood Situation Report** will start with effect from **July 01, 2024**. In this respect, arrangements for preparation & issuance of **Daily Weather & Flood Situation Report** during Monsoon Season 2024 (**15th June – 15th October 2024**) has already been made. The staff of FCC will perform their duties during entire Monsoon Season 2024 on Round-the-Clock Basis in the following three shifts and will work under the overall supervision of Mr. Hussain Shigri, Senior Engineer (Floods).

Period/ Shift	Shift-1* (0700-1500 Hrs)	Shift-2* (1500-2300 Hrs)	Shift-3* (2300-0700 Hrs)
June 15, 2024 to October 15, 2024	<ul style="list-style-type: none">▪ Mr. Muhammad Iqbal, Computer Operator▪ Mr. Muhammad Ibrahim, Head Draftsman▪ Mr. Asim Hanif, Draftsman▪ Muhammad Rashid, Sub Engineer▪ Mr. Mussadiq Riaz, Tracer	<ul style="list-style-type: none">▪ Syed Aftab Ali Shah, Computer Operator▪ Mr. Muhammad Asif, Draftsman	<ul style="list-style-type: none">▪ Mr. Muhammad Ali, Draftsman

* including Saturday/ Sunday and public holidays

2. The Wireless Operator will operate HF-Radio Set/ Wireless Set (installed in FCC of FFC, Islamabad) during the normal working days as well as during the Closed and National Holidays for obtaining rivers and reservoirs flows data from related departments / control points. Official Fax No. (051-9244621) & Telephone No. (051-9244616) would also be available for collection of data in the FCC. The staff of Flood Wing of Office of CEA/ CFFC will ensure prompt availability of related files/ records as and when required to duty officers during working days and Closed/ National Holidays. Other staff of FCC including Naib Qasid / Office Boy shall perform their duties after shift duty, if so, directed by the Incharge of FCC. **Dr. Muhammad Ejaz Tanveer, Superintending Engineer (Floods)-I shall be responsible for effective management of all related issues being the Focal Person.**

3. On all national and public holidays, designated officers will attend the Office for preparation & issuance of Daily Weather & Flood Situation Report as per schedule given at Annexure-I.

4. All issues, briefings including attendance of meetings in various departments (NDMA, Engrs. Directorate GHQ Rawalpindi, Ministry of Water Resources etc.) being an important forum shall be dealt with by **Dr. Qazi Tallat Mehmood Siddiqui, Chief Engineer (DSC)** during the entire monsoon season. **Dr. Muhammad Ejaz Tanveer, Superintending Engineer (Floods)-I & Focal Person for 2024 -Monsoon Season** will assist him in performing above said activities.

5. **Dr. Muhammad Ejaz Tanveer, Superintending Engineer (Floods)-I** will also supervise the compilation and updation of countrywide details on rainfall/ flood damages data including reports on floods of various categories, breaches in flood embankments, Irrigation & Drainage structures on daily basis and process for further course of action. **Mr. Sibte Hassan, Assistant Engineer (Floods)-III** will assist him.

6. **Mr. Muhammad Hanif Chachar, Principal River Engineer** will check on daily basis and initiate action on various English & Urdu newspaper clippings published in daily newspapers regarding flood situation in the country if, any, including other flood sector and FFC related matters for further processing. **Mr. Sibte Hassan, Assistant Engineer (Floods)-III** will assist him in performing the task.

Assembly/ Senate questions relating to flood damages/ flood situation etc and shall coordinate with FIVL, WAPDA, O/o PCIW, Pak Army, NDMA, PDMAs, PIDs and other Line Agencies regarding any emergency situation. Mr. Yawar Rasheed, Assistant Engineer (Floods)-IV will assist him in performing above said activities.

8. Mr. Hussain Shigri, Senior Engineer Floods will prepare Daily Weather & Flood Situation Report on all working days (Monday to Friday) on prescribed format. The Report shall be processed through Engineering Advisor (Civil) for examination and onward submission for the approval of the Chief Engineering Adviser & Chairman Federal Flood Commission for issuance.

9. Mr. Muhammad Ibrahim, Head Draftsman, FCC will ensure entry of reservoir & rivers flow six hourly data in computer on daily basis through the team. He will initiate action of draft Daily Weather & Flood Situation Report in consultation with Duty Officer, besides on Annexure-I on six (6) hourly basis. He will further ensure circulation of Daily Weather & Flood Situation Report through E-mail to all concerned organizations, besides, uploading the same on the website of FFC (<https://ffc.gov.pk/>) soon after issuance.

10. Syed Nadeem-ur-Rehman, Computer Operator will update website of FFC on six (6) hourly basis. He will also look after activities related to running of FSMRS application during entire Monsoon Season-2024.


11. Mr. Zareef Khan, Superintendent (Floods)-I and Mr. Abdul Hafeez, Superintendent (Floods)-II along-with their staff will ensure provision of all necessary assistance to the related officers for effective discharge of these official duties including making photocopies of report and other data etc. of Flood Wing on daily basis including Closed and National Holidays as per direction of EA (Civil). The duty would be performed by other responsible officials of Flood Wing to be nominated well in time, if any official is on emergency leave.

12. One officer (BS-17 & above), would be present upto 9:00 PM, on daily basis as per details at Annexure-II. However, in case of High Flood Situation, Duty Officer (as per Annexure-II) will be available on 24 hour basis.

13. DG (S&FM) and Director (A&A) will ensure provision of all admin and logistic related support during the entries Monsoon Season-2024.

14. This issues with the approval of Chief Engineering Advisor & Chairman Federal Flood Commission.

Encl: As above


(M. Omer Rafique Malik)
Director General (S&FM)
Ph: 051-9244617
20/05/24

Distribution:-

1. Mr. Ather Hameed, Engineering Adviser (Civil), O/o CEA/ CFCC, Islamabad.
2. Dr. Qazi Tallat Mehmood Siddiqui, Chief Engineer (DSC), O/o CEA/ CFCC, Islamabad.
3. Dr. Muhammad Ejaz Tanveer, Superintending Engineer (Floods-I), O/o CEA/ CFCC, Islamabad.
4. Mr. Muhammad Hanif Chachar, Principal River Engineer, O/o CEA/CFCC, Islamabad.
5. Mr. Zafar Iqbal, Superintending Engineer (Floods-II), O/o CEA/CFCC, Islamabad.
6. Mr. Hussain Shigri, Senior Engineer (Floods), O/o CEA/ CFCC, Islamabad.
7. Mr Muhammad Amin, Assistant Engineer (Floods-I), O/o CEA/ CFCC, Islamabad
8. Mr. Sibite Hassan, Assistant Engineer (Floods-III), O/o CEA/ CFCC, Islamabad.
9. Mr. Yawar Rasheed, Assistant Engineer (Floods-IV), O/o CEA/ CFCC, Islamabad.
10. Mr. Zareef Khan, Superintendent (Floods-I), O/o CEA/ CFCC, Islamabad.
11. Mr. Abdul Hafeez, Superintendent, (Floods-II), O/o CEA/ CFCC, Islamabad.
12. Mr. Basit Hussain, Sub-Engineer (Floods), O/o CEA/ CFCC, Islamabad.
13. Mr. Muhammad Ejaz, Sub-Engineer (Floods), O/o CEA/ CFCC, Islamabad.
14. Mr. Muhammad Rashid, Sub-Engineer (Floods), O/o CEA/ CFCC, Islamabad.
15. DEA(Power-I)/Director (A&A), O/o CEA/CFCC, to issue necessary instructions to D.R for proper and prompt dispatch of "Daily Weather & Flood Situation Report" to local organizations, besides, availability of dedicated vehicle alongwith driver for flood duties on Round-the-Clock Basis, provision of photocopy papers, computer printer toner etc. for preparation of Flood Report for the entire Monsoon Season 2024

16. PS to CEA/ CFFC, O/o CEA/CFFC, Islamabad.
17. Syed Nadeem-ur-Rehman, Computer Cell, FFC, Islamabad.
18. Syed Aftab Ali Shah, Computer Operator, O/o CEA/ CFFC, Islamabad.
19. Mr. Muhammad Iqbal, Computer Operator, O/o CEA/ CFFC, Islamabad.
20. Mr. Muhammad Ibraheem, Head Draftsman.
21. Mr. Muhammad Ali, Draftsman,
22. Mr. Muhammad Asif, Draftsman.
23. Mr. Asim Hanif, Draftsman.
24. Mr. Mussadiq Riaz, Tracer.
25. All concerned staff.

Copy for information to:

PS to Secretary, Ministry of Water Resources, Islamabad.

**FLOOD DUTY ROSTER FOR OFFICERS DURING 2024-MONSOON SEASON
(SATURDAY, SUNDAY AND PUBLIC HOLIDAYS)**

Sr. No.	Date	Day	Officers/ Official on Duty
1.	July 06, 2024	Saturday	Dr. Muhammad Ejaz Tanveer, SE (F) & Mr. Muhammad Ejaz, Sub-E (F)
2.	July 07, 2024	Sunday	
3.	July 13, 2024	Saturday	Mr. Ather Hameed, EA (Civil) & Mr. Yawar Rasheed, AE (F)-IV
4.	July 14, 2024	Sunday	
5.	July 18, 2024	Thursday	Mr. Zafar Iqbal, DEA (Civil) & Mr. Muhammad Amin, AE(F)-I
6.	July 19, 2024	Friday	
7.	July 20, 2024	Saturday	Dr. Qazi Tallat Mehmood Siddiqui, Chief Engineer (DSC) & Mr. Sibite Hassan, AE (F)-III
8.	July 21, 2024	Sunday	
9.	July 27, 2024	Saturday	Mr. M. Hanif Chachar, Principal River Engineer & Mr. Basit Hussain Sub-E (F)
10.	July 28, 2024	Sunday	
11.	August 03, 2024	Saturday	Mr. Zafar Iqbal, DEA (Civil) & Mr. Muhammad Amin, AE(F)-I
12.	August 04, 2024	Sunday	
13.	August 10, 2024	Saturday	Mr. Ather Hameed, EA (Civil) & Mr. Yawar Rasheed, AE (F)-IV
14.	August 11, 2024	Sunday	
15.	August 14, 2024	Wednesday	Mr. M. Hanif Chachar, Principal River Engineer & Mr. Basit Hussain Sub-E (F)
16.	August 17, 2024	Saturday	Dr. Muhammad Ejaz Tanveer, SE (F) & Mr. Muhammad Ejaz, Sub-E (F)
17.	August 18, 2024	Sunday	
18.	August 24, 2024	Saturday	Dr. Qazi Tallat Mehmood Siddiqui, Chief Engineer (DSC) & Mr. Sibite Hassan, AE (F)-III
19.	August 25, 2024	Sunday	
20.	August 31, 2024	Saturday	Mr. M. Hanif Chachar, Principal River Engineer & Mr. Basit Hussain Sub-E (F)
21.	September 01, 2024	Sunday	
22.	September 07, 2024	Saturday	Mr. Zafar Iqbal, DEA (Civil) & Mr. Muhammad Amin, AE(F)-I
23.	September 08, 2024	Sunday	
24.	September 14, 2024	Saturday	Mr. Ather Hameed, EA (Civil) & Mr. Sibite Hassan, AE (F)-III
25.	September 15, 2024	Sunday	
26.	September 21, 2024	Saturday	Dr. Muhammad Ejaz Tanveer, SE (F) & Mr. Muhammad Ejaz, Sub-E (F)
27.	September 22, 2024	Sunday	
28.	September 28, 2024	Saturday	Dr. Qazi Tallat Mehmood Siddiqui, Chief Engineer (DSC) & Mr. Yawar Rasheed, AE (F)-IV
29.	September 29, 2024	Sunday	
30.	October 05, 2024	Saturday	Mr. M. Hanif Chachar, Principal River Engineer & Mr. Basit Hussain Sub-E (F)
31.	October 06, 2024	Sunday	
32.	October 12, 2024	Saturday	Mr. Zafar Iqbal, DEA (Civil) & Mr. Muhammad Amin, AE(F)-I
33.	October 13, 2024	Sunday	


 (M. Omer Rafique Malik)
 Director General (S&FM) 20/5/24
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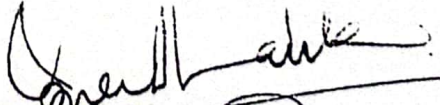
**FLOOD DUTY ROSTER FOR OFFICERS DURING 2024-FLOOD SEASON DURING
WORKING DAYS AFTER OFFICE HOURS**

Sr. No.	Date	Name of Officer and Support Staff
1.	July 01, 2024	Mr. Hussain Shigri, Sr. E (F)-II & Mr. Abdul Hafeez, Supdt. (F)
2.	July 02, 2024	Mr. Sibite Hassan, AE (F)-II & Mr. Usama Nawab, Assistant
3.	July 03, 2024	Dr. M. Ejaz Tanveer, SE (F) & Mr. Zareef Khan, Supdt. (F)
4.	July 04, 2024	Mr. M. Hanif Chachar, PRE & Mr. Abdul Hafeez Supdt. (F)
5.	July 05, 2024	Mr. Zafar Iqbal, DEA (Civil) & Mr. Zareef Khan, Supdt. (F)
6.	July 08, 2024	Mr. Muhammad Amin AE(F-I) & Usama Nawab, Assistant
7.	July 09, 2024	Mr. Yawar Rasheed, AE(F)-IV & Mr. Muhammad Rashid (Sub Engr)
8.	July 10, 2024	Mr. Hussain Shigri, Sr. E (F)-II & Mr. Abdul Hafeez, Supdt. (F)
9.	July 11, 2024	Mr. Sibite Hassan, AE (F)-II & Mr. Usama Nawab, Assistant
10.	July 12, 2024	Dr. M. Ejaz Tanveer, SE (F) & Mr. Zareef Khan, Supdt. (F)
11.	July 15, 2024	Mr. M. Hanif Chachar, PRE & Mr. Abdul Hafeez Supdt. (F)
12.	July 16, 2024	Mr. Zafar Iqbal, DEA (Civil) & Mr. Zareef Khan, Supdt. (F)
13.	July 17, 2024	Mr. Muhammad Amin AE(F-I) & Usama Nawab, Assistant
14.	July 18, 2024	Mr. Yawar Rasheed, AE(F)-IV & Mr. Muhammad Rashid (Sub Engr)
15.	July 19, 2024	Mr. Hussain Shigri, Sr. E (F)-II & Mr. Abdul Hafeez, Supdt. (F)
16.	July 22, 2024	Mr. Sibite Hassan, AE (F)-II & Mr. Usama Nawab, Assistant
17.	July 23, 2024	Dr. M. Ejaz Tanveer, SE (F) & Mr. Zareef Khan, Supdt. (F)
18.	July 24, 2024	Mr. M. Hanif Chachar, PRE & Mr. Abdul Hafeez Supdt. (F)
19.	July 25, 2024	Mr. Zafar Iqbal, DEA (Civil) & Mr. Zareef Khan, Supdt. (F)
20.	July 26, 2024	Mr. Muhammad Amin AE(F-I) & Usama Nawab, Assistant
21.	July 29, 2024	Mr. Yawar Rasheed, AE(F)-IV & Mr. Muhammad Rashid (Sub Engr)
22.	July 30, 2024	Mr. Hussain Shigri, Sr. E (F)-II & Mr. Abdul Hafeez, Supdt. (F)
23.	July 31, 2024	Mr. Sibite Hassan, AE (F)-II & Mr. Usama Nawab, Assistant
24.	Aug. 01, 2024	Dr. M. Ejaz Tanveer, SE (F) & Mr. Zareef Khan, Supdt. (F)
25.	Aug. 02, 2024	Mr. M. Hanif Chachar, PRE & Mr. Abdul Hafeez Supdt. (F)
26.	Aug. 05, 2024	Mr. Zafar Iqbal, DEA (Civil) & Mr. Zareef Khan, Supdt. (F)
27.	Aug. 06, 2024	Mr. Muhammad Amin AE(F-I) & Usama Nawab, Assistant
28.	Aug. 07, 2024	Mr. Yawar Rasheed, AE(F)-IV & Mr. Muhammad Rashid (Sub Engr)
29.	Aug. 08, 2024	Mr. Hussain Shigri, Sr. E (F)-II & Mr. Abdul Hafeez, Supdt. (F)
30.	Aug. 09, 2024	Mr. Sibite Hassan, AE (F)-II & Mr. Usama Nawab, Assistant
31.	Aug. 12, 2024	Dr. M. Ejaz Tanveer, SE (F) & Mr. Zareef Khan, Supdt. (F)
32.	Aug. 13, 2024	Mr. M. Hanif Chachar, PRE & Mr. Abdul Hafeez Supdt. (F)
33.	Aug. 14, 2024	Mr. Zafar Iqbal, DEA (Civil) & Mr. Zareef Khan, Supdt. (F)
34.	Aug. 15, 2024	Mr. Muhammad Amin AE(F-I) & Usama Nawab, Assistant
35.	Aug. 16, 2024	Mr. Yawar Rasheed, AE(F)-IV & Mr. Muhammad Rashid (Sub Engr)
36.	Aug. 19, 2024	Mr. Hussain Shigri, Sr. E (F)-II & Mr. Abdul Hafeez, Supdt. (F)
37.	Aug. 20, 2024	Mr. Sibite Hassan, AE (F)-II & Mr. Usama Nawab, Assistant
38.	Aug. 21, 2024	Dr. M. Ejaz Tanveer, SE (F) & Mr. Zareef Khan, Supdt. (F)
39.	Aug. 22, 2024	Mr. M. Hanif Chachar, PRE & Mr. Abdul Hafeez Supdt. (F)
40.	Aug. 23, 2024	Mr. Zafar Iqbal, DEA (Civil) & Mr. Zareef Khan, Supdt. (F)
41.	Aug. 26, 2024	Mr. Muhammad Amin AE(F-I) & Usama Nawab, Assistant
42.	Aug. 27, 2024	Mr. Yawar Rasheed, AE(F)-IV & Mr. Muhammad Rashid (Sub Engr)
43.	Aug. 28, 2024	Mr. Hussain Shigri, Sr. E (F)-II & Mr. Abdul Hafeez, Supdt. (F)
44.	Aug. 29, 2024	Mr. Sibite Hassan, AE (F)-II & Mr. Usama Nawab, Assistant
45.	Aug. 30, 2024	Dr. M. Ejaz Tanveer, SE (F) & Mr. Zareef Khan, Supdt. (F)

**FLOOD DUTY ROSTER FOR OFFICERS/ OFFICIALS OF FLOOD BRANCH
DURING 2024-MONSOON SEASON**

(SATURDAY, SUNDAY AND PUBLIC HOLIDAYS)

Sr. No.	Date	Day	Officers/ Official on Duty	
1.	July 06, 2024	Saturday	Mr. Zareef Khan, Superintendent-I	
2.	July 07, 2024	Sunday		
3.	July 13, 2024	Saturday	Mr. Abdul Hafeez, Superintendent-II	
4.	July 14, 2024	Sunday		
5.	July 18, 2024	Muharram Holidays	Thursday	Mr. Usama Nawab, Assistant
6.	July 19, 2024		Friday	
7.	July 20, 2024	Saturday	Mr. Muhammad Rashid Sub Engineer	
8.	July 21, 2024	Sunday		
9.	July 27, 2024	Saturday	Mr. Zareef Khan, Superintendent-I	
10.	July 28, 2024	Sunday		
11.	August 03, 2024	Saturday	Mr. Abdul Hafeez, Superintendent-II	
12.	August 04, 2024	Sunday		
13.	August 10, 2024	Saturday	Mr. Usama Nawab, Assistant	
14.	August 11, 2024	Sunday		
15.	August 17, 2024	Saturday	Mr. Muhammad Rashid Sub Engineer	
16.	August 18, 2024	Sunday		
17.	August 24, 2024	Saturday	Mr. Zareef Khan, Superintendent-I	
18.	August 25, 2024	Sunday		
19.	August 31, 2024	Saturday	Mr. Abdul Hafeez, Superintendent-II	
20.	September 01, 2024	Sunday		
21.	September 07, 2024	Saturday	Mr. Usama Nawab, Assistant	
22.	September 08, 2024	Sunday		
23.	September 14, 2024	Saturday	Mr. Muhammad Rashid Sub Engineer	
24.	September 15, 2024	Sunday		
25.	September 21, 2024	Saturday	Mr. Zareef Khan, Superintendent-I	
26.	September 22, 2024	Sunday		
27.	September 28, 2024	Saturday	Mr. Abdul Hafeez, Superintendent-II	
28.	September 29, 2024	Sunday		
29.	October 05, 2024	Saturday	Mr. Usama Nawab, Assistant	
30.	October 06, 2024	Sunday		
31.	October 12, 2024	Saturday	Mr. Muhammad Rashid Sub Engineer	
32.	October 13, 2024	Sunday		


 (M. Omer Rafique Malik)
 Director General (S&FM)
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