



No. Administrator/KDA OFFICERS CLUB/2025
OFFICE OF THE ADMINISTRATOR
K.D.A.OFFICERS CLUB
OFF: KASHMIR ROAD, KARACHI
Karachi Dated 29th May, 2025

O R D E R

The undersigned is hereby constitute "Working Committee" comprising of following Officials/Officers of the KDA Officers Club:-

S.No.	NAME OF OFFICIAL/OFFICER	CONTACT NO
01	Irfan Raza	0322-2674460
02	Aftab Ahmed	0321-2719708
03	Ashoor Rizvi	0333-3164001

Terms of References (ToRs) of different assignments given as under:-

- (i) Maintaining record of members.
- (ii) Keeping files of members intact.
- (iii) Updating list of valid members.
- (iv) Preparing list of default members.
- (v) Receiving letters/dispatching letters.
- (vi) Initiating correspondence with the approval of Administrator KDAO etc.
- (vii) Making salary bills of staff on monthly basis
- (viii) Looking after all financial matters came into their ambit.
- (ix) Maintaining court records/papers.
- (x) Maintaining all sorts of record of club management.
- (xi) Prepare list of due as membership fees up to 2018-24 up to date.
- (xii) Prepare all inventory list of the club.
- (xiii) Any other assignment given by the Chair.


(ADMINISTRATOR)
KDA OFFICERS CLUB

Copy to

- i. P.S. to Secretary, Industries & Commerce Department, Government of Sindh, Karachi.
- ii. All Members of KDA Officers Club.