

REVISED DISTRIBUTION OF WORK/ JOBS DESCRIPTION OF OFFICERS

Section	Distribution of Work
Administration Wing	
SO (Admn)	➤ All administrative matters pertaining to the officers/officials in BS-01 to BS-22 of the Ministry, including:- a. NOC/permission to officers for visit abroad. b. Grant of Honorarium to officers/officials c. Training of officers (local/abroad) d. Nomination of focal persons. ➤ All Administrative matters pertaining to PSB, DTS, PVMC, FLC & NIP ➤ Allocation of subjects to various Sections/Wings of the Ministry of IPC. ➤ Key Performance Indicators. ➤ Administrative matters pertaining to Ex-cadre posts. ➤ Delegation of Administrative & Financial Power ➤ Medical Reimbursement of officers/officials/retired employees. ➤ Nomination of officers/official for Seasonal Hajj duty. ➤ Fixation of pay of staff of Ministry of IPC. ➤ Census of employees of Ministry of IPC. ➤ Maintenance of Annual Confidential Reports of the officers/staff of the Ministry of IPC. ➤ Maintenance of record of declaration of assets of ex-cadre officers of Ministry of IPC. ➤ Prime Minister's Assistance Package of families of Government employees in BS-01 and above in the Ministry of IPC who died while in service. ➤ Pension cases of the officers/staff of the Ministry of IPC, Farewell Grant etc. ➤ Any other allied matter or subject specifically assigned.
SO (General)	➤ All procurement relating to the Ministry, including stationary and equipment etc ➤ Maintaining the Stock Register and other inventories. ➤ Purchase of fuel and maintenance of the vehicles of the Ministry. ➤ Matters pertaining to payment of telephones, fax and other utilities bills. ➤ Disposal of surplus stores including condemnation of Government vehicles. ➤ General security supervision/periodical security vetting of officers and staff. ➤ Purchase & Issue of durable/consumable stores. ➤ Maintenance/repair etc. of all store items. ➤ Purchase & issuance of liveries. ➤ Purchase & issuance of newspapers/periodicals etc. to the offices. ➤ Entertainment etc. served during meetings/receptions. ➤ Matters pertaining to Library. ➤ Provision of office accommodation. ➤ Matters relating to CDA and other essential service. ➤ Hiring of residential accommodation for officers/officials of IPC. ➤ Management and Administration of 02 receptions. ➤ Management and Administration of parking area. ➤ R&I Branch and surprise check of premises of IPC Division at off hours at night. ➤ Management of Record of MoIPC. ➤ Any other allied matter or subject specifically assigned.

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SO (B&C)/DDO AO (B&A) (Will assist the SO (B&C))	➤ Preparation of Pay and T.A bills of officers and staff of Ministry and contingent bills. ➤ Maintenance of Accounts Book. ➤ Encashment of cheques and disbursement of payments including State bank of Pakistan. ➤ Audit and Inspection of Accounts. ➤ G.P Fund matters. ➤ Payment of advances, their record and adjustment. ➤ Fixation of pay of employees on appointment, promotion transfer etc. and its verification from the AGPR/Accounts Departments. ➤ Maintenance of accounts of Ministry of IPC. ➤ Maintenance of Cash Book of all the transactions of disbursements and receipts. ➤ Reconciliation of Monthly Expenditure with AGPR and submission of Reconciled Expenditure Statement to the Finance Division (FA's Organization). ➤ Preparation of all sorts of bills and their submission to the AGPR, Islamabad. ➤ Disbursement/delivery of cheques to the parties concerned (Payees). ➤ Supervision of Cash handling/disbursement duty. ➤ Conduct of Audit and Inspection on the accounts of Ministry by the Audit parties. ➤ Reimbursement of overtime, conveyance & Taxi charges. ➤ All Misc./Accounts matters dealing with the AGPR office. ➤ All financial matters pertaining to this Ministry, PSB, DTS, PVMC, FLC & NIP. ➤ Re-appropriation of funds within the sanctioned budget grant of IPC Division, its Attached Departments, Autonomous Bodies & Organizations. ➤ Creation of posts in IPC Division. ➤ Any other allied matter of subject specifically assigned. ➤ Preparation of annual Budget and Revised Estimates as well as demands for supplementary grants and submission of the same to the Finance Division (FA's Org.) ➤ Preparation\ issuance of BO\ NIS and its submission to the DFA for endorsement. ➤ Re-appropriation of funds within the sanctioned budget grant of IPC Division. ➤ Surrender of anticipated savings, if any, within the due date as required under para 95 of General Financial Rules. ➤ Ensure compliance of all rules and orders contained in Treasury Rules, General Financial Rules and instructions issued by Finance Division from time to time. ➤ Any other allied matter of subject specifically assigned.
R.O (Dev.)	➤ To prepare, conceive concept paper of any new project. ➤ To prepare or scrutinize PC-Is/PC-IIs/PC-IVs and make recommendations to rectify errors or bottlenecks to frame a comprehensive PC-Is/PC-IIs/PC-IVs. ➤ To issue Administrative Approval (AA) after completion of all codal formalities. ➤ To deal with opening, closing and change of signatories of Assignment Account of the PSDP projects. ➤ To process cases for extension of time (cost neutral) of development projects. ➤ To arrange DDWP meetings, prepare working paper and frame draft minutes of the meeting, briefs and reports for ECNEC, CDWP, DDWP and review meetings. ➤ To follow-up implementation of the decisions of ECNEC, CDWP and DDWP fora. ➤ Responsible for all budgetary and releases matters of PSDP and non-PSDP projects including re-appropriation. ➤ To deal with Finance Division, Planning Commission, AGPR, CGA etc. for financial and account matters pertaining to development projects/IPAS. ➤ To deal with Prime Minister/President's Directives and Cabinet Decisions pertaining to development projects. ➤ To deal with monitoring and evaluation aspects of PSDP projects of IPC Division and its attached departments/ Autonomous bodies/ organizations ➤ To perform any other task/allied matter(s) specifically assigned.
Sports Wing	
SO (S-I)	➤ Islamic Solidarity Games ➤ Commonwealth Games ➤ International Co-operations regarding Sports. ➤ Agreements, MOUs, JMCs, regarding Sports.

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	➤ Asian Games ➤ New affiliation of federations, etc. ➤ (National Assembly & Senate Questions concerning above subjects) ➤ (National Assembly & Senate Questions of concerned NSFs) ➤ Policy matters pertaining to Sports Development, New Initiatives etc. ➤ Any other allied matters of subject specifically assigned. <u>Federations</u> Athletics, Judo, Karate, Boxing, Basketball, Squash, Gymnastics, Football, Tennis, Baseball, Handball, Netball, Sailing, Volleyball, Yachting, Wrestling, Bodybuilding, Billiards, Chess, Bridge, Ski, Handball, Sports Foundation Relief, Asian Futsal & Rugby.
SO (S-II)	➤ All matters pertaining to Gun and Country Club ➤ Matters relating to South Asian Federation Games ➤ Matters relating to Pakistan Olympic Association ➤ Matters relating to World Anti-doping Agency (WADA) ➤ Olympic Games ➤ (National Assembly & Senate Questions concerning above subjects) ➤ (National Assembly & Senate Questions of concerned NSFs) ➤ All wing Coordination on issues ➤ Any other allied matters of subject specifically assigned. <u>Federations</u> Advance Foundation, Alpine Club of Pakistan, Badminton, Car Rallies, Equestrian, Cycling, Kabaddi, Golf, Hockey, Shooting, Polo, Shooting Ball, Rowing, Table Tennis, Swimming, Weightlifting, HEC, Softball, Jockey Club, Tchoukball, Softball, Throwball, Teqball, Ten Pin Bowling & Taekwondo.
Youth/ Tourism/ / Development Wing	
DD (Y & T)	➤ All matters relating to Tourism & Youth ➤ To handle matters pertaining to Task Force on Tourism. ➤ To handle matters pertaining to International Organizations and agreements/MoUs relating to tourism. ➤ Coordination through Joint Working Groups with other countries for joint ventures and hospitality matters to enhance tourism in Pakistan. ➤ To prepare briefs/presentations for meetings of National Assembly and Senate Standing Committee on Tourism related matters. ➤ To follow up the implementation of the recommendations of the Standing Committee of National Assembly and Senate on Tourism related matters. ➤ Dealing and agreements with other countries and international organizations in matters relating to Youth Exchange Program (external) & Youth Development. ➤ Sister cities agreements with other countries. ➤ Implementation of President and Prime Minister's directives. ➤ Any other allied matters of subject specifically assigned.

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DD (Coord./ Council/Lit)	➤ Coordination issues relating to Ministry and attached departments/organizations/under administrative control of this Ministry. ➤ To follow up and implementation of Cabinet Decisions. ➤ To coordinate matters relating to Secretaries Committee Meetings. ➤ Civil Awards. ➤ Updation of Federal War Book-1983. ➤ Annual reports, documents for Govt, preparation of IPC Year Book, Principles of Policy. ➤ National Assembly/Senate business pertaining to Ministry of IPC. ➤ Preparation of Question/Answer folders for Minister and Secretary, IPC etc. ➤ Arrangements for conducting briefing for the Minister. ➤ Duties of duty officer in the National Assembly/Senate during session. ➤ Submission of approved replies in the Senate/National Assembly. ➤ Issuance of Gallery Passes of Senate/National Assembly to the duty officers. ➤ All matters pertaining to Inter Provincial Coordination Committee (IPCC) ➤ To arrange Seminars/Conferences on Inter-Provincial matters. ➤ To prepare briefs/presentations for meetings of National Assembly and Senate Standing Committee on IPC related matters. ➤ To follow up the implementation of the recommendations of the Standing Committee of National Assembly and Senate on IPC related matters. ➤ To follow up implementation of Baluchistan package. ➤ All Court cases/Legal matters. ➤ Any other allied matters of subject specifically assigned.
Finance & Accounts Wing	
SO (F&A)	➤ Physical verification of the stores and internal audit of the Ministry. ➤ Annual inspection/special Audit including Audit Paras etc. of the Ministry. ➤ Work relating to Public / Departmental Accounts Committees and audit observations on appropriation accounts and ensuring compliance with the PAC/DAC observations and recommendations. ➤ Internal checks on irregular/wasteful expenditure (under Para 13 GFR Vol-I) ➤ Tender advice on the delegation of powers where called upon. ➤ Settlement of audit objections other than cash. ➤ Any other allied matter of subject specifically assigned.

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