DETAIL OF PRESENT WING/SECTION-WISE DEPLOYMENT OF OFFICERS IN MINISTRY OF IPC ALONGWITH JOB DESCRIPTION

 Presently, the Ministry of IPC is bifurcated in four (04) Wings as under: -

1. Administration/T&R Wing
2. Council of Common Interests (CCI) Wing
3. Post Devolution Matters (PDM) Wing
4. Sports/ Development Wing

DEPLOYMENT OF OFFICERS BY WING-WISE ALONGWITH JOB DESCRIPTION

ADMINISTRATION WING

Joint Secretary (Admn/T&R)

To look after the work related to the Administration/T&R Wing.

**Deputy Secretary (Admn)**

Supervision of all matters assigned to Section Officers Admn-I,
Admn-II, Admn-III, Council, General, DDO Sections and T&I Cell.

**Section Officer (Admn-I)**

* + Administrative matters of officers in BS-17 and above.
	+ Allocation of subjects to various Sections/Wings of the Ministry of IPC.
	+ NOC permission to visit abroad.
	+ Honorarium
	+ Training of officers (local/abroad)
	+ Nomination of focal person to other Ministries/Divisions.
	+ Key Performance Indicators.
	+ Preparation of Recruitment Rules of Ex-cadre posts.
	+ Strengthening of CCI Secretariat
	+ Composite Tasking (General)
	+ New Public Interest Initiatives.
	+ Newsletter of Ministry of IPC.
	+ Any other allied matters of subject specifically assigned.

**Section Officer (Admn-II)**

* + All administrative matters pertaining to the officials in BS-1 to BS-16
	+ Fixation of pay of staff of Ministry of IPC.
	+ Any other allied matters of subject specifically assigned.

**Section Officer (Admn-III)**

* + Hiring of officers/officials of IPC.
	+ Pension cases of the officers/staff of the Ministry of IPC.
	+ Census of employees of Ministry of IPC.
	+ Farewell Grant etc. cases of officers BS-01 and above in Ministry of IPC.
	+ Assistance Package of families of Government employees in
	BS-01 and above in the Ministry of IPC who died while in service.
	+ 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.
	+ Medical Reimbursement of officers/officials/retired employess.
	+ Any other allied matters of subject

**Section Officer (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 stores.
* Purchase & issuance of liveries.
* Purchase & issuance of newspapers/periodicals etc. to the offices.
* Entertainment etc. served during meetings/receptions.
* R&I Branch and surprise check of premises of IPC Division at off hours at night.
* Matters pertaining to Library.
* Provision of office accommodation.
* Matters relating to CDA and other essential service.
* Arrangements of visit abroad of the Minister and other officers of Ministry of IPC.
* Any other allied matter or subject specifically assigned.

**Section Officer (Council)**

* 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.
* Any other allied matter or subject specifically assigned.

**DDO**

* Preparation of Pay and T.A bills of officers and staff of Ministry of IPC and contingent bills.
* Maintenance of Accounts Book.
* Encashment of cheques and disbursement of payments.
* Audit and Inspection of Accounts.
* G.P Fund matters including G.P Fund advance.
* Payment of maintenance of advance, 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.
* Encashment of cheques from State bank of Pakistan.
* 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.

**Deputy Secretary (T&R)**

Supervision of all matters assigned to Section Officer (T&R).

Section Officer (T&R)

* Training, Report on Principles of Policy and MoUs.
* Annual reports, documents for Govt.
* Observance of the Principles of Policies in relation to the affairs of Federation
* Pakistan Veterinary Medical Council.
* National Internship Program.
* National Academy of Performing Arts.
* Federal Land Commission.
* Inter Board Committee of Chairmen
* Any other allied matters of subject specifically assigned

Chief Finance & Accounts Officer (CF&AO)

To look after the work related to the Budget Wing.

**Deputy Secretary (Budget)**

Supervision of all matters assigned to Section Officers, Budget and F&A Sections.

**Section Officer (B&A)**

* 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, Vol-I.
* Creation of posts in IPC Division.
* 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 or subject specifically assigned.

 **Section Officer (F&A)**

* Physical verification of the stores and internal audit of the Ministry.
* Annual inspection/special Audit including Audit Paras etc of the Ministry.
* Creation of posts in IPC Division.
* Work relating to Public Accounts Committee and audit observations on appropriation accounts and ensuring compliance with the PAC observations and recommendations.
* Ensure compliance of all other rules and orders contained in Treasury Rules, General Financial Rules and instructions issued by Finance Division from time to time.
* Internal checks on irregular/wasteful expenditure (under Para 13 GFR Vol-
* Tender advice on the delegation of powers where called upon.
* Settlement of audit objections other than cash.
* Any other allied matter or subject specifically assigned.

Additional Secretary-I

 To supervise all the work assigned to the CCI & IPC Wing.

COUNCIL OF COMMON INTERESTS (CCI)/INTER PROVINCIAL COORDINATION (IPC) WING

Joint Secretary (CCI/IPC)

 To look after all the matters allocated to the Council of Common Interests CCI & IPC Wing.

 To take the minutes of CCI/IPCC meetings.

**Deputy Secretary (CCI)**

Supervision of all matters assigned to Section Officer (CCI) and Section Officer (Prog).

**Section Officer (CCI)**

* To handle matters pertaining to coordination/ arrangements for meetings of CCI and Standing Committee of CCI.
* To examine the summaries received from Ministries/Divisions/ Provincial Governments for placing in the meetings of CCI and Standing Committee Meetings.
	+ Seeking approval of the Prime Minister for convening the meetings of CCI as well as Standing Committee of CCI.
	+ Circulation of agenda and summaries for CCI to the Members and other concerned.
	+ Circulation of agenda for the meetings of Standing Committee of CCI to its members and other concerned.
* To examine and scrutinize the cases/issues enumerated in Federal Legislative List (Part-II) which are to be placed before the Standing Committee of CCI.
* Preparation of para-wise comments / reports in court cases pertaining to the CCI matters.
* To pursue the recommendations of Standing Committee of CCI.
* Any other allied matter or subject specifically assigned.

**Section Officer (Progress)**

* + To circulate minutes/decisions of CCI meetings.
	+ To follow up the implementation/progress of the decisions of CCI.
	+ To prepare Act of CCI and other allied matters regarding approval of the Act.
	+ To maintain database of the decisions of CCI.
	+ To prepare and submit Annual Report to both Houses of Majlis-e-Shoora (Parliament) on the activities of the CCI as required under Article 153(4) of the Constitution.
	+ Any other allied matter or subject specifically assigned.

**Deputy Secretary (IPC)**

Supervision of all work related to the forum titled “Inter Provincial coordination Committee (IPCC)”.

**Section Officer (IPC)**

* To examine the issues raised by Ministries/Divisions/Provincial Governments, for placing before the meetings of IPCC.
* To obtain views/comments from all stakeholders on the issues to be placed in the meetings of IPCC.
* To prepare summaries for IPCC.
* To handle all matters/arrangements for convening the meetings of IPCC.
* Inter board Committee of Chairmen (IBCC)
* To circulate minutes/decisions of the IPCC meetings.
* To follow up the implementation of IPCC decisions.
	+ - Any other allied matter or the subject specifically assigned. To follow up the implementation of Baluchistan Package.
* To arrange meetings of Inter Provincial Conference (IPC) and to coordinate with Provincial Governments.
* Progress of implementation of the decision of the IPC.
* Compilation of decisions of IPCC, IPC.
* To arrange Seminars/Conferences on Inter Provincial matters.
* To prepare briefs/presentations and also obtain briefs/presentation from other concerned Wings for meetings of National Assembly and Senate Standing Committees on IPC.
* To follow up the implementation of the recommendations of the Standing Committee of National Assembly and Senate on IPC.
* Follow up of decisions of the meetings and conferences.
* Any other allied matter or the subject specifically assigned.

**ADDITIONAL SECRETARY-II**

 To supervise all the work assigned to the PDM & Sports Wings.

POST DEVOLUTION MATTERS (PDM) WING

**Joint Secretary (PDM)**

 To look after the work related to the Post Devolution Matters Wing.

**Director (PDM-I)**

 To supervise all matters to Post Devolution matters.

Deputy Director (PDM-I)

* 1. Coordination

Coordination issues relating to organizations under administrative control of this Ministry.

Quarterly progress report for recording, indexing of the files and weeding out of old record.

* 1. Cabinet Decisions
	2. Secretaries Committee Meetings
	3. Civil Awards
	4. Any other allied matters of subject specifically assigned

**Director (PDM-II)**

 Supervision of all matters assigned to Deputy Director (PDM).

Deputy Director (PDM-I)

* To correspond and liaise with Ministries/Divisions/ Provincial Governments/Agencies on matters related to the process of devolution and post devolution.
* To liaise with Devolution/Implementation/Coordination Cells step up by the Cabinet Division and provincial Governments on matters related to the process of devolution/post devolution issues.
* To act as secretariat of Special Committee and its Sub-Committee to resolve the Post Devolution issues.
* To deal with all matters relating to litigation rising out of devolution process.
* Coordination with the Devolution Cells, established in the Cabinet Division, Regarding litigation cases arising out of devolution process.
* To process the cases related to functions, manpower, financial matters, assets, liabilities, projects of attached Departments, Autonomous bodies of the Ministries devolved or retained.
* To attend the Parliamentary business (National Assembly and Senate)

Deputy Director (PDM-II)

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* Coordination issues relating to organizations under administrative control of this Ministry.
* Implementation of Cabinet Decisions and submission of progress report on monthly basis
* Management of Record-Room.
* Implementation of President’s and Prime Minister’s directives.
* To liaise with Devolution/Implementation/Coordination Cells step up by the Cabinet Division and provincial Governments on matters related to the process of devolution/post devolution issue.
* To facilitate and expedite the Implementation of the decision of the Implementation Commission and its committees.
* To maintain record of the decisions of the Implementation Commission and its committees to ensure consistency and to avoid overlapping.
* Coordination with the Devolution Cells, established in the Cabinet Division, regarding litigation cases arising out of devolution process.
* To correspond and liaise with Ministries/Divisions/Provincial Governments/Agencies on matters related to the process of devolution and post devolution.
* To process the cases related to functions, manpower, financial matters, assets, liabilities, projects of attached Departments, Autonomous bodies of the Ministries devolved or retained.
* To attend the Parliamentary business (National Assembly and Senate)

Section Officer (PDM)

* To liaise with Devolution/Implementation Coordination Cells Step up by Cabinet Division and provincial Government on matters related to the process of devolution/post devolution issues.
* To act as secretariat of Special Committee and its Sub-Committee to resolve the Post Devolution issues.
* To deal and coordinate with all matters pertaining to NAPA, PBSA, PGGA and such other organizations retained/reallocated to Ministry of IPC.
* Coordination with the Devolution Cells, established in the Cabinet Division, Regarding litigation cases arising out of devolution process.
* To process the cases related to functions, manpower, financial matters, assets, liabilities, projects of attached Departments, Autonomous bodies of the Ministries devolved or retained.
* To attend the Parliamentary business (National Assembly and Senate)

**Section Officer (Tourism)**

* To handle matters pertaining to Department of Tourist Services in Islamabad (Attached Department).
* 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.

**Section Officer (Litigation)**

* All Court cases.
* Any other matter assigned by the competent authority.

**Deputy Educational Advisor**

To look after the work related to the Education Matters.

**Senior Research Officer**

* MOUs with Foreign Countries (Muslims & non Muslims)
* Education Division office (Beijing, China)
* Financial Assistance to the following programs:
	+ - * + American Institute of Pakistan Studies
				+ Asia Institute of Technology, Bangkok.
				+ Pakistan School Abroad.
				+ Introduction of Urdu language in China.
				+ South Asian University (campuses in the Member states)
* Scholarship to Bughti Tribe students study in sadiq public school, Bahawalpur.
* Scholarships to the students of schedule cast of Tharparker.
* United States Educational Foundation in Pakistan (USEFP).

**Assistant Educational Advisor**

* Deals with the Award of 800 scholarships to IOK students foreign scholarship scheme;
* The activities like admission, security clearance through Ministry of Interior, releases of funds through AGPR, payment of scholarships through the Heads of concerned institutions, obtaining progress reports of students and implementation of above mentioned scholarships schemes.
* Issuance of NOCs to foreign students studying on self-finance basis.

**Research Officer**

* Foreign Scholarships:
* Commonwealth Scholarships
* Cultural Scholarships
* Admission of Pakistani students in Al Azhar University, Egypt.
* Admission of Pakistani students in the MBBS/BDS in Bangladeshi Medical Colleges.
* Other open scholarship for different countries like Oman, Koria and some other under developed countries.
* Issuance of NOC for different categories. Official routine matters.

SPORTS WING

Joint Secretary (Sports)

 Will look after the work related to the Sports Wing by following sections:-

**Deputy Secretary (Sports)**

* Supervision of all matter assigned to Section Officers, Sports-I, Sports-II and Sports-III

**Section Officer (Sports-I)**

* National Assembly and Senate Secretariat Questions.

**All Matters Relating to:**

* Games from national
* Regional to Olympics
* POA

**Federations**

* Athletics, Judo, Karate, Hockey, Boxing, Basketball, Squash, Gymnastics, Football, Tennis

**Section Officer (Sports-II)**

* Matters relating to Pakistan Cricket Board
* To arrange NOC’s to 18 National Sports Federations/Associations for internal Competitions.
* National Assembly/Senate Business
* Sports Foundation Relief Fund
* Civil Awards related to Sports persons
* Issues Related to Development Wing
* Provincial/Regional Boards
* Sports Committee
* Inter Board Committee of Chairman
* HEC
* Sports Foundation Relief Fund
* Co-ordination among the Sections of Sports Wings

**Federations**

 Chess, Volleyball, Yachting, Wrestling, Bodybuilding, Billiards, Bridges, Ski, Handball, Touchable, Baseball, Netball, Taekwondo, Sailing, Rugby

**Section Officer (Sports-III)**

* To deal with administrative matters of PSB.
* To arrange NOC’s to 15 National Sports Federations/Associations for international competitions.
* To process the cases for signing of MoUS/agreements with different countries related to Sports.
* To deal with National Assembly/Senate Business/Questions.
* To arrange NOC’s to 18 National Sports Federations/Associations for internal Competitions.
* To deal with the special assignments entrusted by the competent authorities

**International co-operation:**

* **Agreements**
* **MoU**
* **JMCs,**

**All matter relating to:**

* Pakistan Sports Trust

**Federations**

Adventure Foundation, Alpine Club of Pakistan, Badminton, Car Rallies, Equestrian, Cycling, Kabbdy, Golf, Shooting Polo, Shooting ball, Rowing, Table Tennis, Swimming, Weightlifting.

**Deputy Secretary (Dev)**

* Supervision of all matter assigned to Research Officer (Dev-I), Research Officer (Dev-II) & AXEN

**Research Officer (Dev-I)**

* To deal with planning, monitoring and evaluation aspects of PSDP and non-PSDP projects under the portfolio of Ministry of IPC, presenting reports to the competent authorities and issuing guidelines to the attached/sub-ordinate departments.
* To quarterly review of PSDP/non-PSDP projects and prepare minutes of meetings.
* To obtain physical and financial progress reports from the concerned wings of the Ministry/attached organizations.
* To deal with Prime Minister/President’s Directives and Cabinet Decisions pertaining to development projects.
* To assist Wings of the Ministry/attached organizations for approval of cash and work plans.
* To deal with the special assignments entrusted by the competent authorities.

**Research Officer (Dev-II)**

* Consolidating of budget estimates received from executing agencies for development projects.
* Obtaining physical and financial progress report for the Development projects.
* Process of cases for release of funds for the Development projects of the Ministry.
* Re-appropriation of PSDP funds for Development projects.
* Quarterly Review of PSDP projects concerning to releases and utilization of funds.
* Annual performance review of PSDP projects with specific reference to the releases of funds.
* Preparation of brief for the meeting relating to PSDP of the Ministry
* Preparing of Work/Cash Plans for PSDP funded schemes.
* Dealing with AGPR, Finance Division and Planning Commission for financial matters.
* Opening of Assignment Account for the PSDP projects.

**Assistant Engineer (Civil)**

* Planning & Monitoring of PSDP Development projects under portfolio of Ministry of IPC.
* Scrutiny of PC-Is/PC-IIs & PC-IVs, received from the executing Agencies and forwarding them to the relevant DDWP/CDWP/ECNEC for a for their consideration.
* Preparation of working papers, minutes of the meeting (s0 and other related assignments with the holding of DDWP meetings of Ministry of IPC.
* Technical advice on the Civil Engineering/construction related matters of the PSDP projects like specifications, drawing, design and Engineer’s Estimates.
* Measurements of work for physical verification of work done on site.
* Assistance of Deputy Secretary (Dev.) in the tendering process.
* Issuance of guidelines in light of the Planning Manuals/Procedures to the executing agencies during planning & execution of the PSDP projects.
* Preparation of Answers to National Assembly & Senate Questions asked by the parliamentarians pertaining to PSDP schemes.
* Technical member of House Hiring Committee of Ministry of IPC.
* Any additional work assigned by senior.

**Chief Internal Auditor (CIA)**

 Will look after the work related to the CIA

**Accounts Officer**

* To ensure timely surrender of anticipated saving, if any, within the due date as required under GFR.
* To review the case of appropriation account of the Ministry with AGPR and ensure its timely submission with the coordination of Section Officer (B&A).
* To assist Chief Finance & Accounts Officer (CF&AO) and Deputy Secretary (B&A) on any matter or subject specifically assigned.
* To facilitate the Section Officer (B&A) and Section Officer (F&A) and give advice on financial matters.
* To facilitate internal audit of the Ministry and its functions assigned by the Senior Management.
* To facilitate Section Officer (F&A) for all work relating to DAC and PAC on audit observation and appropriation accounts and ensuring compliance with the committee observation and recommendations.
* Internal check on irregularities, waste and fraud in term of para 13 of GFR (Vol-I).
* To conduct and facilitate the audit team for Audit and Inspection on accounts of Ministry.

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