


**JOB DESCRIPTION OF OFFICERS POSTED IN INTER PROVINCIAL  
COORDINATION DEPARTMENT, GOVERNMENT OF SINDH.**


Sr. No	Designation	Job description
1	<b>SECRETARY, Inter Provincial Coordination Department</b>	<p>The Secretary is the official head of the Department and is responsible for its efficient administration, discipline and policy making. The officers &amp; officials posted in the IPC Department perform their official duty under the sub-ordination of the Secretary. Being the Principal Accounting officer, the Secretary accords approval to the financial matters placed before him as per rules /policy. Moreover, the Secretary, IPC also performed the following functions:-</p> <p><b>The Secretary</b></p> <ol style="list-style-type: none"><li>a) Assists the Minister, Chief Minister and Governor in formulation of Policy.</li><li>b) Execute the sanctioned policy and orders passed by the competent authority.</li><li>c) Submit all proposals for legislation to the Cabinet in accordance with part VIII of these Rules.</li><li>d) Keeps the Minister generally informed of the working of the Department and important cases disposed by him.</li><li>e) Suggests a definite line of action while submitting a case for orders of the Minister.</li><li>f) Re-submit the case to the Minister inviting his attention to the relevant rules or regulations or Government policy where the Minister's orders appear to involve a departure from rules, regulations or Government policy.</li><li>g) Issue, subject to any general or special orders of Government in this behalf standing orders specifying the cases or class of cases which may be disposed by an officer subordinate to him: and</li><li>h) Ensure strict compliance of these rules in his department.</li></ol>
2.	<b>ADDITIONAL SECRETARY</b>	<ol style="list-style-type: none"><li>1. Performs duties and tasks assigned by the Secretary.</li><li>2. In-charge of all the Sections of the department.</li><li>3. General Office Management.</li><li>4. To represent the department at different forums as &amp; when desired by Secretary.</li><li>5. To deal with the Inter provincial department policy matters</li><li>6. To Prepare agenda items for the meetings of the Council of Common Interest and Inter Provincial Coordination Committee.</li><li>7. Liaison with the other provinces &amp; the Federal Ministries regarding issues of common interests through Ministry of IPC.</li><li>8. To coordinate with concerned departments of Government of Sindh regarding implementation of CCI decisions.</li></ol>

  
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3.	<b>CHIEF COORDINATOR / COORDINATOR</b>	<ol style="list-style-type: none"> <li>1. To give expert opinion pertaining to CCI &amp; IPCC matters while remaining in liaison with Ministry of IPC, Govt. of Pakistan.</li> <li>2. To represent IPC Department at Chief Minister Secretariat Sindh, as &amp; when desired by Secretary, Ministry of IPC, Secretariat of CCI, Chief Secretary Sindh, Administrative Department, on behalf of Secretary, IPC Department.</li> </ol>
4.	<b>DEPUTY SECRETARY (ADMN)</b>	<ol style="list-style-type: none"> <li>1. To dispose of all cases in which no major question of policy is involved or which under the rules or standing orders he is competent to dispose of.</li> <li>2. Any other work / task assigned by the secretary IPC.</li> </ol>
5.	<b>DEPUTY SECRETARY (COORDINATION)</b>	<ol style="list-style-type: none"> <li>1. Supervision of CCI &amp; IPCC matters routed through concerned Section officers.</li> <li>2. Any other work / task assigned by the secretary IPCD.</li> </ol>
6.	<b>DRAWING &amp; DISBURSING OFFICER (DDO) / SECTION OFFICER (HRM)</b>	<ol style="list-style-type: none"> <li>1. To deal with the financial matters pertaining to salaries of staff of IPC department, medical reimbursement claim and budget of IPC Department etc.</li> <li>2. To prepare draft reply of the audit para(s).</li> </ol>
7.	<b>SECTION OFFICER (COORDINATION - I)</b>	<ol style="list-style-type: none"> <li>1. To coordinate with different departments of Government of Sindh, other three provinces, Ministry of Inter Provincial Coordination, Government of Pakistan and Inter Provincial Coordination Committee and Standing Committee of Senate.</li> <li>2. To ensure holistic implementation over the decisions taken in the CCI meetings.</li> <li>3. To maintain record of CCI &amp; IPCC meetings smooth and orderly manner.</li> <li>4. Any other work assigned by the Secretary, IPC.</li> </ol>
8.	<b>SECTION OFFICER (COORDINATION - II)</b>	<ol style="list-style-type: none"> <li>1. To deal with Administrative matters, etc.</li> <li>2. Any other work assigned by the Secretary, IPC Department.</li> </ol>
9.	<b>SUPERINTENDENT</b>	<ol style="list-style-type: none"> <li>1. He is responsible for proper working and maintenance of office record and assists Section Officer while disposing of official matters.</li> </ol>

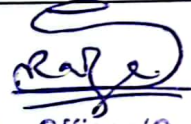
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10. PRIVATE SECRETARIES

Private Secretaries are responsible for: -

1. To attend telephone and to keep record of trunk calls.
2. To prepare papers for meetings and interviews.
3. To ensure that the matters requiring the Secretary's/ Additional Secretary's attention are brought to their notice.
4. To keep record of cases and to see that such cases are put up to Secretary on due dates.
5. To keep reference books up-to-date.
6. To assist the Secretary and Additional Secretary in such matters as they may direct.
7. To keep proper record of movement of files and other classified documents.
8. To receive and attend visitors.



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