

ADMINISTRATION WING

The Administration Wing is headed by Joint Secretary who is assisted by one Chief Financial Officer, One Deputy Secretary, One Deputy Chief (Projects) and 10 Section Officers.

JOINT SECRETARY (ADMN)

DEPUTY SECRETARY (ADMN)

01. SECTION OFFICER (ADMN-I)

- i) All administrative matters including appointment and promotion of employees in BPS 1-15 of the Cabinet Division (Main) and Devolution Cell established under Cabinet Division.
- ii) Posting / transfer of staff with the Advisors and Special Assistants to the Prime Minister and other dignitaries on the strength of Cabinet Division.
- iii) Creation of posts, placement of temporary posts on permanent footing, and revision of sanctioned strength of Cabinet Division.
- iv) Confirmation of employees of Cabinet Division against permanent posts.

02. SECTION OFFICER (ADMN-II)

- i) All administrative matters of officers BS-16 and above serving/posted in Cabinet Division (Main) and Devolution Cell established under Cabinet Division.
- ii) Nominations of Officers / Officials of Cabinet Division for training / courses organized by STI, NIPA, EAD, Establishment Division, NDC, PCB, Staff College and Civil Defense Academy.
- iii) Issuance of official passports in respect of Officers / officials of Cabinet Division (Main) and its Attached Departments.
- iv) Issuance of Airport Entry Passes to all entitled officers and their Private Secretaries.
- v) Appointment/promotion and seniority of Private Secretaries of the Cabinet Division.

03. SECTION OFFICER (ACCOUNTS –I)

- i) Handling encashment of cheques from State Bank of Pakistan and its disbursement.
- ii) Maintenance of cash book.
- iii) Grant of Honorarium, HBA advance, Motor cycle advance, GP Fund Advance, and TA/DA to Officers / Officials.

- iv) Maintenance of Service Books of employees (BS-1 to 15) of Cabinet Division.
- v) Preparation of final payments of GP Fund in respect of all officials of the Division including officers going on retirement.
- vi) Preparation of pay bills of Ministers / Advisors.
- vii) Preparation of pay bills of officers / officials of Cabinet Division.
- viii) Fixation of pay and other misc. matters relating to pay of officers / officials.
- ix) Preparation of TA claims/foreign tours claims in respect of Federal Ministries/Advisers/SAPM/officers/officials of Cabinet Division (Main), NTISB, and CPC.
- x) Preparation of contingent bills including purchase of Transport, Machinery and equipment, Furniture and Fixation, Repair of Transport, Repair of Machinery and equipment, Furniture and Fixture, Transportation of goods.
- xi) Payment of POL charges, Conveyance Charges, Postage and Telegraphs, Telephone, Telex and Teleprinter, Courier and Pilot Service, stationery, Printing, Newspapers and book, Uniform and liveries, Rates and Taxes.

04. SECTION OFFICER (ACCOUNTS –II).

- i) Preparation and coordination of Budget Estimates of current expenditure, Foreign Exchange and Receipts of Cabinet Division, its attached Departments / offices and Organizations
- ii) Re-appropriation, supplementary grant, surrender of funds, re-conciliation of expenditure & Final Grant, preparation of Draft Appropriation Accounts as well as Working Paper for Appropriation Accounts of all non-development Demands except out ERC and Department of S&F.
- iii) Release of funds for pay & allowances of Ministers / Ministers of State to the respective Ministries / Divisions.
- iv) Hiring of residential accommodation for officers and officials serving / posted in Cabinet Division.

05. SECTION OFFICER (ACCOUNTS –III).

- i) All matters relating to office / residential and mobile telephone connections and Telephone Exchange of Cabinet Division.
- ii) Payment of Telephone, Fax and DSL bills.
- iii) Reconciliation of telephone accounts with NTC in respect of office / residential telephone of the entitled officers of the Cabinet Division.

- iv) Pension including family pension of the retiring / retired employees of the Cabinet Division.
- v) Re-imburement of medical claims of serving / retired employees of Cabinet Division.

06. AUDIT & PAC SECTION.

- i) Internal Audit and Coordination of External Audit of Cabinet Division and its all attached Departments / Offices.
- ii) Audit & Inspection Reports (AIR) / Draft Audit Reports (DARs), meetings of DAC and to get comply with decisions of DAC.
- iii) Meetings of Departmental Accounts Committee including pre-DAC and pre-PAC meetings and affairs of Public Account Committee in connection with Auditor General's Reports.
- iv) To get comply with decisions of DAC and Directives of PAC on Auditor General's Reports.

07. SECTION OFFICER (GENERAL-I)

- i) Purchase/Repair/condemnation/Auction of vehicles.
- ii) Purchase/issuance of stationery.
- iii) Purchase, issuance & Reimbursement of POL for Vehicles of the Cabinet Division.
- iv) Repair & maintenance of all VIP vehicles of Cabinet Division and maintenance of Log Books, Movement Registers and POL issue registers of such vehicles.
- v) Hiring of buses for pick & drop of staff.
- vi) Publication of various advertisements forwarded by sections/offices in the newspaper through PID and payment of bills thereof.
- vii) All Printing work pertaining to different sections/offices of the Cabinet Division, offices of Federal Ministers, Advisors etc.
- viii) Protocol duties at the Air Port.
- ix) Printing of Annual Telephone Directory.
- x) Allocation of official staff vehicles to the officers/sections.
- xi) All matters relating to R&I and Library.

08. SECTION OFFICER (GENERAL-II).

1. Entertainment, Refreshment, Lunch/Dinner.

2. Purchase and maintenance of furniture, Computer, Photocopier, Carpets, All kind of toners and Air Conditioners.
3. Miscellaneous items relating to E. Government, Coordination with officers / officials.

09. SECTION OFFICER (COUNCIL)

Parliamentary Business including Standing Committees of National Assembly and Senate relating to Cabinet Division (Main) and its attached Departments / Organizations.

10. SECTION OFFICER (NGO/COORD/TOSHAKHANA).

N.G.O.

- i) Provision of Green Telephone connections to the dignitaries including President, Prime Minister, Governors, Federal Ministers, Chief Ministers, Army Elite etc. .
- ii) Maintain / print a Green Telephone Directory and list of hotline telephone connections for the convenient of Green Telephone holders.
- iii) Supply of Security Booklets to Federal / Provincial Governments and maintained their record.
- iv) Collection of safe custody certificates from the Security Booklets holders.
- v) Issuance and renewal of Permanent Security Passes to all officers / officials of the Cabinet Division.
- vi) Cipher Messages for Cabinet Secretary received from the Ministry of Foreign Affairs are submitted on daily basis to the Cabinet Secretary for his perusal and maintained their record.

TOSHAKHANA

- i) Maintain record of Toshakhana gifts as well as the gifts displayed at different offices in Islamabad, Lahore and Karachi and make Annual Physical Verification of the gifts.
- ii) Disposal of gifts received by the President, Prime Minister and other dignitaries as per procedure for acceptance and disposal of Toshakhana gifts.

COORDINATION

- i) Coordination between Cabinet Division (Main) and its attached departments /subordinate offices.
- ii) Coordination between the Cabinet Division and all Ministries / Division.
- iii) Circular of all natures for circulation in the Cabinet Division (Main) and its attached departments /subordinate offices.

11. CONFIDENTIAL OFFICER

- i) Maintain PERs (in duplicate) in respect of Officers / Officials in BPS-4 to BPS-20 of the Cabinet Division (Main).
- ii) Maintain duplicate PERs in respect of Officers in BPS-16 and above and Attached Departments including officers of various services controlled by the Establishment Division employed in the Autonomous Bodies of the Cabinet Division.
- iii) Prepare synopsis of PERs for the DPC meetings.
- iv) Keep record of Booklets entitled “Security of Classified Matters of Government Department” in the custody of Officers of the Cabinet Division.
- v) Obtain and maintain record of annual certificates regarding custody of Classified Matters in Government Department” from the officers of the Cabinet Division.
- vi) Security vetting of employees in BPS-I to BPS-15 of the Cabinet Division at the time of their initial appointment in the Cabinet Division.
- vii) Periodical Security vetting of Officers / Officials employed in Secret Sections of the Cabinet Division.
- viii) Annual Medical Examination of Officers in BPS-17 and above.
- ix) Maintain record of Declaration of Assets in respect of Officer (BPS-16) to BPS-22) and officials (BPS-1 to BPS-15) of Cabinet Division and Officers in BPS-16 and above of Attached Departments and Autonomous Bodies under the administrative control of Cabinet Division.

12. SECTION OFFICER (GSS) KARACHI.

- i) Main Bag Service at Karachi, from and to Islamabad.
- ii) Perform duties as Junior Security Officer.
- iii) Dealing with the correspondence of the Federal Government with the Provincial Governor House, Chief Minister’s Secretariat, Navel Headquarters as well as the Federal Cabinet and its Committees Agenda.
- iv) Facilitate the Senior Officers and staff of Cabinet Division when Cabinet meeting held at Karachi.
- v) Protocol duties of Dignitaries and Senior Officers of Cabinet Division, Islamabad during their visit to Karachi.

13. PLANNING & MONITORING CELL.

- i) Dealing with overall PSDP Projects of Cabinet Division.
- ii) Initial examination and analysis of PC-Is to PC-Vs of Cabinet Division's PSDP Projects.
- iii) Preparation of Briefs for all kind of meetings i.e. DDWP, CDWP, CDA-DWP, Priorities Committees, APCC, Mid Year Review Meetings related to PSDP Projects of Cabinet Division.
- iv) Arrangements of DDWP meeting of Cabinet Division's PSDP projects and preparation of Working Papers / Minutes.
- v) Coordination and correspondence with Planning Commission and Executing Agencies of Cabinet Division's PSDP projects.
- vi) Preparation of quarterly cases regarding releases of funds to Cabinet Division's PSDP projects, approval of PC-Is by PAO and onward transmission to Ministry of Planning & Development.