

III

DISTRIBUTION OF WORK

With approval of the competent authority the following work distribution

within Privatization Division has been made :-

1. Joint Secretary (Admn) controls the following Sections of the Division:-

- i. Section Officer (Admn. & Council Section)
- ii. Section Officer (Coordination & Policy Section)
- iii. Public Relation Officer
- iv. Drawing & Disbursing Officer

2. Detail of work distribution within Sections is as under:

SECTION OFFICER (Admn. & Service Section).

1. Personnel Administration of the employee of the main Ministry.
2. Recruitment, Promotion and Processing of Disciplinary cases.
3. Posting, Transfer and Deputation cases.
4. Matters relating to National Internship Programme.
5. Declaration of Assets held and acquired by PD employees.
6. Preparation of Service Books of the Division's Employees.
7. Preparation of Pension cases/ Benevolent Funds/ Group Insurance.
8. Coordination with other Ministries/ Divisions on miscellaneous issues.
9. Maintaining ACRs/ PERs forms of the Division's employees.
10. Matters related to service (Telephone, Entertainment, Repair and Maintenance).
11. Matters related to maintenance of official vehicle of the PD.
12. Hiring of residential accommodation of the Division's employees.

SECTION OFFICER (Council & Coordination Section).

1. Privatization Policy and related issues.
2. The transfer of Managed Establishment Order, 1878 (PO 12-07-1978).
3. Negotiations with International Organizations relating to the functions of Privatization in consultations with the Economic Affairs Division.
4. Monitoring, implementation of decisions taken by the Board of the Privatization Commission, CCOP, ECC and Cabinet etc.

5. Processing of reports to the PM Secretariat and the Cabinet Division etc. on CCOP/ Cabinet Decisions.
6. General Coordination/ Correspondence with Ministries/ Divisions/ Departments etc.
7. Preparation of Annual Report and Year Book.
8. Processing of material for Budget Speech of the Finance Minister, Economic Survey and other publications.
9. Dealing with National Assembly and senate business.

DRAWING & DISBURSING OFFICER.

1. Maintenance & Reconciliation of Accounts with AGPR.
2. Preparation of Budget order & New item Statement.
3. Coordination and internal scrutiny of the budget estimates.
4. Proposal for additional funds to be met out of supplementary grant.
5. Advice in delegated field & processing of case in non-delegated field.
6. Maintenance of Account Books and other ancillary records concerned with the initial accounts.
7. Handling and custody of cheques, cash and bills etc.

PUBLIC RELATIONS OFFICER.

1. Organizing and facilitating press coverage of official events of PC & PD.
2. Drafting and issuing press statement/ rebuttals/ clarifications to the press.
3. Scanning relevant material from press and submitting it to the head of the organization for his information and necessary action.
4. Acting as spokesperson of the Division/ Commission, Answering queries of the media.
5. Monitoring and updating the Web-site of the Commission.
6. Managing advertisements of the Division/ Commission.
7. Dealing with print and electronic media.
8. Managing and supervising publicity plans.