



**SIND EMPLOYEES' SOCIAL
SECURITY INSTITUTION**

CODE OF STAFF INSTRUCTIONS

ADMINISTRATION DEPARTMENT

PREFACE

The codal instructions governing internal working of various sections of the Social Security Institution were drafted by foreign experts in 1966 i.e. before the inception of Social Security Scheme (1st March, 1967). Ever since then, radical changes have taken place in Social Security legislation (Ordinance, Rules and Regulations) which have rendered the codal instructions obsolete. Further, creation of some new departments and field offices in the Sind Employees' Social Security Institution have also warranted necessary amendments, alterations and additions to the Code.

A departmental committee was, therefore, constituted to go through various portions of the Code and suggest amendments after joint deliberations. The committee scrutinised each and every part of the Code and submitted its recommendations. Later, the amendments were scanned by the respective heads of departments. As a result of these concerted efforts, the Code of Staff Instructions has been revised for the first time during the past two decades.

The present book is the approved version of the revised Code of Staff Instructions. It deals with the working of Administration Department. It is hoped that with the revision of the Code, the working of the Institution would become smoother as chances of lapses, duplication, confusion, etc. now stand obviated.

BRIG (RTD) S. M. BAQAR NAQVI
Commissioner

5th January, 1985

HEAD OFFICE

VICE COMMISSIONER:

The Vice Commissioner shall assist the Commissioner in all administrative matters and shall perform essential duties as assigned to him by the Commissioner whenever the latter is away from Head Office or on leave.

2. DIRECTOR ADMINISTRATION:

(1) The Administration Department at Head Office will be headed by the Director Administration who will perform such functions and duties as assigned to him by the Commissioner from time to time. He shall act as Vice Commissioner whenever Vice Commissioner is away from Head Office or on leave.

(2) The Director Administration will be assisted by the following officers:—

- (a) Deputy Director (Admn)
- (b) Law Officer
- (c) Administrative-cum-Security Officer
- (d) Transport Officer.

(3) The duties of Deputy Director (Admn), Law Officer, Administrative-cum Security Officer and Transport Officer will be as under:—

(a) DEPUTY DIRECTOR (ADMN):

- (i) Disposal of the cases relating to Administration Department.

- (ii) Processing of cases relating to appointments, transfers, postings, promotions, disciplinary cases and all kinds of leave etc.
- (iii) Maintenance of office records.
- (iv) Supervision of work assigned to the staff working under him.
- (v) Maintenance of confidential office files and records.
- (vi) Processing of cases relating to purchases and preparation of minutes of Central Purchase Committee meetings.
- (vii) Processing of cases relating to all types of advances.
- (viii) Any other work assigned to him by the Director Administration.

(b) LAW OFFICER:

- (i) He will assist the Legal Adviser of the Institution in all the Court cases filed by/against the Institution.
- (ii) He will also render necessary assistance in disposal of cases of appeals filed under Section 57 and 58 of the Social Security Ordinance.
- (iii) He may also be required to assist in the disposal of service and allied matters.

(c) ADMINISTRATIVE—CUM—SECURITY OFFICER:

- (i) Security of building, equipment and furniture.
- (ii) Maintenance of fire-fighting equipment and assignment of fire-fighting job to a trained person.

- (iii) Cases relating to payment of T.A/D.A. bills.

- (iv) Payment of Telephone bills and shifting and installation of telephones.
- (v) Payment of electricity, gas and other bills.
- (vi) Maintenance and repairs of office vehicles and POL expenditure.
- (vii) Maintenance and repair of office type-writers and other equipments.

(d) TRANSPORT OFFICER:

- (i) Transport Officer will be responsible for the efficient maintenance of Office Vehicles and its repairs whenever considered necessary.
- (ii) He will be responsible for the proper maintenance of vehicles' Log Books.
- (iii) He will maintain the records of all vehicles (including Maintenance Book) relating to insurance, taxes payment and other documents of the Vehicles of the Institution.
- (iv) Any other duty assigned to him by the Director Administration.

RECEIPT AND ISSUE:

3. All the incoming mail addressed to Head Office will be received in Administration Section by the Controller of Dak. The mail will be entered in Receipt Register and put up to the respective Heads of Departments to whom it is addressed. The Dak after it has been seen by the Commissioner will be sent to the respective Heads of Departments to whom it is marked. Similarly all the out going letters from

various Departments at the Head Office will be entered in despatch register by Despatch Assistant and despatch number will be indicated on office copy of the letter for reference purposes.

APPOINTMENTS/PROMOTIONS & SENIORITY:

4. All the cases of appointments and promotions will be dealt with by the Administration Department in accordance with the provisions of SESSI Service Regulations, 1976. This Department will also maintain seniority of employees.

TRANSFER AND POSTING:

5. Transfer and posting of all employees will be dealt with the Administration Department.

GRANT OF LEAVE:

6. All cases of grant of leave to the Head Office staff shall be dealt with by the Administration Department. The cases of earned leave in respect of the employees in grade-16 and above working in sub-ordinate offices shall also be dealt with by the Administration Department in the light of the leave rules applicable to them.

DISCIPLINARY CASES:

7. The Commissioner having been appointed as Authority under the E & D Rules, 1973 as adopted by the Institution, is alone competent to order initiation of disciplinary action against employees of the Institution. If the Commissioner decides to initiate disciplinary action against an employee he will pass orders to this effect appointing an Authorised Officer to take disciplinary action against the person complained against. All enquiries shall be conducted in accordance with the provision of Sind Civil Servants (Efficiency & Discipline) Rules, 1973 as adopted by the Institution.

GRANT OF HOUSE BUILDING/HOUSE RENT, MOTOR CYCLE ADVANCE AND OTHER ADVANCES:

8. The employees in all class of service eligible for grant of various advances, shall send their applications through their controlling authority to the Head Office which will be processed in the Administration Department under the prevailing procedure before they are put up to the Commissioner for sanction.

RETIREMENT/GRATUITY:

9. All cases of retirement of employees whether posted in subordinate offices or Head Office and consequential payment gratuity, Group Insurance or other retirement benefits will be dealt with by the Administration Department.

GRANT OF ADVANCE INCREMENTS/HONORARIA:

10. The Commissioner being solely competent to grant advance increments/honoraria in recognition of good work and meritorious services, all applications/recommendations will be addressed to the Commissioner. The Administration Department shall examine the recommendations in the light of standing instructions, service record of the recommendee concerned and submit the same to the Commissioner.

PURCHASE OF STATIONERY, FURNITURE, EQUIPMENT AND VEHICLES:

11. The purchase of all the requirements of the Head Office, shall be made by the Administration Department in accordance with the provisions of the Purchase Regulations.

PAYMENT OF SALARY AND ALLOWANCES:

12. The Administration Department will prepare the salary bills

of the employees in BPS 1 to 15 working at Head Office. Similarly all cases for grant of allowances will also be dealt with by this Department. The T.A/D.A. bills of all officers of BPS-18 and above, and all class of employees at the Head Office will also be processed in the Administration Section.

13. In addition to the above, the Administration Department will be responsible for making payment of bills relating to electricity, telephone, POL and Gas etc., in respect of Head Office.

TRANSPORT:

14. The Administrative-cum-Security Officer at the Head Office is the overall incharge of the entire transport of the Institution including maintenance, repairs, payments of taxes etc. In his duties he is assisted on technical matters by a Transport Officer.

15. The transport of the Institution is divided into two divisions:-

- (1) Administrative Transport.
- (2) Medical Transport.

16. The transport mentioned above is used for administrative duties, conveyance of staff where authorised by the Commissioner and conveyance of secured workers from Medical Centres of the Institution to hospitals etc. etc.

17. All transport being used on authorised duties will be duly entered in the log book of the vehicle and signed by the person using transport. In case of secured worker, the name of the worker being transported will be written in the log book and signed by the authorised officer of the Institution.

TRANSPORT ON PAYMENT:

18. Transport on payment for amenity purpose may be allowed by

an officer so authorised. The mileage covered shall be assessed by the Transport Officer and payment at the prescribed rates shall be deposited by the employee concerned.

SECURITY OF TRANSPORT:

19. The driver posted on a certain vehicle is at all times responsible for security of the vehicle against any damage, theft etc., except when being parked in Institution's premises looked-after by Institution's Chowkidar. The driver will also be responsible for correct accounting of all the kit and equipment of the vehicle at all times.

SPEED LIMITS:

20. These will be observed strictly in accordance with the Traffic Rules prevailing in the area where transport is being used.

DOCUMENTS:

21. The following documents will be maintained in respect of transport of the Institution:-

- (1) Log Book.
- (2) Register of Drivers.
- (3) Register of repairs of vehicles.
- (4) Register of POL.
- (5) Register of Insurance.
- (6) Register of maintenance.

ACCIDENTS:

22. All accidents where damage initially assessed is over Rs. 100/- shall be inquired into by an Enquiry Officer in which causes of accident, assessment of loss and fixing of responsibility shall be determined.

REPORTS AND RETURNS:

23. The following reports and returns will be sent to the Director Administration at Head Office by all sub-ordinate offices in respect of transport:—

- (1) Accident Report (on occurrence).
- (2) Monthly vehicle returns.
- (3) Monthly drivers statements showing name and number of drivers in service.

CHECKING OF TRANSPORT:

24. Transport will be checked daily by the driver as to its fitness for out-door duties.

25. All vehicles of the Institution will be inspected by the Transport Officer on weekly basis.

26. All work relating to survey of establishments, registration of employers and secured persons, collection of contribution and payment of cash benefits shall be done at the Local Directorates of the Institution.

27. The Director Incharge of a Field Directorate shall be assisted by the officers in the discharge of his duties.

28. DEPUTY DIRECTOR:

(1) Administrative supervision of the Directorate including processing of cases of appointment, promotion, termination, increments, leave, postings/transfers, disciplinary cases etc.

(2) Control over receipt and despatch of mail of the Directorate.

(3) To receive all complaints as Officer Incharge of Complaints Cell and to take remedial steps.

(4) Supervising preparation of all periodical returns and their timeous submission to the concerned officers.

(5) To conduct enquiries in matters relating to contribution, registration and cash benefits wherever required.

(6) To make arrangements of all meetings to be held at the Directorate.

(7) Operating Imprest Account to meet expenditur on petty requirements of the Directorates.

(8) Visits to Pay Offices and periodical inspections.

(9) Convening meetings of Local Advisory Committee and keeping records of its proceedings/implementation as Secretary.

(10) Attending courts in connection with cases under litigation.

(11) Other specific duties entrusted by the Director.

29. ACCOUNTS OFFICER:

(1) Receive cash and cheques on account of S.S. Contributions and other receipts.

(2) Supervision of maintenance of cash books.

(3) Member, Local Purchase Committee.

(4) Posting of General Ledger.

(5) Writing of cheques in respect of all payments and maintenance of cheque book Register.

(6) Preparation of Budget Estimates.

(7) Supervision and maintenance of Payment Vouchers, Transfer Vouchers, Ledger and other Accounts Records.

(8) Posting in Subsidiary Ledger including Employers in Arrear Ledger.

(9) Preparation of monthly Trial Balance Statement (F-16).

(10) Preparation of Transfer Vouchers.

(11) Preparation of any Accounts Statements>Returns desired by Local Director or Head Office.

(12) Supervision of Cashier's work.

(13) Maintenance of individual C.P. Fund Accounts of Institution's employees and related correspondence.

30. AUDIT OFFICER:

(1) Audit of all Accounts of Local Office including Petty Cash.

(2) Audit of monthly accounts (F-1/).

(3) Audit of monthly accounts (F-16).

(4) Audit of Bills of all Local Purchases.

(5) Preparation of Bank Reconciliation Statements (Current and Collection Accounts).

(6) Audit of Contribution and visits to industrial/commercial establishments.

(7) Audit of Bills of doctors on retainer-fee basis.

(8) Audit of bills of Pay and Allowances of Officers and Staff.

(9) Audit of payments relating to Administrative expenditure.

(10) Audit of Cash Benefits at Directorate and all Pay Offices.

(11) Any other duty specifically assigned by the Director Audit, Head Office or Local Director.

31. SSO (C), INCHARGE, CONTRIBUTION SECTION:

(1) Conducting Survey of uncovered establishments (through SSOs in the field) and preparing consolidated lists of establishments for submission to Head Office recommending notification.

(2) Registration of employers and disposal of all correspondence relating to it.

(3) Taking effective steps to recover S.S. Contribution/arrears and maintenance of records thereof.

(4) Issuing Demand Notices to employers.

(5) Receipt of monthly contribution schedules from employers, their checking and clearance of discrepancies through correspondence.

(6) Compilation and timely submission of statistical returns and Progress Reports relating to Contribution and allied matters.

(7) Maintenance of stocks of contribution forms, their receipts and issues.

(8) Issue Notices of recovery of arrears under Land Revenue Act and keeping records thereof.

32. SOCIAL SECURITY OFFICER (C):

- (1) Survey of uncovered establishments for coverage under the Social Security Ordinance.
- (2) Recovery of Social Security Contribution and arrears.
- (3) Delivery of necessary forms to the notified employers.
- (4) Verification of contribution and registration records of the employers.
- (5) Investigation of complaints of all nature by visit to the registered establishments, S.S. dispensaries etc.
- (6) Collection of Statistical Data from employers from time to time.
- (7) Delivery of Cash to SSO (B) at Pay Offices for disbursement of Cash Benefits to secured persons, if required.

33. SOCIAL SECURITY OFFICER (B):

- (1) Processing, preparation and authorisation of all benefit claims.
- (2) Arrangement of medical boards of secured workers for ascertaining degree of disability. Award of Pensions and Gratuity to workers.
- (3) Maintenance of individual claim Wallets of secured workers in main and live runs.
- (4) Investigation in removal of complaints relating to cash benefits through S.S.O. (C).
- (5) Collection of data and compilation and submission of statistics periodical returns and progress reports relating to cash benefits.

- (6) Maintenance of stocks of Benefits Forms, their receipt and issues.

- (7) Disposal of complaints of secured workers regarding payment of cash benefits.

34. SOCIAL SECURITY OFFICER (R):

- (1) Registration of secured persons, preparation and despatch of R-5 Cards and Medical History Books.
- (2) Maintenance of records of registration of secured persons.
- (3) Attachment of secured persons to S.S. dispensaries and retainer doctors, preparation and despatch of lists of attachment and maintenance of relevant registers, files and statistics.
- (4) Compilation and submission of statistics returns and progress reports, relating to the registration of secured persons.
- (5) Maintenance of stocks of Registration Forms, their receipt and issues.
- (6) Periodical re-registration of secured persons.
- (7) Periodical confirmation of the employment of secured persons in registered establishments with a view to updating the records of registration and attachment of secured persons through Turn Over Reports and/or the reports of S.S.Os (C).

35. GENERAL ASSISTANT, ADMINISTRATION SECTION:

- (1) Repairs, cleanliness and maintenance of office building premises, lawns etc.

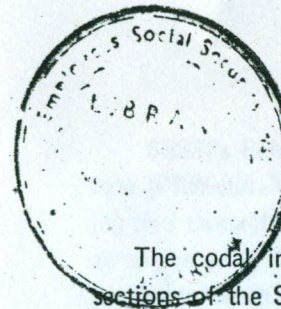
- (2) All correspondence on administration and general matters.
- (3) Maintenance of stock of stationery forms contingent items, all dead stocks, its receipt and issues.
- (4) Work relating to all purchases, inviting tenders, quotations, preparation of comparative statements, placing supply order etc.
- (5) Receipts of all bills including bills of retainer doctors and preparation of payment vouchers and maintenance of its records.
- (6) Preparation/consolidation of statistical returns and reports.
- (7) Preparation of budget estimates and assisting the Accounts Officer in this connection.
- (8) Consolidation of Annual Administration Report.
- (9) Issuing all payment orders after examining each cash-warranting payments.
- (10) Arranging service/repairs to type-writers, duplicating machine, Calculators and other items of equipment/furniture and fixture.



**SIND EMPLOYEES' SOCIAL
SECURITY INSTITUTION**

CODE OF STAFF INSTRUCTIONS

PRW-CUM-TRI & ENGINEERING DEPARTMENT



PREFACE



The codal instructions governing internal working of various sections of the Social Security Institution were drafted by foreign experts in 1966 i.e. before the inception of Social Security Scheme (1st March, 1967). Ever since then, radical changes have taken place in Social Security legislation (Ordinance, Rules and Regulations) which have rendered the codal instructions obsolete. Further, creation of some new departments and field offices in the Sind Employees' Social Security Institution have also warranted necessary amendments, alterations and additions to the Code.

A departmental committee was, therefore, constituted to go through various portions of the Code and suggest amendments after joint deliberations. The committee scrutinised each and every part of the Code and submitted its recommendations. Later, the amendments were scanned by the respective heads of departments. As a result of these concerted efforts, the Code of Staff Instructions has been revised for the first time during the past two decades.

The present book is the approved version of the revised Code of Staff Instructions. It deals with the working of PRW-CUM-TRI & Engineering Departments. It is hoped that with the revision of the Code, the working of the Institution would become smoother as chances of lapses, duplication, confusion, etc. now stand obviated.

BRIG (RTD) S. M. BAQAR NAQVI
Commissioner

5th January, 1985

PUBLIC RELATIONS WING-CUM-
TRAINING & RESEARCH INSTITUTE



SESSI's Public Relations Wing-cum-Training & Research Institute (PRW-cum-TRI) shall be responsible for public relations, training and research functions of SESSI. The Director will be the overall in charge of the Institute. The following duties/functions shall be performed by this Institute:

2. PUBLIC RELATIONS

(1) Determining needs and effective modes/media of SESSI's publicity, designing publicity campaign, etc.

(2) Producing literature (books, brochures, pamphlets, posters, documentary films, etc.) highlighting different aspects of Social Security Scheme and its circulation/distribution amongst SESSI officers, Governing Body members, employers, workers, scholars, important personalities, Press, Government departments, training/medical institutions, Social Security Institutions, libraries, ISSA, ILO and other national/international agencies/personalities.

(3) Projecting and publicising SESSI's activities and services in the press, Radio and T.V. by issuing press releases, photographs, articles, special supplements, complimentary ads, interviews, letters to editors, clarifications, rebuttals, etc.

(4) Maintaining records of press clippings and their submission to the Commissioner and other concerned places/persons. Purchasing selected newspapers/journals for this purpose. Preparing annual summaries of press clippings for submission to the Governing Body and other important agencies/personalities.

(5) Arranging facility visits of journalists to various places (SESSI hospitals, dispensaries, directorates, etc.).

(6) Adopting various measures within the means of the Institution to ensure fullest cooperation of the journalists and other concerned persons for promotion of the activities of SESSI.

(7) Arranging Official functions of the Institution as and when required.

(8) Providing any information about the working of Social Security Scheme to the press or other outside agencies/personalities.

(9) Keeping liaison with the provincial and federal Labour Departments, International Labour Organisation (ILO), International Social Security Association (ISSA) and other concerned organisations in connection with projection and promotion of Social Security Scheme.

(10) Visiting newspaper offices, Press Club and other related agencies/personalities during and/or after office hours for P.R. work.

(11) Preparing draft messages/speeches of Chairman, Governing Body and Commissioner SESSI for various occasions concerning the working of the Institution.

(12) Arranging appointment of advertising agents of SESSI and dealing with other related matters.

(13) Arranging release of SESSI's advertisements, determining their sizes and equitable distribution of ads to various newspapers/journals.

(14) Arranging press conferences, press interviews, radio press conference of Commissioner and other important functionaries of SESSI.

(15) Publishing regular house journal depicting the activities of the Institution.

(16) Issuing clearance for the publication of write-ups/statements in the newspapers/journals by the employees of SESSI.

(17) Inviting tenders/quotations for the printing of publicity materials, Governing Body minutes and Annual Reports.

(18) Arranging photographs of SESSI activities/buildings for press and records purposes.

(19) Maintaining SESSI's library, selecting & purchasing books newspapers & journals authorizing payment of newspapers & journals.

(20) Liaising with various offices/departments of SESSI to obtain their comments on adverse news or arranging Institution's publicity.

3. TRAINING

(1) Imparting in-service training to SESSI employees, preparing training schedules and making necessary adjustments therein (if required), conducting training exams, dealing with administrative matters of the employees detailed on training, arranging award of certificates, etc.

(2) Conducting Joint Training Workshops of employers and workers with a view to educating them about their rights and duties under the Scheme.

(3) Conducting Departmental Examinations of SESSI employees from Grade-5 to 15 as per Government's standing instructions.

(4) Deputing SESSI employees (professionals and non-professionals) on foreign/local training courses.

(5) Collaborating with other educational and training institutions.

tutions in designing and conducting training courses at SESSI's Training & Research Institute.

(6) Representing SESSI at local and foreign (relevant) seminars and conferences with the approval of appropriate authority.

(7) Conducting study tours of trainees to various organisations and conducting study tours of the representatives of other organisations to SESSI.

(8) Maintaining liaison with the outside speakers and taking necessary measures within the means of SESSI to ensure their cooperation in the training activity of SESSI.

4. RESEARCH & STATISTICS (BIO-STATISTICAL CELL)

(1) Devising statistical proformas, charts, schedules, etc., for collection of information after scrutinising the present returns and ascertaining the actual needs of the Institution.

(2) Collecting periodical/special statistical returns; from all field offices of the Institution (Local Directorates, Medical Circles, Hospitals, etc.) and various departments of Head Office on Administration, Medical, Cash Benefits, Contribution, Registration, etc.

(3) Coordinating with the Medical Department for the preparation of Inventory Control System and improvement in the present system of indenting of medicines as recommended by the FIC.

(4) Collecting information/data from H.O. Departments on annual basis and preparing summaries of Basic Facts for cir-

ulation to all concerned.

(5) Scrutinizing periodically, attachment of workers to Social Security dispensaries/ clinics of approved retainer doctors including reconciliation of records of fresh registration of the secured workers.

(6) Obtaining statistical data for Annual Reports of the Institution from all field offices, pruning, consolidating and compiling them in the form of Annual Reports for submission to the Governing Body for approval.

(7) Preparing charts, graphs, schedules, etc., for Annual Reports of SESSI and for display whenever/wherever required.

(8) Paying field visits to the registered establishments to look into the problems of workers/employers in coordination with the Local Directorates/Medical Circles, preparing summaries of the visits and making proper follow-up for implementation of the decisions of the Commissioner in this regard.

(9) Collecting data about Cash Benefits, Contribution, Registration of workers and employers, OPD Attendance at dispensaries, hospitals, etc. from various offices and compiling them for issue of monthly press release on the activities of SESSI.

(10) Visiting field offices of the Institution to ensure that statistical records are being properly maintained there.

(11) Undertaking any research project entrusted to it by the Commissioner/Governing Body.

(12) Keeping a protracted liaison with the Finance and Audit Departments of the Institution for periodical actuarial valuation of SESSI.

(13) Compiling and furnishing statistical information required by Federal Social Security Council, Federal Ministry of Labour, Provincial Labour Department, etc.

(14) Publishing periodical Statistical Bulletin regarding activities of the Institution for internal as well as external circulation to Provincial Labour Department, Federal Ministry of Labour, ILO, ISSA, etc.

(15) periodical special reports required by the Federal/Provincial Governments or any other agency about any aspect of the working of the Institution.

5. DUTIES OF DEPUTY DIRECTOR

(1) Maintaining effective liaison with the mass-media and keeping regular contact with the Press.

(2) Preparing Press Releases and the other publicity material highlighting activities and functions of SESSI.

(3) Maintaining upto-date records of press-clippings, photographs, etc. Preparing the summary of press-clippings for submission to Governing Body.

(4) Preparing rebuttals, clarifications of adverse news.

(5) Assisting the Director in arranging official functions and effective press coverage of the functions.

(6) Assisting Director in preparation of messages/speeches of Chairman Governing Body and Commissioner SESSI.

(7) Assisting Director in arranging publicity of Social Security Scheme through supplements, house journal, booklets, pamphlets, posters, etc.

(8) Assisting and organising press conferences, interviews of SESSI officers.

(9) Visiting press club and media offices for effective public relations with the press people.

(10) Releasing SESSI's advertisements to newspapers/journals and other publications.

(11) Conducting visits of journalists to SESSI's hospitals, dispensaries, field offices, etc.

(12) Dealing with the administrative matters of the officers and staff of the Institute.

(13) Controlling despatch and receipt of letters.

(14) Maintenance and upkeep of files, registers, furniture and fixtures, stationery, books, newspapers and other articles received in and issued from the Institute.

(15) Any other duty assigned by the Director.

6. DUTIES OF INSTRUCTOR

(1) Designing/revising syllabi for the training courses of

- a) SESSI employees
- b) Workshops of workers and employers
- c) Departmental examinations

(2) Designing schedules of training courses for (a), (b) & (c) above in collaboration with speakers of specific courses.

(3) Obtaining nominations of various in-service training courses, training workshops of employers and workers and departmental examinations.

(4) Contacting Guest speakers of various organisations and Institutions for courses at SESSI.

(5) Preparing and arranging training material for various lectures in collaboration with the speakers concerned.

(6) Dealing with the administrative matters of the trainees of various in-service courses.

(7) Delivering lectures to the participants of in-service training courses/workshops.

(8) Preparing evaluation report of various in-service training courses.

(9) Noting the deliberations/discussions of various in-service training courses/workshops, preparing summaries thereof for submission to Commissioner.

(10) Setting of Question papers for in-service training courses and departmental examinations.

(11) Conducting examinations at the conclusion of various in-service training courses.

(12) Checking of papers and compilation/circulation of results.

(13) Making proper follow up of the decisions regarding implementation of deliberations.

(14) Conducting departmental examinations of SESSI employees from grade-5 to 15.

(15) Procuring teaching aids and other training equipment.

(16) Keeping upto-date records of all training courses/training workshops/departmental examinations and outside training courses.

(17) Processing all cases of training of SESSI employees in outside organisations (local and foreign).

7. DEPUTY DIRECTOR (RESEARCH & STATISTICS)

(1) Supervising the staff of Statistical Cell in performing all the duties/functions assigned to the Cell by the Governing Body, any other authorized officer.

(2) Paying field visits to the registered establishments to look into the problems of workers/employers and submitting report to the Director alongwith appropriate recommendations for orders. Making proper follow up for the implementation of the decisions of the Commissioner.

(3) Paying field visits to Local Directorates, Medical Circles, dispensaries and hospitals in connection with proper maintenance of statistics and cross-checking of Statistical information communicated to Head Office by the field office.

(4) Coordinating with Finance Department for preparation of actuarial report.

(5) Delivering lectures on the subject of Statistics in the various programmes conducted by PRW-cum-Trl.

(6) Preparing special reports for transmission to provincial/federal ministries and other allied agencies/departments.

(7) Compling, coordinating and finalizing Annual Reports of SESSI till thestatgeof its printing.

(8) Preparing summaries of annual 'Basic Facts of SESSI' and statistical bulletin regarding activities of the Institution for internal as well as external circulation.

- (9) Supervising any Research Project entrusted to the Cell by the Commissioner/Governing Body.

8. STATISTICAL OFFICER NO.1

- (1) Assisting the Deputy Director (Research & Statistics) in devising statistical proformas, charts, schedules, etc. for collection of information regarding registration of workers/employers, contribution and benefits.
- (2) Collecting, scrutinising, compiling, consolidating and maintaining all statistical information pertaining to registration, contribution and cash benefits.
- (3) Paying field visits to Local Directorates for reconciliation of any information pertaining to registration, contribution and cash benefits.
- (4) Assisting in the preparation of annual reports and charts and graphs therefor.
- (5) Preparing summaries of Institution's activities regarding registration, contribution and cash benefits on monthly/annual basis.
- (6) Working on Research Projects.
- (7) Compiling and furnishing statistical information required by Federal Social Security Council, Federal Ministry of Labour and Provincial Labour department.
- (8) Any other duty assigned to him by the Director/Deputy Director (Research & Statistics).

9 STATISTICAL OFFICER NO. 2

- (1) Assisting the Deputy Director (Research & Statistics) in devising statistical proformas, charts, schedules, etc., for collection of information regarding medical care facilities under SESSI.
- (2) Collecting, scrutinising, compiling, consolidating and maintaining all the statistics pertaining to medical department received from dispensaries, medical circles, poly-clinic and hospitals of the Institution.
- (3) Assisting in preparation of annual reports pertaining to medical activities and preparing charts thereof.
- (4) Preparing summaries of Institution's activities pertaining to medical department on monthly/annual basis.
- (5) Working on Research Projects of SESSI.
- (6) Any other duty assigned to him by the Director/Deputy Director.

SESSI's ENGINEERING SERVICES shall comprise the following activities:

(1) Capital Services

Provision of new works, additions and alterations, purchase of land and buildings including all work necessary to bring into use old and newly purchased buildings (alongwith purchase of furniture, internal fittings, fixture, etc.).

(2) Maintenance Services.

These include all the necessary repairs and upkeep of the works referred to in (i) above.

DUTIES OF HEAD OF ENGINEERING DEPARTMENT:

2. The Director Engineering will be the Technical Head and will act as the Engineering adviser to the Commissioner. He will be responsible for all the technical sanctions, preparation of budget, appropriations and re-appropriations (within the available funds), efficient administration and general professional control of all the works under him.

CONTROL

(1) Administrative Approval.

For every work, it is necessary to obtain, in the first instance the concurrence of the Commissioner. This formal acceptance of the proposals will be termed as "Administrative Approval" of the work.

(2) Technical Sanctions.

Technical sanctions of the estimates shall be accorded by the Director Engineering.

(3) Financial Control.

He will exercise financial control of different projects within the approved budgetary limits in conjunction with Director Finance.

CENTRAL PURCHASE COMMITTEE

3. The Director Engineering shall call tenders for new projects and repair/maintenance works through press as per regulations of the Institution after due pre-qualification/checking and submit the same to the Central Purchase Committee of the Head Office comprising himself & Director Finance as Members and the Vice Commissioner as Chairman. The Committee shall, after due scrutiny, recommend to the Commissioner about the award of works who will finally approve/disapprove the same.

4. DUTIES OF STAFF

(1) Engineer/Sub-Engineer (Civil)

The Sub-Engineer (Civil) shall be responsible for the supervision of all the new projects and the maintenance works at Karachi & interior of Sind. He shall be responsible to the Director Engineering.

(2) Engineer/ Sub-Engineer (Electrical)

All the electrical works including maintenance works at Karachi & interior of Sind shall be looked after by the

Sub-Engineer (Electrical). He shall be responsible to Director Engineering.

(3) Supervisor/Work Mistry

The day-today supervision shall be done by Supervisors/ Work Mistries posted at various sites by the concerned Sub-Engineer or the Head of Department.

(4) Draftsman

He will prepare the required sketches & drawings of all the work & keep the same in records properly.

(5) Estimator

He will prepare the estimates of all the works including recording of measurements at site.

ADMINISTRATION

(6) Stenographer

He will be responsible for all dictation & typing work of Engineering Department.

(7) Assistant

All the records of projects & payment to contractors shall be maintained by him. He shall be responsible to keep the files in tidy condition, maintain the records of leave of all staff and the register of properties & ensure that property documents are kept in safe custody.