



Sindh Employees' Social Security Institution

Government of Sindh

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Karachi January 30 200

To,

1. The Vice Commissioner,
SESSI, Head Office.
2. Medical Advisor,
SESSI, Head Office.
- ✓ 3. All Directors, (Div TRI)
SESSI, Head Office.
4. All Directors,
Field Directorates.
5. All Medical Superintendents,
SESSI Hospitals.
6. Administrator,
S.S. Landhi Hospital.
7. All Senior Medical Officers,
SESSI Head Office & Medical Circles.

SUBJECT: DISTRIBUTION OF WORK/DELEGATION OF POWER

In supersession of SESSI Head Office letter No.SS-ADMN-1488 dated 15-9-1994 and all previous orders/instructions/directives on the subject matter, the attached delegation of powers/duties/distribution of work of Vice Commissioner, Medical Advisor, Directors, Medical Superintendents, S.M.Os. and other officers of SESSI is ordered with immediate effect.

Pl. disem

Dec 11

(ASAD ASHRAF MALIK)
PPM:PSP
COMMISSIONER

30/1/2

VICE COMMISSIONER

ADMINISTRATIVE POWERS:

- 1) To hear cases u/s 57 in absence of the Commissioner or whenever delegated to do so.
- 2) Powers to appoint all official from BPS-1 to BPS-15 of Administration Side in accordance with the Service Regulations on the recommendations of the relevant Selection Board.
- 3) Powers to sanction earned leave upto 30 days to the employees from BPS-12 to 16 in accordance with Leave Rules involving no substitute arrangements.
- 4) Powers to sanction leave upto one month to para-medical staff where no substitute is required.

FINANCIAL POWERS:

- 1) Powers to sanction all types of routine payments upto the limit of Rs.5,000 at a time after its usual pre-audit.
- 2) Powers to sanction C.P Fund/G.P.Fund Advance to all employees in accordance with C.P.Fund/G.P.Fund Regulations.
- 3) Powers to sanction House Rent Advance as per standing instructions to employees of the Institution from BPS-12 to BPS-16.
- 4) Powers to sanction reimbursement of medical expenses to secured workers and employees of the Institution from Rs.5001 to Rs.8000/-
- 5) Powers to sanction the bills of pharmaceutical suppliers upto Rs.20,000/-
- 6) Powers to sanction encashment of leave to the employees in BPS-1 to BPS-16.

MISCELLANEOUS DUTIES:

- 1) Holding of sports and cultural activities. Formation of teams to represent SESSI in inter-city and local competitions.
- 2) Inspections: To carry out formal inspections of medical establishments, Directorates and various branches of Head Office as per guidelines given from time to time.
- 3) C.B.A: Preliminary negotiations regarding charter of demand. Liaison with C.B.A. and addressing of their genuine problems. However in matters of transfer, disciplinary matters, etc. strict adherence to rules and procedures will be maintained and it will remain the sole prerogative of the competent authority.
- 4) Building/Security: He will ensure that Director Administration and his staff maintain the upkeep and security of the Head Office in best possible shape.

ADMINISTRATION DEPARTMENT

The Administration department is responsible to deal with the administrative and establishment matters of all the employees of SESSI irrespective of their grade and place of posting, provided they are on Administration side. The Director Administration is the head of the department who is assisted by One Deputy Director, one Law Officer, one Admin cum Security

DIRECTOR ADMINISTRATION

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- A) To process cases of appointment, promotions and transfer and posting of employees irrespective of grades.
- B) To convene the meeting of Appellate Committee of SESSI constituted by the Governing Body to hear appeals against the order of the Commissioner/Authority
- C) To convene meeting of Departmental Promotion Committee (headed by Secretary Labour & Transport as Chairman) which considers cases of appointments, promotions, grant of selection grade and move-over to Officers in grade-18 and above
- D) To convene meeting of Departmental Promotion Committee (headed by Vice Commissioner as Chairman) which considers cases of appointments, promotions, grant of selection grade and move-over to employees in grade-1 to 17
- E) To initiate disciplinary action under E&D Rules and impose penalties.
- F) To deal with Labour and Transport Department, Government of Sindh and other government/semi government organization in connection with administrative matters of SESSI.
- G) To prepare and submit statistical returns to various governments departments.
- H) Maintenance of Annual Confidential Reports of all officers of SESSI on administration side.
- I) Convening meetings of Central Purchase Committee for purchase of office equipment, furniture and fixture, stationery items etc.
- J) Maintenance of institution's fleet of vehicles.

DEPUTY DIRECTOR (ADMINISTRATION)

- A) To maintain personal files and service records of all officers/official on admn. Side.
- B) To maintain upto-date seniority list of all officers/official of Admn. Side.
- C) To process and arrange payment of /Group Insurance.
- D) To process leave, increments and fixation of pay cases of officers/officials on Admn. Side.
- E) To process cases of House Building/Car/Motor-cycle loans
- F) To process leave encashment cases of officers/officials in BS-1 to 16.
- G) To process the House Rent advance in respect of both officers and official irrespective of grades on Medical side as well as administration side.
- H) To process and recommend ex-Pakistan leave cases of officers and officials to Labour and Transport Department, Government of Sindh.

LAW OFFICER.

- A) Dealing with the cases under section 57, 58 of PESS Ordinance, 1965 and other judicial matters.
- B) To give opinion of Legal ground by him self or with the help of Legal Adviser.
- C) To plead the application before the Commissioner in the hearing of cases to filed under section 57 and 58.
- D) To prepare order/decision taken by the Commissioner, during the hearing under section 57 & 58 of PESS Ordinance, 1965.

- E) To attend the hearing with the Legal Adviser, before the S.S. Court, High Court etc., where needed on behalf of the Institution.

ADMN-CUM-SECURITY OFFICER

- A) General cleanliness of Head Office building, security arrangements, preparation of duty roster of staff.
- B) Process payment of T.A./D.A. bills of officers/official working at Head Office working at Head Office and field offices.
- C) Processing payment of electricity, gas, telephone, newspapers and other bills.
- D) Purchase of office equipment, furniture and fixture items.
- E) Convening the meeting of Central Purchase Committee for purchasing of office equipment, furniture and fixture items etc.
- F) Preparation of tender document of printing, stationery, liveries/shoes and office equipment items etc.
- G) Correspondence with Labour and Transport Department, Government of Sindh and correspondence with field offices of the Institution on the issues received from the Labour and Transport Department, Government of Sindh.
- H) Purchase of printing, stationery liveries/shoes, items for Head Office.
- I) Maintenance of fire fighting equipment at Head Office.
- J) Maintenance of office equipment, i.e. typewriters, photocopiers, etc.
- K) Arrangement of lunch/refreshment for the official meetings.

TRANSPORT OFFICER

- A) He is responsible for proper maintenance and repairing of vehicles.
- B) He arranges registration of vehicles, payment of tax, insurance etc. of all the vehicles of the Institution and maintains records thereof.
- C) In case of loss or damage to SESSI's vehicles, he files claims with National Insurance Corporation and arranges recovery of the amount settled.
- D) He arranges auction of old/unserviceable vehicles of SESSI through Central Purchase Committee.
- E) He is also responsible for the purchase of new vehicles as per allocation of funds approved in the budget through convening meeting of Central Purchase Committee.
- F) He arranges provision of transport to the female staff of Head Office in lieu of conveyances allowance.
- G) He exercises control over the duties of drivers and auto-mechanics.

AUDIT DEPARTMENT

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The Department is headed by the Director, who is assisted by two Deputy Directors, three Audit Officers at Head Office and all the Audit Officers, posted in the field offices of the Institution. The Audit Department is responsible for the internal audit of accounts of SESSI.

DIRECTOR (AUDIT)

- A) To supervise the internal audit being as head of the Audit Department.
- B) To watch the functioning of the Audit Officers stationed at field offices through monthly Audit report submitted by them.
- C) To examine and recommend the cases of service/technical matters, as the case may be, for final decision to the competent authority.
- D) To exercise over all look to the utilization of funds as provided in the Budget estimates of the Institution.
- E) To give advice/comments on the final accounts of the Institution.
- F) To draw attention to general weaknesses of organization and points, where it is thought that procedure or practice could be improved and the efficiency of the administration increased.

DEPUTY DIRECTOR (AUDIT)

- A). Correspondence regarding the policy matters, Accounts, Bank reconciliation statement and audit reports.
- B). Re-checking of records in respect of appeal filed before the Commissioner, under section 57 & 58 of S.S. Ordinance.
- C). To audit the payment of construction bill and medical equipment bills, P.O.L. bill, Group Insurance and legal cases etc.
- D). To check the external audit report and final accounts.

AUDIT OFFICER

- A) Preparation of Bank reconciliation statement of all the bank accounts of Head Office.
- G) Verification of transfer vouchers in respect of Accounts, G.P. Funds, Benevolent fund and Education Cess etc.
- H) To examine the medical reimbursement, cases of secured workers and employees of the Institution.
- I) Verification/authorization of Pension, full and final settlement of retired employees, G.P. Fund and monthly pension etc.
- J) Pre-audit of pay of employees, annual increments and move over cases, salary of employees, T.A./D.A. bills, all accounting vouchers, telephone, electricity and gas bills etc.
- K) Pre-audit of loan and advances to officers and official of the Institution.

FINANCE / ACCOUNTS / PG & GP FUND BOARD

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The Finance Department and Accounts Department are headed by the Directors, who are assist by the six (6) Accounts Officers and other ministerial staff.

After optioning the Pension Scheme by the Institution for the SESSI's employees on 01-07-1986, the works of P.G.F. and Benevolent Fund Board had been assigned to Director Finance and Director Finance supervises the section as Secretary, G.P.F., B.F. AND P.G. FUND Board.

DIRECTOR FINANCE/SECRETARY PG & GP FUND BOARD

- A. Preparation of Annual budget and revised budget.
- B. Chennelization of remittance of filed offices. collection of contribution from field office and controlling of all receipt and payment and transfer fund to the field offices.
- C. To invest the surplus fund and liaison on it maturity.
- D. Re-appropriation under sub-head of accounts in the same control head of account within the approved budgetary allocation.
- E. Coordination with the Bankers.
- F. To supervises the P.G.F., B.F. and G.P. Fund Board.
- G. To sign the cheques.
- H. Act as a Member of Central Purchase Committee

ACCOUNTS

DIRECTOR ACCOUNTS

- A. To supervise the Accounts Department to ensure that the financial accounting rules of the Institution are strictly observed
- B. Anangement of external audit of the accounts and follow up the audit observation and finally placing the audited accounts before the Governing Body for approval.
- C. To work as a Budget controlling officer.

ACCOUNTS OFFICER (FINANCE/P.G & G.P.F. BOARD)

- A. To assist the Director Finance in preparation of annual and revised budget.
- B. Maintenance of accounts books of P.G.F. G.P.F. and Benevolent Fund Accounts.
- C. Preparation of the P.G., G.P.F. and Benevolent Fund cases.
- D. Preparation of Budget control register.

ACCOUNTS OFFICER (ACCOUNTS SECTION)

- A. Maintenance of accounts books of Head Office.
- B. Maintenance of consolidated accounts of House Rent advance / Motorcycle loan and House building loans etc.
- C. Maintenance of account books for advances sanctioned to officers/staff and various companies.
- D. Maintenance of subsidiary ledger of the employees

PUBLIC RELATION WING-CUM-TRAINING & RESEARCH INSTITUTE

SESSI established its Training & Research Institute in April, 1976 which was converted in to Public Relation wing-cum- Training and Research Institute a year later. The Institute is headed by a Directors, who is assisted by three Deputy Directors Public Relation, Research & Statistics and Training, two Statistical Officers and other ministerial staff. The Department is responsible for projecting the SESSI's activities conducting training and collecting statistics.

DIRECTOR

- A). Publicizing SESSI's activities through media, producing publicity literature about the Social Security.
- B). Projection of various aspects of the services of SESSI
- C). Publishing the House Journal 'BEHBOOD'.
- D). Arranging the SESSI functions.
- E). Inservice training to all categories of the SESSI employees.
- F). Arranging the joint training workshops of workers and employers, coordinating with the other training institute like NIPA & NILAT.
- G). Obtaining the nomination for foreign and local training.
- H). Collecting / compiling of important statistics of SESSI and preparing the annual reports.
- I). Conducting the visits of the dignitaries at SESSI, keeping liaison with the Provincial and Federal Governments of Labour, ILO, ISSA etc.

DEPUTY DIRECTOR (RESEARCH AND STATISTICS)

- A). Assist the Director in collecting the important statistics of SESSI
- B). Preparing the annual report of SESSI.
- C). Preparing the special report/presentation of the SESSI activities.
- D). Preparing the establishment directory and arranging the official functions.

DEPUTY DIRECTOR (PUBLIC RELATION)

To assist the Director:

- A). Producing the publicity literature and publicizing the SESSI activities.
- B). Arranging the press conferences.

DEPUTY DIRECTOR (TRAINING)

- A). To assist the Director in relating to the in-service training to the all categories of the employees.
- B). Conducting the joint training workshops of workers and employers representatives.
- C). Coordinating with other training institutes.

STATISTICAL OFFICERS

- A). To assist the Deputy Director (R&S) in collection of important statistics of SESSI, preparing the annual reports/special reports preparing the presentations and arranging the official functions.
- B). Look after the computer works.

EDUCATION CESS

Government of Sindh had assigned SESSI to collect the children Education Cess from September, 1994. The Director (Education Cess) is the head of Department, who is assisted by Social Security Officer and other ministerial staff. The Department is responsible to coordinate and canalize the action of Field Directorates in respect of collection of the education cess from the registered establishments.

DIRECTOR EDUCATION CESS

- A) To convene the meetings Directors at Head Office for reviewing the progress of collection of Education Cess.
- B) Correspondence with local offices with regard to collection of Education Cess.
- C) Assist Commissioner, SESSI in connection with meeting of Sindh Workers Welfare Board & Sindh Workers Children Education.

SOCIAL SECURITY OFFICER (EDUCATION CESS)

To assist the Director on any matter assign to him/her.

- A) Preparation of the periodical return regarding collection of Education Cess from field office.
- B) To coordinate and reconcile the monthly collection position of Education Cess with Accounts Department.

ENGINEERING DEPARTMENT

Engineering Department is responsible for construction, repair and maintenance of the SESSI buildings. Director Engineering supervises the section and he is assisted by the Assistant Engineer (Electrical), SITE Engineer (Civil) and other Engineering and Ministerial staff.

DIRECTOR ENGINEERING

- A) To supervise and control the Engineering Works carried out by the Institution, directly or in-directly.
- B) He is member of Central Purchase Committee, in respect of engineering works.
- C) He is responsible for administrative control, technical sanction and financial control over the engineering works.

ASSISTANT ENGINEER (ELECTRICAL)

- D) He assist the Director Engineering to carry out the engineering works pertaining to electrical assignment.

SITE ENGINEER (CIVIL)

- A) The Civil works is carry out by the Director Engineer through the assistance of SITE Engineer (Civil).
- B) He shall be responsible for supervision of all the new projects and their maintenance works at Karachi and interior of Sindh.

SUB-ENGINEER

- A) Physical checking of R/M work of SESSI buildings.
- B) Checking of contractors bill.
- C) Checking of all estimates.
- D) To look after R/M staff.

DRAUGHTSMAN

- A) Preparation of drawing/sketches if any.
- B) Counter checking of calculation of contractors bill.
- C) To deal with KDA, KMC & SITE Ltd. Regarding lease deed and other Related documents, property rent and accommodation.
- D) N.U.F. and other dues of KDA and SITE Ltd.

VIGILANCE AND SURVEY CELL

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The Governing body SESSI, approved the creation of the Vigilance Cell which started functioning with effect from 1st July, 1989. The Vigilance and Survey Cell is responsible for the following assignments:

DIRECTOR(V&S)

- A). Scrutiny of inspection reports submitted by the officers of Vigilance & Survey Cell.
- B). Correspondence with Local Directorates and registered establishments regarding inspection of records of the establishments.
- C). Survey of new units and relating matters.
- D). Visits to the registered establishments for random test checking.
- E). Re-checking of records as ordered by the Commissioner, in case of litigation, sub-judice under Section-57 of the P.E.S.S Ordinance, 1965.
- F). Investigation in special cases assigned to Vigilance & Survey Cell by the Commissioner, SESSI.
- G). Physical verification where-ever ordered.
- H). Any other duties assigned by the Commissioner.

DEPUTY DIRECTOR(V&S)

- A). Inspection of records and verification of survey reports.
- B). To assist the Director in official matters.

AUDIT OFFICER(V&S)

- A). Inspections of records of registered establishment.

SOCIAL SECURITY OFFICERS(V&S)

- A). Survey of un-covered establishments, inspection of records of the selection cases of all the ten Directorates.
- B). Verification of the closed units and physical verification where-ever ordered.

MEDICAL WING

The medical Wing of SESSI is headed by Medical Adviser, SESSI, appoint by the Government under Section 15 of S.S. Ordinance. According to the section 16 of the Ordinance, the Medical Adviser "shall advise the Governing Body on the matter relating to the Administration of Medical Care and prevention and treatment of diseases among the secured workers". In course of time the functions of medical wing has been divided into three departments viz Medical (Admn), Medical (Purchase) and Health, headed by Director Medical (Admn) and Senior Medical Officers, who are assisting by two Deputy Directors one Social Security Officer (Medical) and other ministerial staff.

The following is the resume of the functions/powers of the officers of medical wing at Head Office level.

MEDICAL ADVISER.

- A) Act as ex-officio member of the Governing Body.
- B) To assist Commissioner in the smooth and effective functioning of SESSI's medical centres.
- C) Deals in service matter of medical staff placed in BS-15 and 16 (other than ex-Pakistan leave) including authorization of leave encashment to employees in BS-1 to 15.
- D) Authorises reimbursement of medical expenditure upto Rs 5,000.00

DIRECTOR MEDICAL (ADMN).

- A) Processing of cases involving service matters of medical and para-medical employees of all grades.
- B) Completion of the statistics pertaining to the medical services of SESSI and their submission to the concern government departments.
- C) Dealing with Governing Body matters pertaining to Medical Department.

S.M.O. (HEALTH).

- A) Processing of the cases of medical reimbursement.
- B) Supervising and coordinating the preventive services under E.P.I.
- C) Dealing with the complaint of the workers about the medical care.
- D) Dealing with the matters concerning appointment of retainer doctors.

S.M.O. (PURCHASE)

- A) Responsible for preparation and updating of SESSI's formulary.
- B) Procurement of Medicines through Central Purchase Committee.
- C) Acts as Secretary to the Central Purchase Committee for medical supplies of all kinds.

SESSI MEDICAL CIRCLES

S.M.O. AT CIRCLES

- A) Senior Medical Officer will have the powers to appoint peons and chowkidars.
- B) Senior Medical Officer has full authority for transfer of his staff including doctors within his circle.
- C) Grant of casual leave to doctors and staff of his circle.

- D) Initiating of ACRs of doctors. Countersign authority for ACRs of paramedical staff.
- E) Senior Medical Officer will be incharge of Central Medical Store in his circle.
- F) Senior Medical Officer will be responsible to maintain the books and registers etc.

FINANCIAL POWER

- A) Upto Rs.100.00 at a time to a maximum of Rs.300.00 in a month.
- B) Upto Rs.20.00 at a time and a maximum of Rs.50.00 in a month.

AUDIT OFFICER

- A) He shall the verify the records of the receipt/issue of the Medicines through the F-10 and F-13 being maintained at Central Medical Store of Circle.
- B) He shall verify the monthly statement o account (F-16) prepared by Accounts Officer before it is submitted to Accounts Department, Head Office.
- C) He will prepared monthly bank reconciliation statement and submit the same alongwith monthly Audit Report to the Director Audit, Head Office.
- D) He visits the dispensaries of the Circle once in a month to verify the Medical store and consumption records of the medicines.
- E) He is required to ensure that all medicines received from the Central Medical Store have been correctly entered in the stock register at the store of the dispensary.
- F) The Audit Officer is required to audit all types of payment vouchers duly authorized by the S.M.O. concerned. He will sign debit/credit notes.
- G) He will works as a member of bi-annual stock taking committee of the Circle.
- H) He will work specifically assigned to him by S.M.O. incharges or Head Office.

MEDICAL OFFICERS / LADY MEDICA OFFICER / INCHARGE DISPENSARIES (CIRCLE).

- A) All professional duties as Medical Officer and Lady Medical Officer.
- B) Cleanliness of dispensaries, maintenance of fixture and furniture.
- C) Punctuality of staff. Maintenance of all records of medicines etc.
- D) Initiating of ACRs of all staff in his/her control.

MEDICAL OFFICERS / LADY MEDICA OFFICER IN DISPENSARIES (CIRCLE).

- A) Responsible or day to day working of the dispensary.
- B) Proper maintenance of Medical History Books and ensure correct entries of medicines in the history book of worker and staff.
- C) Issuance of incapacity certificates (M-1, M-2 and M-3) for claiming sickness/injury benefits by secured workers

STOREKEEPER AT CIRCLE.

- A) He will receive all the medicine supplies to the Circle.
- B) Distribute the medicines to the dispensary of the Circle.
- C) Prepare the annual consumption report.
- D) He will watch the expiry of medicines and report to S.M.O.

SESSI HOSPITALS

MEDICAL SUPERINTENDENT.

- A) Medical Superintendent will be overall incharge of the Hospital.
- B) Responsible for administrative/professional/financial matter of the hospital.
- C) Take regular round of the Hospital.
- D) Responsible for duty/discipline/punctuality of doctors and paramedical staff.
- E) To ensure payment of bills to parties is not delayed.
- F) Initiating of ACRs of doctors.
- G) Operation of recurrent and non-recurrent budget of Hospital through the Central Purchase Committee.
- H) To conduct annual stock taking.

DEPUTY MEDICAL SUPERINTENDENT.

- A) Duty, discipline, attendance and posting of all subordinate staff in the hospital.
- B) Make surprise visits, checking of medicines etc. To deal with all matters of medical stores.
- C) To checkup daily entries of stock ledger of the store and submit the quarterly reports of the physical checkup of the store to the Head Office through the Medical Superintendent. The physical checkup being done with the coordination of Audit Officers.
- D) To check general store, dry and fresh ration, linen, furniture and stationery etc.
- E) To conduct annual stocktaking.
- F) To ensure payment of bills to parties is not delayed.
- G) Operation of recurrent and non-recurrent budget of Hospital through the Central Purchase Committee.
- H) To get scrutinize the proper maintenance of accessible drugs such as Pethidine, Morphine, Atropine etc.
- I) To maintain a three month reserve of medicines for Medial store.
- J) To see that his stores are at no time depleted of any items, any drug which is not available, a non-available certificate must immediately be obtained and arrangement made to call tenders to effect local purchase.

ADMINISTRATIVE OFFICER

- A) He Shall be responsible to deal all administrative matters, leave, transport posting, promotion, increments, disciplinary action etc. of entire hospital irrespective of grades.
- B) To deal the complaints of secured workers if any with regards to their treatment from the hospital, such complaints would also including publication of adverse new in the press against the working of any staff of the hospital.
- C) He shall be responsible for maintenance, repair, replacement and P.O.L. arrangement of the vehicles of the Hospital.
- D) He shall arrange for procurement of liveries to the concerned hospital staff. He shall also arrange for procurement for the bedding and linen for the hospital.
- E) He shall act as a member/Secretary of the hospital's Purchase Committee in respect of all purchases except medicine supplies.

- F) He shall be responsible for maintenance of hospital building and staff residences.
- G) He shall control the dead stock items of the hospital and maintain the stock ledger of the store.
- H) He shall handle the petty cash of the hospital.

AUDIT OFFICER

- A) Audit of the medicines/Laboratory/X-Rays/O.T. Items bills through their relevant records.
- B) Audit of the bills of Local Purchase Committee of medicines, if any. Approved chemist bills etc.
- C) Audit of advances, adjustments and re-reimbursement bills of secured workers.
- D) Audit of the utility bills/payment of Taxes/Diet purchases linen/P.O.L. etc.
- E) Audit of petty cash.
- F) Audit of F-10 / F-13 of all payment etc through their relevant stock registers.
- G) To audit all consumption reports i.e. OPD/IPD wards and other departments.
- H) Audit of the debit/credit note of transfer vouchers of medicines and other pertaining to the above mentioned works.
- I) Audit the salary bills/leave encashments / reimbursement bills/ pay fixation and increments etc irrespective of all employees of the hospital.
- J) Audit of advance to doctors and staff/adjustments sanctioned by the Medical Superintendent and by the Head Office i.e. P.G.Fund/House Rent, Cycle Advance Loan, Motorcycle Loan, Car Advance etc alongwith relevant documents.
- K) To audit all remittance i.e. G.P.Funds / Income tax and other advances deducted which have to be remitted to different quarters.

ACCOUNTS OFFICER

- A) He is responsible to maintain budget control register. He will be dealing all the financial matters, and any other correspondence relating the financial matters.
- B) Preparation of revised/annual budget and to assistant Medical Superintendent regarding the budget preparation.
- C) He shall act as a Member of the Local Purchase Committee.
- D) He will sign the cheques as per standing instructions.
- E) To reconcile the entire office accounts with other offices.
- F) He is responsible for completion of all the account books.
- G) Submission of accounts statement F-16 and remit the deduction of advances to Head Office on monthly basis.
- H) To sign/accurate preparation of debit/credit notes.
- I) Verification all the advances relating to the staff and officers.
- J) Any other duties as sign by the Medical Superintendent.

STEWARD.

- A) He shall be responsible for security of the hospital, check visitors, attending public complaints.
- B) Keep attendance register of Gazetted staff i.e. Specialist etc. and chowkidars, driver, ward boys, cleaners and telephone operators.

- C) Maintenance of the log books of the hospital vehicles.

WARD MASTER.

- A) He is incharge of General Store and Linen, its maintenance, washing, distribution etc.
B) He will maintain Stock Register of consumable and non-consumable articles, prepare indents.

MATRON

- A) Responsible for administration/disciplinary action, assignment of duties and coordination of nursing staff
B) Nurses Training School will function under her supervision
C) Responsible for proper dressing, accommodation, food supply and other facilities to nursing staff.
D) To ensure that the patients are properly attended by nursing staff and they are comfortable.
E) She will make surprise visits of hospital at day and night in addition to accompanying the Medical Superintendent on his round.
F) She will supervise the Nurses accommodation and see that newly appointed Sisters are accommodate according to their entitlement.
G) She will see that Sister incharge of Wards keep their treatment cupboards properly stocked and treatment is given to the patient on the prescribed hours.
H) She will ensure that the patients are comfortable and they are receiving the proper nursing care and diet. Complaint will be brought to the noticed of the Medical Superintendent.

SESSI's LOCAL DIRECTORATES

There are ten Local Directorates, every Directorate is supervised by a Director with the assistance of one Deputy Director, One Audit Officer, one Accounts Officer, Social Security Officers and other ministerial staff. The main function of the Local Directorates is collecting Social Security Contribution, Education Cess, registration of the establishments and payment of different cash benefits to the secured workers and their survivors.

DIRECTOR

- A) He is responsible for collection of Social Security Contribution and Education Cess.
- B) To visit the establishments.
- C) To survey the new unit/establishments for coverage under S S Scheme and Education Cess.
- D) Registration of workers.
- E) Payment of cash benefit to the secured workers and their survivors.

DEPUTY DIRECTOR

- A) To assist the Director in performance of his duties.
- B) He is responsible for verification of closed establishments.
- C) To verify the newly surveyed units

SOCIAL SECURITY OFFICERS.

- A) **Social Security Officer (Field):** He is the incharge of a given sector for collecting of S. S. Contribution, survey of new units and verification of closed units, inspection of records of the registered units.
- B) **Social Security Officer (Registration):** He is incharge of registration section, responsible for registration of workers and issuance of registration cards to the workers.
- C) **Social Security Officer (Benefit):** He is responsible for payment of cash benefits to the secured worker.
- D) **Social Security Officer (Education Cess):** He is responsible for registration of establishment under Education Cess and maintains records of its recovery.

AUDIT OFFICER.

- A) Pre-audit of all receipt and payments, bank reconciliation, verification of accounts, checking of employers' records.

ACCOUNTS OFFICER.

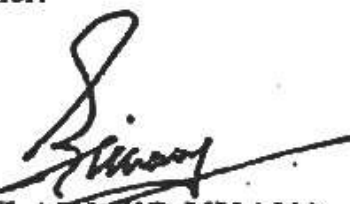
- A) To maintain the accounts of the Directorate, preparation of monthly accounts statement for submission to SESSI, Head Office.

SINDH EMPLOYEES' SOCIAL SECURITY INSTITUTION
COMMISSIONER'S SECRETARIAT

SUBJECT: DELEGATION OF POWERS.

In supersession of all previous orders, instructions on the subject, ceiling for sanctioning/reimbursement of expenses/claims including grant of permission cases in respect of secured workers and employees of SESSI, is revised with immediate effect as under:

- (1) Upto Rs.10,000/- with Medical Advisor.
- (2) Above Rs.10,000/- up to Rs.25,000/- with Vice Commissioner.
- (3) Above Rs.25,000/- with Commissioner.


(EJAZ AHMED KHAN)
COMMISSIONER

No: SS/PS/Com/2010/67

Dated, the 30th March, 2010.

Copy to:

- ✓ 1) Vice Commissioner, SESSI, Head Office.
- 2) Medical Advisor, SESSI, Head Office.
- 3) Director Audit, SESSI, Head Office.
- 4) Director Finance, SESSI, Head Office.
- 5) S.M.O. (Health), SESSI, Head Office.


P/n 30/3
29/3/10