



**GOVERNMENT OF SINDH  
CHIEF MINISTER'S INSPECTION, ENQUIRIES  
AND IMPLEMENTATION TEAM DEPARTMENT**

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No.SII(CMIT)42/Insp/85/301/2024/ 734

Karachi, Dated: 28th August, 2024

**STANDING ORDER:**

In pursuance of powers conferred upon her under Rule 4(iii) & 22(vii) Sindh Government Rules of Business, 1986 and in partial modification of this department's Standing Orders bearing No.SII(CMIT)/I/-42/Insp/873 dated 7.11.2023, No.SII(CMIT)/I/-42/Insp/873 dated 14.12.2023 and No.SII(CMIT)/42/Insp/85/301 dated 15.05.2024, the Chairperson Chief Minister's Inspection, Enquiries & Implementation Team Department (CMIE&ITD), Government of Sindh is pleased to specify job description of officers of Chief Minister's Inspection, Enquiries & Implementation Team Department as under:

**I. Job Description of Secretary, CMIE&ITD**

1. Conduct inquiries in respect of Provincial Departments, Institutions, Organizations and their Employees.
2. Entertain complaints of serious/urgent nature and refer these to the concerned quarters for expeditious disposal or carry out Inquiry/Probe as appropriate.
3. Take cognizance of any important matter affecting public interest and draw attention of the Authorities concerned for corrective action.
4. Inspection of Government Departments to bring serious observations to the notice of the Government together with recommendations for improvement.
5. Identification of legal and administrative gaps and initiating reform proposals for submission to the Government for consideration.
6. Examination/ Assessment of Enquiry/Inspection Reports submitted by Members/Director General (Technical), CMIE&ITD and giving feedback thereon.
7. Performance evaluation of government departments/ organizations/ entities etc.
8. Meet logistical, administrative and human resource requirement of Department.
9. Coordination with departments for optimal working of the department.
10. Service Matters related to employees of department.
11. Budget, Expenditure, Accounts and Audit.

**II. Job Description of Director General (Technical)**

1. Prepare monthly inspection plan of developments works/schemes/projects/programs for carrying out inspections with aims and objectives outlined in the Notification of SGA&CD vide No.S.O.II(S&GAD)-4-22/78-2101 dated 19<sup>th</sup> August, 1985.
2. Carry out enquiries, inspections and verification of works and submit reports to chairman with specific findings and recommendations.
3. Report misuse or waste of public resources.

4. Undertake special assignments assigned by the Chief Minister Sindh/ Chief Secretary Sindh/ Chairman/Chairperson CMIE&ITD.
5. Supervise the working of Directors and Deputy Directors working under Director General (Technical) and distribute work among them.
6. Ensure submission of enquiry, inspection, verification etc. reports to Chairman/Chairperson within the specified time.
7. Ensure submission of monthly inspection reports.
8. Any other work/ task assigned by the Chairman/ Chairperson.

### **III. Job Description of Member, CMIE&ITD**

1. Conduct inquiries in respect of Provincial Departments, Institutions, Organizations and their Employees and submit enquiry reports within specified timeframe.
2. Conduct Inspection of Government Departments to bring serious observations to the notice of the Government together with recommendations for improvement and submit inspection reports.
3. Ensure all enquiries and inspections are conducted in accordance with the relevant rules, procedures, and guidelines.
4. Identification of legal and administrative gaps and initiating reform proposals for submission to the Government for consideration.
5. Performance evaluation of government departments/ organizations/ entities etc.
6. Maintain accurate records of all activities, communications, and documentation related to the enquiry process.
7. Maintain a comprehensive and systematic record of all files, ensuring they are up-to-date and accessible.
8. Perform any other task assigned by the Chairman/Chairperson, CMIE&ITD.

### **IV. Job Description: Deputy Secretary (General)**

1. Deputy Secretary (General) shall perform and supervise the functions assigned to Section Officer (General)/ Drawing and Disbursing Officer.
2. Make arrangement for meetings convened by the Chairman/Chairperson/ Secretary, CMIE&ITD.
3. Prepare draft minutes of meeting and communicate decisions.
4. Maintain record of meetings, minutes, correspondence and other important documents.

### **V. Job Description: Deputy Secretary (Technical)**

1. Deputy Secretary (Technical) shall perform and supervise the functions assigned to Section Officer (Technical).
2. Monitor the progress of enquiries and inspections and submit update on monthly basis.
3. Develop manual of enquiries and inspections.



## **VI. Job Description: Section Officer General/ Drawing and Disbursing Officer**

The Section Officer General is responsible for overseeing and managing the administrative and operational activities of the department. This role involves ensuring the efficient functioning of the office, supervising staff, handling correspondence, and maintaining records. The Section Officer General plays a key role in supporting the smooth operation of the department by coordinating various tasks and ensuring compliance with policies and procedures. The Section Officer General shall be the Drawing and Disbursing Officer (DDO) of the department. As a DDO, he is responsible for managing the financial transactions of the department, including drawing funds, disbursing payments, and maintaining financial records. The DDO ensures that all financial activities are carried out in compliance with rules and policies of the Government. This role is crucial in ensuring the proper management of funds and the accurate processing of financial transactions.

### **Key Responsibilities:**

1. Oversee the day-to-day administrative operations of the department.
2. Manage office supplies, equipment, and other resources.
3. Coordinate and schedule meetings, appointments, and events.
4. Provide administrative support to senior management as required.
5. Supervise and guide junior staff in the section.
6. Ensure staff adherence to office protocols and policies.
7. Handle incoming and outgoing correspondence, including emails, letters, and memos.
8. Draft and prepare official documents, reports, and presentations.
9. Serve as a point of contact for internal and external communication.
10. Maintain accurate and up-to-date records and files.
11. Ensure proper documentation and archiving of important documents.
12. Handle confidential information with discretion.
13. Ensure that all section activities comply with rules, policies and procedures. These include the Government of Sindh Rules of Business, 1986, Manual of Secretariat Instructions, 2024, the Sindh Financial Rules, 2023, Sindh Delegation of Financial Powers and Financial Control Rules, 2019, West Pakistan Civil Service Pension Rules, 1963, West Pakistan Travelling Allowance Rules, Civil Service Rules, Sindh Civil Servants Leave Rules, etc.
14. Ensure all financial activities comply with government rules and policies.
15. Handle tax deductions and ensure timely submission of taxes and other statutory obligations.
16. Liaise with internal and external auditors as needed.
17. Manage the drawing and disbursement of funds for the department.
18. Ensure that all disbursements are properly authorized and documented.
19. Ensure timely and accurate payment of salaries, pension, bills, and other expenses.
20. Prepare and process payment vouchers and other financial documents.
21. Assist in the preparation of the department's budget.
22. Monitor budget expenditures and ensure they are within approved limits.
23. Perform other related duties as assigned by the supervisor.



## **VII. Job Description: Section Officer Technical**

The Section Officer Technical is responsible for managing technical operations related to the examination and processing of complaints, the assignment of inquiries, the appointment of inquiry officers, and the examination and submission of inquiry reports. This role also involves preparing summaries, maintaining records, and ensuring the efficient handling of technical matters within the department. The Section Officer Technical plays a critical role in ensuring that all technical processes are conducted with accuracy and compliance with established guidelines.

### **Key Responsibilities:**

1. Review and analyse complaints received by the department.
2. Ensure complaints are properly documented and categorized.
3. Assess the technical aspects of complaints to determine the appropriate course of action.
4. Assist in the development of policies and procedures related to complaint management and inquiries.
5. Process the cases for assignment of inquiries based on the nature of complaints and departmental guidelines.
6. Ensure inquiries are assigned to appropriate officers, members, Director General etc..
7. Communicate clear instructions and guidelines to inquiry officers.
8. Ensure appointed officers have the necessary expertise and resources to conduct inquiries effectively.
9. Monitor the progress of inquiries to ensure timely completion.
10. Review inquiry reports for accuracy, completeness, and compliance with policies.
11. Analyse the findings and recommendations of inquiry reports.
12. Submit inquiry reports to senior management with specific proposals.
13. Prepare and submit summaries of inquiry findings and recommendations to senior management for review and decision-making.
14. Maintain accurate and up-to-date records of all complaints, inquiries, and reports.
15. Ensure proper documentation and archiving of technical documents.
16. Implement and maintain a system for easy retrieval of records as needed.
17. Perform other related duties as assigned by the supervisor.



### **VIII. Job Description: Section Officer Enquiries & Inspection (E&I)**

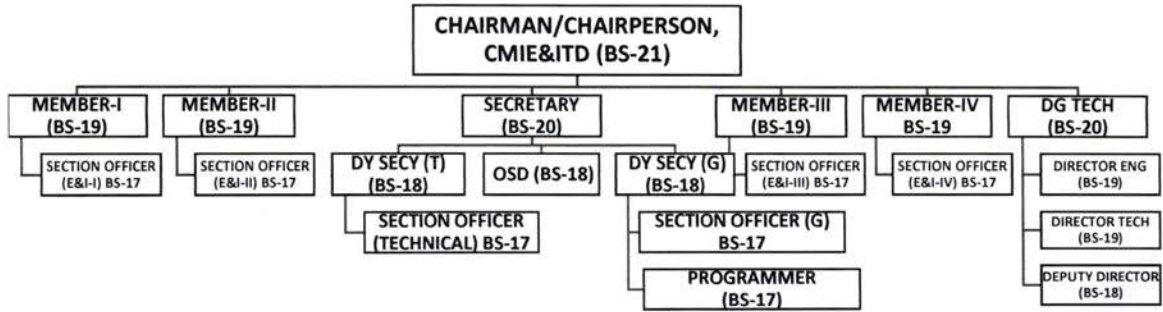
The Section Officers (Enquiries & Inspection) will assist the Member/Enquiry Officer in conducting enquiries and inspections in accordance with established rules and procedures. The role involves ensuring the timely completion of enquiries, issuing notices, following up, sending reminders, managing attendance, assisting in the recording of statements, compiling evidence, tagging files, and maintaining accurate records. Due to shortage of required sanctioned strength of Section Officers in the department, one Section Officer (E&I) will perform duties with Member-I and Member-II, and another Section Officer (E&I) will perform duties with Member-III and Member-IV.

#### **Key Responsibilities:**

1. Assist the Member / Enquiry Officer in conducting enquiries and inspections.
2. Ensure all enquiries are conducted in accordance with the relevant rules, procedures, and guidelines. These include all applicable laws and rules in a case and the Sindh Departmental Inquiries (Powers) Act, 1958.
3. Prepare and issue notices to concerned parties as directed by the Enquiry Officer.
4. Ensure that all notices are dispatched in a timely manner and documented appropriately.
5. Maintain accurate attendance records of all parties involved in the enquiry process.
6. Ensure that attendance is taken during all enquiry sessions and recorded accordingly.
7. Assist the Enquiry Officer in the recording of statements from witnesses, respondents, and other relevant individuals.
8. Ensure that all statements are documented accurately and securely.
9. Compile, organize, and secure all evidence related to the enquiries.
10. Assist in the tagging, categorization, and documentation of evidence as per the Enquiry Officer's instructions.
11. Tag and organize files related to the enquiries for easy retrieval and reference.
12. Maintain a comprehensive and systematic record of all files, ensuring they are up-to-date and accessible when needed.
13. Maintain accurate records of all activities, communications, and documentation related to the enquiry process.
14. Ensure that all records are stored securely and in compliance with data protection policies.
15. Liaise with relevant departments, individuals, and external parties to coordinate the smooth flow of the enquiry process.
16. Provide regular updates to the Enquiry Officer on the status of ongoing enquiries.
17. Ensure follow up and timely responses from all parties involved.
18. Send reminders to parties as necessary to ensure compliance with enquiry timelines.
19. Ensure that all activities are conducted in compliance with organizational policies, legal standards, and regulatory requirements.
20. Report any discrepancies or issues to the Enquiry Officer for prompt resolution.
21. Perform any other duties as assigned by the Member / Enquiry Officer to support the enquiry process.



2. The Organogram of Chief Minister's Inspection, Enquiries & Implementation Team Department shall be as under:



**Dr. Shereen Mustafa**  
Chairperson, CMIE&ITD

**Copy for information and necessary action to:-**

1. The Secretary to Government of Sindh (All)
2. The Director General (Tech), CMIE&ITD, Hyderabad.
3. The Members (All), CMIE&ITD, Karachi.
4. The Directors (All), CMIE&ITD, Karachi.
5. The Deputy Secretary (Staff) to Chief Minister Sindh
6. The Deputy Secretary (Staff) to Chief Secretary Sindh.
7. The Deputy Secretary (All), CMIE&ITD, Karachi.
8. Section Officers (All)/ Programmer/ PS to Chairperson/Secretary, CMIE&ITD, Karachi.

**SHABAN SHAIKH**  
SECTION OFFICER (GENERAL)