

# **JOB DESCRIPTION**

<b>Administrative Department</b>		
<b>Sr. No</b>	<b>Designation</b>	<b>Main Duties</b>
1.	Section Officer(General) (BS-17)	<ul style="list-style-type: none"> <li>• Administrative matters of staff working in Special Education Department.</li> <li>• Purchase of durable and consumable goods under 10-GA.</li> <li>• Maintenance of leave accounts / service books of ministerial staff and other allied matters of the staff of the Department.</li> <li>• DAC/SDAC/PAC meetings and audit related matters.</li> <li>• Assembly Questions / Adjournment Motions.</li> <li>• Any others duty assigned by Secretary Special Education.</li> </ul>
2.	Section Officer (Establishment) (BS-17)	<ul style="list-style-type: none"> <li>• Transfer / Posting</li> <li>• New Appointment</li> <li>• Retirement / Obituary Notification</li> <li>• Seniority Lists</li> <li>• Leave Orders</li> <li>• Regularization Orders</li> <li>• Promotion Orders</li> <li>• Departmental Permissions</li> <li>• G.P. Fund</li> <li>• Service Rules</li> <li>• Benevolent Fund Grants</li> <li>Note for chief minister/chief secretary</li> </ul>
3.	Section Officer (Purchase) (BS-17)	<ul style="list-style-type: none"> <li>• To deal with all purchase matters.</li> <li>• To prepare tender documents, uploading on PPRA website, to advertise in leading newspapers, opening of tender, technical / financial evaluation.</li> <li>• Scrutiny by the technical committee of all procured items.</li> <li>• Release of CDRs.</li> </ul>
4.	Section Officer (Special Education) (BS-17)	<ul style="list-style-type: none"> <li>• To deal with all types of complaints lodged on Pakistan citizen Portal</li> <li>• Chief Secretary Task Management System</li> <li>• Age Relaxation cases</li> <li>• Qualification Equivalence cases</li> <li>• Coordination with Child Protection Authority</li> <li>• Dealing with NGOs such as Taarey</li> </ul>

		Zameen Par, Hamza Foundation & Aziz Jahan Trust etc
5.	Section Officer (Budget & Development) (BS-17)	<p><b><u>Budget</u></b></p> <ul style="list-style-type: none"> <li>• Provincial Budget</li> <li>• Submission of regular budget estimates and SNEs to FD</li> <li>• Proceedings for Financial assistance for release of funds for NGOs and ancestors dead employees</li> <li>• Proceedings for supplementary grants.</li> <li>• Excess &amp; surrender reports.</li> <li>• Requisite information by FD</li> <li>• Approval of norms / criteria / yardstick of Special education department</li> </ul> <p>Creation of posts for crowded institutions.</p> <p><b><u>Development</u></b></p> <ul style="list-style-type: none"> <li>• Formulation/Monitoring of Annual Development Plan</li> <li>• Approval of Development Projects by convening DDSC</li> <li>• Convening of DSC meeting to cater for the liabilities of unfunded projects</li> <li>• Proceeding for approval of PC-IV</li> <li>• Conversion of posts from Development to regular sector</li> <li>• Provision of all information required by P&amp;D Board and DG M&amp;E.</li> </ul> <p>Coordination with Buildings Department.</p>
6.	Law Section (BS-17)	<ul style="list-style-type: none"> <li>• Court cases filed by and against the department in all courts of law including service tribunals</li> <li>• Disciplinary cases initiated by department</li> <li>• Conduct personal hearings on court directions</li> <li>• Give legal opinion to all sections if any point of law is involved</li> <li>• Filing report and parawise comments in courts after getting approval from worthy secretary.</li> <li>• Prepare note for chief secretary in matters related to pending court cases or appeal under PEEDA Act</li> <li>• Attend hearing before chief secretary or Hearing officer nominated by CS</li> </ul>

## Directorate General Special Education Punjab

1.	Deputy Director(Admin) (BS-18)	<ul style="list-style-type: none"> <li>• Supervision &amp; Control over the institutions</li> <li>• Utilization of grants for equipment/furniture etc.</li> <li>• Preparation /distribution of Budget for the institutions</li> <li>• Selection /promotions/appointments/transfers of staff members (teaching/nonteaching and ministerial).</li> <li>• Preparation of services rules.</li> <li>• Guidance to Govt. &amp; Privately managed intuitions of four disabilities i.e. deaf, blind, physically handicapped and mentally retarded.</li> </ul>
2.	Deputy Director(Development) (BS-18)	<ul style="list-style-type: none"> <li>• Initiation / Consolidation of proposals for Annual Development Programme</li> <li>• Formulation of Annual Development Programme.</li> <li>• Preparation of PC-I's.</li> <li>• Release of ADP Funds</li> <li>• Submission of Cases regarding creation of posts under development schemes.</li> <li>• Preparation of Monthly Progress Reports</li> <li>• Monitoring of utilization of ADP Funds</li> <li>• Preparation of Working Paper with regards to review meetings</li> <li>• Preparation of List of Excess &amp; Surrender of ADP Funds.</li> <li>• Correspondence regarding allotment / transfer of land.</li> <li>• Circulation of instructions / guidelines of P&amp;D with regards to preparation / approval of development schemes .</li> <li>• Monitoring of Development schemes.</li> <li>•</li> </ul>
3.	Deputy Director(Curriculum) (BS-18)	<ul style="list-style-type: none"> <li>• Preparation of curriculum and syllabus</li> <li>• Nominations of Teachers for training courses</li> <li>• Rehabilitation of handicapped after proper education and training.</li> <li>• Co-operation with other organizations engaged with the betterment of the handicapped.</li> </ul>

		<ul style="list-style-type: none"> <li>• Implementation of president/Governor's Directives</li> </ul>
4.	Assistant Director (Admin) (BS-17)	<ul style="list-style-type: none"> <li>• To deal with all administrative matters of the working staff in the field of special education.</li> <li>• To deal with selection/promotion /appointments/transfers of the staff members</li> <li>• Maintenance of annual confidential reports.</li> <li>• Preparation of service books and maintenance of leave accounts</li> <li>• Grants of leave/re-imbursement of medical charges/pension papers etc.</li> <li>• Any other duty assigned by the Head of the Department.</li> </ul>
5.	Assistant Director (Budget & Account) (BS-17)	<ul style="list-style-type: none"> <li>• Preparation of budget estimates and its distribution.</li> <li>• Issue of financial sanction for the purchase.</li> <li>• Control of funds about proper utilization.</li> <li>• Checking of accounts.</li> <li>• Advances to the Government servants.</li> <li>• Other financial matters.</li> <li>•</li> </ul>
6.	Programme Officer (BS-17)	<ul style="list-style-type: none"> <li>• Nomination of different training courses, workshop/ seminars to be conducted by Govt. In-Service Training Teacher Collage and other external agencies / Department..</li> <li>• Registration of privately Special Education Schools.</li> <li>• Managing Official website of Department</li> </ul>
7.	Assistant Director (General)	<ul style="list-style-type: none"> <li>• Inspection of Institutions to ascertain proper utilization of funds etc.</li> <li>• Inquiry , Pension cases.</li> <li>• To deal with disciplinary cases.</li> <li>• Other duties assigned by the head of the department.</li> <li>•</li> </ul>
8.	Assistant Director (Psychology)	<ul style="list-style-type: none"> <li>• The measurement and assessment of intelligence and general abilities of students.</li> <li>• The measurement, description and assessment of personality.</li> <li>• The diagnosis of what may be turned problem or abnormal or maladjustment behavior.</li> <li>• The Psychotherapy –the techniques of psychological treatment.</li> </ul>