



CHIEF MINISTER'S SECRETARIAT KHYBER PAKHTUNKHWA

Dated Peshawar the 31st August, 2018

NOTIFICATION

NO. SO(Admn:)/CMS/KP/2018: The Competent Authority is pleased to approve the following Job Description for the Officers of Chief Minister's Secretariat Khyber Pakhtunkhwa:-

1. PRINCIPAL SECRETARY

- ▶ Overall Administrative Head of the Chief Minister's Secretariat with responsibilities relating to administration, budgeting, finance and personnel management.
- ▶ Public dealing with Ministers & Member of Provincial Assembly (MPAs) as well as general public.
- ▶ Coordination and interaction with Administrative Departments/Commissioners /DCs.
- ▶ Management, Protocol and security arrangement.
- ▶ Management of Chief Minister's discretionary grant.
- ▶ Processing of public grievances/correspondence/summaries of Chief Minister.
- ▶ Looking after the Provincial development initiatives in the CM Secretariat.
- ▶ Principal Accounting Officer for CM Secretariat.
- ▶ Inquiry reports of Provincial Inspection Team.

2. SPECIAL SECRETARY

- ▶ Looking after the Provincial Development initiatives in the Chief Minister's Secretariat.
- ▶ Liaison with Provincial and Federal Govt. Ministries/Organizations.
- ▶ Assist to Chief Minister and Principal Secretary in disposal of summaries.
- ▶ Chief Minister's Directives regarding development works.

- ▶ Processing Sipasnamas presented to Chief Minister during his visit.
- ▶ Looking after Administration, budget/financial matters of CM Secretariat.

3. **ADDITIONAL SECRETARY**

- ▶ Overall Incharge of the Administration of Chief Minister's Secretariat except developmental work ADP.
- ▶ The duties and functions of Additional Secretary shall be such as may be assigned to him by the Secretary.
- ▶ To supervise the work of DS(Admn), DS-II, DS-III, DS-IV and DS-IPC.

4. **CHIEF SECURITY OFFICER**

- ▶ Conducting threat and security assessment and researching/evaluating issues concerning security and safety of the Chief Minister, Khyber Pakhtunkhwa,
- ▶ Drafting security plans for the events to be attended by the Chief Minister, Khyber Pakhtunkhwa,
- ▶ Maintaining close liaison with the administration of various districts to ensure smooth coordination and foolproof security of the Chief Minister, Khyber Pakhtunkhwa,
- ▶ Identifying security, political and crime trends having a bearing on the security and safety of the Chief Minister Khyber Pakhtunkhwa,
- ▶ Monitoring the state of professional preparedness of the security staff deployed for the security of the Chief Minister Khyber Pakhtunkhwa,
- ▶ Providing guidance and advice to the Heads of Police of the Districts to be visited by the Chief Minister in matters of security and safety of the Chief Minister Khyber Pakhtunkhwa,
- ▶ Supervising the security of the Person and Residence of the CM.

5. **PRINCIPAL STAFF OFFICER**

- ▶ Overall In-charge of the office of PS/PAs to CM, Protocol Officer and Press Secretary to Chief Minister. The following functions shall be performed by him.
- ▶ To accompany the Chief Minister during his visits/tours and compile/record orders, directives and announcement made publicly by the Chief Minister and after securing approval of the CM transmit the same to Principal Secretary to CM for further processing.

- ▶ Oversee the organization of Chief Minister's tours and arrangements.
- ▶ Record tour note and circulate the same to the concerned quarters/agencies, with prior approval of the Chief Minister, for further necessary action at their end.
- ▶ Prepare and circulate the daily/weekly/monthly engagement diaries of the Chief Minister.
- ▶ Obtain views/comments of the Departments concerned on the demands likely to be presented by individuals and delegations seeking meetings with C.M.
- ▶ Operate & maintain proper record of the secret fund placed at the disposal of the Chief Minister and disburse payment as per orders of the Chief Minister.
- ▶ To show to the Chief Minister D.O letters, reports as well as important letters addressed to him (HCM) before sending to PSCM for action if any.

6. DEPUTY SECRETARY (ADMN)

- ▶ Supervision and liaison in the arrangements of state functions and logistic support to the CM.
- ▶ Overall incharge Officer of accounts, Establishment matters, Administration and coordination of security of the CM Secretariat/House. Financial Matters and reconciliation of accounts, processing of pre and post audit of bills etc. with AG Office etc.
- ▶ Responsible for upkeep of the Govt. assets like vehicles and buildings etc.
- ▶ Drawing & Disbursing officer for CM Secretariat/House.
- ▶ Supervise the work of Section Officer (Admn), Comptroller, Caretakers and Horticulturist.
- ▶ Assist the PSCM in cases relating to Discretionary Grant.

7. DEPUTY SECRETARY-II

Supervise the Work of following sections:

- ▶ Section Officer II.
- ▶ Section Officer VI.
- ▶ Coordination with RIC, CMU & Complaint Cell.

8. DEPUTY SECRETARY-III

Supervise the Work of following sections:

- ▶ Section Officer IV.
- ▶ Section Officer V.
- ▶ AD-IT.

9. DEPUTY SECRETARY-IV

Supervise the Work of following sections:

- ▶ Section Officer I.
- ▶ Section Officer III.

10. DEPUTY SECRETARY-IPC

- ▶ Supervise the work of SO-IPC.

11. PRESS SECRETARY

- ▶ Acts as Official Spokesman to the Chief Minister.
- ▶ Keep the Chief Minister informed of latest developments of important nature.
- ▶ Give proper coverage to the functions/meeting of the Chief Minister and ensure proper publicity to Govt policies through mass media.
- ▶ Prepare speeches / messages for the Chief Minister on the occasions of National Festivals/functions etc.
- ▶ Prepare press summary for Chief Minister's perusal highlighting public demands/complaints and reaction on Govt. policies.
- ▶ Make arrangements for public address system in functions/meeting to be attended/addressed by the Chief Minister.
- ▶ He will submit his routine demands/cases through PSO/ Secretary to Chief Minister.

- ▶ Any other subject assigned by the CM/PSCM/PSO.

12. PRIVATE SECRETARY TO CHIEF MINISTER

- ▶ Private Secretary shall be responsible to:
- ▶ Receive mail addressed to CM. He will further show the same to the CM or PSO to CM keeping in view the nature and importance of letters.
- ▶ Arrange typing of draft/fair DO letters and obtain approval/signature of the Chief Minister. He will maintain record of DO letters and other important letters addressed to and issued under the signature of CM.
- ▶ Receive EID greeting/other cards and send replies on behalf of the CM.
- ▶ Inform MPAs/MNAs/Senators etc for parliamentary meetings/ functions arranged on short notices through the DCs concerned.
- ▶ Accompany the CM during tours/visit to assist the PSO whenever needed.
- ▶ Personally convey telephonic messages of the CM to concerned.
- ▶ Any other subject assigned by the CM, PSCM and PSO.
- ▶ Attend personal guest(s) of the Chief Minister.
- ▶ Arrange accommodation, conveyance and lunch/dinner for personal guest of the Chief Minister.

13. COMPTROLLER

- ▶ Supervision of CM House and CM Secretariat.
- ▶ Comptroller will work under the supervision of Deputy Secretary (Admn) except the following:
- ▶ To seek instructions from PSO relating to maintenance of vehicles and supply of POL in the pool of C.M's House and other related matters.
- ▶ To coordinate matters with PSO with regard to official functions i.e. number of Guests/ Participants, preparations of menus for guests and approval from CM.
- ▶ Arrangements of functions, lunch, dinner etc in the CM Secretariat/House.

14. PROTOCOL OFFICER

- ▶ Personal attendance of the Chief Minister.
- ▶ Preparation list of invitees for various state functions etc and obtain approval of the same from the Chief Minister. He will issue invitation cards for all functions to be held at various places/occasions and obtain confirmation/acceptance from the invitees either telephonically or in writing for attending the functions. He will also be responsible for preparation of list of dignitaries for issuance of Seasons Greetings Cards/Eid Cards. He will maintain necessary lists for the purpose. He will intimate the list to the Comptroller.
- ▶ Receive and see off the guests of the Chief Minister coming to stay in Provincial Capital and make necessary arrangements for the guests accordingly.
- ▶ Visitors for formal interviews with the Chief Minister will be received at the porch and guided to the Drawing Room/Waiting Room/Chief Minister's office.
- ▶ Five minutes before the ending time of the call on the Chief Minister the Protocol Officer will enter the room indicating that the time is over and the next appointment/meeting is due.
- ▶ He will be present at Peshawar Airport to receive and see off the Chief Minister and also handle his luggage etc.

15. SECTION OFFICER (ADMN)

- ▶ Establishment matter of Chief Minister's Secretariat.
- ▶ Establishment matters of the staff working in CM Secretariat.
- ▶ Maintenance of Stock Registers.
- ▶ Presentation of Record for audit.
- ▶ Posting of staff within CM Secretariat.
- ▶ Cleanliness and maintenance/upkeep of CM Secretariat.
- ▶ Supervise the work of staff dealing with the relevant subject.
- ▶ Take up cases with Finance Department for timely release of funds.
- ▶ Supervision of all the assets of the CM Secretariat.
- ▶ Provincial Assembly (Correspondence).
- ▶ Provincial Cabinet (Correspondence).
- ▶ Establishment & Administration Department. (Correspondence)
- ▶ Anti-Corruption Establishment (Correspondence).

- ▶ Any other task assigned by PSCM/SSCM/AS/DS.

16. SECTION OFFICER-I

Supervise the Work of following sections:

- ▶ To deal the cases of Elementary and Secondary Education Department.
- ▶ To deal the cases of Higher Education Department.

17. SECTION OFFICER-II

To deal the cases of the following Departments:

- ▶ Health.
- ▶ Labour.
- ▶ Information.
- ▶ Sports and Culture.
- ▶ Agricultural.
- ▶ Food.

18. SECTION OFFICER-III

To deal the cases of the following Departments:

- ▶ Finance.
- ▶ P&D.
- ▶ E&T.
- ▶ Banks.

19. SECTION OFFICER-IV

To deal the cases of the following Departments:

- ▶ Law.
- ▶ Irrigation.
- ▶ ST&IT.
- ▶ Zakat and Usher.
- ▶ Social Welfare.
- ▶ Local Govt. and Rural Development.
- ▶ Deputy Commissioners.
- ▶ PDA.
- ▶ BISP

20. SECTION OFFICER-V

To deal the cases of the following Departments:

- ▶ Auqaf.
- ▶ Energy and Power.
- ▶ Population Welfare.
- ▶ Environment.
- ▶ Revenue.
- ▶ Housing.
- ▶ Transport.
- ▶ Wapda.
- ▶ SNGPL.
- ▶ PDMA

21. SECTION OFFICER-VI

To deal the cases of the following Departments:

- ▶ Home.
- ▶ Police.
- ▶ C&W.
- ▶ PH&E.
- ▶ PIT.

22. SECTION OFFICER-IPC

To deal the cases of the following Departments:

- ▶ Industries.
- ▶ Mines and Minerals.
- ▶ Investment Promotion Cell.

23. ASSISTANT DIRECTOR-IT

- ▶ Chief Minister's Directive Management system.
- ▶ Provision & supervision of WIFI/ Internet in CM House/ Annexi.
- ▶ Providing IT support during meetings of HCM.
- ▶ Maintenance of hardware & troubleshooting Hardware.
- ▶ Updation of Chief Minister's Secretariat Official Website/FB page.

Sd/---
Principal Secretary to Chief Minister
Khyber Pakhtunkhwa

Copy for information is forwarded to:-

1. Special Secretary, Chief Minister Secretariat, Khyber Pakhtunkhwa.
2. Additional Secretary, Chief Minister Secretariat, Khyber Pakhtunkhwa.
3. Chief Security Officer to Chief Minister, Khyber Pakhtunkhwa.
4. Principal Staff Officer to Chief Minister, Khyber Pakhtunkhwa.
5. All Deputy Secretaries in Chief Minister Secretariat, Khyber Pakhtunkhwa.
6. Sr: Private Secretary to Chief Minister, Khyber Pakhtunkhwa.
7. Comptroller, Chief Minister's Secretariat, Khyber Pakhtunkhwa.
8. Press Secretary to Chief Minister, Khyber Pakhtunkhwa.
9. Protocol Officer to Chief Minister, Khyber Pakhtunkhwa.
10. All Section Officers in Chief Minister's Secretariat, Khyber Pakhtunkhwa.
11. Assistant Director (I.T), Chief Minister Secretariat, Khyber Pakhtunkhwa.
12. PS to Principal Secretary to Chief Minister, Khyber Pakhtunkhwa.

(Usman Ali Shah)
Section Officer (Admn:)