

1. JOB DESCRIPTION OF SIDB DIRECTORATES

A. ADMINISTRATION DIRECTORATE

- i. Recruitment/Appointment, promotion, posting/transfer and other related affairs of officers/officials
- ii. Maintained Seniority list of Officers/ Officials.
- iii. Disciplinary proceedings & earned leave cases of officers/officials.
- iv. Advertisement/Legal cases of employees.
- v. Transportation, POL & stationary matters.
- vi. Correspondence with Govt. regarding administrative/service matters.

B. FINANCE & ACCOUNTS DIRECTORATE

- i. Preparation of Budget Estimates and Revised Estimates for HQ offices as well as field offices/organization functioning under SIDB.
- ii. Carrying out pre-audit, internal audit, external audit through Chartered Accountants, Commercial audit through Govt. Commercial auditors.
- iii. Maintenance of accounts.
- iv. Physical verification and stock taking.
- v. Periodic/progressive review of Receipts / Expenditures.
- vi. Drawl of funds from Banks.
- vii. Dealing with matters of Public Accounts Committee (PAC) and Departmental Accounts Committee (DAC).
- viii. Maintenance of pension scheme and C.P fund scheme of employees of SIDB

C. PRODUCTION & MARKETING DIRECTORATE

- i. Identification & preparation of proposals for new dev. Schemes.
- ii. Implementation of new approved ADP schemes.
- iii. Overall supervision of all SIDB Training-cum-Development Centers such as Wood Working Centers, Automotive Centers, Leather Good Service Centre, Carpet Centers Readymade Garments Centers for female and Display Centers etc.
- iv. Monitoring of activities of all the above mentioned centers/schemes and to help/solve problems being faced by these centers/projects;
- v. Monitoring & supervision of Training & skill up-graduation programme of SIDB Centers
- vi. To provide marketing facilities to SIDB centers as well as private sector through arranging exhibition & symposium and through SIDB Display Centers at Peshawar & Islamabad.

D. ESTATES & P&D DIRECTORATE

- i. Look after the affairs/functions of all SIDB Estates (SIES).
- ii. Prepare proposal for allotment/cancellation of plots transfer of lesser right etc received from Estate Incharge.
- iii. Obtain approval of the management for different cases such as plots/ cancellation etc. received from Estates Incharge.
- iv. Make correspondence with Govt. relating to Estate affairs.
- v. To issue quarterly bills to the industrial units to their respective estates and recover SIDB dues under the head Admin/Maintenance charges, water charges, rent of plots, ground rent & interest/penal interest etc.

- vi. To solve the genuine problems of industrialists if needed and to keep them away from all sort of illegal activities in violation of terms of lease agreement and to provide them a sound environment for smooth running of their units.
- vii. Preparation of of PC-I, PC-II etc.
- viii. Quarterly, mid-year and annual review.
- ix. Formulation of ADP Plans and its review time to time.
- x. Attend meeting of D.D.W.P & P.D.W.P in respect of all SIDB schemes as well as pursue releases cases with finance department.
- xi. Coordination with P&D Department.

E. IMPLEMENTATION DIRECTORATE

- i. To design and prepare the estimates and drawings for the SIDB new schemes.
- ii. To carry out the feasibility studies of the new SIDB schemes
- iii. Undertaking civil works i.e. tendering, supervision and execution in accordance with specifications and drawings.
- iv. To prepare and execute scheme for repair works in the SIDB buildings and other infrastructure facilities like roads, drains, culverts, water supply lines and overhead tanks in the industrial estates.
- v. Scrutiny of buildings plans of industries setup by the private industrialists in SIDB's industrial estates, in accordance with the building by laws.
- vi. Survey, Master planning designs/drawings, BOQs and overall supervision of civil works through Consultants.