



**GOVERNMENT OF THE PUNJAB
INDUSTRIES, COMMERCE, INVESTMENT
& SKILLS DEVELOPMENT DEPARTMENT**

Dated Lahore, the 07th January, 2020

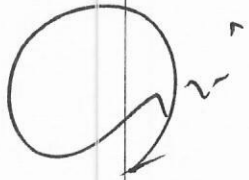
ORDER

No.E&A(ID)10-23/2001: In supersession of this Department's orders of even number dated 27.11.2015, 19.04.2016, 11.07.2016, 26.07.2017, 17.01.2018, 12.07.2018, 07.09.2018, 12.09.2018, 25.09.2018, 02.10.2018 & 15.10.2018, the job descriptions of all Sections of ICI&SD Department are as under:-

ADMIN WING

NAME OF SECTION	LIST OF SUBJECTS
ESTABLISHMENT-I	<ol style="list-style-type: none">1. All Establishment / Admin. /Recruitment / Pension / G.P Fund Matters related to:-<ol style="list-style-type: none">i. Directorate General, Industries, Prices, Weights & Measures (IPWM), Punjab.ii. Controller, Printing & Stationery Punjab.iii. Punjab Small Industries Corporation (PSIC).iv. Directorate of Consumer Protection Council (CPC).v. Punjab Industrial Estates Development Management Company (PIEDMC).vi. Faisalabad Industrial Estates Development Management Company (FIEDMC).vii. Technical Education and Vocational Training Authority (TEVTA).viii. Punjab Board of Technical Education (PBTE).ix. Punjab Skills Development Authority (PSDA).x. PIU-PSDP.xi. Punjab Board of Investment and Trade (PBIT).xii. Punjab Model Bazaars Management Company (PMBMC).2. Any other assignment entrusted by the Higher Officers.
ESTABLISHMENT-II	<ol style="list-style-type: none">1. Establishment matters related to existing technical universities and to be established universities.2. All complaints regarding establishment matters received from attached departments, autonomous bodies, special institutions and companies.3. Matters related to nomination for Foreign & Local Training.

	<ol style="list-style-type: none"> 4. Matters related to Anti-Corruption Establishment. 5. Matters related to NAB. 6. Miscellaneous references related to TEVTA. 7. Matters related to the office of Women Ombudsperson and relevant Act / Rules. 8. Matters related to Administrative Secretaries Committee Meetings. 9. Matters related to Procurement made under PPRA Act, 2009 and PPRA Rules, 2014 of all lower formations of ICI&SDD. 10. Any other assignment entrusted by the Higher Officers.
ENQUIRY	<ol style="list-style-type: none"> 1. All enquiry cases related to BS-16 and above officers of ICI&SDD posted by S&GAD and Departmental Officers of ICI&SDD having such rank and all lower formations of ICI&SDD, initiated under PEEDA Act, 2006. 2. Cases related to appeals filed against the orders of authorities of all Lower Formations of ICI&SDD under PEEDA Act, 2006. 3. Matters falling under Societies Registration Act, 1860. 4. Matter related to Enquiry / Hearing Cases wherein the Secretary ICI&SDD is appointed as Enquiry Officer / Hearing Officer by the Chief Minister / Chief Secretary and Honorable Courts and appointed by Governor as Hearing Officer on representations filed against decision of Ombudsman / Women Ombudsperson. 5. Appeals filed before the Secretary ICI&SD Department against the decisions of Authority, under Punjab Consumer Protection Act, 2005. 6. Any other assignment entrusted by the Higher Officers.
GENERAL	<ol style="list-style-type: none"> 1. Budgetary / Financial and Audit matters of ICI&SD Department (Grant No. 10-GA). 2. Establishment / Administrative matters related to officers / officials posted in ICI&SD Department by S&GAD and departmental staff of ICI&SD Department. 3. Provision of Information regarding Administrative matters required by various Departments of Government of the Punjab and Federal Government. 4. To Act as Drawing and Disbursing Officer of ICI&SD Department. 5. Enquiry cases of Staff (BS-01 to 16), posted in ICI&SD Department by S&GAD & Departmental staff of ICI&SD Department having such rank. 6. Disposal of Family / Individual Pension & G.P Fund Cases of Officers / Officials posted in ICI&SD Department by S&GAD. 7. Maintenance of official transport, phones, utilities and offices of ICI&SD Department. 8. Provision of Stationery / Computer Stationery items, Electronic Items, Machinery, Equipment, Furniture & Fixtures, General items of official use, POL of Official Vehicles, Newspapers and



	<p>Refreshments items served to the participants of meetings chaired by Minister, Secretary and other offices of ICI&SDD, etc.</p> <p>9. Miscellaneous matters.</p> <p>10. Matters related to Punjab Govt. Rules of Business, 2011.</p> <p>11. Any other assignment entrusted by the Higher Officers.</p>
BUDGET & AUDIT	<p>1. Matters related to Non-Development Budget pertaining to all lower formations of ICI&SD Department.</p> <p>2. Matters related to Non-Tax receipts of all lower formations of ICI&SD Department.</p> <p>3. Matters related to Reconciliation of Expenditures / Receipts of lower formations of the ICI&SD Department.</p> <p>4. Audit Matters related to all lower formations of ICI&SD Departments.</p> <p>5. Arrangement of DAC, SDAC and PAC meetings of Audit Paras related to ICI&SDD and all lower formations of ICI&SDD.</p> <p>6. Financial Matters of all Technical Universities.</p> <p>7. Matters related to make online the Budget allocations of ICI&SDD and all lower formations of ICI&SDD.</p> <p>8. Matters related to opening of PLAs/SDAs of ICI&SDD and all lower formations of ICI&SDD.</p> <p>9. Any other assignment entrusted by the Higher Officers.</p>
LEGAL CELL	<p>1. To pursue the Court cases pertaining to the Administrative Department and all lower formations in the Supreme Court of Pakistan, Lahore High Court Lahore and its Benches, Punjab Service Tribunal, Session / Civil Courts, Provincial Ombudsman / Women Ombudsperson for adequate and prompt disposal.</p> <p>2. To accord sanction in accordance with Fara-1 (f) of Appendix-L of Manual of Secretariat Instructions, 2016 to get the Additional Advocate General, Punjab, Lahore appointed in the cases subjudice in Supreme Court of Pakistan and Lahore High Court, Lahore and its Benches.</p> <p>3. To prepare parawise comments in the cases pertaining to Administrative Department, all lower formations and Chief Secretary in the light of Lahore High Court Rules, in accordance with CPC, 1989 etc. and to file the same after obtaining approval / signature of the Secretary in the Courts.</p> <p>4. To examine / scrutinize the court cases and forward the decisions / order sheets of the courts to the concerned quarters for compliance.</p> <p>5. To synchronize with the Representatives of the all lower formations to defend the cases in proper, efferent and well-organized manner.</p> <p>6. To deal with Suo-Moto cases by Supreme Court of Pakistan, Lahore High Court, etc.</p> <p>7. To deal all matters regarding drafting and amendments in</p>

	<p>legislation related to the ICI&SDD as defined in Punjab Government Rules of Business.</p> <p>8. Any other assignment entrusted by the Higher Officers.</p>
STATISTICAL OFFICER	<ol style="list-style-type: none"> 1. Matters related to Provincial Assembly, National Assembly and Senate Business. 2. To deal with the President / Prime Minister / Governor / Chief Minister Directives & Petitions. 3. To deal with the matters related to Chief Secretary Compliant Management System (CS Petition Cell). 4. To deal with the matters related to Chief Secretary Performance, Management & Reform Unit (PMRU). 5. Matters related to Pakistan Citizen Portal / Prime Minister Delivery Unit. 6. Policy matters related to POL products / CNG / LPG / LNG. 7. Matters related to Council of Common Interest (CCI) & Ministry of Inter Provincial Coordination (IPC), Government of Pakistan. 8. Matters related to the meetings of Cabinet Committee regarding matters related to the Federal Government. 9. Matter related to Sasti Roti Authority. 10. Pre-Flood Arrangements. 11. Any other assignment entrusted by the Higher Officers.

ECONOMIC ADVISOR WING

DEPUTY ECONOMIC ADVISOR-I	<ol style="list-style-type: none"> 1. Matters related to ADP and Development Budget of ICI&SD Department & all lower formations of the Department. 2. Setting up of Small Industrial Estates (SIE) / Industrial Estates (IE) in Punjab through PSIC, PIEDMC & FIEDMC, etc. 3. Micro Financing through Chief Minister's Self Employment Scheme (CMSES). 4. Matters related to Public Sector Organizations / Companies and meetings thereto. 5. Matters related to BOMs of PIEDMC & FIEDMC and meetings thereto. 6. Matters related to Punjab Economic Research Institute (PERI) & Board meetings thereto. 7. Matters related to Companies Working under various Departments of Govt. of the Punjab / affiliated issues relating thereto. (Except Punjab Board of Investment and Trade (PBIT)). 8. To organize and arrange meetings and briefings regarding Projects and Companies with the higher authorities. 9. Any other assignment entrusted by the Higher Officers.
DEPUTY ECONOMIC ADVISOR-II	<ol style="list-style-type: none"> 1. Matters related to Skills Development Strategy. 2. Setting up of Technical Universities and its allied matters. 3. Matters related to Curricula of Technical Education / Skills & its

	<p>affiliated issues.</p> <ol style="list-style-type: none"> 4. Matters related to DFID, PSDF, National Textile University and Expo Centres. 5. All grievances, petitions and complaints related to Industrial Sector. 6. Any other assignment entrusted by the Higher Officers.
DEPUTY ECONOMIC ADVISOR-III	<ol style="list-style-type: none"> 1. Survey / Collection of data and dissemination of information regarding Industrial Sector. 2. Matters related to Sugar Mills and Cement Factories. 3. Implementation of Laws / Rules pertaining to Sugar Mills & Cement Factories Policy(s). 4. Policies pertaining to Declaration of Negative Areas for Industries by the District Governments. 5. Formulation of Industrial Location Policy in the Punjab. 6. Matters related to Punjab Boilers and Pressure Vessels Safety Ordinance / Act / Rules and its Board matters. 7. Coordination with Federal Govt. in the matters related to Industrial Development. 8. To deal with cases related to climate changes. 9. Matters related to Environment Protection, Smog, Air, Water, Industrial Pollution, etc. 10. Matters related to Quaid-e-Azam Apparel Park (QAAP). 11. Any other assignment entrusted by the Higher Officers.

COMMERCE & INVESTMENT WING

COMMERCE	<ol style="list-style-type: none"> 1. Legislation, Policy Formulation related to Commerce / Trade matters. 2. Exhibition, Seminars and other Trade Promotion activities. 3. To organize Industrial Exhibitions. 4. Liaison with Chamber of Commerce & Industry, Trade Bodies, Trade organization and other Industrial Associations in Punjab. 5. Matters related to facilitation of Local Exporter Abroad / representation of Local Industries in Industrial Fair & Exhibitions Aboard. 6. To keep liaison with international / local agencies like WB, JIACA, ADB etc. 7. Preparation of departmental brief for local/foreign delegations. 8. Coordination with Federal Govt. in the matters related to Commerce. 9. Matters dealing with issues related to Domestic Commerce. 10. Matters related to facilitation of Export from the Province including Program to enhance competitiveness. 11. Any other assignment entrusted by the Higher Officers.
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INVESTMENT	<ol style="list-style-type: none"> 1. All matters related to Board of Investment (BOI), Islamabad. 2. All matters related to Punjab Board of Investment & Trade (PBIT) & its BOM and meetings thereto. 3. Comments on Bilateral Investment Treaties (BIT) with various countries / foreign organizations. 4. Matters / Issues related to local / Foreign Direct Investment in Pakistan. 5. Matters related to China Pakistan Economic Corridor (CPEC). 6. Matters related to Special Economic Zones Authority (SEZA). 7. Advocacy/Implementation of Investment Polices of Federal / Punjab Govt. 8. Coordination with Federal Govt. in the matters related to Investment. 9. Facilitation of Foreign business delegation. 10. Any other assignment entrusted by the Higher Officers.
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WTO CELL

RESEARCH OFFICER	<ol style="list-style-type: none"> 1. Matters related to setting up & monitoring of Punjab Model Bazaars and BOM of PMBMC. 2. Matters related to Ramzan Bazaars. 3. Matters related to Chief Minister's initiative under Punjab Women Empowerment Package, 2012 and 2014. 4. Matters related to establishment of Women Resource Centre. 5. Issues related to Human Rights. 6. Matters related to Weights & Measures Pricing, Overcharging etc. of various items and relevant Rules, etc. 7. Cases of meetings in which Secretary ICI&SD Department is the Member of BODs if any. (Except BOMs / MODs of PIEDMC, FIEDMC, PERI, PBIT, TEVTA, PSIC, PBTE, Syndicate of Technical Universities and CPC. 8. Any other assignment entrusted by the Higher Officers.
PLANNING OFFICER (IT)	<ol style="list-style-type: none"> 1. Matters related to WTO. 2. Matters related to uploading of contents on Industries, Commerce & Investment and Website. 3. To organize seminars / workshops / training related to WTO / GIs / PPDs by PITAD (Local Trainings). 4. Matters related to Human Resource Management System (HRMS) being Focal Person for this task. 5. Matters related to implementation of E-Filing and office Automation (E-FOAS) being Focal Person for this task. 6. Matters related to uploading of contents on WTO Cell, Website ICI&SD Department. 7. Any other assignment entrusted by the Higher Officers.

PLANNING OFFICER / ASSISTANT MANAGER (ACCOUNTS) (GIS) SECTION	<ol style="list-style-type: none"> 1. To deal with matters related to Geographical Indications. 2. To keep, arrange and maintain record of all Magazines, Pamphlets, Books, Journals, etc. received from various Organizations / Departments. 3. Matters pertaining to Generalized Scheme of Preference (GSP Plus). 4. Issues related to Intellectual Property Rights (IPRs). 5. Any other assignment entrusted by the Higher Officers.
PLANNING OFFICER	<ol style="list-style-type: none"> 1. Matters related to Establishment of National Technology Council, etc. 2. Matters related to Introduction of Technical Education in Schools, etc. 3. Matters related to Board of Management: (BOM) of PSIC, PBTE / TEVTA, Syndicates of Technical Universities & CPC / DCPC and meetings thereto. 4. Any other assignment entrusted by the Higher Officers.

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SECRETARY
 Industries, Commerce, Investment
 & Skills Development Department

ENDST: NO. & DATE EVEN

A copy is forwarded for information and necessary action to:-

1. All Section of ICI&SD Department.
2. PS to Secretary, ICI&SD Department.
3. PAs to Additional Secretaries (Admn./Commerce), ICI&SD Department.
4. PA to Chief, WTO Cell, ICI&SD Department.
5. PA to Senior Economic Advisor, ICI&SD Department.
6. PAs to Deputy Secretaries (Admn./Commerce), ICI&SD Department.
7. Office order file.

SECTION OFFICER (GENERAL)