

JOB DISCRIPTION OF ADMIN. WING, FBR (Administration Side)

The Admin side of Administration Wing, FBR is headed by a Chief (Admin) (BS-20), who reports to Member Admin, FBR. The following sections/offices are under the administrative control of Chief Admin:

I. Security & Maintenance Section:

This section is headed by Secretary (S&M). He is assisted by 03 subordinate officers namely Second Secretary (S&M), Second Secretary (Transport/Store) and Second Secretary (Record). S&M Section has been entrusted with the following tasks/responsibilities:


- To supervise all administrative matters including transfer, recruitment, promotion, retirement, leave etc of more than 300 employees (BPS 1 to 6) of Federal Board of Revenue (HQ), Islamabad being dealt by Second Secretary (Record), FBR (HQ)
- To supervise all matters relating to procurement of stationary, computers, office furniture/fixtures and miscellaneous items in FBR (HQ) being dealt by Second Secretary (Transport/Store), FBR (HQ).
- To supervise all transport matters of FBR (HQ) being dealt by Second Secretary (Transport/Store), FBR (HQ).
- To supervise all communication matters i.e. Telephone, Fax, Internet etc being dealt by Second Secretary (S&M), FBR (HQ).
- To supervise all issues pertaining to repair/maintenance (Civil/Electrical) and cleanliness of FBR (HQ) building and CDA Blocks.
- To supervise internal/external security of FBR Building assigned to Second Secretary (S&M), FBR.
- To supervise all logistics issues i.e. utility bills, meetings/conferences etc of FBR House being dealt by Second Secretary (S&M), FBR (HQ)
- To supervise office accommodation issues in FBR House being dealt by Second Secretary (S&M), FBR (HQ).
- To supervise Record Room of FBR (HQ) under the charge of Second Secretary (Record) and Receipt and Issue Branch under the charge of Superintendent (R&I).
- To oversee the work of three Second Secretaries (BS-17/18) and their supporting staff and to give them necessary guidance where required, evaluate their performance/work on yearly basis, based on their performance to make recommendations for grant of cash reward/honorarium etc.
- Any other any function assigned by the higher authorities.


Saleem-ur-Rehman
Secretary (S&M)

II. Admin & Coord Section:

This Section is headed by the Secretary (A&C). He is assisted by Second Secretary (Council), Second Secretary (Coord), Second Secretary (Estate) and Librarian, FBR. He is entrusted with the following tasks/responsibilities:

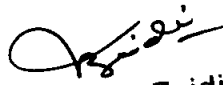
- Co-ordination of matters relating to President's and Prime Minister's Directives.
- Coordination of matters relating to Cabinet decisions including their circulation and monitoring of their implementation status.
- Preparation of briefs for Cabinet and ECC meetings after collecting/consolidating information from all the relevant wings of the Board.
- Coordination of the cases received from Advisors to the Prime Minister.
- Coordination of the matters relating to all Ministries/Divisions.
- Intra-Wing coordination of entire Admn. Wing.
- Coordination of Board-in-Council proceedings etc.
- Coordination of all matters relating to Parliament.
- Work relating to Exit Control List (ECL).
- Work relating to issuance and follow-up of official/gratis passports (BS 1-22).
- Hiring of residential accommodation in respect of officers/officials of FBR (HQ).
- Hiring of office buildings including Offices of the Field Formations - other than those where powers have been delegated to Heads of Field Formations.
- Reimbursement of medical claims in respect of employees of FBR.
- Matters relating to allotment of FBR-owned residential accommodation.
- Policy matters relating to hiring or medical re-imburement.
- To purchase latest books on economy, commerce, information technology, taxation (International and local) and other relevant subjects.
- To provide reference books on Sales Tax, Income Tax, Federal Excise, Customs Acts and Tax Laws to the officers of the FBR.
- Processing of sanctions for payment of newspaper bills etc.
- Any other any function assigned by the higher authorities.



Syed Roman Ali Shah
Secretary (Admin & Coord)
Federal Board of Revenue
Islamabad


III. Secretary (Budget & Expenditure)

- Assisting Chief (Admin) in over-all financial management of FBR (HQs) and its field formations.
- Co-ordination with Finance Division on budgetary matters: which include Pre-budget, consultation with Finance Division in budget preparatory meetings, Priority Committee etc.
- Communication with Cabinet Division regarding financial matters.
- Planning of budget; collection of requirements of field offices, consultancy with these offices and making adjustment as per their needs.
- Execution of budget; collection of reconciled expenditure submitted from all field formations and submission & communication of the same to the quarters concerned.
- Monitoring of budget.
- Processing of the cases for Authorization of vehicles from Cabinet Division.
- Processing of various payments to officer/official and vendors of FBR.
- Co-ordination with External audit for conduct of statutory audit.
- Attending DAC/PAC meetings for settlement of audit paras.
- Finalization of appropriation account.
- Reconciliation with AGPR.
- Overseeing D.D.O's work.


S. Raghieb H. Zaidi
Second Secretary
Federal Board of Revenue
Islamabad

IV. DDO/Accounts Officer:

- All work related to accounts.
- All work related to audit.
- Maintenance of all accounts related record.
- Preparation of bills for salaries/contingent expenditures.
- Maintenance of fuel card and repair of vehicles.
- Maintenance of stock of project.
- Drawing and Disbursing Officer of the Project.
- Vetting of Cash/Work Plans.
- Reconciliation statement with concerned spending units.
- Any other duties assigned by the competent authority.


Secretary (Projects)
Federal Board of Revenue
Islamabad

V. Projects Section:

This Section is headed by Secretary (Projects). He is entrusted with the following tasks/responsibilities:

- Management of Federal Board of Revenue (FBR) Public Sector Development Program (PSDP) funded projects all across the country.
- Preparation for presentation of PC-Is before Departmental Working Development Party (DDWP), Central Working Development Party (CDWP) and Executive Committee of National Economic Council (ECNEC)/ National Executive Council (NEC).
- Preparations for Priorities Committee, Annual Plan Coordination Committee (APCC), Quarterly/Mid Term Review, Public Accounts Committee (PAC) and Departmental Accounts Committee (DAC) meetings on PSDP funded projects.
- Focal Person for Planning Commission, Finance Division, field formations on FBR projects.
- Monitoring and Evaluation (ex-ante, midterm and ex-post) of projects.
- To arrange and prepare working papers of development projects for DDWP's meetings.
- Liaison with Public Works Department (PWD) in designing and execution of project.
- Conceptualization of new projects for Mid Term Budgetary Framework.
- To ensure efficient execution of projects viz-a-viz with cost quality and timeframe.
- To monitor progress of purchase of land and construction of Tax facilitation Centers (TFCs) on monthly and quarterly basis.
- To facilitate the field formations to remove bottlenecks in the implementation of the project
- To carry out site visits the projects on regular basis, evaluate and expedite physical progress thereof, and submit reports to higher authorities
- To keep a close liaison with the field formations and the executing agencies
- Scrutiny and processing of all development projects, up to approval by DDWP / CDWP / ECNEC
- Processing of proposals of concept clearance of all development projects by the Ministry of Planning, Development & Reform/Planning Commission
- To monitor implementation of decisions of DDWP, CDWP and ECNEC



Secretary (Projects)
Federal Board of Revenue
Islamabad

- To attend meetings of the Pre-CDWP, CDWP/ECNEC, APCC/ Priority Committee and take follow up actions on the decisions taken by these fora on development projects
- To attend meetings of the National Assembly and Senate Standing Committees on Finance, Revenue & Economic Affairs and implement recommendations accordingly with respect to execution of the development projects
- To prepare summary for anticipatory approval by the development projects
- To analyze progress reports of development projects
- Responsible for Procurement and Financial Matters
- Processing of five year plan till approval by National Executive Council (NEC)



Secretary (Projects)
Federal Board of Revenue
Islamabad

VI. Projects-Custom Section:


This Section is headed by a Second Secretary. The position of the Second Secretary (Project-Customs) is primarily responsible for management of FBR custom related projects across the country under PSDPs of Revenue Division-FBR under Administration Wing. He handles the following tasks/responsibilities:

- Management of Federal Board of Revenue (FBR)' custom related Public Sector Development Program (PSDP) funded projects all across the country.
- Preparation for presentation of PC-Is before Departmental Working Development Party (DDWP), Central Working Development Party (CDWP) and Executive Committee of National Economic Council (ECNEC)/ National Executive Council (NEC).
- Preparations for Priorities Committee, Annual Plan Coordination Committee (APCC), Quarterly/Mid Term Review, Public Accounts Committee (PAC) and Departmental Accounts Committee (DAC) meetings on PSDP custom related funded projects.
- Focal Person for Planning Commission, Finance Division, field formations on FBR projects.
- Monitoring and Evaluation (ex-ante, midterm and ex-post) of custom related projects.
- To arrange and prepare working papers of development projects for DDWP's meetings.
- Liaison with Public Works Department (PWD) in designing and execution of custom related projects.
- Conceptualization of new projects for Mid Term Budgetary Framework.
- To ensure efficient execution of projects viz-a-viz with cost quality and timeframe.
- To monitor progress of purchase of land and construction of Tax facilitation Centers (TFCs) on monthly and quarterly basis.
- Facilitate the field formations to remove bottlenecks in the implementation of the project.
- To carry out site visits the projects on regular basis, evaluate and expedite physical progress thereof, and submit reports to higher authorities.
- Keep a close liaison with the field formations and the executing agencies.
- Scrutiny and processing of all development projects, up to approval by DDWP / CDWP / ECNEC.

**Secretary (Projects)
Federal Board of Revenue
Islamabad**

- Processing of proposals of concept clearance of all development projects by the Ministry of Planning, Development & Reform/Planning Commission.
- To monitor implementation of decisions of DDWP, CDWP and ECNEC.
- Attend meetings of the Pre-CDWP, CDWP/ECNEC, APCC/ Priority Committee and take follow up actions on the decisions taken by these fora on development projects.
- Attend meetings of the National Assembly and Senate Standing Committees on Finance, Revenue & Economic Affairs and implement recommendations accordingly with respect to execution of the development projects.
- To prepare summary for anticipatory approval by the development projects.
- To analyze progress reports of development projects.
- Responsible for Procurement and Financial Matters.
- Processing of five year plan till approval by National Executive Council (NEC).


Secretary (Projects)
Federal Board of Revenue
- Islamabad



VII. Architect – Project Section

He mainly assists Secretaries (Projects) / IR & Customs in land utilization, space planning, architectural design and monitoring of FBR PSDP funded projects. His job description is as under:

- To assist PWD in collection of user requirements.
- To ascertain the viability of proposed project in terms of space on ground with the field formation and prepare necessary conceptual design if viable.
- To communicate the conceptual design / preliminary architectural plans to the executing agency / consultant for preparation of detailed working drawings.
- To review the architectural drawings submitted by Pak PWD / Consultant in terms of quality, aesthetics, utility and communicate any discrepancies / shortcomings.
- To monitor the architectural design during execution.
- Any related job assigned by senior management.



Omer
Architect

VIII. Project Finance Section:

This Section is headed by Second Secretary (Project-Finance) is primarily responsible for:

- Preparation of Public Sector Development Programme (PSDP).
- Processing of cases for release of funds to Planning Division and Finance Division (FA.s Org).
- To initiate cases for re-appropriation of funds.
- Maintenance of appropriation register.
- Vetting of Cash/Work Plans.
- Reconciliation statement with concerned spending units.
- Processing of sanctions for release of funds.
- Maintenance of files relating to Finance Section.
- Maintenance of MTBF System being installed by the Finance Division.
- Any other duties assigned by the competent authority.



**Secretary (Projects)
Federal Board of Revenue
Islamabad**

IX. Executive Engineer (Civil) – Project Section.

His main responsibility is to assist Secretaries (IR and Customs) Projects and to provide necessary technical input in the planning, designing, execution, supervision, monitoring and evaluation of FBR PSDP funded projects. He also handle the following tasks/responsibilities:


- To review the PC-Is/PC-IIs submitted by field formations and ensure that all essential components of works required for the project are included in the PC-I of the Project; scrutinize the scope of works, cost of components, physical and financial phasing of PC-I, provide necessary technical input in the selection & application of engineering materials & equipments; communicate any shortcomings/discrepancies in the PC-I to field formation, executing agency and consultant (if any) for necessary rectification thereof.
- To review the detailed design, drawings, BOQ's and work specifications of the project and communicates any discrepancies/contradictions to the concerned quarters.
- To monitor the progress of works according to planned timelines/construction schedules and communicate to executing agency/focal persons for necessary action if required.
- Provide necessary technical support to Secretary Projects in the preparation of working papers for approval of the projects from DDWP/CDWP.
- Conduct Site Visits on need basis for top supervision, progress monitoring and resolution of technical issues.
- To communicate any lapses in quality of works to the executing agency, preparation of defects list for rectification and necessary technical support to field formation in handing/taking of the project.
- Assist Secretary Projects in preparation of presentations, report writing, correspondence with executing agency, field offices & other stakeholders.
- To keep liaison with and prepare progress reports sent by the Focal Persons.
- Any other related job assigned by the senior management.


Secretary (Projects)
Federal Board of Revenue
Islamabad

X. Welfare Section:

Welfare section is headed by a Secretary. He is entrusted with the following tasks/responsibilities:

- To provide education stipend to children of FBR employees with outstanding performance in academics.
- To facilitate in finalization of cases initiated under "Assistance Package for Families of Govt. Employees who die in Service", as per PM's Package.
- To handle matters relating to CBR Employees Cooperative Housing Society.
- To handle matters relating to FBR Foundation.
- To handle matters relating to Union of FBR employees.
- Any other duties assigned by the competent authority.


Secretary (Projects)
Federal Board of Revenue
Islamabad