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PART-I

**SINDH INSTITUTE OF OPHTHALMOLOGY
AND VISUAL SCIENCES**

Hyderabad dated the 20th September, 2021.

NOTIFICATION

No. 3402/SIOVS/(Rules)2021:- In exercise of the powers conferred by section 24 of the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (**as amended from time to time**), the Board of Directors of the Institute with the approval of Government of Sindh, are pleased to make the following rules to regulate the functioning of the Institute and duties and powers of officers of Institute:-

1. **Short Title.-** These rules may be called the Sindh Institute of Ophthalmology and Visual Sciences Administrative Structure, Powers and Duties of Institute Officers Rules 2021.

2. **Date of commencement.-** These rules shall come into force at once.

3. **Definitions.-** (1) In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (a) "Act" means the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (Sindh Act No.XXVI of 2013);
- (b) "basic working unit" means a basic working unit of the Institute;
- (c) "competent authority" means the appointing authority or the authority by virtue of delegation or authorization made by the appointing authority, to exercise specified powers under these rules;
- (d) "Controller of Examination" means the Controller of Examination of the Institute;
- (e) "DDO" means the Drawing and Disbursing Officer of the Institute;
- (f) "Director (Administration)" means the Director Administration of the Institute;
- (g) "Director (Finance)" means the Director of Finance of the Institute;
- (h) "employee" means an employee of the Institute;

- (i) "Executive Director" means the Executive Director of the Institute;
- (j) "Government" means the Government of Sindh;
- (k) "Head of Department" shall means the officer who has been declared as such by the Institute;
- (l) "Institute" means the Sindh Institute of Ophthalmology and Visual Science, Hyderabad; and
- (m) "subordinate staff" means the staff other than officers working in the Institute.

(2) All other expressions used but not defined in these rules shall have the same meanings as assigned to them in the Act.

4. **Executive Director.**- (1) The Executive Director shall be the Chief Executive for all academic and administrative activities carried out in the Institute.

(2) The Executive Director shall be Principal Accounting Officer and DDO of the Institute and shall manage the academic, administrative and financial affairs of the Institute under the Act, rules and regulations made thereunder.

(3) The Executive Director shall be assisted by the all statutory, non-statutory key officers in general administration, fiscal management, examinations, academic and research management.

(4) The Executive Director shall be the Official Head of the Institute and shall be responsible for its efficient administration and discipline. He shall also be responsible for the proper conduct of business allocated to each Departments of the Institute and shall ensure careful observance of the rules regulation of the Institute.

(5) The Executive Director shall determine the maximum extent of delegation of powers to Officers, Faculty serving under him and issue clear standing orders laying down these powers and also the manner of disposal of cases in the Institute and shall ensure that -

- (a) the distribution of work is equitable;
- (b) the channel of submission of cases is vertical and not horizontal; and
- (c) the tiers through which a case has to pass are ordinarily not more than two excluding the Executive Director.

(6) The Executive Director shall review the delegation of powers to various officers/faculty periodically to ensure maximum delegation of authority for disposal of cases at the initial and middle levels, with an appropriate reporting system to keep him fully informed.

(7) The Executive Director shall be appointed by the Board under section 11 of the Act, on following terms and conditions:-

- (i) He shall be appointed by the Board from amongst the Senior Professors of Institute having at least 10 years' experience in the field of Ophthalmology with sufficient administrative experience;
- (ii) His appointment shall be approved as recommended by the Board and notified by the Health Department, Government of Sindh;
- (iii) He shall enjoy the perks and privileges of BPS- 22 and shall draw salary of MP-1 on his extraordinary achievements in the field of Ophthalmology;
- (iv) That the Board shall recommend the re-appointment of eminently qualified person having experience in field of ophthalmology and has contributed to the Institute to the greater extent during the period, he has remained the Executive Director, for a term of four (4) years with the perks and privileges as may be determine by the Board.

5. **Powers and duties of Executive Director.** (1) Without prejudice to the powers and functions assigned to him under the Act, the Executive Director shall have also the following powers and duties:-

- (i) to be the Chief Executive of the Institute and shall exercise administrative control over all its officers, teachers and other employees of the Institute and shall ensure the enforcement of the provisions of the Act, the Rules and the Regulations made there under;
- (ii) to teach and undertake clinical assignments in the Institute and its attached Hospital for academic purposes but shall not undertake any private practice inside or outside the premises of the Institute for which he shall be given adequate allowance as may be determined by the Board;
- (iii) to take immediate action as he may deem fit in case of an urgency or under exceptional circumstances of the case and shall thereupon report it to the Board of the action so taken in the forthcoming meeting;
- (iv) to make appointments to the posts in all grades upto BPS-16.

Provided that all appointments equivalent to BPS-17 and above shall be made on the recommendations of the Selection Board and with the approval of the Board;

- (v) to suspend, expel or rusticate students of the Institute on the recommendations of the Discipline Committee;
- (vi) to present an annual report before the Board within three months of the close of the academic year shall be made available, prior to its presentation before the Board, to all officers and Institute teachers and shall be published in such numbers as are required to ensure its wide circulation. The annual report shall contain such information as regards the academic year under review, including disclosure of the relevant facts pertaining to -
 - (a) Academics;
 - (b) Research;
 - (c) Administration; and
 - (d) Finances.
- (vii) to sign contracts on behalf of the Board;
- (viii) to approve examinations schedules;
- (ix) to appoint Head Invigilators and Invigilators in connection with the conduct of examinations;
- (x) to appoint Tabulators in connection with tabulation of examinations' results;
- (xi) to get the examinations' results finalized and announced in the prescribed manner;
- (xii) to sign the degrees/post-graduate diplomas of eligible candidates;
- (xiii) to confer degrees/post-graduate diplomas upon candidates who are eligible to receive them in Convocation;
- (xiv) to confer degrees/post-graduate Diplomas upon eligible candidate of the affiliated colleges;
- (xv) to condone on the recommendation of Director Academes, further five percent shortage in attendance of students for appearing at an examination;
- (xvi) to confirm against their posts Institute employees for which he is the appointing authority;
- (xvii) to give in the prescribed manner higher start or advance Increments to Incumbents of posts for which he is the appointing authority;
- (xviii) to grant earned leave, not exceeding one year to employees and to make officiating arrangements including promotions for carry on the work;

- (xix) to appoint inspection committees/teams when necessary;
- (xx) to nominate the delegates of the Institute to conferences;
- (xxi) to declare a holiday(s) on a date(s), other than dates already approved by the Board, in special circumstances;
- (xxii) to take disciplinary action under the relevant rules against employees for whom he is the appointing authority;
- (xxiii) to process disciplinary cases of officers and employees of the Institute in B-17 and above for submission to the Board;
- (xxiv) to grant permission to the employees for attending a course and appearing at an examination; provided that this does not interfere with their normal duties in the Institute;
- (xxv) to grant casual leave to officers of the Institute, holding posts in B-17 and above, if not delegated to an officer subordinate to him;
- (xxvi) to fix prices of Institute publications;
- (xxvii) to sanction under the prescribed rules -
 - (a) Pension & Gratuity;
 - (b) Benevolent Fund;
 - (c) Provident Fund including advances.

Provided that in case of Pension and Gratuity the Board shall be the sanctioning Authority for employees in BPS-17 and above;

- (xxviii) to sanction, Motor Car/ Scooter/ Cycle/ House Building/ Computer advances to Institute employees, in the prescribed manner;
- (xxix) to accept endowments and to report to the Board;
- (xxx) to write-off articles which are lost by theft or otherwise and of which the value does not exceed rupees Ten Thousand only (Rs. 10,000/-);
- (xxxi) to write off unserviceable article of which the value does not exceed rupees Ten Thousand only (Rs.10,000/-);
- (xxxii) to sanction advances to the employees as prescribed under relevant rules;
- (xxxiii) to accord administrative approval of approved development schemes;
- (xxxiv) to sanction development expenditure within provisions of the approved P.C.-1 and sanctioned budget allocation with the approval of the Board;
- (xxxv) to write Annual Confidential Reports of Institute officers, employees of B-17 and above and also of such officers who are directly responsible to him and counter-sign A.C.R's, put up to him;
- (xxxvi) to exercise all or any of the powers under section 12 (1) of the Act whether or not delegated to an officer sub-ordinate to him;
- (xxxvii) to delegate any of his powers to an officer sub-ordinate to him.

6. **Director Academics.-** (1) From amongst the senior Professors, one of the Professor shall be assigned the charge of Director Academics with the approval of Board. He shall subject to rules and regulations and supervision and control of the Executive Director, perform the following duties:-

- (a) be responsible to coordinate overall academic activities of the Institute at undergraduate level;
- (b) to propose planes of development for introducing new disciplines at the Institute in consultation with the Faculty of the teaching departments;

- (c) to maintain closed liaison and effective relationship with Higher Education Commission, Pakistan Medical and Dental Council, Faculty Members, Institute Administration and parents of the students for creating cordial environment at the Institute campus;
- (d) to propose delegates of Institute to conferences in consultation with the faculties;
- (e) to coordinate and finalize the teaching plan that is to say the academic calendar, time table and syllabi in consultation with Executive Director;
- (f) to get approval of teaching plan from concerned faculty, printed and distribute among the concerned department and students;
- (g) to coordinate the affairs regarding conduct and discipline of the students at the Institute Campus;
- (h) to establish regular liaison with parents by conveying academic report and conduct of the student at the Institute;
- (i) to coordinate with Controller of Examinations of the Institute (Undergraduate) for all matters connected with the conduct of examinations and matters pertaining to development of question bank;
- (j) to coordinate matters concerning to Library and Reading Hall for extending appropriate service to teachers, students of the Institute;
- (k) to coordinate admission activities in consultation with Director (Administration);
- (l) to coordinate administrative, social, political and financial affairs and day to day problems concerning to the students in consultation with Executive Director;
- (m) to coordinate to resolve day by day problems regarding proper maintenance of student's residential halls at Institute Hostels coordination with Hostel Provost;
- (n) to conduct weekly meeting with In-charge Students Affairs, Hostel Provost and In charge Campus administrator regarding student's problems and reporting sensitive issues to the Executive Director;
- (o) to hold meeting with faculty regarding academics progress;
- (p) to monitor regularly the academic and teaching program of the Institute;
- (q) to coordinate the In-charge Students Affairs in actions against the Indiscipline activities of the students;
- (r) to coordinate with the Director (Administration) for student's extra curriculum activities i.e. debates, sports, exhibition & etc.;
- (s) to be assisted by ministerial staff;
- (t) any other duties assigned by the Executive Director.

7. **Distribution of work.-** (1) The Director (Administration) shall be entrusted with a well-defined sphere of duty. Within this sphere, he shall assume full responsibility and shall submit all cases direct to the Executive Director for orders. All the head of Department and Faculty shall submit their cases to the Executive Director through the office of Director (Administration).

(2) The Executive Director shall have the power, however, to call for any case for his own consideration and to request that he be consulted in any particular case before it is final decision is taken regarding that particular case.

(3) All the Head of Departments shall dispose of all cases in which no major question of policy is involved or which under the rules or the standing orders they are competent to dispose of.

8. **Director (Administration).**- The Director (Administration) shall be the head of the General Administration Section of the Institute. He shall perform following duties and function:-

- (i) to work under the control of the Executive Director and shall deal with and carry out official correspondence of the Institute on all academic and other matters, as may be directed;
- (ii) to arrange for publication of Prospectus, Syllabi and Courses of Studies as may be prescribed;
- (iii) to arrange to publish the Institute Code and keep it up to date;
- (iv) subject to the control of the Executive Director, shall be responsible for getting the rules and regulations on all matters framed, reviewed and amended;
- (v) to prepare the Annual Report for submission to the Board with the approval of Executive Director;
- (vi) subject to the control of the Executive Director, deal with cases regarding:-
 - (a) affiliation and dis-affiliation of educational institutions and, matters related, thereto;
 - (b) admission of educational institutions to the privilege of the Institute and the withdrawal of such privileges;
- (vii) subject to the control of the Executive Director, act as Institute Resident Officer and in his capacity as such shall be responsible in exercising overall vigilance and providing regularly adequate information to the Executive Director on matters likely to disturb general atmosphere in the Institute;
- (viii) to act as Secretary to the Committees and such other bodies as may be required by the Executive Director;
- (ix) to make all arrangements in connection with admissions of candidates in the Institute;
- (x) to make all necessary arrangements for the conduct of all events, workshops, symposiums and meetings of various bodies;
- (xi) to prepare budget proposals and schemes and forward the same to the Director of Finance/Executive Director;
- (xii) to sanction journeys to the staff in the Institute within the budget allocation and to countersign such traveling allowances bills;
- (xiii) to sanction expenditure out of the "Contingencies for the local journeys performed in the interest of the Department, within the budget allocation;
- (xiv) to propose re-appropriation of non-recurring nature of the departmental allocation, within the budget heads to the Executive Director;
- (xv) to propose disposal of surplus and unserviceable stores of his department to the Executive Director;
- (xvi) to institute suits on behalf of the Institute and to represent them in Law Courts, if and when necessary;
- (xvii) to grant permission to employees in BPS-1 to BPS-7 to apply for jobs outside the Institute under the intimation of Executive Director;
- (xviii) to write Annual Confidential Reports of employees in his department and forward the same to the appropriate authority;
- (xix) to sign degrees/postgraduate diplomas of eligible candidates;
- (xx) to make necessary arrangements for holding of Convocations;
- (xxi) to Chair the Departmental Board of Review (BOR) meetings;
- (xxii) to prepare the agenda and minutes of the meetings;

- (xxiii) to follow up the decisions taken in the review meeting and to ensure their completion in the specified time frame;
- (xxiv) to identify training needs of employees of his department;
- (xxv) to take corrective actions on non-conformities identified in audit;
- (xxvi) to implement the corrective and preventive action related to his department within the specified timeframe;
- (xxvii) to perform such other duties as may be assigned to him by the Executive Director;
- (xxviii) to be assisted by Deputy Director (Administration), Assistant Director (Administration) and ministerial staff.

9. **Deputy Director/Assistant Director (Administration).** The Deputy Director/Assistant Director (Administration) shall dispose of all cases where there are clear precedents, and no question of deviation from such precedents is involved or which under the rules or standing orders he is competent to dispose of. In case of doubt he may seek verbal instructions from Director (Administration).

10. **Director Ophthalmic Community Service:** (1) The Director Ophthalmic Community Service shall be the head of the Community Section of the Institute who shall be assisted by Deputy Director Ophthalmic Community Service, Program Officer, Computer Operator ministerial staff.

(2) The Director Ophthalmic Community Service shall work under the supervision and control of the Executive Director and carry out official correspondence of the Institute on all community matters, and perform the following duties and functions in accordance with the rules and regulations. He shall: -

- (i) to assist for publication of Prospectus, Syllabi and Courses of Studies as may be prescribed;
- (ii) to assist to publish the Institute Code and keep it up to date;
- (iii) to assist in all necessary arrangements for the conduct of all events, workshops, symposiums and meetings of various bodies;
- (iv) to act as a representative/focal person on the national and provincial level of the eye health committees;
- (v) to organize and run outreach activities such as screening campus and school health programmes;
- (vi) to conduct trainings* and awareness sessions at community projects level all over Sindh for capacity building;
- (vii) to establish partnership with local or international donor agencies for delivery of quality services to the community;
- (viii) to recognize conditions that require a higher level of care and refer such cases to consultants;
- (ix) to impart eye related eye health promotion and prevention of preventable diseases;
- (x) to select and prepare patients who require eye care at tertiary level;
- (xi) to arrange community based rehabilitation programmes;
- (xii) to supervise and train community level health care personnel in primary eye care;
- (xiii) to assist and participate in the implementation, supervision and monitoring of the project's interventions and promote health services through fieldwork, community involvement for health development, in a sustainable basis;
- (xiv) to assist in the training activities for different categories of health personnel at national, provincial, district and sub-district staff;

- (xv) to write Annual Confidential Reports of employees in his department and forward the same to the appropriate authority;
- (xvi) to make necessary arrangements for holding of Convocations;
- (xvii) to Chair the Departmental Board of Review (BOR) meetings;
- (xviii) to prepare the agenda and minutes of the review meetings;
- (xix) to follow up the decisions taken in the review meeting and to ensure their completion within the specified time;
- (xx) to implement the corrective and preventive action related to his department within the specified timeframe;
- (xxi) to grant casual leave to the officers and staff working under him as per relevant rules;
- (xxii) to identify training needs of employees of his department;
- (xxiii) to handle customer complaints including both internal and external customers;
- (xxiv) to perform such other duties as may be assigned to him by the Executive Director;
- (xxv) to be assisted by Deputy Director (Ophthalmic Community Service), Program Officer, Computer Operator and ministerial staff.

11. Deputy Director Ophthalmic Community Service/Program Officer: The Deputy Director Ophthalmic Community Service/Program Officer shall dispose of all cases where there are clear precedents, and no question of deviation from such precedents is involved or which under the rules or standing orders he is competent to dispose of. In case of doubt he may seek verbal instructions from Director (Ophthalmic Community Service).

12. Director Finance:- (1) The Director Finance shall be the head of the Finance Wing of the Institute who shall be assisted by Deputy Director Finance, Assistant Director, Account Officer and appropriate ministerial staff.

(2) The Director Finance shall work under the supervision and control of the Executive Director and carry out official correspondence of the Institute on all financial matters, and perform following duties and functions in accordance with the rules and regulations. He shall -

- (i) act as the Secretary to the Finance and Planning Committee.
- (ii) manage the property, finance and investments of the Institute;
- (iii) prepare the annual and revised budget estimates of the Institute and place such estimates before the Finance and Planning Committee and the Board;
- (iv) be responsible to ensure that the funds of the Institute are spent for the purpose for which they are granted or allocated and be also responsible for financial propriety and financial discipline; and for this purpose he shall arrange such checks of stocks, records and stores as may be necessary;
- (v) have the authority of signing all routine agreements contracts pertaining to the affairs of the Institute, except agreements/contracts of development works, from time to time, which have the prior approval of the competent authority and shall ensure that they are timely renewed;
- (vi) be the Incharge of the accounts and the budget;
- (vii) be responsible to provide regularly adequate information on all financial matters to the Executive Director, bring any infringement of the Institute on financial matters to his notice and to ensure that the decisions of the competent authorities communicated to him are properly observed and implemented;
- (viii) be responsible to get the detailed procedure, etc., in which accounts of the Institute are to be maintained, approved from the competent authorities as and when necessary;
- (ix) to grant casual leave to the officers and staff working under him as per relevant rules;

- (x) to sanction journeys to the staff in the Department within the budget allocation of the Department and to countersign such traveling allowances bills;
- (xi) to sanction expenditure out of the "contingencies" for the local journeys performed in the interest of the Department within the budget allocation;
- (xii) to propose re-appropriation of non-recurring nature of the departmental allocation, within the budget heads to the Executive Director;
- (xiii) to propose disposal of surplus and unserviceable stores of his Department to the Executive Director;
- (xiv) to write Annual Confidential Reports of employees in his Department and forward the same to the appropriate authority;
- (xv) to Chair the Departmental Board of Review (BOR) meetings;
- (xvi) to prepare the agenda and minutes of the review meetings;
- (xvii) to follow up the decisions taken in the review meeting and to ensure their completion within the specified time;
- (xviii) to identify training needs of employees of his department;
- (xix) to handle customer complaints including both internal and external customers;
- (xx) to take corrective actions on non-conformities identified in audit;
- (xxi) to implement the corrective and preventive action related to his department within the specified timeframe;
- (xxii) to perform such other duties as may be assigned to him by the Executive Director.

13. Internal Auditor: Internal auditor shall perform the following duties and functions:-

- (i) securing and watching compliance of the auditee institutions with the audit observations raised in pre-audit as well as post-audit by the Government Auditors respectively;
- (ii) preparation of replies to the audit observations in the annotated form;
- (iii) carrying out internal audit and inspection of the private and Institute funds and stores maintained by departments and institutions and ensuring compliance with the internal audit observations;
- (iv) be responsible for matters connected with the auditing of the accounts of the Institute;
- (v) make pre-audit of all bills passed for payments;
- (vi) make annual physical verification of stocks;
- (vii) to take corrective actions on non-conformities identified in audit;
- (viii) to implement the corrective and preventive actions related to his department within the specified time;
- (ix) to perform such other duties as may be assigned to him by the Director Finance or Executive Director.

14. Controller of Examinations:- The Controller of Examination shall be the head of the Examination Department of the Institute. He shall be assisted by Deputy Controllers of Examinations and ministerial staff and shall perform following duties and functions:-

- (i) work under the control of the Executive Director and shall carry out official correspondence of the Institute on all matters pertaining to the examinations;
- (ii) subject to the control of the Executive Director, conduct the examinations of the Institute;

- (iii) subject to the control of the Executive Director, be responsible for getting the rules and regulations framed relating to examinations;
- (iv) be responsible to provide regularly to the Executive Director adequate information on all examination matters and to bring to the notice of the Executive Director any infringement of the Rules and/or Regulations pertaining to the examinations and to ensure that the decisions of the competent authority communicated to him regarding examinations are properly observed;
- (v) to sign marks sheets, provisional certificates and transcripts of eligible candidates;
- (vi) be responsible to maintain and ensure secrecy in all matters pertaining to examinations;
- (vii) to prepare periodical report(s) regarding the conduct of examinations;
- (viii) to act as the Member/Secretary of Unfair Means Committee and the Examinations Committee;
- (ix) to prepare annual reports on the conduct of examinations for submission to Executive Director;
- (x) be responsible for tabulation, finalization and declaration of examinations results as early as possible;
- (xi) to make occasional inspections of Examination Centre himself or through his officers, in order to see that all arrangements are in order and that the conduct of examinations is smooth and free from any malpractices and submit invariably, an inspection report to the Executive Director;
- (xii) to report to the Executive Director immediately if there is any untoward incident in connection with the smooth conduct of an examination;
- (xiii) to perform such other duties as may be assigned to him by the Executive Director.

15. Planning and Development Officer.- Subject to rules or regulations of the Institute, the powers and duties of the Planning and Development Officer shall be as follows:-

- (i) preparation of Annual Development Program (ADP) and its implementation;
- (ii) preparation of five years, short term and long term plans and its implementation;
- (iii) preparation of specific projects on PC-I proforma, securing the approvals and ensuring their implementation as per plans;
- (iv) preparation of feasibility reports of planned projects; progress report on all on-going projects; and completion reports of completed projects prior to their finalization;
- (v) preparation of linkages programmes with other institutions and agencies both local and foreign;
- (vi) follow-up of all the above mentioned activities for formal approval for the government and keeping effective liaison with all concerned Institutes for ensuring timely completion of projects, submission of all financial compliance record to finance wing and engineering departments for ensuring better coordination for speedy implementation of projects;
- (vii) supervision of civil or technical work going on in the Institute campus;
- (viii) certification of such work for the purpose of completion and payment to the contractors involved; and
- (ix) suggest alteration in such project, subject to the feasibility.

16. **Executive Engineer.** Subject to rules/regulations, the powers and duties of the Executive Engineer shall be as follows:-

- (i) to organize co-ordinate and control all the development schemes of the Institute;
- (ii) to be Chief Professional Advisor in all matters connected with development schemes, logistics and environments;
- (iii) to be responsible to maintain proper co-ordination among the field staff and various agencies/consultants etc. appointed by the Institute;
- (iv) to assist in the implementation of the project and provide conducive environment;
- (v) to inspect the various works in progress and to see that the system of management prevailing is efficient and proper to achieve the required results;
- (vi) to periodically monitor all the targets fixed in respect of completion of projects; provide logistic facilities required for the smooth and proper functioning of the Institute;
- (vii) to visit the premises of the Institute once every two months and to send report to Executive Director;
- (viii) any other responsibilities to be assigned by competent authorities; and
- (ix) to chair the meetings of Departmental Management Review Committee, as per requirement of the Quality Management System and follow up the decisions taken in the meetings to ensure their completion in the specified time frame.

Environmental Control:

- (a) maintenance of grounds and gardens;
- (b) maintenance of environmental hygiene;
- (c) plantation of trees as well as flowers in nurseries;
- (d) sprinkling of water on the Institute roads.

17. **Director Information Technology:** Subject to rules/regulations, the powers and duties of the Director Information Technology shall be as follows:-

- (i) to plan and implement additions, deletions and major modifications to the supporting infrastructure;
- (ii) to anticipate future network needs, identifies proactive solutions to satisfy needs;
- (iii) to help in establishing and building relationships with vendors in conjunction with the management;
- (iv) to oversees all I.T-related purchasing and budget usage;
- (v) to holds responsibility for capacity planning and scheduling vendor negotiations related to I.T.;
- (vi) to ensures all departments of the Institute is well informed, at all times, of changes and news worthy events within the Institute;
- (vii) to effectively communicate relevant I.T-related information to superiors;
- (viii) to handle difficult situations directly, using appropriate discretion and reinforce team approach throughout practice both on client projects and internal initiatives;
- (ix) to supports and solicits input from team members at all levels within the organization;
- (x) to communicate effectively with internal clients to identify needs and evaluate alternative business solutions and strategies;
- (xi) to participate in all programs and enforce all policies relating to performance evaluations and career development planning in IT department;
- (xii) to create an environment where Innovators can successfully achieve professional career path goals;

18. **Purchase & Store Officer.-** Subject to rules/regulations, the powers and duties of the Purchase & Store Officer shall be as follows:-

- (i) be responsible for purchases made through the Purchase Section;
- (ii) to maintain account of receipts and issue of all the items purchased by the Institute;
- (iii) to sign and issue tenders for purchases to be made under non-development budget;
- (iv) to ensure that deliveries of stores are made within the stipulated time;
- (v) to prepare the annual demand of stationary items to be purchased on rate contract basis;
- (vi) to exercise vigilance regarding performances of the firms and will be responsible for registration of new firms and their annual renewal under prescribed procedures;
- (vii) to make no purchases without the concurrence of the competent authority;
- (viii) be responsible for periodical audit of all purchases made through him on behalf of the Institute and would produce all the documents i.e. tenders, invoices, bills, inspection notes etc., to the audit party;
- (ix) to verify all the bills relating to purchases made through Purchase Section;
- (x) be the custodian of all the records of purchases made by Purchase Section.
- (xi) to submit proposals of purchase of any store for the Institute;
- (xii) to call from firm's earnest money and security deposit at prescribed rates, if and when necessary;
- (xiii) to suggest and prepare a list of unserviceable items in his charge for auction and shall take action according to the prescribed procedure;
- (xiv) to submit all indents placed by departments/offices, to the appropriate authority for his concurrence;
- (xv) to take appropriate action against the firms on receipt of information/complaint from any indenter/consignee against non-supply, or defective supply;
- (xvi) to negotiate with the tendering firms, as and when instructed by the competent authority;
- (xvii) to grant reasonable extension in delivery period depending upon nature of the case, in consultation with the indenting officer;
- (xviii) to see that purchases are made according to the prescribed procedure in cases where the spot purchase is recommended by any indenter/consignee in an emergency;
- (xix) to open all tenders received in tender box of Purchase Section before public (tenderers);
- (xx) to affect purchase against indents/contracts valued up to rupees five thousand (Rs.5000/-) in a financial year without referring the case to the competent authority;
- (xxi) to prepare and submit the annual budget proposals concerning his Section;
- (xxii) to write Annual Confidential Reports of the staff subordinate to him;
- (xxiii) be responsible for management of leasing and purchases in local currency;
- (xxiv) be responsible for supervision of performance of bidders up to satisfactions of consignees;

- (xxv) be responsible for watching delivery of stores within stipulated time period;
- (xxvi) be responsible for selection, pre-qualification and registration of suppliers, category wise;
- (xxvii) be responsible for continuous evaluation and performance monitoring of approved suppliers;
- (xxviii) to perform any other function or duty assigned to him, by the Director of Finance or the Executive Director.

19. **Duties and responsibilities of the Accounts Officer:-** There shall be Finance and Accounts Officers of the Institute for advising the Director Finance on all financial, budgetary and accounting matters.

(2) The Accounts Officers shall have such sub-ordinate officers and staff as may be necessary and shall concentrate on their work exclusively.

(3) They shall perform such other duties and responsibilities as may be assigned to them by the Finance Director.

(4) They shall work under the Director Finance or work under the direct supervision of the Principal Accounting Officer as may be determined by him.

20. **Subordinate/Ministerial Staff under the administrative control of Administration Section:-**

(i) **Superintendent.** The Superintendent shall have the following duties:-

- (a) to supervise the overall work of the Section;
- (b) to scrutinize the papers of daily doc and mark the same to the concerned dealing Assistants and monitor its early disposal;
- (c) to check the cases submitted by the concerned Assistants and put-up the same to the concerned officer;
- (d) to check the filing of the papers in the concerned files of the correspondence and keep their record up to date;
- (e) to recommend the cases of the ministerial staff working under him for grant of casual leave/earned leave/ medical leave and submit the same to the higher authorities through the concerned officer;
- (f) to maintain the leave record of all employees working under the institute;
- (g) to prepare the working papers of the cases to be placed before the various bodies/authorities of the Institute and submit the same to the higher authorities through the concerned officer;
- (h) to put-up the proposals regarding compliance of the decisions made by various bodies/authorities in the meetings and forward the compliance report to the concerned sections through the concerned officer;
- (i) to put-up the replies of the letters of general correspondence made with the Government departments/autonomous bodies and submit the same to the higher authorities through the concerned officer;
- (j) to check all the bills, estimates arithmetically;
- (k) to maintain the record of ACRs and submit the same to the higher authorities through the concerned officer;
- (l) to maintain the files of general correspondence made with the various Government departments/organizations/agencies/contractors; and
- (m) to perform such other responsibilities as assigned by the competent authorities from time to time.

(ii) **Assistant.** The Assistant in a Section shall have the following duties:-

- (a) putting up previous papers and other references relating to the case under consideration;
- (b) opening of files and keeping a record of movement of files;
- (c) keeping a note of all important orders and decisions;
- (d) recording, indexing and weeding of files;
- (e) watching the necessity of keeping priority or security labels on files. He should bring to the notice of the Assistant Director (Administration) at first opportunity that occurs of removing these labels; and
- (f) other clerical duties assigned to him, including casual typing, maintenance of diary register, preparation of statements and putting up of routine reminders.

(iii) **Computer Operator.** The Computer Operator shall have the following duties:-

- (a) taking dictation, rendering transcripts and doing general typing work;
- (b) attending to receipt and issue work during the absence of the Section Assistant;
- (c) any other ancillary function and work that may be assigned by the officer, e.g. reproduction of documents, arranging office amenities etc.
- (d) to perform all the task of typing material;
- (e) to maintain the typing record in software;
- (f) to provide Internet/Email services to administration, teachers, students and Maintenance Record office;
- (g) to attend complaints of computer software troubleshooting and installation of Softwares;
- (h) to keep record of Internet usage;
- (i) to update the Internet software; and to perform any other responsibility to be assigned by the competent authority from time to time.

(iv) **Naib Qasid.** The Naib Qasid attached to the Each Section will normally perform the following duties:-

- (a) carrying from one place to another within and without office premises official files/papers.
- (b) general arrangement and tidiness of the office, furniture including re-dusting of office furniture, record etc.
- (c) conducting visitors to the officers;
- (d) providing drinking water to the officers and staff;
- (e) carriage of steel boxes containing secret/confidential files from one officer to another;
- (f) shifting of articles of light furniture e.g. chairs, side racks, small side tables etc., from one place to another within office premises.
- (g) any other duty that may be assigned to him by his Officer In charge during working hours.

Note.- Dusting of the office furniture is usually done by the "Farash", before and after office hours. If, however, some articles require redusting during office hours, when the Farash is not on duty this could be done by Naib Qasid attached to the officer or Section concerned.

21. The Private Secretaries to the Executive Director shall normally be responsible for the following:-

(i) **Private Secretary to Executive Director:**

- (a) to attend telephone and to keep record of trunk calls;
- (b) to screen callers and telephone calls;
- (c) to arrange engagements and maintain an engagement diary;

- (d) to prepare papers for meetings and interviews;
- (e) to see that matters requiring the Executive Director's attention are brought to his notice in good time and in complete and proper form;
- (f) to receive and arrange and, where necessary, register the Executive Director's papers and correspondence including secret and top secret papers;
- (g) to keep record of suspense cases and to see that such cases are put up to Executive Director on due dates;
- (h) to keep reference books up-to-date;
- (i) to attend to work connected with Executive Director tours etc.;
- (j) to assist the Executive Director in such matters as he may direct;
- (k) to keep proper record of movement of files and other classified documents;
- (l) to receive and conduct visitors.

Personal Assistants/Computer Operator to the Director (Academics)/Director (Administration)/Controller of Examination, Director Finance, and other key officer shall normally be responsible for the following:-

i) Personal Assistants/Computer Operator.-

- (a) taking dictation, rendering transcripts and doing other typing work;
- (b) to attend telephone and to keep record of trunk calls;
- (c) to keep proper record and movement of files and other papers;
- (d) to keep record of suspense cases, where ordered, and their submission on due dates;
- (e) handling of classified papers in accordance with general or special orders;
- (f) to receive and conduct visitors and to maintain officer's engagement diary;
- (g) to keep reference books upto date;
- (h) to attend to work connected with the officers' tours etc.; and
- (i) any other routine official duty that may be assigned by the officer, e.g. reproduction of documents, arranging petty office amenities, recording of entries in the Staff Car Movement Register, receiving from or delivering important dak at Courier Service, etc.

22. Disposal of official Business:- All official business of the Institute shall be conducted in accordance with these rules.

23. The following cases shall be submitted to the Executive Director:-

- (a) all cases, summaries and reports requiring submission to the Board;
- (b) all cases involving major policy and important administrative issues;
- (c) all cases of appointments or promotions in BPS-17 and above that have to be referred to the Selection Board/Board;
- (d) all cases involving local/foreign delegations and deputations within country and abroad;
- (e) all important cases relating to development plans, annual budget and foreign exchange requirements;
- (f) all cases of transfers of Heads of Departments and their subordinates;
- (g) proposals in respect of academic and administrative matters;

- (h) matter pertaining to the display and conduct of the Institute;
- (i) proposal/items and other matters to be placed before the statutory bodies of the Institute;
- (j) and such other cases as may be directed by the Executive Director.

24. (1) All other cases shall be disposed of by the Director (Administration) in accordance with the relevant rules or the powers delegated to him by the Executive Director.

(2) All fresh receipts sent down by the Executive Director or Director (Administration) shall ordinarily be taken to be sent down "for examination and disposal without reference to Executive Director/ Director (Administration)", unless the case has to be shown to Executive Director/ Director (Administration) under the provisions of these rules or Executive Director specifically asks for the case to be shown to him.

25. No officer shall deal with a case relating to his own promotion, transfer, pay or allowances or with a case dealing with his own official conduct.

26. **Recording of notes and preparation of drafts.-** As a rule not more than two officers (excluding the Executive Director) shall note upon a case before its final disposal except where more than one Department/ Section may have to be consulted.

27. When the higher officer agrees with the note or recommendation, he may merely append his signature.

28. In cases which can be disposed of directly by an Assistant Director (Administration), no elaborate note need be recorded.

29. In case where only a perusal of the paper under consideration is sufficient to enable a higher authority to take a decision, there shall be no noting beyond a brief suggestion for action.

30. In cases where a formal note is required, it shall be in the form of a statement of the case showing in detail, according to the importance and stage of the case -

- (i) the question for consideration;
- (ii) the circumstances leading upto it;
- (iii) the rules and precedents bearing upon it; and
- (iv) suggestions for action.

31. The reproduction in a note of verbatim extracts from the paper under consideration or its paraphrasing shall as a rule be avoided. It shall be presumed that the paper under consideration will be read by the officer to whom it is submitted.

32. In complicated or protracted cases, particularly those involving references to other Organizations/Institute/Board, the Assistant Director (Administration) or other concerned, as the case may be, prepare and place in a separate cover a duly referenced summary of the case (in triplicate) which shall be kept up-to-date by incorporating important decisions. The summary shall be signed by the officer who prepares it. The facts of the case shall not then be reproduced in the notes portion of the file. A copy of the summary may, if necessary be retained by another Organization/Institute/Board of Director's Office, when the case is referred to it.

33. All notes shall be temperately written and shall be free from personal remarks. If apparent errors are to be pointed out and if any opinion is to be criticized it shall be done in respectful language. Proper decorum shall be observed in commenting upon the notes recorded by higher authorities.

34. When it is desired to examine the proposal of another office without showing that office such examination, a 'routine' file may be opened. This procedure should be adopted especially if the proposal is likely to be criticized severely. The routine file shall not be sent out to

another office without special orders of the competent authority for treating it as a part of the regular file.

35. To expedite disposal of cases and especially in emergencies, informal discussions between officers of the Institute shall be resorted to. The telephone shall be freely used; provided that the subject is not secret. Executive Director and other senior officers shall encourage their subordinate officers to bring up cases for advice, discussion or disposal.

36. A draft of the communication to be issued shall, as a rule, be prepared at the earliest possible stage of the case.

37. All executive actions of the Institute shall be expressed to be taken in the name of Board.

38. In order to avoid audit objections, financial department shall be expressed to be made by the authority empowered to make them.

39. **Consultation with other Organization i.e. Health Department/Higher Education Commission/ other Institutes Federal & Provincial governments:-** The provisions of the rules regarding consultations with other Organization shall be carefully observed. Such consultations shall be in the following form:-

- (i) by sending a written reference specifying the points on which the advice of the other Organization is sought;
- (ii) by personal consultation in the event of a difference of opinion or delay;
- (iii) attention shall be paid to special instructions issued by the various organizations for consultation with them. Wherever possible, the proposal shall be accompanied by a draft.

40. When it is necessary to consult more than one Organization on a case, the consultation shall be effected simultaneously except in cases where the multiplication of documents to be sent would involve an excessive expenditure of time and labour.

41. Where simultaneous references have to be made to more than one Organization, the file may be sent to the Organization most concerned, other organization being consulted by means of self-contained office memoranda, un-official notes, or demi-official correspondence except in cases which can be disposed of by verbal consultation.

42. In cases where a reference in the form of a self-contained office memorandum is preferred, the proposal and the point of reference shall be stated as fully and clearly as possible and references to relevant rules, orders, etc., given where necessary.

43. If a case is received from an Organization in an incomplete form the Organization to which the reference is made may call for the information necessary to complete it.

44. Any case referred to an Organization shall either be returned to the officer referring it, i.e. to the last officer whose signature appears on it; or if this is not done, it shall, on return to the referring Organization, be placed at once without further noting, before that officer. The latter shall ordinarily deal with it himself without any further noting by a junior officer. If he wishes a junior officer to examine the case, he shall indicate on the case the point or points on which he wants examination or information.

45. If a case has to be referred a second time to an organization on the same issue, it shall be sent to the senior most officer of that Organization who has already seen it, and that officer shall follow the procedure indicated in rule 42 above.

46. When a file has been referred to or returned from another Organization and a difference of opinion between the Organizations is disclosed, personal discussion shall as a rule be substituted for further noting. If the difference of opinion is not resolved at the level at which the case was taken up, the level of personal discussion shall be appropriately raised. In any particular case where the two Organization agree after personal discussion, the Executive Director or Head of

organization whatever the case may be shall, if necessary meet and record a joint note embodying the decision and there shall be no further noting.

47. (1) Reference to another Organization shall as far as possible be addressed to the officer concerned by name and shall be signed by an officer of the rank at least of Assistant Director (Administration)/Deputy Director (Administration) bearing the full name, designation and telephone number either in type or rubber stamped or legibly hand written in block letters.

(2) A D.O. letter addressed by one Executive Director to another Head of organization should be replied at the same level. If a formal reply is issued by a subordinate officer, it should be ensured that the contents of the reply have been cleared by the Head of organization concerned.

48. Notes written in one organization and sent to another shall not be referred to any officer outside the Institute without the general or special consent of the organization to which they belong.

49. **References from Heads of Teaching and Administrative Departments.**- Proposals from a Head of Teaching and Administrative Department shall ordinarily be in the form of a self-contained communication stating the facts of the case, the points for decision and his specific recommendations.

50. The Head of Teaching and Administrative Department shall be responsible for the technical soundness of his proposals which, as a rule, shall not be subjected to any technical examination by the Institute.

51. It shall be the duty of the Head of Teaching and Administrative Department to ensure that only those cases are submitted to the Executive Director on which he is not competent to pass orders himself. If a case which he is himself competent to dispose of is received in the office of Executive Director, it shall be returned to him without being subjected to any examination.

52. (1) A case referred to the Institute over the signature of the Head of Teaching and Administrative Department shall be placed before the Executive Director or the Director (Administration). The officer concerned shall see whether he can pass orders on the reference straight away. If it is considered that previous papers are needed, or examination is required at a lower level, instructions shall be given accordingly, but the language used in examining or criticizing such cases shall invariably be polite.

(2) In all cases, replies should be shown to the concerned officer before issue, who should normally send the reply under his own signature. In case an officer of a lower status signs the reply the level at which the decision has been taken should invariably be indicated by the addition of the words 'this issues with the approval of Executive Director/ competent authority as the case may be. This may not, however, apply to the orders and other Instruments made and executed in accordance with the provisions of Sindh Institute of Ophthalmology and Visual Sciences Academic Council (Conduct of Business) Rules, 2021.

53. **Correspondence with members of the public.**- (1) A mechanism for continuous review and control should be introduced in Institute and its Departments dealing with matters directly affecting the public, in order to ensure that -

- (a) every letter received from a member of the public is immediately acknowledged; and
- (b) a final reply is invariably sent after consideration of the case is completed.

(2) The forms and letters addressed to the members of the public should be politely worded and neatly printed or otherwise reproduced on stationery of suitable quality. The salutation "Dear Sir/Sirs" and subscription "Yours truly" should be invariably used while addressing communications to non-officials or group of individuals.

54. **Checks on delays.**- (1) Every Incharge of Section shall prepare, in the prescribed form a monthly return of arrears and submit it to such higher officer or officers as the Executive Director may order.

(2) The following system of reminders shall be adopted as a matter of routine. The first reminder shall be issued after a reasonable lapse of time in the form of an un-official note or office memorandum. It shall be followed, if necessary, by a second reminder which shall be in the form of a demi-official letter from the officer concerned or the Deputy Director (Administration). If there is still no response, the matter shall be taken up at a higher level by the Additional Director (Administration) or Executive Director. Such written reminders shall be supplemented by telephonic reminders. Demi-official reminders shall be replied to by officers of the same rank.

EXECUTIVE DIRECTOR