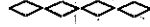


MOST IMMEDIATE

No. 2(17)/2011-Admn-I
Government of Pakistan
Ministry of Commerce



Islamabad, the 7th February, 2012

CIRCULAR

A copy of Circular No. 4/3/2012-1-IV, dated 27-01-2012 received from Establishment Division regarding posting as Assistant Accounts Officer (BPS-16/17) at the Directorate General of Hajj, Jeddah (Saudi Arabia).

2. The officer in BPS-16/17 of this Ministry are requested to please provide the required documents for fulfilling the job description as mentioned in sub-para (i-vi) mentioned therein of their nomination duly approved/recommended by the Competent Authority sent to this Section latest by 14-02-2012 for onward submission to the Establishment Division.


(MARIA KAZI)
Section Officer (Admn-I)

GOVERNMENT OF PAKISTAN
CABINET SECRETARIAT
ESTABLISHMENT DIVISION

No.4/3/2012-T-IV

Islamabad the 27th January, 2012

CIRCULAR

Subject: **POSTING AS ASSISTANT ACCOUNTS OFFICER (BS-16/17), AT THE DIRECTORATE GENERAL OF HAJJ JEDDAH, SAUDI ARABIA.**

A post of Assistant Accounts Officer (BS-16)/17 is lying vacant at the Directorate General of Hajj, Jeddah, Saudi Arabia.

2 Suitable nominations are invited for the position in the light of the Division's O.M. No.4/7/81-T-IV dated 28-12-1981 summarized as under:-

- (a) The selectee fulfils the requirements of the post as detailed in the job descriptions.
- (b) The selectee is in the same grade as the post to be filled. Officers from higher or lower grades will not be considered.
- (c) The selectee has an overall good record of service particularly during the last five years of service.
- (d) The selectee is at least a graduate or possesses the technical qualification required for the job.
- (e) Persons within promotion zone within the next 2 year shall not be considered
- (f) Those likely to retire during the next 4 years shall not be considered.
- (g) An officer shall not be posted abroad more than once.

3. Suitable nominations of civil servants as per job description (copy enclosed) may be furnished to this Division with the following documents (*two copies*) latest by February 28th 2012 along with the following documents:

- (i) Bio-data - cum - CV with photographs
- (ii) Release certificates
- (iii) No Disciplinary / Criminal Proceedings Certificate
- (iv) PERs grading for the last five years.
- (v) The nominee is not in promotion zone in next two years.
- (vi) The nominee is not retiring in next 03 years.

- Note:
- (a) It may be noted that only civil servants are eligible for subject positions:
 - (b) No incomplete nomination will be entertained.
 - (c) No nominations will be entertained after due date.



(Gul Zaman)
Section Officer (T-IV)
Ph: 9203663

1. All Ministries/ Divisions.
2. The Auditor General of Pakistan, Islamabad.
3. The Chief Secretary, Government of Punjab, Lahore.
4. The Chief Secretary, Government of Sindh, Karachi.
5. The Chief Secretary, Government of KPK, Peshawar.
6. The Chief Secretary, Government of Balochistan, Quetta.

**SPECIFIC DUTIES/RESPONSIBILITIES OF AAO (BS-17) DIRECTORATE GENERAL
OF HAJJ, JEDDAH.**

- Pre-audit of all payments.
- Tendering advice on all financial matters.
- Compilation of accommodation, compulsory Hajj dues, PWF, Regular Budget Income of Pakistan Houses and Entertainment Accounts.
- Preparation of Annual Budget Estimates.
- Replies of Audit Paras.
- Submission of monthly cash account to CAO.
- Maintenance of Cash Books for accommodation and Compulsory Hajj Dues.
- Reconciliation with Banks.
- Handling of payment of accommodation charges and Compulsory Hajj Dues to the owners of buildings and Maktab-ul-Vokla (Rs. 6 billion)
- Handling of PWF Budget released to D.G.(Hajj), Jeddah for every Hajj operation (Rs. 101,798,800 for Hajj 2007)
- Handling of Regular Budget for four Units amounting to Rs. 105,835 million.