



OFFICE OF THE COMMISSIONER  
ICT EMPLOYEES SOCIAL SECURITY INSTITUTION (IESSI)  
PLOT NO. 166, STREET NO.09, I-10/3  
ISLAMABAD  
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Subject: **Job Description of Officers/Officials of IESSI**

**1. Deputy Director (Social Security) (BS-18)**

Coordination, guidance and supervision of following sections of IESSI:

- ❖ Administration Section
- ❖ Accounts Section
- ❖ Medical Section
- ❖ Recovery Section
- ❖ Data Centre
- ❖ Other day to day matters and any task assigned by higher authority

**2. Assistant Director (Admin) BS-17**

- ❖ Monitoring the overall office environment
- ❖ Arrange & coordinate Governing Body Meetings and other departmental internal meetings
- ❖ Handles petty cash/ imprest money
- ❖ Member of purchase committee
- ❖ Maintenance of building, purchase of stationary, approval of bills from competent authority
- ❖ Negotiating contracts and agreement with vendors
- ❖ Acting as a liaison between the employees and upper management in employees related matters.
- ❖ Any other task assigned by the Senior

**3. Accounts Officer (BS-17)**

- ❖ Preparation & submission of annual budget estimates both Receipt & Expenditure for approval of Governing Body.
- ❖ Issue of budget statement
- ❖ Submission of quarterly release of budget allocation
- ❖ Submission of re-appropriation of funds
- ❖ Submission of allocation of additional funds
- ❖ Supervision and maintenance of bank accounts for receipts and expenditures and reconciliation thereof.
- ❖ Maintenance of records/statement of monthly receipt and expenditure
- ❖ Submission of monthly position of receipts and expenditure
- ❖ Submission of medical bills of panel hospital/dispensaries for approval of Commissioner
- ❖ Overall supervision of Accounts Section

**D.D.O Ship:**

- ❖ Signatory of Cheques against the expenditure bills on Administrative expenses, Medical Services and cash benefits to secured workers.
- ❖ Supervision of monthly salary to the officers and staff of IESSI
- ❖ Maintenance of expenditure registers separately for each account
- ❖ Maintenance of cashbook for receipts
- ❖ Any other work assigned by the seniors.

**4. Assistant Audit Officer (BS-17)**

- ❖ Checking of Cash book with supporting vouchers of Receipts and payments.
- ❖ Scrutiny of cheque collection receipts
- ❖ Checking of all vouchers, registers, bills and claims of imprest money
- ❖ Scrutiny of monthly bills of dispensaries/panel hospitals
- ❖ Detailed audit of all IESSI record
- ❖ Checking of benefit claims viz:-
  - a. Maternity leave
  - b. Death Grant
  - c. Reimbursement of Medical Expenses
  - d. Leave salary payment
  - e. Contingency payment claims
- ❖ Scrutiny of following charges:-
  - a. Pay and allowances of IESSI employees
  - b. Pension payments to disable and survivor secured persons
  - c. Payment of all purchases, utility bills, newspaper, internet, cable, drinking water, petrol, oil, lubricants etc
  - d. Checking of delayed or non-payment of contributions and fines

**5. Assistant Director (Recovery) (BS-17)**

- ❖ Management and supervision of the respective section to ensure timely completion of the assigned task
- ❖ Supervision of the recovery team in the respective region
- ❖ Allocation of daily tasks to field staff for recovery and get reports regarding their daily field visits
- ❖ Supervision of file work/scrutiny of contribution schedules for recovery of defaults, less payment/differences/arrears/increase
- ❖ To issue letters to defaulters for recovery
- ❖ Supervision of follow-up of establishments who have discontinued /stopped the payment of contribution due to one or other reason
- ❖ Registration of new establishments and correspondence for payment of contribution
- ❖ Monthly progress review meeting with the staff and prepare strategy for the next month
- ❖ Any other task assigned by Seniors

**6. Administrator Data Centre (BS-17)**

- ❖ Management and supervision of the Data Centre to ensure timely completion of the assigned tasks.

- ❖ Supervision, Development & Up-gradation of the IESSI Software and Website.
- ❖ Supervision & maintenance of IESSI Database.
- ❖ Supervision of the contribution schedules being entered in the software.
- ❖ Allocation of tasks to Data Processing Assistant (D.P.A) & Data Entry Operator (D.E.O).
- ❖ To take further action in the accordance with the regular tasks.
- ❖ To help Medical Wing to ensure transparency in medical billing through online computerized medical billing.
- ❖ To issue letters to dispensaries to stop medical treatment of the workers of defaulter units/establishments.
- ❖ Supervision of issuance of computerized Social Security Cards to secured workers, maintaining record and list thereof.
- ❖ To issue letters to establishments for employees who have left the job.

#### **7. Assistant Director (Medical) (BS-17)**

- ❖ Billing and all other matters relating to:-
  - Panel hospitals/ dispensaries
- ❖ Constitution and Arrangement of meeting of Medical Board and minutes etc
- ❖ Referring authority with regard to panel hospitals and diagnostic center.
- ❖ Focal person and responsible for processing of all complaints with regard to panel dispensaries/hospitals and diagnostic Centre.
- ❖ Listening to patient issues and solve them in proper way on their treatment, medicines, and other related S.O.Ps.

#### **8. Pharmacist (BS-17)**

- ❖ Collaboration with other health care professionals to devise the most appropriate medicines
- ❖ Promoting cost effective and economic use of medicine.
- ❖ Formation of all the statistical records related to the treatments and medicines.
- ❖ Liaisoning with pharmaceutical industries and other stake holders to get medicines on negotiable institutional rates.
- ❖ Check all the billing of panel hospitals/dispensaries i.e to check the right dosage form, right medicine to be dispensed, medicine prices, and interaction of medicine and over dosage.
- ❖ Formation and maintenance of effective, highly therapeutic and economic formulary for the institute in collaboration with the medical board.
- ❖ Counsel the clinicians to prescribe medicine from the formulary finalized by the medical board of the institution.

#### **9. Social Security Officer**

- ❖ Responsible for field work in the respective Region.
- ❖ To prepare weekly schedule for the Field Inspector.
- ❖ Supervision of the work of the Field Inspector.

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- ❖ To ensure timely and regular recovery from the existing establishments.
  - ❖ Timely scrutiny of contribution schedules and get the discrepancies rectified.
  - ❖ Preparation of letters for recovery of less payment/difference/arrears/increase etc pertaining to their respective region.
  - ❖ To follow up the establishments that has discontinued/stopped the contribution payment due to one or the other reason.
  - ❖ To visit the field to identify new establishments for registration.
  - ❖ To process the case for registration of establishment after necessary verification through the inspector.
  - ❖ Timely issue of registration letters and follow up for contribution payment.
  - ❖ Preparation of budget etc.
  - ❖ Any other duty assigned by the seniors.
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#### **10. Social Security Inspector**

- ❖ Responsible for field work in the respective Region.
- ❖ To ensure timely and regular recovery from the existing establishments.
- ❖ To follow up the establishment that has discontinued/stopped the contribution payment due to one or the other reason.
- ❖ To visit the field to identify new establishments for registration.
- ❖ To submit the case for registration of establishment after necessary verification.
- ❖ Any other duty assigned by the seniors.

#### **11. Assistant**

- ❖ Opening the files and keeping a record of movement of files
- ❖ Putting up previous papers and other references relating to the case under consideration.
- ❖ Keeping note of all important orders and decisions with direction of officer in-charge
- ❖ Initial noting and drafting
- ❖ Other clerical duties assigned to him, including casual typing, maintenance of dairy registry and putting up of routine reminders
- ❖ Maintain of Personal files of Staff
- ❖ Any other duties assigned by seniors.

#### **12. Procurement officer**

- ❖ To implement purchase plan
- ❖ Comparing prices
- ❖ Evaluating and approving product and services
- ❖ Managing inventory and maintaining accurate records
- ❖ Any other duties assigned by seniors.

#### **13. Data Processing Assistant**

- ❖ Issuing computerized medical cards to secured workers
- ❖ Maintain files of the submitted forms by workers for medical card
- ❖ Entry of workers record in the database as well as in manual register, who apply for the medical card

- ❖ To ensure issuance of medical cards in time.
- ❖ Renewal of manual cards to computerized PVC cards
- ❖ Maintenance and updation of list of Social Security Cards holder on regular basis.
- ❖ Any other duties assigned by seniors.

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#### **14. Data Entry Operator**

- ❖ Responsible for entry of contribution being paid by the registered establishments in the IESSI data base through IESSI software.
- ❖ To help Data Processing Assistant in the renewal process on manual cards
- ❖ Preparation of list of Social Security card holders.
- ❖ Any other duty assigned by the seniors

#### **15. Upper Division Clerk**

- ❖ Coordination with data entry operator for daily contribution receipts.
- ❖ Coordination with data Centre for timely entry of contribution receipts and employees/workers in MIS/Software
- ❖ Medical bills initial assessments as guided by concerned officer
- ❖ To properly maintain files and registers of the section in up-to date condition
- ❖ To type letters and maintain correspondence record and carry out all clerical duties
- ❖ Any other duties assigned by seniors.

#### **16. Lower Division Clerk**

- ❖ Diary and dispatch.
- ❖ To perform the duties of messenger services
- ❖ To maintain file register, dispatch register and movement register
- ❖ Photocopier work
- ❖ Any other duties assigned by seniors.

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