



GOVERNMENT OF BALOCHISTAN
COLLEGES, HIGHER & TECHNICAL EDUCATION
DEPARTMENT
(Admn Section)

Dated Quetta the 31st December, 2020.

NOTIFICATION.

No.SO(Admn)4-7/2020/CH&TED/2125-33 The Government of Balochistan created the posts of Divisional Monitoring Officers (DMOs) in the Financial Year 2017-18. The job Description of the post of Divisional Monitoring Officers (DMOs) has been prepared as follows: -

Purpose and objective of the post of DMOs at Division Level:

1. To enhance effective monitoring of academic activities, development work and administration of General / Professional / Technical Colleges at Divisional Level;
2. To resolve the major issues of General / Professional / Technical colleges;
3. Transformation of verified & valid information in least time management.
4. To overview all the academic and development activities in General / Professional / Technical colleges for further intimation & implementation to the Directorate of Colleges as well as Directorate of Technical Education.

Proposed Job Description:

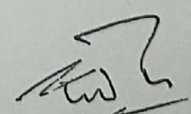
- The DMOs will work under hierarchy of the Directorate;
- To monitor all colleges of the division along with submission of detail report quarterly to the Directorates for further implementation and transmission to the quarter concerned;
- To highlight the issues, problems and obstacles of the colleges and provide viable strategy and plan for solution;
- To check / monitor all kind of accounts i.e. local fund accounts and contingency accounts along with the implementation of the Colleges Committee;
- To entertain Casual Leaves, scrutinize Pension Papers, Financial Matters prior to further perusal of the Competent Authority through the respective Directorate;

- To monitor the development work / all kind of schemes within the Division and also inform the Administrative Department regarding progress on monthly basis;
- To help out the Principals in formulation of SNEs for further transmission to the quarter concerned by the end of January;
- To help out Principals in pre-audit procedures;
- To monitor repairing work and other works of all colleges within the Division;
- To provide recommendations of hiring teachers on remuneration basis in consultation with the concerned Principals;
- To ensure land management and prepare the revenue record along with maps of the colleges with coordination of District Administration;
- To coordinate with executing agency for identification of land for the construction of college building in the Division and incorporate all essential provision in PC-I;
- To hold a meeting once in a quarter in all colleges of the Division to observe the academic & administration issues and chalk out workable proposals / strategy for the perusal of the Competent Authority;
- To provide help to the recruitment committee for the shortlisting the recruitment of candidates at Divisional level;
- To facilitate the Directorate of CMIS-Project and Project Coordinator in respect of all relevant information/ data;
- To provide suggestions/ proposals regarding the posting/ transfer of teaching staff of all colleges within the Division;
- Posting/ transfer of ministerial/ technical staff from (B-1 to B-15) of all colleges within the Division under intimation to the Directorates;
- Any other task assigned by the Competent Authority / Administrative Department;

Muhammad Hashim Ghilzai
SECRETARY

Copy forwarded for information to: -

1. The Secretary, Government of Balochistan, S&GAD.
2. The Director, Directorate of Colleges & Higher Education, Balochistan Quetta.
3. The Director, Directorate of Technical Education, Balochistan Quetta.
4. The Director, BACT, Balochistan Quetta.
5. All DMOs _____.
6. All Principals _____.
7. The PS to Secretary, Colleges, Higher & Technical Education Department.
8. Master file.


Deputy Secretary (Admn:)

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