



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POSTS OF SECRETARY 'A' CLASS MARKET COMMITTEE (BS-17) IN THE AGRICULTURE DEPARTMENT IN THE MARKETING WING/ MARKET COMMITTEES (Case No.23RG2019).**

### **Main Responsibilities and Tasks:**

1. The Secretary shall be the Executive Officer of the Market Committee. The office establishment of the Market Committee shall be under his control. Any order to any member of the staff of the Market Committee shall pass through him.
2. The Secretary Market Committee shall work under the control of Chairman of the Market Committee.
3. The Secretary Market Committee shall be entitled to attend all meetings of the Market Committee or a sub-committee except a meeting wherein anything, concerned to him or his relative, is being considered.

### **Explanation: Relative means:**

- (a) Father, mother, son, daughter, brother and sister of the person concerned, and
  - (b) Brother and sister of the father of the person concerned, and
  - (c) Father, mother, son, daughter, brother and sister of the wife or husband of the person concerned.
4. The Secretary shall advise the Market Committee and its Chairman in the light of the provisions of the Ordinance, rules and bye-laws framed there under and the decisions taken earlier by the Market Committees as well as directions given from time to time by the Government. His opinion shall be recorded in the proceedings of the committee.
  5. It shall be the duty of the secretary Market Committee to carry into effect the provisions of Ordinance, rule and bye-laws, the instructions or directions of the Government, the Directorate of Agriculture (Economics and Marketing) and the Chairman of the Market Committee, with a view to affect maximum improvement in the market.
  6. The Secretary Market Committee shall deal with the correspondence received from the Government or the Directorate (E&M), promptly and efficiently. He shall lay all correspondence of the Market Committee with the Government and the Directorate before the Chairman of the Market Committee for information and to take required action accordingly.
  7. Subject to sub-rule (5), the Secretary Market committee shall have immediate responsibility for the day-to-day working of office of the Market Committee, maintenance of accounts, punctual

rendering of returns, safe custody of cash, common seal, minute book and other records and assets of the committee, and for periodical review of the progress made towards implementation of the provisions of the Ordinance and these Rules.

8. The Secretary Market Committee shall make an annual assessment of the work of employees of the market committee and shall submit the same to the Chairman of the Market Committee. The Chairman of the Market Committee shall take this assessment into consideration while making final assessment of the work of the employees before recording remarks in their character rolls.
9. The Secretary of the Market Committee shall have the power to take necessary disciplinary action against the staff in grades 1 to 3. He may also report against the other employees for the misconduct, in discipline, disobedience, dishonesty, neglect of duty and other such aspects of their conduct as in his opinion may impair the service discipline or may be prejudicial to the aims and objects of this law.

-----**END OF DOCUMENT**-----