

Duties of Sales Manager

1. Maintain the sales centre as clean and attractive
2. Responsible to the all sales items and assets to keep properly.
3. Observe the consumers behaviour for identify their satisfaction and taste to share the ideas to textile demonstrators to do the products as per end user satisfaction.
4. Maintain the store management and sent report to the department on time property.
5. Responsible for sales promotion.

Details about the Efficiency Bar for the Post of Sales Manager

1. **The first Efficiency Bar examination for the Grade III Sales Manager includes the following subjects for two hours question papers.**

Subject Related Written Exam	01Hour	100Marks
Office System and Procedure	01Hour	100Marks

Note: one should obtain not less than 40% marks in each subject to pass the examination.

Syllabus for Subject Related Written Exam

Preparation of Monthly Report, Sales Centre and it's layout, Special Sales & Exhibitions, Knowledge about the estimate of a warp, Cost Calculation & Pricing, Stock Maintenance system

Syllabus for Office System and Procedure

- Office & Office Procedures
 - Office System:
(List of Duty, Office Location, Five 's' Procedure, Office Layout, Security for Office, Organization Chart, Office time, Inward / Outward, Performance Appraisal, Job Analysis)
 - Principles of office Management.
2. **The second Efficiency Bar examination for the Grade II Sales Manager includes the following subjects for two hours question papers.**

Financial Regulations	01 Hour	100Marks
Establishment Procedure and Regulations	01 Hour	100Marks

Note: one should obtain not less than 40% marks in each subject to pass the examination.

Chapters of Financial Regulations

Chapters – I, II, III, IV, V, VI, VII, VIII, IX, X, XI

Syllabus for Financial Regulations

Consolidated Fund, Submitted Annual Report, New Proposals, Preparation for Expenditure Estimate, Revenue Estimates, Warrants, Order of Waiver, Management of financial accountability, Cash receipts, Collection, Acceptance, Responsibility and authority, Preparation of vouchers, Certification, Payment Vouchers, Unpaid wages, Transfer payment System, Imprest, Bank Accounts, Department Ledger & Books, Annual Board of Survey, Procurement Procedure, Custody of Public Money & Security of Govt. Property, Counterfoil books, Stamps survey.

Chapters of Establishment Procedures and Regulations

- Extra Ordinary Gazette no of 1817/30 dated 03.07.2013

And

- E. Code Chapters

I to IX, XI, XII, XIII, XIV, XV, XVI, XVII, XXI, XXIII, XXIV, XXV, XXVI, XXVIII, XXX, XXXI, XXXII, XLVII, XLVIII

Syllabus for Establishment Procedures and Regulations

Scheme of Recruitment, Appointment, Probation period, Promotions, Acting Duty, Resignation, Vacation of post, Dismissal, Public Relations, Transfer, Leave, Leave facilities provided to government officials, Application for leave, Documentation must be maintained on a leave, Wages and allowance, Increment, Pension Systems, Public Officers Loans, Overtime, Holiday Payment, Combined Allowance, Holiday Railway Warrant, Ombudsman, Disciplinary Procedure, Charge Sheet, Punishments, Government Vehicle, Trade Union, Public Rights of the Government Service, Retirement.

3. The Third Efficiency Bar examination for the Grade I Sales Manager includes the following subjects for two hours question papers.

Paper	Duration	Total Marks	Passable Marks
Financial Regulations	01 Hour	100Marks	40
Establishment code and Administrative Procedure	01 Hour	100Marks	40
Knowledge of subject	01 Hour	100Marks	40

Note : one should obtain not less than 40% marks in each subject to pass the examination.

1. Chapters of Provincial Financial Regulations.

Chapters.

Chapter-1(Section 2)

Chapter-2(Section 1,2,3,4)

Chapter-3(Section 2,3)

Chapter-4(Section 1,2,3,4)

Chapter-5(Section 1,2,3,4,)

Chapter-7(Section 4)

Chapter-8(Section 1,2,3,4,5,6,)

Chapter-10(Section 7)

Note: Expenditure Planning and Budgeting(Expenditure Planning)

Authority for Expenditure, Refunds, Losses, write Offs and waivers (Warrants and Imprest Authority , Authority for and Control of Expenditure and Incurring of Liabilities, Losses, Write offs and waivers, General Provisions).

Financial Management and Accountability(Provincial Audit and Internal Audit, Delegation)

Receipts(General, Collection , Accepting, Reporting

Payments(Powers and Authority to incur Expenditure, Payment Documents, Mode of Payments, Custody of Documents)

Accounting (Advance Accounts)

Procurement, Assets and Stores Management(Procurement, Assets Management , Stores management, Boards of Survey, Disposal of Assets, Losses and Write Offs)

Miscellaneous(Foreign Travel)

2. Chapters of Establishment code and Administrative Procedure

1. Extra Ordinary Gazette no of 1817/30 dated 03.07.2013

And

2. I to IX, XI, XII, XIII, XIV, XV, XVI, XVII, XXI, XXIII, XXIV, XXV, XXVI, XXVIII, XXX, XXXI, XXXII, XLVII, XLVIII

Syllabus for Establishment Procedures and Regulations

Scheme of Recruitment, Appointment, Probation period, Promotions, Acting Duty, Resignation, Vacation of post, Dismissal, Public Relations, Transfer, Leave, Leave facilities provided to government officials, Application for leave, Documentation must be maintained on a leave, Wages and allowance, Increment, Pension Systems, Public Officers Loans, Overtime, Holiday Payment, Combined Allowance, Holiday Railway Warrant, Ombudsman, Disciplinary Procedure, Charge Sheet, Punishments, Government Vehicle, Trade Union, Public Rights of the Government Service

3. Knowledge of subject

- (i) Managerial skills and knowledge.
- (ii) Critical Business Thinking.
- (iii) Knowledge of Inventory Management.
- (iv) Sales and Marketing skills.

Specimen Form of Application for promotion in Grade III of the Sales Manager’s to Grade II on Completion of the Prescribed Period of Service

1. Name with initials:
2. Name donated by the initials
3. Previous name (in the event of a change of name only)
4. Date of Birth
5. Date entry into the Service
6. Number of the letter of appointment to the Service
7. Date of confirmation in service
8. Date of passing the Efficiency Bar Examination and the index number:
9. Date of passing the other Official Language at the relevant level
10. Date of completion of the period of 10 years’ service

I, hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the above particulars furnished by me are found to be incorrect, my claim for promotion to Grade II in terms of this Minute is liable to be disregarded and disciplinary action liable to be taken against me.

Date:.....
.....
Signature of the Applicant

Appointing Authority

.....

I hereby declare that Mr/Mrs/Miss who is serving in this office -

- I. Has not taken half pay/ no pay leave during such period of 10 years:
- II. Has not been inflicted any punishment during that period (Other than warning)
- III. Has not disciplinary action pending against him / her and that no disciplinary action is contemplated against him / her
- IV. And that he / she has been confirmed in his/her appointment with effect from
- V. I certify that he/she has passed the Official Language at the relevant level

I endorse that as at the officer has completed a period of years of active service in Grade III of the service, that he has a period of satisfactory service, that all of the forgoing particulars are correct according to the personal file and that he/she has fulfilled all qualifications for promotion to Grade II of the Service.

Since the Officer has fulfilled all the requirements for Promotion to Grade II of the service in terms of the Service Minute. I recommended that he/she be promoted.

.....
Date:..... Head of the Department

Note: If any of the requirements from I to VII above have not been fulfilled they should be specified.

Specimen Form of Application for promotion in Grade II of the Sales Manager’s to Grade I on Completion of the Prescribed Period of Service.

1. Name with initials:
2. Name donated by the initials
3. Previous name (in the event of a change of name only)
4. Date of Birth
5. Date entry into the Service
6. Number of the letter of appointment to the Service
7. Date of promotion to Grade II of the service
8. Date of passing the Efficiency Bar Examination and the index number:\

I, hereby certify that all information furnished by me above, is true and correct. I am fully aware that if the above particulars furnished by me are found to be incorrect, my claim for promotion to Grade I in terms of this Minute is liable to be disregarded and disciplinary action liable to be taken against me.

Date:.....

.....
Signature of the Applicant

Appointing Authority

.....

I hereby declare that Mr/Mrs/Miss who is serving in this office.

- I. Date of completing the Efficiency Bar Examination and the Index number:
- II. If no pay / half pay leave has been taken, the period / the number of days (From the date of appointment / promotion to Grade II of the Sales Manager’s service)
- III. If any punishment / punishments (Other than warning) have been imposed, give a brief account.
- IV. Date of completion of 10 years in Grade II of the Sales Manager’s Service.

I endorse that as at the officer has completed a period of years of active service in Grade II of the service, that he has a period of satisfactory service, that all of the forgoing particulars are correct according to the personal file and that he/she has fulfilled all qualifications for promotion to Grade I of the Service.

Since the Officer has fulfilled all the requirements for Promotion to Grade I of the service in terms of the Service Minute. I recommended that he be promoted.

.....
Head of the Department