

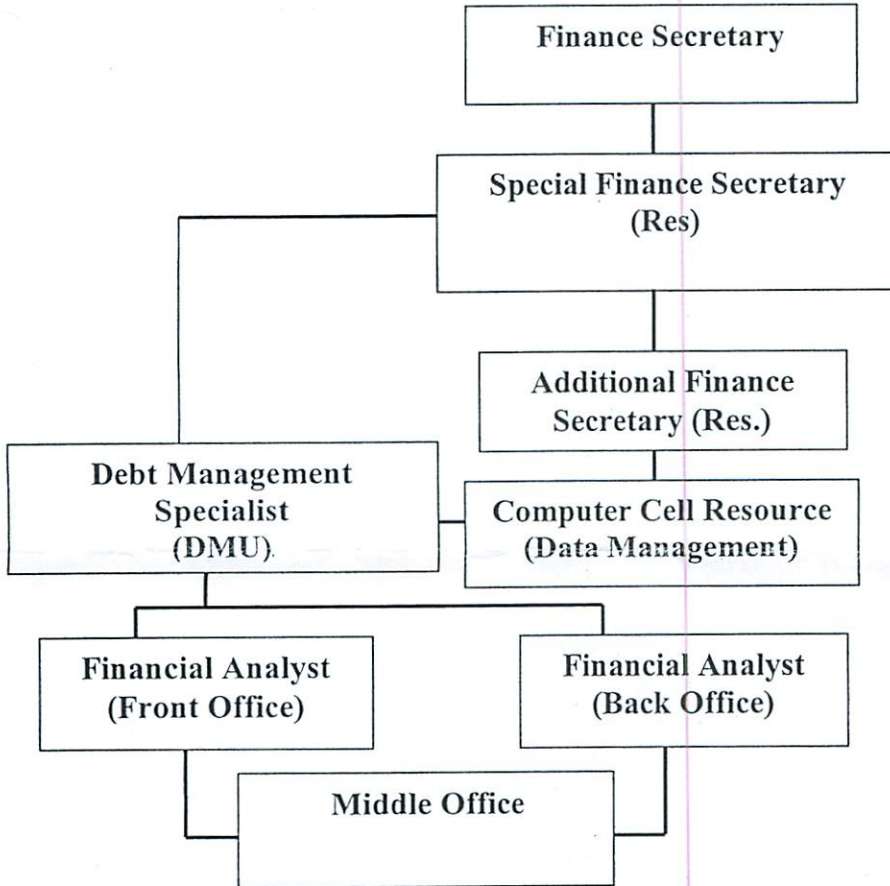


**GOVERNMENT OF SINDH
FINANCE DEPARTMENT**

Karachi, dated the 1st July, 2014

NOTIFICATION

No: FD(E&A)9(58)/2014: With the approval of the competent authority, it is notified that a Debt Management Unit is being established in Resources Wing of Finance Department, Government of Sindh which will become operational with effect from the FY 2014-15. In this context necessary budgetary allocation has been made for the FY 2014-15. The organogram for DMU in Finance Department will be as follows:



The terms of references (ToRs) of DMU are as under:

OVERALL RESPONSIBILITIES OF DMU

- All task of Provincial Public Debt Management (domestic & foreign debt) pertaining to Front, Middle and Back Offices.
- The DMU will have a clear mandate for overall responsibility for GoS debt portfolio management, including debt evaluation, financial negotiation in coordination with P&DD, settlement and reporting.
- Preparation of draft Manual for Provincial Public Debt Management.
- Framing of Policies for domestic and foreign debt.
- Conduct financial analysis of cost effectiveness of different types of funding.
- Operate a debt management information system such as DMFAS or any other system with the appropriate functionality.
- Produce and publish the debt statistics bulletin in compliance with international standard.
- Organize workshops, seminars, and conferences.

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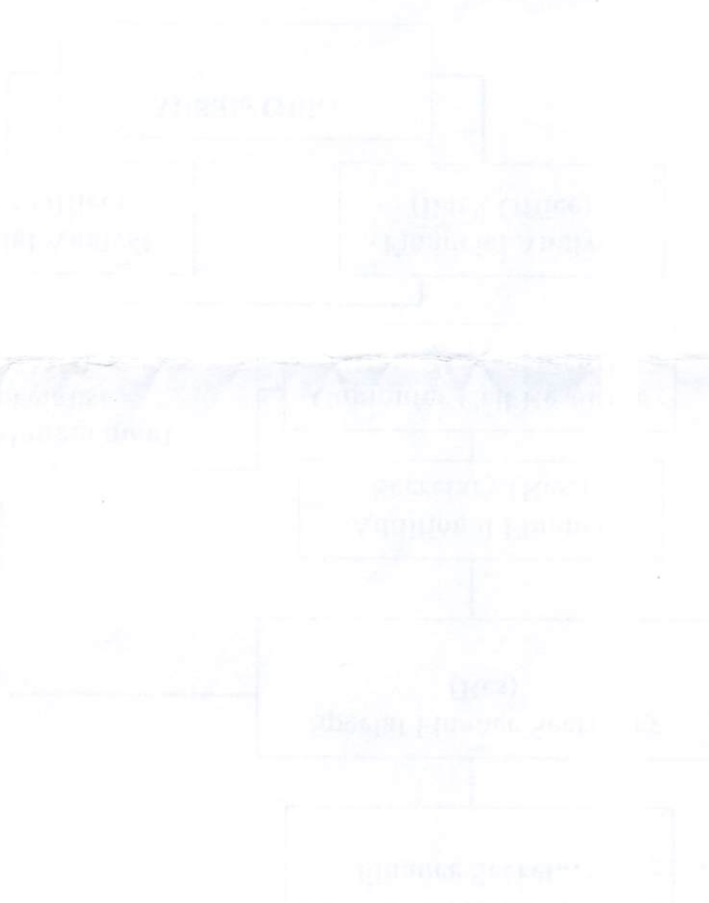


Fig. 1

(2)

TASK OF FRONT OFFICE

- The Front Office (Financial Analyst) will undertake/prepare transactions in coordination with Planning & Development Department. In this regard, the office will assist Line Department (Loan-taking Department), Planning & Development Department and Law Department in preparation of draft Loan Document for domestic and foreign debt/ Subsidiary Loan Agreement (SLA) between the Federal Government and Government of Sindh in case of on-lending.
- Loan Negotiation with Domestic and Foreign Lenders (Donors) on behalf of Finance Department, Government of Sindh in coordination with Planning and Development Department, Government of Sindh.
- Identify external creditors according to their respective focus on activities and expected financial terms and conditions
- Review international and domestic markets for changing patterns of Debt.

TASK OF BACK OFFICE

- The Back Office will validate transactions, make payments and prepare reports.
- Disbursement and Debt service Recording/Accounting/Reconciliation of domestic and foreign debt (all categories: active, closed, umbrella, third-party).
- Liaison with Finance Division/Economic Affairs Division, Government of Pakistan, Planning & Development Department, Loan-taking Administrative Department of Government of Sindh, State Bank of Pakistan, National Bank of Pakistan and other Banks, Office of Accountant General, Sindh, Treasury Office/District Accounts Offices in Sindh, and Project Directors of Foreign Funded Projects.
- Maintain the debt database.
- Prepare key quarterly statistics for aggregate debt portfolio.

TASK OF MIDDLE OFFICE

- Examine all draft loan documents pertaining to domestic and foreign debt and provide technical inputs.
- Prepare the analytical component of debt management reports, based on statistical information provided by back office.

SECRETARY TO GOVERNMENT OF SINDH FINANCE DEPARTMENT

No. FD(E&A)9(58)/2014

Karachi dated the 1st July, 2014

A copy is forwarded to:

- i. The Additional Chief Secretary to Government of Sindh, Planning & Development Department, Karachi.
- ii. The Senior Member, Board of Revenue, Sindh, Karachi.
- iii. Principle Secretary to Chief Minister Sindh, Karachi.
- iv. The Administrative Secretary to Government of Sindh (All).
- v. Deputy Secretary (Staff) to Chief Secretary Sindh, Karachi.
- vi. Private Secretary to Advisor to Chief Minister Sindh on Finance, Karachi.
- vii. R.O to Secretary to Government of Sindh, Finance Department, Karachi.
- viii. The PS to Special Secretary, Government of Sindh, Finance Department, Karachi.
- ix. The PS to Chief Economist, Finance Department, Government of Sindh, Karachi.
- x. The PS to Additional Secretary, Government of Sindh, Finance Department, (All)
- xi. Office File.

(NIZAMUDDIN SOLANGI)
Section Officer (Admin)

