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THE CAPITAL DEVELOPMENT AUTHORITY
CONDUCT OF BUSINESS REGULATION, 1985
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THE CAPITAL DEVELOPMENT AUTHORITY CONDUCT OF BUSINESS REGULATION, 1985

In exercise of the powers conferred by Section 51 of the Capital Development Authority Ordinance, 1960 (XXIII of 1960), the Authority hereby makes the following Regulation, as being expedient :—

CHAPTER I – PRELIMINARY

1. Short title, extent and commencement.— (1) This Regulation may be called the Capital Development Authority Conduct of Business Regulation, 1985.

(2) It shall come into force at once.

2. Definitions.— In this Regulation, unless the context requires otherwise –

- (a) “Authority” means the Capital Development Authority as defined in the Capital Development Authority Ordinance, 1960 (XXIII of 1960);
- (b) “Board” means the Board of the Capital Development Authority as constituted under Section 6 of the Capital Development Authority Ordinance, 1960;
- (c) “Case” means particular matter under consideration and includes all papers relating to it and required to enable the matter to be disposed of, viz. correspondence and notes and also any previous papers on the subject or subject covered by it or connected with it;
- (d) “Chairman” means the Chairman of the Capital Development Authority;

- (e) "Deputy Director General" means the Deputy Director General appointed by the Board and given charge of a Wing/Directorate (s);
- (f) "Director" means a Director appointed as such by the Board and given charge of a Directorate;
- (g) "Directorate" means an operational agency of Authority headed by a Director;
- (h) "Deputy Financial Adviser" means the Deputy Financial Adviser of the Capital Development Authority;
- (i) "Employee" means an employee on the pay roll of the Authority except staff paid out of contingent grant/fund;
- (j) "Government" means the Federal Government of Pakistan or the Provincial Government, as the case may be;
- (k) "Secretariat" means the Secretariat of the Chairman of the Authority;
- (l) "Secretary" means the Secretary of the Board of the Authority;
- (m) "Wing" means an operational agency of the Authority headed by a Deputy Director General;
- (n) "Member" means the Member of the Board of the Capital Development Authority;
- (o) "Ordinance" means the Capital Development Authority Ordinance, 1960 (XXIII of 1960).

CHAPTER II – GENERAL

3. Allocation of Business.— (1) The Authority shall comprise the Chairman's Secretariat, Wings, Directorates and other Offices shown in Schedule I.

(2) The business of the Authority shall be distributed amongst the Secretariat, Wings, Directorates, etc. in the manner indicated in Schedule II or as modified from time to time by the Board.

4. Organization of the Secretariat.— (1) The Secretariat shall be headed by the Chairman who shall be assisted by such employees as the Chairman may determine.

(2) The Secretary shall be responsible for all the Secretariat work of the Board, for progressing implementation of decisions of the Board and general coordination of work of the Authority under the directions of the Board.

(3) The Secretary under directions of the Chairman, shall organize work of the Secretariat into working units to be known as Directorates, Branches, Cell, etc., and distribute the work amongst those units.

5. Organization of Wings/Directorates.— (1) Each Wing/Directorate shall consist of a Deputy Director General/Director of the Authority and of such employees subordinate to him as the Board may determine.

(2) The Deputy Director General/Director shall be the official head of a Wing/Directorate and shall be responsible for its efficient administration and discipline. He shall be responsible for the proper conduct of business assigned to the Wing/Directorate and for the due execution of sanctioned programme/work.

(3) The Deputy Director General/Director shall organize the Wing/Directorate into a number of working units and shall, by means of standing orders, distribute the work of the Wing/Directorate amongst those units.

6. General procedure for the disposal of business.— (1) The business of the Secretariat, Wings and Directorates shall ordinarily be disposed of by or under the authority of the Secretary, Deputy Director General and Directors concerned.

(2) Subject to the provision of this Regulation, the Secretary, Dy. Director Generals/Directors shall issue standing orders laying down the manner of disposal of cases/work in the Secretariat, Wings and Directorates including the distribution of work amongst its officers. Orders may specify the cases/work which may be disposed of by an officer subordinate to the Secretary, Deputy Director Generals and Directors.

(3) If any doubt or dispute arises as to the Wing/Directorate to which a particular case pertains, the matter shall be referred to the Secretary who shall obtain orders of the Chairman, if necessary.

(4) Detailed instructions for the Disposal of business in the Secretariat, Wings and Directorates of the Authority shall be issued by the Secretary.

7. Individual and collective responsibility.— The Board as a whole shall be responsible for the executive orders issued in the name of the Authority whether by an individual Member or as a result of decision by the Board. The Secretary, Deputy Director Generals and Directors shall assume primary responsibility for the disposal of business pertaining to the Secretariat, Wings and Directorates.

8. Orders and instructions, agreements and contracts.— (1) As provided for in the Ordinance all executive action of the Authority shall be expressed in the name of the Authority.

(2) The officers named in Schedule III to this regulation may authenticate by signature all orders and other instruments made and executed in the name of the Authority.

Provided that in certain cases an officer may be so authorised for a particular occasion by the order of the Board.

(3) The making of contracts on behalf of the Authority and the execution of such contracts and all assurances of property, shall be carried out in consultation with the Law Section.

CHAPTER III – CONSULTATION AMONGST WINGS/DIRECTORATES

9. Inter Wing/Directorate procedure.— (1) When the subject of a case concerns more than one Wing, Directorate no order shall issue nor shall the matter submitted to the Board until it has been considered by all the Wings/Directorates concerned and agreement reached. Such consultation shall take place as early as may be practicable.

Provided in cases of urgency, with the approval of the Chairman, this requirement may be dispensed with but the matter shall at the earliest opportunity, thereafter, be brought to the notice of the Wing/Directorate concerned.

(2) If the various Wings and Directorates concerned cannot reach an agreement, the case shall be submitted to the Board for their decision by the Wing/Directorate that sponsored the case.

(3) When a case is referred by one Wing/Directorate to another for consultation, all relevant facts and the points shall be clearly brought out.

(4) Even where consultation is not required a Wing/Directorate may for purposes of information, pass copies of communication received by it or show a case to such other Wing/Directorate as it considers would be interested in, or would profit by it.

10. Consultation with Secretariat.— (1) No Wing/Directorate shall without previous consultation with the Secretariat authorise any orders other than orders in pursuance of general or special delegation made by the Board which involves:-

- (i) reduction or extension in the scope of the functions of a Wing/Directorate or the transfer of such functions from one Wing/Directorate to other;
- (ii) re-organization or change in the status of offices in the Wing/Directorate;
- (iii) any change in the conditions of service of officers and other regular executive/technical employees of the Authority;
- (iv) adverse affect on the statutory rights and privileges of any employee of the Authority;
- (v) anything affecting the officers and staff on deputation to the Authority;
- (vi) interpretation of rules and orders relating to service matters.

11. Consultation with Finance Branch.— No Wing/Directorate and other Offices shall without previous consultation with the Finance Branch authorise any orders having financial implications other than orders in pursuance of general or special delegation made by the Board which will affect directly or indirectly the finances of the Authority.

12. Consultation with Law Section.— The Law Section shall be consulted –

- (i) on all legal questions arising out of any case;
- (ii) on the interpretation of any law, rule & regulation etc.;

- (iii) for the preparation and defence of cases in Courts in which the Authority is a party; and
- (iv) on all matters having legal implications, namely, execution of contracts, settlement of terms with the foreign consultants, acquisition of land, sale of plots, disciplinary proceedings.

CHAPTER IV – BOARD PROCEDURE

13. Cases to be brought before the Board.– The following cases shall be brought before the Board provided that in cases of urgency or any other exceptional circumstances the Chairman may give directions as to the manner of disposal of the case without prior reference to the Board, but such cases shall be reported to the Board at the earliest opportunity thereafter:-

- (i) Annual budget and annual programme;
- (ii) All architectural/structural designs and plans prepared by the Design Wing and Planning Wing;
- (iii) All schemes prepared for the development of specified areas;
- (iv) Cases involving important administrative decisions;
- (v) All proposals in respect of acquisition of land;
- (vi) Rehabilitation schemes;
- (vii) Policy regarding sale of plots;
- (viii) All proposals relating to industrial policy;
- (ix) Determination of agencies for the work of the Authority;
- (x) Cases relating to co-ordination with local bodies working in the specified areas;
- (xi) Cases relating to procurement policy;
- (xii) Legislative measures;
- (xiii) Appointment of Consultants;

(xiv) Creation of posts; and

(xv) Recruitment/Promotions of Officers in Basic Pay Scale 17 and above.

14. Methods of disposal by Board.— Cases referred to the Board shall be disposed of by —

- (a) circulation amongst the Members; or
- (b) by discussion in a meeting of the Board.

15. Manner of submission of cases to the Board.— (1) In respect of all cases to be submitted to the Board, the Deputy Director General/Director and others concerned shall prepare, keeping in view the requirements of the Authority's Ordinance, a concise and lucid memorandum of the case (hereinafter referred to as the "summary") giving the background and relevant facts, the point(s) for decision and the recommendations of the Deputy Director General, Director and others concerned and transmit it to the Secretary. The summary shall be self-contained as far as possible and shall include as appendices such relevant papers as may be necessary for the proper appreciation of the case. The number of sets of the summary to be supplied shall be specified by the Secretary.

(2) Where a case concerns more than one Wing/Directorate the summary shall in terms of the provision of para 9(1) of Regulation contain the joint recommendations of the Deputy Director General/Director, as the case may be, if agreement is reached amongst them, or shall state points of difference and the recommendations of each Deputy Director General/Director concerned, if no agreement is reached. In the latter case the summary shall, before submission to the Board, be shown by the sponsoring Wing/Directorate to the other Wing/Directorate concerned which shall see that its view point has been correctly and adequately represented.

(3) A case for inclusion in the agenda of a meeting of the Board must reach the Secretary at least four clear days in advance of the meeting.

Provided that a case received later may be included if it relates to an urgent issue and prior approval of the Chairman is obtained to its inclusion by the Deputy Director General/Director concerned.

(4) The Secretary shall satisfy himself that the papers submitted by the Deputy Director Generals/Directors are complete and in appropriate form. He

may hold up a case until the requirements of the Regulation have been complied with.

16. Manner of submission of the cases to the Financial Adviser.—

All cases sponsored by the Deputy Director Generals/Directors and other officers requiring approval of the Financial Adviser shall be submitted in the form of a self-contained "Summary" to the Financial Adviser through the Deputy Financial Adviser. The Deputy Financial Adviser shall examine and comment upon any aspect of the case to assist the Financial Adviser in the proper appreciation of the case.

17. Mode of submission of cases for legal advise.—

Cases requiring legal advise should be referred to Law Officer/Legal Adviser in a self-contained summary indicating precisely the points on which the advice is sought. The summary should contain statement of all relevant facts, rule position as understood by the sponsor of the case, past precedents, if any, and all relevant papers also made available on the case file. Cases involving technical issues such as establishment matter, interpretation of Financial Rules and Regulations should first be referred to the Personnel Directorate/Finance Branch or other Agency concerned and their views appropriately reflected in the statement of case intended for reference to the Law Officer/Legal Adviser. Cases prepared in the above manner will only be entertained by the Law Section.

18. Procedure regarding circulation of Board cases.—

(1) When a case is circulated for recording opinion the Secretary shall specify the time by which opinion be communicated to him. If a Member does not communicate his opinion by that time it shall be assumed that he accepts the recommendations contained in summary/case.

(2) If a difference of opinion amongst Members is observed in the course of circulation, the Secretary shall, unless the Chairman directs otherwise, obtain further observations of the Members concerned with a view to reaching conclusion. The Members concerned shall preferably have direct consultations before communicating their views again.

(3) After all opinions have been received and further observations of the Members concerned have been obtained, if necessary, or after the time specified has expired, the Secretary shall —

- (a) in the event of full agreement to the recommendations in the summary treat it as a Board decision;

- (b) in the event of a difference of opinion or major change in the original recommendations contained in summary being agreed to by one or more Members obtain the directions of the Chairman whether the case shall be discussed at a meeting of the Board or the recommendations of the majority of Members be accepted and communicated as a decision;
 - (c) if the Chairman directs that the case shall be discussed at a meeting, the Secretary shall circulate the opinion recorded by the Members in the form of a supplementary summary.
- (4) Reports made to the Board of action taken on their decisions and other cases submitted only for information shall normally be disposed of by circulation.

19. Procedure regarding Board meeting.— (1) Regular meetings of the Board described as Executive meetings shall normally be held once a week at, 09.00 a.m. on Sunday in the Office of the Chairman to discuss and decide general policy matters. These meetings shall be attended by the Chairman, Members of the Board. Concerned Officers of the Authority shall be on call in their Offices. Simultaneously other meetings of the Board described as General Executive Meetings shall be held in the Conference Room of the Secretariat of the Authority on last Sunday of the month at the time to be notified. These meetings shall be attended by the Chairman, Members of the Board, Secretary, Deputy Director Generals and the Directors of the Authority. These meetings shall function as clearing house for the executive functions.

Provided that the Chairman may direct any variation in day and time and may call for special meetings of the Board, at any time or any day of the week to discuss urgent business.

(2) The Secretary shall ordinarily issue to the Members, two days in advance of a meeting, a circular showing the cases proposed to be placed on the agenda together with the summary/working paper relating to such cases. In the case of special meetings, the circular notice may be issued less than two days in advance.

(3) No case shall be discussed unless the summary relating to it has been circulated.

Provided that the Chairman may dispense with this requirement where on the representation of the Deputy Director General/Director concerned he is

satisfied that the circumstances were such that the summary could not be supplied.

(4) Deputy Director Generals/Directors or other subordinate officers shall not ordinarily be required to be in attendance at the Board Executive meetings except in the following cases :—

- (a) when information on points within their technical or specialized knowledge is required and/or
- (b) when the Board has given specific directions for attendance.

In such cases the Officer may be invited to the meeting by the Secretary. Such officer may be asked to join the meetings only for the relevant cases and after giving the information required shall withdraw from the meeting before discussion is taken up by the Board.

(5) When a case is taken up in a meeting of the Board, the Chairman may ask a Member or the officer concerned who may be in attendance in accordance with sub-paragraph 4 above to explain the point or points on which a decision is required.

(6) The Secretary shall attend all meetings and prepare minutes of the discussions and decisions and shall submit a draft thereof within 24 hours of the close of meeting to the Chairman for his approval.

(7) The Secretary shall circulate to the Members a copy of the decisions as approved by the Chairman, and shall send to the Deputy Director General/Director concerned an extract of the decisions.

(8) If a Member considers that there has been a mistake or omission in recording the minutes, he shall point it out to the Secretary within 24 hours of the issue of the minutes. The Secretary shall obtain orders of the Chairman and, if necessary, issue a corrigendum or correct the official record in the Secretariat and apprise the Member concerned.

20. Custody of Board Papers.— (1) All proceedings of the Board and record directly relating thereto shall be treated as confidential documents.

(2) The Deputy Director Generals/Directors shall retain the Board decisions conveyed to them in their custody and shall make them over to their successors at the time of handing over charge.

21. Periodical reports of activities of the Wings/Directorates.— (1) There shall be prepared for the information of the Board a monthly report of the activities of each Wing/Directorate. Such reports shall be placed on the agenda of the General Executive meetings by the Secretary.

(2) There shall be prepared for the information of the Board a half yearly report containing comprehensive review of the activities of each Wing/Directorate. Such reports shall be discussed at special meeting of the Board to be convened by the Secretary under the direction of the Chairman.

CHAPTER V – MISCELLANEOUS PROVISIONS

22. Protection and communication of official information.— (1) No information acquired directly or indirectly from official documents or relating to official matters shall be communicated by an employee of the Authority to the Press, to non-officials or even officials belonging to other offices of the Authority unless he has been generally or specially empowered to do so.

(2) All official news and information shall be conveyed to the Press and public through the Public Relations Directorate and the manner in which this may be done shall be prescribed by general or special orders to be issued by the Secretariat.

23. Channel of communication.— All correspondence with the Ministry, Division and other Offices of the Federal or the Provincial Governments, other than on purely routine matters, shall ordinarily be conducted through the Directorate of Coordination/Finance Branch, as the case may be.

24. General.— (1) The Deputy Director General/Director in respect of each Wing/Directorate in his charge shall be responsible for the careful observance of the provisions of this Regulation and where he considers that there has been any material departure from the provisions thereof he shall bring the matter to the notice of the Secretary.

(2) The Chairman may permit, where he considers it necessary, relaxation of the provisions to this Regulation in individual cases.

(3) If any doubt or dispute arises as to the interpretation of the provisions of the Regulation it shall be referred to the Secretary whose decision shall be final. The Secretary shall obtain orders of the Chairman, where necessary.

(4) Instructions ancillary to this Regulation shall whenever considered desirable, be issued by the Secretary.

Provided that the special or general orders required to be framed by the Wings/Directorates in terms of this Regulation may be issued by them, after consultation with the Secretary.

25. Repeal.— The Regulations for the Conduct of Business CDA, 1969 are hereby repealed;

Provided that all instructions and orders etc. issued under the provisions of these Regulations shall continue in force so far as applicable until altered, amended or repealed by the Board.

Secretary

Capital Development Authority

Islamabad February, 1986.

SCHEDULE - I

[Vide para 3(1)]

**LIST OF CHAIRMAN'S SECRETARIAT,
WINGS/DIRECTORATES**

Chairman's Secretariat

1. Coordination Directorate
2. Estate Management Directorate
3. Public Relations Directorate
4. Inspectorate of Works
5. Security, Intelligence and Anti-corruption Branch
6. Complaint Cells

**OFFICES UNDER THE ADMINISTRATIVE
CONTROL OF FINANCIAL ADVISER/MEMBER**

Finance Wing

1. Finance Branch
2. General Accounts Directorate
3. Commercial Accounts Directorate
4. Procurement Directorate
5. Liaison Office, Karachi

**OFFICES UNDER THE ADMINISTRATIVE
CONTROL OF MEMBER ENGINEERING**

I. Works Wing

1. Works Directorate
2. Buildings Directorate
3. Electrical and Mechanical Directorate
4. Roads Directorate
5. Quality Control Unit

II. Services Wing

1. Maintenance Directorate
2. Water Supply Directorate
3. Water and Sewerage (Development) Directorate
4. Geological Unit.

III. Stores Directorate

IV. Machinery Pool Organization

V. Faisal Masjid Project

**OFFICES UNDER THE ADMINISTRATIVE
CONTROL OF MEMBER PLANNING**

I. Planning Wing

1. Urban Planning Directorate

2. Survey and Research Directorate
3. Regional Planning Directorate (including Rural Development)
4. Landscaping Unit
5. Industrial Planning Section
6. Traffic Engineering Cell
7. Housing and Management Consultancy Cell

II. Design Wing

1. Architecture Directorate
2. Structure Directorate
3. Building Services Directorate

III. Development Wing

1. Rehabilitation Directorate
2. Lands Directorate
3. Environment Directorate
4. Liaison Office at Lahore.

IV. Master Plan Cell

**OFFICES UNDER THE ADMINISTRATIVE
CONTROL OF MEMBER ADMINISTRATION**

I. General Administration Wing.

- (i) Personnel Directorate.
- (ii) Law Section.
- (iii) General Administration Branch/Record Cell.
- (iv) Labour Relations Branch.
- (v) Hostels.

II. Municipal Administration Wing

(i) Municipal Administration Directorate

(ii) Medical Services Directorate

(iii) Health Services Directorate

(iv) Enforcement Squad

(v) Special Magistrate

III. Administration Wing

(i) Training Wing (CDA Comprehensive Training Academy)

(ii) Education Wing

(iii) Computer Centre

Organization Chart

Annexed at Schedule IV.

SCHEDULE – II

[Vide Para – 3(2)]

**DISTRIBUTION OF BUSINESS
CHAIRMAN'S SECRETARIAT
COORDINATION DIRECTORATE**

I. Functions to be performed under direct supervision of the Chairman.– (1)
Circulation of agendas for Executive Meetings, circulations/distribution of Board decisions, progressing and follow up action thereof.

(2) Issue of all Board's Orders and Instructions.

(3) Arrangements in connection with National Assembly/Senate Sessions.

(4) All National Assembly/Senate Questions.

(5) All cases pertaining to different Directorates coming in or going out of the Secretariat being processed on files.

(6) All correspondence with Central or Provincial Governments on behalf of CDA.

(7) All Directives of the President and Prime Minister and correspondence from CDA Secretariat with follow up action on such Directives/correspondence.

(8) Compilation of progress reports to the Central Government.

(9) Matters relating to construction/maintenance of Masaajid, Sharines, Churches, Graveyards and Imambaras, etc.

(10) Policy regarding execution of development works in Islamabad (Scope of responsibilities).

(11) Matters relating to construction of Government Quarters.

(12) Receipt and disposal of Ombudsman's complaints.

(13) Framing/revision of CDA Regulations and Policies.

(14) Any other assignments which may specifically be entrusted by the Board.

II. Functions to be performed through the Member (Administration).— (1) Control of CDA Guest House, Islamabad.

(2) Control of CDA Secretariat Transport Cell and allocation of vehicles to various Directorates of CDA.

(3) Coordination and fixing of responsibilities for celebration of all National and International level festivals and Conferences.

(4) All types of inquiries.

ESTATE MANAGEMENT DIRECTORATE

(1) All matters connected with allotment, sale (by auction, etc.), recovery of cost, transfers, conveyance deeds, cancellation, etc. of plots of following classifications:—

(i) Residential

(ii) Commercial and Business

(iii) Other commercial

(iv) Community buildings and Facilities

(v) Administrative Buildings and Public Offices

(vi) Industrial

(vii) Diplomatic Enclave

(viii) Public Parks, Playing fields, Incidental open spaces and Graveyards

(ix) Agro-farming and Agro-Industry

(x) Agro-villages and Sub-Urban Centres

- (2) All other miscellaneous work connected with Estate Management.

COMMENTS

Synopsis

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|--|--|
| 1. Cancellation of allotment of land by Director Estate Management, C.D.A. on default of highest bidder. | 2. Verbal order of Chairman of the Authority cancelling allotment of plot. |
| 3. Competence of cancellation of allotment of commercial plot. | |

1. Cancellation of allotment of land by Director Estate Management, C.D.A. on default of highest bidder. Bidder had deposited more than 50% amount. Possession of land had not been delivered to the bidder on ground of encroachment by different persons and pendency of litigation between previous lessee and C.D.A. File of land was in possession of F.I.A. in connection with F.I.R. registered against bidder and ex-Chairman of C.D.A. Such factors had resulted in delay in payment of balance amount by bidder. C.D.A. could not invoke condition regarding payment of instalments without first fulfilling condition with respect to delivery of actual physical possession of land to bidder. Bidder, after learning through newspaper about intention of C.D.A. to cancel allotment, deposited entire balance amount along with delayed charges, but same were returned to bidder. Such conduct of C.D.A. proved its mala fide to cancel such allotment in any event. Bidder, after one or two days of impugned cancellation, had deposited entire amount along with delayed charges even without getting possession of land, which showed his bona fide. Cancellation of allotment by Director Estate management was without jurisdiction and lawful authority. High Court set aside impugned cancellation order and directed C.D.A. to deliver actual possession of land clear from all encroachments immediately on deposit of amount claimed from bidder [2008 MLD 1571].

2. Verbal order of Chairman of the Authority cancelling allotment of plot. Only Chairman had powers to allot and cancel plots, who could not delegate such powers to other officer of the Authority. All orders passed and acts performed by State/public functionaries adversely affecting anyone must be in writing. Verbal order of Chairman would have no sanctity in law for its being alien to process of law and courts [2007 SCMR 1328].

3. Competence of cancellation of allotment of commercial plot. All matters connected with the allotment, sale etc. and cancellation etc. of plots including commercial plots fell within the list of functions performed by the Chairman of the Authority. Obligations assigned to the Member (Administration) of the Authority did not include matters relating to sale etc. and cancellation etc. of the plots. Chairman was not vested with any authority either under the Ordinance or under the Regulations to assign his functions either to the Members or to other officers in the Authority in derogation of the distribution of business commanded by the Regulations. Office Order of the Chairman allocating the business assigned to him to the Member (Administration) was an order without lawful authority. Member (Administration) of the Authority, therefore, was not legally competent to cancel the plot in question [PLD 2004 SC 99].

PUBLIC RELATIONS DIRECTORATE

- (1) Planning and implementation of publicity programme and projection through various media such as Press, Radio, Television, Films Posters, Stickers, Exhibitions, Display Boards, Slogans, etc.
- (2) Liaison with the Press, Information media agencies, Cultural and literary organizations.
- (3) Release of advertisements and payment of bills.
- (4) Clipping service, scanning of newspapers and forwarding complaints to respective CDA Offices and issuance of contradiction/clarifications.
- (5) Coordination in arrangements regarding visits of VIPs to Islamabad.
- (6) Conducting the visits of "Press-men", students and groups coming from various training institutes like NIPA, Staff College, etc.
- (7) Coordination and issuance of invitations for ceremonies such as foundation stone laying out of important buildings, inaugurations, etc.
- (8) Coordination and arrangement of meetings with various welfare organizations, citizens committees, organizations of trades, business and industry and attending to public grievances.
- (9) Chairman's inspections and reception of Diplomats/Ambassadors coming to CDA.
- (10) Establishment and Administration of the Directorate.
- (11) Drawing and Disbursing duties of the Directorate.
- (12) Procurement and maintenance of Public Relations stores.
- (13) Maintenance of Public Relations Library.
- (14) Sports activities.
- (15) Assistance to film companies for location shooting.
- (16) Assistance to writers and poets for writing on Islamabad.

INSPECTORATE OF WORKS

- (1) To watch that in case of any default of any clause of the contract agreement, proper action is taken by the official concerned;
- (2) To watch the progress of efforts for settlement of audit objections;

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- (3) Technical scrutiny and check of works during execution and on completion;
- (4) To indicate cases for investigation and action where inefficiency or malpractice is supported;
- (5) To check works on behalf of the Chairman for release of security deposits beyond Rs. 0.10 million;
- (6) To see that the water supplied to the consumers is free from all contamination and fit for human consumption;
- (7) To carry out preliminary inspection of projects and submit brief to the Chairman prior to his intended inspection to a specified project;
- (8) To check that the stores produced by the CDA are properly documented/accounted for the issued to the works in accordance with the laid down procedures. To check that the stores received are properly protected against rusting/weathering affects ;
- (9) To check that the stores purchased by the CDA are utilized by the indenting Directorates in time;
- (10) To see that the check measurements laid down in the accounts code/code of functions are being exercised and recorded properly by the official concerned; and
- (11) Any other functions assigned by the Chairman.

SECURITY, INTELLIGENCE AND ANTI-CORRUPTION BRANCH

- (1) Investigations
- (2) Verifications.
- (3) Conduction of inquiries
- (4) Collection of information on security and corruption
- (5) Submission of security reports to the Chairman.
- (6) Night patrolling once a week.
- (7) Reporting of mal-practices/irregularities, such as corruption, misuse of transport, misuse of manpower, checking of attendance registers, pilferage, etc.
- (8) Occasional checking of Inquiry Offices to ensure that corruption is not done by the staff of those Offices.
- (9) Liaison with Civil administration.
- (10) Implementation of Orders of the Board where required.
- (11) Collection and issue of Security passes as and when required.

COMPLAINT CELLS**Chief Complaint Officer – I**

(1) To receive complaints from the residents of Islamabad regarding maintenance of houses, maintenance of roads, sewerage, water supply, municipal functions and horticultural operations relating to Diplomatic Enclave, Administrative Sector, Quaid-e-Azam University, Sectors G-6, G-7, F-6, F-7 & E-7.

(2) To carry out inspections of various Sectors of Islamabad daily and to submit reports to the Chairman and Members of the Board.

Chief Complaint Officer – II

All above functions relating to Sectors G-8, F-8, E-8, G-9, I-9 & G-I0.

**OFFICES UNDER THE ADMINISTRATIVE
CONTROL OF FINANCIAL ADVISER/MEMBER**

I. FINANCE BRANCH

1. **Budget Section.**— (1) Preparation of Budget Estimates for submission to Government and allocation after approval of Government Grants in respect of :—

- (i) Maintenance Grant.
- (ii) Municipal & other functions including CDA Secretariat.
- (iii) Capital Grant.
- (iv) Self Financing Sectors.
- (v) Receipt (Capital).

(2) Allocation of Establishment charges in respect of the Secretariat, Directorates/Divisions of the CDA.

- (3) Release of Grants-in-Aid from Government.
- (4) Preparation of budget Estimates of foreign exchange and its allocation.
- (5) Monthly return in respect of public outstanding dues against CDA.
- (6) Quarterly reports regarding deposit of funds belonging to CDA.
- (7) Monthly return regarding expenditure/receipt, loan/aids.
- (8) Execution/Financing of Deposit Works.

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(9) Quarterly progress/return regarding Annual Works Programme and Receipts.

(10) Conveyance loans/advances and House Building advances CDA employees.

2. Works Section.— (1) Scrutiny of contracts for works and vetting of cases referred to Finance Branch for financial advice by Directorates/Divisions.

(2) Maintenance of Contracts register and safe custody of copies of the contracts received from Directorates/Divisions.

(3) Financial scrutiny and issue of expenditure sanctions pertaining to projects/works including Deposit Works/Office contingency in respect of Directorates/Divisions.

(4) Financial scrutiny and issue of expenditure sanction pertaining to self-financing development.

(5) Scrutiny of proposals for vehicles.

(6) Coordination with other Sections and General Administration of Finance Wing including postings, transfers and proposals for establishment of the Finance Branch.

(7) Delegation of Financial Powers.

3. Programming and Evaluation Section.— (1) Economic and Financial programming of the works to be executed during a fiscal year.

(2) Finalization/preparation of Annual Programme of works for the Authority.

(3) Preparation of Evaluation reports and PC-I's on the prescribed proformae.

(4) To examine expenditure sanctions issued on the works under the PC—I schemes.

(5) Preparation of Financial/Physical Plan.

(6) Examination, scrutiny and submission of following progress reports to the Government :—

(i) Monthly Progress Reports.

(ii) Quarterly Progress Reports.

(iii) Annual Progress Report.

(iv) Evaluation Report for the plan period.

(7) Preparation of Five Year Plan.

(8) Examination of schemes prepared in PC-I form by other Departments/Agencies in consultation with the CDA and further processing and co-ordination.

(9) Submission of cases to the Government for seeking anticipatory approval for the projects wherever necessary.

(10) Maintenance of statistical data on various projects/schemes and supply of information to other Agencies.

(11) Preparation of Public Sector Development Programme for a fiscal year for submission to the Ministry of Finance before the submission of Annual Budget demands.

(12) Preparation of monthly review summary for consideration by the CDA Board in the Executive meeting.

(13) Dealing with the cases of Aid worthy projects and preparation of project proposals for Aid/Grant etc.

4. Cost Analyst Section.— (1) Preparation of cash flow statements for projects appraisal and feasibility in respect of Self Financing Schemes.

(2) Conduction of costing exercise to determine sale rate, premium rate, annual ground rent, extension surcharge, transfer fee, compounding charges etc.

(3) Fixation/revision of —

- (i) hire rates to plant and machinery of M. P. O.;
- (ii) issue rates of materials and stores of Stores Directorate and fixation of storage/procurement charges from time to time;
- (iii) water charges, sui gas charges in respect of private houses/buildings and Government quarters in Islamabad;
- (iv) departmental charges; and
- (v) reserve price of plots, CDA's property, machinery/plant/vehicles for auction purpose.

(4) To look after the management/accounts matters of Slaughter House, Sihala.

(5) To maintain the accounts of the Aam Sarai, Islamabad, on self financing basis.

(6) Determination/assessment of date of completion/construction of plots/buildings in Islamabad for working out the recoverable dues before issuance of completion certificate.

(7) Determination/assessment of monthly rent and licence fees etc. in respect of Government/CDA's own buildings and commercial property, managed by D. M. A. and other Directorates of the C. D. A.

(8) Preparation of Balance Sheet and other allied accounts of the C.D.A.

(9) Supervision of the work of switching over from single entry system of accounting to double entry system of accounting in C.D.A.

(10) Processing of the cases of condemnation of plant and machinery, office equipment, furniture and fixation of Reserve Price therefor for the purpose of auction.

II. GENERAL ACCOUNTS DIRECTORATE

(1) Maintenance of accounts of the Authority.

(2) Banking Investments of the fund of the Authority.

(3) Preparation of audit and accounts procedures.

(4) Rendering of financial advice.

(5) Audit and payment of all claims of pay and allowances, works expenditure, stores, other charges etc.

(6) Maintenance of Provident Fund accounts and payments.

(7) Issue of Pension Payment Orders and payment of gratuity and monthly pensions.

(8) Internal audit inspections of cash, stores, contract agreements, financial statement, etc.

(9) Scrutiny of replies related to Appropriation Accounts, Advance Paras, Draft Paras, Report of the Auditor General and directives of Public Accounts Committee including correspondence with Government and Audit.

III. COMMERCIAL ACCOUNTS DIRECTORATE

Charter of duties to be notified later *vide* BOI No. 17/83 dated 6th December, 1983.

IV. PROCUREMENT DIRECTORATE

(1) To investigate and register suitable firms for participation in tenders to be invited by the Procurement Directorate.

(2) Drawing up and revision of the basic terms and conditions for submission of tenders and those of contracts in consultation with Law Officer/Legal Adviser and Financial Authorities and obtaining approval of the CDA Board.

(3) To receive indents from various Directorates/Offices of CDA and scrutinizing those for the purpose of procurement.

- (4) Technical scrutiny of specifications given in the indents and making those comprehensive as well as broad-based, so as to promote maximum competition.
- (5) Pre-qualifying of sources of supply for important items.
- (6) Inviting tenders in accordance with the procedure approved by the CDA Board.
- (7) Preparation and issue of tender documents.
- (8) Safe custody of all quotations received.
- (9) Preparation of comparative statement of quotations received.
- (10) Technical scrutiny of quotations received so as to find out lowest acceptable, in accordance with specifications laid down in the invitation to tender.
- (11) Technical scrutiny of any sample submitted with the tenders.
- (12) Formulation of purchase proposals for approval by the Competent Authority.
- (13) Issuing of purchase contracts.
- (14) Utilization of foreign exchange in-time in consultation with the concerned formation and Finance Branch.
- (15) Obtaining of permissions and/or Import Licences.
- (16) Opening of Letters of Credit.
- (17) Progressing of contracts upto satisfactory completion.
- (18) To undertake inspections of those items which are not susceptible to inspection at the consignees, end.
- (19) Entering into agreement with Pakistan Insurance Corporation for insurance of CDA consignments.
- (20) Lodging and pursuing CDA claims with Pakistan Insurance Corporation and suppliers etc.
- (21) Audit of all bills pertaining to purchase contracts and preparation of D.P. Sheets.
- (22) Maintenance of accounts relating to expenditure on purchase contracts.
- (23) Maintenance of Cash Book under supervision of Drawing and Disbursing Officer of the Directorate.
- (24) Administration of the Procurement Directorate.

V. LIAISON OFFICE, KARACHI

- (1) To supervise work of CDA's Clearing Agents at Karachi.
- (2) To check that correct custom duties and sales taxes are levied on CDA's imports.
- (3) To represent CDA in settling objections by custom's authorities.
- (4) To ensure that damages/shortages are correctly assessed by the Insurance Surveyor and claims are lodged by the Clearing Agent in time.
- (5) To assess CDA's claims in respect of un-identified/detached items of consignments.
- (6) To ensure that demurrage charges to the CDA's accounts are avoided or minimized.
- (7)
 - (a) To investigate reasons for delay in clearance and to recover demurrage where due.
 - (b) To intimate Directorate of Procurement to recover demurrage or any other expenditure incurred due to the fault of the Suppliers/Bankers.
 - (c) To obtain write off sanction for demurrage due from the Clearing Agent from the competent authority.
- (8) To liaise with Government/Semi-Government Organizations, such as, D.G.I.P. & S., Ministry of Defence Embarkation HQs., K.D.A., K.P.T., etc. and Foreign Trade Commissioners located at Karachi, as and when required.
- (9) To keep exploring new venues of supply at Karachi and recommend those to the Director Procurement, CDA.
- (10) To exercise vigilance about loaded wagons against pilferages and arrange escorts where necessary.
- (11) To verify correctness of payments made by the Clearing Agent to the Bankers.
- (12) To act as interim consignee where so provided in the Procurement Contracts, e.g., Alum.
- (13) To receive tender documents from the Procurement Directorate for sale to the intending bidders at Karachi.
- (14) To maintain accounts of cash and stores, etc. and arrange recoupments from the General Accounts Directorate.
- (15) To pursue important cases as may be referred to Liaison Officer by any Directorate of the CDA.
- (16) Administration of Liaison Office.

(17) To represent CDA in any Government/Semi-Government or private dispute of legal or non-legal nature.

(18) To exercise public relation on behalf of CDA in the commercial metropolis of Pakistan.

(19) To ensure that all schemes sponsored by C.D.A. concerning "housing", "commercial areas," etc. are given full publicity in Karachi making necessary literature available to the public.

(20) To perform efficiently any other duties entrusted by the Board of the CDA.

**OFFICES UNDER THE ADMINISTRATIVE
CONTROL OF MEMBER ENGINEERING
WORKS WING**

I. WORKS DIRECTORATE

Construction of houses, mosques and office buildings for affiliated departments and all sundry civil works.

II. BUILDINGS DIRECTORATE

(1) Execution of all major building works.

(2) Execution of deposit works on behalf of other Government departments/agencies.

III. ELECTRICAL AND MECHANICAL DIRECTORATE (DEVELOPMENT)

Execution of electrical and mechanical works related to the works handled by the Works Directorate and Buildings Directorate.

IV. ELECTRICAL AND MECHANICAL DIRECTORATE (MECHANICAL)

Maintenance of electrical equipment and installation in the government constructed houses, offices and other buildings.

V. ROADS DIRECTORATE

(1) Construction of Highways, Principal Roads and Internal Roads.

(2) Construction of all Bridges and culverts on Highways and Roads.

VI. QUALITY CONTROL UNIT

(i) Soils

(ii) Materials

(iii) Drilling & Foundations

FUNCTIONS

1. Soils

- (1) Testing of all soils for foundations designs.
- (2) Testing of soils for pavement design.
- (3) Testing of soils used in pavement construction.
- (4) Testing of soils for embankment construction.
- (5) Testing of soils for all purposes not mentioned above.

2. Materials

- (1) Testing of materials.
- (2) Designing of concrete mixes.
- (3) Testing of concrete samples taken from sites.
- (4) Testing of concrete already placed.
- (5) Testing of all materials used at asphalt mixing plant.
- (6) Providing of mix and plant formula at asphalt mixing plant for providing asphalt concrete for carpetting of roads.
- (7) Designing of asphalt mixes.
- (8) Testing of all finished pavement and structures.

3. Drilling and Foundations

- (1) Drilling for all type of investigations work.
- (2) Preparation of log charts.
- (3) Testing of core material.
- (4) Drilling for trial bores.
- (5) Recommending safe boring capacity.

SERVICES WING**I. MAINTENANCE DIRECTORATE**

Maintenance of all residential and non-residential buildings and Sewerage System through Islamabad.

II. WATER & SEWERAGE (DEVELOPMENT) DIRECTORATE

Original Works pertaining to water and sewerage, excluding maintenance works.

III. WATER SUPPLY DIRECTORATE

(1) Operation and maintenance of Water Supply distribution system and water resources.

(2) Provision and maintenance of water supply connections to the consumers and installation of water meters, for individual connections.

(3) Development of ground water resources.

(4) Operation and maintenance of water tanker services.

IV. GEOLOGICAL UNIT

(i) Geological

(ii) Hydrological

(iii) Monitoring

FUNCTIONS**1. Geological**

(1) Preparation of geological maps of sectoral areas of Islamabad.

(2) Preparation of geological maps of urban areas of Islamabad.

(3) Rendering advice to Soil Section on foundation design.

(4) Rendering advice to Tubewell Division regarding tubewells designs.

(5) Advice of setting up of Crusher Plants.

(6) Advice for setting up of quarries of building and road making materials.

(7) Preparation of log charts of bore holes.

- (8) Advice on classification of soil.

2. Monitoring

- (1) Monitoring of all tubewells regularly.
- (2) Preparation of data regarding draw-down discharge and recharge and safe yield of each tubewell.
- (3) Monitoring and instrumentation of Simly Dam.
- (4) Keeping record of all seismic activities in Capital Area.
- (5) Setting of Metrological Stations in Capital Area and keeping record of rain fall, temperature, humidity etc.
- (6) Air quality monitoring.

3. Hydrological

- (1) Measuring discharge of all nullahs, streams and rivers in Islamabad.
- (2) Setting up Guaging Stations on different streams in Islamabad.

STORES DIRECTORATE

- (1) To receive copies of Purchase Contracts in which Deputy Director Stores has been designated as the Consignee.
- (2) To study the Purchase Contracts and make advance preparations for receipt and adequate storage of the anticipated consignments.
- (3) To progress receipts of related documents e.g., Despatch Reports from Suppliers, Invoices/Bills of Lading, Insurance Policies, Railway Receipts, Convey Notes, etc.
- (4) To invite tenders and issue contracts, with approval of the competent authority, for carriage of consignments of the Authority from Railway Station, etc.
- (5) To ensure prompt lifting of all consignments from the Railway Station by the Carriage Contractor.
- (6) To raise timely claim, if any, on Carrying Agencies e.g. Railways.
- (7) To receive Stores at the Stores Directorate or Site, as may be appropriate.
- (8) To inform the Deputy Director Inspection, Indentor and Insurance Surveyor of the receipts of stores, as required.

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- (9) To check/weigh/measure/count all receipts physically and account for them accordingly.
 - (10) To notify discrepancies to the Procurement Directorate for taking up with the Suppliers and/or PIC.
 - (11) To receive Inspection Notes and endorse the receipt certificate thereon for purpose of payments.
 - (12) To co-ordinate with users and place consolidated indents for Cement and Steel on Procurement Directorate/for purposes of stock reserves.
 - (13) To review stock position and place supply orders against Running/Rate Contract, to maintain stock at the required levels.
 - (14) To inform Indentors and pursue lifting/utilization of stores by the Indentors.
 - (15) To receive Indents from various Directorates of CDA and make issues according to the approved procedure.
 - (16) To issue Stores on pre-payment to private builders in Islamabad and other government/Semi-Government Departments, as may be authorised.
 - (17) To account for all issues properly.
 - (18) To arrange proper storage, care and maintenance of all stocks.
 - (19) To conserve covered storage space as much as possible.
 - (20) To maintain an adequate system of location of all stocks.
 - (21) To undertake regular stocktaking according to approved procedure and adjust surplus/deficient items.
 - (22) To adopt security measures against pilferages and fire hazards, etc.
 - (23) To maintain quantitative as well as valuation accounts and render monthly account.
 - (24) To determine surplus stores in consultation with the indentors.
 - (25) To dispose surplus and un-serviceable stores, so declared by the competent authority.
 - (26) To maintain Cash Account in respect of payment issues and disposal, etc.
 - (27) To obtain sanction for Regular 'P' staff and those paid out of contingencies and their appointment/discharge under the normal rules.

- (28) Administration of Stores Directorate.

MACHINERY POOL ORGANIZATION

- (1) Provision of light and heavy construction machinery/equipment for various roads and building works in Islamabad.
- (2) Issue of machinery to the indentors on approved hire charges/conditions.
- (3) Provision of spares, POL for the machines and vehicles of other Directorates/Secretariat.
- (4) Maintenance of machinery held on the charge.
- (5) Repair to the machinery and T & P held on the charge including that of other Directorates of the Authority and Secretariat.
- (6) Operation of Asphalt Mixing Plants.
- (7) Recovery of hire charges of machinery and the cost of repairs on job.

OFFICES UNDER THE ADMINISTRATIVE CONTROL OF MEMBER PLANNING PLANNING WING

I. URBAN PLANNING DIRECTORATE

- (1) To undertake forward planning within the frame-work of the existing Master Plan of the Urban area.
- (2) To evaluate the requirements and determine the relationship between various land-uses.
- (3) To appraise the quantitative and qualitative aspects of proposals for land utilization in the sectoral area of Islamabad.
- (4) To monitor the development within the Urban area.
- (5) To respond to trends in the development.

II. SURVEY AND RESEARCH DIRECTORATE

- (1) To conduct planning surveys of research and development and a data bank for the entire planning jobs.
- (2) To undertake land surveying for whole of the Capital territory.
- (3) To undertake demarcation work of areas planned and their details.

- (4) To hand over the possession of all kinds of allotted plots.

III. TRAFFIC ENGINEERING CELL

(1) To develop policies, standards and practices aimed at facilitating safe and smooth traffic flow within Islamabad adjoining areas.

- (2) To conduct research studies for transportation development programmes.

(3) To maintain close working relationship and cooperation with local traffic law enforcement departments.

(4) To establish public information campaigns for keeping the public informed on traffic regulations, control devices and other measures.

IV. REGIONAL PLANNING DIRECTORATE (INCLUDING RURAL DEVELOPMENT)

(1) To undertake preparation of a Regional Plan for the specified Area incorporating a comprehensive development programme for the Region.

(2) To coordinate development in accordance with the Regional Plan in the Specified Area.

- (3) To prepare a physical development plan for the Islamabad Park Area.

(4) To undertake comprehensive rural planning within the Islamabad Capital Territory.

(5) To examine and process all planning applications for development within the Region.

V. LANDSCAPING UNIT

(1) To prepare landscape plans of all the Parks, Playgrounds, Roads, Open Spaces, Nullahs, Shopping Centres, blue area, civic centres, Hills, etc.

- (2) To prepare working drawings of hard landscape.

(3) To prepare planting plans.

- (4) Occasional supervision.

VI. INDUSTRIAL PLANNING SECTION

- (1) Advisory service to prospective investors.

(2) Formulation of different policies pertaining to industries.

- (3) Evaluation of all new applications for industries.
- (4) Processing of applications for Industrial allotment Committee Meetings.
- (5) Planning and maintenance of present industrial areas.
- (6) Planning and development of future industrial areas.
- (7) Planning and development of Small Scale Industrial Estate in Coordination with Small Scale Industries Corporation.
- (8) Planning, progressing and maintenance of a Joint Venture of CDA with local investors, foreign investors, in a bilateral or trilateral framework.
- (9) Progressing of all industrial ventures in the Capital Area.

VII. HOUSING AND MANAGEMENT CONSULTANCY CELL.

- (1) Enlistment of Cooperative Housing Societies.
- (2) Scrutiny of documents of members of the Societies.
- (3) Monitoring of various cooperative programmes for mass housing.
- (4) Allotment of plots/apartments/land to Cooperatives.
- (5) Monitoring of action of cooperatives and development.
- (6) Coordination with Senior Management for timely finalization of policy matters.
- (7) Drawing up programmes of mass housing and its processing.

VIII. MASTER PLAN CELL

Review of Islamabad Master Plan:

DESIGN WING

I. ARCHITECTURE DIRECTORATE

- (1) Architectural design of some of the buildings that are to be constructed by CDA such as Primary Schools, Secondary Schools, Shopping Centres, Health Centres, Mosques, Schools and Houses. etc.
- (2) Rendering advice to the Consulting Architects on the architectural features, style of buildings to be constructed at Islamabad.
- (3) Preparation of architectural designs and the working drawing of certain number of projects which are included in the Annual Development Programme every year.

(4) Drawing and contracts and coordination with Consulting Architects to obtain architectural design and the working drawings of the projects. The working drawings will be sent to the executing agency from this Directorate for the realisation of the project.

(5) The organization of all architectural competitions for any particular project in order to achieve best design, Names of the projects for which competitions are to be organized are, of course, to be decided by the Board.

(6) For processing of any other architectural works of CDA.

II. STRUCTURE DIRECTORATE

(1) Structural design of the culverts and bridges.

(2) Design of all services including water supply, Sewerage and drainage.

(3) Preparation of longitudinal cross and inter-section of roads.

(4) Structural design of buildings and houses.

III. BUILDING SERVICES DIRECTORATE

All matters relating to building services (internal) i.e. water supply, drainage system, sanitary system, gas supply and electricication.

DEVELOPMENT WING

I. REHABILITATION DIRECTORATE

(1) All matters relating to acquisition of land.

(2) Payment of compensation to the oustees. Including also –

(i) preparation of directives;

(ii) obtaining record from Revenue Department;

(iii) working out the rates;

(iv) measurement of built up property;

(v) preparation of acquittance rolls;

(vi) payment of compensation.

(3) All matters relating to rehabilitation of the oustees on agricultural land in Colony Districts. Including also –

(i) securing allocation of land from the Board of Revenue;

- (ii) issue of eligibility certificates;
- (iii) maintaining liaison with Board of Revenue and Deputy Commissioners in Colony Districts;
- (iv) assistance to the oustees in Colony Districts for obtaining land;
- (v) possession of allotted land;
- (vi) loans for purchase of machinery, tubewells and electric connections etc.

(4) All matters relating to problems of the residents of unacquired villages.
Including also –

- (i) conducting detailed survey for collection of data regarding social services;
- (ii) preparation of plans for re-location of the oustees of urban area;
- (iii) review and revision of "Model" village concept;
- (iv) planning for rehabilitation of oustees;
- (v) liaison with Planning, Lands and Estate Management Directorates regarding rehabilitation plan;
- (vi) solution of the problems of the oustees.

(5) All matters relating to rehabilitation of oustees of the acquired area and their re-location within the green areas of the Capital site and Specified Area.

II. LANDS DIRECTORATE

All functions as mentioned under Rehabilitation Directorate. Director Rural Rehabilitation to maintain supervisory control.

III. ENVIRONMENT DIRECTORATE

- (1) Afforestation of Margalla Hills facing Islamabad.
- (2) Landscaping of the Administrative Sector, Sports Centre etc., and plantation in these areas.
- (3) Plantations along the Highways and Roads and setting up of Parks and Gardens in the Capital.
- (4) Promotion and Coordination activities in respect of fruit and vegetable farms.

IV. LIAISON OFFICE AT LAHORE

To maintain liaison with Board of Revenue/Deputy Commissioners of the Colony Districts for rehabilitation of the oustees of Islamabad in the Colony Districts.

**OFFICES UNDER ADMINISTRATIVE
CONTROL OF MEMBER ADMINISTRATION
GENERAL ADMINISTRATION WING**

I. Personnel Directorate

- (1) Framing and updating of Service Rules and Regulations.
- (2) Recruitment and Promotion Policy.
- (3) Constitution of Recruitment and Promotion Committees.
- (4) Organization and structure of the Chairman's Secretariat and Directorates.
- (5) Creation of posts.
- (6) Disciplinary cases.
- (7) Recruitment/Promotion of Officers/Staff and maintenance of their personal files/records.
- (8) Office procedures.
- (9) Foreign Experts – procurements of services etc.
- (10) Training of officers abroad in association with Directorate of Training and Evaluation.
- (11) Policy – Medical facilities.
- (12) Annual Confidential Reports – Officers/Staff.
- (13) Engagement of Counsel.
- (14) Terms and conditions of service – Officers/Staff.
- (15) Delegation of Administrative powers.
- (16) Maintenance of record/checking of monthly strength returns of all Dtes/offices of the Authority.
- (17) Visits abroad of Chairman/Members of the Board.

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- (18) Maintenance of CDA employees service/bio-data cards.
- (19) Recruitment of work-charged staff (on casual basis for 89 days), grant of extension in the period of their appointment.
- (20) Regularization of –
 - (a) Upper age limit of Regular 'P' employees.
 - (b) Overstay beyond the age of superannuation.
- (21) Payment of salary equal to 180 days to the heirs of the deceased employees.
- (22) Payment of burial charges to the heirs of the deceased employees.
- (23) Payment of TA/DA to the regular and Regular 'P' staff on retirement.
- (24) Payment of pension/gratuity. .
- (25) Processing of cases regarding payment of Group Insurance and Benevolent Funds to the deceased families.
- (26) Grant of honorarium to the staff.
- (27) Grant of advances for
 - (a) House Building.
 - (b) Purchase of Cars, Motorcycles and Cycles.
- (28) Movement of officers/staff outside Islamabad.
- (29) Maintenance of declaration of assets of officers and staff (raising of observations and follow up action).
- (30) Grant of advances out of CP/GP Funds.
- (31) Grant of leave (study leave abroad and Ex-Pakistan leave) in the cases of officers and staff.
- (32) Postings/transfers of officers and staff.

II. GENERAL ADMINISTRATION BRANCH/RECORD CELL

- (1) Receipt/despatch of dak.
- (2) Photographing/duplication work.

- (3) Issue of general orders/decisions regarding security measures, fire-fighting measures, cleanliness of offices, allotment of Government quarters etc.
- (4) Issue of liveries to entitled employees.
- (5) Drawing and Disbursing work in respect of Chairman's Secretariat.
- (6) Issue of CDA Identity Cards to CDA Employees.
- (7) Procurement and issue of stationery, stores, office equipment, etc., to Chairman's Secretariat.
- (8) Arrangement for Board meetings etc.
- (9) Provision of office and residential accommodation including hiring of private buildings.
- (10) Allocation and installation of telephone connections and payments of telephone bills in respect of CDA Secretariat.
- (11) Procurement of furniture/furnishing material for the Chairman's Secretariat.

III. LABOUR RELATIONS BRANCH

- (1) To coordinate and arrange implementation of policies/demands etc. of the management and those of the Unions.
- (2) To pursue welfare cases of the employees of BPS 1 to 15 viz. Pension, Compensation, Benevolent Fund, etc.
- (3) To arrange Works Council meetings, etc. for the settlement of differences, disputes and redress of the grievances.
- (4) To associate with the inquiries and preliminary investigations against the office bearers of the Unions.
- (5) To make arrangements for holding of referendum and elections of the Unions.
- (6) To maintain liaison and coordination with the Institutions dealing with formation of Trade Unions and Federations e.g. NIRC, Labour Courts, etc.
- (7) To tender advise in cases of labour disputes, to engage the Counsels in consultation with the Litigation Officer and Law Officer in case filed in the NIRC and Labour Court.

IV. HOSTELS

- (1) Management of the following hostels:—

- (i) Government Hostel
 - (ii) CDA Officers Hostel
 - (iii) CDA Guest House
 - (iv) Chummary type Hostel
- (2) Reservation/allotment, recovery of dues, catering facilities etc. concerning these hostels.

V. LAW SECTION

- (1) Drafting and vetting of all documents involving legal implication including legislative measures.
- (2) Preparation and defence of cases in Courts in which the Authority is a party.
- (3) Legal advice, where necessary, on day-to-day conduct of business of the Authority.
- (4) Recovery of CDA dues as arrears of land revenue.

MUNICIPAL ADMINISTRATION WING

I. Municipal Administration Directorate

- (1) All functions relating to sanitation and public welfare, safety and convenience and general cleanliness of the Capital.
- (2) The sale/lease and management of shops and other commercial property constructed by the CDA.
- (3) Regulating markets and civic centres.
- (4) Management of cemeteries.
- (5) Collection of Revenues on account of :—
 - (i) Water Supply and conservancy charges in respect of all quarters and private property in the Capital.
 - (ii) Sui Gas charges for bulk supply in respect of Government quarters allotted to Federal Government Servants and the staff of the CDA and Essential Services.
 - (iii) The recovery of rent of quarters allotted to the staff of the CDA and other Essential Services such as WAPDA, Police, Education, Post Offices and T & T Department etc.

- (6) Operating sale/lease agreements of shops, dukanchas, kiosks etc.
- (7) Issue of Hawker's Licences and to recover penalties, etc.
- (8) Grant of connections/dis-connections of sui gas in respect of Government quarters in cases of bulk supply.
- (9) Extinguishing fires and fire prevention measures.
- (10) Registering of births and deaths in the city.
- (11) Eradication of Rats and removal of refuse.
- (12) Shooting of stray dogs.
- (13) Management of weekly Bazars viz. Juma, Itwar and Mangal Bazars.
- (14) Matters relating to Islamabad Association of Trade and Industry.
- (15) Matters relating to defunct Hotel Shehrazad
- (16) Non-conforming use of residential accommodation for commercial purposes.
- (17) Decorative arrangements for the V.I.P.'s visiting Islamabad.

II. Medical Services Directorate

- (1) Provision of outdoor treatment to patients reporting to the Medical Centre of CDA Hospital.
- (2) Provision of indoor treatment to the patients admitted into CDA Hospital.
- (3) Proper control of CDA Hospital including Maternity Child Health Centre and outdoor patients Block.
- (4) Purchase within specified limits and storage of all medicines of common use (including patent medicines) for treatment of CDA employees and their families.

III. Health Services Directorate

- (1) Making adequate arrangements for medical attendance and treatment of all CDA employees and their families living in Rawalpindi and Islamabad and for medical attendance and treatment of employees of all other autonomous bodies and members of general public residing in Islamabad as may be authorised.
- (2) Purchase within specified limits and storage of all medicines of common use (including patent medicines) in various dispensaries/medical centres for the treatment of CDA employees, their families, employees of all other autonomous bodies and members of general public in Islamabad.

(3) Making arrangements for indoor treatment of CDA employees and their families in CDA Hospital, where needed.

(4) Performing all functions relating to public health in Islamabad including measures required to be taken for the prevention of epidemics.

VI. Enforcement Squad

(1) Ejectment of occupants and demolition of villages as and when required by the Authority for clearance of area for the development.

(2) Demolition of illegal constructions throughout the Capital area.

(3) Removal of encroachments, wherever reported by the concerned Directorates.

(4) Vacation of unauthorised occupied Government accommodation and handing over to concerned Enquiry Offices/allottees.

(5) Checking of illegal rented out Government accommodation and also subletting cases on reporting by the interested informers.

(6) Possession/clearance of Fruit and Vegetable Farms.

(7) Provision of Enforcement/Security staff to Directorate of Municipal Administration, Environment Directorate and others whenever planned raids are organized by these Directorates.

(8) Liaison with Civil Administration.

(9) Implementation of Board orders where required.

V. Special Magistrate

(1) Trial of cases under the CDA Ordinance, 1960 (XXIII of 1960), Municipal By-laws and Regulations relating to CDA.

(2) To carry out surprise checks/raids concerning encroachments/violations, etc.

(3) To carry out special assignments entrusted by the Board.

ADMINISTRATION WING

I. Training Wing (CDA Comprehensive Training Academy)

(1) In-service training to Officers and subordinates of the Authority.

(2) Pre-service training to personnel who join the Authority.

(3) Pre-qualification training for certain examinations.

- (4) Short training courses for Officers of the Authority in the first phase.
- (5) Technical courses.
- (6) Organize Seminars and Workshops.
- (7) Carry out O & M studies as and when required.
- (8) Conduction of all departmental examinations in the field of Administration, Accounts and Technical cadres.
- (9) Publication of CDA News letter and brochures.

II. Education Wing

Establishment of a Model School for providing a platform of Education excellence to the children of CDA employees and outsiders.

III. Computer Cell

(1) Computerisation of some of the functions of the Authority concerning Estate Management, re-settlement of affected persons, personnel and Revenue for generation of timely and meaningful Management information report.

(2) To reduce the manual work load and to improve the efficiency and optimise the manpower resources.

SCHEDULE - III

[Vide para 8(2)]

MEMBERS/OFFICERS OF THE CAPITAL DEVELOPMENT AUTHORITY AUTHORISED TO AUTHENTICATE AND EXECUTE ORDERS ON BEHALF OF THE AUTHORITY.

- (1) Chairman
- (2) F.A./Member
- (3) Member Engineering
- (4) Member Planning
- (5) Member Administration
- (6) Secretary
- (7) Deputy Director General (Development)

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- (8) Deputy Director General (Planning)
- (9) Deputy Director General (Design)
- (10) Deputy Director General (Services)
- (11) Deputy Director General (Works)
- (12) Deputy Financial Adviser
- (13) Directors
- (14) Law Officer
- (15) Deputy Director Industrial Planning
- (16) Assistant Financial Advisers



Ministry of Law & Justice

**CHAIRMAN
CHAIRMAN SECTT
SECRETARY TO THE BOARD
DIRECTOR PUBLIC RELATION
PRINCIPAL STAFF OFFICER**

FA/ MEMBER	MEMBER ADMIN		MEMBER PLANNING	MEMBER DESIGN	MEMBER ENGINEERING	DG SERVICES	DG ENVIRONME NT	EXECUTIVE DIRECTOR (CONSULTANT/ CARDIOLOGIST)
	D.D.G. ADMIN		DY.DIR GENERAL		DDG (WORKS)			
1. Dy. Financial Advisor	1. Dir Estate Manag-I	1. Director Personnel	1. Dir.UP	1. Dir ARCH.	1. Dir Roads-I	1. Dir Maint	1. Dir Envir (U)	Capital Hospital
2. Director Audit & Accounts	2. Director Estate Mang-II	2. Dir Admin	2. Add. Dir. RP	2. Director Structure	2. Director Roads-II	2. Dir E&M (Maint)	2. Dir Envir(P)	
3. Director Revenue	3. Director Enforcement	3. Director Health Services	3. Add. Dir Master Plan	3. DD (BCS-I)	3. Director Works	3. Director Aiwan-e- Sadr	3. Chief Lands Scape Arch.	
4. Dir Computer Centre	4. Dir Law	4. Dy. Dir Labour Relations	4. Industrial Planning Cell	4. DD (BCS-II)	4. Director Special Project	4. Dir Water Supply	4. Dir (DMA)	
	5. Add. Dir Security		5. Traffic Engg. Cell		5. Dir E&M (Dev)	5. Dir (Coord) Parliament Building	5. Director Sanitation	
	6. Dir Lands & Rehabilitation		6. Land Survey Division		6. Dir (MPO)	6. Director Parliament Lodges & Hostels		
	7. D.C. CDA		7. Katchi Abadi Cell		7. Dir C.E.Labs.			
	8. Sr. Special Magistrate				8. Dir W&S (Dev)			
					9. Dir Khan Pur Dam Project			
					10. Dir P&E			