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**GOVERNMENT OF THE PUNJAB  
LAW AND PARLIAMENTARY AFFAIRS DEPARTMENT**

**NOTIFICATION  
(188 of 2016)**

**13 December 2016**

The following notification No. DG/WCLA/Regulations/2016(8074), dated 26.09.2016 issued under section 50 of the Walled City of Lahore Authority Act 2012 (XXXVI of 2012) for the Walled City of Lahore Authority (Appointment and Conditions) Service Regulations 2016 is published for general information:

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**DR SYED ABUL HASSAN NAJMEE**

Secretary  
Government of the Punjab  
Law and Parliamentary Affairs  
Department

**WALLED CITY OF LAHORE AUTHORITY  
GOVERNMENT OF THE PUNJAB**

26<sup>th</sup> September 2016

**NOTIFICATION**

**No.DG/WCLA/S.Regulations/2016(8074)** In exercise of the powers conferred under section 50 of the Walled City of Lahore Authority Act 2012 (XXXVI of 2012) with the previous approval of the Government, the Authority is pleased to make the following regulations:

**CHAPTER I  
PRELIMINARY**

**1. Short title and commencement.**- (1) These regulations may be cited as the Walled City of Lahore Authority (Appointment and Conditions) Service Regulations 2016.

(2) They shall come into force at once.

**2. Definitions.**- (1) In these regulations:

- (a) "Act" means the Walled City of Lahore Act 2012 (XXXVI of 2012);
- (b) "allowances" means an amount to which an employee of the Authority is entitled in respect of his employment or deputation with the Authority and includes amount payable in respect of conveyance, fuel, medical and utilities under the regulations;
- (c) "benefits" means an advantage to which an employee is entitled in relation to his employment with the Authority;
- (d) "committee" means the relevant committee constituted under the rules;
- (e) "duty" means the performance of the normal official work in the Authority and time spent on training or courses, conferences and meetings with the approval of the Authority, compulsory waiting for posting, attending obligatory departmental activities, service as a probationer, joining time and journey from and to the place of posting;
- (f) "regulations" means the Walled City of Lahore Authority (Appointment and Conditions) Service Regulations 2016;
- (g) "rules" means the Walled City of Lahore Authority Employees (Appointment and Conditions) Service Rules 2016; and

(h) "Schedule" means the Schedule appended to the regulations.

(2) An expression used but not defined in the regulations shall have the same meanings as assigned to it in the Act or rules.

**CHAPTER II  
RECRUITMENT**

**PART I  
SERVICE OF THE AUTHORITY**

**3. Constitution and composition of the service.-** (1) The service shall comprise of the posts specified in the third column of Schedule-I and such other posts as may be determined by the Authority.

(2) The Authority, with the approval of the Government, shall:

- (a) create new post as may be necessary;
- (b) change nomenclature of any post;
- (c) upgrade or down-grade any post; and
- (d) abolish any post.

**4. Appointing Authority.-** The appointment to the post shall be made by the Appointing Authority in respect of each post on the recommendations of the committee and any independent testing or screening service approved by the Government.

**5. Method of appointment.-** (1) The appointment to the post shall be made by promotion, transfer or initial recruitment as specified in Schedule-I.

(2) The initial recruitment shall be made from amongst the persons possessing such eligibility, qualification and experience and fulfilling other conditions as prescribed under the regulations.

(3) The vacancies in the Authority to be filled by initial recruitment shall be filled on recommendations of the committee after due advertisement of vacancies in one English and one Urdu newspaper.

(4) The committee may hire the services of any independent testing or screening service approved by the Government for screening of the candidates who have applied to the post.

(5) The committee shall hold interviews of the short listed candidates on the basis of result of screening process.

**PART II  
ELIGIBILITY CRITERIA FOR RECRUITMENT**

**6. Age.-** (1) The Authority shall not appoint a person to a post who is less than 18 years or more than 60 years of age.

(2) The age mentioned in clause (1) shall be reckoned as on the closing date for submission of the applications.

(3) If a person is already in service of the Government or any Government agency, the period of service already rendered by him, for purpose of maximum age limit under the regulations may be excluded from his age.

(4) In case of ex-Defence personnel, the interval between the date of release from any Defence Force of Pakistan, and the date of re-employment in a civil department subject to a maximum of seven years, and the whole of the period of service rendered by him in such force shall, for the purposes of upper limit under the regulations be excluded from his age.

(5) The Director General, after recording reasons in writing, may relax the upper age limit upto five years on case to case basis in exceptional circumstances, where a person with the prescribed qualification under the regulations is not available within the required age limit.

**7. Health.-** (1) A candidate, who apply to the post for appointment, shall:

- (a) possess good mental and bodily health; and
- (b) free from any physical defect likely to interfere with the discharge of his duties.

(2) A candidate, after medical examination, prescribed by the Authority, if found unfit shall not be appointed to the post.

**8. Character.-** An appointment by initial recruitment shall be made subject to the verification of character and antecedents of the candidate and recommendation made by the committee.

**9. Qualification.-** (1) No person shall be appointed by initial recruitment unless he possesses the qualification as prescribed for the post in Schedule-I.

(2) The experience, if prescribed in Schedule-I, shall:

- (a) be treated as part of the required qualifications; and
- (b) include equivalent experience, to be determined by the Appointing Authority in a profession or in the public or private sector.

### **CHAPTER III APPOINTMENT TO SERVICE**

#### **PART I INITIAL RECRUITMENT**

**10. Recruitment process.-** (1) The Director concerned, where the vacancy occurs, shall initiate the recruitment process for any post through request on the form mentioned as Annex-I of the Schedule-III and forward to Director (Admin and Accounts) of the Authority.

(2) The recruitment process, mentioned under clause (1), shall be initiated through advertisement of the post in at least two newspapers one in English and one in Urdu.

(3) The advertisement shall indicate:

- (a) requisite qualification, experience, age, closing date of application; and
  - (b) the address of the office where the application is to be submitted.
- (4) The testing or screening service approved by the Government may prepare merit list after conducting screening process of the candidates and forward it to the Authority as soon as possible.
- (5) The Director (Admin and Accounts) of the Authority shall:
- (a) receive the merit list for consideration; and
  - (b) refer the merit list to the respective committee.
- (6) The respective committee shall:
- (a) hold interviews of the short listed candidates on the basis of the merit list; and
  - (b) forward a final list of selectees to the Appointing Authority.
- (7) The Appointing Authority shall:
- (a) consider the recommendations, received under clause (6); and
  - (b) issue offer of appointment to the candidates who fall on merit, on the format (Annex-IV of the Schedule-III).
- (8) A candidate, to whom offer of appointment is issued under clause (7), shall sign the offer of appointment and send it to the Appointing Authority.
- (9) The Appointing Authority shall issue appointment letter as per Annex-V of the Schedule-III.

**11. Mode of appointment.**- (1) The initial appointment to the post shall be made on contract as per contract policy of the Government.

(2) The contract appointment shall be made for a period of three to five years and may be renewable, on the basis of performance, for a period of three to five years thereafter.

(3) The services of the incumbent appointed on contract basis, if his period of the contract is not extended, shall automatic be terminated after expiry of the period of contract.

(4) The contract appointment shall cease to have any effect on attaining the age of sixty years.

(5) Subject to policy and instruction of the Government, the services of the employee appointed on contract basis may be converted to regular basis.

## PART II PROMOTION

**12. Appointment by promotion.**- (1) The appointment through promotion shall be made to the post:

- (a) in basic scale 19 and above by selection on merit; and
  - (b) in basic scale 18 and below on the basis of seniority-cum-fitness.
- (2) An employee, possessing qualification, length of service and other conditions as specified for promotion under the Schedule-I, shall be eligible for promotion to a higher post reserved for promotion in the cadre to which he belongs.
- (3) The promotion to posts in basic pay scale 19 and above shall be made by the respective Appointing Authority on the recommendations of the respective committee.
- (4) The respective committee shall maintain order of seniority of the employees.
- (5) The performance of the employee for promotion shall:
- (a) be assessed by the reporting officer and countersigning officer;
  - (b) reflect the:
    - (i) non-involvement of employee in an enquiry; or
    - (ii) penalty have been imposed or otherwise on employee; and
    - (iii) other credentials or fitness to the higher post.
- (6) The committee, for promotion on selection on merit, shall determine the suitability of an officer by considering the duties rendered by him, duration and location of posts previously held by him.
- (7) The officers possessing well-rounded experience shall be preferred for considering promotion especially on those who had served with distinction in unattractive areas.
- (8) In addition to the variety of experience, the incumbents, consider for promotion on selection on merit, shall possess proven analytical competence, breadth of vision, emotional maturity and such other qualities as determine the potential for successfully holding posts in top management.
- (9) The promotion to posts in basic pay scale 18 and below shall also be made by the respective Appointing Authority on the recommendations of the committee.
- (10) The committee shall consider the case of eligible employees in the order of their seniority.
- (11) The committee may:
- (a) recommend an employee for promotion, or
  - (b) recommend an employee for supersession on the ground of being unfit for promotion at the time of consideration, or

- (c) defer consideration of promotion of an employee provided if:
- (i) the confidential report dossier is incomplete or any other document required by the committee for determining employee's fitness for promotion is missing; or
  - (ii) disciplinary or departmental proceedings are pending against the employee whose promotion case comes up for consideration before the committee;
  - (iii) the employee does not possess the prescribed length of service; or
  - (iv) the employee has not undergone the prescribed training (if any).

(12) The employee, who is deferred under clause (11), shall be considered for promotion as soon as the reason for which he was deferred ceases to exist.

(13) The employee, who is deferred, for no fault of his own, on availability of missing documents or on completion of enquiry, if exonerated, shall not lose his seniority.

(14) The employee, mentioned under clause (13), may claim proforma promotion after promotion to regain his original seniority or financial benefits.

(15) An employee on deputation shall be considered for promotion only after he resumes duty in the Authority.

(16) An employee on deputation may before time intimated, expected time of his promotion by the Authority, for earning at least one confidential report before his case comes up for consideration.

(17) An employee on deputation, if does not resume his duty in the Authority as mentioned under clause (16), his case shall be deferred till his return or on the expiry of period of deputation and he shall earn a confidential report for full one year after resuming duty.

(18) The full one years' report shall be necessary, mentioned under clause (17), if he joins his post after an absence of more than three years, during which he has not earned any performance evaluation report.

### **PART III TRANSFER**

**13. Appointment by transfer.**- An appointment by transfer may be made from amongst the employees of the Government or any corporate body, corporation or autonomous body, provided that the person appointed to the post in its organization on regular basis and possess the equivalent basic pay scale and rank as that of the post to which appointment by transfer is proposed to be made.

**14. Qualification for transfer.**- An employee possessing the qualifications and other conditions laid down for initial appointment to the post, on which appointment by transfer is being made, shall be considered by the concerned committee for appointment by transfer:

**15. Seniority on transfer.**- The seniority on transfer shall be reckoned from the date of joining the post in the Authority.

**CHAPTER IV  
OTHER APPOINTMENTS**

**PART I**

**ACTING CHARGE, CURRENT CHARGE AND OFFICITING**

**16. Acting charge appointment.**- (1) The Appointing Authority may appoint an employee to the post on acting charge basis, till such time he acquires the length of service, if:

- (a) feels in public interest to fill a post reserved for promotion; or
- (b) the most senior employee, belonging to the cadre otherwise eligible for promotion, does not possess the prescribed length of service but has completed two-third of the requisite service.

(2) The acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more.

(3) On appointment on acting charge basis, the employee shall:

- (a) assume full responsibilities of the post;
- (b) exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and
- (c) draw pay equal to minimum salary for that post on regular basis but the service rendered on acting charge basis shall count for increment:

Provided that on reversion the increment shall be counted in his original scale on notional basis.

(4) The acting charge appointment shall not confer any vested right for regular promotion to the post held on such basis.

**17. Current charge appointment.**- (1) If a vacancy occurs for a period of less than one year and no adhoc appointment is made, the Appointing Authority may appoint the senior most employee who is otherwise eligible for promotion to that post on current charge basis.

(2) The current charge appointment shall automatically on the expiry of the term terminate for which the appointment was made.

**18. Officiating basis.**- (1) If a post falls vacant as a result of deputation, grant of leave, suspension appointment on acting charge or current charge basis of the incumbent, the Appointing Authority may make appointment against such post on officiating basis.

(2) No person shall be promoted on officiating basis unless he possesses the qualification and the prescribed experience for the post.

(3) The promotion on officiating basis shall be terminated on the availability of the incumbent of the post.

**PART II  
DEPUTATION**

**19. Deputation.-** An employee shall be on deputation, if he is appointed or transferred to a post in a cadre or service different from the one to which he permanently belongs.

**20. Procedure.-** (1) For transfer and posting of employees on deputation basis, the following procedure shall be adopted:

- (a) all deputation related matters shall be processed by administration department of the Authority;
- (b) the transfer and posting of the employee on deputation basis, to any project or entity of the Authority, shall be made:
  - (i) through an open competition amongst the employee within Authority; and
  - (ii) by advertising the post within Authority in a transparent manner by the administration wing of the Authority;
- (c) to be eligible to apply against any such position, the minimum required length of service with Authority shall be four years;
- (d) the administrative wing of the Authority shall shortlist the candidates from those who have applied and fulfilled the criteria mentioned in the advertisement (i.e. job description, job specification, salary, benefits and time duration etc.);
- (e) for basic scale 17 to 20, the short listed candidates shall be interviewed by the committee No. I mentioned under the rules; and
- (f) for basic scale 10 to 16, the short listed candidates shall be interviewed by the committee No. II, mentioned under the rules.

(2) On the recommendation of the respective committee, mentioned under clause (1), the selected employee may be transferred on deputation basis on agreed terms and conditions, by the competent authority.

(3) If any Government or semi-Government organization or any other organization working with Authority through an memorandum of understanding or any assignment or project in which Authority is directly involved, on requisitions a particular employee on deputation by such Government or semi-Government organization or any other organization, the process defined under clause (1) shall be

exempted and the case shall be directly submitted to the concerned committee.

(4) The employees may also apply against any post or vacancy of the Government or semi-Government organization on deputation after approval from the concerned committee.

**21. Terms and conditions.-** The terms and conditions of deputation, either selected by Authority, applied by employee or on the requisition of any organization linked with Authority, shall be as follows:

(a) pay and allowances including deputation allowance:

- (i) the salary and emoluments shall be paid by borrowing agency, organization or project, if the employee shall be transferred and posted on deputation basis;
- (ii) the employee shall not be entitled to salary, emoluments, gratuity and any other perks and allowances from Authority during the deputation period; and
- (iii) the employee, if transferred and posted on deputation basis, shall not be paid less than his own pay scale and allowances.

(b) period of deputation:

- (i) the maximum deputation period shall be three years during the whole service with Authority; and
- (ii) the Director General may extend the period of deputation, mentioned under sub-clause (i), one time for a maximum period of two years in the public interest.

**22. Conduct and discipline.-** The employee shall be governed by the provisions of the relevant conduct and discipline rules applicable to the cadre or service to which he belongs.

**23. Further deputation.-** After deputation, the employee shall have to serve at least two years on deputation in Authority before being eligible for further deputation.

**24. Performance and appraisal.-** The performance appraisal during the deputation period shall be:

- (a) conducted on pattern provided by the Authority; and
- (b) carried by the borrowing agency or organization where the employee is posted on deputation.

**25. Withdrawal of deputation.-** The Authority may to cancel or withdraw the deputation at any time without assigning any reason.

**26. Replacement.-** The replacement of the employee, if transferred or posted on deputation, may be given subject to the approval of the competent authority.

**27. Traveling allowance and joining time.**- The traveling cost and the joining time including joining time pay to join new post under the borrowing organization and for the return journey shall be:

- (a) governed by the rules of the borrowing organization; and
- (b) paid by the borrowing organization.

**CHAPTER V  
SENIORITY**

**28. Seniority.**- The inter-se seniority of the employees, in the same grade in a functional unit, shall be determined:

- (a) in accordance with the order of merit assigned by the selection authority, if employees appointed by initial recruitment;
- (b) with reference to the dates of their continuous appointment in the scale, if employees appointed by promotion or by transfer; provided that the date of continuous appointment in the case of two or more employees appointed to the grade is the same, the older, if not junior to the younger in the next below scale, shall rank senior to the younger person.

**Explanation-I:** If a person junior in a lower scale is promoted to higher scale by superseding his senior and subsequently, the latter is also promoted, the promoted first shall rank senior to the one promoted subsequently.

**Explanation-II:** Subject to the provisions of the regulations, a junior appointed to a higher post shall be deemed to have superseded his senior only if both the junior and the senior were considered for the higher post and the junior was appointed in preference to him; and

- (c) the seniority of the employees appointed by initial recruitment to the scale vis-à-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the grade; provided that two dates are the same, the person appointed otherwise shall rank senior to the employees appointed by initial recruitment; provided further that inter-se seniority of employees belonging to the same category shall not be altered.

**Explanation:**

- (i) In case a group of employees is selected for initial appointment at one time, the earliest date on which any one out of the group joined the service shall be deemed to be the date of appointment of all employees in the group; and

- (ii) similarly in case a group of employees is appointed otherwise their inter-se seniority shall be maintained as it was in the lower scale.

**29. Preparation of seniority list.**- (1) A seniority list of all the employees shall be drawn up graded cadre wise, for each directorate, by the Appointing Authority.

(2) The seniority list, if issued first time, shall be:

- (a) marked provisional; and
- (b) circulated to the concerned employees for inviting objections or representations thereon, if any.

(3) The mistakes, pointed out under clause (2), shall be rectified by the competent authority and any general or specific point raised in the representations shall be examined and disposed of as it may deem fit.

(4) The final seniority list shall be issued after settled all the objections or representations, if any, under clause (3).

#### **CHAPTER VI APPOINTMENT ON CONTRACT**

**30. Conditions for appointment on contract.**- (1) The appointment on the basis of contract to a post shall be made, if it is:

- (a) not possible to fill a post on regular basis;
- (b) in the interest of the Authority; and
- (c) in accordance with the policy of the Government.

(2) The appointment shall be made on contract to a post on specific terms and conditions as per the Contract Appointment Policy, 2004 of the Government.

**31. Procedure for appointment on contract.**- The following procedure shall be adopt for appointment to a post on contract:

(a) advertisement in print media:

- (i) the administration wing of the Authority shall prepare the advertisement to be placed in print media for the recruitment against vacant post;
- (ii) the advertisement shall clearly and succinctly contain:
  - (aa) the summary of the job description, job specifications, as per Schedule-II;
  - (bb) mode of submission of application and documents (if any);
  - (cc) complete address of the agency; and
  - (dd) the closing date for submission to the national testing service or any other

agency approved by the Government;  
and

- (iii) the time for closing date for filling of a vacant post shall not be less than fifteen days, however, in case of exceptional circumstance the time for closing date may be shortened or extended with the prior approval of Director General and publication of corrigendum accordingly.

(b) short listing of the candidates:

- (i) the applications received against the advertised vacant post, within the closing date, shall be scrutinized by the national testing service or any other approved agency of the Government on the format as given in Annex-II of the Schedule-III; and
- (ii) the appropriate potential candidates shall be short listed as per the criterion in the advertisement for the written assessment test.

(c) selection procedure:

- (i) the national testing service or any other agency approved by the Government shall after scrutinizing the applications, hold examinations for the eligible candidates, and prepare a list of candidates on the basis of marks obtained by them in the written test;
- (ii) the national testing service or any other agency approved by the Government shall send its recommendations to the Director General who shall forward the recommendations so received to the respective committee for holding interviews and determination of merit; and
- (iii) the committee, as per a result of interviews, shall prepare the merit list and send it to the Director (Admin and Accounts) of the Authority who shall, in turn, seek approval of Appointing Authority.

(d) offer of appointment on contract:

- (i) the selected candidates may be offered a contract appointment (in duplicate) for a term of three to five years including the salary package and terms and conditions of employment; job description and a request to the successful candidate to respond to the offer within the specified time not exceeding

fourteen days of the communication of the offer;

- (ii) the candidates who return offer of appointment duly acknowledge shall be:
  - (aa) issued a letter of appointment containing all terms and conditions related to the job; and
  - (bb) directed to join his post within a fortnight and no extension shall be allowed in the joining time; and
- (iii) if the successful candidate refuses the offer, given under sub-clause (i), the alternative candidate falling next on the merit list, prepared by the relevant committee may be offered the job.

(e) validity of degree:

- (i) only full time degree program, Executive Master's degree program or four years' Bachelor's degree program shall be accepted for recruitment of any person on a post;
- (ii) online degrees program shall not be accepted for recruitment of any person on a post; and
- (iii) the degree or certificate of the candidates who accept the offer and join duty shall also be sent to the concerned certificate or degree awarding institution, Board or University for verification.

(f) counting of experience:

the experience, counting for recruitment of the post, shall be those who earned by the candidate as full time experience after acquiring the requisite qualifications.

(g) verification of antecedents:

the antecedents of the selected candidates shall be verified from police or other sources to the satisfaction of the Appointing Authority.

(h) maximum age limit:

no candidate beyond the age of sixty (60) years shall be considered or short listed for any position.

(i) renewal of contract:

- (i) the contract of the employee shall be renewed on basis of his performance rendered by him during service for the Authority; and

- (ii) the contract of the employee who have reached the age of sixty years shall not be renewed; however he shall be allowed to complete the period of the last contract they have already been given before attaining the age of sixty years, provided that further contract renewal shall be till the age of superannuation i.e. sixty years.

**CHAPTER VII  
POSTING AND TRANSFER**

**32. Transfer to equivalent post.**- All employees shall be liable to serve anywhere against equivalent post in the Authority.

**33. Transfer within the Authority.**- (1) The Director (Admin and Accounts) of the Authority may transfer employees holding posts in basic pay scale 16 or below.

(2) The transfer of an employee, in basic pay scale 17 and above, shall be made by the Director General.

(3) The Appointing Authority may transfer an employee in public interest to another equivalent post in any other directorate of the Authority from which he does not belong.

**CHAPTER-VIII  
TERMINATION OF SERVICE AND RESIGNATION**

**34. Termination.**- (1) The services of an employee, who may have been appointed on contract, shall be terminated on the expiry of period of his contract.

(2) On retrenchment of posts in Authority, the services of junior most employee shall be terminated.

**35. Resignation.**- (1) Subject to any other law for the time being in force, the temporary or permanent employee may resign from his post.

(3) The resignation, submitted under clause (1), shall not become effective unless it is accepted by the Appointing Authority.

(4) Till such time the resignation is accepted, the employee shall continue to serve and cannot absent himself from his duties without proper leave.

(5) Any violation of clause (4) shall amount to misconduct and the employee shall be liable to disciplinary action.

(6) If an employee after submission of his resignation withdraws it before acceptance; the resignation shall be deemed to have been withdrawn.

(7) If an employee withdraws his resignation after its acceptance by the Appointing Authority but before it becomes effective, before the employee is relieved, it shall be open to the authority which accepted the resignation to allow the employee, on the merits of the case, to withdraw the resignation.

(8) The resignation of an employee shall not be accepted, if any disciplinary proceedings are contemplated or are in progress.

(9) The employee submitting his resignation shall be required to clear all dues payable by him.

(10) The resignation shall be submitted by an employee through his immediate superior officer to the Appointing Authority accompanied by the following information:

- (a) whether any disciplinary proceedings are pending or contemplated against him;
- (b) whether the employee is required to serve the Authority for any specified period in accordance with his terms and conditions of appointment or any bond or understanding in connection with the grant of leave, course of instructions or training etc. and if so, whether that period has expired and if not, whether any money spent on his training recoverable from him has been paid by him and;
- (c) whether any other dues recoverable have been paid by him.

#### CHAPTER IX

#### PAY, ALLOWANCES AND PERQUISITES

**36. Pay.**- (1) An employee appointed to a post shall, in accordance with the regulations, take the pay and allowances sanctioned for such post.

(2) The basic pay scales scheme of the Government shall be applicable in case of employees.

(3) An employee, on initial appointment, shall take salary at the initial of the relevant pay scales plus allowances.

(4) The salary of an employee, on appointment to a higher post by promotion, acting charge basis and current charge basis, shall be fixed as per provisions of pay revision rules of the Government.

**37. Annual increment.**- (1) An employee, who reaches the maximum of his pay scale, shall take the benefit of annual increment beyond the maximum of pay scale till he attains the age of superannuation or is promoted to next higher scale subject to the concerned employee has put in six months or more service which counts for an annual increment unless withheld under the rules.

(2) The annual increment, mentioned under the clause (1), may be treated as personal pay of an employee.

**38. Medical treatment.**- (1) The employees shall be take medical allowance for outdoor treatment as permissible under pay revision rules.

(2) The expenditure incurred on indoor treatment of employees and their families shall be reimbursable.

**39. Honorarium.-** The honorarium may be granted to an employee by the Director General for any of the following reasons subject to a maximum of one basic pay:

- (a) more efficient maintenance of equipment resulting in saving cost and/or less wear and tear;
- (b) improvement in financial and administrative efficiency resulting in direct saving of time, staff or money;
- (c) extraordinary service to the Authority resulting in increased revenue; or
- (d) exceptional devotion to duty.

**CHAPTER X  
LEAVE AND TRAVELLING ALLOWANCE**

**PART I  
Leave**

**40. General.-** (1) The service rendered by an employee, after completion of contract period and if is allowed to continue in service, shall qualify to earn leave but no leave shall be earned during the period of leave.

(2) The Revised Leave Rules, 1981 shall be applicable to the employee.

(3) No leave earned shall be encashable except the leave preparatory to retirement permissible as per the Revised Leave Rules, 1981.

(4) The extra ordinary leave without pay, once availed shall not be convertible to other categories of leave.

(5) The Appointing Authority or leave sanctioning authority shall maintain and keep proper record relating to the leave of employees.

**PART II  
Casual Leave**

**41. Casual leave.-** (1) An employee may avail upto twenty four days casual leave in a calendar year.

(2) The casual leave may be granted in conjunction with Sundays and public holidays but not with any other kind of leave.

(3) The total period of casual leaves, if combined with holidays shall not exceed fifteen days at a time.

(4) The holidays sandwiched between casual leaves shall be counted with casual leave and debited to the casual leave account.

(5) The casual leave account shall be maintained by the sanctioning authority of casual leave.

(6) The casual leave account shall be closed on transfer of and employee from the department or office and sent to the office to which the employee is transferred.

**PART III**  
**Travelling Allowance**

**42. Travelling allowance.**- (1) The travelling allowance shall be granted to an employee to cover the expenses which he incurs in travelling for official business of the Authority.

(2) The provisions of Punjab Government Travelling Allowance Rules shall be applicable in case of travelling allowance or daily allowance claims of the employees of the Authority.

**43. Travel allowance for persons other than employees.**- (1) The Director General shall determine the category of a person other than employee of the Authority when he is deputed to travel in connection with the official business of the Authority.

(2) A person other than employee shall draw travelling allowance or daily allowance accordingly as per category determined under clause (1).

**44. Travelling expenses on transportation of dead body.**- (1) If an employee dies during service, his dead body shall be transported to his place of residence on expenses of Authority and his family members shall be allowed travelling allowance or daily allowance as per entitlement of the deceased employee while in service.

(2) The charges for creation of wooden box for carrying the dead body of an employee shall also be reimbursable.

**45. Foreign visit.**- (1) Any foreign visit on Authority's business or foreign training shall be undertaken with the approval of the Government.

(2) The rates of travelling allowance in foreign exchange and other charges to be incurred on the visit or training shall be applicable as notified by the Government.

**CHAPTER XI**  
**TRAINING**

**46. Training need assessment.**- (1) The assessment of training needs shall be made to identify performance requirements and the knowledge, skills and abilities needed by Authority's workforce to achieve the requirements.

(2) The training need assessment shall be made by the reporting officer while initiating performance appraisal report of the employee.

(3) An effective training needs assessment thus shall address resources needed to fulfill organization mission, and strategies as per template of training need assessment form as per Annex-VI of Schedule-III.

**47. Local training.**- (1) On the basis of training need assessment the Authority or the Director General may determine the local training of short duration to be arranged by the Authority for employees in the institutes providing training.

(2) The Authority may organize workshop or seminars for its employees for improving specific professional skills.

**48. Foreign training.**- (1) The foreign training, courses or seminars for the employee shall be conducted with the approval of the Government.

(2) The majority of foreign training, courses or seminars, offered to employee, shall be those who shall be fully sponsored by different international organizations or funded by the Government.

(3) The training invitations that entail financial implication shall be governed by policies or instructions of the Government.

(4) After the invitation for nominations of training are received, the administration wing of the Authority shall forward the summary of the course invitation to the Directorates of the Authority.

(5) An employee nominated for a training course, shall be required to have minimum length of service of five years with the Authority.

(6) Both the nominations received from the Government for facilities and advertised scholarships, shall be finalized by the competent authority or Director General.

(7) An employee, who is selected for foreign training program by the sponsoring agency through advertised scholarship, may be allowed to avail the facility with the approval of the Director General, provided that:

- (a) the application for the scholarship was submitted through proper channel;
- (b) the training program is related directly to his assignment and is useful for the Authority;
- (c) the entire expenses during his stay abroad are borne by the sponsors and there is no financial liability of any kind on the Authority;
- (d) the employee gives an undertaking to the Authority that he on completion of training program shall come back and serve the Authority at least for three years.

**49. Intimation to employee.**- (1) The administrative or human resource wing of the Authority, as soon as an employee is nominated for foreign training, shall:

- (a) inform such employee about his nomination; and
- (b) provide him the requisite documents to be required by the sponsoring agency.

(2) The administrative or human resource wing of the Authority, subsequent to acceptance of nomination by the sponsor of training, shall facilitate the employee concerned by issuing him no objection certificate and visa recommendation letter.

**50. Second nomination.**- (1) If an employee has successfully attended foreign training, course, seminar, workshop, conference, meeting or visit, a gap of three years shall be required before he is nominated for any other training.

(2) The condition, mentioned under clause (1), may be relaxed by the Director General, if it is necessary in the interest of Authority to nominate the employee for availing second facility for training, course, seminar, workshop, conference, meeting or visit.

**51. Presentation on return from training.**- On return from training, the trainee employee, who has availed training, shall be required to make a presentation to the management, within fifteen days of his return to disseminate the gained knowledge

**52. Sureties and bar.**- (1) The employee who takes benefit of training or study visits, sponsored by the Government or foreign funded, shall sign a bond, starting from the date of his return, undertaking that he shall:

- (a) continue service with Authority for a minimum period of three years; and
- (b) not to seek an employment outside Authority.

(2) The administrative or human resource wing of the Authority shall cause the surety bond to be signed by the nominated employee before proceeding to foreign training.

(3) If an employee refuses to attend training subsequent to selection by the sponsoring organization without providing a solid justification, he shall be barred for three years to take any training course, seminar, workshop or study tour as applicable on him.

**53. Failure or refusal to continue service.**- If an employee fails or refuses to continue service with Authority subsequent to attend the training at abroad, the Authority may enforce the bond in terms of the bond signed by such employee and take such other action as deemed appropriate in accordance with law.

**54. Regular study abroad.**- The employees desirous of pursuing regular study abroad, at least degree level, relevant to their job and also beneficial for the Authority in a reputable institute or University, may be allowed study leave by the Director General.

**55. Foreign visits or study tours.**- (1) The study tours or foreign visits on expenses of the Authority, without the approval of the Government, shall not be permissible.

(2) The travel expenses and daily allowances in foreign exchange, on study tours or foreign visits on expenses of the Authority, shall be allowed as per policy of the Government.

**CHAPTER XII  
RETIREMENT AND TERMINAL BENEFITS**

**PART I  
RETIREMENT**

**56. Retirement from service.**- An employee shall stand retired on completion of sixty years of service.

**57. Pre-mature retirement.**- (1) An employee may request for pre-mature retirement after completion of twenty five years of service qualifying for pension.

(2) An employee, if desired to pre-mature retirement as mentioned under clause (1), shall submit request for voluntary retirement at least three months before the declared date for such retirement.

(3) An employee, if intends to avail leave preparatory to retirement, shall have to put one year service more.

**58. Re-employment.**- (1) The re-employment of an employee, after the age of superannuation, shall be discouraged.

(2) A retired employee, a retired Government servant or a retired officer of armed forces, in exceptional cases, may be re-employed on contract on terms and conditions as per re-employment policy of the Government:

(a) to meet the shortage of suitably qualified and experienced persons; or

(b) if replacement from the existing staff is not available

**59. Pension.**- (1) The regular employee, on retirement from service, shall be entitled to receive such pension or gratuity permissible in accordance with the Punjab Civil Services Pension Rules.

(2) On the event of death of an employee, whether before or after retirement, his family shall be entitled to receive such family pension, as prescribed under the prevailing pension rules of the Government.

(3) No pension shall be admissible to the employee who is dismissed or removed from service for reasons of discipline.

(4) The Authority, in extremely deserving cases, may sanction compassionate allowance to an employee who is dismissed or removed from service for reasons of discipline, not exceeding two-thirds of the pension or gratuity, which shall have been admissible to him if he had been by bodily or mental infirmity incapacitated for further service on the date of such dismissal or removal.

(5) If the determination of the amount of pension or gratuity admissible to the employee is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be

determined by the Authority according to the length of service of the employee which qualifies for pension or gratuity.

(6) Any overpayment consequent upon provisional payment, mentioned under clause (5), shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

**60. Pension contribution.**- (1) if an employee is allowed for deputation to some other organization, then that organization shall send the pension contribution, on the rate prescribed by the Government, to the Authority for the period of deputation with that organization.

(2) For payment of pension to the employees, the Authority shall establish pension fund.

**61. General provident fund.**- (1) All regular employees of the Authority shall be eligible to join the general provident fund.

(2) An employee who has completed two years of service shall subscribe to the general provident fund.

(3) The employees shall monthly subscribe to the general provident fund at the prescribed rate.

(4) The subscription shall be deducted from the salary of the employee on monthly basis.

(5) When a subscriber is sent on deputation, he shall remain subject to the general provident fund and shall send subscription monthly to general provident fund.

(6) The Punjab General Provident Fund Rules, 1978 shall be applicable to the employees.

(7) The Authority shall create the Walled City Lahore Authority General Provident Investment Fund for employees from the deduction of the pay of such employees.

## PART II

### Terminal Benefits to the Families of Deceased

**62. Payment in case of death of employee.**- (1) If an employee dies during service, the four months' salary plus allowances on monthly basis (on the basis of pay last drawn) from the date of his death shall be granted to his family.

(2) The salary, granted under clause (1), shall be in addition to other benefits admissible to the family of the deceased employee under the rules.

**63. Financial assistance to family.**- (1) The family of an employee, who dies in service, shall be entitled to lump sum financial assistance on the following rates:

Basic Pay Scale	Rate (Rs.)
1-4	400,000/-
5-10	600,000/-

11-15	800,000/-
16-17	1000,000/-
18-19	1600,000/-
20 & above	2000,000/-

(2) The Authority may revise the rates of financial assistance, mentioned under clause (1), keeping in view the financial position and the policy of the Government.

(3) The financial assistance, granted under clause (1), shall be:

- (a) sanctioned in each case with the approval of Director General; and
- (b) paid to the that family (as defined in pension rules).

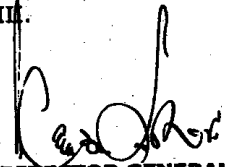
**64. Group insurance.-** The Authority shall make arrangements with the State Life Insurance Company or the other insurance companies for the group insurance of its employees for which the Authority shall create welfare fund.

**65. Payment of claim under group insurance scheme.-** The family of the employee who dies during service shall be entitled to claim the amount under group insurance scheme at the rate determined by the Authority as a result of agreement with the Insurance Company or other insurer.

**CHAPTER XIII  
MISCELLANEOUS**

**66. Accountability.-** Subject to the Act, for the purposes of efficiency, discipline and accountability of the employees, the provisions of the Punjab Employees Efficiency, Discipline and Accountability Act 2006 shall apply mutatis mutandis to the employees.

**67. Performance evaluation reports.-** The performance evaluation reports of the employees shall be made as per the forms mentioned at Annex-VII to X of the Schedule-III.

  
**DIRECTOR GENERAL  
WALLED CITY OF LAHORE  
AUTHORITY**

**SCHEDULE**

Name of Department	Name of Post with Basic Pay Scale	Appointing Authority	Minimum Qualification for Appointment by		Method of Recruitment	Age for Initial Recruitment		Examination/ Training and other conditions required for confirmation
			Initial Recruitment	Promotion		Min	Max	
1. Walled City of Lahore Authority	2. Director Admin and Accounts (BS-19)	3. Director General	4. (i) Master's degree in Social Sciences or Commerce; or Master's degree in Business Administration (Human Resource) or (Finance) from a University recognized by Higher Education Commission; and (ii) having fifteen years' relevant experience.	5. As prescribed for initial recruitment.	6. By selection on merit from amongst the Deputy Directors with seven years' service in BS-18; If none is available for promotion by initial recruitment or by transfer from Government.	7. 35	8. 45	9. As Per Rules and Regulations of the Authority.
-do-	2. Director Engineering/ Infrastructure (BS-19)	-do-	(i) B.Sc. (Civil Engineering) from a University recognized by Higher Education Commission; and (ii) having fifteen years' relevant experience.	-do-	By selection on merit from amongst the Deputy Directors with seven years' service in BS-18; If none is available for promotion by initial recruitment or by transfer from Government.	35	45	-do-
-do-	3. Director Conservation and Planning (BS-19)	-do-	(i) Master's degree in Archeology from a University recognized by Higher Education Commission; or Bachelor of Architecture from a University recognized by Higher Education Commission; and (ii) having fifteen years' relevant experience.	-do-	By selection on merit from amongst the Deputy Directors with seven years' service in BS-18; If none is available for promotion by initial recruitment or by transfer from Government.	35	45	-do-
-do-	4. Director Marketing, Tourism, Culture and Mobilization (BS-19)	-do-	(i) having fifteen years' relevant experience; (ii) Master's degree in Mass Communication; or Master's degree in Business Administration (Marketing) from a University recognized by Higher Education Commission; and (iii) having fifteen years' relevant experience.	-do-	By selection on merit from amongst the Deputy Directors with seven years' service in BS-18; If none is available for promotion by initial recruitment or by transfer from Government.	35	45	-do-

-do-	5. Deputy Director (Licensing and Recovery) (BS-18)	-do-	(i) Master's degree in Business Administration (Finance) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By Promotion on the basis of Seniority cum Fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	6. Deputy Director (Conservation) (BS-18)	-do-	(i) Master's degree in Archeology from a University recognized by Higher Education Commission; or Bachelor in Architecture from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	7. Special Judicial Magistrate (BS-18)	-do-			By the concurrence of High Court.			-do-
-do-	8. Resettlement Expert (BS-18)	-do-	(i) Master's degree in Social Sciences from a University recognized by Higher Education Commission; or LL.B from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	As prescribed for initial recruitment	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	9. Deputy Director Law (BS-18)	-do-	(i) LL.B from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	10. Deputy Director (Admin Accounts) (BS-18)	-do-	(i) Master's degree in Business Administration (Finance) or (Human Resource) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	11. Deputy Director (Finance) (BS-18)	-do-	(i) Master's degree in Commerce or in Business Administration (Finance) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-

-do-	12. Deputy Director (IT) (BS-18)	-do-	(i) Master's degree in Technology or in Computer Science from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	13. Deputy Director (Sewerage and Solid waste) (BS-18)	-do-	(i) B.Sc. (Civil Engineering) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	14. Deputy Director (Design) (BS-18)	-do-	(i) B.Sc. (Civil Engineering) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	15. Deputy Director (Water Supply) (BS-18)	-do-	(i) B.Sc. (Civil Engineering) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	16. Deputy Director (Crafts and Culture) (BS-18)	-do-	(i) Bachelor's degree (four year) in Fashion and Design from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	17. Deputy Director (Urban Planning) (BS-18)	-do-	(i) B.Sc. (Engineering in Town Planning) or (Engineering in Urban Planning Design) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	18. Deputy Director (Land Records and Property Transfer) (BS-18)	-do-	(i) Master's degree in Social Sciences from a University recognized by Higher Education Commission; or L.L.B. from a University recognized by Higher Education Commission; or Bachelor in Architecture from a University recognized by Higher Education Commission; and	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-

-do-	19. Deputy Director (Social Mobilization) (BS-18)	-do-	(ii) having five years' relevant experience. (i) Master's degree in Social Work or Sociology from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	20. Deputy Director (Projects Construction) (BS-18)	-do-	(i) B.Sc. (Civil Engineering) from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	21. Deputy Director (Tourism and Events) (BS-18)	-do-	(i) Master's degree in Business Administration (Marketing) from a University recognized by Higher Education Commission; or Master's degree in Tourism and Hospitality Management or Social sciences from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	22. Deputy Director (Marketing, Media and Public Relationing) (BS-18)	-do-	(i) Master's degree in Business Administration (Marketing) from a University recognized by Higher Education Commission; or Master's degree in Mass Communication from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	23. Cultural Heritage Specialist (BS-18)	-do-	(i) Master's degree in History or Archeology from a University recognized by Higher Education Commission; or Bachelor in Architecture or Civil Engineering from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-
-do-	24. Senior Architect (BS-18)	-do-	(i) Bachelor in Architecture from a University recognized by Higher Education Commission; and (ii) having five years' relevant experience.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Directors with five years' service in BS-17; If none is available for promotion by initial recruitment or by transfer from Government.	26	40	-do-

-do-	25. Assistant Director (Administration) (BS-17)	-do-	Master's degree in Business Administration (Human Resources) from a University recognized by Higher Education Commission; or Master's degree in Social Sciences from a University recognized by Higher Education Commission.	Bachelor's degree from a University recognized by Higher Education Commission.	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS- 16 with a ratio of 60:40 respectively.  If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	26. Assistant Director (Human Resources) (BS-17)	-do-	Master's degree in Business Administration (Human Resources) from a University recognized by Higher Education Commission; or Master's degree in Social Sciences from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS- 16 with a ratio of 60:40 respectively.  If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	27. Assistant Director (Enforcement) (BS-17)	-do-	Master's degree in Business Administration (Human Resources) from a University recognized by Higher Education Commission; or Master's degree in Social Sciences from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS- 16 with a ratio of 60:40 respectively.  If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	28. Assistant Director (Transport and Procurement) (BS-17)	-do-	Master's degree in Business Administration (Finance) from a University recognized by Higher Education Commission; or Master's degree in Social Sciences from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS- 16 with a ratio of 60:40 respectively.  If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	29. Assistant Director (Licensing and Recovery) (BS-17)	-do-	Master's degree in Business Administration (Finance) from a University recognized by Higher Education Commission; or Master's degree in Social Sciences from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS- 16 with a ratio of 60:40 respectively.  If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	30. Assistant Director (Registration and Records) (BS-17)	-do-	Master's degree in Business Administration (Finance) from a University recognized by Higher Education Commission; or Master's degree in Social Sciences from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS- 16 with a ratio of 60:40 respectively.  If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-

-do-	31. Assistant Director (Environments and Parks) (BS-17)	-do-	B.Sc. (four years) in Horticulture or Forestry from a University recognized by Higher Education Commission.		By initial recruitment or by transfer from Government.	21	28	-do-
-do-	32. Assistant Director (Forts Monuments) (BS-17)	-do-	Bachelor in Architecture from a University recognized by Higher Education Commission.	Bachelor's degree from a University recognized by Higher Education Commission.	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS-16 with a ratio of 60:40 respectively. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	33. Assistant Director (Architect) (BS-17)	-do-	Bachelor in Architecture from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS-16 with a ratio of 60:40 respectively. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	34. Assistant Director (Accounts) (BS-17)	-do-	Master's degree in Business Administration (Finance) or Master's degree in Commerce from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS-16 with a ratio of 60:40 respectively. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	35. Assistant Director (Audit)(BS-17)	-do-	Master's degree in Business Administration (Finance) or Master's degree in Commerce from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Office Assistants or Personal Assistants with five years' service in BS-16 with a ratio of 60:40 respectively. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	36. Assistant Director/ Inspector (IT) (BS-17)	-do-			By deputation from police department.			-do-
-do-	37. Assistant Director (IT) (BS-17)	-do-	Master's degree in Information Technology or Computer Sciences from a University recognized by Higher Education Commission; or B.Sc. (Computer Sciences) (four years) from a University recognized by Higher Education Commission.	As prescribed for initial recruitment.	By promotion on the basis of seniority-cum-fitness from amongst the Web Master with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-

-do-	38. Assistant Director (Land Records and Property Transfer) (BS-17)	-do-	Master's degree in Social Sciences from a University recognized by Higher Education Commission; or LL.B from a University recognized by Higher Education Commission.	-	By initial recruitment or by transfer from Government.	21	28	-do-
-do-	39. Assistant Director (Building Control and Commercialization) (BS-17)	-do-	B.Sc. (Civil Engineering) or Bachelor of Architecture from a University recognized by Higher Education Commission.	-	By initial recruitment or by transfer from Government.	21	28	-do-
-do-	40. Assistant Director Archeology/History (BS-17)	-do-	Master's degree in History or Archeology from a University recognized by Higher Education Commission.	-	By initial recruitment or by transfer from Government.	21	28	-do-
-do-	41. Assistant Director (Urban Planning) (BS-17)	-do-	B.Sc. (Urban or City and Regional Planning) from a University recognized by Higher Education Commission.	-	By initial recruitment or by transfer from Government.	21	28	-do-
-do-	42. Assistant Director (Engineering) (BS-17)	-do-	B.Sc. (Civil Engineering) from a University recognized by Higher Education Commission.	As prescribed for initial recruitment.	By promotion on the basis of seniority-cum-fitness from amongst the Field Superintendents or Sub-Engineers with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	43. Assistant Director and Events (BS-17)	-do-	Master's degree in Business Administration (Marketing) from a University recognized by Higher Education Commission; or Master's degree in Tourism and Hospitality Management or Social Sciences from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Tourism Officers with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	44. Assistant Director (Crafts and Culture) (BS-17)	-do-	Bachelor's (four year) in Fashion and Design or Fine Arts from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Graphic Designers with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	45. Assistant Director (Social Mobilization) (BS-17)	-do-	Master's degree in Mass Communication or Social Work or Sociology from a University recognized by Higher Education Commission.	-	By initial recruitment or by transfer from Government.	21	28	-do-

-do-	46. Assistant Director (Public Relation) (BS-17)	-do-	Master's degree in Mass Communication; or Public Administration from a University recognized by Higher Education Commission; or Master's degree in Business Administration (Marketing) from a University recognized by Higher Education Commission; or Master's degree in Economics from a University recognized by Higher Education Commission.	As prescribed for initial recruitment.	By promotion on the basis of seniority-cum-fitness from amongst the Public Relation Assistants with five years' service in BS-14. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	47. Assistant Director (Historic Research) (BS-17)	-do-	Master's degree in History or Economics or Social sciences from a University recognized by Higher Education Commission.		By initial recruitment or by transfer from Government.	21	28	-do-
-do-	48. Assistant Director (Media and Marketing) (BS-17)	-do-	Master's degree in Business Administration (Marketing) or (Finance) from a University recognized by Higher Education Commission.	As prescribed for initial recruitment.	By promotion on the basis of seniority-cum-fitness from amongst the Marketing Officers with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	49. Staff Officer (BS-17)	-do-	Bachelor's Degree from a University recognized by Higher Education Commission; or B.Sc. from a University recognized by Higher Education Commission.	Bachelor's Degree from a University recognized by Higher Education Commission.	By promotion on the basis of seniority-cum-fitness from amongst the Senior Scale Stenographers with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	50. Surveyor (BS-17)	-do-	Master's degree in Economics or Mathematics or Statistics from a University recognized by Higher Education Commission; or Master's degree in Space Sciences from a University recognized by Higher Education Commission.		By initial recruitment or by transfer from Government.	21	28	-do-
-do-	51. Senior Electrical Engineer (BS-17)	-do-	B.Sc. (Electrical Engineering) from a University recognized by Higher Education Commission.	Diploma in Associate Engineering (Electrical) from a recognized institution.	By promotion on the basis of seniority-cum-fitness from amongst the Sub-Engineers with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-
-do-	52. Assistant Director (Electrical Engineer) (BS-17)	-do-	B.Sc. (Electrical Engineering) from a University recognized by Higher Education Commission.	Diploma in Associate Engineering (Electrical) from a recognized institution.	By promotion on the basis of seniority-cum-fitness from amongst the Sub-Engineers with five years' service in BS-16. If none is available for promotion by initial recruitment or by transfer from Government.	21	28	-do-

-do-	53. Web Master (BS-16)	-do-	(I) Bachelor's in Information Technology or Computer Science from a University recognized by Higher Education Commission; and (II) having three years' relevant experience.	As prescribed for initial recruitment.	By promotion on the basis of seniority-cum-fitness from amongst the IT Coordinator with three years' service in BS-14. If none is available for promotion by Initial Recruitment.	21	28	-do-
-do-	54. Graphic Designer (BS-16)	-do-	Bachelor's degree (four years) in Fine Arts or Graphic Design from a University recognized by Higher Education Commission.	-do-	By promotion on the basis of seniority-cum-fitness from amongst the Auto CAD Operators with three years' service in BS-14. If none is available for promotion by Initial recruitment.	21	28	-do-
-do-	55. Senior Stenographer (BS-16)	-do-	(I) Bachelor's degree from a University recognized by Higher Education Commission; and (II) with a speed of 45 words per minute of typing or 70 words per minute of shorthand.	-	By initial recruitment.	21	28	-do-
-do-	56. Field Superintendent (BS-16)	-do-	(I) Diploma in Associate Engineering (Civil) from a recognized Institution; and (II) having three years' relevant experience.	-	By initial recruitment.	21	28	-do-
-do-	57. Sub-Engineer (BS-16)	-do-	(I) Diploma in Associate Engineering (Civil or Electrical) from a recognized Institution; and (II) having three years' relevant experience.	-	By initial recruitment.	21	28	-do-
-do-	58. Tourism Officer (BS-16)	-do-	(I) Bachelor's degree in Science or Bachelor's degree in Arts from a University recognized by Higher Education Commission; and (II) having three years' relevant experience.	-	By initial recruitment.	21	28	-do-
-do-	59. Curator (BS-16)	-do-	(I) Bachelor degree in Conservation or Archeology or Anthropology from a University recognized by Higher Education Commission; and (II) having three years' of relevant experience.	-	By initial recruitment.	21	28	-do-
-do-	60. Marketing Officer (BS-16)	-do-	Master's degree in Business Administration (Marketing) from a University recognized by Higher Education Commission.	-	By initial recruitment.	21	28	-do-
-do-	61. Chief Draftsman (BS-16)	-do-	(I) Diploma in Associate Engineering (Architecture) from a recognized Institution; and (II) having three years' relevant experience.	As prescribed for initial recruitment.	By promotion on the basis of seniority-cum-fitness from amongst the Draftsman with three years' service in BS-14. If none is available for promotion by Initial recruitment.	21	28	-do-

-do-	62. Personal Assistant(BS-16)	-do-	(i) Higher Secondary School certificate from a recognized Board; (ii) with a speed of 35 words per minute of typing or 50 words per minute of shorthand; and (iii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	63. Office Assistant(BS-16)	-do-	(i) Bachelor's degree from a University recognized by Higher Education Commission; and (ii) having two years' relevant experience	-	By initial recruitment.	18	25	-do-
-do-	64. IT Coordinator (BS-14)	-do-	(i) Bachelor's degree in Information Technology or Computer Science or Commerce from a University recognized by Higher Education Commission; and (ii) having two years' relevant experience.	As prescribed for initial recruitment.	By promotion on the basis of seniority-cum-fitness from amongst the Computer Operators with two years' service in BS-12. If none is available for promotion by initial recruitment.	18	25	-do-
-do-	65. Draftsman (BS-14)	-do-	(i) Diploma in Associate Engineering (Architecture) from a recognized Institution; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	66. AutoCad Operator(BS-14)	-do-	(i) Diploma in Associate Engineering (Architecture) from a recognized Institution; and (ii) having two years' relevant experience.	-	By Initial Recruitment	18	25	-do-
-do-	67. Librarian(BS-14)	-do-	Bachelor's degree in Library Science or Information Sciences or Information Technology from a University recognized by Higher Education Commission.	-	By initial recruitment.	18	25	-do-
-do-	68. GIS Operator (BS-14)	-do-	(i) Bachelor's degree in Space Sciences from a University recognized by Higher Education Commission; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	69. Photographer (BS-14)	-do-	(i) Bachelor's degree from a University recognized by Higher Education Commission; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	70. Videographer (BS-14)	-do-	(i) Bachelor's degree from a University recognized by Higher Education Commission; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-

-do-	71. Cashier(BS-14)	-do-	(i) Bachelor's degree in Commerce from a University recognized by Higher Education Commission; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	72. Public Relation Assistant(BS-14)	-do-	(i) Bachelor's degree from a University recognized by Higher Education Commission; and (ii) having relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	73. Event Coordinator (BS-14)	-do-	(i) Bachelor's degree from a University recognized by Higher Education Commission; and (ii) having relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	74. Computer Operator(BS-12)	-do-	(i) Higher Secondary School Certificate in Computer Science from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	75. Field Activist (BS-11)	-do-	(i) Higher Secondary School Certificate from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	76. Sub Engineer/ Building Inspector(BS-11)	-do-	(i) Diploma in Associate Engineering (Civil) from a recognized Institution; and (ii) having two years relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	77. Store Keeper (BS-09)	-do-	(i) Higher Secondary School Certificate from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	78. Horticulture Supervisor (BS-09)	-do-	(i) Secondary School Certificate from recognized Board with one year horticulture diploma; and (ii) having two years relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	79. Driver (HTV/LTV) (BS-09)	-do-	(i) Secondary School Certificate from recognized Board; and (ii) with HTV or LTV driving license; and (iii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	80. Heavy Driver (BS-09)	-do-	(i) Secondary School Certificate from recognized Board; and (ii) with HTV driving license; and (iii) having two years' relevant experience..	-	By initial recruitment.	18	25	-do-
-do-	81. Ahimad(BS-09)	-do-	(i) Higher Secondary School Certificate from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-

-do-	82. Record Keeper (BS-09)	-do-	(i) Higher Secondary School Certificate from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	83. Patwari (BS-09)	-do-	(i) Patwar course certification from recognized institution; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	84. Security Supervisor (BS-09)	-do-	(i) Secondary School Certificate from recognized Board; or Ex-Service man; and (ii) having two years' relevant experience.	Secondary School Certificate	By promotion on the basis of seniority cum fitness from amongst the Security Guards with three years' service in BS-8. If none is available for promotion by initial recruitment.	18	25	-do-
-do-	85. Conservation Foreman (BS-09)	-do-	(iii) Higher Secondary School Certificate from recognized Board; and (iv) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	86. Supervisor Solid Waste (BS-09)	-do-	(i) Higher Secondary School Certificate from recognized Board; and (ii) having two years relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	87. Security Supervisor (BS-09)	-do-	(i) Secondary School Certificate from recognized Board; and (ii) having two years relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	88. Security Guard (BS-09)	-do-	Secondary School Certificate from recognized Board; or Ex-Service man physically fit.	-	By initial recruitment.	18	25	-do-
-do-	89. Telephone Operator (BS-08)	-do-	(i) Secondary School Certificate from recognized Board; and (ii) having one year' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	90. Conservation Supervisor (BS-07)	-do-	(i) Secondary School Certificate from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	91. Tourist Guide (BS-07)	-do-	(i) Higher Secondary School Certificate from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	92. Mechanic (BS-07)	-do-	(i) One year of diploma or course in Mechanic. (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	93. Conservation Supervisor (BS-07)	-do-	(i) Secondary School Certificate from recognized Board; and (ii) having two years' relevant experience.	-	By initial recruitment.	18	25	-do-
-do-	94. Electrician (BS-07)	-do-	(i) Middle pass; (ii) with one year electrician certificate or diploma from a recognized institution; and	-	By initial recruitment.	18	25	-do-

-do-	95. Plumber (BS-07)	-do-	(iii) having two years' relevant experience.		By initial recruitment.	18	25	-do-
-do-	96. Police Constable (BS-05)	-do-	(i) Certificate for Plumber from a recognized Institution; and (ii) having relevant experience.		By deputation from the Government.	-	-	-do-
-do-	97. Dispatch Rider (BS-05)	-do-	(i) Secondary School Certificate from recognized Board; (ii) with motor cycle driving license; and (iii) having two years' relevant experience.		By initial recruitment.	18	25	-do-
-do-	98. Driver (BS-04)	-do-	(i) Middle pass; (ii) with LTV driving license; and (iii) having two years' relevant experience.		By initial recruitment.	18	25	-do-
-do-	99. Mail (BS-03)	-do-	(i) Literate; and (ii) having two years' relevant experience.		By initial recruitment.	18	25	-do-
-do-	100. Nalib Qasid (BS-02)	-do-	Literate.		By initial recruitment.	18	25	-do-
-do-	101. Gang Man (BS-01)	-do-	Literate.		By initial recruitment.	18	25	-do-
-do-	102. Sweeper (BS-01)	-do-	Literate.		By initial recruitment.	18	25	-do-

**Schedule-II**  
(See Regulation 31)

**JOB DESCRIPTIONS**  
**WALLED CITY OF LAHORE AUTHORITY**  
**(ADMIN, FINANCE & HR WING)**

**Terms of Reference  
Director Admin & Accounts (BS 19)**

**Job Description:**

**Admin and Accounts:**

- Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial reporting materials and oversee all financial, project/program and grants accounting.
- Coordinate and lead the annual audit process, liaise with external auditors and the finance committee of the board of directors; assess any changes necessary.
- Oversee and lead annual budgeting and planning process in conjunction with other departments of WCLA and review all financial plans and budgets;
- Monitor progress and changes and keep the Director General of WCLA well informed with the financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present the critical financial matters to the board of directors.
- To manage Salary administration and benefit programs of WCLA employees.
- Budget development and management of different schemes and projects:
- To Develop WCLA's HR policies and procedures and oversee implementation of same.
- To Direct the Human Resource function of the WCLA including employee policy handbook, performance appraisal, grievance procedures, discipline, benefits administration, payroll, and position posting, screening and interviewing all candidates.
- To hold inquiries on various matters
- To develop schemes and mechanism for motivating and encouraging the staff
- To hold annual team building and motivational events
- To organize in house and outsourced trainings and workshops for HR capacity building

**Position Skills & Competencies:**

The incumbent must demonstrate the following skills:

- Administrative skills
- Financial management skills
- Time Management
- Multi Tasking
- Communication Skills

**Terms of Reference  
Deputy Director (Finance) BS-18**

**Job Description:**

- Monitor progress and changes and keep the Director (Administration & Accounts) well informed with the financial status.
- Manage organizational cash flow and forecasting.
- Implement a robust contracts management and financial management/reporting system; ensure that the contract billing and collection schedule is adhered to and that financial data and cash flow are steady and support operational requirements.
- Effectively communicate and present the critical financial matters to the Director (Administration & Accounts), WCLA.
- To manage Salary administration and benefit programs of WCLA employees.
- Budget development and management of different schemes and projects.
- Ability to analyze, implement and periodically update financial processes and internal controls for all departments.
  - Assists the Director (Admin & Accounts) in planning, directing coordinating and reviewing activities and personnel within the Financial Administration Department.
  - Assists the Director (Admin & Accounts) in the establishment of departmental priorities and allocation of departmental resources.
  - Preparation and release of funds for Salary of employees, daily wagers, temporary employees and service providers.
  - Budget development and financial management of different schemes and projects.
  - Preparation and monitor all financial proposals for schemes and projects to be executed by WCLA.
  - Management, Recording, Monitoring of revenue coming from different sources.
  - Preparation of Budget and SNE's for the relevant financial years.
  - To manage benefit programs of WCLA employees.
  - Implement financial policies and procedures.
  - Check and verify reconcile bank statements.
  - Effectively communicate and present the financial matters to the board of director.

- Take control of all the financial contracts executed by WCLA.
- Monitor progress and keep the Director (Admin & Accounts) well informed with the financial status.
- Manage, Check and verify bills for payments.
- Review all financial plans and budget.
- Oversee supplier's invoices and procurement account.
- Monitor and manage any financial activity.
- Maintain financial files and records.
- All other duties as assigned.
- DD (Finance) shall report to Director (Admin & Accounts )

**Skills Required**

- Administrative Skills
- Financial Management Skills
- Time Management
- Multitasking
- Communication Skills

**Terms of Reference**  
**Deputy Director (Admin & Accounts) BS-18**

**Job Description:**

- Will be responsible for maintaining day to day administrative services in order to meet daily requirements of WCLA.
- To develop and implement policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and leave management system
- Control the logistics of WCLA
- Assist with training & development of new recruits & other employees.
- Administer the activities of various office meetings and events
- Ensure the safeguarding of all WCLA funds
- Maintaining discipline and implementing official policies.
- To implement and manage performance management processes to support WCLA's goals & objectives.
- To keep a record of staff activities
- To keep liaison with LG&CD Department for administrative matters.
- Manage the filing, storage and security of documents
- Collation and distribution of minutes, reports and other documents.
- Ordering and issuing of equipment, materials and office supplies.
- Provide administrative support for matters relating to the premises and operations including security, alarms, opening, insurance and transport.
- Monitor progress and changes and keep the Director Administration & Accounts of WCLA well informed with the financial status.
- Effectively communicate and present the critical financial matters to the board of directors.
- Management of different schemes and projects.
- Authorize purchase orders.
- DD (Admin & Accounts) shall report to Director (Admin & Accounts)

**Skills Required:**

- Administrative skills
- Financial management skills
- Time Management
- Multi Tasking
- Communication Skills

**Terms of Reference  
Deputy Director (Law) BS-18**

**Job Description:**

- To interpret the WCLA Act at various forums
- To keep cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- To look after the legal matters involved while implementing various schemes and projects inside the WCL.
- To update the Director Administration & Accounts and Director General WCLA on day to day activities and court cases (if any) related to WCL
- To support case preparation by preparing case summaries and materials for mediation conferences; preparing pleadings; monitoring and obtaining discovery responses; organizing materials for team case review.
- To Read legal jargon and providing advice to the Authority on a course of action in legal cases.
- To proceed with the legalities of the WCLA.
- To implement the WCLA act 2012 and its subordinate legislation.
- To appear in all court hearings and proceedings on behalf of WCLA.
- To conduct investigations / inquiries of HR along with the Director Administration & Accounts.
- To perform other duties related to law and legal affairs as per requirement of WCLA
- To keep a liaison with legal advisor of WCLA
- To act for the implementation of contracts by the authority.
- To propose the amendments in the WCLA Act and subordinate legislation with the passage of time.
- To give legal notices according to law.
- To monitor the process of acquisition / purchase of property.
- To monitor the regulation of transfer of property.
- DD (Law) shall report to Director (Admin & Accounts)

**Skills/Competences/Knowledge**

- Computer Skills/ MS Office Proficiency.
- Filing and noting ( Government pattern of letter drafting)
- leadership skills
- analytical and problem solving skills
- decision making skills
- negotiations skills
- effective verbal and listening
- communications skills
- An understanding of regulatory by laws legislation, policies, procedures and rules of heritage and ownership laws.
- Knowledge of investigation and evidence gathering techniques.
- Knowledge of court processes and procedures.

### **Terms of Reference**

#### **Deputy Director (Information Technology) BS-18**

##### **Job Description:**

- Propose new strategies to enhance the utility of IT in WCLA
- Coordinate, supervise and schedule the installation and maintenance of Authority's Information Technology infrastructure.
- Specify, prepare cost estimates, and procure all hardware, software and supplies related to the functions of the position.
- Maintain an inventory of hardware, software, and site licenses as they pertain to the responsibilities of this position.
- Evaluate personnel in the Information Technology Infrastructure division.
- Provide leadership in the building and maintaining of WCLA infrastructure related projects.
- Establish a paperless environment by introducing latest IT technologies.
- Supervise the GIS cell
- Make an effective use of IT to help WCLA research and marketing wings
- To develop online financial, performance management and library record management systems
- Update WCLA website
- DD (IT) shall report to Director (Admin & Accounts)

##### **Skills Required:**

- must have excellent change management skills
- excellent communication skills
- leadership skills
- Adobe (Photoshop, Dreamweaver, Illustrator, acrobat)
- Corel Draw

**Terms of Reference  
Special Judicial Magistrate BPS-17/18**

**Job Description:**

- To help with the legal matters of WCLA.
- Research legal issues and write opinions on the issues.
- Preside over hearings and listen to allegations made by other parties to determine whether the evidence supports the charges.
- Read documents on pleadings and motions to ascertain facts and issues.
- Rule on custody and access disputes, and enforce court orders regarding ownership of land within Walled City.
- Special Judicial Magistrate shall report to DD (LR&PT).

**Skills:**

- Knowledge of past historical events and their causes, indicators, and impact on particular civilizations and cultures.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Terms of Reference**  
**Assistant Director (Information Technology) BS-17**

**Job Description:**

- Coordinate with DD IT to schedule the installation and maintenance of Authority's Information Technology infrastructure.
- Maintain an inventory of hardware, software, and website
- Evaluate personnel in the Information Technology Infrastructure division.
- Assist in geographical information system (GIS)
- WCLA Website up gradation and maintenance on daily basis.
- Create presence of WCLA through social media and other internet sources.
- AD (IT) shall report to DD (IT).

**Terms of Reference  
Assistant Director (Audit) BS-17**

**Job Description:**

- Collating, checking and analyzing spreadsheet data on weekly basis.
- Examining WCLA accounts and financial systems.
- Gauging levels of financial risk within WCLA long term.
- Checking that financial reports and records are accurate and reliable.
- Ensuring that assets are safeguarded.
- Auditing the local and foreign funded projects' funds
- Identifying if and where processes are not working as they should, and advising on changes to be made.
- Carry out monthly internal audit of all the schemes and projects going on in WCLA.
- Preparing reports, commentaries and financial statements on schemes and projects of WCLA.
- Liaising with managerial staff and presenting findings and recommendations on managing the annual finances accounts especially dealing with contractors and outsourced service providers.
- Ensuring procedures, policies, legislation and regulations are correctly followed and complied with.
- AD (Audit) shall report to DD (Finance).

**Skills/Competences/Knowledge**

- Computer skills/ MS Office Proficiency.
- Strong verbal and written communication skills
- Strong analytical and problem-solving skills
- Effective written and verbal communication skills, interpersonal skills, organizational and multi-tasking skills.
- Ability to work independently
- Knowledge of core business processes and the risks associated with them

**Terms of Reference**  
**Assistant Director Administration BS-17**

**Job Description:**

- AD Admin will be responsible for maintaining day to day administrative services in order to meet daily requirements of WCLA.
- To develop and implement policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Control the logistics of WCLA
- Assist with training & development of new recruits & other employees.
- Administer the activities of various office meetings and events
- Ensure the safeguarding of all WCLA funds
- Maintaining discipline and implementing official policies.
- To implement and manage performance management processes to support WCLA's goals & objectives.
- To keep a record of staff activities (grade 14 and below)
- To keep liaison with LG&CD Department for administrative matters.
- AD (Admin) shall report to DD (Admin & Accounts).

**Skills/Competences/Knowledge**

- Effective written communications skills
- Computer skills including the ability to operate computerized spreadsheet and word processing programs at a proficient level
- Stress management skills
- Multi tasking
- Time management skill

**Terms of Reference**

**Assistant Director (Transport & Procurement) BS-17**

**Job Description:**

- Assesses and organizes logistics in terms of transport requirements, receipt, handling, storage and distribution of relief items and establishes proper storekeeping and recording systems including assets of WCLA;
- Establishes a detailed procurement programme plan as per PPRA Rules to determine appropriate specifications of required items, according to established guidelines and procedures
- Devises methods of stock control, closely monitors store keeping management, and regularly submits situation reports on stocks, equipment and prepositioned goods;
- Undertakes other duties as required
- AD (Transport & Procurement) shall report to DD (Admin & Accounts)
- 

**Skills Required:**

- excellent organization skills and multi-tasking
- good communication skills
- problem-solving
- a high level of attention to detail
- the ability to work under pressure and meet tight deadlines

**Terms of Reference**  
**Assistant Director Accounts BS-17**

**Job Description:**

- The AD Accounts is responsible for maintaining financial & accounting services in order to meet legislative requirements and support WCLA operations.
- To prepare financial statements, maintaining cash controls, preparing the payroll and maintaining accounts payable.
- Ensure accurate and timely processing of pay transactions.
- Keep a record of daily wages, temporary employees and service providers
- To prepare monthly progress and financial reports of WCLA
- Preparation of the budget
- Implement financial policies and procedures
- Establish, maintain and reconcile the general ledger
- Prepare and reconcile bank statements
- Establish and maintain supplier / procurement accounts
- Ensure the safeguarding of all municipal funds
- Reconcile the accounts payable
- Reconcile the accounts receivable
- Checking of measurement books, receipts and ICPs related to all schemes & projects under WCLA.
- Coordinate for release of IPCs budget
- AD (Accounts) shall report to DD (Finance).

**Skills/Competences/Knowledge**

- Well versed with foreign and local procurement, employment and service guidelines
- Good oral and written communication skills
- Self-motivation, commercial awareness, initiative and the ability to work as part of a team.
- Excellent problem-solving, analytical, technical, IT and numerical abilities are crucial.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a proficient level.
- Computer skills/MS Office proficiency

**Terms of Reference**

**Assistant Director /Inspector BPS-17**

**Job Description:**

- To prepare reports concerning discipline, efficiency, and condition of force within division.
- Submit reports to superiors and recommends disciplinary action or changes in rules governing activities of WCLA.
- To formulate procedures and human resource requirements, and direct personnel assigned to crowd control at such events as parades, demonstrations, and labor disputes.
- To detect, prevent, and solve crimes in WCL.
- To Note actions of known criminals or suspicious persons to prevent crimes
- To Arrest or warn unruly persons, law violators, and suspected criminals within Walled City of Lahore.
- To have a liaison with police department.
- Assistant Director / Inspector shall report to DD (LR&PT).

**Skills:**

- Ability to cope with situations firmly, courteously, tactfully, and with respect for the rights of Others
- Ability to analyze situations quickly and objectively, and to determine proper course of action to be taken.
- Ability to understand and carry out oral and written instructions.
- Ability to write and speak effectively.
- Ability to develop skill in the use and care of firearms.
- Good general intelligence and emotional stability.
- Willingness to cooperate with officials and other police officers.
- Willingness to learn and increase skill in police work.

**Terms of Reference  
Staff Officer BPS-17**

**Job Description:**

- Processing of incoming/outgoing emails, letters and other correspondence.
- Scheduling of appointments, meetings, events, and travelling.
- Recording of minutes, brief, notes.
- Follow-up of tasks.
- Maintenance of records/filing system.
- Greeting the guests, visitors.
- Managing expenses against WCLA budget.
- Staff Officer shall report to Director General, WCLA.

**Skills Required:**

The incumbent must demonstrate the following skills:

- Short Hand Writing skill
- Adequate experience of office administration and an understanding of relevant policies and procedures.
- Excellent command over English (written and oral)
- Excellent interpersonal skills.
- Excellent computing skills.
- Ability to work under stress.
- Time management skills.
- Honest, trustworthy, mutual respect, flexibility and good work ethics.
- Recording of minutes

**Terms of Reference**

**Assistant Director (Human Resource) BS-17**

**Job Description:**

- Recruiting staff - this includes developing job descriptions and person specifications, preparing job adverts, checking application forms, shortlisting, interviewing and selecting candidates;
- Developing and implementing policies on issues such as working conditions, performance management, equal opportunities, disciplinary procedures and absence management;
- Preparing staff handbooks;
- Advising on pay and other remuneration issues, including promotion and benefits;
- Undertaking regular salary reviews;
- Negotiating with staff on issues relating to pay and conditions;
- Administering payroll and maintaining employee records;
- Interpreting and advising on employment law;
- Dealing with grievances and implementing disciplinary procedures;
- Developing HR planning strategies which consider immediate and long-term staff requirements;
- Planning, and sometimes delivering, training, including inductions for new staff;
- Analysing training needs in conjunction with departmental managers.
- AD (HR) shall report to DD (Admin & Accounts).

**Skills/Competences/Knowledge**

- Effective written communications skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a highly proficient level
- Stress management skills
- Multi-tasking
- Time management skill

**Term of References**  
**Web Master (BS-16)**

- Coordinate with Senior to schedule the installation and maintenance of Authority's Information Technology infrastructure.
- Maintain an inventory of hardware, software, and website
- WCLA Website up gradation and maintenance on daily basis.
- Build or assist in the development of a website
- Manage websites and perform continual maintenance; this can include links, database, and other functions
- Provide web space for individuals and businesses
- Web programming (knowledge of HTML codes, HTTP, and XML required)
- Marketing of websites on various platforms including other sites and search engines; determine ad structures, pricing, placement, etc.
- Administrative work
- Site promotion, sending out email, voicemail, newsletters, etc.
- Web Master shall report to AD (IT).

**Terms of Reference**  
**Senior Scale Stenographer BS-16**

**Job Description:**

- Senior Scale Stenographer will work closely with senior staff to provide administrative support, usually on a one-to-one basis.
- Assists seniors to make the best use of their time by dealing with secretarial and administrative tasks.
- Devising and maintaining office systems, including data management and filing.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Organizing and maintaining diaries and making appointments.
- Producing documents, briefing papers, reports and presentations.
- Organizing and attending meetings and ensuring the relevant Director is well prepared for meetings.
- Carrying out specific projects and research.
- Deputizing for the Assistant Director, making decisions and delegating work to others in the Assistant Director's absence.
- Senior Scale Stenographer shall report to Staff Officer.

**Skills Required**

- Short Hand skill is required.
- Urdu and English typing. At least 70 wpm and typing speed of 35 wpm.
- MS Office Proficiency.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a proficient level.

**Terms of Reference**  
**PA BS-16**

**Job Description:**

- Personal assistant (PA) will work closely with senior staff to provide administrative support, usually on a one-to-one basis.
- Personal Assistants will help Directors to make the best use of their time by dealing with secretarial and administrative tasks.
- Devising and maintaining office systems, including data management and filing.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Organizing and maintaining diaries and making appointments.
- Producing documents, briefing papers, reports and presentations.
- Organizing and attending meetings and ensuring the relevant Director is well prepared for meetings.
- Carrying out specific projects and research.
- Deputizing for the Assistant Director, making decisions and delegating work to others in the Assistant Director's absence.
- PA shall report to the immediate Senior Officer.

**Skills Required**

- Short Hand skill is required.
- Urdu and English typing.
- MS Office Proficiency.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a proficient level.

**Terms of Reference  
Office Assistant BS-16**

**Job Duties & Responsibilities:**

- Maintain office filing and storage systems.
- Keep filing/document management system for electronic and paper documents organized
- Monitor and order office supplies.
- Distribute/file all incoming mail.
- Perform errands that assist daily functions: post office, bank.
- General reception duties. Return calls as appropriate, usually per request.
- Office Assistant shall report to immediate Senior Officer.

**Skills Required**

- File management
- Excellent written and verbal communication skills
- Strong computer and internet skills
- MS Office Proficiency

**Terms of Reference  
IT Coordinator BS-14**

**Job Description:**

- Coordinate with AD IT to schedule the installation and maintenance of Authority's Information Technology infrastructure.
- Evaluate personnel in the Information Technology Infrastructure division.
- Assist in geographical information system (GIS)
- Create presence of WCLA through social media and other internet sources.
- To maintain the networking and computer system of the concerned department.
- Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.
- Assist AD IT in networking and softwares installation
- IT Coordinator shall report to Web Master / AD (IT).

**Terms of Reference  
Computer Operator BS-12**

**Job Description:**

- Data Entry.
- Take dictation, short hand proficiency will be an additional qualification.
- Monitor and control electronic computer and peripheral electronic data processing equipment to process business, scientific, engineering, and other data according to operating instructions.
- Help IT staff in networking and softwares installation
- Drafting of letters and official documents.
- Operating computer research on various subjects as directed by the Director/immediate supervisor.
- To maintain the networking and computer system of the concerned department.
- He will do such other office work as may be entrusted to him by the WCLA.
- Computer Operator shall report to the immediate Senior Officer.

**Skills required**

- Good typing speed in English and Urdu is required.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a proficient level.
- Active Listening
- Reading Comprehension
- Time Management
- Troubleshooting
- Multi-tasking
- Operation and Control of Computer
- Computer Skills/ MS Office Proficiency

**Terms of Reference**

**Cashier BPS-14**

**Job Duties & Responsibilities:**

- Receive and disburse money in Authority. Usually involves use of electronic scanners, cash registers, or related equipment.
- To have a liaison with govt. agencies and bank for easy cash flow.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Cashier shall report to the AD (Accounts).

**Skills Required:**

- Cashiering skills
- Customer services skills
- Excellent communication skills
- Computer skills

**Terms of Reference  
Record Keeper BS-9**

**Job Description:**

- To maintain WCLA's office and store inventory.
- Accurately computes time sheets of WCLA's personnel and maintains all related records.
- Prepares and types correspondence, reports and transcripts from written, oral and/or mechanical dictation, and accurately proofreads documents.
- Maintains files and records for WCLA.
- Maintains accurate records for all vehicle maintenance transactions and ensures that invoices for repairs are correct, processed and paid on a timely basis.
- Orders supplies and/or equipment as necessary after consulting with the Director.
- Enters work orders in the WCLA computer system and converts the same into invoices.
- Assists the Director with monthly billing.
- Performs other duties and special projects as assigned.
- Record Keeper shall report to AD (Human Resource).

**Skills/Competences/Knowledge**

- Good Communication Skills (Oral & Written)
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a proficient level.

**Terms of Reference  
Driver BS-9 (HTV/LTV)**

**Job Description:**

- Drive vehicles of WCLA safely.
- Transport items with due care.
- Prepare monthly driver's report.
- Assist in other office-related tasks, as and when required.
- Transport all WCLA staff and visitors safely.
- Clean and maintain interior and exterior of vehicles regularly.
- Check and replenish fuel, oil and lubricants on daily basis.
- Record all vehicle related expenses in log book and put speed-meter reading on each and every expenditure bill at the time of making expenditure or putting fuel/gas.
- Prepare monthly driver/vehicle report about total vehicle activity including total mileage driven, expenditure amounts and fuel consumption rate etc.
- Hand over monthly vehicle report immediately to supervisor at the end of each month
- Help in kitchen as required i.e. serving tea/coffee, arranging food on table etc.
- Make small purchases as required by Secretary/Administrative Assistant or other staff.
- Perform other tasks as assigned.
- Driver shall report to Office Assistant.

**Skills Required**

- Must have good anticipation.
- Defensive driving skills
- analytical and problem solving skills

**Terms of Reference  
Ahlmad BS-9**

**Job Description:**

- To assist judicial magistrate in his daily routine.
- Type letters, memoranda, reports, and other material from copy or rough drafts as assigned.
- Sort and file materials and reports.
- Answer the telephone.
- Perform other duties as assigned
- Ahlmad shall report to the DD (Law).

**Skills required:**

- Reading and writing communication skills.
- Basic computer skills with applications such as MS Word, MS Excel etc.
- Knowledge of general office procedures and office machines (computer, fax, and copier).
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Record-keeping techniques.
- Oral and written communication skills.
- General office clerical duties.
- Interpersonal skills using tact, patience, and courtesy.

**Terms of Reference  
Security Supervisor BS-9**

**Job Description:**

- Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Maintain record of visitors
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Security Supervisor shall report to AD (Admin).

**Skills/knowledge:**

- Good verbal communication skills
- Good judgment and decision making
- Activeness
- Supervision
- Attentive
- Practical knowledge of arms handling and safety.

**Terms of Reference  
Storekeeper BS-9**

**Job Description:**

- Maintains inventory. Uses inventory management software. Prepares purchase requisitions for the replacement of stock. Contacts suppliers or searches catalogues to determine price and additional details concerning new items.
- Maintains files appropriate to the activities of the unit, such as invoices, order number, receiving date, shipping date, etc. Prepares reports.
- Handles and stores merchandise or special products that require some knowledge of spontaneous combustion, toxicity, fragility, rapid deterioration, contamination, etc.
- According to requirements and established procedures, arranges stock. In case of emergency or in order to replace outdated material, suggests substitutes available in the store.
- Controls and carries out the lending and renting of tools, equipment, furnishings, and devices. Ensures that they are kept in good condition and that they are repaired or replaced as necessary.
- Maintains equipment and instruments. Ensures cleanliness of work areas.
- Store Keeper shall report to Office Assistant.

**Terms of Reference  
Heavy Driver BS-9**

**Job Description:**

- Drive vehicles of WCLA safely.
- Transport items with due care.
- Prepare monthly driver's report.
- Assist in other office-related tasks, as and when required.
- Transport all WCLA staff and visitors safely.
- Clean and maintain interior and exterior of vehicles regularly.
- Check and replenish fuel, oil and lubricants on daily basis.
- Record all vehicle related expenses in log book and put speed-meter reading on each and every expenditure bill at the time of making expenditure or putting fuel/gas.
- Prepare monthly driver/vehicle report about total vehicle activity including total mileage driven, expenditure amounts and fuel consumption rate etc.
- Hand over monthly vehicle report immediately to supervisor at the end of each month
- Help in kitchen as required i.e. serving tea/coffee, arranging food on table etc.
- Make small purchases as required by Secretary/Administrative Assistant or other staff.
- Perform other tasks as assigned.
- Heavy Driver shall report to Office Assistant.

**Skills Required**

- Must have good anticipation.
- Defensive driving skills
- analytical and problem solving skills

**Terms of Reference  
Security Guard BS-8**

**Job Description:**

- Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Maintain record of visitors
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Security Guard shall report to Security Supervisor.

**Skills/knowledge:**

- Good verbal communication skills
- Good judgment and decision making
- Activeness
- Supervision
- Attentive
- Practical knowledge of arms handling and safety.

### **Telephone Operator BS-8**

#### **Job Description:**

- Telephone Operators are responsible for sending and receiving telephone calls
- Maintain an online record of calls
- Work involves placing, answering, and transferring calls; receiving visitors; and providing general information.
- Performs clerical tasks as receptionist to greet the public; sorts and distributes mail; searches daily newspapers for Authority's related articles; assists with answering main office phones.
- Telephone Operator shall report to Office Assistant.

#### **Skills/Knowledge**

- Excellent Oral Communication skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs at a proficient level
- Service Orientation - Actively looking for ways to help people.

**Electrician BS-7**

**Job Description:**

- Install, maintain, and repair electrical wiring, equipment, and fixtures.
- Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair.
- Advise management on whether continued operation of equipment could be hazardous.
- Maintain a record of all electrical equipment in WCLA
- Electrician shall report to Sub Engineer Electrical.

**Skills/Knowledge**

- Should be in Good physical health
- Need to have a good Hand eye coordination
- Must have basic computer knowledge

**Plumber BS-7**

**Job Description:**

- The Plumber will be responsible for installing, repairing and maintaining pipes, fixtures and other plumbing used for water distribution and waste water disposal in Authority's building.
- Plumber shall report to Office Assistant.

**Skills/Knowledge Required**

The incumbent must demonstrate the following skills:

- ability to work cooperatively with other trades
- analytical and problem solving skills
- stress management skills
- must have knowledge of water distribution and waste water disposal in residential, commercial and industrial buildings

**Mechanic BS-07**

**Job Description:**

- Keeps equipment available for use by inspecting and testing vehicles of WCLA; completing preventive maintenance such as, engine tune-ups, oil changes, tire rotation and changes, wheel balancing, replacing filters
- Maintains official vehicles of WCLA in functional condition by listening to operator / driver complaints; conducting inspections; repairing engine failures; repairing mechanical and electrical systems malfunctions; replacing parts and components; repairing body damage.
- Maintains vehicle records by recording service and repairs.
- Maintains vehicle appearance by cleaning, washing, and painting.
- Contains costs by using warranty; evaluating service and parts options.
- Mechanic shall report to AD (Transport & Procurement)

**Dispatch Rider BS-5**

**Job Description:**

- To sort, deliver & receive post to addresses on a set route on a daily basis.
- Carrying and delivering letters, articles and messages.
- Assisting in carrying out clerical activities;
- To check mail delivery.
- Dispatch Rider shall report to Office Assistant.

**Skills Required:**

- It is important to have a friendly attitude and to be well-present while on duty.
- Ability to ride a bike
- Must possess a valid license
- Mentally and physically fit
- Good knowledge of road network
- Good verbal and communication skills

**Terms of Reference  
Constable BPS-5**

**Job Description:**

- Preserve the peace inside Walled City of Lahore.
- Prevent crime and other offenses
- Provide assistance and encouragement to other persons in crime prevention
- Apprehend criminals and other offenders and others who may lawfully be taken into custody
- Execute warrants
- Process charges, participate in prosecutions
- Perform lawful duties as designated by the Inspector
- Plan activities within assigned area of WCL.
- Facilitate and promote WCLA policies
- Interview, interrogate, and investigate the suspects.
- Assist other primary agencies such as fire or ambulance
- Know and perform duties specified in the WCLA's Policies and Procedures
- Police Constable shall report to Assistant Director / Inspector.

**Skills Required:**

- Communication Skills - Verbal and Written
- Interpersonal Sensitivity
- Knowledge of Human Behavior
- Ability to Accept and Work with Community Diversity
- Ability to Serve Victims
- Ability to Promote and Facilitate WCLA Policing
- Ability to Use Police Related Technology
- Analytical Skills
- Personal and Organizational Development Skills
- Team Building Skills
- Ability to Act Professionally and Ethically
- Reasonable Level of Physical Fitness and Well Being
- Use Force Appropriately
- Officer Safety Skills
- Conflict, Avoidance, Resolution and Mediation Skills.

**Terms of Reference****Driver BS-4****Job Description:**

- Drive vehicles of WCLA safely.
- Transport items with due care.
- Prepare monthly driver's report.
- Assist in other office-related tasks, as and when required.
- Transport all WCLA staff and visitors safely.
- Clean and maintain interior and exterior of vehicles regularly.
- Check and replenish fuel, oil and lubricants on daily basis.
- Record all vehicle related expenses in log book and put speed-meter reading on each and every expenditure bill at the time of making expenditure or putting fuel/gas.
- Prepare monthly driver/vehicle report about total vehicle activity including total mileage driven, expenditure amounts and fuel consumption rate etc.
- Hand over monthly vehicle report immediately to supervisor at the end of each month.
- Help in kitchen as required i.e. serving tea/coffee, arranging food on table etc.
- Make small purchases as required by Secretary/Administrative Assistant or other staff.
- Perform other tasks as assigned.
- Driver shall report to the AD (Transport & Procurement).

**Skills Required**

- Must have good anticipation.
- Defensive driving skills
- analytical and problem solving skills

**Terms of Reference**

**NaibQasid BS-2**

**Job Description:**

- Responsible for providing administrative and clerical services in order to ensure effective and efficient administrative operations.
- Serving the guests and officers
- Compiles and maintain an up to date telephone directory of numbers and addresses
- Ensures the Administrative Offices, Reception Area and halls are kept clean and organized
- Provide receptionist services
- Perform other related duties as required
- NaibQasid shall report to Office Assistant.

**Skills Required**

- Oral and written communication skills
- Reading comprehension skills

### **Sweeper BS-1**

#### **Job Description:**

- Keeps premises of office building, apartment house, or other commercial or institutional building in clean and orderly condition.
- Cleans and polishes lighting fixtures, marble surfaces, and trim described in Cleaner.
- May transport small equipment or tools between departments.
- May setup tables and chairs in auditorium or hall.
- May be designated according to duties performed.
- Sweeper shall report to Office Assistant.

#### **Skills/Knowledge**

- Considerable knowledge of street locations in walled city.
- Considerable knowledge of the operation and servicing of sweeper equipment.
- Skill in the care and operation of assigned equipment.
- Ability to carry out oral and/or written instructions.
- Ability to establish and maintain effective working relationships with associates and the general public.

**MARKETING, TOURISM, CULTURE &  
MOBILIZATION WING**

### **Terms of Reference**

#### **Director Marketing, Tourism, Culture & Mobilization (BS-19)**

##### **Job Description:**

- Gathering sponsors and agencies to support WCLA by funding different schemes and projects.
- Responsible for planning, development and implementation of all of the Authority's marketing strategies, marketing communications, and public relations activities, social mobilization both external and internal.
- Directs the efforts of the marketing, communications and public relations staff and coordinates at the strategic and tactical levels with the other functions of WCLA
- Responsible for creating, implementing and measuring the success of: a comprehensive marketing, communications and public relations program that will enhance WCLA's image and position among the general public, and facilitate internal and external communications; and all Authority's marketing, communications and public relations activities and materials including publications, media relations, client acquisition and so forth.
- Develop and implement Tourism strategies for WCLA
- Responsible for tourism generating activities for WCL
- Design strategies for promotion of crafts

##### **Skills Required:**

- Leadership skills;
- problem-solving skills;
- IT skills;
- research and communication skills;
- presentation skills;
- teamwork & team building skills;
- ability to work to deadline

**Terms of Reference**

**Deputy Director (Marketing, Media & Public Relation) BS-18**

**Job Description:**

- To look after all the advertisement, media and Public Relation activities of WCLA.
- To liaising with, and acting as the link between, WCLA and advertising agencies by maintaining regular contact with both, ensuring that communication flows effectively.
- Design PR strategies, communication and promotional strategies and campaigns.
- Responsible for print and communication material
- Supervise the website, social media content
- Communicate with partners and donors
- Design strategies for internal and external communication mechanism of WCLA
- Building relationships with the media.
- Managing campaigns
- Write press releases and briefs
- Supervise the marketing projects
- Supervise the photographer and videographer
- DD (Media & Marketing) shall report to Director (Marketing, Tourism & Culture).

**Skills Required**

- Administrative ability
- Oral and written communication skill
- Good leadership skills
- Should be Team oriented
- Must have proficiency in MS Office.
- Excellent IT Skills
- Must have experience of photography, TV production and News writing

**Terms of Reference**  
**Deputy Director Tourism & Events BS-18**

**Job Description:**

- To organize tourism activities of WCLA
- Propose new ideas to improve the tourism strategy, planning and implementation process.
- To prepare proposals for tourism events
- Implement tourism events
- Manage online record of activities and monuments
- DD (Tourism & Events) shall report to Director (Marketing, Tourism & Culture).

**Skills Required:**

- Oral and written communication skill
- Good leadership skills
- Should be Team oriented
- Must have proficiency in MS Office.
- Excellent IT Skills
- Crafts & Culture

**Terms of Reference**

**Deputy Director (Social Mobilization) BS-18**

**Job Description:**

- To develop strategies for smooth community mobilization
- Plan and design behavioral change strategies.
- Conduct meetings in community about WCLA projects and schemes.
- Ensure better participation in the meeting and activities.
- Sensitize community about WCLA's activities.
- Ensure timely submission of weekly/monthly work plans.
- Develop & submit fortnightly work plans & daily activity report.
- Provide full cooperation and support WCLA team handling project related complaints.
- Sharing of project's information and design related to restoration and conservation work.
- Grievance Redressal
- Mitigation during projects' implementation.
- DD (SM) shall report to Director (Marketing, Tourism & Culture).

**Skills/Knowledge**

- Computer skills/ MS Office Proficiency
- Ability to work under stress.
- Cultural and political sensitivity of Walled City of Lahore.
- Strong communication skills

**Terms of Reference**

**Deputy Director (Crafts & Culture) BS-18**

**Job Description:**

- To manage and lead the work of the Culture and craft team
- Prepare strategies and plan for revival of fading crafts of Walled City of Lahore
- Developing cultural attractions to enhance and increase tourists' access is also one of the responsibilities of the post.
- Develop concepts or creative ideas for craft objects.
- Fabricate patterns or templates to guide craft production
- Promote culture of WCL and rehabilitation work, using media such as internet advertising and brochures.
- Creates designs for all new project opportunities in addition to being a source of knowledge for new technologies.
- Concept development for art and crafts promotion inside and outside the Walled City of Lahore.
- DD (Crafts & Culture) shall report to Director (Marketing, Tourism & Culture).

**Skills Required:**

- Proficiency in drawing, composition and spatial relations vary widely.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
- Computer Skills / MS Office Proficiency.
- Critical Thinking approach.

**Terms of Reference**  
**Assistant Director Crafts & Culture BS-17**

**Job Description:**

- Be responsible for the revival, promotion, development and presentation of arts and crafts.
- Develop and maintain database of artisans and crafts of Walled City of Lahore
- Carry out research in the development and production of arts and crafts
- Provide advisory services, training facilities and technical assistance to organization and persons engaged in the production of arts and crafts;
- Develop public interest in arts and crafts by organizing exhibitions, displays, performances, workshops and seminars regarding arts and crafts of Walled City of Lahore.
- Promote, develop and preserve the arts & heritage of Walled City of Lahore
- AD (Arts & Crafts) shall report to DD (Crafts & Culture)

**Skills Required:**

- Proficiency in drawing, composition and spatial relations vary widely.
- Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
- Computer Skills / MS Office Proficiency, Adobe, Corel Draw and AutoCAD.

**Terms of Reference**  
**Assistant Director (Social Mobilizer) BS-17**

**Job Description:**

- To motivate and implement a participatory and gender sensitive strategy for development and mobilization of communities living in the Walled City area to ensure public participation in the project through education, designing and implementing small scale project for sustainable livelihood building on the indigenous knowledge, local folklore, traditions of the community and oral and historical cultures.
- To manage and bring positive change in the community according to the WCLA's project & scheme objectives.
- Conduct initial meetings in community about various schemes with DD SM.
- Ensure participation in the meeting.
- Promote awareness of the activities of the WCLA, within the community of Walled City of Lahore.
- Develop and maintain the necessary documentation and record of all project and WCLA's activities.
- To assist residents of the Walled City to identify needs and to generate solutions identifying priority issues and to analyze their problems and guide for resource mobilization.
- Ensure timely submission of weekly/monthly work plans to DD SM.
- Develop & submit fortnightly work plans & daily activity report.
- Provide full cooperation and support WCLA team handling project related complaints.
- AD (SM) shall report to DD (SM).

**Skills Required:**

- Computer and communication skills.
- Ability to work under stress.
- Cultural and political sensitivity of Walled City of Lahore.

**Terms of Reference**  
**Assistant Director Tourism & Events BS-17**

**Job Description:**

- Organize guided tours.
- Organize tourism activities.
- Event Management of other WCLA events.
- To assist with the organization and setting up of WCLA meetings, seminars, conferences and other events
- Aggressively gather information on each project to achieve quality event productions.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Propose new ideas to improve the event planning, tourism promotion.
- AD(Tourism & Events) shall report to DD (Tourism & Events).

**Skills Required:**

- excellent organization skills and multi tasking
- good communication skills
- problem-solving
- a high level of attention to detail
- the ability to work under pressure and meet tight deadlines

**Terms of Reference**  
**Assistant Director Media & Marketing BS-17**

**Job Description:**

- To keep liaison with media
- To update and develop content for communication materials, with a focus on regularly updating the WCLA website and social media.
- To develop press releases
- To assist TV Channels and Media persons on site
- To proactively operationalize and maintain online discussion forums/social media.
- Production of key documents.
- To maintain a calendar of key events and other communication lists.
- To maintain the database of journalists and media persons.
- To maintain database of project photographs, documentaries, video clips, news clips etc.(archive)
- Any other activities assigned by Director Media and Communications and/or marketing director.
- Researching, writing and distributing press releases to targeted media.
- Collating and analyzing media coverage
- AD (Media & Marketing) shall report to DD (Media & Marketing).

**Skills Required**

- Exceptional written communications skills, with ability to adapt style to suit different communications media and audiences
- Excellent interpersonal skills
- Ability to work on own initiative and as part of a team
- Demonstrable experience of communicating complex and nuanced issues to the media
- Basic understanding of, and willingness to learn about, often complex new technological developments.

**Terms of Reference  
Assistant Director Public Relationing BS-17**

**Job Description:**

- AD Public Relationing will use all forms of media and communication to build, maintain and manage linkages with different agencies and line departments which range from public bodies or services to businesses and voluntary organizations.
- Planning, developing and implementing marketing and PR strategies.
- Commissioning market research.
- Managing the PR aspect of a potential crisis situation.
- Market the events of WCLA
- Develop and maintain database of organizations working in the same area/ field
- DA (PR) shall report to DD (Media & Markeing).

**Skills Required:**

- Time/task management
- Organizational skills
- Computer skills including the ability to operate computerized library, spreadsheet, word processing.
- effective verbal, presentation and listening communications skills
- team building skills
- decision making skills
- analytical approach

**Terms of Reference**  
**Assistant Director (Historic Research) BS-17**

**Job Description:**

- To research on different aspect of Walled City's culture and heritage
- Conduct research on different projects and schemes to be executed by WCLA.
- Gather historical references for WCLA interventions in reconstruction of gates and other vanished heritage sites.
- Facilitate technical teams with historic dimensions/prospective.
- Develop historical data archives of WCLA.
- AD(Historic Research) shall report to DD (Media & Marketing).

**Skills Required**

- Analytical Mindset
- Research skills
- Computer skills
- Time management

**Terms of Reference  
Tourism Officer BS-16**

**Job Description:**

- Organize guided tours and report to AD (Tourism & Events), WCLA
- Organize and frame tourism activities.
- Coordination with AD (Tourism) and Event Management of other WCLA events.
- To assist AD (Tourism) with the organization and setting up of WCLA meetings, seminars, conferences and other events
- Aggressively gather information on each project to achieve quality event productions.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Propose new ideas to improve the event planning, tourism promotion.
- Any Other assignment given by AD (Tourism), WCLA
- Tourism Officer shall report to AD (Tourism).

**Skills Required:**

- excellent organization skills and multi-tasking
- good communication skills
- problem-solving
- a high level of attention to detail
- the ability to work under pressure and meet tight deadlines

**Terms of Reference  
Marketing Officer BS-16**

**Job Description:**

- To keep liaison with media
- To update and develop content for communication materials, with a focus on regularly updating the WCLA website and social media.
- To develop press releases and report to AD Marketing
- To assist TV Channels and Media persons on site
- To proactively operationalize and maintain online discussion forums/social media.
- Production of key documents.
- Liaison with AD Marketing on different issues of Marketing Wing.
- To maintain a calendar of key events and other communication lists.
- To maintain the database of journalists and media persons.
- To maintain database of project photographs, documentaries, video clips, news clips etc.(archive)
- Any other activities assigned by AD Marketing, WCLA.
- Marketing Officer shall report to AD (Marketing).

**Skills Required**

- Exceptional written communications skills, with ability to adapt style to suit different communications media and audiences
- Excellent interpersonal skills
- Ability to work on own initiative and as part of a team
- Demonstrable experience of communicating complex and nuanced issues to the media
- Basic understanding of, and willingness to learn about, often complex new technological developments.

**Terms of Reference  
Graphic Designer BS-16**

**Job Description:**

- Prepare designs for brochures
- Prepare designs for case study booklets
- Prepare designs for newsletters and magazines
- Prepare designs for 3D images of Royal Trail (before + after work)
- Prepare design for reports
- Prepare design and printing material for seeking funding for other small projects like adopt a haveli etc.
- Prepare designs for print material for upcoming campaigns on health and heritage awareness
- Prepare layout designs for official presentations.
- Prepare visual presentations by designing art and copy layouts.
- Illustrate concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- To design marketing and communication print material for WCLA.
- Graphic Designer shall report to AD (Crafts).

**Skills Required:**

A graphic designer must have:

- creative flair
- a strong visual sense
- originality
- strong computer skills
- confidence, to present and explain ideas to supervisors and colleagues
- the ability to grasp project and different schemes needs and consider practical solutions
- the ability to pay attention to detail
- the ability to balance work on several projects at a time
- good team working skills
- flexibility
- a matter-of-fact approach when ideas or designs are rejected.

**Terms of Reference  
Librarian BS-14**

**Job Description:**

- Responsible for providing library and research services for the WCLA and maintenance of the library and its collections.
- Manage the planning, administrative and budgetary functions of library and information Services.
- Establish and implement library and information policies and procedures.
- Develop and manage convenient, accessible library and information services.
- Analyze and evaluate library and information services, technology and media service requirements.
- Ensure efficient retrieval by users.
- Develop and maintain cataloguing procedures.
- Provide library services in response to the information needs of library users.
- Librarian shall report to AD (Historic Research).

**Skills Required**

- Knowledge of library policies, procedures, methods, ethics and professional standards
- ability to manage a library and its collection
- research skills
- organizational skills
- computer skills including the ability to operate computerized library, spreadsheet, word-processing, spreadsheets, email, database and graphics and website development programs at a highly proficient level
- communications skills

**Terms of Reference**  
**Photographer BS-14**

**Job Description:**

- Photography of the Walled City Lahore.
- Coverage of events of the WCLA.
- Coverage of restoration work and other interventions by WCLA.
- Coverage of day to day activities of WCLA.
- Photographer shall report to Tourism Officer / Marketing Officer

**Skills Required**

- Vision – need artistic vision.
- Communication Skills
- Technical Skills
- Computer Skills
- Adobe

**Terms of Reference  
Videographer BS-14**

**Job Description:**

- Videographer of the Walled City Lahore.
- Produce documentaries
- Carry out pre to post production activities
- Coverage of events of the WCLA.
- Coverage of restoration work and other interventions by WCLA.
- Coverage of day to day activities of WCLA.
- Videographer shall report to Tourism Officer / Marketing Officer

**Skills Required**

- Excellent sense of pace and timing
- Ability to visualize the written word and express it in pictures and sound to achieve the producer's or director's vision
- Ability to work well with others in a collaborative environment
- Have a sound working knowledge of all kinds of cameras.
- Script writing
- Post production

**Terms of Reference**  
**Event Coordinator BS-14**

**Job Description:**

- Organize guided tours and report to Tourism Officer, WCLA.
- Organize tourism activities and event of WCLA with the direction of Tourism Officer, WCLA
- Event Management and coordination of other WCLA events.
- To assist with the organization and setting up of WCLA meetings, seminars, conferences and other events
- Aggressively gather information on each project to achieve quality event productions.
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Propose new ideas to improve the event planning, tourism promotion.
- Event Coordinator shall report to Tourism Officer.

**Skills Required:**

- excellent organization skills and multi-tasking
- good communication skills
- problem-solving
- a high level of attention to detail
- the ability to work under pressure and meet tight deadlines

**Terms of Reference  
Public Relation Assistant BS-14**

**Job Description:**

- PRA will assist AD PR and use all forms of media and communication to build, maintain and manage linkages with different agencies and line departments which range from public bodies or services to businesses and voluntary organizations.
- To complete assignments given by AD (Public Relation), WCLA
- Planning, developing and implementing marketing and PR strategies.
- Commissioning market research.
- Managing the PR aspect of a potential crisis situation.
- Market the events of WCLA.
- Develop and maintain database of organizations working in the same area/ field
- PRA shall report to AD (PR).

**Skills Required:**

- Time/task management
- Organizational skills
- Computer skills including the ability to operate computerized library, spreadsheet, word processing.
- effective verbal, presentation and listening communications skills
- team building skills
- decision making skills
- analytical approach

**Field Activist (BS-11)**

- Promote awareness of the activities of the WCLA, within the community of Walled City of Lahore.
- Develop and maintain the necessary documentation and record of all project and WCLA's activities.
- To assist residents of the Walled City to identify needs and to generate solutions identifying priority issues and to analyze their problems and guide for resource mobilization.
- Any Other assignment given by AD (SM), WCLA

**Term Of References**  
**Supervisor Solid Waste (BS-9)**

- Meets the public, handles and corrects daily solid waste complaints
- Keeps records on all trash & recyclables collected at the recycling centers.
- Performs other duties as assigned.
- Inspects the trash collection / bins and recycling centers.
- Establish schedules and methods for providing assigned solid waste activities and services.
- Supervisor Solid Waste shall report to Senior

**Terms of Reference  
Tourist Guide BS-7**

**Job Description:**

- Attending tourist and greeting them on reception in the Walled City.
- To provide an exceptional tour experience for the Walled City tourists through effective and relevant communication of the tour product.
- Making arrangements for catering, accommodation, transport and excursions;
- Offering sightseeing advice;
- Translating and interpreting;
- Preparing reports.
- Tourist Guide shall report to Tourism Officer.

**Skills/Knowledge**

- Excellent Public Speaking and Narration Skills
- Excellent Problem Solving Skills
- Good Language Skills
- Great Organizational and Leadership Skills
- MS Office Proficiency

**(ENGINEERING WING)**

**JOB ROLE OF DIRECTOR INFRASTRUCTURE &  
ENGINEERING (BS-19)**

- To implement the Engineering aspects of vision given by worthy Director General, WCLA.
- Responsible of Construction/ Rehabilitation of Heritage building works.
- Top supervision of consultants/ contractors hired for Rehabilitation/ Civil works and other Engineering related works.
- Monitoring of implementation of work plan.
- Inter-directorate coordination for ensuring the smooth execution of works
- Liaison with line agencies and other Government Departments
- Liaison with consultant and contractor and responsible regarding all the works.
- Endorsement/ Recommendations of bills of contractor certified by the consultant/ WCLA Engineering Staff that quality, quantity and designs of the work executed is in accordance with the clauses of the contract
- Supervising the programme of work and strategy for making the project happen
- Supervision of hiring of consultant and contractor for engineering projects
- Developing PC-I & PC-II and supervision for proposed and ongoing schemes
- To look after the engineering issues and give technical advice of Walled City projects.
- Coordination with other departments for smooth running of projects
- Supervision for the cleanliness and Solid Waste management of the project area/ Walled City Lahore.
- Attending meeting with regard to the projects approval and execution (internal and inter-departmental).
- To supervise the Water Supply network system laid under the project executed.

**JOB ROLE OF DEPUTY DIRECTOR (Design) BS-18**

- Working closely on construction plans with clients, architects, consultants and contractors.
- Developing design ideas using CAD software
- Investigating the properties / characteristics of materials like glass, steel and concrete, and advising which is most suitable for specific construction conditions.
- Working out the loads and stresses on different parts of a structure.
- Using computer simulations to predict how structures will react under different conditions
- Inspecting unsafe buildings and recommending options for repairs or demolition
- Making sure that projects meet legal guidelines, environmental directives, and health and safety requirements
- Reviewing the Designs submitted by the design consultants.
- Checking and reviewing the structure designs submitted by the properties owners for stability and durability.
- Vetting the designs using the computer aided structure software
- Vetting the Rebar ratios of different structure components in the projects.
- Suggesting the proper mix design of concrete for the specific construction purposes.
- Supervising project teams
- Giving progress reports to clients and senior managers
- providing technical advice in related matters.
- obtaining planning and/or building regulations approval
- inspecting properties to check conditions/foundations
- liaising with relevant professional staff and public departments
- DD (Design) shall report to Director (Engineering & Infrastructure).

**JOB ROLE OF DEPUTY DIRECTOR (WATER SUPPLY) BS-18**

- To carry out all the tasks assigned by Director Engineering.
- Coordination with WASA regarding the Water Supply System.
- Ensuring the safety factors of the site during the execution of work and confirming the regulation related to health, safety and the environment (HSE) adhered as per the prevailing contract agreement.
- Review / verification of change orders, extension of times.
- Resolving the issues between the consultants and contractors (if any) and negotiate the issues successfully.
- Communicating with the range of people including the consultants, sub-contractors, suppliers, the public and the workforce.
- Inputs for the PC-I and PC-II for the upcoming Engineering projects.
- Plan and coordinate all aspects of construction process relating to Water Supply, including hiring of consultants and contractors.
- To tackle all the issues at projects regarding the Water Supply.
- Using Project Management techniques to plan smooth workflows.
- Inputs in periodic status reports prepared by consultants. Preparation and presentation of financial and physical progress reports for department's head, including suggestions and recommendations.
- Inputs in processing of the running bills and payments of consultants.
- Supervise Ads for timely completion of tasks.
- To carry out day to day office documentation regarding the projects.
- Collecting of data from WASA for Water resources and distribution systems.
- Proposals for water budgeting and clean water supply to WCL area.
- Certification of contractor and consultant bills for payment.
- DD (Water Supply) shall report to Director (Engineering & Infrastructure).

**JOB ROLE OF DEPUTY DIRECTOR (SEWERAGE & SOLID WASTE) BS-18**

- To carry out all the tasks assigned by Director Engineering.
- Coordination with WASA & LWMC for sewerage and solid waste disposal.
- To tackle all the issues at projects regarding the S&SW.
- Giving S&SW inputs for the PC-I and PC-II for the upcoming Engineering projects.
- Communicating with the range of people including the consultants, sub-contractors, suppliers, the public and the workforce.
- Ensuring the safety factors of the site during the execution of work and confirming the regulation related to health, safety and the environment (HSE) adhered as per the prevailing contract agreement.
- Assess and reviews the project Key Performance Indicators to determine accurate status of project, making tactical decisions for allocating resources, and assigning staff requirements, to maintain project on target.
- Supervise ADs for timely completion of tasks.
- Change Management as the drawings, design and specifications may change anytime in a complex project and ensuring relevant parties are notified of changes in the project.
- To carry out day to day office documentation regarding the projects.
- Conflict Resolution between consultants and contractor and successfully negotiate the issue.
- Proposal for efficient disposal of S&SW from WCL area
- Certification of contractor and consultant bills for payment
- DD (Sewerage & Solid Waste) shall report to Director (Engineering & Infrastructure).

**JOB DESCRIPTION OF DEPUTY DIRECTOR (PROJECTS & CONSTRUCTION) BS-18**

- Preparation of PC-I & PC-II for the upcoming Engineering Projects.
- Plan and coordinate all aspects of the construction process, including hiring of consultants and contractors.
- Processing the running bills and payments of Consultants.
- Closely conduct each step in hiring of consultants, from short listing, RFP's, Technical Evaluation, financial evaluation, contract drafting to award of contract.
- Preparing the site and liaising with other construction professionals such as architects, engineers, estimators and surveyors before construction work starts
- Developing the programme of work and strategy for making the project happen
- Making safety inspections of the site when work is underway and ensuring regulations relating to health, safety and the environment (HSE) are adhered to as per prevailing contract agreement.
- Using Project management Techniques to plan smooth work flows
- Communicating with a range of people including the consultants, subcontractors, suppliers, the public and the workforce
- Reviews periodic status reports prepared by the consultants. Prepares and presents financial and physical progress reports for department's head, including suggestions and recommendations.
- Assess and reviews the project Key Performance Indicators to determine accurate status of project, making tactical decisions for allocating resources, and assigning staff requirements, to maintain project on target.
- Review/verification of Change orders, Extension of times.
- Change Management, as the drawings, design and specifications may change anytime in a complex project and ensuring relevant parties are notified of changes in the project
- Accountable for managing and maintaining the main contract and subcontract database and all associated files.
- Certification of contractor and consultant bills for payment.
- DD (PC) shall report to Director (Engineering & Infrastructure).

**JOB ROLE OF ASSISTANT DIRECTOR (ENGINEERING) BS-17**

- To carry out all the tasks assigned by Deputy Director.
- To tackle all Engineering issues at projects.
- Communicating with the range of the people including the consultants, sub-contractors, suppliers, the public and the workforce.
- Review / verification of Change orders, Extension of time.
- Conflict Resolution between consultants and contractor and successfully negotiate the issue.
- Making safety inspections of the site when work is underway and ensuring regulations relating to health, safety and the environment (HSE) are adhered to as per prevailing contract agreement.
- Preparing the site and liaising with other construction professionals such as architects, engineers, estimators and surveyors before construction work starts
- Inputs in preparation of PC-I&II for the upcoming engineering projects.
- Reviews in periodic status reports prepared by the consultants. Inputs in preparation and presentation of financial and physical progress reports for department's head, including suggestions and recommendations.
- Supervise the Sub Engineers for timely completion of tasks.
- To carry out day to day office documentation regarding the Projects.
- Preparation of proposals for improvement of Infrastructure facilities.
- Preparation and certification of contractor and consultant bills.
- AD (Engineering) shall report to DD (Engineering)

**JOB DESCRIPTION/ ROLE OF ASSISTANT DIRECTOR (ELECTRICAL ENGINEERING) BS-17**

- To carry out all the tasks assigned by Director Engineering.
- Coordination with the consultant, contractor, LESCO and PTCL regarding the Electrical and telecommunication network with respect to vetting of purchase order, inspection of material and stage inspection and site issues.
- To tackle all issues at projects regarding the Operation and Maintenance of Electrical and Telecom Network.
- To involve in the designing of Electrical and Telecom Network with ACE and AKCSP
- Preparation of PC-I for illumination system and O&M of Electrical Network.
- Supervision of Sub-Engineers (Electrical) for timely completion of tasks and resolving of site issues.
- Supervision of Sub-Engineers (Electrical) for Illumination Network of Package-I.
- To carry out day to day office documentation regarding the Projects.
- Proposals for improvements of Electricity supply to WCL area.
- AD (Electrical Engineering) shall report to DD (Engineering).

**JOB DESCRIPTION/ ROLE OF SENIOR ELECTRICAL ENGINEER (BS-17)**

- To carry out all the tasks assigned by Director Engineering.
- Coordination with the consultant, contractor, LESCO and PTCL regarding the Electrical and telecommunication network with respect to vetting of purchase order, inspection of material and stage inspection and site issues.
- To tackle all issues at projects regarding the Operation and Maintenance of Electrical and Telecom Network.
- To involve in the designing of Electrical and Telecom Network with ACE and AKCSP
- Preparation of PC-I for illumination system and O&M of Electrical Network.
- Supervision of Sub-Engineers (Electrical) for timely completion of tasks and resolving of site issues.
- Supervision of Sub-Engineers (Electrical) for Illumination Network of Package-I.
- To carry out day to day office documentation regarding the Projects.
- Proposals for improvements of Electricity supply to WCL area.
- Senior Electrical Engineer shall report to DD (Engineering).

**JOB ROLE OF SUB-ENGINEER BPS-16 (ELECTRICAL)**

**JOB ROLE OF SUB-ENGINEER BPS-16 (CIVIL)**

- To carry out all the tasks assigned by senior staff of Engineering Wing.
- To carry out all the tasks assigned by senior staff of Engineering Wing:
- To supervise all construction works at site.
- Highlighting and intimating site issues to senior staff.
- Preparation of Estimates for various electrical works.
- Preparation of Rate analysis for non-schedule items of works.
- Preparation of Rate analysis for non-schedule items of works.
- Survey works for various projects (ongoing and upcoming).
- Verification of works at site claimed by contractor.
- Coordinating with site staff of contractor.
- Supervision of day to day repair and maintenance works at project area/s.
- Maintenance of Measurement Books at site.
- Survey works for various projects (ongoing and upcoming).
- Coordinating with site staff of contractor.
- Supervision of day to day repair and maintenance works at project area/s.
- Sub Engineer Civil shall report to AD (Engineering).

**JOB ROLE OF SUB-ENGINEER BPS-16 (ELECTRICAL)**

- To carry out all the tasks assigned by senior staff of Engineering Wing.
- To supervise all Electrical works at site.
- Highlighting and intimating electrical issues to senior staff.
- Preparation of Estimates for various electrical works.
- Preparation of Rate analysis for non-schedule items of works.
- Survey works for various projects (ongoing and upcoming).
- Coordinating with site staff of contractor.
- Supervision of day to day repair and maintenance of Electrical works at project area/s.
- Maintenance of Complaint Cell for sorting out day to day electrical issues in project area.
- Sub Engineer Electrical shall report to AD (Electrical Engineer).

**JOB ROLE OF FIELD SUPERINTENDENT (BS-16)**

- To carry out all the tasks assigned by senior staff of Engineering Wing.
- To supervise all construction works at site.
- Highlighting and intimating site issues to senior staff.
- Preparation of Estimates for various engineering works.
- Preparation of Rate analysis for non-schedule items of works.
- Verification of works at site claimed by contractor.
- Survey works for various projects (ongoing and upcoming).
- Coordinating with site staff of contractor
- Supervision of day to day repair and maintenance works at project area/s.
- Field Superintendent shall report to Sub Engineer Civil

**JOB ROLE OF FIELD SUPERINTENDENT (BS-16)****JOB ROLE OF SUB-ENGINEER BPS-11 (CIVIL)**

- To carry out all the tasks assigned by senior staff of Engineering Wing.
- To supervise all construction works at site.
- Highlighting and Intimating site issues to senior staff.
- Assistance in preparation of Estimates for various engineering works.
- Assistance in verification of works at site claimed by contractor.
- Survey works for various projects (ongoing and upcoming).
- Supervision of day to day repair and maintenance works at project area/s.
- Sub Engineer-11 shall report to Sub Engineer Civil (BS-16).

**(CONSERVATION & PLANNING  
WING)**

**Terms of Reference**  
**Director Conservation & Planning (BS-19)**

**Job Description:**

- Implementation of master conservation plan.
- Zoning the Walled City.
- Work in consultation with heritage conservation board (HCB).
- Design, promote and administer WCLA's plans and policies affecting land use, zoning, declaration of heritage properties, building control, public utilities, community facilities, housing, and transportation are the main responsibilities of this post.
- ~~Hold public meetings and confer with government,~~ social scientists, lawyers, developers, the public, and special interest groups to formulate and develop land use or community plans.
- Prepare schemes and projects
- Regulate the taxation and fines mechanism
- Supervise the ownership registration in WCLA
- Create, prepare, or requisition graphic and narrative reports on land use data, including land area maps overlaid with geographic variables such as population density.

**Skills/Competences/Knowledge**

- Management Skills
- Oral Communication skill
- Decision Making wiliness
- Critical Thinking skill
- Job Task Planning and Organizing skills
- Problem Solving Technique

**Culture Heritage Specialist (BS-18)**

**Job Description:**

- Implementation of master conservation plan.
- Zoning the Walled City.
- Work in consultation with heritage conservation board (HCB).
- Design, promote and administer WCLA's plans and policies affecting land use, zoning, declaration of heritage properties, building control, public utilities, community facilities, housing, and transportation are the main responsibilities of this post.
- Hold public meetings and confer with government, social scientists, lawyers, developers, the public, and special interest groups to formulate and develop land use or community plans.
- Prepare schemes and projects
- Regulate the taxation and fines mechanism
- Supervise the ownership registration in WCL
- Create, prepare, or requisition graphic and narrative reports on land use data, including land area maps overlaid with geographic variables such as population density.
- Culture Heritage Specialist shall report to Director (Conservation & Planning).

**Skills/Competences/Knowledge**

- Oral Communication skill
- Decision Making wiliness
- Critical Thinking skill
- Job Task Planning and Organizing skills

**Terms of Reference  
Senior Architect BS-18**

**Job Description:**

- Senior Architect would be involved with designing new buildings, extensions or alterations to existing buildings, or advising on the restoration and conservation of old properties.
- To work on individual buildings or on large redevelopment schemes, and can be responsible for the design of the surrounding landscape and spaces in Walled City.
- Discussing the objectives, requirements and budget of a specific project in WCL.
- Repairing and presenting feasibility reports and design proposals.
- Producing detailed workings, drawings and specifications.
- Specifying the nature and quality of materials required for renovation or rehabilitation.
- Preparing applications for planning and building control departments.
- Regular site visits to check on progress, ensuring that the project is running on time and to budget.
- Resolving problems and issues that arise during construction.
- Ensuring that the environmental impact of the development of project is managed.
- Senior Architect shall report to Director (Conservation & Planning)

**Skills/knowledge**

An architect must have to demonstrate:

- Design talent
- Engineering ability
- Social awareness
- Business aptitude
- Legal knowledge

**Terms of Reference**

**Deputy Director (Land Record & Property Transfer) BS-18**

**Job Description:**

- Registration of occupants and traders inside Walled City of Lahore.
- Assigning property number to WCLA properties that is houses, shops etc.
- To manage & implement all property transferring and registration mechanisms.
- To Monitor the activity of erection or re-erection of a building or commence to erect or re-erect a building except with the previous sanction of the Authority.
- To provide leadership to WCLA for the development, planning, implementation, coordination and administration of Walled City's geographical Information System and for the modernization of the WCLA land records system.
- To supervise the land records and registration records.
- To coordinate, research and manage land records of WCLA.
- Maintain land records files and WCLA's survey files in good order.
- Provide support during acquisitions to assure that potential purchase property descriptions are accurate, describe property as depicted on maps and that land is as stated.
- Take measure to streamline the conduct of business, commercial activity and to enhance quality of life of the people.
- To direct the enforcement wing to take legal action as per required.
- Also to ensure that WCLA has adequate backing documentation to satisfy inquires should there be questions relative to the descriptions at some future time.
- To monitor construction activities as per approved plan and to ensure no violation.
- Enforce building bylaws and check rampant building violations.
- To Supervise and direct assistant director Building control and Assistant Director Enforcement regarding management in WCLA.
- DD (LR&PT) shall report to Director (Conservation & Planning).

**Skills/Competences/Knowledge:**

- Comprehensive knowledge of the Authority's procedures governing land records, ownership transfers, exemption and exclusions ; comprehensive knowledge of the Punjab Government laws, relating to property assessing;
- ability to supervise subordinate personnel;
- ability to write clear and concise reports;
- Ability to establish and maintain effective working relationships with associates and the general public.

**Terms of Reference  
Deputy Director (Urban Planning) BS-18**

**Job Description:**

- Deputy Director Urban planning will create plan for the use of land within Walled city.
- Design the streets and landscapes of Walled City of Lahore to be as inviting to businesses and tourists as possible.
- Frequently have to collaborate with other professionals (like engineers, architects, and public officials) on the job, and sometimes need to give presentations that communicate their plans for development in Walled City.
- Design, promote and administer government plans and policies affecting land use, zoning, public utilities, community facilities, housing, and transportation in Walled City of Lahore.
- Determine the effects of regulatory limitations on projects.
- Create, prepare, or requisition graphic and narrative reports on land use data, including land area maps overlaid with geographic variables such as population density.
- Process planning application for new construction in light of bylaws and local requirements. To ensure all coded formalities before approval of plans (Residential/Commercial)
- DD (Urban Planning) shall report to Director (Conservation & Planning).

**Skills/Competences/Knowledge**

- Management Skills
- Oral Communication skill
- Decision Making williness
- Critical Thinking skill
- Job Task Planning and Organizing skills

**Terms of Reference**  
**Deputy Director (Conservation) BS-18**

**Job Description:**

- To take an active role in Walled City of Lahore heritage securing the preservation and public enjoyment of ancient monuments.
- To provide technical advice for statutory scheduled ancient monument casework, grant management systems for historic buildings and mosques, and the general conservation and promotion of the cultural heritage.
- To take a proactive role relating to casework particularly in identifying potential problems and proposing solutions; to approach problems, possible solutions and their impact on the cultural heritage, in a practical and creative way.
- To assess unauthorized works and damage to scheduled monuments and to manage appropriate action.
- To determine priorities for recording, repair, management and interpretation works
- on monuments across the Region, and promoting programmes of work at priority
- Monuments through advice and recommendation of grant aid.
- DD (Conservation) shall report to Director (Conservation & Planning).

**Skills/Competences/Knowledge:**

- Leading a dedicated conservation team within WCLA.
- Serving as a specialist adviser for a particular sector or interest.
- Acting as a control officer for managing change in Walled City within development control.
- Excellent IT skills.
- Excellent communication skills

**Terms of Reference**

**Resettlement Expert (BS-18)**

- To ensure building regulations and other legislation are followed when houses, offices and other buildings are designed and constructed in the Walled City.
- Carrying out regular inspections of the building encroachments and building methods in Walled City.
- Taking samples of new building materials and assessing their suitability.
- Issuing completion certificates when the work has been carried out satisfactorily.
- Assist with development of project timeline, work breakdown structure and resource Requirements.
- To maintain a record of construction inside WCL
- Anticipate, communicate and manage issues and risks to project success.
- Assist with the socialization and deployment of process improvements.
- To develop strategies for smooth community mobilization
- Plan and design behavioral change strategies.
- Conduct meetings in community about WCLA projects and schemes.
- Sensitize community about WCLA's activities
- Mitigation during projects' implementation.
- Resettlement Expert shall report to Director (Conservation & Planning).

**Skills/Knowledge**

- Computer skills/ MS Office Proficiency
- Ability to work under stress.
- Cultural and political sensitivity of Walled City of Lahore.
- Strong communication skills

**Terms of Reference**

**Deputy Director (Licensing & Recovery) BS-18**

**Job Description:**

- Issue work permits inside the WCL
- Carry out taxation
- To ensure rent and service charges are recovered in a timely and efficient manner.
- To monitor rent accounts and take further appropriate action when necessary.
- To undertake all duties in respect of a range of local authority licensing provision including the issue of licenses and generally for enforcing the provisions contained therein.
- To use appropriate computer software to produce accurate licenses and sets of license conditions, on time and for all licensing legislation in the field of licensing responsibility.
- To provide leadership to WCLA for the development, planning, implementation, coordination and administration of Walled City's geographical Information System and for the modernization of the WCLA land records system.
- DD (Licensing & Recovery) shall report to Director (Conservation & Planning).

**Skills/Competences/Knowledge:**

- IT skills, team building skills, knowledge and experience in dealing with Licensing Act.
- Must have proficiency in MS office.

**Terms of Reference**

**Assistant Director (Enforcement) BPS-17**

**JOB DESCRIPTION**

- Assistant director of enforcement position is responsible for developing specific expertise in and knowledge of walled city authority recruitment environment through monitoring, investigation, and outreach and education efforts designed to strengthen the enforcement staff's ability to monitor and enforce compliance with authority rules.
- Visit site along with enforcement inspector on a complaint or during random visit.
- Issuing of notices for illegal or demolition of building by personal services to the owner/contractor/occupier and fixing at site or adopting any other medium.
- Direct to Lodged FIR against the violators
- Sealed the property
- On the direction of the authority could demolish the property whether Partially demolition or complete demolition
- Call violators for personal hearing on the direction of the authority
- Remove the Encroachment in the walled city
- Send request to DD(Law) for filling Istaghasas in the court of Illaqa Magistrate
- To make sure that WCLA's enforcement regulations are being followed. In addition to inspection and investigation of properties and buildings inside Walled City, enforcement officer will also determine the nature of environmental or health hazards, nuisance violations and unsafe building conditions in WCLA.
- In addition, AD (Enforcement) must understand and comply with Provincial & WCLA Act regulations on land usage, zoning, business permits and building access.
- To coordinate with building control team, liaise with police in case of illegal construction.
- AD (Enforcement) shall report to DD (LR &PT).

**SKILLS REQUIRED**

- Well – developed analytical, oral and writing skills.
- The ability to work independently and manage various job assignments
- A level of self- confidence that allows you to remain poised and able to think clear in stressful circumstances
- Willingness to keep information confidential
- The ability to communicate effectively with potential witnesses of varied backgrounds

**Terms of Reference**

**Assistant Director (Licensing & Recovery) BS-17**

**Job Description:**

- To ensure rent and service charges are recovered in a timely and efficient manner.
- To monitor rent accounts and take further appropriate action when necessary.
- To undertake all duties in respect of a range of local authority licensing provision including the issue of licenses and generally for enforcing the provisions contained therein.
- To use appropriate computer software to produce accurate licenses and sets of license conditions, on time and for all licensing legislation in the field of licensing responsibility.
- AD (Licensing & Recovery) shall report to DD (Licensing & Recovery).

**Skills/Competences/Knowledge:**

- IT skills, team building skills, knowledge and experience in dealing with Licensing Act.
- Must have proficiency in MS office.

**Terms of Reference**

**Assistant Director (Land Record & Property Transfer) BS-17**

**Job Description:**

- Provide assistance to Deputy Director (BC) of WCLA for the development, planning, implementation, coordination and administration of Walled City's geographical Information System and for the modernization of the WCLA land records system.
- To supervise the staff for the land records.
- To coordinate, research and manage land records of WCLA.
- Maintain land records files and Authority's survey files in good order.
- Provide support during acquisitions to assure that potential purchase property descriptions are accurate, describe property as depicted on maps and that land is as stated.
- Also to ensure that WCLA has adequate backing documentation to satisfy inquires should there be questions relative to the descriptions at some future time.
- To closely monitor construction activities, and to ensure that there is no illegal construction against the approved plan.
- Coordinate with enforcement team in case of illegal construction.
- Keeps DD (BC) well informed regarding development activities inside walled city of Lahore.
- To manage, regularize & assist in property transferring mechanisms.
- To contact with Sub Registrar walled city and Data Gunj Bakhsh Town and Ravi Town to collect information and attested copies of registered sale deed.
- To Liaison with the DD (SMT)/Re-settlement expert and DD (law) regarding Package II.
- Maintain the record of Demolition of buildings.
- Maintain the record of approved building plans.
- Maintain the record of Government notification and amendments in Rules and Regulations regarding Land Laws.
- To appear before the executive authority for matters relating to land record and property transfer.
- To collect the press release relating to the Land Record of WCLA.
- Maintain the record of Historical Buildings.
- Maintain the record of Dangerous Buildings.
- Maintain the record of Collapsed Buildings.
- Maintain the record of FIRE incidents after notification of WCLA.

- Maintain the record of pending Litigation before different courts.
- Maintain the record of Settlement and Re-settlement in the WCLA.
- Maintain the record of Compensation to the illegal occupants in WCLA.
- Maintain the record of the properties owned by Auqaf Department (Muslim and Hindu).
- Maintain the record of Monuments Central and Provincial.
- Maintain the record of the empty Plot in Walled City.
- Maintain the record of litigation after notification.
- To collect the record from the concerned departments relating to the notified area of Walled City.
- To work with Director Marketing regarding acquisition and purchase of Haveli's.
- To maintain and regularize the mechanism of NOC.
- AD (LR&PT) shall report to DD (LR&PT).

**Skills/Competences/Knowledge:**

- Comprehensive knowledge of the Authority's procedures governing land records, ownership transfers, exemption and exclusions ; comprehensive knowledge of the Punjab Government laws, relating to property assessing;
- ability to supervise subordinate personnel;
- ability to write clear and concise reports;
- Ability to establish and maintain effective working relationships with associates and the general public.

**Terms of Reference**

**Assistant Director Environment and Parks BPS-17**

**Job Description:**

- The AD (Environment and Parks) must be able to: work in a success-oriented, team environment, work independently on assigned projects, and demonstrate superior judgment.
- Manages multiple aspects of the WCLA's Environmental Resources and Protection Program.
- Manages and evaluates the work of professional and technical staff.
- Plans and organizes work activities to meet WCLA's goals and objectives.
- Supervise Parks personnel in WCL and assist in preparing daily work schedules.
- Make hiring recommendations, implement employee evaluations, coach and train employees and execute corrective action.
- Promote all safety policies and procedures to employees.
- Ensure WCLA's employees receive all necessary communications regarding WCLA's policies and procedures related to environment and parks.
- Responsible for maintaining Walled City of Lahore's Parks grounds and properties including planting beds, trees and shrubs.
- Routinely inspect Park facilities, grounds and playground equipment inside Walled City of Lahore.
- Monitor and order all the Parks supplies inside Walled City of Lahore.
- Perform other duties as assigned.
- AD (Environment & Parks) shall report to DD (Conservation).

**Skills Required:**

- IT skills, team building skills, knowledge and experience in dealing with Licensing Act.
- Must have proficiency in MS office.
- Good communication skills.

**Terms of Reference**

**Assistant Director (Fort & Monuments) BPS-17**

**Job Description:**

- To take an active role in Walled City of Lahore heritage securing the preservation and public enjoyment of ancient monuments and Lahore Fort.
- To provide technical advice for statutory scheduled ancient monument casework, grant management systems for historic buildings, fort and mosques, and the general conservation and promotion of the cultural heritage.
- To take a proactive role relating to casework particularly in identifying potential problems and proposing solutions; to approach problems, possible solutions and their impact on the cultural heritage and tourism, in a practical and creative way.
- To assess unauthorized works and damage to scheduled monuments & fort and to manage appropriate action.
- To determine priorities for recording, repair, management and interpretation works on monuments and Fort across the Walled City of Lahore.
- AD (Fort & Monuments) shall report to DD (Conservation).

**Skills/Knowledge**

- Computer skills/ MS Office Proficiency
- Ability to work under stress.
- Cultural and political sensitivity of Walled City of Lahore.
- Strong communication skills

**Terms of Reference**

**Assistant Director (Building Control & Commercialization) BS-17**

**Job Description:**

- To ensure building regulations and other legislation are followed when houses, offices and other buildings are designed and constructed in the Walled City.
- Carrying out regular inspections of the building and building methods in Walled City.
- To conduct survey of dangerous Buildings in whole area of WCLA and issue notices.
- To conduct Fire safety survey and issue Notices to them.
- Taking samples of new building materials and assessing their suitability.
- Issuing completion certificates when the work has been carried out satisfactorily.
- Assist with development of project timeline, work breakdown structure and resource Requirements.
- To maintain a record of construction inside WCLA.
- To inspect the activity of erection or re-erection of a building or commence to erect or re-erect a building except with the previous sanction of the Authority
- Inspection of Buildings who's Building Plans has been approved.
- Anticipate, communicate and manage issues and risks to project success.
- Assist with the socialization and deployment of process improvements.
- To restrict Commercialization in the Walled City.
- To maintain list of survey regarding Commercial illegal construction along with Pictures.
- Visit site regularly and report about current situation of walled city weekly.
- Recommend highly heritage building for preservation and highly dangerous building for demolition.
- AD (Building Control & Commercialization) shall report to DD (LR &PT).

**Skills/Competences/Knowledge:**

- Excellent analytical and problem-solving skills.
- Interest in and understanding of construction processes, legislation and requirements.
- Excellent IT skills.
- The ability to explain complex issues and legal requirements in simple terms.
- Ability to advice on issues affecting building projects, with an emphasis on cost-cutting and sustainability measures.
- Strong communication skills, both written and oral, combined with good interpersonal skills.

**Terms of Reference**  
**Assistant Director Urban Planning BS-17**

**Job Description:**

- Assessing the environment impacts on heritage sites.
- To create plans for the use of land within the Walled city of Lahore.
- To develop plans to address transportation problems in Walled City of Lahore.
- To develop plans for improving the economy of a particular area.
- To study the goals of WCLA's projects, and make sure that the area's design supports the goals.
- researching and designing planning policies to guide development;
- designing layouts and drafting design statements;
- AD (Urban Planning) shall report to DD (Urban Planning).

**Skills Required:**

The incumbent must demonstrate the following skills:

- verbal and written communication skills
- commercial awareness
- project management
- team working skills
- research skills
- ability to work on a number of different problems at once

**Terms of Reference**  
**Surveyor BS-17**

**Job Description:**

- Make exact measurements and determine property boundaries.
- Provide data relevant to the shape, contour, gravitation, location, elevation, or dimension of land or land features on or near the earth's surface for engineering, mapmaking, mining, land evaluation, construction, and other purposes.
- Prepare and maintain sketches, maps, reports, and legal descriptions of surveys in order to describe, certify, and assume liability for work performed.
- Verify the accuracy of survey data, including measurements and calculations conducted at survey sites.
- Direct or conduct surveys in order to establish legal boundaries for properties, based on legal deeds and titles.
- Record the results of surveys, including the shape, contour, location, elevation, and dimensions of land or land features.
- Calculate heights, depths, relative positions, property lines, and other characteristics of terrain.
- Prepare or supervise preparation of all data, charts, plots, maps, records, and documents related to surveys.
- Surveyor shall report to DD (Urban Planning) / DD(LR&PT).

**Skills/Competences/Knowledge:**

The incumbent must demonstrate the following skills:

- Strong organizational skills and an eye for detail.
- Willingness to work outside in all conditions.
- Interest in and firm knowledge of the built environment.
- Excellent IT skills.
- Analytically minded, with strong problem-solving skills.
- Interpersonal and communication skills, both written and oral.
- Excellent people, project and time management skills.

### Terms of Reference

#### Assistant Director Registration Record BS-17

##### Job Description:

- To undertake the daily functions of Authority's document or registration information management system to provide an efficient and effective service to the organization.
- Assist in the implementation of the organization's electronic document management system.
- Assist in the processes of the Authority's records storage facility
- Forward emails, print to capture if necessary, to officers that come through Records
- Process & classify correspondence, payments & invoice
- Ready mail for perusal by Director
- Capture & record mail on computer database
- Locate files and record daily mail onto them
- Copy or scan copy mail for distribution (files out)
- Distribute daily mail
- Collect / distribute inter departmental documents
- Print weekly reports for distribution (outstanding correspondence)
- Maintain Indentures - (registers, indenture, create & file) i.e. Agreements, contracts, deeds, bank guarantees, tenders etc
- File agendas, minutes & reports to files when given by Director.
- Process requests/files information required by officers -
- Process outside requests for information (state records)
- Request by staff for archived information - retrieve, book out & record
- Report to DD (LR&PT) regarding the registration of property.
- AD (Registration Record) shall report to DD (Urban Planning) / DD (LR & PT).

##### Skills/Competences/Knowledge:

The incumbent must demonstrate the following skills:

- time management skills
- decision making skills
- IT skills
- Interpersonal skills
- Analytical & reasoning ability

**Terms of Reference**

**Assistant Director Archeology/History BS-17**

**Job Description:**

- surveying sites using a variety of methods, including field walking, geophysical surveys and aerial photography;
- Recording sites using drawings, detailed notes and photography of Walled City.
- using computer applications, such as computer-aided design (CAD) and geographical information systems (GIS) to record and interpret finds, sites and landscapes;
- conducting research and desk-based assessments of sites;
- providing advice on the conservation or recording of archaeological remains;
- ensuring important buildings, monuments and sites are protected and preserved;
- producing and publishing excavation and site reports;
- AD (Archeology / History) shall report to DD (Conservation)

**Skills Required:**

The incumbent must demonstrate the following skills:

- meticulous attention to detail
- written communication skills
- accurate recording and reporting skills, including writing, drawing and photography skills
- an inquisitive mind
- ability to extract and analyze data
- presentation skills
- good IT skills
- good time management
- flexibility in terms of location
- team working

**Terms of Reference**  
**Assistant Director Architect BS-17**

**Job Description:**

- Creating building designs and highly detailed drawings both by hand and by using specialist computer-aided design (CAD) applications.
- Liaising with construction professionals about the feasibility of proposed projects, including constraining factors such as town planning legislation, environmental impact and project budget.
- Working closely with a team of other professionals such as building service engineers, construction managers, quantity surveyors and architectural technologists.
- Writing and presenting reports, proposals, applications and contracts.
- Determining the materials to be used and specifying the requirements for the project.
- Adapting plans according to circumstances and resolving any related problems that may arise during construction.
- Making sure the project is running according to schedule and budget.
- Playing a part in project and team management.
- Travelling regularly to building sites, proposed locations and client meetings.
- AD (Architect) shall report to Senior Architect.

**Skills Required:**

- Excellent communication skills, both written and oral.
- High levels of creativity, imagination and vision.
- A keen interest in the built environment and the dedication to see projects to their conclusion.
- Willingness to work long hours, under time and budget pressure.
- Excellent design and drafting skills and proficiency with computer-aided design (CAD).
- Strong mathematical skills.
- A keen eye for the detail of specific tasks, combined with an understanding of how such specifics fit in with the project as a whole.
- Organizational, project management and planning skills, including the ability to juggle multiple tasks.
- An analytical mind with excellent problem-solving ability.
- Leadership skills as well as the ability to work well within a team of other professionals.

**Terms of Reference  
Chief Draftsman BS-16**

**Job Description:**

- Draws rough layout and sketches, and assigns work to and directs subordinate drafting workers: Sketches layout according to design proposal and standard specifications and practices.
- Assigns drafting of detail drawings to subordinate personnel and verifies accuracy and completeness of finished drawings.
- Establishing liaison with architects and engineers in order to understand the nature of the project.
- The draftsman should be able to create drawings according to the requirements of the project.
- Chief Draftsman shall report to Senior Architect.

**Skills/Knowledge**

Chief Draftsman must have:

- Interpersonal skills.
- Decision making Skills
- Drafting skills
- Analytical skills
- Communication skills
- Presentation skills
- MS Office command
- Knowledge of Drawing long sections/cross sections and plans for different projects.
- Knowledge of relevant laws, rules, regulations, policies and procedures of WCLA.

**Term of References**

**Curator (BS-16)**

**Job Description**

- responsibility for a collection of artifacts or works of art;
- acquiring objects or collections of interest to the Historic Place;
- Look after the Historic Place.
- cataloguing acquisitions and keeping records;
- displaying objects or collections in way that makes them accessible and engaging to the general public;
- writing materials and articles for the website;
- writing articles for internal and external publications;
- collection documentation and management;
- staff management, staff training, annual appraisals and disciplinary matters
- Curator shall report to AD (Archeology / History)

### **GIS Operator BS-14**

#### **Job Description:**

- To operate GIS system.
- Upgrade information on GIS.
- Data entry
- To make maps, customized Geographic Information Systems (GIS) applications and manipulate data for WCLA
- To read and interpret maps, manipulate and understand digital land data and manage data entered into a GIS database of Walled City.
- To assign phasing notation to map product utilizing switch diagrams and information, material information, etc., as provided in WCLA's land data documentation.
- GIS Operator shall report to Surveyor

#### **Skills/Knowledge:**

- Must have good attention to detail in order to maintain and enter data in a GIS database.
- Need to have superb written and oral communication skills for creating and presenting data reports, training other people how to use GIS technology and may need to work on GIS programming.
- Computer Skills/MS Office Proficiency

**Terms of Reference  
Draftsman BS-14**

**Job Description:**

- Prepare detailed drawings of architectural designs and plans for buildings and structures according to specifications provided by architect.
- Operate computer-aided drafting equipment or conventional drafting station to produce designs, working drawings, charts, forms and records.
- Determine procedures and instructions to be followed, according to design specifications and quantity of required materials.
- Draw rough and detailed scale plans for foundations, buildings and structures, based on preliminary concepts, sketches, engineering calculations, specification sheets and other data.
- Coordinate structural, electrical and mechanical designs and determine a method of presentation to graphically represent building plans.
- Analyze building codes, by-laws, space and site requirements, and other technical documents and reports to determine their effect on architectural designs.
- Drafting, Laying Out, and Specifying Technical Devices, Parts, and Equipment - Providing documentation, detailed instructions, drawings, or specifications to tell others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used.
- Documenting/Recording Information - Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Draftsman shall report to Chief Draftsman.

**Skills/Knowledge/Competences**

- Interpersonal skills
- Decision making Skills
- Drafting skills
- Analytical skills
- Communication skills
- Presentation skills

**Terms of Reference**

**AutoCAD Operator BPS-14**

**Job Description:**

- To prepare technical drawings/design on AutoCAD.
- Produce specifications and drawings that have to be centered on written instructions, calculations and equations provided by engineers and designers.
- To assist the engineers and architects in preparing technical drawing and designs.
- AutoCAD Operator shall report to Chief Draftsman.
- 

**Skills:**

- Excellent Communication Skills
- Proficiency in advanced in AutoCAD, Microsoft Office, Windows and Micro station application.
- Have manual drawing skills along with computer drawing.

**Terms of Reference  
Patwari BS-9**

**Job Description:**

- Patwari will maintain the record of ownership of land & also records of construction on the land within Walled City Lahore.
- Preserving land records, monitoring daily activities, and gathering information about individuals or land owners.
- Visiting lands in the premises of WCLA and maintaining record of ownership.
- The keeping of the record of rights up to date by the punctual record of mutations.
- The account of preparation of statistical returns embodying the information derived from the building inspections and record of rights.
- Keep the record of the revenue—which keeps details of the person who is paying revenue to the government for that land.
- Patwari shall report to AD (Registration & Records)/ AD (LR&PT)/ Surveyor.

**Skills required**

- Excellent verbal communication skill
- Commercial awareness
- Planning and organizing

**Term of References**  
**Horticulture Supervisor (BS-9)**

- Supervise Parks personnel in WCL and assist in preparing daily work schedules.
- Responsible for maintaining Walled City of Lahore's Parks grounds and properties including planting beds, trees and shrubs.
- Routinely inspect Park facilities, grounds and playground equipment inside Walled City of Lahore.
- Monitor parks / grounds and report to AD (Environment & Parks).
- Perform other duties as assigned.
- Horticulture Supervisor shall report to AD( Environment & Parks).

**Terms of Reference**  
**Conservation Foreman BPS-9**

**Job Description:**

- To Manage assigned conservation projects of WCLA.
- To make sure equipment is adequate for the tasks at hand.
- To maintain inventories of materials and supplies
- To monitor work progress to ensure completion of work.
- Maintains equipment records and maintenance manuals.
- Conservation Foreman shall report to AD (Archeology / History)

**Knowledge Of:**

- purchasing processes such as ordering from contracts, contacting local vendors for bids, writing specifications, and preparing requisitions and vouchers;
- facility maintenance skills such as plumbing, electrical repair, carpentry, and painting;
- grounds keeping methods, equipment, and maintenance;

**Ability To:**

- organize and prioritize projects on a long- and short-term basis and calculate time, Equipment, and manpower needs;
- clearly provide work direction to others;
- delegate work to others based on evaluation of their capabilities;
- communicate sufficiently to resolve conflicts with staff, the public, and landowners

**Terms of Reference  
Conservation Supervisor BPS-7**

**Job Description:**

- To supervise the maintenance of inventories of materials and supplies.
- To monitor work progress to ensure completion of management plans designed to maintain recreation areas, areas owned, leased, and managed by the WCLA.
- Plans backup and optional tasks to fill in when projects are stopped because of weather, breakdowns, or other unpredictable influences.
- Maintains equipment records and maintenance manuals.
- Conservation Supervisor shall report to Conservation Foreman.

**Knowledge Of:**

- purchasing processes such as ordering from contracts, contacting local vendors for bids, writing specifications, and preparing requisitions and vouchers;
- facility maintenance skills such as plumbing, electrical repair, carpentry, and painting;
- grounds keeping methods, equipment, and maintenance;

**Ability To:**

- organize and prioritize projects on a long- and short-term basis and calculate time, equipment, and manpower needs;
- clearly provide work direction to others;
- delegate work to others based on evaluation of their capabilities;
- communicate sufficiently to resolve conflicts with staff, the public, and landowners

**Terms of Reference**

**GangMan BS-1**

**Job Description:**

- Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.
- Maintain record of visitors
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Circulate among visitors, patrons, and employees to preserve order and protect property.
- Inspect and monitor construction sites within Walled City to ensure adherence to safety standards and specifications
- GangMan shall report to AD (Inspector).

**Skills/knowledge:**

- Good verbal communication skills
- Good judgment and decision making
- Activeness
- Supervision
- Attentive
- Practical knowledge of arms handling and safety.

**SCHEDULE-III**  
**Annex-I**  
(see regulation 10)

Official Form No. \_\_\_\_\_

**WALLED CITY OF LAHORE AUTHORITY**  
**PERSONNEL REQUISITION**

Location: \_\_\_\_\_ No. \_\_\_\_\_

**Director (Admin & Accounts)**

Following positions have fallen vacant. There is a need to fill these position in accordance with prescribed procedure and Regulations. A copy of job description is attached for advertisement and for further action:

POSITION TITLE AND NO: \_\_\_\_\_

CATEGORY AND PAY SCALE: \_\_\_\_\_

OFFICE/SUPERVISOR: \_\_\_\_\_

EXPECTED DATE OF JOINING DUTY: \_\_\_\_\_

I certify that the above required position is essential for the purposes of Walled City Lahore Authority business and that it is provided in budget of Authority. I also certify that the attached job description is complete in all material respects and represent a true sketch of position requirements.

Date: \_\_\_\_\_

Requesting Officer's Signature

Name : \_\_\_\_\_

Title: \_\_\_\_\_

Clearance by Finance Office: \_\_\_\_\_

Approved by: \_\_\_\_\_

**Annex-II**  
(see regulation 31)

Official Form No. \_\_\_\_\_

**WALLED CITY LAHORE AUTHORITY**

**SHORT LIST**

Location: \_\_\_\_\_ No. \_\_\_\_\_

PERSONAL REQUISITION NO: \_\_\_\_\_

POSITION TITLE AND NO: \_\_\_\_\_

CATEGORY AND PAY SCALE: \_\_\_\_\_

OFFICE/SUPERVISOR: \_\_\_\_\_

EXPECTED DATE OF JOINING DUTY: \_\_\_\_\_

To: The Convener of the committee

All applications received for the above position were reviewed in the light of approved job specifications. Following is a list of candidates who meet required criteria and who are recommended for an interview:

Sr. No.	Name	Father's Name/ Husband's Name	Age on Last Date of application	Education	Experience Period	Test Marks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						

**FOR NATIONAL TESTING SERVICE / ANY APPROVED GOVERNMENT AGENCY**

**Annex-III**

Official Form No. \_\_\_\_\_

**WALLED CITY LAHORE AUTHORITY**  
**CANDIDATES INTERVIEW EVALUATION FORM**

PERSONAL REQUISITION NO: \_\_\_\_\_  
 POSITION TITLE: \_\_\_\_\_  
 CATEGORY AND PAY SCALE: \_\_\_\_\_  
 LOCATION: \_\_\_\_\_  
 OFFICE/SUPERVISOR: \_\_\_\_\_  
 EXPECTED DATE OF JOINING DUTY: \_\_\_\_\_  
 DATE OF INTERVIEW: \_\_\_\_\_

Sr. No.	Name	Father's Name/ Husband's Name	Age	Education	Experience Period
1.					
2.					
3.					
4.					
5.					

**RATING**

**INTERVIEW COMMITTEE MEMBERS:**

Sr. No.	Name	Signature
1.		
2.		
3.		
4.		
5.		

**Annex-IV**  
(see regulation 10)

**WALLED CITY LAHORE AUTHORITY**  
**OFFER OF APPOINTMENT ON CONTRACT**

Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Dear, (Name of the Applicant) \_\_\_\_\_

Address: (The applicant's address) \_\_\_\_\_

We are pleased to welcome you to Walled City Lahore Authority as \_\_\_\_\_.

We are eager to have you work with us on such an important assessment. We see your skills as a value addition to our Authority and our clients. You would be appointed as a (designation) and your date of joining would be (mention the date) for a period of 03 to 05 years on Contract.

**Remuneration**

Your monthly salary will be Pay Scale \_\_\_\_\_  
as \_\_\_\_\_ Pakistani Rupees \_\_\_\_\_ per month.

**Place of Work**

Your current location would be at (mention the location in which the employee is posted). However, you may be transferred/posted in any of the Walled City Lahore Authority branch offices or project locations in the country or abroad, at the discretion of the Authority.

**Leave**

You would be eligible for the leave as per the regulations applicable in the Authority.

During your stay with the Authority, you are duty-bound to commit your time completely to the work of the Authority. Moreover, you would not take up any other assignment, whether full-time, part-time or honorary, or in cash or in kind, without prior intimation and written approval from the Authority.

Please return a signed copy of this letter, which would signify your acceptance.

Once again we welcome you to (WCL Authority) and look forward to have a fruitful association with you.

With Best Wishes,

**Signature of the Director (Admin & Accounts)**

**Annex-V**  
(see regulation 10)  
**WALLED CITY LAHORE AUTHORITY**  
**APPOINTMENT LETTER**

Personal & Confidential

Mr. \_\_\_\_\_

S/O: Mr. \_\_\_\_\_

(Address) \_\_\_\_\_

Subject: **Letter of Appointment on Contract**

With reference to your acceptance of offer of appointment dated \_\_\_\_\_, we are pleased to appoint you as \_\_\_\_\_.

**1. Commencement Date** \_\_\_\_\_

Your date of appointment will be effective from \_\_\_\_\_ for a period of \_\_\_ years on Contract extendable till you perform to the satisfaction of the Appointing Authority not beyond the age of 60 years.

**2. Salary and Benefits**

Salary and benefits are detailed in the offer of appointment attached herewith. Your Gross salary is \_\_\_\_\_ subject to deduction of Tax at source.

**3. Place of work**

Your initial employment location will be \_\_\_\_\_. However, your services are transferable to any place in the country or abroad or to any of the Walled City Lahore Authority's associate or sister concern or its subsidiary client location, at the sole discretion of the management.

**4. Working Hours**

Walled City Lahore Authority observes the following working hours:

From Monday to Friday:                      From 8.00 am to 04.00 pm  
(Head Office)

**5. Job Assignment/Reporting**

In your assignment, you will be responsible for the duties of \_\_\_\_\_, as more particularly laid out in the job description for this position. You will report directly to the supervisor nominated by the management.

**6. Resignation and termination**

If the exigencies of work so require, the Authority may not relieve you earlier than the expiry of the entire period of notice. It shall, however, be open to the Authority to accept your resignation with effect from any date earlier than the one

offered by you in your resignation letter. The Authority will have the right to terminate your employment without notice or payment of salary in lieu thereof if:

- (a) You commit any breach of your duties and responsibilities under this contract of service.
- (b) You are guilty of any gross default or misconduct, which contravenes the expressed or implied conditions of your employment; and
- (c) You commit breach of any of the terms of clause 8 of this appointment letter.

**7. Absence without Notice**

Absence without leave or remaining absent beyond the period of leave originally granted or subsequently extended, shall result in voluntary termination of your employment without any notice unless you:

- (a) Return to work within 3 days from the commencement of such absence, and
- (b) Provide satisfactory explanation to management regarding such absence.

**8. Non-Disclosure Agreement**

- (1) During the course of your employment with us you will have access to confidential/proprietary information about the organization, its clients, its business transactions, and associated companies. You shall not during your course of Employment and two years after you have ceased to be in the employment of this organization, disclose such confidential/proprietary information to any third party and /or any unauthorized person.
- (2) All notes and memoranda pertaining to this organization trade secrets and confidential/proprietary information made by or acquired by you during the course of your employment shall at all times remain the property of this organization. Upon termination of your employment, you shall return all notes/memoranda and any copies thereof to organization that you may have obtained during the course of your employment.
- (3) You are obliged to sign a non-disclosure agreement specific to a particular client as and when required by organization.
- (4) Prior to joining organization, you will ensure that you will be free from any contractual restrictions preventing you from accepting this offer or starting work on the joining date.

**9. Employment Regulations**

- (1) Whilst employed with the Authority:

- (a) You will not engage in any trade or profession or undertake any employment, full or part-time, while in the service of Walled City Lahore Authority;
  - (b) You will have no objection to working extra hours in the morning and/or the evening according to the requirements of the job.
- (2) During your employment, you will be bound by the Walled City Lahore Authority's rules and regulations framed and enforced from time to time. The Walled City Lahore Authority reserves the right to amend or alter the said Rules and Regulations at its discretion, without any notice thereof, and these will be deemed as Rules and Regulations in terms of your employment;
  - (3) The Authority shall verify the facts stated by you in your resume submitted during the interview process. If any of the facts stated therein are found to be false, your services will be terminated forthwith without any notice;
  - (4) This appointment letter is governed by and shall be construed in accordance with the laws of Pakistan, and both parties to this appointment letter shall submit to the exclusive jurisdiction of the Pakistani Courts. This appointment letter contains the entire understanding between the parties and supersedes all previous agreements and/or arrangements relating to employment with the organization. Any amendment or modification to this appointment letter shall be made in writing and signed by both the parties.
  - (5) The terms and conditions of service are confidential and may not be disclosed to or discussed with anyone;
  - (6) You will be required to effectively carry out all duties and responsibilities assigned to you by your manager and others authorized by the Authority to assign such duties and responsibilities;
  - (7) You will be required to apply and maintain highest standards of personal conduct and integrity and comply with prescribed policies and procedures. All acts subversive of good conduct and discipline like insubordination, gross negligence, corruption, fraud, forgery, misappropriation, etc. would warrant strong disciplinary action from the Authority.
  - (8) The emoluments/benefits due to you will be liable / subject to deduction of Income Tax in accordance with the provisions, of the Income Tax Act and Rules made there under as also other applicable laws, if any, as may be in force from time to time.

**10. Retirement**

You will automatically retire from the service of the Authority on attaining the superannuating age of sixty years.

**11. Date of Joining**

You are required to join on or before \_\_\_\_\_, following which this offer stands withdrawn. At the time of joining please submit the following documents:

- (a) Proof of compensation last drawn: Date of Birth proof certificate (Copy of passport / birth certificate / S.S.C) (two copies )
- (b) Original Academic Certificates (all from 10th to Highest)
- (c) Original Resignation Letter with acknowledgement
- (d) Relieving letter from previous employer (Original)
- (e) Proof of compensation last drawn (three months-Original)
- (f) Six passport size photographs (recent)
- (g) Bank Statement (six months)

**12. Acceptance**

- (1) Please sign and return the duplicate copy of this letter and annexure as a token of your acceptance of the terms and conditions mentioned herein.
- (2) If you fail to indicate your acceptance within a week from the date of the appointment letter, this offer of employment will be deemed to have been withdrawn and cancelled.
- (3) All other terms and conditions will be governed by the Authority's policies as stated from time to time.
- (4) We look forward to your joining us for a long, successful and mutually beneficial association.

Yours faithfully

**Director (Admin & Accounts)**

**Annex-VI**

(see regulation 46)

**WALLED CITY LAHORE AUTHORITY  
TRAINING NEED ASSESSMENT FORM**

**Capacity Building Program  
Human and Institutional Development**

<b>Name:</b>	
<b>Designation:</b>	
<b>Department:</b>	
<b>Location:</b>	
<b>Email Address:</b>	
<b>Contact Numbers:</b>	

1. Please indicate No. of Directorates

Sr. No.	Directorates

2. Please indicate functions/Current jobs each Directorate is performing?

Sr. No.	Directorate

3. Please highlight briefly, the departmental strategic objectives?


4. Please highlight the core competencies (from the attach list), required to fulfill these strategic objectives:

--


5. Please intimate the areas where your employees must have functional/Managerial knowledge?


6. Please suggest any improvements desired in the existing Training Program if any;

<b>a) Course Content</b>	
<b>b) Training Methods</b>	<b>i. Class room training</b>
	<b>ii. Virtual class room training</b>
	<b>iii. Workshops</b>
	<b>iv. Seminars</b>
	<b>v. Games and simulations</b>
	<b>vi. Group discussions</b>
<b>c) Training Tools &amp; Techniques</b>	
<b>d) Training Aids (audio / visual)</b>	
<b>e) Course Structure</b>	

<b>f) Training Environment</b>	

7. Training/Course Duration:

One Week    Two Week    Three Week    Four Week    Eight Week

**Annex-VII**  
(see regulation 67)  
**WALLED CITY LAHORE AUTHORITY**  
**PERFORMANCE EVALUATION REPORT**

For Drivers:

FOR THE PERIOD: FROM: \_\_\_\_\_ TO \_\_\_\_\_

1. Name in Block Letters: \_\_\_\_\_
2. Date of Birth: \_\_\_\_\_
3. Parentage: \_\_\_\_\_
4. Designation: \_\_\_\_\_
5. Department/Region: \_\_\_\_\_
6. Date of Joining: \_\_\_\_\_

BRIEF DESCRIPTION OF MAIN DUTIES:

	O	EE	ME	NI	UNS
i. Knowledge of general maintenance of the vehicle					
ii. Whether servicing to the vehicle done regularly					
iii. Whether oils are being changed periodically					
iv. Knowledge of traffic rules					
v. Capacity to attend to minor repair					
vi. Whether punctual in attending to duties					
vii. Punishments, censures of special commendations in the period under report					
viii. Date of communication of any adverse remarks since last report					
ix. General remarks					

including statements of discipline, integrity, reliability and ability in driving etc.					
x. Overall grading					

**Reporting Officer:** Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_

**Countersigning Officer:**

Name & Designation \_\_\_\_\_

Signature \_\_\_\_\_

Annex-VIII (See Regulation 67)

برائے تمام سرکاری ملازمین  
(بنیادی سکین 4۲۱)

حکومت پنجاب

محلہ

سالانہ کارکردگی رپورٹ برائے مدت: از

حصہ اول

نام اور ولدیت

تاریخ پیدائش

بنیادی تنخواہ سکین

عہدہ (مدت رپورٹ کے دوران)

تاریخ آغاز ملازمت

تاریخ ریٹائرمنٹ

ازدواجی حیثیت

دستخط نمبر تاریخ

حصہ دوم

غیر تسلی بخش	تسلی بخش	بہت اچھا		
			1.	پابندی وقت
			2.	نظم و ضبط
			3.	احساس ذمہ داری
			4.	عوام کے ساتھ برتاؤ
			5.	کام کی جانچ
			6.	موزونیت برائے ترقی
			7.	مجموعی کارکردگی

دستخط

اسر تحریر کنندہ

عہدہ

مورثہ

نہیں کرتوں

کرتوں

حصہ چہارم

میں اسر تحریر کنندہ کی رائے سے اتفاق  
(اگر اسر تحریر کنندہ کی رائے سے اتفاق نہیں کرتا تو درج بیان کریں)

دستخط

اسر تحریر کنندہ

عہدہ

مورثہ

Annex-IX  
(See Regulation 67)

PART-II

The rating in Parts-II should be recorded by initialing the appropriate box. The ratings denoted by alphabets are as under:

'A' Very Good      'B' Satisfactory      'C' Unsatisfactory

(For uniform interpretation of qualities listed on these parts, two extreme shades are mentioned against each item).

		A	B	C	
1. Appearance & bearing.	Creates excellent impression.				Clumsy; Unimpressive.
2. Punctuality.	Very regular.				Habitual late comer.
3. Acceptance of responsibility.	Always prepared to take on responsibility even in difficult cases.				Reluctant to take on responsibility; will avoid it whenever possible.
4- Relations with: a) Superiors b) Colleagues c) Subordinates	Cooperative; well liked and trusted. Works well in a team. Courteous and effective; Inspires confidence				Uncooperative; does not inspire confidence. Difficult colleague. Brusque and intolerant; does not earn respect
5. Behavior with public.	Courteous and helpful.				Haughty; Unsympathetic and ill behaved.
6. Knowledge of work.	Has a thorough grasp of the knowledge relevant to his job.				Does not know enough about the present job.
7. Work. a) Output b) Quality	Always up to date; accumulates no arrears. Always produces work of exceptionally high quality.				Always behind schedule; very slow disposal. Generally produces work of poor quality

**PART-III**

**(c) Pen-Picture:** Please comment on strong points, weak points, fitness for promotion, usefulness for further retention in service. Also indicate whether further training is required for increasing efficiency. If so, in what areas?

**(d) Counseling:** Was the officer advised to improve his performance during the period under report? If so, on what aspects and with what results?

**PART-IV**

(To be filled by Reporting Officer and Countersigning Officer)

**(c) Overall Grading**

- (i) Honest
- (ii) Corrupt
- (iii) Responsible

By Reporting Officer	By Countersigning Officer

Name of the Reporting Officer.....Signature.....  
(Capital letters)

Designation .....Date.....

**PART-VI**

**(a) REMARKS OF THE COUNTERSIGNING OFFICER:**

Please report on the aspects not touched upon by the Reporting Officer. If you disagree with the assessment of the Reporting Officer, please give reasons thereof. You should also indicate how frequently you have seen work of the officer reported upon.

Name of the Reporting Officer.....Signature.....  
(Capital letters)

Designation .....Date.....

**(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY):**

Name of the Reporting Officer.....Signature.....  
(Capital letters)

Designation .....Date.....

**INSTRUCTIONS FOR FILLING UP THE  
PERFORMANCE EVALUATION REPORT FORMS**

1. (i) PER is the most important record for the assessment of an officer. At the same time the quality of PER is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officers.  
(ii) The Reporting and Countersigning Officers should be<sup>^</sup>-
  - (a) as objective as possible; and
  - (b) clear and direct, not ambiguous or evasive in their remarks.(iii) The over-riding importance of Part-IV should be clearly understood in the overall grading.  
(iv) Over-rating should be eschewed by all Reporting/ Countersigning Officers.  
(v) Vague impressions based on inadequate knowledge or isolated incidents should be avoided.
2. The forms, are to be filled in duplicate. Part-I will be filled by the official being reported upon and should be type written.
3. Part-II to III will be filled by the Reporting Officer and Part-IV by both the Reporting Officer and Countersigning Officer. Part-V(a) will be filled by the Countersigning Officer.
4. Assessment in the PER should be confined to the work done by the officer reported upon during the period covered by the report.
5. Reporting Officer is expected to counsel the officer being reported upon about his weak points and advise him how to improve. Adverse remarks should normally be recorded when the officer fails to improve despite counselling.
6. The PER form should be filled in a neat and tidy manner. Cuttings/erasures should be avoided and must be initialed, where made.
7. (i) The rating in Part-II should be recorded by initialing the appropriate box.  
(ii) In Part-III(a) Pen-Picture should also include remarks about the reputation of the officer.
8. For uniform interpretation of qualities, etc., listed in Part-II, the two extreme shades are mentioned against each item. For example, a very courteous official will be rated 'A' in Part-II (5). A haughty and ill-behaved Official will merit a 'C' rating.
9. The Countersigning Officer should weigh the remarks of the Reporting Officer

against his personal knowledge of the official being reported upon, compare him with other officials of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part-V. In certain categories of cases remarks of a Second Countersigning Officer may also be required to be recorded. In cases where the work of the official reported upon is supervised also by an officer outside the normal chain of supervisory command in respect of some technical aspects, such officer may send his remarks in respect of such specific aspects to the Second Countersigning Officer by the third week of January through a separate sealed cover.

10. If the Countersigning Officer differs with the grading or remarks given (in parts other than Part-III) by the Reporting Officer, he should score it out and give his own grading in red ink. In Part-V he is required to give his own assessment in addition to that of the Reporting Officer.

11. The Countersigning Officer should underline, in red ink, remarks which in his opinion are adverse and should be communicated to the officer reported upon.

12. Time schedule for completion of PER writing —

(i) The official to be reported upon should submit the PER Form after completing Part-I to the Reporting Officer on 1<sup>st</sup> day of January.

(ii) The Reporting Officer should record his remarks in appropriate parts by the end of 1<sup>st</sup> week of January and pass on the report to the Countersigning Officer by 8<sup>th</sup> January.

(iii) The Countersigning Officer should record his remarks by the end of second week of January and pass on the report to the 2<sup>nd</sup> Countersigning Officer, if any, by 16<sup>th</sup> January.

(iv) The final Countersigning Officer should also record his remarks within one week.

(v) Report writing should be completed within the month of January.

13. In the event of non-submission of PER Form by the officer reported upon within the stipulated time, the Initiating Officer may proceed to initiate PER on the basis of available information

Annex-X  
(See Regulation 67)

For officers in  
Grade 16 and above

UF50

GOVERNMENT OF THE PUNJAB

(Name of the Department/Office)

(Name of Service)

PERFORMANCE EVALUATION REPORT

FOR THE PERIOD FROM \_\_\_\_\_ TO \_\_\_\_\_

PART-I

(To be filled in by the Officer Reported upon)

1. Name (in block letters) .....
2. Date of Birth ..... Date of entry in service
3. Post held during the report period with BS .....
4. Academic qualification(s) .....
5. Training received during last five years:

Name of course attended	Dates		Name of institution and country
	From	To	

6. Brief description of main duties:  
.....  
.....  
.....  
.....  
.....  
.....

7. Specify the quantitative/physical/financial targets/objectives set by the department and your achievements against each target

Sr.No	Objectives/targets fixed	Objectives/targets achieved	Give reasons of failure (if any) to achieve objectives/targets

8. During the period under report, do you believe that you have made any exceptional contribution, e.g., successful completion of an extraordinarily challenging task or major systemic improvement resulting in significant benefits to the public and/or reduction in time and cost? If so, please specify:

9. What can be done to make you more effective?

10. Signature of the officer reported upon with date.....

**PART-II**

(To be filled by the Reporting Officer)

**PERFORMANCE ASSESSMENT:**

1. Please comment on effectiveness of the officer in performance of main duties as detailed at Sr. No. 6 of Part-I.

2. Has the officer correctly reflected objectives/targets fixed for him/her at Sr. No. 7 of Part-I? If not, please specify.

3. Has the officer achieved objectives/targets as claimed at Sr. No. 7 of Part-I? If not, please specify.

4. Do you agree with the reasons for failure in achieving the objectives/targets reflected at Sr. No. 7 of Part-I? If not, please specify.

5. Do you agree with the claim of exceptional contribution of the officer at Sr. No. 8 of Part-I? If not, please specify.

**PART-III**

The rating in Part-III should be recorded by initialing the appropriate box. The ratings denoted by alphabets are as follows:

'A' Very Good      'B' Satisfactory      'C' Unsatisfactory

(For uniform interpretation of qualities listed in these parts, two extreme shades are mentioned against each item).

		A	B	C	
1. Behavior with public.	Courteous and helpful.				Haughty., Unsympathetic and , ill-behaved.
2. Financial responsibility.	Exercises due care in financial discipline.				Irresponsible.
3. Acceptance of responsibility.	Always prepared to take on responsibility even in difficult cases.				Reluctant to take on responsibility, will avoid it whenever possible.
4. Knowledge of laws/ rules/ procedures/IT skills.	Has a thorough grasp of the knowledge relevant to his job/IT skills.				Does not know enough about the present job/IT illiterate.
5. Supervision and guidance.	Organizes and uses staff and other resources effectively.				Lacks control, ineffective. 1
6. Ability to take decision.	Very logical and decisive.				Indecisive, vacillating,

**PART-IV**

(a) **Pen-Picture:** Please comment on strong points, weak points, fitness for promotion, usefulness for further retention in service and analytical ability of II officer. Also indicate whether further training is required for increasing efficiency. If so, in what areas?

(b) **Counseling:** Was the officer advised to improve his performance dun the period under report? If so, on what aspects and with what results?

**PART-V**

(To be filled by Reporting Officer and Countersigning Officer)

**(a) Overall Grading**

- (i) Very Good
- (ii) Satisfactory
- (iii) Unsatisfactory

By Reporting Officer	By Countersigning Officer

- (i) Very Good
- (ii) Satisfactory
- (iii) Unsatisfactory

By Reporting Officer	By Countersigning Officer

**(b) Integrity**

Name of the Reporting Officer.....Signature.....

(Capital letters)

Designation .....Date.....

\*(Where the Reporting and Countersigning Officers want to grade the officer as "Outstanding", they may draw with their own hand another box in Part-V (a) of the PER forms, initial it and write "Outstanding" on the descriptive side. They are also required to fully justify this assessment. Unless so justified, their assessment would be deemed to be "Very Good").

**PART-VI**

**(a) REMARKS OF THE COUNTERSIGNING OFFICER:**

Please report on the aspects not touched upon by the Reporting Officer. If you disagree with the assessment of the Reporting Officer, please give reasons thereof. You should also indicate how frequently you have seen work of the officer reported upon.

Name of the Reporting Officer.....Signature.....  
(Capital letters)

Designation .....Date.....

**(b) REMARKS OF THE SECOND COUNTERSIGNING OFFICER (IF ANY):**

Name of the Reporting Officer.....Signature.....  
(Capital letters)

Designation .....Date.....

INSTRUCTIONS FOR FILLING UP THE  
PERFORMANCE EVALUATION REPORT FORMS

Evaluation through Performance Evaluation Reports (PERs) should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but a developmental one. The Reporting Officer and the Reviewing Office should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

2 Performance Evaluation Report is the most important record for the assessment of an officer. At the same time the quality of PER is a measure of the competence of the Reporting Officer and Countersigning Officer. It is, therefore, essential that utmost care is exercised by all Reporting and Countersigning Officers.

3. The Reporting and Countersigning Officers should be:-

- (a) as objective as possible;
- (b) clear and direct, not ambiguous or evasive in their remarks;
- (c) vague impressions based on inadequate knowledge or isolated incidents should be avoided; and
- (d) overrating should be eschewed by all the Reporting Officers and Countersigning Officers.

4. The forms are to be filled in duplicate. Part-I will be filled by the officer 1 being reported upon and should be type written. Parts-II to IV will be filled by the Reporting Officer. Part-V will be filled by both the Reporting Officer and Countersigning Officer. Part-VI by the Countersigning Officers.

5. Assessment in the PER should be confined to the work done by the officer reported upon during the period covered by the report.

6. Reporting Officer is expected to counsel the officer being reported upon [ about his weak points and advise him how to improve. Adverse remarks should [ normally be recorded when the officer fails to improve despite counseling.

7. The ratings/grading in Part-III & V should be recorded by initialing the , appropriate box.

8. The objectives/targets may be fixed by all the departments for their employees keeping in view the functions assigned to the departments. The Regulations Wing, S&GAD has an advisory role and it always endeavours to tender

advice as early as possible and assist the Administrative Departments to take decisions relating to service matters. The objectives/targets fixed by the Regulations Wing, S&GAD for Section Officer (Regulations-111), S&GAD, Deputy Secretary (Regulations), S&GAD and Additional Secretary (Regulations), S&GAD are detailed below as an example:

(i) Targets fixed for Section Officer Regulations-III, S&GAD

Sr. No.	Nature of cases	Time limit
1.	<p><b>Processing of references pertaining to interpretation of Punjab Civil Servants Act, 1974 and Punjab Civil Servants (Appointment &amp; Conditions of Service) Rules, 1974</b></p> <p>(i) Processing and submission of cases to the higher authorities.</p> <p>(ii) Attending to the queries.</p> <p>(iii) Issuance of advice.</p>	<p>7 days</p> <p>3 days</p> <p>2 days</p>
2.	<p><b>Framing and Amendment of Service Rules</b></p> <p>(i) Processing of proposals.</p> <p>(ii) Collection of information from the Administrative Department for completion of proposal.</p> <p>(iii) Submission of agenda.</p> <p>(iv) Arranging meeting of SRC.</p> <p>(v) Issuance of minutes after meeting of the SRC.</p> <p>(vi) Vetting of draft rules in consultation with Law Department.</p> <p>(vii) Initiation of summary after receipt of vetted draft.</p> <p>(viii) Issuance of notification after approval of the Chief Minister.</p>	<p>7 days</p> <p>15 days</p> <p>1 day</p> <p>7 days</p> <p>3 days</p> <p>10 days</p> <p>2 days</p> <p>2 days</p>
3.	<p><b>Handling of Court Cases</b></p> <p>(i) Preparation of para-wise comments and submission to the higher authorities.</p> <p>(Time limit stipulated by the Courts for submission of report and parawise comments must be kept in view. The time limit fixed by the Court should be Obeyed invariably).</p> <p>(ii) Vetting of the comments by the concerned Law Officer and submission in the court</p>	<p>7 days</p> <p>4 days</p>
4.	<p><b>Assembly Questions</b></p> <p>(i) Processing of Assembly questions and submission for approval</p> <p>(ii) Reply to the concerned authorities</p>	<p>4 days</p>

		2 days
5.	Special Tasks.	To be fixed by the Secretary.
6.	Routine Cases.	As fixed in the Manual of Secretariat Instructions
7.	Submission of monthly arrears statement (as per Manual of Secretariat Instructions).	On the 10th of every month

(ii) Targets fixed for Deputy Secretary (Regulations), S&GA1)

Sr. No.	Nature of cases	Time limit
1.	Disposal of cases involving interpretation of rules and regulations.	2 days
2.	Disposal of Court Cases (Time limit stipulated by the Courts for submission of reports and parawise comments must be kept in view. The time limit fixed by the Court should be obeyed invariably).	Same day
3.	Examination of summaries.	Same day
4.	Assembly business.	Same day
5.	Special Tasks.	To be fixed by the Secretary
6.	Routine Cases.	As fixed in the Manual of Secretariat Instructions
7.	Inspect the working of the Sections under his / her charge.	At least once in every three months
8.	Surprise visits of the Sections under his / her charge.	Once in every month

(iii) Targets fixed for Additional Secretary (Regulations), S&GA1)

Sr. No.	Nature of cases	Time limit
1.	Disposal of cases involving interpretation of rules and regulations.	2 days
2.	Examination of summaries marked by the Secretary.	Same day
3.	Disposal of Court Cases (Time limit stipulated by the Courts for submission of reports and	2 days

	parawise comments must be kept in view. The time limit fixed by the Court should be obeyed invariably).	
4.	Assembly business.	Same day
5.	Special Tasks.	To be fixed by the Secretary
6.	Routine Cases.	As fixed in the Manual of Secretariat Instructions
7.	Inspect the working of the Sections under his / her charge.	At least once every three months
8.	Pay surprise visits of the Sections under his / her charge.	Once in every month
9.-	Review of statement of arrears.	Monthly

The Regulations Wing, S&GAD has fixed targets for disposal of work in the shape of time limits. The other Departments may, however, fix objectives/targets keeping in view their own requirements.

9. The Reporting Officer shall, at the beginning of the year set quantitative/physical/financial targets in consultation with the officer reported upon. In the case of an officer taking up a new assignment during the reporting year, such targets/goals shall be set at the time of assumption of the new assignment.

10. The targets should be clearly known and understood by both the officers concerned.

11. Although performance appraisal is year-end exercise, in order that it serves as a tool for human resource development, the Reporting Officer and the officer reported upon should meet during the course of the year at regular intervals to review the performance and to take necessary corrective steps.

12. It should be the endeavour of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.

13. The Countersigning Officer should weigh the remarks of the Reporting Officer against his personal knowledge of the officer being reported upon, compare him with other officers of the same grade working under different Reporting Officers but under the same Countersigning Officer, and then give his overall assessment in Part-VI. In certain categories of cases remarks of a Second Countersigning Officer may also be

required to be recorded. The Second Countersigning Officer will record his remarks in Part-VI(b).

14. If the Countersigning Officer differs with the grading in Part-III by the Reporting Officer, he should score it out and give his own grading in red ink. In Part-VI he is required to give his own assessment, in addition to that of the Reporting Officer.

15. The Countersigning Officer should underline, in red ink, remarks which in his opinion are adverse and should be communicated to the officer reported upon.

16. Time schedule for completion of PER writing—

(i) The officer to be reported upon should submit the PER Form after completing Part-I to the Reporting Officer on 1<sup>st</sup> day of January.

(ii) The Reporting Officer should record his remarks in relevant parts by the end of 1<sup>st</sup> week of January and send the report to the Countersigning Officer by 8<sup>th</sup> January.

(iii) The Countersigning Officer should record his remarks by the end of second week of January and pass on the report to the Second Countersigning Officer, if any, by 16<sup>th</sup> January.

(iv) The final Countersigning Officer should also record his remarks within one week.

(v) Report writing should be completed within the month of January.

17. In the event of non-submission of PER Form by the officer reported upon within the stipulated time, the Initiating Officer may proceed to initiate PER on the basis of information available in the Department