



**Punjab Land Records Authority,
Board of Revenue,
GOVERNMENT OF THE PUNJAB**
Dated: November 11, 2020

NOTIFICATION

No. PLRA/BN/0003:- In exercise of the powers conferred under Section 30 of Punjab Land Records Authority Act 2017 (Act VI of 2017), the Authority is pleased to make the following amendments in Punjab Land Records Authority Regulations with immediate effect:

AMENDMENTS

In the **Punjab Land Records Authority (Appointment and Conditions of Service) Regulations, 2020:**

- (1) In Regulation 12, sub-regulation (3), for the word "sixty, the word "fifty five" shall be substituted.
- (2) In Schedule-I:
 - (a) In column (6), under the heading "Minimum qualification for initial recruitment" against post of "Dispatch Rider" in Functional Wing "Operations & Coordination", for the word "Literate", the word "Matric" shall be substituted.
 - (b) Following two new line items shall be inserted in "Operations & Coordination wing",

PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Minimum qualifications for initial recruitment	Method of Appointment	Age Bracket	Location	Classification
1	2	3	4	5	6	7	8	9	10
PPG-7	Operations & Coordination	Deputy Director (Service Center Operations)	Director General	3	Masters or 16 years' education in Operations Management, Public Administration, Business Administration, Commerce, Economics, Engineering, Information Technology or equivalent from HEC recognized University with 5 years relevant experience in large organizations of Private or Public Sector.	By initial recruitment through recruitment committee-II or Through Commission or through Transfer/ Deputation from S&GAD, GoPb	25-40	PLRA HQTR	
PPG-6	Operations & Coordination	Assistant Director (Service Center Operations)	Director General	3	Masters or 16 years' education in Social Sciences, Mass Communication or equivalent from HEC recognized University with 3 years relevant experience in large	By initial recruitment through recruitment committee-II or through Commission.	25-33	PLRA HOTR	

					organizations of Private or Public Sector			
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- (c) In column (5), under the heading “Sanctioned Positions” against post of “Deputy Director (Field monitoring)” in Functional Wing “Monitoring & Quality Assurance”, for the figure “3”, the figure “2” shall be substituted.
- (d) In column (5), under the heading “Sanctioned Positions” against post of “Deputy Director (Data Analytics)” in Functional Wing “Monitoring & Quality Assurance”, for the figure “3”, the figure “1” shall be substituted.
- (e) In column (5), under the heading “Sanctioned Positions” against post of “Assistant Director (Data Analytics)” in Functional Wing “Monitoring & Quality Assurance”, for the figure “9”, the figure “6” shall be substituted.

(3) In Schedule-II:

In Organogram of “Operations & Coordination Wing” under the hierarchy of Additional Directors (Operations North, South & Central), new positions of Deputy Director (Service Center Operations) & Assistant Director (Service Center Operations), shall be inserted.

(4) In Schedule-III:

Sanctioned strength of Deputy Directors & Assistant Directors in Functional Wings of “Operations & Coordination” and “Monitoring & Quality Assurance” are as follows:

Functional Wing	Existing		Amended	
	Deputy Director	Assistant Director	Deputy Director	Assistant Director
Operations & Coordination	2	300	5	303
Monitoring & Quality Assurance	6	45	3	42

(5) In Schedule-VI:

In column (4), under the heading “Conveyance for official & personal use” against designations “DG, ADG Admin, ADG Technical, CFO & Directors”, after the word “fuel”, the words “with driver” shall be inserted.

- (6) After Schedule-X, new Schedule-XI titled “Job Descriptions” shall be inserted.
(Attached at Annexure-A)

In the **Punjab Land Records Authority (Delegation of Financial Power) Regulations, 2020:**

(7) In Schedule-II:

At serial no. 2, Competent Authority along with extent of power shall be replaced with following:

Sr. No	Nature of Power	To Whom Delegated	Extent
2	Technical sanction before floating of tender.	1. Communication & Works Department, Govt. of Punjab. 2. Director (IT) after technical vetting of Technical Committee and Punjab Information Technology Board (PITB) 3. Technical committee of PLRA	Full powers for Civil Works contracts. Full powers for Information Technology & Information Technology related contracts. Full powers for supply of Goods & Services other than Civil Works & IT related contracts.

Note: Case for obtaining Technical Sanction from C&W and PITB shall be forwarded after clearance from Technical Committee.

— *Sd* —

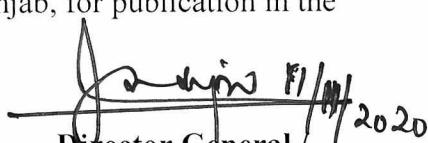
Director General /

Secretary to the Board of PLRA

No. & date even

A copy is forwarded for information to:

1. The Chairman PLRA Board.
2. The Senior Member, Board of Revenue, Punjab.
3. The Secretary (Finance), Finance Department, Govt. of Punjab.
4. The Secretary (Regulations), S&GAD, Govt. of Punjab.
5. Additional Director General (Admin), PLRA
6. Additional Director General (Technical), PLRA
7. Chief Financial Officer, PLRA
8. All Directors, PLRA
9. The Superintendent, Government Printing Press, Punjab, for publication in the official gazette.



[Signature] 1/1/2020
Director General

 Secretary to the Board of PLRA

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-8	HR & Admin	Additional Director (HR & Admin)	<ul style="list-style-type: none"> 1. Manage the recruitment and selection process. 2. Bridge between management and employee relations by addressing demands, grievances or other issues. 3. Develop and monitor overall HR strategies, systems, tactics and procedures across the organization. 4. Oversee and supervise a performance appraisal system. 5. Supervise pay plan and benefits program. 6. Assess training needs to apply and monitor training programs. 7. Report to management and provide decision support through HR metrics 8. Ensure legal compliance throughout human resource management 9. Supervising day-to-day operations of the administrative department and staff members. 10. Ensuring office is stocked with necessary supplies and all equipment is working and properly maintained. 11. Planning, scheduling, and promoting office events, including meetings, conferences, interviews, orientations, and training sessions.
PPG-7	HR & Admin	Deputy Director HR	<ul style="list-style-type: none"> 1. Responsible for recruitment and selection process. 2. Review performance appraisal system of employees. 3. Review pay plan and benefits program. 4. Monitor disciplinary proceedings as approved by competent authority. 5. Review attendance management system.
PPG-6	HR & Admin	Assistant Director HR	<ul style="list-style-type: none"> 1. Support DD (HR) in recruitment and selection process. 2. Manage performance appraisal system of employees. 3. Maintain pay plan and benefits program. 4. Execute disciplinary proceedings as approved by competent authority. 5. Monitor attendance management system and put up daily and monthly attendance reports.
PPG-8	Finance & Accounts	Additional Director (Audit & Expenditure)	<ul style="list-style-type: none"> 1. Responsible for timely processing of vendor Payments. 2. Responsible for timely processing of Payroll. 3. Supervise book keeping and ensure maintenance of proper book of accounts including booking of expenditures related to operational activities at ARCs. 4. Reconciliation of expenditures with AG office, treasury office and with all bank accounts. 5. Guide ARC staff for operational expenditures. 6. Monitor Advances and there timely clearance.
PPG-7	Finance & Accounts	Deputy Director (Taxation & Financial Reporting)	<ul style="list-style-type: none"> 1. Responsible for all tax related matters of PLRA and its ARCs. 2. Responsible for filling monthly, quarterly, biannual and annual returns as required in taxation laws to Revenue Authorities. 3. Supervise monthly, half yearly and annual Financial statements of PLRA. 4. Present monthly Financial reporting of PLRA to Management.
PPG-7	Finance & Accounts	Deputy Director (Field accounting)	<ul style="list-style-type: none"> 1. Responsible for accounting and reporting at ARCs including bank reconciliations at ARCs. 2. Responsible for processing of funds requirement cases for ARCs on the basis of Financial reports of ARCs. 3. Guide ARC staff regarding operational expenditures at ARCs. 4. Monitor Bank accounts of ARCs.

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-6	Finance & Accounts	Assistant Director Taxation	<ul style="list-style-type: none"> 1. Responsible for application of correct withholding rates on vendor payments. 2. Deposit of withholding tax to Revenue authorities. 3. Responsible for Tax reporting as required in tax laws to Revenue Authorities. 4. Prepare monthly taxation compliance report on the basis of data provided by Deputy Director (Payable & Payroll) and determine the difference of tax deducted / withheld (if any).
PPG-6	Finance & Accounts	Assistant Director (Payroll)	<ul style="list-style-type: none"> 1. Responsible for timely processing of payroll of PLRA employees. 2. Responsible for update of Payroll register regarding terminations, transfers, leave deductions and resignations etc. 3. Liaison with banks for transfer of salaries into employee accounts. 4. Resolve & guide employees on payroll issues. 5. Issue monthly pay slips to all employees. 6. Deposit withheld amounts from salary of Govt servants to relevant authorities.
PPG-6	Finance & Accounts	Assistant Director (Receivable)	<ul style="list-style-type: none"> 1. Responsible for reconciliation and reporting of all receivables and receipts with banks and CLRMIS system. 2. Reconcile and report customer wise reconciliation of Revenue. 3. Put up daily, monthly and annual collection reports with previous period comparison.
PPG-4	Finance & Accounts	Cashier	Responsible for daily petty cash management at PLRA HQTR. Along with support to Assistant Director (Payable)
PPG-6	Information Technology	Software Engineer	<ul style="list-style-type: none"> 1. Determines operational feasibility by evaluating analysis, problem definition, requirements, solution development, and proposed solutions. 2. Documents and demonstrates solutions by developing documentation, flowcharts, layouts, diagrams, charts, code comments and clear code. 3. Prepares and installs solutions by determining and designing system specifications, standards, and programming. 4. Obtains and licenses software by obtaining required information from vendors, recommending purchases; testing and approving products. 5. Updates job knowledge by studying state-of-the-art development tools, programming techniques, and computing equipment; participating in educational opportunities; reading professional publications, maintaining personal networks; participating in professional organizations. 6. Protects operations by keeping information confidential. 7. Accomplishes engineering and organization mission by completing related results as needed. 8. Develops software solutions by studying information needs; conferring with users; studying systems flow, data usage, and work processes; investigating problem areas; following the software development lifecycle.

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-6	Information Technology	Assistant Director (Network Administration)	<ul style="list-style-type: none"> 1. Maintain a reliable, secure and efficient data communication network. 2. Assist in daily administration and troubleshooting of the network and resolve generated quires. 3. Responsible to perform IOS and firmware upgrades of WAN Equipment. 4. Deploy, configure, maintain and monitor all active network equipment in order to ensure smooth network operation. 5. Provide interim solution implementation until the problem cause and resolution can be determined and mitigated. 6. Responsible to manage network permissions and privileges. 7. Assist in network design, configuration and monitoring. 8. Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure. 9. Implement security tools, policies and procedures in conjunction with the organizations security policy. 10. Liaise with vendors and other IT personnel for problem resolution. 11. Maintain and manage inventory record (hardware and software). 12. Assist in procurement of IT Equipment, software and Services.
PPG-6	Information Technology	Assistant Director (Data Center Operations)	<ul style="list-style-type: none"> 1. Handling of Data Center Active and Passive equipment. 2. Management of Hot & Cold Aisle containment, Data Center cooling, Electrical Power, centralized UPS, VESDA, Fire Suppression System, DCIM, Video Surveillance, Access control etc. 3. Administration of EMC Storage, Cisco Nexus Switches, Cisco Unified Computing System, Email security appliance. 4. Administration of Microsoft System Center Suit, Microsoft Active Directory, Domain Naming System, Exchange Server, DHCP Server, Microsoft Clustering, Backup and Recovery. 5. Any other related assignment given by authority.
PPG-6	Information Technology	Assistant Director (Database)	<ul style="list-style-type: none"> 1. SQL Server Installation, performance tuning and maintenance, space monitoring and management 2. Monitoring of backup, ensure compliance of SOPs 3. Queries for ad-hoc reporting, in-house applications, dashboards, etc. 4. Schedule and perform regular server maintenance like database index rebuilding, update statistics, etc. 5. Implementation & Testing of high availability scenarios i.e. Always ON, Failover clustering setup and maintenance. 6. Fact-finding inquiries / analysis of data to determine truth or falsity of an allegation / complaint 7. Develop, manage and test back-up and recovery plans 8. Ability to work independently with minimal supervision and assistance 9. Creating, Monitoring and troubleshooting replication 10. Provision of data on demand basis.

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-6	Information Technology	Assistant Director (Quality Assurance)	<ul style="list-style-type: none"> 1. Review and analyze user stories to determine reasonability, testability, resource requirements 2. Should have test to break attitude 3. Provide work estimates for testing user stories and should be able to participate in sprint planning 4. Highly collaborative and proactive and be able to give/receive critical feedback 5. Solid ability to take ownership and initiative 6. Estimation, planning and control of QA activities 7. Should be able to Document test results, create/update requirements and test plan documentation as needed and communicate any significant issues identified during quality assurance activities in a timely manner 8. Should be able to assist in bug regression, step by step troubleshooting and problem isolation 9. To be actively involved with the testing and validation of the software 10. Ensure testing is on schedule and in line with the processes 11. Review requirement specification documents and software design specification documents and develop a comprehensive understanding of testing requirements 12. Communicating with Team members to streamline the execution of test plans and processes with them 13. Must have experience in Web/Mobile application testing 14. Test cases and test data creation against business needs 15. Boundary value analysis & equivalence partitioning 16. Bug tracking and resolution via bug tracking software (Taiga, Redmine, Trello, JIRA etc.)
PPG-8	Internal Audit	Additional Director Internal Audit	<ul style="list-style-type: none"> 1. Supervise Pre-Audit function for all payment cases. 2. Supervise and review annual internal audit plan for PLRA HQTR & ARCs. 3. Identify, collect and analyze information needed to prepare risk based internal audit plans. 4. Supervise internal audit at PLRA HQTR and ARC levels. 5. Evidence based balanced audit reports. 6. Supervise follow-up of the audit reports implementation and maintain follow-up data base. 7. Review Semi- annual and annual reports on activities and results of the internal audit activities. 8. Recommendation on analysis of budget vis-à-vis actual variations on periodical basis. 9. Review replies of Audit Para issued by auditors of AG office and external auditors. 10. Present in DAC, SDAC & PAC on behalf of PLRA.
PPG-7	Internal Audit	Deputy Director Internal Audit	<ul style="list-style-type: none"> 1. Perform Pre-Audit function for all payment cases. 2. Developing annual internal audit plan. 3. Prepare complete risk assessment plans. 4. Conduct internal audit at PLRA HQTR and ARC levels. 5. Conduct follow-up of the audit reports implementation and maintain follow-up data base. 6. Prepare Semi- annual and annual reports on activities and results of the internal audit activities. 7. Safeguard audit files and other documents, and assets available to the internal audit Wing.. 8. Prepare replies of Audit Para issued by auditors of AG office and external auditors. 9. Coordinate with AG office for DAC & SDAC meetings.

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-6	Internal Audit	Assistant Director Internal Audit	<ul style="list-style-type: none"> 1. Perform Pre-Audit function for all payment cases. 2. Developing annual internal audit plan. 3. Prepare complete risk assessment plans. 4. Conduct internal audit at PLRA HQTR and ARC levels. 5. Conduct follow-up of the audit reports implementation and maintain follow-up data base. 6. Prepare Semi-annual and annual reports on activities and results of the internal audit activities. 7. Safeguard audit files and other documents, and assets available to the internal audit Wing. 8. Prepare replies of Audit Para issued by auditors of AG office and external auditors
PPG-8	Procurement, Planning & Development	Additional Director (Procurement)	<ul style="list-style-type: none"> 1. Review and Execute procurement plans, Request for Proposals (RFPs)/Terms of Reference (TORs) in accordance with the PPRRA Rules. 2. Overview of bidding process & RFPs by reviewing specifications & scheduling 3. Overview the compile data for internal reports regarding procurement. 4. Review and follow-through to ensure that services/goods procured are in conformity with specifications/Terms of Reference in coordination with relevant section. 5. Overview the development of specific contract agreements and purchase orders. 6. Overview and work with concerned stakeholders to obtain requirements, include in procurement plans for supply of goods, works and services and deliver in accordance with pre-negotiated timescales. 7. Review price analyses & evaluation matrices. 8. Design and implement procurement monitoring plans to ensure timelines. 9. Liaise and coordinate with all PLRA Wings on procurement matters. 10. Ensure the development of procurement plans, performance measurement & critical success factors.
PPG-7	Procurement, Planning & Development	Deputy Director (Research, Planning & Projects)	<ul style="list-style-type: none"> 1. Assist the Additional Director on the conception of new interventions 2. Submit the reports on the current process flows of different activities with recommendation of improvement 3. Analyze the need of new projects and prepare the PC-1 4. Preparation of project concept notes with financial feasibility 5. Coordination with other wings of PLRA for the planning purpose 6. Correspondence with the Planning & Development Department
PPG-6	Procurement, Planning & Development	Assistant Director (Research, Planning & Projects)	<ul style="list-style-type: none"> 1. Assist the Deputy Director on the data collection of new interventions 2. Collect and generate the compiled reports 3. Carry out the spade work for the initiation of new projects and preparation of the PC-1 4. Drafting of project concept notes 5. Preparation of presentations for the management 6. Liaison with the different wings and departments

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-6	Procurement, Planning & Development	Assistant Director (Procurement)	<ul style="list-style-type: none"> 1. Prepare procurement plans, Request for Proposals (RFPs)/Terms of Reference (TORs) in accordance with the PPRRA Rules. 2. Initiate bidding process & RFPs by reviewing specifications & scheduling 3. Compile internal reports regarding procurement. 4. Ensure that services/goods procured are in conformity with specifications/Terms of Reference in coordination with relevant section. 5. Development of specific contract agreements and purchase orders. 6. Work with concerned stakeholders to obtain requirements, include in procurement plans for supply of goods, works and services 7. Prepare price analyses & evaluation matrices 8. Development of procurement plans, performance measurement & critical success factors.
PPG-7	Operations & Coordination	Deputy Director (Media Management)	<ul style="list-style-type: none"> 1. To develop and implement all targeted content for various media platforms. 2. To research, write, proofread and edit all media content, implement and manage media campaigns, and deliver public relations and communications plans. 3. Expected to possess superb ability to work comfortably under pressure in a fast-paced environment. 4. demonstrate a wide degree of creativity and latitude with a keen interest in shaping an organization's image and values through appropriate communication to the outside world. 5. Identify press opportunities through evolving issues. 6. Develop content for dissemination via press releases, social media, websites and other distribution channels. 7. Ensure that key messages align with vital business strategies. 8. Serve as the organization's media liaison and formal spokesperson. 9. Conduct press conferences and briefings. 10. Scan media marketplace to keep up-to-date on the latest media trends. 11. Monitor online and offline campaigns, and report on results. 12. Negotiate with media channels to close competitive deals. 13. Build and manage the organization's social media profile and presence. 14. Promote additional projects to support new product launches. 15. Build long-term relationships with media influencers. 16. Appropriately manage the organization's media budget.
PPG-7	Operations & Coordination	Deputy Director (Citizen Feedback & Complaint Redressal)	<ul style="list-style-type: none"> 1. To get citizen feedback in order to register complaint or as Hint (hidden complaint) 2. To procure customers act of communication for discomfort and damage 3. To interact through different potentials modes of operation, connection, oral, online, written 4. To device and implement policy for complaint management, registering, escalation, disposal, resolution 5. To publicize modes of interaction with people providing them an opportunity to communicate
PPG-6	Operations & Coordination	Assistant Director(Citizen feedback & Complainant redressal)	<ul style="list-style-type: none"> 1. Assist the Deputy Director (Citizen Feedback & Complaint Redressal) 2. To get citizen feedback in order to register complaint or as Hint (hidden complaint) 3. To procure customers act of communication for discomfort and damage 4. To interact through different potentials modes of operation, connection, oral, online, written 5. To device and implement policy for complaint management, registering, escalation, disposal, resolution 6. To publicize modes of interaction with people providing them an opportunity to communicate

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-8	Legal	Additional Director Legal	<ul style="list-style-type: none"> 1. To provide legal advice to PLRA regarding legal matter, as and when required 2. To provide technical/legal assistance in drafting of contracts and agreements such as contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services and provide advice on issues and disputes that may arise from their application 3. Drafting Contracts/SLAMOU within legal framework, vetting and clearing from relevant public departments before they are signed 4. To provide legal opinion to PLRA in various facets/activities, conflict prevention, management and dispute resolution for adopting course of action in legal matters within the legal and regulatory framework 5. To present in court on behalf of PLRA and/or its employees in the court of law/all forums of legal nature for any sort of civil/criminal litigation initiated against them in pursuance of their duties. 6. To prepare and file suits/writ petitions to safeguard the interests of government/PLRA 7. Provision of technical/legal backstopping whenever issues of legal nature arise 8. Providing interpretation of all legal instruments 9. To ensure that all the decisions and actions taken, by the management are in conformity with the provisions of prevailing laws and legal instruments 10. Preparation of replies, comments, writ petitions etc. on behalf of PLRA for all legal forums 11. Advocate PLRA at all forums to provide an effective channel of communication in respect of legal matters to safeguard the interest of PLRA. 12. Maintain close liaison with all legal forum to keep the management informed of day to day proceedings about all legal issues referred to or under proceedings. 13. Any other legal assistance/advice as may be required.

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-7 Legal	Deputy Director Legal		<p>1. Assist the Additional Director Legal</p> <p>2. To provide legal advice to PLRA regarding legal matter, as and when required</p> <p>3. To provide technical/legal assistance in drafting of contracts and agreements such as contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services and provide advice on issues and disputes that may arise from their application</p> <p>4. Drafting Contracts/SLA/MOU within legal framework, vetting and clearing from relevant public departments before they are signed</p> <p>5. To provide legal opinion to PLRA in various facets/activities, conflict prevention, management and dispute resolution for adopting course of action in legal matters within the legal and regulatory framework</p> <p>6. To present in court on behalf of PLRA and/or its employees in the court of law/all forums of legal nature for any sort of civil/criminal litigation initiated against them in pursuance of their duties.</p> <p>7. To prepare and file suits/writ petitions to safeguard the interests of government/PLRA</p> <p>8. Provision of technical/legal backstopping whenever issues of legal nature arise</p> <p>9. Providing interpretation of all legal instruments</p> <p>10. To ensure that all the decisions and actions taken, by the management are in conformity with the provisions of prevailing laws and legal instruments</p> <p>11. Preparation of replies, comments, writ petitions etc. on behalf of PLRA for all legal forums</p> <p>12. Advocate PLRA at all forums to provide an effective channel of communication in respect of legal matters to safeguard the interest of PLRA.</p> <p>13. Maintain close liaison with all legal forum to keep the management informed of day to day proceedings about all legal issues referred to or under proceedings.</p> <p>14. Any other legal assistance/advice as may be required.</p>

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-6	Legal	Assistant Director Legal	<ul style="list-style-type: none"> 1. Assist the Deputy Director Legal 2. To provide legal advice to PLRA regarding legal matter, as and when required 3. To provide technical/legal assistance in drafting of contracts and agreements such as contracts of engagement of personnel, consultants and contracts awarded for the procurement of goods or services and provide advice on issues and disputes that may arise from their application 4. Drafting Contracts/SLAMOU within legal framework, vetting and clearing from relevant public departments before they are signed 5. To provide legal opinion to PLRA in various facets/activities, conflict prevention, management and dispute resolution for adopting course of action in legal matters within the legal and regulatory framework 6. To present in court on behalf of PLRA and/or its employees in the court of law/all forums of legal nature for any sort of civil/criminal litigation initiated against them in pursuance of their duties. 7. To prepare and file suits/writ petitions to safeguard the interests of government/PLRA 8. Provision of technical/legal backstopping whenever issues of legal nature arise 9. Providing interpretation of all legal instruments 10. To ensure that all the decisions and actions taken, by the management are in conformity with the provisions of prevailing laws and legal instruments 11. Preparation of replies, comments, writ petitions etc. on behalf of PLRA for all legal forums 12. Advocate PLRA at all forums to provide an effective channel of communication in respect of legal matters to safeguard the interest of PLRA. 13. Maintain close liaison with all legal forum to keep the management informed of day to day proceedings about all legal issues referred to or under proceedings. 14. Any other legal assistance/advice as may be required.
PPG-7	Monitoring & Quality Assurance	Deputy Director (Data Analytics)	<ul style="list-style-type: none"> 1. Workout of the technical analytical support for design, plans, proposals and their implementation. 2. Supervise the Collecting and interpreting data by the Data Analytical team. 3. Analyze the initial result and submitted suggestions for review and recommendations. 4. Reporting the results back to all the concerned teams for info and necessary action. 5. By utilizing Analytical approaches identifying patterns and trends in data sets and their implications. 6. Working alongside teams within the team to establish needs of the Authority. 7. Defining new data collection and analysis processes for the services being rendered. 8. To ensure services track cross checks implementations for quality services as per the envisaged standards. 9. Liaise among the PLRA wings for the timely rectification of bottlenecks in the system. 10. Build systems to transform raw data into actionable business insights. 11. Take up the matters related to data analytics plans and draft different policies, guideline, instructions as and when desired by the management. 12. Perform miscellaneous analytics-related duties as assigned by the PLRA management. 13. Any other assignment assigned by Director Monitoring and Quality Assurance and Additional Director Data Analytics.

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-6	Monitoring & Quality Assurance	Assistant Director (Data Analytics)	<ul style="list-style-type: none"> 1. Provide wide range support to analytics section for the for accuracy and efficiency of the section. 2. Provide support for design, plans, proposals of analytical analysis and its implementation through analytical software / tools. 3. Workout on collection and interpretation of data for analytical team and authority. 4. To ensure services track cross checks implementations for quality services as per the envisaged standards. 5. Draft comprehensive data analytics design, trend analysis and reporting. 6. Suggest and design remedial steps for the sake of betterment of system and services being rendered to the public by PLRA. 7. Liaise among the PLRA wings for the timely rectification of bottlenecks in the system. 8. Plan and draft different policies, guideline, instructions as and when desired by the management. 9. Perform miscellaneous analytics-related duties as assigned by the PLRA management. 10. Any other assignment assigned by Additional Director Data Analytics and Deputy Director Data Analytics.
PPG-7	Operations & Coordination	Deputy Director (Operations ARC)	<ul style="list-style-type: none"> 1. To ensure that Arazi Record Centers are operational and deliver quality services as per the laid down standards. 2. Workout for the operational support for design, plans, proposals and their implementation through the HQ and field team. 3. Suggest and design remedial steps (Guidelines, SOPs, directions etc.) for the sake of betterment of services being rendered to the public at ARCs. 4. Ensure regular examine ARC Officers and Official Performance by checking ongoing operations of ARC and escalate if any bottlenecks arise. 5. Liaise among the PLRA wings for the timely rectification of bottlenecks in ARC operations reported through field teams. 6. Liaise with different agencies working on the platform of PLRA collaboration for provision of land records services to the public in different aspects. 7. Any other related assignment given by authority.
PPG-6	Operations & Coordination	Assistant Director (Operations ARC)	<ul style="list-style-type: none"> 1. Provide wide range support to the operational directorate for the smooth functioning of the section. 2. Provide the operational support for design, plans, proposals and their implementation through the HQ and field team. 3. To ensure that Arazi Record Centers are operational and deliver quality services as per the laid down standards. 4. Suggest and design remedial steps (Guidelines, SOPs, directions etc.) for the sake of betterment of services being rendered to the public at ARCs. 5. Take follow up and regular cross checking by the virtue of reporting from the field regarding ongoing operations of ARC to escalate the drawbacks and bottlenecks. 6. Liaise among the PLRA wings for the timely rectification of bottlenecks in ARC operations reported through field teams. 7. Liaise with different agencies working on the platform of PLRA collaboration for provision of land records services to the public in different aspects. 8. Plan and draft different policies, guideline, instructions as and when desired by the management. 9. Any other related assignment given by authority.

SCHEDULE-XI

PLRA Pay Grade	Functional Wing	Name of the post	Job Descriptions
PPG-5	Operations & Coordination	Land Records Officer	<p>1. To record the statements of the parties of the mutations & witnesses.</p> <p>2. To make appropriate order with respect to each request for Mutation & Fard Badar.</p> <p>3. To provide a copy of the attested/rejected Mutations and the updated RHZ to the parties concerned.</p> <p>4. To ensure that digital photographs & electronic signatures are stored in the computerized system.</p> <p>5. To ensure that the requisite government fees/duties/dues are deposited under the relevant head.</p> <p>6. To ensure that supplementary field book/map has been prepared by the revenue field staff, in accordance with law.</p> <p>7. To ensure that Shajrah Nasab of the deceased right holder, in case of mutation of inheritance, has been prepared in accordance with law.</p> <p>8. To ensure that the register showing the amount of fee realized at the service centre of grant of certified copies of computerized record is maintained in accordance with law.</p> <p>9. To examine the identify documents of parties & witnesses for their genuineness and verify theses from NADRA database, if required.</p> <p>10. To supervise the staff at service centre in coordination with Service Centre Incharge.</p> <p>11. To discharge the duties of Revenue Officer, as notified by the Board of Revenue from time to time, at the LRMS service centre.</p> <p>12. Any other duty assigned by PLRA.</p>

