



Punjab Land Records Authority,
Board of Revenue,
GOVERNMENT OF THE PUNJAB
Dated: July 1st, 2020

NOTIFICATION

No. PLRA/BN/0001:- 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 Regulations:

CHAPTER-I PRELIMINARY

1. **Short title, extent and commencement:** - (1) These Regulations may be cited as the Punjab Land Records Authority (Appointment and Conditions of Service) Regulations, 2020 .
(2) They shall come into force at once.
(3) These Regulations shall apply to all employees of the Authority.
2. **Definition:-** (1) In these Regulations:
 - (a) "Act" means the Punjab Land Records Authority Act 2017 (Act VI of 2017)
 - (b) "Appointing Authority" means the authority competent to make appointment to various posts mentioned under Regulation 4 of these Regulations;
 - (c) "Commission" means the Punjab Public Service Commission
 - (d) "Competent Authority" means the appointing authority or any other officer of the Authority designated by him to act as the competent authority for a particular case or class of cases regarding disciplinary proceedings but not being a person lower in rank to the employees concerned.
 - (e) "Deputationist" means an officer or employee of the Government posted on deputation with the Authority;
 - (f) "Director General" means a person appointed as Director General under section 9 of the Act;
 - (g) "Duty" means the performance of normal official work as per job description in the Authority and time spent on training or courses, conferences and meetings with the approval of Authority, compulsory waiting for posting, attending obligatory departmental activities, service as probationer, joining time and journey from and to the place of posting;
 - (h) "Functional Wing" means a Group of posts or a part of such group sanctioned as a separate unit;
 - (i) "Government" means Government of the Punjab;

- (j) "Initial recruitment" means an appointment other than an appointment by transfer or deputation, made on a post by the Authority, after advertisement in newspaper in accordance with the Act or these Regulations;
- (k) "Prescribed" means prescribed by these Regulations;
- (l) "Post" means a position designated for employment on pay grade(s) prescribed in the Schedule-VI of these Regulations; (Pay Grade)
- (m) "Recruitment committees" means the committees as per Regulation 12 (5), (6) & (7) to give recommendations for appointment of a person through initial recruitment;
- (n) "Regulations" means the Punjab Land Records Authority (Appointment and Conditions of Service) Regulations, 2019;
- (o) "Salary" means the amount of monthly monetary compensation to which an employee is entitled by virtue of his employment with the Authority and includes other emoluments classified as Salary by the Authority;
- (p) "Satisfactory performance" means a performance where AAR score is equal to or greater than 50.
- (q) "Schedule" means Schedule appended to these Regulations;
- (r) "Service" means Service of the Authority;
- (s) "S&GAD" means Service and General Administration department of Govt. of Punjab;
- (t) "Transfer" means the movement of an employee from one post or office to another post or office in pursuance of a transfer order issued by the competent authority;
- (2) A word or expression used but not defined in these Regulations shall have the same meanings as assigned to it in the Act.



CHAPTER II

APPOINTMENT

PART I

SERVICE OF THE AUTHORITY

3. **Constitution and composition of service:-** (1) The Service shall comprise of the posts specified in column No.3 of Schedule-I and such other posts as may be determined by the Authority.

(2) Organogram at Schedule-II with employees' sanctioned strength is attached at Schedule- III.

(3) The Board may:

- (a) Create new post as may be necessary;
 - (b) Change nomenclature of any post;
 - (c) Upgrade and down-grade any post; and
 - (d) Abolish any post.
- (4) At the time of creating or re-designating a post, the Board shall determine and specify following namely:
- a) The pay Grade in which the post is classified in schedule;
 - b) Method, qualification, experience and any other condition or criteria like minimum or maximum age etc. relating to initial appointment, if applicable to the post;
 - c) Job description and nature of duties to be performed by the incumbent of the post;
 - d) The authority or officer:
 - i. to whom the incumbent of the post shall report.
 - ii. who shall supervise his work.
 - iii. who shall assess his performance.
 - e) The officers or other employees:
 - i. who shall report to the incumbent of the post.
 - ii. whose work shall be supervised by him.
 - iii. whose performance shall be assessed by him.

**4. Appointing Authority:-** Appointing authority in relation to an employee or class of employees means an appointing authority as mentioned in Schedule-I.

5. Mode of Appointment:- (1) The appointment to a post shall be made by:

- a) Initial recruitment;
- b) Transfer through S&GAD;
- c) Deputation through S&GAD;
- d) Employees adjusted by operation of Law.

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

(3) The vacancies in the Authority to be filled by initial recruitment, shall be filled on the recommendations of the Commission/ relevant Recruitment Committee after due advertisement of vacancies in at least one English and one Urdu national newspaper.

(4) The Director General may hire the services of an independent testing or screening service for screening of the candidates as required in Column no. 7 of the Schedule-I.

(5) The relevant Recruitment Committee shall hold interviews of the short listed candidates on the basis of result of screening process by Director HR/ Additional Director HR.

(6) Recommendations of the Commission/relevant Recruitment Committee shall be submitted before the Appointing Authority for its approval.

(7) No appointment against the post as mentioned in the schedule-I except through transfer or Deputation from S&GAD, Govt. of Punjab shall be made in the Authority without the recommendations of the Commission/relevant recruitment committee, as the case may be.

(8) No person, who is not a citizen of Pakistan, shall be eligible for appointment to any post unless specifically authorized by the Government.

(9) A candidate for initial appointment must have Punjab domicile.

(10) The Authority may classify the posts to be filled only from the residents of a particular district or division in Schedule-I.

(11) The appointment, adjustment or absorption etc. of an employee, in any case, shall always be deemed to have been made subject to the provisions of Section 10(2) of the Act.

PART II **ELIGIBILITY CRITERIA FOR APPOINTMENT**

6. Age:- (1) The Authority shall not appoint a person through initial recruitment to a post who is less than 18 years of age or more than 55 years of age.

(2) The prescribed age for a particular post shall be the age mentioned in column No. 8 of the Schedule - I in respect of such post.

(3) The age mentioned in Regulation 6 (2) shall be reckoned as on the closing date for submission of the applications.

(4) If a person is already in service of the Government or any Government agency, the period of service already rendered by him, for the purpose of maximum age limit under these Regulations may be excluded from his age provided he/she has applied through proper channel, subject to upper age limit (by maximum 5 year for male candidate & 8 year for female candidate)

(5) The relevant Recruitment Committee, after recording reasons in writing, may recommend to relax the upper age limit up to five years on case to case basis in exceptional circumstances, where a person with the prescribed qualifications under these Regulations is not available within the required age limit.

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

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

(2) A candidate, after medical examination from Services Hospital, Lahore, if found unfit shall not be appointed to the post. No person will be allowed to join service prior to availability of his/her fitness certificate from Services Hospital.

8. Character:- An appointment by initial recruitment shall be made subject to verification of character and antecedents of the candidate from the police.

9. Qualification:- (1) No person shall be appointed except through transfer or deputation unless he possesses the qualifications 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) only be considered if it is post qualification.

10. Non-disclosure agreement:- Initial recruitment is subject to submission of a duly executed Non-disclosure agreement of official information and ensuring confidentiality. Schedule-VII

PART III INITIAL RECRUITMENT

11. Initial Recruitment:- (1) The initial recruitment shall be made on contract basis, to the post by the Appointing Authority on the recommendations of the Commission/ relevant Recruitment Committee from amongst the shortlisted candidates for the vacancy.

(2) The initial appointment on contract may be made for a period of three years and may be extendable for the period specified and approved by the appointing authority on the basis of performance. The maximum period of extension of contract for one time extension shall not be more than three years.

(3) The contract of the incumbent shall automatically be terminated after expiry of period of contract, if his period of contract is not specifically extended.

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

12. Procedure for initial appointment:- The following procedure shall be followed for initial appointment:

 (1) Validity of degree:

- (i) Only the degrees recognized by the HEC or Equivalence by HEC shall be accepted for recruitment to a post; and
- (ii) The degree as well as academic certificates of the candidates who accept the offer and join duty shall also be sent to the HEC, or the concerned certificate or degree awarding institution, Board or University for verification.
- (iii) The certificates of short technical/training courses may also be got verified from the issuing institution, if deemed necessary.

(2) Counting of experience:

Only full time post qualification relevant experience shall be considered for the purposes of determining the requisite work experience requirement for a particular post. Relevant experience shall be considered only when the candidate submit certificate of relevant experience gained while working in

Federal/provincial, local Govt. autonomous body and companies regulated by SECP/or companies act 2017.

(3) Maximum age limit:

No candidate beyond the age of sixty (55) years shall be considered or short listed for any position.

(4) Renewal of contract:

- (i) the contract of the employee shall be renewed only on the basis of his satisfactory performance rendered by him during service of the Authority and through a specific written orders; and
- (ii) The contract employment shall cease to have effect on attaining sixty (60) years of age.

(5) Recruitment committee-I:

Following Recruitment Committee shall be notified for selection/recruitment against positions in PPG-8 to 10 as per column No. 7 of the Schedule-I.

<i>Any nominated member of PLRA Board</i>	<i>Chairperson</i>
<i>Member Taxes (Board of Revenue)</i>	<i>Member</i>
<i>Commissioner Lahore Division</i>	<i>Member</i>
<i>Any other nominated member of PLRA Board</i>	<i>Member</i>
<i>Director General (PLRA)</i>	<i>Secretary/ Member</i>
<i>Any other member co-opted by the committee.</i>	

(6) Recruitment committee-II:

Following Recruitment Committee shall be notified for selection/recruitment against positions in PPG-3 to 7 as per column No. 7 of the Schedule-I.

<i>Additional Director General (Admin)</i>	<i>Chairperson</i>
<i>Chief Financial Officer</i>	<i>Member</i>
<i>Director (Operations & Coordination)</i>	<i>Member</i>
<i>Director (IT)</i>	<i>Member</i>
<i>Director (HR & Admin)</i>	<i>Secretary/ Member</i>
<i>Any other member co-opted by the committee.</i>	

(7) Recruitment committee-III:

Following Recruitment Committee shall be notified for selection/recruitment against positions in PPG- 1 and 2 as per column No. 7 of the Schedule-I.

<i>Director (HR & Admin)</i>	<i>Chairperson</i>
<i>Director (Operations & Coordination)</i>	<i>Member</i>
<i>Additional Director (Finance & Receipts)</i>	<i>Member</i>
<i>Additional Director (Research, Planning & Projects)</i>	<i>Member</i>
<i>Additional Director (HR & Admin)</i>	<i>Secretary/ Member</i>

(8) Recruitment committees shall process the recruitment subject to availability of sanctioned vacant post and availability of approved budget. Recruitment committee shall supervise every stage of recruitment process and shall submit its recommendations to the competent authority for final approval.

(9) Any vacancy in the recruitment committee shall not affect the proceedings of the recruitment committee.

(10) Subject to the Regulations, the procedure for recruitment mentioned in the Recruitment policy 2004 notified by Govt. of Punjab vide No. SOR-IV (S&GAD) 10-1/2003 dated 17 September 2004, with all amendments shall be followed mutatis mutandis. Provisions of these Regulations shall be followed in case of conflict with Recruitment policy 2004.

13. Job description:- The standard job descriptions for each post shall be prepared by the Authority in due course of time.

14. Conditions of service:- The appointment to a post shall be made by the Appointing Authority subject to the terms and conditions as given in Schedule-IV.

PART-IV PROBATION

15. Probation:- (1) A person appointed to a post on contract basis shall remain on probation for a period of six months.

(2) The appointing authority may extend the period of probation, mentioned in Regulation 15(1), up to one year.

(3) If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

(4) After the lapse of extended period of probation, if no order is issued by the competent authority, the employee shall be deemed to have completed the probation period satisfactorily.

16. Termination of contract during probation:- If the conduct or performance of an employee during period of probation is not satisfactory, the Appointing Authority may dispense with his services forthwith and the requirement of one month notice or salary in lieu thereof shall not be applicable.

PART-V DEPUTATION & TRANSFER

17. Deputation & Transfer:- The Authority may hire the services of an employee of the Government from S&GAD Govt. of Punjab on transfer or deputation against any vacant post in the Authority till appointment of new incumbent.

18. Terms and conditions:- (1) The terms and conditions of deputation shall be settled with the S&GAD separately as per the Deputation Policy of the Government.

(2) The civil servant, if transferred / appointed on deputation as an employee of the Authority, shall cease to hold office in the Authority on his/her date of retirement from Govt. service.

PART-VI EXISTING EMPLOYEES ADJUSTMENT

19. Existing Employees:- (1) All the existing employees shall continue to perform their service on the terms & conditions as prescribed in these Regulations provided that these terms & conditions shall not be less favorable as compared to the existing terms & conditions.

(2) After approval of these Regulations designations/nomenclature of some of the existing employees shall be revised as per revised Organogram in accordance with the map placed at Schedule-X.

CHAPTER III TRANSFER, RESIGNATION & TERMINATION PART-I POSTING AND TRANSFER

20. Transfer within the Authority:- (1) The Appointing Authority may transfer employees to any post anywhere within the jurisdiction of the Authority, falling in the same Functional wing of such employee, on administrative grounds or in public interest.

(2) No employee in the field shall be retained at one ARC for more than three years. On completion of three years' service at an ARC the Authority shall transfer him/her within district, division or province as per the employee classification prescribed at Regulation 5(10).

PART-II TERMINATION OF CONTRACT AND RESIGNATION

21. Expiry & Termination of contract:- (1) The employee shall hold his/her office at the pleasure of the Authority.

(2) The contract of an employee shall stand expired on expiry of period of his contract, if not specifically extended.

Provided that the Authority may, at any time, after giving one month's notice, or on payment of one month's salary in lieu of that notice, terminate the contract of an employee before completion of the period of contract, in case the Authority deems it appropriate in the public interest as per term & conditions of the contract.

(3) If a post is abolished on retrenchment, the contract of the junior most employees of that specific class of the post shall be terminated by giving him one month's notice or payment of one month's salary in lieu thereof.

- (4) The employee, during notice period mentioned under sub-rule (1) and (2), shall:
- continue his service; and
 - not absent himself from his duties without getting proper leave.

(5) Any violation of Regulation 21 (4) shall amount to misconduct for the purpose of discipline.

(6) The time period prescribed for service of notice shall not be applicable, if termination of any employee is made during his period of probation.

22. Resignation:- (1) The employee may resign from his/her post by giving one month notice.

(2) The resignation, submitted under Regulation 22 (1), shall not become effective unless it is accepted by the Appointing Authority.

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

(4) Any violation of Regulation 22 (3) shall amount to misconduct and the employee shall be liable to disciplinary action.

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

(6) 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.

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

(8) The resignation shall be submitted by an employee to his immediate superior officer to the Appointing Authority through HR wing. HR wing shall process the case on personal file of the employee and it shall be accompanied by the following information:

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- whether any disciplinary proceedings are pending or contemplated against him;
 - 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
 - Whether any other dues recoverable have been paid by him.

(9) The employee submitting his resignation shall be required to clear all dues payable by him and return all the official equipment/accessories, material, record, vehicles etc. issued to him or otherwise in his custody and shall obtain clearance certificate from the Authority on prescribed format as per Schedule-IX before relieving of the duty.

(10) Clearance certificate and relieving order shall only be issued by Director HR after clearance from all wings.

CHAPTER – IV **SALARY, ALLOWANCES AND PERQUISITES**

23. Salary:- (1) An employee appointed to a post shall, in accordance with the Regulations, take the salary sanctioned & specified in offer letter.

(2) The appointment of an employee to the post shall normally be made on the minimum salary range meant for the post; however, the Appointing Authority may allow higher salary, if deemed appropriate and the same has been recommended by the relevant Recruitment Committee, as the case may be. For allowing higher salary, relevant Recruitment Committee shall write complete justification, for recommendation, in the minutes of their meeting in which the interviews have been conducted.

24. Increment:- (1) After coming into effect of the Regulations, each employee of the Authority, who has completed at least six months service at any post as on 1st July of a year, will be entitled for annual increment of his pay Grade as per Schedule-VI with effect from 1st July 2020.

(2) Increment of an employee may be withheld/forfeited on the basis of inquiry/disciplinary proceedings.

(3) The annual increment in the pay Grade shall accrue on the first day of the month of July following the completion of at least six months of such service at the relevant post as counts for increment.

(4) If salary of an existing employee, after getting annual increment on 1st July 2020 is less than the minimum prescribed salary for their respective Pay Grades set out under these Regulations shall stand adjusted at minimum level of their pay grade with effect from the date of effectiveness of annual increment.

(5) Extension in contract shall be considered as a continuous service for determining the annual increment.

(6) Increment is subject to approval in Annual Budget by the Board and availability of funds.

25. Medical treatment:- The employees of the Authority including their spouse and children will be entitled to avail medical facilities as per entitlement given in Schedule-V. Provided that the Authority may decide its employees to be protected under medical insurance cover through the Authority and for this purpose may enter into a contract with some leading insurance company and instead of paying medical allowance, pay monthly premium to the insurance company on behalf of the employees.

26. Honorarium/ Annual Bonus:- (1) The honorarium may be granted to an employee by the Director General for any of the following reasons subject to a maximum of one Gross salary in one year:

- (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;
 - (e) Completion of any project / activity within or prior the stipulated timelines
- (2) The Director General may grant up to one gross salary as annual bonus for all employees of the Authority.

27. Salary on commencement of service:- (1) An employee shall take monthly salary in the grade as determined by these Regulations or by the relevant recruitment Committee.

(2) The salary shall accrue to an employee from the day on which he reports for duty in writing at the place and time intimated to him.

28. Salary and other perquisites:- The Salary and other perquisites for all employees of PLRA, other than those who are appointed on deputation or by transfer, shall be so admissible on the rates and conditions specified in Schedule-VI to these Regulations.

29. Gratuity:- (1) As the Authority is implementing its own grading structure which is market competitive, pensionary benefits will therefore not be allowed to its employees. However, on completion of at least three years continuous qualifying service, they will be allowed gratuity equal to one month's gross salary last drawn for each completed year of service.

(2) Qualifying service for gratuity shall exclude the leave without pay availed during the service.

(3) More than six months service shall qualify as a whole year for calculation of gratuity.

(4) Gratuity shall stand forfeited in case an employee is terminated on the basis of misconduct.

(5) Employee can avail advance during the service from the available balance in his gratuity fund. This advance shall not be more than 80 % of the gratuity balance. Advance shall be adjusted in monthly installments from salary of employee maximum up to 36 months subject to valid contract period and as approved by competent authority.

(6) The gratuity contribution and qualifying service for gratuity shall start on the promulgation of these Regulations.

30. Group Life Insurance:- The employees of the Authority shall be entitled to Group Life insurance as per entitlement given in Schedule - V. The contribution for payment of premium shall be deducted from employees' salary.

31. Additional Charge Allowance:- (1) The employees of the Authority shall be entitled to Additional charge allowance if he/she holds additional charge of vacant positions either equivalent level or one step higher. Additional charge allowance will be given against only one position even if the officer is having more than one additional charges.

(2) Minimum period for entitlement of additional charge allowance will be 15 days and shall be permissible for a maximum period of six months in a financial year.

(3) The additional charge allowance will be 10 % of their Gross Salary per month subject to a maximum of Rs. 20,000/- per month.

(4) Fresh notifications will be issued for all additional charges on promulgation of these Regulations and the period of six months shall be counted by adding the previous period of additional charge prior to these regulations during that financial year.

32. Transport facility/ Monetization:- The employees of the Authority shall be entitled to Transport facility or monetization as per entitlement given in Schedule-VI.

33. Mobile Allowance:- The employees of the Authority shall be entitled to Mobile allowance as per entitlement given in Schedule-VI.

CHAPTER - V **LEAVE, TRAVELLING ALLOWANCE & TRAINING**

PART-I **LEAVE**

34. Leave Rules:- Subject to the Act and these Regulations, the Revised Leave Rules, 1981 notified by the Government of Punjab and as amended or reenacted from time to time shall be mutatis mutandis applicable to the employees of the Authority and shall remain applicable till such time the Authority's own leave rules are approved and implemented.

Provided that study leaves, extra ordinary leaves and disability leaves shall not be admissible to the employees of the Authority. Provided further that balance in casual leave account shall be lapsable at the end of every year.

35. Authorities competent to grant leave:- The reporting officer, concerned director, Additional Director General and Director General shall be authorized to grant leaves up to two days, five days, ten days and more than ten days respectively. Any other officer duly authorized by the Director General shall also be empowered to grant leave.

36. Maintenance of leave record :- HR wing shall maintain record of every type of leaves of all employees. Case for encashment of un-availed earned leaves shall be processed by HR wing during month of July every year.

PART-II **TRAVELLING ALLOWANCE**

37. 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) Subject to the Act and these Regulations the provisions of Punjab Travelling Allowance Rules 1976 shall be applicable in case of travelling allowance or daily allowance claims of the employees of the Authority.

(3) TA/DA shall be claimed as per following equivalence:

Sr. No	Designation	PLRA Pay Grade	Govt. Basic Pay Scale
1	CFO/Director	PPG-9	BS-20
2	Additional Director	PPG- 8	BS-19
3	Deputy Director	PPG-7	BS-18
4	Assistant Director	PPG-6	BS-17
5	ASCI, LRO, Assistant, Intelligence officer	PPG-5	BS-16
6	Cashier, Sub-Engineer	PPG-4	BS-14
7	Computer Operator, Service Center Official, Receptionist	PPG-3	BS-12
8	Driver, Dispatch Rider, Generator Operator, Electrician	PPG-2	BS-04
9	Office Boy, Sweeper, Chokidar	PPG-1	BS-01

(4) All the tour programs shall be approved by the Director General or any other authorized officer by Director General.

(5) Tour report except for the tours pertaining to training, conferences and workshops, duly countersigned by the tour approving authority, shall be attached to every TA/DA claim.

38. 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 Regulation 38 (1).

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

PART-III TRAINING

40. Training:- An employee of the Authority may be trained or asked to train others in the Authority or in any other organization, for capacity building and to gain or deliver expertise in his respective field as per policy approved by the Authority.

41. 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 needs assessment shall be made by the reporting officer while initiating Annual Assessment Report of the employee.

(3) An effective training needs assessment thus shall address resources needed to fulfill organization mission and goals.

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

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

CHAPTER – VI

CONDUCT AND PERFORMANCE PART-I CONDUCT

43. Conduct, Efficiency & Discipline:- Subject to the Act and these Regulations, Punjab Employees Efficiency, Discipline and Accountability Act, 2006 as amended or reenacted from time to time shall be mutatis mutandis applicable to the employees of the Authority

44. Employees to abide by the Act, Rules and Regulations:- An employee shall:

- (a) abide by the provisions of the Act, Rules and Regulations made by the Authority ; and
- (b) Obey the orders issued by the Director General and the officer under whose jurisdiction and Supervision he is for the time being, placed.

45. Employee if involved or convicted in an offence:- If any employee is involved or convicted by a Court of law in an offence involving moral turpitude, he shall forthwith bring the fact of such involvement or conviction to the notice of the Director HR for onward transmission to the Director General.

46. Un-authorized communication:- No employee shall communicate directly or indirectly through social media, print media, electronic media or any other means, any official documents or information to an employee not authorized to receive it, or to a non-official person, or to the press, or to any outside person or organization except in accordance with an express order or permission of the Authority.

47. Right of privacy:- An employee shall not be entitled to any right of privacy with respect to any information, data statistics, message, whether private or official, stored on the Authority's information and data storage and retrieval system and technology resources.

48. Asset Declaration:- All employees of Authority in pay grade PPG-5 and above shall declare their Assets as per updated Conduct Rules 1964 notified by Govt. of Punjab.

49. Competent Authority and Appellate Authority for Discipline and Conduct:- (1) Competent authority means in relation to any employee or class of employees, Director General PLRA, who shall exercise all powers of competent authority under these Regulations.

(2) Appellate Authority, means Senior Member Board of Revenue, Govt. of Punjab to whom appeal lies against the orders of competent authority.

PART-II **Work and Performance Assessment**

50. Service to be performance based:- (1) Notwithstanding anything contained in these Regulations, no employee shall have a vested right to hold a post in the Authority.

(2) Extension of employment contract in the Authority shall depend on and be determined solely on the basis of performance, work and conduct of an employee as provided in this chapter.

(3) Performance, work and conduct of an employee shall be evaluated and assessed as provided in this chapter.

51. Annual Assessment Report:- (1) Annual Assessment Report (hereinafter referred to as "AAR") on the prescribed format (Schedule-VIII) shall be prepared annually at the close of the financial year for each employee.

(2) The period falling in two financial years cannot be combined to cover a single report for the purpose of writing an AAR.

(3) The AAR shall be initiated, written and countersigned latest by 31st July of the following financial year.

(4) It shall be the responsibility of the employee concerned, the reporting officer and the countersigning officer (if any) to ensure that all AARs are written in time, completed and forwarded to HR Wing within the stipulated timelines.

(5) The AAR after finalization will be shown to the employee concerned for his satisfaction and improvement (if any) recommended by the reporting officer or countersigning officer.

52. Reporting and Countersigning Officer:- (1) The AAR shall be initiated by the employees giving details regarding their job descriptions, achievements and other information required in the form of AAR.

(2) The AAR initiated under Regulation 52 (1) shall be submitted to the officer supervising the work of the employee during the last three months of the Financial year (1st April to 30th June) or in absence of such officer, the officer under whom the employee has served during the period covered by the report (to be called reporting officer). If the period of service falls under any other reporting officer during the financial year exceeds six months. An interim Assessment Report will be drawn by the concerned reporting officer and be presented to the last reporting officer for final assessment. However, the final AAR will be considered for marks obtained during the year, reporting officer will assess the performance of the employee, involving his/her dealing with public, customers or contractors and general reputation of conduct of the employee.

(3) The Reporting Officer shall then submit the AAR to the next higher officer to be called "Countersigning Officer" for countersigning the report. The countersigning officer,

as a supplement to the assessment of the reporting officer, will have to assess clearly whether the employee's performance is so worst that his retention in the Authority is not justified.

(4) It will be the responsibility of the HR Wing to take prompt action on the recommendation/assessment of the countersigning officer as well as any adverse report/finding/recommendation of the civil administration under the Punjab Civil Administration Act 2017, regarding the efficiency and discipline of the employee, to serve a show cause notice to the employee concerned for termination of his contract, in case of adverse AAR etc, with assessment of non-retention in the Authority.

(5) If any quarter fails to submit, draw or countersign the AAR, displeasure may be communicated to the concerned defaulter for such delay.

53. Consequences of countersigning officer recommendations as to increment:- (1) If an employee is found to have performed unsatisfactorily by the countersigning officer concerned, such employee shall be deemed to have become unfit for retention in service by the authority.

(2) The Appointing Authority may, within fifteen (15) days of receipt of countersigning officer assessment to the effect of having found an employee to have performed unsatisfactorily, issue him a show cause notice for termination of contract of such employee and if so demanded by him, afford an opportunity of personal hearing to such employee.

Provided, however, that if upon a consideration of any explanation or defense afforded by the employee concerned, the Appointing Authority may for good reasons to be recorded in writing retain the services of the employee.

54. Documents to be placed in the AARs Dossier:- (1) The following documents may invariably be placed in the AARs Dossier of an employee :

- a) Letters of appreciation from senior departmental officers and letter of appreciation from the Authority or the Government.
- b) Evaluation reports on the employees who receive any training sponsored by the Authority or any other body or entity.
- c) Orders imposing a penalty on the employee as a result of disciplinary action and
- d) Orders conveying warning or displeasure.
- e) Asset Declaration Form

(2) If an employee is convicted of any heinous criminal charge and is sentenced to a fine or imprisonment or both, his contract will immediately be terminated and a note to that effect duly attested by the officer in charge of Human Resource Management Wing or section concerned shall be kept in AARs Dossier.

55. Safe Custody of the AARs:- (1) AARs shall be kept in safe custody by the Human Resource Wing.

(2) The AARs shall be placed in chronological order reasons for any missing AARs shall be recorded and attested by the Director General in charge of Administration and placed in AARs Dossier of the employee concerned.

(3) All sheets in the AARs Dossier shall be page-numbered in ink. No page shall be removed, changed or replaced.

(4) It shall be the responsibility of the officers and the countersigning officer concerned that all the AARs required to be written, have been written or reasons for AAR not required to be written, are recorded in the dossier and the dossier is in all respect complete and up to date. For this purpose a review shall be conducted in April of each year and a certificate recorded about the completion or otherwise of the AARs of the previous year's Action shall be taken to complete the dossier, if any AARs is missing or the reasons for missing reports is not recorded.

CHAPTER - VII **MISCELLANEOUS**

56. Record of service of each employee to be maintained:- The record of service of each employee including his performance, work and conduct shall be maintained and kept in such form(s) as the Authority may determine from time to time.

57. Deduction from salary:- (1) The Authority may recover from any employee by deduction from his salary or from any other sums that may be due to him, for any loss or damage sustained to the Authority by reasons of negligence or breach of orders by such employee, or for adjustment of any dues outstanding against any officer or employee.

(2) For the purpose of the recovery under Regulation 57(1), the decision of the Director General of the Authority in respect of monetary valuation of the loss or damage or of the outstanding dues shall be final and binding on the employee concerned.

58. Employees to be governed by these Regulations and subsidiary orders/terms and conditions of service:- (1) Terms and conditions of service of any employee shall be as laid down in these Regulations or in such subsidiary orders and instructions which may be issued, from time to time, with the approval of the Authority.

(2) Any orders and instructions in respect of any terms and conditions of service, duly made by, or issued with the approvals of Authority and immediately in force before the commencement of these Regulations, shall in so far as such Regulations and instructions are not inconsistent with the provisions of these Regulations, be deemed to be subsidiary orders and instructions issued with the approval of Authority in terms of Regulation 58(1).

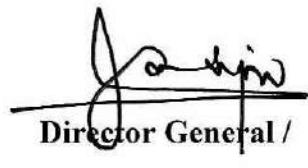
(3) In case any inconsistency is found in the provisions of the schedules, the provisions of the Regulations shall have overriding effect.

(4) The Authority reserves the right to interpret or clarify these Regulations as and when deemed necessary or desirable by the authority.

59. Hiring of consultants:- Director General may hire services of consultants for any special assignment in accordance with Punjab Procurement Rules 2014 amended from time to time subject to availability of budget.

60. Hiring of Legal Advisors:- Director General may appoint Legal councils /firms at his panel, who shall be paid on case to case basis. Furthermore, Director General may appoint one advocate of Supreme Court as legal advisor on retainership basis.

61. Harassment at Work place:- The Board shall in pursuance of Section 3 of the Harassment of Women at Workplace Act 2010 (Act No.4 of 2010) establish an Inquiry committee to inquire into complaints under the said Act.

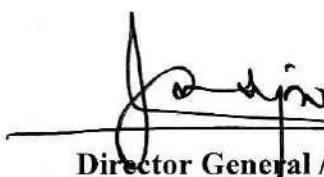
 01/07/2020
Director General /

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. All PLRA Board Members.
4. The Secretary Finance Department.
5. The Secretary (Regulations) S&GAD.
6. Additional Director General (Admin), PLRA
7. Additional Director General (Technical), PLRA
8. Chief Financial Officer, PLRA
9. All Directors, PLRA
10. The Superintendent, Government Printing Press, Punjab, for publication in the official gazette.

 01/07/2020
Director General /

Secretary to the Board of PLRA

Schedule-e-I

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				
PPG-11	Executive Wing	Director General	By Transfer from S&GAD, Govt. of Punjab.	1	Officer of Grade 19/20 with relevant experience by transfer from S&GAD, Govt. of Punjab.	7	By Transfer from S&GAD, GoPb	8	9	PLRA HQTR
PPG-10	Executive Wing	Additional Director General (Technical)	Officer of Grade 18/19 with relevant experience by transfer from S&GAD, Govt. of Punjab.	1	Officer of Grade 18/19 with relevant experience by transfer from S&GAD, Govt. of Punjab.	7	By Transfer from S&GAD, GoPb	-	-	PLRA HQTR
PPG-10	Executive Wing	Additional Director General (Admin)	Officer of Grade 18/19 with relevant experience by transfer from S&GAD, Govt. of Punjab.	1	Officer of Grade 18/19 with relevant experience by transfer from S&GAD, Govt. of Punjab.	7	By Transfer from S&GAD, GoPb	-	-	PLRA HQTR
PPG-6	Executive Wing	Assistant Director (PSO)	Masters or 16 years' education in Social Sciences, Public Administration, Business Administration, Commerce, Economics, law or equivalent from HEC Recognized or University with 3 years relevant experience in large organizations of Private or Public Sector	4	Masters or 16 years' education in Social Sciences, Public Administration, Business Administration, Commerce, Economics, law or equivalent from HEC Recognized or University with 3 years relevant experience in large organizations of Private or Public Sector	7	By initial recruitment through recruitment committee-II or through Commission.	25-33	PLRA HQTR	
PPG-9	HR & Admin	Director (HR & Admin)	Board	1	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics or equivalent from HEC recognized University with 12 years relevant experience in large organizations of Private or Public Sector. (At least 5 years experience at senior management level)	7	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb	35-50	PLRA HQTR	
PPG-8	HR & Admin	Additional Director (HR & Admin)	Board	1	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics or equivalent from HEC Recognized University with 12 years relevant experience in large organizations of Private or Public Sector. (At least 5 years experience at senior management level)	7	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb	30-45	PLRA HQTR	
PPG-7	HR & Admin	Deputy Director (HR & Admin)	Director General	1	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics, law or equivalent from HEC recognized University with 12 years relevant experience in large organizations of Private or Public Sector.	7	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb	25-40	PLRA HQTR	
PPG-7	HR & Admin	Deputy Director (Estate Management)	Director General	1	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics, law or equivalent from HEC recognized University with 12 years relevant experience in large organizations of Private or Public Sector.	7	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb	25-40	PLRA HQTR	
PPG-7	HR & Admin	Deputy Director HR	Director General	2	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics or equivalent from HEC Recognized University with 5 years relevant experience in large organizations of Private or Public Sector.	7	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb	25-40	PLRA HQTR	
PPG-6	HR & Admin	Assistant Director (Admin)	Director General	2	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics, law or equivalent from HEC recognized University with 3 years relevant experience in large organizations of Private or Public Sector	7	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb	25-33	PLRA HQTR	
PPG-6	HR & Admin	Assistant Director HR	Director General	3	Masters or 16 years' education in Social Sciences, Public Administration, Business Administration, Commerce, Economics, law or equivalent from HEC Recognized or University with 3 years relevant experience in large organizations of Private or Public Sector	7	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb	25-33	PLRA HQTR	
PPG-5	HR & Admin	Assistant	Director General	48	Bachelor Degree from HEC recognized University with minimum 1 years' experience in the relevant field with Minimum Typing Speed 30 wpm	7	By initial recruitment through recruitment committee-II or through Commission.	20-30	PLRA HQTR	
PPG-3	HR & Admin	Receptionist	Director General	4	Bachelor Degree from HEC recognized University with minimum 1 years' experience in the relevant field.	7	By initial recruitment through recruitment committee-II or through Commission.	20-30	PLRA HQTR	
PPG-3	HR & Admin	Computer Operator	Director General	10	Bachelor Degree from HEC recognized University with Minimum Typing Speed 30 wpm	7	By initial recruitment through recruitment committee-II or through Commission.	20-30	PLRA HQTR	
PPG-2	HR & Admin	Dispatch Rider	Director General	5	I. Motor Cycle Driving License with 3 years relevant experience	7	By initial recruitment through recruitment committee-II	22-30	PLRA HQTR	
PPG-2	HR & Admin	Driver	Director General	40	II. LTV Driving License with at least 3 years relevant experience	7	By initial recruitment through recruitment committee-II	22-40	PLRA HQTR	
PPG-2	HR & Admin	Electrician	Director General	1	I. Matriculation with one year Diploma in relevant field	7	By initial recruitment through recruitment committee-II	22-30	PLRA HQTR	

PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Minimum qualifications for initial recruitment		Age Bracket	Location	Classification
					Method of Appointment				
PPG-1	HR & Admin	Office Boy	Director General	50	Mairic		18-25	PLRA HQTR	
PPG-1	HR & Admin	Sweeper	Director General	10	Preference will be given to candidates with similar experience		18-25	PLRA HQTR	
PPG-9	Finance & Accounts	Chief Financial Officer	Board	1	Member of Institute of Chartered Accountant or cost & management accountant with 10 years relevant experience in large organizations of Private or Public Sector (At least 5 years experience at senior management level) OR MBA & N.COM or equivalent from HEC recognized University with 12 years relevant experience in large organizations of Private or Public Sector (At least 6 years experience at senior management level)	By initial recruitment through recruitment committee-II or Through Commission.	35-60	PLRA HQTR	
PPG-8	Finance & Accounts	Additional Director (Finance & Receipts)	Board	1	Member of Institute of Chartered Accountant or cost & management accountant with 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level) OR MBA & M.COM or equivalent from HEC recognized University with 10 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level)	By initial recruitment through recruitment committee-II or Through Commission.	30-45	PLRA HQTR	
PPG-8	Finance & Accounts	Additional Director (Audit & Expenditure)	Board	1	Member of Institute of Chartered Accountant or cost & management accountant with 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level) OR MBA & M.COM or equivalent from HEC recognized University with 10 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level)	By initial recruitment through recruitment committee-II or Through Commission.	30-45	PLRA HQTR	
PPG-7	Finance & Accounts	Deputy Director (Budget & Receivable)	Director General	1	CAUCMAMBA/ M.com or Equivalent from HEC recognized University with 5 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-40	PLRA HQTR	
PPG-7	Finance & Accounts	Deputy Director (Taxation & Financial Reporting)	Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 5 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-40	PLRA HQTR	
PPG-7	Finance & Accounts	Deputy Director (Field accounting)	Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 5 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-40	PLRA HQTR	
PPG-7	Finance & Accounts	Deputy Director (Accounts Payable & Payroll)	Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 5 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-40	PLRA HQTR	
PPG-6	Finance & Accounts	Assistant Director (Financial Reporting)	Assistant Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-33	PLRA HQTR	
PPG-6	Finance & Accounts	Assistant Director (Finance)	Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-33	PLRA HQTR	
PPG-6	Finance & Accounts	Assistant Director Taxation	Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-33	PLRA HQTR	
PPG-6	Finance & Accounts	Assistant Director (Field Accounting)	Director General	36	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-33	All Districts	
PPG-6	Finance & Accounts	Assistant Director (Accounts Payable)	Director General	2	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-33	PLRA HQTR	
PPG-6	Finance & Accounts	Assistant Director (Payroll)	Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-33	PLRA HQTR	
PPG-6	Finance & Accounts	Assistant Director (Receivable)	Director General	1	CAICMAMBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee-II or Through Commission.	25-33	PLRA HQTR	

Schedule-I						
PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Minimum qualifications for initial recruitment	Method of Appointment
PPG-4	Finance & Accounts	Cashier	Director General	1	BBA/ B.com or Equivalent from a HEC recognized University with at least 2 years' relevant experience	By initial recruitment through recruitment committee-II or through Commission.
PPG-5	Finance & Accounts	Assistant (Payroll)	Director General	1	BBA/ B.com or Equivalent from a HEC recognized University with at least 1 year relevant experience	By initial recruitment through recruitment committee-II or through Commission.
PPG-5	Finance & Accounts	Assistant (Payable)	Director General	1	BBA/ B.com or Equivalent from a HEC recognized University with at least 1 year relevant experience	By initial recruitment through recruitment committee-II or through Commission.
PPG-9	Information Technology	Director (Information Technology)	Board	1	Masters or 15 years' education in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized University with 12 years relevant experience in large organizations of Private or Public Sector (At least 6 years' experience at senior or Management level). Must have good Knowledge of Strategic Planning, Change Management, Enterprise Management and IT Operations Management a large enterprise / consultancy organization of good repute.	By initial recruitment through recruitment committee-I or through Commission.
PPG-8	Information Technology	Additional Director System Development	Board	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized University / Institution. Must be MCSA, Web Apps Certified. and 8 years of experience in implementing and executing software engineering processes, and delivering large-scale, high-quality enterprise software solutions with at least 2 years experience in managing teams of software engineers. Must be proficient in latest software development technologies and framework.	By initial recruitment through recruitment committee-I or Through Commission.
PPG-8	Information Technology	Additional Director Network Administration	Board	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication from HEC recognized university / institution. Candidate having one of the following certifications or equivalent will have preference: CCNP (R&S) / CCIE (R&S) and Must have 8 years of IT experience in Public/ private sector including multiple roles in Network systems design & implementation, supervision of technical personnel, architecture, security/compliance business-wide strategic planning. Must have sound understanding in MPLS, BGP, OSPF, HSRP, SD-WAN, ISE, Voice & Video Conferencing, firewall products and VPN Administration.	By initial recruitment through recruitment committee-I or Through Commission.
PPG-8	Information Technology	Additional Director Data Center Operations	Board	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication from HEC recognized university / institution. Candidate having one of the following certifications or equivalent will have preference: CCNP (DC) / CCIE (DC) / ATD / ATS and * Must have 8 years of IT experience in Public/ private sector including multiple roles in Data Center, IT Infrastructure, design & implementation, supervision of technical personnel, architecture, security/compliance, business - wide strategic planning, Center and Critical Services deployed in Data center. * Must have expertise and hands on experience in Cisco Nexus Switches, Cisco Router ASR, Cisco Firewall, EMC Storage, Cisco Unified Computing Systems, Load Balancer, Exchange Server 2016, MPLS, DNS, DHCP, Active Directory, Windows Server DC, Proxy Server, VMware, Hyper-V * Must have good knowledge in passive infrastructure of Data Center i.e. Hot aisle containment, DCIM, typo tested Panels, UPS, HVAC, VESDA, Cooling, Electrical Chiller, Fire suppression and detection system, Raised Floor, NMS, Surveillance, Electrical Panel.	By initial recruitment through recruitment committee-I or Through Commission.
PPG-3	Information Technology					

Schedule-I									
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
PPG-8	Information Technology	Additional Director Database	Board	1	Bachelors (4 years) OR Master in IT / Computer Sciences/ Electronics/ Telecommunication from HEC recognized university / institution. Must be MCSA SQL Server Certified. 8 years of IT experience with at least 3 years experience in database administration, or installation, troubleshooting, maintenance or any database management system in an operational and online transaction processing environment at a local or foreign organization of good repute is required. Must have designed, deployed and maintained a backup and recovery strategy for an online transaction processing system.	By initial recruitment through recruitment committee-I Through Commission	30-45	PLRA HQTR	
PPG-8	Information Technology	Additional Director IT Security and Compliance	Board	1	Bachelors (4 years) OR Master in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university / institution. CISSP or CISSA Certified will be preferred. 5 years technical experience working with Cyber security and information security risk and control with at least 2 years experience with data loss security tools. Must have thorough understanding of data analytics and reporting. Should have practical knowledge of Information Systems Auditing, ISO/IEC 27001 and ITIL.	By initial recruitment through recruitment committee-II or Through Commission.	30-45	PLRA HQTR	
PPG-8	Information Technology	Additional Director Quality Assurance	Board	1	Masters or 16 years' education in IT/Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university / institution. Must be ISTQB, intermediate or COBIT 5.0 certified. At least 8 years of experience in the field of Information Technology / QA of which at least 2 years experience must be of coordination / correspondence with public / government departments. Experience in Development projects and public sector organizations will be preferred.	By initial recruitment through recruitment committee-I and or Through Commission.	30-45	PLRA HQTR	
PPG-7	Information Technology	Deputy Director (System Development)	Director General	2	Masters or 16 years' education in IT/Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university / institution. At least 5 years of experience in software development and coding in languages such as .NET(C#), PHP, SQL etc. with at least 2 year experience in lead role.	By initial recruitment through recruitment committee-II or Through Commission.	25-40	PLRA HQTR	
PPG-7	Information Technology	Web Development Lead	Director General	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university / institution. and At least 5 years hands-on post qualification experience in Web Application Design & Development. Should have in depth knowledge of ASP.NET MVC, JQuery, Web Services (REST, SOAP, JSON, MS SQLServer & Bootstrap with solid understanding of how web applications work including security, session management, and best development practices..	By initial recruitment through recruitment committee-II or Through Commission.	25-40	PLRA HQTR	
PPG-7	Information Technology	Lead Architect	Director General	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university / institution. and At least 5 years of experience with at least 2 years experience software architecture within or software delivery teams. Must have practical experience of analysis, design and development of Core Frameworks. Must have excellent knowledge of software development tools such as .NET Technologies and SQLOrade..	By initial recruitment through recruitment committee-II and or Through Commission.	25-40	PLRA HQTR	
PPG-7	Information Technology	Deputy Director (Network Adminstration)	Director General	2	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university / institution. and At least 5 years of IT experience in Public/private sector including multiple roles in Network systems design & implementation, supervision of technical personnel, or architecture, security/compliance, business -wise strategic planning. Must have expertise in Cisco Nexus Switches, Cisco Router ASR, Cisco Firewall, EMC Storage, Cisco Unified Computing Systems, Load Balancer, Exchange Server 2016, MPLS, DNS, DHCP, Active Directory, Windows Server 2012, Proxy Server , VMware, Hyper-V.	By initial recruitment through recruitment committee-II or Through Commission.	25-40	PLRA HQTR	

Schedule-I						
PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Method of Appointment	Age Bracket
PPG-7	Information Technology	Deputy Director (Data Center Operations)	Director General	2	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university /Institution. At least 5 years of IT experience in Public/ private sector including multiple roles in Data Center, IT Infrastructure, design & implementation, supervision of technical personnel, architecture, security/compliance, business - wide strategic planning. Should have relevant experience of management and monitoring of TIER-III Data Center, Critical or Services deployed in Data center. Expertise and hands on experience in Cisco Nexus Switches, Cisco Router, ASR, Cisco Firewall, EMC Storage, Cisco Unified Computing Systems, Load Balancer, Exchange Server 2016, MPLS, DNS, DHCP, Active Directory, Windows Server 2012, Proxy Server, VMware, Hyper-V is preferred. Expertise in passive Infrastructure of Data Center i.e., Hot aisle containment, DCIM, type tested Panels, UPS, HVAC, VESDA, Cooling, Electrical Chillers, Fire suppression and detection system, Raise Floor, NMS, Surveillance, Electrical Panel are desirable.	By initial recruitment through recruitment committee-II or through Commission.
PPG-7	Information Technology	Deputy Director (Database)	Director General	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication and At least 5 years of IT experience with at least 3 years experience in database administration, troubleshooting, maintenance of any database management system in an operational and online transaction processing environment at a local or foreign organization of good repute is required. Must have designed, deployed and maintained a backup and recovery strategy for an online transaction processing system.	By initial recruitment through recruitment committee-II or through Commission.
PPG-7	Information Technology	Deputy Director (IT Security and Compliance)	Director General	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication or Equivalent from HEC recognized university /Institution. At least 5 year experience in Information, Quality Standards creation and Implementation, Risk Management, Process Improvement, Disaster Recovery and BCP Plans, Security Tools, Technologies and best practices. Must have working knowledge of Security and Compliance Standards & Certifications.	By initial recruitment through recruitment committee-II or through Commission.
PPG-7	Information Technology	Deputy Director (Quality Assurance)	Director General	1	Masters or 16 years' education in IT / Computer Sciences/ Electronics/ Telecommunication and At least 5 years of experience in the field of software Quality assurance from a well reputed software house. Must possess practical knowledge of automated software testing tools and Issue Management Systems.	By initial recruitment through recruitment committee-II or through Commission.
PPG-6	Information Technology	Software Engineer	Director General	12	Masters or 16 years' education in Computer Sciences/Information Technology or equivalent from HEC Recognized University with 3 years hands-on post qualification experience in software development, with a reputed IT organization using MS .NET tools and technologies (ASP.NET, C#, MS SQL Server 2005, AJAX, BI Studio, Crystal Report etc.) and Oracle tools (e.g., Oracle 10g, PLSQL etc.) Should have good understanding of SDLC, System Modeling tools and techniques such as UML and RUP.	By initial recruitment through recruitment committee-II or through Commission.

Schedule-I						Age Bracket	Location	Classification
PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Method of Appointment			
PPG-6	Information Technology	Assistant Director (Network Administration)	Director General	8	Masters or 16 years' education in Computer Sciences/Information Technology or equivalent from HEC Recognized University with 3 years experience in public/private sector installation and configuration manageable switches and Routers. Installation and configuration of Windows server 2012, DNS, DHCP, Proxy Server. Installation, configuration and troubleshooting of HP, IBM, DELL Servers. Perform server backup operations, ensuring all required file systems and system data are successfully backed up. Configuration and maintenance of Mail Server. Establishing network by evaluating network performance issues including availability, performance by performing the selection, installation, configuration, and testing of equipment; defining network policies and procedures; establishing connections and firewalls. Maintaining network performance by performing the use of Solarwinds and PRTG, troubleshooting network.	By initial recruitment through recruitment committee-II or through Commission.	25-33	PLRA HQTR
PPG-6	Information Technology	Assistant Director (Network Administration)	Director General	36	Masters or '16 years' education in Computer Sciences/Information Technology or equivalent from 'HEC Recognized' University with 3 years 'relevant' experience in public/private sector installation and configuration manageable switches and Routers. Installation and configuration of Windows server 2012, DNS, DHCP, Proxy Server. Hands or experience of establishing and configuring network equipment including routers, switches and CEPs. Must have experience in management and administration of a windows based LAN with practical experience of user support services.	By initial recruitment through recruitment committee-II or through Commission.	25-33	All Districts
PPG-6	Information Technology	Assistant Director (Data Center Operations)	Director General	8	Masters or '16 years' education in Computer Sciences/Information Technology or equivalent from 'HEC Recognized' University with 3 years relevant experience in public/private sector of data center monitoring, NOC operations, Critical services or deployment in data center, IT Infrastructure, Designing and Implementation of data center technologies.	By initial recruitment through recruitment committee-II or through Commission.	25-33	PLRA HQTR
PPG-6	Information Technology	Assistant Director (Database)	Director General	4	Masters or '16 years' education in Computer Sciences/Information Technology or equivalent from HEC Recognized University with 3 years practical experience in database administration, installation troubleshooting, maintenance of any database management or system in an operational and online transaction processing environment at a local or foreign organization of good repute. Must have designed, deployed and maintained a backup and recovery strategy for an online transaction processing system.	By initial recruitment through recruitment committee-II or through Commission.	25-33	PLRA HQTR
PPG-6	Information Technology	Assistant Director (IT Security and Compliance)	Director General	1	Masters or '16 years' education in Computer Sciences/Information Technology or equivalent from 'HEC Recognized' University with 3 years experience in Information Security, Systems Auditing, Governance, Risk and Compliance, Process Improvement, Quality standards creation and implementation, Risk Management, Disaster Recovery and BCP Plans, Security Tools, Technologies and best practices.	By initial recruitment through recruitment committee-II or through Commission.	25-33	PLRA HQTR
PPG-6	Information Technology	Assistant Director (Quality Assurance)	Director General	3	Masters or '16 years' education in Computer Sciences/Information Technology or equivalent from HEC Recognized University with 3 years of experience in the field of software Quality assurance from a well reputed software house. Experience of automated software testing tools and issue Management. Systems is preferred.	By initial recruitment through recruitment committee-II or through Commission.	25-33	PLRA HQTR
PPG-8	Intelligence & Vigilance	Head Intelligence & Vigilance	Board	1	Ex-defense forces personnel, Colonel or Equivalent with intelligence course along with 3 year experience of intelligence at senior or management level.	By initial recruitment through recruitment committee-II or through Commission.	40-55	PLRA HQTR
PPG-6	Intelligence & Vigilance	Assistant Director (Intelligence & Vigilance)	Director General	1	Ex-defense forces personnel with intelligence course along with 3 year experience of similar nature. (At least 4 years experience of intelligence at senior or similar nature).	By initial recruitment through recruitment committee-II or through Commission.	35-55	PLRA HQTR
PPG-5	Intelligence & Vigilance	Intelligence Officers	Director General	18	Ex-defense forces personnel with intelligence course along with 1 year experience of similar nature.	By initial recruitment through recruitment committee-II or through Commission.	35-55	All Districts

Schedule-I						
PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Minimum qualifications for initial recruitment	Method of Appointment
						Age Bracket
PPG-8	Internal Audit	Additional Director (Internal Audit)	Board	1	Member of Institute of Chartered Accountant or cost & management accountant with 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level)	By initial recruitment through recruitment committee- I or through Transfer/ Deputation from S&GAD, GoPb
PPG-7	Internal Audit	Deputy Director (Internal Audit)	Director General	3	CA/CMA/MBA/ M.com or Equivalent from HEC recognized University with 5 years of relevant experience	By initial recruitment through recruitment committee- II or through Transfer/ Deputation from S&GAD, GoPb
PPG-6	Internal Audit	Assistant Director (Internal Audit)	Director General	9	CA/CMA/MBA/ M.com or Equivalent from HEC recognized University with 3 years of relevant experience	By initial recruitment through recruitment committee- III or through Transfer/ Deputation from S&GAD, GoPb
PPG-8	Legal	Additional Director Legal	Board	1	LLB from HEC recognized institution/ university with 8 years practical experience	By initial recruitment through recruitment committee- IV or through Transfer/ Deputation from S&GAD, GoPb
PPG-7	Legal	Deputy Director Legal	Director General	2	LLB from HEC recognized institution/ university with 5 years practical experience	By initial recruitment through recruitment committee- V or through Transfer/ Deputation from S&GAD, GoPb
PPG-6	Legal	Assistant Director Legal	Director General	4	LLB from HEC recognized institution/ university with 3 years practical experience	By initial recruitment through recruitment committee- VI or through Transfer/ Deputation from S&GAD, GoPb
PPG-9	Monitoring & Quality Assurance	Director (Monitoring & Quality Assurance)	Board	1	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with 12 years relevant experience in large organizations of Private or Public Sector (At least 6 years experience at senior management level)	By initial recruitment through recruitment committee- VII or through Transfer/ Deputation from S&GAD, GoPb
PPG-8	Monitoring & Quality Assurance	Additional Director (Field monitoring)	Board	1	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level in public service organizations)	By initial recruitment through recruitment committee- VIII or through Transfer/ Deputation from S&GAD, GoPb
PPG-8	Monitoring & Quality Assurance	Additional Director (Data Analytics)	Board	1	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level in public service organizations)	By initial recruitment through recruitment committee- IX or through Transfer/ Deputation from S&GAD, GoPb
PPG-7	Monitoring & Quality Assurance	Deputy Director (Field monitoring)	Director General	3	Masters or 15 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics 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- X or through Transfer/ Deputation from S&GAD, GoPb
PPG-7	Monitoring & Quality Assurance	Deputy Director (Data Analytics)	Director General	3	Masters or 15 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics 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- XI or through Transfer/ Deputation from S&GAD, GoPb
PPG-6	Monitoring & Quality Assurance	Assistant Director (Field monitoring)	Director General	36	Masters or 16 years' education in Social Sciences, Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC or Public Sector	By initial recruitment through recruitment committee- XII or through Transfer/ Deputation from S&GAD, GoPb
PPG-6	Monitoring & Quality Assurance	Assistant Director (Data Analytics)	Director General	9	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with 3 years relevant experience in large organizations of Private or Public Sector	By initial recruitment through recruitment committee- XIII or through Transfer/ Deputation from S&GAD, GoPb

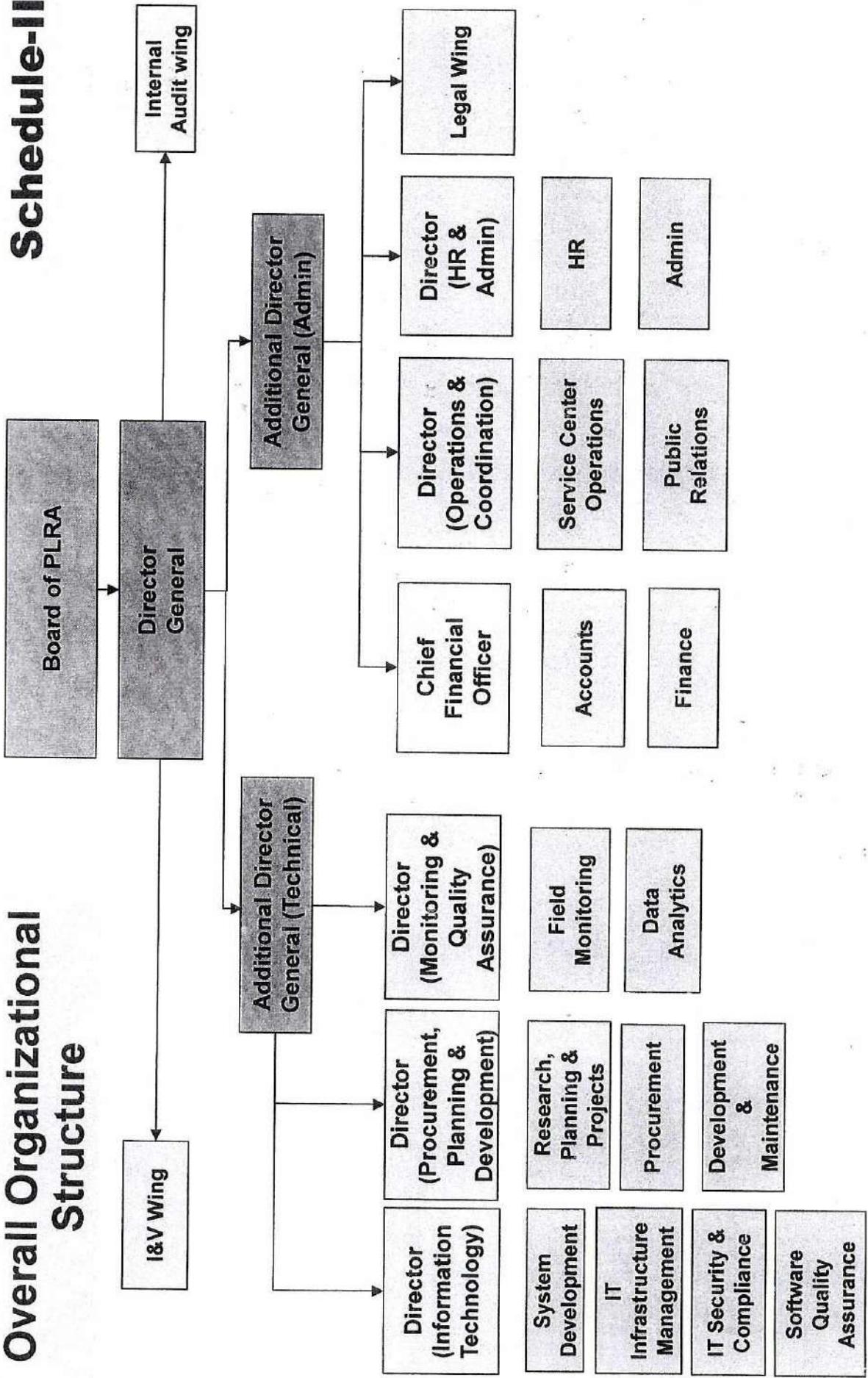
Schedule-I						
PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Method of Appointment	Age Bracket
PPG-9	Operations & Coordination	Director (Operations & Coordination)	Board	1	Masters or 16 years' education in Operations Management, Public Administration, Business Administration, Commerce, Economics, Engineering, Information Technology or equivalent from HEC recognized University with 12 years relevant experience in large organizations of Private or Public Sector (At least 6 years experience at senior or management level).	By initial recruitment through recruitment committee-I or through Transfer/ Deputation from S&GAD, GoPb
PPG-8	Operations & Coordination	Additional Director (Operations North, south & Central)	Board	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 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior or management level)	By initial recruitment through recruitment committee-I or through Transfer/ Deputation from S&GAD, GoPb
PPG-8	Operations & Coordination	Additional Director (Public Relations)	Board	1	Masters or 16 years' education in Social Sciences, Mass Communication or equivalent from HEC recognized University with 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience of print, electronic and social media handling at senior management level)	By initial recruitment through recruitment committee-I or through Transfer/ Deputation from S&GAD, GoPb
PPG-7	Operations & Coordination	Deputy Director (Media Management)	Director General	1	Masters or 16 years' education in Social Sciences, Mass Communication or equivalent from HEC recognized University with 5 years relevant experience at senior management level in public service organizations	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb
PPG-7	Operations & Coordination	Deputy Director (Citizen Feedback & Complaint Redressal)	Director General	1	Masters or 16 years' education in Social Sciences, Mass Communication or equivalent from HEC recognized University with 5 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level in public service organizations)	By initial recruitment through recruitment committee-II or through Transfer/ Deputation from S&GAD, GoPb
PPG-6	Operations & Coordination	Revenue Specialist	Director General	4	Bachelor Degree or 14 years education from HEC recognized University with minimum 5 years' experience in the revenue field at BPS-16 or above.	No further recruitment to be made.
PPG-6	Operations & Coordination	Assistant Director Land Record	Director General	142	No further recruitment to be made.	No further recruitment to be made.
PPG-6	Operations & Coordination	Service Center Incharge	Director General	152	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics, Law, Statistics, Information Technology or equivalent from HEC recognized University with 3 years relevant experience in large organizations of Private or Public Sector.	By initial recruitment through recruitment committee-II or through Commission.
PPG-6	Operations & Coordination	Assistant Director (Coordination & External communication)	Director General	1	Masters or 16 years' education in Social Sciences, Mass Communication or equivalent from HEC recognized University with 3 years relevant experience in large organizations of Private or Public Sector	By initial recruitment through recruitment committee-II or through Commission.
PPG-6	Operations & Coordination	Assistant Director(Citizen Feedback & Complain redressal)	Director General	1	Masters or 16 years' education in Social Sciences, Mass Communication or equivalent from HEC recognized University with 3 years relevant experience in large organizations of Private or Public Sector	By initial recruitment through recruitment committee-II or through Commission.
PPG-5	Operations & Coordination	Assistant Service Center Incharge	Director General	151	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics, Law, Statistics or equivalent from HEC recognized University.	By initial recruitment through recruitment committee-II or through Commission.
PPG-5	Operations & Coordination	Land Records Officer	Director General	296	Masters or 16 years' education in Public Administration, Business Administration, Commerce, Economics, Law, Statistics or equivalent from HEC recognized University. Confirmation is subject to satisfactory performance in compulsory technical training arranged by PLRA.	By initial recruitment through recruitment committee-II or through Commission
PPG-5	Operations & Coordination	Land Records Officer	Director General	296		

Schedule-I									
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
PPG-5	Operations & Coordination	Assistant Service Center Official	Director General	10	Bachelor Degree from HEC recognized University with minimum 1 years' experience in the relevant field with Minimum typing Speed 30 wpm	By initial recruitment through recruitment committee-I or through Commission.	20-30	PLRA HQTR	
PPG-3	Operations & Coordination	Service Center Official	Director General	2850	Bachelor Degree from HEC recognized University with Minimum typing Speed 30 wpm	By initial recruitment through recruitment committee-II or through Commission.	20-30	All Districts	District
PPG-2	Operations & Coordination	Dispatch Rider	Director General	154	i. Literate ii. Motor Cycle Driving License with 3 years relevant experience	By initial recruitment through recruitment committee-III	22-30	All Districts	District
PPG-2	Operations & Coordination	Generator Operator	Director General	153	i. DAE (Electrical/Mechanical) or Matric with 1 Year Diploma in Electrical/Mechanical ii. 2 years' experience of relevant work	By initial recruitment through recruitment committee-III	22-30	All Districts	District
PPG-2	Operations & Coordination	Driver	Director General	20	i. Matric ii. LTV driving license with at least 3 years relevant experience	By initial recruitment through recruitment committee-III	22-40	All Districts	District
PPG-1	Operations & Coordination	Office Boy	Director General	153	Matric	By initial recruitment through recruitment committee-III	18-25	All Districts	District
PPG-1	Operations & Coordination	Chowkidar	Director General	600	i. Matric ii. 2 Years' Experience of relevant work will be preferred iii. Ex-Army men will be preferred	By initial recruitment through recruitment committee-III	22-40	All Districts	District
PPG-1	Operations & Coordination	Sweeper	Director General	262	Preference will be given to candidates with similar experience	By initial recruitment through recruitment committee-III	18-25	All Districts	District
PPG-9	Procurement, Planning & Development	Director (Procurement, Planning & Development)	Board	1	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University or Public Sector (At least 6 years experience in large organizations of Private or Public Sector (At least 6 years experience at senior management level))	By initial recruitment through recruitment committee-I or Through Commission.	35-50	PLRA HQTR	
PPG-8	Procurement, Planning & Development	Additional Director (Development & Maintenance)	Board	1	B.Sc Civil engineering having membership (Professional engineer) from Pakistan Engineering Council with 8 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level)	By initial recruitment through recruitment committee-I	30-45	PLRA HQTR	
PPG-8	Procurement, Planning & Development	Additional Director (Research, Planning & Projects)	Board	1	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University or Public Sector (At least 4 years relevant experience in large organizations of Private or Public Sector (At least 4 years experience at senior management level))	By initial recruitment through recruitment committee-I	30-45	PLRA HQTR	
PPG-8	Procurement, Planning & Development	Additional Director (Procurement)	Board	1	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with or Through Commission.	By initial recruitment through recruitment committee-I	30-45	PLRA HQTR	
PPG-7	Procurement, Planning & Development	Deputy Director (Development & Maintenance)	Director General	3	B.Sc Civil engineering having membership (Professional engineer) from Pakistan Engineering Council with 5 years relevant experience in large organizations of Private or Public Sector.	By initial recruitment through recruitment committee-II	25-40	PLRA HQTR	
PPG-7	Procurement, Planning & Development	Deputy Director (Research, Planning & Projects)	Director General	2	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with or Through Commission.	By initial recruitment through recruitment committee-II	25-40	PLRA HQTR	

Schedule-I						
PLRA Pay Grade	Functional Wing	Name of the post	Appointing Authority	Sanctioned Positions	Minimum qualifications for initial recruitment	Method of Appointment
						Age Bracket
PPG-7	Procurement, Planning & Development	Deputy Director (Procurement)	Director General	1	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with 5 years relevant experience in large organizations of Private or Public Sector	Business By initial recruitment through recruitment committee-II or through Commission.
PPG-6	Procurement, Planning & Development	Assistant Director (Development & Maintenance)	Director General	3	B.Sc Civil engineering having membership (Registered engineer) from Pakistan Engineering council with 3 years relevant experience in large organizations of Private or Public Sector.	Pakistan By initial recruitment through recruitment committee-II or through Commission.
PPG-6	Procurement, Planning & Development	Assistant Director (Research, Planning & Projects)	Director General	4	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with 3 years relevant experience in large organizations of Private or Public Sector	Business By initial recruitment through recruitment committee-II or through Commission.
PPG-6	Procurement, Planning & Development	Assistant Director (Procurement)	Director General	2	Masters or 16 years' education in Project Management, Public Administration, Business Administration, Commerce, Economics or Equivalent from HEC recognized University with 3 years relevant experience in large organizations of Private or Public Sector	Business By initial recruitment through recruitment committee-II or through Commission.
PPG-4	Procurement, Planning & Development	Sub Engineer	Director General	4	D.A.E in Civil Engineering from HEC recognized institution. At least 2 years' experience in Civil work.	By initial recruitment through recruitment committee-II or through Commission.

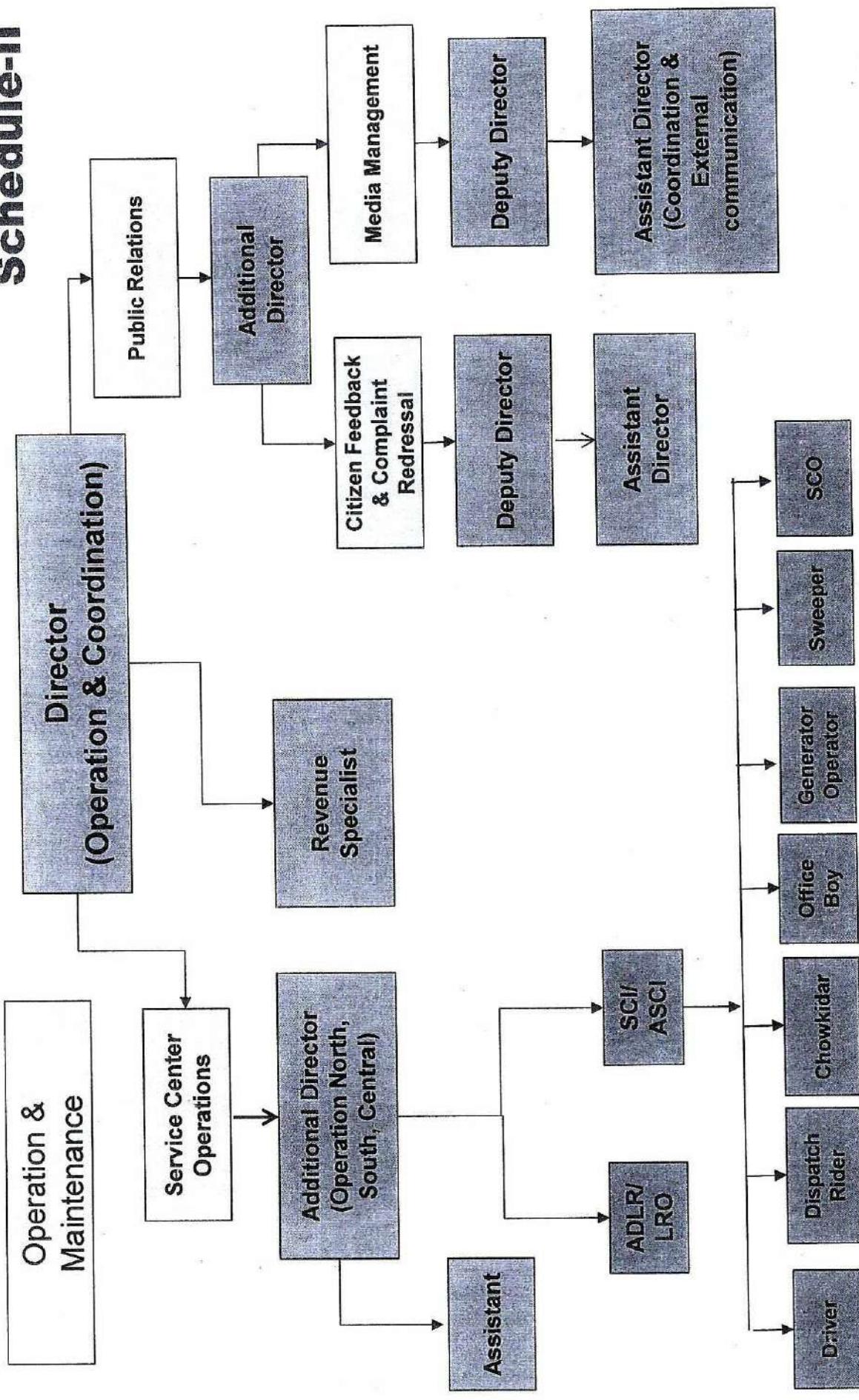
Note: Over and above the revised sanctioned strength for the posts of Generator operators , Office boys, sweepers and Chokidars, outsourcing model shall be explored to save financial liabilities and cost.

Overall Organizational Structure



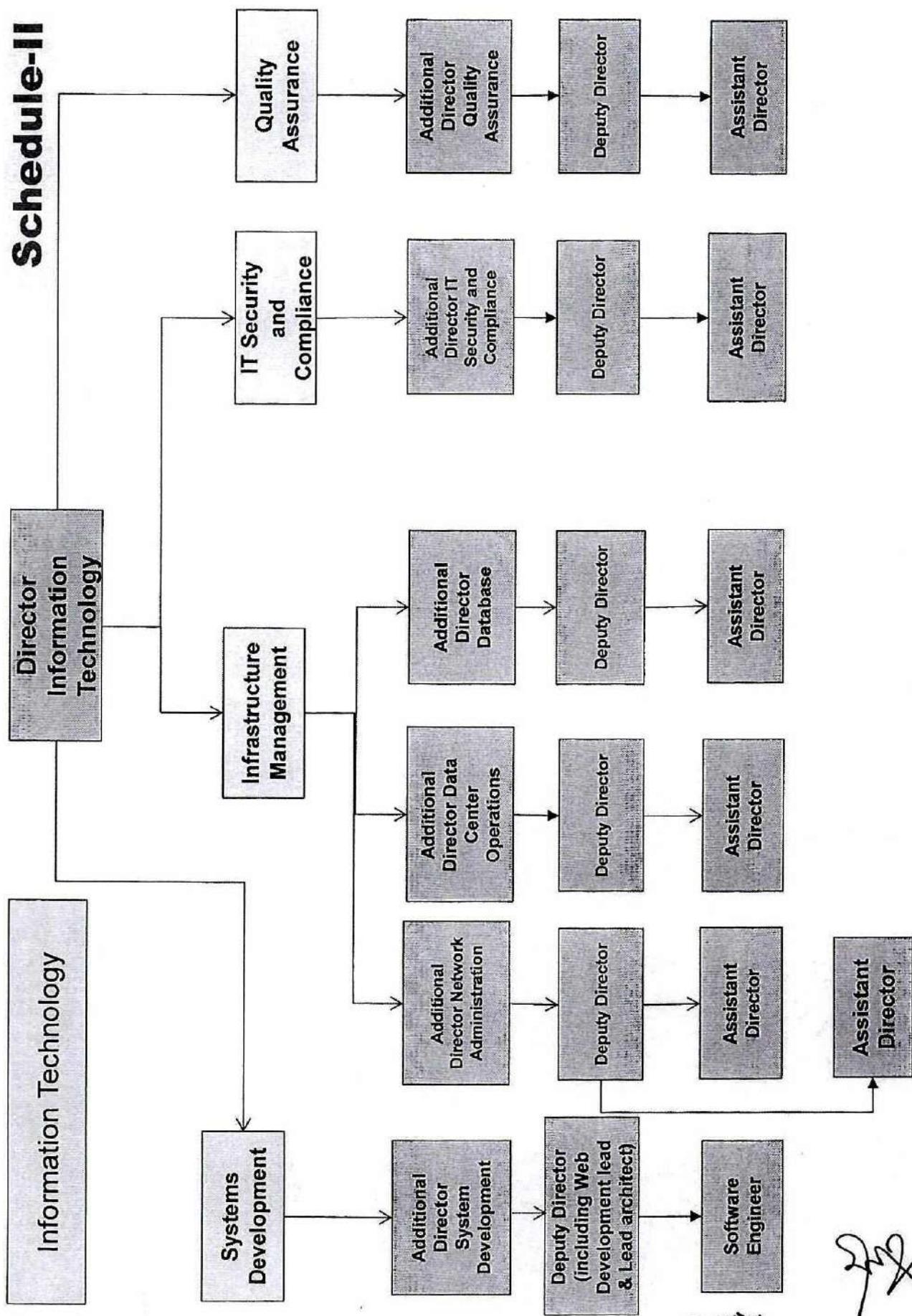
Schedule-II

Schedule-II

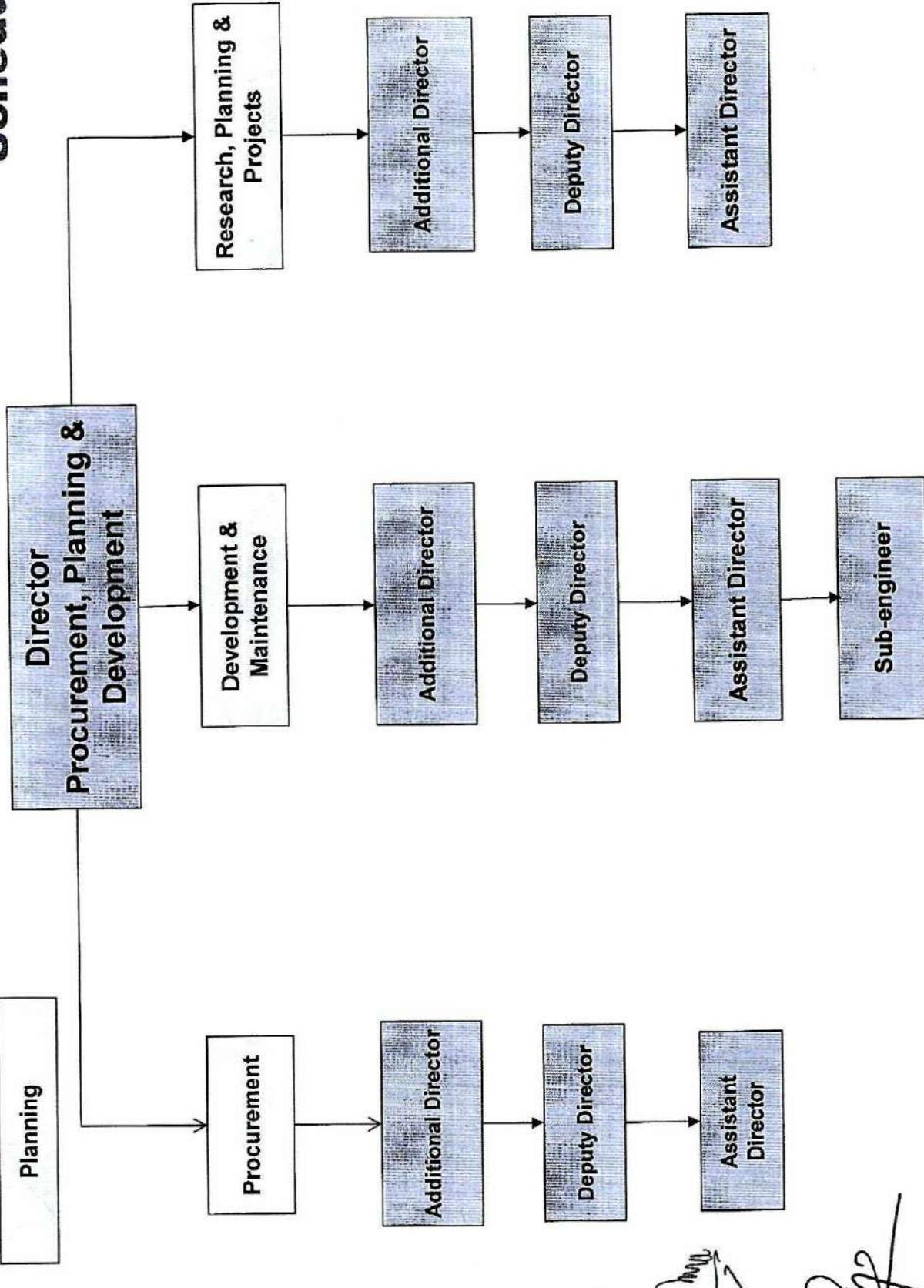


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Schedule-II

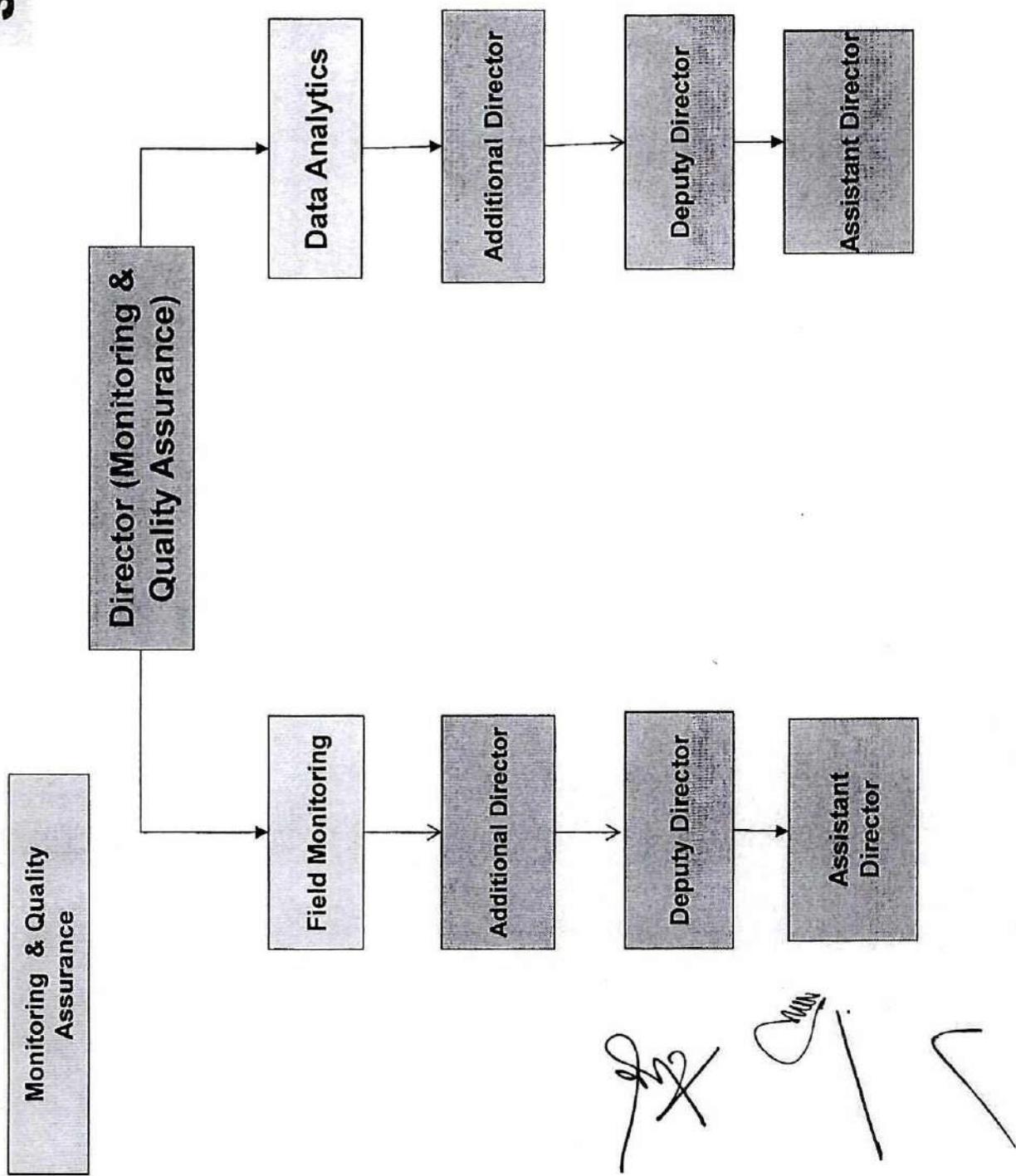


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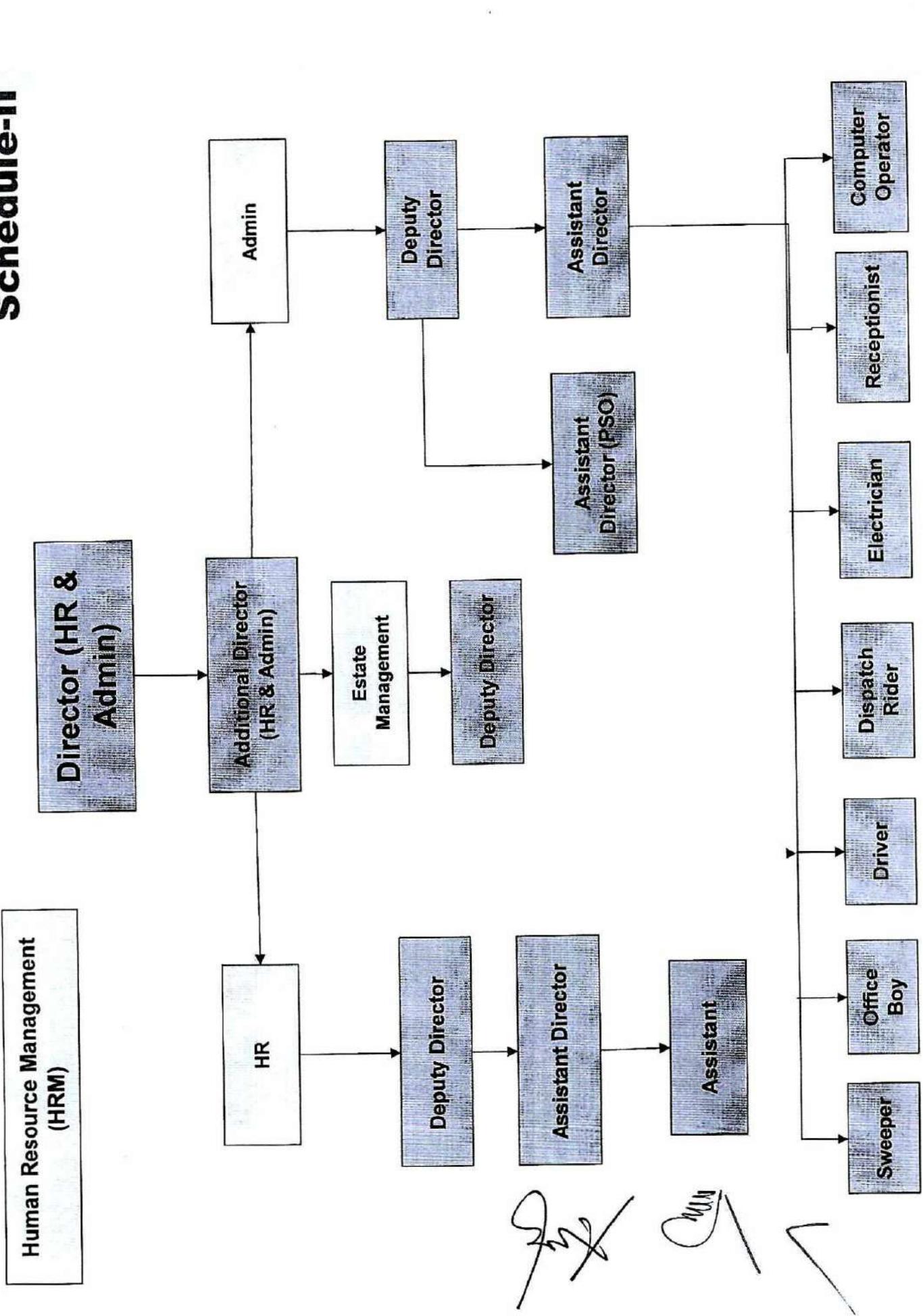
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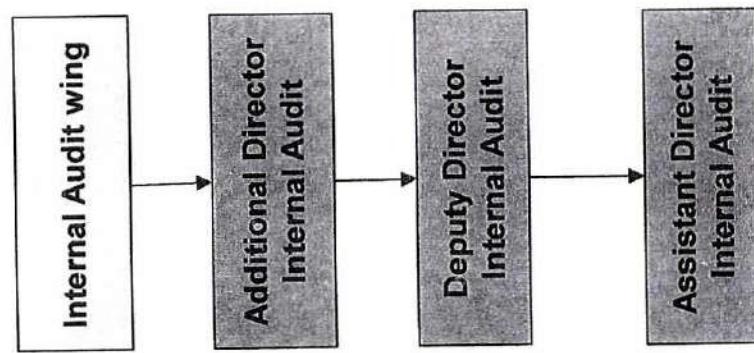
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Schedule-II

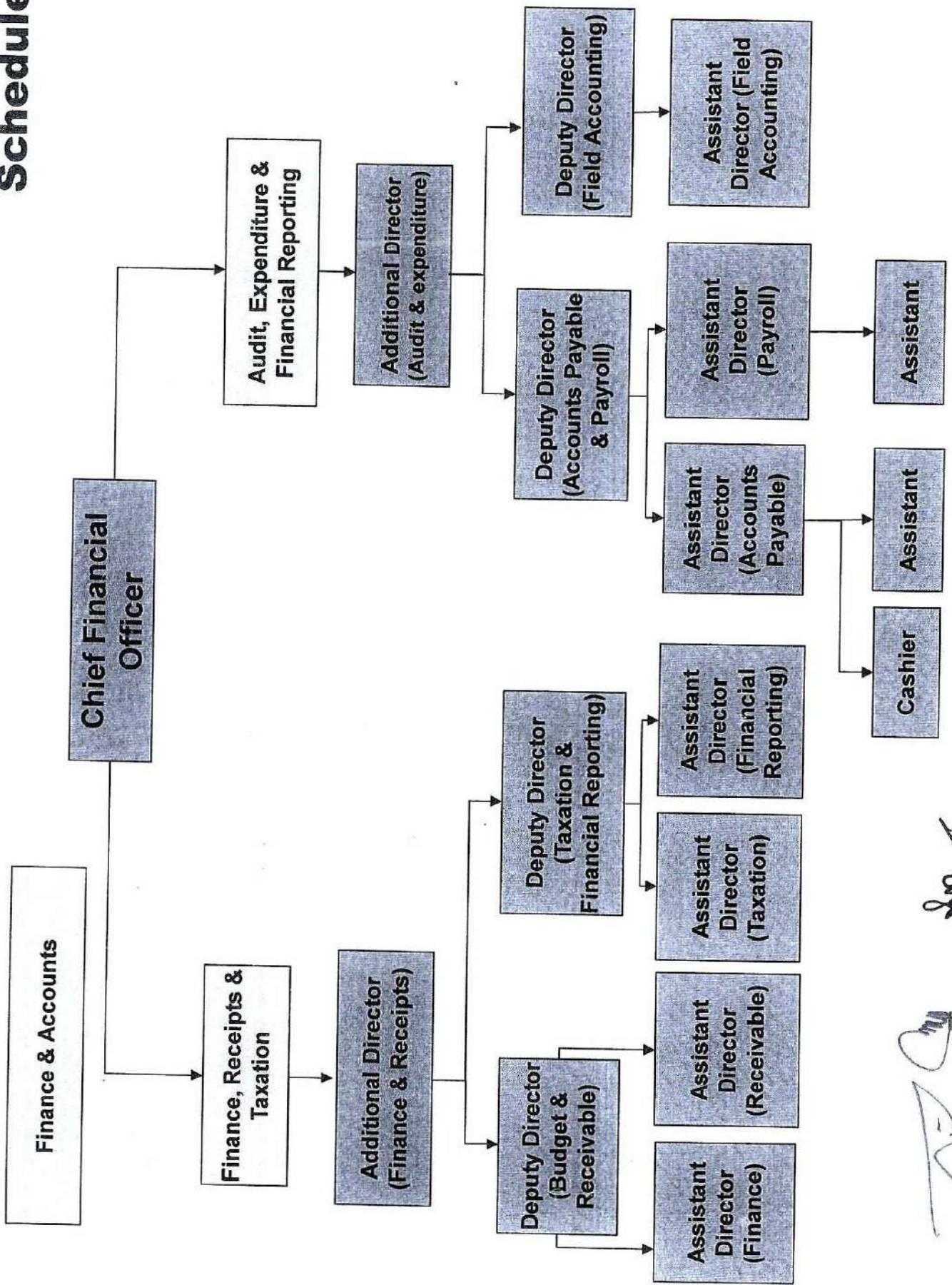


Schedule-II

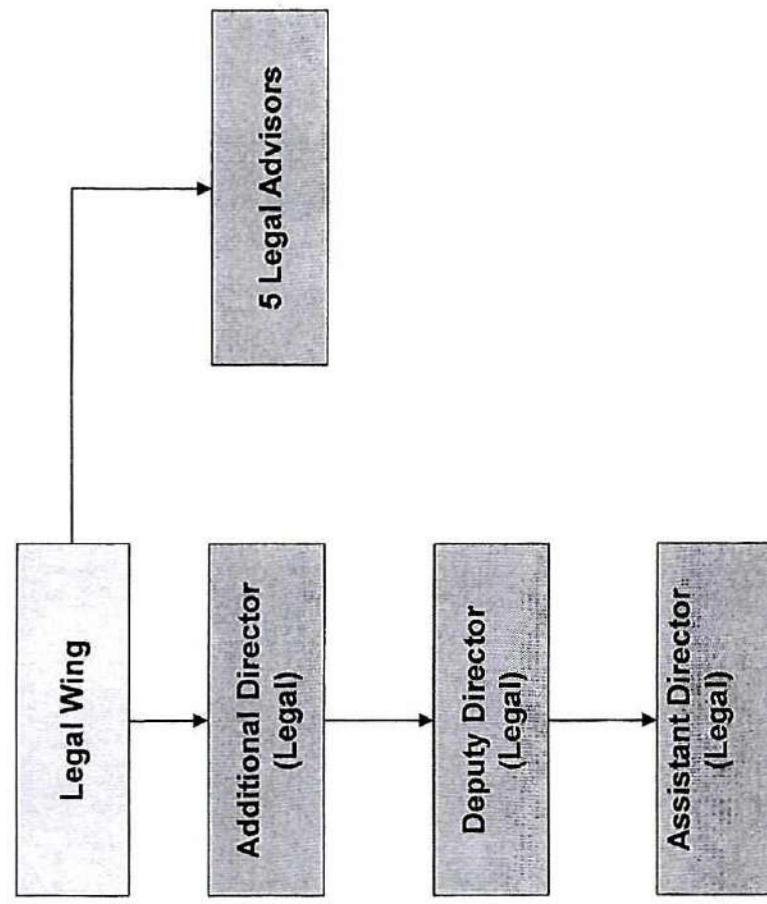
**Internal Audit
wing**



Schedule-II



Schedule-II

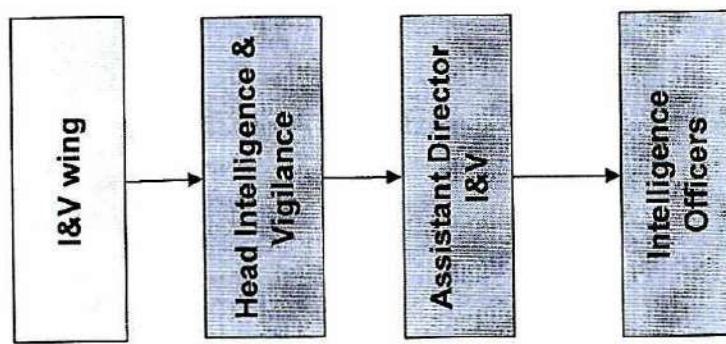


Legal Wing

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Schedule-II

Intelligence &
Vigilance Wing



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D
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Schedule-III

Wing	DG	ADG	CFO/ Director	Addl. Dir.	Dy. Dir.	Asst. Dir.	Officers/ Officials *	Support Staff *	Total	PLRA HQTR	All Districts
Executive Wing	1	2	-	-	-	4	-	-	7	7	-
Operation and Coordination Wing	-	-	1	4	2	300	3,307	1,342	4,956	23	4,933
Information Technology Wing	-	-	1	6	11	72	-	-	90	54	36
Procurement, Planning & Development	-	-	1	3	6	9	4	4	23	23	-
HR & Admin Wing	-	-	1	1	4	5	62	106	179	179	-
Finance & Accounts Wing	-	-	1	2	4	43	3	-	53	17	36
Monitoring & QA Wing	-	-	1	2	6	45	-	-	54	18	36
Internal Audit Wing	-	-	-	1	3	9	-	-	13	13	-
Legal Wing	-	-	-	1	2	4	-	-	7	7	-
Intelligence wing	-	-	-	1	-	1	18	18	20	2	18
Total	1	2	6	21	38	492	3,394	1,448	5,402	343	5,059
Previous Approval Total	1	2	6	21	49	487	3,667	1,524	5,757	347	5,410
Difference	-	-	-	-	11	5	-	273	-	76	351

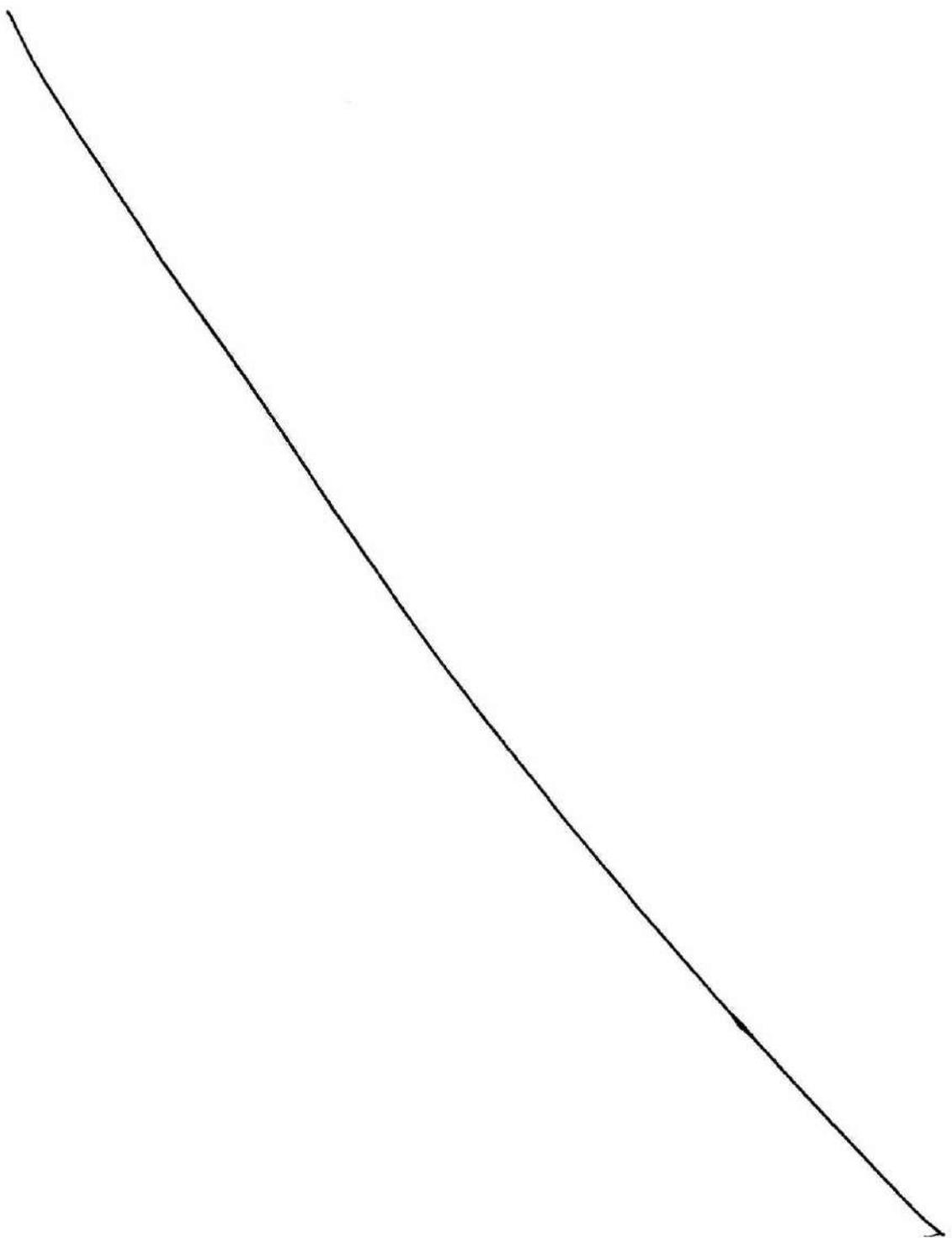
Officers/Officials includes:

ASCI
LRO
Intelligence officer
Assistants
Sub-engineers
Cashier
Computer Operators
SCOs
Receptionist

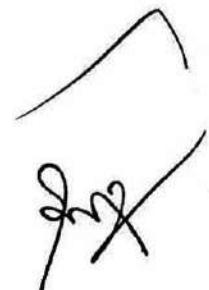
Support Staff includes:

Driver	60
Dispatch Rider	159
Generator Operator	153
Electrician	1
Office Boy	203
Sweeper	272
Chokidar	600
SCOs	1,448



Sr. No	Designation	Previous Sanctioned Strength	Revised sanctioned strength	Difference
1	DG	1	1	-
2	ADG	2	2	-
3	CFO	1	1	-
4	Director	5	5	-
5	Additional Director	21	21	-
6	Deputy Director	49	38	- 11
7	Assistant Director	193	194	1
8	Revenue Specialist	-	4	4
9	SCI	152	152	-
10	ADLR	142	142	-
11	Assistant SCI	151	151	-
12	Senior Filed Officer (Intelligence officer)	18	18	-
13	LRO	296	296	-
14	Cashier	144	1	- 143
15	Assistant	182	60	- 122
16	Sub-Engineer	2	4	2
17	Computer Operator	20	10	- 10
18	SCO	2,850	2,850	-
19	Receptionist	4	4	-
20	Driver	60	60	-
21	Electrician	1	1	-
22	Dispatch Rider	159	159	-
23	Generator Operator	153	153	-
24	Office Boy	203	203	-
25	Sweeper	272	272	-
26	Chowkidar	676	600	- 76
Total		5,757	5,402	- 355



Standard Term & Conditions for PLRA Employees

1. Pay Package:

- a. You will be given salary as per PPG-____ with starting monthly gross salary of Rs._____
- b. Annual increment shall be given as per PLRA pay grade of the post.
- c. Taxes shall be deducted as per applicable laws, rules & policies.

2. Medical Fitness Certificate:

You shall be bound to submit a certificate of medical examination/fitness duly issued by the services hospital Lahore.

3. Tenure:

The contract of your appointment shall be up to _____. You shall not claim extension in your contract appointment as a matter of right.

4. Probation:

You will be on probation for first six months of service during which your contract may be terminated without one month notice and with assigning any reason.

5. Pension:

Your contract appointment/service shall be non-pensionable.

6. Contributory/G.P.Fund:

No contributory/GP fund shall be admissible.

7. Contribution towards Group Insurance:

As prescribed in PLRA service regulations.

8. Leave:

As prescribed in PLRA service regulations.

9. Medical Facilities:

As per PLRA pay grade and as prescribed in PLRA service regulations.

10. Travelling Allowance/Daily Allowance.

As per PLRA pay grade and as prescribed in PLRA service regulations.

11. Gratuity:

As prescribed in PLRA service regulations.

12. Transport facility:

As per PLRA pay grade and as prescribed in PLRA service regulations.

13. No Right of Regular Appointment:

Contract appointment shall not confer any right of regular appointment.

14. Training (If required)

You shall have to undergo essential training program, as may be prescribed.

15. Performance Evaluation:

Your performance shall be assessed / evaluated on annual basis as per PLRA Service regulations.

16. Appointment on the basis of forged/bogus documents:

Your appointment on contract basis shall be considered to be void ab-initio in case your Credentials/Degrees/Certificates/Experience Certificates are found forged/bogus at any stage. You shall be liable to punitive action under the law in addition to refund of whole amount received from the Authority.

17. Recovery of loss caused to the Government:

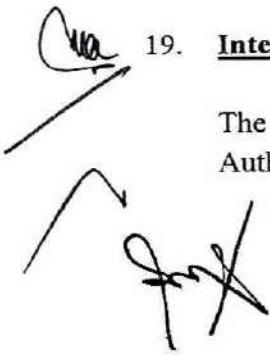
Recovery of any pecuniary loss caused to the employer shall be affected from the employee.

18. Performance of Duties:

The employee shall be liable to perform duties, in public interest, as may be entrusted to him by the competent authority from time to time.

19. Interpretation of the Terms & Conditions:

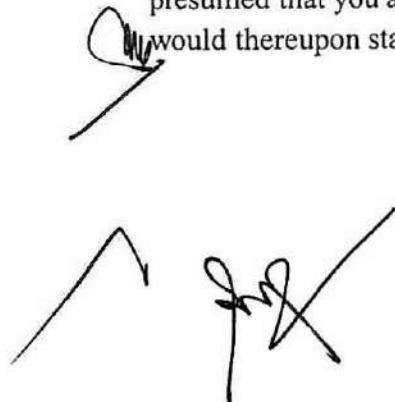
The interpretation of the terms and conditions and the decision of the Competent Authority in this behalf shall be final.



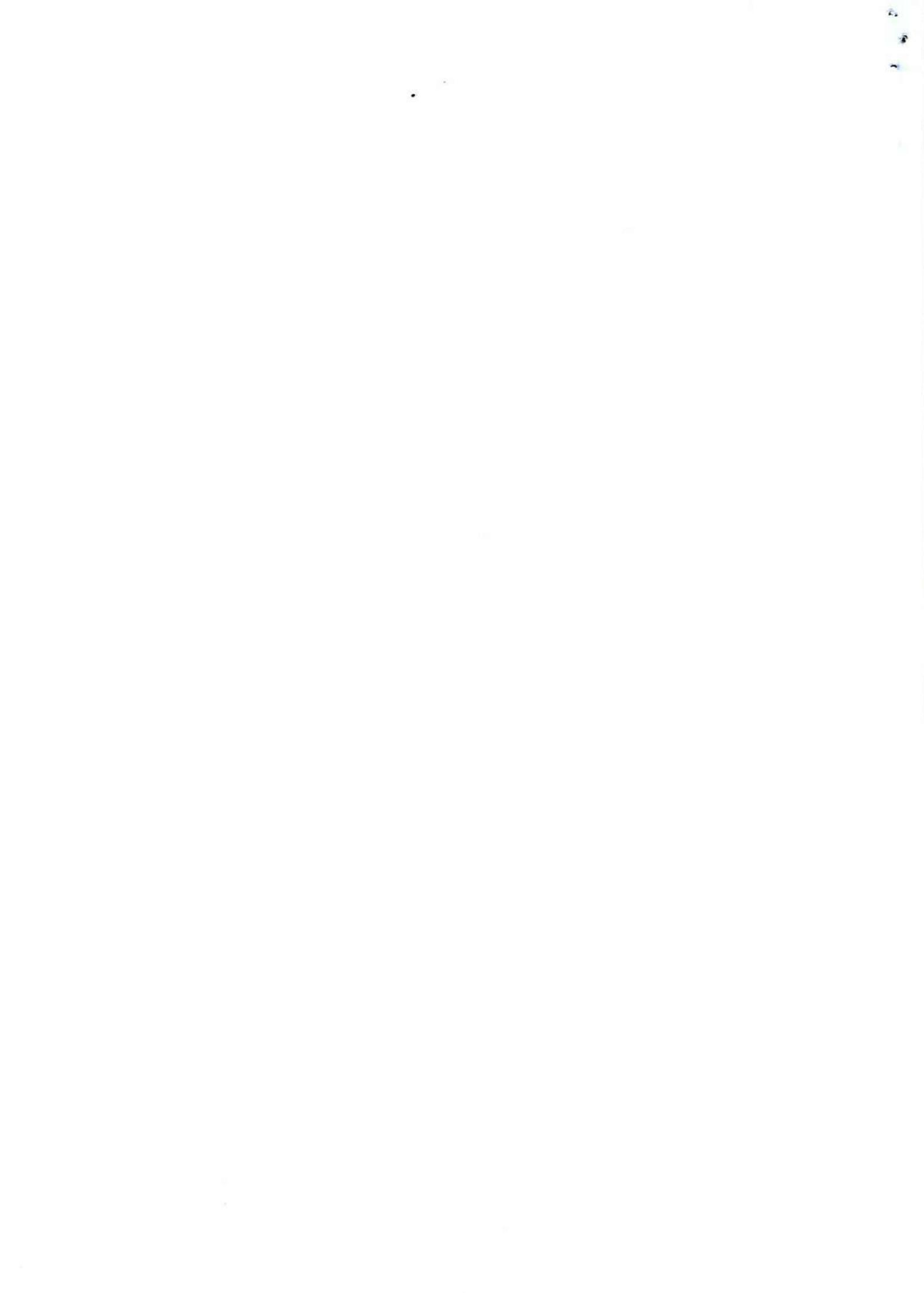
20. Termination of Contract:

Contract appointment shall be liable to termination on one month's notice or on payment of one-month salary in lieu thereof, from either side, without assigning any reason.

21. No TA/DA shall be admissible for joining the post/office.
22. You shall be bound to furnish an undertaking on stamp paper (valuing Rs.100/-), duly attested that you are not married to a foreign national.
23. In case, you are willing to accept the offer of appointment on the above terms and conditions, you must give your consent/acceptance in writing along with legible copies of your educational testimonials to Director HR & Admin, PLRA HQTR Lahore within 14 days positively after the issue of this communication.
24. In case, no acceptance is received from you within the stipulated period, it shall be presumed that you are not interested in this employment and the offer of appointment would thereupon stand automatically cancelled.



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Schedule-V

Health Insurance							Group Life Insurance			
Description of Benefits/ Plan		PPG-11	PPG-9 & 10	PPG- 8	PPG-6 & 7	PPG-3, 4 & 5	PPG-1 & 2	Sr.No	Pay Grade	Sum Assured (PKR)
Hospital Care								1	PPG-10 & 11	3,000,000
Total hospital, surgical & misc. expenses inclusive of daily room rent charges per annum per insured.	500,000	400,000	300,000	250,000	200,000	150,000		2	PPG-8 & 9	2,500,000
Daily room & board sub-limit	15,000	12,000	10,000	8,000	6,000	3,000		3	PPG- 4 to 7	2,000,000
• Pre-admission out-patient expense (within 30 days prior to hospitalization)								4	PPG-1 to 3	1,000,000
• Post hospitalization Out-patient expense (within 30 days after hospitalization)										
Day care surgeries: Dialysis, MRI, CT Scan, Endoscopy from OPD, Treatment of Fractures & Lacerated Wounds, Local Road Ambulance for Emergency only, Emergency Dental Treatment due to Accidental Injuries (within 48 hours for pain relief only), etc.							Covered under Hospital Care			
Major Medical Care	Annual limit per annum per insured (when the hospitalization limits will exhaust)	250,000	200,000	150,000	100,000	80,000		60,000		
Maternity Care										
• Normal maternity care limit	80,000	70,000	50,000	35,000	25,000	20,000				
• C-section/ Multiple Births	160,000	140,000	100,000	70,000	50,000	40,000				
Outpatient reimbursement per annum per family:	70,000	45,000	30,000	20,000	15,000	10,000				



Schedule -VI

SALARY AND PERQUISTES						
PLRA Pay Grade	Designation	Salary Range		Conveyance for official & personal Use		Mobile Allowance
		(Rs. Lump Sum)				
As Per Govt. Pay Scale	DG	As Per Govt. Policy		One SUV & One 1300 CC Car, with unlimited fuel.		PKR 10,000/- per month.
	ADG Admin			One 4*4 vehicle, with 400 Ltr. fuel.		PKR 7,000/- per month.
	ADG Technical			One 4*4 vehicle, with 400 Ltr. fuel.		PKR 7,000/- per month.
PPG-9	CFO/ Directors	300,000	Maximum 5 % Annual Increment	500,000	1300 CC Car, with 300 Ltr. fuel. OR Monetization of Rs. 50,000 per month.	PKR 5,000/- per month.
PPG-8	Additional Directors	175,000	Maximum 10 % Annual Increment	300,000	1000 CC Car, with 200 Ltr. fuel. OR Monetization of Rs. 35,000 per month.	PKR 3,000/- per month.
PPG-7	Deputy Directors	120,000	Maximum 10 % Annual Increment	215,000	Not Applicable	PKR 2,000/- per month.
PPG-6	Assistant Directors	75,000	Maximum 10 % Annual Increment	195,000	Not Applicable	Not Applicable
PPG-5	ASCI, LRO, Assistant and I&V officers	55,000	Maximum 10 % Annual Increment	140,000	Not Applicable	Not Applicable
PPG-4	Cashier and Sub- engineers	40,000	Maximum 10 % Annual Increment	95,000	Not Applicable	Not Applicable
PPG-3	SCOs, Computer Operators and Receptionist	30,000	Maximum 10 % Annual Increment	75,000	Not Applicable	Not Applicable
PPG-2	Driver, Dispatch Rider, Generator Operator, Electrician	20,000	Maximum 10 % Annual Increment	50,000	Not Applicable	Not Applicable
PPG-1	Office Boy, Sweeper, Chokidar	18,000	Maximum 10 % Annual Increment	45,000	Not Applicable	Not Applicable

Note 1: Annual increments only be permissible subject to approval of Board and availability of adequate funds under the relevant head.





Non-Disclosure Agreement

This is an Agreement between [NAME OF EMPLOYEE WITH CNIC] ("You") and Punjab Land Records Authority "PLRA". The Agreement is effective on your first day of employment with the PLRA ("Effective Date").

During your employment with PLRA you will have access to and gain knowledge of confidential and proprietary information belonging to the PLRA. The term "Confidential Information" is defined below, but in general, it refers to any information related to the Punjab Land Records Authority which is not known to the general public.

As an express condition precedent to your employment, you are required to agree to comply with the terms of this Agreement.

Therefore, intending to be legally bound, you agree to the following:

1. Term of Agreement.

This Agreement is effective on the Effective Date, and shall remain in effect throughout the term of your employment with the PLRA. Certain provisions of this Agreement will continue beyond your term of employment.

2. Limitations of this Agreement.

Nothing in this Agreement should be interpreted or construed to constitute a contract of employment or to obligate either you or the PLRA to any specific term of employment. This Agreement is limited to the subject matter of confidentiality as expressly described in this Agreement.

3. Representation and Warranties.

You represent and warrant that your relationship with the PLRA will not cause or require you to breach any contract or other obligation to any former employer or any other person or organization, including, without limitation, obligations of confidentiality and restrictions on competition or solicitation. You expressly agree that you will not knowingly use or disclose any confidential or proprietary information belonging to another person or enterprise, without the express written consent of such person or enterprise. You agree that if at any time during the term of your employment with the PLRA, You have questions about whether information or knowledge is proprietary or confidential to a third party or to the PLRA, you will promptly advise the PLRA of your question.

4. Confidential Information Defined.

As used in this Agreement, "Confidential Information" means confidential and/or proprietary information which is disclosed to you or which you otherwise learn during the course of or as the direct or indirect result of your employment with the PLRA. Confidential Information is information not generally known to the public or to others who could obtain economic value from their disclosure or use of the Information. All information related to the

Schedule-VII

PLRA which you gain during the time of your employment should be deemed confidential, unless clearly identified to be non-confidential.

- A. Confidential Information includes all proprietary technical, financial, customer, business or other information owned by or licensed to the PLRA or any of its clients, customers, or vendors, including by way of illustration, but not limitation, customer lists, pricing data, supply sources, techniques, computerized data, maps, written material, drawings, photographs, layouts, computer programs, software, firmware, inventions, discovery, improvement, development, tools, machines, designs, works of authorship, logos, promotional ideas, concepts, formulae, market information, trade secrets, information related to current or proposed research and development, organization charts, advertising materials, financial records and reports of the PLRA or any organization affiliated with the PLRA, inventions, patents, inventions that are patentable and works subject to copyright protection, copyrighted materials, and performance standards.
- B. Confidential Information includes all information that should reasonably be understood by you because of legends or other markings, the circumstances of disclosure, or the nature of the information itself, to be Confidential Information, regardless of whether such information is marked "Confidential." All information gained during the course of your employment should be presumed confidential unless the information is clearly identified otherwise or the circumstances of disclosure demonstrate it not to be confidential.
- C. Confidential Information includes, without limitation, Information which is made, written, discussed, developed, secured, obtained or learned (a) solely or jointly with others, (b) during the usual hours of work or otherwise, (c) at the request and upon the suggestion of the PLRA or otherwise, (d) with the PLRA's materials, tools, instruments, or (e) on the PLRA's premises or otherwise.
- D. Confidential Information includes all confidential and proprietary material that you may design, author, create, distribute or produce during the term of your employment.

5. **Return of Confidential Information.**

You agree to promptly return all Confidential Information to the PLRA upon the earlier of the PLRA's request or the termination of your employment.

6. **Compliance with Rules.**

You agree to comply with all reasonable rules established from time to time by the PLRA for the protection of Confidential Information.

7. **Disclosure to the PLRA of Confidential Information.**

You agree to promptly and fully disclose to the PLRA any Confidential Information that you design, create, or develop, including, without limitation, any Information which is patentable or subject to copyright protection or which may be protected as a trade secret.

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8. Disclosure of Intellectual Property.

You agree to disclose to the PLRA any patent or copyright applications or steps taken to protect intellectual property protection which you may file during the one year period following the termination of your employment. Any such applications filed within one year following your last day of employment are presumptively Confidential Information of the PLRA.

9. Disclosure to the Government.

You are permitted to disclose Confidential Information *if you do so in complete confidence*, either directly or indirectly, to *a federal, state, or local government official or to an attorney*. Such disclosure is permitted, however, solely (i) for the purpose of reporting or investigating a suspected violation of applicable law; or (ii) in the context of a complaint or other document *filed under seal* in a lawsuit or other proceeding.

PLRA is prohibited from retaliating against an employee who reports in good faith Confidential Information to any governmental entity as provided in this Paragraph 9.

10. Title to Confidential Information.

All right, title and interest in and to all Confidential Information is vested exclusively in the PLRA, including, without limitation, Confidential Information or work product which you may author, create or develop.

11. Survival of Promises.

You further agree that your obligations of confidentiality will continue beyond the termination of your employment with the PLRA, regardless of whether your termination is voluntary or involuntary.

12. Injunctive Relief.

You hereby acknowledge (1) the unique nature of the Confidential Information which is the subject of this Agreement; (2) that Confidential Information constitutes trade secrets of the PLRA; that the PLRA will suffer irreparable harm if you breach your obligations under this Agreement; and (3) that monetary damages will be inadequate to compensate the PLRA for such a breach. Therefore, if you breach any of such provisions, then the PLRA shall be entitled to injunctive relief under the law in addition to any other remedies at law or equity, to enforce such provisions.

13. Modifications.


This Agreement may be modified only by a contract in a writing executed by the party to this Agreement against whom enforcement of such modification is sought.

14. Waiver.


Any waiver of a default under this Agreement must be made in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. No delay or omission in the exercise of any right or remedy shall impair such right or remedy or be construed as a waiver. A consent to or approval of any act shall not be deemed to waive or render unnecessary consent to or approval of any other or subsequent act.

Schedule-VII

15. **Jurisdiction.**

You acknowledge that by accepting employment with the PLRA, you waive an objection to the personal jurisdiction of any of the courts.

Date _____

Signature: _____
Additional Director (HR &

Admin)

Punjab Land Records

Authority


By your signature below you acknowledge that you have read and understood the foregoing Agreement, that you agree to comply with all of the terms of the Agreement, and that you have received a copy of the Agreement.

 Date _____

Signature _____

Employee Name with CNIC




PUNJAB LAND RECORDS AUTHORITY
EMPLOYEE CLEARANCE FORM

SCHEDULE-IX

Employee Name		Employee No.		Date of Joining	
---------------	--	--------------	--	-----------------	--

Designation		Wing			
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Date of Repatriation / Relieving From PLRA:

Wing	Please indicate if anything is outstanding	Signature
Admin wing	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Finance & Accounts	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Information Technology	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Operations & Coordination	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
I&V wing	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Legal wing	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____
Internal Audit wing	<input type="checkbox"/> No <input type="checkbox"/> Yes	_____

To Be Filled by Human Resource Wing

Earned Leaves _____

Excessive Casual Leaves (if any) _____

Notice Period _____ (days)

Remarks:

Director HR _____



Schedule-X

Sr.No	Existing Designation	Existing Wing	Proposed Designation	Proposed Wing
1	Additional Director General		Additional Director General (Admin)	
2	Additional Director General		Additional Director General (Technical)	
3	Director (Policy, Planning & Projects)	Policy, Planning & Projects	Director (Procurement, Planning & Development)	Procurement, Planning & Development
4	Additional Director (Projects)	Policy, Planning & Projects	Additional Director (Research, Planning & Projects)	Procurement, Planning & Development
5	Deputy Director (Construction)	HR, Procurement & Administration Department	Deputy Director (Development & Maintenance)	Procurement, Planning & Development
6	Additional Director (Finance & Accounts)	Finance & Accounts	Additional Director (Finance & Receipts)	Finance & Accounts
7	Additional Director (Coordination & External Communication)	Operations & Coordination	Additional Director (Public Relations)	Operations & Coordination
8	Senior Field Officers	Intelligence & vigilance Wing	Intelligence officers	Intelligence & vigilance Wing
9	Field Officers	Intelligence & vigilance Wing		



