

**(Bill as recommended by Standing Committee on Services and General Administration)**

**A  
Bill**

*to provide for establishment of the Punjab Enforcement and Regulatory Authority and to prescribe procedures for efficient and effective implementation and enforcement of special laws throughout Punjab.*

It is expedient, in the public interest, to establish overarching provincial enforcement authority and procedures in Punjab; to improve coordination and cooperation between existing regulatory agencies under special laws; to streamline regulatory measures across the Province for better and more effective enforcement of special laws; to designate a lead regulator in regulatory areas where existing enforcement is lacking or prone to jurisdictional overlap; to implement a uniform overarching strategy on regulatory compliance; to establish enforcement stations and empower authorized officers to carry out proceedings and hearings; to pursue administrative and non-judicial enforcement actions for violations under special laws; and, to provide for all matters connected therewith and ancillary thereto.

Be it enacted by the Provincial Assembly of the Punjab as follows:

**Chapter I  
PRELIMINARY**

**1. Short title, extent, commencement and application.**— (1) This Act may be cited as the Punjab Enforcement and Regulation Act 2024.

(2) It shall extend to whole of the Punjab.

(3) It shall come into force on such date and apply to such area as the Government may, by notification in the official Gazette, specify.

**2. Definitions.**— (1) In this Act:

- (a) “Absolute Order” means the Absolute Order issued in furtherance of an EPO under the Act;
- (b) “Act” means the Punjab Enforcement and Regulation Act 2024;
- (c) “Authority” means the Punjab Enforcement and Regulatory Authority established under section 3 of the Act;
- (d) “Authorized Officer” means the Authorized Officer appointed under section 10 of the Act;
- (e) “Board” means the District Enforcement and Regulatory Board constituted under section 12 of the Act;
- (f) “Chairperson” means the Chairperson of the Authority;
- (g) “Code” means the Code of Criminal Procedure, 1898 (V of 1898);
- (h) “Committee” means a committee constituted under the Act;

- (i) "Court" means the Court of Session established under the Code and also includes the Court of an Additional Sessions Judge;
- (j) "custodian of the State property" means such officer or such employee of the Government who is responsible for managing, maintaining, and protecting the State property;
- (k) "Department" means the Department as defined under the Punjab Government Rules of Business 2011 and also includes attached departments, autonomous bodies, local government bodies and the semi-government entities;
- (l) "Director General" means the Director General of the Authority appointed under the Act;
- (m) "District" means a district notified under the Punjab Land Revenue Act, 1967 (XVII of 1967);
- (n) "employee" means an officer, staff or any other person appointed by the Authority under section 10 of the Act;
- (o) "encroachment" includes any interference with or intrusion into the State property, and includes any permanent or temporary structure raised thereon or moveable objects intruded thereupon;
- (p) "enforcement" includes all acts or processes as may be required for compelling compliance with the provisions of the Act and Scheduled laws;
- (q) "enforcement costs" means the costs determined by the Hearing Officer on an offender and includes any additional costs incurred by the Enforcement Station;
- (r) "Enforcement Officer" means an Enforcement Officer appointed under the Act;
- (s) "Enforcement Station" means any place or premises declared by the Government to be the Enforcement Station at the sub-division level under the Act;
- (t) "EPO" means the Emergency Prohibition Order issued under the Act;
- (u) "Fund" means the Punjab Enforcement and Regulatory Authority Fund established under the Act;
- (v) "Government" means Government of the Punjab;
- (w) "Grievance Redressal Commissioner" means any officer who may be appointed as the Grievance Redressal Commissioner by the Authority under the Act;
- (x) "Hearing Officer" means the Hearing Officer appointed by the Authority under the Act;
- (y) "illegal occupier" means any trespasser on the State property, including such lessee or licensee who, after the

expiry of period of lease or license, continues to remain in the occupation of the State property or an allottee who after the expiry or cancellation of such allotment, continues to remain in the occupation of the State property;

- (z) "independent member" means the member of the Authority at clause (l) of sub-section (1) of section 4 of the Act;
  - (aa) "initiating authority" means any officer or forum initiating an inquiry under the Act;
  - (bb) "Investigation Officer" means the Investigation Officer appointed by the Authority under the Act;
  - (cc) "Magistrate" means a Magistrate empowered under the Act and includes a Magistrate empowered under section 14-A of the Code;
  - (dd) "notice" means a notice including any summons or other communication or information required to be served under the Act;
  - (ee) "offence" means any offence or violation under the Act and includes any offence or violation under the Scheduled laws;
  - (ff) "offender" means a person who has committed or against whom there is reasonable belief or suspicion that he has committed a violation or offence under the Act or Scheduled laws;
  - (gg) "penalty" means the punishment or fine awarded to a person as provided under the Act or Scheduled laws;
  - (hh) "person" means a natural person, including partnership, firm, company, association, joint stock association, corporation or such like organization;
  - (ii) "prescribed" means prescribed by the rules or regulations made or framed under the Act;
  - (jj) "prosecutor" means the person appointed or deputed under section 30 of the Act;
  - (kk) "public nuisance" means any illegal act or omission which causes violation under the Act or Scheduled laws, or which may cause any common injury, danger or annoyance to the public or to the people in general who dwell or occupy property in the vicinity, or which shall cause injury, obstruction, danger, or annoyance to persons who may have occasion to use any public right:
- Provided that a common nuisance is not excused on the ground that it causes some convenience or advantage.
- (II) "public place" means any place, building or conveyance to which the public has or is permitted access, including but not limited to parks, streets, highways, common areas of schools, hospitals and public office buildings;

- (mm) "reference" means a reference made by a Department wherein any violation or offence is reported to the Authority or to the Enforcement Station for enforcement of the Act or Scheduled laws;
- (nn) "regulations" means the regulations framed under the Act;
- (oo) "requisition" means a requisition sent under section 20 of the Act;
- (pp) "rules" means the rules made under the Act;
- (qq) "Selection Panel" means the Selection Panel constituted under the Act;
- (rr) "Schedule" means the Schedule appended with the Act;
- (ss) "Scheduled laws" means the laws mentioned in the Schedule;
- (tt) "Sergeant" means a Sergeant appointed by the Authority under the Act;
- (uu) "Services" includes all services that are required to be provided by the Government in the public interest;
- (vv) "State property" means the property in the name of or under the control of the Government or Department or any entity owned or controlled by the Government;
- (ww) "Sub-division" means a sub-division notified as such under the Punjab Land Revenue Act, 1967 (XVII of 1967);
- (xx) "Sub Divisional Enforcement Officer" means the Sub Divisional Enforcement Officer appointed under the Act;
- (yy) "supplies" includes all supplies that are required to be maintained by the Government in the public interest;
- (zz) "support staff" means the staff of the Authority performing clerical, technical or other ministerial jobs for the maintenance and operations of its offices; and
- (aaa) "Whistle-blower" means the person who, in the public interest, discloses an actual or suspected violation or offence under the Act.

(2) Any expression or word used but not defined in the Act, shall have the same meaning as assigned to it in the Constitution of the Islamic Republic of Pakistan, the Punjab Government Rules of Business 2011, the Code or the Scheduled laws.

## **Chapter II** **ESTABLISHMENT OF THE PUNJAB ENFORCEMENT AND** **REGULATORY AUTHORITY**

**3. Establishment of Authority.**— (1) The Government shall, by notification in the official Gazette, establish an Authority to be known as

the Punjab Enforcement and Regulatory Authority for carrying out the purposes of the Act.

(2) The Authority shall be a body corporate, having perpetual succession and a common seal, with power to enter into contract, acquire or dispose of property, and may, by its name, sue or be sued.

(3) The headquarters of the Authority shall be at Lahore with such offices in such other areas, as the Authority may deem appropriate.

**4. Composition of Authority.**— (1) The Authority shall consist as follows:

(a)	<u>Chief Minister, Punjab</u>	<u>Chairperson</u>
(b)	<u>Chief Secretary, Punjab</u>	<u>Vice Chairperson</u>
(c)	<u>Senior Member, Board of Revenue, Punjab</u>	<u>Member</u>
(d)	<u>Secretary to the Government, Home Department</u>	<u>Member</u>
(e)	<u>Provincial Police Officer</u>	<u>Member</u>
(f)	<u>Secretary to the Government, Finance Department</u>	<u>Member</u>
(g)	<u>Secretary, Services Wing, Services and General Administration Department</u>	<u>Member</u>
(h)	<u>Secretary to the Government, Local Government and Community Development Department</u>	<u>Member</u>
(i)	<u>Secretary to the Government, Public Prosecution Department</u>	<u>Member</u>
(j)	<u>Secretary to the Government, Price Control and Commodities Management Department</u>	<u>Member</u>
(k)	<u>three Members, including one female Member, of the Provincial Assembly of the Punjab to be nominated by the Chief Minister</u>	<u>Members</u>
(l)	<u>four independent members, including one female member, to be appointed on the recommendation of the Selection Panel</u>	<u>Members</u>
(m)	<u>Director General</u>	<u>Member/ Secretary</u>

(2) The Chairperson may delegate his authority to the Vice Chairperson for performance of all or any of his functions under the Act.

(3) The appointment of the Members at clauses (k) and (l) of sub-section (1), shall be notified in the official Gazette.

(4) Notwithstanding anything contained in sub-section (1), the Authority may co-opt in any meeting, the Administrative Secretary of the relevant Department responsible for the enforcement and implementation of the Scheduled laws.

(5) The independent members shall be appointed by the Government for a period of three years but they shall serve during the pleasure of the Government.

(6) The independent member may resign at any time subject to service of one month notice to the Government.

**5. Selection Panel.**— (1) There shall be a Selection Panel consisting of three persons, other than serving public servants or elected representatives, to be nominated by the Chief Minister for the selection of independent members.

(2) The selection of independent members shall be by majority of selection panel, and the selection shall be completed within thirty days of commencement of such selection process.

(3) The Selection Panel shall invite applications from the public for selection of independent members and shall, after interviewing eligible candidates, forward its recommendations to the Government for their appointment as independent members.

(4) The Director General shall provide the secretarial support to the Selection Panel to carry out their official business.

**6. Qualification and disqualification of an independent member.**— (1) An independent member shall be of impeccable integrity and proven professional competence in the fields of social work, law, administration, education or corporate.

(2) A person shall be disqualified from becoming an independent member, if he:

- (a) has held any public representative office or has remained a public servant in the six months immediately preceding his appointment as independent member;
- (b) is found suffering from any physical or mental incapacity or illness;
- (c) is declared bankrupt or a loan or tax defaulter;
- (d) holds an office in the service of Pakistan;
- (e) is in the service of any statutory body or any other body which is owned or controlled by the Government or in which the Government has a controlling share or interest;
- (f) has been dismissed, removed or compulsorily retired from the service of Pakistan on grounds of corruption or any other form of misconduct;
- (g) has been convicted of a criminal offence; or
- (h) has any conflict of interest.

**7. Meetings of the Authority.**— (1) The Authority shall meet at such time and place and shall observe such procedure with regard to transaction of its business and meetings as may be prescribed and, until so prescribed, as the Authority may determine.

(2) The meetings of the Authority shall be presided over by the Chairperson or, in his absence, by the Vice Chairperson or when the Vice Chairperson is also absent, by the Member nominated by the Chairperson.

(3) The quorum for a meeting of the Authority shall be one half of the total members.

(4) The Director General, on the direction of the Chairperson, shall call a meeting of the Authority.

(5) The decisions of the Authority shall be taken by majority of its members present and voting and, in the event of equality of votes, the Chairperson or, in his absence, the person presiding over the meeting, as the case may be, shall have a casting vote.

(6) The Director General shall maintain a complete record of the minutes and decisions of the Authority.

(7) No act, decision, order or proceedings of the Authority or a committee constituted by the Authority shall be invalid merely by reason of any vacancy or defect in the constitution of the Authority or the committee.

**8. Director General.**— (1) The Chief Minister may appoint a Director General who shall be an officer of Basic Scale 19 or above from the Pakistan Administrative Service or Provincial Management Service, in such manner and on such terms and conditions as may be prescribed and, until so prescribed, as the Chief Minister may determine.

(2) The Director General, subject to the general supervision and direction of the Authority, shall be responsible for carrying out the purposes of the Act.

(3) The Director General shall be responsible for performing secretarial functions and providing support to the Authority.

(4) The Director General shall exercise such powers as are mentioned in the Act or as may be prescribed or delegated to him by the Authority.

**9. Committees.**— (1) The Authority may constitute such committees as it may deem necessary for carrying out the purposes of the Act, and such committees shall exercise such powers and perform such functions as may be assigned to them by the Authority.

(2) Subject to sub-section (1), the committee may co-opt any person, other than a member of the Authority, to attend a meeting of the committee.

**10. Powers and functions of the Authority.**— (1) Subject to the provisions of the Act and the rules or regulations framed thereunder, the Authority may exercise such powers and take such measures as may be necessary for carrying out the purposes of the Act.

(2) Without prejudice to the generality of the provisions of sub-section (1), the Authority shall:

- (a) oversee, spearhead and monitor the implementation of the policy guidelines issued by the Government for the purposes of the Act;
- (b) appoint Hearing Officer for the purposes of the Act;
- (c) appoint Authorized Officer, not below the rank of Basic Scale 18, for the purposes of the Act;
- (d) conduct a situational assessment, systematically gather and analyse relevant data for decision-making and effective planning;
- (e) conduct such inquiry as is required for carrying out the purposes of the Act or Scheduled laws;
- (f) appoint and train the employees for the performance of their duties in such manner and on such terms and conditions as may be prescribed and, until so prescribed, as may be determined by the Government;
- (g) establish roles, jurisdictions and job descriptions of the employees;
- (h) devise the mechanism of performance appraisal of employees;
- (i) take measures to establish and maintain discipline in the employees;
- (j) hire and determine the terms and conditions of engagement of such experts, consultants or advisors as may be required and in such manner as may be prescribed and, until so prescribed, as may be determined by the Government;
- (k) administer the Enforcement Stations;
- (l) provide guidelines to the District Enforcement and Regulatory Boards and Enforcement Stations for carrying out the purposes of the Act;
- (m) supervise, monitor and review the progress and performance of the District Enforcement and Regulatory Boards and Enforcement Stations;
- (n) assign any of its employees to provide assistance to the Enforcement Stations;
- (o) take all necessary measures for implementing the enforcement mechanism provided under the Act, the rules and the regulations as well as the Scheduled laws;
- (p) recommend budget estimates to the Government for the purposes of implementation of the Act;
- (q) define the pecuniary limitations of the employees to impose fines;

(r) sanction payment of reward to any person, including any employee, who has made an exceptional effort towards accomplishing the objective of the Act; and

(s) exercise such other functions and powers as may be notified by the Government from time to time for carrying out the purposes of the Act.

(3) The Authority may delegate any of its powers and functions to the Director General or Chairperson of the Board or its Authorized Officer.

**11. Employees of the Authority.**– (1) The Authority may, on its own or through Director General or its Authorized Officer, appoint such employees, as may be considered necessary for the efficient performance of its functions, in such manner and on such terms and conditions as may be prescribed and, until so prescribed, as may be determined by the Government.

(2) The Authority may, by regulations, provide for efficiency, discipline and accountability of its employees.

(3) The Authority may lend or borrow any of its employee or employee of any other Department, on deputation basis as per the policy of the Government.

### Chapter III **DISTRICT ENFORCEMENT AND REGULATORY BOARD**

**12. District Enforcement and Regulatory Board.**– (1) The Authority may, by an order, constitute the District Enforcement and Regulatory Board at the district level with following composition:

(a) <u>Deputy Commissioner</u>	<u>Chairperson</u>
(b) <u>District Police Officer</u>	<u>Member</u>
(c) <u>District Heads of the Departments of Scheduled laws</u>	<u>Members</u>
(d) <u>District Public Prosecutor</u>	<u>Member</u>
(e) <u>District Attorney</u>	<u>Member</u>
(f) <u>Additional Deputy Commissioner (General)</u>	<u>Member/ Secretary</u>
(g) <u>any other expert co-opted from public or private sector</u>	<u>Member</u>

(2) The Board shall be housed at the District Headquarters.

(3) The Board shall meet at such date, time and place and shall observe such procedure with regard to transaction of its business and meetings, as the Authority may determine.

(4) The meetings of the Board shall be presided over by its Chairperson or, in his absence, by a member nominated by him.

(5) The quorum for a meeting of the Board shall be one half of the total members.

(6) The Secretary, on the direction of the Chairperson, shall call a meeting of the Board.

(7) The decisions of the Board shall be taken by majority of the members present and voting and, in the event of equality of votes, the Chairperson or, in his absence, the member presiding over that meeting, as the case may be, shall have a casting vote.

(8) The Secretary shall maintain a complete record of the minutes and decisions of the Board.

(9) No act, decision, order or proceedings of the Board or a committee constituted by the Board shall be invalid merely by reason of any vacancy or defect in the constitution of the Board or committee.

(10) The Secretary shall be responsible for performing secretariat functions and providing secretarial support to the Board.

(11) The Secretary shall exercise such powers as are mentioned in the Act or as may be prescribed or delegated to him by the Board.

**13. Committees.**— The Board may constitute such committees as may be deemed necessary for carrying out the purposes of the Act, and such committees shall exercise such powers and perform such functions as may be assigned to them by the Board.

**14. Powers and functions of Board.**— (1) Subject to the provisions of the Act, rules or regulations framed thereunder, the Board may exercise such powers and take such measures as may be necessary for carrying out the purposes of the Act.

(2) Without prejudice to the generality of the provisions of subsection (1), the Board shall:

- (a) oversee, spearhead and monitor the implementation of the guidelines issued by Authority under the Act;
- (b) supervise, monitor and review the progress and performance of the Enforcement Stations;
- (c) conduct a situational assessment, systematically gather and analyse relevant data for decision-making and effective planning;
- (d) take all necessary measures for implementing the enforcement mechanism provided under the Act, rules and regulations, as well as, Scheduled laws;
- (e) recommend budget estimates to the Authority for the purposes of implementation of the Act;
- (f) seek reports from concerned quarter for data analysis and better decision making;
- (g) propose or sanction, as may be prescribed, payment of reward to any person, including any officer, employee

and Whistle-blower, who has made an exceptional effort towards accomplishing the objective of the Act; and

- (h) such other functions and exercise such other powers as may be assigned to it by the Authority from time to time, for carrying out the purposes of the Act.

**15. Powers and functions of Chairperson of the Board.-** (1) The Chairperson of the Board shall exercise such powers as are provided in the Act or as may be prescribed or delegated to him by the Authority or Board.

(2) The Chairperson of the Board shall responsible to execute the directions of the Authority for the purposes of the Act and shall:

- (a) monitor and ensure implementation of the Act at district level;
- (b) conduct performance reviews of Enforcement Stations and its employees;
- (c) seek reports and record from Enforcement Stations;
- (d) initiate and conduct such inquiry by himself or through any of the officer as may be required for carrying out the purposes of the Act or Scheduled laws;
- (e) provide assistance on a requisition received under section 20 of the Act;
- (f) redressal of grievance on the complaint filed by any aggrieved person against the transgressions of any employee in the district;
- (g) decide the reference sent by the Hearing Officer;
- (h) administer the Enforcement Stations and employees in the district as may be prescribed; and
- (i) exercise such powers and perform such functions as may be ancillary to the above and for carrying out the purposes of the Act or Scheduled laws;

#### **Chapter IV** **HEARING OFFICER**

**16. Hearing Officer.-** (1) The Authority shall appoint or authorize an officer of Pakistan Administrative Service or Provincial Management Service of Basic Scale 17 or above in the Sub-division as the Hearing Officer, who shall be competent to hear and decide representations for the purposes of the Act.

(2) Any offender or an aggrieved person may file a representation before the Hearing Officer, within thirty days from accruing of cause of action, in the following matters:

- (a) against the fine imposed by Enforcement Officer under the Act or the Scheduled laws;

- (b) confiscation of articles, carts or vehicles;
- (c) sealing of any premises;
- (d) removal of encroachments or public nuisance;
- (e) any ancillary matters arising out of actions by the Enforcement Officer; and
- (f) any other matter as may be prescribed.

(3) The filing of representation and process of hearing shall be such as may be prescribed.

(4) The powers of the Hearing Officer shall include, but are not limited to:

- (a) determine whether the offence occurred;
- (b) determine whether the fine imposed by Enforcement Officer is reasonable and within the limits prescribed under the Act and the Scheduled laws;
- (c) impose additional fine upon failure of representation and to recover the same;
- (d) refund the fine imposed by Enforcement Officer in case of successful representation, in such manner as may be prescribed;
- (e) impose fine in case the amount of fine proposed by Enforcement Officer exceeds his pecuniary limits but he has sent a report to the Hearing Officer in this regard keeping in view the severity of offence;
- (f) determine the enforcement costs, rents or other ancillary costs or penalties on the report of Sub Divisional Enforcement Officer as may be prescribed;
- (g) decide about the disposal of confiscated articles or items;
- (h) decide about the sealed premises;
- (i) decide about auction of confiscated articles from the sealed premises as may be prescribed;
- (j) decide about the matters with regard to encroachments under the Act;
- (k) decide about the matters with regard to public nuisance and the reasonability of EPO issued by Enforcement Officer;
- (l) issue Absolute Order in furtherance of an EPO;
- (m) issue removal orders under the Act;
- (n) get securities and bonds with or without sureties as may be prescribed;

- (o) analyze the requisition sent by Enforcement Station and forward the same to the Board;
- (p) inspect any site or record, seek reports and summon the attendance of any concerned person;
- (q) issue notices to the offender and concerned persons under the Act or Scheduled laws;
- (r) initiate, conduct and facilitate the inquiries to ascertain the facts regarding an offence or the complaints regarding the employees;
- (s) take into account any mitigating or aggravating factor;
- (t) decide the representation filed by the offender or aggrieved person in such manner and within such time as may be prescribed;
- (u) redress grievance on the complaint filed by any aggrieved person against the transgression of any employee in the concerned Sub-division;
- (v) provide interim relief to the aggrieved person in such manner as may be prescribed;
- (w) supervise, monitor and review the progress and performance of Enforcement Station; and
- (x) perform such other functions and exercise such other powers as may be notified or delegated by the Authority or Board from time to time for carrying out the purposes of the Act.

(5) For the purposes of this section, the Hearing Officer shall consider any aggravating or mitigating factors that warrant deviation from the penalty determined by the Enforcement Officer, including but not limited to:

- (a) the gravity and duration of the offence;
- (b) any efforts made by the offender to correct the offence or mitigate its impact;
- (c) the adverse impact of the offence on the public;
- (d) any habitual nature of the offender;
- (e) any instances in which the offender has previously been involved in offences of the same nature;
- (f) gender and age of the offender; and
- (g) any other factor that the Hearing Officer may deem fit.

**17. Procedure at hearing.**— (1) Save as may be expressly provided in the Act, hearings shall be conducted summarily and Qanun-e-Shahadat, 1984 shall not apply.

(2) All proceedings may be audio-video recorded by the Hearing Officer to ensure transparency and for purposes of maintaining record of all proceedings.

(3) The Enforcement Officer may attend the hearing but is not required to do so, unless specifically asked to attend by the Hearing Officer.

(4) Written and oral evidence shall be submitted by any person at the hearing.

**18. Recording of evidence.**— (1) Any evidence under the Act shall be taken on oath or affirmation, except as may be otherwise provided, be recorded, kept and maintained in the prescribed manner.

(2) Any document that is required or authorized to be filed, given or delivered to the Hearing Officer under the Act may be filed, given or delivered electronically in the manner as may be prescribed.

## Chapter V **ESTABLISHMENT OF ENFORCEMENT STATIONS**

**19. Enforcement Stations.**— (1) The Government shall, by notification, establish or declare any place or premises, not including a police station, generally or specially, to be an Enforcement Station for the purposes of the Act.

(2) There may be one or more Enforcement Stations for each Sub-division having such territorial jurisdiction as may be specified by the Government.

(3) Each Enforcement Station shall consist of:

- (a) one Sub Divisional Enforcement Officer, not below the rank of Basic Scale 16;
- (b) Enforcement Officers, not below the rank of Basic Scale 14;
- (c) Investigation Officers, not below the rank of Basic Scale 11;
- (d) Sergeants, not below the rank of Basic Scale 07; and
- (e) Support Staff.

(4) The Authority may also appoint such additional persons at each Enforcement Station as may be required for carrying out the purposes of the Act, in such manner and on such terms and conditions as may be prescribed.

(5) The employees of Enforcement Stations shall wear such uniform, carry such weapons and shall display such identification cards or badges with their uniform as may be prescribed.

(6) Each Enforcement Station shall be provided marked vehicles and motorbikes.

(7) The Authority may frame regulations for supervision and administration of Enforcement Stations and its employees.

**20. Requisition by the Enforcement Station.**— (1) The incharge of the Enforcement Station, through concerned Hearing Officer, may send a requisition to the Secretary of the Board, for support or assistance in the enforcement and implementation of the Act or Scheduled laws, as the case may be.

(2) Upon being satisfied on the requisition that such a necessity reasonably exists, the Secretary of the Board, after getting consent of the Chairperson of Board, shall provide such support or assistance to the requisitioning incharge of the Enforcement Station.

**21. Record keeping at the Enforcement Station.**— The Sub Divisional Enforcement Officer shall be responsible for record keeping at the Enforcement Station, in such manner as may be prescribed.

**22. Sub Divisional Enforcement Officer.**— (1) The Authority shall, by notification, appoint the Sub Divisional Enforcement Officer for every Enforcement Station in the prescribed manner.

(2) The Sub Divisional Enforcement Officer shall possess such qualifications and perform such powers and functions as may be prescribed.

(3) The Sub Divisional Enforcement Officer shall be incharge of the Enforcement Station and shall be responsible for the purposes of enforcement and implementation of the Act and Scheduled laws.

(4) Without prejudice to the generality of the provisions of subsection (3), and in addition to any other power or function conferred by the Act, a Sub Divisional Enforcement officer shall:

- (a) enforce and execute decisions of the Authority and Board;
- (b) enforce the provisions of the Act and Scheduled laws;
- (c) supervise inspections by the Enforcement Officer;
- (d) issue notices or summons to offenders and concerned persons under the Act or Scheduled laws;
- (e) initiate, conduct and facilitate inquiries;
- (f) register FIRs and conduct investigations as provided in the Code;
- (g) make arrest;
- (h) submit reports to the Magistrate;
- (i) recover enforcement costs and penalties;
- (j) assign inquiries and investigations to subordinate officers;
- (k) administer the Enforcement Station and its employees;

- (l) ensure discipline of the Enforcement Station;
- (m) keep record of all registers as may be prescribed;
- (n) issue certified copies of record;
- (o) conduct performance appraisal of Enforcement Officers, Investigation Officers, Sergeants and any other official of the Enforcement Station, as may be prescribed;
- (p) upon receipt of references from Department, act and proceed as per provisions of the Act and Scheduled laws;
- (q) submit reports to the Hearing Officer, Authorized Officer, Board and the Authority as may be required by them;
- (r) assist the Hearing Officer for disposal of the work under the Act and Scheduled laws;
- (s) act as Drawing and Disbursing Officer for the Enforcement Station;
- (t) obey and promptly execute the orders issued by the Hearing Officer;
- (u) perform such functions of the Enforcement Officer in whole of the area of jurisdiction of the Enforcement Station, if specifically empowered in this regard, by the Authority;
- (v) exercise such other powers and perform such other functions as may be delegated to him by the Authority; and
- (w) exercise such powers and perform such functions as may be ancillary to the above and as provided through regulations framed by the Authority.

**23. Enforcement Officer.**— (1) The Authority shall, by notification, appoint as many Enforcement Officers for each Enforcement Station as deemed appropriate from time to time, who shall perform all field operations for enforcement and implementation under the Act and Scheduled laws.

(2) The Enforcement Officer shall possess such qualifications as may be prescribed.

(3) Each Enforcement Officer shall be assigned an area of jurisdiction by the Authority or Authorized Officer.

(4) The Enforcement Officer shall have the following powers and functions:

- (a) power to enter, inspect, search and seal any public property, building, place or any premises where he has reason to believe that an offence has occurred or there is apprehension of so happening;

- (b) power to enter, inspect, search and seal any private property, building or place, subject to warrant or order of the Magistrate in whose jurisdiction such premises is situated; and
- (c) power to undertake any of the following acts and inspections, subject to recording and reporting the same in the register of inspections:
  - (i) inspection on reasonable suspicion of an offence during routine patrol;
  - (ii) inspection to ascertain compliance of any order issued under the Act;
  - (iii) special inspection on the direction of the Authority or Board, in order to collect any electronic evidence for investigation;
  - (iv) inspection on the reasonable or credible information by the Whistle-blower;
  - (v) inspection on reference from the Department;
  - (vi) power to stop, inspect and search any vehicle or person on suspicion or information of any offence under the Act and Scheduled laws;
  - (vii) seizure of any item, goods, article or property that is used in or relevant to prove the commission of a violation or offence, provided that every such item shall be listed in the register of seized items in the prescribed manner and receipt issued to the offender;
  - (viii) power to arrest an offender as provided under the Act and in the Code;
  - (ix) power to use reasonable force, in case of retaliation or obstruction while performing functions under the Act and Scheduled laws;
  - (x) evidence collection through electronic means and modern devices;
  - (xi) power to file complaints and get the FIRs registered at the Enforcement Station;
  - (xii) exercise any or all powers entrusted to an inspector, designated officer, authorized officer or any other enforcement officer by whatsoever name called under the Scheduled laws;
  - (xiii) issue notices or summons to the offender or the concerned persons under the Act and Scheduled laws;

- (xiv) power to initiate and conduct inquiry under the Act and Scheduled laws;
- (xv) impose fine on the offenders as provided under the Act and Scheduled laws, subject to prescribed pecuniary limitations;
- (xvi) power to issue EPO under the Act; and
- (xvii) any other power or function conferred or delegated under the Act and Scheduled laws or as may be prescribed.

(5) The Enforcement Officer may exercise all powers and functions while wearing a body camera or similar wearable audio-video recording device.

**24. Conferment of additional powers by the Government.**— The Government may, by notification, confer any other power of a police officer, not being the powers mentioned in this Chapter, on Sub Divisional Enforcement Officer, Enforcement Officer or Investigation Officer under the Act or Scheduled laws, as may be necessary for the enforcement and implementation of the Act.

**25. Duties of Enforcement Officer.**— In exercise of powers and functions under the Act, it shall be the duty of every Enforcement Officer to:

- (a) enforce laws specified in the Schedule, and prevent the commission of violations or offences;
- (b) apprehend any person whom he is legally authorized to apprehend and for whose apprehension sufficient grounds exist;
- (c) obey and promptly execute all orders issued by the Sub Divisional Enforcement Officer; and
- (d) aid and co-operate with other agencies for the prevention of offences:

Provided that all actions taken by the Enforcement Officer, especially involving the arrest of a person, shall be promptly reported to the Hearing Officer through Sub Divisional Enforcement Officer of the Enforcement Station for further action in accordance with law.

**26. Investigation Officer.**— (1) The Authority shall, by notification, appoint as many Investigation Officers for each Enforcement Station as it may deem appropriate, from time to time.

(2) The Investigation Officer shall possess such qualifications as may be prescribed.

(3) The Investigation Officer shall have the following powers and functions for the purposes of investigation:

- (a) power to enter, inspect, search and seal any public property, building, place or any premises where he has

reason to believe that an offence has occurred or there is apprehension of so happening;

- (b) power to enter, inspect, search and seal any private property, building or place, subject to warrant or order of the Magistrate in whose jurisdiction such premises is situated;
- (c) power to stop, inspect, search and confiscate any vehicle for the purposes of the Act and Scheduled laws;
- (d) issue notices or summons to offenders and concerned persons under the Act and Scheduled laws;
- (e) seizure of any item, goods, article or property that is used in or relevant to prove the commission of a violation or offence, provided that every such item shall be listed in the register of seized items in the prescribed manner;
- (f) power to arrest an offender as provided under the Act and in the Code;
- (g) power to search a person on reasonable grounds of suspicion of that person being involved in an offence, or being an accomplice to such offender, or being in possession of any article that may likely be used in the commission of such offence:
  - provided that the article may only be seized if it reasonably appears to be suspicious;
  - provided further that the details of the article and grounds for seizure shall be listed in a register in the prescribed form and receipt issued to the person.
- (h) power to use reasonable force, in case of retaliation or obstruction in performing the functions under the Act or Scheduled laws;
- (i) power to collect evidence through electronic means and modern device;
- (j) power to file complaints and get the FIRs registered at the Enforcement Station under the Code; and
- (k) conduct inquiries on the direction of initiating authority.

(4) The Investigation Officer may exercise any other power or perform such other function as conferred or delegated by the Authority under Act or Scheduled laws.

**27. Sergeants.-** (1) The Authority shall, by notification, appoint as many Sergeants for each Enforcement Station as it may deem appropriate, from time to time.

(2) The Sergeants shall possess such qualifications, as may be prescribed.

(3) The Sergeants shall have the following powers and functions:

- (a) assist the officers and employees for enforcement of the Act or Scheduled laws;
- (b) carry weapons as prescribed under the rules; and
- (c) perform any other function as may be prescribed.

**28. Enforcement Squad.**— There shall be one or more Enforcement Squads in each Sub-division, comprising of the Sub Divisional Enforcement Officer, Enforcement Officers, Investigation Officers, Sergeants and such other employees as may be notified by the Authority.

**29. Administration of the Squad.**— (1) The administration of the Squad shall vest in the Authority.

(2) The Director General shall exercise in respect of the Squad such powers as may be prescribed by the Authority.

(3) Members of the Squad shall exercise such powers and perform such functions as may be prescribed by the Authority.

**30. Prosecutor.**— (1) Every Enforcement Station shall have a prosecutor appointed under the Act, in such manner as may be prescribed, or deputed from the Public Prosecution Department of the Government.

(2) The Prosecutor shall perform such functions as may be prescribed.

## Chapter VI

### ARREST

**31. Power to arrest.**— (1) The power of arrest by the Sub Divisional Enforcement Officer, Enforcement Officer and Investigation Officer under the Act shall only be exercised if any person:

- (a) is involved in any offence under the Act or Scheduled laws; or
- (b) against whom a reasonable reference has been sent by the Department; or
- (c) credible information has been received, or a reasonable suspicion otherwise exists of his having been so involved in an offence under the Act or Scheduled laws; or
- (d) in whose possession any article is found which may reasonably be suspected to be used or linked with the commission of an offence, and who may reasonably be suspected of having committed a violation with reference to such article; or
- (e) has obstructed the Enforcement Officer or any employee in the performance of his duty; or
- (f) has escaped or attempts to escape from lawful custody; or

(g) was served an order, but he chose not to abide by it.

(2) The record of the arrests shall be maintained by the Sub Divisional Enforcement Officer and reported to the Magistrate as well as the Hearing Officer, in the prescribed manner.

**32. Procedure to be followed after arrest.**— (1) The Enforcement Officer or the Investigation Officer making an arrest shall, without unnecessary delay, present the person arrested at the Enforcement Station, and bring in the knowledge of the Sub Divisional Enforcement Officer of such arrest and submit a written report for further action.

(2) The Sub Divisional Enforcement Officer shall proceed for registration of FIR immediately and produce such person before the Magistrate within twenty-four hours of arrest through the Investigation Officer.

**33. Application of the Code to arrests under the Act.**— The provisions of the Code, in relation to the arrest, security of Bond and detention of a person, search of persons and premises, and investigation of offences shall, in so far as they are not inconsistent with the Act, apply to an arrest, detention, search or investigation made under the Act.

## Chapter VII PUBLIC NUISANCE AND ENCROACHMENTS

**34. Procedure for removal of public nuisance.**— (1) Any person aggrieved by the public nuisance directly or indirectly or perceives to be aggrieved due to such nuisance in near future, may submit a complaint to the Enforcement Officer, Sub Divisional Enforcement Officer, Hearing Officer, Board or the Authority.

(2) Any Department, Whistle-blower or any employee may also report public nuisance to the Enforcement Officer, Sub Divisional Enforcement Officer, Hearing Officer, Board or the Authority.

**35. Action by Enforcement Officer.**— (1) On receipt of complaint or information through any manner as provided in section 34, the Enforcement Officer on his own or on the direction of Sub Divisional Enforcement Officer, Hearing Officer, Board or the Authority, as the case may be, shall visit the site of occurrence of public nuisance, inspect and take the stance of the persons concerned.

(2) If the Enforcement Officer gets convinced that there exists a public nuisance then he shall issue an EPO in such manner as may be prescribed.

(3) The EPO shall contain short details of public nuisance, reasons, directions to the offender creating such nuisance to remove the nuisance within a prescribed time period and manner and the penalty that may be imposed in case of disobedience.

(4) The offender shall either comply with the EPO or prefer a representation before the Hearing Officer, within fifteen days of receipt of such EPO and in such manner as may be prescribed.

(5) If the offender neither complies with the EPO nor prefers a representation within the given time period, the Enforcement Officer shall proceed to enforce the EPO and may take any one or more of the following actions against the offender:

- (a) remove or cause to be removed the public nuisance, using such means and with such force as may be reasonably necessary; or
- (b) impose and recover the fine as provided under the Act or as may be prescribed; or
- (c) confiscate the articles or the goods, as the case may be, deposit the same in the Enforcement Station along with a seizure memo to the Sub Divisional Enforcement Officer and a copy thereof to the offender; or
- (d) seal the premises; or
- (e) arrest the offender in default of the fine, repeated offences or creating obstruction for the Enforcement Officer in discharge of his official duties; or
- (f) submit a complaint before the Sub Divisional Enforcement Officer and get the FIR registered; or
- (g) submit a report before the Sub Divisional Enforcement Officer for determination of cost of enforcement by Hearing Officer, if any.

(6) The Hearing Officer shall be authorized to dispose of the confiscated articles of goods, decide the fate of sealed premises, and determination of cost of enforcement in such manner as may be prescribed.

(7) The cost of enforcement determined under sub-section (6) shall be payable by the offender and, if such cost is not paid, the Hearing Officer may cause it to be recovered as arrears of land revenue and the articles or goods confiscated by the Enforcement Officer shall be sold in auction in such manner, as may be prescribed, for recovery of such cost of enforcement.

(8) If the proceeds of sale are not sufficient to cover the cost of enforcement, the balance shall be recoverable as arrears of land revenue; however, if such proceeds exceed the cost, the excess shall be paid to the offender.

(9) The Enforcement Officer shall submit daily report of information received and actions taken against the public nuisance matters to the Sub Divisional Enforcement Officer, in such manner as may be prescribed.

**36. Action by Hearing Officer.-** (1) On receipt of a representation filed by the offender or the complainant, the Hearing Officer shall issue notices to all concerned and conduct the hearing proceedings as provided under the Act or as may be prescribed.

(2) The Hearing Officer may cancel, modify or convert the EPO into an Absolute Order.

(3) The Absolute Order shall contain detail of the public nuisance, reasons of passing an Absolute Order, direction to the offender creating such nuisance to remove the nuisance within a prescribed time period and manner and any further penalty that may be imposed on the offender if Absolute Order is not complied with.

(4) On expiry of time period mentioned in the Absolute Order, if the offender has not removed public nuisance, the Hearing Officer shall direct the Sub Divisional Enforcement Officer to get the Absolute Order enforced through the Enforcement Officer.

(5) On receipt of direction under sub-section (4), the Enforcement Officer shall enforce the Absolute Order and may, take any one or more actions against the offender:

- (a) remove or cause to be removed public nuisance, using such means and with such force as may be reasonably necessary; or
- (b) recover the fine as imposed by the Hearing Officer; or
- (c) confiscate the articles or goods, as the case may be, deposit the same in the Enforcement Station along with a seizure memo to the Sub Divisional Enforcement Officer and a copy thereof to the offender; or
- (d) seal the premises; or
- (e) arrest the offender in default of fine, repeated offences or creating obstruction for the Enforcement Officer in discharge of his official duties, as may be prescribed; or
- (f) submit a complaint before the Sub Divisional Enforcement Officer and get the FIR registered; or
- (g) submit a report before the Sub Divisional Enforcement Officer for determination of cost of enforcement by the Hearing Officer, if any.

(6) The Hearing Officer shall be authorized to dispose of the confiscated articles or goods, decide the fate of sealed premises, and determine the cost of enforcement in such manner as may be prescribed.

(7) The cost of enforcement determined under sub-section (6) shall be payable by the offender and, if such cost is not paid, the Hearing Officer may cause it to be recovered as arrears of land revenue and the articles or goods confiscated by the Enforcement Officer shall be sold in auction in such manner, as may be prescribed, for recovery of such cost of enforcement.

(8) If the proceeds of sale are not sufficient to cover the cost of enforcement, the balance shall be recoverable as arrears of land revenue; however, if such proceeds exceed the cost, the excess shall be paid to the offender.

**37. Prohibition to encroachment.**— No person shall make any encroachment, moveable or immovable, on any State property.

**38. Procedure for removal of moveable encroachment.**— (1) The Enforcement Officer on his own motion, complaint or reference from the Department or custodian of State property, information from Whistleblower or any direction from Authority, Board, Hearing Officer or Sub Divisional Enforcement Officer, in such manner as may be prescribed, shall, inspect the site, take the stance of the concerned persons and if satisfied that the encroachment needs removal under the law, he shall serve notice or Removal Order to the illegal occupier to vacate the State property within specified time period as may be prescribed, through any of the means as provided under the Act.

(2) After, expiry of prescribed time period, the Enforcement Officer shall be authorized to take any one or more of the following actions:

- (a) remove or cause to be removed the encroachment using such means and with such force as may be reasonably necessary; or
- (b) impose and recover the fine as provided under the Act or Scheduled laws or as may be prescribed; or
- (c) confiscate the article, cart or vehicle, as the case may be, deposit the same in the Enforcement Station along with a seizure memo to the Sub Divisional Enforcement Officer and a copy thereof to the illegal occupier; or
- (d) seal the premises; or
- (e) arrest the offender in default of fine, repeated offences or creating obstruction for the Sub Divisional Enforcement Officer in discharge of his official duties, as may be prescribed; or
- (f) submit a complaint before the Sub Divisional Enforcement Officer and get the FIR registered; or
- (g) submit a report before the Sub Divisional Enforcement Officer for determination of cost of enforcement and rents by the Hearing Officer, if any.

(3) The Hearing Officer shall be authorized to dispose of the confiscated article, cart or vehicle, decide the fate of sealed premises, and determination of cost of enforcement and rents, in such manner as may be prescribed.

(4) The cost of enforcement determined under sub-section (3) shall be payable by the illegal occupier and, if such cost is not paid, the Hearing Officer may cause it to be recovered as arrears of land revenue and the article, cart or vehicle confiscated by the Enforcement Officer shall be sold in auction in such manner, as may be prescribed, for recovery of such cost of enforcement.

(5) If the proceeds of sale are not sufficient to cover the cost, the balance shall be recoverable as arrears of land revenue, but if such proceeds exceed the cost, the excess shall be paid to the illegal occupier.

(6) The Enforcement Officer shall submit daily report of information received and actions taken against the moveable encroachments to the Sub Divisional Enforcement Officer.

**39. Procedure for removal of immovable encroachment.**– (1) The Enforcement Officer on his own motion, complaint or reference from the Department or custodian of State property, information from Whistleblower or any direction from the Authority, Board, Hearing Officer or Sub Divisional Enforcement Officer, shall inspect the site, take the stance of the concerned persons and if satisfied that the encroachment needs removal under the law, he shall submit a report to the Hearing Officer.

(2) The Hearing Officer shall conduct the hearing as provided under the Act or as may be prescribed.

(3) After the hearing, if the Hearing Officer is satisfied that the encroachment needs removal under the law, he shall issue a Removal Order, in writing, specifying the prescribed time period and the manner in which the encroachment be removed.

(4) The order of the Hearing Officer shall be served upon the illegal occupier as provided under the Act.

(5) On the expiry of time period provided in the Removal Order, if encroachment is not removed by the illegal occupier, the Hearing Officer shall direct the Sub Divisional Enforcement Officer to get it removed in such manner as may be prescribed, and upon such direction, the Enforcement Officer shall be authorized to take any one or more of the following actions:

- (a) remove or cause to be removed the encroachment using such means and with such force as may be reasonably necessary; or
- (b) impose and recover the fine as provided under the Act or as may be prescribed; or
- (c) confiscate the articles, goods, machinery and the building materials, as the case may be, deposit the same in the Enforcement Station along with a seizure memo to the Sub Divisional Enforcement Officer and a copy thereof to the illegal occupier; or
- (d) seal the premises; or
- (e) arrest the offender in default of fine, repeated offences or creating obstruction for the Enforcement Officer in discharge of his official duties, as may be prescribed; or
- (f) submit a complaint before the Sub Divisional Enforcement Officer and get the FIR registered; or

(g) submit a report before the Sub Divisional Enforcement Officer for determination of cost of enforcement and rents by the Hearing Officer, if any.

(6) The Hearing Officer shall be authorized to dispose of the confiscated articles, goods, machinery or the building material, decide the fate of sealed premises, and determination of cost of enforcement and rents, as may be prescribed.

(7) The cost of enforcement determined under sub-section (6) shall be payable by the illegal occupier and, if such cost is not paid, the Hearing Officer may cause it to be recovered as arrears of land revenue and the articles, goods, machinery or the building material confiscated by the Enforcement Officer shall be sold in auction in such manner, as may be prescribed, for recovery of such cost of enforcement.

(8) If the proceeds of sale are not sufficient to cover the cost of enforcement, the balance shall be recoverable as arrears of land revenue; however, if such proceeds exceed cost of enforcement, the excess shall be paid to the illegal occupier.

(9) The Enforcement Officer shall submit daily report of information received and actions taken against the immoveable encroachments to the Sub Divisional Enforcement Officer.

## **Chapter VIII** **ISSUANCE AND DELIVERY OF NOTICE**

**40. Issuance and delivery of notice.**— (1) The notice may be issued and delivered in one or more of the following modes:

- (a) Personal service: The notice shall be served on the offender, through any employee, subject to receiving given by such offender; provided that refusal to receive the notice shall not affect the validity of the notice or subsequent proceedings, and footage from the bodycam shall be sufficient proof of personal service; or
- (b) Service at premises: If the offender cannot be located for his personal service, the notice shall be served through courier service:
  - (i) if the offender is the owner of a property where the offence has occurred but is not in possession thereof, the notice shall be sent at the last known address of the offender; or
  - (ii) if the offender is the occupying owner, tenant or otherwise in occupation or possession of the property where the offence has occurred, the notice shall be sent at the said property address; or
- (c) Affixing of notice: If service for any reason is not possible or expedient in the manner set out above, the

notice shall be affixed at a conspicuous part of the house, if any, in which the offender is known to have last resided or carried on business or personally worked for gain; or

- (d) Public notice in newspaper: If service for any reason is not possible or expedient in the manner set out above, the publication in the daily national Urdu newspaper of wide circulation, shall be made; or
- (e) Local Proclamation: If the notice is of general nature and related to many persons of same locality, a proclamation or announcement may be made through a loud speaker in the locality.

(2) Where service is made by the employee, he shall certify on the duplicate of notice that he has served the notice on the required person.

### **Chapter IX** **PENALTIES**

**41. Penalties under the Act.**– Save as may be expressly provided in the Act, for the purposes of the enforcement of Scheduled laws, only those penalties may be imposed which are permitted under such relevant laws whose enforcement and regulatory compliance is sought to be achieved under the Act:

Provided that no penalty under the Act shall be imposed save in the manner as may be prescribed.

**42. Pecuniary limits for penalties.**– The pecuniary jurisdiction for the purposes of imposition of penalties shall apply to all the officers of Authority as may be prescribed.

### **Chapter X** **PREVENTIVE MEASURES**

**43. Security and Bonds.**– The Hearing Officer on his own motion or on receipt of information in any manner, may proceed under Chapter VIII of the Code and require a person to execute a bond of certain amount or the sureties as provided in the Code or as may be prescribed.

### **Chapter XI** **OFFENCES**

**44. Offences.**– Whosoever intentionally or without cause:

- (a) refuses to receive the notice or prevents the service of notice by absconding or averting proclamation or affixation or removal of such affixation;
- (b) disobeys any order issued under the Act or Scheduled laws;
- (c) fails to appear in person or by an agent before the concerned officer, if so directed;

- (d) fails to produce any document or article required to be produced before the concerned officer;
- (e) fails to furnish such information in the manner and at the time as required by the concerned officer;
- (f) offers resistance in taking of any property or suspected article by the lawful authority of the concerned officer;
- (g) refuses to provide assistance to the concerned officer as required under the Act or Scheduled laws;
- (h) obstructs in any other manner in discharge of functions by the concerned officer;
- (i) encroaches upon State property;
- (j) removes any moveable State property without lawful authority;
- (k) fails to obey EPO or Absolute Order; or
- (l) attempts to commit or abets the commission of any offence under the Act or Scheduled laws:

he shall be guilty of an offence punishable with imprisonment which may extend up to six months or fine which may extend up to rupees three hundred thousand or both.

**45. Offences by companies.**— (1) Where an offence under the Act has been committed by a company, such company shall be liable to punishment of fine, costs or other compensation specified for the offence.

(2) Notwithstanding anything contained in sub-section (1), where it is proved that the offence is attributable to any neglect on the part of any director, manager, secretary or other officer of the company, such director, manager, secretary or other officer shall also be liable to punishment for the offence.

**Explanation.**— In this section, “company” means a body corporate and includes a firm or any other association of persons.

**46. Personating a member, officer or employee.**— Whosoever pretends to hold any particular post or office as a member, officer or employee under the Act, knowing that he does not hold such office, or falsely personates any other person holding such office, and in such assumed character does or attempts to do any act under colour of such office, shall be liable to be punished under section 170 of the Pakistan Penal Code, 1860 (XLV of 1860).

**47. Misuse of authority.**— Any officer or employee responsible for enforcement and regulatory compliance under the Act, who:

- (a) exercises powers beyond his authority;
- (b) enters or searches any premises without lawful authority or reasonable cause, or vexatiously and unnecessarily seizes the property of any person, or vexatiously and unnecessarily detains, searches or arrests any person;

- (c) vexatiously and unnecessarily delays the forwarding to a court or to any other authority to whom he is legally bound to forward any arrested person;
- (d) conducts faulty or defective inspection or investigation;
- (e) makes a statement which is false or misleading in material particulars or uses a false document for the purpose;
- (f) is guilty of any wilful breach or neglect of any provision of law, or of any rule or regulation, or any order or instruction which he is bound to observe or obey;
- (g) is guilty of any dereliction of duty, including but not limited to, insubordination or bribery; or
- (h) engages himself in any manner or participates in any way in any action which has the result of thwarting the enforcement or regulatory compliance sought to be achieved under the Act:

he shall be guilty of an offence punishable with imprisonment which may extend up to six months or with fine which may extend up to rupees one hundred thousand or with both.

## **Chapter XII** **CONDUCT OF INQUIRY**

**48. Conduct of inquiry.**- In order to ascertain facts, an inquiry may be conducted as provided below:

- (a) Initiating Authority: The Authority, Board, Hearing officer, Sub Divisional Enforcement Officer or Enforcement Officer, as the case may be, upon own motion; upon receipt of information from a complainant; a Whistle-blower disclosure; or, on a reference from a Department regarding any offence under the Act or Scheduled laws, may initiate an inquiry.
- (b) Inquiry Officer: Upon initiation of inquiry, the initiating authority may conduct inquiry itself or appoint an inquiry officer subordinate to it and senior to the person under inquiry to conduct such inquiry.
- (c) Procedure to conduct inquiry:
  - (i) the inquiry officer may inspect the site, peruse the record, get the statements recorded and take such other measures to ascertain the facts, occurrences, omissions and scenario, as may be prescribed; and
  - (ii) the inquiry officer shall for the purposes of the inquiry, have all the powers of a civil court under the Code of Civil Procedure, 1908 (V of 1908) in relation to summoning and enforcing the attendance of any person, examining him on oath,

compelling the production of documents, receiving evidence on affidavit and issuing commission for the examination of witnesses.

- (d) Fate of inquiry findings:
  - (i) if the allegations are not proved in the inquiry, the initiating authority shall file the inquiry;
  - (ii) if the allegations are proved, the initiating authority shall refer the matter to Sub Divisional Enforcement Officer with a recommendation for further proceedings to impose the proposed penalty as provided under the Act and Scheduled laws; and
  - (iii) the initiating authority, if not satisfied with the inquiry findings, may order a de-novo inquiry through any other inquiry officer.
- (e) Time for inquiry proceedings: The initiating authority shall fix a time period within which the inquiry has to be completed.

### **Chapter XIII** **JURISDICTION AND PROCEDURE**

**49. Cognizance of offences.**— (1) Notwithstanding anything contained in the Code, all offences punishable under the Act shall be cognizable and non-bailable.

- (2) The Sub Divisional Enforcement Officer may:
  - (a) conduct an inquiry himself or through an inquiry officer as provided under the Act or as may be prescribed; or
  - (b) convert the findings of an inquiry held under the Act into an FIR on the recommendations of initiating authority; or
  - (c) register an FIR on the complaint or report of the Enforcement Officer; or
  - (d) register an FIR directly if the circumstances are so glaring and commission of offence is evident.

(3) The Enforcement Officer and Hearing Officer shall be empowered to impose fines and take such other actions under the Act or Scheduled laws, as may be prescribed.

(4) An offence under the Act shall be triable by a Magistrate appointed under section 14-A of the Code.

**50. Bar of jurisdiction.**— No court other than the Court shall have jurisdiction to:

- (a) question the validity of any action taken, or intended to be taken, or order made, or anything done or purported to have been done under the Act; and

(b) entertain any application or initiate proceedings or grant any injunction or stay or otherwise make any interim order, in respect of any order made or action taken under the Act, and no such order shall be called in question other than by way of appeal under the Act.

**51. Representation.**— Any offender or a complainant aggrieved by the action, order or any penalty imposed by an Enforcement Officer may submit a representation before the Hearing Officer in such manner as may be prescribed.

**52. Appeals.**— (1) Any offender who is aggrieved by any decision of the Hearing Officer on a representation filed by him, may, within thirty days of such decision, prefer an appeal to the Commissioner of the concerned Division.

(2) An appeal preferred under sub-section (1) shall be disposed of by the Commissioner within a period of forty-five days from filing of such appeal.

(3) Any person aggrieved by the decision of the Commissioner, may, within thirty days of the receipt of the decision, file second appeal before the Court and the Court shall decide such appeal within ninety days of its filing.

**53. Redressal of grievance.**— Any person aggrieved by any alleged misuse of authority by an officer or employee, may, in addition to any other remedy provided in the Act, file a complaint against such officer or employee before the Grievance Redressal Commissioner, or, if no officer is appointed so, before the Chairperson of the Board.

#### Chapter XIV ENFORCEMENT AND REGULATORY COORDINATION

**54. Authority to be lead regulator.**— (1) Notwithstanding anything contained in any other law, where there exists a regulatory body or agency under Scheduled laws, the Authority shall be deemed to be the lead regulator and the regulatory body or agency under Scheduled laws shall be the secondary regulator and shall exercise enforcement and regulatory deference to the lead regulator:

Provided that the Government may, by notification, designate the regulatory body or agency under Scheduled laws to be the lead regulator instead of the Authority, if necessitated due to expediency and public interest:

Provided further that in respect of regulatory powers and functions that vest in the local governments, the Authority shall not be deemed to be the lead regulator, unless the concerned local government assigns its powers and functions to such extent and on such terms and conditions as may be mutually agreed.

**Explanation.**— Where the Authority is the lead regulator, or where the regulatory body or agency under Scheduled laws has been designated

as the lead regulator, as the case may be, the secondary regulator shall not be permitted to take concurrent cognizance of the same violation.

(2) Without prejudice to sub-section (1), the Authority and a regulatory body or agency under Scheduled laws may enter into a memorandum of understanding or other arrangement for establishing distribution of powers and functions between themselves for better and more effective enforcement.

**55. Directives by Government.**— The Government may, as and when it considers necessary, issue policy directives to the Authority, not inconsistent with the Act or any other law for the time being in force, and the Authority shall comply with such directives.

**56. Exchange of information.**— (1) Every Department shall promptly share with the Authority all information and documents that the Authority has requested to provide to it for effective exercise of its powers and performance of its functions under the Act and which information and documents are in possession of such Department.

(2) In order to maintain an integrated information system related to violations, the obligation to exchange the information in sub-section (1) shall be reciprocated by the Authority.

(3) The Authority may enter into any arrangement with any other body or agency for the exchange of information and assistance in performance of its powers and functions under the Act.

## Chapter XV ASSISTANCE TO AUTHORITY AND WHISTLE-BLOWER DISCLOSURE

**57. Assistance to Authority.**— All executive authorities and law enforcement agencies of the Government, including the Punjab Police, and every person, shall act in aid of the Authority and render all possible assistance as may be required by the Authority or any of its members, including incharge of the Enforcement Station and Enforcement Squad, in discharging their duties under the Act.

**58. Whistle-blower disclosure.**— (1) Any person making any Whistle-blower disclosure shall make a personal declaration stating that he reasonably believes that the information disclosed by him and the allegations contained therein are true to the best of his knowledge and belief, and are not disclosed for any personal reason.

(2) Every Whistle-blower disclosure shall be made, in writing or electronic form, to the Authority or Board or Hearing Officer or Sub-Division Enforcement Officer or Enforcement Officer, in such manner and accompanied by such supporting documents or other material as may be prescribed.

(3) No action may be taken on a Whistle-blower disclosure, if the disclosure does not indicate the identity of the Whistle-blower, or if the identity of the Whistle-blower is found to be incorrect or false on verification.

(4) The Whistle-blower disclosure received under sub-section (2) shall be referred to the Hearing Officer who shall make an assessment of the information contained in the disclosure and verify the same to the extent as may be practicably possible, in such manner as may be prescribed.

(5) Upon assessment and verification under sub-section (4), if the Hearing Officer is of the view that the Whistle-blower disclosure warrants further probe, inquiry or investigation, he shall refer it to the Sub Divisional Enforcement Officer, not later than twenty-four hours from such assessment and verification, for further action.

**59. Reward and punishment.**— (1) If any violation or offence is successfully detected by the Authority under the Act as a result of the Whistle-blower disclosure, the person who made the Whistle-blower disclosure may be paid a reward from the Fund as may be prescribed and may be issued a certificate of appreciation by the Authority:

Provided that if more than one person made the Whistle-blower disclosure for the same violation or offence, the reward shall be equitably distributed amongst such persons based on their respective contribution, as determined and deemed fit by the Authority:

Provided further that no reward for any Whistle-blower disclosure shall be permitted if:

- (a) the disclosure is of no value;
- (b) the information in the Whistle-blower disclosure is already within the knowledge of the Authority or Board or employee;
- (c) the information in the Whistle-blower disclosure is a matter of public record; or
- (d) no collection or recovery is made from the Whistle-blower disclosure.

**Explanation.**— For the purpose of this section, the person making the Whistle-blower disclosure means a natural person.

(2) A person who is found to have made a false, frivolous or vexatious Whistle-blower disclosure, subject to being provided an opportunity of being heard, shall be liable to imprisonment which may extend up to one year or with fine which may extend up to rupees one hundred thousand or with both.

**60. Protection of person making Whistle-blower disclosure.**— (1) The identity of the person making the Whistle-blower disclosure, not being false, frivolous or vexatious disclosure, shall not be disclosed even after conclusion of the proceedings, except with the written consent of such person, and any unauthorized disclosure of identity of such person shall attract a fine or a penalty as may be prescribed.

(2) On the direction of the Authority, Board or of his own motion, the Hearing Officer may, in consultation with the person making the

Whistle-blower disclosure, take any measure for the protection of such person and for such duration and in such manner as may be prescribed.

**61. Public to assist the Authority and its employees.**- Every person is bound to assist the Authority and its employees by:

- (a) taking or preventing the escape of any person whom an employee is empowered to arrest and detain; and
- (b) preventing a breach of any of the provisions of the Act and Scheduled laws.

**62. Public to give information of offences requiring enforcement by the Authority.**- (1) Every person, aware of the commission of or of the intention of any other person to commit any act which is an offence under the Act or Scheduled laws, shall forthwith give such information to the nearest Enforcement Station or any employee of the Authority.

(2) Without prejudice to the generality of sub-section (1), a person in the area of his residence or work, as the case may be, shall give the following information to the nearest Enforcement Station or any employee of the Authority:

- (a) the permanent or temporary residence of any offender under the Act or Scheduled laws;
- (b) any matter likely to affect the maintenance of supplies and services including essential commodities or the safety of the State property requiring enforcement under the Act or Scheduled laws; and
- (c) any other matter as may be notified by the Authority.

**63. Local headman and chaukidar to assist.**- (1) The local headman, chaukidar and other village officials of each village, Deh or Mauza, as the case may be, appointed under any law for the time being in force, shall assist the Authority and its employees with all means and shall provide required information to them.

(2) The local headman, chaukidar and other village officials of each village, Deh or Mauza appointed under any law for the time being in force, shall report in writing all offences under the Act or the Scheduled laws to the nearest Enforcement Station at the earliest.

## **Chapter XVI** **COSTS, REWARDS AND REFUNDS**

**64. Cost of enforcement.**- (1) The Enforcement Officer may send a report to the Hearing Officer through Sub Divisional Enforcement Officer, stating therein the cost incurred and the reasons for incurring the same, for the enforcement purposes under the Act.

(2) The Sub Divisional Enforcement Officer shall certify the cost of enforcement incurred under sub-section (1).

(3) The Hearing Officer may approve the cost of enforcement after giving an opportunity of hearing to the offender and after perusal of receipts presented before such Hearing Officer.

(4) The cost of enforcement shall be recovered from offender by the Enforcement Officer.

(5) In case, the offender does not pay the cost as determined, the same shall be recovered from auction or sale of confiscated articles or goods, if any.

(6) If the cost remains unsatisfied, the same shall be recovered as arrears of land revenue.

**65. Cost of investigation.**— The Investigation Officer may get the investigation cost in such manner as may be prescribed.

**66. Reward for the employees.**— (1) Any employee may be given reward in any form, on his meritorious services or achievements in performance of his duties, as may be prescribed.

(2) A compensation amount may also be sanctioned in favor of an employee in case of any loss of his health or life while performing his duties, as may be prescribed.

**67. Refund of fine.**— On successful representation or an appeal as the case may be, the Hearing Officer shall refund the fine deposited, in such manner as may be prescribed.

**68. Rent of State property.**— (1) Besides other cost and penalty, rent shall also be decided by the Hearing Officer against the illegal occupier on the reports submitted by Sub Divisional Enforcement Officer; provided that rate of such rent shall be applicable as may be prescribed from time to time.

(2) The rent shall be recovered from illegal occupier by the Enforcement Officer.

(3) If the rent or cost of enforcement remains unsatisfied, the same shall be recovered as arrears of land revenue.

## Chapter XVII

### FINANCE, ACCOUNTS AND AUDIT

**69. Fund.**— (1) There shall be a Fund established for the purposes of the Act, to be known as the Punjab Enforcement and Regulatory Authority Fund which shall vest in, be administered and controlled by the Authority.

(2) The Fund shall consist of and be credited with such sums of money received from:

(a) the Government as may be determined to be required for the purposes of the Act, including payment of reward to employees, reward for the Whistle-blower, cost of enforcement, refund of fine, any cost of welfare initiative and other ancillary cost as may be permitted by the Authority; and

(b) any receipt as may be approved by the Government.

(3) The Fund shall be maintained in such form and manner as may be prescribed.

(4) No sum shall be drawn by the Authorized Officer or Drawing and Disbursing Officer from the Fund without prior approval of the Authority.

(5) The Authority may authorize the Hearing Officer to withdraw the following and disburse as may be prescribed:

- (a) reward to employees;
- (b) reward for the Whistle-blower;
- (c) advance for the cost of enforcement;
- (d) refund of fine in case of successful representation or appeal;
- (e) cost of any permitted welfare initiative by the Authority; and
- (f) other ancillary cost as may be permitted by the Authority.

(6) In case of deficit revenue of the Authority, the Government shall provide, from its revenue or any other source, such sum as may be necessary for the performance of functions of the Authority.

**70. Accounts.**- The Authority shall maintain proper record relating to its financial affairs, including its income and expenditure and its assets and liabilities, in such form and manner as may be prescribed.

**71. Budget.**- The Authority, through its Authorized Officer, shall prepare, in such manner and at such time as may be prescribed, a budget in respect of next ensuing financial year showing estimated receipts and expenditure of the Authority, including the Enforcement Stations, and shall submit the budget to the Government for approval.

**72. Audit.**- The accounts of the Authority shall be audited annually by the Auditor General of Pakistan and such qualified auditor or audit agency, appointed with the approval of the Government.

**73. Annual report.**- (1) The Authority shall, within three months of the close of a financial year, submit to the Government an annual performance report and the Government shall lay it before the Provincial Assembly of the Punjab within ninety days of its receipt.

(2) The report shall consist of:

- (a) the statement of accounts and audited reports of the Authority;
- (b) a comprehensive statement of the work and activities of the Authority and the Enforcement Stations during the preceding financial year; and
- (c) such other matters as may be prescribed or as the Authority may consider appropriate.

## **Chapter XVIII** **MISCELLANOUS**

**74. Delegation of powers.**— The Authority may, by order, delegate any of its powers or functions to the Board or other body or agency or committee of the Government, or any of its members or employees, as it considers appropriate for implementation of the provisions of the Act, subject to such conditions and restrictions as may be specified in the order, except the function to:

- (a) frame, amend or repeal the regulations;
- (b) formulate or grant approval for any policy, guideline or procedure under the Act;
- (c) approve the annual report, annual budget and audited accounts of the Authority;
- (d) grant powers to appoint a Drawing and Disbursing Officer;
- (e) make any decision on audit reports;
- (f) determine the terms and conditions of service of employees; and
- (g) constitute a committee of the Authority, or fill any vacancy in a committee.

**75. Public servants.**— All persons acting or purporting to act under the Act shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code, 1860 (XLV of 1860).

**76. Indemnity.**— No suit, prosecution or other legal proceedings shall lie against the Government, the Authority or its members or the Board or its members or employees for any damage caused or likely to be caused by any act or omission which is, in good faith, done or intended to be done under the Act, rules or regulations.

**77. Overriding effect.**— (1) The provisions of the Act shall be read in conjunction with Scheduled laws to the extent provided under the Act.

(2) Notwithstanding anything to the contrary contained in any other law for the time being in force, whether such law is mentioned in the Schedule or not, the provisions of the Act shall take precedence over the provisions of such other law.

(3) In the event of any conflict or inconsistency between provisions of the Act and provisions of any other law for the time being in force, the provisions of the Act shall, to the extent of such conflict or inconsistency, prevail.

(4) Any order, made under the Act, shall have effect, notwithstanding anything inconsistent therewith contained in any enactment other than the Act or any instrument having effect by virtue of any enactment other than the Act.

**78. Power to make rules.**– Subject to the provisions of the Act, the Government may, by notification in the official Gazette, make rules for the purposes of the Act.

**79. Power to frame regulations.**– (1) Subject to the provisions of the Act and the rules, the Authority may frame regulations as may be necessary to carry out the purposes of the Act.

(2) The Government may direct the Authority to modify or omit any regulation which, in its opinion, is repugnant to the provisions of the Act or the rules, or which is otherwise against public policy, and the Authority shall comply with such direction.

**80. Power to amend Schedule.**– The Government may, by notification in the official Gazette, amend the Schedule.

**81. Guidelines.**– (1) The Authority may, with prior approval of the Government, issue guidelines, including but not limited to a code of conduct, for the exercise of powers and performance of functions of its members and employees under the Act, rules or regulations.

(2) Any violation of guidelines or code of conduct issued under sub-section (1) shall be referred to the Authority or to such other authority as may be prescribed for the purposes of taking action in accordance with law.

**82. Removal of difficulties.**– If any difficulty arises in giving effect to any of the provisions of the Act, the Government may, by notification in the official Gazette, make such order, not inconsistent with the provisions of the Act, as it may deem necessary for the purposes of removing such difficulty.

**SCHEDULE**  
[see section 2(1)(rr)]

1. The Colonization of Government Lands (Punjab) Act, 1912 (V of 1912).
  2. The Punjab Prevention of Hoarding Act, 2020 (XV of 2020).
  3. The Punjab Price Control of Essential Commodities Act 2024 (VII of 2024).
  4. The Punjab Tenancy Act, 1887 (XVI of 1887).
  5. The Punjab Land-Revenue Act 1967 (XVII of 1967).
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**Punjab Enforcement and Regulatory Authority**

**2<sup>nd</sup> Meeting of the Authority, dated 31<sup>st</sup> May 2025**

**Number of Agenda Items Presented - 16**

## Agenda Items

Agendas.....	4
1. UPDATE OF THE WORK DONE SO FAR SINCE 1 <sup>ST</sup> MEETING OF THE AUTHORITY (2 <sup>ND</sup> DECEMBER 2024) AND LAUNCHING OF OPERATIONS OF PERA IN LAHORE DIVISION.....	4
2. APPROVAL OF DRAFT REGULATIONS, CODE AND TRAINING MANUAL.....	4
3. DECISION REGARDING THE TYPE OF WEAPONS TO BE CARRIED BY PERSONNEL OF PERA .....	6
4. APPROVAL OF AUTHORITY'S BUDGET FOR NEXT FINANCIAL YEAR .....	7
5. PROCUREMENT APPROVALS ABOVE RS. 300 MILLION.....	7
6. POSTING OF SUB DIVISIONAL ENFORCEMENT OFFICERS (SDEOs) OF REMAINING ENFORCEMENT STATIONS.....	8
7. PROPOSAL FOR NEW ADP SCHEMES .....	9
8. FORUM TO DECIDE THE SPECIAL PERA PAY PACKAGE (SPPP).....	10
9. TRACKER INSTALLATION & INSURANCE FOR VEHICLES.....	10
10. APPROVAL FOR ELECTRIC BIKES IN LAHORE DISTRICT .....	11
11. APPROVAL THROUGH CIRCULATION PROCESS .....	11
12. CONFERMENT OF MAGISTERIAL POWERS TO FIELD OFFICERS .....	12
13. HONORARIUM.....	12
14. APPROVAL OF THE TORS FOR SELECTION OF MEMBERS OF THE AUTHORITY, RECOMMENDED BY THE SELECTION PANEL.....	13
15. CO-OPTING SECRETARY IMPLEMENTATION & COORDINATION WING OF SERVICES AND GENERAL ADMINISTRATION DEPARTMENT AS MEMBER OF THE AUTHORITY.....	14
16. APPROVAL FOR INITIATION OF LAND ACQUISITION PROCEEDINGS FOR PERA ENFORCEMENT STATION AT HASSANABDAL, DISTRICT ATTOCK AND KOT CHUTTA, DISTRICT DG KHAN.....	14

The 2<sup>nd</sup> Authority meeting of the Punjab Enforcement and Regulatory Authority (PERA) was held on May 31, 2025 under the chairmanship of hon'ble Chief Secretary / Vice Chairperson of the Authority. The meeting commenced with the recitation of the Holy Quran. The Quorum was complete, and the following attended the meeting;

a. Mr. Zahid Akhtar Zaman, Chief Secretary Punjab	Vice Chairperson
b. Ms. Salma Butt, MPA (W-307)	Member
c. Mr. Muhammad Yousaf, MPA (PP-229)	"
d. Mr. Muddasir Waheed Malik (Rep. of SMBR)	"
e. Mr. Noor-ul-Amin Mengal, Secretary Home	"
f. Dr. Usman Anwar, Provincial Police Officer	"
g. Mr. Shakeel Ahmad, Secretary LG&CD	"
h. Mr. Muhammad Ehsan Bhutta, Secretary PC&CM	"
i. Mr. Ahmad Aziz Tarar, Secretary Prosecution	"
j. Mr. Mujahid Sherdil, Secretary Finance	"
k. Mr. Shaukat Ali, Secretary Services	"
l. Mr. Zaid bin Maqsood, Commissioner Lahore	On Special Invitation
m. Mr. Rafaqat Ali, Secretary I&C	"
n. Capt. Farrukh Atiq Khan (Retd.)	Member / Secretary

2. Thereafter, the Chief Secretary / Vice Chairperson of the Authority welcomed all the members of the Authority. The Chair requested the DG PERA to present the progress made so far and discuss agenda items. Following the DG PERA's presentation, a thorough discussion ensued, culminating in key decisions being made as given below:

Sr.#	Agendas	Discussion	Decisions Taken
1.	<p><b><u>1. UPDATE OF THE WORK DONE SO FAR SINCE 1<sup>ST</sup> MEETING OF THE AUTHORITY (2<sup>ND</sup> DECEMBER 2024) AND LAUNCHING OF OPERATIONS OF PERA IN LAHORE DIVISION</u></b></p> <p>1.1 The first meeting of the Authority was conducted on 2<sup>nd</sup> December 2024. The minutes of the meeting were approved on 17<sup>th</sup> December 2024. Based on approved MoM, necessary work including drafting of important regulations, hiring / recruitments, training, procurement etc. was initiated. A detailed presentation is attached as <b><i>Flag-A</i></b> for perusal of the Authority on the progress made so far.</p> <p>1.2 PERA is all set to launch its operations in 13 Tehsils of Lahore division (All Tehsils of Lahore District and HQs Tehsils of other districts). An inauguration ceremony is scheduled to mark the operational launch of the Lahore Division Force, including demonstration activities. A detailed flow plan has been prepared and attached as <b><i>Flag-B</i></b>.</p> <p>1.3 <b>Therefore, it is proposed that:</b></p> <ul style="list-style-type: none"> <li>a. <b>The Authority may approve the formal launching of operations of PERA in 13 Tehsils of Lahore Division.</b></li> <li>b. <b>Approve the inauguration plan by the Chairperson of the Authority / Honorable Chief Minister Punjab on 5<sup>th</sup> June 2025.</b></li> </ul>	<p>The members of the Authority applauded the progress made so far by Directorate General. Further, operationalization of PERA in Lahore Division and inauguration by honorable Chief Minister / Chairperson of the Authority was discussed in detail.</p>	<p><b>The proposals at para 1.3 are unanimously approved by the Authority in the light of discussion.</b></p>
2	<p><b><u>2. APPROVAL OF DRAFT REGULATIONS, CODE AND TRAINING MANUAL</u></b></p>	<p>The Authority discussed all the draft regulations, code</p>	<p><b>The proposed regulations, code, and training manual at para 2.1 are unanimously</b></p>

2.1	<p>Pursuant to section 79 and 81 of the PERA Act 2024, read with Punjab Enforcement &amp; Regulatory Rules, 2024, the following regulations, code and training manual are submitted before the Authority for approval.</p> <ul style="list-style-type: none"> <li>a. <b>Draft Punjab Enforcement &amp; Regulatory Authority (Operations &amp; Procedures) Code, 2025</b>, placed at <i>Flag-C</i> as recommended by the Committee made vide Agenda item No. 9 of the last Authority meeting under Secretary Law, may be approved under section 81 of the Act by the Authority for submission to the Government for the approval.</li> <li>b. <b>Draft Punjab Enforcement &amp; Regulatory Authority (Appointment and Conditions of Service) Regulations, 2025</b>, placed as <i>Flag-D</i>, may be approved under section 79 of the Act by the Authority.</li> <li>c. <b>Draft Punjab Enforcement &amp; Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations 2025</b> placed as <i>Flag-E</i> may be approved under section 79 of the Act by the Authority.</li> <li>d. <b>Draft Punjab Enforcement &amp; Regulatory Authority (Efficiency &amp; Discipline) Regulations, 2025</b>, placed as <i>Flag-F</i> may be approved under section 79 of the Act by the Authority.</li> <li>e. <b>Draft Punjab Enforcement &amp; Regulatory Authority (Performance Appraisal) Regulations, 2025</b>, placed as <i>Flag-G</i>, may be approved under section 79 of the Act by the Authority.</li> <li>f. <b>Draft Punjab Enforcement &amp; Regulatory Authority (Uniform) Regulations, 2025</b>, placed at <i>Flag-H</i> may be approved under section 79 of the Act by the Authority.</li> <li>g. <b>Draft PERA HR Manual 2025</b>, placed as <i>Flag-I</i>, may be approved under section 79 of the Act by the Authority.</li> </ul>	<p>training manual in detail with following observations:</p> <ol style="list-style-type: none"> <li>1. In performance appraisal regulations, DC/Chairperson District Board may be made counter signing officer for EO and IO.</li> <li>2. HR Manual was discussed and it was suggested that HR Manual excluding Medical Policy may be approved. Further, PERA in consultation with Finance Department may submit the medical policy in next Authority meeting.</li> </ol>	<p><b>approved by the Authority in the light of discussion.</b> Accordingly, amended drafts are placed at Flags C to K.</p>
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	<p>h. Draft PERA Training Manual 2025 for Training of recruited EO<sup>s</sup> &amp; IO<sup>s</sup>, placed at <i>Flag-J</i>, may be approved under section 79 of the Act by the Authority.</p> <p>i. Endorsement of the amendment in Punjab Police (E &amp; D) Rules, 1975 proposed by Police department. Draft Notification is placed as <i>Flag-K</i>.</p>		
3	<p><b><u>3. DECISION REGARDING THE TYPE OF WEAPONS TO BE CARRIED BY PERSONNEL OF PERA</u></b></p> <p>3.1 Under section 19 (5) of the Act, “<i>the employees of the Enforcement Stations shall wear such uniforms, carry such weapons and shall display such identification cards or badges with their uniforms as may be prescribed</i>”. Based on it, draft uniform regulations have been prepared and presented before the Authority vide agenda item no. 2. However, before preparing rules/ regulations for weapons/ gadgets, it is important that weapons/ gadgets to be carried and displayed by the employees of the enforcement stations be approved by the Authority.</p> <p>3.2 Therefore, the following is proposed (Tabulated details attached as <i>Flag-L</i>):</p> <ul style="list-style-type: none"> <li>a. Enforcement officers may carry a 9 mm Pistol (semi-automatic), Extendable batons, Body camera and Handcuffs.</li> <li>b. Investigation officer may carry a 9 mm Pistol (semi-automatic), Extendable batons, Body camera and Handcuffs.</li> <li>c. Senior Sergeants may carry Extendable batons, Body camera and Handcuffs.</li> <li>d. Sergeants may carry Extendable batons, Body camera and Handcuffs.</li> <li>e. Training on all weapons/gadgets authorized is mandatory.</li> </ul>	<p>The Authority discussed pros and cons of various weapons to be carried by officers/personnel.</p>	<p>The proposals at para 3.2 are unanimously approved by the Authority in the light of discussion.</p>

	<p>f. Directorate General to issue guidelines, Standard operating procedure and training schedules for the approved weapons/ gadgets.</p>		
4	<p><b><u>4. APPROVAL OF AUTHORITY'S BUDGET FOR NEXT FINANCIAL YEAR</u></b></p> <p>4.1 As per section 71 of the Act, “<i>The Authority, through its Authorized Officer, shall prepare, in such manner and at such time as may be prescribed, a budget in respect of next ensuing financial year showing estimated receipts and expenditure of the Authority, including the Enforcement Stations, and shall submit the budget to the Government for approval</i>”. DG PERA has been declared as Authorized Officer for the purpose, vide agenda item no. 5 in the first meeting of the Authority dated 2<sup>nd</sup> December 2024 (<b>Flag-M</b>). The draft budget for FY 2025-26 is attached as <b>Flag-N</b>.</p> <p>4.2 Therefore, it is proposed that in the light of section 71 of the Act, DG PERA may be allowed to submit the budget for FY 2025-26, to the Government for approval.</p>	<p>The DG PERA explained budget of Directorate General and Enforcement Stations in detail, along with major expenditure heads.</p>	<p><b>The proposals at para 4.2 are unanimously approved by the Authority.</b></p>
5	<p><b><u>5. PROCUREMENT APPROVALS ABOVE RS. 300 MILLION</u></b></p> <p>5.1 In the first meeting of the Authority dated 2<sup>nd</sup> December 2024, vide Agenda Item no. 4, it was decided that DG PERA may seek approvals for procurements beyond 300 Million from the Authority before contract award for procurements other than direct procurements. The process for Modification/ Branding of 154 Double Cabins and 374 Single cabin was run through E-PADS and M/S Sehgal Motors.pk bid worth Rs. 683.79 Million was successful (<b>Flag-O</b>).</p>	<p>The members discussed the matter in detail and decided that a procurement committee under section 9 of Punjab Enforcement &amp; Regulation Act 2024 may be constituted for procurement over Rs. 300 million. The</p>	<p><b>The proposals at para 5.2 are unanimously approved by the Authority, in the light of discussion.</b></p>

	<p>5.2 Therefore, it is proposed that DG PERA being procuring agency may be allowed to enter into contract agreement of Rs. 683.79 Million with M/S Sehgal Motors.pk.</p>	composition and TORs of the said committee may be finalized by DG PERA and may be presented in the next Authority meeting.	
6	<p><b><u>6. POSTING OF SUB DIVISIONAL ENFORCEMENT OFFICERS (SDEOs) OF REMAINING ENFORCEMENT STATIONS</u></b></p> <p>6.1 As per section 22 of the Act, “<i>The Authority shall, by Notification appoint the SDEOs for every Enforcement station in the prescribed manner</i>”. As per section 3 read with schedule II of the PERA Employees (Services) Regulations 2024, a SDEO can be appointed by initial appointment, promotion or deputation by the Director General in consultation with the Chief Secretary/ Vice Chairperson of the Authority. Currently 53 SDEOs have been appointed in all Divisional and District HQs of the Province. The remaining positions are yet to be filled.</p> <p>6.2 Therefore, it is proposed that:</p> <ul style="list-style-type: none"> <li>a. DG PERA may be allowed to initiate the recruitment process of all the remaining positions of SDEOs to be appointed through initial appointment.</li> <li>b. As a stop gap arrangement, any one or combination of following measures may be taken: <ul style="list-style-type: none"> <li>i. Assigning additional charge of other Tehsils to SDEOs who are currently posted in 53 Tehsils of Punjab</li> <li>ii. Giving additional charge of the SDEOs of remaining tehsils to the concerned ACs, however in such case concerned AC will be de-notified as hearing officer and ADC(G) of the concerned district will be notified as Hearing officer.</li> </ul> </li> </ul>	<p>The members discussed various options of filling remaining positions of SDEOs.</p>	<p><b>The proposals at para 6.2(a) and 6.2(b)(ii) are unanimously approved by the Authority.</b></p>

	<p>iii. <b>Temporary appointment of PPSC qualified Tehsildars on deputation till the time the SDEOs are appointed through initial appointment.</b></p> <p>iv. <b>Temporary appointment of ADLRs on deputation till the time the SDEOs are appointed through initial appointment.</b></p>		
7	<p><b><u>7. PROPOSAL FOR NEW ADP SCHEMES</u></b></p> <p>7.1 PERA's scheme, "<b>Establishment of Enforcement Stations of PERA in Punjab (New Construction and Rehabilitation of existing Government building)</b>", worth <b>Rs. 9.2 Bn</b> in various tehsils of Punjab has already been approved by PDWP and has also been cleared from the sub-ordinate forums. Whereas in remaining tehsils of Punjab a new scheme, "<b>Establishment of Enforcement Stations of PERA in Punjab (New construction), worth Rs. 4.6 Bn</b>" is already proposed for inclusion in ADP for the FY 2025-26. Moreover, all the ES need to be solarized for which the case has been sent to Administrative department for inclusion of scheme, "<b>Solarization of Enforcement Stations of PERA in Punjab</b>", worth <b>Rs. 468.4 Mn.</b></p> <p>7.2 Honorable Chief Minister/ Chairperson of the Authority in the last progress review of PERA on 21<sup>st</sup> April 2025, desired that PERA HQs, PERA lines and training area may also be established. In view, a new ADP scheme titled, "<b>Establishment of PERA HQ, PERA lines and PERA training academy</b>", with token allocation is also proposed to be included in ADP for the FY 2025-26. A Government piece of land of 5 Acres for the HQs, Lines and training Academy and a Government piece of Land of 125 Acres for training area in Moza Rakh Terra has also been identified with assistance of District Administration Lahore (Copy of Maps attached as <b>Flag-P</b>).</p>	<p>The members of the Authority discussed in detail the need of development schemes mentioned in the agenda. Further it was discussed that, a Summary for Chief Minister may be initiated by the DG PERA for inclusion of the scheme of PERA HQ, Lines and Training Academy as development schemes in ADP of NFY.</p>	<p><b>The proposals at para 7.3 are unanimously approved by the Authority, in the light of discussion.</b></p>

	<p><b>7.3 Therefore, it is proposed that DG PERA may be allowed to take up cases with the Government for transfer of Land for PERA HQs, lines, training Academy and Training Area and for inclusion of following schemes in ADP for the FY 2025-26:</b></p> <ul style="list-style-type: none"> <li><b>a. Establishment of Enforcement Stations of PERA in Punjab (New construction), worth Rs. 4.6 Bn</b></li> <li><b>b. "Solarization of Enforcement Stations of PERA in Punjab"</b></li> <li><b>c. "Establishment of PERA HQ, PERA lines and PERA training academy"</b></li> </ul>		
8	<p><b><u>8. FORUM TO DECIDE THE SPECIAL PERA PAY PACKAGE (SPPP)</u></b></p> <p>8.1 In the 1st meeting of the Authority, the Special Pay Package Proposal (SPPP) for contractual employees was approved by the Authority. However, during the issuance of the SNEs, the Finance Department observed that such special pay packages require approval from the Selection Board notified by the Finance Department vide notification dated 22nd October 2019. This has created an ambiguity as to whether the Special Pay Package for PERA requires approval from the Selection Board, or if the Authority's approval alone is sufficient.</p> <p><b>8.2 Therefore, it is proposed that in future special PERA pay package for contractual employees will be recommended by the Authority for scrutiny and approval by the Selection Board as notified by the Finance department.</b></p>	<p>It was discussed that it may be appropriate to get approval of SPPP of contractual employees from selection board after recommendation of the Authority.</p>	<p><b>The proposal at para 8.2 is unanimously approved by the Authority.</b></p>
9	<p><b><u>9. TRACKER INSTALLATION &amp; INSURANCE FOR VEHICLES</u></b></p> <p>9.1 PERA is in the process of procurement of 528 vehicles and 2521 motorbikes which will be deployed throughout Punjab. To ensure operational tracking and risk mitigation for PERA vehicles, installation of trackers in all the vehicles/</p>	<p>The members discussed the need for insurance and installation of trackers for</p>	<p><b>The proposal at para 9.2 is approved unanimously by the Authority.</b></p>

	<p>motorbikes and insurance coverage of all the Vehicles of the Authority is important.</p> <p><b>9.2 Therefore, it is proposed that:</b></p> <ul style="list-style-type: none"> <li>i. <b>Trackers in all field vehicles and motorbikes may be installed along with a robust monitoring and risk mitigation system.</b></li> <li>ii. <b>Insurance of all the vehicles of the authority.</b></li> </ul>	safety, monitoring and risk mitigation of these assets.	
10	<p><b><u>10. APPROVAL FOR ELECTRIC BIKES IN LAHORE DISTRICT</u></b></p> <p>10.1 Fuel bikes have already been provided to field personnel of Lahore District to support their operations. However, in alignment with PERA's commitment to environmental sustainability and the Government of Punjab's clean energy initiatives, it is planned to deploy electric bikes across all 10 Enforcement Stations in Lahore District along with a centralized charging station. The current fleet comprises 220 motorcycles.</p> <p><b>10.2 It is therefore proposed that the Directorate General PERA may be authorized to procure electric bikes for all 10 Enforcement Stations in Lahore District, along with establishment of one central charging station at an appropriately located Enforcement Station.</b></p>	The Authority discussed the proposal in detail keeping in view the focus of the Government of the Punjab on environmental sustainability and green transportation.	<b>The proposal at para 10.2 is unanimously approved by the Authority, in the light of discussion.</b>
11	<p><b><u>11. APPROVAL THROUGH CIRCULATION PROCESS</u></b></p> <p>11.1 Section 7(1) of the Act allows the Authority to regulate its business. The Punjab Enforcement and Regulatory Authority (PERA) is currently not empowered to dispose of matters through circulation. However, given that the Authority is chaired by the Chief Minister, it is often difficult to convene meetings at short notice due to the Chairperson's pressing official engagements. In order to ensure</p>	The members discussed the need for approval of Authority's business through circulation.	<b>The proposal at para 11.2 is unanimously approved by the Authority.</b>

	<p>timely decision-making, particularly in urgent cases where delay may hinder operational efficiency, it would be expedient to seek approval of members of the Authority through circulation. The procedure is given at <b><i>Flag-Q</i></b>.</p> <p><b>11.2 Therefore, it is proposed that the Authority may allow seeking approval of members through circulation as per procedure at <i>Flag-Q</i>.</b></p>		
12	<p><b><u>12. CONFERMENT OF MAGISTERIAL POWERS TO FIELD OFFICERS</u></b></p> <p>12.1 Section 49 (4) of the Act provides that “an offence under the Act shall be triable by a Magistrate appointed under Section 14-A of the Code”. As per Section 14-A of the CrPC, Government is to appoint or authorize an Officer to act as the Magistrate for trial of offences under the Act. As already explained in agenda No.2 above, the Scrutiny Committee for vetting of PERA (Ops &amp; Procedures) Code, 2025 also advised initiation of a separate case through Home Department to the Government for appointment or authorization of Magisterial Courts, as envisaged under Section 49 (4) of the Act, which is necessitated in the wake of forthcoming launching of PERA and the scheduled laws.</p> <p><b>12.2 Therefore, it is proposed that DG PERA may be allowed to initiate case for appointment or authorization of Magisterial Courts, under the Act and the scheduled laws.</b></p>	<p>It was discussed that conferment of magisterial powers to field officers of PERA and appointment of magistrates to dedicatedly look after offenses under PERA Act is essential.</p>	<p><b>The proposal at para 12.2 is unanimously approved by the Authority.</b></p>
13	<p><b><u>13. HONORARIUM</u></b></p> <p>13.1 The officers and staff of Punjab Enforcement and Regulatory Authority (PERA) have been working with exceptional dedication over the past seven months to establish the Authority from the ground up. During this period, significant progress has been made in key areas including recruitment, establishment of</p>	<p>The Authority acknowledged the meritorious services of employees of the Authority and advised to bring the agenda item before the Authority after</p>	<p><b>The proposal at para 13.2 was deferred by the Authority for the next meeting.</b></p>

	<p>Enforcement Stations, development of regulations, procurement, training, and other operational initiatives. These efforts have enabled PERA to reach the stage of immediate operationalization in Lahore Division, with expansion planned across Punjab. Further, members of the Sub-Committee constituted by Law Secretary for vetting of draft Operations and Procedures Code has worked tirelessly for completion of this most important task. In recognition of their tireless contributions and sustained workload during this critical phase, it is proposed that;</p> <p><b>13.2 Honorarium may be awarded to the employees of Directorate General of PERA, members of the aforementioned Sub-Committee and other officers as proposed at <i>Flag-R</i>.</b></p>	commencement of field operations.	
14	<p><b><u>14. APPROVAL OF THE TORS FOR SELECTION OF MEMBERS OF THE AUTHORITY, RECOMMENDED BY THE SELECTION PANEL</u></b></p> <p>14.1 Subsection 1 of Section 5 of the Act provides that “<i>there shall be a Selection Panel consisting of three persons, other than serving public servants or elected representatives, to be nominated by the Chief Minister for the selection of independent members</i>”. Accordingly, a meeting of the Selection Panel constituted vide Notification No.SO(I&amp;C-1)5-7/2024 dated 12.11.2024 was held on 8.05.2025 wherein TORs for selection of 4 Independent Members of the Authority were finalized which are placed at <i>Flag-S</i>.</p> <p><b>14.2 Therefore, it is proposed that the TORs suggested by the Selection Panel at <i>Flag-S</i> may be approved.</b></p>	<p>It was discussed that selection of independent members is essential to complete the composition of the Authority.</p>	<p><b>The proposal at para 14.2 is unanimously approved by the Authority.</b></p>

15	<p><b><u>15. CO-OPTING SECRETARY IMPLEMENTATION &amp; COORDINATION WING OF SERVICES AND GENERAL ADMINISTRATION DEPARTMENT AS MEMBER OF THE AUTHORITY</u></b></p> <p>15.1 Section 4 (4) of the Act provides that “<i>Notwithstanding anything contained in subsection (1), the Authority may co-opt in any meeting, the Administrative Secretary of the relevant department responsible for the enforcement and implementation of the scheduled laws.</i>” As per Notification No.SO(CAB-I)2-25/12(ROB) dated 19.12.2024, the S&amp;GAD has been declared as the Administrative Department and the Secretary (I&amp;C), S&amp;GAD has been notified as the Administrative Secretary for PERA by through amendment in the First Schedule of the Punjab Government Rules of Business, 2011. Accordingly, the Secretary (I&amp;C), S&amp;GAD has been overseeing the affairs of PERA and the progress reflected above has been achieved under his guidance and support.</p> <p>15.2 <b>Therefore, it is proposed that the Secretary (I&amp;C), S&amp;GAD may be co-opted as Member of the Authority, for all future meetings of the Authority in order to ensure efficient and effective communication of the Authority with the Government.</b></p>	<p>The members endorsed the proposal of co-opting Secretary I&amp;C as the member of the Authority being Administrative Department of PERA.</p>	<p><b>The proposal at para 15.2 is unanimously approved by the Authority.</b></p>
16	<p><b><u>16. APPROVAL FOR INITIATION OF LAND ACQUISITION PROCEEDINGS FOR PERA ENFORCEMENT STATION AT HASSANABDAL, DISTRICT ATTOCK AND KOT CHUTTA, DISTRICT DG KHAN</u></b></p> <p>16.1 The PDWP, in its 70<sup>th</sup> meeting held on 19.03.2025, approved the establishment of 103 Enforcement Stations across Punjab, including a new station at Hassanabdal, District Attock. Administrative approval was subsequently issued by the I&amp;C Wing of S&amp;GAD. However, the DDC Attock has confirmed that no state-owned land is available within Hassanabdal's revenue limits. The Deputy Commissioner has requested permission to acquire private land to proceed with the project. Also, Deputy</p>	<p>The members discussed that early establishment of enforcement stations is the top priority of the Government and all necessary steps should be taken in this regard.</p>	<p><b>The proposal at para 16.2 is unanimously approved by the Authority, in the light of discussion.</b></p>

	<p>Commissioner has requested land acquisition for establishment of ES Kot Chutta (<i>Flag-T</i>).</p> <p><b>16.2 Therefore it is proposed that DG PERA may be allowed to take up the case for land acquisition proceedings under the Land Acquisition Act, 1894 for establishment of the Enforcement Station at Hassanabdal and Kot Chutta.</b></p>		
--	--	--	--

4. The meeting concluded with the Chief Secretary / Vice Chairperson of the Authority commending the Director General PERA for commendable efforts. He underscored the need to sustain the current momentum and quality of work, while taking a leading role in steering the operationalization of the Authority.
- 

Capt. Farrukh Atiq Khan (Retd)  
DG PERA

Rafaqat Ali  
Secretary I&C

Muddasir Waheed Malik  
Rep. of SMBR

Mujahid Sherdil  
Secretary Finance

Zaid Bin Maqsood  
Commissioner

Shaukat Ali  
Secretary Services

Shakeel Ahmad  
Secretary LG&CD

Muhammad Ehsan Bhutta  
Secretary PC&CM

Noor-ul-Amin Mengal  
Secretary Home

Dr. Usman Anwar  
Provincial Police Officer

Muhammad Yousaf  
MPA (PP-229)  
Secretary Prosecution

Salma Butt  
MPA (W-307)

Zahid Akhtar Zaman  
Chief Secretary / Vice Chairperson



# PERA Progress Update

31<sup>st</sup> May 2025



# Executive Summary



**Timelines to operationalize PERA**



**A brief update on HR, ESs, procurements, training and proposed regulations**

- █ Under Progress
- █ Done
- █ Yet to be done



# Timelines

 **5<sup>th</sup> June - Inauguration of PERA in LAHORE**

**Division by Honorable CM**

- 🛡️ **Inauguration of training of EO<sup>s</sup>/ IO<sup>s</sup> (400 plus)**
- 🛡️ **Commencing field operations in Lahore Division**
- 🛡️ **Pre-Event launching campaign started from 23<sup>rd</sup> May**



# Display of Operational Readiness of PERA



## Showcasing Lahore Division Force

- 🛡️ **700+ equipped uniform personnel**
- 🛡️ **40 modified D/C vehs**
- 🛡️ **60 modified S/C vehs**
- 🛡️ **300 modified bikes**
- 🛡️ **Live demo and display of weapons (tasers & batons)**



## Venue

- 🛡️ **Expo Center, Lahore**





# Tentative Program of Inauguration Event



Activity	Time
Guest Arrival & Seating	10 Mins
Arrival Of Hon'ble Chief Minister	--
Recitation of Holy Quran	3 Mins
March Past	10 Mins
Showcasing Lahore Division Force (Inside Expo Center)	15 Mins
Visit- Mockup Enforcement Station	10 Mins
Opening Address & National Anthem	5 Mins
Operational Demo	15 Mins
Distribution of Appointment letters - ( EO's & IO's -4 Toppers)	5 Mins
Souvenir Exchange	5 Mins
Hon'ble CM's Closing Address	10 Mins
Refreshments & Media Interaction	10 Mins
Total Time	100 Mins



# Timeline



**14<sup>th</sup> August 2025**

- 🛡 Launch PERA in all Div/District HQs (53 Tehsils)



**30<sup>th</sup> Oct 2025**

- 🛡 Launch in all 154 Tehsils





# Resources at Districts

By 30<sup>th</sup> Oct 2025



**All ES Buildings (Permanent or Temporary)**



**All Logistics (Vehicles, Bikes, Gadgets, Weapons, etc.)**



**All Human Resource (Remaining Deputationists)**



**Deployment of Digital Monitoring System**

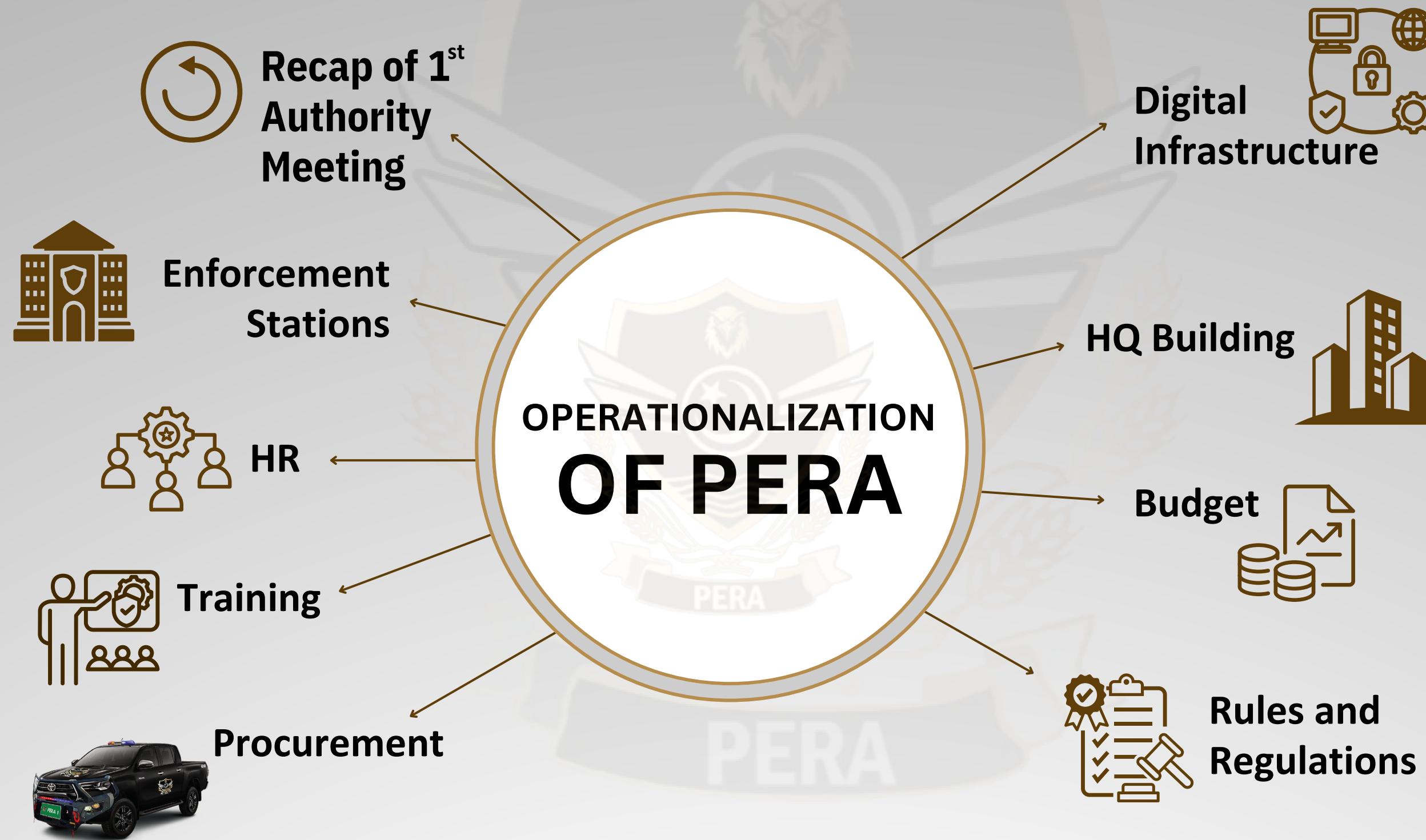


**Regulatory Framework/Codification**





# PROGRESS AT PERA





# RECAP



- Act Approved** 17<sup>th</sup> Oct 24
- DG Appointed** 1<sup>st</sup> Nov 24
- Authority 1<sup>st</sup> meeting** 02<sup>nd</sup> Dec 24
- Approval of MoM** 17<sup>th</sup> Dec 24



- █ Under Progress
- █ Done
- █ Yet to be done

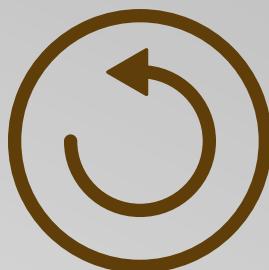


# DECISIONS TAKEN IN 1<sup>ST</sup> AUTHORITY MEETING



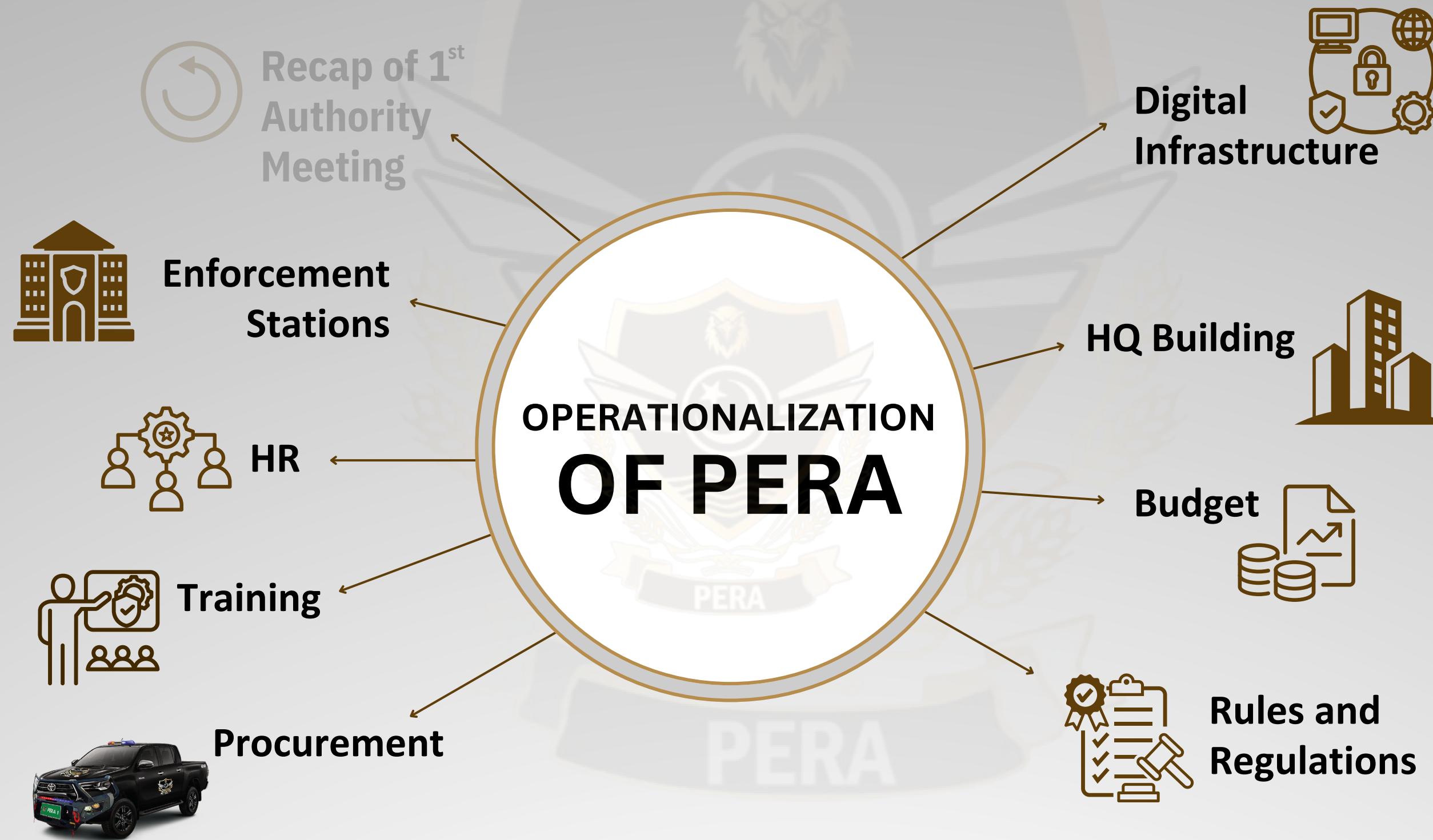
## Approvals of :-

- **Organogram, Service Structure, Service Regulations**
- **Budget and Creation of Fund**
- **Procurement & Branding Plan**
- **Delegation of Powers**
- **Honorarium**





# PROGRESS AT PERA





# Enforcement Stations

## Permanent Arrangements



- ❖ Visit to all Divisional HQs by PERA team
- ❖ Identification of land / existing buildings for ESs
- ❖ PC-1 approved by PDWP - 19<sup>th</sup> March 25
  - ❖ 100 ESs approved (80 new and 20 rehab) worth Rs. 9.2 Bn
- ❖ 7 ESs through M & R worth Rs. 384 Mn (tenders given)
- ❖ Approval by subordinate forums (80/103), tendering in progress
- ❖ 3 new schemes proposed
  - ❖ 47 new ES worth Rs. 4.6 Bn (case in P&D)
  - ❖ Solarization of ESs worth Rs. 500 Mn (case in P&D)
  - ❖ Establishment of PERA HQs, lines, training academy & training area





# Enforcement Stations

## Temporary Arrangements

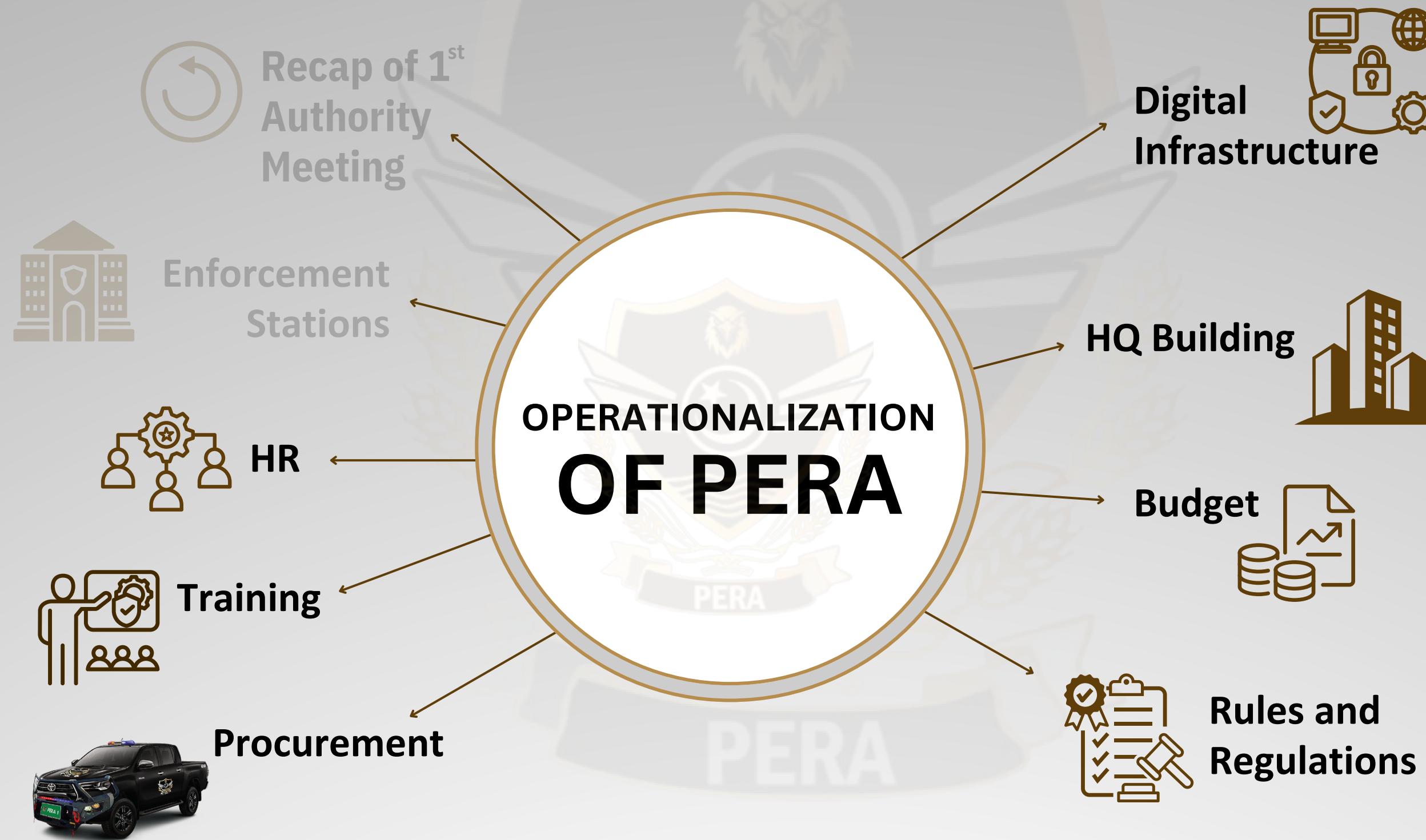


- owl 53 buildings identified and occupied
- owl 40 rented & 13 adjusted temporarily (Govt. bldgs)





# PROGRESS AT PERA





# HR



- ❖ **53/154 SDEOs BS-17 at disposal of PERA**
- ❖ **3 week orientation training at PAS Campus**
- ❖ **EOs and IOs adv positions**  
**(299 +220 = 519) - From 38,000 to 380**
- ❖ **Training Commencement date – 1<sup>st</sup> June 2025**
- ❖ **Total recruitment time : 4 Months (through PPSC)**





# Deputation Personnel from Police

## Deputationists from Police (6,257)



Phase I - All Div/ District HQs (53 ESs)

Phase-II (101 ESs)

Sr No.	Position	Required Personnel	Personnel Ordered by Police	Reported Personnel	Required Personnel
1	IO (SI)	53	48	45	101
2	Snr Sergeant (HC)	106	65	60	202
3	Sergeant (Constable)	2766	1001	800	3194
	Total	2925	1114	905	3497

- One PSP BS-18 posted at PERA HQs
- Shortlisting in progress through Deputationist Screening Panel
- Remaining by 1<sup>st</sup> week of July, as a fresh police batch passes out



# HR



## Hired (HQ):

<b>Govt. officers and staff:</b>	<b>19</b>
<b>Contractual**:</b>	<b>16</b>

## Hired (Field):

**System Support Officer = 98/106**

**Prosecutor = 0/53**

6 rounds of recruitment run so far

**\*\*experts from industry and academia were invited to conduct interviews**





# PROGRESS AT PERA





# TRAINING



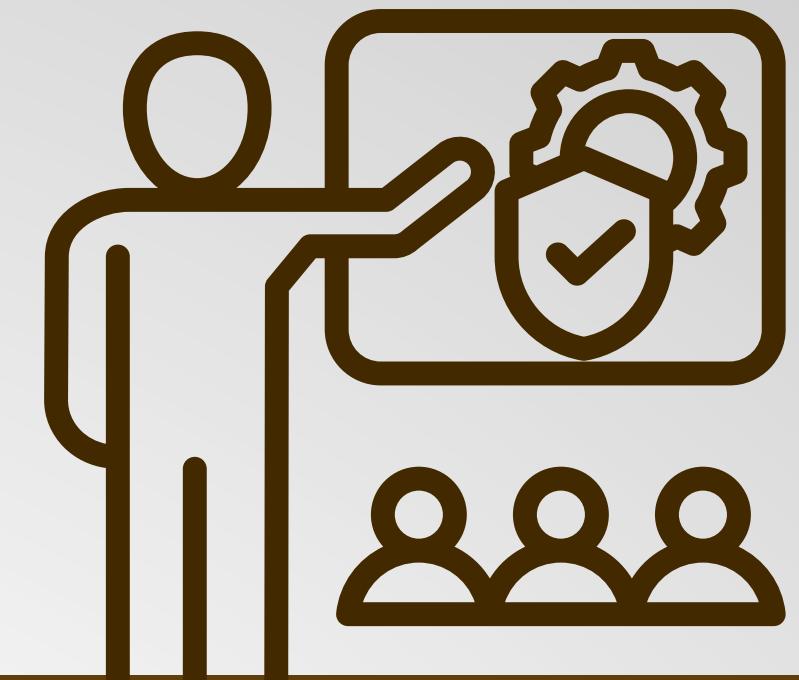
Training of SDEOs (53) at PAS Campus

Training of EOIs/IOs

- shield 13 week training plan and manual ready
- shield Basic elements of training:
  - shield Legal, IT, Drill & PT, Firing, Driving, FIRs, Investigation, Prosecution

Training Consultant engaged - Mr. Syed Manzar Zaidi (PSP)

- shield Experience - 28 years
- shield PhD Terrorism Studies University of St. Andrews, UK
- shield Master of Laws (LLM), Queen Mary College, London, UK
- shield Bachelor of Laws, University of London, UK





# TRAINING of EO<sup>s</sup> & IO<sup>s</sup>



- shield Commencement - 1<sup>st</sup> June at PTC Chung
- shield Passing out - 30<sup>th</sup> Aug 2025

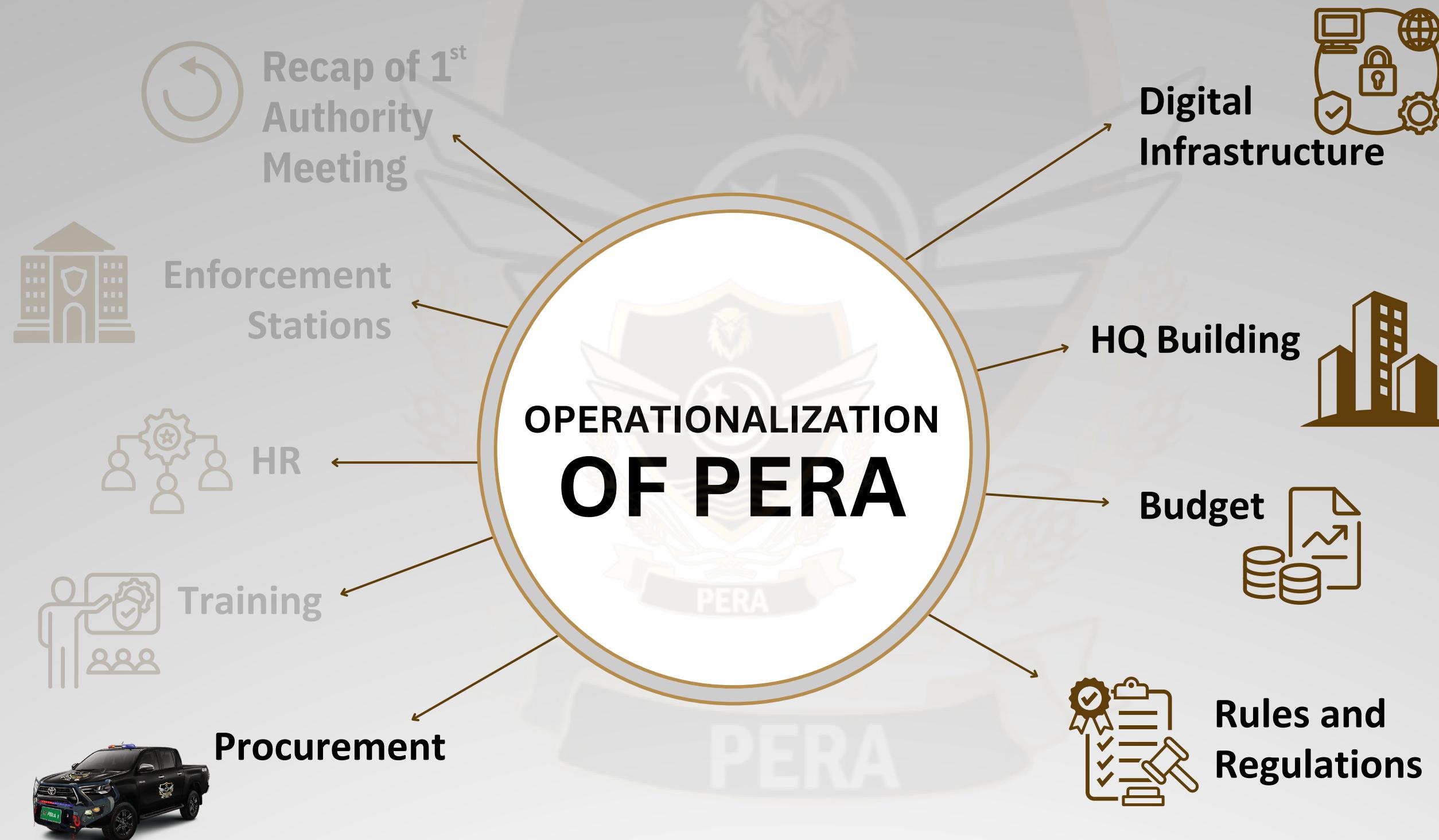
## Creation of Training Wing at HQs

- shield Fresh recruitment, promotion, periodic training course
- shield Development of training manuals and schedules
- shield Training on new apparatus, gadgets, weapons etc.
- shield Digital bank of training content
- shield Development of LMS
- shield Other training related matters





# PROGRESS AT PERA





# Procurement



## Procurements already Run

- 🛡️ Vehicles (D/Cabin, S/Cabin, MCs)
- 🛡️ Modification of Vehicles (D/Cabin, S/Cabin, MCs)
- 🛡️ Uniform and Uniform Accessories
- 🛡️ IT Equipment for Operations
- 🛡️ Furniture
- 🛡️ Protective Clothing
- 🛡️ Other Minor Procurements



## Procurements in Progress

- 🛡️ Weapons, Body Cams
- 🛡️ Remaining IT Equipment / Software (ERP)





# Procurement : Consultants Engaged



## Multiple Consultants Engaged to Strengthen PERA:

- 🛡️ Legal Consultant - Operations & Procedures Code
- 🛡️ Architect / Interior Designer for HQ building
- 🛡️ Social Media Management
- 🛡️ Branding
- 🛡️ Technical Specifications for Items/Gadgets
- 🛡️ PCSIR for QA/Testing
- 🛡️ Training for EO's & IO's





# PROGRESS AT PERA





# Rules and Regulations



## The PERA Rules, 2024

-  The PERA (Appointment & Conditions of Service for Employees) Regulations, 2024
-  The PERA (Appointment & Conditions of Service for Contractual Employees) Regulations, 2024

## Drafts Ready for Authority's Approval

-  The PERA (Operations & Procedures) Code, 2025
-  The PERA (Performance Appraisal) Regulations, 2025
-  The PERA (Uniform) Regulations, 2025
-  The PERA HR Manual, 2025
-  The PERA (E&D) Regulations, 2025
-  The PERA Training Manual, 2025





# PROGRESS AT PERA





# Establishing Digital Infrastructure



## Agreement/Deployment with PITB:

- 🛡️ HRMIS
- 🛡️ Job Portal
- 🛡️ LMS
- 🛡️ eFOAS
- 🛡️ *AI Integration*



## Engagement with PLRA on Complaint & Case Management Systems

- OWL Consultancy services for digital ops and monitoring
  - 🛡️ RFP prepared for ERP – end to end digitization
  - 🛡️ Consortium of diverse experts



# PROGRESS AT PERA





# HQ Building



owl Rent agreement signed with Benevolent Fund

owl Location

owl Area

owl Designing done and tender floated

owl Tentative date to move in

1<sup>st</sup> Floor Alfalah Building

13,000 Sq ft

15<sup>th</sup> July





# PROGRESS AT PERA





# BUDGET



Description	Amount (Bn)
Initial Allocation for PERA FY 2024-25	14.56
Substituted Allocation for PERA FY 2024-25	8.093
Allocation for HQ	6.235
Allocation for ESs	1.858
Expected Expenditure FY 2024-25	5.53
Surrendered Amount	6.30*
Allocation for 2025-26 (Demanded)	21.963
Allocation for HQ	9.461
Allocation for ESs	12.502
Total Pay & Allowances (HQ+ES's)	10.429
Total Opex (HQ+ES's)	11.534

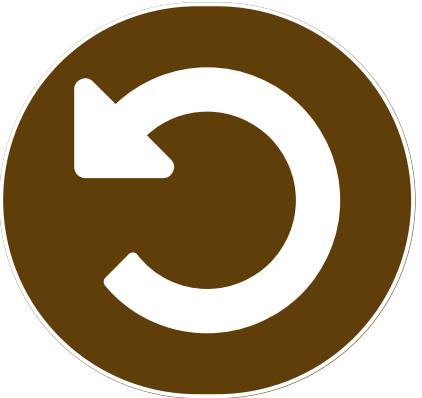


\*Includes HQ & Enforcement Stations

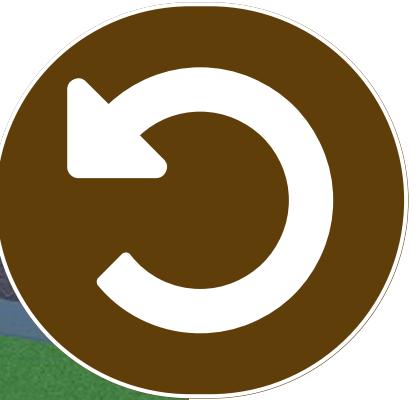




# Top View



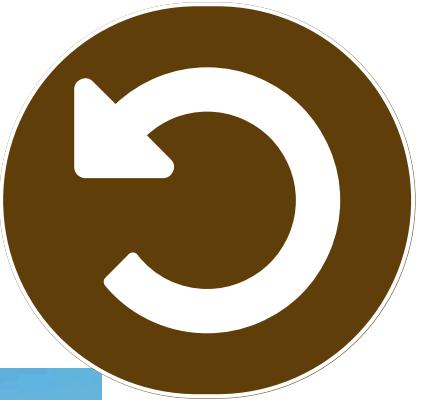
# Top View



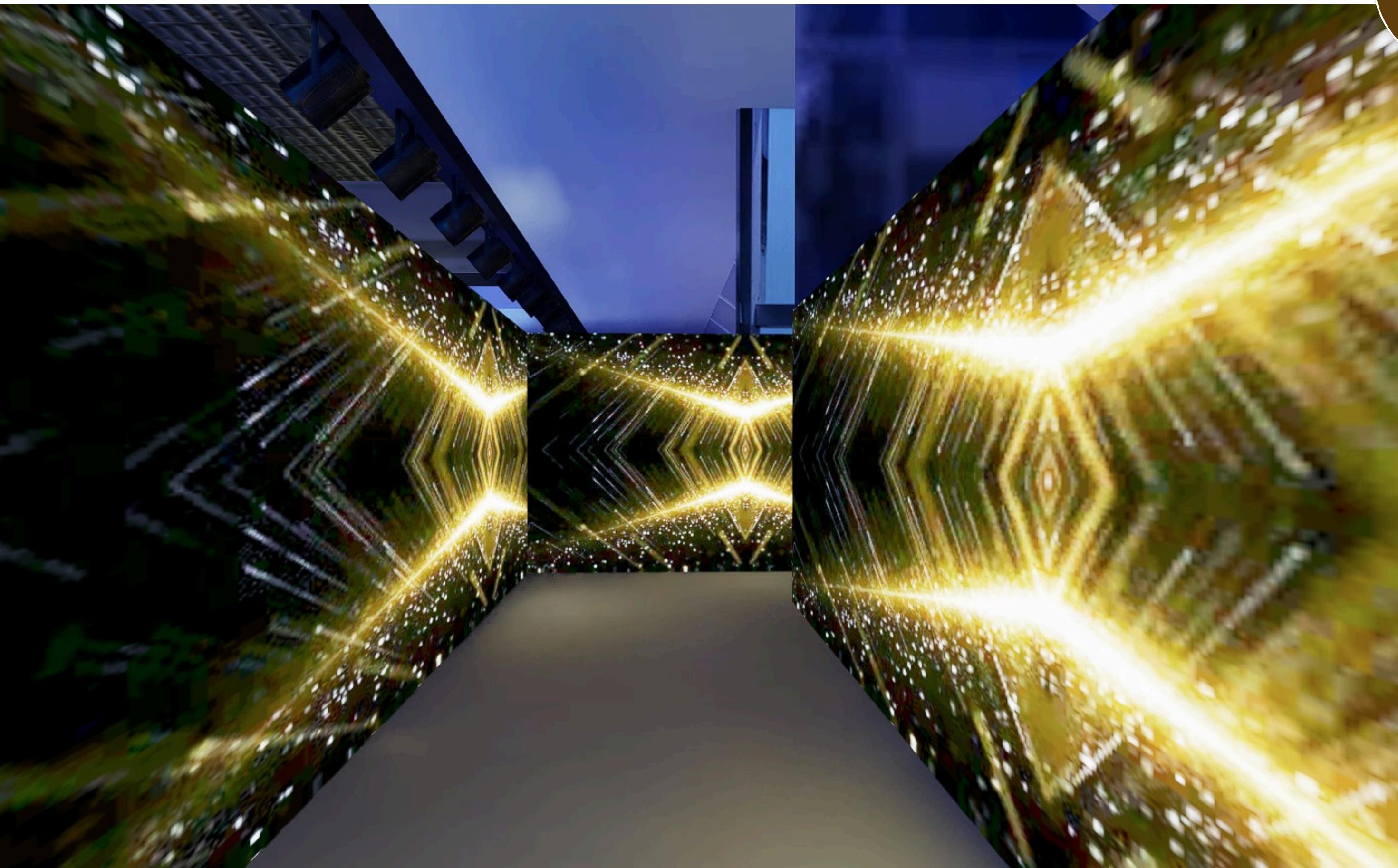
# Outdoor Branding



# Outdoor Stage



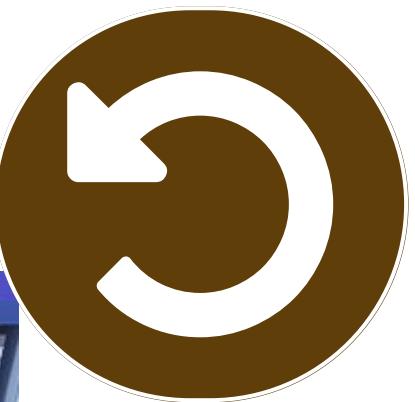
# Hall 1 Entrance Corridor



# Squads Display



# Squads display



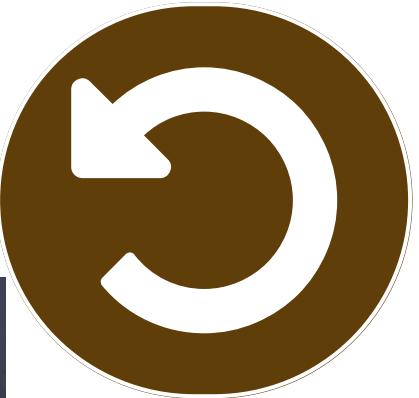
# Stalls



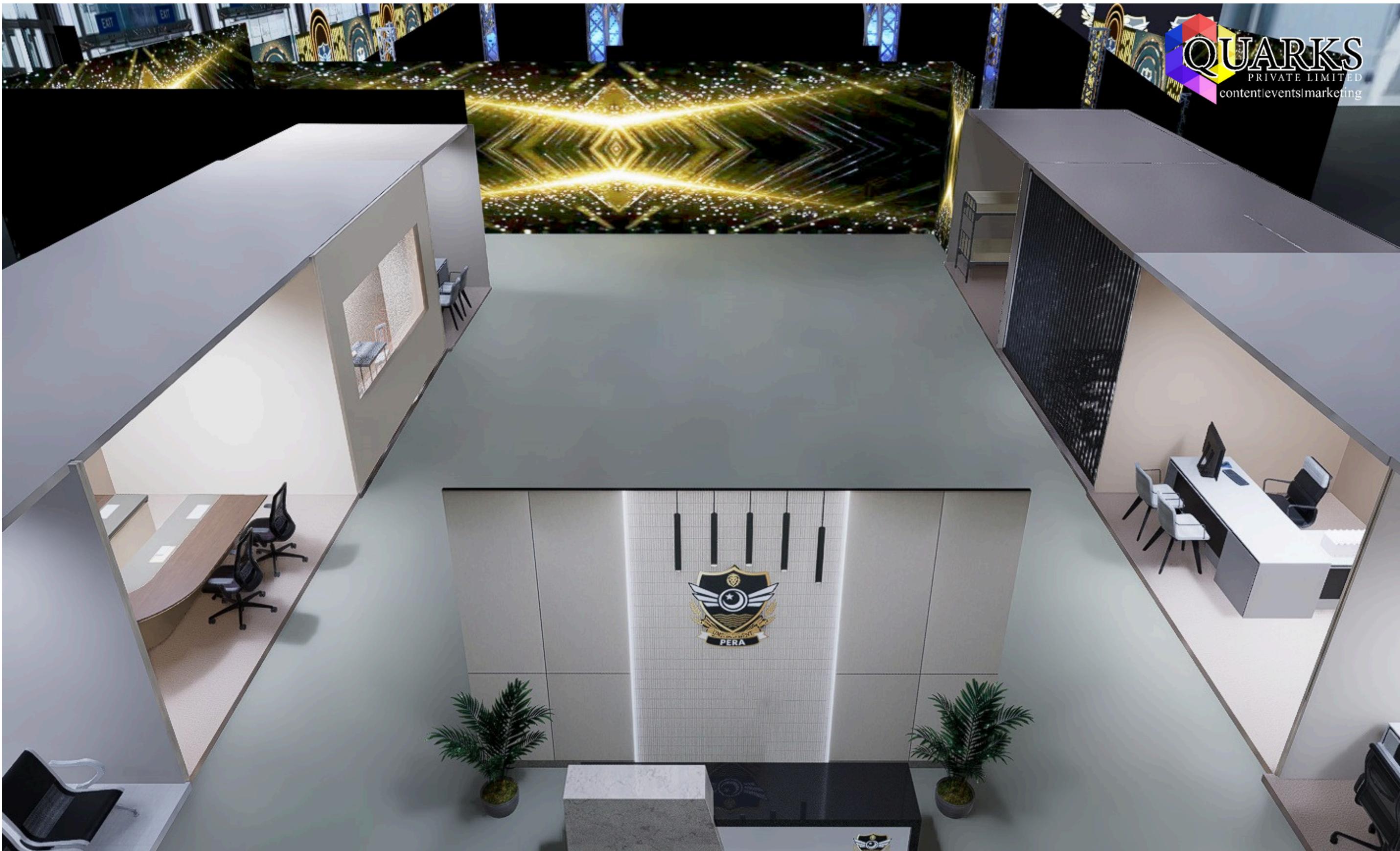
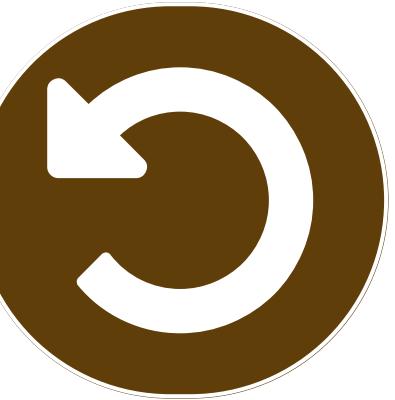
# Hall 2 Entrance Corridor



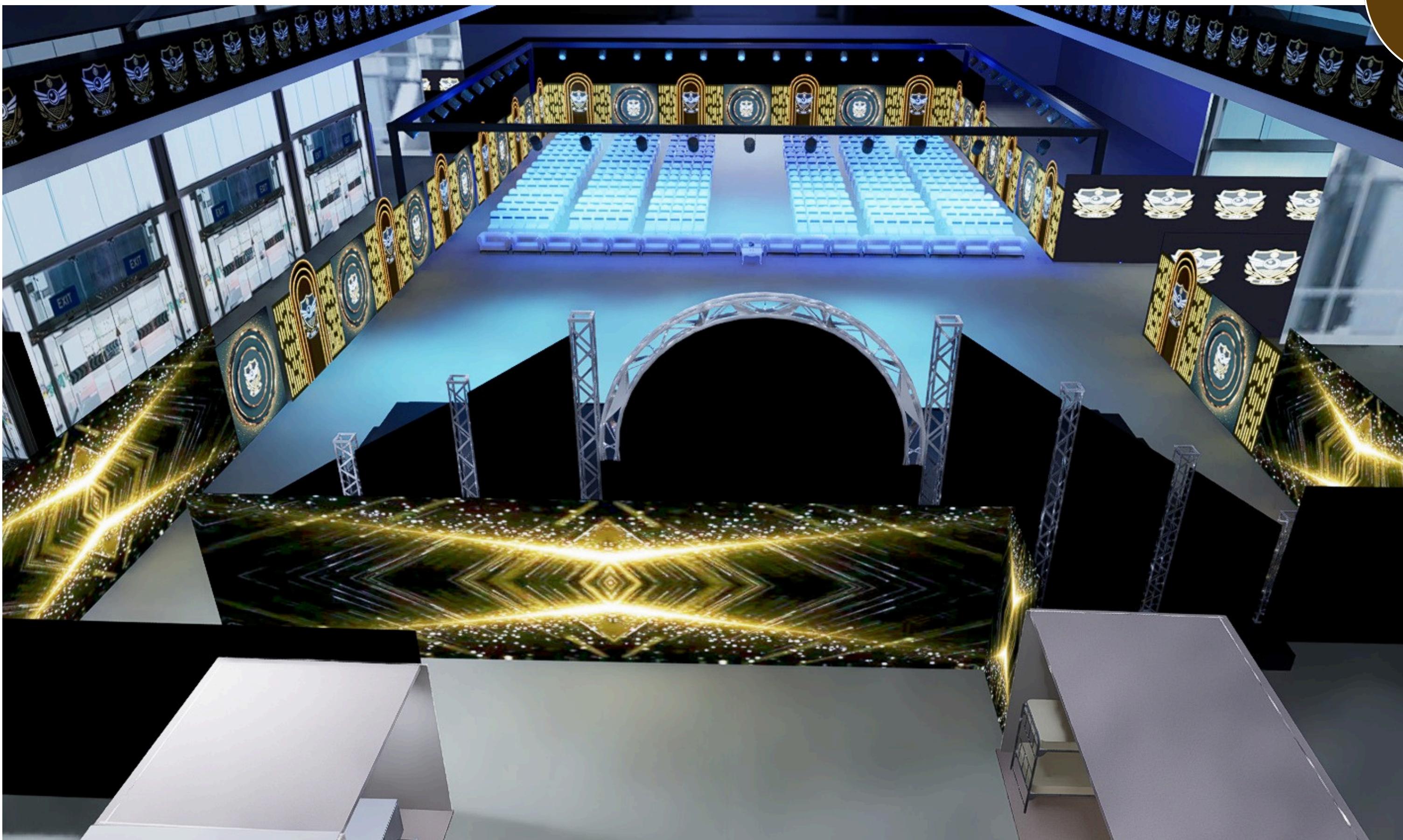
# ENFORCEMENT STATION (Reception)



# Hall 2 Stage Entrance



# Hall 2 Stage Entrance

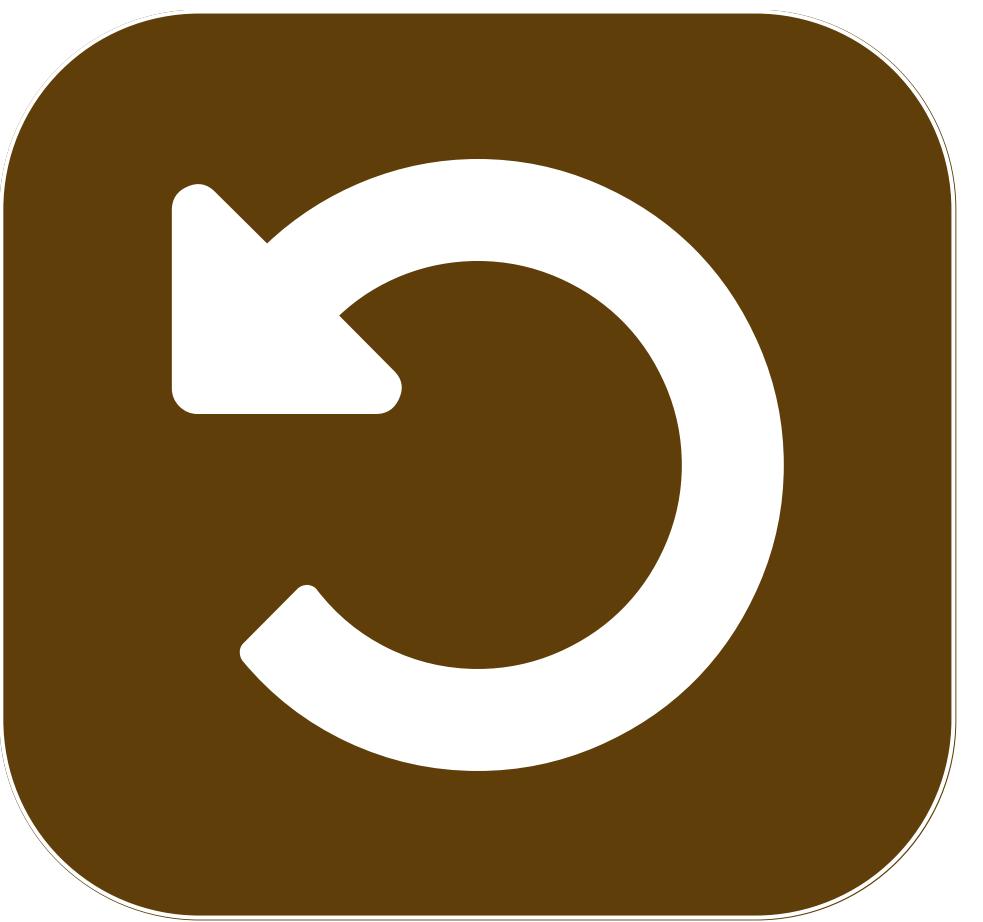


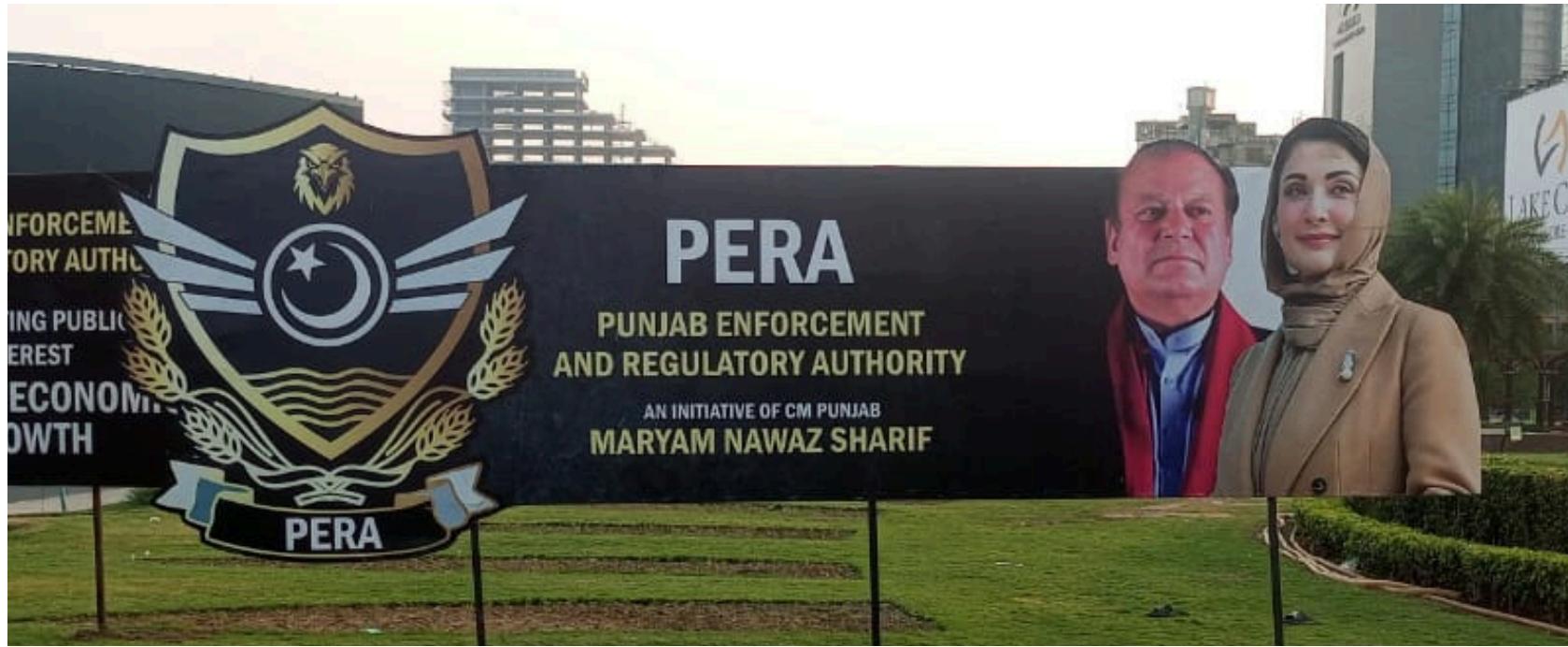
# Hall 2



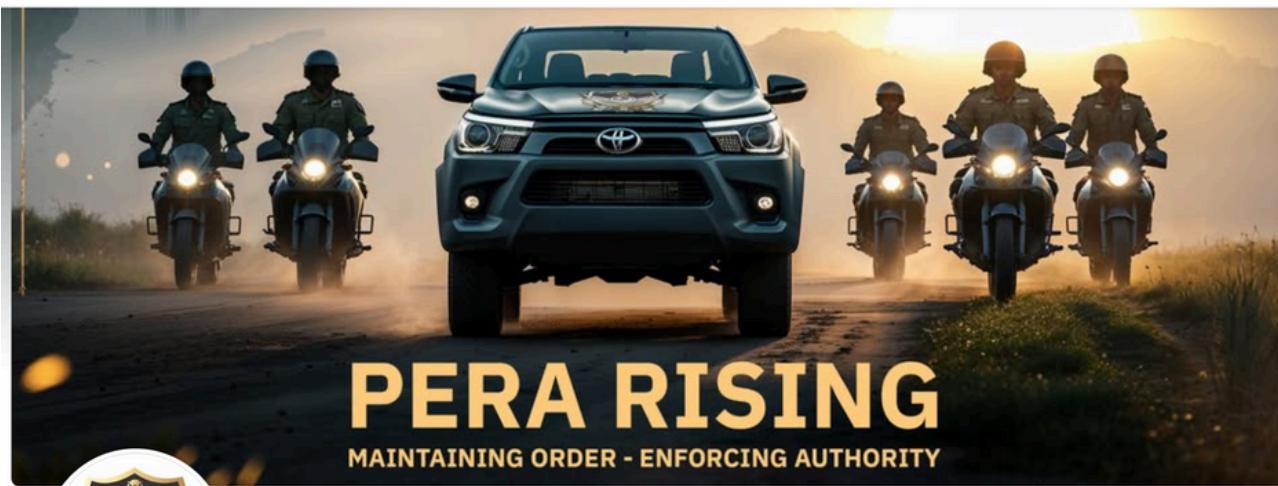
# Food Area







- owl 16 Metro boards
- owl 50 Orange Line pillars
- owl 5 Buses
- owl 15 Cutouts
- owl Pre-event campaign on social media



Punjab Enforcement & Regulatory Authority -  
PERA

36K likes • 41K followers

[Sign Up](#) [Liked](#) [Message](#)





# Punjab Enforcement and Regulatory Authority (PERA)

| 2<sup>nd</sup> Meeting

31<sup>st</sup> May 2025

*Surah Taha  
verses  
25-28*

رَبِّ أَشْرَحْ لِي صَدْرِي ٢٥ وَيَسِّرْ لِيْ أَمْرِي  
وَأَحْلُلْ عُقْدَةَ مِنْ لِسَانِي ٢٦ يَفْقَهُوا قَوْلِي  
٢٧ ٢٨

- (25) Rabbi ishrah lee sadree (26) Wayassir lee amree  
(27) Waohlul AAuqdatan min lisanee (28) Yafqahoo qawlee

*'O my Lord! open my chest for me and make my task easy for me &  
untie the knot from my tongue so that they understand my speech"*



# PERA Progress Update

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Agenda 01



PERA



# PERA Progress Update (Agenda 1 - Flags A & B)



## PERA Progress Update





# Approval Of Draft Regulations, Code and Training Manual



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## Agenda 02



# Operations And Procedures Code 2025 (Agenda 02 - Flag C)

- shield Law Committee held multiple meetings
- shield PERA OPC 2025 reviewed and recommended
- shield Contains:
  - shield 11 chapters
  - shield 67 sections
  - shield 48 forms
- shield The Code Covers:
  - shield All operational and procedural details such as:
    - shield Procedures of hearings by hearing officers (HOs)
    - shield Supervision of enforcement stations (ESs)
    - shield Enforcement operations
    - shield FIRs, Arrests and Post-Arrest procedures
    - shield Inspections, Inquiries and Investigations





# Appointment And Conditions Of Service Regulations

## (Agenda 02 - Flags D & E)

- Service Regulations updated to meet expanding needs
- Two regulations:
  - PERA Employee Regulations 2025
  - PERA Contractual Employee Regulations 2025
- Training wing added, comprising:
  - Chief Instructor
  - Senior Manager Training
  - Senior Manager Academics



# Appointment And Conditions Of Service Regulations (Agenda 02 - Flags D & E)

- 🛡️ HQ strength reduced to **75** from 100
- 🛡️ Service structure developed for **SDEOs**
  - 🦅 41 BS-18 posts added in field formations
  - 🦅 1 BS-19 (Director Monitoring and Implementation) added in HQ
- 🛡️ **Posting / Transfer** powers, to strengthen field formations
- 🛡️ Revision in **pay scales** of contractual employees required to retain talent



# E & D Regulations (Agenda 02 – Flag F)



## Proceedings types - summary or departmental inquiry

### Competent & Appellate Authorities – HQ (PERA Employees)

Employee	Competent Authority	Appellate Authority
Director	Director General	Secretary I & C
Deputy Director	Director General	Secretary I & C
Assistant Director	Director General	Secretary I & C
Executive Assistant / Accountant / Office Assistant	Director Admin	Director General



# E & D Regulations (Agenda 02 – Flag F)

## Competent & Appellate Authorities – Field Employees

Employee	Competent Authority	Appellate Authority
Secretary District Board	Chairperson District Board	Director General
SDEO	Chairperson District Board	Director General

Employee	Major Punishment		Minor Punishment	
	Competent Authority	Appellate Authority	Competent Authority	Appellate Authority
Enforcement Officer	Chairman District Board	Director General	SDEO	Chairman District Board
Investigation Officer	Chairman District Board	Director General	SDEO	Chairman District Board
Senior Sergeant	SDEO	Chairman District Board	SDEO	Chairman District Board
Sergeant	SDEO	Chairman District Board	SDEO	Chairman District Board



# Performance Appraisal Regulations (Agenda 02 – Flag G)

## Hierarchy - Employees of HQ

Employee	Reporting Officer	Countersigning Officer	Appellate Authority
Director	Director General	Secretary I & C	Chief Secretary
Deputy Director	Director concerned	Director General	Secretary I & C
Assistant Director	i. Deputy Director or ii. Director if he is immediate supervisory officer	i. Director or ii. Director General, if Director is reporting officer	i. Director General or ii. Secretary I & C if DG is countersigning officer



# Performance Appraisal Regulations (Agenda 02 – Flag G)

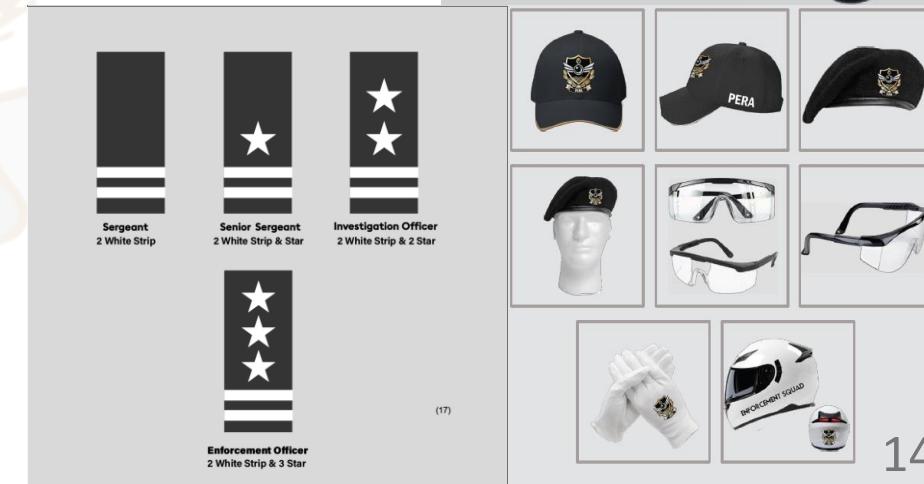
## Hierarchy – Field Employees

Employee	Reporting Officer	Countersigning Officer	2 <sup>nd</sup> Countersigning Officer	Appellate Authority
Secretary District Board	Chairperson District Board	Commissioner	Director General	Secretary I & C
Sub-Divisional Enforcement Officer	Chairperson District Board	Commissioner	Director General	Secretary I & C
Enforcement Officer	SDEO	ADC (General)	-	Director General
Investigation Officer	SDEO	ADC (General)	-	Director General
Senior Sergeant	EO	SDEO	-	Director Personnel
Sergeant	EO	SDEO	-	Director Personnel
Prosecutor	SDEO	Chairperson District Board	-	Director General
System Support Officer	SDEO	Chairperson District Board	-	Director General



# Uniform Regulations (Agenda 02 – Flag H)

- Two uniforms
- Winter jacket
- HQ will establish SOPs mandating necessary accessories and season change
- Displaying official ID cards is mandatory



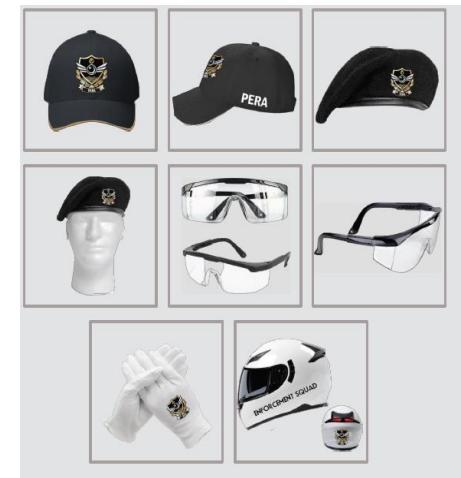
(17)



# Uniform Regulations (Agenda 02 – Flag H)

🛡️ All uniforms shall be accompanied by authorized accessories including but not limited to:

- |   |                         |   |                                    |
|---|-------------------------|---|------------------------------------|
| 🦅 | <b>Pistol Holster</b>   | 🦅 | <b>Body Camera</b>                 |
| 🦅 | <b>Expandable Baton</b> | 🦅 | <b>ID Card</b>                     |
| 🦅 | <b>Flashlight</b>       | 🦅 | <b>Pistol (to whom authorized)</b> |
| 🦅 | <b>Handcuffs</b>        |   |                                    |





# HR Manual - PERA Employees (Agenda 02 – Flag I)



## Governs

- ❖ Work Environment
- ❖ Recruitment Process
- ❖ Code of Conduct
- ❖ Contract Renewals
- ❖ Probation
- ❖ Salary and Benefits
- ❖ *Employee Medical Policy*
- ❖ Leaves



## Addition of Provident Fund for employees





# HR Manual - PERA Employees (Agenda 02 – Flag I)

● In-depth medical policy established including OPD, IPD and life insurance to retain and attract best talent

BS	SPPP	OPD	IPD	Group Life Insurance
BS-20		300,000	1,000,000	5,000,000
BS-19	SPPP-1	275,000	800,000	4,000,000
BS-18	SPPP-2	250,000	700,000	3,000,000
BS-17	SPPP-3	225,000	600,000	2,500,000
BS-16	SPPP-4	200,000	500,000	2,000,000
BS-14	SPPP-5	175,000	400,000	1,500,000
BS-11		150,000	300,000	1,500,000
BS-09		125,000	200,000	1,000,000
BS-07		100,000	200,000	1,000,000

● Total annual financial implication (HQ):  
**Rs. 31.6 Mn**

● Total annual financial implication (field):  
**Rs. 984.8 Mn**



# Training Manual For EO/IO Training (Agenda 02 – Flag J)

- Developed in consultation with Mr. Manzar Zaidi (PSP 25<sup>th</sup> CTP)
- Training commences 1<sup>st</sup> June 2025
- Time duration: 13 weeks
- HQ may amend training manual from time to time based on emerging needs



# Training Manual For EO/IO Training (Agenda 02 – Flag J)



## Modules covered (43 total):

- PERA and Regulatory Framework
- Ops and Functions of Enforcement Stations
- Digital and Evidence-Based Enforcement
- Scheduled Laws
- Arrest, FIRs and Detentions etc.
- Bail and Remand
- Ethics in Law Enforcement
- Physical Test, Driving, Swimming, etc.



# Endorsement of amendment in Punjab Police (E&D) Rules (Agenda 02 – Flag K)

- SDEOs empowered for Minor Punishments
- Director Personnel for both Minor and Major
- Request to endorse amendment proposed by Police department



# Weapons/ Gadgets To Be Carried



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## Agenda 03



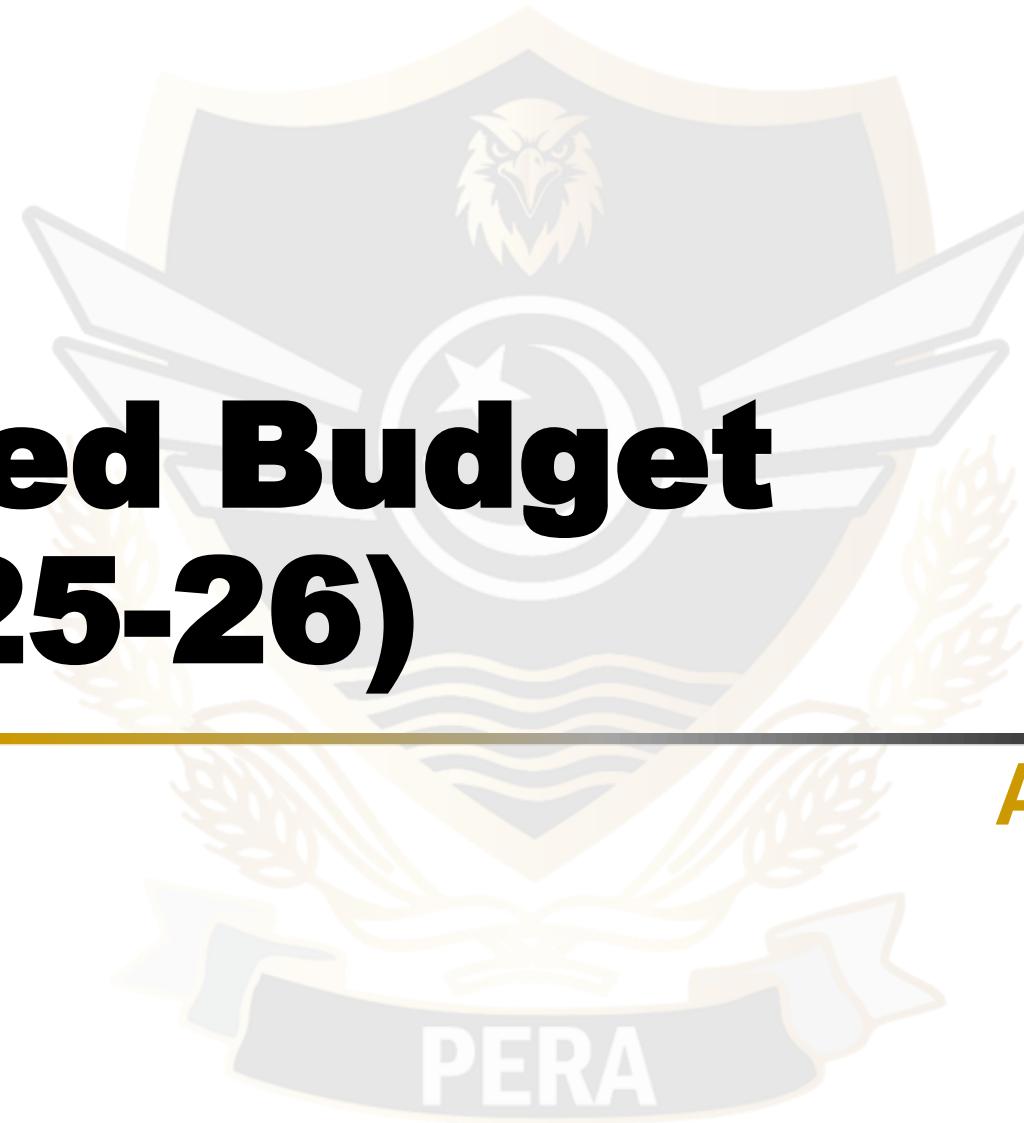
# Weapons/ Gadgets To Be Carried (Agenda 03 – Flag L)

Decision pending on authorized weapons to be carried after which regulations will be formed

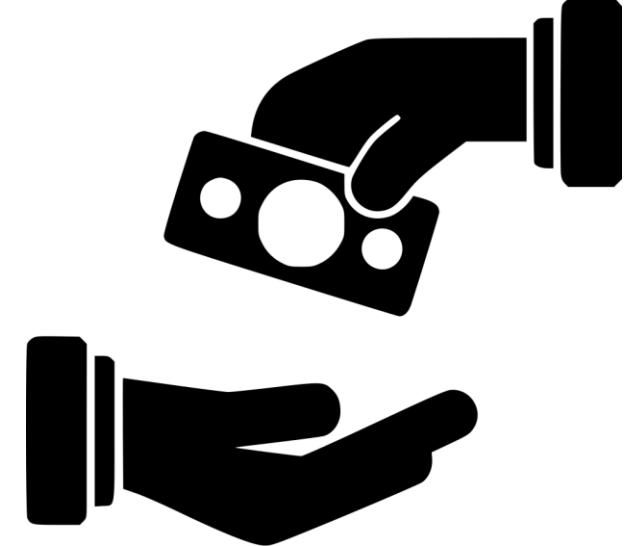
Designation	Proposed Weapons/ Gadgets		
EO (BS-14)	9mm Pistol (semi-automatic), Body camera,	Extendable batons Handcuffs	
IO (BS-11)	9mm Pistol (semi-automatic), Body camera,	Extendable batons Handcuffs	
Senior Sergeant (BS-09)	Extendable batons,	Body camera,	Handcuffs
Sergeant (BS-07)	Extendable batons,	Body camera,	Handcuffs



# **Proposed Budget (FY 2025-26)**



**Agenda 04**





# Budget For Next Year (Agenda 04 – Flags M & N)

	Amount (Bn)
🦉 Allocation for 2025-26 (Demanded)	- 21.963
🛡 Allocation for HQ	- 9.461
🛡 Allocation for ESs	- 12.502
🛡 Total Pay & Allowances (HQ+ESs)	- 10.429
🛡 Total Opex (HQ+ESs)	- 11.534



# Procurement Above Rs. 300 Million

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Agenda 05



## Procurement Above Rs. 300 Million (Agenda 05 – Flag O)

- 🛡️ Initial Authority decision placed Rs. 300 Mn as financial limit of what DG PERA could procure
- 🛡️ Tender of modification/branding of 154 D/C & 374 S/C
- 🛡️ M/S Sehgal Motors' bid worth Rs.683.79 Mn was successful
- 🛡️ Proposal to proceed with contract



# **Posting of Remaining SDEOs**

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**Agenda 06**





# Posting Additional SDEOs (Agenda 06)

- 🛡️ 53 out of 154 SDEOs have been posted
- 🛡️ Initial recruitment initiated
- 🛡️ Options available (Temp)
  - 🦅 Additional Charge to SDEOs
  - 🦅 Additional Charge to ACs (Revoke as Hearing Officer)
  - 🦅 Temporary appointment on deputation of PPSC qualified Tehsildars
  - 🦅 Temporary appointment of ADLRs





# New ADP Schemes

Agenda 07





## New ADP Schemes (Agenda 07 – Flag P)

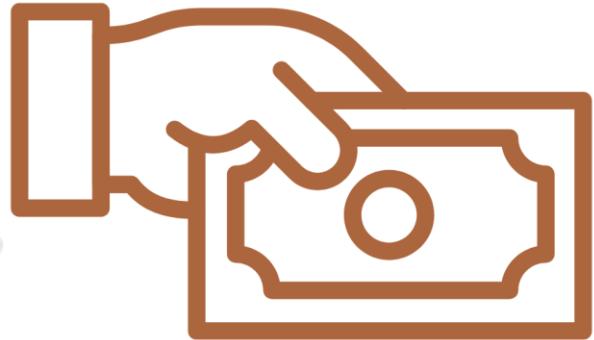
- 🛡️ **Scheme, “Establishment of Enforcement Stations of PERA in Punjab (New Construction and Rehabilitation of Existing Government Buildings)” worth Rs. 9.2 Bn approved by PDWP and cleared from sub-ordinate forums**
- 🛡️ **A new scheme, “Establishment of Enforcement Stations of PERA in Punjab (New Construction)”, worth Rs. 4.6 Bn is proposed for inclusion in ADP for the FY 2025-26**





## New ADP Schemes (Agenda 07 – Flag P)

- 🛡️ “Solarization of Enforcement Stations” worth Rs. 500 Mn sent to administrative department for inclusion as new scheme
- 🛡️ Proposal to include token allocation for “Establishment of PERA HQ, PERA Lines and PERA Training Academy” proposed to be included in ADP for FY 2025-26
  - 🦅 5-7 Acre government land for HQs, lines and training academy
  - 🦅 125 Acre government land for training area identified with assistance from district administration, Lahore in Moza Rakh Terra



# **Forum To Decide Special PERA Pay Package (SPPP)**

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**Agenda 08**



## Forum To Decide Special PERA Pay Package (Agenda 08)

- It is proposed that Special PERA Pay Package (SPPP) may be recommended by Authority for approval by the Selection Board



# Tracker Installation & Insurance For Vehicles



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Agenda 09



# Tracker Installation & Insurance For Vehicles (Agenda 09)

- 🛡️ Large fleet of 528 vehicles and 2,521 motorbikes across Punjab
- 🛡️ It is proposed that:
  - 🦅 Trackers for all for asset management, robust monitoring and risk mitigation system (FI – Rs. 54.6 Mn)
  - 🦅 Insurance for all 4 wheelers of the authority (FI – Rs. 83.3 Mn)



# Approval For Electric Bikes In Lahore District

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Agenda 10





## Approval For Electric Bikes In Lahore (Agenda 10)

- 🛡 PERA is committed to environmental sustainability
- 🛡 Lahore District's 10 ESs with Electric Bikes
- 🛡 One charging station at a prominent ES





# Approval Through Circulation Process



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## Agenda 11



## Approval Through Circulation Process (Agenda 11 – Flag Q)

- 🛡 PERA is not empowered to dispose of matters through circulation
- 🛡 Proposed to seek approval of Authority members through circulation after prior approval of the Chief Secretary/Vice-Chairperson



# **Conferment Of Magisterial Powers To Field Officers**

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**Agenda 12**





# Conferment Of Magisterial Powers To Field Officers

## (Agenda 12)

- 🛡️ Conferment of Magisterial Powers under:
  - 🦉 Price Control Act
  - 🦉 Anti-Hoarding Act
  - 🦉 PERA Act
- 🛡️ Allow DG to take up case with Home Department



# Honorarium For PERA Employees



Agenda 13



# Honorarium For PERA Employees Agenda (Agenda 13 – Flag R)

- In recognition of effort for raising the Authority, honoraria worth **Rs 9.5 Mn** is proposed



# **Approval Of The TORs For Selection Of Members Of The Authority Recommended By The Selection Panel**

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**Agenda 14**





# Approval Of The TORs For Selection Of Members Of The Authority Recommended By The Selection Panel

## (Agenda 14 – Flag S)

- **Section 4(I) of PERA Act - 4 independent members**
- **Selection Panel met on 8<sup>th</sup> May 2025**
- **Proposed TORs for selection**
- **Four proposed members include Member for Finance, Enforcement, HR & Implementation, and IT.**



# Approval Of The TORs For Selection Of Members Of The Authority Recommended By The Selection Panel

## (Agenda 14 – Flag S)



### TORs

- ❖ **Member Finance** - Minimum 20 years of relevant experience, grip on government financial systems
- ❖ **Member Enforcement** - Retired officers from PAS, PMS or PSP of BS 20/21, Minimum 20 years of public service
- ❖ **Member HR & Implementation** - Retired PAS or PMS officer of BS 20/21, 20 years of public sector experience
- ❖ **Member Information Technology** - At least 15 years of experience in IT Sector

❖ **Proposed Honorarium:** Rs. 50,000/meeting



# **Co-opting Secretary I&C Wing Of S&GAD as Member of The Authority**

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**Agenda 15**





# Co-opting Secretary I&C Wing Of S&GAD as Member of The Authority (Agenda 15)

- Implementation & Coordination Wing (I&C) is admin department of Authority
- It is thus proposed to co-opt Secretary, (I&C) S&GAD as a member of Authority



# **Approval For Initiation Of Land Acquisition Proceedings For PERA Enforcement Station At Hassanabdal, District Attock & Kot Chutta, District DG Khan**

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**Agenda 16**





# Approval For Initiation Of Land Acquisition Proceedings For PERA Enforcement Station At Hassanabdal, District Attock & Kot Chutta, District DG Khan

## (Agenda 16 – Flag T)

- 🛡️ No state land for ES in Hassanabdal and Kot Chutta, District DG Khan as per DCs
- 🛡️ DG PERA may be authorized to initiate case for acquisition of land for ES Hassanabdal, District Attock and Kot Chutta, District DG Khan





## CONTRACTUAL EMPLOYEES - SPPP

Sr. No.	Special Pay Package PERA SPPP	Minimum Pay per Month (PKR)	Maximum Pay per Month (PKR)	Fuel Limit (Petrol Liters/Month)
1	<b>SPPP-1</b>	<b>350,082</b>	<b>1,000,082</b>	<b>300</b>
2	<b>SPPP-2</b>	<b>296,324</b>	<b>746,324</b>	<b>250</b>
3	<b>SPPP-3</b>	<b>250,051</b>	<b>500,051</b>	<b>200</b>
4	<b>SPPP-4</b>	<b>115,561</b>	<b>250,561</b>	<b>150</b>
5	<b>SPPP-5</b>	<b>90,219</b>	<b>200,219</b>	<b>100</b>
6	<b>Interns</b>			



# CONTRACTUAL EMPLOYEES – SPPP BREAK UP

Sr. No.	Special Pay Package PERA (SPPP)	Govt Equivalent Basic Pay Scale	PERA Special Allowance	Social Security Allowance In lieu of Pension @ 30%	*Vehicle Monetization Allowance	**Driver Allowance	Minimum Pay	***Market Adjustment Allowance (Negotiable)	Maximum Pay	Fuel Limit (Petrol Liters)
1	SPPP-1	133,140	100,000	39,942	40,000	37,000	350,082	650,000	1,000,082	300
2	SPPP-2	99,480	90,000	29,844	40,000	37,000	296,324	450,000	746,324	250
3	SPPP-3	79,270	80,000	23,781	37,000	30,000	250,051	250,000	500,051	200
4	SPPP-4	61,970	30,000	18,591	5,000		115,561	135,000	250,561	150
5	SPPP-5	48,630	25,000	14,589	2,000		90,219	110,000	200,219	100
6	Interns	As decided by the Contractual Employment Committee, as per qualification and requirements of the internship.								



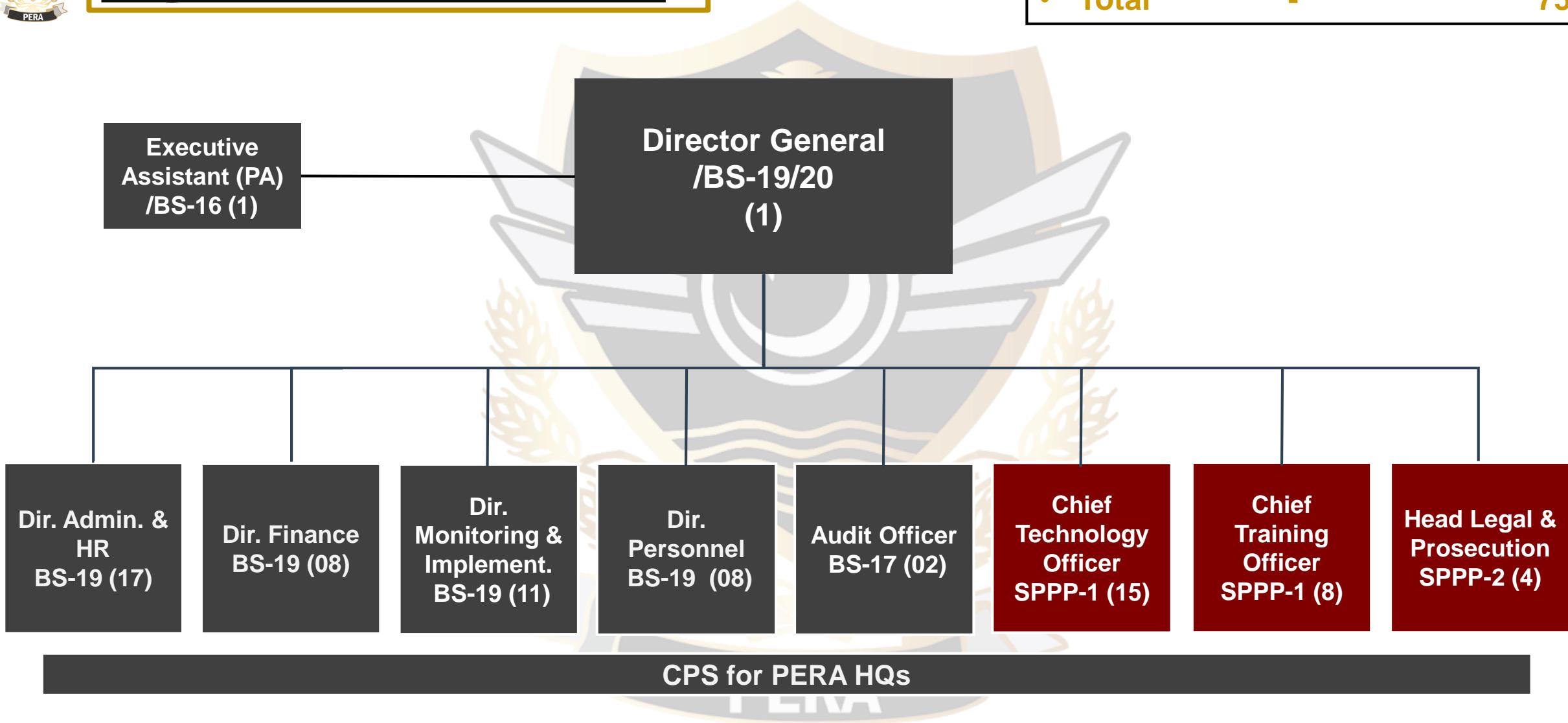
# Organizational Structure

Head Count

• Total

-

75



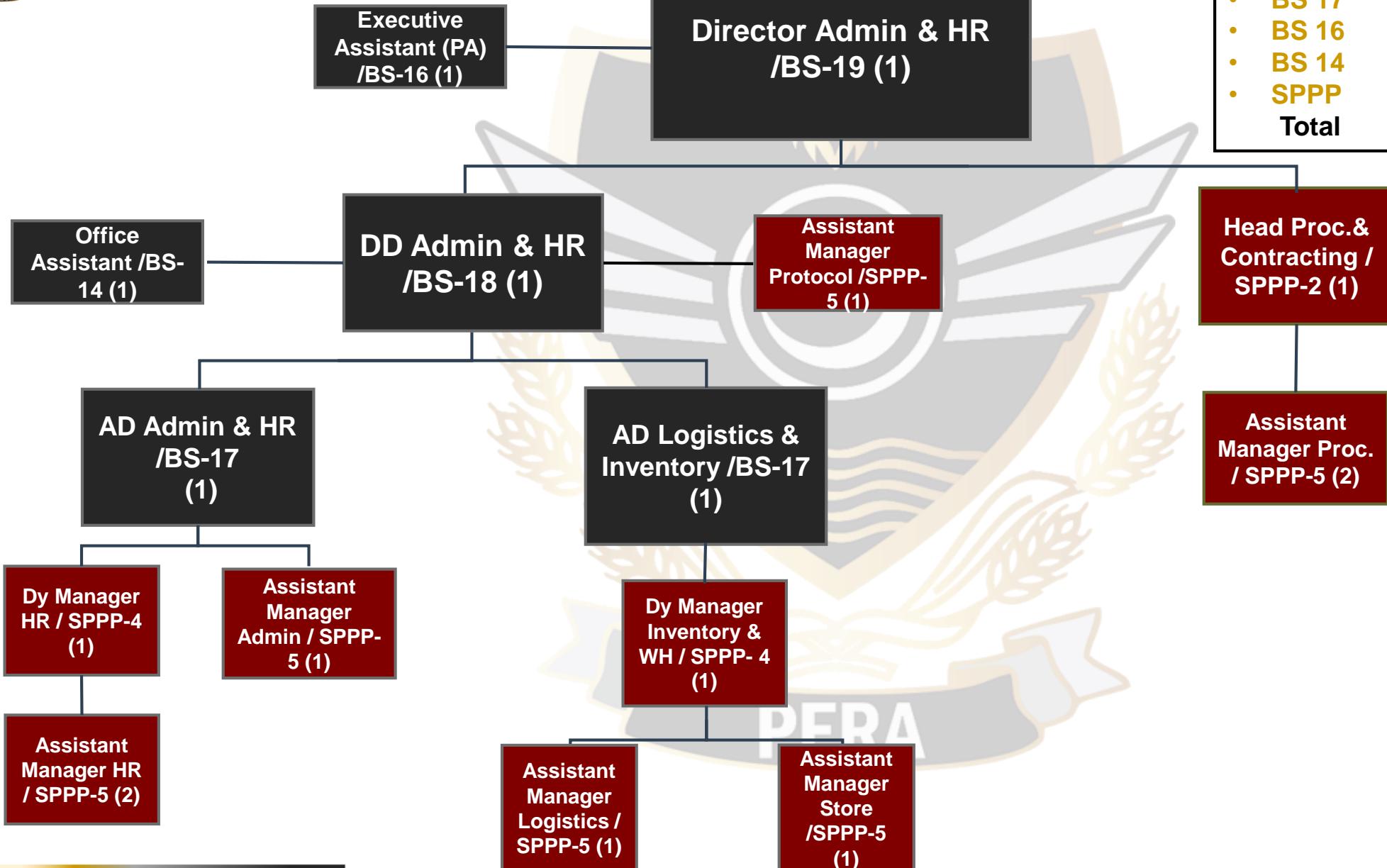


# Summary - Directorate General (Updated)

Post Description	BS / SPPP	DG	Admin	Training	Fin.	Legal & Pros	Pers.	Audit	Monitoring & Imp.	IT & Comm.	Total
<b>DG</b>	<b>BS 20</b>	<b>1</b>									<b>01</b>
<b>Director</b>	<b>BS 19</b>		<b>1</b>		<b>1</b>		<b>1</b>		<b>1</b>		<b>04</b>
<b>Deputy Director</b>	<b>BS 18</b>		<b>1</b>		<b>1</b>				<b>1</b>		<b>03</b>
<b>Assistant Director</b>	<b>BS 17</b>		<b>2</b>		<b>1</b>		<b>2</b>				<b>05</b>
<b>Audit Officer</b>	<b>BS 17</b>							<b>1</b>			<b>1</b>
<b>Auditor/Accountant</b>	<b>BS 16</b>				<b>1</b>			<b>1</b>			<b>2</b>
<b>Executive Assistant/Assistant (Discipline)</b>	<b>BS 16</b>	<b>1</b>	<b>1</b>		<b>2</b>	<b>1</b>	<b>3</b>		<b>2</b>	<b>01</b>	<b>11</b>
<b>Office Assistant</b>	<b>BS-14</b>		<b>1</b>								<b>1</b>
<b>Contractual (SPPP)</b>	<b>SPPP</b>		<b>11</b>	<b>8</b>	<b>2</b>	<b>3</b>	<b>2</b>	-	<b>07</b>	<b>14</b>	<b>47</b>
<b>Total</b>		<b>02</b>	<b>17</b>	<b>08</b>	<b>08</b>	<b>04</b>	<b>08</b>	<b>02</b>	<b>11</b>	<b>15</b>	<b>75</b>



# Administration

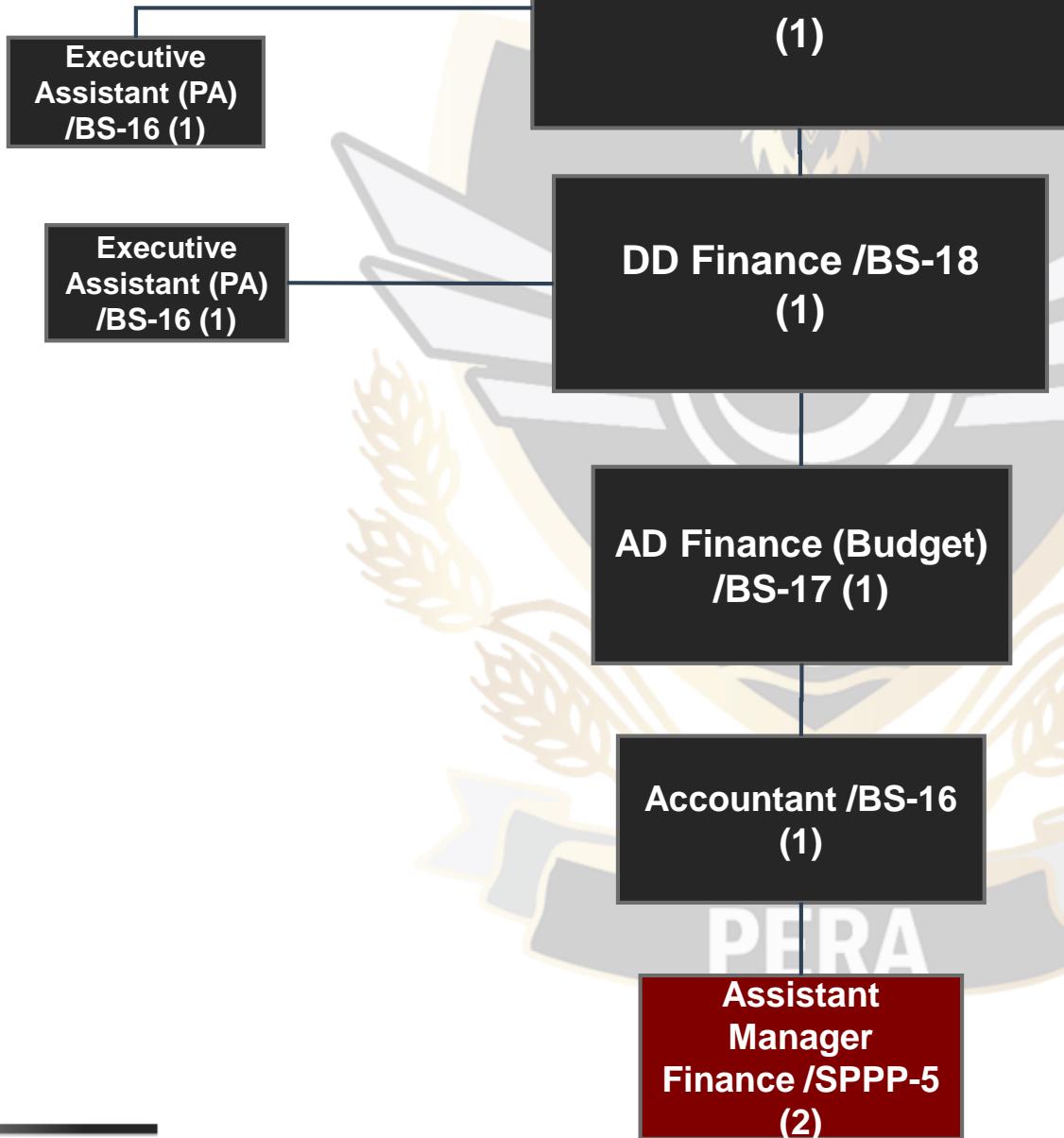


## Head Count

• BS 19	-	01
• BS 18	-	01
• BS 17	-	02
• BS 16	-	01
• BS 14	-	01
• SPPP	-	11
<b>Total</b>	-	<b>17</b>



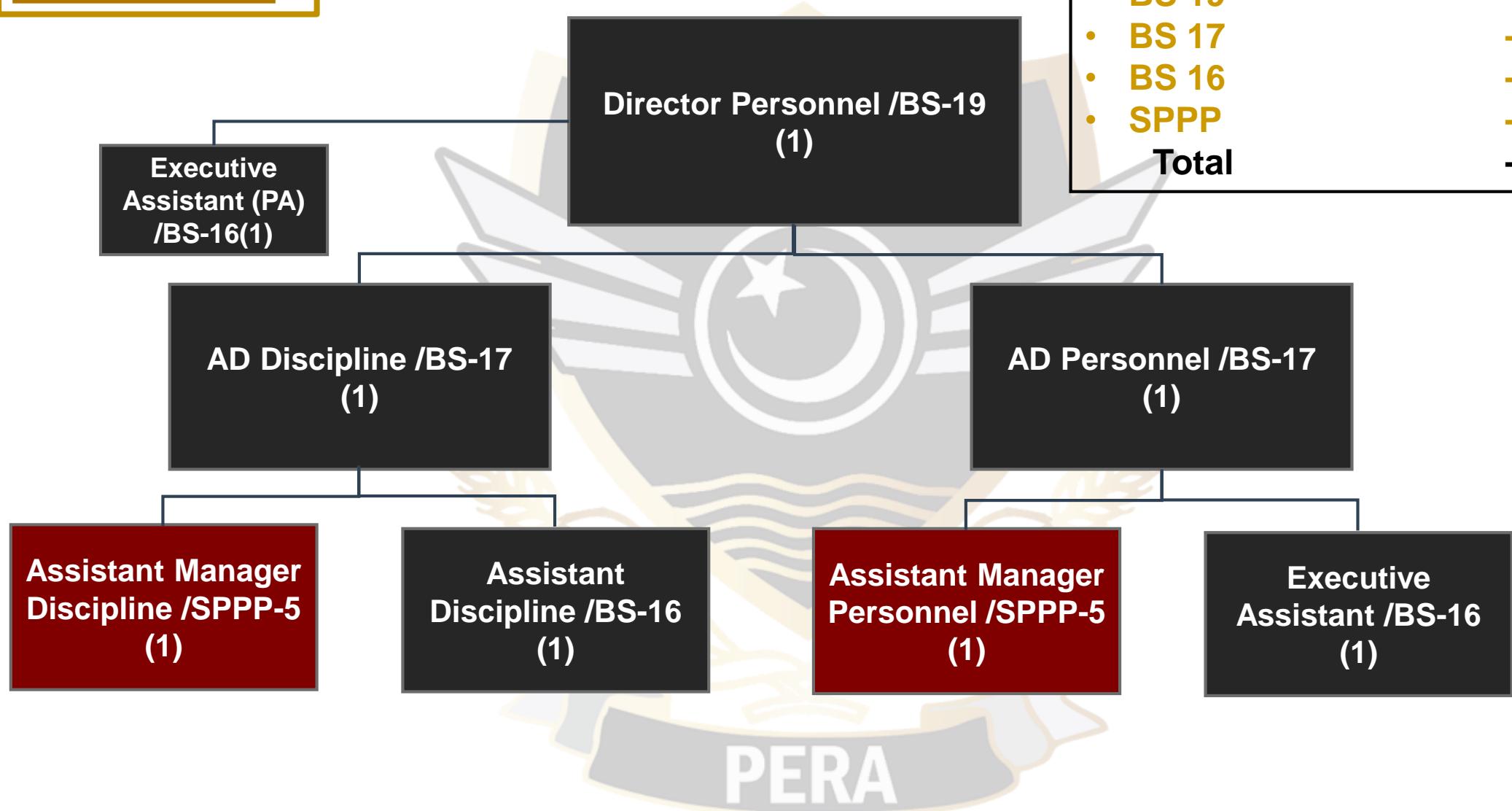
# Finance



Head Count	
• BS 19	- 01
• BS 18	- 01
• BS 17	- 01
• BS 16	- 03
• SPPP	- 02
<b>Total</b>	<b>08</b>

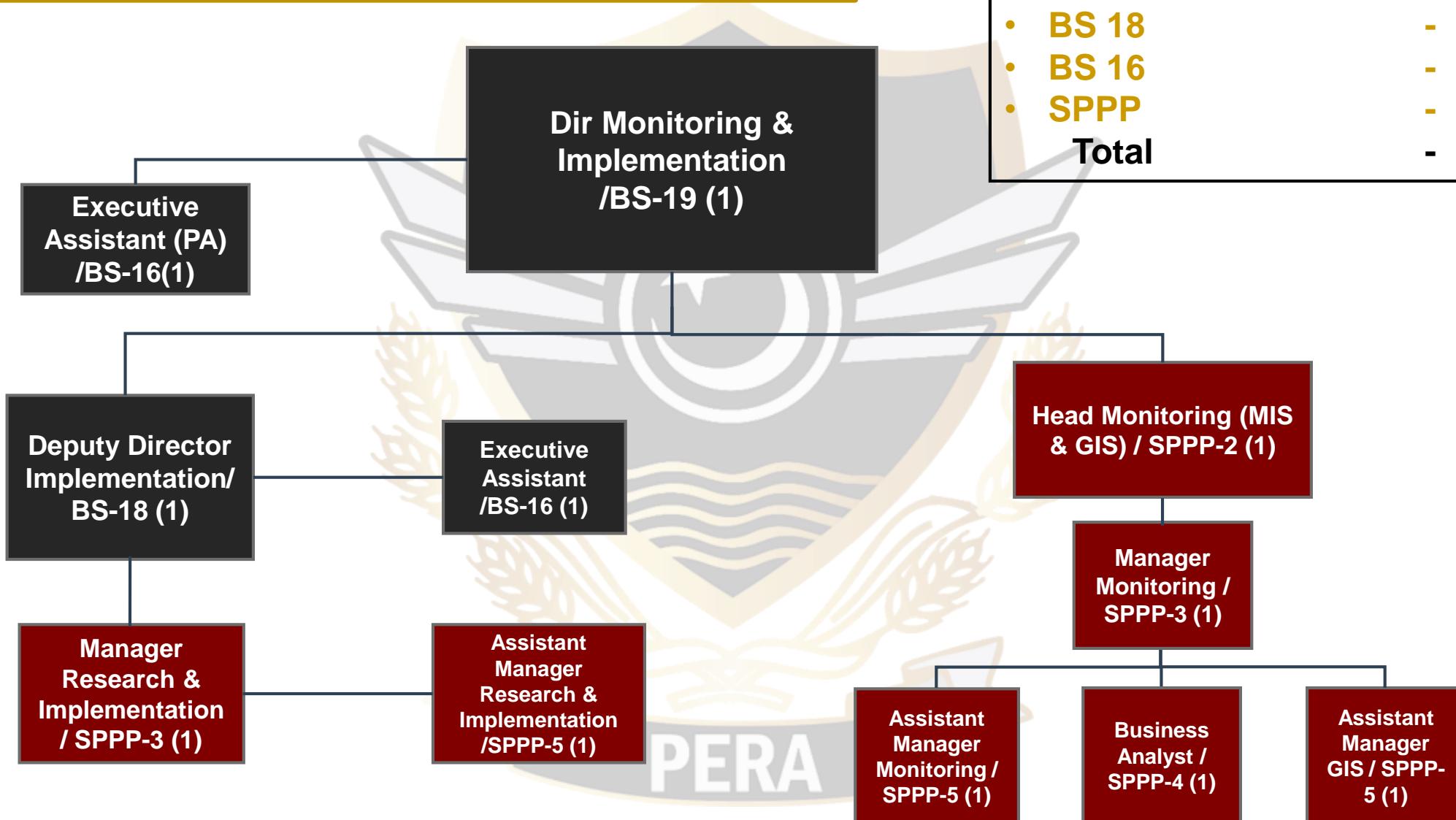


# Personnel





# Monitoring & Implementation Wing

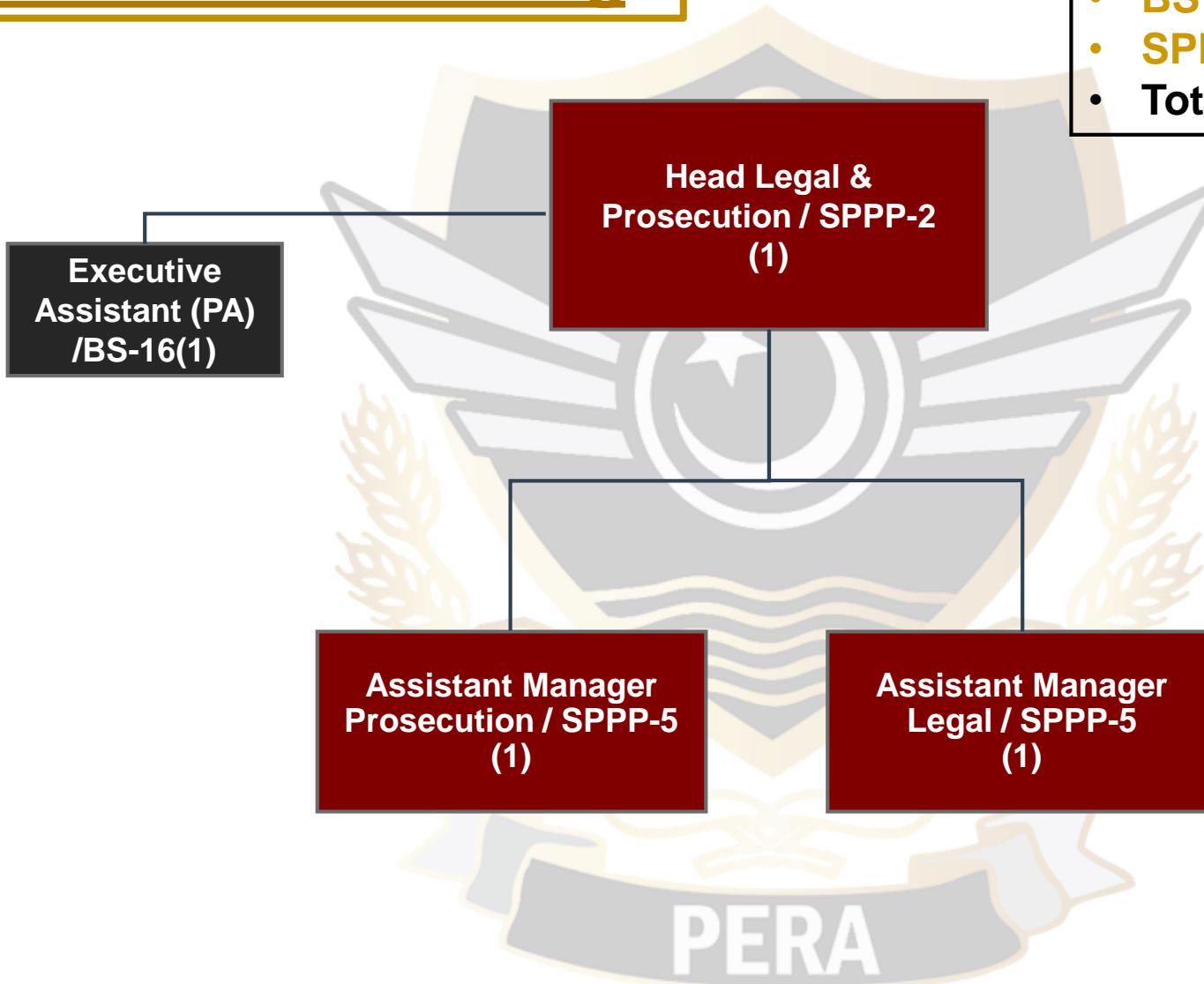




# Legal & Prosecution Wing

## Head Count

• BS 16	-	01
• SPPP	-	03
• Total	-	04

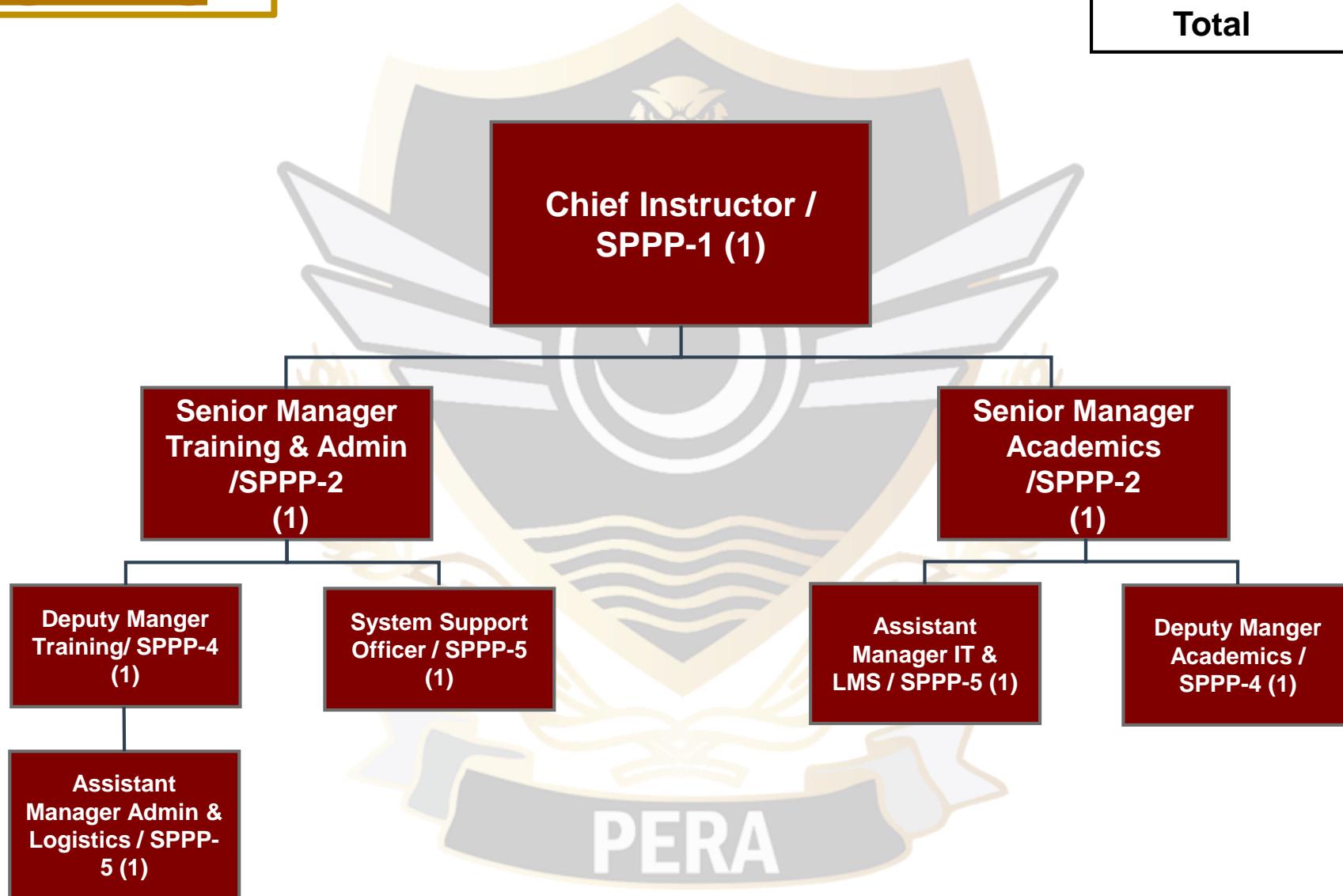




# Training Wing

## Head Count

• SPPP	-	08
Total	-	08

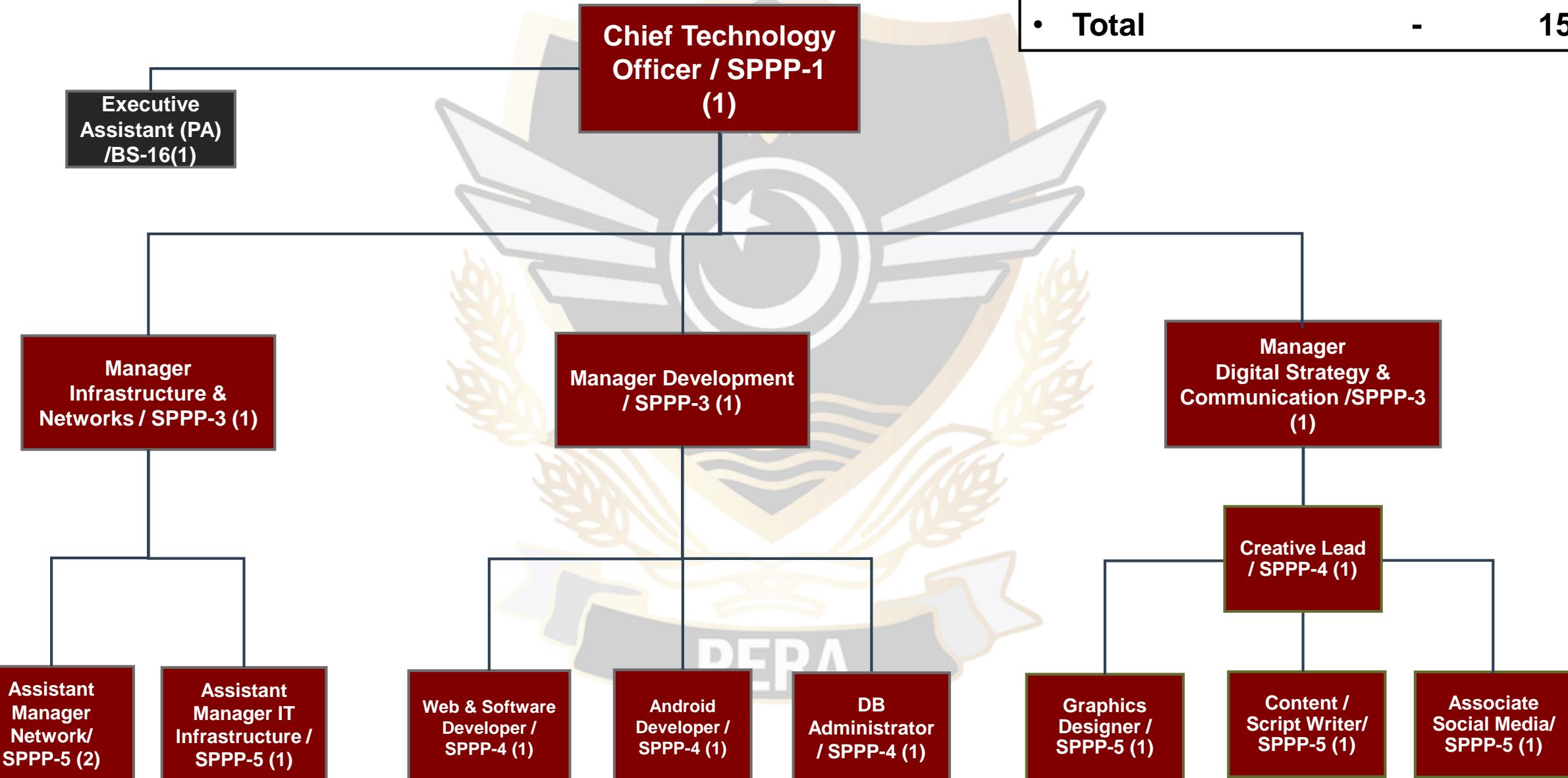




# IT & Communication Wing

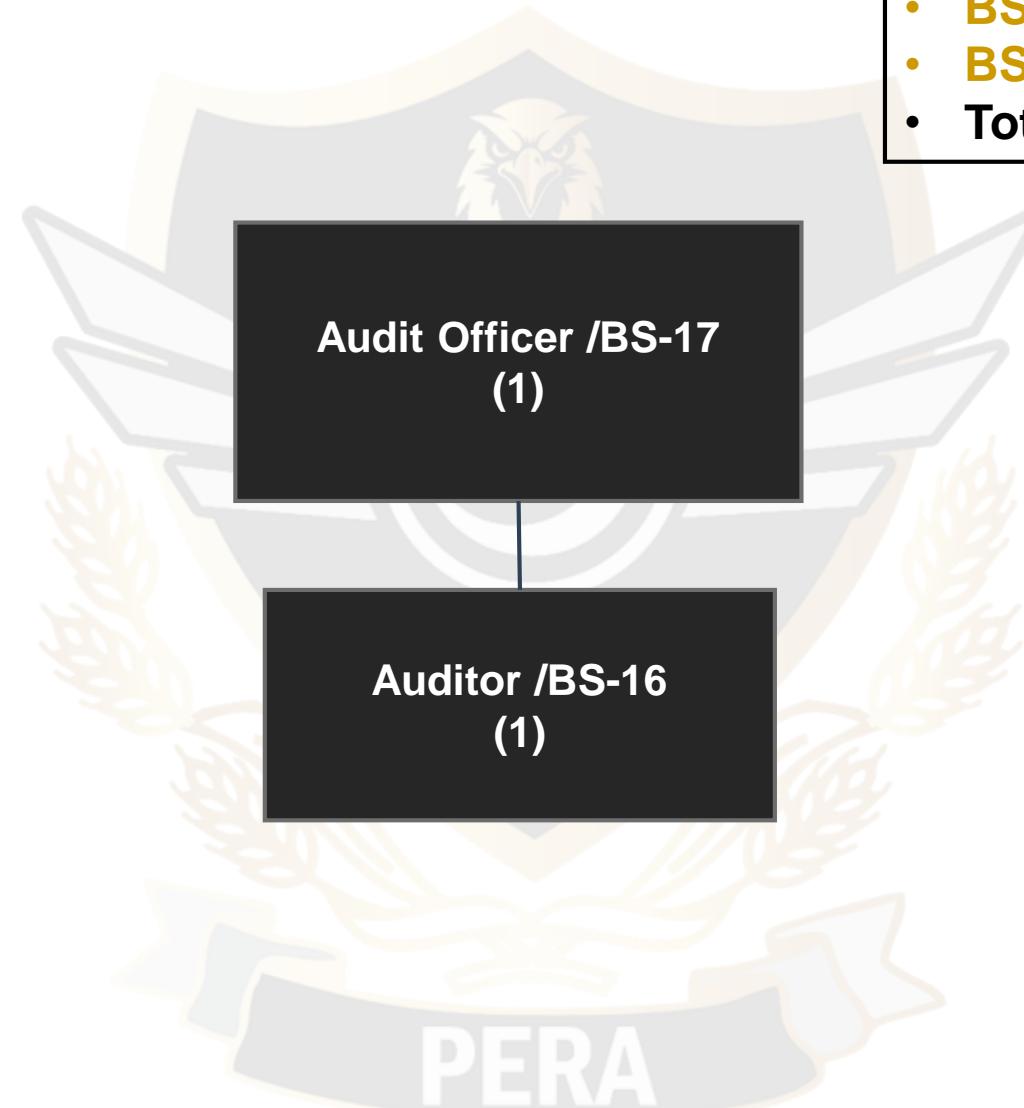
## Head Count

• SPPP	-	14
• BS 16	-	01
• Total	-	15





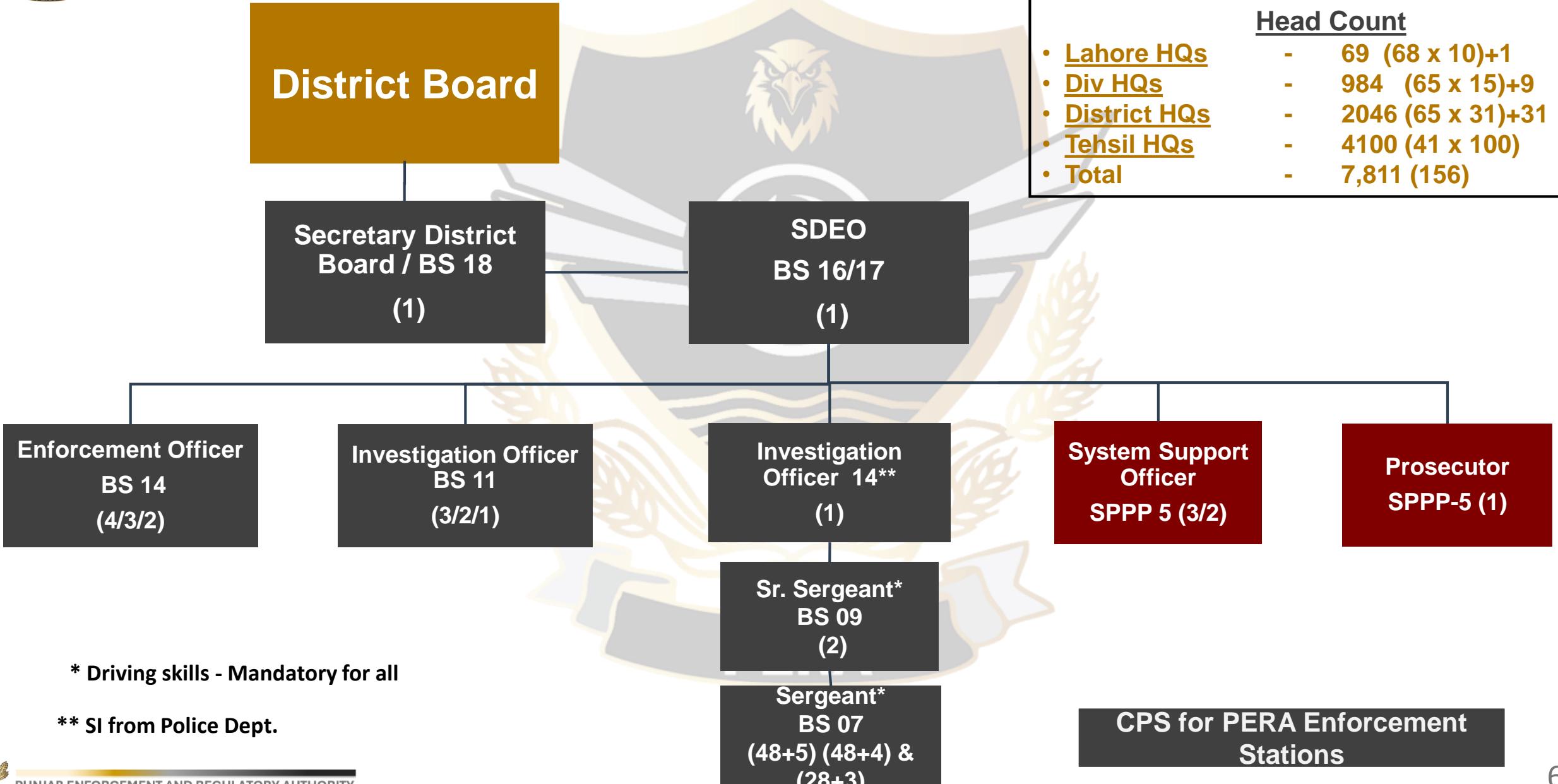
# Internal Audit



<u>Head Count</u>	
• BS 17	- 01
• BS 16	- 01
• Total	- 02

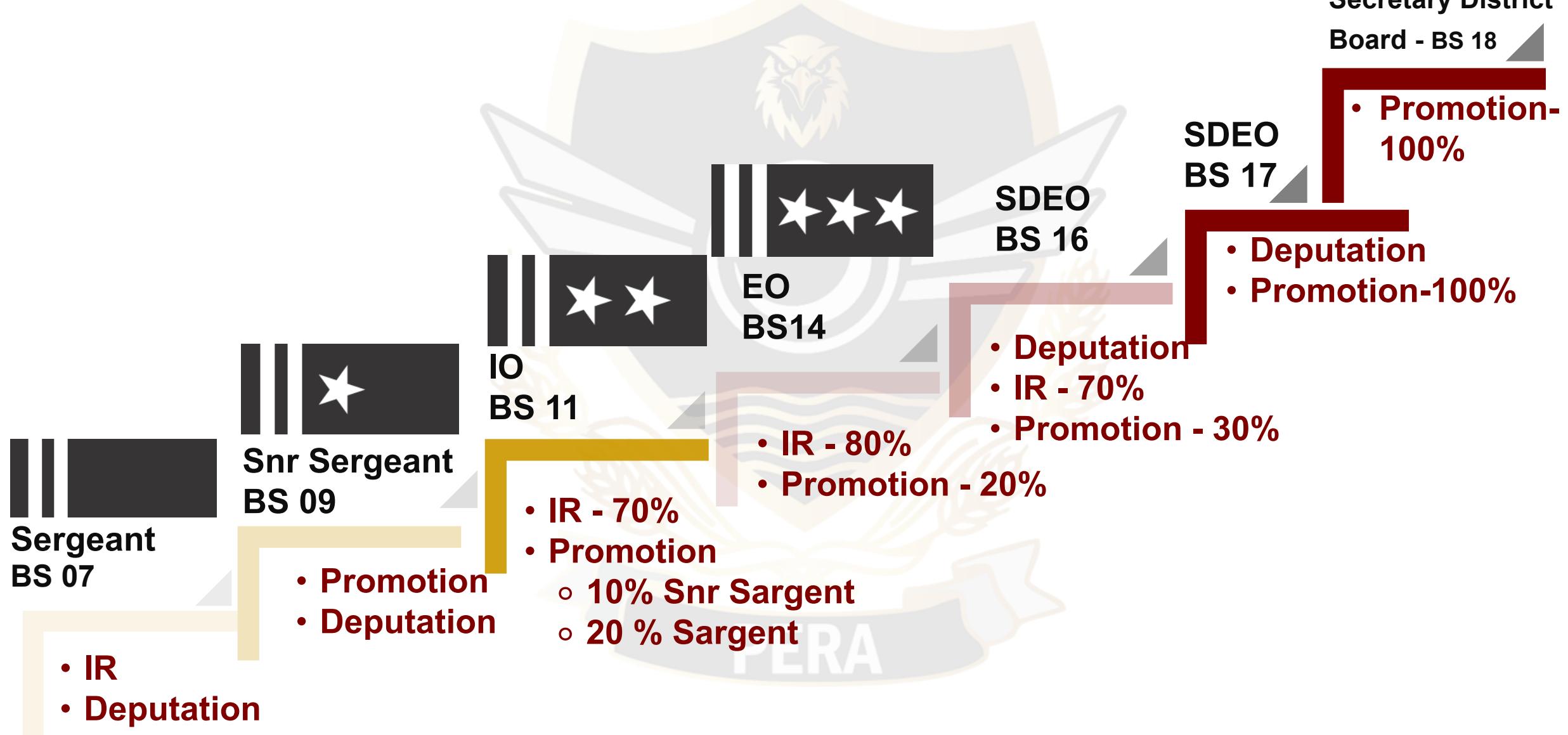


# Enforcement Station - Lhr, Div, Dist, Teh HQs





# Service Structure - PERA Force (Updated)



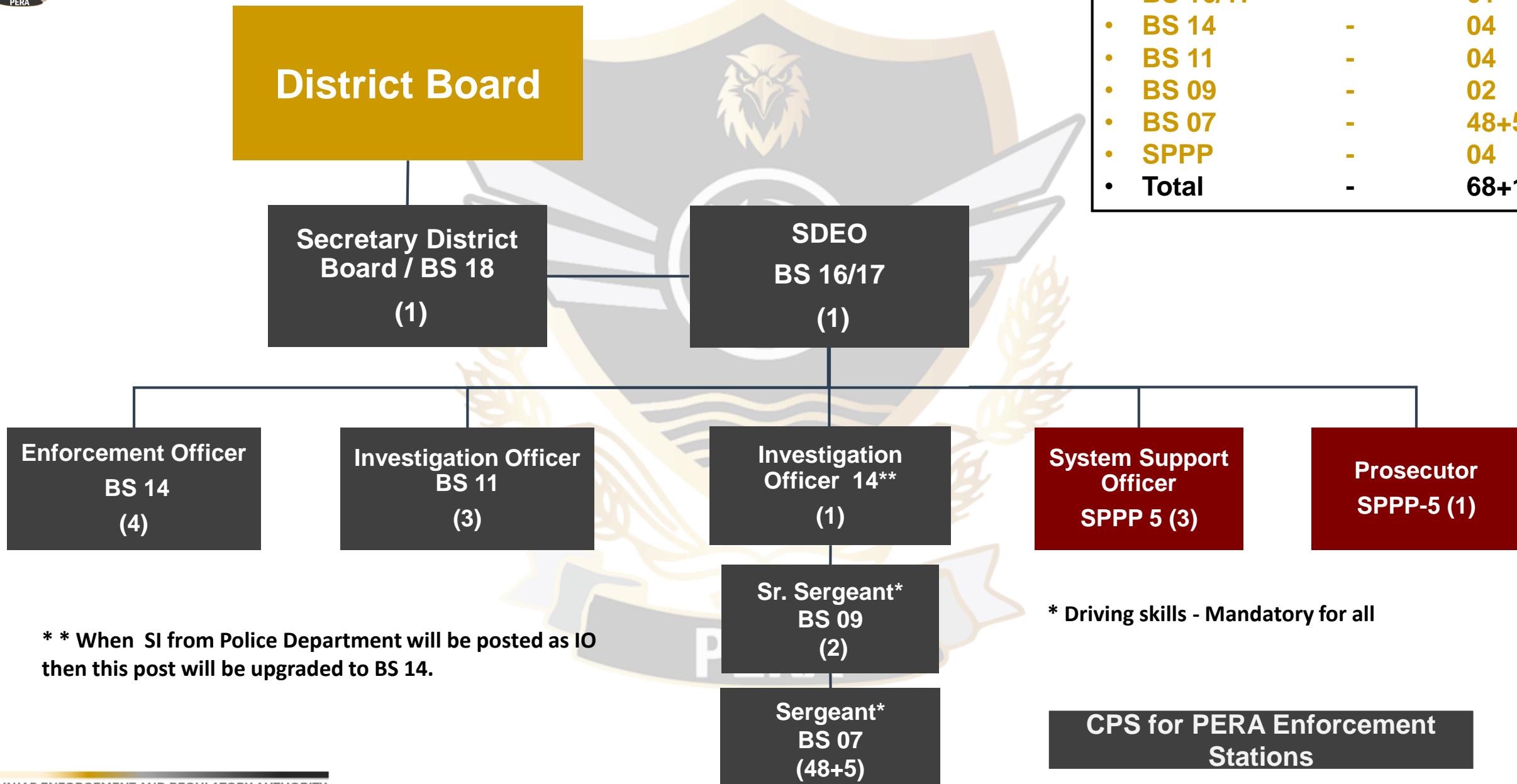


# Summary - Enforcement Stations (Updated)

<b>Post Description</b>	<b>BS/ SPPP</b>	<b>Lahore (Tehs 10)</b>	<b>Divisions (Tehs 15)</b>	<b>Districts (Tehs 31)</b>	<b>Tehsils (100)</b>	<b>Total (156)</b>
<b>Secretary District Board</b>	<b>BS 18</b>	<b>1</b>	<b>9</b>	<b>31</b>	-	<b>41</b>
<b>Sub Divisional Enforcement Officer</b>	<b>BS 16/17</b>	<b>10</b>	<b>15</b>	<b>31</b>	<b>100</b>	<b>156</b>
<b>Enforcement Officer</b>	<b>BS 14</b>	<b>40</b>	<b>45</b>	<b>93</b>	<b>200</b>	<b>378</b>
<b>Investigation Officer</b>	<b>BS 11</b>	<b>40</b>	<b>45</b>	<b>93</b>	<b>200</b>	<b>378</b>
<b>Sr. Sergeant</b>	<b>BS 09</b>	<b>20</b>	<b>30</b>	<b>62</b>	<b>200</b>	<b>312</b>
<b>Sergeant</b>	<b>BS 07</b>	<b>530</b>	<b>780</b>	<b>1,612</b>	<b>3,100</b>	<b>6,022</b>
<b>Prosecutor</b>	<b>SPPP 5</b>	<b>10</b>	<b>15</b>	<b>31</b>	<b>100</b>	<b>156</b>
<b>IT Resident Engineer</b>	<b>SPPP 5</b>	<b>30</b>	<b>45</b>	<b>93</b>	<b>200</b>	<b>368</b>
<b>Grand Total</b>		<b>681</b>	<b>984</b>	<b>2,046</b>	<b>4,100</b>	<b>7,811</b>



# Enforcement Stations at Lahore(10)



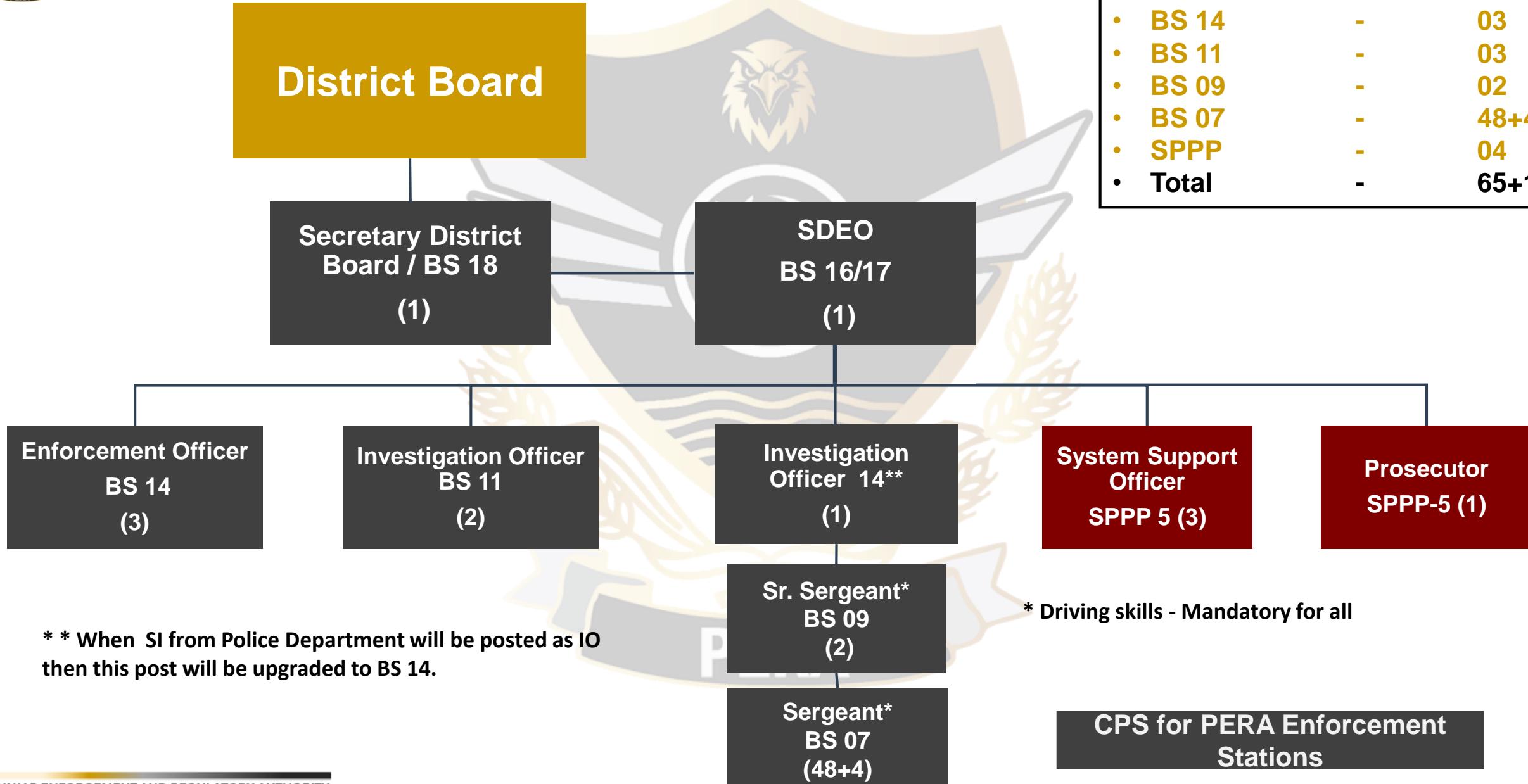


# Enforcement Stations at Lahore(10)

Post Name	BS	Strength Per ES	Total No. ESs	Total Strength
<b>Secretary District Board</b>	<b>BS 18</b>	<b>1 in each District*</b>		<b>1*</b>
<b>Sub Divisional Enforcement Officer</b>	<b>BS 16/17</b>	<b>1</b>		<b>10</b>
<b>Enforcement Officer</b>	<b>BS 14</b>	<b>4</b>		<b>40</b>
<b>Investigation Officer</b>	<b>BS 11</b>	<b>4</b>		<b>40</b>
<b>Sr. Sergeant</b>	<b>BS 09</b>	<b>2</b>	<b>10</b>	<b>20</b>
<b>Sergeant</b>	<b>BS 07</b>	<b>48+5</b>		<b>530</b>
<b>Prosecutor</b>	<b>SPPP-5</b>	<b>1</b>		<b>10</b>
<b>System Support Officer</b>	<b>SPPP-5</b>	<b>3</b>		<b>30</b>
<b>Total</b>		<b>68</b>	<b>10</b>	<b>680+1*</b>



# Enforcement Stations at Divisional HQs (15)



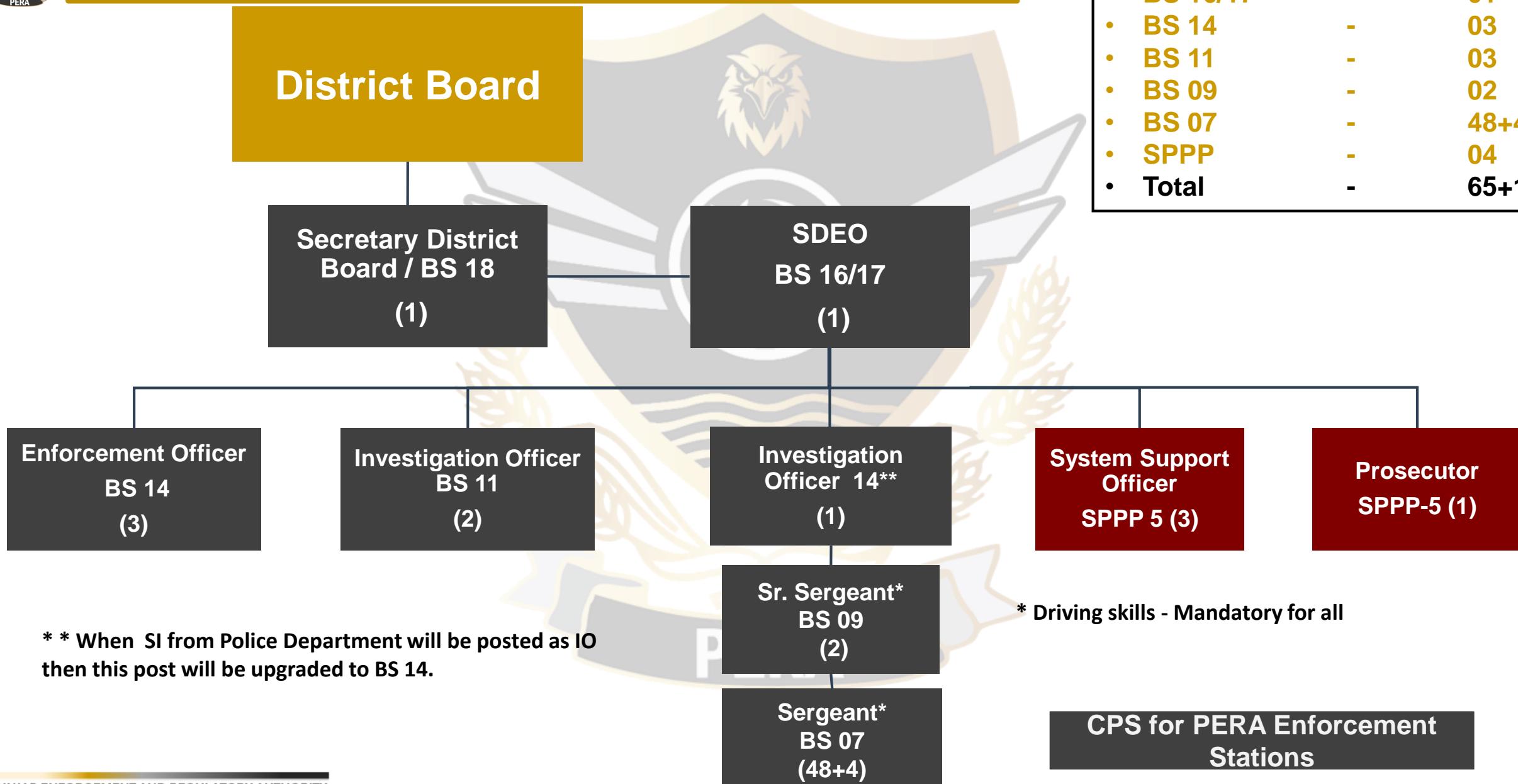


# Enforcement Stations at Divisional HQs (15)

Post Name	BS	Strength Per ES	Total No. ESs	Total Strength
<b>Secretary District Board</b>	<b>BS 18</b>	<b>1 in each District*</b>		<b>9*</b>
<b>Sub Divisional Enforcement Officer</b>	<b>BS 16/17</b>	<b>1</b>		<b>15</b>
<b>Enforcement Officer</b>	<b>BS 14</b>	<b>3</b>		<b>45</b>
<b>Investigation Officer</b>	<b>BS 11</b>	<b>3</b>		<b>45</b>
<b>Sr. Sergeant</b>	<b>BS 09</b>	<b>2</b>	<b>15</b>	<b>30</b>
<b>Sergeant</b>	<b>BS 07</b>	<b>48+4</b>		<b>780</b>
<b>Prosecutor</b>	<b>SPPP-5</b>	<b>1</b>		<b>15</b>
<b>System Support Officer</b>	<b>SPPP-5</b>	<b>3</b>		<b>45</b>
<b>Total</b>		<b>65</b>	<b>15</b>	<b>975+9*</b>



# Enforcement Stations at District HQs (31)



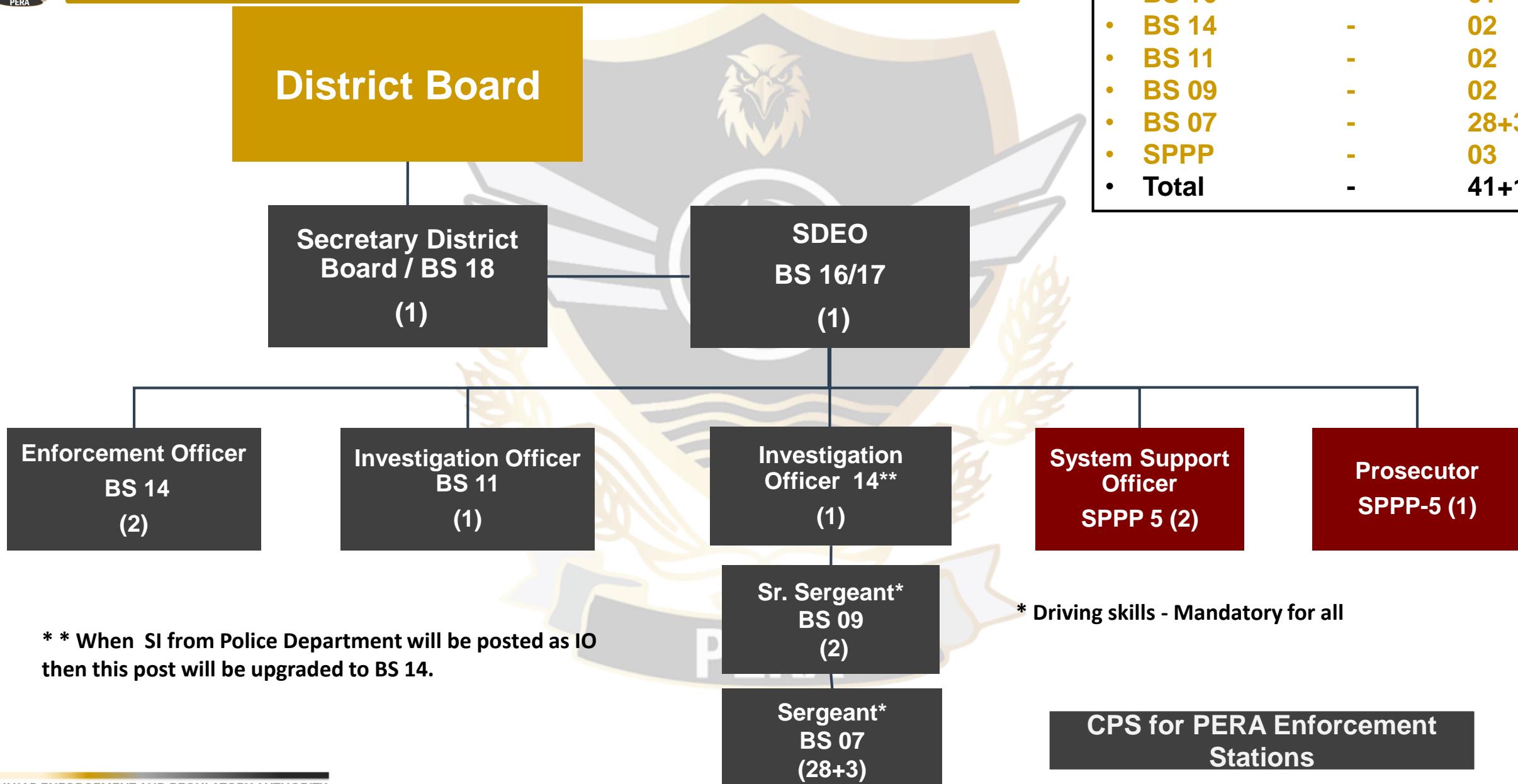


# Enforcement Stations at District HQs (31)

Post Name	BS	Strength Per ES	Total No. ESs	Total Strength
<b>Secretary District Board</b>	<b>BS 18</b>	<b>1 in each District*</b>		<b>31*</b>
<b>Sub Divisional Enforcement Officer</b>	<b>BS 16</b>	<b>1</b>		<b>31</b>
<b>Enforcement Officer</b>	<b>BS 14</b>	<b>3</b>		<b>93</b>
<b>Investigation Officer</b>	<b>BS 11</b>	<b>3</b>		<b>93</b>
<b>Sr. Sergeant</b>	<b>BS 09</b>	<b>2</b>	<b>31</b>	<b>62</b>
<b>Sergeant</b>	<b>BS 07</b>	<b>48+4</b>		<b>1,612</b>
<b>Prosecutor</b>	<b>SPPP-5</b>	<b>1</b>		<b>31</b>
<b>System Support Officer</b>	<b>SPPP-5</b>	<b>3</b>		<b>93</b>
<b>Total</b>		<b>65</b>	<b>31</b>	<b>2,015+31*</b>



# Enforcement Stations at Tehsil HQs (100)





# Enforcement Stations at Tehsil HQs (100)

Post Name	BS	Strength Per ES	Total No. ESs	Total Strength
<b>Sub Divisional Enforcement Officer</b>	<b>BS 16</b>	<b>1</b>		<b>100</b>
<b>Enforcement Officer</b>	<b>BS 14</b>	<b>2</b>		<b>200</b>
<b>Investigation Officer</b>	<b>BS 11</b>	<b>2</b>		<b>200</b>
<b>Sr. Segreant</b>	<b>BS 09</b>	<b>2</b>	<b>100</b>	<b>200</b>
<b>Sergeant</b>	<b>BS 07</b>	<b>28+3</b>		<b>3,100</b>
<b>Prosecutor</b>	<b>SPPP-5</b>	<b>1</b>		<b>100</b>
<b>System Support Officer</b>	<b>SPPP-5</b>	<b>2</b>		<b>200</b>
<b>Total</b>		<b>41</b>	<b>100</b>	<b>4,100</b>



# Recruitment / Contractual Employment Committees

Sr. No	Description	Composition	Level
1	Recruitment Committee - I	<ul style="list-style-type: none"><li>• <b>DG PERA</b></li><li>• <b>Director (M&amp;I)</b></li><li>• <b>CTO or Rep of PITB</b></li><li>• <b>Rep of AD (BS 18)</b></li><li>• <b>Dy Director Admin &amp; HR</b></li><li>• <b>Any other Coopted member</b></li></ul> <ul style="list-style-type: none"><li>- <b>Chairman</b></li><li>- <b>Member</b></li><li>- <b>Member</b></li><li>- <b>Member</b></li><li>- <b>Member/ Secretary</b></li></ul>	<b>BS 11 and above</b>
2	Recruitment Committee - II	<ul style="list-style-type: none"><li>• <b>District Board</b></li></ul>	<b>BS 10 and Below</b>
3	Recruitment Committee - III	<ul style="list-style-type: none"><li>• <b>Directorate General</b></li><li>• <b>ESs</b></li></ul> <ul style="list-style-type: none"><li>- <b>As notified by DG</b></li><li>- <b>As notified by SDEO</b></li></ul>	<b>Contingent Paid Staff</b>
4	Contractual Employment Committee	<ul style="list-style-type: none"><li>• <b>DG PERA</b></li><li>• <b>Director Administration</b></li><li>• <b>Concerned Director/ Head</b></li><li>• <b>Dy Director Admin &amp; HR</b></li><li>• <b>Any other Coopted member(s)</b></li></ul> <ul style="list-style-type: none"><li>- <b>Chairman</b></li><li>- <b>Member</b></li><li>- <b>Member</b></li><li>- <b>Member/ Secretary</b></li></ul>	<b>All contractual employees less Contingent Paid Staff</b>



## Transfer and Posting of the Employees - (Schedule V)

Sr. No	Position	Grade	Competent Authority		
1	Director	• BS 19	• DG PERA (Within Authority) [HQ]		
2	Dy Director	• BS 18	• DG PERA (Within Authority) [HQ]		
3	AD	• BS 17	• DG PERA (Within Authority) [HQ]		
4	Executive Assistant	• BS 16	• Director Admin		
5	SDEO	• BS 16/17	• Inter District • Intra District	- DG in consultation with Vice Chairperson PERA - Chairperson Board	
6	EO	• BS 14	• Inter District • Intra District	- DG - Chairperson Board	
7	IO	• BS 11	• Inter District • Intra District	- DG - Chairperson Board	
8	Snr Sergeant	• BS 09	• Inter District • Intra District	- Director Personnel in consultation with DG - Chairperson Board	
9	Sergeant	• BS 07	• Inter District • Intra District	- Director Personnel in consultation with DG - Chairperson Board	
10	Additional Charge		• All additional charges at the level of district by Chairperson Board		



# 5 Acre Government Land For HQs, Lines And Training

## Academy





# 125 Acre Training Area Moza Rakh Terra







# Tentative Program of Inauguration Event



Activity	Time
Guest Arrival & Seating	10 Mins
Arrival Of Hon'ble Chief Minister	--
Recitation of Holy Quran	3 Mins
March Past	10 Mins
Showcasing Lahore Division Force (Inside Expo Center)	15 Mins
Visit- Mockup Enforcement Station	10 Mins
Opening Address & National Anthem	5 Mins
Operational Demo	15 Mins
Distribution of Appointment letters - ( EO's & IO's -4 Toppers)	5 Mins
Souvenir Exchange	5 Mins
Hon'ble CM's Closing Address	10 Mins
Refreshments & Media Interaction	10 Mins
Total Time	100 Mins

# **THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (OPERATIONS & PROCEDURES) CODE, 2025**

## **CONTENTS**

### **Contents**

Chapter I – Preliminary .....	5
(1). Short title, extent, and commencement:.....	5
(2). Definitions:.....	5
Chapter II – Administration and Functioning of the District Enforcement and Regulatory Board.....	7
(3). Meetings of the Board:.....	7
(4). Reporting by Enforcement Stations to the Board: .....	8
Chapter III – Procedure on Hearings by the Hearing Officer, Notices, and Orders .....	8
(5). Territorial Jurisdiction of Hearing Officer:.....	8
(6). Functions of the Hearing Officer: .....	8
(7) Form of Representation:.....	11
(8) Notices: .....	11
(9) Hearing Procedure: .....	11
(10) Order:.....	13
(11) Interim Relief:.....	13
(12) Power to proceed ex-parte:.....	14
(13) Power to dismiss matter for default:.....	14
(14) Procedure in case of Grievance Redressal:.....	15
(15) Procedure in case of Complaints of Public Nuisances:.....	16
(16) Procedure in case of Complaints of Movable Encroachments: .....	17
(17) Procedure in case of Complaints of Immovable Encroachments:.....	18
(18) Procedure when an Enforcement Officer Submits Report with respect to Immovable Encroachments:.....	18
(19) Determination of fate of sealed premises:.....	20
(20) Determination of Rent & Costs of Enforcement Payable by the Offender: .....	20
(21) Recovery of Rent & Costs of Enforcement:.....	22

(22) Auction of Confiscated Articles and Goods: .....	23
(23) Utilization of Auction Proceeds:.....	25
(24) Recovery of Enforcement Costs or Recovery of Rent as Arrears of Land Revenue: ...	25
(25) Procedure for Assessment and verification of Whistle-blower disclosure:.....	25
(26) Procedure in cases of unauthorized disclosure or revealing of whistle-blower identity: .....	27
<b>Chapter IV – Sub-Divisional Enforcement Officers and Enforcement Stations.....</b>	<b>28</b>
(27) Duties and Responsibilities of Sub-Divisional Enforcement Officers: .....	28
(28) Establishment of Enforcement Stations: .....	30
(29) Supervision of Enforcement Stations:.....	30
(30) Operational Protocols for Enforcement Stations:.....	30
(31) Performance Appraisals of Staff: .....	31
(32) Record of Register and Certified Copies:.....	32
(33) Storage for seized, confiscated, or detained items or articles:.....	32
(34) Storage for items collected as evidence:.....	33
<b>Chapter V: Prosecution.....</b>	<b>33</b>
(35) Prosecutor:.....	33
(36) Case File Management: .....	34
<b>Chapter VI – Inspections, Inquiries and Investigations.....</b>	<b>34</b>
(37) Procedure for Conducting Inspections:.....	34
(38) Inspections:.....	36
(39) Investigations:.....	36
(40) Cost of Investigation: .....	37
<b>Chapter VII – Registration of FIRs, Arrests, and Post-Arrest Procedure.....</b>	<b>37</b>
(41) Decision on FIR Registration:.....	37
(42) Grounds and Authorization for Arrest: (1) .....	38
(43) Post-Arrest Requirements:.....	38
<b>Chapter VIII – Enforcement Procedures.....</b>	<b>38</b>
(44) Powers and Duties of Enforcement Officers: .....	38
(45) Sealing of Properties:.....	41
(46) Inventory and Assessment of Seized Items: .....	41
(47) Return of Seized Goods: .....	41
(48) Use of force in case of retaliation or obstruction:.....	41

(49) Removal of Public Nuisance or Encroachments:.....	42
(50) Submission of Report for Determination of Rent and Costs of Enforcement: .....	42
(51) Procedure for assessment of Enforcement Costs: .....	42
(52) Periodic Review of Costs: .....	43
(53) Mechanism for Recovery of Costs:.....	43
(54) Issuance of EPO and Removal Orders:.....	43
(55) Imposition and Recovery of Fines: .....	44
(56) Mechanism for Recovery of Fines:.....	44
Chapter IX: Pecuniary Limits of Fines.....	44
(57) Pecuniary Limit of Fine by the Hearing Officer: .....	44
Chapter X – Adherence to Buddy System, Body Cams, and Handling of Digital Evidence.....	45
(58) Adherence to Buddy System:.....	45
(59) Use of Body Cameras: .....	45
(60) Storage and Preservation:.....	46
(61) Tampering and Misuse: .....	46
(62) Protocol for Collection and Preservation of Digital Evidence: .....	46
(63) Presentation of Digital Evidence before the Hearing Officer, Commissioner, or any other Court of Law:.....	46
(64) Training and Certifications:.....	47
(65) Reporting and Accountability:.....	47
Chapter XI – Miscellaneous Provisions .....	47
(66) Amendments to the Code:.....	47
(67) Savings:.....	47
Schedule .....	48
Form 1.1: Digital Evidence Intake and Hash Verification Form.....	50
Form 1.2: Emergency Prohibition Order (EPO) .....	51
Form 1.3: Compliance Report on EPO Closure.....	54
Form 1.4: Emergency Prohibition Order (EPO) Monitoring Form.....	54
Form 2.1: DERB Performance and Accountability Log .....	55
Form 2.2- Enforcement Station Daily Activity Log .....	56
Form 3.1: Complaint Resolution and Closure Form .....	59
Form 3.2: Public Complaint Intake and Processing Form.....	60
Form 3.3: Inventory Sheet (Movable Property) .....	61

Form 3.6: Hearing Proceedings and Order Sheet .....	65
Form 3.7: Complaint Trigger Report to DERB / SDEO .....	65
Form 3.8: Chain of Custody Continuation Sheet.....	66
Form 3.9: Legal Reference and Scheduled Law Citation Sheet.....	67
Form 3.10: Case Referral to Civil Court Register .....	67
Form 3.11: Assessment Docket.....	68
Form 3.12: Cost Recovery Demand Notice.....	68
Form 3.13: Final Recovery Order.....	69
Form 3.14: Payment Acknowledgement Certificate.....	70
Form 3.15: Restoration Completion Certificate.....	70
Form 3.16: Restoration Cost Certificate .....	71
Form 3.17: Compliance Verification of Demand Notice .....	71
Form 3.18: Illegal Gains Estimation Worksheet.....	72
Form 3.19: Auction Initiation and Inventory Certification Form .....	73
Form 3.20: Auction Proceedings and Bid Record Form .....	73
Form 3.21: Auction Completion and Property Handover Form.....	74
Form 3.22: Assessment & Verification Report.....	75
Form 4.1: Pre-FIR Investigation Authorization & Record Form .....	75
Form 4.2: Notice of Hearing and Appearance.....	76
Form 4.3: Summary of Final Enforcement Action Register .....	76
Form 6.1: Notice of Scheduled Inspection.....	77
Form 6.2: Inspection Report Form.....	78
Form 8.1: Enforcement Officer Daily Action Log .....	78
Form 8.2: Sealing Order .....	79
Form 8.3: Sealing Execution Report .....	80
Form 8.4: Final Sealing of Premises Report.....	80
Form 8.5: Search, Seizure, and Inventory Authorization Form.....	81
Form 8.6: Seized Property Maintenance Log .....	82
Form 8.7: Eviction Execution Report.....	83
Form 8.8: Field Evidence Capture and Tagging Form.....	83
Form 9: Arrest Notification and Judicial Handover Record .....	84
Form 10: Liaison Officer Performance Evaluation Form.....	85
Form 11: Post-Sealing Violation Incident Report.....	86

Form 12: Recovery Through Land Revenue Request Form .....	86
Form 13: Unauthorized Identity Disclosure Complaint Form.....	87
Form 14: Unsealing Authorization and Compliance Certificate.....	88
Form 15: Whistle-Blower Disclosure Submission Form.....	88



**Punjab Enforcement and Regulatory Authority  
Services & General Administration Department  
Government of the Punjab  
Lahore**

## **Notification**

**No.\_\_\_\_:** In exercise of the powers conferred under Section 78 of the Punjab Enforcement and Regulation Act, 2024, Governor of the Punjab is pleased to make the following Code to regulate operations of the Punjab Enforcement and Regulatory Authority and to provide procedures for carrying out the purposes of the Act:

### **Chapter I – Preliminary**

**(1). Short title, extent, and commencement:** (1) This Code may be cited as the Punjab Enforcement and Regulatory Authority (Operations and Procedures) Code, 2025.

(2) It shall extend to the whole of Punjab.

(3) It shall come into force at once, however, the Authority may specify operationalization of any provision of this Code from a specific date, through notification in the official gazette, according to the administrative and logistic arrangements.

**(2). Definitions:** (1) In this Code, unless there is anything repugnant to the subject or context:

- (I) "Act" means the Punjab Enforcement and Regulation Act, 2024 (Act XI of 2024);
- (II) "Auction Procedure" shall be the procedure, including logistic arrangements for the purpose, as notified by the Director General, PERA, from time to time.
- (III) "Authority" means the Punjab Enforcement and Regulatory Authority established under Section 3 and 4 of the Act;
- (IV) "Board" means the District Enforcement and Regulatory Board;
- (V) "Digital evidence" means evidence obtained in electronic or digital format and includes, but not limited to, video footage, audio recordings, emails, social media communications, and metadata; [see Form 1.1]
- (VI) "Employee" means as defined in the Service Regulations notified by the Authority;
- (VII) "EPO" means an Emergency Prohibition Order as provided in Section 2, 23, 35 and 44 of the Act; [see Form 1.2] [see Form 1.3] [see Form 1.4]
- (VIII) "Format" means a standardized document or template prescribed in the Schedules appended to this Code; "Format" means a standardized form or template appended to this code;
- (IX) "Fund" means the Fund established under Section 69 of the Act;
- (X) "Government" means Government of the Punjab;
- (XI) "Hearing Officer" means the Officer appointed or authorized as per Section 16 of the Act;
- (XII) "Non-Perishable Goods" means durable goods with no immediate risk of deterioration;
- (XIII) "Perishable Goods" means goods with limited shelf life requiring immediate disposal.

(XIV) Unless the context otherwise expressly requires or indicates, any word or expression importing the masculine gender, including but not limited to "he", "him", "his", "himself", or any other such gender-specific reference, denoting any office, designation, rank, or position expressed in the masculine form shall be construed as including the feminine gender, without limitation, qualification, or prejudice. This rule of construction shall apply throughout this Code, its Schedules, Appendices, and any subsidiary instrument(s).

(XV) Other terms, insofar as the context allows and are not repugnant to the subject or object of the Act or the Regulations, shall have the meanings assigned to them under the Act.

## **Chapter II – Administration and Functioning of the District Enforcement and Regulatory Board**

**(3). Meetings of the Board:** (1) The District Enforcement and Regulatory Board shall meet at least once every three months.

(2) A special meeting, prior to the lapse of three months since the last meeting so held, may be caused to be convened by the Chairperson himself or on the request of any of the Members of the Board to discuss or deal with any matter which requires urgent attention;

Provided that in case of request for a special meeting as made by a Member, such request, stating the reasons and necessity for calling such meeting, shall be placed before the Chairperson by the Secretary of the Board. The Chairperson, upon such request, shall pass an appropriate Order thereon determining if such a request was merited.

(3) Intimation of meeting shall be given to the Members at least three (3) days in advance, specifying the place, time, and agenda of such meeting;

Provided that in case of special meetings, the notice period of three (3) days may be reduced by the Chairperson depending on the urgency of the matter which necessitated the special meeting.

(4) The Board or the Chairperson may require any Committee or its Member(s) or any employee within its territorial jurisdiction to be present at the meeting by notifying them of the meeting in the mode and manner prescribed herein;

Provided that any member of the Committee or the employee attending the said meeting shall not vote for any decision of the Board. [see Form 2.1]

**(4). Reporting by Enforcement Stations to the Board:** (1) All Enforcement Stations operating within the territorial jurisdiction of a Board shall send, through respective Sub-Divisional Enforcement Officer, a quarterly report of performance to the Board as to the enforcement and implementation and all the reports shall be considered and reviewed by the Board in its quarterly meetings. A detailed log of all activities at each Enforcement station must be maintained in [Form 2.2].

(2) Board may prescribe a format for such report which shall be followed by all the Enforcement Stations within its territorial jurisdiction.

### **Chapter III – Procedure on Hearings by the Hearing Officer, Notices, and Orders**

**(5). Territorial Jurisdiction of Hearing Officer:** (1) The Hearing Officer appointed or authorized by the Government to act as such, in a sub-division, shall have the territorial jurisdiction to hear all matters arising from or relating to actions taken by all Enforcement Stations established and operative in the territorial jurisdiction of that sub-division.

(2) The Authority may, by issuing a Notification in the official gazette from time to time, enlarge or curtail the territorial jurisdiction of a Hearing Officer, to include or exclude areas, for the sake of convenience and expediency.

**(6). Functions of the Hearing Officer:** (1) The Hearing Officer shall hear and decide representations filed by an offender or an aggrieved person in the following matters:

- i. Against the fine imposed by an Enforcement Officer, under the Act or the Scheduled Laws;
- ii. Against confiscation of articles, carts, or vehicle over which any title or possessory right or claim is asserted;
- iii. Against sealing of any premises over which any title or possessory right or claim is asserted;
- iv. Against removal of encroachments or public nuisance under the Act;
- v. Against an EPO issued by the Enforcement Officer with respect to removal of public nuisance; or
- vi. Against a Removal Order issued by the Enforcement Officer with respect to removal of a moveable encroachment;
- vii. Any ancillary matters arising out of actions of an Enforcement Officer.

(2) Such representation shall not be maintainable if the Aggrieved Person or the Offender has already filed a representation against a Removal Order issued by the Enforcement Officer with respect to removal of a movable encroachment and the said representation has been dismissed, or where action was taken by the Enforcement Officer pursuant to a hearing and decision passed by the Hearing Officer on a report submitted by the Enforcement Officer under Section 39 of the Act.

(3) Such representation shall also not be maintainable if the Removal Order with respect to the immovable encroachment has been issued by the Hearing Officer and the Aggrieved Person or Offender was party to the proceedings when such Removal Order was issued.

(4) The representation shall be filed by the offender or aggrieved person within fifteen (15) days thirty (30) days of accruing of cause of action, and the same shall be decided by the Hearing Officer within sixty (60) days of its filing.

- (5) The Hearing Officer shall also decide complaints filed by any person aggrieved by a public nuisance directly or indirectly, or perceives to be aggrieved due to such nuisance in the near future [see Form 3.1] [see Form 3.2].
- (6) The Hearing Officer shall also decide complaints filed by any person aggrieved or affected by a movable encroachment on state property [see Form 3.3].
- (7) The Hearing Officer shall be empowered to determine the enforcement costs, rents or other ancillary costs or penalties on the report of Sub Divisional Enforcement Officer of the Enforcement Station in cases of actions taken under the Act, including with respect to encroachments and public nuisance.
- (8) The Hearing Officer shall have the power to initiate, conduct and facilitate the inquiries to ascertain the facts regarding an offense or the complaints regarding the employees of the Authority and in this regard may also redress grievances on the complaint filed by any aggrieved person against the transgressions of any employee in the concerned sub-division.
- (9) The Hearing Officer shall also assess and verify information provided by way of Whistle-blower disclosures.
- (10) The Hearing Officer shall determine as to whether any information received by way of Whistle-blower disclosures was false, frivolous, or vexatious.
- (11) The Hearing Office shall also deal with matters relating to unauthorized disclosure or revelation of identity of person(s) making a Whistle-blower disclosure.
- (12) The Hearing Officer shall also analyze the requisition sent by an Enforcement Station under Section 20 of the Act and forward the same to the Board, within 3 days of receipt of such requisition.
- (13) The Hearing Officer shall additionally supervise, monitor, and review the performance of Enforcement Stations under his jurisdiction.

(14) The Hearing Officer shall cause to be maintained a separate case file for every matter which is placed before him, and such file shall contain the entire record of the proceedings, including all documents and evidence so furnished by the parties, departments, or agencies, and shall make available on the request of a party and upon payment of fee as notified by the Authority from time to time, a certified copy of the file or part thereof.

**(7) Form of Representation:** (1) A representation filed by an aggrieved Person or an offender shall, insofar as may be relevant, expressly state the precise grievance, any legal right or entitlement, and mention details of title documents or right of legal possession, over any premises, land, place, building, vehicle, cart, article, or item, as the case may be.

(2) The representation shall also state, where the act of an authorized officer is challenged, the illegality or excess committed by the concerned officer in exercise of power.

(3) The representation shall be accompanied by any documents relied on by the aggrieved person or the offender in support of his assertions made therein.

(4) The representation shall be supported by an Affidavit of the person filing it as to the facts alleged therein. [see Form 3.4]

**(8) Notices:** (1) The issuance and delivery of notices, if and when required to be issued by the Hearing Officer, shall, as far as practicable and relevant, be the same and in the mode and method as provided in Form 3.5 in terms of provisions of Chapter VIII of the Act.

**(9) Hearing Procedure:** (1) The Hearing Officer shall take up the representation filed before him as soon as it may be practicable but not later than three (3) working days. [Form 3.6 shall be considered an Order Sheet]

(2) The aggrieved person or the offender shall attend all hearings before the Hearing Officer in person or through a representative, pleader, or advocate duly authorized by him in this regard.

(3) The Hearing Officer may require the Enforcement Officer concerned or any other relevant person to attend the hearings;

Provided that nothing shall preclude the Enforcement Officer concerned or any Officer authorized by him from attending the hearings before the Hearing Officer.

(4) The Hearing Officer may call for the record of any Department of the Government, or any Statutory Authority or Agency under the Scheduled laws, for the purposes of ascertaining the veracity of the stance raised by the aggrieved person or the offender in the representation, especially with respect to his legal right or entitlement over any premises, land, place, building, vehicle, cart, article, or item, as the case may be.

(5) In case the Hearing Officer is of the opinion that the matter cannot be decided summarily, he shall permit the aggrieved person or offender to produce evidence in support of the contentions raised in his representation;

Provided that where the Hearing Officer allows the aggrieved person or offender to produce evidence, the Enforcement Officer or any Officer authorized by him, shall be given opportunity to cross examine the witnesses and rebut the evidence so produced.

(6) Any evidence under the Act shall be taken on oath or affirmation, except as may be otherwise provided in the Act or the Rules, and the same shall be recorded, kept and maintained in the separate case file assigned to the matter.

(7) The parties shall be bound to proceed with the matter on the date of hearing and the matter shall not be adjourned by the Hearing Officer other than for reasons to be recorded in writing and upon imposition of such costs on the party responsible for the delay as the Hearing Officer deems appropriate.

**(10) Order:** (1) The Hearing Officer shall pass final decision by issuing a written order stating reasons for the decision.

(2) The final order shall be provided to the offender or aggrieved person as well as the Sub-Divisional Enforcement Officer of the concerned Enforcement Station.

(3) In case the decision of the Hearing Officer is to modify or convert an EPO into an Absolute Order, such order shall further contain the detail of the public nuisance, reasons of passing an Absolute Order, the direction to the offender creating such nuisance to remove the nuisance within a prescribed time period and manner and any further penalty that may be imposed on the offender if Absolute Order is not complied with;

Provided that in case an Absolute Order is issued, on the expiry of time period mentioned in the Absolute Order, if the offender has not removed the public nuisance, the Hearing Officer shall direct the Sub Divisional Enforcement Officer to get the Absolute Order enforced through the Enforcement Officer, who shall do so as per the provisions of the Act.

**(11) Interim Relief:** (1) The Hearing Officer may, on an application seeking such relief filed by an Aggrieved Person or an Offender along with the representation and supported by an Affidavit, grant interim relief pending the final decision of a representation, by suspending the operation of an EPO issued by the Enforcement Officer, ordering status quo to be maintained, or any relief deemed fit and proper in the fact and circumstances of the case;

Provided that the final relief sought by the offender or aggrieved person shall not be granted by the Hearing Officer as an interim relief;

Provided further that the Hearing Officer shall not restore status quo ante as interim relief.

(2) In deciding whether or not to grant interim relief, the Hearing Officer may consider:

- (a) the prima facie case set up by the aggrieved person or offender supported by the documents furnished in support of the representation;
  - (b) whether refusal to grant such interim relief shall preclude the grant of final relief in case the representation succeeds due to irreparable or irreversible loss or damage that may be caused where such interim relief is refused; and
  - (c) whether the matter requires urgent relief to be granted as an interim measure;
- (3) Interim relief shall only be granted by the Hearing Officer through an order in writing and the order shall specifically disclose how the preconditions mentioned in Clause (2) above are met by the aggrieved person or offender.
- (4) An order granting interim relief shall immediately be communicated to the concerned Enforcement Station through its Sub-Divisional Enforcement Officer.

**(12) Power to proceed ex-parte:** (1) Where, after issuance and service of notices to a person who is party to any proceedings before the Hearing Officer as prescribed in Section 8 of the Code, such person does not appear before him on any date fixed for hearing in any proceedings pending before the Hearing Officer, the Hearing Officer shall have the power to proceed against such person, ex-parte in the matter.

(2) If such person appears on a subsequent date fixed for hearing in the proceedings, if any, and shows good cause for his absence, the Hearing Officer may allow him to join the proceedings from thereon;

Provided that the Hearing Officer shall not have the power to set-aside any proceedings which took place during the time the party had been proceeded against ex-parte.

**(13) Power to dismiss matter for default:** (1) Where the complainant, offender, or aggrieved person does not appear before the Hearing Officer on any date

fixed for hearing in any proceedings pending before him, the Hearing Officer shall have the power to dismiss the proceedings for default;

Provided that the Hearing Officer shall not exercise such power if the complainant is an Officer or Employee appearing on behalf of the Authority, the Board, or an Enforcement Station.

(2) The Hearing Officer shall not have the power to restore any proceedings which have been dismissed for default under Section 13 (1) of the Code.

**(14) Procedure in case of Grievance Redressal:** (1) Any person aggrieved of the transgressions of the employees of the Authority may file a complaint against such employee before the Hearing Officer exercising territorial jurisdiction in that sub-division.

(2) Insofar as practicable, the complaint shall expressly state the facts constituting transgression or offence committed by the Employee and shall be supported by an affidavit and all documents available with the complainant.

(3) The Hearing Officer, if he deems appropriate from the contents of the complaint, may initiate, conduct, or facilitate an inquiry regarding the alleged offence or transgression by the Employee;

Provided that such inquiry shall be conducted in accordance with Chapter XI of the Act and provisions of the PERA (Appointment & Conditions of Service), Regulations, 2025.

(4) If the Hearing Officer is of the opinion that the complaint does not disclose any particular transgression or offence, and is deficient or frivolous, the Hearing Officer shall dismiss the same, through an order in writing, and without issuing notice to the employee.

(5) If the Hearing Officer, after the conduct of inquiry, is of the opinion that the complaint requires a reply, he shall issue notices to the concerned Employee, as

far as practicable and relevant, in the manner and the mode as prescribed in [see Form 3.7] as per provisions of Chapter VIII of the Act.

(6) The Employee shall file reply to the complaint and the allegations raised therein, within the time prescribed by the Hearing Officer, which shall be supported by an affidavit and all documents available with the employee.

(7) The Hearing Officer, after production of evidence by the parties in support of their stance, and after hearing arguments, shall make final decision through an order in writing wherein:

(a) complaint shall be dismissed; or

(b) grievance of the complainant shall be redressed; or

(c) disciplinary action against the Employee shall be recommended to the competent authority, as specified in the Service Regulations of PERA; or

(d) direct the Sub-Divisional Enforcement Officer to register an FIR against the Employee in case an offence under the Act is made out, as provided in Section 49 of the Act. [see Form 3.8]

(8) The Hearing Officer shall decide such complaint within three (3) months of its filing.

(9) In case such complaint is against the SDEO, the Hearing Officer shall refer the same to the Board immediately after its filing before him.

**(15) Procedure in case of Complaints of Public Nuisances:** (1) Any person aggrieved by a public nuisance directly or indirectly, or perceives to be aggrieved due to such nuisance in the near future may file a complaint before the Hearing Officer.

(2) Any department, whistle-blower, or any employee of the Authority may report the public nuisance to the Hearing Officer in the form of a complaint.

(3) Insofar as practicable, the complaint shall state the details including the location and nature of the public nuisance; the illegal act or omission violating the Act or the Scheduled laws; the common injury, danger, or annoyance to the public or to the people who dwell and occupy property in the vicinity caused by such public nuisance; or the injury, obstruction, danger, or annoyance caused by the public nuisance to persons who may have occasion to use any public right. For inventory of such property [see Form 3.9].

(4) The complaint shall be supported by an affidavit and documents available with the complainant;

Provided that for a complaint under sub-section (2), the Hearing Officer may dispense with the requirement to file an Affidavit.

(5) Upon receipt of such complaint, and after hearing the complainant, the Hearing Officer shall proceed to either dismiss the complaint, being deficient and frivolous, through a written order or direct the Enforcement Officer through the SDEO concerned to visit the site of occurrence of the alleged public nuisance, inspect the same, take the stance of the persons concerned and proceed as provided under Section 37 of the Act.

(6) The Hearing Officer shall decide such complaint within fifteen (15) days of its filing.

(7) In the matter of public nuisance where the Enforcement Officer has sent a report through the SDEO concerned to the Hearing Officer under Section 35 of the Act to hear the parties before any action is taken, the Hearing Officer shall follow the procedure, as far as may be practicable and is relevant.

**(16) Procedure in case of Complaints of Movable Encroachments:** (1) Any person aggrieved or affected therefrom may report a moveable encroachment to the Hearing Officer in the form of a complaint.

(2) Insofar as practicable, the complaint shall state the details including the location and nature of the moveable encroachment on the state property.

(3) The complaint shall be supported by an affidavit and all documents available with the complainant.

(4) Upon receipt of such complaint, the Hearing Officer shall go through the complaint and after hearing the complainant, shall proceed either to dismiss the complaint through a well-reasoned written order or to direct the Enforcement Officer to visit the site of occurrence of the alleged encroachment, inspect the same, take the stance of the persons concerned and proceed as provided under Section 38 of the Act.

(5) The Hearing Officer shall decide such complaint within fifteen (15) days of its filing.

**(17) Procedure in case of Complaints of Immovable Encroachments:** (1) Any person may report an immoveable encroachment to the Hearing Officer in the form of a complaint.

(2) Insofar as relevant, the complaint shall state the details including the location and nature of the immoveable encroachment on the State Property.

(3) The complaint shall be supported by all documents including but not limited to the pictorial evidence available with the complainant.

(4) Upon receipt of such complaint, the Hearing Officer shall, after hearing the complainant, proceed to either dismiss the complaint, being deficient and frivolous, through a written order or direct the Enforcement Officer to visit the site of occurrence of the alleged encroachment, inspect the same, take the stance of the persons concerned and proceed as provided under Section 39 of the Act.

(5) The Hearing Officer shall decide such complaint within fifteen (15) days of its filing.

**(18) Procedure when an Enforcement Officer Submits Report with respect to Immovable Encroachments:** (1) Where an Enforcement Officer, after inspecting the site and taking the stance of the concerned persons is satisfied that the

encroachment needs removal under the law, then he shall submit a report through the SDEO concerned to the Hearing Officer in accordance with the provisions of Section 39 of the Act;

Provided that when the Enforcement Officer and the SDEO are of the opinion that the case is not further proceedable due to civil litigation regarding title of the property, a report in [see Form 3.10] shall be submitted to the Hearing Officer.

(2) The Hearing Officer shall take up the matter within three (3) days of filing of such report.

(3) The Enforcement Officer shall attend all hearings before the Hearing Officer where proceedings with respect to removal of immovable encroachments are initiated upon a report submitted by him.

(4) The Hearing Officer shall issue notices upon the alleged illegal occupant or encroacher, as far as practicable and relevant, in accordance with the provisions of Section 40 of the Act.

(5) The alleged illegal occupant or encroacher shall file his reply along with an affidavit, and shall, insofar as may be practicable, state his legal right or entitlement, mentioning details of right-creating documents or right of legal possession, over the public property in question. The reply shall be supported by all documents available with the alleged illegal occupant or encroacher to clearly demonstrate his entitlement or possessory rights over the public property in question.

(6) The alleged illegal occupant or encroacher may participate in the proceedings either in person or through a representative, pleader, or advocate duly authorized by him in this regard.

(7) The Hearing Officer, if he deems necessary, may call for the record of any department of the Government, or any agency under the Scheduled laws, for the purposes of ascertaining the veracity of the stance taken by the alleged illegal

occupant/encroacher in his reply, especially with respect to his legal right or entitlement over the public property in question.

(8) After assessing the documents, evidence and the contents of the report of the Enforcement Officer, and after hearing the Enforcement Officer and the alleged illegal occupant or encroacher, the Hearing Officer shall issue an order in writing, to the effect of determining that no immovable encroachment is made out or is taking place; or he shall issue a Removal Order specifying the prescribed time period and the manner in which the encroachment shall be removed.

(9) Order under sub-section (8) shall be served upon the illegal occupant or encroacher as per provisions of Chapter VIII of the Act.

(10) After the expiry of time period provided in the Removal Order, if encroachment is not removed by the illegal occupant or encroacher, the Hearing Officer shall direct the Sub Divisional Enforcement Officer to get the immovable encroachment removed under Section 39 (5) of the Act by issuing a specific direction in writing in this regard.

**(19) Determination of fate of sealed premises:** (1) In pursuance of action taken by the Enforcement Officer with respect to removal of public nuisance under Section 35 of the Act; or movable encroachment under Section 38 of the Act; or removal of immovable encroachment under Section 39 of the Act; or any other action under the Act.

(2) After dismissal of representation, if any, relating to the actions mentioned in sub-section (1) or if the action taken by the Enforcement Officer has not been challenged within the prescribed time, the Hearing Officer shall determine the fate of the sealed premises, if any, including reverting it to the department or agency which is its lawful custodian.

**(20) Determination of Rent & Costs of Enforcement Payable by the Offender:**

(1) The Director General, PERA shall notify a standard mechanism for calculation of costs of enforcement by determining such costs through procurement of

outsourced services under Punjab Procurement Rules, 2014 through the relevant District Enforcement & Regulatory Board.

(2) In pursuance of action taken by the Enforcement Officer with respect to removal of public nuisance under Section 35 of the Act; or removal of movable encroachment under Section 38 of the Act; or removal of immovable encroachment under Section 39 of the Act; or any other action taken under any other enabling provision of the Act, and after dismissal of representation, if any, relating to the said action, or if the action taken by the Enforcement Officer has not been challenged within the prescribed time, the Hearing Officer shall determine the costs of rent and costs of enforcement payable by the Offender. [see Form 3.11]

(3) The report, if any, submitted by the Enforcement Officer through the Sub-Divisional Enforcement Officer for determination of costs of enforcements and rents, shall be considered and given due weightage by the Hearing Officer. [see Form 3.12]

(4) Further, in determining the rent payable by any Offender or Aggrieved Person illegally occupying or otherwise profiting from illegal possession or use of public property, the Hearing Officer may consider, inter-alia, the following:

- (a) The duration of the illegal occupation, possession, or use of the public property in question;
- (b) The monetary benefit accrued to or obtained by the Offender from the illegal occupation, possession, or use of the public property in question; and
- (c) The notified rate of rent by the Government or the Local Government in the vicinity where the public property is situated. [see Form 3.13] Once the payment has been received from any person to the satisfaction of the Authority, payment shall be acknowledged by filling in Form 3.14;

Provided that where no such rate of rent has been notified, the prevalent market rate of rent of similar buildings and area in the vicinity may be considered upon recommendations of the SDEO concerned.

(5) Similarly, in determining the Costs of Enforcement in relation to any action undertaken by the Enforcement Officer under the Act or the Scheduled Laws, including but not limited to removal of encroachments or public nuisance, the Hearing Officer may additionally call for an estimate of the costs actually incurred by the Enforcement Station in carrying out the said actions, and after verifying the estimate so provided, may grant the costs actually incurred in carrying out the action [see Form 3.15 and 3.16];

Provided that the Hearing Officer shall determine such cost only where an expressly notified rate and mechanism by the Directorate General, PERA is not available.

**(21) Recovery of Rent & Costs of Enforcement:** (1) The amount of rent and costs of enforcement, as determined by the Hearing Officer under Section 20 of the Code, shall be payable by the Offender within thirty (30) days commencing from when such determination is communicated to the Offender. [see Form 3.17] For estimation of illegal gains [see Form 3.18];

Provided that the said period may be further extended, at the request of the Offender, and after disclosing reasons for such extension, for a period which may not exceed another thirty (30) days.

(2) That after the expiry of the time period, including the extended period, if any, stipulated for the Offender to pay the amount of rent and costs of enforcement as determined, the Hearing Officer may cause the same to be declared and recovered as arrears of land revenue, and take assistance from any other Government department or agency if required in this regard.

(3) The Hearing Officer may also recover such amount of rent and costs of enforcement by selling through auction the articles or goods confiscated by the

Enforcement Officer in the course of taking action against the Offender under the provisions of the Act.

**(22) Auction of Confiscated Articles and Goods:** (1) The articles or goods confiscated by the Enforcement Officer in the course of taking action against the Offender under the provisions of the Act shall be sold by the Hearing Officer for recovery of rent and costs of enforcement through a public auction.

(2) The Hearing Officer shall requisition the articles and goods sought to be auctioned from the concerned Enforcement Station through its Sub-Divisional Enforcement Officer.

(3) The Hearing Officer shall auction goods or items that are of a perishable nature in a priority manner, and if possible, prior to their expiry, degradation, or deterioration. [see Form 3.19].

(4) The Hearing Officer shall first determine the market value of the articles and goods confiscated and sought to be sold, and may require one or more dealers in similar type of articles and goods to furnish a report as to its prevalent market value.

(5) The Hearing Officer shall proceed to determine the value of each individual good or article sought to be sold on the basis of information present before him. [see Form 3.20].

(6) The Hearing Officer shall fix a FSV (Forced Sale Value) which shall be ten percent (10%) less than the value determined by him.

Provided that the goods or articles shall not be sold, at a rate, less than its FSV.

(7) If the goods or articles are such that their rates are controlled by the Government or a Local Government, the FSV shall be ten percent less than the rates so fixed or prescribed.

(8) The Hearing Officer shall cause information to the public about the auction taking place with respect to the confiscated goods or articles which shall contain date, time, place, details including quantities of items, FSV of each item etc.;

(9) On the date of the auction, separate bidding process shall take place with respect to each article or good.

(10) The bidding amount shall start at the FSV of the good or article being auctioned, and shall continue till a highest bidder is confirmed.

(11) The highest bidder, as determined by the Hearing Officer, shall deposit the amount equivalent to the FSV of the good or article to the Hearing Officer immediately through cash or pay Order.

(12) The remaining bid amount, if any, shall be deposited by the highest bidder to the Hearing Officer within three (3) working days from the date of auction.

(13) Upon receipt of the entire bid amount, the possession of the good or article shall be handed over by the Hearing Officer to the successful bidder along with a Delivery Note specifying the details and description of the goods or articles, and such Delivery Note shall bear the signature and stamp of the Hearing Officer.

(14) In case of failure of the highest bidder to deposit the amount equivalent to the FSV of the good or article or the remaining amount within the stipulated time, the Hearing Officer shall cause the goods or articles to be put up for auction again on a date decided by him;

Provided that in case the amount equivalent to the FSV is not paid by the successful bidder immediately, the Hearing Officer may, on the same date, re-auction the goods or articles [see Form 3.21].

(15) Nothing shall preclude the Offender or the person from whom the goods or articles were confiscated from participating in the auction proceedings.

**(23) Utilization of Auction Proceeds:** (1) Proceeds of the auction shall be deposited into the Punjab Enforcement and Regulatory Authority Fund as per provisions of Section 69 (2) of the Act.

(2) As per provisions of Section 69 (5) of the Act, the Hearing Officer may withdraw the following and disburse, after seeking approval from the District Enforcement & Regulatory Board:

- (a) reward for the whistle-blower;
- (b) advance for the cost of enforcement;
- (c) refund of fine in case of successful representation or appeal.

(3) As per provisions of Section 69 (5) of the Act, the Hearing Officer may withdraw the following and disburse, after seeking approval from the Director General, PERA:

- (a) reward to employees;
- (b) cost of any permitted welfare initiative by the Authority; and
- (c) other ancillary costs as may be permitted by the Authority.

**(24) Recovery of Enforcement Costs or Recovery of Rent as Arrears of Land Revenue:** (1) In cases where there are no seized or confiscated items available for auction, or where the proceeds from sale of such seized or confiscated items are insufficient to cover enforcement costs and recovery of rent, the balance shall be recovered by the Hearing Officer from the Offender as arrears of land revenue.

**(25) Procedure for Assessment and verification of Whistle-blower disclosure:** (1) Any person may file information as Whistle-blower disclosure with respect to an alleged or apparent violation or offence under the Act or the Scheduled laws as per provisions of Chapter XV of the Act.

(2) Upon receipt of such information as whistle-blower disclosure, either directly or as forwarded by the Authority, Directorate General, Board or the Enforcement Station through the SDEO concerned, the Hearing Officer shall assess and verify the information so disclosed.

(3) If upon receipt of information as whistle-blower disclosure, the Hearing Officer, after assessing and verifying the information so disclosed determines that the same was false, frivolous, or vexatious, he shall issue a Show Cause Notice to the person who made such Whistle-blower disclosure.

(4) The Show Cause Notice shall disclose the reasons which compelled the Hearing Officer to reach such determination, and shall provide the person with the opportunity to show cause as to why he may not be proceeded against under Section 59 (2) of the Act through a written reply to be submitted within 7 days of the date of receipt of the Show Cause Notice by demonstrating how the whistle-blower disclosure was not false, frivolous, or vexatious, as the case may be [see Form 3.22].

(5) The Hearing Officer, after receiving such reply may allow the person an opportunity to be heard in person on a date specified by him.

(6) If the person does not reply to the Show Cause Notice, or if he is unable to convince the Hearing Officer that the whistle-blower disclosure made by him was not false, frivolous, or vexatious, as the case may be, the Hearing Officer shall make a written Order and impose fine or imprisonment or both as provided in Section 59 (2) of the Act, and such Order shall be forwarded to the concerned Sub-Divisional Enforcement Officer for further action.

(7) If the Hearing Officer is convinced that the whistle-blower disclosure made by him was not false, frivolous, or vexatious, as the case may be, no further action shall be taken against him.

(8) Nothing shall preclude the Hearing Officer from issuing a Show Cause Notice to the person where the Hearing Officer had initially referred the information

provided in the whistle-blower disclosure to the Sub-Divisional Enforcement Officer, but after further probe and inquiry, the Sub-Divisional Officer reports that the information provided in the whistle-blower disclosure had turned out to be false, frivolous, or vexatious;

Provided that the Sub-Divisional Officer shall send his findings as to the falsity, frivolousness, or vexatiousness of the whistle-blower disclosure to the Hearing Officer in the form of a written report;

Provided further that if a Show Cause Notice is issued based on the written report of the Sub-Divisional Officer, the same shall be attached with the Show Cause Notice to be issued to the person.

**(26) Procedure in cases of unauthorized disclosure or revealing of whistle-blower identity:** (1) On the direction of the Authority, the Directorate General or the Board, or on a reference from a Sub-Divisional Enforcement Officer, the Hearing Officer shall take up proceedings related to unauthorized disclosure of whistle-blower identity;

Provided that a direction from the Board, Directorate General or the Authority, or the reference from the Sub-Divisional Enforcement Officer, as the case may be, shall contain a report as to the incident of disclosure of whistle-blower identity and shall attribute the same to one or more persons named therein.

(2) Upon receipt of such direction or reference as the case may be, the Hearing Officer shall issue a Show Cause Notice, along with the report, to the person responsible for such unauthorized disclosure or revealing, either explicit or by way of imputation, of the identity of a person making a whistle-blower disclosure under the Act.

(3) The Show Cause Notice shall require the person to show cause as to why he may not be proceeded against under Section 60 of the Act through a written Reply to be submitted within 15 days of the date of receipt of the Show Cause Notice by demonstrating how he has not disclosed or revealed, explicitly or by

way of imputation, the identity of the person who has made a whistle-blower disclosure, or how such disclosure or reveal was authorized.

(4) The Hearing Officer, after receiving such reply may allow the person an opportunity to be heard in person on a date specified by him.

(5) If the person does not reply to the Show Cause Notice, or if he is unable to establish that he has not disclosed or revealed, explicitly or by way of imputation, the identity of the person who has made a whistle-blower disclosure, or that such disclosure or revelation was authorized, as the case may be, the Hearing Officer shall make an order in writing by recommending a fine up to rupees one hundred thousand or punishment or both as provided in Section 60 of the Act and such Order shall be forwarded to the Board for further action.

(6) If the person establishes that he has not disclosed or revealed, explicitly or by way of imputation, the identity of the person who has made a whistle-blower disclosure, or that such disclosure or revelation was authorized, as the case may be, no further action shall be taken against him.

## **Chapter IV – Sub-Divisional Enforcement Officers and Enforcement Stations**

**(27) Duties and Responsibilities of Sub-Divisional Enforcement Officers:** (1) The Sub Divisional Enforcement Officer shall serve as Officer in-charge of the Enforcement Station and shall be responsible for the purposes of enforcement and implementation of the Act and Scheduled laws.

(2) While acting as in-charge of enforcement stations, the sub-divisional enforcement officer shall:

(a) Enforce and execute decisions of the Authority and Board;

(b) Enforce the provisions of the Act and Scheduled laws;

- (c) Supervise inspections by the Enforcement Officer;
- (d) Issue notices or summons to offenders and concerned persons under the Act or Scheduled laws;
- (e) Initiate, conduct and facilitate inquiries;
- (f) Register FIRs and conduct investigations as provided in the Code;
- (g) Make arrest;
- (h) Submit reports to the Magistrate;
- (i) Recover enforcement costs and penalties;
- (j) Assign inquiries and investigations to subordinate officers;
- (k) Administer the Enforcement Station and its employees;
- (l) Ensure discipline of the Enforcement Station;
- (m) Keep record of all registers as may be prescribed;
- (n) Issue certified copies of record;
- (o) Conduct performance appraisal of Enforcement Officers, Investigation Officers, Sergeants and any other official of the Enforcement Station, as may be prescribed;
- (p) Upon receipt of references from Department, act and proceed as per provisions of the Act and Scheduled laws;
- (q) Submit reports to the Hearing Officer, Authorized Officer, Board and the Authority as may be required by them;
- (r) Assist the Hearing Officer for disposal of the work under the Act and Scheduled laws;
- (s) Act as Drawing and Disbursing Officer for the Enforcement Station;

- (t) Obey and promptly execute the orders issued by the Hearing Officer;
- (u) perform such functions of the Enforcement Officer in whole or part of the area of jurisdiction of the Enforcement Station, if specifically empowered in this regard, by the Authority;
- (v) Exercise such other powers and perform such other functions as may be delegated to him by the Authority; and
- (w) Exercise such powers and perform such functions as may be ancillary to the above and as provided through regulations framed by the Authority.

**(28) Establishment of Enforcement Stations:** (1) The Government shall, by notification in official Gazette, establish an Enforcement Station under the Act by declaring any place or premises, other than a Police Station, to be an Enforcement Station under the Act.

(2) The Government may establish as many Enforcement Stations as it deems necessary in each sub-division, including any local area specified by the Government in this behalf, either on its own accord or on a proposal from the Authority.

**(29) Supervision of Enforcement Stations:** (1) The Authority and the Directorate General shall supervise, monitor, and review the progress and performance of the Enforcement Stations.

(2) The Board and the Hearing Officer under whose territorial jurisdiction an Enforcement Station falls shall also supervise, monitor, and review the progress and performance of the Enforcement Stations.

**(30) Operational Protocols for Enforcement Stations:** (1) Each Enforcement Station shall be headed by a Sub-Divisional Enforcement Officer.

(2) All the employees of an Enforcement Station shall report directly to the Sub-Divisional Enforcement Officer.

(3) The Sub-Divisional Enforcement Officer shall act as the Drawing and Disbursing Officer for the Enforcement Station.

(4) The Sub-Divisional Enforcement Officer shall ensure discipline and chain of command in the Enforcement Station, and shall be empowered to administer the Station and its employees.

(5) The Enforcement Station shall coordinate and exchange information and documents with Government Departments, Bodies or Agencies under Scheduled Laws, the Board, the Directorate General and the Authority through the Sub-Divisional Enforcement Officer.

(6) The Sub-Divisional Enforcement Officer shall assign inquiries and investigations to the subordinate officers of the Enforcement Station while assessing, amongst other factors, as he deems fit, the suitability, workload, specialty, and familiarity with the assignment.

(7) Any request for requisition for support and assistance required in enforcement and implement of the Act or the Scheduled Laws by an Enforcement Station shall be sent by that Enforcement Station to the Secretary of the Board under whose territorial jurisdiction the Enforcement Station falls. Such request shall be made by the Sub-Divisional Enforcement Officer on behalf of the Enforcement Station, through the concerned Hearing Officer.

**(31) Performance Appraisals of Staff:** (1) The Sub-Divisional Enforcement Officer shall carry periodic performance appraisals of the staff under his command at the Station which period shall not exceed one year. The appraisal shall be as per procedure provided in the PERA (Performance Appraisal of Employees) Regulations, 2025.

**(32) Record of Register and Certified Copies:** (1) Separate logs and registers shall be maintained at each Enforcement Station, which shall, record each:

- (a) complaint or information received by the Enforcement Station;
- (b) inspection, investigation, or inquiry undertaken by the Enforcement Station;
- (c) arrests made and FIR registered by and in the Enforcement Station; [see Form 4.1]
- (d) appeal or representation filed, decided, or disposed of by the Hearing Officer arising from or relating to the Enforcement Station; [see Form 4.2]
- (e) executive, enforcement, or regulatory action taken by the Enforcement Station in furtherance of the Act;
- (f) cost and penalty recovered in the Enforcement Station; and
- (g) each article or good confiscated, seized, or detained by the Enforcement Station.

(2) Sub-Divisional Enforcement Officer shall issue certified copies of the record maintained with the Enforcement Station under his command at the request made by any aggrieved or affected person at the rates determined and prescribed by the Directorate General through notification issued from time to time, not later than three (3) days from when such a request is made. [see Form 4.3]

**(33) Storage for seized, confiscated, or detained items or articles:** (1) The Directorate General shall notify a standardized mechanism for procuring outsourced services under Punjab Procurement Rules, 2014 through the District Enforcement & Regulatory Board, for the purpose of arranging suitable space for storage of seized, confiscated or detained items or articles.

(2) The Director General, PERA may authorize the Board or the Hearing Officer for financial arrangements after such procurement is completed and the vendor is deployed.

**(34) Storage for items collected as evidence:** (1) The Enforcement Station shall have ample and sufficient space to accommodate storage of physical items collected as evidence by an Officer of that Station.

(2) The Enforcement Station shall also have ample and sufficient storage space in its electronic systems to accommodate storage of audio, videos, pictures, or documents in soft or electronic forms as collected as evidence by an Officer of that Station.

(3) The Sub-Divisional Enforcement Officer shall ensure that all reasonable care is taken with respect to the physical and electronic forms of items collected as evidence to ensure their preservation.

(4) The Sub-Divisional Enforcement Officer may utilize the outsourcing arrangements as explained in Section 32 above, for storage of items collected as evidence, by providing justification, after seeking approval from the Hearing Officer.

## **Chapter V: Prosecution**

**(35) Prosecutor:** (1) Each Enforcement Station shall have a dedicated Prosecutor deployed at Station premises, recruited as per provisions of the PERA (Appointment & Conditions of Service for Contractual Employees) Regulations.

(2) The Sub-Divisional Enforcement Officer, before registering an FIR against a person, may require the Prosecutor to assist in determining the offences which may be included in the FIR as per the written report submitted by the Enforcement Officer or the Investigation Officer, as the case maybe.

(3) The registration of an FIR at the Enforcement Station, the Challan to be submitted before the Magistrate shall be drawn up by the Prosecutor and the trial shall also be conducted by the Prosecutor on behalf of the Authority;

Provided that the Prosecutor shall, as far as may be practicable, conduct prosecution of cases in accordance with the Act, the Code and the Criminal Prosecution Service (Constitution, Functions and Powers) Act, 2006.

(4) The Prosecutor shall also assist the officers of the Station, with prior approval of the Sub-Divisional Enforcement Officer, in procuring the requisite warrants for entering, searching, or sealing any private property, building, or place from the Magistrate concerned.

**(36) Case File Management:** (1) Each matter dealt with by the Enforcement Station through any of its officers, regardless of whether the same originates from any Officer of the Authority, any Government Department or Agency shall have a dedicated case file, with unique identity, in hard or electronic form or both.

(2) The Authority may develop digital monitoring and file systems in collaboration with its technology partner for achieving goals of good governance, transparency and e-governance.

## **Chapter VI – Inspections, Inquiries and Investigations**

**(37) Procedure for Conducting Inspections:** (1) Upon receiving information in this regard, or on direction from the Authority or Board or Sub-Divisional Enforcement Officer or Hearing Officer, or on a report, complaint, or reference from any department, custodian of state property, whistle-blower, or any employee, or on his own motion, as the case may be, and subject to the provisions of the Act, the Enforcement Officer, shall be authorized to enter, inspect, and search:

- (a) any public property, building, place or any premises;
- (b) any private property, building or place, subject to warrants or order of the Magistrate; or

- (c) any vehicle;
- (2) An Enforcement Officer shall have the power to undertake inspections, subject to the Act, in the following instances:
  - (a) inspection on reasonable suspicion of an offence under the Act and Schedule laws during routine patrol;
  - (b) inspection to ascertain compliance of any Order issued under the Act;
  - (c) special inspection on the direction of the Authority or Board or Hearing Officer, in order to collect any electronic evidence for investigation per Form 6.1 in schedule;
  - (d) inspection on reference from the Department.
- (3) An Investigation Officer shall have the power to undertake inspections, subject to the Act, in the course of conducting inquiries on the direction of the initiating authority.
- (4) A standard inspection checklist shall be used for all inspections to ensure uniformity and thoroughness, the format of which may be notified by the Authority or the Board, or where expedient, by the Sub-Divisional Enforcement Officer.
- (5) A copy of the Inspection Report shall be provided to the entity being inspected where practicable, and the report shall be submitted to the Sub-Divisional Enforcement Officer within 24 hours of the inspection, and if the inspection was carried out on direction of the Board, Authority, or Hearing Officer, then a copy shall also be provided to the initiating authority.
- (6) All Inspection Reports shall be made part of the Register of Inspections, which shall be maintained at each Enforcement Station on the format prescribed in Form 6.2 in schedule.
- (7) The Sub-Divisional Enforcement Officer of the Enforcement Station shall be the custodian of such Register of Inspections.

**(38) Inspections:** Hearing Officers, Sub-Divisional Enforcement Officers, Enforcement Officers and Investigation Officers shall have the power to undertake inspections in the circumstances and to the extent as provided under the Act.

**(39) Investigations:** (1) For any investigation carried out in the course of and under the provisions of the Act, the Investigating Officer, shall, as far as practicable, include the following steps:

- (a) Verification of the contents of the complaint or information or disclosure through site inspections and witness interviews;
  - (b) All evidence, including statements, documentary, video, and forensic evidence; and
  - (c) Stance of concerned parties for explanation or defense.
- (2) A standard investigation checklist may be used for all inspections to ensure uniformity and thoroughness, the format of which may be notified by the Authority or the Board, or where expedient, by the Sub-Divisional Enforcement Officer.
- (3) For collection of evidence, the investigating officer shall, as far as practicable, clearly state for each piece, inter-alia, investigation title, date of collections, type of evidence, and description of evidence.
- (4) The investigating officer shall consolidate his investigation by preparing a report which shall be submitted to the Sub-Divisional Enforcement Officer within 24 hours of its preparation, and if the investigating was carried out on direction of the Board, Authority, or Hearing Officer, then a copy shall also be provided to the initiating authority.
- (5) Such report shall contain, subject to the Act, the summary of findings, recommendations for compliance, deadline for compliance, and actions taken, if any.

**(40) Cost of Investigation:** (1) The Investigation Officer conducting investigation under the Act, shall be entitled to recover cost of investigation.

(2) The mode and manner to determine the amount of cost to be awarded to the Investigation Officer shall be notified by the Authority from time to time;

Provided that the Authority may, in its discretion, stipulate a fixed amount of cost to be awarded to the Investigation Officer for each investigation conducted on a standardized case.

## **Chapter VII – Registration of FIRs, Arrests, and Post-Arrest Procedure**

**(41) Decision on FIR Registration:** (1) Upon receipt of the Inquiry or Investigation Report submitted by the concerned Officer, the Sub-Divisional Enforcement Officer shall, if of the view that *prima facie* evidence establishes the commission of a cognizable offence under the Act or any Scheduled Law, direct the registration of a First Information Report (FIR) in accordance with law.

(2) The Sub-Divisional Enforcement Officer may, in light of the Inquiry or Investigation Report, consult the Prosecutor for the purpose of determining whether cognizable offences are to be added to or deleted from the FIR. Such consultation shall be mandatory where there exists legal ambiguity regarding the cognizability of an offence or the inclusion or exclusion of a specific offence may materially affect the nature, scope, or consequences of the prosecution.

(3) Where the Sub-Divisional Enforcement Officer forms the opinion that the Inquiry or Investigation Report does not disclose sufficient evidence to justify registration of an FIR, he shall direct the concerned Officer either to close the case or to conduct further investigation and such direction shall be in writing, with reasons duly recorded.

(4) FIRs shall be registered only in respect of cognizable offences under the Act or any Scheduled Law.

**(42) Grounds and Authorization for Arrest:** (1) The power to arrest under this Code shall be exercised only by an officer duly authorized for this purpose, and solely on the grounds specified in Section 31 of the Punjab Enforcement and Regulation Act, 2024.

(2) The officer supervising the arrest shall ensure that the arrest is affected with the use of only such force as is reasonable and proportionate to the circumstances. Unnecessary or excessive force is strictly prohibited.

(3) A female person shall be arrested except by or in the presence of female staff member, and in accordance with applicable safeguards under law.

**(43) Post-Arrest Requirements:** (1) The accused must be presented before a Magistrate as defined within the Act within twenty-four (24) hours of the arrest.

(2) A remand request may be submitted by the Prosecutor through the Sub-Divisional Enforcement Officer to the Magistrate, if further custody of the accused is required.

## **Chapter VIII – Enforcement Procedures**

**(44) Powers and Duties of Enforcement Officers:** (1) An Enforcement Officer shall, in the course of his duties under the Act or the Scheduled laws and subject to the provisions thereof, have the power to:

- (a) Implement the laws specified in the Schedule, and prevent the commission of violations or offences;
- (b) Apprehend any person whom he is legally authorized to apprehend and for whose apprehension sufficient grounds exist;
- (c) Promptly execute all lawful orders issued by the Sub Divisional Enforcement Officer;
- (d) Co-operate with other agencies for the prevention of offences mentioned in the Act;

(e) Enter any public property, building, place or any premises where he has reason to believe that an offence under the Act or Scheduled laws has been occasioned or there is apprehension of its so happening;

(f) Seal any private property, building or place in relation to public nuisance acting within the confines of the Act and this Code or on the directions and decisions of the Hearing Officer;(III) Stop any vehicle or person on suspicion or information of any offence under the Act and Scheduled laws;

(g) Seize any item, good, article or property that is used in or relevant to prove the commission of a violation or offence and deposit them in the designated place with a seizure memo copied to the Sub-Divisional Enforcement Officer within 24 hours of seizure;

Provided that the Enforcement Officer will not seize any item, good, article or property unless exercising authority prescribed in the act and this code or on the directions or decision of the Hearing Officer;

Provided further that every such item shall be listed in the register of seized items in the prescribed manner and receipt issued to the offender. The receipt carrying the details of the articles and the ground of detention of such articles shall be issued to the person from whom such articles are obtained;

(h) Arrest an offender as provided under the Act and in the Code of Criminal Procedure, 1898, while following the steps and requirements prescribed therein;

(i) Use reasonable force, in case of retaliation or obstruction while performing functions under the Act;

(j) File Complaints and get FIRs registered at the Enforcement Station on the directions of the Sub-Divisional Enforcement Officer;

- (k) Use any or all powers entrusted to an inspector, designated officer, authorized officer, or any other enforcement officer by whatsoever name called under the Scheduled laws;
- (l) Issue notices or summons to the offender or the concerned persons under the Act or under the Scheduled laws;
- (m) Conduct an inquiry under the Act;
- (n) Fine offenders as provided under the Act or Scheduled laws, subject to prescribed pecuniary limits;
- (o) Issue an EPO under the Act with respect to Public Nuisances;
- (p) Remove or cause to be removed the public nuisance, using such means and with such force as may be reasonably necessary;
- (q) Submit a report before the Sub Divisional Enforcement Officer for determination of cost of enforcement by Hearing Officer, if any;
- (r) Recover the fine as imposed by the Hearing Officer, if any;
- (s) Issue a removal Order under the Act with respect to Movable Encroachments;
- (t) Direct offenders to remove encroachments using such means and with such force as may be reasonably necessary;
- (u) Utilize other additional powers or functions conferred or delegated under the Act or Scheduled laws;
- (v) Actions taken by the Enforcement Officer, especially involving the arrest of a person, shall be promptly reported to the Hearing Officer through the Sub Divisional Enforcement Officer of the Enforcement Station for further action in accordance with law;

(w) Enforcement Officers shall file a daily report prescribed in Form 8.1 in the schedule.

**(45) Sealing of Properties:** (1) The Enforcement Officer shall not seal any property, public or private, except while exercising powers in accordance with the provisions of the Act and the scheduled laws.

(2) While sealing any property, the Enforcement Officer shall fill out Forms 8.2, 8.3, 8.4 and 8.5.

(3) An Enforcement Officer shall also exercise the power to seal properties on the direction of or pursuant to a decision of the Hearing Officer based on Form 8.6 in the Schedule.

**(46) Inventory and Assessment of Seized Items:** (1) Confiscated goods shall be inventoried immediately upon seizure using a standardized Inventory Template.

(2) The inventory shall include:

- a) detailed description of goods (type, quantity, condition);
- b) date, time, and place of seizure; and
- c) estimated value of goods based on market rates.

(3) The inventory must be signed by the Enforcement Officer, Sub-Divisional Enforcement Officer, and the offender (if present).

**(47) Return of Seized Goods:** (1) Any confiscated or seized items shall be returned to the offender if the representation filed by them is upheld by the Hearing Officer.

(2) A Release Order shall be issued, specifying the conditions for return.

**(48) Use of force in case of retaliation or obstruction:** The Enforcement Officer shall ensure that the force used by him or ordered to be used by him in case of retaliation or obstruction by an offender or a person shall be based on principles

of rationality and proportionality, and he shall not use force excessive to what is normally required, in accordance with the provisions of the Act.

**(49) Removal of Public Nuisance or Encroachments:** (1) The Enforcement Officer shall not remove any public nuisance or encroachments, except while exercising powers in accordance with the provisions of the Act and the scheduled laws.

(2) The Enforcement Officer shall also exercise the power to remove a public nuisance or an encroachment on the direction of or pursuant to a decision of the Hearing Officer.

**(50) Submission of Report for Determination of Rent and Costs of Enforcement:**

(1) The Enforcement Officer, in case of removal of public nuisances, encroachments, and other actions taken by him in the course of his actions under the Act, and to the extent required or permitted by the Act, shall prepare a report determining the rents and costs of enforcement, as the case may be.

(2) The report prepared by the Enforcement Officer shall be submitted by him to the Sub-Divisional Enforcement Officer.

(3) Sub-Divisional Enforcement Officer shall ensure that the said report is placed before the Hearing Officer to enable him to finally determine the rent and costs of enforcement.

**(51) Procedure for assessment of Enforcement Costs:** (1) While assessing enforcement costs, the concerned officer shall take into account, inter-alia, the following:

- (a) Personnel deployed during the action;
- (b) Operational costs for machinery and vehicles;
- (c) Overheads, including communication and documentation expenses; and

- (d) Costs incurred in storing the seized items till the time they are auctioned.
- (2) A standardized Enforcement Cost Assessment Form shall be used for calculating costs as prescribed by the Director General.
- (52) Periodic Review of Costs:** (1) The Director General shall issue annual guidelines to standardize enforcement cost assessment and recovery processes.
- (2) Adjustments to the cost formula or framework rates may be recommended based on operational feedback by Sub-Divisional Enforcement Officers and Enforcement Officers.
- (53) Mechanism for Recovery of Costs:** Upon submission of the report of Enforcement Costs prepared by the Enforcement Officer and after its approval by the Sub-Divisional Enforcement Officer, the Sub-Divisional Enforcement Officer shall apply to the Hearing Officer for such recovery.
- (54) Issuance of EPO and Removal Orders:** (1) In case of a Public Nuisance, after visiting the site of occurrence of the alleged public nuisance for inspection on the directions of the Sub-Divisional Enforcement Officer or Hearing Officer, and after being satisfied and convinced that there exists a public nuisance, the Enforcement Officer as the case may be shall issue an EPO to the Offender.
- (2) The EPO shall contain details of the public nuisance and directions to the offender creating such nuisance to remove the nuisance within a prescribed time period and manner determined by the Sub-Divisional Enforcement Officer or Enforcement Officer, and the penalty that may be imposed in case of disobedience.
- (3) In case of a moveable encroachment, after visiting the site of occurrence of the alleged moveable encroachment for inspection on the directions of the Sub-Divisional Enforcement Officer or the Hearing Officer, and after being satisfied and convinced that there exists a moveable encroachment that needs removal

under the law, the Enforcement Officer shall issue a Removal Order in writing to the Illegal Occupant based on Form 8.7 in the schedule.

(4) A Removal Order shall be served to the illegal occupant through any of the means as provided under the Act.

(5) The removal Order shall contain short details of the moveable encroachments, the prescribed time period in which such encroachment is to be removed, and the manner in which the encroachment is to be removed

(6) While removing moveable encroachments, all evidence will be recorded and Form 8.8 in the schedule will be filled out.

**(55) Imposition and Recovery of Fines:** (1) The Enforcement Officer shall not impose or recover fines on an offender except as provided for under the Act or the Scheduled Laws or on the directions of the Hearing Officer, in accordance with the Schedule appended hereunder.

(2) The Enforcement Officer will also be responsible to recover fines from an offender imposed by a Hearing Officer in case he is directed to do so by the Hearing Officer.

**(56) Mechanism for Recovery of Fines:** (1) In cases a fine is imposed by the Hearing Officer under the Act and the Scheduled laws, the Enforcement Officer shall issue a Recovery Notice to the offender, specifying the amount due and the payment deadline.

(2) In case of non-payment of fines by the Offender, the same may be recovered as arrears of land revenue or in any other manner by applying to the Hearing Officer, or in any other manner deemed fit by the Hearing Officer.

## **Chapter IX: Pecuniary Limits of Fines**

**(57) Pecuniary Limit of Fine by the Hearing Officer:** The Hearing Officer, Sub-Divisional Enforcement Officer and Enforcement Officer may, subject to the

provisions of the Act and the Scheduled Laws, impose fines under the Act and the Scheduled laws which shall not in any case exceed the limits provided in the Schedule appended hereunder.

## **Chapter X – Adherence to Buddy System, Body Cams, and Handling of Digital Evidence**

**(58) Adherence to Buddy System:** (1) The buddy system shall be mandatory during all field operations to ensure safety and accountability of the enforcers.

(2) An Officer must be paired with another Officer or Sergeant as per the operational deployment plan.

(3) Following shall be the duties of the buddy pair:

- (a) Provide mutual support during enforcement operations;
- (b) Monitor each other's compliance with operational protocols, including body cam usage; and
- (c) Report any breaches of procedure or misconduct to the Sub-Divisional Enforcement Officer or supervising officer.

**(59) Use of Body Cameras:** (1) It shall be mandatory to activate body cameras worn by all officers including Investigation Officers and Enforcement Officers at the commencement of any enforcement action prescribed under the law.

(2) The concerned officer shall ensure continuous recording until the action concludes, except in situations where recording would compromise the action, subject to prior approval of or directions by the Sub-Divisional Enforcement Officer.

(3) The Sub-Divisional Enforcement Officer shall conduct regular audits of body cam footage and digital evidence, and shall Supervise all digital evidence-related activities within their jurisdiction.

**(60) Storage and Preservation:** (1) All recorded footage shall be uploaded to a secure Digital Monitoring System within 24 hours. This System will be regulated by SOPs issued by the Director General.

(2) All recording shall be tagged with metadata including date, time, location, and officer details.

**(61) Tampering and Misuse:** (1) Any tampering, unauthorized access, or misuse of body camera footage by an employee shall lead to disciplinary action against him under the Act.

(2) Tampering, unauthorized access, or misuse of body camera footage by persons other than an employee shall be actionable under, inter-alia, the provisions of the Prevention of Electronic Crimes Act, 2016, and a Complainant under the said Act shall be initiated by the Authority.

**(62) Protocol for Collection and Preservation of Digital Evidence:** (1) Only officers who have undergone the requisite training conducted by the Authority shall handle the collection of digital evidence as prescribed by directions issued by the Director General.

(2) Evidence shall be collected in a manner that ensures and maintains its integrity.

(3) Evidence must be stored in a secure digital repository maintained based on SOPs issued by the Director General which can be revised from time to time.

(4) A logbook detailing access to the evidence repository shall be maintained to ensure accountability based on SOPs issued by the Director General.

**(63) Presentation of Digital Evidence before the Hearing Officer, Commissioner, or any other Court of Law:**

(1) Any digital evidence presented before the Hearing Officer, Commissioner, or any other Court of Law shall be accompanied by a chain-of-custody document

and an authentication certificate issued by the Sub-Divisional Enforcement Officer.

(2) Officers presenting digital evidence shall further ensure any forum-specific procedural requirements must also be complied with as per SOPs laid down by the Director General.

**(64) Training and Certifications:** (1) All officers must undergo mandatory training, as prescribed by the Authority, on the buddy system, body cam operation, and digital evidence handling.

(2) Such training and certifications shall be offered and arranged by the Authority.

**(65) Reporting and Accountability:** (1) Any irregularities or breaches in procedure must be reported immediately to the Authority through the Director General.

(2) Monthly compliance reports with the SOPs shall be submitted by the concerned Sub-Divisional Enforcement Officer to the Board, and the report may be forwarded to the Director General if required or asked for.

## **Chapter XI – Miscellaneous Provisions**

**(66) Amendments to the Code:** The Authority may, from time to time, amend the Code as necessary to meet the evolving needs of enforcement under the Act, the Rules, and the Scheduled Laws.

**(67) Savings:** (1) Any action taken under any prior regulation, directive, policy, or notification shall remain valid and saved to the extent it is not inconsistent with this Code.

## Schedule

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Section</b>	<b>Description of Offence</b>	<b>Nature of Offence</b>	<b>Fine Up to (in Rs.)</b>	<b>Officer/Board Competent to impose fine</b>	<b>By what Court triable in case of punishment of imprisonment.</b>
44	Offence committed by any private person	Cognizable/ Non-bailable	300,000/-	District Enforcement & Regulatory Board	Magistrate
			200,000/-	Hearing Officer	
			100,000	SDEO	
			50,000/-	EO	
45	Offence by Companies	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
47	Misuse of authority by employee	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
			75,000	Hearing Officer	
			50,000	SDEO	
59	False, frivolous or vexatious whistle-blowing	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
			75,000/-	Hearing Officer	

			50,000/-	SDEO	
60	Unauthorized disclosure of identity of whistle-blower	Cognizable/ Non-bailable	100,000/-	District Enforcement & Regulatory Board	Magistrate
			75,000/-	Hearing Officer	
			50,000/-	SDEO	

## **Form 1.1: Digital Evidence Intake and Hash Verification Form**

Legal Basis: PERA Rules 50–52 Under section 62-64 of PERA (O&P) Code

<b>Field</b>	<b>Details / Input</b>	
<b>Digital Evidence ID</b>		
<b>Linked Case or Seizure ID</b>		
<b>Type of Digital Evidence (Video, Audio, Image, File Dump, etc.)</b>		
<b>Device Captured From (Bodycam ID, CCTV, Mobile, etc.)</b>		
<b>Capture Date and Time</b>		
<b>Location (GPS and Description)</b>		
<b>Captured By (Name, Rank, Agency)</b>		
<b>Original File Name(s)</b>		
<b>Hash Value(s) (MD5/SHA256)</b>		
<b>Hash Verification Performed By</b>		
<b>Date and Time of Verification</b>		
<b>Software Used for Hashing</b>		
<b>Forwarded to (Forensic Lab / Legal Unit / Archive)</b>		
<b>Chain of Custody Reference (PERA-FM2-040)</b>		
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____

**Form 1.2: Emergency Prohibition Order (EPO)**

u/s 23, 35 of the PERA Act, 2024

**PART A – LEGAL AUTHORITY**

<b>Field</b>	<b>Input</b>
Observation ID	_____
Date and Time of Observation	_____
Name of Observing Officer	_____
Designation and Enforcement Station	_____
Nature of Threat or Hazard Identified	<input type="checkbox"/> Environmental <input type="checkbox"/> Structural <input type="checkbox"/> Fire Risk <input type="checkbox"/> Public Nuisance <input type="checkbox"/> <input type="checkbox"/> Chemical/Biological <input type="checkbox"/> Other: _____
Description of Threat	_____
Scheduled Law(s) Invoked	_____
Section(s) Invoked	_____
Linkage to Complaint / Inspection / Disclosure (Ref No.)	_____
SDEO Name & Designation (Approving Authority)	_____
Mode of SDEO Approval	<input type="checkbox"/> Written <input type="checkbox"/> Digital <input type="checkbox"/> Verbal (Emergency Only)
SDEO Signature & Date	_____

**PART B – EVIDENCE ATTACHMENT CHECKLIST**

Type of Evidence	Attached (Y/N)	Reference/Hash Code
Photographs	<input type="checkbox"/>	_____
Field Notes	<input type="checkbox"/>	_____
Inspection Report	<input type="checkbox"/>	_____
Witness Statement(s)	<input type="checkbox"/>	_____
Audio/Video Recording	<input type="checkbox"/>	_____
Complaint Document (if applicable)	<input type="checkbox"/>	_____

### **PART C – TEXT OF EMERGENCY PROHIBITION ORDER (EPO)**

**To Whom It May Concern:**

Under the authority vested in me by **Section 38 of the Punjab Enforcement and Regulation Act, 2024**, and **Rule 46 of the PERA Rules, 2025**, under section 16, 23 and **35 of the Punjab Enforcement and Regulation Act, 2024**and with the approval of the Special Designated Enforcement Officer (SDEO), the following activity is hereby **PROHIBITED WITH IMMEDIATE EFFECT:**

- **Description of Prohibited Activity:** \_\_\_\_\_
- **Specific Location (GPS + Address):** \_\_\_\_\_
- **Time of Effect:** From \_\_\_\_\_ (Date/Time) until \_\_\_\_\_ (Date/Time)
- **Legal Basis:** PERA Act Section 38 + Scheduled Law(s): \_\_\_\_\_
- **Consequences of Non-Compliance:**
  - Fine under applicable section
  - Eviction or sealing of premises
  - Arrest and prosecution under relevant law
  - Other: \_\_\_\_\_
- **Emergency Clause Invoked:**  Yes  No
- **Remarks / Justification:** \_\_\_\_\_

**Signature of Issuing Enforcement Officer:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Date and Time of Issuance:** \_\_\_\_\_

#### **PART D - SERVICE RECORD AND TRANSPARENCY COMPLIANCE**

- | Method of Service |  Personal Delivery  Public Notice Affixed  Newspaper Publication  
 Digital Upload (MIS) |
- | Date of Service | \_\_\_\_\_ |
- | Served By (Name & Rank) | \_\_\_\_\_ |
- | Signature of Receiver (if personal) | \_\_\_\_\_ |
- | Independent Witness(es) Name(s) | \_\_\_\_\_ |
- | Notice Displayed in Local Language |  Yes  No |
- | Community Notification Method |  Verbal  Meeting  Pamphlet  Not Applicable |
- | Date/Time of Public Disclosure | \_\_\_\_\_ |

#### **PART E - COMPLIANCE MONITORING LOG (Rule 46.6-8)**

Visit Date	Name of Monitoring Officer	Activity Status	Observations	Signature
_____	_____	<input type="checkbox"/> Ceased <input type="checkbox"/> Partial <input type="checkbox"/> Not Ceased	_____	_____
_____	_____	<input type="checkbox"/> Ceased <input type="checkbox"/> Partial <input type="checkbox"/> Not Ceased	_____	_____
_____	_____	<input type="checkbox"/> Ceased <input type="checkbox"/> Partial <input type="checkbox"/> Not Ceased	_____	_____

#### **Final Recommendation:**

- Close Order – Compliance Achieved  
 Extend Monitoring  
 Escalate to Hearing / Prosecution  
 Convert to Sealing or Recovery Action

**Remarks:** \_\_\_\_\_

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#### **PART F - EPO CLOSURE (To be completed by EO/SDEO)**

Closure Date	\_\_\_\_\_
Closure Verified By	\_\_\_\_\_
MIS Entry Updated	Yes  No
Signature of Closing Officer	\_\_\_\_\_

### **Form 1.3: Compliance Report on EPO Closure**

Legal Basis: PERA Act Section 38; PERA Rules Rule 46(7-8) incorrect entries, not even found in the act or code

Field	Details / Input
<b>EPO Closure Report ID</b>	
<b>Linked EPO Monitoring ID (PERA-FM2-023)</b>	
<b>Original EPO Reference Number</b>	
<b>Name of Officer Conducting Final Verification</b>	
<b>Date of Final Visit</b>	
<b>Evidence of Full Compliance (Narrative Summary)</b>	
<b>Photographic/Video Confirmation Attached (Yes/No)</b>	
<b>Community Feedback (Optional)</b>	
<b>Residual Risk (Yes/No, Explain)</b>	
<b>Recommended Status (Closed / Extended / Reissued)</b>	
<b>Forwarded to MIS / DERB / HO (Specify)</b>	
<b>Remarks or Additional Notes</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 1.4: Emergency Prohibition Order (EPO) Monitoring Form**

Legal Basis: PERA Act Section 38; PERA Rules Rule 46 u/s 16, 23 and 35 of the Punjab Enforcement and Regulation Act, 2024

Field	Details / Input
<b>EPO Monitoring ID</b>	
<b>Original EPO Order ID (PERA-FM2-004 or Case Reference)</b>	
<b>Date of EPO Issuance</b>	
<b>Location &amp; Hazard Description</b>	
<b>Agency Responsible for Monitoring</b>	
<b>Monitoring Start Date</b>	
<b>Monitoring Visits Log (Date, Officer)</b>	

<b>Name, Findings)</b>	
<b>Status of Compliance (Ceased / Partially / Not Ceased)</b>	
<b>Photo/Video Documentation Attached (Yes/No)</b>	
<b>Warnings Issued During Monitoring (Yes/No)</b>	
<b>Violation Escalation Required (Y/N, Detail)</b>	
<b>Recommended Action (Extension / Hearing / Sealing / Prosecution)</b>	
<b>Remarks and Observations</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 2.1: DERB Performance and Accountability Log**

Legal Basis: PERA Act Section 12; PERA Rules 3–4, 7 Under section 3-4 of PERA (OP) Code

<b>Field</b>	<b>Details / Input</b>
<b>DERB Log ID</b>	
<b>District Name</b>	
<b>Reporting Month / Quarter</b>	
<b>Chairperson Name and Designation</b>	
<b>Total Meetings Held</b>	
<b>Average Attendance Rate (%)</b>	
<b>Number of Cases Reviewed (Inspections, Complaints, Hearings)</b>	
<b>Inter-Agency Coordination Actions (MOUs / Joint Operations)</b>	
<b>DERB Recommendations Sent to PERA HQ</b>	
<b>Pending Issues or Escalated Matters</b>	
<b>Performance Issues Reported (Departments / Officers)</b>	
<b>Community Feedback (If Any)</b>	
<b>Audit or MIS Observations</b>	
<b>Summary of DERB Remarks / Directions</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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**Form 2.2- Enforcement Station Daily Activity Log**  
**Under section 32 of the code**

**SECTION A - ENFORCEMENT STATION HEADER**

Field	Input
Station Name	_____
District / Tehsil	_____
Date of Record	_____
Officer-in-Charge	_____
Shift / Time Slot	<input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Night
Backup Officer(s) Name(s)	_____
Equipment Status Checked (Y/N)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bodycam / Devices Operational (IDs)	_____

**SECTION B - FIELD ACTIVITY LOG**

Sr. No.	Action Type	UIN / Case ID	Location (GPS)	Start Time	End Time	Status	Remarks
1	<input type="checkbox"/> Complaint Response	_____	_____	: :	: :	<input type="checkbox"/> Closed <input type="checkbox"/> Pending	_____
2	<input type="checkbox"/> Inspection	_____	_____	: :	: :	<input type="checkbox"/> Violation Found <input type="checkbox"/> Clear	_____
3	<input type="checkbox"/> EPO Issuance	_____	_____	: :	: :	<input type="checkbox"/> In Effect <input type="checkbox"/> Withdrawn	_____

Sr. No.	Action Type	UIN / Case ID	Location (GPS)	Start Time	End Time	Status	Remarks
4	<input type="checkbox"/> Sealing / Unsealing	_____	_____	:	:	<input type="checkbox"/> Complete <input type="checkbox"/> Partial	_____
5	<input type="checkbox"/> Recovery Attempt	_____	_____	:	:	<input type="checkbox"/> Paid <input type="checkbox"/> Escalated	_____
6	<input type="checkbox"/> Evidence Capture	_____	_____	:	:	<input type="checkbox"/> Stored <input type="checkbox"/> In Transfer	_____
7	<input type="checkbox"/> Eviction	_____	_____	:	:	<input type="checkbox"/> Complete <input type="checkbox"/> Delayed	_____
8	<input type="checkbox"/> Auction Activity	_____	_____	:	:	<input type="checkbox"/> Scheduled <input type="checkbox"/> Completed	_____
9	<input type="checkbox"/> Arrest / Custody	_____	_____	:	:	<input type="checkbox"/> Transferred <input type="checkbox"/> Released	_____
10	<input type="checkbox"/> Other:	_____	_____	:	:	_____	_____

### SECTION C - EVIDENCE AND INVENTORY TRACKING

Item ID	Type	Condition	Storage ID / Custody Chain	Verified By Signature
_____	<input type="checkbox"/> Digital <input type="checkbox"/> Physical	<input type="checkbox"/> Good <input type="checkbox"/> Damaged	Shelf/Tag: _____	Name: _____
_____	<input type="checkbox"/> Movable <input type="checkbox"/> Seized	<input type="checkbox"/> Perishable <input type="checkbox"/> Secure	Compartment: _____	Name: _____

### SECTION D - INTER-AGENCY COORDINATION RECORD

Agency Name	Coordination Type	Contact Person	Action Taken	Reference Code	Follow-up Required
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<b>Agency Name</b>	<b>Coordination Type</b>	<b>Contact Person</b>	<b>Action Taken</b>	<b>Reference Code</b>	<b>Follow-up Required</b>
_____	□ Police □ Revenue □ Municipal □ EPA □ DERB	_____	_____	_____	□ Yes □ No

#### **SECTION E - BODYCAM / DEVICE RECORDING LOG**

<b>Device ID</b>	<b>Officer Using</b>	<b>Date Time Location</b>	<b>Action Captured</b>	<b>Uploaded to MIS</b>	<b>Signature</b>
_____	_____	_____	_____	□ Yes □ No	_____

#### **SECTION F - INCIDENTS, CHALLENGES, AND RESOLUTIONS**

<b>Time</b>	<b>Incident Type</b>	<b>Description</b>	<b>Action Taken</b>	<b>Further Action Needed</b>
—	□ Resistance □ Technical □ Legal Gap □ Admin Error	_____	_____	□ Yes □ No

#### **SECTION G - PUBLIC INTERACTION & FEEDBACK**

<b>Interaction Type</b>	<b>Community / Person</b>	<b>Issue Raised</b>	<b>Response Given</b>	<b>Feedback Noted</b>
□ Complaint □ Request □ Resistance □ Other	_____	_____	_____	□ Yes □ No

#### **SECTION H - REPORTNG OFFICER SUMMARY AND ATTESTATION**

I hereby certify that all entries in this Enforcement Station Activity Log for the date //20\_\_ are true, accurate, and verified per PERA Act and PERA Rules.

<b>Field</b>	<b>Entry</b>
_____	_____

<b>Field</b>	<b>Entry</b>
Prepared By (Name & Designation)	_____
Verified By (SDEO / Supervisor)	_____
Digital Submission to MIS	<input type="checkbox"/> Yes <input type="checkbox"/> No
DERB Notified (If Applicable)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature (Officer)	_____
Signature (SDEO)	_____
Date & Time	_____

**Attachments (Check All That Apply)**

- Bodycam Logs
- Photographic Evidence
- MIS Transaction Summary
- Complaint Summary Sheet
- EPOs Issued
- Auction Summary
- Eviction Orders

**Form 3.1: Complaint Resolution and Closure Form**

Legal Basis: PERA Act Section 4(d); PERA Rules 14–18 Under section 15 & 53 of the Act

<b>Field</b>	<b>Details / Input</b>
<b>Complaint Closure ID</b>	
<b>Linked Complaint ID (PERA-FM2-021)</b>	
<b>Summary of Complaint and Findings</b>	
<b>Inspection Conducted (Yes/No, Attach Report)</b>	
<b>Action Taken (Warning / Sealing / EPO /</b>	

<b>Hearing)</b>	
<b>Date of Final Action</b>	
<b>Complainant Notified of Outcome (Yes/No)</b>	
<b>Feedback from Complainant (If Received)</b>	
<b>Reason for Closure (Resolved / Not Valid / Forwarded)</b>	
<b>Appeal or Review Pending (Yes/No)</b>	
<b>Remarks and Follow-up Notes</b>	
<b>Forwarded to MIS / DERB / Archive (Specify)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 3.2: Public Complaint Intake and Processing Form

Legal Basis: PERA Act Sections 4(d), 38, 41; PERA Rules 14–18 under section 38-39 of the Act

Field	Details / Input
<b>Complaint ID</b>	
<b>Date and Time of Submission</b>	
<b>Complainant Name (Optional for Anonymous)</b>	
<b>CNIC (Optional)</b>	
<b>Contact Details (Phone / Email)</b>	
<b>Location of Incident</b>	
<b>Nature of Complaint (Encroachment, Public Nuisance, Violation of Scheduled Law, etc.)</b>	
<b>Detailed Description of Incident</b>	
<b>Photographic or Video Evidence Submitted (Yes/No)</b>	
<b>Supporting Documents Attached (Yes/No)</b>	
<b>Initial Action Taken (Inspection / Notice / Warning / Escalation)</b>	
<b>Officer Assigned for Inquiry</b>	
<b>Timeline for Initial Report</b>	
<b>Forwarded to (HO / DERB / SDEO / MIS Entry)</b>	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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### **Form 3.3: Inventory Sheet (Movable Property)**

Legal Basis: PERA Rules 50–52, PERA Act Section 39 under section 46 of the Code

Field	Details / Input
<b>Enforcement Station Name</b>	
<b>Date &amp; Time of Inventory</b>	
<b>Seizure Reference Number (link to PERA-FM2-005)</b>	
<b>Name and CNIC of EO recording inventory</b>	
<b>Unique Item ID</b>	
<b>Description (Material, Type, Function)</b>	
<b>Condition (New, Damaged, Perishable, etc.)</b>	
<b>Identifiers (Brand, Serial Numbers, Markings)</b>	
<b>Estimated Market Value</b>	
<b>Photographic Reference (File Name/Hash Code)</b>	
<b>Seizure Location</b>	
<b>Immediate Recipient (Warehouse Officer, Station Custodian)</b>	
<b>Storage Reference (Compartment/Shelf ID)</b>	
<b>Transfer Summary if moved (Time, Destination, Purpose)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.4 for filing of Representation before the Hearing Officer**

(Under Sections 16, 36, and 51 of the Punjab Enforcement and Regulation Act, 2024)

Punjab Enforcement and Regulation Authority (PERA)

**PART I – APPLICANT DETAILS**

Name of Applicant

CNIC No.

Address

Contact No. / Email

Relationship to Matter

**PART II – DETAILS OF IMPUGNED ACTION**

Date of Incident / Order

Name & Designation of Officer Issuing the Order

Reference No. of Order / EPO / Notice (if applicable)

Nature of ActionAppealed

Fine Imposed    Confiscation    Sealing    Removal of Encroachment    Public Nuisance    Other (specify): \_\_\_\_\_

**PART III – STATEMENT OF REPRESENTATION**

Summary of Representation (Facts, Grounds, and Relief Sought):

**PART IV – SUPPORTING DOCUMENTS ATTACHED**

Copy of Order / Notice / EPO  
 Evidence (e.g., photos, receipts, certificates)

- Affidavit (if required)
- Power of Attorney (if filing through representative)
- Any other relevant document: \_\_\_\_\_

#### **PART V – DECLARATION BY APPLICANT**

I hereby declare that the information provided is true to the best of my knowledge and belief. I understand that any false or misleading statement may lead to dismissal of this representation and legal consequences under the Act.

Signature of Applicant: \_\_\_\_\_

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

#### **PART VI – FOR OFFICE USE ONLY**

Date Received

Diary / Receipt No.

Officer Receiving the Application

Remarks (if any)

#### **Form 3.5: Notice from Hearing Officer**

(Under Section 34, 35, 36, 38, 40, 43 and 51 of the Punjab Enforcement and Regulation Act, 2024)

Punjab Enforcement and Regulatory Authority (PERA)

#### **NOTICE OF HEARING**

To:

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

Father's/Husband's Name: \_\_\_\_\_

CNIC No.: \_\_\_\_\_

Address: \_\_\_\_\_

Contact No.: \_\_\_\_\_

***Subject: Notice of Hearing under Section 36 of the Punjab  
Enforcement and Regulation Act, 2024***

---

Mr. / Ms.

You are hereby informed that a representation has been filed under the Punjab Enforcement and Regulation Act, 2024 and a hearing is scheduled in this regard. You are required to appear before the undersigned for hearing as per the details provided below.

**HEARING DETAILS**

Case Reference No.

Date of Hearing

Time

Venue

Matter Pertains to

You may bring any supporting documents or evidence relevant to the matter. You may also be accompanied by a legal representative if desired.

Failure to appear without reasonable cause may result in ex parte proceedings and decision based on available record. For further assistance, you may contact the office of the undersigned during working hours.

Issued by:

Name of Hearing Officer: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature & Seal: \_\_\_\_\_

Date of Issue: \_\_\_\_\_

### **Form 3.6: Hearing Proceedings and Order Sheet**

Legal Basis: PERA Act Section 43; PERA Rules 25–26 u/s 16 of the Act and 9-10 of the code

<b>Field</b>	<b>Details / Input</b>
<b>Hearing Proceedings ID</b>	
<b>Case Reference Number</b>	
<b>Name and CNIC of Respondent</b>	
<b>Date and Time of Hearing</b>	
<b>Location of Hearing</b>	
<b>Name and Designation of Hearing Officer</b>	
<b>Scheduled Law / Violation Cited</b>	
<b>Summary of Allegations</b>	
<b>Respondent's Submission (Written / Oral)</b>	
<b>Evidence Considered (Attach Inventory)</b>	
<b>Witnesses (Name, Department, Statement Summary)</b>	
<b>Adjournments (If Any, Dates and Reasons)</b>	
<b>Final Order / Verdict Summary</b>	
<b>Legal Consequences (Fine / Recovery / Eviction / Closure)</b>	
<b>Right to Appeal Explained (Yes/No)</b>	
<b>Order Forwarded to (EO / SDEO / MIS / Respondent)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.7: Complaint Trigger Report to DERB / SDEO**

Legal Basis: PERA Act Sections 12, 38, 41; PERA Rules 7, 14, 46

<b>Field</b>	<b>Details / Input</b>
<b>Trigger Report ID</b>	
<b>Linked Complaint ID (PERA-FM2-021)</b>	
<b>Date of Complaint Receipt</b>	

<b>Preliminary Verification Conducted (Yes/No)</b>	
<b>Inspection Conducted (Yes/No, Attach Report if Yes)</b>	
<b>Findings Summary</b>	
<b>Suspected Violations of Scheduled Law</b>	
<b>Urgency Rating (Low / Moderate / High / Emergency)</b>	
<b>DERB Coordination Required (Yes/No)</b>	
<b>Inter-Agency Liaison Suggested (Y/N, Details)</b>	
<b>Recommended Next Step (Inspection, EPO, Hearing, Closure)</b>	
<b>Timeline for Action</b>	
<b>Forwarded to (DERB / SDEO / MIS ID)</b>	
<b>Prepared By (Name, Rank, Department)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.8: Chain of Custody Continuation Sheet**

Legal Basis: PERA Rules 49–52

Field	Details / Input
<b>Chain of Custody Sheet ID</b>	
<b>Linked Evidence Tag ID (PERA-FM2-039)</b>	
<b>Original Capturing Officer</b>	
<b>Evidence Type and Description</b>	
<b>Date and Time of First Entry</b>	
<b>Full Record of Transfers Below (One Entry per Line):</b>	
<b>Date   Time   From (Name/Designation)   To (Name/Designation)   Purpose   Signature</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.9: Legal Reference and Scheduled Law Citation Sheet**

Legal Basis: PERA Act Section 2(e), 3, 38, 41; PERA Rules 2, 5, 14, 46

<b>Field</b>	<b>Details / Input</b>
<b>Citation Sheet ID</b>	
<b>Linked Enforcement or Hearing Case ID</b>	
<b>Scheduled Law Invoked (Name of Law)</b>	
<b>Specific Section(s) or Provision(s) Cited</b>	
<b>Nature of Violation (Public Nuisance, Encroachment, Hoarding, etc.)</b>	
<b>Legal Interpretation or Case Law (If Applied)</b>	
<b>Statutory Authority Under PERA Invoked (Section &amp; Rule)</b>	
<b>Overlap with CrPC / Other Laws (If Any)</b>	
<b>Date of Citation Sheet Preparation</b>	
<b>Prepared by (Officer Name &amp; Designation)</b>	
<b>Forwarded to (HO / SDEO / Legal Cell / MIS)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.10: Case Referral to Civil Court Register**

Legal Basis: PERA Rules 68; PERA Act Section 43

<b>Field</b>	<b>Details / Input</b>
<b>Referral Register ID</b>	
<b>Case Reference Number</b>	
<b>Name and CNIC of Respondent</b>	
<b>Nature of Dispute or Question of Title</b>	
<b>Brief Summary of Facts</b>	
<b>Scheduled Law Cited</b>	
<b>Reason for Referral (Lack of Jurisdiction / Ownership Dispute / Property Title)</b>	
<b>Date of Hearing or Investigation by PERA</b>	
<b>Hearing Officer Comments</b>	
<b>Supporting Documents Attached (Evidence Logs / Orders / Maps)</b>	
<b>Civil Court Referred To (Name and Location)</b>	
<b>Forwarded By (HO / EO / SDEO)</b>	

Remarks	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.11: Assessment Docket**

Legal Basis: PERA Act Section 43(3), PERA Rules 84–85

Field	Details / Input
<b>Offender Name and CNIC</b>	
<b>Case Reference Number</b>	
<b>Duration of Illegal Occupation / Use</b>	
<b>Estimated Rental Value (source: Collector Tables / Municipal Rates)</b>	
<b>Calculation of Illegal Gains (Sales, Income, Utilities Avoided)</b>	
<b>Surcharge or Penalty Applied (up to 20%)</b>	
<b>Total Recoverable Amount</b>	
<b>Linked Enforcement Action or Inspection Report Reference</b>	
<b>Supporting Calculation Sheets Attached (Yes/No)</b>	
<b>Recommendation for Recovery Order Issuance (Yes/No)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.12: Cost Recovery Demand Notice**

Legal Basis: PERA Act Section 41(3); PERA Rules 88–91 u/s 21 and 53 of the Code

Field	Details / Input
<b>Demand Notice ID</b>	
<b>Name and CNIC of Offender</b>	
<b>Linked Case or Enforcement Reference Number</b>	
<b>Nature of Violation / Enforcement Action</b>	
<b>Restoration or Enforcement Activity Performed</b>	

<b>Date(s) of Work</b>	
<b>Total Cost Incurred (Attach Certificate - PERA-FM2-011)</b>	
<b>Breakdown of Costs (Materials, Labour, Equipment)</b>	
<b>Payment Deadline (7-15 Days)</b>	
<b>Consequences of Non-Payment (Auction / Revenue Recovery)</b>	
<b>Bank Payment Instructions / Challan Code</b>	
<b>Appeal / Review Window (If Applicable)</b>	
<b>Forwarded to (MIS / Finance / Recovery Officer)</b>	
Signature: _____ Name & Designation: _____ Date: _____	
Signature: _____ Name & Designation: _____ Date: _____	

### Form 3.13: Final Recovery Order

Legal Basis: PERA Act Section 43(3), PERA Rules 86–87

Field	Details / Input
<b>Recovery Order Number</b>	
<b>Offender Name and CNIC</b>	
<b>Total Amount Due</b>	
<b>Breakdown (Rent, Illegal Gains, Penalty/Surcharge)</b>	
<b>Payment Deadline (7-15 Days)</b>	
<b>Consequences of Non-Payment (e.g., Auction, Land Revenue Recovery)</b>	
<b>Payment Instructions (Bank Name, Account Number, Reference Code)</b>	
<b>Appeal Options Provided (Yes/No)</b>	
<b>Mode of Service (Personal, Postal, Public Notice)</b>	
<b>Linked Assessment Docket (PERA-FM2-012)</b>	
<b>Enforcement Case ID / Reference Number</b>	
Signature: _____ Name & Designation: _____ Date: _____	
Signature: _____ Name & Designation: _____ Date: _____	

### **Form 3.14: Payment Acknowledgement Certificate**

Legal Basis: PERA Rules 88(4), Rule 91

Field	Details / Input
Payment Acknowledgement Number	
Offender Name and CNIC	
Amount Paid	
Mode of Payment (Cash, Bank Transfer, Challan No.)	
Date of Payment	
Linked Final Recovery Order (PERA-FM2-013)	
Confirmation of Full or Partial Settlement	
Payment Receipt Reference	
Instructions to Revenue Department to Cease Recovery (If Initiated)	
Remarks (If Any)	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.15: Restoration Completion Certificate**

Legal Basis: PERA Act Section 41(2), PERA Rules Rule 93

Field	Details / Input
Restoration Project ID	
Date of Completion	
Location (GPS Coordinates and Address)	
Restoration Type (Road, Drain, Wall, Park, etc.)	
Civil Engineering Tasks Completed	
Materials Used	
Quantity and Quality Checklist	
Photographic Proof Attached (Yes/No)	
Verification Team Members (Names and Designations)	
Matches Approved Restoration Plan (Yes/No)	
Any Deviations or Variances (If Yes, Provide Details)	
Public Safety Verified (Yes/No)	
Handover to Municipal/Utility Department (Yes/No)	

<b>MIS / Public Register Entry Reference</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 3.16: Restoration Cost Certificate

Legal Basis: PERA Act Section 41(2), PERA Rules Rule 93 and 88(3)

Field	Details / Input
<b>Name and CNIC of Offender</b>	
<b>Restoration Case ID</b>	
<b>Enforcement Reference Number</b>	
<b>Actual Expenditures (Labour, Materials, Fuel, etc.)</b>	
<b>Estimated vs. Actual Expenditure Breakdown</b>	
<b>Source of Funds (DERB Fund, Revolving Fund, Own Machinery)</b>	
<b>Shared Cost Attribution (If Multiple Violators)</b>	
<b>Notes on Discrepancies or Justifications (If Any)</b>	
<b>Prepared by (Designation)</b>	
<b>Supporting Invoices/Estimates Attached (Yes/No)</b>	
<b>Linked Restoration Completion Certificate (PERA-FM2-010)</b>	
<b>Forwarded for Demand Notice Issuance (PERA-FM2-012)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 3.17: Compliance Verification of Demand Notice

Legal Basis: PERA Act Section 41(3); PERA Rules 91–94

Field	Details / Input
<b>Compliance Report ID</b>	
<b>Linked Demand Notice ID (PERA-FM2-042)</b>	
<b>Name and CNIC of Offender</b>	
<b>Date of Notice Issuance</b>	
<b>Due Date for Payment</b>	
<b>Amount Paid (Full / Partial)</b>	
<b>Mode of Payment (Bank / Challan No. / Receipt ID)</b>	
<b>Date of Payment</b>	
<b>Payment Verified By (Name &amp; Designation)</b>	
<b>Balance Outstanding (If Any)</b>	
<b>Recommended Closure (Yes/No)</b>	
<b>Remarks</b>	
<b>Forwarded to Recovery Register / MIS (Yes/No)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 3.18: Illegal Gains Estimation Worksheet

Legal Basis: PERA Act Section 43(3); PERA Rules 84–85, 86

Field	Details / Input
<b>Estimation Worksheet ID</b>	
<b>Name and CNIC of Offender</b>	
<b>Case Reference Number</b>	
<b>Period of Illegal Occupation / Use</b>	
<b>Estimated Monthly Rental Value</b>	
<b>Number of Months / Years of Occupation</b>	
<b>Calculated Rent Due</b>	
<b>Estimated Sales or Profits from Illegal Use</b>	
<b>Utility / Tax / Duty Evasion Detected (Type and Amount)</b>	
<b>Surcharge Applied (Yes/No, % Applied)</b>	
<b>Total Illegal Gain Calculated</b>	
<b>Basis of Valuation (Collector Rate / Market Survey / Audit)</b>	
<b>Reviewed By (Finance/Valuation Officer)</b>	
<b>Forwarded for Recovery Order (Yes/No)</b>	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
------------------	---------------------------	-------------

### **Form 3.19: Auction Initiation and Inventory Certification Form**

Legal Basis: PERA Rules 95–98

Field	Details / Input
<b>Auction Initiation ID</b>	
<b>Linked Seizure or Recovery Reference (PERA-FM2-005 / 012 / 013)</b>	
<b>Description of Property to be Auctioned</b>	
<b>Number of Items / Lots</b>	
<b>Estimated Value (as per Valuation Committee)</b>	
<b>Condition of Property (Perishable, Damaged, Functional)</b>	
<b>Storage Location and Custodian Name</b>	
<b>Certification that Inventory Matches Seizure Records (Y/N)</b>	
<b>Photographic Log Attached (Y/N)</b>	
<b>SDEO Authorization for Auction</b>	
<b>Forwarded to Auction Committee (Yes/No)</b>	
<b>Expected Auction Date</b>	
<b>Forwarded to MIS / Auction Module (Reference Code)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.20: Auction Proceedings and Bid Record Form**

Legal Basis: PERA Rules 99–107 u/s 22 of the Code

Field	Details / Input
<b>Auction Proceeding ID</b>	
<b>Date and Venue of Auction</b>	
<b>Name of Auction Committee Chairperson</b>	
<b>Lot Number / Description of Property</b>	

<b>Reserve Price (Declared / Not Declared)</b>	
<b>Number of Bidders Present</b>	
<b>Bid Details (Attach Sheet or Record Below)</b>	
<b>Highest Bidder Name, CNIC, Contact</b>	
<b>Winning Bid Amount</b>	
<b>Payment Terms (Deposit, Full Payment Due Date)</b>	
<b>Challan / Bank Transfer Details</b>	
<b>Receipt Reference Number</b>	
<b>Remarks (If Any Disputes or Re-auction)</b>	
<b>Forwarded to Accounts and Record Section</b>	
<b>MIS Auction Module Entry Code</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 3.21: Auction Completion and Property Handover Form**

Legal Basis: PERA Rules 108-112

Field	Details / Input
<b>Auction Completion ID</b>	
<b>Linked Auction Proceeding ID (PERA-FM2-029)</b>	
<b>Name and CNIC of Winning Bidder</b>	
<b>Item(s) Description and Lot Number</b>	
<b>Final Amount Paid</b>	
<b>Date and Mode of Payment (Cash / Bank Transfer / Challan No.)</b>	
<b>Official Receipt Number</b>	
<b>Property Handover Date and Time</b>	
<b>Condition of Property at Handover</b>	
<b>Acknowledgement by Bidder (Signed)</b>	
<b>Auction Committee Representative Present (Yes/No)</b>	
<b>Remarks (If Any)</b>	
<b>Copy Forwarded to: SDEO / Accounts / Record Room / MIS</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

Signature: \_\_\_\_\_ Name & Designation: \_\_\_\_\_ Date: \_\_\_\_\_

### **Form 3.22: Assessment & Verification Report**

Legal Basis: PERA Rules 113-119

Field	Details / Input
<b>Verification Report ID</b>	
<b>Linked Whistle-Blower Disclosure ID (PERA-FM2-015)</b>	
<b>Summary of Disclosure</b>	
<b>Verification Actions Taken (e.g., Cross-checking, Inspection, Document Analysis)</b>	
<b>Departments or Officers Consulted</b>	
<b>Outcome of Verification (Credible / Unfounded / Frivolous)</b>	
<b>Recommendation (Escalate / Close / Inspection / Show Cause)</b>	
<b>Attached Evidence Logs / Statements / Inspection Records</b>	
<b>Date of Verification Completion</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 4.1: Pre-FIR Investigation Authorization & Record Form**

Legal Basis: PERA Act Sections 41(1), 43(3); PERA Rules Section 27

Field	Details / Input
<b>Pre-FIR Investigation ID</b>	
<b>Initiating Officer Name &amp; Designation</b>	
<b>Date &amp; Time of Authorization</b>	
<b>Type of Suspected Violation (Scheduled Law, Nuisance, Encroachment, etc.)</b>	
<b>Triggering Basis (Public Complaint, Inspection, Disclosure, Directive)</b>	
<b>Narrative Justification for Pre-FIR Investigation</b>	
<b>Initial Evidence Collected (Statements,</b>	

<b>Photos, Videos)</b>	
<b>Departments Consulted (if any)</b>	
<b>Preliminary Findings Summary</b>	
<b>SDEO Decision on FIR Requirement</b>	
<b>Outcome: Administrative Enforcement / FIR Recommendation / Closure</b>	
<b>MIS Entry ID</b>	
<b>Forwarded to (DERB, Police, HO, etc.)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 4.2: Notice of Hearing and Appearance

Legal Basis: PERA Act Section 43; PERA Rules 13, 25–26, 68

Field	Details / Input
<b>Hearing Notice ID</b>	
<b>Case Reference Number</b>	
<b>Name and CNIC of Respondent</b>	
<b>Address of Respondent</b>	
<b>Nature of Scheduled Law Violation</b>	
<b>Date, Time, and Venue of Hearing</b>	
<b>Name of Hearing Officer</b>	
<b>Right to Representation and Produce Evidence (Yes/No)</b>	
<b>Warning Regarding Consequences of Non-Appearance</b>	
<b>Linked Inspection or Complaint ID</b>	
<b>Additional Documents Attached (Summons, Reports, Evidence Logs)</b>	
<b>Delivery Method (Hand, Registered Post, Public Notice)</b>	
<b>Date of Delivery / Service</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 4.3: Summary of Final Enforcement Action Register

Legal Basis: PERA Act Sections 38–43; PERA Rules 25–27, 50–52

Field	Details / Input
<b>Enforcement Register Entry ID</b>	

<b>Date of Action</b>	
<b>Case Reference Number</b>	
<b>Name and CNIC of Respondent / Violator</b>	
<b>Nature of Violation / Scheduled Law Invoked</b>	
<b>Type of Final Enforcement (Eviction / Sealing / Recovery / Auction / Court Referral)</b>	
<b>Linked Form IDs (Seizure / Hearing / Recovery / Auction / Referral)</b>	
<b>Amount Recovered (If Applicable)</b>	
<b>Status of Appeal or Legal Review (Y/N)</b>	
<b>Final Outcome (Closed / Pending / Court / Revenue)</b>	
<b>Officer Responsible for Action</b>	
<b>Entry Recorded in MIS (Yes/No, Reference Code)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 6.1: Notice of Scheduled Inspection

Legal Basis: PERA Act Sections 38, 41; PERA Rules 14–16

Field	Details / Input
<b>Notice ID</b>	
<b>Name and Address of Property Owner / Occupant</b>	
<b>Property Location (GPS and Full Address)</b>	
<b>Scheduled Date and Time of Inspection</b>	
<b>Purpose of Inspection (Routine / Complaint / Legal Compliance)</b>	
<b>Legal Provisions Invoked (PERA Act and Rules)</b>	
<b>Name and Designation of Inspecting Officer(s)</b>	
<b>Agency or Department Conducting Inspection</b>	
<b>Required Documents or Access on Site</b>	
<b>Consequences of Obstruction or Non-Cooperation</b>	
<b>Contact Number for Queries</b>	

<b>Delivery Method (Hand, Post, Public Notice)</b>		
<b>Date of Notice Issuance</b>		
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____

### Form 6.2: Inspection Report Form

Legal Basis: PERA Act Sections 38, 41; PERA Rules 14–16, 46

Field	Details / Input
<b>Inspection Report ID</b>	
<b>Date and Time of Inspection</b>	
<b>Location of Inspection (Address and GPS Coordinates)</b>	
<b>Name of Inspecting Officer(s)</b>	
<b>Department / Agency Represented</b>	
<b>Basis for Inspection (Complaint, Routine, Trigger Report)</b>	
<b>Description of Observed Violation (If Any)</b>	
<b>Nature of Property (Public / Private / Commercial / Open Land)</b>	
<b>Photographic / Video Evidence Collected (Yes/No)</b>	
<b>Interaction with Occupants / Public (If Applicable)</b>	
<b>Initial Action Taken (Verbal Warning / Notice / Referral)</b>	
<b>Additional Comments and Recommendations</b>	
<b>Forwarded to (DERB / SDEO / MIS / Complaint Docket)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 8.1: Enforcement Officer Daily Action Log

Legal Basis: PERA Rules 6–11, 50–52, 93

Field	Details / Input
-------	-----------------

<b>Daily Log ID</b>	
<b>Enforcement Officer Name and ID</b>	
<b>Station and District</b>	
<b>Date of Entry</b>	
<b>Time In / Time Out</b>	
<b>Action Taken (Inspection, Eviction, Sealing, Complaint Handling, Recovery, etc.)</b>	
<b>Linked Case or Complaint ID (If Any)</b>	
<b>Location(s) Visited (GPS and Address)</b>	
<b>Other Officers or Departments Accompanied</b>	
<b>Bodycam Activated (Yes/No, File ID)</b>	
<b>Challenges Encountered (Resistance / Legal Issue / Resource Gap)</b>	
<b>Summary of Outcome / Status</b>	
<b>Forwarded To (SDEO / MIS / DERB)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

## Form 8.2: Sealing Order

Legal Basis: PERA Act Section 41(1), PERA Rules Rule 51(2)

Field	Details / Input
<b>Sealing Order Number</b>	
<b>Issuing Authority (SDEO Name and Signature)</b>	
<b>Enforcement Officer Assigned</b>	
<b>Date of Order</b>	
<b>Effective From (Date and Time)</b>	
<b>Type of Violation</b>	
<b>Location Address (with GPS)</b>	
<b>Applicable Section of Scheduled Law</b>	
<b>Case Reference Number</b>	
<b>Scope of Sealing (Entire Premises / Specific Rooms / Boundaries)</b>	
<b>Warning Notice Text to be Affixed</b>	
<b>Duration (Provisional / Indefinite / Until Further Orders)</b>	
<b>Notice Previously Served (Yes/No)</b>	
<b>Opportunity to Respond Provided (Yes/No)</b>	
<b>Emergency Clause Invoked (Yes/No)</b>	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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### **Form 8.3: Sealing Execution Report**

Legal Basis: PERA Act Section 41(1), PERA Rules Rule 51(4-6)

Field	Details / Input
<b>Sealing Report ID</b>	
<b>Date &amp; Time of Sealing</b>	
<b>Premises Location (GPS Coordinates and Address)</b>	
<b>Names of Officers Present</b>	
<b>Presence of Police or Municipal Staff (Yes/No)</b>	
<b>Areas Sealed</b>	
<b>Physical Measures Taken (e.g., Locks, Welding, etc.)</b>	
<b>Public Notice Displayed (Yes/No)</b>	
<b>Photo/Video Documentation Code</b>	
<b>Names of Witnesses Present (Independent/Departmental)</b>	
<b>Obstructions or Confrontations (Yes/No, Details)</b>	
<b>Handover of Keys / Custody Tags</b>	
<b>Enforcement Station Entry Number</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 8.4: Final Sealing of Premises Report**

Legal Basis: PERA Act Section 41; PERA Rules Rule 51 Under section 16,23 and 26 of the PERA Act, 2024

Field	Details / Input
<b>Final Sealing Report ID</b>	
<b>Linked Sealing Order Reference (PERA-FM2-007)</b>	
<b>Date and Time of Final Sealing</b>	
<b>Exact Location of Premises (GPS and Full</b>	

<b>Address)</b>	
<b>Sealing Officer Name and Designation</b>	
<b>Condition of Premises at Time of Sealing</b>	
<b>Precautionary Notices Displayed (Yes/No)</b>	
<b>Physical Security Applied (Locks, Chains, Welding, etc.)</b>	
<b>Independent Witnesses Present (Yes/No)</b>	
<b>Resistance Encountered (Yes/No, Explain)</b>	
<b>Photographic/Video Evidence Collected (Yes/No)</b>	
<b>Public Announcement Made (Yes/No, Method)</b>	
<b>Follow-up Monitoring Required (Yes/No)</b>	
<b>Forwarded to MIS / DERB / HO (Specify)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 8.5: Search, Seizure, and Inventory Authorization Form

Legal Basis: PERA Act Section 41; PERA Rules 49–52 Under section 31 of the PERA Act, 2024 and 46 of the Code

Field	Details / Input
<b>Authorization ID</b>	
<b>Enforcement Officer Name &amp; ID</b>	
<b>Date &amp; Time of Entry/Inspection</b>	
<b>Triggering Event (Complaint, Disclosure, Inspection)</b>	
<b>Legal Provisions Invoked (Rule 49, 50, 51)</b>	
<b>Premises / Location Address (GPS &amp; Full Description)</b>	
<b>List of Accompanying Officers</b>	
<b>Independent Witnesses Present (Names, Departments)</b>	
<b>Items Seized (Brief Description, Tag Nos., Photos)</b>	
<b>Was the Premise Sealed? (Yes/No)</b>	
<b>Signature of EO on Procedure</b>	

<b>Compliance</b>		
<b>Reference to Bodycam / Video ID</b>		
<b>Inventory Summary (Number of Items, Estimated Value)</b>		
<b>Custody Destination &amp; Time of Transfer</b>		
<b>Forwarding to Enforcement Station / MIS Upload ID</b>		
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____

### **Form 8.6: Seized Property Maintenance Log**

Legal Basis: PERA Rules 50–52, 95–98 Under section 23 and 26 of the PERA Act, 2024 and 46 of the Code

Field	Details / Input
<b>Seized Property Log ID</b>	
<b>Linked Seizure Report ID (PERA-FM2-005)</b>	
<b>Custodian Name and Designation</b>	
<b>Storage Location / Compartment No.</b>	
<b>Description of Item(s)</b>	
<b>Condition at Time of Seizure</b>	
<b>Maintenance Activities Performed (Cleaning, Repairs, etc.)</b>	
<b>Date and Nature of Each Maintenance Entry</b>	
<b>Any Damage or Loss Reported (Yes/No)</b>	
<b>Photographic Evidence Attached (Yes/No)</b>	
<b>Remarks on Property Condition Over Time</b>	
<b>Forwarded to Auction Committee (If Applicable)</b>	
<b>Disposed Via (Auction / Return / Destruction / Pending)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

## Form 8.7: Eviction Execution Report

Legal Basis: PERA Act Sections 41, 43; PERA Rules 47–50

Field	Details / Input
<b>Eviction Execution ID</b>	
<b>Linked Sealing Order / EPO Reference (PERA-FM2-007 / PERA-FM2-004)</b>	
<b>Date of Eviction</b>	
<b>Location Address (GPS and Full Description)</b>	
<b>Type of Property Evicted (Residential, Commercial, Unauthorized Building, etc.)</b>	
<b>Name of Enforcement Officer</b>	
<b>Number of Officers Present</b>	
<b>Number of Public Witnesses</b>	
<b>Method of Eviction (By Force, By Notice, Voluntary, etc.)</b>	
<b>Property and Materials Removed (Brief List, Photos Attached)</b>	
<b>Compliance with Public Safety Regulations (Yes/No)</b>	
<b>Incidents or Issues During Eviction (Resistance, Property Damage, etc.)</b>	
<b>Eviction Outcome (Successful, Partial, Failed)</b>	
<b>Follow-up Action (Fines, Recovery, Re-sealing, Re-inspection)</b>	
<b>Status of Remaining Violations</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

## Form 8.8: Field Evidence Capture and Tagging Form

Legal Basis: PERA Rules 49–52

Field	Details / Input
<b>Evidence Tag ID</b>	
<b>Linked Case / Inspection / Seizure</b>	

<b>Report ID</b>	
<b>Name of Capturing Officer</b>	
<b>Date and Time of Evidence Capture</b>	
<b>Location (GPS and Address)</b>	
<b>Type of Evidence (Photo, Video, Audio, Document, Physical Object)</b>	
<b>Short Description of Evidence</b>	
<b>Equipment Used (Camera ID, Bodycam, Scanner, etc.)</b>	
<b>File Names / Hash Codes / QR Tags</b>	
<b>Witness Present (Yes/No, Name)</b>	
<b>Storage Location or Forwarded To</b>	
<b>Chain of Custody Initiated (Yes/No)</b>	
<b>Remarks or Observations</b>	
<b>Entry Uploaded to MIS / Evidence Module (Yes/No)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### Form 9: Arrest Notification and Judicial Handover Record

Legal Basis: PERA Act Section 41(1)(f) Under section 31 of the PERA Act, 2024 and ch. VII of the pera code.

Field	Details / Input
<b>Arrest Record ID</b>	
<b>Name of Person Arrested</b>	
<b>CNIC Number</b>	
<b>Date &amp; Time of Arrest</b>	
<b>Location of Arrest</b>	
<b>Authorizing Officer (EO/SDEO)</b>	
<b>Reason for Arrest (Violation, Breach, Obstruction)</b>	
<b>Type of Case (Administrative / Criminal Referral)</b>	
<b>Statement of Rights Provided (Yes/No)</b>	
<b>Photographic Identification Attached (Yes/No)</b>	
<b>Disposition Pathway (Released / Forwarded to Magistrate)</b>	
<b>Date &amp; Time of Production Before Magistrate (if applicable)</b>	
<b>Name of Receiving Police/Jail Officer</b>	

<b>FIR Number (if registered)</b>		
<b>Witnesses Present at Arrest (Names &amp; Departments)</b>		
<b>Remarks (Medical Condition, Resistance, etc.)</b>		
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____
Signature: _____	Name & Designation: _____	Date: _____

### Form 10: Liaison Officer Performance Evaluation Form

Legal Basis: PERA Rules 10, 25, 88

Field	Details / Input
<b>Evaluation ID</b>	
<b>Name of Liaison Officer</b>	
<b>Department Represented</b>	
<b>District and Enforcement Station</b>	
<b>Reporting Period (Month/Quarter/Year)</b>	
<b>Number of Joint Operations Coordinated</b>	
<b>Cases Supported (Investigation / Eviction / Recovery)</b>	
<b>Compliance with PERA Orders (Timeliness / Accuracy)</b>	
<b>Initiatives Taken by LO (Proactive Support / Community Engagement)</b>	
<b>Responsiveness and Communication</b>	
<b>Feedback from SDEO / Enforcement Officer</b>	
<b>DERB / Hearing Officer Observations</b>	
<b>Overall Rating (Outstanding / Satisfactory / Needs Improvement)</b>	
<b>Recommendations for Retention or Replacement</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

## Form 11: Post-Sealing Violation Incident Report

Legal Basis: PERA Act Section 41(3); PERA Rules Rule 51(7)

Field	Details / Input
<b>Incident Report ID</b>	
<b>Linked Sealing Report ID (PERA-FM2-026)</b>	
<b>Location and Description of Premises</b>	
<b>Date and Time of Violation Noted</b>	
<b>Nature of Violation (Breaking Seal, Tampering, Reuse, etc.)</b>	
<b>Name and CNIC of Suspected Violator (if known)</b>	
<b>Eyewitness Accounts / Public Complaints Received (Y/N, Attach)</b>	
<b>Photographic / Video Evidence Attached (Y/N)</b>	
<b>Immediate Actions Taken (Re-sealing, FIR, Notice)</b>	
<b>Police Assistance Requisitioned (Yes/No, Station Name)</b>	
<b>Additional Sealing or Enforcement Required (Y/N)</b>	
<b>Recommended Legal Action (Prosecution / Penalty / Warning)</b>	
<b>Forwarded to (SDEO / DERB / HO / Police)</b>	
<b>Remarks and Additional Notes</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

## Form 12: Recovery Through Land Revenue Request Form

Legal Basis: PERA Rules 92–94; Punjab Land Revenue Act 1967 (Sections 68–72) Under section 35,38,39,64,68 the PERA Act and u/s 80 of the Punjab Land Revenue Act 1967 and 62-64 of PERA (OP) Code

Field	Details / Input
<b>Land Revenue Recovery Request ID</b>	
<b>Linked Recovery Order / Demand Notice ID</b>	
<b>Name and CNIC of Defaulter</b>	

<b>Amount Due</b>	
<b>Reason for Recovery (Rent / Penalty / Illegal Gains / Costs)</b>	
<b>Date of Final Notice Expiry</b>	
<b>Attempts at Voluntary Payment (Y/N, Detail)</b>	
<b>District / Tehsil Where Property Located</b>	
<b>Landholding or Property Description</b>	
<b>Requesting PERA Officer (Name, Designation)</b>	
<b>Forwarded to (District Collector / Revenue Officer)</b>	
<b>Date of Request Submission</b>	
<b>Remarks or Supporting Documents (Title, Recovery Order, Valuation, etc.)</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 13: Unauthorized Identity Disclosure Complaint Form**

Legal Basis: PERA Act Section 64, PERA Rules 120–123 Under section 60 of the PERA Act and 26 of PERA (OP) Code

Field	Details / Input
<b>Complaint ID</b>	
<b>Linked Whistle-Blower Disclosure ID (PERA-FM2-015)</b>	
<b>Complainant Name (Optional if Whistle-Blower)</b>	
<b>Details of Alleged Identity Disclosure</b>	
<b>Date and Mode of Breach</b>	
<b>Source of Breach (Department, Officer, External, Unknown)</b>	
<b>Impact of Disclosure (Threats, Harassment, Loss of Job, etc.)</b>	
<b>Supporting Evidence (e.g., Emails, Notices, Recordings)</b>	
<b>Requested Protective Action</b>	
<b>Date of Complaint Submission</b>	
Signature: _____	Name & Designation: _____ Date: _____

Signature: _____	Name & Designation: _____	Date: _____
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### **Form 14: Unsealing Authorization and Compliance Certificate**

Legal Basis: PERA Act Section 41(3), PERA Rules Rule 51(6)

Field	Details / Input
<b>Unsealing Order Number</b>	
<b>Authorizing Authority (SDEO / HO / EO)</b>	
<b>Reference to Original Sealing Order (PERA-FM2-007)</b>	
<b>Grounds for Unsealing (Compliance / Court Order / Emergency)</b>	
<b>Dues Cleared (Yes/No)</b>	
<b>Violation Removed (Yes/No)</b>	
<b>Supporting Evidence Attached (Yes/No)</b>	
<b>Date &amp; Time of Unsealing</b>	
<b>Names of Officers Present</b>	
<b>Condition of Seal Before Unsealing</b>	
<b>Photos / Videos Recorded (Yes/No)</b>	
<b>Independent Witness Details</b>	
<b>SHO / Municipal Representative Present (Yes/No)</b>	
<b>Emergency Invoked (Yes/No)</b>	
<b>Nature of Emergency</b>	
<b>Responsible Officer for Emergency Unsealing</b>	
<b>Post-Facto Reporting Completed (Yes/No)</b>	
<b>MIS / Public Register Entry Reference</b>	
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____
Signature: _____	Name & Designation: _____ Date: _____

### **Form 15: Whistle-Blower Disclosure Submission Form**

Legal Basis: PERA Act Section 63(2), PERA Rules Rule 113 Under section 58 of the PERA Act and 25 of PERA (OP) Code

Field	Details / Input
<b>Disclosure ID</b>	

<b>Name of Whistle-Blower (Optional if Anonymous)</b>	
<b>CNIC (Optional)</b>	
<b>Contact Information (Optional)</b>	
<b>Date of Submission</b>	
<b>Nature of Violation (Scheduled Law / Location / Parties Involved)</b>	
<b>Description of Alleged Violation</b>	
<b>Date of Incident and Date of Discovery</b>	
<b>Attached Evidence (Photos / Videos / Records)</b>	
<b>Declaration of Good Faith (Y/N)</b>	
<b>Preferred Method of Contact for Follow-up (Optional)</b>	
Signature: _____ Name & Designation: _____ Date: _____	
Signature: _____ Name & Designation: _____ Date: _____	

# **THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (APPOINTMENT AND CONDITIONS OF SERVICE) REGULATIONS, 2025**

## **CONTENTS**

- 1. Short Title and Commencement**
- 2. Definitions**
- 3. Appointment and Conditions `of Service**
- 4. Terms of Reference of Service**
- 5. Eligibility for Appointment**
- 6. Initial Recruitment**
- 7. Probation, Training and Departmental Examination**
- 8. Transfer and Posting**
- 9. Promotion**
- 10. Seniority**
- 11. Resignation**
- 12. Retirement**
- 13. Deputation**
- 14. Recruitment Committees and Deputationist Screening Panels**
- 15. Exemptions and Relaxations**
- 16. General Provisions**
- 17. Repeal**
- 18. Savings**

## **SCHEDULES**

- |              |                     |          |   |
|--------------|---------------------|----------|---|
| <b>(i)</b>   | <b>Schedule-I</b>   | <b>-</b> | <b>Organizational Structure</b>                     |
| <b>(ii)</b>  | <b>Schedule-II</b>  | <b>-</b> | <b>Appointment &amp; Conditions of Service</b>      |
| <b>(iii)</b> | <b>Schedule-III</b> | <b>-</b> | <b>Terms of Reference of Service</b>                |
| <b>(iv)</b>  | <b>Schedule-IV</b>  | <b>-</b> | <b>Rules / Regulations Adopted by the Authority</b> |
| <b>(v)</b>   | <b>Schedule-V</b>   | <b>-</b> | <b>Transfer and Posting</b>                         |
| <b>(vi)</b>  | <b>Schedule-VI</b>  | <b>-</b> | <b>Special Allowance and Benefits</b>               |



**GOVERNMENT OF THE PUNJAB  
SERVICES & GENERAL ADMINISTRATION DEPARTMENT  
PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY  
LAHORE**

Dated Lahore, the 30<sup>th</sup> May, 2025

## **NOTIFICATION**

**No.xxxxxxxx (Director Admin).**- In exercise of the powers conferred under Section 79 read with Section 11 of the Punjab Enforcement and Regulation Act, 2024 and Rule 3 of the Punjab Enforcement and Regulatory Authority Rules, 2024, the Authority is pleased to make the following Regulations:

**1. Short title and Commencement.** - (1) These Regulations may be cited as the Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service) Regulations, 2025 and shall be published in the official gazette of Government of the Punjab.

(2) These Regulations shall come into force at once.

**2. Definitions.** - (1) In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (a) "Act" means the Punjab Enforcement and Regulation Act, 2024 (Act XI of 2024);
- (b) "Administrative Department / AD" means the administrative department of the Authority as reflected in the Punjab Government Rules of Business, 2011;
- (c) "Appointing Authority" means the authority as mentioned in the column 3 of Schedule-II;
- (d) "Buddy System" means a safety protocol that pairs two or more officers / officials during performance of enforcement and regulatory operations;
- (e) "Contingent Paid Staff" means a person who is temporarily hired by the Directorate General or the Sub-Divisional Enforcement Officer for a period of maximum 89 days on latest minimum wage rate notified by Government of the Punjab, for performance of general duties;
- (f) "Contractual Employees" means an employee, staff or any other person recruited by the Authority through competitive process from the market on contractual basis as per the terms of reference for service and are governed by "the Punjab Enforcement and

Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations, 2025" and mentioned in these Regulations to the extent of organizational structure only;

- (g) "Directorate General" means responsible for management and supervision of different wings of PERA under the Director General, PERA as provided in Section 2 (1) (l) and Section 8 of the Act;
- (h) "Employee" means an Officer, staff or any other person recruited by the Authority under Section 11 of the Act, but does not include a person on deputation to the Service or the Contingent Paid Staff;
- (i) "Hiring Committee" means the Hiring Committee notified by the Director General, PERA which shall have composition, TORs and functions as defined in Regulation 14 of these Regulations.
- (j) "Initial recruitment" means the appointment made other than by promotion or transfer of the employees; from any other service / department;
- (k) "Law Enforcement Agency / LEA" means employees of the Punjab Police and/or any other agency or body approved as such by the Authority;
- (l) "Medical Board", means a medical board as notified by the Director General for the purposes of initial recruitment, promotion and general medical fitness as and when required;
- (m) "Organizational Structure" means the organizational structure given in Schedule-I of these Regulations and includes employees, contractual employees and the Contingent Paid Staff;
- (n) "Recognized University" means any University incorporated through an Act of the Parliament of Pakistan or the Provincial Assembly concerned or any other University declared as such by the Government, in consultation with the Higher Education Commission of Pakistan, to be a recognized University;
- (o) "Regulations" mean the Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service) Regulations, 2025;
- (p) "Service" means the service of a person serving in Punjab Enforcement and Regulatory Authority;
- (q) "Schedule" means the Schedule appended to the Regulations;
- (r) "Terms of Reference for Service", means purpose of employee, his / her job description, area of responsibility, competence, qualification, personal attributes and pay & allowances as detailed in the relevant Schedule;
- (s) "Wing" means a group of posts in Authority pertaining to one particular area of responsibility.

(2) Unless the context otherwise expressly requires or indicates, any word or expression importing the masculine gender, including but not limited to "he", "him", "his", "himself", or any other such gender-specific reference, denoting any office, designation, rank, or position expressed in the masculine form shall be construed as including the feminine gender, without limitation, qualification, or prejudice. This rule of construction shall apply throughout these Regulations, Schedules, Appendices, and any subsidiary instrument(s).

(3) A word or expression used in these Regulations but not defined shall have the same meaning as assigned to it under the Act or other notified Regulations of the Authority.

**3. Appointment and Conditions of Service.** – Appointment and Conditions of Service shall include but not limited to the nomenclature of the post, appointing authority, minimum qualification, method of appointment and other terms and conditions as specified in Schedule-II.

**4. Terms of Reference of Service.** – The terms of reference of service for an employee shall be as specified in Schedule-III.

**5. Eligibility for Appointment.** – (1) Subject to the provisions contained herein, a person shall be eligible for appointment in the Service, provided that:

- (a) He is domiciled in Punjab and fulfills the terms and conditions given in Schedule-II and the terms of reference of service given in Schedule-III;
- (b) He is declared fit by the Medical Board;
- (c) His character and antecedents are duly verified, in the manner prescribed by the Director General;
- (d) He submits a declaration to the effect that he is married / not married to any foreign national, on the format prescribed by the Authority and he undertakes to inform the Authority if he marries any foreign national, in future.

(2) All appointments shall be governed as per provisions of the Punjab Enforcement and Regulation Act, 2024, Punjab Enforcement and Regulatory Authority Rules, 2024, PERA's Service Regulations, Performance Appraisal Regulations, E&D Regulations, Operations & Procedures Code, HR Manual and Training Manual as well as any other applicable regulations, SOPs, guidelines and instructions issued by the Government, the Authority or the Directorate General, as the case may be, from time to time.

(3) The Authority may require the appointees to submit Service / Surety Bond, for the amount and period of its pleasure, on the prescribed format, to the effect that they shall be bound to repay the amount if they resign or absent themselves from duties, without authorization, during the stipulated period.

**6. Initial Recruitment.** - Initial recruitment to the posts in Service shall be made in accordance with relevant provisions of the Act by the respective Appointing Authorities on the recommendations of the respective Hiring Committees or the Punjab Public Service Commission, as the case may be, as per Schedules appended hereunder.

**7. Probation, Training and Departmental Examination.** - (1) Employees of the Authority appointed through initial recruitment shall remain on probation for a period of one year, provided that the Appointing Authority may extend the period of probation for another year, not further extendable.

(2) No employee shall be confirmed in the Service unless he has successfully completed such training, probation and qualified the departmental examination.

(3) The Service shall be liable to be terminated during the initial or extended period of probation, after service of one notice and hearing before the competent authority or the Hearing Officer authorized as such by the competent authority.

(4) The employees shall be required to satisfactorily complete training(s), as per Authority's Training Manual and / or as may be prescribed by the competent authority.

**8. Transfer and Posting.** – (1) The employee shall be liable to be:

- a) Transferred and posted anywhere in Punjab; and
- b) Serve in any department of the Government or any local authority or statutory body set up or established by the Government, with prior approval of the Authority;

Provided that where an employee is required to serve in a post outside his service or cadre, his terms and conditions of service as to his pay and allowances shall not be less favorable than those to which he would have been entitled if he has not been so required to serve.

(2) Competent authorities for transfer and posting of employees shall be as given in schedule-V.

**9. Promotion.** - The employees shall be promoted on the recommendations of the relevant Promotion Committee(s) notified by the Director General, as per criteria given in these as well as all other relevant Regulations, framed by the Authority, from time to time.

**10. Seniority.** - (1) The inter-se-seniority of employees appointed to posts in the same grades of Service shall be determined as follows:

- a) In accordance with the date of regular appointment in the grade, those appointed earlier to rank higher in seniority to those appointed later;
- b) In accordance with merit where the date of recommendation from the Commission is the same, the higher in merit to rank higher in seniority than those lower in merit;
- c) In accordance with the age of the appointee where two or more persons are appointed on the same date or have the same merit, whereby the older shall be senior to the younger;
- d) The Director General shall notify final seniority lists of the employees, in accordance with the Regulations, from time to time, which shall be determined after giving effect of the cumulative merit calculated on the basis of marks and grades communicated by the Commission or the Hiring Committee, as the case

may be, and marks and grades secured by the employees upon completion of mandatory training.

**11. Resignation.** - (1) An employee may resign from the Service by giving one month's notice in writing to the Appointing Authority or one month's pay in lieu thereof and shall leave workplace from the date of acceptance of resignation provided he has cleared all his liabilities.

(2) Notwithstanding anything and without prejudice, the Appointing Authority may, if the employee so requests, waive the notice period requirement for acceptance of resignation, on the basis of special circumstances to be recorded in writing.

**12. Retirement.** - (1) An employee shall stand retired from the service in accordance with the Regulations or other laws / rules / regulations adopted by the Authority. In case an employee fails to maintain medical and physical fitness resulting in physical or mental infirmity to perform duties as described in terms of reference for service, he shall be discharged or retired from the Service.

**13. Deputation.** - The employees joining the Authority on deputation shall be governed as per Deputation Policy of Government of the Punjab. Such employees shall be screened by the Deputationist Screening Panels concerned to ensure that they meet the terms of reference of service. The Authority may approve any exception to the Deputation Policy, for the employees serving in the Authority, on deputation basis.

**14. Recruitment Committees and Deputationist Screening Panels.** - (1) Subject to provisions of these Regulations, there shall be following Recruitment Committees, to be notified by the Director General:

a) **Recruitment Committee-1.**

For recruitment of employees of BS-11 and above:

- |      |                                     |                         |                 |
|------|-------------------------------------|-------------------------|-----------------|
| i.   | Director General, PERA              | -                       | <b>Chairman</b> |
| ii.  | Director (Admin. & HR), PERA        | -                       | <b>Member</b>   |
| iii. | Director (Monitoring & Imp.), PERA  | -                       | <b>Member</b>   |
| iv.  | CTO, PERA or Rep. of PITB           | -                       | <b>Member</b>   |
| v.   | Rep of the AD, not below BS-18      | -                       | <b>Member</b>   |
| vi.  | Deputy Director (Admin. & HR), PERA | <b>Member/Secretary</b> |                 |
| vii. | Any other co-opted Member           |                         |                 |

b) **Recruitment Committee-2.** For recruitment of employees of BS-10 and below, the District Enforcement and Regulatory Board, as provided in Section 12 of Act, shall function as the Recruitment Committee-2.

c) **Recruitment Committee-3.** The following Committee shall be authorized to engage services of Contingent Paid Staff for performance of temporary duties at the Directorate General of PERA, on daily wage basis:

- |     |                                     |   |                 |
|-----|-------------------------------------|---|-----------------|
| i.  | Director (Admin. & HR), PERA        | - | <b>Chairman</b> |
| ii. | Deputy Director (Admin. & HR), PERA | - | <b>Member</b>   |

d) **Recruitment Committee-4**. The following Committee shall be authorized to engage services of Contingent Paid Staff for performance of temporary duties at the Enforcement Stations, on daily wage basis:

iii.	SDEO concerned	-	<b>Chairman</b>
iv.	An EO, as nominated by SDEO	-	<b>Member</b>
v.	An SSO, as nominated by SDEO	-	<b>Member</b>

e) **TORs / Functions of Recruitment Committees**

- i. Conduct and supervise the hiring process.
- ii. Determine the staffing requirements in coordination with the Heads of relevant Wings of the Directorate General.
- iii. Review and finalize job descriptions, eligibility criteria, and selection criteria.
- iv. Approve and oversee the advertisement of positions through appropriate platforms.
- v. Scrutinize received applications to ensure completeness and eligibility.
- vi. Shortlist candidates in a transparent and merit-based manner on the basis of predefined criteria.
- vii. Document reasons for acceptance or rejection of applications.
- viii. Ensure integrity and fairness of all testing and interviewing processes.
- ix. Maintain confidentiality and impartiality during the evaluation process.
- x. Submit a detailed hiring report to the competent authority including list of recommended candidates, justifications for selection, and reserves or waitlists, if advised.
- xi. Hiring Committees shall be notified by the Director General for specific recruitment rounds or on a rolling basis, depending on hiring needs.
- xii. Meetings of the Committees shall be convened as per requirement.
- xiii. Quorum shall consist of a minimum of three members including the Chairpersons or their nominees.
- xiv. Develop IT/AI based turnkey solutions for efficient and effective hiring.
- xv. These TORs / Functions shall apply to all Committees constituted for recruitment/employment of regular, contractual or project-based staff across all grades.
- xvi. These TORs may be reviewed and amended periodically by the Authority to enhance recruitment efficacy.

(2) In addition to the recruitment functions, the Recruitment Committee-1 and the Recruitment Committee-2 (District Enforcement & Regulatory Board) shall also function as Deputationist Screening Panels in line with the terms of reference of service for employees of BS-11 and above and BS-10 and below, respectively.

(3) The Director General may hire the services of consultant(s) / expert(s) of the relevant field(s) or agency for the purposes of selection of most suitable and competent HR, subject to observance of the Punjab Procurement Rules, 2014.

(4) The Authority may entrust the recruitment process of any of its positions to the Punjab Public Service Commission, with prior approval of the Chief Minister, Punjab, as provided in the Recruitment Policy, 2022. However, the Authority may take exception of any of the provisions of the Recruitment Policy, for efficient and effective implementation of the Act and the Regulations.

**15. Exemptions and Relaxations.** – The Authority, on the recommendation by the Director General, may exempt or relax any of the provision(s) of these Regulations, for the sake of effective administration.

**16. General Provisions.** – (1) In all matters not expressly provided for in these Regulations, such matters shall be governed by such Rules, Regulations, Policies, General Guidelines prescribed by Government of the Punjab related to the terms of reference of public service and made applicable to the employees or adopted by the Authority as given in Schedule-IV.

(2) The employees shall be bound to participate in such Pension Scheme and / or medical policy as introduced by the Authority.

(3) The Director General may define, redefine, alter or modify the reporting channels for and assign special tasks to the personnel appointed at the Directorate General, as per operational requirements and administrative efficiency and discipline.

**17. Repeal:** The Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service) Regulations, 2024 are hereby repealed from the date of notification of these Regulations in the official gazette of Government of the Punjab; and no vested right shall be affected by such repeal.

**18. Savings:** All acts done, decisions made and actions taken including appointments and contracts made under the Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service) Regulations, 2024 shall remain intact unless altered, repeated or amended.

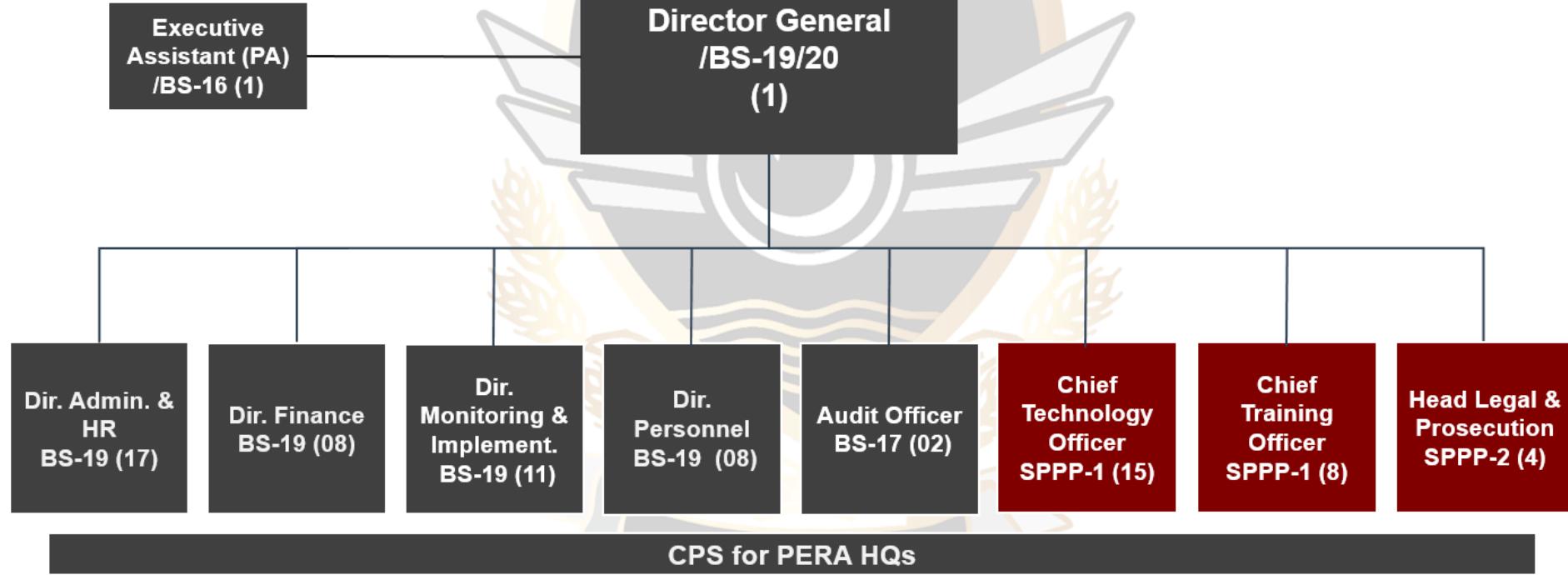
## Schedule-II

### ORGANIZATIONAL STRUCTURE



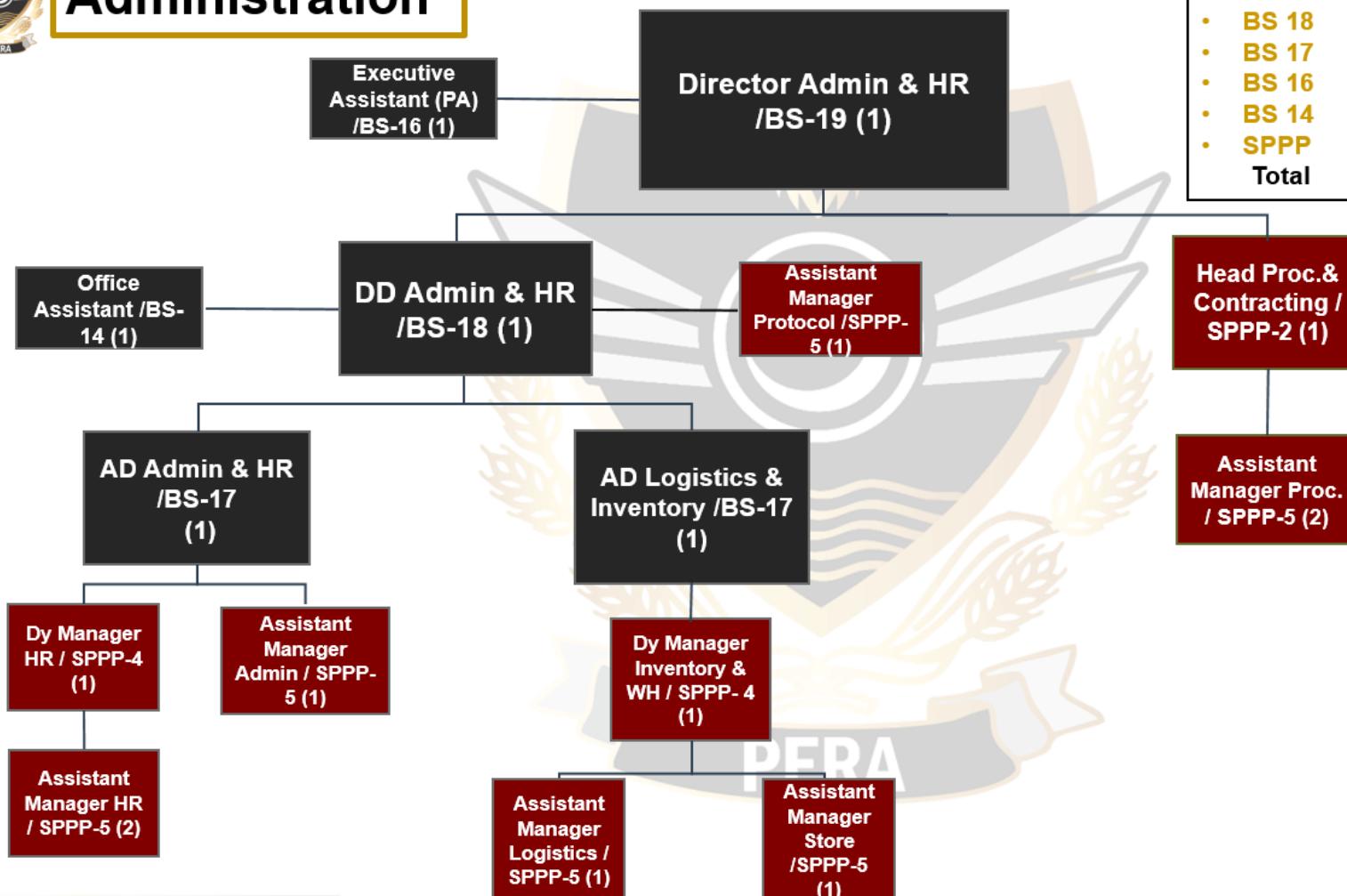
## Organizational Structure

<u>Head Count</u>	
• Total	-
	75





# Administration

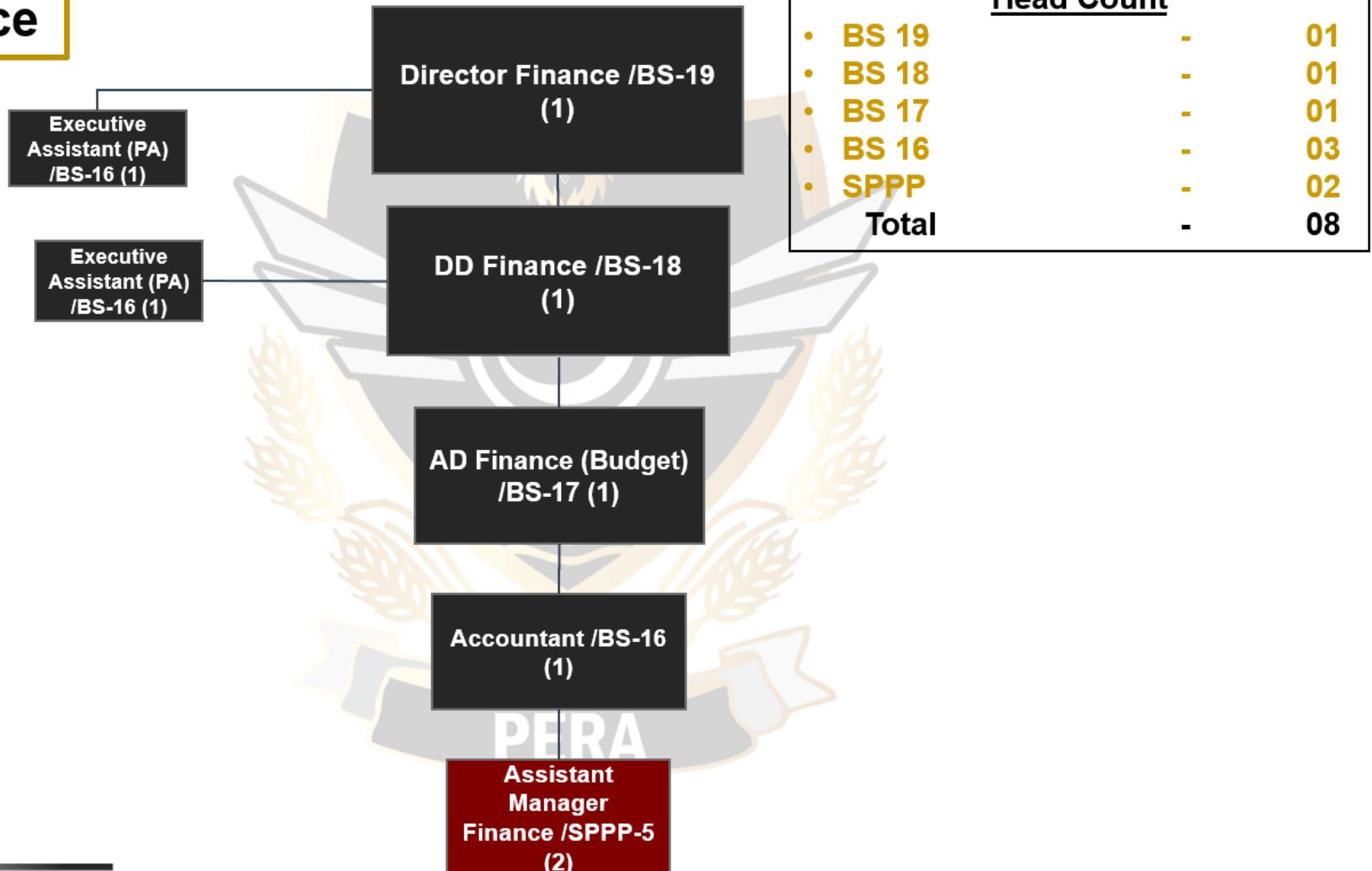


Head Count		
• BS 19	-	01
• BS 18	-	01
• BS 17	-	02
• BS 16	-	01
• BS 14	-	01
• SPPP	-	11
<b>Total</b>	-	<b>17</b>



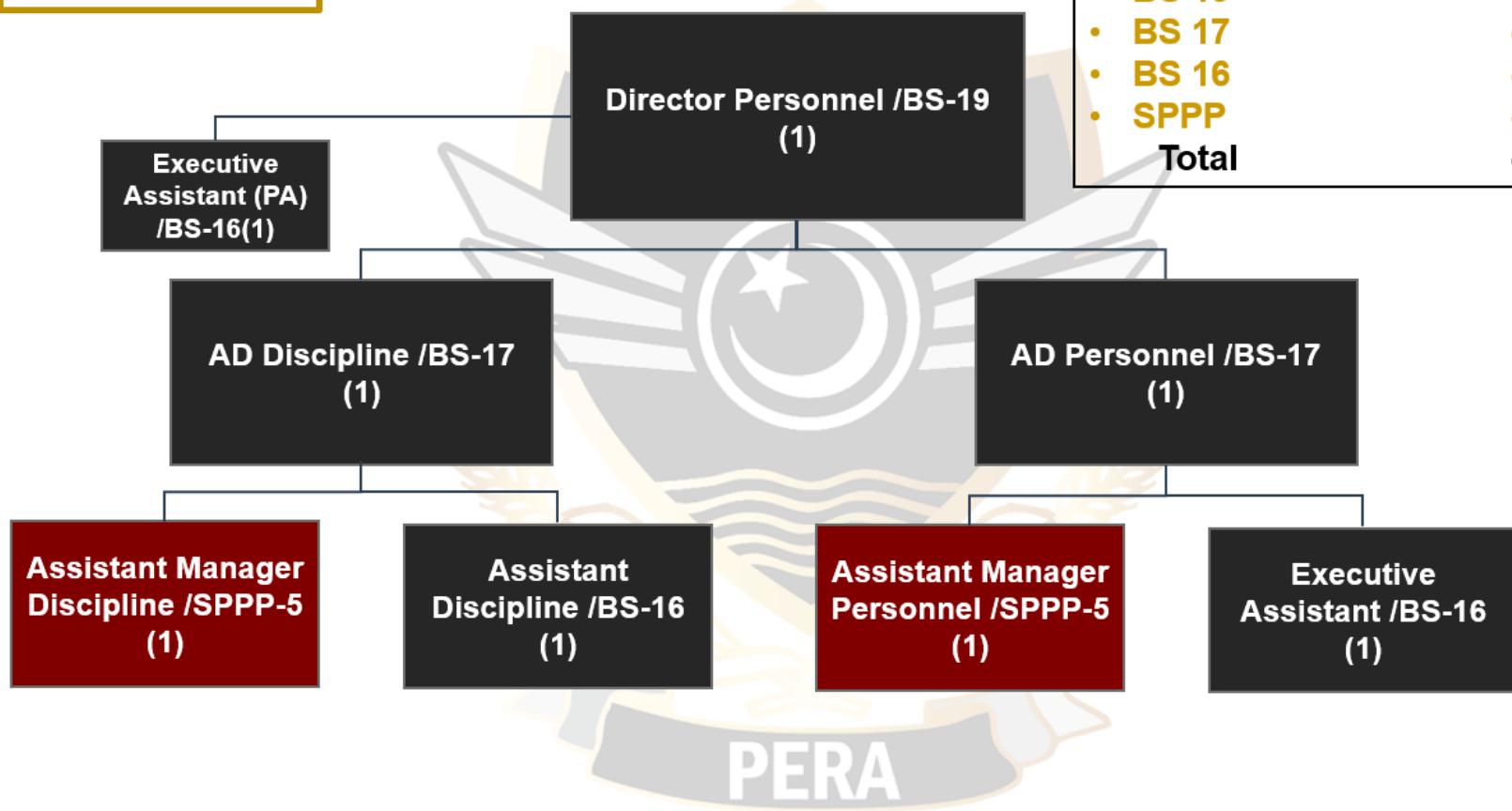


## Finance



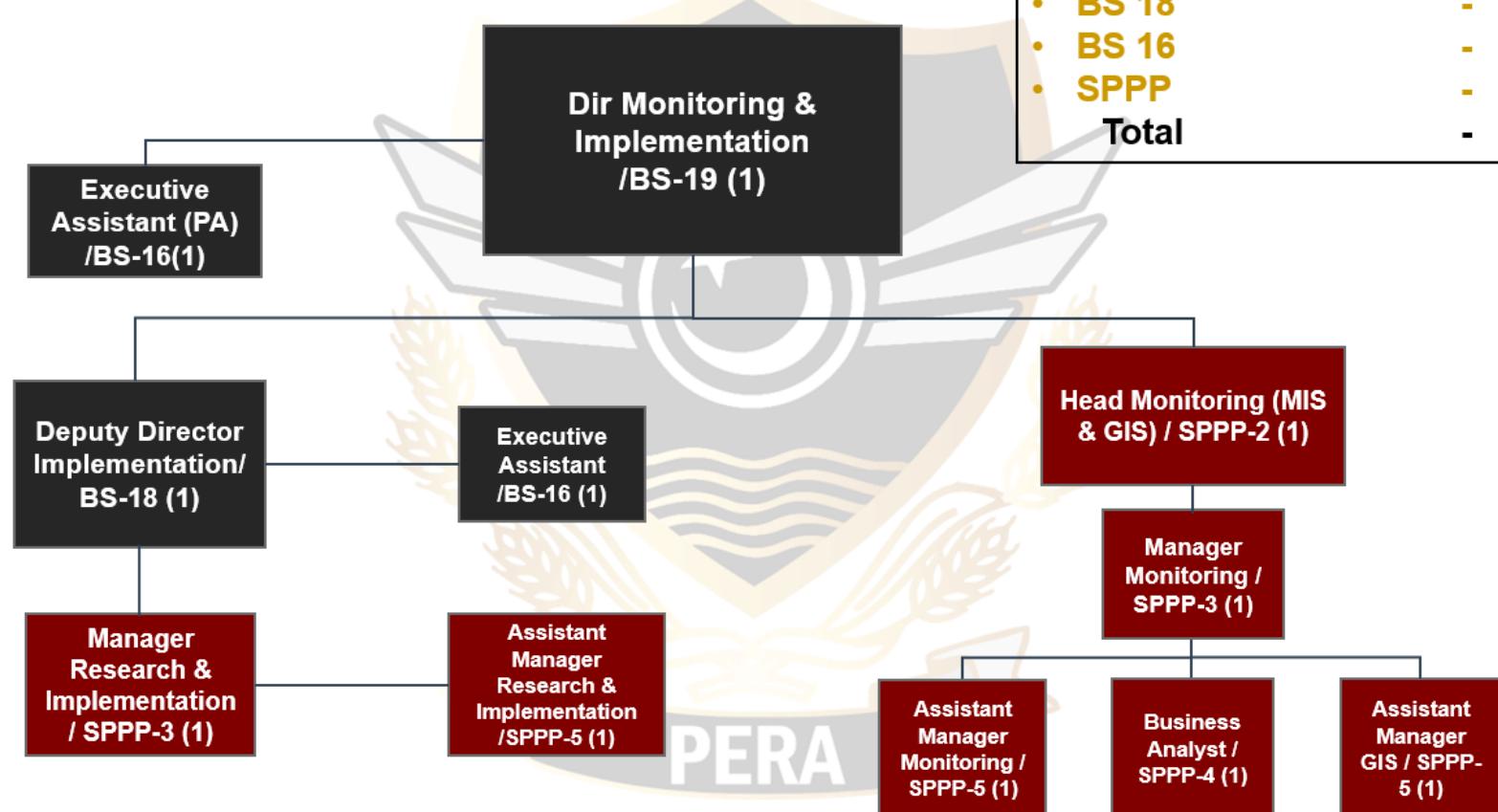


# Personnel





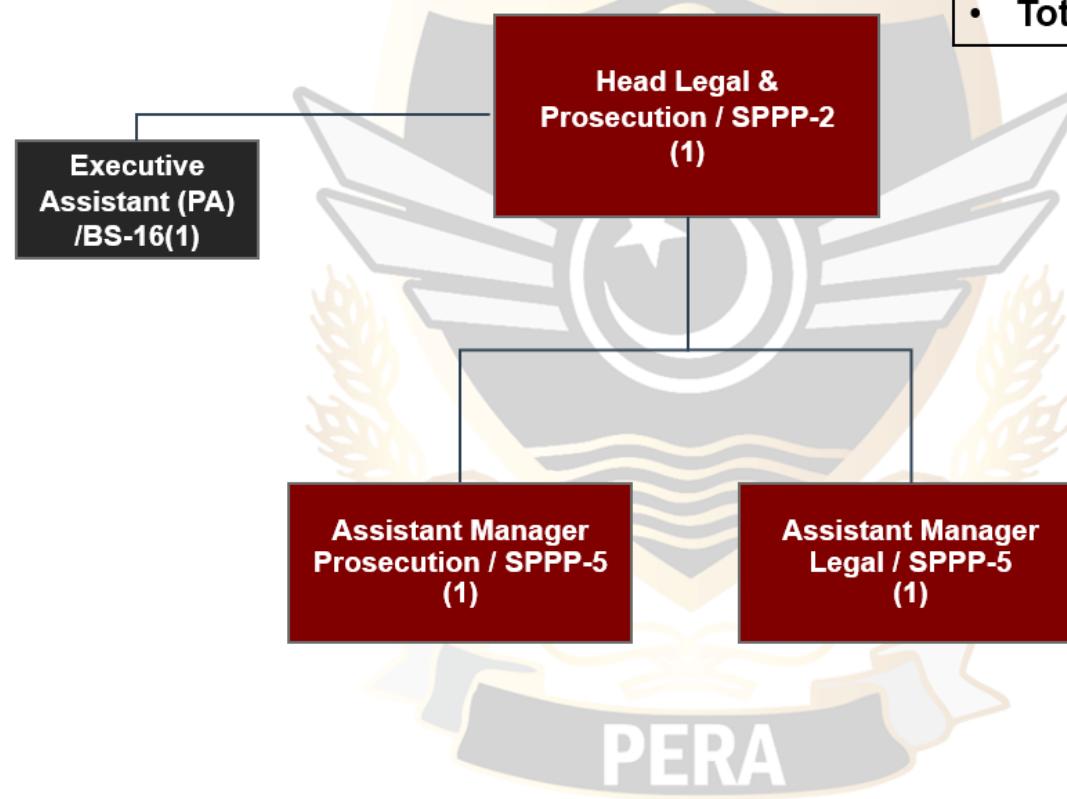
## Monitoring & Implementation Wing





## Legal & Prosecution Wing

<u>Head Count</u>	
• BS 16	01
• SPPP	03
• Total	04

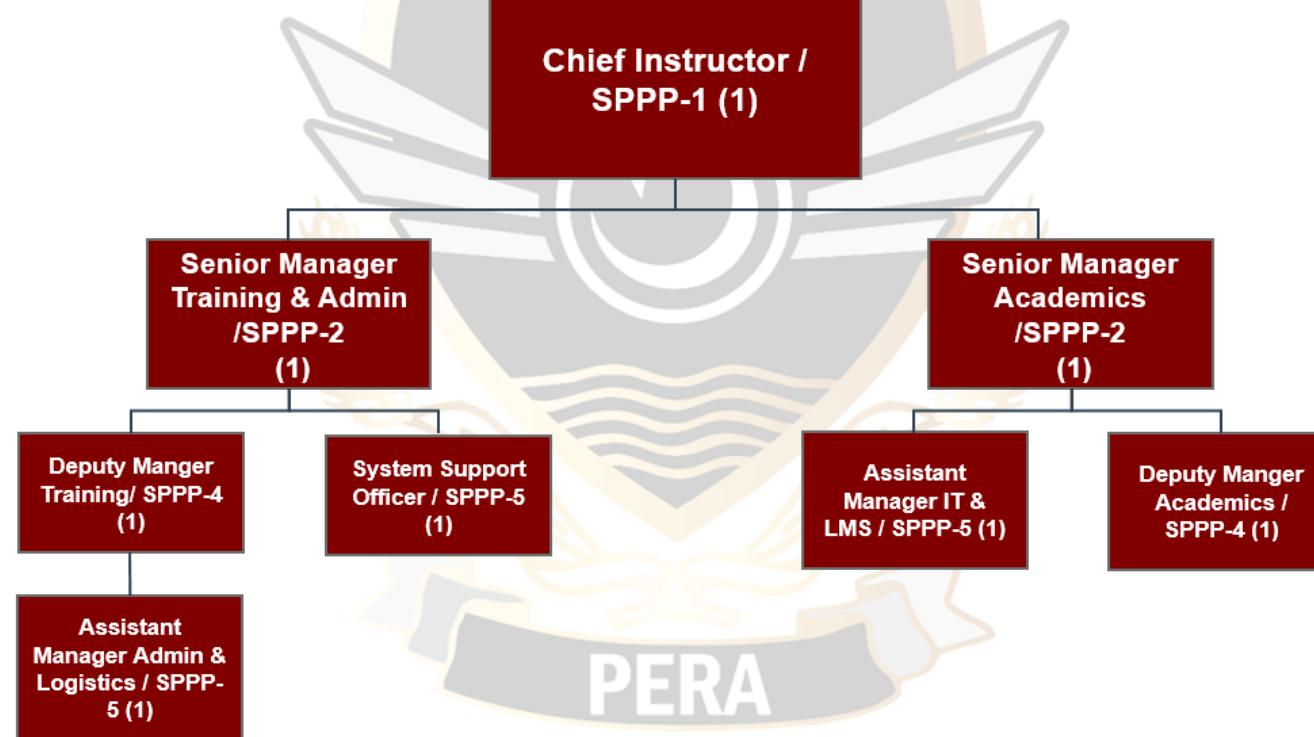




## Training Wing

Head Count

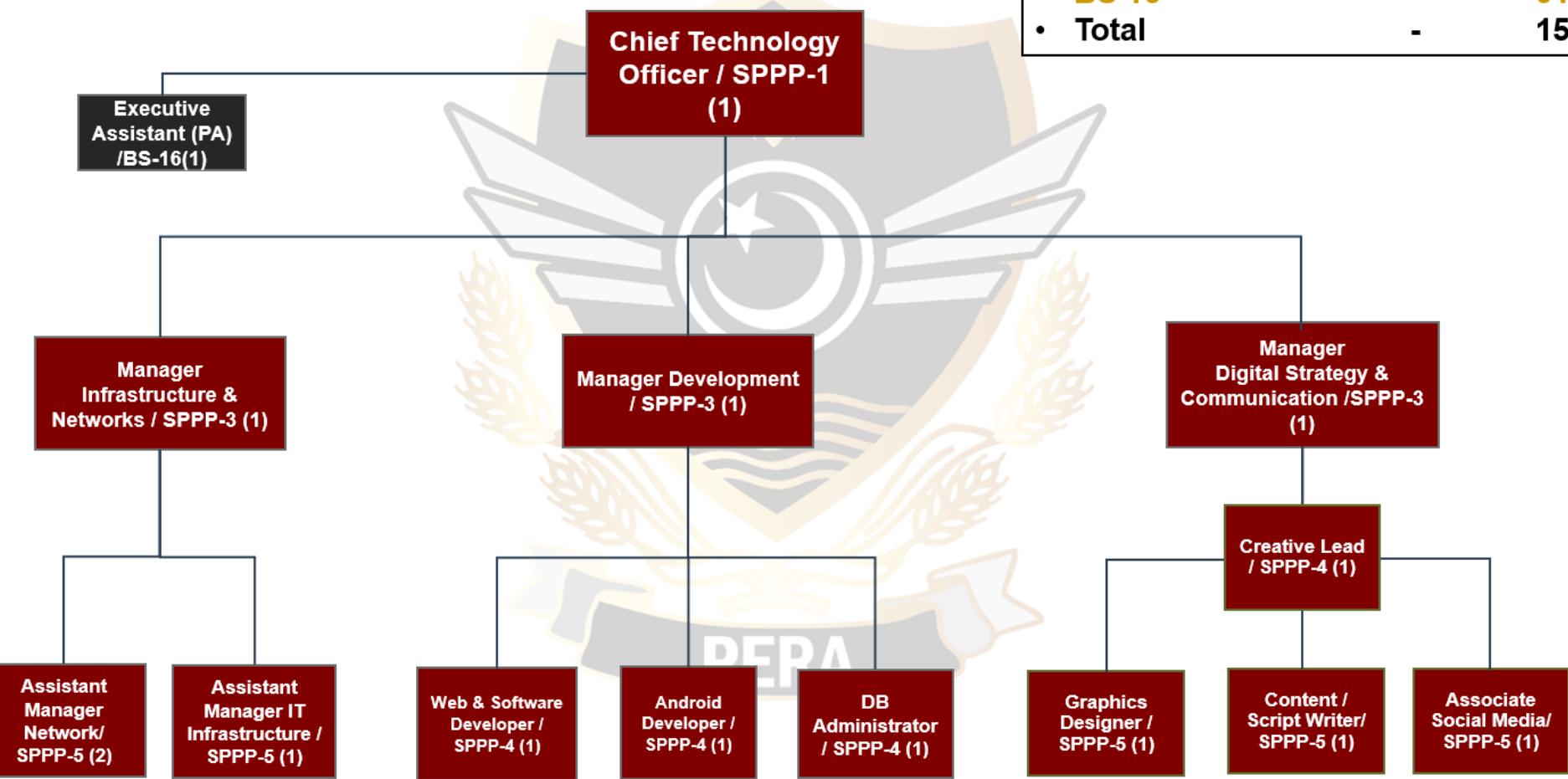
• SPPP	-	08
Total	-	08





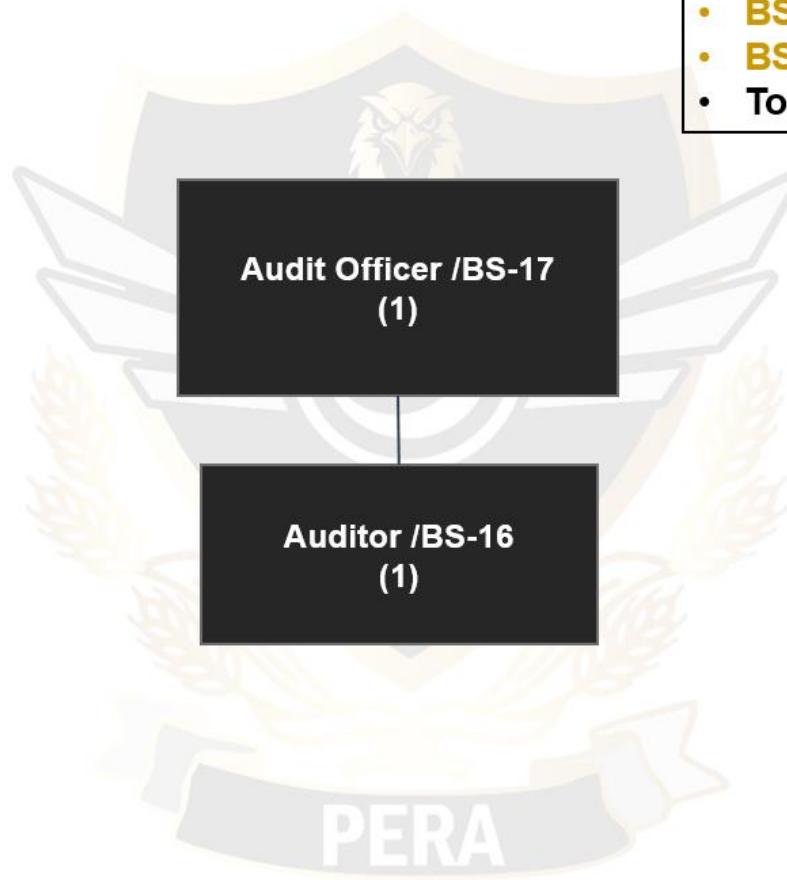
## IT & Communication Wing

<u>Head Count</u>	
• SPPP	- 14
• BS 16	- 01
• Total	- 15





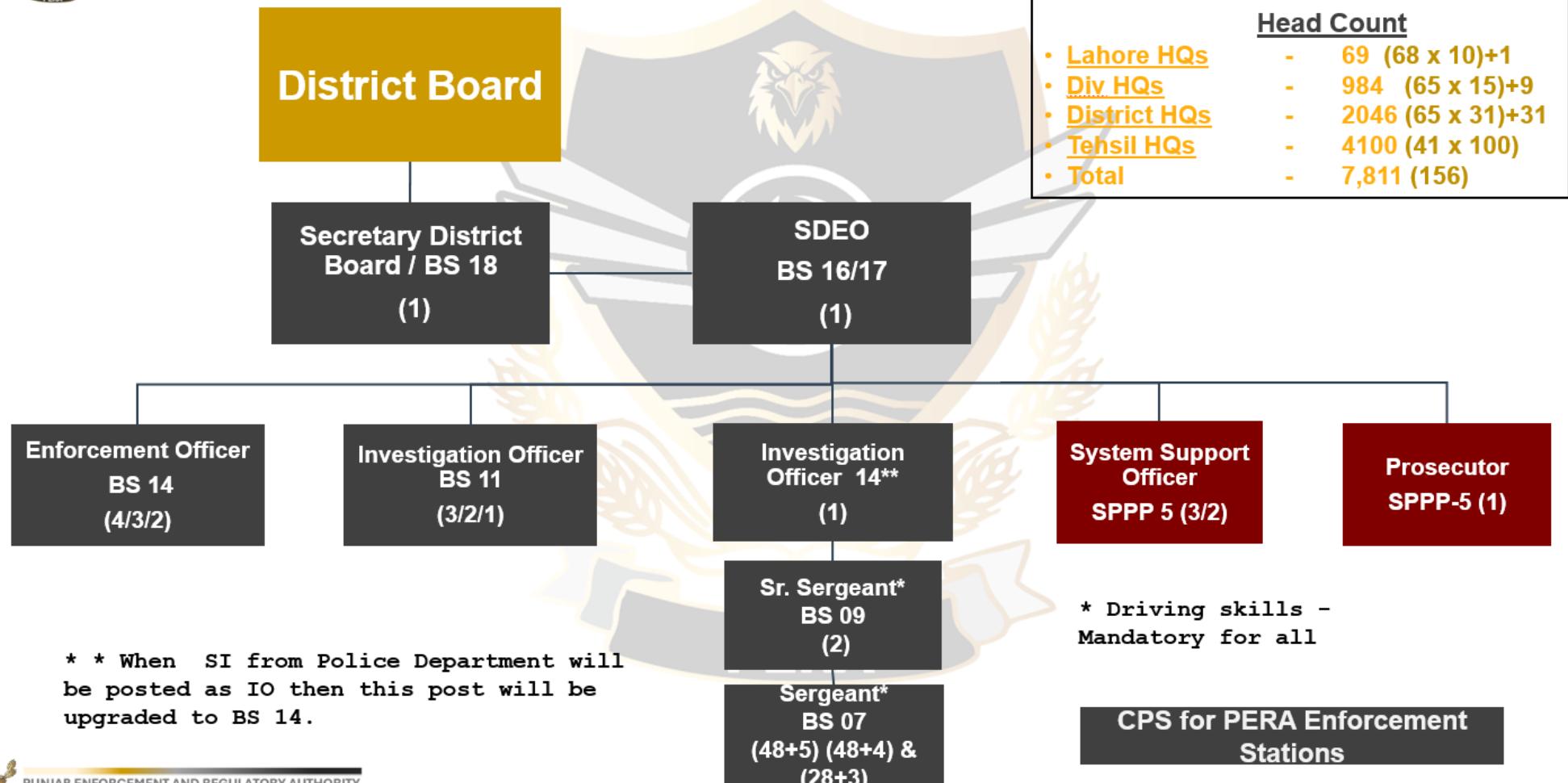
## Internal Audit



<u>Head Count</u>	
• BS 17	- 01
• BS 16	- 01
• Total	- 02

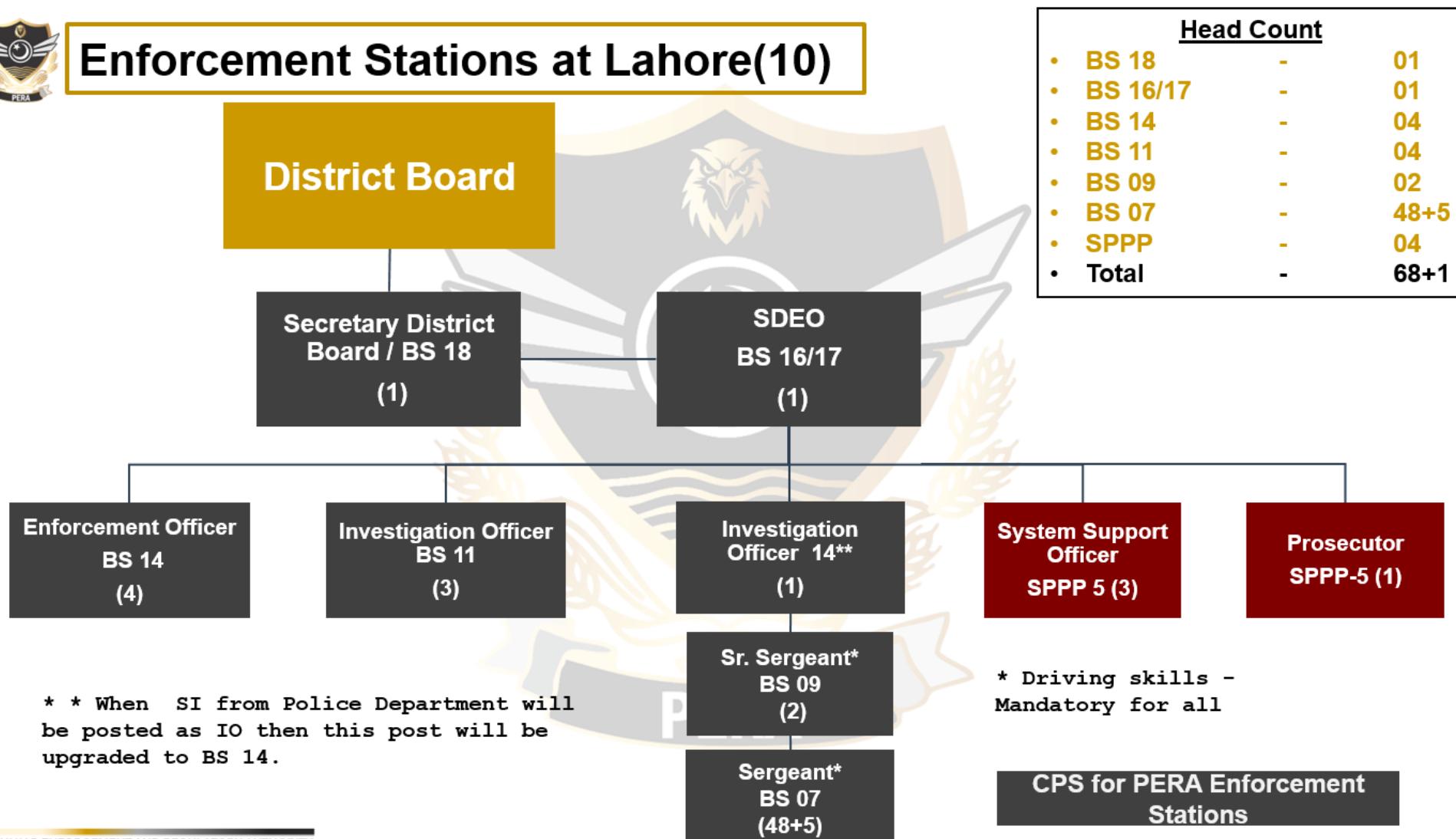


## Enforcement Station - Lhr, Div, Dist, Teh HQs



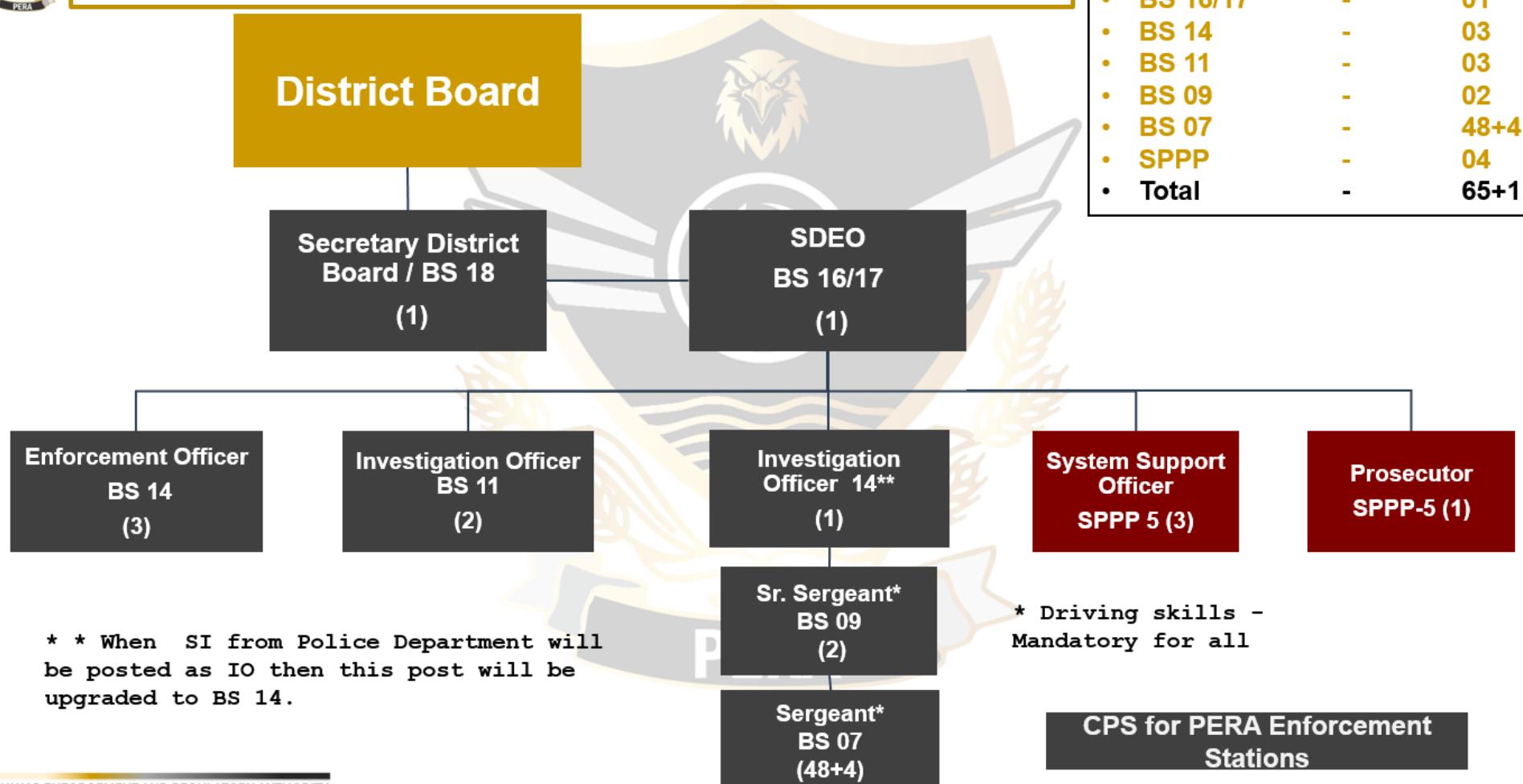


## Enforcement Stations at Lahore(10)



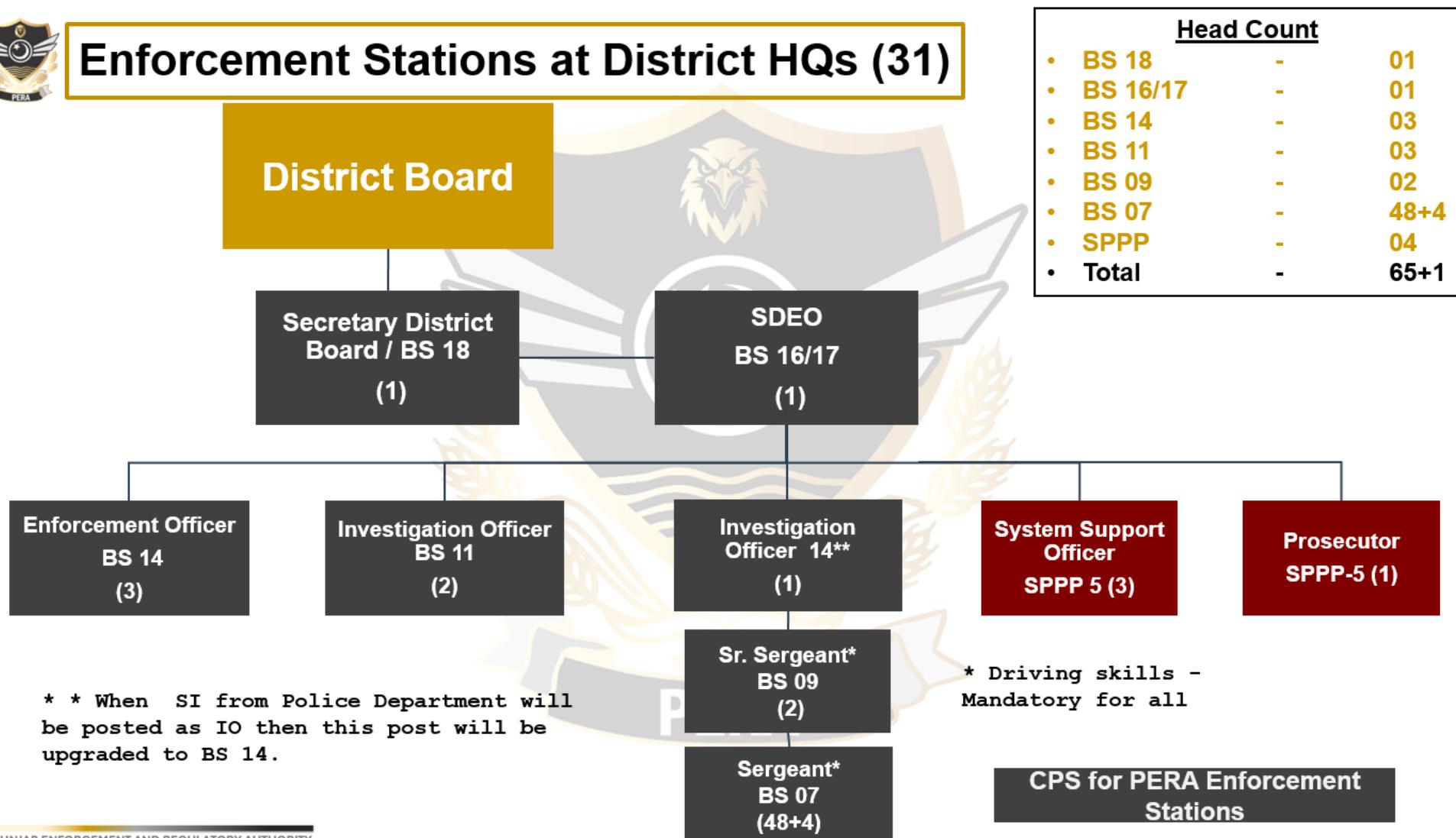


## Enforcement Stations at Divisional HQs (15)



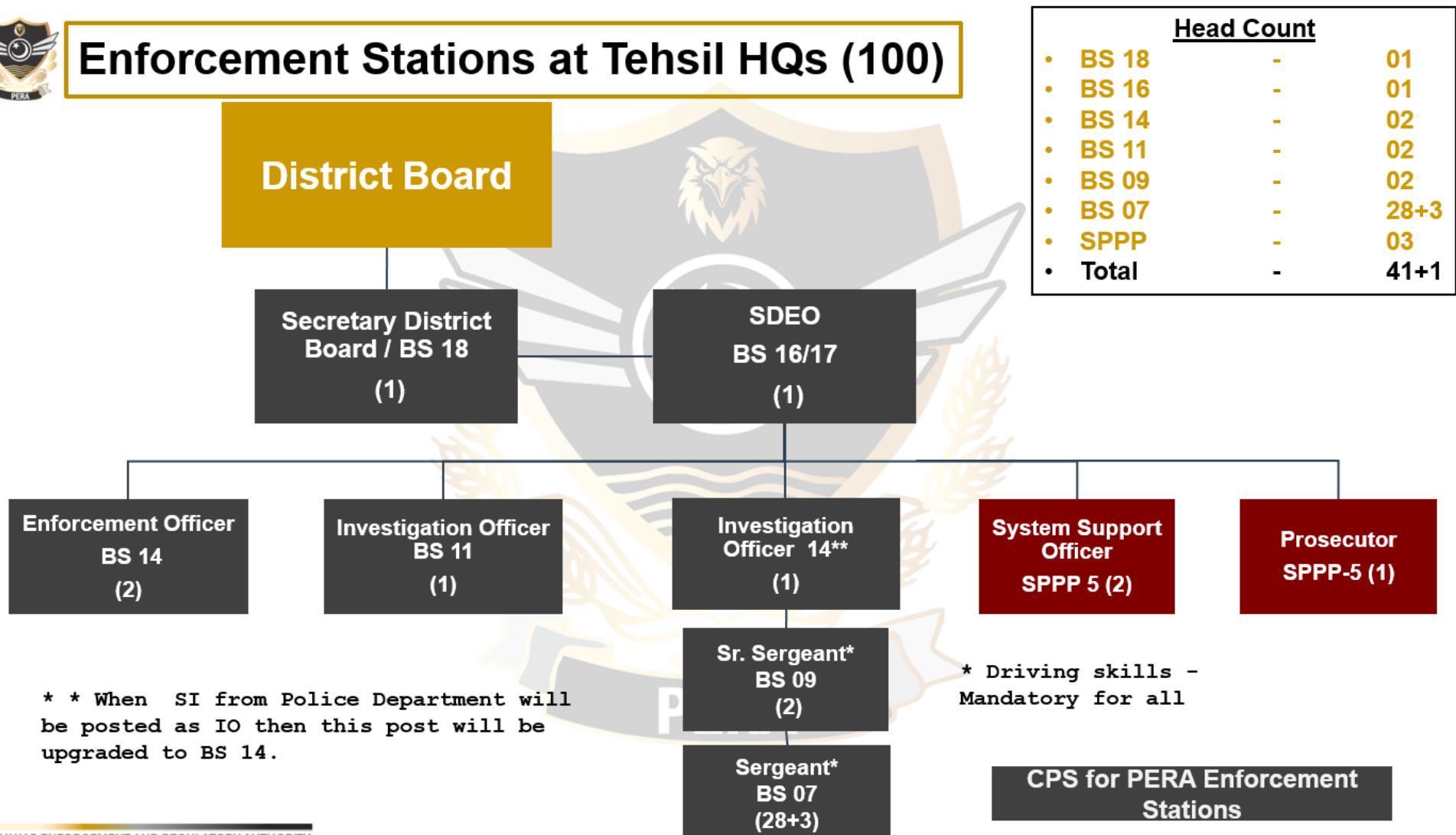


## Enforcement Stations at District HQs (31)





## Enforcement Stations at Tehsil HQs (100)



## Conditions of Service

### Directorate General

Sr. No.	Name of Post with BS	Appointing Authority	Minimum Qualification for Appointment / Promotion	Method of Appointment	Age for Initial Recruitment	
					Min	Max
1	2	3	4	5	6	7
1	Director General (BS-20)	Chief Minister	-	By Transfer from amongst the Officers belonging to Pakistan Administrative Service or Provincial Management Service of BS-20.	-	-
2	Director (BS-19), other than Director (Personnel) and Director (Monitoring & Implementation)	Chief Secretary	-	By Transfer from amongst the Officers belonging to Pakistan Administrative Service or Provincial Management Service of BS-19; Or By Deputation - An Officer of BS-19 of any other service who meets the Terms of Reference for Service.	-	-
3	Director (Monitoring & Implementation) (BS-19)	Chief Secretary	By promotion from amongst the Secretaries, District Enforcement & Regulatory Boards (BS-18) <ul style="list-style-type: none"> <li>▪ Minimum 7 years of service in BS-18</li> <li>▪ Should have cleared necessary training as prescribed</li> <li>▪ Fitness Certificate from Medical Board</li> </ul>	If none is available by promotion, then by Transfer from amongst the Officers belonging to Pakistan Administrative Service or Provincial Management Service of BS-19; Or By Deputation - An Officer of BS-19 of any other service who meets the Terms of Reference for Service.	-	-
4	Director Personnel (BS-19)	Chief Secretary	-	By Deputation - An Officer of BS-19 belonging to Police Service of Pakistan or of any other service who meets the Terms of Reference for Service.	-	-

5	Deputy Director <b>(BS-18)</b>	<b>Chief Secretary</b>	-	By Transfer from amongst the Officers belonging to the Pakistan Administrative Service or Provincial Management Service of BS-18; Or By Deputation - An Officer of BS-18 of any other service who meets the Terms of Reference for Service.	-	-
6	Assistant Director <b>(BS-17) other than AD Personnel &amp; AD Discipline</b>	<b>Chief Secretary</b>	-	By Transfer from amongst the Officers belonging to Pakistan Administrative Service or Provincial Management Service of BS-17; Or By Deputation - An Officer of BS-17 of any other service who meets the Terms of Reference for Service.	-	-
7	Assistant Director (Personnel) <b>(BS-17)</b>	<b>Chief Secretary</b>	-	By Deputation - An Officer belonging to Police Service of Pakistan of BS-17 or of any other service who meets the Terms of Reference for Service.	-	-
8	Assistant Director (Discipline) <b>(BS-17)</b>	<b>Chief Secretary</b>	-	By Deputation - An Officer belonging to Police Service of Pakistan of BS-17 or of any other service who meets the Terms of Reference for Service.	-	-
9	Audit Officer <b>(BS-17)</b>	<b>Chief Secretary</b>	-	By Deputation - An Officer of the Local Fund Audit Department of Government of the Punjab of BS-17; Or An Officer of BS-17 of any other service who meets the Terms of Reference for Service.		
10	Auditor <b>(BS-16)</b>	<b>Chief Secretary</b>	-	By Deputation - An Officer of the Local Fund Audit Department of Government of the Punjab of BS-16; Or An Officer of BS-16 of any other service who meets the Terms of Reference for Service.		
11	Executive Assistant <b>(BS-16)</b>	<b>Director General</b>	At least BA / BBA or equivalent degree from a recognized University; All Executive Assistants may be posted within the Directorate General by the DG as PAs, MTO, Caretakers, Accountants, as per administrative requirements.	By initial recruitment; Or By Deputation - An Officer of BS-16 of any other service who meets the Terms of Reference for Service.	22	30

12	Office Assistant (BS-14)	<b>Director General</b>	At least BA / BBA or equivalent degree from a recognized University.	By initial recruitment; Or By Deputation - An Official of BS-14 of any other service who meets the Terms of Reference for Service	22	30
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## Enforcement Stations

Sr. No.	Name of Post with BS	Appointing Authority	Minimum Qualification for Appointment / Promotion	Method of Appointment	Age for Initial Recruitment	
					Min	Max
1	2	3	4	5	6	7
13	Secretary, District Enforcement & Regulatory Board <b>(BS-18)</b>	<b>Chief Secretary</b>	<ul style="list-style-type: none"> <li>• Minimum 7 years of service in BS-17</li> <li>• Should have cleared necessary training as prescribed</li> <li>• Fitness report by Medical Board</li> </ul>	100% by promotion on the basis of seniority-cum-fitness from amongst the Sub Divisional Enforcement Officers of BS-17. Or If none is available by promotion, then by Deputation from amongst the Officers of Pakistan Administrative Service or Provincial Management Service of BS-18.	-	-
14	Sub Divisional Enforcement Officer <b>(BS-17)</b>	<b>Director General</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of service in BS-16</li> <li>• Should have cleared necessary training as prescribed</li> <li>• Fitness report by Medical Board</li> </ul>	100% by promotion on the basis of seniority cum fitness from amongst the Sub Divisional Enforcement Officers of BS-16; Or If none is available by promotion, then by Deputation from amongst the Officers of Pakistan Administrative Service or Provincial Management Service of BS-17.	-	-
15	Sub Divisional Enforcement Officer <b>(BS-16)</b>	<b>Director General</b>	<ul style="list-style-type: none"> <li>• <b>For Initial Appointment</b> Bachelor (Honors) or Equivalent from a recognized University</li> <li>• <b>For Promotion</b> <ul style="list-style-type: none"> <li>▪ Minimum 5 years of service in BS-14</li> <li>▪ Should have cleared necessary training as prescribed</li> <li>▪ Fitness certificate from Medical Board</li> </ul> </li> </ul>	(i) 70 % by initial recruitment; (ii) 30 % by promotion from amongst the Enforcement Officers (BS-14) on seniority-cum-fitness basis; Or By Deputation - An Officer of BS-16 from any other service who meets the Terms of Reference of Service.	22	35

				among the officer of Revenue Service (Tehsildar) who has been appointed through Punjab Public Service Commission		
16	Enforcement Officer <b>(BS-14)</b>	<b>Director General</b>	<ul style="list-style-type: none"> <li>• <b>For Initial Appointment</b> Bachelor (Honors) or Equivalent from a recognized University</li> <li>• <b>For Promotion</b> <ul style="list-style-type: none"> <li>▪ Minimum 5 years of service in BS-11</li> <li>▪ Should have cleared necessary training as prescribed</li> <li>▪ Fitness report by Medical Board</li> </ul> </li> </ul>	<p>(i) 80 % by Initial recruitment;</p> <p>(ii) 20 % by promotion from amongst the Investigation Officers (BS-11) on seniority-cum-fitness basis.</p>	22	32
17	Investigation Officer <b>(BS-11)</b>	<b>Director General</b>	<ul style="list-style-type: none"> <li>• <b>For Appointment</b> Bachelor (Honors) or Equivalent from a recognized university</li> <li>• <b>For Promotion</b> <ul style="list-style-type: none"> <li>▪ Minimum 5 years of service in BS-09 or BS-07</li> <li>▪ Should have cleared necessary training and departmental examination, as prescribed</li> <li>▪ Fitness report by Medical Board</li> </ul> </li> </ul>	<p>(i) 70 % by Initial recruitment;</p> <p>(ii) 10 % by promotion from amongst the Senior Sergeants (BS-09) on seniority-cum-fitness basis;</p> <p>(iii) 20 % by direct promotion from amongst the Sergeants (BS-07) on performance and seniority-cum-fitness basis.</p>	22	28
18	Senior Sergeant <b>(BS-09)</b>	<b>Director General</b>	<ul style="list-style-type: none"> <li>• Minimum 5 years of service in BS-07</li> <li>• Should have cleared necessary training and departmental examination, as prescribed</li> <li>• Fitness report by Medical Board</li> </ul>	<p>100% by promotion on the basis of seniority-cum-fitness from amongst the Sergeants (BS-07);</p> <p>OR</p> <p>If none is available, then by Deputation from any other Law Enforcement Agency who meets the Terms of Reference for Service.</p>	-	-
19	Sergeant <b>(BS-07)</b>	<b>Director General</b>	<ul style="list-style-type: none"> <li>• Intermediate from a recognized Board of Intermediate and Secondary Education</li> </ul>	<ul style="list-style-type: none"> <li>• 100% by Initial Recruitment;</li> <li>• Or</li> <li>• By Deputation from any other Law Enforcement Agency who meets the Terms of Reference for Service.</li> </ul>	18	26

				<ul style="list-style-type: none"><li>• In case of deputation, the Deputationist must be freshly recruited, as prescribed by the Authority, but must not be a probationer.</li></ul>		
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## **Terms and Reference for Service**

**Position Title:** Director General PERA

**Reports To:** Authority

**Purpose of the Position:**

He will be responsible for assisting the Authority in performing its functions and exercising its powers as mentioned in the Act. He will carry out overall supervision of operations of HQ and Enforcement Stations on behalf of the Authority. He will be responsible for providing all kinds of operational support to the Authority. He will perform the duties as assigned or delegated to him by the Authority and will monitor the implementation of directions of the Authority and the scheduled laws across the province.

**Areas of Responsibilities:**

- He will monitor the implementation of decisions of the Authority.
- He will monitor the implementation of scheduled laws under the Act.
- He will assist the Authority in framing rules, regulations and policy guidelines related to the operation of the Authority as well as for implementation of scheduled laws under the act.
- He will provide secretariat support to the independent members under
- He will ensure the maintenance of a complete record of the meetings of the Authority along with the details of proceedings and decisions.
- He will assist the authority in the establishment of a functional organization under the Act.
- Have the powers equal to Secretary of a Department / organization.
- He will assist the Authority in hiring of employees and procurement of logistics for establishment of Head Quarter and Enforcement Stations.
- He will assist the authority in dealing with all of the financial matters of the Authority including management of the Fund.
- He will be responsible for overseeing day-to-day operations of the Authority under the powers delegated to him.
- Will be responsible for assisting the Authority in carrying out the purposes of the Act and implementing the vision of the Authority.
- He will be responsible for assisting the Authority in carrying out all of its functions and exercising all of its powers.
- He will provide decision support to the authority.
- Any other functions and powers delegated or assigned to him by the Authority.

**Competencies & Personal Attributes:**

- Leadership skills
- Strategic thinking
- Communication Skills
- Team management skills
- Analytical skills
- Presentation skills
- Should possess understanding of scheduled laws of PERA
- Must be proficient in the use of IT
- Negotiation skills and resilience

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BS-20 + PERA Special Allowance + Vehicle + any other benefits admissible to this position.

**Position Title:** Director (Administration & HR)

**Reports To:** Director General

**Purpose of the Position:**

He is responsible for managing all the activities of Administration, HR, Procurement & Logistics as per the desired standards, policies, rules & regulations. He shall assist the Director General in management and service delivery regarding administration, facilities, procurement, logistics and human resource management.

**Areas of Responsibilities:**

**Administration related Responsibilities:**

- Will oversee and supervise matters related to performance appraisal system of employees, pay plan, benefits program, training needs and orientation sessions etc.
- To report to management and provide decision support through HR metrics.
- Assist the working of relevant recruitment/ selection committees.
- Development and monitoring of HRMIS in coordination with IT & Communications Wing related to HQ and Enforcement Stations.
- Overall monitoring and supervision of recruitment / hiring / transfer / posting of establishment of PERA in accordance with the service regulations.
- Ensure complete record keeping of all employees of PERA.
- Development, monitoring and implementation of hiring regulations and terms and condition of services for the employees.

**Procurement & Logistics related Responsibilities:**

- Ensure execution of procurement plans, request for proposals (RFPs) / Terms of Reference (TORs) in accordance with the Punjab Procurement Rules, 2014.
- Supervision of bidding process and RFPs by reviewing specifications and scheduling.
- Overall supervision of procurement process and coordination with the relevant Wings at HQ and the Enforcement Stations.
- Monitor the development of specific contract agreements, purchase orders, frameworks agreements and SLAs etc.
- Reviewing price analytics & evaluation matrices.
- Design and implement procurement monitoring plans to ensure timelines.
- Supervision of stocks, inventories, office supplies, vehicles, equipment, uniform, fuel etc. for HQ and Enforcement Stations.
- Responsible for repair and maintenance of office equipment and equipment for enforcement across the Enforcement Stations.
- Maintenance of office building at Headquarter and buildings of Enforcement Stations.

**Competencies & Personal Attributes:**

- Leadership / Management skills.
- Relationship Management & Communication Skills.
- Analytical skills, presentation skills and report writing.
- Sound understanding of management and administration procedures.
- Proper understanding of Rules of Business, Contract Appointment Policy, Recruitment Policy, Deputation Policy, Punjab Procurement Rules, 2014, Conduct Rules, etc.
- Should have proficiency in the use of IT

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BS-19 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefits admissible to this position.

**Position Title:** Director (Finance)

**Reports To:** Director General

**Purpose of the Position:**

He is responsible for managing all the activities related to financial management as per the desired standards of governance in accordance with policies, rules & regulations. The person assists the Director General in management of Budget, Forecasting, Risk Management and the internal control system.

**Areas of Responsibilities:**

- Ensure financial prudence / propriety through impartiality, openness and competitive environment.
- Closely Monitor flow of expenditure as per prevailing law / rules / regulations / policies.
- Manage updating of files / records for proper conduct of Audit in a transparent manner.
- Assist DG in formulation of Budget proposals and Schedule of New Expenditure proposals.
- Recommend priorities to the DG in allocation of funds.
- Allocate Head, sub-head wise budget for smooth and transparent financial management.
- Supervise matters related to salaries/payroll of staff at Headquarter and Enforcement Stations.
- Supervision of Authority's Accounts.
- Supervision of the process of development and updating of financial regulations of PERA.
- All kinds of financial reporting.
- Overall supervision, monitoring and operation of financial matters of PERA.
- Submission of Annual Performance Report to the Authority for further submission to the Government.
- Exercise powers delegated by the Competent Authority.
- Supervision related to the Budget and its utilization at Enforcement Stations.
- Responsible for maintenance of Authority's fund.
- Any other task assigned by the DG in line with the Act, rules and regulations.

**Competencies & Personal Attributes:**

- Leadership/ Management skills.
- Relationship management & Communication Skills.
- Analytical skills
- Presentation skills and report writing.
- Sound understanding of Financial Management and procedures.
- An understanding of Rules of Business, Contract appointment policy, Recruitment policy, Deputation Policy, PPRA rules, Conduct rules, etc.
- Should have proficiency in the use of IT

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BS-19 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefit admissible to this position.

**Position Title:** Director (Personnel)

**Reports To:** Director General

**Purpose of the Position:**

He is responsible for coordination with the Enforcement Stations regarding efficient and effective administration of the enforcement personnel deployed at the ESs in order to fulfil the desired standards in accordance with law, policies, rules & regulations. He will also carry out necessary liaison with other Law Enforcement Agencies for requisitioning services of suitable staff and clearance from Deputationist Screening Panels apart from looking after discipline of the deputation staff.

**Areas of Responsibilities:**

- Supervise the deputation, posting, and transfer of Investigating Officers, Senior Sergeants, and Sergeants across all Enforcement Stations.
- Control and supervision over disciplinary matters concerning the aforementioned deputation staff and to ensure adherence to the Authority's code of conduct and behavioral protocols.
- Monitoring the performance of field staff, preparing reports, and recommending disciplinary actions where required.
- Oversee capacity-building initiatives, including nominations for training, workshops, and professional development programs.
- Development of deployment strategies for enforcement operations, compliance monitoring, and other field tasks.
- Timely resolution of service matters and welfare concerns of deputation staff.
- Maintaining an updated database of the deputation staff.
- Maintaining close coordination with other LEAs.

**Competencies & Personal Attributes:**

- Leadership/ Management skills.
- Communication Skills.
- Analytical skills.
- Presentation skills.
- Thorough knowledge of Deputation Policy
- Should be proficient in the use of IT.
- Should possess sufficient understanding of scheduled laws of PERA
- Knowledge about E&D Rules of Punjab Police as well as of Service Regulations of PERA

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BS-19 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefit admissible to this position.

**Position Title:** Director (Monitoring & Implementation)

**Reports To:** Director General

**Purpose of the Position:**

He shall be responsible for coordination with District Enforcement and Regulatory Boards and Enforcement Stations, across Punjab in order to monitor implementation of standardized procedures laid down by the Authority. He shall assist the Director General in preparation of SOPs, Guidelines, Advisories and Notifications related to operations and procedures to be followed at the Enforcement Stations and by the DERBs. He shall also assist the Director General in effective decision making keeping in view the data analytics related to functioning of the Enforcement Stations and the DERBs.

**Areas of Responsibilities:**

- Design, develop, and implement monitoring frameworks, KPIs, and evaluation methodologies.
- Oversee real-time and periodic monitoring of field operations, regulatory enforcement activities, and special campaigns.
- Establish and manage mechanisms for operational data collection, verification, and analysis.
- Supervise the implementation of approved SOPs, policies, and strategies in the field.
- Ensure that enforcement and regulatory operations align with legal mandate, government policies, and international best practices.
- Identify gaps or bottlenecks in implementation and recommend corrective actions to the Director General.
- Prepare comprehensive operational and performance reports for submission to the Director General and the Authority.
- Ensure timely and accurate documentation of enforcement activities and compliance metrics.
- Develop protocols for operational audits and quality assurance reviews.
- Collaborate with Legal & Prosecution, Admin. & HR, IT & Communication, Personnel, Finance Wings at PERA HQ to ensure cross-functional support for achievement of implementation objectives.
- Coordinate with external stakeholders including government departments, civil society organizations, and oversight bodies.
- Lead the development and delivery of training programs for monitoring staff based on best practices in compliance and performance measurement.

**Competencies & Personal Attributes:**

- Leadership / Management skills.
- Communication skills.
- Analytical skills.
- Presentation skills.
- Thorough knowledge PERA's business
- Should be proficient in the use of IT.
- Should possess sufficient understanding of scheduled laws of PERA

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BS-19 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefit admissible to this position.

**Position Title:** Deputy Director (Administration & HR)

**Reports To:** Director (Administration & HR)

**Purpose of the Position:**

To assist Director (Administration & HR) in carrying out Human Resource Management at Head Quarter and Enforcement Stations of PERA and managing activities such as recruitment, employee relations, performance management, training & development etc.

**Areas of Responsibilities:**

- Responsible for carrying out the recruitment and selection process as prescribed.
- Managing the employee life cycle (i.e., recruiting, hiring, on boarding, training, transfer/posting, leave and administering employee benefits).
- Will develop performance appraisal/management system for employees of PERA.
- Will develop pay plan and benefits program.
- Will be responsible for developing and implementation of code of conduct for staff at Headquarter and Enforcement Stations.
- Will develop and ensure implementation of attendance management system and HRMIS
- Will assist Director Admin and Finance in Appointment, Transfer/posting and service matters of employees at Head Quarter and Enforcement Stations of PERA.
- Will be responsible for development of training programs for employees.
- Will perform all functions related to Human Resource Management in the Organization.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Leadership/ Management skills.
- Relationship management & Communication Skills.
- Analytical skills
- Presentation skills and report writing.
- An understanding of Rules of Business, Contract appointment policy, Recruitment policy, Deputation Policy, PPRA rules, Conduct rules, etc.
- Should have proficiency in the use of IT
- Integrity and Empathy
- Conflict resolution skills

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-18 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefit admissible to this position.

**Position Title:** **Deputy Director (Finance)**

**Reports to:** **Director Finance**

**Purpose of the Position:**

To assist Director (Finance) in carrying out all functions related to financial management, planning, budgeting and accounts of PERA at Headquarter as well as at Enforcement Stations.

**Areas of Responsibilities:**

- Deal with all of the matters related to salaries of PERA's employees
- Responsible for timely processing of payroll of PERA employees.
- Supervise book keeping and ensure maintenance of proper book of accounts including booking of expenditures related to operational activities at Enforcement Stations.
- Reconciliation of expenditures with AG Office, treasury office and with all bank accounts.
- Guide Enforcement stations staff for operational expenditures.
- Monitor advances and their timely clearance.
- Responsible for all tax related matters of PERA and its Enforcement Stations.
- Supervise monthly, half yearly and annual financial statement of PERA
- Budgeting and forecasting
- Present monthly financial reporting of PERA to management.
- Responsible for processing of funds requirement cases for Enforcement Stations on the basis of Financial reports of Enforcement Stations.
- Monitor bank accounts of Enforcement Stations.
- Responsible for application of correct withholding rates on vendor payments.
- Responsible for updating of payroll register regarding terminations, transfers, leave deductions and resignations, etc.
- Liaison with banks for transfer of salaries into employee's accounts.
- Resolve & guide employees on payroll issues.
- Issue monthly pay slips to all employees.
- Responsible for reconciliation of accounts of PERA.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Relationship management & Communication Skills.
- Interpersonal skills.
- Analytical skills.
- Presentation skills.
- Should be proficient in the use of IT
- Understanding of Financial Rules of Government of Punjab and PERA's financial regulations
- Risk management skills
- Financial reporting skills

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-18 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefit admissible to this position.

<b>Position Title:</b>	<b>Deputy Director (Implementation)</b>
<b>Reports to:</b>	<b>Director (Monitoring &amp; Implementation)</b>

**Purpose of the Position:**

To assist the Director (Monitoring & Implementation) in carrying out all functions related to implementation of law, rules and regulations laid down by the Government, Authority and the Director General at Headquarter as well as at Enforcement Stations.

**Areas of Responsibilities:**

- Design and manage research studies on emerging trends, risks, and best practices in PERA's operational domain.
- Analyse statistical, legal, and operational data to generate insights that inform enforcement strategies and policy decisions.
- Prepare evidence-based recommendations, policy briefs, and technical reports for senior management.
- Assist in planning and rolling out approved policies, enforcement models, and strategic interventions across operational units.
- Monitor the adoption of new policies and procedures and assess their practical effectiveness.
- Provide technical and operational support to field units during implementation phases.
- Draft progress reports, research summaries, and implementation status updates for internal and external stakeholders.
- Liaise with academic institutions, think tanks, and government partners to strengthen research partnerships and knowledge exchange.
- Support quality assurance processes to ensure alignment with regulatory standards, legal frameworks, and organizational objectives.

**Competencies & Personal Attributes:**

- Relationship management & Communication Skills.
- Interpersonal skills.
- Analytical skills.
- Presentation skills.
- Should be proficient in the use of IT
- Understanding of Financial Rules of Government of Punjab and PERA's financial regulations
- Risk management skills
- Financial reporting skills

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-18 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefit admissible to this position.

**Position Title:** - **Assistant Director (Administration & HR)**

**Reports To:** **Deputy Director (Administration & HR)**

**Purpose of the Position:**

To assist the Deputy Director (Administration & HR) in organizing, coordinating, and managing PERA's employees to carry out its vision and goals through recruiting, hiring, and capacity building programs.

**Areas of Responsibilities:**

- Human Resource Management at the organization
- Maintain pay plan and benefits program.
- Monitor attendance management system and put up daily and monthly attendance reports.
- Will develop and supervise a performance appraisal system
- Will assess training needs to apply and monitor training & capacity building program
- Will supervise pay plan and benefits program.
- Ensure legal compliance throughout the Human Resource Management.
- Will be responsible to report to management and provide decision support.
- Will be responsible for hiring on the positions of SDEOs (BS-16), Enforcement officers (BS-14), IOs (BS-11) and Resident Engineers
- To deal with the matters related to the compensation/reward to the employees of PERA as prescribed.
- Will be responsible for hiring of Prosecutors (BS-17) at Enforcement Stations.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Leadership/ Management skills.
- Relationship management & Communication Skills.
- Analytical skills
- Presentation skills and report writing.
- An understanding of Rules of Business, Contract appointment policy, Recruitment policy, Deputation Policy, PPRA rules, Conduct rules, etc.
- Should have proficiency in the use of IT
- Integrity and Empathy
- Conflict Management skills

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-17 + PERA Special Allowance or Deputation Allowance + Vehicle + any other benefit admissible to this position.

**Position Title:** **Assistant Director Finance (Budget)**

**Reports to:** **Deputy Director (Finance)**

**Purpose of the Position:**

Responsible for assisting the Deputy Director (Finance) in implementing, budgeting and financial record keeping procedures to ensure efficient coordination of various departmental grants, and designated accounts. He shall maintain accurate information regarding the financial status of all of the cost centers and shall advise the Deputy Director (Finance) regarding financial decisions

**Areas of Responsibilities:**

- Ensures efficient coordination of various cost centres (at Headquarter and Enforcement stations) departmental grant, and designated accounts by implementing budgeting system and financial records as per rules.
- Furnish advice to the DD Finance regarding financial decisions by providing accurate information on the financial status of all accounts and s cost centre as a whole.
- Responsible for all tax related matters of PERA and its Enforcement Stations.
- Assists the Deputy Director Finance in annual budgeting and financial planning by providing allocation and expense projections.
- To ensure the financial integrity of departmental, grant, and designated budgets by monitoring balances and expenditures
- Provides assistance to the Deputy Director Finance by collecting, organizing, and analysing financial and other statistical data for the preparation of financial and non-financial reports, establishing reporting deadlines for cost centre staff providing data for these reports.
- Supervise monthly, half yearly and annual financial statement of PERA
- Present monthly financial reporting of PERA to management.
- To create liaison between the cost centre and Financial Services on financial matters such as budget submission and clarification of financial and budgetary policies and procedures, particularly relating to grants and contracts compliance.
- To assist the cost centre head and AD logistics by coordinating the purchase of supplies and equipment by identifying prospective vendors, obtaining cost estimates, selecting equipment and related vendors, serving as a liaison between the cost centre and various departments, and overseeing the purchasing process.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Decision making skills
- Problem solving skills
- Interpersonal skills.
- Analytical skills.
- Presentation skills.
- Should possess understanding of IT.
- Understanding Financial Rules of Government of Punjab and Financial regulations of PERA.

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-17 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** - **Assistant Director (Logistics & Inventory)**

**Reports To:** **Director (Administration & HR)**

**Purpose of the Position:**

He will assist the Director (Administration & HR) in ensuring optimal utilization of logistical resources of PERA. He will deal with the matters related to logistical planning and distribution at Headquarter and Enforcement Stations.

**Areas of Responsibilities:**

- Will be responsible for maintaining stocks, inventories, office supplies, vehicles, equipment, uniform, fuel etc. for headquarter as well as for Enforcement Stations.
- Will develop and optimize the inventory control procedures
- Will be responsible for reviewing detailed reports for adjustments, inventory operations and stock levels.
- Supervise logistical planning and distribution, quality assurance, inventory control and space management.
- Maintaining an updated record of inventory and assets.
- Assist in identifying the equipment needs
- Other general administrative tasks like the maintenance of a central petty cash record, maintaining the filing system, the drafting of minutes and support for smooth running of office resources.
- To liaise with vendors and suppliers and handle their financial matters.
- Will be responsible to deal with the liabilities related to utilities, vehicles/transport, payment to the vendors as prescribed.
- Will be responsible for repair and maintenance of building, vehicles, office equipment and office equipment.
- In capacity of caretaker of the building of Headquarter, he will be responsible for its repair maintenance and other matters.
- He will also deal with the matters related to logistical needs of Enforcement stations.
- Responsible for timely processing of vendor payments and application of correct withholding rates on vendor payments.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Should be proficient in the use of IT.
- Should have sufficient knowledge of relevant procurement rules and financial regulations
- Team Management and Adaptability
- Interpersonal skills
- Financial integrity
- Dispute resolution skills
- Strategic and forward thinking
- Basic knowledge of accounting
- Report writing skills

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-17 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** **Assistant Director (Discipline)**

**Reports To:** **Director Personnel**

**Purpose of the Position:**

He shall be responsible for dealing with the matters related to conduct and discipline of Sergeants and Senior Sergeants.

**Areas of Responsibilities:**

- Receive, record, and process all complaints, reports, and observations related to misconduct or violations
- Ensure preliminary fact-finding, evidence gathering, and case documentation in accordance with established procedures.
- Coordinate with inquiry officers or disciplinary committees for the conduct of formal inquiries.
- Ensure that all disciplinary proceedings conform to the Punjab Police Rules, Punjab Police (Efficiency & Discipline) Rules, and other applicable laws and policies.
- Advise senior management on applicable penalties, sanctions, or corrective measures based on inquiry findings.
- Maintain close liaison with Punjab Police Headquarters, the Home Department, and other relevant authorities for processing disciplinary matters.
- Coordinate with legal advisors and departmental representatives for the conduct of inquiries and appeals.
- Maintain a comprehensive disciplinary record management system, including complaint logs, inquiry proceedings, and decision records.
- Prepare and issue notices, charge sheets, hearing notifications, and disciplinary orders as per approved protocols.
- Assist in the organization of orientation and capacity-building sessions on disciplinary policies and ethical standards.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Communication Skills.
- Analytical skills.
- Presentation and skills.
- Noting/drafting and report writing
- Thorough knowledge PERA's business
- Should be proficient in the use of IT.
- Should possess sufficient understanding of scheduled laws of PERA
- Thorough knowledge of deputation policy and relevant laws.

**Appointment on Transfer from Government:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-17 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** Assistant Director (Personnel)

**Reports To:** Director Personnel

**Purpose of the Position:**

He shall be responsible for dealing with the matters related to requisition of services of Constables, Head Constables or other equivalent personnel on deputation basis and their placement as Sergeants and Senior Sergeants. He shall also deal with all ancillary matters of deputation.

**Areas of Responsibilities:**

- Maintain comprehensive personnel records of all Punjab Police officials deputed to PERA.
- Ensure accurate tracking of service profiles, deputation terms, postings, and tenure management.
- Update and maintain internal databases for performance, attendance, and disciplinary records.
- Liaise with Punjab Police Headquarters, the Home Department, and other relevant government bodies regarding deputation approvals, extensions, transfers, and repatriations.
- Facilitate inter-agency communication to ensure compliance with deputation policies and service rules.
- Manage posting orders, duty rosters, and deployment plans for deputed police personnel as per PERA's operational requirements.
- Ensure that all administrative matters, including leave processing, welfare cases, and official correspondence, are handled efficiently.
- Assist senior management in evaluating the performance of deputed police personnel.
- Prepare and submit periodic performance assessment reports to the Director (Administration) and relevant authorities.
- Recommend training, capacity building, or disciplinary actions based on performance evaluations.
- Ensure that the management of deputed police personnel complies with government regulations, deputation policies, and PERA's internal HR policies.
- Provide input on the development of personnel management procedures and deputation guidelines.
- Draft official letters, notifications, and internal memos related to the administration of deputed police staff.
- Ensure timely submission of reports and documentation to senior management and external stakeholders.

**Competencies & Personal Attributes:**

- Communication Skills.
- Analytical skills.
- Presentation and skills.
- Noting/drafting and report writing
- Thorough knowledge PERA's business
- Should be proficient in the use of IT.
- Should possess sufficient understanding of scheduled laws of PERA
- Thorough knowledge of deputation policy and relevant laws.

**Appointment on Transfer from Government:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-17 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** **Audit Officer**

**Report to:** **Director General**

**Purpose of the Position:**

Audit Officer will be responsible for supervision of all the audit functions and payment cases. The person shall be responsible for internal audit and analyzing risk based internal audit plans. The person will be responsible for audit reports and maintenance of data base. The person shall assist Director General in all the audit related issues.

**Areas of Responsibilities:**

- Supervise Pre-Audit function for all payment cases.
- Supervise and review annual internal audit plan for PERA.
- Identify, collect and analyse information needed to prepare risk based internal audit plans.
- Supervise internal audit at PERA levels.
- Evidence based balanced audit reports.
- Supervise follow-up of the audit reports implementation and maintain follow-up data base.
- Review Semi-annual and annual reports on activities and results of the internal audit activities.
- Recommendation on analysis of budget vis-à-vis actual variations on periodical basis.
- Review replies of Audit Para issued by auditors of AG office and external auditors.
- Present in DAC, SDAC & PAC on behalf of PERA.

**Competencies & Personal Attributes:**

- Skills relating to critical thinking and business understanding.
- Technical auditing or accounting skills.
- Interpersonal skills, Relationship management and Communication Skills.
- Team Oriented and Leadership/ Management skills.
- Adaptability
- Knowledge about all the relevant Tax Laws and Ordinances.
- Presentation skills and Analytical Skills.
- Thorough knowledge Authority's Business
- Should be abreast with Govt Procurement procedures.

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-17 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** Auditor

**Reports to:** Audit Officer

**Purpose of the Position:**

Auditor will be responsible for preparing all the audit functions and payment cases. The person shall be responsible for preparing internal audit reports and analyzing risk-based internal audit plans. The person will be responsible for audit reports and maintenance of data base. The person shall assist Audit Officer in all the audit-related issues.

**Areas of Responsibilities:**

- Perform Pre-Audit function for all payment cases.
- Developing annual internal audit plan.
- Prepare complete risk assessment plans.
- Conduct internal audit at PERA levels.
- Conduct follow-up of the audit reports implementation and maintain follow-up data base.
- Prepare Semi- annual and annual reports on activities and results of the internal audit activities.
- Safeguard audit files and other documents, and assets available to the internal audit Wing.
- Prepare replies of Audit Para issued by auditors of AG office and external auditors.
- Coordinate with AG office for DAC & SDAC meetings
- Any other task related to audit.

**Competencies & Personal Attributes:**

- Skills relating to critical thinking and business understanding.
- Technical auditing or accounting skills.
- Interpersonal skills, Relationship management and Communication Skills.
- Team Oriented and Leadership/ Management skills.
- Adaptability
- Knowledge of all the relevant Tax Laws and Ordinances.
- Presentation skills and Analytical Skills.
- Thorough knowledge Authority's Business

**Appointment on Transfer from Government:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-16 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** - **Executive Assistant**

**Reports to:** **DG / Directors / Deputy Directors**

**Purpose of the Position:**

To maintain a pool of HR that can be posted within the Directorate General by the DG as PAs, MTO, Caretakers, Accountants.

**Areas of Responsibilities:**

- He will be personally responsible for adding to a case any precedent, policy, rules, or regulations relating to it, and flagging them or on E-FOAS or any other related software as PDF properly and making references in the margin of the case before its submission to the Competent Authority.
- He will undertake reference and research work, i.e., acquaint himself with the rules and regulations pertaining to the subjects dealt with in his Section, maintain such statistics as are required by the Competent Authority / reporting Officer.
- He will record advice tendered by the Services, Law and Finance Departments on any important matters referred to these Departments in a note book and also keep with him a separate reference collection of important decisions.
- He will prepare such statements and returns and collect such material and statistics, as may be required by the Competent Authority / reporting officer.
- In the temporary absence of the Officer in-charge he will submit and personally explain urgent cases to the higher authorities.
- In the temporary absence of the Officer in charge, he will attend to any urgent references or cases that may require immediate attention.
- In the absence of a record keeper, he will perform the duties of the clerk/record keeper.
- He will prepare drafts for approval after final orders have been passed.
- He will take follow-up action by putting up reminders for signature of the concerned Officer / authority on due dates. He will also collect information from the concerned agencies.
- Make oral presentation of cases entrusted to him by the Competent Authority.
- All tasks related to the position against which he will be posted.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Noting/drafting skills
- Report writing
- Presentation skills
- Communication Skills.
- Multitasking
- Interpersonal skill and Analytical skills.
- Willingness to learn
- Punctuality
- Should possess clear understanding of scheduled laws of PERA
- Positivity and problem solving

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-16 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title: -** **Office Assistant**

**Reports to:** **Executive Assistants**

**Purpose of the Position:**

To maintain a pool of HR that can be posted within the Directorate General by the DG as office Assistant.

**Areas of Responsibilities:**

- He will assist the reporting Officer to carry out his day-to-day operations.
- He will assist to undertake reference and research work, i.e., acquaint himself with the rules and regulations pertaining to the subjects dealt with in his Section, maintain such statistics as are required by the Competent Authority / reporting Officer.
- He will assist to record advice tendered by the Services, Law and Finance Departments on any important matters referred to these Departments in a notebook and also keep with him a separate reference collection of important decisions.
- He will prepare such statements and returns and collect such material and statistics, as may be required by the Competent Authority / reporting officer.
- In the temporary absence of the executive assistant, he will submit and personally explain urgent cases to the higher authorities.
- In the absence of a record keeper, he will perform the duties of the clerk/record keeper.
- He will prepare drafts for approval after final orders have been passed.
- He will take follow-up action by putting up reminders for signature of the concerned Officer / authority on due dates. He will also collect information from the concerned agencies.
- Make oral presentation of cases entrusted to him by the Competent Authority.
- All tasks related to the position against which he will be posted.
- Any other task assigned by the Competent Authority.

**Competencies & Personal Attributes:**

- Noting/drafting skills
- Report writing
- Presentation skills
- Communication Skills.
- Multitasking
- Interpersonal skill and Analytical skills.
- Willingness to learn
- Punctuality
- Should possess clear understanding of scheduled laws of PERA
- Positivity and problem solving

**Appointment:**

As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-14 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** **Secretary, District Enforcement & Regulatory Board**

**Reports To:** **District Enforcement & Regulatory Board concerned**

**Purpose of the Position:**

To act as Secretary of the District Enforcement & Regulatory Board for the administration, coordination, and oversight of enforcement operations conducted under the Punjab Enforcement and Regulation Act, 2024 and all other relevant rules, regulations and policies as well as Scheduled Laws. He shall ensure that enforcement policies, decisions, and directives of the Board and Authority are effectively implemented at the Enforcement Station level through coordinated field actions. The position also ensures procedural compliance, administrative efficiency, record maintenance, and reporting in accordance with prescribed rules and guidelines along with providing secretarial support to the Board.

**Areas of Responsibilities:**

- Prepare and circulate the agenda for Board meetings, and ensure record-keeping of minutes and decisions.
- Ensure execution of decisions made by the District Board and communicate them to relevant enforcement officers.
- Provide administrative and operational oversight over all Sub-Divisional Enforcement Officers (SDEOs) operating within the district.
- Ensure compliance with enforcement protocols, reporting standards, and field operation guidelines by enforcement stations.
- Ensure implementation of policies, rules, and procedures as notified by the Authority and the Board.
- Provide legal and procedural advice to Enforcement Stations regarding the application of scheduled laws.
- Facilitate the Hearing Officer in scheduling, record-keeping, and communication of hearings.
- Coordinate follow-up actions based on decisions made by the Hearing Officer.
- Review and compile inspection, enforcement, and investigation reports received from SDEOs.
- Submit consolidated performance and compliance reports to the Sub Divisional Enforcement Officer.
- Serve as the official custodian of district enforcement records and ensure issuance of certified copies as prescribed.
- Oversee public access to certified enforcement records in accordance with rules.
- Ensure discipline and code of conduct compliance by all enforcement personnel in the district.
- Initiate preliminary inquiries into staff misconduct and recommend disciplinary actions to the Divisional Enforcement Officer.
- Any other function and powers as may be delegated by the Authority or prescribed by the rules/regulations.

**Competencies & Personal Attributes:**

- Interpersonal communication Skills
- Team management skills
- Leadership skills
- Must be proficient in the use of IT
- Must be proficient in the knowledge of scheduled laws and procedures related to PERA.
- Report writing skills
- Physical fitness (Must not have any kind of physical disability).

**Appointment:**

- As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-18 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

<b>Position Title:</b>	<b>Sub-Divisional Enforcement Officer</b>
<b>Reports To:</b>	<b>Chairperson and Secretary of the District Enforcement &amp; Regulatory Board and Hearing Officer concerned.</b>

**Purpose of the Position:**

To perform general supervision of various field operations for enforcement of the Act and the scheduled laws within the area of his jurisdiction. To coordinate with the Hearing officer and District Enforcement Board for day-to-day implementation of policies and guidelines related to the scheduled laws. To enforce and execute decisions of the Authority and the Board.

**Areas of Responsibilities:**

- To act as in-charge of an Enforcement Station
- To act as Commanding officer of the Enforcement Squad.
- Administer the enforcement station and its employees
- Act as DDOs of the Enforcement Station
- To coordinate with the District Enforcement Board for support and assistance in the enforcement of the act or the scheduled laws.
- To take measure to ensure record keeping at an Enforcement station and issue certified copies as prescribed.
- To execute the decisions of the Authority and the Board and enforce the provisions of the act
- To supervise the inspections carried out by Enforcement Officers
- To issue notice/summons to the offender and the relevant persons
- To initiate conduct and facilitate inquiries
- Register FIRs and Conduct Investigations as provided in the Code
- Submit reports to the Magistrate
- Recover Enforcement Costs and Penalties as prescribed
- Ensure discipline among the employees of the Enforcement stations
- Conduct Performance appraisal of the employees of an Enforcement Station.
- Assist Hearing officer for disposal of work under the act as prescribed
- Obey and promptly execute the order issued by Hearing Officer
- To exercise powers power to arrest an offender and report it to the Hearing Officer
- Any other function and powers as may be delegated by the Authority or prescribed by the rules/regulations.

**Competencies & Personal Attributes:**

- Interpersonal communication Skills
- Team management skills
- Leadership skills
- Must be proficient in the use of IT
- Must be proficient in the knowledge of scheduled laws and procedures related to PERA.
- Report writing skills
- Physical fitness (Must not have any kind of physical disability).

**Appointment:**

**For Tehsils of Divisional and District Head Quarters an SDEO in BS-17 will be appointed as per the following criteria:**

- As explained in column 5 of Schedule-II.

**For Tehsils other than Divisional and District Headquarters, an SDEO in BS-16 will be appointed as per the following criteria:**

- As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-16 or 17, as the case may be + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

<b>Position Title:</b>	<b>Enforcement Officer</b>
<b>Reports To:</b>	<b>Sub-Divisional Enforcement Officer</b>

**Purpose of the Position:**

To perform all enforcement and regulatory field operations for implementation of the Act and the scheduled laws including inspections and punitive actions in his area of jurisdiction.

**Areas of Responsibilities:**

- To execute orders of the SDEOs for the purpose of enforcement of the scheduled laws.
- To devise strategies, take measure as prescribed and coordinate with other agencies for the prevention of offences under the scheduled laws.
- To carry out Enforcement of Scheduled laws.
- To carry out search, inspection and sealing of a public property or a private property strictly in accordance with the Act.
- Recording and reporting of all inspections to the SDEO on daily basis
- Ensure regular patrolling and inspections in his area of jurisdiction.
- To carry out inspections to:
  - a. Ascertain/monitor compliance of the orders issued under the act
  - b. To collect any electronic evidence for investigation
  - c. On credible information by the Whistle-blower
  - d. On reference from the department.
- To exercise powers to carry out inspection, search and seizure of any item, goods, article, property and vehicle relevant to commission of an offence under the scheduled laws.
- To exercise powers power to arrest an offender and report it to the Hearing Officer
- Exercise the power to use reasonable force in case of retaliation or obstruction
- Power to file complaints and get FIRs registered as prescribed.
- Issue notices or Summons to the offenders or the relevant persons and ensure their serving as prescribed.
- Removal of Encroachment (moveable /immoveable) using necessary means and force as prescribed.
- Determination of cost of Enforcement and its recovery
- To initiate and conduct inquiries as prescribed under the act.
- Exercise powers to impose and recover fine from the offender subject to the prescribed pecuniary limitations.
- Exercise power to issue EPO under the act.
- All functions will be performed while wearing an audio/video camera.
- To exercise any other power of a police officer as may be conferred by the Government.
- Any other function and powers as may be delegated by the authority or prescribed by the rules/regulations.

**Competencies & Personal Attributes:**

- Interpersonal communication Skills
- Negotiation
- The ability to remain calm under pressure
- Team management skills
- Must have basic arithmetic skills
- Must be proficient in the use of IT
- Must be proficient in the knowledge of scheduled laws and procedures related to PERA.
- Physical fitness (Must not have any kind of physical disability).

**Appointment:**

- As explained in column 5 of Schedule-II.

- **Physical standards for initial recruitment**

<b>Criteria</b>	<b>For males</b>	<b>For females</b>
Body mass Index	27	27
Height without shoes	170 cm	160 cm
One mile Running	For qualifying minimum 09 Mins	For qualifying minimum 14 Mins
Chest measurement	<ul style="list-style-type: none"> <li>• Non-Expanded - 34 inches</li> <li>• Expended - 36 inches or above</li> <li>• Minimum 2 inches expansion is mandatory</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
Eyesight	<ul style="list-style-type: none"> <li>• 6/6 with or without glasses</li> <li>• Color blind ineligible</li> </ul>	<ul style="list-style-type: none"> <li>• 6/6 with or without glasses</li> <li>• Color blind ineligible</li> </ul>

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-14 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** **Investigation Officer**

**Reports To:** **Sub-Divisional Enforcement Officer and Enforcement Officer**

**Purpose of the Position:**

To assist and enable the SDEO and EO in exercising their powers and performing their duties related to implementation of the Act and the scheduled laws, through investigation, inspection, evidence collection and punitive action as prescribed.

**Areas of Responsibilities:**

- To assist the SDEOs and EO in enforcement of the scheduled laws.
- To exercise such powers and carry out such functions as may be prescribed by rules/regulations.
- To assist the SDEO, EO in exercising their powers under the Act.
- Evidence collection, preservation and its presentation on the relevant forum through electronic means and modern devices as prescribed.
- File complaints and get FIRs registered at the Enforcement Stations
- To carry out inspections of public property or private property strictly in accordance with the Act.
- Documenting and verifying information
- Issue notices to the offenders and the concerned persons under the act.
- Confiscate/seize items/goods/articles/property used in the commission of an offence.
- Arrest an offender as prescribed in the Act and the Code
- Maintain register(s) of seized/confiscated items and designate a place/store for confiscated items.
- Provide for the security of the seized items, till they remain in his custody.
- Use reasonable force in case of retaliation / obstruction as prescribed.
- Conduct inquiries and submission of reports
- Any other function may be delegated by the authority.

**Competencies & Personal Attributes:**

- Interpersonal communication Skills (interviewing etc.).
- Report writing and noting/drafting skills
- Observation and critical thinking
- The ability to maintain composure under pressure.
- Investigative competence
- Analytical skills and positive attitude
- Must be proficient in the use of IT
- Must be proficient in the application of scheduled laws and procedures related to PERA
- Physical fitness (Must not have any kind of physical disability).

**Appointment:**

- As explained in column 5 of Schedule-II.
- **Physical standards for initial recruitment**

<b>Criteria</b>	<b>For males</b>	<b>For females</b>
Body mass Index	27	<b>27</b>
Height without shoes	170 cm	160 cm
One mile Running	For qualifying minimum 08 Mins	For qualifying minimum 12 Mins
Chest measurement	<ul style="list-style-type: none"><li>• Non-Expanded - 34 inches</li><li>• Expended - 37 inches</li><li>• Minimum 2 inches expansion is mandatory</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>
Eyesight	<ul style="list-style-type: none"><li>• 6/6 with or without glasses</li><li>• Color blind ineligible</li></ul>	<ul style="list-style-type: none"><li>• 6/6 with or without glasses</li><li>• Color blind ineligible</li></ul>

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-11 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** Senior Sergeant

**Reports To:** SDEO, Enforcement Officer and Investigation Officer

**Purpose of the Position:**

To assist and enable the SDEO in exercising their powers and performing their duties related to implementation of scheduled laws, provide operational readiness and logistical support for enforcement of scheduled laws. To act as a communication channel between SDEOs and Sergeants and to supervise the Arms / Enforcement Gadget Armory.

**Areas of Responsibilities:**

- To act as in charge of Sergeants under the operational command of Sub-Divisional Enforcement Officer.
- To enforce compliance with the guidelines/protocols/SOPs/Code of conduct governing the operations of Squads.
- To mobilize Squads and carry out their deployment as and when required by the SDEO.
- To maintain discipline among the Sergeants
- To assist the officers and employees in enforcement of scheduled laws.
- To exercise such powers and carry out such functions as may be prescribed by rules/regulations.
- To supervise and regulate the Arms/ Enforcement gadgets armory.
- To manage and control inventory of weapons and logistics to be used by EO and Sergeants as prescribed.
- Any other function delegated by the Authority.
- To assist the SDEO, EO and IO in exercising their powers related to:
  1. Recovering the imposed fine, arrest, reasonable use of force etc.
  2. To operate in the form of mobile squads in the area of their jurisdiction
  3. To facilitate the SDEO, EO and IO to enter/inspect/search/seal a public property for performing their functions under the act.
  4. To enable the SDEO, EO and IO to enter/inspect/search/seal a private property, subject to warrant, for performing their functions under the act.
  5. To facilitate the SDEO, EO and IO in collecting and preserving electronic evidence.
  6. To facilitate the SDEO, EO and IO in carrying out seizure/confiscation of any items, good, article, property or vehicle that is relevant to commission of an offense under the act.
  7. To guard the stock of confiscated items/articles and their listing in the register immediately after the confiscation as prescribed.

**Competencies & Personal Attributes:**

- Driving Skills
- Team Management, Interpersonal communication and Negotiation skills.
- Community engagement
- Mental agility
- Adaptability
- Proficient in the use of IT
- Fair understanding of scheduled laws and procedures in ambient of the Authority.
- Physical fitness (Must not have any kind of physical disability).

**Appointment:**

- As explained in column 5 of Schedule-II.

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-09 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Position Title:** Sergeant

**Reports To:** SDEO, EO, IO and Senior Sergeant

**Purpose of the Position:**

To assist and enable the SDEO, EO and IO in exercising their powers and performing their duties related to implementation of scheduled laws, provide operational readiness and logistical support for enforcement of scheduled laws and to create deterrence through their presence and operation in the form of squads.

**Areas of Responsibilities:**

- To assist the officers and employees in enforcement of scheduled laws
- To exercise such powers and carry out such functions as prescribed in the act and which may be prescribed by rules/regulations.
- To carry and use weapons/ gadgets as prescribed under the rules/ regulations.
- To assist the SDEO, EO and IO in exercising their powers related to:
  1. Recovering the imposed fine, arrest, reasonable use of force etc.
  2. To operate in the form of mobile squads in the area of their notified jurisdiction.
  3. To facilitate the SDEO, EO and IO to enter/inspect/search/seal a public property for performing their functions under the act/scheduled laws and prescribed rules (Where applicable).
  4. To enable the SDEO, EO and IO to enter/inspect/search/seal a private property, subject to warrant, for performing their functions under the act/ schedules law.
  5. To facilitate the SDEO, EO and IO in collecting and preserving electronic evidence.
  6. To facilitate the SDEO, EO and IO in carrying out seizure/confiscation of any items, good, article, property or vehicle that is relevant to commission of an offense under the act.
  7. To guard the stock of confiscated items/articles and their listing in the record immediately after the confiscation as prescribed.
  8. To keep the weapons/gadgets issued in safe custody as per the prescribed procedure.
  9. To have the skill of riding a bike and driving a vehicle.
  10. To perform their duties only in Buddy system.
  11. Any other function delegated by the Authority.

**Competencies & Personal Attributes:**

- Driving Skills
- Team Management, Interpersonal communication and Negotiation skills.
- Community engagement
- Mental agility
- Adaptability
- Proficient in the use of IT
- Fair understanding of scheduled laws and procedures in ambient of the Authority.
- Physical fitness (Must not have any kind of physical disability).

**Appointment:**

- As explained in column 5 of Schedule-II.
- **Physical standards for initial recruitment**

Criteria	For males	For females
Body mass Index	27	27
Height without shoes	173 cm	162 cm
One mile Running	For qualifying minimum 7 Mins	To be completed within 11 minutes
Chest measurement	<ul style="list-style-type: none"><li>• Non-Expanded - 32 inches</li><li>• Expanded - 35 inches</li></ul>	<ul style="list-style-type: none"><li>• N/A</li></ul>
Eyesight	<ul style="list-style-type: none"><li>• 6/6 with or without glasses</li><li>• Color blind ineligible</li></ul>	<ul style="list-style-type: none"><li>• 6/6 with or without glasses</li><li>• Color blind ineligible</li></ul>

**Salary and Benefits:**

Pay & Allowances equivalent to BPS-07 + PERA Special Allowance or Deputation Allowance + any other benefit admissible to this position.

**Rules / Regulations Adopted by the Authority**

1. PEEDA Act, 2006.
2. Deputation Policy, 1998.
3. Punjab Civil Servants (Conduct) Rules, 1966.
4. Punjab Civil Servants (Pension), Rules, as amended from time to time.
5. Punjab Revised Leave Rules, 1981.
6. Punjab Police (E&D), Rules, 1975, as amended from time to time.
7. Punjab GP Fund Rules, 1978.
8. Recruitment Policy, 2022, as explained in Section 14 of the Regulations

**Schedule-V****Transfer and Posting of the Employees**

<b>Sr. No</b>	<b>Position</b>	<b>Grade</b>	<b>Competent Authority</b>
1	Director	BS-19	Director General
2	Deputy Director	BS-18	Director General
3	Assistant Director	BS-17	Director General
4	Executive Assistant	BS-16	Director (Admin & HR)
5	Office Assistant	BS-14	Director (Admin & HR)
6	SDEO	BS-16/17	Director General in consultation with Vice Chairperson of the Authority
7	EO	BS-14	<ul style="list-style-type: none"> <li>• Inter-district - Director General</li> <li>• Intra-district - Chairperson Board (from Enforcement Station to Enforcement Station only).</li> </ul>
8	IO	BS-11	<ul style="list-style-type: none"> <li>• Inter-district – Director General</li> <li>• Intra-district - Chairperson Board (from Enforcement Station to Enforcement Station only).</li> </ul>
9	Senior Sergeant	BS-09	<ul style="list-style-type: none"> <li>• Inter-district - Director (Personnel) or Director (Monitoring &amp; Implementation), as the case may be, in consultation with Director General</li> <li>• Intra-district – Chairperson Board (from Enforcement Station to Enforcement Station only)</li> </ul>
10	Sergeant	BS-07	<ul style="list-style-type: none"> <li>• Inter-district - Director (Personnel) or Director (Monitoring &amp; Implementation), as the case may be, in consultation with Director General</li> <li>• Intra-district – Chairperson Board (from Enforcement Station to Enforcement Station only)</li> </ul>

**Note:** Chairperson District Board shall be competent to assign additional charge of any vacant post, except SDEO.

Special Allowance & Benefits

<b>Sr. No.</b>	<b>BS</b>	<b>Pay + Allowance</b>	<b>PERA Special Allowance*</b>	<b>Deputation Allowance</b>	<b>Fuel Limit</b>
<b>1</b>	<b>BS-20</b>	Pay means Basic Pay plus increment as per the length of service, and allowances means all the allowances being drawn by the Officer / Official who has been appointed by transfer or by deputation.	<b>150,000</b>	As per latest notified rate by the Finance Department, in this regard.	-
<b>2</b>	<b>BS-19</b>		<b>125,000</b>		<b>350</b>
<b>3</b>	<b>BS-18</b>		<b>100,000</b>		<b>300</b>
<b>4</b>	<b>BS-17</b>		<b>75,000</b>		<b>250</b>
<b>5</b>	<b>BS-16</b>		<b>50,000</b>		<b>200</b>
<b>6</b>	<b>BS-14</b>		<b>40,000</b>		-
<b>7</b>	<b>BS-11</b>		<b>30,000</b>		-
<b>8</b>	<b>BS-09</b>		<b>25,000</b>		-
<b>9</b>	<b>BS-07</b>		<b>20,000</b>		-

**THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (APPOINTMENT AND CONDITIONS OF SERVICE FOR CONTRACTUAL EMPLOYEES) REGULATIONS, 2025**

**CONTENTS**

- 1. Short title and Commencement**
- 2. Definitions**
- 3. Terms of Reference of Service for Contractual Employees**
- 4. Contractual Employment Committee**
- 5. Duration and Renewal of Contract**
- 6. Resignation**
- 7. Termination of Service**
- 8. Guidelines for Fixing Terms and Conditions of Service for Contract Employment**
- 9. Repeal**
- 10. Savings**

**SCHEDULES**

- |              |                     |   |  |
|--------------|---------------------|---|--|
| <b>(i)</b>   | <b>Schedule-I</b>   | - | <b>Organizational Structure</b>        |
| <b>(ii)</b>  | <b>Schedule-II</b>  | - | <b>Terms of Reference for Service</b>  |
| <b>(iii)</b> | <b>Schedule-III</b> | - | <b>Special Pay Package PERA (SPPP)</b> |



**GOVERNMENT OF THE PUNJAB  
PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**Lahore, Dated the May, 2025**

**NOTIFICATION**

**THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (APPOINTMENT AND CONDITIONS OF SERVICE FOR CONTRACTUAL EMPLOYEES) REGULATIONS, 2025**

**No.xxxxxxxx (Director Admin. & HR).**- In exercise of the powers conferred under Section 79 read with Section 11 of the Punjab Enforcement and Regulation Act, 2024 and Rule 3 of the Punjab Enforcement and Regulatory Authority Rules, 2024, the Authority is pleased to make the following Regulations:

**1. Short title and Commencement.** - (1) These Regulations may be cited as the Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations, 2025 and shall be published in the official Gazette of Government of the Punjab.

(2) These Regulations shall come into force at once.

**2. Definitions.** - (1) In these Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (a) "Act" means the Punjab Enforcement and Regulation Act 2024 (Act XI of 2024);
- (b) "Administrative Department / AD" means the administrative department of the Authority as reflected in the Punjab Government Rules of Business, 2011;
- (c) "Appointing Authority" means the authority as mentioned in terms of reference of service for each contractual employee as elaborated in Schedule-II;
- (d) "Committee" means any Committee constituted by the Director General for carrying out purposes of these Regulations;
- (e) "Contingent Paid Staff" means a person who is temporarily hired, in accordance with the provisions of the relevant policy of the Government, for performance of temporary duties, on latest minimum wage rate notified by Government of the Punjab;
- (f) "Contractual Employee" means an employee, staff or any other person recruited by the Authority through competitive process from the market on contractual basis as per the terms of reference of service for contractual employees as provided under Section 11 of the Act but excludes persons hired as Contingent Paid Staff and Interns;
- (g) "Directorate General" means the Officer appointed as per provisions of Section 8 of the Act;
- (h) "Intern" means an individual engaged by the Authority for a short period to gain practical experience and skills in a relevant field, who may be paid an appropriate compensation and who shall not be deemed as employee of the Authority for the purposes of these Regulations;

- (i) "Organizational Structure" means the organizational structure given in Schedule-I of these Regulations and includes employees, contractual employees and contingent paid staff;
  - (j) "Recognized University" means any University recognized by Higher Education Commission of Pakistan;
  - (k) "Regulations" mean the Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations, 2025;
  - (l) "Schedule" means the Schedule(s) appended to these Regulations;
  - (m) "SPPP" means Special Pay Package of PERA as detailed in Schedule-III.
  - (n) "Terms of Reference of Service" means purpose of employment, job description, area of responsibility, qualification, experience, competence, personal attributes, pay and allowances, other benefits and appointing authority.
- (2) A word or expression used in these Regulations but not defined shall have the same meaning as assigned to it under the Act or under any other approved and notified Regulations of the Authority.

**3. Terms of Reference of Service for Contractual Employees:** - Subject to provisions of these Regulations, nomenclature of any position as well as minimum qualification, experience, competence and responsibilities for contractual employees shall be as specified in Schedule-II and the pay packages and any other admissible benefits shall be as provided in Schedule-III.

**4. Contractual Employment Committee:** - For hiring of contractual employees of the Authority in accordance with the organogram given in Schedule-I and as per Terms of Reference of Service as provided in Schedule-II, there shall be the following Contractual Employment Committee, with the below mentioned functions & TORs; which may be amended, from time to time, by the Director General, as per requirements:

a) **Contractual Employment Committee:**

- |      |  |   |                         |
|------|--|---|-------------------------|
| i.   | Director General, PERA                   | - | <b>Chairman</b>         |
| ii.  | Director (Admin & HR), PERA              | - | <b>Member</b>           |
| iii. | Director / Head of relevant Wing of PERA | - | <b>Member</b>           |
| iv.  | Deputy Director (Admin & HR), PERA       | - | <b>Member/Secretary</b> |
| v.   | Any other co-opted Member(s)             |   |                         |

b) **Functions / TORs:**

- i. Conduct and supervise the recruitment process;
- ii. Determine the staffing requirements in coordination with the Directors / Heads of relevant Wings of the Directorate General;
- iii. Review and finalize job descriptions, eligibility criteria, and selection criteria.
- iv. Approve and oversee the advertisement of positions through appropriate platforms;
- v. Scrutinize received applications to ensure completeness and eligibility;
- vi. Shortlist candidates in a transparent and merit-based manner on the basis of predefined criteria;
- vii. Document reasons for acceptance or rejection of applications;
- viii. Ensure integrity and fairness of all testing and interviewing processes;
- ix. Maintain confidentiality and impartiality during the evaluation process;

- x. Prepare a detailed hiring report / minutes including list of recommended candidates, justifications for selection, and reserves or waiting lists, if advised;
- xi. All such Committees shall be notified by the Director General for specific recruitment rounds or on a rolling basis, depending on hiring needs;
- xii. Meetings of the Committees shall be convened as per requirement;
- xiii. Quorum shall consist of a minimum of three members including the Chairpersons or their nominees;
- xiv. Develop IT/AI based turnkey solutions for efficient and effective hiring including applicant tracking systems or AI-supported screening tools, as deemed appropriate;
- xv. These TORs may be reviewed and amended periodically by the Director General to enhance recruitment efficacy;
- xvi. These functions / TORs shall apply to all Committees constituted for employment / recruitment of contractual, regular, or project-based staff across all grades / pay packages.

(3) The Director General may hire the services of consultant(s) / expert(s) of the relevant field(s) for the purposes of selection of most suitable and competent HR, subject to observance of the Punjab Procurement Rules, 2014.

(4) The Authority, on the recommendation by the Director General, may exempt or relax any of the provision(s) of these Regulations, for the sake of effective administration.

(5) The Director General may transfer or post any contractual employee of the Authority, from one location to another, subject to the condition that such employee is placed in a position of similar nature, status, and responsibilities.

(6) All contractual employments of the Authority governed under these Regulations shall also be subject to all other notified Regulations of the Authority including but not limited to Service, Discipline, Performance Appraisal and Employees Welfare, with all due exceptions and exemptions.

**5. Duration and Renewal of Contract:** (1) Consequent upon recommendations of the Contractual Employment Committee, an employee shall be offered, initially, a contract for a period of two (02) years.

(2) The Director General shall initiate a comprehensive review of the contractual employee's performance, professional conduct, and compliance with organizational goals & objectives one (01) month prior to the conclusion of the contract period. The contract may, at the sole discretion of the Director General and subject to satisfactory performance, be renewed for a further period, as specified in such renewal.

**6 Resignation:** - (1) An employee may resign from service by giving one month's notice in writing to the Director General or deposit one month's pay in lieu thereof and shall leave workplace from date of acceptance of resignation provided he has cleared all dues and obligations, including handover of official assets.

(2) The Director General may waive the notice period, upon the employee's request, if special circumstances exist and are recorded in writing.

(3) The resignation shall not become effective unless accepted in writing by the Director General.

**7 Termination of Service:** - (1) The Director General may terminate, cancel, or rescind the contract, after issuing three warning letters on account of inefficiency, followed by one month's written notice. In case of misconduct, or contract breach, termination shall follow the

disciplinary process under applicable E&D Regulations of the Authority, including appointing an inquiry officer or constituting an inquiry committee, as the case may be, before taking final action.

(2) Upon termination of contract, the contractual employee shall be entitled to final settlement including earned salary, any applicable leave encashment, and other benefits as per the contract. Additionally, the employee shall be issued a relieving letter and an experience certificate provided that he is not terminated due to financial embezzlement, moral turpitude or other such disciplinary delinquencies resulting in reputational harm to the Authority.

**8 Guidelines for Fixing Terms and Conditions of Contractual Employment:** - (1) The contractual terms and conditions shall be duly incorporated in a written agreement signed by both parties.

(2) Any gaps may be supplemented by general guidelines issued by the Director General, under the applicable Regulations.

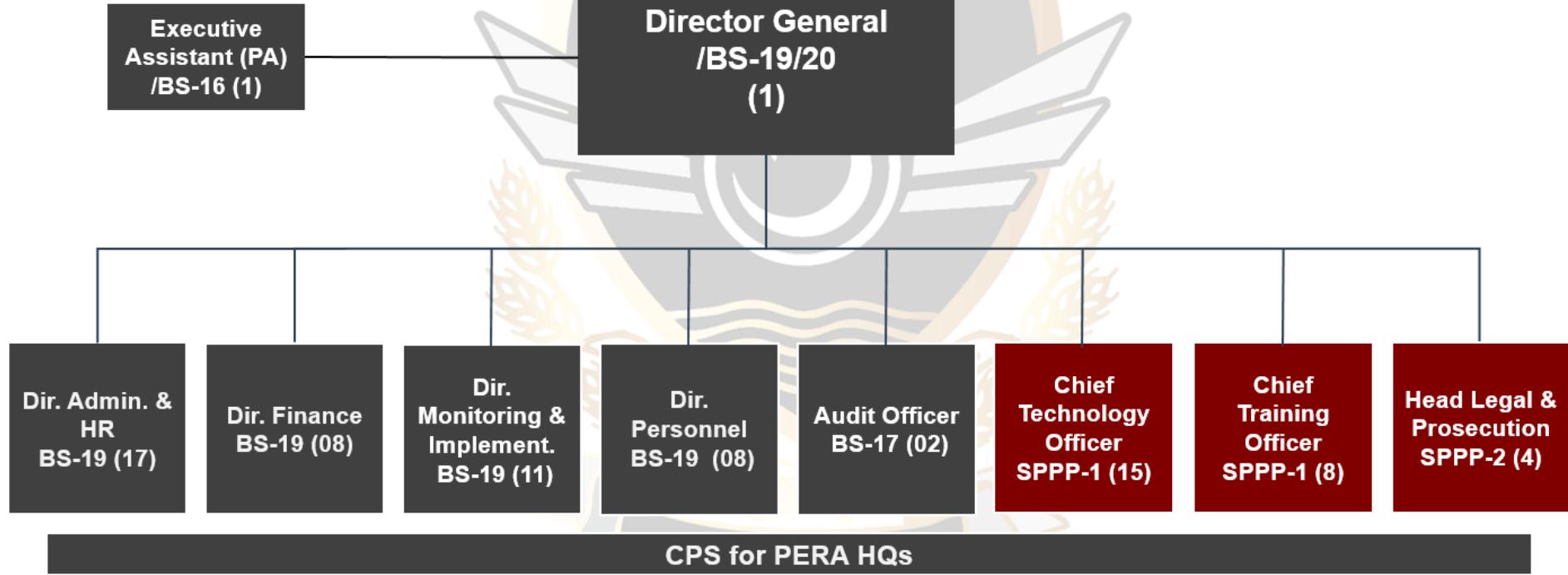
**9 Repeal:** - The Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations, 2024 are hereby repealed from the date of notification of these Regulations in the official gazette of Government of the Punjab; and no vested rights shall be affected by such repeal.

**10 Savings:** - All acts done, decisions made and actions taken including appointments and contracts made under the Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations, 2024 shall remain intact unless altered, modified or amended.

ORGANIZATIONAL STRUCTURE

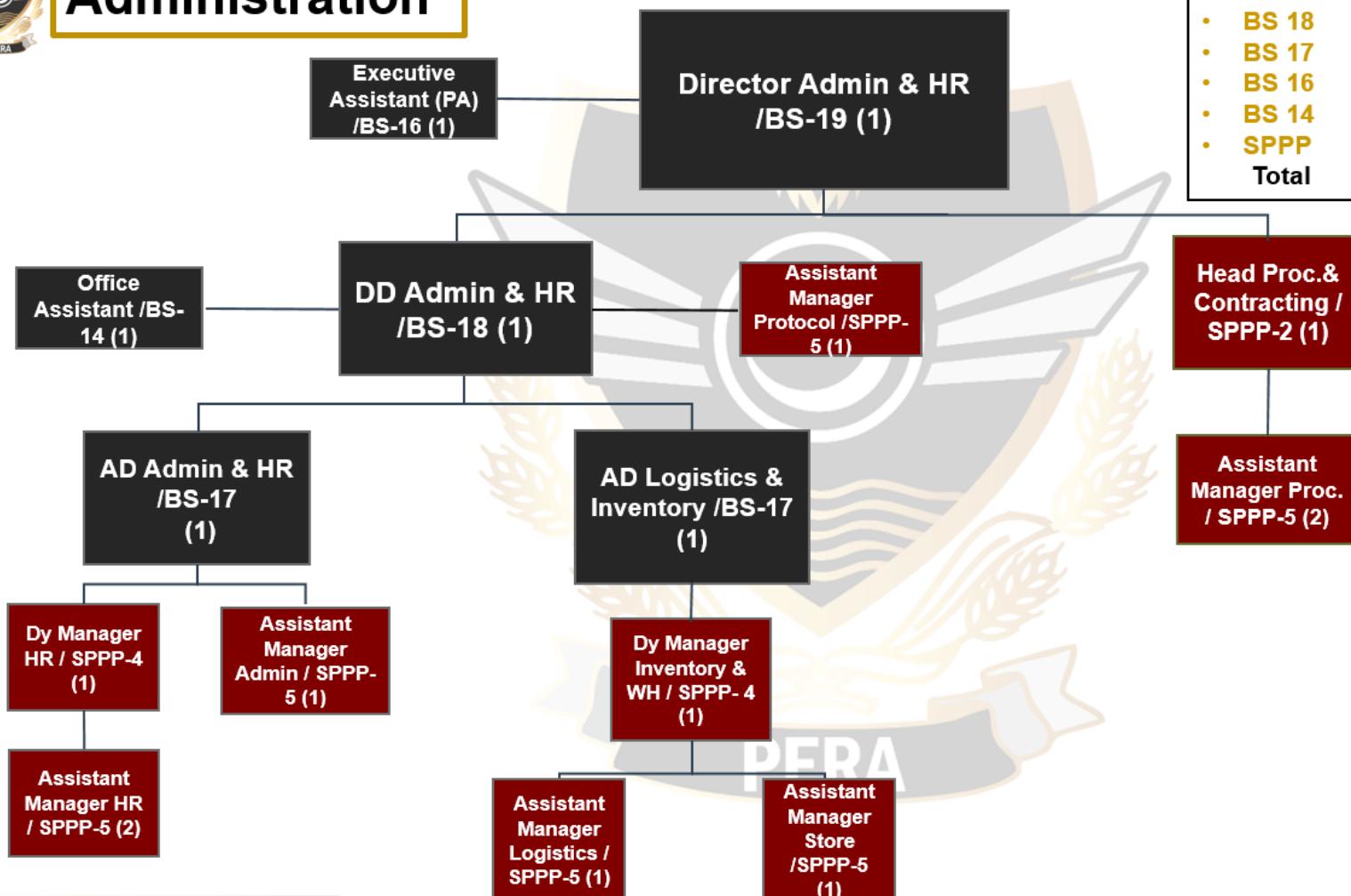
## Organizational Structure

<u>Head Count</u>	<u>Total</u>	<b>75</b>
-	-	





# Administration



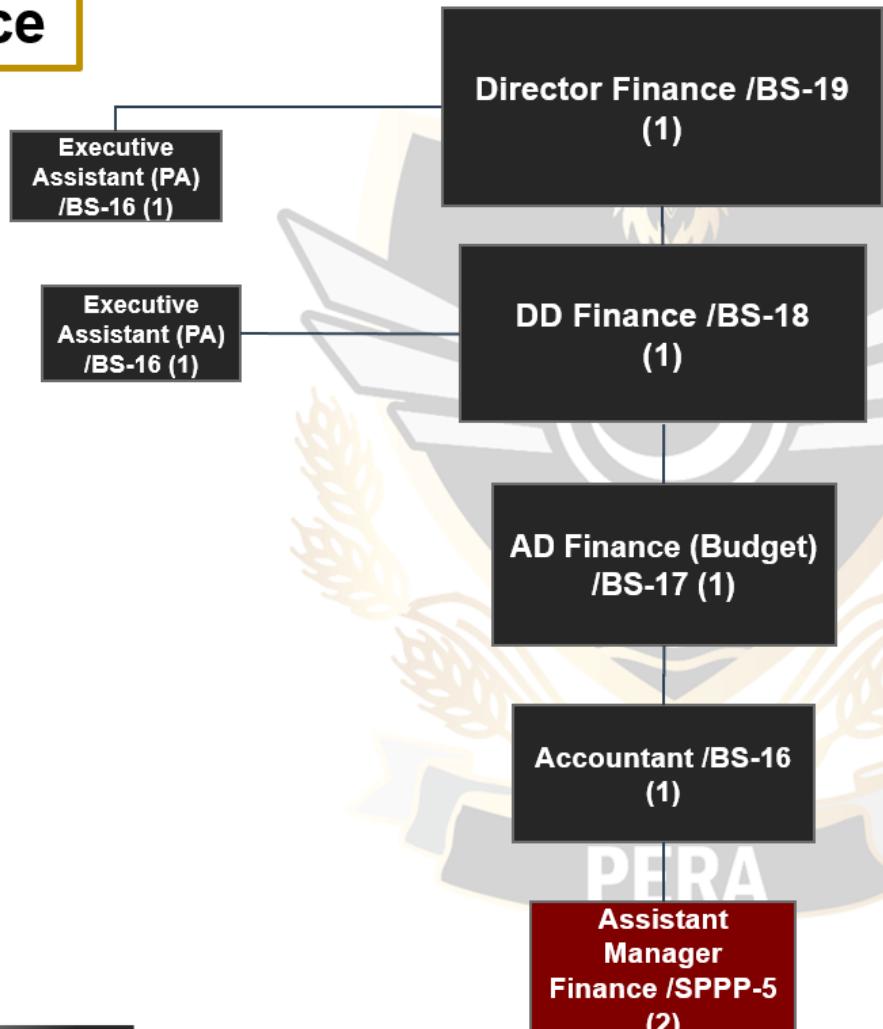
Head Count		
• BS 19	-	01
• BS 18	-	01
• BS 17	-	02
• BS 16	-	01
• BS 14	-	01
• SPPP	-	11
<b>Total</b>	-	<b>17</b>



PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY



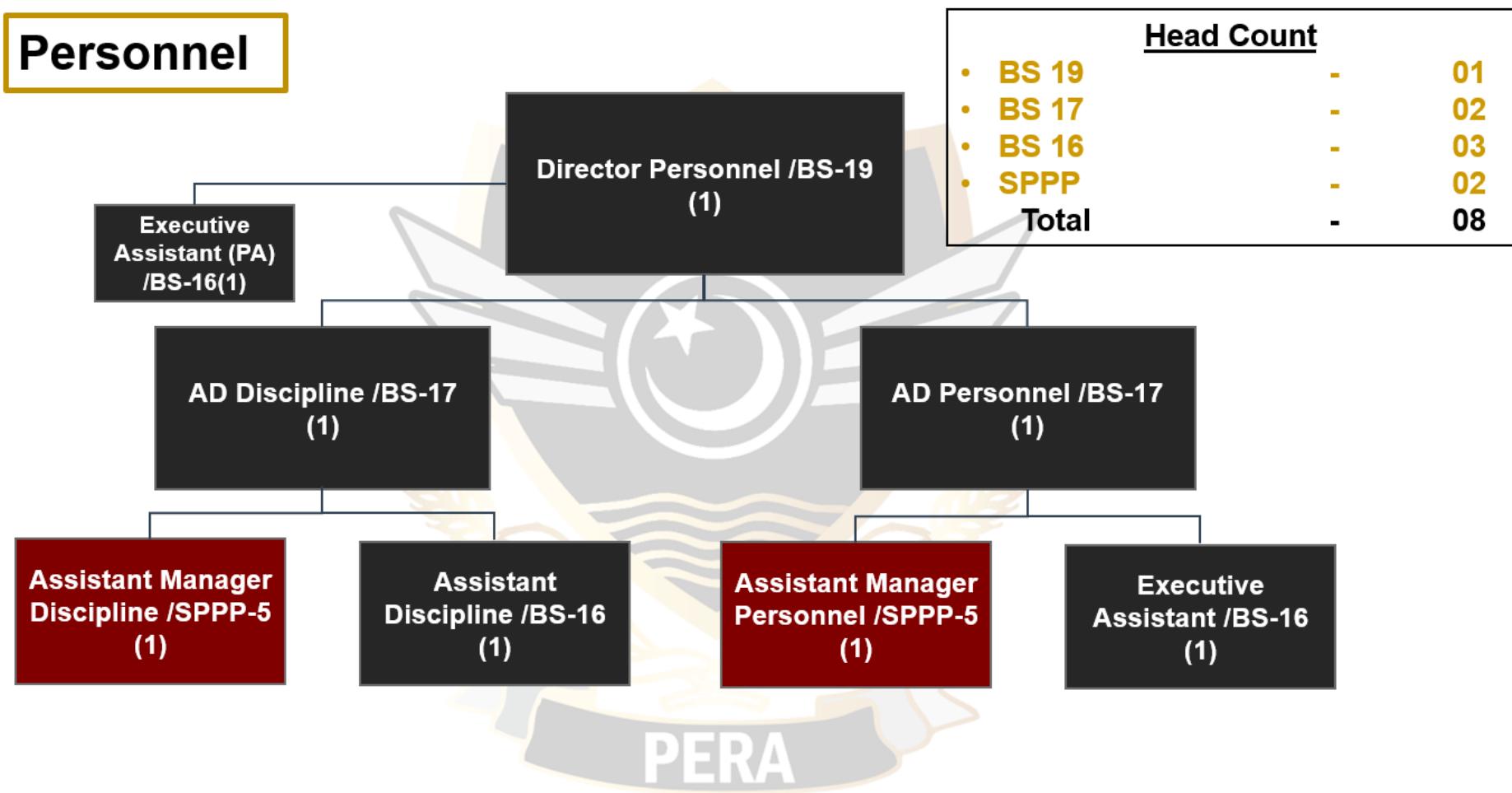
## Finance



<u>Head Count</u>	
• BS 19	- 01
• BS 18	- 01
• BS 17	- 01
• BS 16	- 03
• SPPP	- 02
<b>Total</b>	<b>- 08</b>

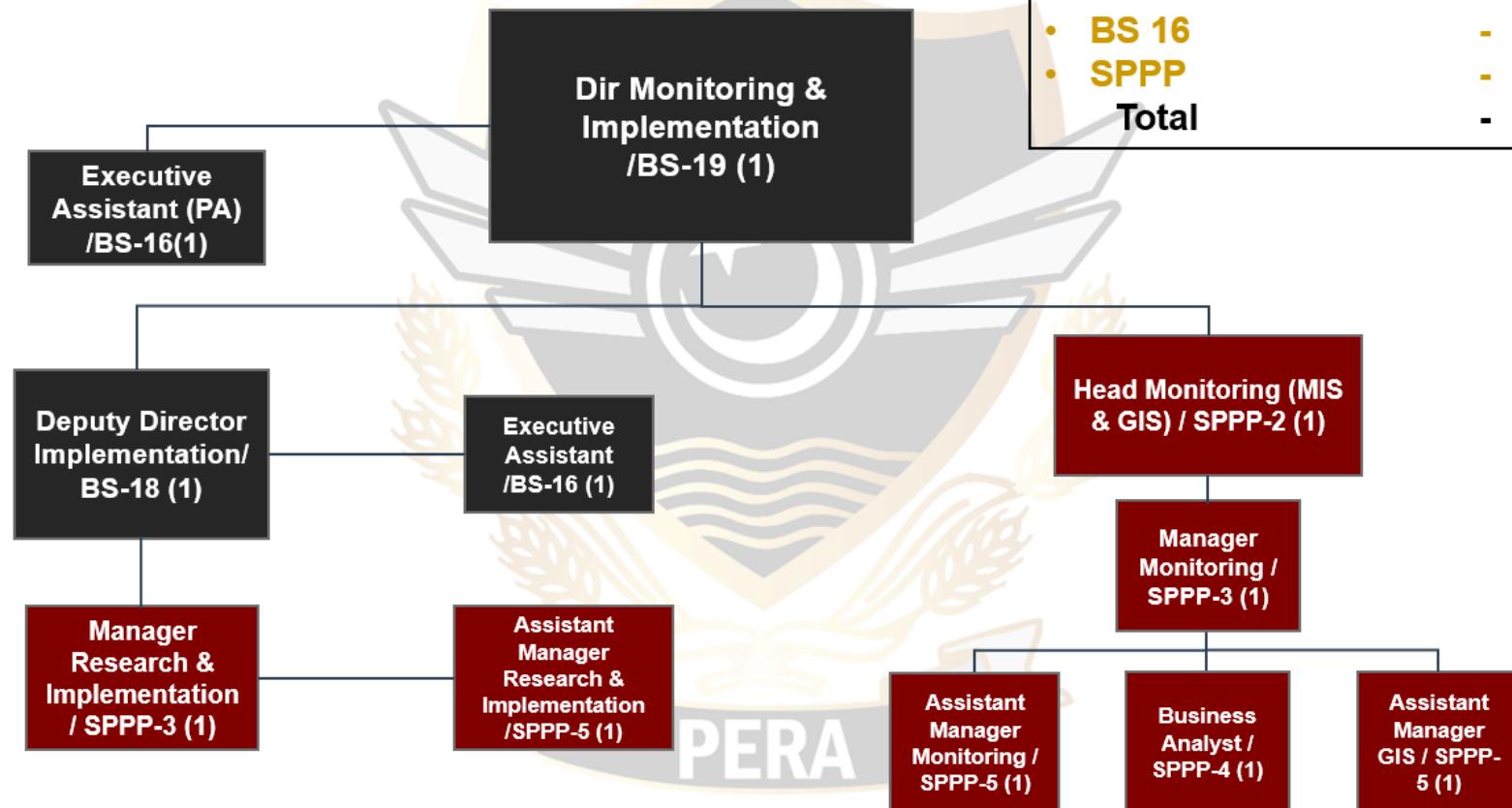


# Personnel





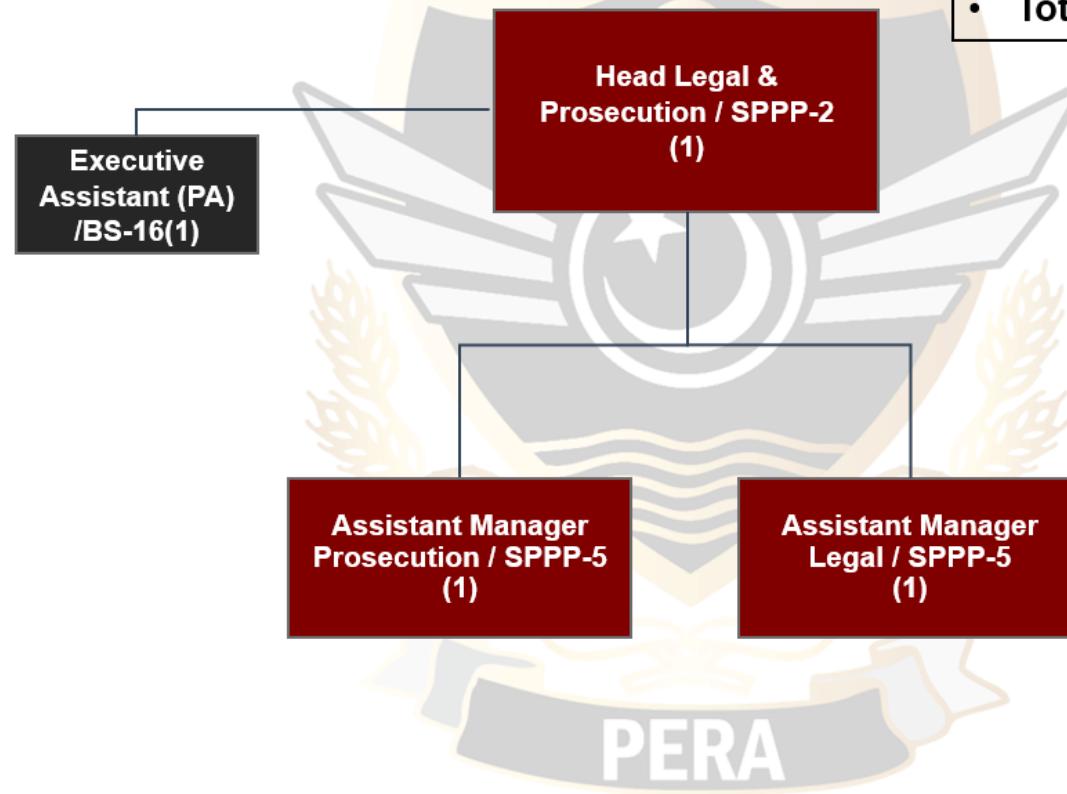
## Monitoring & Implementation Wing





## Legal & Prosecution Wing

<u>Head Count</u>	
• BS 16	01
• SPPP	03
• Total	04

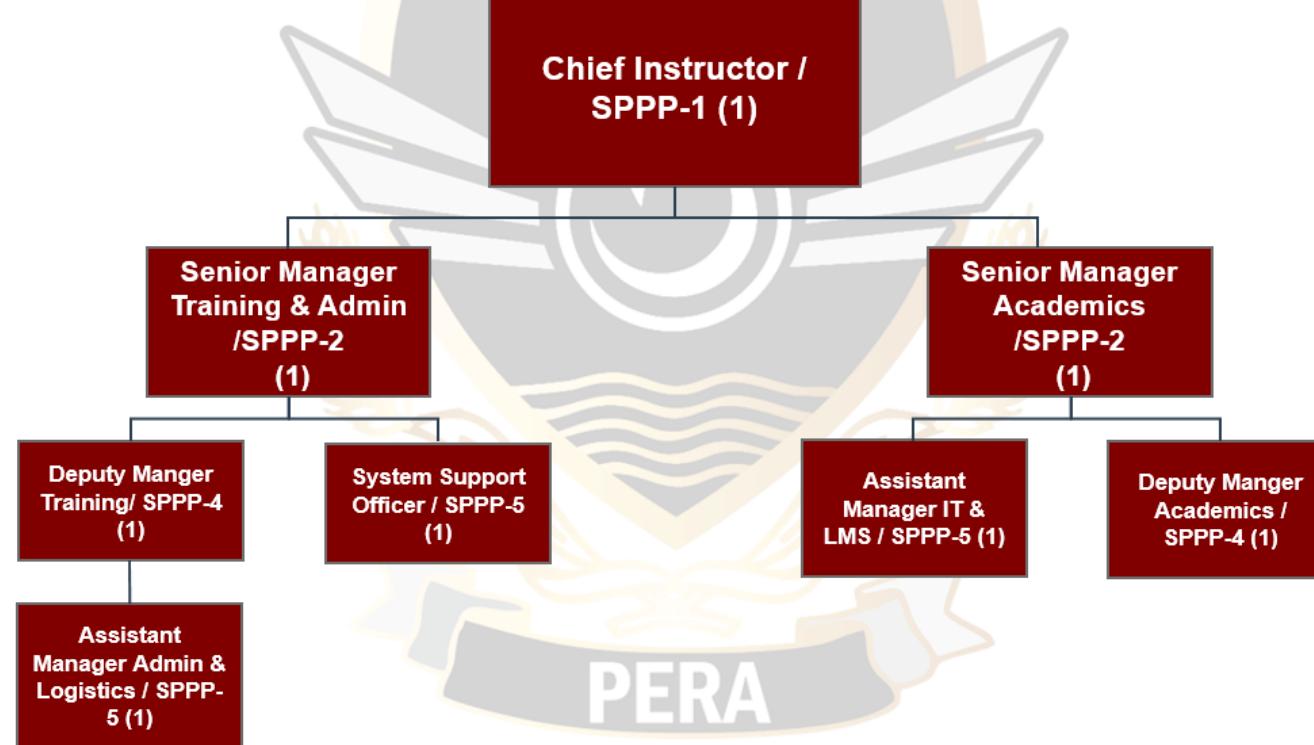




## Training Wing

Head Count

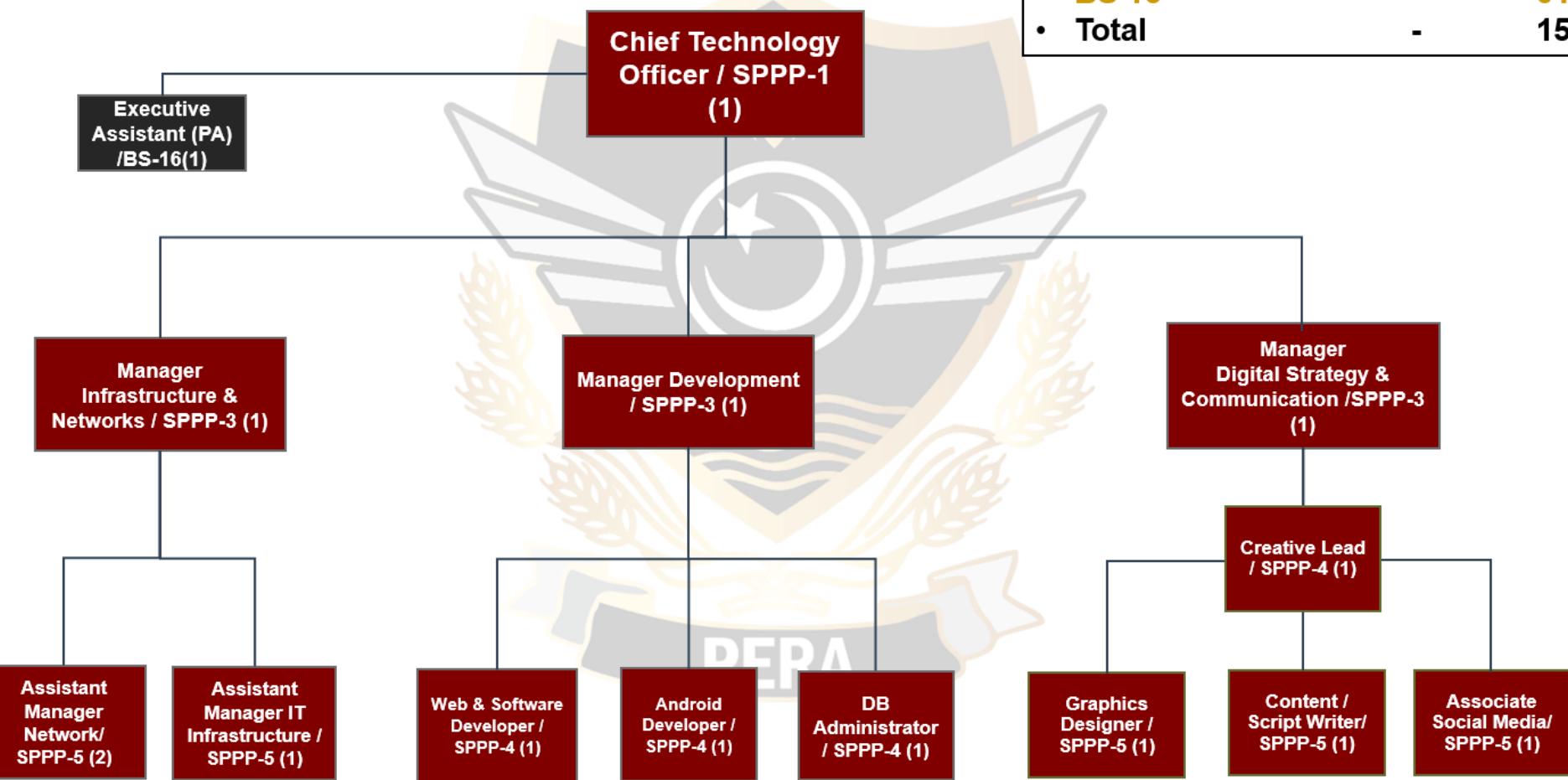
• SPPP	-	08
Total	-	08





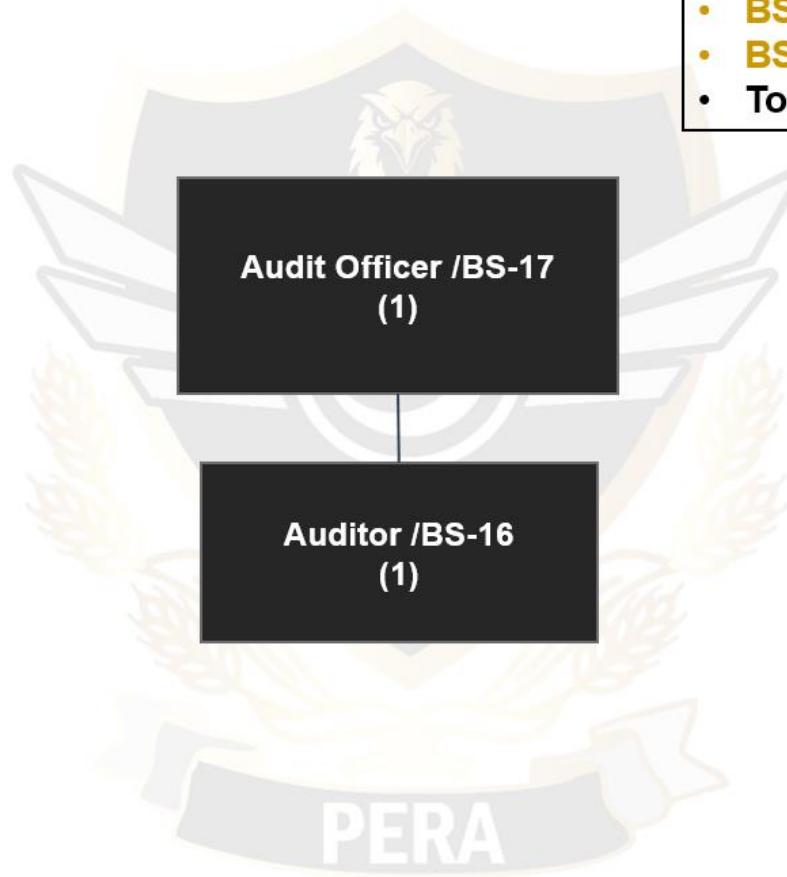
## IT & Communication Wing

<u>Head Count</u>	
• SPPP	- 14
• BS 16	- 01
• Total	- 15





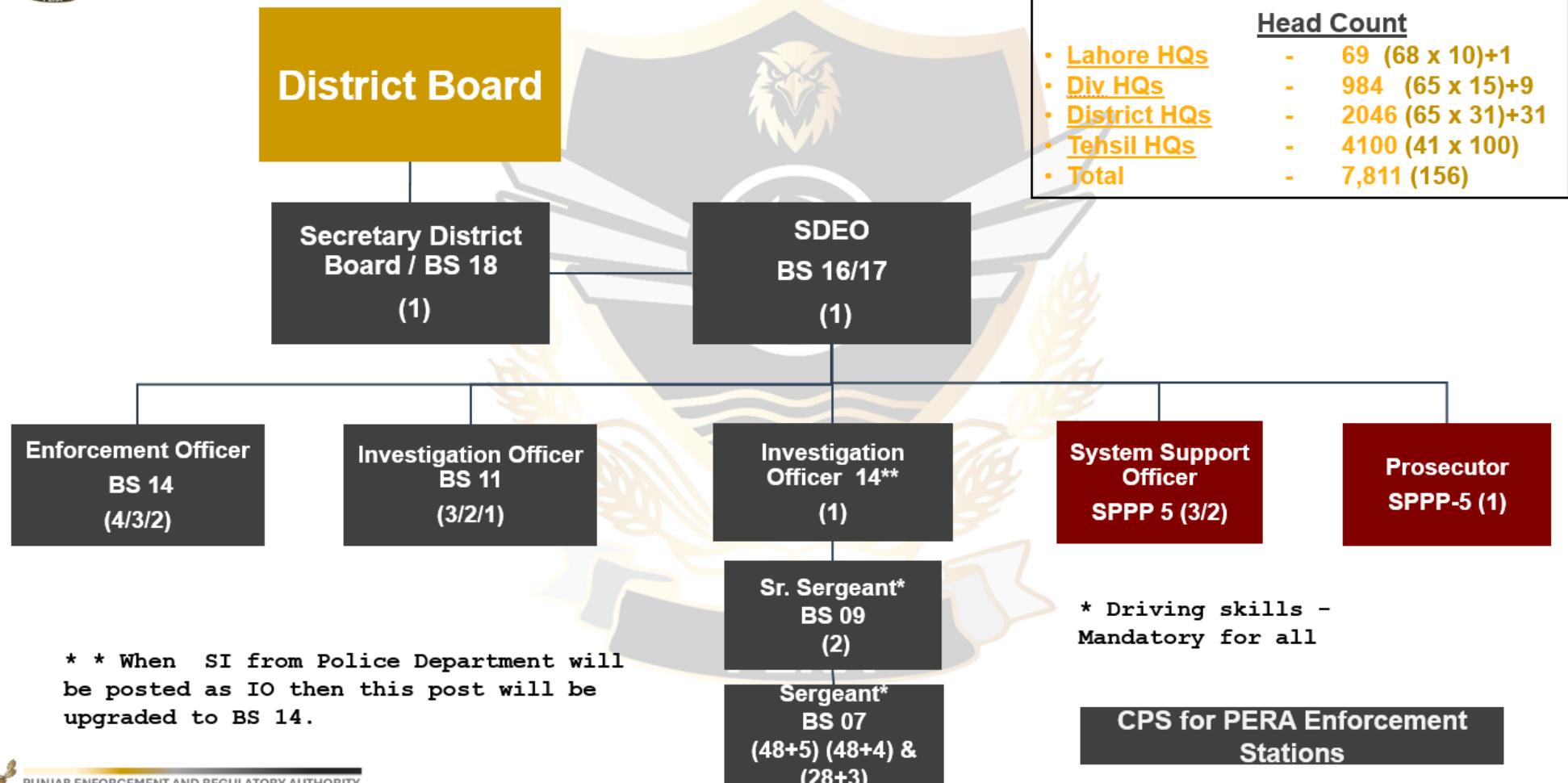
## Internal Audit



<u>Head Count</u>	
• BS 17	- 01
• BS 16	- 01
• Total	- 02

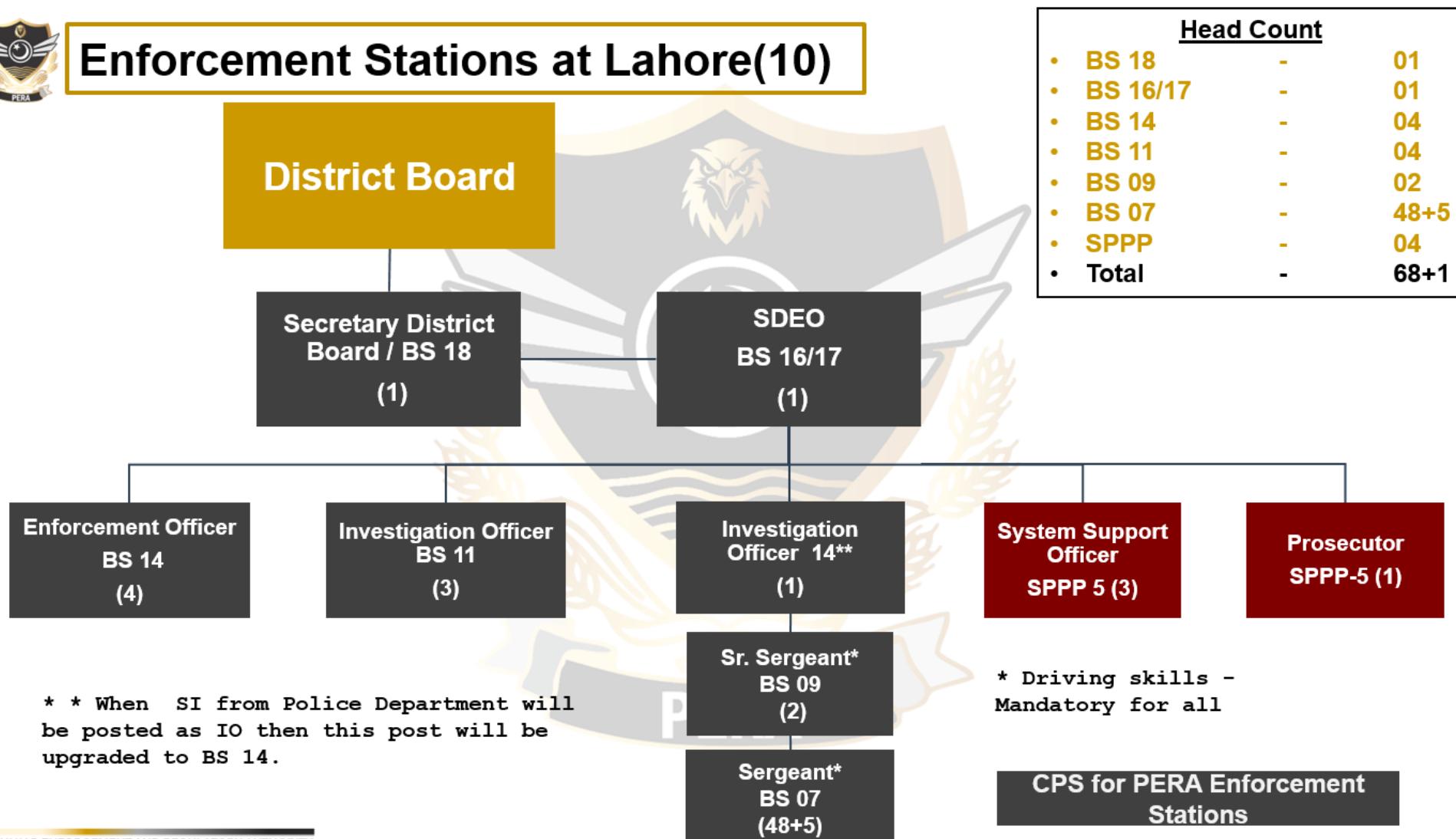


## Enforcement Station - Lhr, Div, Dist, Teh HQs



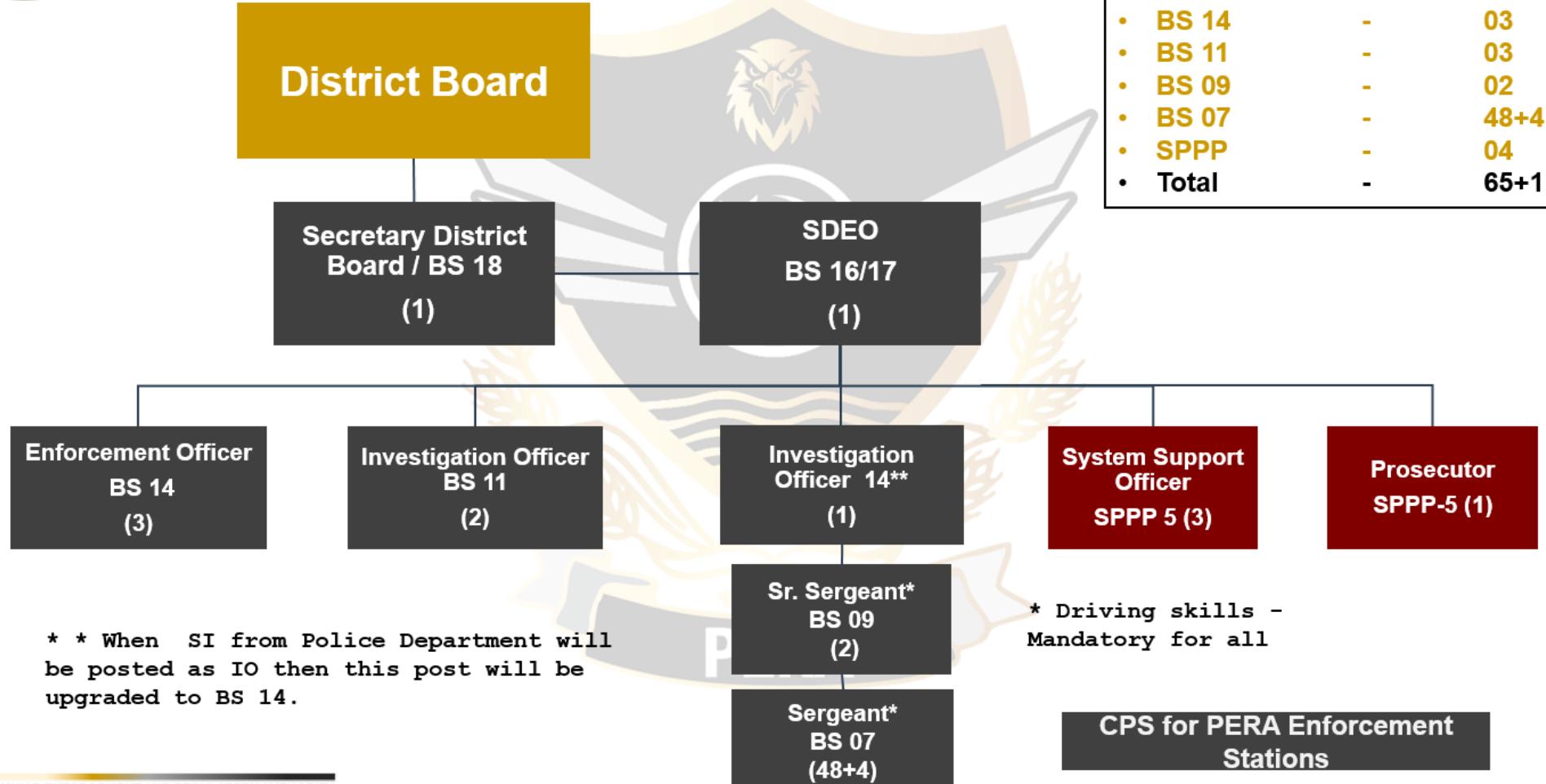


## Enforcement Stations at Lahore(10)



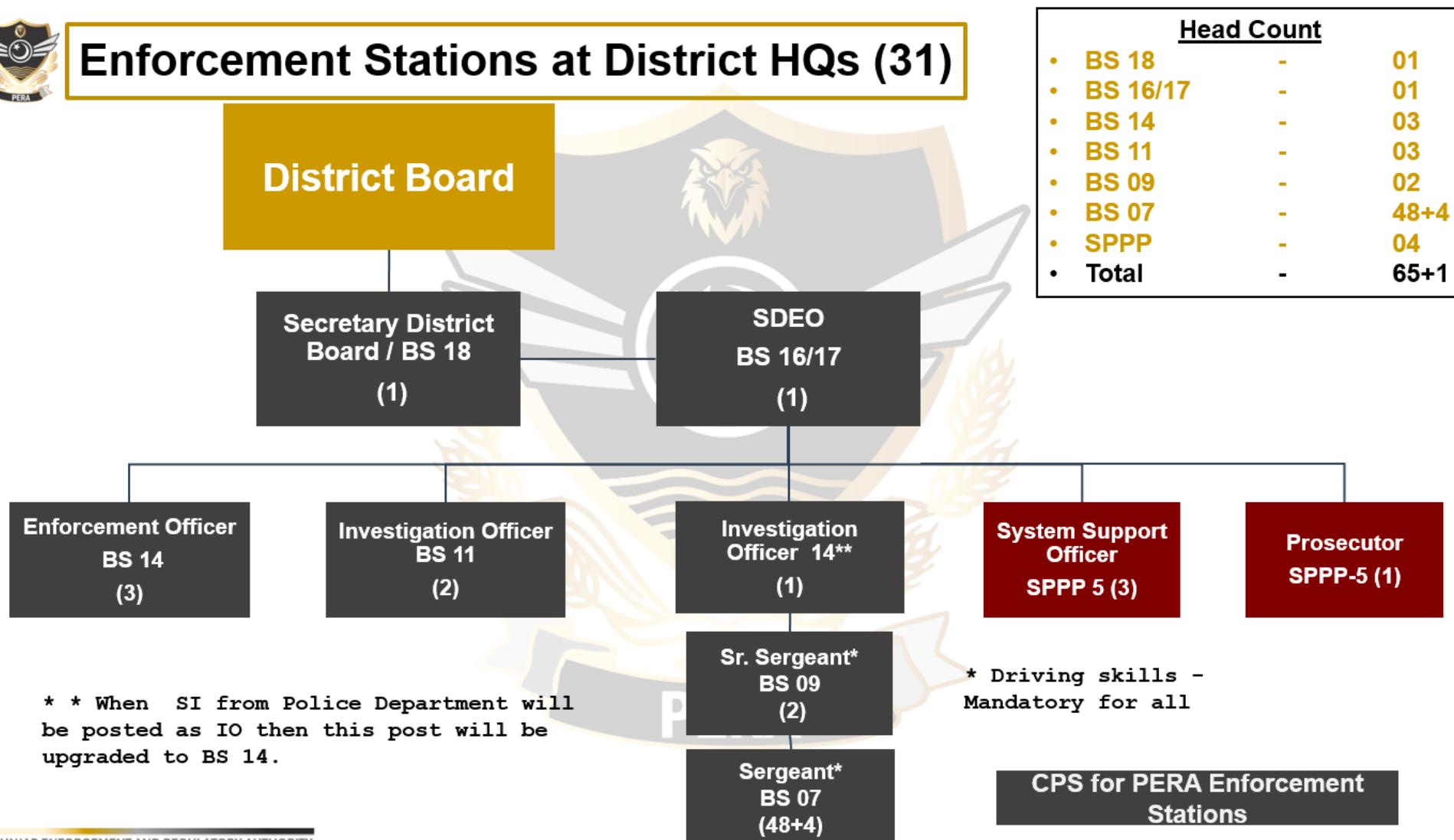


## Enforcement Stations at Divisional HQs (15)



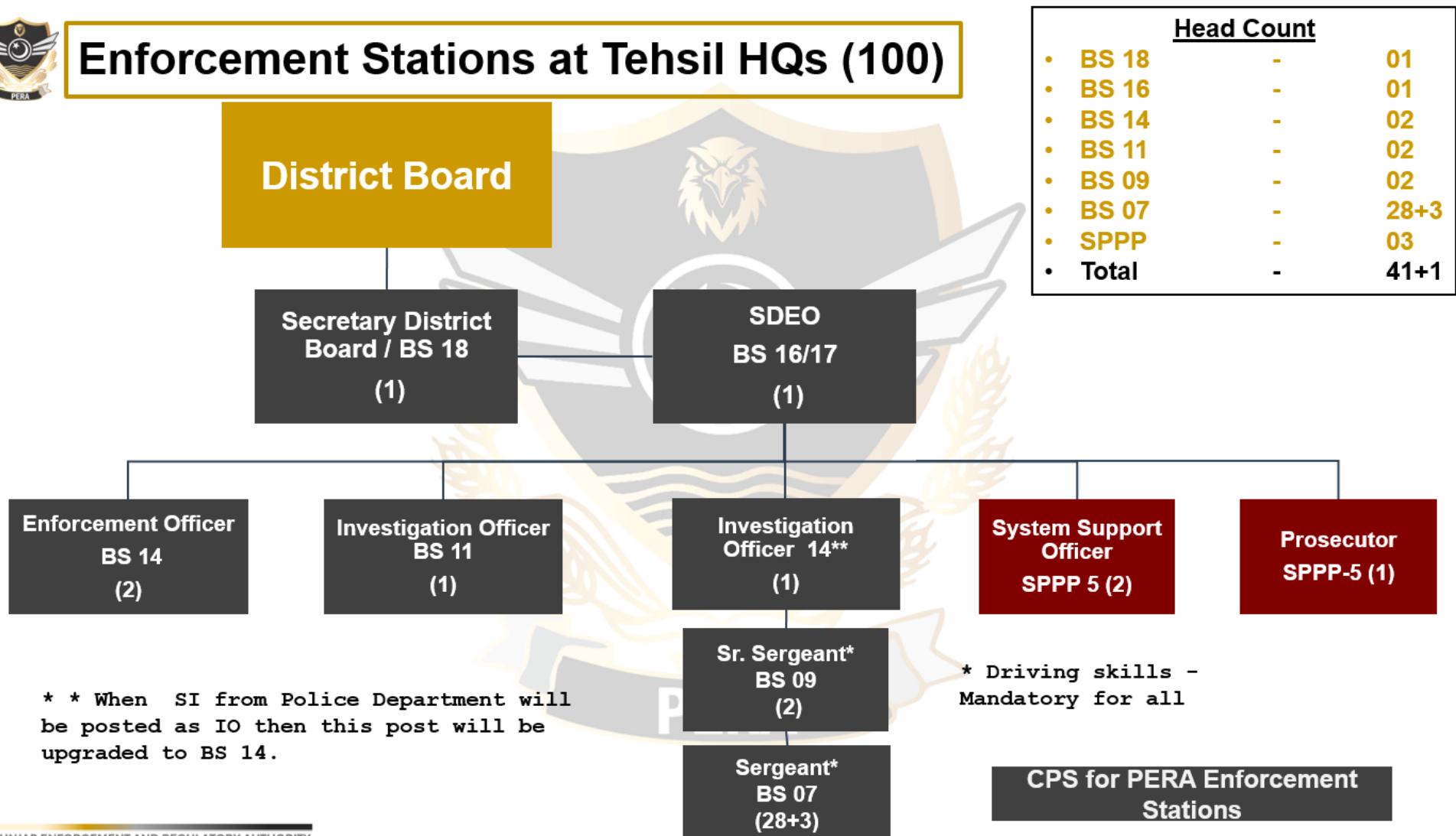


## Enforcement Stations at District HQs (31)





## Enforcement Stations at Tehsil HQs (100)



## Terms and Reference for Contractual Employment

**Position Title:** - Chief Technology Officer (CTO)

**Report To:** - Director General, PERA

**Wing:** - IT & Communication

### **Purpose of the Position:**

CTO shall be responsible for providing technical leadership to the team of IT professionals. He shall assist the Director General in ensuring the IT-enabled solutions for all functions of PERA including digitization of processes at the Headquarters and Enforcement Stations level.

### **Areas of Responsibilities:**

- Lead the IT & Communication Wing of PERA and responsible for development, deployment, upgradation, upscaling and troubleshooting of all IT-related technical applications / software products.
- Monitoring deliverables of software development of the projects by managing development lifecycle.
- Responsible for all the activities of the software development team to ensure timely delivery and ensure they adhere to development international standards.
- Monitor changes in the technology sector to discover ways organizations can improve and develop IT Infrastructure.
- Research new technologies to strengthen the organization responsible for technology delivery.
- Provide technical leadership to the team of professionals for Information Technology projects, infrastructure and data & cyber security to prevent security breaches and keep information confidential.
- Develop, monitor and enhance an information security management framework.
- Plan and direct the implementation of new IT infrastructure.
- Identify areas and ways through which organization's technological assets can be improved.
- Development & Management of MIS & GIS functions and its monitoring dashboards.
- Ensure smooth electronic communication (connectivity and bandwidth) at multiple Government departments.

### **Qualification and Experience:**

- i MS or MPhil. (First Division) in Computer Science, Software Engineering or Information Technology from a recognized University; and
- ii 10 years' post qualification experience in the relevant field including at least four years' experience in public sector.

#### OR

- i Master's degree or BS (First Division) in Computer Science, Software Engineering or Information Technology from a recognized University; and
- ii 12 years' post qualification experience in the relevant field including at least five years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

### **Competencies & Personal Attributes:**

- Strong leadership, team building and problem-solving abilities
- Inquisitive and detailed oriented with strong analytical skills
- Excellent communication skills, i.e. written and verbal

### **Appointing Authority:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

### **Salary and Benefits:**

SPPP-1 + any other benefit admissible to SPPP-1 as mentioned in Schedule-III.

<b>Position Title:</b> -	<b>Manager (Development)</b>
<b>Report To:</b> -	<b>Chief Technology Officer (CTO)</b>
<b>Wing:</b> -	<b>IT &amp; Communication</b>

**Purpose of the Position:**

Responsible for maximizing the productivity / performance of IT Applications / Custom Developed Software / Web Portals by directing the daily, weekly, and monthly activities. To provide leadership, motivation, training, and development of the workforce; process and procedure development to achieve operational excellence.

**Areas of Responsibilities:**

- To create and document a conceptual and detailed design and write a code based on conceptual description of the business logic.
- To design and development of database components as per requirement of software.
- To compile and write documentation of software development and subsequent revisions inserting comments in the coded instructions.
- To facilitate operational and technical personnel to clarify program intent, identify problems, suggest, and implement changes.
- To assist Business, Operational & Financial teams to define and resolve problems in running software applications/programs as per the software requirement specification.
- To maintain confidentiality with regards to the information being processed, stored or accessed.
- To test the developed application/component in the UAT/Test environments and deployed on Production.
- Prepares and installs solutions by determining and designing system specifications, standards, and programming.
- Maintenance of the systems once they are up and running.
- Work on Special Projects/Assignments as and when needed by the organization.
- Partner with cross-functional teams (UX, Data, Security) for seamless integration.
- Implement DevOps practices (CI/CD, automation, monitoring).
- Ensure scalability, security, and performance of software solutions.
- Collaborate with Product Management, QA, DevOps, and other stakeholders to align priorities.
- Ensure adherence to Agile/Scrum or other development methodologies.
- Any other duty / assignment assigned by the Sr. Manager.

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Sciences or Software Engineering or any other relevant / similar degree from a recognized University; and
- 5 years' post qualification experience in the relevant field including at least four years' experience in public sector along with 2 years' experience in Application Development Operations, System Integrations, Business Dashboards, Business Intelligence (ETL to Report Designing), Databases Administration.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Dot Net Core, MVC Entity Framework, SQL Server, Rest API, Angular JS / + AJAX, Bootstrap, Power BI, C#, WCF/REST services, multi-Threading.
- Work on elements of SDLC life cycle (Build, design, development, deployment)
- Experience of Microsoft Azure and other cloud services.
- Experience in writing backend components and Restful APIs.
- Develop technical interfaces, specifications, and architecture.
- Third Party Components Telerik / Dev Express / Crystal Report / RDLC.
- Strong knowledge of API lifecycle management platforms.
- Good command on Microsoft SQL Server stored procedure, views, Functions, database ERP architecture, query optimization.
- Knowledge of technologies like Node JS, React JS, Mongo DB

**Appointment:**

Appointment shall be made by the Director General on the recommendation of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-3 + any other benefit admissible to SPPP-3 as mentioned in Schedule-III.

**Position Title:** - **Manager (Infrastructure & Networks)**

**Report To:** - **Chief Technology Officer (CTO)**

**Wing:** - **IT & Communication**

**Purpose of the Position:**

Responsible for maximizing the performance of IT infrastructure by directing the daily, weekly, and monthly activities. To provide leadership, motivation, training, and development of the workforce; process and procedure development to achieve operational excellence. Provide event driven operations monitoring, performance tracking and auditing capability.

**Areas of Responsibilities:**

- Perform various IT Infrastructure Administration tasks including the following areas of responsibility:
- Data Centre Management
- Core Network Infrastructure
- Firewalls, Routers and Switches
- Implement policies and procedures to meet service expectations and quality for Operations users through Firewall/Domain Controller.
- Review the IT infrastructure to meet upcoming needs and expansion plans of the company.
- Monitor network performance and optimize the network for optimal speed and availability.
- Servers Management and their uptime assurance.
- Deploy, configure, and update Domain Controller Group Policies.
- Deploy, configure, and upgrade network software's, such as enterprise antivirus or other remote support programs.
- Installation of all types of updates like Windows 11, Windows Server 2016/2019/2022, Antivirus and Office 365 & MS Exchange Management.
- Server and Network Equipment Management.
- Plan, coordinate, and implement network security measures to protect IT Infrastructure from Internal/External attacks.
- Responsible for Implementation of Policies, Procedures and SOPs.
- Provide a high level of Technical Support to all Users.
- Vendor Management with Procurement and Finance for their payments.
- Procurement of IT Equipment & Services through Public Tenders with contracts.
- Respond to Trouble tickets raised by Help Desk and is responsible for the resolution.
- All IT Infra & systems administration functions like User Access control, Patch management, Virus Management, Spam Management, etc.
- Coordination with Principals / Vendors on all IT related purchases including laying.
- Manage staff and operations of data center

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Sciences, Telecommunication or Software Engineering or any other relevant / similar degree from a recognized university; and
- ii 5 years' post qualification relevant experience including at least 3 years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- A hands-on management approach that encourages change and creative problem-solving.
- Ability to manage and maintain the operation of the data center and IT Infrastructure.
- Ability to work well in a fast-paced and high-intensity environment.
- Strong knowledge of Key Account Management.
- Strong relationship-building skills.
- Ability to groom.
- Strong planning, execution, monitoring, and administrative skills.
- Good knowledge of market trends of Technology.

- Strong Knowledge of Contract Management

**Appointment:**

Appointment shall be made by the Director General on the recommendation of Contractual Employment Committee.

**Salary and Benefits:**

SPPP-3 + any other benefit admissible to SPPP-3 as mentioned in Schedule-III.

**Position Title:** - **Manager (Digital Strategy & Communication)**

**Report To:** - **Chief Technology Officer**

**Wing:** - **IT & Communication**

**Purpose of the Position:**

To assist Chief Technology Officer in designing and implementing the communication strategy of PERA through electronic, print and social media. To assist DG in making a well-crafted media strategy to ensure advertising and marketing efforts reach the right target audience.

**Areas of Responsibilities:**

- Will design and implement awareness campaigns related to PERA
- To devise a launching media strategy for PERA
- Will carry out product designing and marketing for PERA
- To create awareness among masses regarding PERA's procedures and scheduled laws
- To highlight PERA's defined objective to light
- To utilise various tools including Press conferences, press releases, short films, short documentaries, streamers and content for all types of media
- Media management and image building for PERA
- Any other duties and responsibilities as per the directions of the Competent Authority.

**Qualification and Experience:**

- i Masters in Mass Communication, Marketing, Public Relations, Graphics Designing, Computer Sciences, Advertising, or equivalent from a recognized University.
- ii Continuous 20-25 years of production career and experience in mainstream TV and social media. Experienced in open and closed-circuit communication and impact. Preferably must have teaching experience in mainstream Universities.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Expert in Ideation and proposal and brand activation
- Must have knowledge of launching tools
- Ideation expert in designing campaigns, using various tools
- Expert in Production Design and campaigns
- He must be Expert in core production,
- He must have thorough understanding of opinion making and brain washing
- Possess ample diversified experience in pre and postproduction processes in various genres.
- Expert in communication, persuasion, opinion making and Transformation
- Have ample experience and knowledge of tools of communication and trends on social media
- He must possess technical knowledge of lighting, camera and postproduction and background scores.
- Must have though understanding of objective of scheduled laws of PERA.
- Must know all Ins and Outs of Production process
- Must claim to have hands on pulse of Target masses
- He must have close contact with news and entertainment celebrities and social media influencers

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee.

**Salary and Benefits:**

SPPP-3 + any other benefit admissible to SPPP-3 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager (Network)**  
**Report To:** - **Manager (Infrastructure & Networks)**  
**Wing:** - **IT & Communication**

**Purpose of the Position:**

Responsible for maximizing the performance of IT Networks and provide, training, and development of the workforce; process and procedure development to achieve operational excellence.

**Areas of Responsibilities:**

- To assist to perform various IT Network Administration tasks including the following areas of responsibility:
  - Data Centre Management
  - Core Network Infrastructure
  - Firewalls, Routers and Switches
- Implement policies and procedures to meet service expectations and quality for Operations through Firewall/Domain Controller.
- Monitor network performance and optimize the network for optimal speed and availability.
- Servers Management and their uptime assurance.
- Deploy, configure, and update Domain Controller Group Policies.
- Deploy, configure, and upgrade network software's, such as enterprise antivirus or other remote support programs.
- Installation of all types of updates like Windows 11, Windows Server 2016/2019/2022, Antivirus and Office 365 & MS Exchange Management.
- Server and Network Equipment Management.
- Responsible for Implementation of Policies, Procedures and SOPs.
- Provide a high level of Technical Support to all Users.
- Respond to Trouble tickets raised by Help Desk and is responsible for the resolution.
- All IT Infra & systems administration functions like User Access control, Patch management, Virus Management, Spam Management, etc.

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Sciences, Telecommunication or Software Engineering or any other relevant / similar degree from a recognized university; and
- ii 3 years' post qualification experience in the relevant field including at least two years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- A hands-on management approach that encourages change and creative problem-solving.
- Ability to manage and maintain the operation of the data center and IT Networks.
- Ability to work well in a fast-paced and high-intensity environment.
- Strong relationship-building skills.
- Good knowledge of market trends of Technology.

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager (IT Infrastructure)**

**Report To:** - **Manager (Infrastructure & Networks)**

**Wing:** - **IT & Communication**

**Purpose of the Position:**

Responsible for maximizing the performance of IT Networks and provide, training, and development of the workforce; Process and procedure development to achieve operational excellence.

**Areas of Responsibilities:**

- To assist to perform various IT Network Administration tasks including the following areas of responsibility:
  - Data Centre Management
  - Core Network Infrastructure
  - Firewalls, Routers and Switches
- To implement policies and procedures to meet service expectations and quality for Operations through Firewall/Domain Controller.
- To Monitor network performance and optimize the network for optimal speed and availability.
- Deploy, configure, and upgrade network software, such as enterprise antivirus or other remote support programs.
- Installation of all types of updates like Windows 11, Windows Server 2016/2019/2022, Antivirus and Office 365 & MS Exchange Management.
- Provide a high level of Technical Support to all Users.
- Respond to Trouble tickets raised by Help Desk and is responsible for the resolution.
- All IT network & systems administration functions like User Access control, Patch management, Virus Management, Spam Management, etc.

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Sciences, Telecommunication or Software Engineering or any other relevant / similar degree from a recognized university; and
- ii 2 years' post qualification experience in the relevant field including at least one years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- A hands-on management approach that encourages change and creative problem-solving.
- Ability to manage and maintain the operation of the data center and IT Networks.
- Ability to work well in a fast-paced and high-intensity environment.
- Strong relationship-building skills.
- Good knowledge of market trends of Technology.

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Web & Software Developer**

**Report To:** - **Manager (Development)**

**Wing:** - **IT & Communication**

**Purpose of the Position:**

He shall design, develop, and maintain web and software applications to meet business and user requirements. This role involves working across front-end, back-end, and full-stack development, ensuring high performance, security, and scalability.

**Areas of Responsibilities:**

- Experience in Design, Illustrator, Dreamweaver, Photoshop, Figma, Adobe XD etc. Should be well versed in HTML, CSS, Bootstrap and jQuery.
- Conduct user research and develop business requirement document to understand user needs and preferences. Use this data to inform design decisions.
- Develop and maintain the information architecture of digital products to ensure logical and user-friendly navigation.
- Ensure designs are responsive and accessible across various devices and platforms.
- Ability to be able to form, prototype and confidently present ideas.
- Work with UI/UX designers, product managers, and QA teams.
- Participate in Agile/Scrum processes (sprints, stand-ups, retrospectives).
- Stay updated with emerging technologies and industry trends.
- Work with CI/CD pipelines (GitHub Actions, Jenkins, GitLab CI/CD).
- Deploy applications on cloud platforms (AWS, Azure, GCP).
- Use containerization (Docker, Kubernetes) for scalable deployments.
- Perform unit, integration, and end-to-end testing (Jest, Selenium, Cypress).
- Design and manage databases (SQL: PostgreSQL, MySQL; NoSQL: MongoDB, Firebase).
- Optimize queries and ensure data security and integrity.
- Implement authentication and authorization (OAuth, JWT, SSO).
- Design, develop, and maintain responsive web applications using modern frameworks (React, Angular, Vue.js).
- Build and optimize server-side applications (Node.js, Python, Java, .NET, PHP).
- Develop RESTful APIs and integrate third-party services.
- Ensure cross-browser compatibility, accessibility, and mobile responsiveness.

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Sciences, or Software Engineering or any other relevant / similar degree from a recognized university; and
- ii 3 years' post qualification experience in the relevant field including at least one years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- A hands-on management approach that encourages change and creative problem-solving.
- Ability to manage and maintain the operation of the data center and IT Networks.
- Ability to work well in a fast-paced and high-intensity environment.
- Strong relationship-building skills.
- Good knowledge of market trends of Technology.

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

**Position Title:** - **Android Developer**  
**Report To:** - **Manager Development**  
**Wing:** - **IT & Communication**

**Purpose of the Position:**

The Android Developer designs, develops, and maintains high-performance Android applications. This role involves working with Kotlin/Java, modern Android frameworks, and best practices to create scalable, secure, and user-friendly mobile apps.

**Areas of Responsibilities:**

- Experience in Design, Illustrator, Dreamweaver, Photoshop, Figma, Adobe XD etc. Should be well versed in HTML, CSS, Bootstrap and jQuery.
- Conduct usability for android apps, testing to gather feedback and make improvements to designs.
- Ability to be able to form, prototype and confidently present ideas.
- Design and build native Android applications using Kotlin (preferred) or Java.
- Implement Jetpack components (ViewModel, LiveData, Room, Compose).
- Ensure responsive UI/UX with Material Design guidelines.
- Optimize apps for performance, battery efficiency, and memory usage.
- Connect Android apps to RESTful APIs (Retrofit, OkHttp).
- Handle authentication (OAuth, JWT, Firebase Auth).
- Work with real-time data (WebSockets, Firebase Realtime DB).
- Write unit tests & UI tests (JUnit, Espresso, Mockito).
- Debug and fix crashes using Android Studio, Logcat, and Firebase Crashlytics.
- Conduct performance profiling (Android Profiler, Systrace).
- Keep apps updated with the latest Android SDK & security patches.
- Reduce APK size and improve load times.
- Support different screen sizes, OS versions, and devices.
- Work with cross-functional teams (Backend, UX/UI, QA).
- Follow Agile/Scrum methodologies (sprints, code reviews).
- Stay updated with Android trends (Jetpack updates, new APIs).

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Sciences or Software Engineering or any other relevant / similar degree from a recognized university; and
- ii 3 years' post qualification experience in the relevant field including at least one years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- A hands-on management approach that encourages change and creative problem-solving.
- Ability to manage and maintain the operation of the data center and IT Networks.
- Ability to work well in a fast-paced and high-intensity environment.
- Strong relationship-building skills.
- Good knowledge of market trends of Technology.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

**Position Title: - Database Administrator**

**Report To: - Manager Development**

**Wing: - IT & Communication**

**Purpose of the Position:**

Responsible for demonstrating database administration, advanced performance analysis and tuning skills. Design and development of database, data warehouse and multi-Dimensional database.

**Areas of Responsibilities:**

- Design and develop databases, data warehouses and multidimensional databases.
- Design and implement measures, measure groups, granularity, calculated measures, and aggregate functions.
- Implement cubes and implement and configure dimensions in a cube.
- Develop reports using prescriptive analytics and predictive modelling using regression, classification, and clustering techniques.
- Configure authentication and authorization for reporting solution.
- Implement interactivity in reports and configure report data sources and datasets.
- Implementation, Management and Maintenance of SQL database server and other storage devices.
- Performance Monitoring and Tuning of Database Server and other storage devices.
- Routine Maintenance including Log Management and Monitoring.
- Optimization of Storage.
- Establishing standards and schedules for database backups using System Centre Data Protection Manager.
- Recording, developing, and ensuring backups, their schedules and test recovery & restoration procedures for each database.
- Managing Database Users and Security.
- Supporting Development Teams with RDBMS related Issues.
- Perform the role of the principal designer responsible for complex systems and their subsystems employing deep knowledge of current technology and tools, as well as relevant systems that already exist.
- Monitoring performance and managing parameters to provide fast responses to end users.
- Maintain documentation and procedures to ensure adherence to database / data storage / data backup policies, procedures, and regulations.
- Ensure the availability of database backups both onsite and offsite.
- Controlling access permissions and privileges. ETL, moving data, merging data, etc.
- Provide required database management, operations, and support and upgradation capabilities for the IT Department.
- Incorporate changes in database structure by following proper change and experience in data preparation, visualization, analysis, and dashboard development using Tableau/ MS Power BI.

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Sciences or Software Engineering or any other relevant / similar degree from a recognized university; and
- ii 3 years' post qualification experience in the relevant field including at least two years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Experience in SSAS, SSRS and SSIS. Experience TSQL/PLSQL programming.
- Experience in Artificial Intelligence and Machine Learning using Python.
- Experience of MS SQL and MYSQL tuning.
- Knowledge of computing, and Storage systems using System Center Data Protection Manager.
- Experience in data preparation, visualization, analysis, and dashboard development using Tableau/ MS Power BI.

- Strong leadership, team building and problem-solving abilities
- Inquisitive and detailed oriented with strong analytical skills
- Excellent communication skills, i.e. written and verbal

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

**Position Title:** -

**Creative Lead**

**Report To:** -

**Manager Digital Strategy & Communication**

**Wing:** -

**IT & Communication**

**Purpose of the Position:**

The Creative Lead is responsible for driving the creative vision, strategy, and execution of all media content and brand communications. They manage a multidisciplinary team of designers, writers, videographers, and digital media professionals to produce high-impact campaigns that align with the organization branding and government expectations. The role combines creative thinking, project management, and leadership skills to deliver compelling narratives across platforms including digital, print, broadcast, and social media.

**Areas of Responsibilities:**

- Develop and articulate compelling creative concepts for campaigns, branding, and digital media initiatives.
- Ensure a consistent visual and thematic identity across all content.
- Translate business objectives into creative strategies that inspire audiences and achieve results.
- Supervise, mentor, and guide a team of creative professionals including graphic designers, copywriters, and content creators.
- Foster a culture of innovation, collaboration, and continuous improvement.
- Oversee creative workflows and ensure on-time delivery of high-quality content.
- Manage multiple projects from concept through execution, maintaining deadlines and quality control.
- Collaborate with marketing, production, and client servicing teams to align creative outputs with strategic goals.
- Approve storyboards, scripts, visual elements, and final production outputs.
- Present creative proposals and campaign ideas to clients or internal stakeholders.
- Build strong relationships with external creative partners, vendors, and freelancers.
- Stay updated with industry trends in design, digital marketing, video, and technology.
- Introduce new creative tools and platforms to improve output and engagement.
- Develop creative and visually appealing designs for a variety of materials, including brochures, flyers, posters, social media posts, presentations, website elements, and other marketing collateral.
- Collaborate with internal teams to understand design requirements and deliver solutions that meet the communication objectives
- Stay updated with design trends, tools, and techniques to continuously enhance the quality and relevance of work produced.
- Any other duty and responsibility assigned by the Competent Authority.

**Qualification and Experience:**

- i Bachelor (Hons) / Master Degree in any discipline from an HEC recognized University.
- ii At least 03 years' post qualification experience in Production, Graphics Designing, Media Management, Marketing or any related field.

**Competencies & Personal Attributes:**

- Proficiency in design software such as Adobe Photoshop, Illustrator, and InDesign.
- Creative thinking with the ability to conceptualize and execute innovative designs.
- Strong attention to detail, ensuring accuracy and visual appeal in all design work.
- Excellent communication skills for collaboration and interpreting design briefs.
- Excellent in maintaining consistent visual identity across various platforms.
- Strong organizational & time management skills to handle multiple projects & meet deadlines.
- Adaptability to new design trends, tools, and techniques.
- Knowledge of print and digital design requirements and file preparation.
- Ability to work collaboratively within a team and provide constructive feedback.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

**Position Title:** - **Graphic Designer**  
**Report To:** - **Creative Lead**  
**Wing:** - **IT & Communication**

**Purpose of the Position:**

The Graphic Designer will assist Creative Lead and play a crucial role in enhancing the visual communication of the Punjab Enforcement Regulatory Authority. This position is responsible for creating impactful and effective designs that support the authority's mission, promote its initiatives, and engage the public. The designer will contribute to maintaining a consistent identity across all stakeholders, ensuring that the authority's visual presence is both professional and accessible. The role also supports the development of creative content for both digital and print platforms, aligning with organizational goals.

**Areas of Responsibilities:**

- Develop creative and visually appealing designs for a variety of materials, including brochures, flyers, posters, social media posts, presentations, website elements, and other marketing collateral.
- Collaborate with internal teams to understand design requirements and deliver solutions that meet the communication objectives
- Create layouts and graphics for both digital and print media that are user-friendly, engaging, and aligned with organizational goals.
- Stay updated with design trends, tools, and techniques to continuously enhance the quality and relevance of work produced.
- Edit and prepare final designs, ensuring files are properly formatted for both print and digital publishing.
- Maintain a file management system for all design assets and work with the team to manage deadlines and design requests effectively.
- Provide creative input and contribute to brainstorming sessions for new projects, campaigns, and visual strategies.
- Any other duty and responsibility assigned by the Competent Authority.

**Qualification and Experience:**

- iii BS-IT, Fine Arts or equivalent degree from an HEC recognized University.
  - iv At least 02 years' experience in Graphic Design related field i.e. Adobe Creative (Photoshop, Illustrator, InDesign etc.)
- Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Proficiency in design software such as Adobe Photoshop, Illustrator, and InDesign.
- Creative thinking with the ability to conceptualize and execute innovative designs.
- Strong attention to detail, ensuring accuracy and visual appeal in all design work.
- Excellent communication skills for collaboration and interpreting design briefs.
- Excellent in maintaining consistent visual identity across various platforms.
- Strong organizational & time management skills to handle multiple projects & meet deadlines.
- Adaptability to new design trends, tools, and techniques.
- Effective problem-solving skills to address design challenges creatively.
- Knowledge of print and digital design requirements and file preparation.
- Ability to work collaboratively within a team and provide constructive feedback.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Content / Script Writer**

**Report To:** - **Creative Lead**

**Wing:** - **IT & Communication**

**Purpose of the Position:**

The Content/Script Writer will be responsible for developing clear, engaging, and informative written content for the Punjab Enforcement Regulatory Authority. This includes creating scripts for video content, articles, reports, social media posts, and other communication materials. The goal of the role is to effectively communicate the authority's key messages, initiatives, and regulatory updates to the public in a compelling, accessible, and professional manner.

**Areas of Responsibilities:**

- Write clear, concise, and engaging content for various platforms, including websites, social media, videos, reports, and internal documents.
- Develop scripts for video content and media campaigns that effectively communicate the authority's objectives and regulatory information.
- Research and gather information on relevant topics, ensuring accuracy and relevance in all written materials.
- Collaborate with internal teams to understand project goals, target audiences, and communication needs.
- Ensure all content adheres to the authority's brand guidelines, tone, and messaging.
- Edit and proofread content to ensure it is error-free, consistent, and meets quality standards.
- Develop content for public awareness campaigns, press releases, and educational material related to regulatory matters.
- Work with the digital team to create optimized content for social media platforms, driving public engagement.
- Monitor the performance of published content and adjust strategies based on audience feedback and analytics.
- Stay updated on industry trends, language usage, and best practices to improve content quality and relevance.
- Any other duty and responsibility assigned by the Competent Authority.

**Qualification and Experience:**

- i Bachelor's degree in English / Journalism or equivalent from a recognized university.
- ii At least 01 years' experience of development of content on various social media platforms.
- iii Experience of writing articles for known papers/ online sites.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Creativity in presenting complex information in a clear, concise, and engaging manner.
- Experience in writing scripts for video, social media, and other digital content formats.
- Knowledge of SEO best practices for web and social media content optimization.
- Ability to work collaboratively with cross-functional teams to meet content needs.
- Strong organizational skills, with the ability to handle multiple projects and meet deadlines.
- Excellent communication skills for presenting ideas, providing feedback and collaborating effectively.
- Familiarity with regulatory topics, govt. communication standards or public policy is a plus.
- Ability to adapt writing style to different audiences, platforms, and formats.

**Appointment:**

Appointment shall be made by the Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Associate Social Media**

**Report To:** - **Creative Lead**

**Wing:** - **IT & Communication**

**Purpose of the Position:**

The Associate social media will be responsible for managing the Punjab Enforcement Regulatory Authority's social media presence, ensuring effective communication and engagement with the public. This role supports the promotion of the authority's initiatives, regulatory updates, and key messages through creative and consistent social media content. The position aims to enhance public awareness and foster positive relationships through digital platforms.

**Areas of Responsibilities:**

- Manage daily operations of official accounts (e.g., Facebook, Twitter/X, Instagram, YouTube).
- Schedule and publish posts, alerts, advisories, and success stories from field operations or community initiatives.
- Ensure adherence to agency communication policies and government social media guidelines.
- Develop engaging digital content (images, graphics, short videos, infographics) in coordination with the design and field teams.
- Assist in planning and executing awareness campaigns on public safety, legal rights, rules, anti-crime initiatives, etc.
- Promote law enforcement events, community policing programs, and public service announcements.
- Monitor online conversations, mentions, and trends related to the agency and public safety.
- Respond to public queries or complaints with approved messaging protocols, and escalate sensitive issues to senior officials.
- Track misinformation or rumors and coordinate corrective digital responses.
- Compile performance metrics (engagement, reach, sentiment analysis) for weekly and monthly reports.
- Provide feedback to improve outreach strategies and enhance public trust.
- Maintain a digital archive of published content and key online interactions.
- Liaise with enforcement wings, legal teams, and senior officers for content verification and approvals.
- Coordinate with government PR departments and media units for joint campaigns or press coverage.

**Qualification and Experience:**

- i Mass Communication, Journalism, Public Relations, Media Studies, Language Studies, Social/Administrative Sciences or equivalent degree from an HEC recognized university.
- ii At least 02 years' experience in Graphic Design related field i.e. Adobe Creative (Photoshop, Illustrator, InDesign etc.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Proficiency in social media management and analytics tools.
- Excellent written and verbal communication skills.
- Ability to adapt tone and messaging for different social media platforms and target audiences.
- Strong creativity in developing content ideas and social media campaigns.
- Knowledge of social media advertising, paid campaigns, and boosting posts.
- Ability to analyze social media performance data and generate insights for improving engagement.
- Familiarity with crisis communication strategies and social media best practices.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title: - System Support Officer**

**Report To: - Sub Divisional Enforcement Officer of the Enforcement Station concerned**

**Wing: - Enforcement Station, IT & Communication, Training**

**Purpose of the Position:**

The System Support Officer assist the SDEO with the various functions at Enforcement Stations. including providing comprehensive technical and administrative support to ensure smooth operations and functioning of IT infrastructure as well as office administration. The role involves addressing hardware, software, and network-related issues while also handling clerical and administrative tasks such as duty roster management, correspondence, financial record-keeping, and vendor coordination.

**Areas of Responsibilities:**

- Manage and troubleshoot hardware components including desktops, laptops, printers, scanners, and other peripheral devices.
- Install, configure, and maintain software applications in accordance with PERA's requirements.
- Monitor, manage, and resolve network connectivity issues, ensuring minimal downtime.
- Coordinate with external IT support providers and vendors for specialized technical assistance when required.
- Maintain records of hardware and software inventory.
- Prepare and manage the duty roster for PERA's personnel, ensuring appropriate coverage.
- Draft, manage, and dispatch official correspondence to the Head Office and other external/internal departments.
- Maintain systematic filing of official records, memos, and correspondence.
- Maintain financial records related to office expenses, vendor payments, and operational budgets.
- Process vendor bills and ensure timely payment in compliance with agency procedures.
- Manage office supplies inventory and coordinate procurement to maintain adequate stock levels.
- Coordinate with vendors for hardware, software, and network maintenance services.
- Liaise with internal teams and external departments to ensure seamless operations.
- Prepare periodic reports on IT system status, administrative activities, and financial expenditures for management review.
- Responsible for software and hardware configuration, update and design for increased efficiency of the systems.
- Maintain IT and office records (contracts, warranties, service agreements).
- Drafting noting & letters as per the requirements of SDEOs.
- Liaise with landlords, vendors, and service providers (electricity, internet, maintenance).
- Manage courier services, mail distribution, and petty cash reconciliations.
- Manage all matters related to Admin, Finance, Procurement & enforcement stations.

**Qualification and Experience:**

- i 16 years' education, preferably in Computer Science / Information Technology / Software Engineering or any other discipline i.e. Administrative, Management or Social Sciences with adequate Computer Knowledge.
- ii 2 years of management services experience in reputable organization(s).

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Good written and verbal communication skills.
- Understanding of financial & Admin matters.
- Communication Skills.
- Analytical skills.
- Presentation skills.
- Must be proficient in the use of IT and MS office

- Noting / drafting skills

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Head Procurement & Contracting**

**Report To:** - **Director Administration & HR**

**Wing:** - **Administration & HR**

**Purpose of the Position:**

Responsible for ensuring that procurement & contracting activities are managed effectively and efficiently for the smooth working of the supply chain of the Authority. Also, responsible for developing and implementing policies, procedures and objectives for managing and controlling the procurement function in line with the authority objectives.

**Areas of Responsibilities:**

- Manage the operations of Procurement & Contracting to ensure the smooth supply chain of the Authority.
- Develop and maintain a high-performance culture in the procurement resulting in continued success in meeting functional KPIs
- Ensure implementation and compliance of the Procurement Policy and maintaining the transparency & integrity of procurement process.
- Ensure that Goods, Services, Works and Consultancy Services are procured from reliable & quality vendors and at best value in compliance with PPRA Rules.
- Overall responsibility for the timely processing of requisitions, purchase orders and vendor invoices with focus on continuous improvements.
- Liaise with counterparts in other wings to ensure alignment of activities and objectives.
- Carrying out periodical analysis and reviews for cost control/reduction/rationalization as well as benchmarking with best practices in various activities.
- Identification and implementation of process improvements to increase efficiency and accuracy.
- Assisting/managing internal & external audits related to procurement.
- Manage work allocation, training, problem resolution, performance assessment of the procurement team.
- Any other duties and responsibilities as assigned by the Competent Authority.

**Qualification and Experience:**

- i BS/BSc/Master's degree in Supply Chain Management, Business Administration or equivalent (16 years education) from an HEC recognized University.
- ii 10 years of procurement management experience in reputable organization(s) and having more than 5 years' experience in public sector procurement.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Extensive Knowledge of PPRA rules & regulations and Contract Management.
- Knowledge of ERP implementation
- Strong leadership, team building and problem-solving abilities
- Negotiation and interpersonal skills
- Inquisitive and detail-oriented with strong analytical skills
- Excellent communication skills, i.e. written and verbal

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-2 + any other benefit admissible to SPPP-2 as mentioned in Schedule-III

**Position Title: - Deputy Manager HR**

**Report To: - Assistant Director Admin. & HR**

**Wing: - Administration & HR**

**Purpose of the Position:**

The Deputy Manager – Human Resources plays a critical role in supporting the Assistant Director (Admin. & HR) in executing core HR functions. This includes recruitment, employee relations, performance management, regulatory compliance, and day-to-day HR operations. The incumbent contributes to the effective implementation of HR policies, fosters a positive organizational culture, and supports strategic HR initiatives to enhance employee engagement and organizational efficiency.

**Areas of Responsibilities:**

- Assist in managing the recruitment process including job postings, screening, interviews, and offer rollouts.
- Maintain employee personnel files and ensure timely onboarding
- Support implementation of attendance management systems and generate daily and monthly attendance reports.
- Maintain accurate records of leave, time-offs, and payroll inputs.
- Update and maintain the Human Resource Information Management System (HRMIS).
- Assist in identifying training needs and preparing learning and development (L&D) plans.
- Coordinate capacity-building programs and monitor participation and outcomes.
- Support the implementation and oversight of the pay structure and employee benefits program.
- Address employee grievances, and disciplinary issues in line with organizational policies.
- Conduct exit interviews and analyze turnover trends for corrective actions.
- Organize employee engagement initiatives such as team-building and recognition events.
- Assist in implementing performance appraisal systems (e.g., KPIs/OKRs).
- Track performance data, maintain feedback records, and support employee development plans.
- Ensure compliance with applicable labor laws and internal HR policies.
- Assist in reviewing and updating HR policies, manuals, and SOPs
- Prepare periodic HR reports including attrition analysis, hiring metrics etc
- Perform any other duties assigned by the competent authority.

**Qualification and Experience:**

- i BS/BSc/Master's degree in Business Administration, Human Resource Management or equivalent (16 years education) from an HEC recognized University; and
- ii 3 years' post qualification experience in the relevant field including at least two years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Presentation skills and report writing.
- Strong understanding of HR policies, labor laws, and modern HR practices.
- Must possess thorough understanding of procedures related to contractual appointments.
- Should have proficiency in the use of IT
- Integrity and empathy
- Conflict management skills
- Excellent communication skills, i.e. written and verbal

**Appointment:**

Appointment shall be made by Director General the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

**Position Title:** - **Deputy Manager Inventory & Warehousing**

**Report To:** - **Assistant Director Logistics & Inventory**

**Wing:** - **Administration & HR**

**Purpose of the Position:**

The Deputy Manager – Inventory & Warehousing supports the Assistant Director – Logistics & Inventory in ensuring that all inventory and warehousing operations are carried out efficiently, systematically, and in compliance with established SOPs. The role focuses on maintaining accuracy, reliability, and organization in inventory management processes.

**Areas of Responsibilities:**

- Plan and implement efficient supply chain and inventory management strategies.
- Ensure timely distribution of inventory while maintaining minimum stock levels and service quality standards.
- Maintain warehouse facilities in compliance with safety standards and operational SOPs.
- Monitor and control inventory to ensure accurate stock levels and minimize discrepancies.
- Research, evaluate, and recommend cost-effective inventory and storage solutions.
- Ensure completeness and accuracy of documentation as per policies and procedures.
- Identify and report any discrepancies between physical stock and inventory records.
- Maintain comprehensive and audit-ready inventory records.
- Ensure continuous updates and functionality of the Inventory Management System (IMS).
- Compile reports on inventory balances, pricing, and cost trends.
- Develop and enforce inventory control policies and procedures.
- Forecast demand and inform relevant person regarding inventory replenishment to maintain optimal stock levels.
- Conduct regular cycle counts and annual physical audits to verify stock accuracy.
- Analyze inventory data to identify gaps and initiate corrective measures.
- Minimize obsolete and slow-moving stock through proactive stock management.
- Perform any other task assigned by senior management.

**Qualification and Experience:**

- i BS/BSc/Master's degree in Business Administration, Management Science, Supply Chain Management, or equivalent (16 years' education) from a recognized university; and
- ii 3 years' post qualification relevant experience including at least two years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Strong understanding of inventory and warehousing operations
- Proficiency in MS Office and inventory management systems
- Sharp analytical and problem-solving skills
- Attention to detail and commitment to accuracy and compliance
- Effective communication and coordination abilities

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee-I.

**Salary and Benefits:**

SPPP-4 Pay Scale + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

<b>Position Title:</b> -	<b>Assistant Manager Logistics</b>
<b>Report To:</b> -	<b>Deputy Manager Inventory &amp; Warehousing</b>
<b>Wing:</b> -	<b>Administration &amp; HR</b>

#### **Purpose of the Position:**

The Assistant Manager Logistics assists the Assistant Director Logistics & Inventory in managing day-to-day logistics operations. The role involves planning, coordinating, and monitoring the movement of goods and materials to ensure timely and cost-effective delivery. Responsibilities include overseeing transportation, managing vendor relationships, and ensuring compliance with PERA policies.

#### **Areas of Responsibilities:**

- Track vehicle usage, mileage, fuel consumption, and driver assignments.
- Ensure vehicles are mission-ready through preventive maintenance and timely servicing.
- Maintain vehicle logs and reports for operational transparency and audits.
- Plan and oversee the movement of equipment, supplies, and personnel for training, field operations, or official deployments.
- Coordinate the distribution and inventory of logistics items including fuel, protective gear, communication devices, and operational kits.
- Coordinate with technical teams and approved vendors for vehicle repairs, maintenance, spare parts, and inspections.
- Assist in drafting vehicle and logistics procurement requests, specifications, and bid evaluations in accordance with public procurement rules.
- Monitor fleet insurance, registration, and compliance with traffic and vehicle safety regulations.
- Ensure compliance with internal fleet policies and national transportation laws.
- Maintain updated records on all assets, including ownership documents, insurance, maintenance logs, and accident reports.
- Prepare periodic reports on fleet performance, cost-efficiency, and logistics activities for senior management.
- Manage the POL of authorized vehicles and Officials.

#### **Qualification and Experience:**

- i BS/BSc/Master's degree in Business Administration, Management Sciences, Logistics, Supply Chain Management or equivalent (16 years' education) from a recognized university; and
- ii 2 years' post qualification relevant experience including at least one-year experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

#### **Competencies & Personal Attributes:**

- Ability to assess logistical processes, identify bottlenecks, and propose solutions.
- Proficient in Microsoft Office and logistics software.
- Competent in accurate note-taking and drafting professional documents.
- Ability to troubleshoot and resolve issues efficiently.
- Excellent verbal and written communication.

#### **Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee-I.

#### **Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

<b>Position Title:</b> -	<b>Assistant Manager Stores</b>
<b>Report To:</b> -	<b>Deputy Manager Inventory &amp; Warehousing</b>
<b>Wing:</b> -	<b>Administration &amp; HR</b>

**Purpose of the Position:**

The Assistant Manager Stores assists the Deputy Manager Inventory & Warehousing in managing daily store operations. The role involves maintaining stock accuracy, ensuring smooth inward and outward movement of inventory, and implementing storekeeping procedures in line with organizational policies. Responsibilities include record management, storage optimization, stock issuance, and supporting audit and compliance functions.

**Areas of Responsibilities:**

- Monitor day-to-day store operations and ensure accurate stock entries in the inventory system.
- Receive, inspect, and verify incoming goods as per specifications and documentation.
- Ensure systematic storage, labeling, and categorization of stock to optimize space and access.
- Issue inventory as per authorized requisitions and maintain proper records.
- Conduct routine physical stock counts and reconcile with inventory records.
- Maintain records of damaged, expired, or returned items and report discrepancies.
- Assist in the preparation of demand forecasts and reorder levels to avoid stockouts.
- Ensure cleanliness, safety, and security of the store area in compliance with health and safety standards.
- Support internal and external audit exercises by providing accurate documentation.
- Prepare regular inventory status reports for senior management.
- Ensure compliance with PERA policies and standard operating procedures.

**Qualification and Experience:**

- i BS/BSc/Master's degree in Business Administration, Management Sciences, Supply Chain Management, or equivalent (16 years education) from a recognized university; and
- ii 2 years' post qualification relevant experience including at least one year experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Knowledge of storekeeping practices, stock control, and record management.
- Proficient in Microsoft Office and inventory management software.
- Strong attention to detail and documentation accuracy.
- Effective communication and coordination skills.
- Ability to manage time and multiple tasks efficiently.

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager HR**

**Report To:** - **Deputy Manager HR**

**Wing:** - **Administration & HR**

**Purpose of the Position:**

The Assistant Manager HR supports the Deputy Manager – HR in the execution of day-to-day HR functions. Key responsibilities include assisting with employee onboarding and orientation, maintaining HR records, and supporting general HR operations to ensure smooth administrative processes and a positive employee experience.

**Areas of Responsibilities:**

- Assist in the onboarding and orientation process for new employees, ensuring timely completion of documentation and induction formalities.
- Support the Deputy Manager – HR in maintaining and updating employee records, including personal files, attendance, and leave data.
- Provide administrative support in day-to-day HR functions such as preparing letters, maintaining trackers, and updating HR databases.
- Coordinate with relevant departments to facilitate employee requests related to HR services.
- Assist in organizing employee events and engagement activities.
- Maintain confidentiality of employee information and ensure adherence to HR policies and procedures.
- Support the implementation of HR systems and digital recordkeeping tools.
- Assist in drafting and updating HR-related documents, including templates, forms, and policy manuals.
- Respond to employee queries regarding HR procedures and escalate complex issues to the Deputy Manager – HR.
- Perform any other tasks assigned by the Deputy Manager – HR or competent authority.

**Qualification and Experience:**

- i BS/BSc/Master's degree in Business Administration in Human Resource Management or equivalent (16 years' education) from a recognized university; and
- ii 2 years' post qualification relevant experience including at least one-year experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Presentation skills and report writing.
- Strong understanding of HR policies, labor laws, and modern HR practices.
- Must possess thorough understanding of procedures related to contractual appointments.
- Should have proficiency in the use of IT
- Integrity and empathy
- Conflict management skills
- Excellent communication skills, i.e. written and verbal

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Admin**  
**Report To:** - **Assistant Director Admin. & HR**  
**Wing:** - **Administration & HR**

**Purpose of the Position:**

The Assistant Manager Admin is responsible for ensuring the efficient functioning of daily office operations. This includes managing facilities, handling documentation, and coordinating support services. The role requires strong organizational skills, the ability to multitask effectively, and a proactive approach to maintaining a smooth and efficient workplace environment.

**Areas of Responsibilities:**

- Oversee and manage the day-to-day office operations, including facility maintenance, cleanliness, and office supplies.
- Ensure the proper functioning of office equipment (printers, scanners, IT assets) and coordinate necessary repairs or replacements.
- Supervise and coordinate external services, like security and housekeeping to ensure seamless support for employees.
- Manage office space utilization, seating arrangements, and workspace allocation.
- Support employees in workstation setup, access cards, and related logistics.
- Organize and coordinate internal and external events, meetings, and conferences, ensuring smooth execution.
- Handle visitor management and coordinating meetings.
- Ensure compliance with workplace safety standards, including conducting fire drills and maintaining first aid kits.
- Ensure proper documentation and maintenance of office records, leases, permits, and insurance policies.
- Monitor and validate third-party service providers' performance, ensuring the quality and cost-effectiveness of services rendered.
- Analyze office administration processes and provide insights for continuous improvement.
- Prepare and present administrative reports and key metrics to senior management.
- Collaborate with cross-functional teams to improve operational efficiency and service delivery.
- Perform any other duties or tasks assigned by the competent authority.

**Qualification and Experience:**

- i BS/BSc/Master's degree in Business Administration, Management Sciences, Office Management or equivalent (16 years' education) from a recognized university; and
- ii 2 years' post qualification relevant experience including at least one-year experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Strong knowledge of administrative matters related to office management
- Excellent verbal and written communication.
- Ability to assess and solve operational issues.
- Proficient in preparing and delivering presentations.
- Skilled in Microsoft Office and other IT tools.
- Competent in note-taking and drafting professional documents.

**Appointment:**

Appointment shall be made by Director General on the recommendation of Contractual Employment Committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Procurement**

**Report To:** - **Head Procurement**

**Wing:** - **Administration & HR**

**Purpose of the Position:**

To assist the Head Procurement in managing the sourcing, purchasing activities in PERA as per the Rules, Regulations, policies, procedures, procurement manual guidelines, best practices and regulatory/statutory framework of Punjab, Pakistan.

**Areas of Responsibilities:**

- To Assist to ensure compliance with Rules, policies, procedures and KPIs.
- To Assist coordination with internal departments to prepare the bidding documents i.e. Pre-qualification, RFQs & Tenders etc. with appropriate approvals and purchase/service requests.
- To Assist that procurement should be delivered as per the agreed cycle time, bring cost savings through negotiations (where applicable) and streamline work processes to provide best possible services to internal customers.
- To Assist Coordination with stakeholders/committees to complete the bid evaluation as per the bidding document.
- To Assist in preparation of proceeding/noting and ensure that procurement record is available for audit purpose as per the applicable Procurement Rules.
- To Assist in preparation of reports on monthly and quarterly basis for Management review.
- Any other duties and responsibilities related to procurement department that may be assigned by the Head Procurement & Contracting or Deputy Manager Procurement.

**Qualification and Experience:**

- iii Bachelor's in supply chain, business administration or equivalent from a recognized university.
- iv 2 years of procurement management experience in a reputable organization/s and having more than 1 years' experience in public sector procurement.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Knowledge of PPRA rules & regulations.
- Understanding of Contract Management.
- Knowhow of Procurement Policies and Procedures.
- Good writing & communication skills
- Good computer skills (MS Office and Reporting)
- Good in negotiation skills
- Good in problem solving, proactive & should have good analytical and multi-tasking skills.

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

<b>Position Title:</b> -	<b>Assistant Manager Protocol</b>
<b>Report To:</b> -	<b>Deputy Director Administration &amp; HR</b>
<b>Wing:</b> -	<b>Administration &amp; HR</b>

**Purpose of the Position:**

Assistant Manager Protocol is responsible for ensuring that all official events, ceremonies, and visits are conducted in accordance with established protocols, etiquette, and diplomatic standards. This role often involves working closely with high-ranking officials, dignitaries, and guests, ensuring that all interactions and events reflect the organization's standards of professionalism and respect.

**Areas of Responsibilities:**

- Plan and execute formal events, ceremonies, or visits involving high-ranking officials or dignitaries.
- Ensure that all events and interactions comply with government protocols, cultural norms, and organizational policies.
- Manage the order of precedence for official functions, ensuring proper recognition and seating of dignitaries.
- Prepare and maintain records of protocol-related activities, including event reports and visitor logs.
- Implement and monitor security measures to protect personnel and organizational assets.
- Serve as the primary point of contact for visiting dignitaries, delegations, and guests.
- Prepare and distribute official correspondence, invitations, and announcements. Advise government officials on matters of protocol, etiquette, and diplomatic procedures.
- Manage the order of precedence for official events and ceremonies.
- Arrange travel itineraries, visas, and accommodations for visiting dignitaries.
- Oversee the preparation of gifts, plaques, and other ceremonial items.
- Collaborate with law enforcement or external security agencies as needed.
- Coordinate visits of VIPs, delegations, or external stakeholders.
- Prepare briefing materials and ensure proper hospitality arrangements.
- Draft formal correspondence, invitations, and acknowledgments.
- Maintain records of official events, including guest lists and program schedules.

**Qualification and Experience:**

- i Bachelor's (14 years) or Bachelors / Master's (16 years) Degree in any Discipline.
- ii Armed forces/ Law Enforcement agency experience is mandatory for the candidates.
- iii Retired Armed forces personnel will be preferred.

**Competencies & Personal Attributes:**

- Strong knowledge of diplomatic protocols, customs, and traditions.
- Excellent organizational and multitasking abilities.
- Exceptional communication and interpersonal skills.
- Attention to detail and ability to work under pressure.

**Appointment:**

Appointment shall be made by the Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Finance**  
**Report To:** - **Assistant Director Finance**  
**Wing:** - **Finance**

**Purpose of the Position:**

The Assistant Manager Finance is responsible to support the Finance Wing of PERA in financial management of PERA Headquarters and Enforcement Stations, including the preparation, execution, monitoring, reconciliation, and reporting of all financial activities in accordance with the Punjab Public Financial Management Act, Punjab Budget Manual, Delegation of Financial Powers Rules, Accounting Policies & Procedures Manual, and relevant Taxation Laws of Punjab. This role ensures fiscal discipline, regulatory compliance, and operational support for budget execution, fund releases, payroll processing, expenditure reconciliation, and tax obligations. The Finance Officer supports the Director General PERA, providing management with accurate financial analysis and ensuring transparent financial operations across all levels of PERA's administrative and enforcement framework.

**Areas of Responsibilities:**

- Support in the preparation and consolidation of the Budget for PERA HQ and Enforcement Stations in collaboration with Sub Divisional Enforcement Officers (SDEOs)/Drawing & Disbursing Officers (DDOs), following the Punjab Budget Call Circular.
- Develop and circulate standardized budget templates and guidelines, ensuring alignment with the Punjab Chart of Accounts (CoA).
- Coordinate the preparation of the Schedule of New Expenditures (SNEs) for PERA HQ and Enforcement Stations, ensuring all new staffing, operational, and development needs are properly documented and justified in accordance with Finance Department directives.
- Consolidate and submit SNEs to the Finance Department through the Competent Authority.
- Coordinate with the Finance Department, Government of Punjab, for the timely release of budgetary funds.
- Ensure follow-up with the Accountant General (AG) Punjab Office for the issuance of authorities to the National Bank of Pakistan in favor of PERA HQ and Enforcement Stations.
- Track and report on the status of fund releases and disbursements to management.
- Monitor and report on the utilization of allocated funds, ensuring compliance with approved budgets and Government codal requirements.
- Support SDEOs/DDOs in executing their budgets in accordance with the Delegation of Financial Powers Rules.
- Prepare and submit monthly, quarterly, and annual budget execution and variance analysis reports.
- Reconcile expenditures incurred in through Assan Assignment Account (AAA) at PERA HQ with Treasury Office records and the Accountant General Punjab Office to ensure financial integrity.
- Coordinate with the National Bank of Pakistan and other designated banks to reconcile PERA's receipts, including fines, fees, or other collections.
- Compile and maintain Receipts Registers, ensuring regular reconciliation with bank deposit slips and treasury records.
- Ensure compliance with applicable provincial tax laws, including Punjab Sales Tax on Services Act, Punjab Revenue Authority (PRA) regulations, and Federal Taxation Requirements where applicable.
- Ensure timely withholding, deposit, and reporting of applicable taxes, including withholding tax, sales tax on services, and submission of tax returns in line with Punjab Revenue Authority (PRA) compliance requirements.
- Coordinate with the HR Section of the Admin Wing for the preparation and verification of payrolls, ensuring accuracy in salaries, allowances, deductions, and taxes as per government pay scales and financial rules.
- Ensure payroll processing adheres to the Punjab Financial Control Framework and that funds for salaries are reconciled with the relevant authorities.
- Assist in the preparation of Monthly, Quarterly, and Annual Financial Management Reports, including physical and financial performance dashboards.

- Provide technical support in interpreting and applying financial policies, circulars, and notifications issued by the Finance Department, Government of Punjab.
- Support the closure of accounts, ensuring the accuracy of journal entries, accruals, and adjustments in line with the Accounting Procedures Manual.
- Ensure all financial transactions are pre-audited by the Audit Wing and verified as per codal formalities.
- Coordinate with auditors for compliance audits, performance audits, and financial reviews.
- Provide technical and procedural guidance to SDEOs/DDOs on budget management, expenditure controls, and financial compliance.
- Perform any other duties related to financial management, as assigned by the Director Finance, PERA.

**Qualification and Experience:**

- i CA Inter/ACCA/ICMA/M.COM/MBA Finance & professional qualification of reputed accounting bodies (Local & Foreign)
- ii CA Inter/ACCA/ICMA) Articles Completed with 1 years of experience or M.COM/MBA Finance with 2 years of experience.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Knowledge of accounting and auditing standards and taxation laws.
- Bookkeeping skills
- Technology skills and knowledge of MS Office and related software.
- Good in problem solving, proactive & should have good analytical and multi-tasking skills.

**Appointment:**

Appointment shall be made by the Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Personnel**  
**Report To:** - **Assistant Director (Personnel)**  
**Wing:** - **Personnel**

**Purpose of the Position:**

Assistant Manager (Personnel) will assist Assistant Director (Personnel) in management & coordination of all the activities related to Enforcement Officers, Investigation Officers, Sr. Sergeants and Sergeants working in different Enforcement Stations of PERA. The person shall be responsible for preparing reports and processing of deputation and repatriation cases of Investigation Officers, Sr. Sergeants and Sergeants from departments mentioned in Schedule-I of Service Regulation of PERA. The person shall handle matters related to discipline and code of conduct of the Enforcement Officers, Investigation Officers, Sr. Sergeants and Sergeants in accordance with law, policies, rules & regulations under the supervision of AD (Personnel).

**Areas of Responsibilities:**

- He shall assist Assistant Director (Personnel) in preparing and processing cases of deputation and repatriation of Sr. Sergeants and Sergeants from departments mentioned in Schedule-I.
- He shall under the supervision of AD (Personnel) handle deputation and transfer matters related to Enforcement Officers, Investigation Officer, Sr. Sergeants and Sergeants deployed on different Enforcement Stations
- He shall process cases related to transfer/posting of Sr. Sergeants and Sergeants working in different enforcement stations in coordination with Assistant Director (Personnel).
- He shall be in liaison with District Enforcement and Regulatory Boards for their smooth functioning and implementation of their directions.
- He shall assist AD in preparation and Implementation of performance models for Enforcement Officers, Investigation Officer, Sr. Sergeants and Sergeants deputed in different Enforcement Stations.
- He shall prepare Key Performance Indicators (KPIs) for reviewing & analyzing the performance of Enforcement Officers, Investigation Officer, Sr. Sergeants and Sergeants in enforcement stations in accordance with Authority and Board directions.
- Any other duties and responsibilities as per the directions of the Competent Authority.

**Qualification and Experience:**

- i Bachelor's degree in Business, Administration, Management Sciences or equivalent from a recognized university; and
- ii At least 03 years' experience in Administration, HR, Office Management, Record Keeping and Filing.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Presentation skills.
- Relationship management & Communication Skills.
- Noting/drafting and report writing.
- Reporting and coordination.
- Thorough knowledge of Govt's Field Offices and Department's Business and its importance.
- Understands Govt's Hierarchy very well.
- Should possess understanding of Govt special laws and procedures in ambient of Authority.

**Appointment:**

Appointment shall be made by the Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Discipline**

**Report To:** - **Assistant Director (Discipline)**

**Wing:** - **Personnel**

**Purpose of the Position:**

The Assistant Manager (Discipline) supports the Assistant Director (Discipline) in managing disciplinary and conduct-related matters of Investigation Officers, Senior Sergeants, and Sergeants deployed at PERA Enforcement Stations across Punjab. This role ensures that all disciplinary actions and code of conduct enforcement are processed in compliance with Punjab Police Discipline Rules and PERA's internal policies. The position involves close coordination with enforcement leadership, district boards, and legal departments to maintain professional standards, integrity, and accountability in PERA's field operations.

**Areas of Responsibilities:**

- Assist in the processing of disciplinary proceedings under the Punjab Police Discipline Rules, including:
  - Preliminary fact-finding.
  - Preparation of charge sheets.
  - Coordination of inquiry proceedings.
  - Documentation of penalties or exonerations.
  - Maintain accurate disciplinary records for all field personnel.
- Monitor adherence to PERA's Code of Conduct and professional standards for Investigation Officers, Senior Sergeants, and Sergeants.
- Assist in the dissemination and awareness of conduct guidelines among field personnel.
- Ensure all actions are in strict compliance with the Punjab Police Discipline Rules, including:
  - Unauthorized absence
  - Misconduct
  - Abuse of power
  - Negligence of duty
- Liaise with Enforcement Station Commanders, District Enforcement and Regulatory Boards, and legal advisors for the smooth handling of disciplinary matters.
- Support district-level oversight mechanisms to ensure enforcement staff accountability.
- Prepare disciplinary reports, case summaries, and briefings for review by the Assistant Director (Discipline) and higher management.
- Maintain a disciplinary case tracking system to ensure timely processing and resolution.
- Assist in identifying patterns of misconduct or discipline challenges and propose preventive strategies.
- Support the development of training sessions on discipline awareness and professional behavior for field staff.
- Any other duties and responsibilities as per the directions of the Competent Authority.

**Qualification and Experience:**

- iii Bachelor's degree in Business, Administration, Management Sciences or equivalent from a recognized university; and
- iv At least 03 years' experience in Administration, HR, Office Management, Record Keeping and Filing.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Knowledge of Discipline Rules
- Relationship management & Communication Skills.
- Noting/drafting and report writing.
- Integrity & Discretion
- Reporting and coordination.

- Thorough knowledge of Govt's Field Offices and Department's Business and its importance.
- Understands Govt's Hierarchy very well.
- Should possess understanding of Govt special laws and procedures in ambient of Authority.

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title: - Head Legal & Prosecution**

**Report To: - Director General**

**Wing: - Legal & Prosecution**

**Purpose of the Position:**

Head Legal & Prosecution is responsible for coordination of all the legal issues / activities of District Boards & Enforcement Stations of PERA. The person assists the Director General (PERA) in all kinds of Legal matters & to defend / manage them for prosecution in any court in accordance with law, policies, rules & regulations.

**Areas of Responsibilities:**

- Assist the Director General on legal issues.
- To provide legal advice to PERA regarding legal matters as and when required.
- To provide technical / legal assistance in drafting of contracts and agreements such as contract of agreement of personnel, consultants and contracts awarded for the procurement of goods or services and provide advice on issues and disputes that may arise from their applications.
- Drafting contracts / SLA MOU within legal framework, vetting and clearing from relevant public departments before finalization.
- To provide legal opinion to PERA in various facets / activities conflict prevention, management and dispute resolution for adopting course of action in legal matters within the legal and regulatory framework.
- To present in court on behalf of PERA and / or its employees in the court of law / all forums of legal nature for any sort of civil / criminal litigation initiated against them in pursuance of their duties.
- To prepare and file suits / writ petitions to safeguard the interests of government / PERA.
- Provision of technical / legal backstopping whenever issues of legal nature arise.
- Providing interpretation of all legal instruments.
- To ensure that all the decisions and action taken by the management are in conformity with the provisions of prevailing laws and legal instruments.
- Preparation of replies, comments, writ petitions etc. on behalf of PERA for all legal forums.
- Advocate PERA at all forums to provide an effective channel of communication in respect of legal matters to safeguard the interest of PERA.
- Maintain close liaison with all legal forums to keep the management informed of day proceedings about all legal issues referred to or under proceedings.
- Ensure legal compliance throughout the operational structure of the organization.
- Any other legal assistance / advice as may be required and any other duties and responsibilities assigned by the competent Authority.

**Qualification and Experience:**

- i Bachelor's in Law (LLB-05 years) or equivalent degree from a recognized university.
- ii 10 years' practice as an advocate.

**Competencies & Personal Attributes:**

- Relationship management & Communication Skills.
- Experience in case management, legal research, trial preparation, and courtroom proceedings.
- Strong understanding of Civil Law, Criminal Law and legal procedures.
- Should possess excellent oral and written communication skills, with the ability to present complex legal arguments clearly and persuasively.
- Strong analytical and problem-solving abilities to assess evidence, identify legal issues, and make informed decisions.
- Ability to manage multiple cases simultaneously, demonstrating organizational skills and attention to detail.
- Strong interpersonal skills with the ability to work effectively with law enforcement, victims, witnesses, and colleagues.
- Should possess understanding of IT.
- Should possess understanding of scheduled laws of PERA

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-2 Pay Scale + any other benefit admissible to SPPP-2 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Legal**  
**Report To:** - **Head Legal & Prosecution**  
**Wing:** - **Legal & Prosecution**

**Purpose of the Position:**

Assistant Manager Legal shall assist the Head Legal & Prosecution in drafting and maintaining legal documents and records.

**Areas of Responsibilities:**

- He will be responsible for adding to a case any precedent, policy, rules, or legal matters relating to it, and flagging them or on E-FOAS or any other related software as PDF properly and making references in the margin of the case before its submission to the Competent Authority.
- He will undertake reference and research work, i.e., acquaint himself with the rules and regulations pertaining to the subjects dealt with in legal Section, maintain such statistics as are required by the Competent Authority / reporting Officer.
- He will record advice tendered by the relevant department on the matters referred to them in a note book and also keep with him a separate reference collection of important decisions.
- He will prepare such statements and returns and collect such material and statistics, as may be required by the Competent Authority / reporting officer.
- In the temporary absence of the Competent Authority Officer in charge he will submit and personally explain urgent cases to the higher authorities.
- In the temporary absence of the Officer in charge, he will attend to any urgent references or cases that may require immediate attention.
- In the absence of a record keeper, he will perform the duties of the clerk/record keeper.
- He will prepare drafts for approval after final orders have been passed.
- He will take follow-up action by putting up reminders for signature of the concerned Officer / authority on due dates. He will also collect information from the concerned agencies.
- Make oral presentation of cases entrusted to him by the Competent Authority.
- All tasks related to the position against which he will be posted.
- Any other task assigned by the Competent Authority.

**Qualification and Experience:**

- iii Bachelor's in Law (LLB-05 years) or equivalent degree from a recognized university.
- iv 02 years' practice as an advocate.

**Competencies & Personal Attributes:**

- Noting/drafting skills
- Report writing
- Familiarity with Legal jargons
- Presentation skills
- Communication Skills.
- Multitasking
- Interpersonal skill and Analytical skills.
- Willingness to learn
- Punctuality
- Should possess clear understanding of scheduled laws of PERA
- Positivity and problem solving

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Prosecution**

**Report To:** - **Head Legal & Prosecution**

**Wing:** - **Legal & Prosecution**

**Purpose of the Position:**

Assistant Manager Prosecution shall assist the Head Legal & Prosecution in drafting and maintaining prosecution related documents and records for facilitating the standardization of guidelines to be issued to the field formations.

**Areas of Responsibilities:**

- Assist in the drafting of standardized legal notices, challans, prosecution reports, and case files.
- Conduct preliminary legal research on the prosecution aspects of the scheduled laws.
- Maintain record of legal observations and follow-up.
- Represent the agency as a junior legal officer before the legal forums under supervision of the senior legal staff.
- Maintain coordination with prosecutors and legal counsels.
- Monitor the status of ongoing cases and ensure timely submission of reports and legal updates.
- Maintain detailed records of filed cases, hearing schedules, and judicial outcomes.
- Prepare summaries and legal opinions for internal reporting and review by superiors.
- Ensure confidentiality and security of sensitive legal documents and evidence.

**Qualification and Experience:**

- v Bachelor's in Law (LLB-05 years) or equivalent degree from a recognized university.
- vi 02 years' practice as an advocate.

**Competencies & Personal Attributes:**

- Noting/drafting skills
- Report writing
- Familiarity with Legal jargons
- Presentation skills
- Communication Skills.
- Multitasking
- Interpersonal skill and Analytical skills.
- Willingness to learn
- Punctuality
- Should possess clear understanding of scheduled laws of PERA
- Positivity and problem solving

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title: -** **Prosecutor**

**Report To: -** **Sub-Divisional Enforcement Officer**

**Wing: -** **Enforcement Stations**

**Purpose of the Position:**

The Prosecutor shall be responsible for managing and overseeing the investigation and prosecution of legal matters related to Enforcement Station and ensuring that all legal proceedings are conducted in accordance with the law. The person shall be responsible for handling overall legal matters related to the concerned Enforcement Station of PERA.

**Areas of Responsibilities:**

- Evaluate legal issues and assess the sufficiency of evidence to make informed decisions regarding the filing of charges.
- Prepare legal documents, such as charging documents and indictments, in accordance with legal procedures.
- Represent the state in criminal trials, pre-trial hearings, and post-conviction proceedings.
- Present evidence in court, examine witnesses, and make legal arguments to prove the case beyond a reasonable doubt.
- Work closely with law enforcement agencies to ensure that all evidence is admissible and that procedures are followed.
- Coordinate with law enforcement agencies to conduct investigations and gather evidence.
- Prepare reports, case summaries, and other documentation related to case management.
- Keep accurate records of legal proceedings, court hearings, and decisions.
- Prepare, sign and file para wise comments on behalf and with approval of the Sub-Divisional Enforcement Officer
- Any other duty and responsibility assigned by the Competent Authority.

**Qualification and Experience:**

- i Bachelor's in Law (LLB) from a recognized university.
- ii 05 years' practice as an advocate.

**Competencies & Personal Attributes:**

- Experience in case management, legal research, trial preparation, and courtroom proceedings.
- Strong understanding of Civil Law, Criminal Law and legal procedures.
- Should possess excellent oral and written communication skills, with the ability to present complex legal arguments clearly and persuasively.
- Strong analytical and problem-solving abilities to assess evidence, identify legal issues, and make informed decisions.
- Ability to manage multiple cases simultaneously, demonstrating organizational skills and attention to detail.
- Strong interpersonal skills with the ability to work effectively with law enforcement, victims, witnesses, and colleagues.
- Thorough knowledge of scheduled laws of PERA.
- Report writing skills
- Excellent written and verbal communication skills

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-5 Pay Scale + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

<b>Position Title:</b> -	<b>Head Monitoring (MIS &amp; GIS)</b>
<b>Report To:</b> -	<b>Director Monitoring &amp; Implementation</b>
<b>Wing:</b> -	<b>Monitoring &amp; Implementation</b>

**Purpose of the Position:**

To lead, supervise, and manage the Monitoring Information System (MIS) and Geographical Information System (GIS) functions of the Authority. The position ensures the development, integration, analysis, and reporting of real-time monitoring data to support operational enforcement, regulatory compliance, policy development, and strategic decision-making. The person assists the Director General regarding GIS based digital representation.

**Areas of Responsibilities:**

- Preparation of various Report to meet the requirements for all of the stakeholders (Chief Minister and Secretaries, Commissioners and DCOs, Project management and development team) separately.
- Design and implement data collection tools, templates, and dashboards for monitoring project progress and performance.
- Lead and manage the MIS, GIS, and Performance Monitoring directorate with full administrative, technical, and operational accountability.
- Oversee staffing, task allocation, resource management, and capacity building to ensure optimal unit performance.
- Develop administrative protocols, record-keeping procedures, and documentation standards for the directorate.
- Ensure the development, customization, and functional integrity of MIS and GIS tools for real-time data capture and spatial analysis.
- Lead quality assurance processes, including software validation, performance testing, and user acceptance evaluations.
- Supervise the secure management of all digital and manual data, ensuring integrity, accessibility, and confidentiality.
- Establish a live monitoring framework to track field enforcement activities, regulatory compliance, and operational metrics across all enforcement stations.
- Monitor data feeds, incident reports, and operational dashboards to ensure timely escalation of issues and prompt managerial interventions.
- Design and oversee data collection templates and dashboards to monitor daily, weekly, and monthly performance.
- Lead periodic and surprise audits of all enforcement stations to verify compliance with operational standards, regulatory mandates, and reporting protocols.
- Evaluate station performance based on key performance indicators (KPIs), including response times, regulatory coverage, enforcement outcomes, and resource utilization.
- Generate detailed performance audit reports with observations, gap analysis, and recommendations for performance improvement.
- Apply advanced analytical methods, statistical techniques, and logical reasoning to translate data into actionable insights.
- Utilize trend analysis, predictive modeling, and spatial intelligence to guide operational strategy, resource deployment, and risk mitigation.
- Communicate complex data findings in clear, evidence-based reports and presentations for senior management and policy-makers.
- Oversee data integrity checks, error detection, and correction of corrupted or inconsistent datasets.
- Implement data governance frameworks to ensure accuracy, completeness, and reliability of information assets.
- Lead system and process improvement initiatives to enhance data quality, operational workflows, and monitoring capabilities.
- Liaise with external stakeholders, including government officials, regulatory agencies, and development partners to align monitoring tools with legal and operational requirements.
- Prepare and submit customized reports for high-level stakeholders including the Chief Minister, Secretaries, Commissioners, and enforcement management teams.

- Ensure the Authority's reporting obligations are fulfilled with clarity, timeliness, and strategic relevance.
- 
- Access to any digital or manual data available at any Enforcement station or PERA head office.
- Providing input for the development of software used for monitoring purposes.
- Using automated tools to extract data from primary and secondary sources.
- Identifying corrupted data and fixing coding errors and related problems.

**Qualification and Experience:**

- i MS or M.Phil. (1st Division) in Computer Science, Information Technology or Administration/Social Sciences preferably in Administration or Management from a recognized university; and
- ii 08 years' post qualification relevant experience including at least five years' experience in public sector.

**OR**

- i Master's degree or BS (1st Division) in Computer Science, Information Technology or Administrative/Social Sciences or from a recognized university; and
- ii 10 years' post qualification relevant experience including at least five years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

**Competencies & Personal Attributes:**

- Strong leadership, team building and problem-solving abilities
- Inquisitive and detailed oriented with strong analytical skills
- Excellent communication skills, i.e. written and verbal

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-2 Pay Scale + any other benefit admissible to SPPP-2 as mentioned in Schedule-III.

<b>Position Title:</b> -	<b>Manager Monitoring</b>
<b>Report To:</b> -	<b>Head Monitoring (MIS &amp; GIS)</b>
<b>Wing:</b> -	<b>Monitoring &amp; Implementation</b>

#### **Purpose of the Position:**

The Manager Monitoring is responsible for assisting in the planning, execution, and management of monitoring activities. The role focuses on ensuring effective tracking of performance indicators, data validation, field monitoring, reporting, and supporting evidence-based decision-making.

#### **Areas of Responsibilities:**

- Develop and implement monitoring frameworks to track departmental KPIs, targets, and compliance.
- Regularly assess processes, systems, and workflows to identify inefficiencies or deviations.
- Ensure data accuracy by validating reports and dashboards.
- Track project performance indicators, targets, and results as per defined log frames or KPIs
- Support data collection, verification, and analysis to ensure accuracy and reliability.
- Prepare periodic monitoring reports (monthly, quarterly, annual) with observations and recommendations
- Generate regular and ad-hoc reports for internal and external stakeholders
- Preparing final analysis reports for the stakeholders to understand the data analysis steps, enabling them to take important decisions based on various facts and trends. Reports and presentations as per requirements from time to time.
- Collect, process, and analyze spatial data to support task planning, monitoring, and evaluation
- Collaborate with IT teams to ensure the smooth functioning of MIS and GIS systems
- Develop standardized Excel and Presentation templates for recurring monitoring needs
- Ensure timely and quality data entry into project monitoring systems or dashboards
- Generate analytical reports, summaries, and presentations for internal and external stakeholders
- Highlight potential risks, delays, or deviations through monitoring findings
- Liaise with relevant departments for the timely resolution of issues identified during monitoring
- Support planning and coordination of review meetings and performance evaluations
- Provide training and orientation on M&E tools and reporting formats to field staff or partners
- Build capacity of teams in monitoring practices, indicator tracking, and results-based reporting
- Ensure compliance with organizational policies, and government regulations
- Recommend improvements in program design or delivery based on monitoring insights
- Ensure documentation and archiving of monitoring data, reports, and evidence
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
- Assess the effectiveness and accuracy of new data sources and data gathering techniques

#### **Qualification and Experience:**

- iv Bachelor's degree (Hons) in IT, Computer Sciences, GIS, Social, Administrative or Management Sciences any or any relevant / similar degree from a recognized university; and
- v Minimum of 05 years of experience in experience in Monitoring & Evaluation, management, administration, operations, or a similar role. preferably in government, or development projects.
- vi **Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Regulatory Authority.

#### **Competencies & Personal Attributes:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong leadership, team building and problem-solving abilities
- Excellent communication, coordination, and interpersonal skills.
- Analytical mindset with problem-solving abilities.
- Experience with project cycle management and M&E tools.
- Understanding of logical frameworks, KPIs, and performance monitoring processes.

**Appointment:**

Appointment shall be made by Director General on the recommendation of contractual employment committee-I.

**Salary and Benefits:**

SPPP-3 Pay Scale + any other benefit admissible to SPPP-3 as mentioned in Schedule-III

<b>Position Title:</b>	<b>Manager (Research &amp; Implementation)</b>
<b>Report To:</b>	<b>Deputy Director (Implementation)</b>
<b>Wing:</b> -	<b>Monitoring &amp; Implementation</b>

**Purpose of the Position:**

Manager (Research & Implementation) is responsible for ensuring compliance with PERA's regulations developed overtime and overseeing the implementation of policy, rules & regulations and to provide quality input to the systems development team based upon case studies. This role involves collaborating with cross-functional teams, managing tasks, and ensuring seamless integration and implementation of system-based solutions according to rules, regulations and policy.

**Areas of Responsibilities:**

- Monitor and interpret regulatory requirements relevant to the PERA's goals and objectives.
- Ensure that business processes and system-based tools comply with applicable laws and regulations.
- Conduct regular assessments to identify compliance gaps and recommend corrective actions.
- Liaise with all administrative departments and stay updated on changes in their laws & regulations.
- Lead the implementation of system-based solutions to meet regulatory and business needs.
- Collaborate with IT wing to ensure successful deployment of software systems.
- Develop and execute project plans, including timelines, milestones, and resource allocation.
- Manage end-to-end implementation tasks, ensuring they are delivered on time and within budget.
- Coordinate with internal and external stakeholders to gather requirements and define project scope.
- Track assigned tasks progress, identify risks, do SWOT analysis, and implement mitigation strategies.
- Provide regular updates to senior management on implementation status and outcomes.
- Develop training programs and materials to educate employees on new systems and regulatory requirements.
- Provide ongoing support to users and address any issues related to system functionality or compliance.
- Identify opportunities to streamline processes and improve efficiency.
- Work with teams to implement best practices and ensure continuous improvement.
- Prepare and maintain documentation related to regulatory compliance and implementation.
- Generate reports for management and regulatory authorities as required.

**Qualification and Experience:**

- i Bachelor's (Hons) or Master's degree (16-years education), preferably in Computer Science, IT, Administration, Economics, or other Social Sciences with adequate IT knowledge.
- ii Minimum 5-year experience in the relevant field.

**Competencies & Personal Attributes:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong understanding of regulatory frameworks and compliance requirements.
- Excellent communication and interpersonal skills.
- Analytical mindset with problem-solving abilities.
- Familiarity with policy making and implementation process.

**Appointment:**

Appointment shall be made by the Director General PERA on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-3 + any other benefit admissible to SPPP-3 as mentioned in Schedule-III

<b>Position Title:</b> -	<b>Business Analyst</b>
<b>Report To:</b> -	<b>Head Monitoring (MIS &amp; GIS)</b>
<b>Wing:</b> -	<b>Monitoring &amp; Implementation</b>

**Purpose of the Position:**

The Business Analyst is responsible for tracking organizational performance metrics, analyzing operational data, and generating insights to drive continuous improvement. This role serves as a bridge between raw data and strategic decision-making by developing monitoring frameworks, dashboards, and performance reports.

**Areas of Responsibilities:**

- Design and maintain KPIs/dashboards for tracking business objectives
- Implement data collection systems and quality assurance processes
- Produce periodic performance reports (weekly/monthly/quarterly)
- Conduct variance analysis against targets and benchmarks
- Transform operational data into actionable business intelligence
- Identify trends, anomalies, and improvement opportunities
- Develop predictive models for performance forecasting
- Prepare visualizations (PowerPoint/Power BI/Tableau) for stakeholder presentations
- Collaborate with departments & field offices to establish monitoring requirements and reports
- Present findings to management with clear recommendations
- Facilitate performance review meetings before performance appraisal
- Train staff on data collection and data representation protocols
- Maintain monitoring software/tools (ERP, CRM, custom systems)
- Ensure data integrity across source systems and automate reporting processes where possible
- Knowledge of preparing requirement specification documents and flowcharts.
- Collecting, organizing, and storing information (soft and hard form).
- Ability to plan for and keep track of multiple projects/tasks and deadlines.

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Science, Business Administration, Data Science, Statistics or Software Engineering or any other relevant / similar degree from an HEC recognized University; and
- ii 3 years' post qualification experience in the relevant field including at least one years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Interpersonal skills.
- Analytical skills.
- Presentation skills.
- Proficiency in MS Office.
- Oral and written skills

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager Monitoring**

**Report To:** - **Head Monitoring (MIS & GIS)**

**Wing:** - **Monitoring & Implementation**

**Purpose of the Position:**

The Assistant Manager Monitoring is responsible for managing and maintaining Management Information Systems (MIS) and Geographic Information Systems (GIS) to support data collection, analysis, and reporting for projects or organizational operations.

**Areas of Responsibilities:**

- Design and implement data collection tools, templates, and dashboards for monitoring project progress and performance.
- Generate regular and ad-hoc reports for internal and external stakeholders.
- Collect, process, and analyze spatial data to support assignment planning, monitoring, and evaluation.
- Develop maps, spatial models, and visualizations to support decision-making and reporting
- Support the development of monitoring frameworks, indicators, and data collection methodologies.
- Work closely with project teams, partners, and stakeholders to ensure alignment of MIS and GIS activities with project goals
- Collaborate with IT teams to ensure the smooth functioning of MIS and GIS systems.
- Filter Data by reviewing reports and performance indicators to identify and correct code problems
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
- Preparing final GIS based analysis reports for the stakeholders to understand the data analysis steps, enabling them to take important decisions based on various facts and trends. Reports and presentations as per requirements from time to time.
- Coordinate with different functional teams to implement models and monitor outcomes.
- Develop processes and tools to monitor and analyze model performance and data accuracy.
- Assess the effectiveness and accuracy of new data sources and data gathering techniques

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Science, GIS, Administrative or Management Sciences or any other relevant / similar degree from an HEC recognized University; and
- ii 3 years' post qualification experience in the relevant field including at least one years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- GIS based on Analytical skills.
- Data Presentation skills.
- Proficiency in MS Office is mandatory.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager GIS**  
**Report To:** - **Head Monitoring (MIS & GIS)**  
**Wing:** - **Monitoring & Implementation**

**Purpose of the Position:**

Assistant Manager GIS is responsible for data management and dispersion of reports by analyzing and displaying geographically referenced information.

**Areas of Responsibilities:**

- Detailed Analysis of data coming from various sources
- Preparation of various tabulation and graphical plans meeting the requirements for all of the stakeholders (Chief Minister and Secretaries, Commissioners and DCOs, Project management and development team) separately
- Filter Data by reviewing reports and performance indicators to identify and correct code problems
- Preparing reports for the management stating trends, patterns, and predictions using relevant data
- Working with programmers, engineers, and management heads to identify process improvement opportunities, propose system modifications, and devise data governance strategies
- Preparing final GIS based analysis reports for the stakeholders to understand the data analysis steps, enabling them to take important decisions based on various facts and trends. Reports and presentations as per requirements from time to time
- Coordinate with different functional teams to implement models and monitor outcomes.
- Assess the effectiveness and accuracy of new data sources and data gathering techniques
- Produce thematic maps for monitoring reports and dashboards
- Create interactive web maps and story maps for stakeholder engagement
- Develop standardized map templates for recurring monitoring needs
- Support 3D modeling and spatial analysis as required
- Develop processes and tools to monitor and analyze model performance and data accuracy

**Qualification and Experience:**

- i Bachelor's degree (Hons) in IT, Computer Science, GIS or Software Engineering or any other relevant / similar degree from a recognized university; and
- ii 3 years' post qualification experience in the relevant field including at least one years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Interpersonal skills.
- GIS based Analytical skills.
- Data Presentation skills.
- Proficiency in MS Office.
- Problem solving Skills.
- Oral and written skills

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

<b>Position Title:</b>	<b>Assistant Manager (Research &amp; Implementation)</b>
<b>Report To:</b>	<b>Manager (Research &amp; Implementation)</b>
<b>Wing:</b> -	<b>Monitoring &amp; Implementation</b>

**Purpose of the Position:**

Assistant Manager (Research & Implementation) is responsible for assisting the Manager (Research & Implementation) in ensuring compliance with PERA's regulations developed overtime and overseeing the implementation of policy, rules & regulations and system-based solutions. This role requires collaborating with cross-functional teams, managing tasks, and ensuring seamless integration and implementation of system-based solutions and policy matters.

**Areas of Responsibilities:**

- Conduct regular assessments to identify compliance gaps and recommend corrective actions.
- Liaise with all administrative departments through senior management and get updates on changes in their laws & regulations.
- Collaborate with IT wing and update the Manager (Research & Implementation) in order to ensure successful deployment of software systems and removal of bugs.
- Develop project plans, including timelines, milestones, and resource allocation for effective execution.
- Conduct testing and validation of software systems to ensure functionality and compliance.
- Get updates and keep posted the higher management about end-to-end implementation tasks, ensuring they are delivered on time and within budget.
- Coordinate with internal and external stakeholders to gather requirements and define project scope.
- Track assigned tasks progress, identify risks, do SWOT analysis, and suggest mitigation strategies.
- Provide regular updates to senior management on implementation status and outcomes.
- Develop specific training programs / modules / refresher courses and materials to educate employees on systems and regulatory requirements.
- Provide ongoing support to users and address any issues related to software functionality or compliance.
- Work with teams to implement best practices and ensure continuous improvement.
- Prepare and maintain documentation related to regulatory compliance and software implementation.
- Generate reports for management and regulatory authorities as required.

**Qualification and Experience:**

- i Bachelor's (Hons) or Master's degree in Computer Science, Information Technology, Administration, Management, Economics, Social Sciences or any related field.
- ii Minimum 3-year experience in the relevant field including at least one years' experience in public sector.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Strong understanding of regulatory frameworks and compliance requirements.
- Excellent communication and interpersonal skills.
- Analytical mindset with problem-solving abilities.
- Familiarity with policy process and its approval process.

**Appointment:**

Appointment shall be made by the Director General PERA on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Chief Instructor**

**Report To:** - **Director General**

**Wing:** - **Training**

**Purpose of the Position:**

The Chief Training Officer is responsible for overseeing and directing all aspects of training for enforcement station officers. This role is pivotal in ensuring that the officers are adequately trained, prepared, and equipped to meet operational and strategic objectives.

**Areas of Responsibilities:**

- Develop and implement training policies and strategies in alignment with the overall objectives of the PERA.
- Ensure that training programs are consistent with PERA policies and operational requirements.
- Supervise and coordinate the functioning of all training academies, schools, and centers.
- Conduct periodic inspections and audits of training establishments to assess their effectiveness and compliance with standards.
- Allocate and manage resources (financial, human, and material) for training programs and institutions.
- Oversee the procurement and maintenance of training equipment, simulators, and infrastructure.
- Design training curricula for various stages of physical and theoretical training.
- Ensure that training programs are tailored to meet the needs of different branches and specialties within the PERA authority.
- Work closely with allied partners to facilitate joint training exercises and exchange programs.
- Liaise with civilian educational institutions and research organizations to enhance training methodologies and incorporate best practices.
- Establish mechanisms for monitoring and evaluating the effectiveness of training programs.
- Analyze feedback from trainees, instructors, and operational units to identify areas for improvement.
- Conduct after-action reviews (AARs) of training exercises to assess outcomes and implement corrective measures.
- Encourage innovation in training methodologies and to stay abreast of global trends in forces training and incorporate relevant advancements into PERA training frameworks.
- Oversee the development of contingency training modules to prepare personnel for emerging threats and challenges.
- Ensure accountability and transparency in the utilization of training resources and the achievement of training objectives.

**Qualification and Experience:**

- i Masters or Bachelors (Hons) degree in any discipline from an HEC recognized Institution.
- ii 10 years' post qualification experience in Armed Forces, Police or any other Law Enforcement Agency.

**Competencies & Personal Attributes:**

- Training & Instructional Expertise.
- Operational & Tactical Knowledge.
- Resource & Organizational Management.
- Interagency & International Coordination.
- Crisis & Adaptive Decision-Making
- Communication & Interpersonal Skills.

**Appointment:**

Appointment shall be made by the Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-1 + any other benefit admissible to SPPP-1 as mentioned in Schedule-III

**Position Title:** - **Senior Manager Training & Admin**

**Report To:** - **Chief Training Officer**

**Wing:** - **Training**

**Purpose of the Position:**

The Senior Manager Trainings & Admin is responsible for overseeing and directing all aspects of training for enforcement station officers. This role is pivotal in ensuring that the officers are adequately trained, prepared, and equipped to meet operational and strategic objectives.

**Areas of Responsibilities:**

- Ensure that training programs are consistent with PERA policies and operational requirements.
- Supervise and coordinate the functioning of all training academies, schools, and centers.
- Ensure that training institutions maintain high standards of excellence in delivering training programs.
- Organize & supervise physical training (PT), weapon drills, tactical exercises, and field maneuvers.
- Conduct periodic inspections and audits of training establishments to assess their effectiveness and compliance with standards.
- Oversee the procurement and maintenance of training equipment, simulators, and infrastructure.
- Design and approve training curricula for various stages of physical and theoretical training (basic, advanced, and specialized).
- Ensure that training programs are tailored to meet the needs of different branches and specialties within the PERA authority.
- Work closely with allied partners to facilitate joint training exercises and exchange programs.
- Establish mechanisms for monitoring and evaluating the effectiveness of training programs.
- Analyze feedback from trainees, instructors, and operational units to identify areas for improvement.
- Conduct after-action reviews (AARs) of training exercises to assess outcomes and implement corrective measures.
- Encourage innovation in training methodologies to enhance the effectiveness and efficiency of training programs.
- Stay abreast of global trends in forces training and incorporate relevant advancements into PERA training frameworks.
- Ensure that training programs include scenarios for crisis management, disaster response, and unconventional warfare.

**Qualification and Experience:**

- i Masters or Bachelors (Hons) degree in any discipline for an HEC recognized University.
- ii 8 years' post qualification experience in Armed Forces, Police or any other Law Enforcement Agency.

**Competencies & Personal Attributes:**

- Training & Instructional Expertise.
- Operational & Tactical Knowledge.
- Resource & Organizational Management.
- Crisis & Adaptive Decision-Making
- Communication & Interpersonal Skills.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-2 + any other benefit admissible to SPPP-2 as mentioned in Schedule-III

**Position Title:** - **Senior Manager Academics**

**Report To:** - **Chief Training Officer**

**Wing:** - **Training**

**Purpose of the Position:**

The Senior Manager Academics is responsible for overseeing and directing all aspects of training for enforcement station officers. This role is pivotal in ensuring that the officers are adequately trained, prepared, and equipped to meet operational and strategic objectives.

**Areas of Responsibilities:**

- Develop annual/monthly training schedules in line with PERA's objectives.
- Develop and update training modules, lesson plans, and courseware in line with modern warfare trends.
- Deliver lectures on military subjects (tactics, map reading, communications, etc.).
- Oversee live-fire exercises, battle inoculation, and simulation-based training.
- Supervise and coordinate the functioning of all training academies, schools, and centers.
- Ensure that training institutions maintain high standards of excellence in delivering training programs.
- Conduct tests, drills, and after-action reviews (AARs) to assess trainee performance.
- Maintain training records, reports, and performance databases.
- Recommend remedial training for underperforming soldiers/officers.
- Oversee the procurement and maintenance of training equipment, simulators, and infrastructure.
- Ensure availability of training aids, ammunition, simulators, and field equipment.
- Ensure that training programs are tailored to meet the needs of different branches and specialties within the PERA authority.
- Ensure compliance with international laws of armed conflict (LOAC) and human rights standards.
- Work closely with allied partners to facilitate joint training exercises and exchange programs.
- Establish mechanisms for monitoring and evaluating the effectiveness of training programs.
- Analyze feedback from trainees, instructors, and operational units to identify areas for improvement.
- Ensure that training programs include scenarios for crisis management, disaster response, and unconventional warfare.
- Report to the senior instructor on the status of training programs and initiatives.
- Ensure accountability and transparency in the utilization of training resources and the achievement of training objectives.

**Qualification and Experience:**

- i Masters or Bachelors (Hons) degree in any discipline from an HEC recognized University.
- ii 8 years' post qualification experience in Armed Forces, Police or any other Law Enforcement Agency.

**Competencies & Personal Attributes:**

- Training & Instructional Expertise.
- Operational & Tactical Knowledge.
- Resource & Organizational Management.
- Crisis & Adaptive Decision-Making
- Communication & Interpersonal Skills.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-2 + any other benefit admissible to SPPP-2 as mentioned in Schedule-III

**Position Title:** - **Deputy Manager Training**  
**Report To:** - **Senior Manager Training & Admin**  
**Wing:** - **Training**

**Purpose of the Position:**

The Deputy Manager Training is responsible for planning, coordinating, and overseeing training and professional development programs for law enforcement personnel. This role ensures that training programs align with legal standards, operational requirements, and agency goals. The coordinator acts as a liaison between instructors, officers, and management to deliver effective, compliant, and updated training.

**Areas of Responsibilities:**

- Develop Standard Operating Procedures (SOPs) for training activities.
- Ensure training programs comply with law enforcement standards, human rights regulations, and internal policies.
- Track attendance, performance, and certification records.
- Conduct post-training evaluations to assess effectiveness and improve future programs.
- Maintain training databases and documentation.
- Prepare regular reports for senior leadership on training progress, gaps, and recommendations.
- Assist in drafting training budgets and monitoring expenditures.
- Ensure that training programs are consistent with PERA policies and operational requirements.
- Supervise and coordinate the functioning of all training academies, schools, and centers.
- Ensure that training institutions maintain high standards of excellence in delivering training programs.
- Conduct periodic inspections and audits of training establishments to assess their effectiveness and compliance with standards.
- Ensure that training programs are tailored to meet the needs of different branches and specialties within the PERA authority.
- Work closely with allied partners to facilitate joint training exercises and exchange programs.
- Analyze feedback from trainees, instructors, and operational units to identify areas for improvement.
- Conduct after-action reviews (AARs) of training exercises to assess outcomes and implement corrective measures.
- Encourage innovation in training methodologies to enhance the effectiveness and efficiency of training programs.

**Qualification and Experience:**

- i Masters or Bachelors (Hons) degree in any discipline from an HEC recognized University.
- ii 5 years' post qualification experience of Armed Forces, Police or any other Law Enforcement Agency.

**Competencies & Personal Attributes:**

- Training & Instructional Expertise.
- Operational & Tactical Knowledge.
- Crisis & Adaptive Decision-Making
- Communication & Interpersonal Skills.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

**Position Title:** - **Deputy Manager Academics**  
**Report To:** - **Senior Manager Academics**  
**Wing:** - **Training**

**Purpose of the Position:**

The Deputy Manager Academics is responsible for overseeing the academic operations of a law enforcement training institution. This role includes developing and maintaining curriculum standards, coordinating faculty and courses, ensuring academic integrity, and supporting the educational development of officers, cadets, and trainees.

**Areas of Responsibilities:**

- Design, review, and update course content in alignment with legal frameworks, policing standards, and contemporary challenges.
- Integrate practical and theoretical modules in areas like criminal law, ethics, investigation techniques, and public administration.
- Liaise with subject matter experts, law faculty, and operational trainers to ensure curriculum relevance and effectiveness.
- Prepare and manage academic calendars, schedules, and course timetables.
- Oversee the conduct of examinations, assessments, and project evaluations.
- Ensure timely documentation of academic records, grades, and certifications.
- Coordinate teaching assignments for in-house instructors and visiting faculty.
- Organize faculty development programs and workshops to improve instructional quality.
- Facilitate collaboration with universities, research institutions, and judicial bodies.
- Monitor instructional delivery to ensure academic standards and compliance with PERA training policies.
- Conduct course evaluations and feedback sessions to improve academic outcomes.
- Compile and present academic Report to senior management and external stakeholders.
- Assist in budget preparation for academic programs and coordinate resource allocation.
- Contribute to strategic planning of new academic initiatives (e.g., diploma programs, e-learning platforms).
- Develop annual/monthly training schedules in line with PERA's objectives.
- Supervise and coordinate the functioning of all training academies, schools, and centers.
- Ensure that training institutions maintain high standards of excellence in delivering training programs.
- Conduct tests, drills, and after-action reviews (AARs) to assess trainee performance.
- Ensure availability of training aids, ammunition, simulators, and field equipment.
- Establish mechanisms for monitoring and evaluating the effectiveness of training programs.
- Report to the senior instructor on the status of training programs and initiatives.

**Qualification and Experience:**

- i Masters or Bachelors (Hons) degree in any discipline for HEC recognized University.
- ii 5 years' post qualification experience of Armed Forces, Police or any other Law Enforcement Agency.

**Competencies & Personal Attributes:**

- Training & Instructional Expertise.
- Operational & Tactical Knowledge.
- Resource & Organizational Management.
- Crisis & Adaptive Decision-Making

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-4 + any other benefit admissible to SPPP-4 as mentioned in Schedule-III

<b>Position Title:</b> -	<b>Assistant Manager Admin &amp; Logistics</b>
<b>Report To:</b> -	<b>Senior Manager Training &amp; Admin</b>
<b>Wing:</b> -	<b>Training</b>

**Purpose of the Position:**

The Assistant Manager Admin & Logistics is responsible in ensuring the smooth operation of training programs by managing administrative processes, facility logistics, and resource allocation. The officer is responsible for coordinating accommodation, transportation, supplies, and record-keeping necessary for conducting effective training of PERA personnel.

**Areas of Responsibilities:**

- Maintain personnel records of trainees, instructors, and visiting faculty.
- Prepare official correspondence, reports, memos, and documentation related to training events.
- Facilitate onboarding, registration, and attendance tracking of training participants.
- Coordinate meetings, workshops, and briefings for training staff and external partners.
- Arrange logistics for training sessions, including venue setup, transport, audio-visual aids, and security coordination.
- Manage inventory including availability of training materials, uniforms, stationary, and field equipment.
- Oversee facility readiness, including classrooms, simulation rooms, barracks, mess halls, and parade grounds.
- Track usage and condition of training-related assets (vehicles, furniture, tools, ICT equipment).
- Initiate procurement requests for logistics and training supplies in coordination with procurement and finance teams.
- Maintain updated logs for issued items and ensure proper storage and maintenance.
- Liasise with internal departments (e.g., HR, Finance, Security) and external vendors to fulfill operational needs.
- Ensure compliance with administrative and logistical protocols established by the agency.
- Support emergency response readiness for health, safety, and critical incidents during training programs.
- Compile daily, weekly, and monthly reports on logistics, maintenance, and trainee needs.
- Maintain audit-ready records of procurement, material issuance, and administrative actions.
- Document post-training evaluations and logistical feedback to improve future planning.
- Management of POL of Official Vehicles and Officials.

**Qualification and Experience:**

- i BS/BSc/Master's degree in Business Administration, Management Sciences, Logistics, Supply Chain Management or equivalent (16 years' education) from an HEC recognized University; and
- ii 2 years' post qualification experience in relevant field including at least one-year experience in public sector.

**Competencies & Personal Attributes:**

- Training & Instructional Expertise.
- Operational & Tactical Knowledge.
- Crisis & Adaptive Decision-Making
- Communication & Interpersonal Skills.

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Position Title:** - **Assistant Manager IT & LMS**  
**Report To:** - **Senior Manager Academics**  
**Wing:** - **Training**

**Purpose of the Position:**

The Assistant Manager IT & LMS is responsible for managing the digital infrastructure and e-learning ecosystem of PERA's training station. This includes overseeing the deployment, maintenance, and optimization of Learning Management Systems (LMS), managing digital classrooms, ensuring cybersecurity, and supporting both faculty and trainees with IT-enabled academic tools.

**Areas of Responsibilities:**

- Configure, maintain, and update the LMS platform (e.g., Moodle, Google Classroom, or a custom solution).
- Upload course content, manage user accounts (faculty and trainees), and ensure proper access control and data backups.
- Monitor LMS performance, troubleshoot issues, and coordinate with technical support or vendors.
- Assist academic staff in digitizing content, creating interactive training modules, and uploading courseware (videos, quizzes, case studies).
- Provide technical support for online classes, webinars, and virtual workshops.
- Facilitate blended learning models and remote learning capabilities for off-site law enforcement officers.
- Manage and maintain academic IT equipment including servers, projectors, smart boards, network devices, and biometric attendance systems.
- Coordinate setup for computer-based testing (CBT), virtual simulations, and assessment tools.
- Ensure data protection, system integrity, and compliance with institutional IT policies.
- Train faculty and staff in the effective use of LMS and digital tools.
- Develop user manuals and conduct orientation sessions for new trainees and instructors.
- Provide real-time troubleshooting and helpdesk services for academic IT-related issues.
- Generate usage statistics, assessment reports, and engagement metrics from the LMS.
- Support the academic evaluation process by exporting performance data and dashboards.
- Recommend improvements in learning technologies based on feedback and analytics.

**Qualification and Experience:**

- i 16 years' education in Preferably in Computer Science/ Information Technology/ Software Engineering or any other discipline(s) i.e. Administrative, Management or Social Sciences with adequate Computer Knowledge.
- ii 2 years of management services experience in a reputable organization(s) and having more than 1 year experience in public sector organization.

**Note:** Experience in private entities shall be accepted if such entity is registered with SECP, Registrar of Firms or any other Public Sector Regulatory Authority.

**Competencies & Personal Attributes:**

- Good software diagnostics skills required
- Excellent written and verbal communication skills.
- Communication Skills.
- Analytical skills.
- Must be proficient in the use of IT and MS office
- Possess noting/drafting skills

**Appointment:**

Appointment shall be made by Director General on the recommendations of the Contractual Employment Committee.

**Salary and Benefits:**

SPPP-5 + any other benefit admissible to SPPP-5 as mentioned in Schedule-III

**Schedule-III****Special Pay Package PERA (SPPP) Summary**

Sr. No.	Special Pay Package PERA (SPPP)	Minimum Pay per Month (PKR)	Maximum Pay per Month (PKR)	Fuel Limit (Petrol Liters/Month)
1	SPPP-1*	350,082	1,000,082	300
2	SPPP-2*	296,324	746,324	250
3	SPPP-3*	250,051	500,051	200
4	SPPP-4	115,561	250,561	150
5	SPPP-5	90,219	200,219	100
6	<b>Interns</b>	As decided by the Contractual Employment Committee, as per qualification and requirements of the internship.		

\*Special PERA pay package of SPPP-1, SPPP-2 & SPPP-3 shall be approved as per decision of the Authority.

**Special Pay Package PERA (SPPP) Breakup**

Sr. No.	Special Pay Package PERA (SPPP)	Govt Equivalent Basic Pay Scale	PERA Special Allowance	Social Security Allowance In lieu of Pension @ 30%	*Vehicle Monetization Allowance	**Driver Allowance	Minimum Pay	***Market Adjustment Allowance (Negotiable)	Maximum Pay	Fuel Limit (Petrol Liters)
1	SPPP-1	133,140	100,000	39,942	40,000	37,000	350,082	650,000	1,000,082	300
2	SPPP-2	99,480	90,000	29,844	40,000	37,000	296,324	450,000	746,324	250
3	SPPP-3	79,270	80,000	23,781	37,000	30,000	250,051	250,000	500,051	200
4	SPPP-4	61,970	30,000	18,591	5,000		115,561	135,000	250,561	150
5	SPPP-5	48,630	25,000	14,589	2,000		90,219	110,000	200,219	100
6	<b>Interns</b>	As decided by the Contractual Employment Committee, as per qualification and requirements of the internship.								

\* Vehicle Monetization Allowance also includes vehicle maintenance.

\*\* Driver Allowance shall be reimbursed separately.

\*\*\* Market Adjustment Allowance means adjustment based on the qualification, experience and competence of the contractual employee recommended by the Contractual Employment Committee and approved by the Director General (PERA) and may be reviewed upon the recommendations of the Committee.

\*\*\*\* Annual increment is based on the notified inflation plus performance incentive based on evaluation, as approved by the Director General (PERA).

**THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (EFFICIENCY & DISCIPLINE) REGULATIONS, 2025**

**CONTENTS**

**1. Short title and Commencement**

**2. Definitions**

**3. Grounds for Proceedings**

**4. Penalties**

**5. Suspension**

**Chapter-I: Disciplinary Procedure for Regular Employees of the Authority**

**6. Types of Proceedings**

**7. Procedure of Departmental Inquiry**

**8. Power of Inquiry Officer or Inquiry Committee**

**9. Order to be Passed by the Competent Authority**

**10. Departmental Appeal**

**11. Revision**

**Chapter II: Disciplinary Procedure for Contractual Employees**

**12. Procedure for Proceedings against Contractual Employees**

**Chapter III: Disciplinary Procedure for Deputationists**

**13. Procedure for Deputationists**

**Chapter IV: Miscellaneous**

**14. Appearance of Counsel**

**15. Indemnity**

**SCHEDULE**

**Schedule-I - Competent and Appellate Authorities for Employees of Directorate General**

**Schedule-II - Competent and Appellate Authorities for Employees of Enforcement Station**



**GOVERNMENT OF THE PUNJAB**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**Lahore, Dated the May , 2025**

**NOTIFICATION**

**THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (EFFICIENCY & DISCIPLINE) REGULATIONS, 2025**

**No.xxxxxxxx (Director Admin).**- In exercise of the powers conferred under section 79 read with sec 11 (2), of the Punjab Enforcement and Regulation Act 2024 and rule 3 of the Punjab Enforcement and Regulatory Authority Rules, 2024, the Authority is pleased to make the following Regulations:

**1. Short title and Commencement.** - (1) These Regulations may be cited as the Punjab Enforcement and Regulatory Authority (Efficiency & Discipline) Regulations, 2025.

(2) These Regulations shall come into force at once.

**2. Definitions.** - (1) In the Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- a. “Accused” means a PERA employee against whom disciplinary action is initiated.
- b. “Appellate Authority” means the authority designated to hear and decide appeals against penalties imposed under these regulations as per Schedule-I.
- c. “Competent Authority” refers to the authority designated to impose penalties under these regulations as per Schedule-I.
- d. “Corruption” means as defined the Punjab Employees Efficiency, Discipline and Accountability Act 2006 and as amended from time to time.
- e. “Departmental Inquiry” refers to a formal process involving the framing of charges, written defense, examination of evidence, and submission of findings by an appointed Inquiry Officer or Inquiry Committee.
- f. “Inefficiency” means as defined the Punjab Employees Efficiency, Discipline and Accountability Act 2006 and as amended from time to time.

- g. "Misconduct" means as defined the Punjab Employees Efficiency, Discipline and Accountability Act 2006 and as amended from time to time.
- h. "Summary Inquiry" refers to a swift, informal inquiry conducted for minor offences where immediate action is deemed appropriate.

**3. Grounds for Proceedings** - An employee shall be liable to be proceeded against under these Regulations, if he is-

- i. inefficient or has ceased to be efficient for any reason; or
- ii. guilty of misconduct; or
- iii. guilty of corruption or is reasonably considered to be corrupt because-
  - a. he is or any of his dependents or any other person through him or on his behalf is, in possession (for which he can not reasonably account) of pecuniary resources of property disproportionate to his known sources of income; or
  - b. he has assumed a style of living beyond his ostensible means; or
- iv. engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national security, or is guilty of disclosure of official secrets to any unauthorized person.

**4. Penalties** – (1) The competent authority may, by an order in writing, impose one or more of the following penalties, namely:-

**(a) Minor penalties–**

- (i) censure;
- (ii) confinement of sergeants and senior sergeants for 15 days to Quarter Guards;
- (iii) withholding of increment or increments, for a specific period, subject to a maximum of five years;
- (iv) fine not exceeding basic pay of one month;
- (v) reduction to a lower stage or stages in pay scale, subject to a maximum of five stages; and
- (vi) withholding of promotion for a specific period, subject to a maximum of five years; provided that this period shall be counted from the date when a person junior to the accused is considered for promotion and is promoted on regular basis for the first time;

**(b) Major penalties—**

(i) recovery from pay, pension or any other amount payable to the accused, the whole or a part of any pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pay, pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force;

(ii) reduction to a lower post and pay scale from the substantive or regular post for a specific period subject to a maximum of five years;

(iii) forfeiture of past service for a specific period subject to a maximum of five years;

(iv) compulsory retirement;

(v) removal from service; and

(vi) dismissal from service; and

**(c) Penalties after retirement—**

(i) withholding of pension or any part thereof for a specific period keeping in view the loss caused to the Government];

(ii) withdrawing of pension or any part thereof for a specific period keeping in view the loss caused to Government; and

(iii) recovery from pension or any other amount payable to the accused, of pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force.

(2) Dismissal from service under these Regulations shall disqualify the employee for future employment under the Government or under any organization to which the provisions of these Regulations apply.

(3) Any penalty under these Regulations shall not absolve an employee or accused from liability to any punishment to which he may be liable for an offence, under any law, committed by him while in service.

Provided that in case of retired employee, the proceedings so initiated against a retired employee shall be finalized not later than two years of his retirement.

**5. Suspension.**—An employee against whom action is proposed to be initiated under these Regulations may be placed under suspension for a period of 120 days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not

extended for a further period of 120 days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:

Provided that the continuation of the period of suspension shall require the prior approval of the competent authority for each period of extension.

### **Chapter I: Disciplinary Procedure for Regular Employees of the Authority**

**6. Types of Proceedings** – (1) Disciplinary proceedings against regular employees shall be of two types: **Summary Proceedings** and **Departmental Inquiry**.

(2) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under these Regulations, the authority, shall examine the information and may conduct or cause to be conducted quick brief inquiry if deemed necessary and shall decide whether the matter at hand should be dealt with through Summary Proceedings or Departmental Inquiry.

**a) Summary Proceedings** - In case, the competent authority decides to deal the matter through summary proceedings, he shall proceed as under-

- i. The accused liable to be dealt with through summary proceedings shall be brought before the authority.
- ii. He shall be apprised by the authority orally the nature of the alleged misconduct, etc. The substance of his explanation for the same shall be recorded and if the same is found unsatisfactory, he will be awarded one of the minor punishments mentioned in these Regulations.

**b) Departmental Inquiry** – If the competent authority decides that matter should be dealt with through Departmental Inquiry, he shall proceed as under-

- i. The competent authority shall determine if in the light of facts of the case or in the interests of justice, a departmental inquiry, through an Inquiry Officer or Inquiry Committee if necessary. If he decides that is not necessary; he shall-
- ii. By order in writing inform the accused of the action proposed to be taken in regard to him and the grounds of the action: and

iii. Give him a reasonable opportunity of showing cause against that action: Provided that no such opportunity shall be given where the authority is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such opportunity.

(3) If the competent authority decides that it is necessary to have departmental inquiry conducted, through an Inquiry Officer or Inquiry Committee, he shall appoint for this purpose an Inquiry Officer, who is senior in rank to the accused or an Inquiry Committee which is chaired by an officer senior in rank to the accused.

**7. Procedure of Departmental Inquiry** – (1) Where an Inquiry Officer or Inquiry Committee is appointed, the competent authority shall-

- a. Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration;
- b. Appoint a departmental representative by designation who shall be duty bound to render full assistance during these proceedings; and
- c. Require the accused within 7 days from the day the charge has been communicated to him to put in a written defence and to state at the same time whether he desires to be heard in person;

(2) The Inquiry Officer or the Inquiry Committee, as the case may be, shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the witnesses against him.

(3) The Inquiry Officer or the Inquiry Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing and where any adjournment is given, it shall not be more than a week;

(4) Where the Inquiry Officer or Inquiry Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper the progress of the inquiry he shall administer a warning and if thereafter he is satisfied that the accused is acting in disregard of the warning, he shall record a finding to that effect and proceed to complete the departmental inquiry ex parte.

(5) The Inquiry Officer or the Inquiry Committee, as the case may be, shall submit his or its report, containing clear findings as to whether the charge or charges have been proved or not and specific

recommendations regarding exoneration or, imposition of penalty or penalties, to the competent authority within thirty days of the initiation of inquiry:

Provided that where the inquiry cannot be completed within thirty days, the Inquiry Officer or the Inquiry Committee, as the case may be, shall seek extension for specific period from the competent authority, for reasons to be recorded in writing:

Provided further that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of inquiry:

Provided further that the recommendations of the inquiry officer or the inquiry committee, as the case may be, shall not be binding on the competent authority.

**8. Powers of the Inquiry Officer or Inquiry Committee**.— (1) For the purpose of an inquiry under these Regulations, the Inquiry Officer and the Inquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following:-

- (a) summoning and enforcing the attendance of any person and examining him on oath;
  - (b) requiring the discovery and production of documents, and receiving evidence on affidavits; and
  - (c) issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under these Regulations shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act XLV of 1860).
- 9. Order to be passed by the competent authority** - (1) On receipt of the findings of the Inquiry Officer / Inquiry Committee or where no such officer is appointed, on receipt of the explanation of the accused, if any, the authority shall determine whether the charge(s) have been proved or not.
- (2) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing.
- (3) In case the charge is proved the competent authority shall award one or more of major or minor punishments as deemed necessary.
- (4) After receipt of inquiry report, the competent authority, shall decide the case within a period of thirty days.

- (5) The competent authority may afford personal hearing to the accused, if deemed appropriate.
- (6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of these Regulations or the facts and merits of the case have been ignored or there are other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the Inquiry Officer or the Inquiry Committee, as the case may be, with such directions as the competent authority may like to give, or may order a *de novo* inquiry.

**10. Departmental Appeal**—(1) An accused who has been awarded any penalty under these Regulations, thirty days from the date of communication of the order, prefer departmental appeal directly to the appellate authority as per Schedule-I:

(2) The appellate authority shall call for the record of the case and comments on the points raised in the appeal from the concerned department or office, and on consideration of the appeal, by an order in writing—

- (a) uphold the order of penalty and reject the appeal or review petition; or
- (b) set aside the orders and exonerate the accused; or
- (c) modify the orders and reduce or enhance the penalty; or

(d) set aside the order of penalty and remand the case to the competent authority, where it is satisfied that the proceedings by the competent authority or the Inquiry Officer or Inquiry Committee, as the case may be, have not been conducted in accordance with the provisions of these Regulations, or the facts and merits of the case have been ignored, with the directions to either hold a *de novo* inquiry or to rectify the procedural lapses or irregularities in the proceedings:

(3) The appellate authority may afford personal hearing to the accused, if deemed appropriate.

(4) An appeal shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection to the impugned order in a proper and temperate language.

(5) There shall be only one appeal from the original order and the order of the appellate authority, in appeal, shall be final.

**11. Revision**—(1) The Director General may call for the record of any proceedings within one year of the order of exoneration or imposition of a penalty, passed by the competent authority or

the order of appellate authority, as the case may be, for the purpose of satisfying himself as to the correctness, legality or propriety of such proceedings or order.

(2) On examining the record of the case, he may—

- (i) uphold the orders of the competent authority or the appellate authority, as the case may be; or
- (ii) order the competent authority to hold *de novo* inquiry; or
- (iii) impose or enhance a penalty or penalties:

Provided that no order, prejudicial to the accused, shall be passed unless the accused has been given a reasonable opportunity of showing cause against the proposed action and an opportunity of personal hearing.

## **Chapter II: Disciplinary Procedure for Contractual Employees**

**12. Procedure for Proceedings against Contractual Employees.**- (1) Disciplinary action against contractual employees (SPPP-1 to SPPP-5) appointed under the PERA Special Pay Package shall be initiated and decided by the Director General, PERA.

(2) The Director General may conduct a summary inquiry or delegate the inquiry to a designated officer.

(3) The contractual employee shall be given an opportunity to explain his position in writing or verbally.

(4) Disciplinary action against contractual employees appointed at Enforcement Stations shall be initiated by Director General either upon the recommendation of concerned Chairperson District Board or upon his own motion.

(5) Based on the facts and the employee's response, the Director General shall impose an appropriate penalty, including but not limited to holding the increment in salary, if any, and termination of contract.

(6) The order passed by the Director General under this Chapter shall be final and shall not be subject to appeal before any other authority.

### **Chapter III: Disciplinary Procedure for Deputationists**

**13. Procedure for Deputationists.-** (1) Employees serving in PERA on deputation shall be governed by the E&D Rules of their respective parent organizations, unless otherwise provided by any law, rules, or regulations for the time being in force.

(2) Director General PERA or Chairperson District Board / Deputy Commissioner, as the case may be, may initiate disciplinary proceedings and refer the case to the parent department for final action.

(3) As an administrative measure, Director General PERA or Chairperson District Board / Deputy Commissioner, as the case may be, may temporarily suspend or relieve the deputationist employee, pending further action by the parent department.

(4) All field employees, regardless of their grade or designation, may be directly relieved to PERA Headquarters by the concerned Chairperson District Board / Deputy Commissioner for the purpose of initiating or conducting disciplinary proceedings.

### **Chapter IV: Miscellaneous**

**14. Appearance of Counsel.-** No party to any proceedings under these Regulations before the competent authority, appellate authority, Inquiry Officer or Inquiry Committee shall be represented by an Advocate.

**15. Indemnity.-** No suit, prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under these Regulations.

**Schedule-I**

**Competent and Appellate Authorities for Employees of Directorate General**

<b>Employee</b>	<b>Competent Authority</b>	<b>Appellate Authority</b>
Director	Director General	Secretary I & C
Deputy Director	Director General	Secretary I & C
Assistant Director	Director General	Secretary I & C
Executive Assistant / Accountant / Office Assistant	Director Admin	Director General

**Schedule-II**

**Competent and Appellate Authorities for Employees of Enforcement Stations**

<b>Employee</b>	<b>Competent Authority</b>	<b>Appellate Authority</b>
Secretary District Board	Chairperson District Board	Director General
SDEO	Chairperson District Board	Director General

<b>Employee</b>	<b>Major Punishment</b>		<b>Minor Punishment</b>	
	Competent Authority	Appellate Authority	Competent Authority	Appellate Authority
<b>Enforcement Officer</b>	Chairman District Board	Director General	SDEO	Chairman District Board
<b>Investigation Officer</b>	Chairman District Board	Director General	SDEO	Chairman District Board
<b>Senior Sergeant</b>	SDEO	Chairman District Board	SDEO	Chairman District Board
<b>Sergeant</b>	SDEO	Chairman District Board	SDEO	Chairman District Board

**THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY  
(PERFORMANCE APPRAISAL) REGULATIONS, 2025**

**CONTENTS**

- 1. Short title and Commencement**
- 2. Definitions**
- 3. Objectives of Performance Appraisal System**
- 4. Applicability and Scope**
- 5. Key Performance Areas**
- 6. Appraisal Mechanism**
- 7. Performance Ratings and Actions**
- 8. Score Distribution**
- 9. Consequences of Consecutive Low Performance Ratings**
- 10. Performance Review Committee**
- 11. Appeals and Grievance Mechanism**
- 12. Award of Honorarium**
- 13. Timelines**
- 14. Performance Improvement Plan (PIP)**
- 15. Confirmation of Probation**
- 16. Implementation & Monitoring**

**SCHEDULES**

**Schedule-I - Hierarchy of Performance Appraisal for Employees of Directorate General**

**Schedule-II - Hierarchy of Performance Appraisal for Employees of Enforcement Stations**



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



**NOTIFICATION**

**THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY  
(PERFORMANCE APPRAISAL) REGULATIONS, 2025**

**No.xxxxxxxx (Director Admin).**- In exercise of the powers conferred under section 10 (2) (h) read with section 79 of the Punjab Enforcement and Regulation Act 2024 and Rule 7 of the Punjab Enforcement and Regulatory Authority Rules, 2024, the Authority is pleased to make the following Regulations:

- 1. Short title and Commencement.** - (i) These Regulations may be cited as the Punjab Enforcement and Regulatory Authority (Performance Appraisal) Regulations, 2025.  
(ii) These Regulations shall come into force at once.
- 2. Definitions.** - (i) In the Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:
  - (a) “Act” means the Punjab Enforcement and Regulation Act 2024 (Act *XI of 2024*);
  - (b) “Administrative Department / AD” means the administrative department of the Authority as reflected in the Punjab Government Rules of Business, 2011;
  - (c) “Contractual Employees” means an employee, staff or any other person recruited by the authority through competitive process from the market on contractual basis as per the terms of reference for Service and governed by, “The Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations 2024”
  - (d) “Directorate General” means the office premises responsible for the management and supervision of different wings of PERA under the Director General, under the Act and as per the directions of the Authority, issued from time to time.
  - (e) “Employee” means an officer, staff or any other person recruited by the Authority under section 11 of the Act, but does not include a person on deputation to the Service or Contingent worker;
  - (f) “Organizational Structure” means the organizational structure given in schedule-I of the Punjab Enforcement and Regulatory U regulations and includes employees, contractual employees and contingent staff
  - (g) “Regulations” mean the Punjab Enforcement and Regulatory Authority (Performance Appraisal) Regulations, 2025;



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



- (h) “Service” means the service of a person serving in Punjab Enforcement and Regulatory Authority;
- (i) “Schedule” means the Schedule appended to the Regulations;
- (j) “Terms of Reference for Service”, means purpose of employee, his/her Job description, his/her area of responsibility, competence and personal attributes and Salary and benefits.
- (k) “Wing” means a group of posts in Authority pertaining to one particular areas of work like HR, Finance or Procurement etc.

**3. Objectives of Performance Appraisal System.** – (i) The Performance Appraisal System is designed to:

- a) **Evaluate Employee Performance:** Ensure a structured, fair, and transparent process for assessing employees. The system will provide objective criteria to measure individual contributions, ensuring that performance evaluations are free from bias and reflect actual work outcomes.
- b) **Enhance Accountability:** Align individual performance with organizational objectives and goals. Employees will be held responsible for their duties, ensuring that their work supports the Authority’s mission of effective regulatory enforcement and improved public service delivery.
- c) **Promote Employee Development:** Identify training needs and provide constructive feedback for professional growth. Employees will receive guidance on areas requiring improvement, fostering a culture of continuous learning and skills enhancement.
- d) **Ensure Merit-Based Rewards:** Establish a direct linkage between performance outcomes and career progression. High-performing employees will have access to promotions, incentives, and leadership opportunities, reinforcing a performance-driven work environment.
- e) **Improve Organizational Efficiency:** Strengthen enforcement effectiveness and regulatory compliance through performance-driven measures. A well-structured appraisal system will contribute to streamlined operations, enhancing the Authority’s ability to fulfill its mandate and improve service delivery to the public

**4. Applicability and Scope.** – (i) These regulations shall apply to all employees working in PERA i.e contractual, employees of the Authority and deputationists.

(ii) Performance shall be evaluated annually, covering the calendar year from January to December.



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



(iii) In the case of contractual employees, their performance shall be assessed only if they have served for at least six (3) months in the Authority in a Calendar Year, following the successful completion of their probation period.

**5. Key Performance Areas (KPIs).** – (i) Employees of the Directorate General will be appraised with focus on their effectiveness in policy formulation, administrative oversight and strategic planning, as outlined in the table below:

KPA	Weight	Description
Primary Job Responsibilities	50%	Execution of assigned duties as per Terms of Service under service regulations.
Strategic Planning & Policy Formulation	15%	Development and implementation of regulatory frameworks, SOPs, and strategic initiatives.
Interdepartmental Coordination & Stakeholder Engagement	10%	Liaison with government agencies, legal bodies, and partners to ensure policy alignment.
Administrative & Financial Management	10%	Resource allocation, budget management, and compliance with governance standards.
Capacity Building & Digital Innovation	10%	Training, skill enhancement, and adoption of technology for operational efficiency.
Work Discipline & Ethics	5%	Ensuring adherence to professional conduct, punctuality, and zero tolerance for misconduct.

(ii) Employees of Enforcement Stations will be appraised with a focus on their effectiveness in service delivery, public engagement, and regulatory enforcement, as outlined in the table below:

KPA	Weight	Description
Primary Job Responsibilities	50%	Execution of assigned duties i.e field enforcement, regulatory compliance, case handling etc as per Terms of Service under service regulations.



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



Public Engagement & Service Delivery	15%	Responsiveness to public complaints, citizen facilitation, and maintaining service delivery benchmarks.
Operational Efficiency & Target Achievement	15%	Achieving enforcement targets, backlog reduction, and efficient case resolution.
Collaboration & Team Coordination	10%	Working with local administration, law enforcement, and agencies for smooth operations.
Capacity Building & Learning	5%	Participation in professional training and skill enhancement programs.
Work Discipline & Ethics	5%	Compliance with organizational policies, professional behavior, and accountability.

(iii) Specific, Measurable, Achievable, Relevant and Time-bound (SMART) Key Performance Indicators (KPIs) will be defined by the Admin Wing in consultation with the relevant Wing.

(iv) District Boards may modify the weightage or add/remove Key Performance Areas (KPAs) based on operational needs.

**6. Appraisal Mechanism.** – (i) Employees shall submit a self-evaluation report detailing their performance, achievements, and areas for improvement during the assessment period.

(ii) The immediate supervisory officer, as per the approved organizational structure in force at the time, shall assess the performance of employees.

(iii) The next-tier supervisory officer shall review and validate the assessment to ensure fairness, consistency, and alignment with organizational objectives.

(iv) In cases of employees of Enforcement Station, a higher-level authority (as per Schedule-II) will conduct a final review to maintain strict accountability in the appraisal process.

(v) In case of any change in the assigned role or posting of an employee during the assessment period, performance shall be evaluated based on the position in which the employee has spent the majority of the review period.

(vi) For those officers who report directly to Director General (except contractual employees), Countersigning Officer will be Secretary I & C Wing, S & GAD.



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



**7. Performance Ratings and Actions.** – (i) Employees shall be evaluated on a 100-point scale, with scores assigned based on predefined quantitative and qualitative assessments.

Score	Rating	Action based on Scores
90-100	Outstanding	Eligible for accelerated promotions, leadership roles, honorarium, and appreciation awards.
75-89	Strong Performance	Eligible for career progression, annual increments, and performance-based incentives.
60-74	Satisfactory Performance	Retains eligibility for routine promotions but requires improvement in key areas
40-59	Needs Improvement	Placed on a Performance Improvement Plan (PIP) with mandatory training and periodic review.
Below 40	Unsatisfactory	Subject to disciplinary action, including possible contract termination / service, if no improvement is observed

**8. Score Distribution.** – (i) Score distribution between evaluators will be as follows:

- Reporting Officer: 60% (60 marks)
- Countersigning Officer: 30% (30 marks)
- Second Countersigning Officer: 10% (10 marks)

(ii) If there is no Second Countersigning Officer, then score distribution will be 65/35 between Reporting Officer and Countersigning Officer.

(iii) For Deputationist, the regular Performance Evaluation Report (PER) system will remain in place. However, for the purpose of incentives within the Authority, PER ratings will be converted into scores aligned with PERA's internal scoring framework.

**9. Consequences of Consecutive Low Performance Ratings.** – (i) In case an employee receives a score of 40-59 (Needs Improvement) or below 40 (Unsatisfactory) for two consecutive years, the following actions may be taken:

Employee	Level	Action
Contractual Employee	Enforcement Station	Termination of the Contract / Service by the Director General on the recommendation of Chairperson District Board



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



	Directorate General	Termination or Contract downgrade by the Director General
Deputationist	Enforcement Station	Surrender of services by the Chairperson District Board to PERA Headquarter
	Directorate General	Surrender of services by the Director General to Administrative Department
Employee of the Authority	Enforcement Station	Ground for initiation of disciplinary proceedings by the Competent Authority on account of inefficiency
	Directorate General	Ground for initiation of disciplinary proceedings by the Competent Authority on account of inefficiency

- (ii) For such employees, the Competent Authority may take further actions, including but not limited to issuing a formal displeasure / warning, withholding annual increment (for contractual employees), or any other appropriate measures deemed necessary.
- (iii) The Director General may upgrade, downgrade the SPPP scale of contractual employee(s) of Directorate General based on the performance.
- (iv) The renewal or extension of contracts for contractual employees at Enforcement Stations shall be subject to the recommendation of the Chairperson of the District Board.

**10. Performance Review Committee.** – (i) There shall be a Performance Review Committee (PRC) with the following composition:

- i. Director General - Chairperson
- ii. Director Administration - Member
- iii. Director Personnel - Member
- iv. Head Legal - Member
- v. Deputy Director Admin and HR - Member/Secretary
- vi. Any other Co-opted member

- (ii) The Performance Review Committee will perform following functions;
  - a) Ensure that performance assessments conducted by reporting officers, countersigning officers, and second countersigning officers are fair, consistent, and aligned with organizational goals.



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



- b) Oversee the implementation of PIPs for employees rated as "Needs Improvement" and ensure necessary support and training is provided.
- c) Periodically review the performance appraisal framework and suggest improvements in assessment criteria, weightages, and KPIs to better reflect organizational priorities.

- 11. Appeals and Grievance Mechanism.** – (i) The employee shall be informed of their appraisal within seven (7) days of validation by the final appraisal authority.
- (ii) An employee dissatisfied with their appraisal may submit an appeal before the Appellate Authority as per relevant Schedules, within fifteen (15) days of receiving the appraisal;

<b>Employee of</b>	<b>Appellate Authority</b>
Enforcement Station	As defined in Schedule-I
Directorate General, all except	Director General
i) For whom DG is Reporting Officer	Chief Secretary
ii) For whom DG is Countersigning Officer	Secretary I & C
iii) For Contractual employees for whom DG is Reporting Officer or Countersigning Officer	Secretary I & C

- (iii) The employee may provide supporting documents in favour of their performance. The Appellate Authority may summon the Reporting Officer or Countersigning Officer, if deemed necessary for clarification.
- (iv) The Appellate Authority shall decide appeals within thirty (30) days, and its decision shall be final and binding.

- 12. Award of Honorarium.** – (i) The approval of honorarium for relevant employees will be granted by the following authorities:

<b>Employees</b>	<b>Authority for Approval of Honorarium</b>
Enforcement Stations (Contractual, Deputationists and Employees of the Authority)	Chairperson District Board



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



Directorate General (Contractual, Deputationists and Employees of the Authority)	Director General
Director General	Secretary I & C

(ii) The following shall define the maximum number of honoraria equivalent to basic pay an employee may receive.

Score	Max. Number of Honorarium
90-100	3
75-89	2
60-74	1

Provided that the grant of number of honoraria shall be at the discretion of the approving forum and subject to budget availability.

Provided further that Director General will be competent to award two (2) honorarium in respect of all employees of Directorate General in a Calendar Year, based on performance of these employees.

**13. Timelines.** – (i) The following table outlines the timelines for various activities related to the performance appraisal process, ensuring a structured and transparent evaluation framework:

Activity	Deadline	Description & No. of Days
Submission of Self-Assessment	January 10	Employees submit their self-evaluation reports within <b>10 days</b> following the end of the Calendar Year.
Assessment by Reporting Officer	January 23	Reporting Officer completes the initial assessment and forwards it for review ( <b>13 days</b> ).
Review by Countersigning Officer	February 07	Countersigning Officer reviews and validates the assessment for consistency and fairness ( <b>15 days</b> ).
Validation by 2 <sup>nd</sup> Countersigning Officer (if any)	March 09	Final appraisal authority confirms and finalizes ratings ( <b>30 days</b> ).



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



Communication of Appraisal to Employee	March 16	Employees are informed of their appraisal results within <b>7 days</b> of final validation.
Appeal Submission (if any)	March 31	Employees dissatisfied with their appraisal may submit an appeal within <b>15 days</b> .
Review and Decision on Appeals	April 30	Appellate Authority reviews and finalizes decisions on appeals within <b>30 days</b> .
Implementation of Performance-Linked Actions (Rewards/PIP/Disciplinary Actions)	May 15	Promotions, bonuses, Performance Improvement Plans (PIP), or other necessary actions are initiated within <b>15 days</b> .

**14. Performance Improvement Plan (PIP).** – (i) The Performance Improvement Plan (PIP) shall be implemented for employees whose performance is rated as "Needs Improvement" or "Unsatisfactory."

(ii) The PIP shall span a period of six (6) months, during which the employee must demonstrate measurable improvements in performance.

(iii) The plan shall set clear, time-bound, and achievable targets aimed at addressing performance deficiencies and enhancing the employee's efficiency and effectiveness.

(iv) Supervisory officers shall provide necessary guidance, mentorship, and training opportunities to facilitate improvement.

(v) At the end of the PIP period, a comprehensive review shall be conducted by supervisory officer to determine whether the employee has met the required performance standards.

(vi) Failure to show satisfactory improvement during the PIP period may lead to any of the action as stated in Regulation 3.

(vii) The Performance Review Committee at the Directorate General and the District Enforcement and Regulatory Board at the district level shall oversee the overall supervision of the Performance Improvement Plan (PIP) to ensure its effective implementation and alignment with organizational objectives.

**15. Confirmation of Probation.** – (i) During the three-month probation period, the contractual employee's performance will be assessed based as per instant performance regulations.



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



- (ii) The employee must attain a minimum threshold score of 60 out of 100 to qualify for confirmation.
- (iii) The Reporting Officer will conduct the initial assessment, which will be reviewed by the Countersigning Officer before a final recommendation is made by Second Countersigning Officer, if any.
- (iv) Based on the probationary assessment, the Competent Authority will decide whether to:
- Confirm the employee's appointment.
  - Extend the probation (if performance is below the required level but shows potential for improvement).
  - Terminate the contract if performance is deemed unsatisfactory.

(v) Once confirmed, the employee will be assessed under the standard Performance Appraisal System framework for future evaluations, promotions, and incentives.

**16. Annual Salary Increment.** – (i) The Chairperson of the District Board shall be the competent authority to determine the annual salary increment for contractual employees of the Enforcement Stations.

(ii) For contractual employees of Directorate General, DG PERA will be the competent authority in this regard.

(iii) The annual salary increment shall be objective, impartial, and merit-based, and shall be determined on the basis of the employee's performance appraisal for the preceding calendar year.

Provided that such annual salary increment shall be calculated on the basis of the Government Equivalent Basic Pay Scale as specified in Schedule-III of the *Punjab Enforcement and Regulatory Authority (Appointment and Conditions of Service for Contractual Employees) Regulations, 2025*.

Also provided that the increment, in percentage terms, shall not exceed the rate announced by the Punjab Government for provincial government employees in the relevant year.

Further provided that the annual increment shall not be granted beyond the upper limit of the employee's Special PERA Pay Package (SPPP).

(iv) For deputationists and employees of the Authority, annual salary increment will be the same as announced by Punjab Govt.

**17. Implementation & Monitoring.** – (i) Admin Wing of PERA will ensure fair implementation of Performance Appraisal System.

(ii) Annual appraisal reports will be digitally recorded for transparency.



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



- (iii) All employees shall have access to their appraisal reports upon request.
- (iv) Confidentiality of appraisal records shall be maintained at all levels.
- (v) The Performance Review Committee (PRC) shall audit at least 10% of appraisals, including those conducted at the district level, to ensure fairness, transparency, and consistency in the performance evaluation process.
- (vi) The PRC shall submit an annual report to the Authority evaluating the effectiveness and impact of the Performance Appraisal System.
- (vii) The Director General may issue periodic guidelines, standardized forms with respect to appraisal system and prescribe Key Performance Indicators (KPIs) for each position to align with organizational priorities.
- (viii) Admin Wing will conduct annual trainings for appraisers on how to conduct fair and objective appraisals.
- (ix) Employees' perspectives on the appraisal process, fairness, and effectiveness will be obtained yearly.



**DIRECTORATE GENERAL**  
PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY  
LAHORE



**Schedule-I**

**Hierarchy of Performance Appraisal for Employees of Directorate General**

Employee	Reporting Officer	Countersigning Officer	Appellate Authority
Director General	Secretary I & C	Chief Secretary	Chief Minister
Director	Director General	Secretary I & C	Chief Secretary
Deputy Director	Director concerned	Director General	Secretary I & C
Assistant Director	i. Deputy Director or ii. Director if he is immediate supervisory officer	i. Director or ii. Director General, if Director is reporting officer	i. Director General or ii. Secretary I & C if DG is countersigning officer
Audit Officer	Director General	Secretary I & C	Chief Secretary
Auditor	Audit Officer	Director General	Secretary I & C
Accountant	AD Finance (Budget)	DD Finance	Director General
Executive Assistant / Office Assistant	Immediate supervisory officer	Next-tier supervisory officer	Next senior officer



**DIRECTORATE GENERAL**  
**PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY**  
**LAHORE**



**Schedule-II**

**Hierarchy of Performance Appraisal for Employees of Enforcement Stations**

<b>Employee</b>	<b>Reporting Officer</b>	<b>Countersigning Officer</b>	<b>2<sup>nd</sup> Countersigning Officer</b>	<b>Appellate Authority</b>
Secretary District Board	Chairperson District Board	Commissioner	Director General	Secretary I & C
Sub-Divisional Enforcement Officer	Chairperson District Board	Commissioner	Director General	Secretary I & C
Enforcement Officer	SDEO	Chairperson District Board	-	Director General
Investigation Officer	SDEO	Chairperson District Board	-	Director General
Senior Sergeant	EO	SDEO	-	Director Personnel
Sergeant	EO	SDEO	-	Director Personnel
Prosecutor	SDEO	Chairperson District Board	-	Director General
IT Resident Engineer	SDEO	Chairperson District Board	-	Director General

# **THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (UNIFORM) REGULATIONS, 2025**

## **CONTENTS**

- 1. Title and Commencement**
- 2. Definitions**
- 3. Categories of Uniforms**
- 4. Standard Accessories and Equipment**
- 5. Ranks and Insignia**
- 6. General Instructions**
- 7. Schedules**



GOVERNMENT OF THE PUNJAB  
PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY  
Lahore, Dated the ,2025

## NOTIFICATION

### **THE PUNJAB ENFORCEMENT AND REGULATORY AUTHORITY (UNIFORM) REGULATIONS, 2025**

**No.xxxxxxxx:** In exercise of the powers conferred under Section 79 read with Section 19 (5), of the Punjab Enforcement and Regulation Act, 2024 and Rule 12 of the Punjab Enforcement and Regulatory Authority Rules, 2024, the Authority is pleased to make the following Regulations:

**1. Short title and Commencement:** (1) These Regulations may be cited as the Punjab Enforcement and Regulatory Authority (Uniform) Regulations, 2025 and shall be published in the official gazette of Government of the Punjab.

(2) These Regulations shall come into force at once.

(3) These Regulations have been framed to establish uniformity, discipline, and professionalism in the ranks and files of PERA.

**2. Definitions.** - (1) In the Regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (a) "Directorate General" means the office responsible for management and supervision of different wings and field offices of PERA;
- (b) "Employee" means an officer, staff or any other person appointed by the Authority under Section 11 of the Act;
- (c) "Enforcement Station" means the premises along with its jurisdiction as approved by the Government and notified by the Authority in pursuance of Section 19 of the Act;
- (d) "Regulations" mean the Punjab Enforcement and Regulatory Authority (Uniform) Regulations, 2025;
- (e) "Schedule" means the Schedule appended to these Regulations;
- (f) "Uniform" means the dress code along with permissible accessories, gadgets and devices defined and prescribed in these Regulations and the Schedules appended hereunder;

(2) A word or expression used in the Regulations but not defined shall have the same meaning as assigned to it under the Act.

**2. Categories of Uniforms.** - (1) The Authority hereby prescribes the following categories of uniforms:

a. **Operational / Field Uniform**

- i. **Male Uniform:** Shirt Name Tag: Positioned on the left chest through Velcro, indicating the Officer's / Official's name.

- ii. Flag Badge: The Pakistani flag shall be displayed above the name tag, signifying national representation which shall also be secured with Velcro.
  - iii. Rank Insignia: Rank insignia shall be placed on the chest for convenient and immediate visibility.
  - iv. Pockets: There shall be two chest pockets for practical use as a convenience for storage of small items.
  - v. Arm Pocket: There shall also be an arm pocket protected with Velcro on the right sleeve.
  - vi. Pants Material & Color: Pants made from durable fabric in matching charcoal grey. The material shall be lightweight, breathable, and resistant to wear and tear.
  - vii. Pockets: Two crosses, two back, and two cargo pockets for carrying essential tools.
  - viii. Boots: Black, high-quality DMS boots.
  - ix. Gloves: Protective gloves, especially for riding bikes.
  - x. Hat/Cap: A matching peaked cap or beret in charcoal grey color with the Authority's insignia.
  - xi. Helmet: White helmet with "Enforcement Squad" written on both sides and the PERA logo on the back.
  - xii. **Female Uniform:** Shirt Color: Silver grey tone, identical to the male uniform. The fabric must be in accordance with approved specifications.
  - xiii. Scarf: Dark silver-grey scarf worn with the uniform.
  - xiv. Name Tag: Positioned on the left chest through Velcro, indicating the Officer's / Official's name.
  - xv. Flag Badge: Displayed above the name tag, secured with Velcro.
  - xvi. Rank Insignia: Placed on the chest for immediate visibility.
  - xvii. Pockets: Two chest pockets for practical use.
  - xviii. Arm Pocket: On the right sleeve.
  - xix. Pants Material & Color: Matching charcoal grey in durable, lightweight, and breathable fabric.
  - xx. Pockets: Two crossed, two back, and two cargo pockets.
  - xxi. Boots: Black, high-quality DMS boots as designed/approved by PERA.
  - xxii. Hat/Cap: Matching peaked cap or beret with PERA insignia.
  - xxiii. Gloves: White gloves with the PERA logo.
  - xxiv. Glasses: Transparent, white-colored protective glasses.
  - xxv.** Helmet: White helmet with "Enforcement Squad" written on both sides and the PERA logo on the back.
- b. **Ceremonial Uniform:** All employees shall wear ceremonial uniforms, during official and state functions. The Director General, PERA may notify the specific items for the ceremonial uniform, in addition to the items prescribed under the operational / field uniform.

c. **Administrative / Office Uniform:** All administrative / office staff shall wear the formal dress code during official meetings, public representation, and designated workdays, or as specified by the Director General.

(2) The prescribed uniform shall be strictly followed by the designated employees of the Authority along with authorized weapons and identification cards or badges as specified in the Schedule. The Director General, PERA shall issue notification regarding designated employees required to wear uniform.

(3) Each officer / official shall be provided with two formal uniforms and one ceremonial uniform by the Authority.

(4) Detailed specifications for male and female operational / field uniforms are provided in the Schedule.

**3. Standard Accessories and Equipment:** (1) All uniforms shall be accompanied by authorized accessories including but not limited to Pistol Holster, Expandable Baton, Flashlight, Handcuffs, Body Camera, Pistol, only for the authorized Officers, as separately notified by the Director General, PERA, according to the approved Weapon Rules of the Authority.

(2) Detailed specifications for standard accessories and equipment are provided in the Schedule.

#### **4. Ranks and Insignia**

- i. Sergeant: 2 White Stripes
- ii. Senior Sergeant: 2 White Stripes and 1 Star
- iii. Investigation Officer (IO): 2 White Stripes and 2 Stars
- iv. Enforcement Officer (EO): 2 White Stripes and 3 Stars

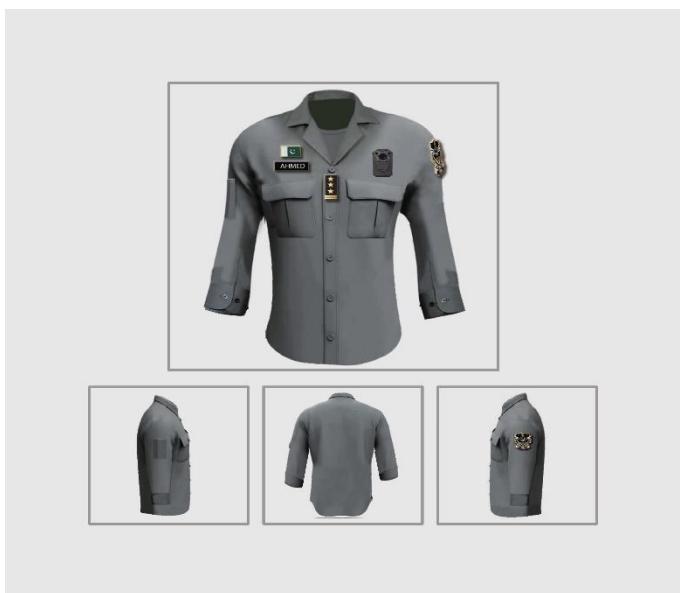
#### **5. General Instructions**

- i. Each Officer / Official shall have two ceremonial uniforms, one for summer and one for winter, for use during state functions and departmental ceremonies.
- ii. Officers may choose between a Customs Peak Cap or a Beret Cap, as per preference.
- iii. The Director General of PERA may set the timings for transitioning between summer and winter uniforms.
- iv. A functional body camera must be worn during all enforcement operations to capture footage which shall serve as evidence in judicial or executive forums as per Section 18, Section 23 (5) and Section 40 (1) (a) of the Act.
- v. No enforcement action shall be taken without the officer being in the prescribed uniform along with the prescribed accessories.
- vi. Any deviation shall be subject to formal inquiry, initiated by the Directorate General which may include:
  - (a) Formal Warning
  - (b) Suspension without Pay
  - (c) Termination as per Section 26 of the Act
- vii. All enforcement activities shall be recorded via body cameras for evidentiary purposes, in accordance with provisions of the Punjab Enforcement and Regulation Act, 2024 and the PERA (Operations & Procedures), Code, 2025.
- viii. Proper rank and insignia shall be displayed for immediate visibility.

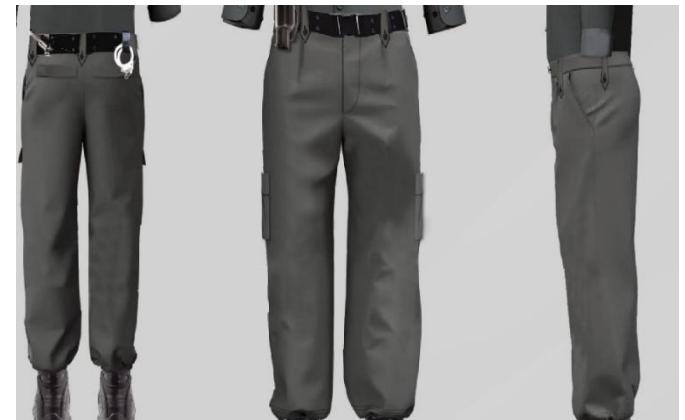
- ix. All personnel must maintain high grooming standards conforming to the Authority's guidelines for professional appearance.
- x. Personnel are responsible for keeping their uniforms clean, pressed, and in good condition at all times. Torn or visibly worn uniforms must be repaired or replaced as per the guidelines issued by the Authority.
- xi. No alterations or unauthorized additions to the uniform, insignia, or accessories are allowed. Any necessary modifications to the uniform shall be approved by the Director General.
- xii. During inclement weather or extreme conditions, Officers / Officials may wear weather-appropriate gear (raincoats, winter jackets, etc.), provided such gear conforms to the Authority's color and design specifications.
- xiii. Officers / Officials are required to wear appropriate PPE, such as helmets, gloves, or protective eyewear, during enforcement operations that pose a risk to personal safety.
- xiv. Personnel must display their official ID cards prominently on their uniforms at all times while on duty, particularly during public interactions or field operations.
- xv. For specialized operations such as anti-encroachment activities or high-risk enforcement tasks, the Authority may issue tactical uniforms or specialized gear suited for the task at hand. Such uniforms must still adhere to the approved colors and insignia standards.
- xvi. Failure to adhere to these Regulations, including unauthorized modifications or improper wearing of the uniform, shall result in disciplinary action, ranging from formal warnings to suspension, as deemed appropriate by the Director General, PERA.
- xvii. Administrative or office-based personnel are expected to wear the formal uniform, even if not directly involved in field operations, during official meetings, public events, or when representing the Authority.
- xviii. Necessary PPE must also be worn in high-risk operations.

## Schedule

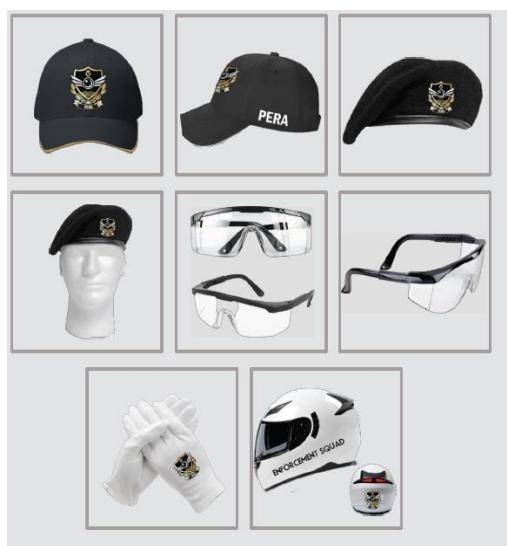
### Male Uniform



### Female Uniform



### Other Features



### Attachments



## Ranks and Insignia



**Sergeant**  
2 White Strip



**Senior Sergeant**  
2 White Strip & Star



**Investigation Officer**  
2 White Strip & 2 Star



**Enforcement Officer**  
2 White Strip & 3 Star

(17)

## Description of Uniform





# **Human Resource Manual**

## **(May 2025)**

**Punjab Enforcement &  
Regulatory Authority**

# CONTENTS

<b>Chapter I: General Information.....</b>	<b>4</b>
1.1 PERA Values.....	4
1.2 Purpose of the Manual.....	4
1.3 Scope & Applicability .....	5
1.4 Organization of the Manual.....	5
1.5 Responsibility for Custody of the Manual .....	5
<b>Chapter II: Recruitment .....</b>	<b>6</b>
2.1 Selection Process.....	6
2.2 Candidate Onboarding.....	6
2.3 Background Check and Verification .....	8
2.4 Probation Period.....	9
<b>Chapter III: Code of Conduct .....</b>	<b>11</b>
3.1 Conflict of Interest .....	11
3.2 Responding to Inquiries from the Press and Others.....	11
3.3 Confidentiality.....	11
3.4 Gifts, Favours, Etc.....	12
3.5 Borrowing Money .....	13
3.6 Compliance with Laws, Rules and Regulations.....	13
<b>Chapter IV: Work Environment.....</b>	<b>14</b>
4.1 Equal Employment Opportunity (EEO) and Non-discrimination.....	14
4.2 Harassment, Violence, and Sexual Misconduct.....	14
4.3 Security at the Workplace .....	15
4.4 Gender Equity and Diversity.....	16
4.5 Dress Code .....	17
4.6 Use of Office Assets and Property .....	18
4.7 Work Hours, Attendance and Punctuality.....	19
<b>Chapter V: Leave.....</b>	<b>21</b>
5.1 General Principle.....	21
5.2 Leave Entitlement for Contractual Employees .....	21
5.2.1 Casual Leave .....	21
5.2.2 Annual Leave (Earned Leave).....	22

5.2.3 Medical Leave .....	22
5.2.4 Maternity / Paternity Leave.....	22
5.3 Unauthorized Absence .....	23
<b>Chapter VI: Salary and Benefits .....</b>	<b>24</b>
6.1 Salary Structure and Pay Scales .....	24
6.2 Annual Salary Increment.....	25
6.3 Gratuity.....	25
6.4 Honoraria.....	26
6.5 Payroll Deductions .....	26
6.6 Salary Advances and Employee Loans .....	27
6.7 Travel Allowance and Daily Allowance (TA/DA) .....	27
<b>Chapter VII: Contract Renewal, Termination and Resignation of Contractual Employees</b>	<b>28</b>
7.1 Contract Renewal .....	28
7.2. Termination During Probation .....	29
7.3 Contract Completion (End of Contract).....	30
7.4 Resignation.....	31
7.5 Certificate of Service.....	32
7.6 Exit Interviews .....	32
<b>Annex-I Competent Authority for Approval of Various Kinds of Leave .....</b>	<b>33</b>

# Chapter I: General Information

## 1.1 PERA Values

PERA is founded on core values that guide all aspects of conduct and decision-making:

- **Ethical Enforcement:** Upholding the highest standards of honesty, integrity, and impartiality in enforcing laws. All actions shall be lawful and free from improper influence or corruption.
- **Transparency:** Conducting enforcement operations in an open and transparent manner to promote accountability. Decisions and processes are documented and accessible as appropriate, ensuring general public's trust.
- **Accountability:** Taking responsibility for outcomes and decisions. Employees at all levels are answerable for their actions and must comply with all applicable laws, rules, and directives. Any misuse of authority or lapse in duty is subject to scrutiny.
- **Service Delivery through Regulatory Compliance:** Committing to public service by ensuring that enforcement and regulatory oversight lead to efficient service delivery. PERA's mandate is to facilitate compliance with laws in a manner that serves citizens effectively.
- **E-Governance:** Embracing technology to enhance governance. PERA promotes electronic record-keeping, digital workflows, and online services to improve efficiency, reduce corruption, and make processes user-friendly. Employees shall use the designated IT systems for HR, finance, and case management to support this value.

These values are the cornerstone of this Manual and are to be reflected in every employee's conduct and in all policies of PERA.

## 1.2 Purpose of the Manual

The purpose of this Manual is to consolidate and communicate the human resource policies and procedures governing employment in PERA. It provides a comprehensive reference to ensure that all employees understand their rights, responsibilities, and the standards of conduct expected of them. This Manual promotes consistency in HR management by aligning with best practices of reputable public, private organizations and with relevant Government regulations.

### **1.3 Scope & Applicability**

This Manual applies to *all categories of PERA employees* – including regular employees of teh Authority, contractual employees (hired under Special PERA Pay Package), and deputationists on loan from Govt. of Punjab or any other Government or Department.

### **1.4 Organization of the Manual**

For ease of reference, the Manual is organized into chapters, each addressing a major aspect of human resource policy. Chapters are further divided into sections covering specific topics. Each section within chapters provides policy statements, procedures, and any relevant definitions or examples. Employees are encouraged to familiarize themselves with the entire Manual to understand how various policies interrelate.

### **1.5 Responsibility for Custody of the Manual**

The Administration Wing is the official custodian of this Manual. The Director Admin & HR is responsible for maintaining the Master Copy of the Manual, ensuring it is up to date, and that any amendments are duly approved and recorded. Updated versions shall be circulated to all wings and made accessible to employees.

All heads of relevant Wings of PERA are responsible for implementing the policies within their teams and must ensure that their staff are aware of and adhere to the Manual's provisions. Any proposals for changes or updates to these policies must be submitted to Admin Wing, which will review them and seek approval from the competent authority.

## Chapter II: Recruitment

### 2.1 Selection Process

PERA recruits employees through a transparent, merit-based selection process that aligns with organization's specific needs. The goal is to attract qualified candidates and ensure fairness and equal opportunity in hiring. The Admin Wing, in coordination with relevant Directors, will determine staffing needs and obtain approval for recruitment from the Competent Authority. Each position will have a clear job description outlining duties, required qualifications, experience, and competencies. The whole process of recruitment will be strictly followed as per relevant service regulations.

All records of the recruitment process (scores, applications, decisions) are kept on file for audit and in case of any appeal or review. No hiring shall be made on the basis of canvassing, personal favor, or pressure; any attempt to unduly influence the recruitment process by a candidate or insider is grounds for candidate's disqualification and possible disciplinary action for the insider. Recruitment of relatives (nepotism) is also handled carefully: if a candidate is an immediate relative of a current PERA employee or Board member, this must be disclosed to avoid conflict of interest (and such an employee may recuse from the selection process).

In summary, the selection process at PERA is designed to be fair, competitive, and based on merit. This ensures that the Authority brings in competent individuals of integrity, which is essential for an organization entrusted with enforcement and regulatory duties.

### 2.2 Candidate Onboarding

Onboarding is the process of integrating a newly hired employee into PERA and equipping them with the information and tools needed to become effective and comfortable in their role. PERA's onboarding process is thorough and formal, reflecting our structured environment. The following steps are involved once a candidate has accepted the offer of employment:

- **Documentation and Appointment Formalities:** The selected candidate is required to submit necessary documents for HR records and verification. These typically include: academic degrees/certificates (in original for verification and photocopies to keep on file), experience letters from previous employers, national identity card (CNIC) copy, passport-size photographs, Police Character Certificate etc. Candidates must also submit a medical

fitness certificate from an authorized medical practitioner or government hospital confirming they are fit for service.

- **Medical Examination:** A medical fitness certificate is typically required which is verification of fitness. For certain posts (like field enforcement or roles with physical demands), a more detailed medical exam may be mandated by an appointed medical board.
- **Employment Contract/Agreement:** Every new contractual employee signs an official contract specifying the duration of contract, consolidated salary or pay package, notice period for termination/resignation, and that their employment is governed by this Manual and any special project terms. Regular employees of the Authority will receive an appointment letter citing the terms of appointment under PERA's service regulations including probation period etc.
- **Workstation and Tools Setup:** Each new employee is allocated a desk/workstation, along with necessary equipment like computer/laptop, phone extension, stationery, and access to required software or databases. The IT department will create official email accounts and user logins for systems, and provide initial passwords in a secure manner. An identification card is issued (the employee will visit Admin/HR for a photo if not provided earlier).
- **Probation Objectives:** Since new contractual and regular employees will be on probation, the concerned Director in discussion with the employee will set initial performance objectives or milestones to be achieved during the probation period. These could be learning goals as well as output goals, and will be used as a basis for evaluating the employee's confirmation.
- **Code of Conduct Affirmation:** As part of onboarding, every new employee may be required to formally affirm that they will abide by PERA's Code of Conduct and policies. This could be done by signing a statement such as: "I have read and understood the PERA HR Manual including the Code of Conduct, and I agree to adhere to the rules and standards of behavior expected of me as an employee of PERA." This ensures right from the start that the individual is aware of key rules regarding integrity, confidentiality, etc.
- **Probation and Follow-up:** HR will remind both the new employee and their supervisor of the probation period duration and any mid-probation review requirements. New

employees are encouraged to approach HR or their supervisor with any questions regarding policies, benefits, or any difficulties they face in adjusting.

Effective onboarding is crucial for employee retention and performance. PERA's structured approach ensures that new employees become productive and integrated as quickly as possible while feeling welcomed and supported.

### **2.3 Background Check and Verification**

To maintain the integrity of its workforce, PERA conducts background checks and verification of credentials for all new hires, whether regular or contractual. This is to ensure that information provided by candidates is accurate and that individuals have a record befitting public service roles.

The components of the background check process include:

- **Educational Verification:** The degrees, diplomas, and certificates claimed by the selected candidate are verified for authenticity. For higher education degrees, this may involve verifying the degree through the Higher Education Commission (HEC) or the issuing university. Candidates may be required to provide HEC attested copies of their degrees. Any discrepancy (such as a fake degree or an unverifiable credential) is taken very seriously – it can lead to immediate withdrawal of the job offer or termination if discovered after joining, as it constitutes misconduct (submission of false documents).
- **Employment History and Reference Check:** HR may verify past employment details provided by the candidate (for experienced hires). Typically, the last employer or two are contacted to confirm the duration of employment and the nature of the person's exit. In many cases, candidates provide reference letters or contact information of supervisors. PERA may reach out via phone or official email to inquire about the candidate's work ethic, conduct, and reason for leaving. This helps ensure we are not hiring someone with a history of serious misconduct elsewhere.
- **Character and Criminal Record Verification:** A police verification or character certificate may also be required. The candidate may be asked to provide a Police Character Certificate from their local police station to check if the individual has any criminal record. The absence of a criminal history, especially for fraud, theft, or violence, is expected given the trust placed in public officials. For regular employees of the Authority, a more intensive background check might be conducted through official channels.

- **Deputationists:** If an employee joins on deputation from another government department, PERA may obtain their service record from the parent department. This includes performance evaluations, any pending disciplinary proceedings, and general conduct. Deputation is usually only accepted for officers who have a clean service record.

PERA's stance is that the integrity of personnel is non-negotiable. While we trust employees, we also *verify*. This ensures we maintain a workforce that the public and stakeholders can trust, which is critical in an enforcement and regulatory context.

## 2.4 Probation Period

All initial appointments in PERA – whether of regular or contractual employees – are subject to a Probation Period. The probationary period allows the organization to evaluate a new hire's performance, conduct, and overall fit for the job, and likewise gives the employee time to understand the role and expectations. The policy for probation is as follows:

- **Duration of Probation:** A person appointed to a *regular/permanent* position typically undergoes a probation of minimum one (1) year from the date of joining, or as decided by Director General. If the employee's performance is not satisfactory within this period, the probation may be extended once. For *contractual* employees, the probation period is usually shorter – commonly three (3) months or six (6) months, as specified in the contract agreement. The exact period for contract staff will be stated in their contract letter.
- **Probation Terms:** During probation, the employee's work performance, conduct, punctuality, and general suitability are observed and assessed by their immediate supervisor and concerned Director. Clear objectives or key performance indicators (KPIs) should be communicated to the probationer early on (as part of onboarding). Regular feedback should be given to help the probationer improve. Being on probation does not mean the employee is not fully subject to all rules – all policies of PERA apply to probationers as well. However, a probationer does not enjoy the same job security as a confirmed (permanent) employee, making it easier to discharge them if needed.
- **Confirmation Process:** Shortly before the end of the probation period, the HR Department will remind the concerned supervisor to submit a Probation Evaluation Report. This report will outline the employee's performance, strengths, weaknesses, and a recommendation whether to confirm, extend probation, or terminate the employment. The evaluation

considers factors such as: quality of work, ability to meet targets, knowledge of tasks, attitude and teamwork, attendance/punctuality, and conduct. If the overall performance is satisfactory and no disciplinary issues have arisen, the concerned Director will recommend confirmation of the employee's appointment. This recommendation goes to the Competent Authority / Director General for approval. Upon approval, HR issues a Confirmation Letter to the employee, stating an effective date. For regular employees, this means they attain permanent status; for contract employees, it simply means they have successfully passed the initial trial and continue for the rest of contract term.

- **Extension of Probation:** If the employee's performance has not been fully up to the mark, but the organization sees potential in the individual, an extension of the probation period may be granted for a specified term by the Director General. The extension decision must be communicated via a written order *before* the initial probation expires. It should outline the areas where improvement is needed and set targets for the extended period. If at the end of extended period, the performance still fails to meet requirements, the employee's service may be dispensed with (not confirmed).
- **Termination During Probation:** PERA reserves the right to terminate the employment of a probationary employee without the lengthy procedures required for confirmed staff. Termination during probation can be due to unsatisfactory performance, misconduct, or if the person is found unsuitable for the role. However, this step is taken after giving feedback and chances to improve, except in cases of serious misconduct which may warrant immediate removal.
- **Rights of Probationers:** A probationary employee is not entitled to appeal a termination in the same way a permanent employee might, since by law their appointment was not confirmed.

The probation period is thus a critical time for both employee and employer. PERA uses it to maintain high standards of competency and integrity in its workforce, ensuring only those who demonstrate the required qualities become long-term members of the Authority. Employees are encouraged to use probation to actively learn, seek feedback, and excel in their roles to secure their place in PERA's ranks

## **Chapter III: Code of Conduct**

The Code of Conduct outlined in this HR Manual serves as a foundational framework to guide employee behavior, uphold organizational values, and ensure a professional, ethical, and inclusive work environment. It defines the standards of integrity, accountability, and professionalism expected from all employees, regardless of their role or level within the organization. By adhering to these principles, employees contribute to a culture of respect, fairness, and compliance with legal and regulatory requirements.

### **3.1 Conflict of Interest**

A conflict of interest shall occur when personal or financial interests of an employee interfere, or appears to interfere, in any way, with the interests of the Authority. Conflict of interest may also arise when an employee takes action or has a personal or a financial interest, or a member of the employee's immediate family has a personal or a financial interest, that may make it difficult for the employee to perform his/her duties objectively and effectively.

Human Resource Department will require all employees to disclose any conflict or possible Conflict of Interest. Any employee who, in the course of employment, becomes aware of a potential conflict shall immediately contact the Director Admin & HR to inform them regarding such conflict of interest. The Director Admin & HR shall treat all such disclosures as confidential, except to the extent necessary for the protection of the Authority's interest or as required by any applicable law.

### **3.2 Responding to Inquiries from the Press and Others**

Only authorized spokespersons shall speak with the press as the Authority's representatives. Requests for information about the Authority from the media, the press, or the public shall be referred to the Director General.

### **3.3 Confidentiality**

- a. All employees, both during and after their employment, shall adhere to the restrictions imposed by the Authority regarding disclosure of confidential information of Authority related business and shall ensure the confidentiality of internal information of the Authority.
- b. The employees shall not:

- (i) Disclose to third parties any non-public information involving the Authority.
  - (ii) Use, store, disclose or copy any proprietary or sensitive information related to the Authority for unauthorized purposes.
  - (iii) Attempt to access or possess any of the Authority's confidential and proprietary information, activities or processes to which they are not authorized or entitled in their course of work.
  - (iv) Participate in any activity that may lead to or result in inappropriate disclosures of sensitive information.
  - (v) Use the identification issued to employees (including without limitation, computer passwords, systems' login which are allowed to them) except as required in their performance of the Authority's activities. Employees shall ensure that these identifications are not given or divulged by them to any other person.
- c. Any violation of the above mentioned shall lead to disciplinary action.

### **3.4 Gifts, Favours, Etc**

- a. As a general rule, any employee of the Authority shall not solicit any gift or other item of monetary value from any person or entity seeking administrative action from, doing business with, or conducting activities regulated by the Authority, or whose interests may be substantially affected by the performance or non-performance of his/her duties. Exceptions include:
  - (i) Advertising or promotional material of nominal value.
  - (ii) Public service awards and awards in connection with the employee's appearance in seminars / conference.
  - (iii) If an employee is offered a valuable gift, by any person, organization or any other body/ institute with whom the Authority has an official relationship as a customer, supplier, regulated establishments, the employee concerned shall refuse acceptance of such a gift without causing offence.
- b. Employee of the Authority shall not solicit or accept anything of value, in return for advice or assistance on matters concerning official work including gifts to/from any public official,

another employee or person holding a political office or any of their relatives, unless there is a personal relationship between them.

### **3.5 Borrowing Money**

No employee shall borrow money or take gift from any person or employee or entity with which he/she has any official dealings except from a banking or financial institution.

### **3.6 Compliance with Laws, Rules and Regulations**

An employee shall be expected to comply with, both in letter and spirit, all applicable governmental laws and this Manual and to promptly report any actual or suspected

Violations, in respect of conduct, to the Human Resource Department. No one shall be subjected to retaliation because of a good faith report of a suspected violation. If an employee fails to comply with this or any applicable laws, rules or regulations, the employee shall be subject to disciplinary action under this Manual, including termination of employment.

## Chapter IV: Work Environment

### **4.1 Equal Employment Opportunity (EEO) and Non-discrimination**

PERA is an equal opportunity employer committed to fair and merit-based employment practices. All decisions regarding recruitment, selection, training, promotion, and compensation are made *solely on the basis of merit, qualifications, performance, and organizational needs*, without discrimination on any ground such as sex, race, religion, ethnicity, disability, or age. This policy ensures that every citizen has equal access to employment opportunities at PERA in accordance with Article 27 of the Constitution of Pakistan (which prohibits discrimination in public sector jobs) and other applicable laws.

In practice, EEO at PERA means:

- **Merit-Based Recruitment and Promotion:** Jobs are advertised publicly and all individuals are given equal chance to apply and compete. Selection panels use objective criteria to evaluate candidates. No preferential treatment or nepotism is allowed.
- **Non-Discriminatory Workplace:** The work environment shall be free from biases. Tasks, training, and advancement opportunities are assigned based on ability and performance, not personal characteristics. All employees shall treat their colleagues and the public with respect and without prejudice.
- **EEO Compliance:** Any employee who feels they have faced discrimination in any HR-related decision may raise a grievance (confidentially) with Admin Wing. All such complaints will be investigated and, if substantiated, corrective actions will be taken. Retaliation against anyone raising a complaint in good faith is strictly prohibited.

By embracing EEO principles, PERA seeks to attract and retain talented individuals from all segments of society, thereby enriching the organizational capacity to serve the public effectively.

### **4.2 Harassment, Violence, and Sexual Misconduct**

PERA maintains a zero-tolerance stance against all forms of harassment, workplace violence, and sexual misconduct. Every employee has the right to work in an environment that is safe, respectful, and free from intimidation, abuse, or discrimination. Harassment includes any unwelcome verbal, physical, written, or visual conduct that creates a hostile or offensive atmosphere, such as bullying,

insults, offensive jokes, threats, stalking, or any form of psychological abuse. Violence in the workplace, including physical assault, threats of harm, or brandishing of weapons, is strictly prohibited. Sexual harassment—defined under the Protection against Harassment of Women at the Workplace Act, 2010—includes unwelcome sexual advances, inappropriate touching, sexually suggestive comments or jokes, and other such conduct that undermines professional dignity. Sexual violence, including assault or coercion, is not only a grave misconduct but also a criminal offense and will be reported to law enforcement authorities.

- **Complaint and Inquiry:** All employees are expected to report incidents of harassment or violence to their supervisor or the Admin Wing. PERA may initiate inquiries on its own. Investigations will be confidential, impartial, and allow both sides to present their case.
- **Disciplinary Action:** Disciplinary measures—ranging from warnings to termination—will be taken based on the nature of the offense. Interim steps such as temporary reassignment or leave may be applied to protect the complainant during the inquiry.
- **Protection from Retaliation:** Retaliation against any individual who reports or supports a complaint is prohibited and will be treated as misconduct.
- **Management Responsibility:** All Directors are responsible for ensuring their Wings remain free from harassment or violence and must act promptly when any such behavior is reported or observed.

### **4.3 Security at the Workplace**

The security and safety of all employees, visitors, and assets at PERA is a paramount concern. PERA will maintain robust workplace security measures to protect against unauthorized access, theft, emergencies, and other threats. All employees must cooperate with security protocols as a condition of their employment. Key security provisions include:

- **Identification and Access Control:** All employees must wear / carry their official ID cards while on PERA premises. Visitors must report at the reception, receive a pass, and be escorted by staff. Unauthorized access is strictly prohibited.
- **Surveillance and Inspections:** PERA facilities may be monitored via CCTV in public areas for safety. Security personnel may inspect bags or vehicles if there is a concern of theft or threat. These checks are intended solely to ensure workplace security.

- **Emergency Procedures:** The Administration Department maintains protocols for emergencies such as fire, earthquakes, or medical incidents. Employees must follow evacuation plans, attend safety drills, and report emergencies to designated persons.
- **Workplace Safety:** Employees must observe general safety practices, report hazards, and avoid behavior that could cause accidents. Use of hazardous or flammable materials requires prior authorization for official purposes only.
- **Information Security:** Staff must secure official data and devices in line with IT policy. Passwords must be kept confidential, and sensitive information should not be shared in public areas. Loss or theft of data or equipment must be reported immediately.
- **Security Incidents:** Any incidents such as theft, break-ins, or threats must be reported to the Admin Wing. Investigations will be conducted and employees are expected to fully cooperate.

By adhering to these security measures, employees help create a secure environment for everyone. Management will regularly review and update security protocols in response to any changing threat assessments or after-action reviews of incidents. Any suggestions from employees on improving workplace security are welcomed.

#### **4.4 Gender Equity and Diversity**

PERA is committed to fostering a work culture that supports gender equity and diversity. PERA strives to be a model workplace for gender inclusion and sensitivity. PERA ensures that job advertisements encourage women to apply. The harassment prevention mechanisms are rigorously implemented to ensure women feel safe at work. PERA ensures that women have equal access to training, professional development, and advancement opportunities. There shall be no “glass ceiling” – female employees are encouraged to pursue leadership roles and will be considered for promotions on equal footing with male colleagues. Any implicit bias or stereotyping that could hinder women’s progression is actively discouraged. Under this policy, discrimination on the basis of gender (or any identity) is strictly prohibited (this complements the EEO policy).

Through these measures, PERA not only aligns with national and provincial commitments to gender equity but also leverages the strengths that a diverse workforce brings. A gender-balanced and inclusive organization is more innovative, effective, and attuned to the needs of the public it serves.

## **4.5 Dress Code**

All PERA employees are expected to maintain a professional appearance and demeanor that reflects the seriousness of our regulatory mission. A Dress Code is in place to ensure employees present themselves appropriately in the workplace and when representing PERA at external events.

The key guidelines are:

### **General Dress Code Guidelines**

Employees are expected to dress in a neat, clean, and professional manner. The following guidelines apply to daily work attire:

- Jeans are allowed, but they must be neat, free from rips, tears, or excessive fading.
- Polo shirts, collared shirts, and button-down shirts are acceptable. However, T-shirts are not permitted.
- Sneakers, loafers, and formal shoes are allowed. However, slippers and excessively flashy footwear should be avoided.
- Employees must maintain a clean and presentable appearance at all times.

### **Dress Code for Meetings & External Engagements**

When meeting with stakeholders, external officials, or attending formal events, the following dress code applies:

- Formal attire is required. Employees must wear dress pants, formal shirts, and dress shoes.
- Blazers or suits may be required for high-profile meetings.
- Casual jeans and sneakers should be avoided during such engagements.

### **Unacceptable Attire**

The following clothing items are not permitted in the workplace:

- Ripped, distressed, or excessively faded jeans.
- T-shirts, hoodies, or overly casual attire.
- Slippers, flip-flops, or excessively flashy footwear.
- Clothing with offensive logos, slogans, or graphics.

## **Female Dress Code**

Female employees are expected to maintain a professional and presentable appearance while being allowed reasonable flexibility in daily attire. The following guidelines shall apply:

- Neat and modest eastern or western attire is allowed.
- Shalwar kameez, trousers, or abaya (if preferred) are acceptable, ensuring the dress is properly stitched and presentable.
- Jeans (plain and non-ripped) with appropriate tops/shirts are allowed.
- Dupatta or scarf is optional but may be worn as per personal preference.
- Comfortable shoes or sandals are permitted; however, slippers, flip-flops, or excessively casual footwear should be avoided.
- Clothing with offensive or inappropriate prints, slogans, or see-through fabric is not allowed.
- Female employees are also required to observe formal dressing during meetings, official events, or engagements with external stakeholders.

By adhering to this dress code, employees project an image of professionalism and respectability which is essential for a regulatory authority. It also fosters a disciplined atmosphere conducive to work.

## **4.6 Use of Office Assets and Property**

Employees are entrusted with PERA's assets and resources to carry out official responsibilities. Every staff member has a duty to use these assets responsibly, efficiently, and solely for authorized purposes. Misuse, abuse, or negligent handling of office property is strictly prohibited and may result in disciplinary and/or legal action. The following are key expectations related to various categories of assets:

- **Office Equipment and Supplies:** Computers, printers, photocopiers, telephones, furniture, stationery, and other equipment provided by PERA are for official use. Employees must not use office equipment for personal projects or any illegal/unethical activity. Internet access provided on workplace computers is primarily for work; browsing

or downloading of inappropriate content is forbidden and may be monitored. All software installed on PERA computers must be licensed and approved by IT; employees shall not install unauthorized software or pirate copies.

- **Financial Assets:** Any public funds or PERA finances that an employee handles (petty cash, official credit cards, etc.) must be used strictly as per financial rules and with proper approvals. Every expenditure should be documented with receipts/invoices and reported. Embezzlement or misappropriation of funds is a serious offense.
- **IT Systems and Data:** Electronic assets include not just hardware but also data and information. Employees must protect PERA's information assets: do not share passwords, do not copy official data onto personal devices or cloud services without permission, and do not disclose sensitive data to unauthorized persons. All emails sent from official accounts should be professional and related to work.
- **Office Premises and Furniture:** Employees should care for their workspaces, meeting rooms, and common areas. Office furniture and fixtures should not be willfully damaged or reconfigured without approval. Switch off lights, Acs, and electrical equipment when leaving if you are the last person, to conserve energy and prevent hazards.
- **Intellectual Property and Documents:** Reports, manuals, software, and other materials produced by employees as part of their job are the property of PERA. Removing original files or official documents from the office without authorization is prohibited. Any loss or theft of official documents must be reported. Employees must also refrain from using PERA's name, logo, letterheads, or official stamps for non-official purposes. Misuse of letterhead or stamps (for example, to issue an unauthorised letter) is misconduct.

In summary, PERA's assets are public property intended to support its regulatory mission. All employees are stewards of these resources and shall protect and conserve them, and ensure they are used only for authorized activities. By doing so, we uphold public trust and maintain operational efficiency.

#### **4.7 Work Hours, Attendance and Punctuality**

PERA has defined standard working hours and expects all employees to follow them diligently. Maintaining regular attendance and punctuality is crucial for the smooth functioning of the

organization and for delivering timely services to the public. The general working hours will be as notified by the Govt. of Punjab. However, Director General may extend working hours or direct the staff to attend the office on weekend on grounds of urgency. The guidelines for office hours and attendance are as follows:

- **Attendance Recording:** PERA may use an electronic attendance system (e.g., biometric scanners or an attendance software) to record when employees clock in and out each day. All employees *must* mark their attendance daily, both at the time of arrival and departure. If an employee is assigned off-site duties or is on approved travel, they should notify their supervisor and HR so that attendance can be recorded appropriately.
- **Punctuality:** Employees are expected to be present at their workstations and ready to work by the official start time. Habitual lateness is not acceptable. Persistent tardiness or leaving early without authorization will be noted and could lead to deductions in leave or pay, and disciplinary action if it continues despite warnings.
- **Absence and Leave Approval:** Any planned absence from work during scheduled hours must be covered by an appropriate leave approval (see Chapter IV on Leave). If an employee is unexpectedly unable to attend (e.g., sudden illness or emergency), they must notify their supervisor or the HR office *within the same working day*, preferably at the start of the day by phone or email. Unauthorized absence (not informing or not having leave sanctioned) is treated seriously as it disrupts work and indicates negligence.
- **Attendance Monitoring:** The Admin Wing will monitor attendance records on a periodic basis (weekly or monthly) to identify issues like chronic lateness or absenteeism. In case of unsatisfactory attendance, HR will issue a verbal or written counselling to the employee and may copy the relevant Director. Continued attendance issues after warnings can lead to formal disciplinary action.

By adhering to prescribed work hours and attendance rules, employees contribute to a disciplined and efficient work culture. Punctuality and regular presence also demonstrate respect for colleagues, as others depend on each member to fulfill their role. PERA values the time of both its employees and the public it serves, and thus enforces these attendance norms consistently.

## Chapter V: Leave

### 5.1 General Principle

Leave is a facilitative provision granted at management's discretion, subject to operational requirements. While not an automatic right, PERA acknowledges that time off from work is essential for employees' physical and mental well-being, work-life balance, and sustained performance. Employees are expected to apply for leave responsibly through the official HR leave portal or prescribed system. Leave records are maintained centrally by the HR Department for Directorate General and SDEO for Enforcement Station. All kinds of leave shall not be claimed as right and shall not accrue merely on submission of an application.

**Note:** Leaves of all those employees who are posted in PERA through deputation and of regular employees of the Authority will be governed through Revised Punjab Leave Rules 1981, and as amended from time to time.

### 5.2 Leave Entitlement for Contractual Employees

All contractual employees of the Authority, at Directorate General and Enforcement Stations, will be entitled to following leaves;

#### 5.2.1 Casual Leave

Casual Leave is intended for short-term, unforeseen absences due to personal or urgent needs. All contractual employees are entitled to 24 casual leaves in a calendar year on the following conditions:

- a) Shall accrue from the date of joining;
- b) Shall not exceed 3 days at a stretch
- c) Shall not exceed 24 days in a calendar year;
- d) Shall not be carried over to the next calendar year;
- e) Shall be subject to formal sanction of the immediate supervisor;
- f) Unauthorized leave shall be treated as absence from duty;
- g) For those joining mid-year, leave is granted pro rata.

Employees should submit CL applications at least one day in advance, unless circumstances are urgent. In such cases, the employee must inform their supervisor as early as possible and submit a formal request upon return.

### **5.2.2 Annual Leave (Earned Leave)**

Annual leave is granted to support employees' rest, recuperation, and personal commitments. Contractual employees are entitled to Two (2) days earned leave(s) per month, in addition to casual leave. Following will be conditions for earned leave;

- a) Shall accrue from the date of joining;
- b) Shall be on full salary;
- c) Shall not be carried over to the next calendar year;
- d) Leave encashment shall not be admissible in lieu of earned leave(s);
- e) Shall be subject to formal sanction of the immediate supervisor;
- f) Unauthorized leave shall be treated as absence from duty and no leave salary shall be admissible;

### **5.2.3 Medical Leave**

In special circumstances of serious illness or a serious accident due to which an employee is incapable of performing duty beyond a period of 10 days, he/she shall be entitled to medical leave which;

- a) Shall be on full salary;
- b) Shall not exceed 60 days at a stretch: beyond that an employee will be on leave without pay;
- c) Shall be admissible on production of medical certificate of such illness or accident issued by an authorized medical officer of a Government hospital;

After prolonged or contagious illness, HR may require a fitness certificate before return to duty. For maternity-related complications, sick leave may supplement maternity leave with medical proof. Frequent or suspicious sick leave patterns may trigger medical verification.

### **5.2.4 Maternity / Paternity Leave**

a) Maternity leave may be granted on full pay, outside the leave account, to a female contractual employee to the extent of ninety days. Such leave may not be granted for more than two times during the whole employment.

b) Paternity leave may be granted on full pay, outside the leave account, to a male contractual employee up to maximum of seven days. Such leave may not be granted for more than two times during the whole employment.

### **5.3 Unauthorized Absence**

Any absence without prior approval is considered unauthorized and results in salary deduction and possible disciplinary action. Absences of 5 or more consecutive working days without notice may trigger formal proceedings. Repeated partial absences or skipping work hours are also subject to action.

In cases of genuine emergencies where communication was impossible (e.g., hospitalization), employees may request retrospective regularization. Unauthorized leave is recorded in HR systems and negatively affects performance appraisals.

## Chapter VI: Salary and Benefits

### 6.1 Salary Structure and Pay Scales

PERA's salary structure is aligned with government-approved pay scales and any special pay packages approved by the Authority. The categories of employees and their salary determination are as follows:

- **Regular Employees (Permanent Staff):** PERA's regular employees are typically governed by the Basic Pay Scales (BPS) system. These employees will be entitled to such PERA Special Pay Package as per service regulations.
- **Deputationists:** Deputationists who join PERA will draw the salary and allowances as admissible to them as per Deputation Policy of Govt. of Punjab.
- **Contractual Employees:** Contract employees hired under the Special PERA Pay Package (SPPP) may not be on BPS but on lump-sum contract salaries. These salaries could be structured as all-inclusive (no separate allowances, just one consolidated amount) or with certain breakout (like a base pay plus social security benefits etc.), as stated in the contract. Such employees are not eligible for the standard government allowances that regular BPS employees get. However, PERA ensures that contract pay packages are competitive and commensurate with the qualifications and expertise required.
- **Pay Days and Mode:** Salaries are paid on a monthly basis, typically by the last working day of each month. If that day falls on a weekend or holiday, salaries may be disbursed on the preceding working day. Payment is made via direct bank transfer to the employee's designated bank account (as per the salary account details provided on joining).
- **Salary during Probation Period:** Note that employees on probation receive the same salary as confirmed ones in that grade; probation does not imply a lower salary (only difference is lack of job security initially).
- **Salary during Training:** Employees of the Authority during induction training will not be entitled to Special PERA Allowance.

In conclusion, PERA strives to maintain equitable pay practices. Regular employees enjoy the security of government scales and benefits, contract employees receive market-aligned

compensation for agility and expertise, and deputationists maintain their established remuneration with a small incentive. The HR and Finance Departments ensure that all salary payments are accurate, timely, and as per the sanctioned terms of appointment.

## **6.2 Annual Salary Increment**

PERA grants annual salary increments to reward employees for their continued service and to adjust for increased experience and seniority. The policy on annual increments differs slightly for different categories:

- **Regular (BPS) Employees & Deputationists:** They will be entitled to adhoc increment as announced by Govt. of Punjab in annual budget. Further, annual increment admissible in December will be allowed strictly as per instructions of Govt. of Punjab.
- **Contract Employees:** Annual salary increment for contractual employees will be governed in the light of Regulation 16 of PERA (Performance Appraisal) Regulations, 2025.

All increments and pay increases are subject to budget availability and any instructions by the Finance Department. PERA will budget for annual increments as part of its yearly budgeting exercise.

In essence, annual increments serve to reward tenure and adjust pay for increased service. PERA adheres to the standardized approach for regular staff and endeavors to fairly extend similar treatment to contractual staff to maintain equity and motivation across the organization.

## **6.3 Gratuity**

The contractual employees of the Authority will be entitled to gratuity equal to one salary at the end of one completed year of their service at PERA. The gratuity at the time of termination of service shall be given to the employee along with his/her final settlement cheque after clearance from all relevant directorate/Departments in accordance with the prescribed exit procedure. An employee who terminates his/her employment or whose employment is terminated by the Authority, for any reason other than misconduct, shall be entitled to gratuity for every completed year of employment or any part thereof in excess of six months. However, payment of gratuity is subject to availability of budget under relevant head.

## **6.4 Honoraria**

PERA may grant honoraria to employees as a form of recognition or reward for exceptional performance, significant achievements, or on special occasions. These are discretionary rewards, not guaranteed entitlements. Employees will be awarded honorarium as per Punjab Enforcement & Regulatory Authority (Performance Appraisal) Regulations, 2025.

## **6.5 Payroll Deductions**

Certain amounts may be deducted from an employee's salary either due to legal requirements, employee enrollments in benefit programs, or specific situations like penalties or adjustments. PERA's payroll system will ensure all deductions are transparent and appropriately authorized. The typical deductions that may appear on an employee's payslip include:

- **Income Tax:** Salaries are subject to withholding of income tax under the law. PERA, as an employer, will deduct income tax at source from monthly salaries in accordance with prevailing tax rates/slabs notified by the Federal Board of Revenue (FBR). The tax deduction is computed on the basis of the employee's projected annual taxable income (salary plus any honoraria etc.) considering applicable exemptions or relief (like taxable income threshold).
- **Provident Fund / Benevolent Fund:** For regular and contractual employees, monthly deductions shall be made from their salary as determined by the Authority. These contributions will be credited to the employee's provident fund or relevant account and payable upon retirement/separation as per applicable rules.

The Directorate General retains full discretion to modify deduction rates, contribution structures, or eligibility criteria in accordance with organizational needs and regulatory frameworks. Voluntary additional contributions (if permitted) shall also be governed by the Authority's prevailing policies.

- **Absent or Unpaid Leave Deductions:** If an employee had any days of leave without pay or was absent without pay in a month, the proportional salary for those days will be deducted. Decision regarding deduction of salary will be taken by Director General at Directorate level and SDEO at Enforcement Station.

- **Professional Tax / Other Government Deductions:** Professional Tax will be deducted once a year (usually July or September) by the Authority and deposited to the Excise/Tax authority.
- **Adjustments and Errors:** If any overpayment was made in earlier salary (due to error or any other reason), the overpaid amount will be deducted in the subsequent salary with an explanation.
- **Documentation:** Every deduction will be clearly itemized on the payslip by the Finance Wing. Employees can query Finance Wing if any deduction is not understood. Payroll is reviewed each cycle to ensure deductions are legitimate and correct.

PERA ensures compliance with law in all withholdings and strives to not burden employees with undue deductions beyond what is necessary or authorized. Net take-home pay is credited to the employee's account after all these deductions each month.

## **6.6 Salary Advances and Employee Loans**

PERA may formulate detailed policy for longer-term employee loans such as for purchasing a vehicle, house building, or other defined purposes, similar to government departments. For this purpose, a separate policy will be issued by the Authority.

- **GP Fund Advances/Withdrawals:** Employees who contribute to the General Provident Fund are allowed as per Government rules to take advances from their GP Fund balance for various purposes (illness, marriage, education, etc.) and their recovery will be made as per policy / rules of Govt. of Punjab.

## **6.7 Travel Allowance and Daily Allowance (TA/DA)**

All employees of PERA who travel on official duty or training are entitled to reimbursement of travel expenses and daily allowances as per Government of Punjab's policy / rules. The purpose is to cover costs incurred during official travel so that employees are not out-of-pocket for doing their job. All employees, including contractual, will be entitled to TA / DA relevant to their basic scale.

## **Chapter VII: Contract Renewal, Termination and Resignation of Contractual Employees**

### **7.1 Contract Renewal**

#### **7.1.1 Minimum Tenure Requirement**

All contractual appointments at PERA shall be made for a minimum period of three (3) years or more, subject to the needs of the Authority. The duration shall be determined by the Director General based on recommendations from Contractual Employment Committee-I, ensuring alignment with strategic workforce planning.

#### **7.1.2 Performance-Based Evaluation**

Renewal of a contractual employee shall be strictly contingent on demonstrated satisfactory performance, professional conduct, and compliance with PERA's strategic goals. The performance of a contractual will be assessed in the light of PERA Performance Appraisal Regulations, 2025. HR shall initiate a comprehensive evaluation at least one (1) month prior to the contract's expiry, including input from the supervisor, performance appraisals, and disciplinary records.

#### **7.1.3 Renewal Approval Process**

The concerned Director shall forward a formal recommendation for renewal to Director Admin along with supporting performance documentation. HR / Admin Wing shall compile the case and submit it to the Director General for approval. The renewal or extension of contracts for contractual employees at Enforcement Stations shall be subject to the recommendation of the Chairperson of the District Board. Upon approval, HR shall issue a formal renewal letter specifying the new contract duration and any revised terms and conditions.

#### **7.1.4 Advance Renewal Notification**

To ensure employee clarity and operational continuity, PERA shall endeavor to issue written communication at least one (1) month prior to contract expiry, stating whether the contract is: (a) recommended for renewal, (b) not recommended for renewal, or (c) under review due to pending external or internal decisions.

### **7.1.5 Non-Renewal Procedure**

In cases where the Authority opts not to renew a contract, a formal Contract Expiry Notice shall be issued. The notice may acknowledge the employee's service and, where appropriate, state a general reason for non-renewal.

### **7.1.6 Terms upon Renewal**

Renewed contracts may either retain existing terms or incorporate modifications such as revised salary, adjusted duties, or updated clauses reflecting policy changes. These shall be explicitly outlined in the renewal letter. Probation clauses shall not be re-applied post-renewal; the employee shall be considered experienced.

### **7.1.7 Duration of Renewal**

Contract renewal may be for a period equal to or longer than the original term as decided by the Director General.

### **7.1.8 Documentation and Recordkeeping**

Renewal letters must be signed and acknowledged by the employee, and retained in the personal file. Where external approvals are required, the competent authority shall coordinate the process with the relevant departments or governing bodies.

## **7.2. Termination During Probation**

### **7.2.1 Purpose of Probation**

Probation is a period of evaluation to determine an employee's suitability for the assigned role. It allows PERA to assess competence, work ethic, and organizational fit prior to confirmation of appointment.

### **7.2.2 Grounds for Termination**

An employee on probation may be terminated on the following grounds:

- Persistent underperformance despite support and guidance;
- Behavioral or conduct issues including insubordination, habitual tardiness, or unprofessional behavior;
- Discovery of fraudulent credentials or material misrepresentation at the time of hiring.

### **7.2.3 Termination Procedure**

Supervisors shall document poor performance or misconduct during probation. If no improvement is noted, the concerned Director shall recommend termination to Admin / HR Wing. The competent authority shall approve and HR shall issue a Termination Letter specifying the effective date and grounds.

### **7.2.4 Notice Period or Compensation**

Unless stated otherwise in the contract, PERA may terminate services of a contractual employee without one month's notice or payment of any salary in lieu thereof.

### **7.2.5 Final Clearance and Settlement**

All terminated probationers must return PERA property, complete the exit clearance process, and shall be paid dues including earned salary, refundable provident fund contributions, if any.

### **7.2.6 Records and Reference**

HR shall record "Terminated during probation" in the personnel file. On request, a basic certificate confirming designation and employment dates may be issued to help the individual secure future employment.

## **7.3 Contract Completion (End of Contract)**

### **7.3.1 Nature of Contract Completion**

Contractual employment naturally concludes upon reaching its defined end date unless renewed. This is not considered a termination but a pre-agreed cessation of services.

### **7.3.2 Advance Notice**

Where a contract is not being renewed, HR shall issue a formal notice at least one (1) month in advance thanking the employee and confirming the expected final working day.

### **7.3.3 Separation Formalities**

Employees shall return all PERA-issued assets, settle outstanding dues, and hand over ongoing work. A standard clearance form shall be signed by relevant departments (HR, IT, Admin, etc.) to ensure compliance.

### **7.3.4 Final Settlement**

The final settlement shall include salary up to the last day of employment (pro-rata if partial month) and other payments like gratuity, Provident Fund etc, if entitled under relevant regulations.

### **7.3.5 End-of-Service Certificate**

A Certificate of Service shall be issued to the departing employee confirming employment duration and role, to assist in future professional pursuits.

### **7.3.6 Sensitive Data Protocol**

Employees must confirm the return or deletion of all sensitive or confidential information from their personal devices or records before separation.

### **7.3.7 Reemployment Consideration**

Completion of contract does not bar future reappointment. PERA maintains a positive record of performers for potential future hiring in suitable projects or roles.

## **7.4 Resignation**

### **7.4.1 Notice and Resignation Submission**

Employees intending to resign must submit a written notice of at least one (1) month. PERA may permit early release by accepting salary in lieu of the notice period, subject to approval. Employees of Enforcement Stations will submit resignation to Director General PERA through proper channel.

### **7.4.2 Resignation Acceptance**

Resignation shall be formally accepted by the competent authority through an official letter or order confirming the last working day. PERA may reject or delay acceptance if disciplinary action is in progress.

### **7.4.3 Handover and Clearance**

The resigning employee must complete all clearance protocols and asset returns. IT and access credentials will be deactivated after the final working day.

#### **7.4.4 Final Dues and Recoveries**

Employees shall receive salary, provident fund contributions, and other dues upon successful clearance. Outstanding advances, if any, shall be adjusted in final payments.

#### **7.4.5 Experience Letter and Reference**

HR shall issue a Service Certificate and, if requested, provide employment verification to future employers with the employee's consent. Resignations are treated as neutral separations unless misconduct is involved.

#### **7.4.6 Resignation Withdrawal**

Employees may withdraw resignation during the notice period subject to the competent authority's approval. If resignation is already accepted and acted upon, withdrawal may not be permitted.

#### **7.4.7 Personnel Record**

HR shall update the employee's record with "Resigned w.e.f [date]." Such exits are not considered negative and do not restrict future re-employment.

### **7.5 Certificate of Service**

All separating employees, regardless of separation type, are entitled to a Certificate of Service. The certificate shall mention the period of service, designation, and general nature of duties. In disciplinary separations, it may omit specific commendations. HR must issue the certificate within five (5) working days after final clearance and settlement to facilitate smooth transitions for the employee.

### **7.6 Exit Interviews**

Exit interviews may be conducted by higher management of PERA to gather insights from departing employees to enhance organizational effectiveness and identify areas for improvement. HR shall conduct a structured exit interview during the final week of service. Participation is voluntary and all feedback is treated confidentially for internal use.

**Competent Authority for Approval of Various Kinds of Leave**

Type of Leave	Competent Authority
<b>Enforcement Station</b>	
Casual Leave	<ul style="list-style-type: none"><li>• Deputy Commissioner for SDEO</li><li>• SDEO for all other employees of ES</li></ul>
Earned Leave upto 89 days	<ul style="list-style-type: none"><li>• Deputy Commissioner for SDEO</li><li>• SDEO for all other employees of ES</li></ul>
Earned Leave more than 89 days	<ul style="list-style-type: none"><li>• Parent Department for SDEO, if on deputation</li><li>• DG PERA if SDEO is employee of the Authority</li><li>• DG PERA for all other employees of ES</li></ul>
Medical Leave / Paternity Leave / Maternity Leave	<ul style="list-style-type: none"><li>• Deputy Commissioner for SDEO</li><li>• SDEO for all other employees of ES</li></ul>
Ex-Pakistan Leave	<ul style="list-style-type: none"><li>• Parent Department for SDEO, if on deputation</li><li>• DG PERA if SDEO is employee of the Authority</li><li>• DG PERA for all other employees of ES</li></ul>
<b>Directorate General</b>	
Casual Leave	<ul style="list-style-type: none"><li>• Immediate Supervisory Officer</li></ul>
Earned Leave upto 89 days	<ul style="list-style-type: none"><li>• Director Admin for all employees upto BS-16 and SPPP-3 to 5</li><li>• Director General for all other employees and those directly reporting to him</li></ul>
Earned Leave more than 89 days	<ul style="list-style-type: none"><li>• DG PERA for all employees of Directorate General</li></ul>
Medical Leave / Paternity Leave / Maternity Leave	<ul style="list-style-type: none"><li>• Director Admin for all employees upto BS-16 and SPPP-3 to 5</li><li>• Director General for all other employees and those directly reporting to him</li></ul>
Ex-Pakistan Leave	<ul style="list-style-type: none"><li>• DG PERA for all employees of Directorate General</li></ul>