**DUTIES**

**AND**

**RESPONSIBILITIES**



**PITAC**

Pakistan Industrial Technical Assistance Centre

Ferozepur Road Lahore-54600

**PAKISTAN INDUSTRIAL TECHNICAL ASSISTANCE CENTRE , LAHORE - 54600**

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# Duties & Responsibilities Of Director (Operations & Works)

**Duties:**

1. Directly responsible to Director General
2. Technical Advisor to the Director General in connection with all Technical matters.
3. Assist the Director General in preparation of the reports on technical subjects as & when assigned to him and entrusted to the Centre by the Ministry of Industries & Production
4. Exercising such administrative and financial powers as may be delegated to him by Governing Body or Director General
5. Sanctioning Authority for purchase of Technical stores. Job estimates annual increments for technical staff.
6. Approving Authority for the Annual Confidential reports of Technical staff.
7. Assist the Director General in the recruitment of Engineers & other Technical personnel.
8. Recommendation for training of Technical staff & Engineers of the Centre.
9. Drawing & Disbursing of funds including imprest holdings.

**Responsibilities.**

1. He will be responsible for submission of periodical reports in respect of Workshops.
2. He will be responsible for the efficient functioning of technical division.
3. He will be responsible for the preparation of detailed specifications and procurement of Machinery & Equipment required for the Workshops.
4. He will make plans & systems for the efficient operation of the Workshops.
5. He will be responsible for the Design & Manufacture & Production Tools, like Dies, Molds, Jigs, Fixtures, Gauges & Machine components for the industries.
6. Rendering technical advice to industries in solving production problems for improving quality of products.
7. He will be responsible for the development of new products as per requirement of Customers.
8. He will be responsible to see that the machines are fully utilized and the Engineers/staff are continuously kept occupied and to take appropriate steps in this respect in consultation with the Director General.

# Duties & Responsibilities Of Director (Training)

**Duties:**

1. Directly responsible to Director General.
2. Incharge of Training and I.T Centre.
3. Policy making of Human Resource Development (HRD) activities & introduction of new training programmers.
4. Incharge of consultancy and advisory services of the Centre.
5. Incharge of Entrepreneurship and Supervisory Training Courses.

**Responsibilities:**

1. He will be responsible for the efficient functioning of the sections under his centre.
2. He will organize training program for Engineers, Technicians & Personnel drawn from the public sector/industries.
3. He will be responsible for keeping up-to date record of Training Courses & personnel trained.
4. He will be responsible for conducting training courses in Computer & I.T.
5. He will be responsible for dissemination of modern Technical known-how & productivity improvement techniques among industrial personnel through Seminars, Publications, etc
6. Will be responsible for making arrangements for the accommodation messing & for the discipline amongst trainees residing in the hostel.

# Duties & Responsibilities Of Director (Marketing)

**Duties:**

1. Directly responsible to Director General.
2. Acquiring Job for the PITAC Workshops.
3. Getting new clientele for PITAC.
4. Responsible for the business development of the Centre.

**Responsibilities**:

1. He will be responsible for increasing PITAC revenues by acquiring more jobs.
2. He will keep close liaison with the industries to get feedback for the PITAC services and collect need of the industry.
3. Recovery of the outstanding payments from the clients.

# Duties & Responsibilities Of Deputy Director (Industrial Engineering)

**Duties:**

1. Job Analysis.
2. Job Estimating
3. Scheduling.
4. System & Procedures.
5. Methods & Procedures.
6. Inspection.
7. Method Study & Time Measurement.
8. Training in Industrial Engineering Techniques.

**Responsibilities:**

1. The following departments will be directly under him:
2. Estimation Department.
3. Inspection Department.
4. He will be directly responsible to the DIRECTOR (Operation & Works) for the proper functioning of his division.
5. He will be responsible to work out and develop Methods. Procedures, Forms, Works Standards, Inspection Standards, Cost Estimates etc. pertaining to various operations, processes involved in Design and Drafting, Machine & Tool Shops, Pattern Making, Foundry, Sheet Metal and Welding, Forging, Heat Treatment, Protective Coating, Inspection & Maintenance.
6. He will be responsible for the introduction, installation & satisfactory operation of the procedures, methods as applicable to the functions of his section after getting the methods, as applicable to the function of his section after getting methods procedures, form and standards approved by the Director (Operations & Works)/Director General.
7. He will assist other Divisional Heads in the introduction, installation & operation of systems, Methods, Procedures, Standards & Forms.
8. He will be responsible to see that realistic estimates based on Standard Work Data and Material used, operation sheets and route sheets, are prepared for each job and its components and all such estimates and operation sheets be cheeked by him.
9. He will direct and supervise the work assigned to and done by the Assistant Director, Apprentice Engineers, Estimator, Supervisors etc. assigned to his Division and see that they perform their duties satisfactorily.
10. He will visit factories to render advice, demonstrate and conduct Industrial Engineering Studies, whenever directed to do so and submit reports of such visits.
11. He will submit monthly reports of the activities and performance of all the shops.
12. He will be responsible for preparing monthly shop load charts giving breakdown of all the work orders received and issued, work completed work in process. Man-hours and materials spent with values, man-hours and material required to complete with value, delivery dates available man-hours in shops etc.
13. He will inspect stores purchased demanded by him.
14. He will be responsible to demonstrate safety practices to Assistant Director and Staff and trainees working under him, and see that they strictly observe safety precautions.
15. He will perform all such duties and responsibilities besides the above which may be assigned to him by the Competent Authority.
16. In case of any accident he will immediately see that first-aid is provided and if needed, the person or persons involved are sent to the doctor or hospital immediately. For transportation requirements in such a case he will obtain assistance from the Director (O&W).
17. He will be empowered to grand casual leave upto 3 days to subordinate staff (excluding officers) of his division.
18. For casual leave beyond 3 days or other kinds of leave or for Station leave he will refer the application to the Competent Authority/
19. He will be responsible to prepare confidential reports of all subordinate staff working under him, whenever directed to do so.
20. He will ensure that all administrative matters are dealt with in accordance with the Bye-laws of the Centre.

# Duties & Responsibilities Of Deputy Director (Design)

**Duties:**

1. Design & development of products, machines attachments machine components, mechanism, appliances, tools, dies, jigs, fixture, gauges and moulds.
2. Drafting and checking of drawings involved with items listed under I above
3. Training of Engineers, Supervisors and Technicians from outside as well as on PITAC’ role.
4. Rendering Technical Advice.

**Responsibilities:**

1. He will be Incharge of the Division and be directly responsible to DIRECTOR (Operation &Works) for the proper and efficient functioning of his Division.
2. He will direct and supervise the work of Assistant Director, Apprentice Engineers, Designers, Draftsmen and Trainees assigned to his Division and shall be responsible to see that all the Design and Drafting work is done accurately to the standard specification and within the estimated time and that no time and material is wasted or misused.
3. He will check designs and drawing prepared by other members of the staff of his Division and if necessary design and draw himself.
4. He will impart training through Lectures, Group Discussions and Demonstrations to Assistant Director, Apprentice Engineers, Designers, Draftsmen and Trainees assigned to his Division.
5. He will be responsible to sign for the equipment, machinery, instruments, attachments, tools etc. issued to his Division and will maintain registers and records of such equipment etc. which shall include detailed specifications, life and details of repairs done from time to time.
6. He will be responsible for the safe custody of all Design data and Master Drawings of all jobs done in his Division and will see that no copies of such designs, drawing or data are given to anyone without the permission of the DIRECTOR (Operation & Works)
7. He will be responsible to see that correct time is posted on the job cards.
8. He will visit factories to render advice and for giving demonstration whenever directed to do so, and submit reposts of such visits to the DIRECTOR (Operation & Works).
9. He will be responsible for submitting quarterly forecasts of requirements of his Division.
10. He will submit monthly reports on the performance and achievements of his Division.
11. He will inspect stores purchased and received by PITAC and submit Inspection Report whenever required to do so.
12. He will perform all such duties & responsibilities besides that above which may be assigned to him by his superiors from time to time.
13. In case of any accident he will immediately see that first aid is provided and if need be person or persons involved are sent to the doctor or hospital immediately. For transportation requirements in such a case he will obtain assistance from the Director (O&W) or Deputy Director (P&A)
14. In case accident he will submit an accident report to the Director (O&W) immediately after providing first aid and sending the person involved to the doctor.
15. He will be empowered to grant casual leave upto 3 days to subordinate staff (excluding officers) of his division, but will not have powers to allow affixing or prefixing of holidays, Sundays or Saturdays with such leave.
16. For casual leave beyond 3 days or other kinds of leave or for affixing or prefixing of holidays, Sundays or Saturdays he will refer the application to the Competent Authority
17. He will ensure that all administrative matters are dealt with in accordance with the Bye-laws of the Centre.

# Duties & Responsibilities Of Assistant Director (Design)

**Duties:**

1. Design & development of machines Tool and jigs, fixture, gauges machine attachments, appliances mechanism etc.
2. Design & Development of press tool dies, die casting, dies, forging dies, cold drawing and extrusion dies, permanent metal moulds, plastic moulds ceramic and glass moulds, moulds for forming non-metallic material etc.
3. Drafting and Drawings of items listed above
4. Training of Engineers, Designers, Draftsmen and Technicians from outside as well as on PITAC’ own staff.
5. Rendering Technical Advice.

**Responsibilities:**

1. He will be directly responsible to Deputy Director, Design Division and in his absence to the DIRECTOR (Operation &Works).
2. He will perform designing drafting and checking work assigned to him by the Deputy Director.
3. He will assist the Deputy Director, Design in directing and supervising the work of Apprentice Engineers, Drafting, Trainees assigned to his department.
4. He will assist the Deputy Director, Design in imparting Training trough Lectures, Group discussions and demonstrations to Apprentice Engineers, Designers, Draftsmen and Trainees assigned to his department.
5. He will assist the Deputy Director Design in the overall supervisions and efficient performance of staff and activities of his department.
6. He will perform all such administrative and technical duties pertaining to Design Department assigned to him by the Deputy Director, Design.
7. He will visit factories to render advice and for giving demonstrations whenever directed to do so.
8. He will perform all such duties and responsibilities besides the above which may be assigned to him by their superiors from time to time
9. In absence of Deputy Director Design, he will perform the duties of Deputy Director Design and shoulder the responsibilities of Deputy Director. In such a case these responsibilities will be considered as a part of his regular duties.

**Duties & Responsibilities Of Assistant Director (Training)**

**Duties:**

1. Preparing Training Programmes for various levels of Engineers Instructors and Technicians.
2. Preparing Training Manuals in various trades and management techniques
3. Conducting Training programmes through lectures and demonstrations for personnel at various levels as indicated in 1.
4. Coordinating practical shop training with various divisions of PITAC
5. Assisting Industries, Technical Training and Educational Institutes and other organizations in developing and instituting of training programmes in their own establishments.

**Responsibilities:**

1. He will be directly answerable to the deputy Director Training and in his absence DIRECTOR (Operation & Works).
2. He will assist the Deputy Director Training in developing training programmes, training manuals and training materials in various trades and mechanisms for trainees of different levels.
3. He will assist the Deputy Director Training in conducting interviews of Trainees and in grading them according to levels and trades and in routing them to various shops for practical training.
4. He will assist the Deputy Director Training in conducting training programmes of PITAC through lectures, group discussions and demonstrations.
5. He will assist the Deputy Director Training in trade testing trainees and in preparing progress reports.
6. He will visit factories, technical training and educational institutes etc. for rendering advice with regards to developing and instituting training programmes there whenever directed to do so.
7. He will perform any technical and procedural work assigned to him by his Deputy Director.
8. He will submit monthly progress reports with regards to his activities.
9. He will assist the Deputy Director preparing Monthly reports of trainees.
10. He will perform all such duties and responsibilities besides the above which may be assigned to him by his superiors from time to time.
11. In the absence of the Deputy Director, he will carry out all his duties and responsibilities.

# Duties & Responsibilities Of DIRECTOR (PMD / Projects)

1. To Manage the Overall technical & administrative aspects of PMD with special focus on processes of Mold Designing, manufacturing, Try out & Mold Maintenance Training Courses, Backup support services & Advisory services to the industry.
2. Assist the DIRECTOR GENERAL in preparation of the reports on technical subjects as & when assigned to him, and entrusted to the centre by the MOIP.
3. Exercising such administrative & financial powers as may be delegated to him by General Manger or Governing Body.
4. Sanctioning Authority for procedure of technical stores, job estimates, and annual increments for technical staff.
5. Approving authority for the Annual Confidential Reports of Technical Staff.
6. Assist the DIRECTOR GENERAL in the recruitment of Engineers & other technical personnel.
7. Recommendation for training of Engineers and Technical staff of the PMD.
8. He will be responsible for submission of periodical reports in respect of PMD.
9. He will be responsible for the efficient functioning of PMD.
10. He will be responsible for the preparation of detailed specifications and procurement of Machinery & equipment required for the PMD.
11. He will make plans & systems for the efficient operation of the PMD.
12. Rendering technical advice to industries in solving production problems for improving quality of products.
13. He will be responsible for the development of new products as per requirement of Customers.
14. He will be responsible to see that the machines are fully utilized and the Engineers / staff are continuously kept occupied and to take appropriate steps in this respect in consultation with the DIRECTOR GENERAL.
15. He will be the Competent Authority for Internal transfer/Postings in PMD.

# Duties & Responsibilities of Deputy Director (Marketing)

1. Assist the DIRECTOR Marketing to lead the development, planning and execution of integrated marketing campaigns across all marketing platforms, ensuring establishment of performance objectives and reporting are at the heart of marketing plans.
2. Oversee the development, interpretation and monitoring of market intelligence from various internal and external sources to inform PITAC’s strategic marketing planning and business/product development / promotion priorities.
3. Lead investigation and analysis in order to assess the marketing implications of strategic business opportunities, evaluate viable implementation approaches, contribute to the creation of business plans and communicate a clear point of view and recommendations.
4. Oversee development and maintenance of methods and tools for both qualitative and quantitative tracking of institutional brand and recruitment marketing progress. Analyse data and develop insights to guide strategy and implementation of marketing solutions.
5. Conduct post campaign reporting for all campaigns and ensure the outcomes are communicated to the appropriate stakeholders driving continuous improvement in student recruitment outcomes
6. Develop, establish and maintain insights to forecast potential for different markets and institution that are of interest to PITAC.
7. Other duties within the range of skills normally associated with a position of this classification, as required by the DIRECTOR Marketing and External Engagement.
8. Oversee the requirement of the related Departments i.e (PMD, Training Division, IED and Coordination) and create / modify / discuss the strategies / plans and proceedings to meet the requirements.

# Duties & Responsibilities Of Deputy Director (MIS):

1. Develop and implement plans and goals for the department
2. coordinate and supervise daily operations
3. Ensuring compliance with government regulations and internal policies
4. Develop departmental plans and monitor progress
5. Enhance productivity and ensure compliance with government rules and regulations.
6. Well-versed in performance and operations management and competent in assuming delegated duties.
7. Solve the problems before they become obstacles.
8. Help the department attain objectives of productivity and employee satisfaction.
9. Assist in developing and implementing plans and goals for the department and PITAC.
10. Work with the Deputy Director to coordinate and supervise daily operations
11. Ensure compliance with government regulations and PITAC policies.
12. Monitor attainment of objectives.
13. Undertake staffing responsibilities (training, evaluating etc.)
14. Maintain scheduling of events and represent the company when needed.

# Duties & Responsibilities of Deputy Director, Machine & Tool Shop.

**Duties:**

1. Machine and Tool Shop Division.
2. Operation of Machine and Tool Shop.
3. Production and assembling of machines. Tools dies moulds, fix , fixtures machines components etc.
4. Recondition of items
5. Training of Engineers, Supervisors and technicians from outstanding as well as of PITAC’s staff
6. Rendering technical advice.

**Responsibilities**

1. He will be incharge of Machine & tool Shop and will be directly responsible to the S.M. (O&W) for the proper functioning of his Division
2. He will direct and supervise the work of Assistant Director Apprentice Engineers Supervisors. Tradesmen and Trainees assigned to his shop and see that they perform their duties satisfactorily.
3. He will impart training through lectures, group discussions and ­­ demonstration to Assistant Director, Apprentice Engineers, Supervisors, Tradesmen and Trainees assigned to his Division.
4. He will be responsible to sign for the equipment machinery, instruments, attachments, tools etc, issued to their respective Divisions and will maintain registers and records of such equipment etc, which will include detailed specifications, life and details of repair done from time to time.
5. He will be responsible for the proper maintenance of Equipment Machinery, Instruments, Attachments. Tools etc issued to their respective Divisions and will see that these are not mishandled, and are properly adjusted and lubricated according to the Instructions Manuals.
6. He will be responsible to see that the jobs and works being done in their respective shops are according to required specifications, standards and time and no time and material is wasted and that in case of any job spoilage or machine or tool damage, the matter is immediately reported to the S.M (O&W) and no rework is done on the job without obtaining permission from the S.M(O&W).
7. He will be responsible for the satisfactory operation of all Method and procedures pertaining to the work of this Division.
8. He will be responsible for the satisfactory operation of all Method and procedures pertaining to the work of his Division.
9. He will be responsible to see that correct time is posted on the employee’s time cards for the work done on jobs in his Divisions.
10. He will visit factories to render advice, and for giving demonstrations whenever directed to do so.
11. He will be responsible for the preparation of Quarterly Forecasts of requirements for his Divisions.
12. He will submit monthly reports on the performance and activities of his Divisions.
13. He will render technical advice to industrial personnel seeking such advice or render in plant technical advice during factor visits whenever directed to do so and submit reports of such visits to the Senior Manger. (Operations & Works)
14. He will inspect stores purchased and received by PITAC, and submit Inspection Reports whenever required to do so.
15. He will be responsible to demonstrate safety practices of Assistant Director and staff and trainees working under him and will see that they strictly observe safety precautions.
16. He will perform all such duties and responsibilities besides the above which may be assigned to him by his superiors from time to time.
17. In case of any accident he will immediately see that first aid is provided and if need be, the person or persons involved are sent to the doctor or hospital immediately. For transportation requirements in such a case he will obtain assistance from the DIRECTOR Operations &Works).
18. In case of the accident he will submit and accident report to S.M(O&W) immediately after providing first aid and sending the person involved to the doctor.
19. He will be empowered to grant casual leave upto 3 days to subordinate staff (excluding officers) of his divisions.
20. For casual leave beyond 3 days or other kinds of leave including Station leave or for affixing & prefixing of holidays, Sundays or Saturday he will refer the application to the Competent Authority .
21. He will be responsible to prepare confidential reports of all subordinate staff working under him, whenever directed to do so.
22. He will ensure that all administrative matters are dealt with in accordance with the By-Laws of the Centre.

# Duties & Responsibilities of Deputy Director, Foundry Shop & Pattern Shop.

**Duties:**

1. Operation of Pattern Shop, foundry Shop.
2. Production work in Shops.
3. Training of engineers , supervisors and technicians from outsides as well as of PITAC’s staff
4. Rendering technical advice.

**Responsibilities:**

1. He will be incharge of Pattern & Foundry Shop and will be directly responsible to the S.M (O&W) for the proper functioning of his Division.
2. He will direct and supervise the work of Assistant Director Engineers supervisors, Tradesmen and Trainees assigned to this respective Divisions and see that they perform their duties satisfactorily.
3. He will impart training through lectures, group discussions and ­­ demonstration to Assistant Director, Apprentice Engineers, Supervisors, Tradesmen and Trainees assigned to his Division.
4. He will be responsible to sign for the equipment machinery, instruments, attachments, tools etc, issued to their respective Divisions and will maintain registers and records of such equipment etc, which will include detailed specifications, life and details of repair done from time to time.
5. He will be responsible for the proper maintenance of Equipment Machinery, Instruments, Attachments. Tools etc issued to their respective Divisions and will see that these are not mishandled, and are properly adjusted and lubricated according to the Instructions Manuals.
6. He will be responsible to see that the jobs and works being done in their respective shops are according to required specifications, standards and time and no time and material is wasted and that in case of any job spoilage or machine or tool damage, the matter is immediately reported to the S.M (O&W) and no rework is done on the job without obtaining permission from the S.M(O&W).
7. He will be responsible for the satisfactory operation of all Method and procedures pertaining to the work of this Division.
8. He will be responsible to see that correct time is posted on the employees time cards for the work done on jobs in his Divisions.
9. He will visit factories for render advice, and for giving demonstrations whenever directed to do so.
10. He will be responsible to see that correct time is posted on the employee’s time cards for the work done on jobs in his Divisions.
11. He will submit monthly reports on the performance and activities of his Divisions.
12. He will render technical advice to industrial personnel seeking such advice or render in plant technical advice during factor visits whenever directed to do so and submit reports of such visits to the Senior Manger. (Operations & Works).
13. He will inspect stores purchased and received by PITAC, and submit Inspection Reports whenever required to do so.
14. He will be responsible to demonstrate safety practices of Assistant Director and staff and trainees working under him and will see that they strictly observe safety precautions.
15. He will perform all such duties and responsibilities besides the above which may be assigned to him by his superiors from time to time.
16. In case of any accident he will immediately see that first aid is provided and if need be, the person or persons involved are sent to the doctor or hospital immediately. For transportation requirements in such a case he will obtain assistance from the DIRECTOR Operations &Works).
17. In case of the accident he will submit and accident report to S.M(O&W) immediately after providing first aid and sending the person involved to the doctor.
18. He will be empowered to grant casual leave upto 3 days to subordinate staff (excluding officers) of his divisions.
19. For casual leave beyond 3 days or other kinds of leave including Station leave or for affixing & prefixing of holidays, Sundays or Saturday he will refer the application to the Competent Authority .
20. He will be responsible to prepare confidential reports of all subordinate staff working under him, whenever directed to do so.
21. He will ensure that all administrative matters are dealt with in accordance with the By-Laws of the Centre

# Duties & Responsibilities of Assistant Director (Store)

**Duties:**

1. Receipt and issue of stores.
2. Proper storage and maintenance of stores
3. Inventory Control
4. Followed –up action for Licenses etc.

The following departments with staff will be under the Stores.

1. Master Crib
2. Tool Crib
3. Steel, Foundry, Wood , Chemical and Lubricant Stores
4. Office equipment Furniture & Fixture
5. Liveries

**Responsibilities:**

1. He will directly answerable to the DIRECTOR (Operations & works )
2. He will be responsible for enforcement and efficient operation of stores procedures.
3. He will be responsible for the receipt and issue of stores, and their safe and orderly storage and shall strictly follow the procedures laid down for such transactions.
4. He will ensure that all records, ledgers and bin cards for each and each item.
5. He will ensure that maximum and minimum limits are indicated on the relevant records for each item and shall ensure to follow up prompt action for recoupment.
6. He will conduct periodical store verification by physical checking of at least 5% of the items in stores and record his findings in a register and report to the authorities in case of my discrepancies.
7. He will assist the inspection team, in the physical verification of stores whenever such a team is depute for the purpose.
8. He will be responsible for the overall discipline of the staff under him and shall see that they attend to their duties efficiently and promptly.
9. He will perform all such work which may be assigned to him from time to time.
10. He will inspect stores purchased and received by PITAC and submit inspection report, whenever required to do so.
11. He will be responsible to demonstrate safety practices to Junior Officers and staff working under him and will see that they strictly observe safety precautions.
12. In case of any accident he will immediately see that first and is provided and if needed the person or persons involved are sent to the doctor or hospital immediately. For transportation requirements in such a case he will obtain assistance from the DIRECTOR 9Operations &Works)
13. In case of the accident he will submit an accident report to the Senior Manger (Operations &Works) Immediately after providing first aid and sending the person involved to the doctor/hospital.
14. He will be responsible to prepare confidential report of all the subordinate staff working under him whenever directed to do so.
15. Any other duty assigned to him by the Competent Authority.

# Duties & Responsibilities of foreman, machine Shop, Tool shop, Inspection, maintenance, Pattern shop, foundry, heat T5reatment, Sheet metal, Welding, Forge Shop and Protective Coating Shop.

1. Foreman shall be directly answerable to the Assistant Director / Director of respective Divisions.
2. He will head a group of Tradesmen and Helpers assigned to him.
3. He will instruct, direct and supervise the work of Tradesmen, Trainees and Helpers in accordance with the instructions of his Assistant director /Director.
4. He will allot duties, machines and jobs to be done, to tradesmen Trainees and helpers in accordance wih the instructions of his Assistant Director / Director.
5. He will train PITAC’s staff and trainees in shop operations and procedures in accordance with the instructions of his Assistant director /. Director.
6. He will be responsible to see that the Tradesmen and trainees set up the machines jobs and Tools correctly, according to specified feeds and speeds and perform all the machinery operations according to standers.
7. He will be responsible to see that all machines, machine Attachments, machine aids, Instruments and Tools are properly maintained, adjusted, lubricated in time according to instruction manuals.
8. He will be responsible to see that no tradesman, Trainee or helper mishandles or misuses to machinery, equipment, instruments, tools and materials issued to the division.
9. He will see that he Tradesmen; Trainees clean the machines before and after use.
10. He will once a week physically check and verify all tools, machine attachment and instruments issued permanently to Tradesman and Trainee and staff , and in case of shortage or damages report to his immediate superior.
11. He will see that all Tradesmen 7 trainees maintain the tools properly.
12. He will see that no job is taken up without a regular job Order.
13. He will see that the Tradesmen full correct time spent on jobs, in job Cards and employee’s Time Cards and co-ordinate time recording and control with the time keeping department/.
14. In case of any machine damage he will immediately report the matter to his immediate superior.
15. He will be responsible to report any job spoilage or tool damage on the proper forms, to his immediate superior and also see that no rework is done unless officially authorized.
16. He will be responsible to see that all electrical switches for machines, lights, fans, electric heaters, air-conditioner in his shops are put off and all tool cabinets, lockers and shop doors are properly locked at the time the shops close.
17. He will be responsible to see that every worker, trainees or helper while working wears safety shoes and observes safety regulations. He will immediately report to the Assistant Director /Director , in case anyone fails to do so.
18. He will be responsible for the overall cleanliness of the shop areas.
19. He will perform any technical and procedural duties assigned to him by his superiors besides his regular duties as and when required.
20. In case of an accident he will render first aid to the injured person/persons and report the matter to his immediately superior, and in his absence to the DIRECTOR (Operations & Works).

# Duties & Responsibilities of Designers and Draftsmen.

1. He will be directly answerable to the Assistant Director/Deputy Director incharge of the department.
2. He will perform all such Technical and Procedural work assigned to him as and when required.
3. He will take down dimensions and prepare part drawings and assembly drawings of jobs assigned to him according to the standards and instructions within the specified time.
4. He will prepare Design sketches and work out design data, for the jobs assigned to him according to the standard and instructions within the estimated time.
5. He will be responsible for drafting , drawing and detailing of jobs assigned to him according to standards and instructions, within the estimated time.
6. He will fill in the job cards and employee’s time cards with the correct time spent on the job by him.
7. He will be responsible for the safe custody of tools, instruments stationery books or any other articles issued to him.
8. He will perform any technical and procedural work assigned to him by his superiors from time to time.

# Duties & Responsibilities of Assistant Director (Inspection)

**Duties:**

1. Inspection of Products manufactured at PITAC
2. Non-destructive (Flaw detection) Testing of materials &production
3. Quality Control over the Manufacturing processes
4. Training of Industrial personnel in the field of Inspection & Quality Control

**Responsibilities:**

1. He will be incharge of Inspection Section and will be directly respo9nsible to the Deputy Director , IED, for the proper functioning of his Section.
2. He will direct and supervise the work of Apprentice Engineers, Supervisors, Tradesmen and Trainees assigned to his Division and see that they perform their duties satisfactorily.
3. He will impart training through lectures, group discussions and ­­ demonstration to Apprentice Engineers, Supervisors, Tradesmen and Trainees assigned to his Section.
4. He will be responsible to sign for the equipment machinery, instruments, attachments, tools etc, issued to his Section will maintain registers and records of such equipment etc, which will include detailed specifications, life and details of repair done from time to time.
5. He will be responsible for the proper maintenance of Equipment Machinery, Instruments, Attachments. Tools etc issued to his Section and will see that these are not mishandled, and are properly adjusted and lubricated according to the Instructions Manuals.
6. He will inspect the jobs manufactured in PITAC Workshops and prepare In section Reports and will give his recommendations regarding acceptance of jobs manufactured.
7. He will perform stage Inspection of the jobs under process in PITAC Workshop as and when required to do so.
8. He will perform Inspection of the items brought into PITAC by the customers and give Inspection Reports with his comments.
9. He will be responsible to see that the jobs and works being done in their respective shops are according to required specification standards and time and no time and material is waste, and that in case of any job spoilage or machine or tool damage the matter is immediately reported to the S.M (O&W).
10. He will be responsible for the satisfactory operation of all Methods and procedures pertaining to the work of his Section.
11. He will be responsible to see that correct time is posted on the employees time cards for the work done on jobs in his Divisions.
12. He will visit factories to render advice, and for giving demonstrations whenever directed to do so.
13. He will be responsible for the preparation of Quarterly Forecasts of requirements for this Divisions.
14. He will submit monthly reports on the performance and activities of his Section.
15. He will render technical advice to Industrial personnel seeking such advice or render in plant technical advice during factor visits whenever directed to do so.
16. He will inspect stores purchased and received by PITAC and submit Inspection Reports whenever required to do so.
17. He will be responsible to demonstrate safety practices to staff and trainees working under him and will see that they strictly observe safety precautions.
18. He will perform all such duties and responsibilities besides the above which may be assigned to him by his superiors from time to time.
19. In case of any accident the will immediately see that first aid is provided and if need be the person or persons involved are sent to the doctor or hospital immediately. For transportation requirements in such a case he will obtain assistance from the DIRECTOR (Operations & works).
20. In case of the accident he will submit an accident report to S.M(O&W) immediately after providing first aid and sending the person involved to the doctor.
21. He will be responsible to reparse confidential reports of all subordinate staff working under him, whenever directed to do so.
22. He will ensure that all administrative matters are dealt with in accordance with the By-Laws of the Centre.

# Duties & Responsibilities Assistant Director (MIS)

1. Create reports and submit them to the Deputy Director or other executives
2. Fulfill duties as assigned by the Deputy Director.
3. Assists in supervising daily operations of the MIS Department;
4. Provides input for evaluating the technical staff;
5. Receives and prioritizes requests and provides assistance to users of personal computer software, specialized college applications, telephones, voice mail, email and web sites;
6. Participates in the PITAC Technology Committee and other office committees;
7. Directs and maintains daily network and computer operations;
8. Installs, operates and maintains assigned information systems, computers and peripheral equipment, including telecommunication equipment.
9. Participates in network management and programming;
10. Assists in acquiring and installing technology hardware and software;
11. Queries data bases and runs special reports, as requested;
12. Conducts or directs analytical systems development or related studies;
13. Analyzes current procedures and recommends new or modified system requirements;
14. Prepares and maintains operations reports and records;
15. Interacts with manufacturer representatives, vendors and business professionals;
16. Manages integration and utilization of computer systems and resources;
17. Participates in developing requirements for, new system software and technology;
18. Designs, tests and implements structured computer programs;
19. Designs data collection methods and report formats;
20. Establishes methods to monitor system and data integrity;
21. Prepares system and program documentation and procedures;
22. Maintains detailed records and correspondence;
23. Demonstrates sensitivity to and understanding of the diverse academic and socio-economic, cultural, disability and ethnic backgrounds of staff and students;
24. Performs related duties as assigned.

# Duties & Responsibilities Assistant Director (Coordination)

1. Assist Deputy Director Coordination in the daily activities / reports / correspondence.
2. Coordinate with the PITAC Regional Centre (s) for Training Course proceedings and requirements.
3. Coordinate with Deputy Director and other executives to fulfill the requirements of PITAC Regional Center(s).
4. Keep all the record of PITAC Regional Centre(s) to generate Financial Year reports.
5. Coordinate with PITAC HQ, Training Division and Training Division Regional Centre(s) for training procedures / certificates / training requirements / workshops according to the SOPs provided by Training Division HQ, Lahore.
6. Provide all the data of Regional Centre(s) required by HQ Marketing Department and Training Division.
7. Provide administrative support to the Branch Deputy Director Coordination.
8. Assist with writing reports, minutes taking and procurement of goods and services
9. Liaise with Departmental line functions and other relevant stakeholders for information. Render document management within the Branch and PITAC Regional Centre(s).
10. Provide logistical/secretarial support for meetings convened by the Deputy Director. Assist with the coordination of the Branch planning and reporting;
11. Assist Deputy Director Coordination with Branch and Regional Centre(s) Performance Management and Development System;
12. Assist the Deputy Director with collation of monthly expenditure reports;
13. Perform any other duties as directed by the Deputy Director.
14. Good stakeholder liaison, interpersonal relations and communication (verbal and liaison) skills;
15. Quality control of documents. Planning, co-ordination and financial management
16. Project management and team management.
17. Resolve conflict take responsibility and protect the confidentiality of documents.

# Duties & Responsibilities Assistant Director (Marketing)

1. Assist Deputy Director Marketing in all the administrative activities and proceedings.
2. Marketing communications with all internal and external stakeholders
3. Owning, developing and creation of all publicity materials including newsletters, mail shots, briefings and press releases.
4. Working with other stakeholders to develop marketing strategies and market training services.
5. Marketing Events ­ collaborating with different organizations, in relation to exhibitions, workshops, conferences and events.
6. To develop and assist in the design, logistics and generation of all marketing materials when needed.
7. Ongoing development of the website, intranet and other digital marketing vehicles such as social media.
8. Press Relations ­ being the face of PITAC to all media, the general public and other related organizations and stakeholders.
9. Market Research ­ responsible for collating and analyzing data as and when needed.
10. Monitor the marketing budget; Authorizing invoices and controlling spend within financial procedures.
11. Assisting the Deputy Director marketing and supporting the marketing team with marketing activities.
12. Assisting with the production of marketing materials and literature.
13. Coordinating the production of a wide range of marketing communications
14. Providing support for marketing events and exhibitions as required
15. Assist with the collation of information for promotional literature.
16. Writing articles and promotional material for the company.
17. Preparing interesting written copy for the website.
18. Uploading marketing material to online libraries, internet groups and social media sites.
19. Updating and maintaining the marketing department's documentation and databases.
20. Managing events, booking venues and ordering marketing materials.
21. All the other directions provided by Deputy Director Marketing.

# Duties & Responsibilities Assistant Director (Cash)

1. Monitor the work of cashiers on a daily basis
2. Create and distribute cashier schedules and till allocation
3. Ensure that workload is equally divided between cash registers
4. Perform cashier duties during cashiers’ absence or extreme workload
5. Supervise the activities of checkout stations on a constant basis
6. Handle store operations in the absence of store managers
7. Evaluate performance of cashiers and provide Deputy Director with information on appraisals
8. Ensure that each customer’s transactions are processed accurately and in a time efficient manner
9. Generate and maintain account related reports
10. Manage bank deposit activities and make sure that cash is counted accurately at the end of each shift.
11. Reconcile cash with receipts at the end of each shift and make sure that any discrepancies are managed immediately.
12. Identify and address any accounts related problems on an immediate basis.
13. Ensure that all items are appropriately displayed on shelves and oversee maintenance of store.
14. Resolve employee conflicts and ensure that any customer complaints are handled immediately.
15. Interview, hire and train new employees to work as cashiers.
16. Identify and correct cash register errors and take measures to ensure that further errors do not happen.
17. Maintain and update daily, monthly and yearly accounts spreadsheets.
18. Provide assistance with year-end inventory preparation.

# Duties & Responsibilities Superintendent (Accounts)

1. Accomplishes accounting human resource objectives by selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising job contributions; recommending compensation actions; adhering to policies and procedures.
2. Meets accounting operational standards by contributing financial information to strategic plans and reviews; implementing production, productivity, quality, and customer-service standards; resolving problems; identifying system improvements.
3. Meets accounting financial standards by providing accounting department annual budget information; monitoring expenditures; identifying variances; implementing corrective actions.
4. Maintains cash flow by monitoring bank balances and cash requirements; investing excess funds.
5. Approves cash disbursements by verifying check amounts against invoices, authorizing checks and wire transfers.
6. Approves ledger entries by auditing transactions.
7. Renews business insurance by scheduling values including personal and real property, vehicles, computers, equipment, media, and accounts receivable.
8. Supports annual audit by providing information and answers to auditors.
9. Verifies employee benefit invoices by verifying coverage and costs.
10. Protects organization's value by keeping information confidential.
11. Maintains financial security by adhering to internal controls.
12. Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
13. Accomplishes accounting and organization mission by completing related results as needed.
14. Take care of scheduling jobs and delegating duties to accounting department workers.
15. Take care of clerical and managerial work, accounting supervisors also participate in basic accounting functions, such as logging payments and maintaining financial records.
16. The supervisor in addition to maintaining regulations and laws of accounting procedures carries out financial auditing procedures.
17. Accounting supervisors must be able to effectively communicate with employees and maintain a positive working relationship when addressing problems and coming up with solutions.
18. Job duties vary depending on the professional field in which the supervisor is working.
19. General duties include assessing accuracy of accounting data, fielding questions directed at accounts payable and receivable, keeping track of records and processing transfers.
20. Supervisors may also prepare journal entries, log data into spreadsheets and communicate with outside financial institutions, such as banks and lenders.
21. Accounting supervisors can also be in charge of ordering supplies and office equipment, depending on the size of the company.

# Duties & Responsibilities Assistant Network Administrator

1. Maintain a stable network environment to assure maximum productivity of systems.
2. Conduct daily backups of network files and test on a regular basis.
3. Initiate virus detection policies and procedures.
4. Implement, supervise and test the firm’s Disaster Recovery Plan.
5. Learn the basic system functions of all network and utility programs.
6. Provide internal office support for all office software applications and validate licensing.
7. Coordinate maintenance of PCs, printers and other hardware with vendors.
8. Act as liaison with external software and systems support people.
9. Serve on office technology committee, regularly evaluate network resources and implement improvements.
10. Implement directives outlined by the Deputy Director of Internal Information Systems.
11. Organize and implement the PITAC help desk as directed by the Deputy Director of Internal Information Systems.
12. Attend regular continuing professional education courses to maintain knowledge level.
13. Acts as designated work leader or manager in charge of network equipment.
14. Assists in the designing and implementing all security related functions for network equipment. This includes user ID and password control, backup systems and procedures, and disaster recovery plans and tests.
15. Assists in Monitoring functions of all network devices within the Judicial network to ensure acceptable performance.
16. Assists the Network Administrator on installation and maintenance of all network devices within the Judicial network.
17. Troubleshoot LAN/WAN and network issues and coordinates/escalates issues with appropriate staff for problem resolution.
18. Acts as a resource to Judicial staff and assists the Network Administrator when working with other state agencies and/or other organizational units.
19. Assists Network Administrator in identifying, evaluating, and implementing hardware and software solutions for the Judicial system.
20. Assists in designing reports on network performance metrics that will help identify any problems, and identify when the network is reaching capacity. Estimating future metrics will help determine system life cycles. These reports will be delivered to the Supervisor of Technical Services and the CIO weekly.
21. This position shares responsibilities with the Network Administrator in a variety of different areas, including but not limited to: firewalls, routers, digital sound recorders, and video applications.
22. Assists in coordinating security related activities with the Information System Security Officer.
23. Acts as resource to internal JBITS staff, judicial districts and external consultant to other state agencies, and/or other organizational units as directed.
24. Attends meetings as required.
25. Performs other duties as related to information computer systems.

# Duties & Responsibilities Estimator

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1. Prepares work to be estimated by gathering proposals, blueprints, specifications, and related documents.
2. Identifies labor, material, and time requirements by studying proposals, blueprints, specifications, and related documents.
3. Computes costs by analyzing labor, material, and time requirements.
4. Resolves discrepancies by collecting and analyzing information.
5. Presents prepared estimate by assembling and displaying numerical and descriptive information.
6. Prepares special reports by collecting, analyzing, and summarizing information and trends.
7. Maintains cost data base by entering and backing up data.
8. Maintains technical knowledge by attending educational workshops; reviewing technical publications.
9. Contributes to team effort by accomplishing related results as needed.

# Duties & Responsibilities of Deputy Director (Accounts)

**Duties:**

1. Dealing with financial matters of the Centre
2. Budget Preparation.

**Responsibilities:**

1. He will work directly under the Director General.
2. He will be responsible for the preparation of Pay Bills & Overtime Bills for Officers and Staff.
3. He will be responsible for the preparation of Medical Bills of Hospitalization and reimbursement bills of Officers & Staff.
4. He will be responsible for the preparation of imprest bills, parties’ bills & deduction bills of Officers & Staff.
5. He will be responsible for the preparation of TA/DA Bills of Officers & Staff.
6. He will be responsible for the preparation of Monthly Income & Expenditure statements.
7. He will be responsible for the preparation of EPF advances, Ledger Card calculation of yearly profit Zakat deduction and investment of EPF.
8. He will be responsible for the preparation invoices to Parties & training bills.
9. He will be responsible for the Posting of Stores items in ledgers being maintained in the Accounts.
10. He will be responsible for the preparation of Budget Estimates of the Centre and Regional Offices.
11. He will be responsible for the submission of demand to Ministry for the release of funds.

# Duties & Responsibilities of P.S Director General

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1. He will be directly responsible and answerable to the Director General or an Officer delegated by the Director General.
2. He will regularly study the monthly, quarterly and annual reports of all Technical divisions of PITAC and compile consolidated reports for submission to the Ministry and the Governing Body.
3. He will collect statistics and information relating to the number size capacity and location of existing industrial units and those which are being set up or sanctioned and other useful information which could assist PITAC’s personnel within the country or abroad.
4. He will process training documents for Training of PITAC’s personnel within the Country or abroad.
5. He will prepare newsletter and circulate it to the industries.
6. He will also undertake such work as may be assigned to him by the Director General.

# Duties & Responsibilities of Assistant Director (Accounts)

**Duties:**

1. Administrative matters related to Accounts section.
2. Preparation of Budget Proposals.

**Responsibilities:**

1. He will work directly under Dy. Director (Accounts)
2. He will be responsible for the preparation of Pay Bills & Overtime Bills for Officers and Staff.
3. He will be responsible for the preparation of Medical Bills of hospitalization and reimbursement bills of Officers & Staff.
4. He will be responsible for the preparation of imprest bills. Parties Bills & deduction bills of Officers & Staff.
5. He will be responsible for the preparation of TA/DA bills of Officers & Staff
6. He will be responsible for the preparation of EPF advances Ledger Card calculation of yearly profit & Zakat deduction and investment of EPF.
7. He will be responsible for the preparation of invoices to Parties & training bills.

# Duties & Responsibilities of Superintendant (Cash)

1. Maintenance of Cash Book.
2. Maintenance of Cheque Register.
3. Writing of Cheuqes.
4. To Collect Cash from the bank in respect of passed bills of establishment and make disbursement to the individual concerned.
5. Forwarding the Cheques in payment of contingent bills to the parties concerned and to keep a watch on their acknowledgements In case no acknowledgment is received, within a fortnight to send a reminder for the same.
6. Handling Imprest of Rs.100,000/- for the Headquarters Office.
7. Issue Receipts of Cash/Cheques received for work done by the PITAC.
8. Maintenance of register of Advances given out of imprest.
9. To prepare letters for the bank for issue of bank drafts Mail/Telegraphic Transfers for transfer of funds to the Regional Office.
10. Reconciliation of figures of all bank accounts as per Cash Book with the bank statements.
11. Any other duty that may be assigned to him by the Competent Authority.

# Duties & Responsibilities of Superintendant (Audit)

1. Audit of all types of bills of officers, and contingent bills of all Centers of PITAC.
2. Maintenance of audit Register of Officers and Establishment for pay and allowances T.A. and Medical reimbursements.
3. Audit of imprest Accounts of headquarters and Regional Centers.
4. To check the classifications of all bills audited by him and see that these are correctly classified.
5. To audit all sanctions issued by the Competent Authority and raise objections where necessary.
6. To note the sanctions after audit in the relevant registers.
7. To maintain the Register of Provisional payments and take necessary action for regularization of such payments.
8. To maintain an Order Book (Subject wise) in order to keep a note of the latest orders received from Government regarding T.A. pay and allowances purchase and other matters etc.

# Duties & Responsibilities of Superintendant (Co-ord.)

1. To collect and submit monthly progress reports as well as quarterly and annual reports of PITAC activities.
2. To collect and submit evaluation and statistics reports of PITAC training tooling development and advisory services.
3. To collect and submit productivity and industrial data for compilation.
4. Keeping Files & Records of Coordination Section
5. Any other duties assigned to him by the Competent Authority.

# Duties & Responsibilities of Assistant Director (Audit)

1. Correspondence with Ministry and A.G. office regarding audit matters.
2. Corresponding with Federal Audit regarding audit of the Centre’s Accounts.
3. Auditing authority for all types of bills prepared by Accounts.
4. Audit of all types of bills of officers and contingent bills of all Centres of PITAC
5. Maintenance of Audit registers of officers and Establishment for pay and allowances. T.A. and medical reimbursement.
6. Audit of imprest Accounts of Headquarters and Regional Centres.
7. To audit all sanctions issued by the Competent Authority and raise objections where necessary.
8. To note the sanctions after audit in the relevant registers
9. To maintain the Register of Provisional payments and take necessary action for regularization of such payments.
10. To maintain an Order Book (subject wise) in order to keep a note of the latest orders received from Government regarding T.A. pay and allowances purchase and other matters etc.

# Duties & Responsibilities of Senior Clerk/Assistant (Accounts Branch)

1. Preparation of all kind of bills of officers of various Wings of PITAC.
2. Preparation of contingent bills of Headquarters office.
3. To prepare the contingent bills in recoupment of imprest Account of the Headquarters as well as Regional office.
4. To prepare the income Tax statements of officers.
5. Maintenance of leave Salary & Pension Contributions record of Officers and staff on deputation including preparation of bills for crediting these contributions into the Treasury.
6. Maintenance of the following registers:
7. Imprest Account Register
8. Recurring Charge register
9. Work register
10. Leave Salary & Pension Contribution register
11. Demand register
12. Any other work and duty assigned to him from time to time.

# Duties & Responsibilities of Senior Clerk/Assistant

1. To split up expenditure in respect of PITAC Lahore into Technical and Non-Technical and posting accordingly in the expenditure ledger.
2. Posting Paid Vouchers of the expenditure ledgers from the Pay and Contingent Bills in respect of the following:
3. Regional Centre, Karachi
4. Regional Centre, Peshawar
5. Preparation of summaries of expenditure of all the accounts registers.
6. Preparation of monthly statements of expenditure.
7. Maintenance of deduction (receipt ledgers)
8. Preparation of Quarterly Reports of expenditure
9. Preparation of Quarterly expenditure statements of expenditure of Technical employees for the purpose of Quarterly reports
10. Maintenance of files connected with the above subject
11. Any other work and duty specially assigned to him.

# Duties & Responsibilities of Senior Clerk/Assistant

1. Nomination and membership from to be supplied to all new member of EP Fund and follow it till the forms are received completed in all respects.
2. Security of Nomination and membership forms and allotment of Account numbers.
3. Maintenance of register for allotment of Account Numbers
4. Posting of individual E.P. Fund Broadcast of PITAC Employees Provident Fund.
5. Preparation of bill on account of Centre’s contribution.
6. Posting of Centre’s contribution in the individual provident Fund Account ledger.
7. To receive refund application for E.P Fund account and to prepare bill.
8. To issue letters to all deputationists intimating them about the amount of EP Fund deposited in the Treasury giving the reference of Challan and its date and amount.
9. Maintaining of files and correspondence relating to E P Fund
10. Any other work and duty assigned from time to time.

# Duties & Responsibilities of Junior Clerk (Accounts Branch)

1. Dairying of all incoming receipts in the Accounts Branch and distributing them amongst the dealing Assistants / Clerks.
2. Keeping movement of files submitted to officers or sent to other branches
3. Distribution of internal dak and letters issued from the Accounts Branch to other branches/offices in the Centre through Peon Book or otherwise.
4. Keeping of all files and service-books of employees in the Almirah properly arranged.
5. Keeping of all sorts of blank forms used in Accounts Branch in a proper way.
6. To keep the peon-book used in Accounts Branch with proper labels including the period for which it relates.
7. To prepare monthly indent of stationary for Accounts Branch and to collect and distribute it amongst the staff in the Branch.
8. Keeping of files and Movement Register in neat and tidy condition.
9. Preparation of weekly reports.
10. Any other duty specifically assigned to him.

# Duties & Responsibilities of Assistant Accounts Officer

1. To maintain the accounts of offices.
2. To pass all types of bills pertaining to employees of the Centre.
3. To prepare and submit monthly as well as quarterly reports of expenditure and receipts.
4. To Prepare an submit monthly as well as quarterly reports of expenditure and recipes.
5. Costing of production orders and preparation of invoices to be sent to customers.
6. To maintain customer individual ledger accounts and to watch progress of receipts earned by the Centre.
7. To deal with all other matters pertaining to the Accounts of the offices.
8. any other duty specifically assigned to him by the Competent Authority.

# Duties & Responsibilities of Accounts Assistant

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1. Preparation of all types of Bills of Establishment
2. Preparation of overtime Bills of Technical staff and Drivers
3. Preparation of Medical Reimbursement Bills of staff
4. Preparation of T.A Bills of Establishment
5. Preparation of T.A Bills of Officers prepared by the Senior Clerk
6. Reconciliation of expenditure
7. Training the Senior Clerk in the preparation of claims of officers and contingent bills
8. any other item of work specifically entrusted to him.

# DRIVER/DISPATCHER

1. Dispatch/Diary work
2. Data entry
3. Purchase work
4. Bike maintenance
5. Maintain log book of motorcycle
6. Deposit of utility Bills

# NAIB QASID

1. Office security/keys handling
2. Dusting of Office / Labs / Class Rooms
3. Sweeper attendance
4. Crockery maintenance
5. Dish washing
6. Kitchen Cleanness
7. Serving to officers/staff & visitors