

EXTRA ORDINARY REGISTERED NO. S-2771 |

THE BALOCHISTAN GAZETTE
PUBLISHED BY AUTHORITY

i

NO. 246 QUETTA THURSDAY DECEMBER 29, 2022.

Li

| Le

GOVERNMENT OF BALOCHISTAN,
BALOCHISTAN REVENUE AUTHORITY

NOTIFICATION

Dated Quetta, the 29th December, 2022

No. BRA/HQ/SR/303/2022. -- In exercise of the powers conferred by section 32 read with section 4(2) (n), Section 3(4 & 7), Section 7(2) and Section 5(1)(h) of the Balochistan Revenue Authority Act, 2015 (Act VI of 2015), the Balochistan Revenue Authority with the approval of the Advisory Council is pleased to make the following regulations to regulate the services of Officers, Staff,

and other employees of the Authority, namely: -

'Printed by the Chief Controller, Government Prannq and Stationery Department, Balochistan Quetta
ie a D.No.246-80-Copies- 10-2023.

www.ezqanoon.com

BALOCHISTAN REVENUE AUTHORITY SERVICE REGULATIONS, 2022.

PART- I
PRELIMINARY
TITLE, COMMENCEMENT, APPLICATION AND DEFINITIONS

L Short title and commencement. — (1) These regulations may be called the Balochistan Revenue Authority Service Rules, 2022.

(2) °They shall come into force at once.

2. Application. — (1) It shall apply to all the employees appointed in the service of the Authority, whose pays are debatable to the funds of the Authority:

(2) The Authority shall reserve the rights to modify, cancel or amend all or any of these regulations in whole or part, or subsequent rules issued in connection with these regulations from time to time:

Provided that all amendments, additions or omissions to these regulations shall be notified by the Authority, in the official Gazette.

3 Definitions.— (1) in these regulations, unless there is anything repugnant in the subject or context—

(1) "Absentee" means one who is absent from duty without prior permission or sanction of leave by the co.npetent authority:

(2) "Accused" means an employee of the Authority against whom action is taken under the Act, or the rules made thereunder:

(3) "Act" means the Balochistan Revenue Authority Act, 2015 (Act No. VII of 2015):

(4) "Acting charge" means an employee appointed to a higher rank or position other than on regular basis:

(5) "Additional charge" means an employee holding an identical or higher rank or position temporarily, in addition to his own duties, for 3 months extendable to six months.

(6)

(8)

(9)

(10)

(14)

- (12)

(13)

www.ezqanoon.com

los

“Advisory council” means the Advisory Council of the Authority constituted under section 13 of the Act:

“Allowance” means a share or portion, specially of money that is granted or allotted to an employee like, house rent allowance. conveyance allowance, utility allowance, medical allowance, special allowance, orderly allowance, senior-post allowance, entertainment allowance, telephone allowance, uniform allowance, cost of living allowance, risk allowance, hard-area allowance, or any other allowance, as may be prescribed from time to time:

“Antecedents” means all the relevant documents required for confirmation of employees which include the appointment order, seniority list, proof of vacancy, performance evaluation report (PER) of last two years or the probation period therein, as the case may be, for confirmation, certificate regarding non-pendency of any departmental inquiry or criminal proceedings, and any other relevant documents for processing of such cases by the departmental confirmation committee;

“Appellate authority” means the Chairperson or any officer one Steps senior in rank to the accused employee, or any other officer as may be authorized by the Authority;

“Appellate tribunal” means the Appellate Tribunal established under BSTS Act;

“SCHEDULE” means the Schedule annexed to these Regulations:

“Appointment” means appointment by initial recruitment, promotion or transfer and includes appointment on contract or temporary basis/daily wage basis;

“Appointing authority” in relation to an employee or class of employees or service or the post means-

(a) The Chief Minister for the positions of a Chairperson and Yembers, as prescribed under section 3 of the Act; or

(14)

(16)

(17)

(18)

(19)

(20)

(21)

(22)

(23)

(24)

www.ezqanoon.com

(b) the Authority for the positions of employees in BS-1 to 20 including those appointed on contract or temporary or on deputation basis under sections 5(1)(h), 5(1)(hh) and 19(1) of the Act:

“Authority” means the Balochistan Revenue Authority established under the Balochistan Revenue Authority Act, 2015 (Act No. Vil of 208K

“Authorized officer” means an officer authorized by the Authority to perform functions for the purpose of the Act, or the rules made thereunder:

“Basic pay” means an initial pay before any other additional payments, which entails annual increment as may be prescribed;

“Cadre” means the strength of a service or post sanctioned as a separate unit:

“Candidate” means an applicant for a post;

“Chairperson” means the Chairperson of the Authority appointed under section 3(4) of the Act;

“Charge” means allegation framed against the accused employee or servant, under the Act, or the rules made thereunder;

“Committee” means a committee formed under clause (s) of sub-section (2) of section 4 of the Act:

“Competent authority” in relation to an employee or class of employees shall be as prescribed by the Authority and in case of Members, the Chairperson.

"Confirmation" means the substantive appointment to a regular or permanent post;

"Contractual" means a person hired on contract basis to render his specialized services to assist or expedite the functional activities of Authority for fixed time and on predetermined financial terms for a

(25)

(26)

(27)

(28)

(29)

www.ezqanoon.com

a

specified period. The total salary package of such employees will be mentioned in their contract:

“Corruption” means-

(a) accepting, obtaining or offering any gratification or valuable things directly or indirectly unauthorized or illegally; or

(5) dishonestly or fraudulently misappropriate. or indulging in embezzlement or misusing the property or resources of the Government or Authority: or

(Cc) having possession of pecuniary property or sources by an employee or any of his dependents or any other person through him or on his behalf, which cannot be accounted for and otherwise, found in disproportionate to his known sources of income; or

(d) maintaining the standard of living beyond known sources of income: or

(e) having a consistent reputation of being corrupt; or

(f) entering into plea bargain under any law for the time being in force, voluntarily returning the assets or gains noone through corruption or corrupt practices:

“Dependent” means someone who relies on another for support or someone not able to exist or sustain oneself without the Power or aid of someone else;

“Emoluments” means the returns arising from office or employment usually in form of compensation or perquisite:

“Employee” means a person in the employment and service of the Authority hereinafter called as an ‘employee’ whether as permanent or temporary or on probation, contract and on deputation:

“Family” means a group of individuals living together, comprising of employee’s parents, spouse and unmarried children who are dependent on an employee:

(30)

(31)

(32)

(34)

(35)

(35)

(37)

www.ezqanoon.com

“Fringe benefit” means a compensation or benefit or any advantage provided to an employee in addition to the salary. such as provision of car house accommodation, educational assistance, transfer grant, daily allowance, travelling allowance, pension. gratuity, leave encashment and any other incentive, bonus or reward in the performance of employee’s duties of an office or employment of profit:

“Government” means the Government of Balochistan:

“Government servant” means a person in the service of the Federal Government or a Provincial Government:

“Hearing officer” means an officer, senior in rank to the accused, appointed by the competent authority to afford an opportunity of personal hearing to the accused;

“Increment” means an annual! increase in initial basic pay co: an employee, as may be prescribed;

“Inefficiency” mMeans-

- (a) failure to efficiently perform functions / tasks assianed to an employee in the discharge of his duties; or
- (b) failure to qualify prescribed departmental examination in three consecutive attempts: or
- (c) getting below average grade or special adverse rernarks in the annual Performance Evaluation Report.

“Initial recruitment” means appointment made otherwise than by promotion or transfer; ‘

“Inquiry committee” means a committee comprising of two or more officers, headed by any member or any officer appointed by the Authority

“Inquiry officer” means an officer appointed by the competent

authority for the purposes of the Act. or the rules made thereunder.

(39)

\ (40)

(41)

(44)

www.ezqanoon.com

“Leave” means an official permission, in a prescribed manner, to be away from job including earned leave (full/half pay leave). extraordinary leave, study leave, examination leave, casual leave. medical leave, quarantine leave, recreation leave, special leave. maternity leave, disability leave, leave ex-Pakistan, pilgrimage leave. leave preparatory to retirement and any other leave, as prescribed in Chapter-IV of these rules:

“Length of Service” includes the period during which an employee is on duty as well as on leave with pay duly approved by the authorized officer but does not include any period during which an employee is absent from duty without leave or is on leave without pay.

“Loan” means any kind of loan or advance allowed by the competent authority, including house loan, vehicle loan, or any other type of loan, as may be prescribed:

“Member” means a person appointed as Member of the Authority under section 3(4) of the Act;

“Medical facility” means and includes the reimbursement of medical and hospitalization charges for self, spouse, children and parents for treatment received at Government or Government recognized institutions in Pakistan;

“Misconduct” means a conduct prejudicial to good order or service discipline or becoming of a gentleman, and includes any act on the part of a public servant to bring or attempt to bring political or outside influence directly or indirectly, to bear on the officer of the Authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or creating hindrance in discharge of such duties or further found involved in the following activities:

(a) submission of fake documents; or

(b) conviction for an offence by a court of law: or

(c)

(h)

{1}

frivolous litigation against the Authority or Authority functionaries without availing remedy of departmental appeal / representation; or

absence from duty without prior approval of leave, or

engage, take part, assist, aid, convince or interfere in any political activity and election other than discreetly casting vote. or

un-authorized communication of official documents: or

information or contents of any official documents to a person not authorized to receive it, or to a non-official person, or to the Press, or

sub-letting of residential accommodation allotted by the Government / Authority or refuse to vacate residential accommodation on a vacation order, seeking remedy from court without availing such remedy from the next higher authority of the allotting authority or

unauthorized or ineligible usage of assets, owned by the Authority: or

theft, fraud, misappropriation or embezzlement in connection with the employer's business or property: or

involvement or participation directly or indirectly, in industry, trade or speculative transaction by abuse or misuse of official position to gain or attempt to gain undue advantage: or

making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of law: or

violation or deviation from the Act, rules, regulations or policy of the Authority: or

call, attempt, threat or induce for strike or interrupt in smooth functioning of the Authority; or

(45)

(46)

(47)

(48)

(53)

www.ezqanoon.com

(0) engage or undertake any employment or work or private practice other than the official duties without previous approval of the Authority, or

(p) direct interaction with print or electronic media or holding a press conference or making any statement of fact or opinion or acting in a manner which is the cause of embarrassment for the Authority,

“Officiate” means an employee who performs the duties of the post on which another person holds a lien or when he is appointed to officiate in a vacant post on which no other employee holds a lien,

“Officer” means an officer of the Authority in grade 16 and above, whether permanent or temporary or on contract or on deputation employed in either of the managerial, operational, administrative or supervisory capacity, or performing duties of such nature;

“Pay” means the amount drawn monthly by an employee from an employment of the Authority including technical pay, qualification pay, special pay, personal pay, or any other emoluments declared as pay,

“Permanent employee” means an employee who has completed a probation period and is confirmed by the departmental confirmation committee;

“Permanent post” means a post sanctioned without limit of time;

“Perquisite” means any monetary or other incidental benefit privilege or advantage given to an employee in addition to regular pay and allowances;

“Post” means any position of employee or cadre as may be classified by regulations or HR policy;

“Prescribed” means as prescribed by the rules and regulations made under the Act;

“Probationary service” means service during the period of probation,

(54)

(95)

(99)

www.ezqanoon.com

10)

“Public servant” means a person in the service of the Authority as defined in section 24 of the Act:

“Recruitment” means the activities undertaken in the human resource management in order to attract sufficient and competent job candidates who have the necessary potential, skills, experience and qualifications, to fill job requirements of the Authority in achieving its objectives:

“Regulations” means the regulations framed under section 32 of the Act,

“Rules” means the rules made under section 31 of the Act:

“Salary” means any amount received by an employee from employment of the Authority, whether of a revenue or capital nature including the regular pay and wages, allowance, fringe benefit, perquisite, overtime, commission, fees, discount or any other remuneration as may be prescribed from time to time:

“Service” means service rendered by an employee in and under the Authority and includes the period during which an employee is on duty as well as on leave duly authorized by the Competent Authority, Out does not include any period during which an employee is absent from duty without permission or overstays his leave unless specifically permitted by the Competent Authority:

“Special pay” means an additional pay or emoluments granted in consideration of any-

(a) special arduous nature of the duties: or

(b) specific additional work or responsibility:

“Staff” means a professional or clerical worker in an office: and

“Temporary post” means a post other than a permanent post, as may be prescribed.

(63) "Traveling Allowance" means an allowance granted to the employee to cover expenses that would incur while travelling (domestic or international) for official purposes.

(2) All words and expressions used but not defined herein above sub-regulation (1), shall unless the context otherwise requires have the meanings as assigned to them in the Act.

PART- II

MANAGEMENT, COMPOSITION AND APPOINTMENT

A —MANAGEMENT

4. Management — (1) The general management and administration over the personnel of the Authority and all other affairs ancillary thereto, shall vest in the Chairperson with endorsement of the Authority, who shall exercise all powers and do all acts which may be exercised or done by the Authority in this regard, under the general directions and guidance of the Advisory Council and in accordance with the provisions of the Act and these regulations.

(2) The Chairperson shall be the Chief Executive of the administration and shall issue necessary orders, instructions and directives with the endorsement of Authority from time to time with the purpose to conduct the organization business and maintenance of its efficiency and discipline.

(3) If the Authority faces any difficulty due to any conflicting or ambiguous implications during or after implementation of these regulations, it may be referred to the Advisory Council for issuing clarifications or ruling, as the case may be.

B— COMPOSITION OF SERVICE, DIRECTORATES AND BRANCHES

5. Composition of Service. — (1) The Service of the Authority shall comprise of the posts as specified in SCHEDULE-A and of such other posts as may be considered necessary to create and sanction by the Authority/Council from time to time and inserted in the SCHEDULE-A by amendment of these regulations.

(2) The nomenclature and grade of the posts of officer in the service, their minimum qualifications required for appointment, position and job description, the duties and responsibilities shall be such as specified in the SCHEDULE-B:

bck

Provided that the Authority may assign any other duties and responsibilities on any of the officer independently or conjointly with the duties and responsibilities mentioned for a post, or where he may deem necessary assign the duties and responsibilities of any other post in addition to the duties and responsibilities already being performed by him.

(3) There may be one or more cadres for each or a combined cadre in two or more, of the following Branches: -

(a) Human Resource (HR) Branch.

(b) Tax Operations Branch:

(c) Audit Operations Branch:

(d) Information Technology (IT) Branch.

(4) The grade wise posts of the above branches shall be as per SCHEDULE-A. However, the Authority with approval of Advisory Council, may by

notification in the official Gazette create any additional post or posts in any Branch or abolish any existing post or posts, in the exigencies of service

C--APPOINTMENTS

6. Appointments. — All the Appointments in the service of the Authority shall be based on the following principles: -

(a) Human resource management in the Authority must be —

(1) characterized by a high standard of professional ethics:

(i) promote the efficient, economic and effective utilization of employees:

(ii) conducted in an accountable manner. and

(iv) transparent,

(b) promote good human resource management and career development practices. to maximize human potential.

rg Selection Criteria. — (1) The criterion for selection for the positions in the service of the Authority will be prepared by the Authority before recruitment process

{2) For all the newly created posts or the existing posts for which no Job Description including Person Specification has been prescribed In SCHEDULE B

exqat bos ca! be prepared and made available by the Human Resource Branch in

consultation with the Head of the concerned Branch with the approval of Authority. before a recruitment process is initiated:

Provided that all such Job Descriptions and Person Specifications shall be inserted in SCHEDULE B as the case may be, with approval of the Authority, and notifie-3 in the official Gazette.

8. Domicile. - Only Pakistani Nationals with domicile/local of Balochistan wt! be eligible for emplovement against any position in the Service of Authority:

Provided that in exceptional cases where the post is to be filled with a technical expert and when it is not possible to fill the post in the prescribed manner or for the reasons to be recorded in writing it is necessary and in the interest of the Authosty to do, services of a person may be hired in relaxation of this regulation, with approval of the Authority.

9, Contingent Appointment. — In order to meet the emergent needs, the Authority may appoint a suitable person or person. to any post in Basic Pay Scales 1 to 16 on contract basis. for a maximum period of one year or till the appointment of regular incumbent, whichever is earlier, without the recommendations of the Selection Committee but every such appointment shall be brought to the notice of the Council within six months.

10. Nepotism. --- Subject to adherence to the following provisions, there Is to be no discrimination against the employment or continued employment of any person because of his relationship to a member in the Service of Authority or a member of the Board: —

(a) "close relatives" may not be employed in positions where such employment will result in the existence of a supervisor/subordinate relationship; and

(b) "close relatives" may not be employed in positions where one will have responsibility, — for reviewing and approving financial/budget/purchase transactions or in recommendations and/or decision making in any matter concerning appointment. promotion, salary, retention or termination of employment of a close relative

14. Age Limit.—(1) In the Service of Authority the age limit shall be as under: -

(a) no person who is less than eighteen (18) years or more than thirty (39) years of age shall be eligible for appointment to the

Service. However, for the posts in (BPS 18 and above) or the technical posts, as declared so by the Authority:

(0) upper age limit may be relaxed as per the policy of Government for relaxation in the upper age limit.

(2) Age for the purpose of these regulations shall be as mentioned in the advertisement for submission of applications for appointments.

(3) The upper age limit for all employees in the Service of Authority shall be sixty (60) years, where after they shall stand discharged from their services with immediate effect, irrespective of their terms of Contract:

Provide that in case the Authority is in need of a person for appointment as Chairperson or Member of the Authority or as advisor, consultant or expert for an important technical job, the above said condition may be relaxed. and the person so needed may be hired or re-hired or contract basis irrespective of his age but not exceeding the age of sixty-five (65) years

12 Minimum Qualification. — Minimum educational qualification and other conditions applicable for induction of a candidate in the Service of the Authority shall be as specified, in SCHEDULE-C.

13 Health and Fitness. — No person shall be appointed to a post in the Service of the Authority unless he has been certified to be physically fit for service, by the medical officer duly authorized in that behalf by the Authority or the Medical Board as constituted by the Government for its employees:

Provided that an employee in BPS-1 and 2, appointed against a temporary vacancy of less than six month's duration shall not be required to produce such medical certificate.

4. Conditions of appointment. — Appointment by contract shall be made on specific terms and conditions, which should be accepted by the candidate who is being appointed.

13 Probation in Service of Authority. (1) All the employees appointed in the Service of Authority shall remain on probation for a period of three (3) months, which may be extendable to another one month, if necessary.

(2) The performance of all such employees shall be monitored and evaluated during their period of probation by the head of their relevant Branch who before the expiry of the 75th day after the joining of the employee on probation, will furnish a "Probationary Evaluation Report along with his recommendations to the appointing authority"

(3) On satisfactory completion of probationary period or extended period of probation the employee concerned shall be allowed to continue with his job, otherwise the appointing authority shall order him to be discharged/released from his service, immediately.

16. Appointing Authority—The authorities competent to make appointments to various posts in the Service of Authority shall be as mentioned

here under:—

Sr.No. POSTS AUTHORITY

1 Chairman and Members — Chief Minister.

2. Employees in the service — Authority

of the Authority

. Adviser, consultant, - — Authority.

expertise, casual/work

charged based contractual

posts or other such posts

on contract basis

17. Selection Committees.— (1) All Appointment to the posts in the Service shall be made on the recommendations of the appropriate Selection Committee.

(2) The Composition of the Selection Committees mentioned here in above sub-regulation (1) shall be as under:

Provided that the Chairman of the Committee may co-opt any other person as a technical member where in his opinion an expertise of the relevant field should have to assist the Committee in selection of candidates, however such nomination shall be notified in an office order well before the date fixed for

interviews

www.ezqanoon.com

(a) For Selection against the Posts in BPS-16 and above

SELECTION COMMITTEE- I

1. Chairperson BRA

2 Secretary Finance Department or his
representative not below the rank of
B-19

3. Secretary S&GAD or his

representative not below the rank of
B-19

4. Member (Taxation; Advisory Council

5. Member HR BRA

Chairman

Member

Member

Member!

Secretary

(b) For Selection against the Posts in BPS-1 to BPS-15

SELECTION COMMITTEE- II

1. Member HR BRA

2. Representative from Finance
Department

3. Representative from S&GAD.

4. Member (Banking) Advisory Council.

5. Manager (Admin/Finance) BRA

www.ezqanoon.com

Chairman

Member

Member

Member

Member/

Secretary

(3) All the posts of Adviser, Consultant, Expertise or other such posts of technical nature created on temporary basis for a specific period or permanently and require to be filled on Contact Basis, may be referred to a special Selection Committee constituted by the Authority for the purpose, with such composition as it may deem fit.

18. Written Tests.—All entry-level staff in BPS 5 and above for appointment in the Service of the Authority may be required to appear in the test to be conducted by Human Resource Branch. The minimum passing marks for clearing the test shall be determined by the Authority with the HR recommendations from time to time,

19. Calls for Interview. — All short listed candidates will be informed through telephone calls and via E-mail at least three days prior to the date of interview by the HR Branch.

20. Interviews. — (1) The interviews shall be conducted by the concerned Selection Committee. For all senior level positions, a panel of at least three candidates shall be selected/ short-listed according to their positions on merits, for consideration of appointing authority.

(2) Selection Committee will evaluate each candidate against the selection criteria as per Schedule-D and Schedule-E and will record its assessment on interview Assessment Sheet. As a result of above exercise, the Selection Committee will finalize a list of most suitable candidate along with at least two other potential candidates as reserves for each vacancy/ post, whereon the Approval of competent authority will be taken.

PART— III

SALARY, BENEFITS, LEAVES AND MEDICAL FACILITY

A—SALARY AND BENEFITS

21. Salary.— Chairperson, Members and Employees appointed to a service cadre or posts in the Authority, shall be entitled to the monthly remuneration 'salary in accordance with 'BRA Pay Structure' as approved by the Provincial Cabinet in

the meeting held on 28th June, 2022 and also endorsed /approved by the Advisory Council in the meeting held on 7th December, 2022.

fs — LEAVES

22. Leaves. — Balochistan Civil Servants Leaves Rules 2019 will apply to the www.ezqadoHUanees of the Authority.

C — MEDICAL FACILITY

23. Medical Facilities. — All the Employees in the Service of the Authority and their family will be entitled to free medical treatment and to claim reimbursement of medical expenses as mentioned in the following regulations.

24. Reimbursement of Medical Expenses. — Expenses shall be reimbursed for medical treatment—

(a)

(b}

to the employees and their dependents, which include—

(i) Spouse?

(ii) dependent children i.e. son up to the age of 25 years and daughter up to their marriage; and

(iii) parents

all employees shall be required to furnish an undertaking to the

above effect as specified by Authority.

Entitlement for Treatment. — Employees' dependents shall be entitled to—

(a)

(d)

www.ezqanoon.com

hospitalization for surgery and serious illness requiring indoor hospitalization treatment:

to avail treatment from any private or public sector hospital/clinic of their choice in Balochistan and any other hospital/clinic in other sister provinces which are on the approved list of the Government for its civil servants;

maternity related treatment two times in the entire service i.e. with expenses not exceeding one basic salary during a calendar year. In this respect expenses, such as normal / C-section delivery of child, abortion and DNC, shall be included and considered as maternity related expenses and

the employees of the Authority and their eligible family members will be entitled for out-of-pocket treatment expenses. The Authority shall bear the cost of out-of-pocket medical consultation, Medicines and pathological and laboratory tests. The entitlement will be not more than 10% of gross salary per month for all grades. If an employee does not avail the 10% amount on presentation of actual bills each month, the amount will neither be carried forward to the next month nor will it be

Sawer as casn

26. Nature of Expenses. — All expenses in hospital including, room rent, laboratory tests, surgeon fee, medicines, any other relevant charges, shall be covered in hospitalization expenses.

. 27, Entitlement Limit. — (1) Employees shall be entitled to reimbursement of medical expenses on presentation of original bills along with Discharge Slip and a summary of treatment given at the hospital/clinic, subject to following maximum

limits:

- (a) Chairperson and Members -up to 4 Gross salaries in a calendar year
- (b) BPS-17 and Above - up to 5 Gross salaries in a calendar year; and
- (c) BPS-1 to 16 - up to 7 Gross salaries in a calendar year

(2) Within the above entitlement maternity related expenses shall be limited up to one gross salary in a calendar year.

(3) In case, medical expense exceeds the available limit, 50% of the expenses over and above the limit shall be reimbursed by the Authority, while remaining expenses exceeding the entitled amount will be borne by the employee concerned. However, reimbursement cases of fatal diseases shall be considered subject to the approval of Authority.

28. Non-cashable / Non-accumulation. — The medical entitlement shall be a facility, and not a benefit. Hence, it shall neither be cashable nor be accumulated and shall lapse at the year-end.

29. Sanctioning Authority. -- The Chairperson or an officer delegated with such powers by the Authority shall be the Competent Authority to approve the expenses for medical treatment as per these regulations.

30. Punishment on Misuse of Facility. — In case an employee is found to have misused the hospitalization facility by way of submitting any claim for non-entitled dependents, or through forged bills, he shall be subject to disciplinary action, which may result in dismissal or termination from the service of Authority,

PART— IV

31. Traveling within Country.— An employee traveling inside the country on official duty or on transfer from one station to another or training, will be entitled to such allowance to meet his expenses for traveling and stay, and for transportation of household effects on permanent transfer. as prescribed in the under mentioned regulations.

32. Entitlements on Local Travel. —

(a) Class of the mode of Travel: Officers shall be allowed to travel by Air or A.C. by train while on official duty/transfer as under:

{i} Chairperson and Members - Economy Class
{ii} BPS-17-19 ; Economy Class

{iii} Officers in BPS-16 will be entitled to travel by train in A.C. and Air, if exigencies of service so necessitate and in case where the traveling distance is more than 500 KM's. the officers shall be allowed to travel by air, with the prior approval of the Competent Authority;

or

* Mileage Allowance: Mileage Allowance for Officers on official duty, if he uses his own transport shall be paid following

allowance:

(i) By Car Rs.15.00 per KM.
(ii) By Motor-Cycle/Scooter i Rs. §.00 per KM.

33. | Accommodation while on Tour. — (1) The Officers and other employees of the Authority will be paid, at rate of four Daily Allowances in lieu of hotel expenses while in travel within Pakistan.

34. Reimbursement of Expenses, — An employee may claim reimbursement of the following expenses per day. (a day means calendar day beginning at midnight and ending at the next midnight)

(a) Fare: Fare includes the cost actually incurred for reserving accommodation by air, rail or bus as per entitlement:

(b) Traveling Expenses: Traveling expenses means an expense given to meet the cost of a particular journey calculated according to the distance traveled:

(c) Hotel Expenses: Means an expense given to meet the hotel expenses for stay at out station, which includes Room Rent.

Government Taxes, if any; and Laundry, if any:

(d) Conveyance Expenses: Conveyance expenses cover the expense of travel from residence up to the place from where the journey begins ie. bus stand, railway station, or airport and

back, at permanent location and from railway station or bus stand and airport whatever the case may be up to the place of duty and back at the station of temporary duty;

(e) Daily Allowance: Daily allowance means a payment to an employee as per rules in force for any day during which he is absent from permanent station on duty undertaken with the approval of the Comptroller Authority, to cover the ordinary expenses incurred by him in consequence of such absence.

Rate of Daily Allowance. — (1) The Officers and employees of the Authority will be entitled to claim Daily Allowance at the rates allowed to government employees in their respective pay scales.

(2) Chairperson/Members BRA shall be entitled to reimbursement of hotel room rent on actual, subject to provision of receipt /bills.

36. Travelling Abroad. — The entitlement for stay and daily allowance during overseas visit of the employees will be as per applicable government rules:

PART- V

MISCELLANEOUS PROVISIONS

37. Interpretation of these Regulations. — The power of interpreting these

Regulations is reserved to Authority and decisions made by it shall be final:

Provided that where the question raised could not be resolved and if it is considered necessary to obtain an approval of the Advisory Council, the same may be referred to the Advisory Council for a decision thereon.

38. Difficulty in giving Effect to these Regulations. — (1) If any difficulty arises in giving effect to any of the provisions of these Regulations, the

Authority may make such orders, not inconsistent with the provisions of the
Regulations, as may appear to be necessary for removing the difficulty.

(2) Where these Regulations make any provision for anything to be
done but no provision or no sufficient provision has been made as respects the
authority by whom, or the time at which, or the manner in which it shall be done
then it shall be done: by such authority, at such time, or in such manner as the
Authority may direct.

39 General Rules. — In all matters not expressly provided for in these
regulations, all the employees in the Service of the Authority shall be governed
“such rules and regulations as, save been or may hereafter be prescribed by
Government or the Advisory Council and made applicable to them or otherwise
as already prescribed by the Government.

“). Relaxation. — “Any of these rules may, for reasons to be recorded in writing
may be relaxed in individual cases if Authority is satisfied that a strict application
of these regulations would cause undue hardship to the individual concerned.

-1. Delegation of Powers. — The Authority may delegate all or any of its
powers under these regulations to any officer subordinate to it.

BY ORDER OF
BALOCHISTAN REVENUE AUTHORITY

NOOR UL HAQ BALOCH

Chairperson
Balochistan Revenue Authority

www.ezqanoon.com

§ SCHEDULE— A

Balochistan Revenue Authority (oral Approved Posts by Provincial Cabinet held

Sré -

1

2

' i

\

oN

9

"40.

14

12°

13

14

45

416

ae

48)

19

Designation /Name of Posts _ Grade in BPS

'C hairperson _ Oo : 20/21

Member _ __s 20

"Commissioner - z 19

"Chief Internal Auditor : 19

General Manager (Re-designated as _ i

Commissioner (HR) and Corrissioner IT} 49

Advisory Council meeting 7" December,
2022)

"Adviser Tax Policy and Lega: (Re-designated -
as Commissionyy (Audit) 419

_ Advisory Council meeting 7" Cecember 2022 |

Manager {Admin & Finance} 18

'Deputy Commissioner 18

| Assistant Commussioner/As siscant Manager | 17

Data Base/Software 3 Admin: istrator 17

jInspector — : 7: 16

Auditor 16

'Assistant Manager Finance - 16

Account Assistant _ 14

Computer Operator /Assistait 12

Nai Qasid — _l _ 4

Security Guards/Chowkidar _ i 4

Driver - _ 3

3 ; 1

on 28" June, 2022

Sanitary Worker
total

Number of
Posts

ak a Be wd

New positions approved by Advisory Council in the meeting held on 7th December, 2022 (for 06 Regional SES)

www.ezqanoon.com

No | Designation/Name of Post | Grade in BPS
1 Assistant Commissioner | 17

2 | Inspector secs 416

3 Surveyor! iox Facilitation Officer 16

4 Support Siafi _ Daily Wages

_ No. of Posts

06
95

06

OG

SCHEDULE—B

POSITION DESCRIPTION (for post of B-16 & above)

Position Title: Commissioner me Grade BRA S Scale 16 ar equivalent

Function. Ou: ations/Au? t : Location _ Balochistan: Quetta.

Position Reports To: Member gi Position Supervises: Deput.

Operations/Audil. a: any other Member 7 Commissioner or cther as directec: of BRA. as directes by the Management by the Management

The position of the Commmisioner is primarily responsible to facilitate and infarrn taxpayers about 'he: duties regarding taxes, enforce tax iaws lo «penerate revenue oy colleci.ag from @x sting and new iaxpayers including recevery o' arrears. Main dutses of this position encompass generating demand and

revenue. broadening cf tax bas2 imMenifying new potential taxpayers, ovziseeing audits, corresponding with senior officials and monitoring taxes and coliection of arrears from defaulters, as well as monitoring taxpayers. defaulters and increasing deman? and saath of ine department and jee officers

“% Work towa as 'he reimajing of the BRA into a more Sens oriented organizatio® through cc wonchensive policies and trainings Jesiqned fo: the education and faciletion of taxpayers and departmental officers ir. order to develop the Board into a modern efficent entity.

*% Set goals and objectives periodically for Unit. self and subordinate officers to fulfill according to pre-determined timelines. Maintain and monito:

progress i) Grder to ensure regular financial contro! of cclections audits

* Ensure the achievement/completion of targets as set by the Authority for revenue co'le-ci.on throu jn the 'evy of due taxes, review of revenue losses and recoveres as prescribed under law for Sales tax on Services,

Infrastructure Development Ces

www.ezqanoon.com

ta
"sy

«° Monitor activities relate: to 'identification/induction of new filers who are: Sought in tie tax net Supervise audits and composite audits of assigned corporate and non-corporate cases of new filers of taxes in the first year and also supervise departmental officers in the event where they are: required to get internal <::: well as external information for the completion Of audit through the inspection of business premises, conducting field visits and site-taking whenever required,

* Work towards the creation of demand from review/audit of withholding statements, and supervise recovery of current demand and recovery of undisputed arrear demand of withholding taxes

* Ensure the recovery of effective demand created within the year due to registration of new taxpayers, enforce measures to blacklist or suspend non-filers and (a) fraudulently masterminded persons or organizations from the list of available chronic non-filers and fraudulently registered persons

“ Follow up on notices served by the Balochistan Revenue Authority for non-payment or fraudulent registration of Organization or individuals.

* Ensure the realization of 2° provisional assessment within the statutory period, conduct comparative analyses of collection under various sections of the law to ascertain increase in tax amount/past and shortcomings in collection and take urgent remedial measures where necessary.

“ Arrange for development and implementation of appropriate guidelines for penalizing tax evaders. Target end result of collections to be over and above current tax demand.

* Ensure timely and appropriate disposal of assigned cases received from the Balochistan Revenue Authority by means of returns filed after the issuance of show cause notices.

Achieve revenue target : assigned by the Authority in respect of Sales

tax, Income tax and Federal Excise Duty, and continuously make effort

te increase jax collection'base over actual results acueéved in Crewous year.

Exercise Overs supervision over activities relatec to enfeccersant of Advance tax and withhe ding statements and ensure that chec«s are camed ou t) ensure appropriate deduction of tax at source Dy withholding agents and time y Geposit into government treasury Supervise acivities relating processing of applications fo: exeinption from withhciding of tax at source ensure that eligibility criteria is applied consistently based on fauis of the case and established policy guidelines, and forward to take decision regarding issuance of exemption cerehcates

Oversee te proper disposal of refund claiins -eceived fron) pamties/taxcayes relat; to Sales tax on Serices infras'r icture Developmen: Cuss

SUPERVISE activities over scrutiny of withholding statements to ensure that taxes have been cedictled properly. Monitor withhoicnag income taxes collec o4 of area's irom defaulters, ensure the "nftarcerment of withholding statements ard enfece penalties anu siner mcoaes of detenence for non-paymant and non-fliing of income and sales taxes. report to senor officers vaeie sequired

Supe-vise thes conducts] ot pest-refund audits of Sales tax on S» VICES Infrastructur. Gevelopr-ent Cess, Issue and process refurias ef taxes and process ' fund claitas

Provide guidance to Caouy Commissioners anc der 'irtmieats' stafé regarding te !aw and its, amendments

mrepare mctry perfordance and deal with aOmn'sat ve tasks of te

Oversee proceedings in big and revenue potential cases Also send designated :presentations to attend Public Accounts Committees and Departmental Accounts Committee (PAC & DAC) meetings and settlements when required

Review and edit Monthly Progress Reports and others prepared by junior officers and compare this performance of the department on a quarterly basis. Submit monthly report to Authority after review.

* Ensure appropriate disposal of rectifications, filing of appeals and compilation of references as and when required. Follow up on appropriate reporting to Authority's as required

"Any other function assigned by immediate supervisor

"MEY PERFORMANCE

Description of Indicator | Performance Standard | Weightage |

1 Revenue Targets: Achieve revenue targets assigned 50%

... (% increase in revenue) ... of

2. Adjudication No. of Show cause notices issued

; 15%

Proceedings/Audits: #3 no. of order-in-original passed on

3. Recovery Collection of arrears and current tax - 15%

Proceedings/Audits of payable be

Appear in hearings. 'submissions of

4. Appeal Proceedings / hearings and filing of appeals within 10%

in Statutory time period : ;

5 Enforcement of Filing : enforcement of returns filing of . 504,

~ .y.. taxpayers issue ie et ae

6 Identification of cases: license number — of registered: 59%

for registration . Persons over the financial year "

| Grade: B BRS, Saale 19 1

Position Title: Commissioner HR

; equivalent Scaic

Human Management ; Balochistan

Function. aint me Location '

Finance. &min Se Quetts

Position Reports To Member Hlk or any ee er

wen ahs Ho Beet BCT Position Supervises: [Manage

: ° ® HR/Admin/Finance

Management

eg i te MAIN PURPOSE OF THE JOB cb ne

The Commissioner Human Resource Management is Sri respons'ble fo, maintenance of HR «cords. coo: dination . performance management exercise career planning and training of officers and disposal of employee complaints in addition they are responsible for transfers and postings of officers providing recommendations on employee welfare initiatives. recruitment and separation

MAIN- RESPONSIBILITIES AND DUTIES.

% Coordinate annual personnel management activity and ensure Performance Evaluation Reports (PERs) are completed and filed with HR. Specifically: iiner

% Maintain up to date records of available human resources. their qualifications, years of experience, training attended, disciplinary actions

* Facilitate Career Planning for officers stationed in field units propose postings of officers of grade 19 and below to appropriate posts as per their appraisals, rewards and incentives for officers as per their performance

“ Maintain a record of leaves for officers, and supervise employee separation benefits of officers in grade 16 and below

“ Manage employee welfare initiatives for officers. handle employee complaints and deal with them accordingly, informing concerned officers and handling foreseeable and unforeseeable circumstances.

* Provide assistance to officers in various departments in appropriate methods of handling disciplinary proceedings and hearings. and guiding on appropriate procedures to follow Monitor and follow-up to ensure

Description of Indicator | “Ne Performance § Standard

a8

appropriate methods are being implemented. Get involved directly where required.

Conduct appropriate training needs assessment of officers as per the need of departments and assign trainings accordingly. Organize and manage training schedule: and budgets.

implement the HR related policies and decisions of the BRA and senior management, and report back progress on policy implementation, acting as a liaison between senior and junior officials.

Work towards the reimaging of the FBR into a more service-oriented organization through comprehensive policies and trainings designed for the education and facilitation of colleagues in order to assist the board's development into a modern efficient authority.

Oversee and maintain the punctuality and discipline of all officers in unit.

Any other function assigned by immediate superiors.

ay

Le enfin Pe el + eh ed aoe

1. Maintenance of record | Maintenance of record of all kinds | 30%
2. Implementation of | ——s Implementation of policies in : ra

“ 30%

policies — eee coe relation to administration |

% ReUHRe Rieter | Fulfilment of daily routine matters 20%
—& requisitions 2 2 oe

External coordination with —

4. External Coordination departments for fulfillment of | 20%

www.ezqanoon.com

administrative tasks

Sree. et Paya: ae wns eT ee ee ey

,BALOCHISTAN REVENUE AUTHORITY@E Wigs
Se es, Job Description" +, —

Grade: BRA Scale 19 or

: Position T'tle: ' Commissioner IT
yoo peas ee eee Oe eee, equivalent scale
| ' Information
Technology. Database,
Function: _ Networking and ideation Balochistan
Quetta
Software

m@ Manager Database,
Networking and Software
Administrator

"Position Reports To: Member IT or any
other officer, as directed by the
Managerient __

MAIN PURPOSE-OF THE JOB

The Commissioner IT is primarily responsible for supervising the manual entry of data relating to manual returns filing into databases, identification in disparities of data received and informing concerned parties and following up on rectifications.

; MAIN RESPONSIBILITIES ANDDUTIES . }

* Supervise data entry of revenue generation and collections. facilitate in broadening of tax base by reviewing available information in databases and sharing information with field staff members accordingly.

* Oversee the automation process of tax administrative methods such as Information technology systems and policies Identifying Computerized Risk-Based Evaluation of Sales Tax (CREST) discrepancies, supervising the removal of such and updating and working on the Sales Tax Automated Refund Repository (STARR) cv-system, managing the Revision of Return & Refund software (IRIS), as well as the Tax Audit Management System (TAMS). Dealing with data entry of all legal proceedings and on-going appeals on Legal Management System (LMS) and review of all E-folders

* Supervision of Tax Payers' facilitation through the increase in the number or complaints heard; delegate follow up on complaints against tax collection methods in desianated areas or against tax collectors which are investigated by junior officers.

"Supervision of the manuai entry of returns and inventory of cases entered per Stati inemewer on a reguilar basis

Supervision of computer iaboratory equipment and its maintenance. Also "esponsible tar the maintenance of work stations of officers

Ensure the assessment and subsequent enforcement of non-filers who filled their income tax last year through computer generated reminders through IRIS Communicate information of non-filers to field officers and follow up on progress of officers regarding their investigations.

Ensure optimization of revenue through identifying avenues of revenue losses and recoveries through disparities of data collected and entered in existing systems, facilitate the collection of arrears from defaulters by providing information of non-filers to field officers

Monitor the enforcement of Advance tax and withholding statements through existing data and advise relevant departments in case of discrepancy.

Encourage voluntary tax compliance amongst taxpayers through directives issued by members and senior officers. Increase returns filed within zone by identifying new tax filers from NTN holders. Make electronic tax returns more user-friendly to encourage more taxpayers to file returns within allotted time period.

Review and approve eligibility of exemption reports in light of existing data, identify and forward to supervising officers for further action regarding exemption of taxes. To follow up with concerned authorities to ensure the proper disposal of refunds to appropriate parties identified for refund on sales or income taxes have been carried out.

Conduct assessment order in respect of a tax year where the commissioner feels that any income chargeable to tax has escaped assessment, or any amount under the head of income has been misclassified, or total income has been under assessed: or assessed at too low a rate Ensure quality and accuracy of such assessments by reviewing disparities in data

Advise other officers regarding information handling through usage of appropriate technologically-based information processing

Work towards the reimaging of the FBR into a more service-oriented organization through the electronic update of all data stored more efficiently in respective software and linked to online databases

Compile information; prepare periodic reports addressing lists of cases showing declining sales tax payments and advance income tax payments, compare reports on cases involving abnormal input of tax or inappropriate ratio of taxes filed with respect to input or revenue received by taxpayers.

“ Respond to all information related requests of the Federal Board of Revenue and related concerns: generate any other report as required by regulatory authorities members and senior officers Increase returns filed within zone by identifying new tax filers from NTN holders. Make electronic tax returns more user-friendly to encourage more taxpayers to file returns within allotted time period

ha
ry

E ee 2 re ae fie
heigl Rs eee EE * as:
Description of Indicator

it

: ce ee a eee its

Performance Standard Weightage

1 Resolution of complaints /queries 7 ee ~
‘issues of the registered Number of complaints/queries —
taxpayers/ potential taxpayers/resolved
walk-ins customers

‘Completion automation
; — dineludin E-notices, Sinkin

Initiation of automation including | om POS = me he

E-notices, Sinking data for POS. pis

Completion of Data base
server/domain

Data base server/domain and 40%
completion of registration
cases/changes in,
particulars/de-registration cases

No. of responses made or
e-support/emails. IT Trainings 20%
[Completed ___

3. Response on e-support/emails/IT
trainings identifications

Grade: BRA Scale 19 or
equivalent

Location: | Raloch |

§ Position Supervises: overall |

| Position Title: | Chief Internal Auditor

be le a en a pa

| Function: | Audit

; Position Reports To: Chairperson , or any
| other Member of BRA, as directed by the j
Management _

the Management

OSE OF. THE JOB ~

The main responsibility of the Chief Internal Auditor is primarily to facilitate and inform Chairperson and Authority about their duties regarding taxes, enforce tax laws to generate revenue by collecting from existing and new taxpayers including recovery of arrears. Main duties of this position encompass generating demand for revenue, broadening of tax base, identifying new potential taxpayers, overseeing audits, corresponding with senior officials and monitoring taxes and collection of arrears from defaulters, as well as monitoring taxpayers, defaulters and increasing demand and efficiency of the department and junior officials.

coo Assists in development of the institution's annual audit plan.

* Manages performance of audit assignments, reviews audit reports; edits reports prepared by other external/internal auditors in the Author,

** Schedules and plans audits: initiates project planning, assesses risk and develops audit direction.

< Performs preliminary planning and establishes direction for audits, provides leadership to assigned auditors, manages projects, achieves outcomes, while meeting established time budget

** Performs audit work, including plan preparation and associated reports, verifies the accuracy of financial records as they relate to assets, liabilities, receipts, expenditures and related transactions. Keeps abreast of internal audit policies and procedures, current developments in accounting and auditing professions and changes in laws and regulations as applicable.

* Responsible for the development, implementation and maintenance of policies, objectives, short and long range planning: develops, implements projects and processes in accordance with the above.

established goals.

“* Develops and provides training to the staff of the « hor ui inte oa! audit related matters.

“* Manage the risk in the Authority and ensure the overall risk ~

risk register and annual basis.

www.ezqanoon.com

ie)
Pay

Designs and implements a best practice risk management framework including policies and strategy.

Facilitates risk management workshops where required by identifying and analyzing all major risks annually.

Builds the results of the risk management work into development of the internal audit programme.

Oversees and implements the plan of risk control actions (e.g. purchase of insurance or other risk financing options, health and safety measures, business continuity plans)

Monitors management responses to risk.

Appropriates risk reporting to Management and the Audit, Risk and Compliance Committee.

Review and edit Monthly Progress Reports and others prepared by junior officers and compare the performance of the department on a quarterly basis. Submit monthly report to Authority after review.
Any other function assigned by immediate Chairperson/Authority.

KEY PERFORMANCE INDICATORS IN Maaala

| Description of indicator ~ Performance Standard _|Weightage|

1. Internal/External annual audit . ey i —

eee ee | ee

2. Adjudication _ Follow up of Audit paras and 30% |

___Proceedings/Audits [proper reply

3. Recovery Proceedings/Audits cat il cae 'ema | 15%

4. Identification of cases for Identification of accounts ay

Audit ___ anomalies and its removal oe wl

TAN REVENUE AUTHORITY

_ dob Description. - .

Grade: BRA Scale 17/18

BALOCHIS

'Assistant
Commissioner/Deputy
Commissioner _

Position Title:

|
|

Function: ____ «*|- Audit 'Location: ~—|' Balochistan:
| ____ Quetta. __|

Position Reports To: Commissioner Audit _

|
|
1

s Position Supervises:
Enforcement

| Inspectors/Auditors/Assistant
Managers/Assistant
Commissioner

owe ' MAIN PURPOSE.OF THE JOB a

The Deputy Commissioner Audit is primarily responsible for creating Tax
_, demand through conduct of audit in a timely and effective manner, the collection

of taxes and imposition of penalties. The main duties of this position encompass

the detection of revenue losses and ensuring recoveries as prescribed under law
for withholding Income taxes and collection of arrears from defaulters.

4 MAIN RESPONSIBILITIES AND DUTIES

"+ Implement policies and decisions of senior management and report progress
of lower management to senior officers.

* Ensure high quality of audits conducted by subordinate officers by providing
effective supervision and guidance so that errors and omissions are
minimized./eliminated.

"+ Conduct supervision of desk audits of Sales tax on services and Cess and
composite audits of assigned cases and also supervise Deputy/Assistant
Commissioners in the event where they are required to get internal as well
as external information for the completion of audit through the inspection of
business premises, conducting field visits and stock-taking wherever
required. :

* Ensure the achievement/completion of targets as set by the Commissioner for revenue collection through the levy of due taxes, review of revenue losses and recoveries as prescribed under law for Sales tax on services and Cess.

** Monitor activities relating to withholding of taxes at source, collect arrears from defaulters and enforce penalties and other modes of deterrence for non-payment and non-filing of income and sales taxes returns.

** Encourage voluntary tax compliance amongst taxpayers by implementing directives issued by immediate superiors.

** Ensure the finalization of provisional assessments within the designated time period, conduct comparative analyses of collection under various schemes

www.ezqanoon.com

the Ipw to ascertain increase in tax base and shortfalls in collection and take appropriate remedial measures.

* Work towards effective and timely detection of co, .ceaiment cases and deal with them in an effective manner. Follow practical guidelines for penalizing tax evaders as set by senior officers.

“» Prepare assessment order in respect of a tax year where the commissioner feels that any income chargeable to tax has escaped assessment, or any amount under the head of income has been misclassified, or total income has been under assessed: or assessed at too low a rate. Ensure quality and accuracy of such assessments.

“ Supervise the conducting of post-refund audits of Sales tax on services and Cess, Issue end process refurcis of taxes and process refund c:aims

* Establish and follow practical guidelines to deal with non-compliant tax payers. Target end result of collections to be over and above current tax demand.

% Review Monthly Progress Reports and others reports prepared by Assistar Commissioner(s) supervised and compare the performance of the department on a quarterly basis. Submit monthly report to headauarters and Federal Board of Revenue after review.

“ Follow up on complaints against tax collection methods in designated areas or against tax collectors which are investigated by subordinate officers.

“ Represent department at case hearings, hearings at the Tribunal, liaise with Federal Tax Ombudsman, Appellate Tribunal, High court and Supreme Court. Also send designated representatives to attend Public Accounts Committee and Departmental Accounts Committee (PAC & DAC) meetings and settlements when required.

“ Compile information and reports, memos, meeting reviews and notifications. Ensure aporopriate disposal of rectifications, filing of appeals and compilation of references as and when required. Follow through on appropriate reporting to Commissioner as required.

“ Assist in the reimaging of the BRA into a more service-oriented organization through comprehensive policies and trainings designed and organized for the education and facilitation of taxpayers and colleagues in order to assist the board's development into a modern, efficient entity.

“* Supervise and maintain the punctuality and discipline of subordinate officers.

** Any other function assigned by immediate superior

Description of Indicator Performance Standard Weightage
1. ACHIEVE | new target assigned
1. Revenue Targets: OMENS TEVENUS targets assigned 40%.
— = ("o Increase in revenue)
"4 ; do after Show | issue 5
2. Adjudication Audits: MO of Show-cause notices < 20%
/ and no. of order-in-original passed
3. Recovery Collection of arrears and current tax 4594
Proceedings/Audits payable are
: Appear in hearings, submissions of
4. Appeals: Proceedings of type 3 d -
: reports and filing of appeals within 15°
Audits early
statutory time period
5. Enforcement of Audit: Enforcement of returns filing of By
Findings taxpayers
6. Identification of cases for increase Number of registered persons

Identified Persons over the financial year:

Description: bikes, i!

-bat

Grade BRA Sector: 17°42

AS MISSIONS +

Shahzeb Panjwani:

Position Reports: To (lomiss < ies: B Position Sipe selected
Operations: ENforcemen:
me inspectors: Assistant
f Managers/ Assistant!
Commissioner

MAIN PURPOSE OF THE JOB

The Assistant Commissioner (Orr) is primarily responsible for WORKING towards revenue Generation. aim collection of Balochistan sales tax

www.ezqanoon.com

aes

fy

MAIN RESPONSIBILITIES AND DUTIES. ff.

Enforcing Balochistan Sales Tax on Services Act. 2015 and rules made

thereunder for collection of Balochistan sales tax.

* Monitoring payments of taxpayers preparing monthly returns and submitting reports to the seniors for review:

* Broadening tax base by Enrolling new taxpayers

** Conducting tax audit/assessment and initiating and finalizing proceedings against non-compliant taxpayers in accordance with the relevant provisions of BSTS Act 2015 for generation of revenue

Ensuring optimization of revenue through identifying avenues of revenue losses and making recoveries as prescribed under BSTS Act 2015

“ Carrying out collection of taxes out of Current demand as well as arrears from defaulters and imposing penalties for non-payment or short-payment of Balochistan sales tax for the achievement of revenue targets:

** Monitoring all activities in the assigned jurisdiction related to withholding of Balochistan sales tax and ensuring collection of withholdings

at

ip

from defaulters in accordance with the relevant provisions of BST 2015 and withholding rules made thereunder:

* Luring new methods to encourage voluntary compliance from taxpayers through best practices and directives issued by Superior officers

“+ Monitoring tax returns and ensuring filing of returns who has not paid penalties for non-filing of tax returns where required

“ Filings of appeals at different Appellate Fora as specified under the relevant provisions of the BSTS Act 2015

~ Representing department at case hearings before Appellate forum, ,

oP SUMMONED ADPeds: case can Appellate 7 hide SEA geste eae
Metry SODIT 8 Gio fb atawise cop nents ane ren ci~ ars

Cao

Be

" Prosecuting ac arresting any person that has communer! tax fran Lntdiers section 54 of the BSTS Act 2045

Processing of various applications Including refunds. revision. and condonation fur the decision of the Competent Authority

* Carrying out meetings with the Commissioner on fegual! basis to ensute achievement of assigned targets and proper collection of texes

Attending varicus meetings seminars and workshops where nominated:

% Supervising ane} Maimtain.ng the performance end discipi m2 of mu ipower deployed und

"Any other official responsibilty assigned by the immeuiace Super soir

Description of Indicator Performance Standart Weightage

; she Te GIS assacsy gard 1 =

Revenue Targets Achieve revenue targels assucned j 40%

ncrease in revenue)

Adjudication Proceedings No. of Show cause notices issue: | anc

{Gof crder-in-onginai passex =

— ss 7 suliection of arrears and curesit tax —_

inecoavery Procewtiegs i. a

: payasole

Appear in hearings. submissos 04 os

Apneai Procerdirias "SONS and filing of appeals av 4 Le

stitutory time period

ge 4 lre-forc=ment retur Hiner ot

Entarcement of bikes ercrcement of returns filing « oe

= laxpayers

identification of cases for Increase number of registered os sans .

¢ 55

registration over the financial year

www.ezqanoon.com

Pos ton "a le — uty Grade: BRA See ale 247

PO TUMUSSIONET ; Zi

Function apes Location. "0 hie

, Que

Position Reports To: -Commuisioner Position Sup IERVISSES

(Appeals) m= Enforcement

Inspectors/Auditors/Assistunt

Managers

The Assista ant/Deru liy > Paneten loner (Appeals) is primarily Tes sonsinle for organizing and managing appeals filed before the Commissioner (Appeals), Balochistan Reehue itil

" Recaiat of Apeal Memos ead maintenance of complete ane up-to-date record of cases tiled before the Commissioner (Appeals).

" Maintenance of appeal! register, fixation register siay register rectification renister and crder register:

* Issuance of hearing notices and any other notice as and when directed by the Commissioner (Appeals):

% Communicete hearing roaster weekivimonihly to the concerned officers/appellants: |

* Organizing. arranging anc maintaining record of the pending cases alongwith the computation of time limit:

* Ensuring proper service of appeal orders to appellants and respondents:

" Prepare proaress report of cases for review of Commissioner (Appeals) and other senior officers:

* Attend various meetings, seminars and workshops where yominated:

* Supervising and maintaining the performance and discipline of manpower deployed under,

+]

« Any other official responsibility assigned by the immediate supervisor

4. Receipt of Appeal

Memos & record
maintenance

2. Maintenance of registers !

3. Issuance of hearing
notices

4. Reconciliation Reports

tA“ *

Service of
Orders/Notices &

maintenance of pending

cases record

www.ezqanoon.com

: f° KEY PERFORMANCE INDICATORS.

| Description of | indicator \

__ register

Performance Standard

Rec eipt of Appeal

maintenance of complete and up-to-
date record of cases filed before the

_Commissioner (Appeals) __

Memos ar"

"Maintenance of appeal register, "
fixation register, stay register,
rectification register and order -

issuance of hearing notices and any —
oihher notice as and when directed by

"Review reconciliation. 'reports and

submit to the Commissioner Appeals
_along with his comments

'Ensuring proper service of appeal

orders to appellants and respondents

cases along with the computation of

maintaining record of the pending |

25%

|

#BALOCHISTAN REVENUE AUTHORITY: 2;

tat af . dob Description EES

Assistant Manager (Admin

Position Titie: & Finance)/Manager

(Admin & Finance)

Grade: BRA Scale 17/18

' Balochistan.

oe : Quetla

Position Supervises

Assistant Accounts Officer,

Assistant, or any other

Staff posted by the

Management

Function: Administration Location:

Position Reports To: Manager (Admin)/General

Manager (Admin) or any other officer of BRA,

as directed by the Management

+ MAIN PURPOSE OF THE JOB ef

Administration wing ts responsible to manage all! Administrative :ssues and support in all manners to employees of BRA including logistic support and custodian of all assets of BRA. Administrative wing is also responsible to 'plement the Board's decisions and directions as and when required

* 'MAIN RESPONSIBILITIES AND DUTIES: :i <1! be ie

«* Dealing with all the administrative matters including. issuance of office orders in respect of transfer / posting of the staff below the rank of BRA scale 16 and placement of class-IV staff:

“+ Managing ali the issues pertaining to procurement of transport. allocation, repair & maintenance of vehicles and its POL expenses and facilitating the other wings of BRA on transport related matters:

** Supervising aii the issues pertaining to repair and maintenance. cleaning, fumigation, security and other building related matters of BRA premises:

* Monitoring and supervising internal and external security of BRA employees. taxpayers and assets of BRA:

“ Arranging or Procuring and managing the different communication, security and outsourcing labour services etc..

~* Preparing, floating and conipleting the tender requirements as per BPFRA Rules in respect of any procurement of Goods. Services or Work Contracts etc. in collaboration with Procurement Wing of BRA.

% Arranging and organizing events, meetings. conferences. semimars. tax forum workshops and arranging travel, transportation and accommodaton & related fodstics for employees as well as the ques's oF BRA

Pe Na

www.ezqanoon.com

ate

www.ezqanoon.com

Hiring of office buildings including regional offices in case of expansion of the BRA and making official correspondence with landlords and its refurbishment and renovation issues;

Make liaison with the external issues of other Government Departments like Information & Archive, S&GAD, CM Secretariat, Law Department, Assembly Secretariat etc. as and when required by the Management: Dealing with the issues of reimbursement of the medical claims of the employees of BRA and coordinating with the insurance company in case of medical assistance to the employees of BRA and their family members: Coordinating and facilitating the Audit wing of BRA in case of any audit observations raised by the office of DG-Audit Balochistan pertaining to the Administration wing of BRA;

Implement new policies, regulations, instructions, directions, orders and SOP of the Board or any Member of the Board or the Management: Preparing agenda items for the Board in case of any administrative matter: Dealing with the matters pertaining to BRA Employees Welfare Foundation; .

Co-ordinate with HR Wing in respect of preparing salaries and update the leave record of BRA employees:

Issuance of letters and NOCs to external departments/offices, pertaining to administrative matters after completion of formalities and decisions of the Board and the Management:

Properly maintain the administrative record/files and preserve record being custodian of all files/record relating to Administrative Section of BRA and assets of BRA:

Properly maintain the inventory and stock registers of the fixed assets, consumable and perishable items of BRA:

Properly maintain the repair and maintenance registers of the fixed assets of BRA;

Properly maintain the dead stock register and record of the assets of BRA and their disposal through auctions and other disposal methods:

Properly maintain the Log Books of the Pool vehicles and the cost Register of all BRA vehicles like Repairing, Fuel Consumption, insurance, Tracking, Motor Vehicle Registration Fee etc.

Supervising and monitor smooth functioning of receptions specifically in relation to R & t daily dak:

* Collect the requisitions of the BRA employees and fulfilment of their requirements as per the entitlements and policies of the Board and the Government.

4

" Attend and represent BRA in various meetings, seminars, conference and workshops where nominated.

" Any other official responsibility assigned by the immediate supervisor

] Description mirrors - 'Performance Standard.) "Weightage

'La Maintenance of record Maintenance of record of all kinds.

= " Implementation of policies in relation — ..

2. Implementation of policies uses 304%

~ to administration

a Fulfilment of daily routine matters & services

3. ' Routine matters : they take 20%,

_ requisitions

External coordination with

4 External Coordination departments for fulfillment of 205n administrative tasks

both as

fe: 'BALOCHIST, AN REVENUE AUTHOR!

JuLis V3 Job Description .

IT Administrator Manager

(Data base

/Software/Networking OF

_equivalent designation) _

a Grade: BRA Scale 17 or

' Position Title: 'ein ah equivalent scale

Data

Function: base/Software/Networking/ Location: ' Balochistan:

Call Center Registration _ Quetta

i Position Supervises: Call Centers AgenuiT Officials/Kegistration or any Official of, as directed Mm by the Management.

: MAIN PURPOSE OF THE JOB 2-23)? =z

IT Aaininistealbeanager is primarily responsible for dats base Networking maintenance to review and recommend the online applications and/or the recommendation received from operation wing in respect of registration, de-registration, e-sign up and change in particulars He shall also be responsibie for taxpayers education and facilitation with efficient and effective manner

Position Reports To: Manager IT, or any other officer, as directed by the Management

www.ezqanoon.com

ecu d

ra
"a

SeMAIN -RESPONSIBILITIES.AND DUTIES! itifre re he
ata entry of revenue generation and collections, facilitate in
broadening of tax base by reviewing available information in databases
and sharing information with field staff members accordingly.

Oversee the automation process of tax administrative methods such as
Information technology systems and policies Identifying Computerized
Risk-Based f: valuation of Sales Tax (CREST) discrepancies, supervising
the removal of such and updating and working on the Sales Tax
Automated Refund Repository e-system. Dealing with data entry of all
legal proceedings and on-going appeals and review of all E-folders.
Supervision of Tax Payers' facilitation through the increase in the number
of complaints heard; delegate follow up on complaints against tax
collection methods in designated areas or against tax collectors which are
investigated by junior officers

Supervision of the manual entry of returns and inventory of cases entered
per staff member on a regular basis

Supervision of computer laboratory equipment and its maintenance. Also
responsible for the maintenance of work stations of officers.

Ensure the assessment and subsequent enforcement of non-filers who
filled their income tax last year through computer generated reminders
through SRIS Communicate information of non-filers to field officers and
follow up on progress of officers regarding their investigations.

Ensure optimization of revenue through identifying avenues of revenue
losses and recoveries through disparities of data collected and entered in
existing systems, facilitate the collection of arrears from defaulters by
providing information of non-filers to field officers

Monitor the enforcement of Advance tax and withholding statements
through existing data and advise relevant departments in case of
discrepancy

Scrutiny and recommend the online applications for registration, e-sign
up and change in particulars received in the e-folder/registration portal
within stipulated time period:

Facilitate the taxpayer for filing of online applications of registration, e-
Sign up and change/addition in particulars:

To seek NOC/comments from the concerned Commissionerate for
proceeding the change/addition in service category of the taxpayer:

To call the relevant record/documents, if necessary, to process the
applications of taxpayers:

<4" Ys ck

* To ensure verification of the submitted record/document of taxeayer.
required.

« Complete the process of compulsorily registration and recommendations for de-registration received from Operation Wing, BRA

« Educate and support to the registered taxpayers by resolving the: queries

and issues regarding e-payment, e-filing of returns, statements and login details, and communicating and explaining the relevant provisions of the Balochistan Sales Tax on Services Act, 2015, wherever required:

“ Provide guidance and facilitate to walk-in taxpayers and their councils in respect of their queries and in the matter of registration:

“ TS replies of the queries of taxpayers received at == Support bra gob ox and info@bra gob .pk with coordination of respective officer of the BRA necessary within stipulated time period:

“+ Resolve the complaints of e-payments like ADRC and RTGS etc. & others if required:

* Make close co-ordination with the officials of PRAL in BRA and FBR for any official and technical support matters:

Coordinating implementation of all tax payer facilitation initiatives:

“ Compiling the data and prepare miscellaneous reports as and when required:

** Attend various meetings, seminars and workshops where nominated:

Any other official responsibility assigned by the immediate supervisor

Description of indicator Parameter each Weightage

Resolution of complaints

‘queries issues of — the Number of complaints/questions solved, registered taxpayers/ potential resolved —

‘cavers’ walk ins customers |

Be up to 7 Completion of registration MY

2 Completion of — reactivation —

.. Cases/changes in participants/ae- 20%

an Database: aq nn utadingne NO. Of responses made on ge

esupport emails

faspectors/Aud:torn/Assistant

Theor

Function: Operations

Posiher Title:

i Lucation Balocnsta

a atta,

Gwadar, 4ub.

Pattan

, Onna

a Position GUPOMVISES:

| None

Position Reports To

Assistam! Corimisstoner

Generai Tasks:

: Assisting in maintaining fles/records regarding the unit under which
post 4:

a Assisting in processing oi all dak papers and the netic

ii! Properly maintain and suunut the offcial record ard files to ther
supervisory officar

Vv. Compiing/prepareing percdical and miscellaneous reparis so directed by
the Assistant Commissione!

Vv Attending various meetivis. scmimars. and workshocs svilele Neti hea

VI Any other work of official nature soecifically assigned by any supervisory
officer,

Operational Tasks:

' Assisting ta the operatiunal activities including the first silage adjudication
and the appellate forums and scrutiny of Books of Accounts

ii Providing administrative judicial and technical sceppor tu ther
supervisory officer includ:ng assistance in preparation o! draft para-wise
comments, to enable him in achieving the goal and object of the Office.

III Liaising with taxpayers on compliance issues, specially the big SST

contributors en ine Unit.

Vv. Assisting in cenducting audits. and their follow ups,

vy. Attend.ng quas.-judicial aid appeal proceedings under the supervision af
fesiotant Cease nner

vi enbiyiia ang registenng nevi Ail under section 26 and 2/ of ihe

Act. 2045 to increase tax La

2 Vion any OF oni tax returns 21nd ensurti ng ried w OF return LMI By

SONU PONTOMNG and Sirvev linder the rolevany Greviesion won

ix. Ensuring proper service of assessment orders, and receipt of payment
orders and maintaining the proper record

x Preparing and issuing notices wherever \$0 due date!

x! Coordinating implementation of all tax payer facilitation directives,

www.ezqanoon.com

REYANUE AUTHORITY. °:

Description'

ata base

: administrator (Call

Position Title: _ Center/Registration/IT

Networking or equivalent

_ designation

Call Center

Function: 'Registration! }

. Networking

Grade: BRA Scaie 16 or

equivalent scale

, Balochistan: ,

Location: Owatia

Position Supervises: any

Official of (Cal!

Center/Registietion), as

directed by the

Management

Position Reports 10: Assistant

Commissioner/Data base administrator (Call

Centes/Registration), or any other officer of

BRA, as directed by the Management

'+*»- MAIN PURPOSE OF THE JOB #:| eal Rae

Assistant Manager: Assistant Data base administrator (Call Center/Registration)

iS primarily responsinie to process the online applications o* recistration ard
change in particulars and also responsible to get registered and de-roquestered
on the recommendatinn received fram Operation Wing. BRA He shalt aise ba
responsible for taxpayers education and facilitation with efficent and effective
manner

AIN RESPONS

eG BILITIES AND DUTIES! |) 0 at!

* Scrutiny and process the onlin

2 applications of registration @-sign up and

change in particulars received in the e-folder/registiation portal within

Stipulated time period:

* Facilitate the taxpayer for filing of online applications <! registration, e-

SIGN up and change/adctian in particulars:

* Online call the relevant record/documents, if necessary. to process the
applications of laxpayers

** To ensure verification of the submitted record/document of taxpayer, if

required:

oe
%y

Complete the process of compulsorily registration and recommendations for de-registration received from Operation Wing, BRA:

* Educate and support to the registered taxpayers by resolving their queries

and issues including e-payment, e-filing of returns/returns:statements and

www.ezqanoon.com

login details: and communicating and explaining the relevant provisions of the Balochistan Sales Tax on Services Act, 2015 wherever required.,

“* Provide guidance and facilitate to walk-in taxpayers and their councils in respect of their queries and in the matter of registration.

“+ Resolve the complaints of e-payments like ADRC and RIGS etc & others, if required:

“* Prepare the PSIDs of Suspended taxpayers:

* Make close co-ordination with the officials of PRAL in BRA and FBR for any official matter:

“ Proper maintenance of the record/files/applications of the Call Center/Registration Wing:

** Coordinating implementation of all tax payer facilitation initiatives:

* Attend various meetings, seminars and workshops whenever required:

“* Any other official responsibility assigned by the immediate supervisor

ard, eightage

Description 6 of Indicator

"Performance Standard
Processing the resolution of
complaints Number of
Complaints /queries /issues of the ; Rule
against 5a ain ee complaints/queries 55%
registered taxpayers/ potential

resolved

taxpayers/ walk-ins Balance
Processing of registration

Processing for completion of -

registration 'Changes In Services Categories' 30%
= particulars-de-registration:

borts Culars/de-registration

HIV ESTEGISh en _ Cases in a financial year _

Preparation of PSIDs No. of PSIDs prepared 15%

Siseq JeInBai LO yg ul SiBAA any
JO) panies Burney susuoissnuwu07

JWE|sSISSyY Sy} \sBuoUeE

WO;

~YOROWOId Aq JaUuye pay aq yim

JBUGISSIUIWIOS,

OW NISa Joanp Ag

Gag yO jscd yw

Pe AG HIM s]SOd AU} JO % QS (I)

'BOIAIAS
JUSLULUBAOD JO s1eah CO BulAey

"pue sioypny / suojadus se

GL-Y Ui sdjSUEI UNESP Lo
BSUDdOM SIBdYsO Ou; jsSuowe
\UON UONDOSae suonezuenbas

Ag 10 "g, ajeog hey o1seg ul
_S/SWq poejUCojeinBes uo wag

UI SIBBA GO JOY panias BHulney

SIOUPNYYO}Dedsu; auy }shuowe

Wwolj uojoWwoid Ag
PSjll} BQ lJIM

saya
JEUOISSILULIOZ)

BUA UONSa}eS

\Ue\SISSy 4O Sjsod au} J %OG (1)

PIOu TUBAS|aU BU) UI
, 89uUaadxXa slead sal

' UAA 'JBUEOISSKULUOD
JUEISISSY JO}
UEISIYIOLG SIVSAGE Se uUsHeoyyend Bwes

u

eisiiooleg Sue0k Ze | ua|eAINba 10 sualseyy | JI-saQ |

JED07

aby.
OHOIWOG = UWwNuUxey;;

WALD IC YOY 10
WUE{UNODDY =palapeys
| JO 'UO/EsSIUFUDYY

— agngyssssuisng JO :

| SQIWOUDDA "adWaUIWOD
| ui (UOYBONpA jo syBa

QL ulm -uoRenpeg)

;

WUeUnINIDa peNIUt

433 EHO Aypquéys

JUSLUPINIDOY 10j POS A] pue USTed ENS

9 —~ AINGSHDS

if

apelin

aleas
Aeg
d1seg

2

fBAUOISSILLi

nm

LQUO'SSILLIOT
JURISISS.-

uoebtrsag
/SiS2d Vea

www.ezqanoon.com

bel td

UI BIIAIGS JUBUILUSAOD JO siPsh . a I

Zi Bulaeu I3jSUEJ/UGBIndap OAH Ag paziuBose:

MCI JSEUOS UO BubLiom SracHO UOUNsu ue

Su) ishuowe woy UoWdiosge WO, SS9USIUG |RID0g

(0 uoeZelnBas Aq 10 'gt aieag 10 'USE aSIUWUIpY

AB S82 ur yruye Mil SIBOA SAL sO} . SHG A /SSausng
panies Buraey SISUOISSIUILOD ill (UOREINPA Jo sesh : ;
AINdaG eiy SEPUOLUE OL LiAR HOWRNDPIC))

SQ {INA JOUOISSIUNUOD JO sod Y — uejsiysorg suBad US - ou YIM Suayseyy 61-Sd@ , (YH) SSUOISSHUWOD ip

—BAOUE puke 41-g UI adlAIAS : |

1UDLIWISAOSS [S sueek 71 Burapy :
JOS IEj/USHEINASP UO IG jOwlUGS -

UO BUDUGM SISdIYO Su; FSBuC WE
WO UoNdiosge 10 uoHeEZue;nBas

AG JO "8, ajeog keg Seg ul - :

i

_ \$iseq JejnBar uo UI SIBBA ani
10} pansas Siam, sameeren { Play Wenge: au ur | ;

j

oh ue a - ; , S0UaHedKa siwak Zz
Aindag oy is6uowe | YA auoSSlWILIOD
(WO UoHOWOd Aq Jaya payy | "a WEISISSy ia. |

2G WM FBUIOISSIURUOD JO lsod y VEISIUUOIEG

49

i

OG

ise)

'Se

ire

SE UONPSIEND auRg g)-gug SUCISSILMUON ——p

iN

BOIAIAG

IMOLNUDIGOLS 1 SIENA Go Buingy

PUB T-G li laysueutloneindap

UO Bunce sieaiyo Sul PBouie

WO UoNdiesqe suoRezueinBa:

AQ JO "2, aps ACG aseg ur.

Buussusbuy iajnduiag
JQ B9UalDg Jajlndiwog

Hap UMP Dik) JAG ua isqeONDS sieah
Si s6eCeud seanetento UBNCIG) GQ), uinuuw) = 1ayBiy
SSPQ IOBNNOD UD JO IaWYNIIAa: tO GZ jo ydoD e uM
— Ag mem} aq rayne veus Menpelg, 10 VOISIAIG JOPENSIULUDY
JOPR NS IU By! Waisks io jsod y ueisnomeg sues Ze uZ yun SIQISEW £L-Sdd Wayhs x
| © py Aq peviifiooe: re
LONMISU ue
WOI} YWOI 10 YWOOV ;
'UOHBISIUILUPY \
aaNdsssausng
'aoueul-
'sonsie} 20ND
ORY We 24S ates 'eoiguos's ut

JUBUIUJBAOD jO sieak Z| ses} je 10 (uol}eONpy jo sieah

Bulaey siseq Jajsuesjuoneindap OL WIM uoNenpels) |

UO 1O JUBaLUPINIOa! JOasIP Aq palily ' JUBJBAINDS JO UOISIAIQ (pny)

3q |IIM 19UOISSILUWOD JO jsod WY uRyslyDo}eg ~SIPBAQG . wZ YIM sdISeW , 6L-Sdg: JBUISSILULUOD |
si vec: id 4

UI BIAIBSG JUSLUWIZAOS JO SIEVA
Zi Hulaey sajsuesuoyeyndap ;

A bee Rasen tcyen OQIAanie

a ret oh tiie)
Mand BN gee ghee

Fi wo Re ue WIT HOSA :

1G Gee ininba: Ao Jo "EL ojppss ' yONNySsuyAysueatun
ABA OISEE 4G 1H SIBBA BAIL IC) paz7iuBooe LUOI! .
poai@s Burseu suauorssiuwes ; uoVeonps jo siesh

Aster Bod ISDUCWE GL OQ} yuaerinbe uc

WON UONOWOIA AG Jaupa pay BoUusIlg JayNdwoy 1]

|
E
Aq iM — jO jSOG Yo uiesWojBg SiBAA OG | SISISEI, «= 64L-SdGQ es (Lj) seuolssiinUIGD 8
oge pue /}-g rr Bo , OO §
fom
3
'% . :

Pe OS EPR a

: es

pie; iad se ssaooid SECS

eager a isqezueinBas
JOIHNO

POO UCHEPIIOEY

ey 10 1sod yy
ne oe eo ie oe oO Oe
MP ge ee pe hee 't

a re Se st EL 8

ATP! Tet eey ters aes

SOR gore egaes yaa,

pai
Wp CoE

aq iaule weys

Fyre eh vey eer yy
EN ¥— } a

ueisysoie9 sIBad oF

ie PRUE Aur
LOS WP} JO Mey aNy
Ak] SUN EUS Ue LY

HORE WS aso py
SUG ASSHLISNG

At re

Gaius

a

SSeS
OF SERIO ses

afi. Bose fdlh) a

1 (Uc}RBanp 4 '0 "sieaA
GL YM ayenpeig)
LUQjCAINDS 10 USTISIAIC]
oo UIA SIQISPLY
OSH AG poziuBosse
Vou 35
AUSIBAIUN JBVORBWIAa IU

jO jeuoyeu Aue ulos;
Baibep wersja:
ABojouusa; UONPULOJUY
jo play Aue
BuveeuBuy Jayndwo4
10

hae SAD MAAS CaS a ad

ror [EE ep SeaRE
AENBEIQ, 10 WOISIAIG
jae Ugh Sloyseyy

Pe ee ree

DI AS we.
UCHMISU 19
' LM |BUOHeUR

ooo pe Aue

IG:
10.

SS9UaINS jajndwos) —

re

vb

ad

Sd

a iad

aay

Ge

PZ

re ee cht a

nas

VR Y

see Sl

{=

vy,

Pa sa

pepe oes

7

www.ezqanoon.com

wos; saibeap juenajas

JO UOITEASIUUpY
; Ssauisig |
. pue JBWaLe|
'BOISWIWWO)
'Saysyeys upny
"Buyunosoy us (sued |
'BUSIUD UMOE Did; iad at cunuuiuius) JeuBiy
se ssevcid sannedwee YBnosul JO GZ jO0 ¥YdDD 2 UM
, SISEQ JUSWIINIOGL JO@IIP Aq. pay : : aJenpelg, JO UOISIAIG - aoe

aq IEYS J991UO SsyUNOIIY jo sod y_ uersiysojeg sieoh O¢€ ue YIM" BJENPEI ' g) DE
, —_ Be ~~ "gay Ag paziuBosai:
uonNInsUui JO Aysusaiun :
fEUCHEUIS}UI JO JBUOHEU |
Aue LUOL} (siek
"BLOND UMOp piety sad : QO, uwniuwiurlu) saybry |
"se ssecold Sajaauid YBnosy | »JO GZ IO YdOOD & YIM |
| UBWUI}INIDAI JOalID Aq pally aq sayy -ajenpeigy 30 UOISIAIC] |

_jeus Alejas0ag ayenig yo sod y . VESPA seek Of | YIM ERPEIS |
—_ —_ wo EH Aq paziubosar;
; — UONSU! JO |
AWSJBAIUN }BUOTeEWayU !
JO jouSyeU Aue iwas
SIPDA '
BUAIUS UMON DEI Jad 50 G7 IC Wd © UM.
SE ful SU oe: 84D AG payy ec er UDISIAIG
Acus seboueyy jue sissy ic is0c Cy weocieg SIP: Sh Be S25lcOw «£4 Seale stein trish
"94H Aq peziubove:
UOHNPISu! 10
APSIGAIUN PUOWBUIAIU
' Ld
9

91-Sda | O} AGBJEIN SS MBA

www.ezqanoon.com

Yb oor) JUBLUGII8! JOoulp Aq PaHy

GU fPEYS SPY YRIRCSIG jo ysed y

B39 UMCP ple] Jad

Sp Ssoodld aqynad.uos UbnauLy -

Jualupnioas jap Aq pay sq yeus

SIGAAAUIS/SJUeby

XW JEG JO sod y

'BUS UMOP ple] Jed |
sp ssacojd eanyedusd uBnesuy |

juaynioa, yop AG oalfiy aq
EPUS JOPQEdGD salndiw0g jo lsod y

eva uMop
pie; jad se ssadqid satijaduoo
UBnosuy juatuUpNIVG Osuip Aq Pall

aq ||US JUBISISSY Bd1jO JO }sod yy |

BUS]ID UMD DIF] 132
Si sh090I0 eajadiwio 2 yBnosy
yuaWUNOlas asp AG "Baia ag

+

HRUS JUBISISSY JuNUUOW JO Jsod Y

UEISINDCIER

uBsiys geg SIHad gE

aa

UBISIYSOI'G

S104 OF

Jeog peziubooa .

Ave way ssed oujey -

93H Aa paziuGooa: ©
UOHNpYSul sO Apsi@aren
jPUONeELISIUI JO |euOTeL
Aue Woy LOSING
oo A (Uajeninbea

10 39gf¥e) ayenpeis)

93H Aa paeziubooa:

UONNISUL JO ApiSJOAIUN
, (UOLUalUI 4G HeUONeU

Aue ulols — UOISIAIG
a@ UNAM (uaeAinbs
19 9SG/WGi aenpeig

‘Qap Aq peziubooa
uc sul JO Apsusaiun |
JEUONBLIS}U! JO JeEUalEU |
Aue = WOlP UOISIAIG] |
uZ YM uayeainbe

40 9S8/¥E) syenpess |

“QaH Aq paziubooe:
UONNYSU! JO ASUSAIUN |
JPUOWPE USN IO IBLIONeU
Aue woy wosiaig
a? UWA QuayeAinba
JO 9Sg/¥a) aenper

ae Ag PezuBowes |

uSyN Sul 10
AWSIOAIUN pPLIONBWS yu!
!O jeune: Aue

bane

WURPSISSY SIO

www.ezqanoon.com

'PHAI UMOP | a ' get - : - |

iene +
"BL3}0 UMCD

pie} sad se sseoooid saAnaduod | :
yBnosyy juupMoas yanup Aq

pig] iad se ssacoid satyjedwos "pal, JUBASTSS : !
YBnGiu; JU@LUYINIOS yOSuIP Aq Pay . 8} UI aoueuedxea JoLd | :
2 DEN HSN EINES 38500 neaeooe | sieakog _ Buyneu ssed app, 1-Sd8 SHO ARILES
'ela uUMOp ,
ple} Jad se ssaqqic ae SlueU Siy Ui asuadl
yBnosuy JudtUNgas JOSUlpP Aq Psil! | - pauue Burreu -yyeeu a
@q |}BYS pend Ay. INDBg Jo ysod * | x S! Bah Of | | Punies UIA ssed IPP L\ -Sd@ prens Aunssg pe

"Dlay juengias |

|
|
ae nt ee ee eae = 'ies a an cine = ac gee
|
i

ay] ut soueuUsdxs Joud

|
| Pals Sq HEYS JEPIMOUD Jo jsod yy ; ueystyoo|eg sea o€ | Buiney ssed app | b-SdS |. _deppymoud |
EE BUOYUD UMOP | a |
i ple; ad se ssaoooid ano | | | 'Yyeay PUNdS Suiney | |
uBnowy yueawunioe: joann Aq 'neo, pezupooe | !
OSII SG HEYS OISED GIEN JO j ysod Y vejsiwoeg Ssieah CF "Aue Wicd S ssed one bSd@ PIS2O GEN | EL
"BLANID UMD |
"pier ued se ssadod SAI EdWUOS SYN OlpEJ] UI PSSIOA |
uBno1uy JLSLIP OI excel tel OA Pur ssvedi ALT
AQ pails oq yeus J@AUQ jo 180d Y ueysiyoieg _\$iB8A Gy Burpjou _ssed_ SPPHN L-Sda- a a J9ANIQ | is

"Ba UMOD |
pie; sad se ssaoooid ennnecuics

iN

fa)

www.ezqanoon.com

Schedule-D

Criteria for Appointment of officers in BPS-16 and above.

4) The idle! mied:ks 'or evaluation in case of appointment sy rica! fstrar sent ot officers cf the Authority in GPS-17 and above shall be se nucce tbo att te awarded or ihe basis af te following formula:

S.No Description Marks

A _ Academic Record 85

B Higher Relevant Qualification. rn):

© Experience OO 15

Dp Screening Test . 0

& interview 25

Total — - 400

Fa

ny

All cand dates shall be sudectec to Screening test. te us tuk clec fore.
an authorized sxtenal testing ouy

Wi) The Screening test shali be used for ascertaining order 2) mer for reryiey amongst thos? candidates who ctherwise fulfill the criteria tor the nest.

Livi Based 99 the “ssuit of the scrgering tesi and subject tu elarbsry. an eximurs short listed number of candidates shall be called for inte-vi=

Vetads cf the abave formiuia shai! be as under

A. Academic record (15 Marks)

(1) The academic marks of all the four exarninations tMatic ta prescribed qualification) are to be calculeted as under -

Sum of the marks from Matric to prescribed quatification « 15
Sum of the total marks from Matric to prescribed cualification

(ij 'he marks shall be calcuated as under:

Sum of the total marks frem Matric to prescribed qualification
fo tlustestate. if a candidate obtains 2100 marks cut of 3600 marks ir

tour @xanunations, nis credit will come to:

2, O°MSKS OUTS Ts. to be Counted as Y marks

B. Higher Retovant Qualification

{5 Marks}

The marks for higher qualifications than the prescribed aualif.catian shai!

be allocated as under:

- One stage above Two stages above Three siayes above

04 02 Oz

C. Experience (15 Marks)

i. The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -

a) Prescribed experience means the experience gained in line in a regular basis.

c) Experience gained during appointment on ad hoc or contract basis of in officiating capacity shall be counted towards eligibility.

c} Period of practical training under gone by a candidate for becoming eligible for the award of actual degrze shell be: counted as experience, if such experience has been gained after «and not during academic session.

D. Interview (40 Marks)

Members of the Selection Board shall record their marking

= independently. After the interview the final grade of Candidate based on the assessment of the members shall be determined on the basis of

average by aggregating the marks awarded by each mernser.

| S.No |

mM

www.ezqanoon.com

Of}
Scnfoure-E

Criteria for initial recruitment to posts in BPS-15 and below

Criteria of Selection for initial recruitment

For posts in BPS-5 to 16 -- For appointment to 2osis :(n EPS-7 0 1
the total marks shall be 190 as per formula given below:

Description | Marks

Prescribed Qualification as a

. Higher Qualification a

Experience a e 3

Written/Screening Test : 50

Interview 20

Total _ 400

All candidates shall be subjected to Screening test. to be conducted

through an authorized external testing body.

Based on the result of the Screening test and subject to eligibility only
shortlisted candidates from the top of merit list for each vacancy shall be
called for interview.

Prescribed Qualification.

The academic marks of all the four examinations (prescribed qualification) are to be calculated as under -

an

wt

are to

1st marks obtained from Matric to prescribed qualification x 10

» of the total marks from Matric to prescribed qualification

mot tt

Sum

To illustrate, if a candidate obtains 2100 marks out of 3500 Marks 69 four examinations, his credit will come to:

5.8 marks out of 10, to be counted as & marks,
~ 8. Higher Qualification.

For higher education above the prescribed qualification for a particular post, 0 marks shall be allocated as under:

- (i) One stage above 01
- (ii) Two stages above D2
- (iii) Three stages above 02

C. Experience.-

(1) For experience in the relevant field for a particular post, 15 marks shall be allocated as under:

(i) The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -

a. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification.

b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.

c. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic session.

d. Experience gained in the recognized institution shall be taken into consideration if it is supported by valid documentary proof.

1) Interview.

(1) For interview only 50 marks shall be allocated.

(ii) Members of the Selection Committee shall record their Marking independently. After the interview the final grade of candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each member.

