

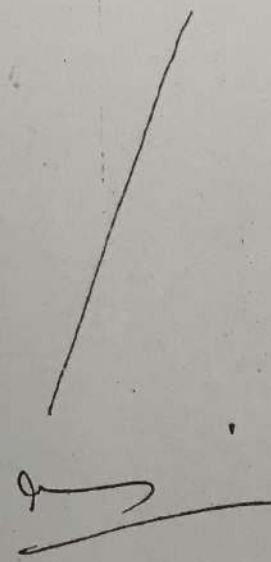
A. FUNCTION:

Supervises regularization and development related activities in Sindh Katchi Abadis carried out by SKAA

B. RESPONSIBILITIES:

1. Monitors regularization work
2. Monitors development work
3. ^{checks} ~~Supervises~~ the work of XEN
4. Scrutinizes PC-I schemes
5. Scrutinizes work products submitted by consulting firms
6. Maintains statistics about regularization and development work
7. Co-ordinates with Local Councils
8. Member of Technical committee, scrutiny committee, Advisory committee, upgradation committee
9. Represents the Authority in cases before Ombudsman
10. Attends to Assembly Questions
11. Receives and submits prescribed reports
12. Attends all meetings in the absence of Director General
13. Any other duty assigned by the Director General

C. RELATIONSHIPS:

1. Reports to the Director General
 2. Supervises the work of A.D(T), A.D(R) & Draughtsperson
 3. Refers personnel and financial matters to DF & A
- 

(2) DIRECTOR FINANCE & ADMINISTRATION

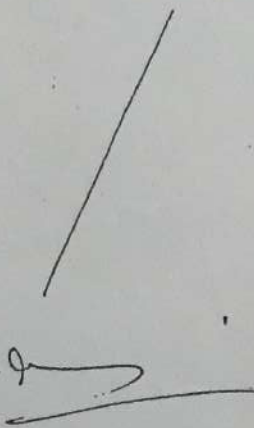
A. FUNCTION:

Financial management and general administration of SKAA

B. RESPONSIBILITIES:

1. Plans, organizes, implements and monitors financial administration including audit of the Authority
2. Prepares annual revised budgets
3. Competent authority next to Director General under delegation of financial powers
4. Drawing and disbursing officer for SKAA Head Quarters,
5. Incharge establishment of HQS
6. Investigates complaints against officers/functionaries of SKAA
7. Plans, organizes, implements and monitors establishment affairs of SKAA
8. Member/Secretary of the Governing Body SKAA
9. Any other duty assigned by the Director General

C. RELATIONSHIPS:

1. Reports to the Director General
 2. All cases involving financial implications put up to Director General are to be routed through DF & A
 3. Co-ordinates with field directors/officers
- 

(3) DEPUTY DIRECTOR (HQS)

A. FUNCTION:

Under direction, plans develops and monitors systems and procedures to streamline working of SKAA and carries out research for the purpose.

B. RESPONSIBILITIES:

1. Undertakes research studies on various reports of regularization, upgradation and survey work of Katchi Abadis
2. Evolves appropriate systems and action plans for conducting socio-economic and physical surveys for purposes of regularization of Katchi Abadis and monitoring thereof
3. Updates and implements systems/procedures of challan payment
4. Incharge challan cell of Karachi Field Office
5. Organizes workshops, seminars and training programmes
6. Prepares Quarterly reports on SKAA's working
7. Any other duty assigned by the Director General .

C. RELATIONSHIPS:

1. Reports to the Director General through Director Finance & Admn.
2. Co-ordinates with Technical and Regularization wing of the Head Quarters and Field Directors

DEPUTY DIRECTOR, KARACHI FIELD OFFICE

A. FUNCTIONS

Planning and management of lease work in Katchi Abadis, Karachi

B. RESPONSIBILITIES

1. Plans and organizes lease work in katchi abadis & manages lease camps
2. Accelerates lease programme and takes necessary measures in this behalf
3. Attends to public complaints with regard to lease work and tries to resolve them on the spot
4. Any other duty assigned by the Director General

C. RELATIONSHIP

1. Reports to the Director General through Director Karachi Field Office
2. Reports monthly progress of lease money recovery to Director Finance and Administration
3. Co-ordinates with section incharges of Karachi Field Office

(4) DEPUTY DIRECTOR (CO-ORDINATION)/PLANNING OFFICER

A. FUNCTION:

Co-ordination of activities between HQS and Field Offices. Co-ordinates working relationship between SKAA and outside agencies.

B. RESPONSIBILITIES:

1. Conducts workshops and seminars
2. Protocol duties as directed
3. Co-ordinates with HQS and the Field Offices in disposal of pending references
4. Co-ordinates with UNICEF, UBS and Shelter Project
5. Arranges local/foreign trainings
6. Co-ordinates with legal advisors of the Authority
7. Records and prepares minutes of meeting in SKAA monitors their implementation
8. Manages pension contributions, G.P Fund, Benevolent Fund and Group Insurance in SKAA
9. Maintains upto date record of funds in SKAA and plans efficient investment proposals
10. Reconciles bank statements
11. Audit of the the Authority
12. Any other duty assigned by the Director General

C. RELATIONSHIPS:-

1. Reports to Director General through Director Finance and Administration
2. Works closely with HQS and Field Offices
3. Co-ordinates with outside agencies in the performance of his duties

A. FUNCTION:

Under direction, plans, organizes directs and controls the 'establishment' affairs of Headquarters

B. RESPONSIBILITIES:

I. Responsible to deal with service matters of SKAA officers/employees as under:-

1. appointments
2. promotions
3. move-overs
4. Transfers and postings
5. Leave and retirement cases
6. Maintenance of service books and ACR dossiers
7. Issuance of seniority lists
8. Disciplinary proceedings

- II. (a) Supervises the work of ministerial establishment
(b) Sees that discipline is maintained
(c) Checks attendance
(d) Supervises operation of SKAA's tanker

C. RELATIONSHIP:

1. Reports to Director Finance & Administration
2. Co-ordinates with other branches of HQS, Field Directors/field offices in the performance of duties

10
1

(6)

ASSISTANT DIRECTOR (FINANCE)

100(F.B.)

A. FUNCTION:

Maintains and manages funds and accounts of the Authority

B. RESPONSIBILITIES:

1. Prepares annual budget and revised budget
2. Maintains an accurate and upto date record of funds
3. Releases development funds and maintains their record
4. Disbursement of salaries and other admissible expenditure from non-development fund
5. Maintains current account and PLA
6. Reconciles inter office accounts
7. Manages SKAA welfare fund and account
8. TA DA and other allowances
9. Any other duty assigned by Director Finance & Administration/
Director General

C. RELATIONSHIP:

1. Reports to Director Finance & Administration
2. Co-ordinates with State Bank, Treasury Office and other concerned scheduled banks
3. Co-ordinates with field offices in the performance of his duties

10
3
/

(8) ASSISTANT DIRECTOR (REGULARIZATION)

A. FUNCTION:

Under direction, regularization and notification of katchi abadis

B. RESPONSIBILITIES:

1. Communicates with land-owning agencies/governemnt departments regarding notification of katchi abadis
2. Carries out joint demarcation before issuance of notification
3. Issues notifications
4. Monitors regularization work
5. Collects and maintains uptodate statistics regarding regularization and lease work of katchi abadis and recovery of lease money
6. Convenes meetings of Technical Committee, Scrutiny Committee, Advisory Committee and Upgradation Committee
7. Any other duty assigned by the Director General

C. RELATIONSHIP:

1. Reports to the Director General through Deputy Director General
2. Accountable to Director Finance & Administration in establishment and personnel matters
3. Co-ordinates with other agencies/departments and SKAA Field Offices in the performance of his duties

HD
13

(10) TRANSPORT OFFICER

A. FUNCTION:

Maintenance and upkeep of government vehicles

B. RESPONSIBILITIES:

1. Incharge of drivers in SKAA HQS
2. Maintenance and service of vehicles
3. Ensures timely payment of motor vehicle taxes and keeps upto date motor vehicle papers in all respects
4. Enforces P.O.L. ceilings
5. Any other duty assigned by DF&A/Director General

C. RELATIONSHIPS:

1. Reports to Director Finance & Administration
2. Co-ordinates with designated automobile service stations P.O.L. pumps.

A. FUNCTION:

Under direction, plans and designs for upgradation of Katchi Abadis

B. RESPONSIBILITIES:

1. Assists in physical checking and sample verification of survey material and other work products submitted by consulting firms
2. Assists in the scrutiny of PC-1 schemes prepared by various local councils/consultants
3. Assists in submission of PC-1 schemes to P&D Deptt. for their approval and funding
4. Prepares reports/statements in respects of development schemes and development works
5. Deals with correspondence relating with his functions
6. Any other duty assigned by the Director General

C. RELATIONSHIP:

1. Reports to Deputy Director General
 2. Accountable to Director Finance & Administration in personnel and financial matters
 3. Co-ordinates with field offices in the performance of duties
 4. Supervises the work of Sr. Draughtsperson
- 15

A. FUNCTION:

Projects the activities of SKAA, builds rapport of the Authority with other government departments and maintains effective public relationship

B. RESPONSIBILITIES:

1. Prepares press releases for approval
2. Insertion of news in press, radio and television and their follow up
3. Prepares and makes arrangements for printing of promotional literature, brochures etc. relating with SKAA
4. Makes arrangements for meetings held in the HQS of SKAA as directed by the Director General
5. Briefs representatives of print and electronic media about the projection and promotion of activities of SKAA.
6. Pursues cases of the Authority stuck up in the secretariat and other departments
7. Assists in public information programmes
8. Any other duty assigned by the Director General

C. RELATIONSHIP:

1. Reports to the Director General through Director Finance & Administration
2. Supervises the functions of SKAA photographer
3. Co-ordinates with press and electronic media
4. Co-ordinates with field offices in performance of his functions.

43
1

A. FUNCTION:

Supervisory function regarding drafting, creation and maintenance of standard maps.

B. RESPONSIBILITIES:

1. Supervises and monitors the work of Assistant/Junior Draughts persons
2. Carries out joint verification of area of survey plan supplied by consulting firms
3. Verifies survey material/documents as per T.O.R.
4. Scrutinizes draft stage of P.C.1
5. Any other duty assigned by the Director General

C. RELATIONSHIP:

1. Reports to Assistant Director (Technical)
2. Accountable to Director Finance & Administration in financial and establishment matters

HD
1

A. FUNCTION:-

Under direction, drafting and creation of standard maps

B. RESPONSIBILITIES:

1. Prepares plans/drawings on the basis of data supplied by surveyors/field staff
2. Prepares site plans
3. Prepares amelioration plans
4. Prepares architectural/structural drawing
5. Carries out 'lettering' work
6. Verifies survey material/documents

C. RELATIONSHIP:

1. Reports to Senior Draughts person
2. Accountable to Director Finance & Administration in Financial and establishment matters

HD
—

Responsibilities of other officials:

1. PRIVATE SECRETARY:

RESPONSIBILITIES:

1. To attend telephone and to keep record of trunk calls
2. To arrange engagements of DG and maintain an engagement diary
3. To prepare papers for meetings and interviews
4. To see that matters requiring the Director General's attention are brought to his notice in sufficiently good time and in complete and proper form
5. To receive and arrange and where necessary, register the DG's papers and correspondence including secret and top secret papers
6. To keep record of suspense cases and to see that such cases are put up to on due dates
7. To keep reference books upto date
8. To attend the work connected with Director General's tours etc.
9. To keep proper record of movement of files and other classified documents put up to Director General
10. To receive and conduct visitors
11. To type letter/summaries which are issued under the signatures of Director General
12. Any other duty assigned by the Director General

2. PERSONAL ASSISTANTS/STENOGRAPHERS:

RESPONSIBILITIES:

1. Taking dictation, rendering transcripts and doing other typing work
2. To attend telephone and to keep record of trunk calls
3. To keep proper record and movement of files and other papers
4. To keep record of suspense cases, where ordered, and their submission on due dates
5. Handling of classified papers in accordance with general or special orders
6. To receive and conduct visitors and to maintain officer's engagement diary

(Continued on P-2)