

Sr. #	Name of Post	BPS	Strength
Municipal Officer Services Office			
1.	Municipal Officer Services		
2.	O.S/ Assistant	17 ✓	01 ✓
3.	Senior Clerk	14 ✓	01 ✓
4.	Sanitary Inspector	14	01 ✓
5.	Junior Clerk	14	01
6.	Sanitary Supervisor	11	01
7.	Driver	04 ✓	04 ✓
8.	Work Mistry	05	20 ✓
9.	Plumber	04	01
10.	Electrician	04	01 ✓
11.	Disposal Operator	03	03 ✓
12.	Water Supply/ Filtration Plant Operator	03	13 ✓
13.	Bill Distributer	03	2 ✓
14.	Water Carrier	01	13 ✓
15.	Baildar	01	06 ✓
16.	Mali	01	01
17.	Quli plumber	01	02
18.	Chowkidar	01	06
19.	Sewer Man	01	14
20.	Sanitary Worker	01	193 ✓
21.	Naib Qasid	01	01 ✓
22.	Veterinary-officer		Part Time
	TOTAL		286
Municipal Officer Finance Office			
1.	Municipal Officer	17 ✓	01 ✓
2.	Accountant	14	01
3.	Accounts Clerk	09	03
4.	Junior/Pension Clerk	11	01
5.	Junior Clerk/Cashier	11	01
6.	Naib Qasid	01	02
	TOTAL		09
Taxation Officer Office			
1.	Senior Clerk	14	01
2.	Tax Inspector	09	01
3.	Rent Inspector	09	01
4.	Junior Clerk	11	04
5.	Adda/Junior Clerk	11	03
6.	Water Rate Clerk	11	01
7.	Naib Qasid	01	04
	TOTAL		15
Municipal Officer Infrastructure Office			

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Muzaffar

Directors/Resident Deputy Dir
Directors (Audit & Accounts LFA Scheme) Metropolitan
Corporations, Municipal Committees and Tehsil Councils

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Sr. #	Name of Post	BPS	Strength
1.	Municipal Officer Infrastructure	17	01 ✓
2.	Head Clerk	14	01 ✓
3.	Head Draftsman	13	00
4.	Junior Clerk	11	02
5.	Account Clerk	11	02
6.	Sub-Engineer	11	05
7.	Draftsman	11	0
8.	Driver	05	02
9.	Naib Qasid	01	05 ✓
	TOTAL		18
	Grand Total		354

Munaff
Munaff
 Municipal Officer (Finance)
 Municipal Committee Hafizabad

Munaff
 Chief Officer
 Municipal Committee Hafizabad

Munaff

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APPROVED SCHEDULE OF ESTABLISHMENT
MUNICIPAL COMMITTEE, HAFIZABAD
ADMINISTRATIVE FUNCTION

Sr. #	Name of Post	BPS	Strength
Chairman Office			
1.	Chairman	--	Fixed
2.	Senior Clerk/ Telephone Operator	14 ✓	01 ✓
3.	Naib Qasid	01	01 ✓
	TOTAL		02
Vice Chairman Office			
1.	Vice Chairman	--	Fixed
2.	Junior Clerk	11	01
3.	Naib Qasid	01	01
	TOTAL		02
1.	Chief Officer	18	01
2.	Office Superintendent	17	01
3.	Personal Secretary	16	01
4.	Assistant	16	01
5.	Computer Operator	12	01 ✓
6.	Senior Clerk	14	01 ✓
7.	Junior Clerk	11	02
8.	Driver	05	01 ✓
9.	Naib Qasid	01	01
	TOTAL		10 ✓
Municipal Officer Regulation Office			
1.	Municipal Officer Regulation	17	01
2.	Assistant	16	01 ✓
3.	Encroachment Inspector	14 ✓	02
4.	Junior Clerk	11	02
5.	Naib Qasid	01	01
6.	Legal Advisor		Part time
	TOTAL		07
Municipal Officer Planning Office			
1.	Municipal Officer Planning	17	01
2.	Assistant	16	01
3.	Building Inspector/Sub Engineer ✓	11	02
4.	Naib Qasid	01	01
	TOTAL		5

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2. The post of Tubewell Operator shall be read as Tubewell Operator cum-Chowkidar.
3. Local Government cannot change the nomenclature / cadre OR convert the post.
4. Recruitment / Induction on vacant post shall be made after making advertisement through office of the DGPR and observance of criteria, merit and codal formalities subject to approval of Govt. & availability of own source revenue.
5. In case an employee / Official / Officer of any other Department like Public Health Engineering / PHATA / LG&CD etc is repatriated to his parent Department, the post held by him shall stand deleted automatically from the schedule of establishment of respective local government.
6. In future it will be treated as misconduct on part of appointing authority, if anyone is hired / employed on work charge / daily wagar basis under any circumstance OR on any pretext.

SECRETARY
LG&CD DEPARTMENT

No. & Date Even:-

Copy is forwarded for information and necessary action to:-

1. The Chalmn Municipal Committee concerned.
2. The Chief Officer concerned.
3. The Municipal Officer (Finance) concerned.
4. The Deputy Director (Audit & Accounts) concerned.

Muzaffar
19/4/17
(MUZAFFAR MUKHTAR)
SECTION OFFICER (ADMIN-III)

PC:-

1. PSO to Secretary, LG&CD Department.
2. PSO to Special Secretary, LG&CD Department.
3. PS to Additional Secretary (Admin.) LG&CD Department.

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GOVERNMENT OF THE PUNJAB
LOCAL GOVT. & COMMUNITY DEVELOPMENT
DEPARTMENT

Dated Lahore the 19th April, 2017

ORDER

No.SO.ADMN-III(LG)Misc/2015(P-I). In pursuance of Section 85 of Punjab Local Government Act, 2013 attached schedule of establishment of Municipal Committee Hafizabad is hereby issued, subject to following conditions:-

1. Keeping in view the changing requirement of local government system and in order to make local governments sustainable, no further recruitment / induction shall be made against following nomenclatures / posts which are now onward are declared as dying cadre / nomenclature:-

Sr. No.	Name of post	Sr. No.	Name of post
1	Fire Brigade Staff	25	Booking Clerk
2	Goods Exit Tax Staff	26	Malba Rent Collector
3	Octroi Staff	27	Moazan
4	Tonga Chaudri	28	Fero-Khalasi
5	Koora Clerk	29	Muharrar
6	Cooli / Plumber Cooli	30	Motivator
7	Mashki	31	Ahlmad
8	Water Carrier	32	Head Moharrar
9	Naib Qasid	33	Muhafiz
10	Baildar	34	Girdawar
11	Khansama OR Cook	35	Pervi Clerk
12	Road Roller Driver	36	Cart Man
13	Road Roller (Helper any Helper OR Cleaner)	37	Typist
14	Sanitary Promoter	38	Personal Assistant
15	Telephone Operator	39	Assistant Driver
16	Stenographer	40	Project Assistant
17	Registry Clerk	41	Tender Clerk
18	Mistry / Work Mistry	42	Gun Man
19	Security Guard	43	Assistant Librarian
20	Daftari	44	Khadim Masjid
21	Rehra Ban	45	Malaria Staff
22	Plaque Quoli	46	Cleaner Water Supply
23	Foreman disposal	47	PeroKar
24	Junior Clerk to be replaced by Computer Operator		

AFD

2017

Muzaffar
RDP 905

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