**JOB DESCRIPTION**

**FOR (DESIGNATION)\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name of the Officer:  Designation & Place of Posting: | |
| **Task** | **Weightage** |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| **Total:** | **100%** |

**JOB DESCRIPTION**

**FOR (DESIGNATION)\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Name of the Officer: **(Pure Explanatory)**  Designation & Place of Posting: | |
| **Task** | **Weightage** |
| 1. Recovery of Taxes | 20% |
| 1. Audit and creation of demand | 30% |
| 1. Compliance of various reports / letters etc. in connection with Courts / FBR etc. | 35% |
| 1. HR management | 10% |
| 1. Miscellaneous Tasks | 5% |
| **Total:** | **100%** |

GOVERNMENT OF PAKISTAN

REVENUE DIVISION

FEDERAL BNOARD OF REVENUE

\*\*\*\*\*

C.No. 1(7)S/HRD/2014 Islamabad, the 26th November, 2014.

To:

1. All Chief Commissioners / Chief Collectors
2. All Commissioners / Collectors

SUBJECT: **JOB DESCRIPTIONS & KEY PERFORMANCE INDICATORS**

I am directed to refer to the subject titled above and to say that effective Performance Management is based on objective job descriptions and key performance indicators (KPIs). HRM Wing is undertaking a gigantic task of developing the job description and KPIs for every position in FBR (Hqs.) and its field formations. In order to begin with a Pilot Project for further developing the detailed job descriptions and KPIs for all positions, it has been decided that all Chief Commissioners / Commissioners / Chief Collectors / Collectors shall prepare their own position specific brief job description by picking up only five (05) most important jobs that they think are mostly consuming their time and which must be accounted for in their final performance evaluation. A specimen Proforma is enclosed for ready reference.

2. It is, therefore, requested that all Chief Commissioners / Chief Collectors / Commissioners / Collectors may fill the enclosed proforma and email it at [memberhrm@fbr.gov.pk](mailto:memberhrm@fbr.gov.pk) by **01.12.2014**. A specimen filled proforma is also attached for explanatory purpose.

**( Bakhtiar Muhammad )**

Chief (HRM)