



# Job Descriptions & Key Performance Indicators

**FEDERAL BOARD OF REVENUE**  
PAKISTAN

Published/ Approved by

**ADMINISTRATION &  
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Federal Board of Revenue  
Islamabad

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**Compiled**

**By**

**Training & Development  
Administration & Human Resource Wing**



**Federal Board of Revenue,  
Islamabad**

28<sup>th</sup> February, 2022

# FOREWORD

Every thriving and successful organization has a well-defined performance system, where each and every employee is aware of what is expected of them. Amongst public entities FBR was perhaps the first few organizations in 2010 to formulate job descriptions of all of its field formations and placed the same on its webpage.

However over the last decade or so, the working dynamics of Federal Board of Revenue has changed a lot. FBR has developed a comprehensive strategy for improving revenue collection. The modus operandi followed by its workforce has turned very specific and flows in focused technical streams that are aligned to tap revenue. There have been several Directorates which have been established but unfortunately up-to-date job description that describe their essential functions, tasks, and responsibilities of the newly created jobs were not compiled. Nor was any effort put in place to measure key performance indicators. There were no job descriptions compiled for the posts in FBR HQs in the earlier phase of reforms.

Clear Job descriptions serve as a foundation for communicating about performance targets to be achieved throughout the year. JDs and KPIs put in place a system of accountability, merit and fairness. They also serve as the basis for reviewing employee's performance. When clear expectations are set about the results that must be achieved and the methods or approaches that are needed to achieve them, you establish a path for success.

I congratulate Administration and Human Resource Wing for completing the first phase of this task and am optimistic about its far reaching results.

**(Dr. Muhammad Ashfaq Ahmad)**  
**Chairman FBR**

# PREFACE

Federal Board of Revenue takes immense pride in issuing this booklet which comprises Job Descriptions and Key Performance Indicators (KPIs) for BS 17 and above for all Wings of FBR HQs, Inland Revenue and Customs and Directorates General..

Job descriptions bring in a professional objectivity required for goal setting. Needless to say that performance expectations go beyond the job description. High quality on-the-job performance requires deliberation on a range of expected job outcomes which are to be delivered along with the process that is to be followed for attaining desired results. In view of this the exercise for development of Job Descriptions (JDs) and Key Performance Indicators (KPIs) was initiated by the Administration and Human Resource Wing in 2021 with the objective to foster better accountability within FBR by providing an objective assessment tool. This exercise is also in sequence to performance agreement tasks assigned by the Prime Minister of Pakistan for putting in place uniform performance measurement system across all government organizations. In the first phase KPIs for FBR (HQs) have been developed. In the second phase posts of BS 17 & above all field formations will be compiled as per approved KPI format.

The consolidated JDs/KPI's are expected to equip FBR to track the employees' performance against the stated job requirements and put in place measurable outcomes of specific tasks. Administration and Human Resource Wing has done an extensive exercise of review of all the drafts submitted and a detailed evaluation for all positions was done in order to ensure that they are in sync with approved sanctioned strength to compile this booklet.

In the end, Administration & Human Resource Wing of FBR appreciates the cooperation and assistance of all Wings in preparation of this document.

**(Muhammad Naseer Butt)**  
**Member**  
**Administration & Human Resource Wing**

# ACKNOWLEDGEMENT

The job description development process was taken up in 2015 in FBR by the erstwhile Human Resource Wing that resulted in compilation of job descriptions of field formations. However for FBR (HQs) and Directorates the component remained missing and had to be pursued later on. This exercise was initiated afresh in 2021 for FBR HQs and field formations for putting in place a uniform format of job description which was also in line with all other government entities.

Each Wing of FBR as per its sanctioned strength prepared and formulated job descriptions and gave input on criteria of key performance indicators that are deemed important for achieving desired output. The same was compiled, evaluated and sent again to all Members in order to rule out any omission and ensure that final booklet of JDs & KPIs for FBR- Hqs are as per approved format.

Completion of this task is a step forward in the right direction and would not have been possible without the guidance of Dr. Muhammad Ashfaq Ahmad, Chairman Federal Board of Revenue. Also highly acknowledged is the guidance of Mr. Muhammad Naseer Butt, Member Administration & Human Resource Wing, and FBR. Last but not the least is the work of entire team of FBR-HQs who came forward by taking ownership of their work.

The efforts and hard work of staff posted in Training and Development Section especially Ms. Aroma Muhammad is also highly appreciated.

**(Aisha Farooq)**  
**Chief, Training & Development**  
**Administration & Human Resource Wing**

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# CHAIRMAN SECRETARIAT

FBR  
PAKISTAN

<b>Position title:</b>		<b>Chairman FBR</b>		
<b>Grade:</b>		<b>22</b>		
<b>Function:</b>		<b>FBR</b>		
<b>Reporting Officer:</b>		<b>Federal Minister of Finance &amp; Revenue</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Assist the Federal Minister Finance and Revenue in formulation and execution of the tax policy/plans/programs	All cases related to Policy matters supervised in the year <b>Quality: 20%</b> <b>Disposal: 80%</b>	30%	
2	Maintaining Financial Discipline as Principal Accounting Officer FBR(HQs) and field formations of IRS & Customs	90% of cases processed regarding financial, Policy and Discipline <b>Quality: 30%</b> <b>Disposal: 70%</b>	20%	
3	Oversee all the administrative, legal and financial matters of FBR and field formations under its administrative control	All cases processed <b>Quality: 25%</b> <b>Disposal: 75%</b>	25%	
4	Administration of Inland Revenue Service and Pakistan Customs Service groups	90% cases approved /concurring <b>Quality: 40%</b> <b>Disposal: 60%</b>	10%	
5	Liaison with the international and national bodies/organizations	All policy areas decisions are processed <b>Quality: 60%</b> <b>Disposal: 40%</b>	15%	

<b>Position title:</b>		<b>SA to Chairman FBR</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>FBR</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Assist Chairman FBR on processing files relating to IR and Customs matters, involving both operational and administrative issues.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10 %	
2	Coordination on behalf of Chairman FBR with donor agencies like IMF and World Bank.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10 %	
3	Handling and Processing of all incoming correspondence of Chairman FBR	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10 %	
4	Liaison and Coordination with field formations of IR and Customs on behalf of Chairman FBR for preparation of information, reports etc.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10 %	
5	Coordination with Prime Minister's office and Federal/Provincial Ministries on behalf of Chairman FBR for coordination and timely completion of tasks.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 80%</b> <b>Quality: 20%</b>	10 %	
6	Coordination with Members and Director Generals of FBR of all Wings/Directorates, on behalf of Chairman FBR to ensure timely	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 90%</b>	10 %	

	preparation/completion of tasks assigned by higher authorities.	<b>Quality: 10%</b>		
7	Manage meetings of taxpayers, Dignitaries, Ministers, and Associations etc. with Chairman FBR while ensuring availability/timely preparation of briefs regarding the relevant issues for information of Chairman FBR	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 80%</b> <b>Quality: 20%</b>	10 %	
8	Coordinate with all Wings on issues pertaining to field formations & HQs relating to Administration/HR/Legal matters etc.	90% of cases related to various operational and Policy Matters <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
9	Arrange Conferences , Board in Council meetings, and other staff arrangements of Chairman Secretariat	All BIC/ conferences to be supervised <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
10	Handling staff and logistic matters of Chairman Secretariat for smooth execution of day to day work.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 90%</b> <b>Quality: 10%</b>	10%	

# **OPERATIONS (INLAND REVENUE)**

**FBR**  
PAKISTAN



<b>Position title:</b>		<b>Member (IR-Operations)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Operations</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Revenue Targets	Achieving collection targets as set by FBR (Income Tax, Sales Tax and FED) <b>Disposal 20%</b> <b>Quality 80%</b>	40%	
2	Returns Filing	Increase returns filing from registered taxpayers <b>Disposal 20%</b> <b>Quality 80%</b>	10%	
3	Recovery	Collection of undisputed current tax payable, Collection of undisputed arrear tax payable <b>Disposal 20%</b> <b>Quality 80%</b>	5%	
4	Detection of Tax Evasion	LTU: Monitor detection of tax evasion cases RTO: Monitor detection of tax evasion cases (% of all cases) <b>Disposal 20%</b> <b>Quality 80%</b>	5%	
5	Audit	Disposal of audit cases by Zonal Commissioners/ Additional Commissioners - % increase in audits from previous year (Balance for the last quarter) <b>Disposal 20%</b> <b>Quality 80%</b>	5%	
6	Quality Assurance of Audit	Examination of Audit Reports/Orders: Corporate Cases Non-corporate cases. Proportion of cases decided in favor of the department at first appeal. <b>Disposal 20%</b> <b>Quality 80%</b>	10%	
7	Settlement of Audit Paras	Monitor settlement of audit paras/PDPs after receipt of Report of Revenue. Receipts and Expenditure. Submission of working papers to the FBR before DAC meeting Submission of working papers to the FBR before PAC meeting <b>Disposal 20%</b> <b>Quality 80%</b>	6%	
8	Broadening of Tax Base (Demand creation)	% increase in tax payable created over the financial year <b>Disposal 20%</b> <b>Quality 80%</b>	3%	
9	BTB	% increase in registered taxpayers over the financial year <b>Disposal 20%</b> <b>Quality 80%</b>	3%	

10	Sales Tax Registration	Monitor Sales tax registration - % of cases to be finalized vis-a-vis applications within 15 days (submit verification report within 15 days) <b>Disposal 20%</b> <b>Quality 80%</b>	3%	
11	Identification of cases for compulsory Registration for Sales Tax	Number of eligible persons within the jurisdiction over the financial year <b>Disposal 20%</b> <b>Quality 80%</b>	3%	
12	Disposal of CREST Discrepancies	Disposal of all CREST discrepancies notified <b>Disposal 20%</b> <b>Quality 80%</b>	7%	



<b>Position Title:</b>		<b>Special Assistant to Member IR-Operations</b>		
<b>Grade:</b>		<b>19/20</b>		
<b>Function:</b>		<b>IR-Operations</b>		
<b>Reporting Officer:</b>		<b>Member Inland Revenue – Operations</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Assist Member IR-Operations on files relating to IR matters, involving both operational and administrative issues.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10 %	
2	Coordination on behalf of Member IR-Operations with donor agencies like IMF and World Bank.		10 %	
3	Handling and Processing of all incoming correspondence (both paper & emails) of Member IR-Operations.		10 %	
4	Liaison and Coordination with field formations of IR on behalf of Member IR-Operations for preparation of information, reports etc.		10 %	
5	Coordination with Prime Minister's office and Federal/Provincial Ministries on behalf of Member IR-Operations for timely completion of tasks.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	10 %	
6	Coordination with Chairman FBR'S Secretariat on behalf of Member IR-Operations to ensure timely preparation/completion of tasks assigned by higher authorities.		10 %	
7	Coordination with other Wings of FBR HQs to manage operational and administrative matters on behalf of Member IR-Operations — so as to ensure smooth execution of day to day work in IR-Operations Wing and field formations of IR.		10 %	
8	Manage meetings of taxpayers with Member IR-Operations while ensuring availability/timely preparation of briefs regarding the relevant issues for information of Member IR-Operations.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10 %	
9	Ensure timely submission of response/information to PM's Office and President's Secretariat by the concerned subordinate offices of IR-Operations Wing.		10 %	
10	Regular liaison with PRAL Authorities to resolve automation related issues faced by the field formations.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
11	Handling staff and logistic matters of Member IR-Operations Secretariat for smooth execution of day to day work.		5%	

<b>Position Title:</b>		<b>Chief (Revenue Operations)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Revenue Operations-IR</b>		
<b>Reporting Officer:</b>		<b>Member (IR-Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Matters pertaining to collection of revenue.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Inland Revenue targets to LTUs/MTO/CTOs/RTOs and it's monitoring.		10%	
3	Monitoring of MPRs and Income Tax Returns.		5%	
4	Provision of Information to National Accountability Bureau (NAB), Federal Investigation Agency (FIA) and other authorities/exclusions provided in Section 216 of the Income Tax Ordinance 2001.		5%	
5	Reward, Reward rules and related issues.		5%	
6	Operational matters of field formations regarding Income Tax.		5%	
7	Parliamentary Business (Income Tax).		2.5%	
8	Matters pertaining to ADRC (Income Tax).		5%	
9	FTO matters (Income Tax).		5%	
10	Matters relating to approvals, review applications, condonation of time limitations and issues related thereto under Income Tax Ordinance, 2001.		5%	
11	Matters concerning Section 214B of the Income Tax Ordinance, 2001.		2.5%	
12	Approval under Section 140 of the Income Tax Ordinance, 2001.		2.5%	
13	Matters pertaining to tax directory.		2.5%	
14	Revenue meetings.		Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%
15	Coordination with Revenue Analysis regarding reconciliation of revenue with AGPR, DR&S and PRAL.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	2.5%	
16	Coordination with IR-Policy Wing for formulation of budgetary proposals including proposed changes in Law & Procedure (Income Tax).	5%		

17	Matters pertaining to Income Tax refund.		5%	
18	External Audit.		2.5%	
19	Matters relating to Authority of Approval U/S 212 of the Income Tax Ordinance, 2001.		2.5%	
20	Processing of appeals under clause (12) of Part-I of 6th Schedule of the Income Tax Ordinance, 2001 regarding non-recognition of Provident Fund.		2.5%	
21	Matters relating to operationalization of budget		2.5%	
22	Matters relating to E-filing of Income Tax returns/statements and related issues.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	5%	
23	Matters pertaining to Board-in-Council.	<b>Disposal: 30%</b> <b>Quality: 70%</b>	2.5%	



<b>Position Title:</b>		<b>Secretary (Revenue Budget)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR-Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (Revenue Operations )</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Matters pertaining to collection of Income Tax.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Inland Revenue targets to RTO/LTUs and its monitoring in consultation with Secretary (ST Operations).		20%	
3	Monitoring of MPRs and Income Tax Returns.		10%	
4	Parliamentary Business (Income Tax).		10%	
5	Coordination with Revenue Analysis regarding reconciliation of revenue with AGPR, DR&S and PRAL.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
6	Coordination with IR Policy Wing for formulation of budgetary proposals including proposed changes in law & Procedure (Income Tax).		10%	
7	Matters pertaining to Income Tax refund.		10%	
8	Matters relating to E-filing of Income Tax returns/statements and related issues.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%	
9	Matters pertaining to tax directory.		5%	
10	Arranging meetings with the Chief Commissioners.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	

<b>Position Title:</b>		<b>Secretary (IR- Operations)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR-Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (Revenue Operations )</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Provision of information to National Accountability Bureau (NAB), Federal Investigation Agency (FIA) and other authorities/exclusions provided in Section 216 of the Income Tax Ordinance 2001.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Reward, Reward rules and related issues.		10%	
3	Operational matters of field formations regarding Income Tax unless specifically assigned to other secretary.		10%	
4	Matters pertaining to ADRC (Income Tax).		10%	
5	FTO matters (Income Tax).		10%	
6	Matters relating to approvals, review applications, condonations of time limitations and issues related thereto under Income Tax Ordinance, 2001.		10%	
7	Matters concerning Section 214B of the Income Tax Ordinance, 2001.		5%	
8	Approval of Section 140 of the Income Tax Ordinance, 2001.		5%	
9	Matters pertaining to Board-in-Council.		Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%
10	External Audit.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
11	Matters relating to Authority of Approval U/S 212 of the Income Tax Ordinance, 2001.		5%	
12	Processing of appeals under clause (12) of Part-I of 6 <sup>th</sup> Schedule of the Income Tax Ordinance, 2001 regarding non-reconciliation of Provident Fund.		5%	
13	Matters relating to operationalization of budgetary changes.		5%	
14	Parliamentary Business (Income Tax).		5%	

<b>Position title:</b>		<b>Second Secretary (IR-Operations)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Operation</b>		
<b>Reporting Officer:</b>		<b>Secretary (IR- Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Provision of information to National Accountability Bureau (NAB), Federal Investigation Agency (FIA) and other authorities/exclusions provided in Section 216 of the Income Tax Ordinance 2001.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Reward, Reward rules and related issues.		10%	
3	Operational matters of field formations regarding Income Tax unless specifically assigned to other secretary.		10%	
4	Matters pertaining to ADRC (Income Tax).		10%	
5	FTO matters (Income Tax).		10%	
6	Matters relating to approvals, review applications, condonations of time limitations and issues related thereto under Income Tax Ordinance, 2001.		10%	
7	Matters concerning Section 214B of the Income Tax Ordinance, 2001.		5%	
8	Approval of Section 140 of the Income Tax Ordinance, 2001.		5%	
9	Matters pertaining to Board-in-Council.		Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%
10	External Audit.	5%		
11	Matters relating to Authority of Approval U/S 212 of the Income Tax Ordinance, 2001.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
12	Processing of appeals under clause (12) of Part-I of 6 <sup>th</sup> Schedule of the Income Tax Ordinance, 2001 regarding non-reconciliation of Provident Fund.		5%	
13	Matters relating to operationalization of budgetary changes.		5%	
14	Parliamentary Business (Income Tax).		5%	



<b>Position Title:</b>		<b>Chief (Sales Tax-Operations)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Member (Inland Revenue – Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b>Alternative Dispute Resolution (ADR)</b> To cater for out of court settlement and to restore the confidence of businessmen in the tax administration, Operations Wing is, at present, encouraging out of court settlement of tax disputes as prescribed under the law	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-	15%	
2	<b>Monitoring of Sugar Mills under section 40B of the Sales Tax Act, 1990</b> To enhance the revenue collection, field formations request the Board to grant permission to monitor daily production, sales & stock position of sugar mills for the crushing season 2020-21, in terms of section 40B of the Sales Tax Act, 1990. Chief Sales Tax Operations processes such requests and also establishes a liaison with field offices, in case reporting is required.	02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	
3	<b>Sectorial Audit u/s 25 of the STA, 1990 &amp; 177 of the ITO, 2001</b> Sectorial Audits are overseen by Chief Sales Tax Operations of different sectors including sugar, cement and other sectors, wherein there is a potential of raising substantial tax demands		15%	
4	<b>Condonations processed u/s 74 of STA 1990</b> Condonation of time limits for refund filing and revision of returns etc are being processed in the FBR. In addition, condonation to initiate proceedings under section 11 of the Sales Tax Act, 1990 are also processed by the office of Chief Sales Tax Operations	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-	15%	
5	<b>Registration issues including enrollment of AJK / GB Taxpayers</b> Registration issues of various registered persons were resolved. Further, enrollment of AJK/ GB Taxpayers are being done under Rule 161 of Sales Tax Rules, 2006	<b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
6	<b>Concessionary Tariff on Utilities to Taxpayers of Five Export Oriented Sectors</b> Consequent upon decision of the ECC for allowing reduce rate tariff to the taxpayers of five export oriented sectors on supply of utilities, FBR is processing cases of these taxpayers and forwarding the verified cases to MoC for allowing the same through MoE		15%	
7	<b>Liaison with PRAL and Field offices on automation related issues</b> Issues related to PRAL related to automation like registration in sales tax, filing of Sales Tax Returns, 8B related issues and so on are also processed by Chief Sales Tax Operations		10%	

<b>Position Title:</b>		<b>Secretary (ST Operations)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (Sales Tax-Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Matters pertaining to MPRs (Sales Tax)	Time Limit Case:	10%	
2	Matters relating to efforts of liquidation of ST/FED arrears including stuck at different judicial for a	Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
3	Matters pertaining to filing of Sales Tax / FED Returns	<b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
4	Matters relating to approvals, review applications, condonation of time limitations, revision of returns/filing of refund claims and issues related thereto under Sales Tax/FED laws	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
5	Matters relating to de-registration, blocking/de-blocking, suspension and blacklisting, etc	<b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
6	Monitoring and follow up on cases referred by CREST and External Audit		10%	
7	Monitoring of Sales Tax & FED refund payments	Time Limit Case: Within time	10%	
8	Monthly Sales Tax & FED revenue collection, compilation & comparative analysis	Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
9	Coordination with IR Policy Wing for formulation of budgetary proposals including proposed changes in law & Procedure (ST/FED)	<b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
10	FTO matters (Sales Tax/FED)	Time Limit Case:	5%	
11	Monitoring of non and nil filers	Within time	5%	
12	Parliamentary Business	Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	

<b>Position Title:</b>		<b>Secretary (Provincial Finance &amp; Law &amp; Procedural)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (Sales Tax-Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Matters pertaining to Provincial Revenue Authorities	Time Limit Case: Within time	15%	
2	Matters relating to WWF & WPPF Devolution	Immediate/Urgent: same day Routine matters: Within 01-02 days	15%	
3	Matter relating to ST/FED Exemptions, interpretation of legal issues	<b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
4	Inter provincial coordination on tax matters	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
5	Parliamentary Business	Time Limit Case: Within time	10%	
6	Matters relating to PoS	Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
7	Matters relating to operationalization of budgetary changes	<b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
8	Matters relating to Third Schedule items and other schedules	Time Limit Case: Within time	10%	
9	Import/export related issues	Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	

<b>Position Title:</b>		<b>Second Secretary (ST Operations)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Secretary (ST Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Matters pertaining to MPRs (Sales Tax)	Time Limit Case: Within time	10%	
2	Matters relating to efforts of liquidation of ST/FED arrears including stuck at different judicial for a	Immediate/Urgent: same day Routine	10%	
3	Matters pertaining to filing of Sales Tax / FED Returns	matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
4	Matters relating to approvals, review applications, condonation of time limitations, revision of returns/filing of refund claims and issues related thereto under Sales Tax/FED laws	Time Limit Case: Within time Immediate/Urgent: same day Routine	10%	
5	Matters relating to de-registration, blocking/de-blocking, suspension and blacklisting, etc	matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
6	Monitoring and follow up on cases referred by CREST and External Audit		10%	
7	Monitoring of Sales Tax & FED refund payments	Time Limit Case: Within time	10%	
8	Monthly Sales Tax & FED revenue collection, compilation & comparative analysis	Immediate/Urgent: same day Routine	10%	
9	Coordination with IR Policy Wing for formulation of budgetary proposals including proposed changes in law & Procedure (ST/FED)	matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
10	FTO matters (Sales Tax/FED)	Time Limit Case: Within time	5%	
11	Monitoring of non and nil filers	Immediate/Urgent: same day Routine	5%	
12	Parliamentary Business	matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	

<b>Position Title:</b>		<b>Second Secretary (Provincial Finance &amp; Law &amp; Procedural)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Secretary (Provincial Finance &amp; Law &amp; Procedural)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Matters pertaining to Provincial Revenue Authorities	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	15%	
2	Matters relating to WWF & WPPF Devolution	same day Routine matters: Within 01-02 days	15%	
3	Matter relating to ST/FED Exemptions, interpretation of legal issues	<b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
4	Inter provincial coordination on tax matters	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
5	Parliamentary Business	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
6	Matters relating to Point of Sale (POS)	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
7	Matters relating to operationalization of budgetary changes	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
8	Matters relating to Third Schedule items and other schedules	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
9	Import/export related issues	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	

<b>Position Title:</b>		<b>Chief (Refunds)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Sales Tax / FED and PDL Refunds</b>		
<b>Reporting Officer:</b>		<b>Member (Inland Revenue – Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To oversee the system of sales tax & FED refund disbursements. Issuance of refund summaries to State Bank of Pakistan after generations of RPOs through STARR, ERS and FASTER channels.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	25%	
2	To communicate with State Bank of Pakistan with respect of disbursement procedure and deployment of checks.	<b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
3	To communicate with PRAL and help resolve genuine grievances of refund claimants.		15%	
4	To guide underlings and manage the overall working of Refunds / CSTRO w.r.t Law.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	10%	
5	To guide in FTO matters and help resolve legal issues.	<b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
6	To convey problems and seek approval of Member IR-Operations in matters of refund, act as liaison between Member IR-operations and Secretaries.		10%	
7	Disburse refund payments against Petroleum Levy (PDL)	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days	5%	
8	To manage jurisdiction and distribute work amongst subordinate offices.	<b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
9	To manage any other job assigned by Member (IR-Operations) / higher authorities		5%	

<b>Position Title:</b>		<b>Secretary (Refunds/CSTRO)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer :</b>		<b>Chief (Refunds)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Issuance of refund cheque against RPOs	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Maintenance of record of the refunds issued		10%	
3	Cancellation and re-issuance of cheque not presented in the SBP for payment for any valid reason after proper documentation or retrieval of original cheque where possible		10%	
4	Allowing generation of E-RPO against the manual RPOs of Sales Tax and Federal Excise Duty received in CSTRO		10%	
5	Issuance of cheques against the RPOs on account of recovery purely or partially which are uploaded in system at the time when the refund payment is made electronically to the claimants		10%	
6	Issuance of manual cheques of PLD refunds	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
7	Issues related to Fully Automated Sales Tax e-Refunds (FASTER) and Expeditious Refund System (ERS)		10%	
8	Parliamentary Business		10%	
9	Any other job assigned by Member (IR-Operations)/Chief(Projects & Refunds)		10%	
10	Roll back of refund claims erroneously filed in FASTER/ERS/STARR modules.	Time Limit Case: Within time	5%	
11	Identify the glitches in the design of systems and take remedial action thereof.	Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	

<b>Position Title:</b>		<b>Chief (IR- Formations)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>IR-Operations</b>		
<b>Reporting Officer:</b>		<b>Member (IR-Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Tasks performed by Secretary IR- Jurisdictions	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	50%	
2	Tasks performed by Secretary IR- Complaints	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	50%	





<b>Position Title:</b>		<b>Secretary (Jurisdiction)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (IR Formations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Matters pertaining to Income Tax/Sales Tax & FED jurisdiction	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
2	Matters pertaining to the re-revitalization of and resource allocation to the field formations	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
3	Matters relating to the management, upkeep and distribution of the vehicles on the strength of the transport pool of the Operations Wing	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
4	Jurisdictional and operational matters relating to ICTO 2001	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
5	Parliamentary business	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	

<b>Position Title:</b>		<b>Secretary (Complaints)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (IR Formations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Complaints against the tax officials	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	35%	
2	PMDU Complaints	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	35%	
3	Parliamentary Business.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
4	Any other job assigned by Member (IR-Operations)/Chief(Formation)	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	

<b>Position Title:</b>		<b>Chief (IR-Analysis)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Member (Inland Revenue – Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	MIS reporting of collection of Sales Tax & Federal Excise Duty	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
2	MIS reporting of collection at LTUs/RTOs, pertaining to Sales Tax & Federal Excise Duty.		10%	
3	MIS reporting pertaining to Major Revenue contributors.		10%	
4	MIS reporting pertaining to Major sectors and major commodities.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
5	Updation of MIS database, on the basis of reports received from DR&S/PRAL.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Overall analysis of the functions of the field formations.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
7	Analysis of revenue collection viz-a-viz respective collection targets.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

<b>Position Title:</b>		<b>Secretary (Analysis)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (IR Analysis)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	MIS reporting of collection of Sales Tax & Federal Excise Duty	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
2	MIS reporting of collection at LTUs/RTOs, pertaining to Sales Tax & Federal Excise Duty	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
3	MIS reporting pertaining to Major Revenue Contributors	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
4	MIS reporting pertaining to Major sectors and major commodities	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
5	Updating MIS database, on the basis of reports received from DR8cS/PRAL	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Overall analysis of the functions of the field formations	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
7	Analysis of revenue collection viz-a-viz respective collection targets	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
8	Sectoral studies and other analytical reports	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
9	Identifying patterns of tax evasion	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
10	Parliamentary Business	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
11	Any other job assigned by Member (IR-Operations)/Chief (IR-Analysis)	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	

<b>Position Title:</b>		<b>Secretary (TIPU)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (IR Analysis)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Review and Analysis of information/reports received from DG (I&I) and DG (Internal Audit)	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	30%	
2	Coding of the reports and sharing the same with relevant field offices, for needful action	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
3	Development of feedback and follow-up mechanism, for generating periodic/need-basis MIS reports for consumption of top-management	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
4	Tax-payer's complaints regarding revenue leakages and tax-evasion	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
5	Tax-fraud reports, preliminary analysis and coordination with relevant field formation for needful action	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Any other job assigned by Member (IR-Operations)/Chief(IR Sales Tax)	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

<b>Position Title:</b>		<b>Chief (POS)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Member (Inland Revenue – Operations )</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Along with Secretaries PoS, functions as a bridge between the Member (IR-Operations) and the field formations for the collection of data/ information and dissemination of directions/ policy decision of the Board.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
2	Monitors the reliability of information flowing both vertically and horizontally.		15%	
3	Supports policy formulation by the Board through his regular input and analyses.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
4	Where asked by the Board/ Member, negotiates with associations and trade bodies to address any bottlenecks in the integration process.		15%	
5	Utilizes the in-house data analysis capacity provided by PRAL to come up with actionable suggestions.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Proposes any regulatory changes required to effectively and efficiently implement the integration under both Sales Tax and Income Tax laws including changes in the Act/ Ordinance, issuance of General Orders and SROs.		10%	
7	Keeps a regular liaison with Policy Wing, IT Wing and PRAL to address any relevant issues and design proposal for continuous improvement (CI) initiatives.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
8	Flags any redundant processes with the view to enhance efficiency.		10%	

<b>Position Title:</b>		<b>Secretary (POS)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Chief (POS)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Along with Secretaries POS, functions as a bridge between the Member (IR-Operations) and the field formations for the collection of data/ information and dissemination of directions/ policy decision of the Board.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
2	Monitors the reliability of information flowing both vertically and horizontally.		15%	
3	Supports policy formulation by the Board through his regular input and analyses.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
4	Where asked by the Board/ Member, negotiates with associations and trade bodies to address any bottlenecks in the integration process.		15%	
5	Utilizes the in-house data analysis capacity provided by PRAL to come up with actionable suggestions.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Proposes any regulatory changes required to effectively and efficiently implement the integration under both Sales Tax and Income Tax laws including changes in the Act/ Ordinance, issuance of General Orders and SROs.		10%	
7	Keeps a regular liaison with Policy Wing, IT Wing and PRAL to address any relevant issues and design proposal for continuous improvement (CI) initiatives.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
8	Flags any redundant processes with the view to enhance efficiency.		10%	

<b>Position Title:</b>		<b>Secretary (FTO Matters)</b>		
<b>Grade:</b>		<b>18 / 19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer :</b>		<b>Project Director (Track &amp; Trace System)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Comply with the orders/findings/recommendations issued by the Honorable Courts/FTOs	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	100%	





<b>Position Title:</b>		<b>Secretary (Projects)</b>		
<b>Grade:</b>		<b>18 / 19</b>		
<b>Function:</b>		<b>IR Operations</b>		
<b>Reporting Officer:</b>		<b>Project Director (Track &amp; Trace System)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Constitution of project teams for implementation of the projects	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	35%	
2	Implementation of IR Enforcement Network (IREN)	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	35%	
3	Implementation of Track and Trace System in specified sectors	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	30%	



# **OPERATIONS (CUSTOMS)**



<b>Position title:</b>		<b>Member (Customs-Operations)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Operations</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Revenue Targets: Achieving Collection targets as assigned by Ministry of Finance and Revenue	Time Limit Case: Within time Immediate / Urgent: Same day Routine matters: Within 2-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Anti-smuggling measures: Guarding the economic frontiers of the country	Time Limit Case: Within time Immediate / Urgent: Same day Routine matters: Within 2-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Integrity Management: Ensure transparency in processes and minimize interaction of customs functionaries with traders. Prompt disciplinary action to root out malpractices	Time Limit Case: Within time Immediate / Urgent: Same day Routine matters: Within 2-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
4	Updating current procedures and processes: Change and modification of various procedure/ processes according to need of the Federal Government and trade	Time Limit Case: Within time Immediate / Urgent: Same day Routine matters: Within 2-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
5	Internal Organization: Coordination with DGs (I&I-Customs), PRAL and all other Customs field formations on operational matters. Coordinating the customs related consultancies procured through TARP and SP&S or any other Wing of FBR	Time Limit Case: Within time Immediate / Urgent: Same day Routine matters: Within 2-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	External Organization: Coordination/ meetings with Prime Minister's Office, Senate/ National Assembly committees; Supreme Court of Pakistan, FO Secretariat, Ministry of Commerce, EAD, Ministry of Defence, Ministry of Interior etc.	Time Limit Case: Within time Immediate / Urgent: Same day Routine matters: Within 2-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position title:</b>		<b>Chief (Facilitation &amp; Compliance)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>F&amp;C</b>		
<b>Reporting Officer:</b>		<b>Member (Operations-Custom)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Monitoring of Law and Procedures Matters.	Time Limit Case: Within time Immediate / Urgent: Same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Drafting of rules and amendments therein under section 219 of the Customs Act, 1969.		5%	
	Processing of proposals from Ministries, Provincial Governments, the Collectorates, trade bodies etc regarding amendments in the Customs Act, 1969 and the rules made there under, rectification of anomalies, if any, in the Rules, CGOs etc, as and when required.		5%	
3	Coordination with Overseas Pakistanis Foundation, Embassies and other departments on passenger facilitation.		2.5%	
4	Establishment /creation of new offices of field formations		2.5%	
5	Attending meetings of forums (like APTTCA) under Afghanistan-Pakistan Transit Trade Agreement (APTTA), 2010 and other transit trade agreement including attending meetings of the Pak-Afghan Joint Economic Commission (JEC), Central Coordinating Authority (CCA), inter-Ministerial Technical Committee and IMC. Formulation of procedures for trade facilitation with bordering countries.		10%	
6	Modernization of existing border customs stations and opening up of new border crossing points and up-gradation/improvement of physical infrastructure and other border management services, including negotiations with donors, multilateral agencies, aid agencies and other stakeholders.		5%	
7	Matters relating to establishment of Electronic Data Interface (EDI) and one window facility at border stations.		5%	
8	Monitoring the performance of the field formations and organizations entrusted with the powers of Customs officers regarding anti-smuggling activities.	Time Limit Case : Within time Immediate / Urgent:	10%	

9	Processing of complaints from general public, or from other agencies on reports regarding smuggling activities.	Same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	2.5%	
10	Coordination with other departments just as seaports authorities, Dry Ports Trusts, NLC, Frontier Corps, Pakistan Rangers, Coast Guards, CAS etc regarding disposal/auction of the goods seized under the Customs Act, 1969 and lying in their custody.		5%	
11	Processing of complaints regarding alleged maladministration by officers/officials, calling report from the field formations and proposing action against the accused, if charges are established against them.	Time Limit Case : Within time Immediate / Urgent: Same day Routine matters: Within 01-02 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	2.5%	
12	Dealing with FIA, NAB etc in consultation with Administration Wing, FBR		2.5%	
13	Monitoring of arrears, recommending names of tax defaulters to be put on ECL lists, dissemination and collection of information, preparation of reports and periodic review on related issues.		5%	
14	Monitoring of arrears, recommending names of tax defaulters to be put on ECL lists, dissemination and collection of information, preparation of reports and periodic review on related issues.		5%	
15	Setting up ADRCs and coordination with the Alternate Dispute Resolution Committee for sending recommendations and resolving the dispute as per the provisions of the law.	Time Limit Case : Within time Same day Routine matters: Within 01-02 days  <b>Disposal: 45%</b> <b>Quality: 55%</b>	5%	
16	Handling complaints filed with FTO.		5%	
17	Monitoring of disposal of cases by the Adjudication Collectorates.		2.5%	
18	Reply to all queries of customs received through e-mail, helpline & PMDU.		10%	

<b>Position title:</b>		<b>Secretary (Law &amp; Procedure)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>F&amp;C</b>		
<b>Reporting Officer:</b>		<b>Chief (F&amp;C)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%)</b>	<b>Final Score</b>
1	Amendments in Law and Procedures	<ul style="list-style-type: none"> <li>Drafting of Rules and amendments therein under Section 219 of the Customs Act, 1969</li> <li>Prescribing the procedures for smooth customs operations, to carry out the purposes of the Customs Act, 1969 and the rules made there-under</li> <li>Issuing and updating of Customs General Orders(CGOs)</li> <li>Proposing of proposals from Ministries, Provincial Governments, the Collectorates, trade bodies etc regarding amendments in the Customs Act, 1969 and the rules made there under, rectifications of anomalies, if any, in the Rules, CGOs etc, as and when required.</li> </ul>	20%	
2	Passenger Facilitation	<ul style="list-style-type: none"> <li>All matters relating to Baggage Rules, Duty free shops, Passenger facilitation</li> <li>Coordination with overseas Pakistanis Foundation, departments on passenger facilitation</li> <li>Matters relating to temporary import of vehicles and carnet de passage</li> </ul>	20%	
3	Transshipment & Warehousing and issues related to panel surcharge	<ul style="list-style-type: none"> <li>Formulation of rules and procedures relating to transshipment of goods from Karachi port to up country dry ports and amendments warranted, from time to time</li> <li>Formulation of rules for warehousing of bonded goods and monitoring of the bonds licensing procedures by the Collectorates</li> <li>Processing of requests for waiver of panel surcharge under section 98 of the Customs Act, 1969</li> <li>Issuance of notification u/s 98 of the Customs Act, 1969</li> <li>Procedural issues pertaining to diplomatic bonded warehouses including those dealing in liquor</li> </ul>	20%	
4	Temporary Import of Vehicles	<ul style="list-style-type: none"> <li>Receipts and process of applications received in the Board, issuance of clarifications if desired by Collectorates, coordination with different Ministries/ Consulate/ Embassies</li> <li>Processing of cases regarding carnet de passage and sorting out the problems relating thereto</li> </ul>	20%	
5	Senate/NA Questions- Sessions	<ul style="list-style-type: none"> <li>Preparation of answers on any of the above referred topics agitated by the members of NA/Senate and notepad for the Finance Ministers</li> <li>Briefing to the Finance Minister on certain issues</li> <li>Attending the National Assembly/Senate sessions</li> </ul>	10%	
6	Establishment/ creation of new offices of field formation	<ul style="list-style-type: none"> <li>Issuance of fresh notifications pertaining to declaration of ports/ Dry ports/Airports/Terminals/Container Freight Stations/Loading, unloading areas etc under section 9 of the Customs Act, 1969</li> <li>Assigning powers to perform under Customs Act, 1969</li> </ul>	10%	

<b>Position title:</b>		<b>Secretary (Enforcement &amp; Coordination)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>F &amp; C</b>		
<b>Reporting Officer:</b>		<b>Chief (F&amp;C)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To monitor the anti-smuggling performance of the field formations regarding anti-smuggling.	Time Limit Case: on time Immediate/Urgent: on same day Routine matters: 3-4 days <b>Disposal: 70%</b> <b>Quality : 30%</b>	20%	
2	Processing of complaints from the general public or from other agencies on reports regarding smuggling activities.	Time Limit Case: on time Immediate/Urgent: on same day Routine matters: Within one week <b>Disposal: 50%</b> <b>Quality : 50%</b>	20%	
3	Processing reward cases under the Reward Rules.	Time Limit Case: on time Immediate/Urgent: on same day Routine matters: 3-4 days <b>Disposal: 20%</b> <b>Quality : 80%</b>	10%	
4	Authorization of Confiscated Vehicles.	Time Limit Case: on time Immediate/Urgent: on same day Routine matters: Within three days <b>Disposal: 80%</b> <b>Quality : 20%</b>	10%	
5	Processing of complaints regarding alleged corruption by Customs officers/officials, calling reports from the field formations.	Time Limit Case: on time Immediate/Urgent: on same day Routine matters:3-4 days <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
6	Dealing with FIA, NAB etc. in cases of corruption in liaison with the Administration Wing.	Time Limit Case: on time Immediate/Urgent: on same day Routine matters: 3-4 days <b>Disposal: 50%</b> <b>Quality : 50%</b>	10%	
7	Arrangements regarding holding of Collectors Customs Conference.	Time Limit Case: on time Immediate/Urgent: on same day Routine matters: Within one week <b>Disposal: 50%</b> <b>Quality : 50%</b>	10%	

<b>Position title:</b>		<b>Secretary (Transit and Border Trade)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>F &amp; C</b>		
<b>Reporting Officer:</b>		<b>Chief (F&amp;C)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b><u>Transit-I:</u></b> All matters pertaining to transit trade, including US and NATO led ISAF's transit cargo, coordination with Ministries.	Time Limit Case: Within 2-3 Days Immediate/Urgent: Same Day Routine matters: within 4-5 Days <b>Disposal: 60%</b> <b>Quality: 40%</b>	70%	
2	<b><u>Transit-II:</u></b> Drafting and formulation of SROs, Rules and CGOs relating to transit trade.	Time Limit Case: Within Time Immediate/Urgent: Same Day Routine matters: within 4-5 Days <b>Disposal: 50%</b> <b>Quality: 50%</b>		
3	<b><u>Border Trade:</u></b> Formulation of procedures for trade facilitation with bordering countries, processing of references, reports etc. regarding modernization of existing border customs stations and opening up of new border crossing points and harmonization of border trade related Customs Procedures.	Time Limit Case: Within Time Immediate/Urgent: Same Day direction given to relevant field formation. Routine matters: within 4-5 Days <b>Disposal: 60%</b> <b>Quality: 40%</b>		



<b>Position Title:</b>		<b>Secretary (Custom Judicial/ADRC/PMDU)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Legal</b>		
<b>Reporting Officer:</b>		<b>Chief (F &amp; C)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Judicial alternate dispute resolution/ Custom Judicial	<p>Processing of applications received from all over the country from taxpayers in terms of section 195-C of the Customs Act, 1969 for resolution of the disputes.</p> <p>Setting up ADRCs and coordination with the Alternate Dispute Resolution Committee for sending recommendations and resolving the dispute as per the provisions of the law</p> <p>Liaison with Legal Wing for processing Para wise comments in relation to cases sub judice with Supreme Court, High Court and other judicial for a</p> <p>Handling complaints filed with FTO and coordination thereof with the relevant field formations</p> <p>Issuance of notification regarding inclusion/ deletion in SRO 1358(1)/2020 dated 15.12.2020 of ADRC members on recommendation of Field formation/Chambers of commerce and Industry/ Federation of Pakistan in terms of section 195/C of Customs Act, 1969</p>	20%	
2	PMDU Pakistan Citizen Portal/ Dashboard Complaints	<p>This section deals with the complaints receive on PMDU citizen portal including reopening complaints/Task assignment received from the office of Member (FATE) on daily basis. The PMDU section performs functions resolve the complaints expeditiously in coordination with relevant field formation and sections at FBR HQ</p>	80%	

<b>Position title:</b>		<b>Chief (Reforms &amp; Automation)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Operations/ Reforms</b>		
<b>Reporting Officer:</b>		<b>Member (Custom-Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Monitoring of automation process.	<ul style="list-style-type: none"> <li>• Identification of automation processes being initiated.</li> <li>• Listing &amp; Identifying of modules being completed.</li> <li>• Keeping liaison with DG Reforms &amp; Automation.</li> <li>• Keeping DG abreast of Reforms related activities in Connection with different Reforms initiatives for onward translating into development of WeBOC modules accordingly.</li> </ul> <p style="text-align: center;"><b>Disposal:40 %</b> <b>Quality:60 %</b></p>	20%	
2	Matters related to Risk Management System.	<ul style="list-style-type: none"> <li>• Keeping close liaison with the Directorate of Risk Management System (RMS) for the charges and overall functionality of the Directorate &amp; informing Directorate of RSM about DLI's under Pakistan Raises Revenue Project (PRRP).</li> <li>• Overall coordination and information sharing regarding different reform initiatives so that the Directorate of Risk Management can develop policies accordingly.</li> </ul> <p style="text-align: center;"><b>Disposal:40 %</b> <b>Quality:60 %</b></p>	10%	
3	Coordination and liaison with Pakistan Revenue Automation Limited (PRAL) on all Customs related matters.	<ul style="list-style-type: none"> <li>• Informing and resolving different issues arise in field formations regarding Pakistan Revenue Automation Limited (PRAL).</li> <li>• Communication and resolving different problems related to WeBOC and any other problem in the system related to PRAL.</li> </ul> <p style="text-align: center;"><b>Disposal:40 %</b> <b>Quality:60 %</b></p>	20%	
4	Matters pertaining to hardware requirements of field formations.	<ul style="list-style-type: none"> <li>• Reception of hardware requirements from field formations.</li> <li>• Timely completion of legal and procedural requirements and providing funds without unnecessary delay.</li> <li>• Ensuring that the requirements of field formation regarding provision of hardware are meted out properly.</li> </ul> <p style="text-align: center;"><b>Disposal:40 %</b> <b>Quality:60 %</b></p>	20%	

5	Coordinating and taking necessary action regarding the activities of Customs related international aid projects.	<ul style="list-style-type: none"> <li>• Keeping close liaison with international aid project's relevant quarter.</li> <li>• Coordination &amp; monitoring for Customs related actions/ projects.</li> </ul> <p style="text-align: center;"><b>Disposal:40 %</b> <b>Quality:60 %</b></p>	10%	
6	Implementing all matters related to SECDIV project of Ministry of Foreign Affairs.	<ul style="list-style-type: none"> <li>• Liaison with SECDIV.</li> <li>• Coordination in respect of any new initiative.</li> <li>• Monitoring and implementation of all decisions/initiatives regarding Customs to be implemented.</li> </ul> <p style="text-align: center;"><b>Disposal:40 %</b> <b>Quality:60 %</b></p>	10%	
7	Monitoring of progress regarding completion of Customs related projects under TARPS	<ul style="list-style-type: none"> <li>• Keeping abreast of reforms under the Tax Administration Reform Programme (TARP).</li> </ul> <p style="text-align: center;"><b>Disposal:40 %</b> <b>Quality:60 %</b></p>	10%	



<b>Position title:</b>		<b>Secretary (Reforms &amp; Automation)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Operations/ Reforms</b>		
<b>Reporting Officer:</b>		<b>Chief (Reforms &amp; Automation)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Monitoring of automation process.	<ul style="list-style-type: none"> <li>• Identification of automation processes being initiated.</li> <li>• Listing of modules being completed and identifying modules near to completion.</li> <li>• Keeping liaison with Directorate General of Reforms &amp; Automation for updated status, Informing and sensitizing Directorate General of Reforms &amp; Automation about issues which require utmost priority.</li> <li>• Keeping DG abreast of Reforms related activities in Connection with different Reforms initiatives for onward translating into development of WeBOC modules accordingly.</li> </ul> <p style="text-align: center;"><b>Disposal:40%</b> <b>Quality:60%</b></p>	20%	
2	Matters related to Risk Management System	<ul style="list-style-type: none"> <li>• Keeping close liaison with the Directorate of Risk Management System for the charges and overall functionality of the Directorate.</li> <li>• Informing Directorate of Risk Management System about DLI's under Pakistan Raises Revenue Project (PRRP).</li> </ul> <p style="text-align: center;"><b>Disposal:40%</b> <b>Quality:60%</b></p>	10%	
3	Coordination and liaison with Pakistan Revenue Automation Limited (PRAL) on all Customs related matters.	<ul style="list-style-type: none"> <li>• Informing and resolving different issues arise in field formations regarding Pakistan Revenue Automation Limited (PRAL).</li> <li>• Communication and resolving different problems being faced by importers and exporters in WeBOC and any other problem in the system related to PRAL.</li> <li>• Receiving and Resolving issues and queries raised by PRAL.</li> <li>• Receiving and forwarding to relevant quarters requirements of business entities to PRAL.</li> </ul> <p style="text-align: center;"><b>Disposal:40%</b> <b>Quality:60%</b></p>	20%	
4	Matters pertaining to hardware	<ul style="list-style-type: none"> <li>• Reception of hardware requirements from field formations.</li> </ul>	20%	

	requirements of field formations.	<ul style="list-style-type: none"> <li>• Timely completion of legal and procedural requirements and providing funds without unnecessary delay.</li> <li>• Ensuring that the requirements of field formation regarding provision of hardware are meted out properly.</li> </ul> <p style="text-align: center;"><b>Disposal:40%</b> <b>Quality:60%</b></p>		
5	Coordinating and taking necessary action regarding the activities of Customs related international aid projects.	<p>Keeping close liaison with international aid project's relevant quarter.</p> <p>Coordination with the projects for Customs related actions.</p> <p>Coordination and monitoring of Customs related action with the relevant sections of Customs.</p> <p style="text-align: center;"><b>Disposal:40%</b> <b>Quality:60%</b></p>	10%	
6	Implementing all matters related to SECDIV project of Ministry of Foreign Affairs.	<ul style="list-style-type: none"> <li>• Liaison with SECDIV.</li> <li>• Coordination in respect of any new initiative.</li> <li>• Monitoring and implementation of all decisions/initiatives regarding Customs to be implemented.</li> <li>• Keeping abreast SECDIV about compliance of the directives issued time to time.</li> </ul> <p style="text-align: center;"><b>Disposal:40%</b> <b>Quality:60%</b></p>	10%	
7	Monitoring of progress regarding completion of Customs related projects under TARPS	<ul style="list-style-type: none"> <li>• Keeping abreast of reforms under the Tax Administration Reform Programme (TARP).</li> <li>• Communication status and steps taken by the relevant quarters to be closely monitored and to endeavor for in time completion of all reforms envisioned under 'TARP'.</li> </ul> <p style="text-align: center;"><b>Disposal:40%</b> <b>Quality:60%</b></p>	10%	

<b>Position Title:</b>		<b>Chief International Customs</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>International Customs</b>		
<b>Reporting Officer:</b>		<b>Member Operations</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination with Foreign Customs Administration. Negotiations on and finalization of bilateral agreements on customs cooperation, barring those specified elsewhere. Processing requests for customs assistance in investigations or verification of import/export documents	Percentage of cases disposed off in a prescribed manner <b>Quality: 50%</b> <b>Disposal: 50%</b>	30%	
2	Coordination and liaison with WCO on custom matters. Liaison and Coordination on following matters: International Conventions protocols, MoUs relevant to Customs Harmonized System Valuation Origin Compliance and enforcement Commercial Fraud Money Laundering Drugs trafficking and interdiction Supply chain security Facilitation and customs procedures Customs modernization Customs integrity	Percentage of cases supervised/processed in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
3	Analysis of reports submitted by officers on international customs matters and formulation of policies consistent with their recommendations made to the Board	Percentage of number of inspections conducted in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
4	Coordination with national and international organizations. Liaison with international organizations viz RILO, IPI, UNCTAAD and other bodies for developing policies on customs matters and monitoring implementation of arrangements finalized as a result thereof. Liaison with all Federal Ministries in the formulation of policies on issues of bilateral cooperation in customs matter	Percentage of cases disposed off in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	5%	

<b>Position Title:</b>		<b>Secretary International Customs</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>International Customs</b>		
<b>Reporting Officer:</b>		<b>Chief International Customs</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination with Foreign Customs Administration. Negotiations on and finalization of bilateral agreements on customs cooperation, barring those specified elsewhere. Processing requests for customs assistance in investigations or verification of import/export documents	Percentage of cases disposed off in a prescribed manner <b>Quality: 50%</b> <b>Disposal: 50%</b>	30%	
2	Coordination and liaison with WCO on custom matters. Liaison and Coordination on following matters: International Conventions protocols, MoUs relevant to Customs Harmonized System Valuation Origin Compliance and enforcement Commercial Fraud Money Laundering Drugs trafficking and interdiction Supply chain security Facilitation and customs procedures Customs modernization Customs integrity	Percentage of cases supervised/ processed in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
3	Foreign Training, seminars and workshops. Coordination with WCO on capacity building and other matters of mutual interest Selection and nomination of officers for training abroad Analysis of reports submitted by officers on international customs matters and formulation of policies consistent with their recommendations made to the Board	Percentage of number of inspections conducted in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	

4	<p>Coordination with national and international organizations. Liaison with international organizations viz RILO, IPI, UNCTAAD and other bodies for developing policies on customs matters and monitoring implementation of arrangements finalized as a result thereof.</p> <p>Liaison with all Federal Ministries in the formulation of policies on issues of bilateral cooperation in customs matter</p>	<p>Percentage of cases disposed off in a year</p> <p><b>Quality: 40%</b> <b>Disposal: 60%</b></p>	5%	
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# **POLICY (INLAND REVENUE)**

<b>Position title:</b>		<b>Member (IR-Policy)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Policy</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Drafting and preparation of Finance Bill and supplementary bills for amendment in tax laws Preparation of budget documents: Notes on Clauses Salient Features. Budget Speech Revenue Impact Summary for the cabinet	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	25%	
2	Preparation of Ordinances promulgated by the President of Pakistan from time to time during the Financial Year along with allied documents: Note for Finance Minister, Summary for the Federal Cabinet Summary for Prime Minister	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
3	Preparation and comments on SROs in respect of tax laws		10%	
4	Preparation of summaries/comments/reply on matters pertaining to Senate, National Assembly, Prime Minister Office and other Government Departments	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
5	Finalization and updating of annual income tax return, withholding statements and payments module pursuant to changes in Income Tax Ordinance, 2001 Resolution of errors in Income Tax Returns Updating of exemptions related to import on WEBOC system		5%	
6	Processing of budget proposals regarding amendments in the tax laws forwarded by Government departments, Chambers, Association, Banks, Financial institutions, Companies etc		5%	
7	Preparation and issuance of clarifications and circulars related to tax policy including circulars to explain important amendments made through Finance Act and Ordinances	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
8	Provision of para-wise comments to Legal Wing in cases filed in Supreme Court of		5%	

	Pakistan / High Court pertaining to tax Policy issues. Assistance to Courts tax matters as and when required			
9	Provision of para-wise comments to Legal Wing regarding FTO complaints pertaining to tax Policy issues.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
10	Attend meetings related to tax policy with various stakeholder including IMF, ministries, chambers, association and companies etc		5%	
11	Correspondence with ministries, field formations and general public on tax policy issues	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
12	Preparation of briefs and presentations for Chairman on tax policy matters	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
13	Resolution of complaints including complaints and tasks assigned on Prime Minister Delivery Unit	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
14	Any other task assigned by Chairman FBR		5%	



<b>Position Title:</b>		<b>Chief (Income Tax Policy)</b>		
<b>Grade:</b>		<b>BPS-20</b>		
<b>Reporting Officer:</b>		<b>Member IR(Policy)</b>		
<b>Function:</b>		<b>Income Tax Matters</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Drafting and preparation of annual Finance Bill including budget documents: Notes on Clauses Salient Features. Budget Speech Revenue Impact Summary for the cabinet	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	25%	
2	Preparation of Ordinances promulgated by the President of Pakistan from time to time during the Financial Year along with allied documents including Note for Finance Minister, Summary for the Federal Cabinet and Summary for Prime Minister	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
3	Processing of budget proposals regarding amendments in the Income Tax Ordinance, 2001 forwarded by Government departments, Chambers, Stock Exchanges, Tax Bar Association, Banks, Financial institutions, Chartered Accountants, NGOs	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
4	Preparation and issuance of circulars related to income tax policy including explanation of important amendments made through Finance Act and Ordinances		5%	
5	Preparation of comments/reply on matters pertaining to Senate, National Assembly, Prime Minister Office and Other Government Departments	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
6	Attend meetings related to Income tax policy on daily basis with various ministries, departments and stakeholders.		5%	
7	Processing of issues relating to Income tax received from different quarters.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
8	Drafting and preparation of annual Finance Bill including budget documents: Notes on Clauses , Salient Features, Budget Speech, Revenue Impact and Summary for the cabinet	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	25%	

9	Correspondence with ministries, field formations and general public and preparation of comments on summaries received from government departments.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
10	Preparation and comments on draft and final SROs in respect of amendments proposed in the Income Tax Rules, 2002.		5%	
11	Finalization and updating of annual income tax returns, withholding statements and payments module pursuant to changes in Income Tax Ordinance, 2001 Resolution of errors in Income Tax Returns Updating of exemptions related to import on WEBOC system	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
12	Resolution of complaints including complaints and tasks assigned on Prime Minister Delivery Unit	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
13	Assistance to Courts on income tax matters as and when required	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	5%	
14	Preparation of briefs and presentations for Chairman on income tax policy matters		5%	
15	Any task assigned by the Chairman FBR/Member (IR Policy)		5%	

<b>Position title:</b>		<b>Secretary (R &amp; SRO)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Chief (Income Tax Policy)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Drafting SROs in respect of Income Tax Rules, 2002.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	40%	
2	Drafting SROs in respect of amendments in Income Tax Ordinance, 2001	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
3	Drafting SROs in respect of Valuation of Immovable Properties	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
4	SROs vetting from the Law Division	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
5	Attend meetings in FBR and other ministries on tax related matters.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
6	All tasks assigned by Member IR-Policy and Chief Income Tax Policy	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	

<b>Position title:</b>		<b>Second Secretary (R &amp; SRO)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Secretary (R &amp; SRO)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Drafting SROs in respect of Income Tax Rules, 2002.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	40%	
2	Drafting SROs in respect of amendments in Income Tax Ordinance, 2001	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
3	Drafting SROs in respect of Valuation of Immovable Properties	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
4	SROs vetting from the Law Division	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
5	Attend meetings in FBR and other ministries on tax related matters.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
6	All tasks assigned by Member IR-Policy and Chief Income Tax Policy	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
7	Drafting SROs in respect of Income Tax Rules, 2002.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	40%	

<b>Position title:</b>		<b>Secretary (ITP)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Chief (Income Tax Policy)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To evaluate policy proposals received from other Ministries/Cabinet/ECC	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
2	To evaluate policy proposals received from various organizations: chambers, ICAP, Pakistan Business Council etc.	Time Limit Cases: Within Time <b>Quality: 70%</b> <b>Disposal: 30%</b>	15%	
3	To propose policy changes for budget consideration.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
4	Preparation of Notes for the Finance Minister on the basis of approval given by the higher authorities.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
5	Preparation of Circulars explaining important amendments made through Finance Acts.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
6	Correspondence with ministries, field formations, FBR wings and preparation of comments on summaries received from government departments.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
7	Finalization of Income Tax Return and resolution of related Income Tax Return Issues	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
8	To evaluate policy proposals received from other Ministries/Cabinet/ECC	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	



<b>Position title:</b>		<b>Second Secretary (ITP)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Secretary (ITP)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To evaluate policy proposals received from other Ministries/Cabinet/ECC	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
2	To evaluate policy proposals received from various organizations: chambers, ICAP, Pakistan Business Council etc.	Time Limit Cases: Within Time <b>Quality: 70%</b> <b>Disposal: 30%</b>	15%	
3	To propose policy changes for budget consideration.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
4	Preparation of Notes for the Finance Minister on the basis of approval given by the higher authorities.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
5	Preparation of Circulars explaining important amendments made through Finance Acts.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	15%	
6	Correspondence with ministries, field formations, FBR wings and preparation of comments on summaries received from government departments.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
7	Finalization of Income Tax Return and resolution of related Income Tax Return Issues	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
8	To evaluate policy proposals received from other Ministries/Cabinet/ECC	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	

<b>Position title:</b>		<b>Secretary (ITB)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Chief (Income Tax Policy)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Preparation and drafting of annual Finance Bill, Finance Supplementary Bill and Ordinances promulgated from time to time. Vetting of final bill/ordinance from Law Ministry	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	30%	
2	Preparation of documents for approval of amendments in law including: Note for the Finance Minister, Summary for the Federal Cabinet Summary for the Prime Minister	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
3	Preparation of Budget documents including: Revenue Estimates Notes on Clauses Salient Features Notice for Amendments in Bill Presentations	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
4	Processing of budget proposals regarding amendments in the Income Tax Ordinance, 2001 received from field formations, Ministries, Government departments, Chambers, Tax Bar Associations and others.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
5	Preparation of Circulars explaining important amendments made through Finance Acts/Ordinances	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
6	Preparation and drafting of annual Finance Bill, Finance Supplementary Bill and Ordinances promulgated from time to time. Vetting of final bill/ordinance from Law Ministry	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	30%	
7	Preparation of documents for approval of amendments in law including: Note for the Finance Minister, Summary for the Federal Cabinet Summary for the Prime Minister	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
8	Preparation of Budget documents including: Revenue Estimates Notes on Clauses Salient Features Notice for Amendments in Bill Presentations	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	

9	Processing of budget proposals regarding amendments in the Income Tax Ordinance, 2001 received from field formations, Ministries, Government departments, Chambers, Tax Bar Associations and others.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
10	Preparation of Circulars explaining important amendments made through Finance Acts/Ordinances	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	



<b>Position title:</b>		<b>Second Secretary (ITB)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Secretary (ITB)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Preparation and drafting of annual Finance Bill, Finance Supplementary Bill and Ordinances promulgated from time to time. Vetting of final bill/ordinance from Law Ministry	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	30%	
2	Preparation of documents for approval of amendments in law including: Note for the Finance Minister, Summary for the Federal Cabinet Summary for the Prime Minister	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
3	Preparation of Budget documents including: Revenue Estimates Notes on Clauses Salient Features Notice for Amendments in Bill Presentations	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
4	Processing of budget proposals regarding amendments in the Income Tax Ordinance, 2001 received from field formations, Ministries, Government departments, Chambers, Tax Bar Associations and others.	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
5	Preparation of Circulars explaining important amendments made through Finance Acts/Ordinances	Time Limit Cases: Within Time <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	

<b>Position title:</b>		<b>Chief (ST &amp; FE Policy)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Member (IR-Policy)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Compilation of Budget Proposals regarding Amendments in Sales Tax Act, 1990, Federal Excise Act and ICT Act and issuance of SROs in Budget.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
2	Amendment in Sales Tax and Federal Excise Laws		10%	
3	Senate/NA Questions		10%	
4	Senate/NA Committee matters	Percentage of cases dealt in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	7.5%	
5	Court Matter	Percentage of cases dealt in a year <b>Quality: 30%</b> <b>Disposal: 70%</b>	7.5%	
6	WeBOC/Customs Matter		5%	
7	Compilation of Budget Proposals regarding Rules and procedures under Sales Tax Act 1990 and FED Act 2005 and Islamabad Capital Territory (Tax on Services) Ordinance, 2001.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
8	Drafting and Issuance of Rules and Procedures under Sales Tax Act 1990 and FED Act 2005, Islamabad Capital Territory (Tax on Services) Ordinance, 2001.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
9	Coordination / correspondence with FTO, being a Focal person of IR-Policy Wing, for compliance and settlement of Complaints.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
10	Managing the budget, record and circulation of Newspaper Bills	Percentage of cases dealt in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	10%	
11	Representing FBR (IR -Policy Wing) at various fora/levels in respect of policy matters.	Percentage of cases dealt in a year <b>Quality: 30%</b> <b>Disposal: 70%</b>	10%	

<b>Position title:</b>		<b>Secretary (ST &amp; FE Policy)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Chief (ST &amp; FE Policy)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Compilation of Budget Proposals regarding Amendments in Sales Tax Act, 1990, Federal Excise Act and ICT Act and issuance of SROs in Budget.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
2	Amendment in Sales Tax and Federal Excise Laws		10%	
3	Senate/NA Questions	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
4	Senate/NA Committee matters	Percentage of cases dealt in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	7.5%	
5	Court Matter	Percentage of cases dealt in a year <b>Quality: 30%</b> <b>Disposal: 70%</b>	7.5%	
6	WeBOC/Customs Matter		5%	
7	Compilation of Budget Proposals regarding Rules and procedures under Sales Tax Act 1990 and FED Act 2005 and Islamabad Capital Territory (Tax on Services) Ordinance, 2001.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
8	Drafting and Issuance of Rules and Procedures under Sales Tax Act 1990 and FED Act 2005, Islamabad Capital Territory (Tax on Services) Ordinance, 2001.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
9	Coordination / correspondence with FTO, being a Focal person of IR-Policy Wing, for compliance and settlement of Complaints.	Percentage of cases dealt in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
10	Managing the budget, record and circulation of Newspaper Bills	Percentage of cases dealt in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	10%	
11	Representing FBR (IR -Policy Wing) at various fora/levels in respect of policy matters.	Percentage of cases dealt in a year <b>Quality: 30%</b> <b>Disposal: 70%</b>	10%	

<b>Position title:</b>		<b>Second Secretary (ST &amp; FE Policy)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Income Tax Policy</b>		
<b>Reporting Officer:</b>		<b>Chief (ST &amp; FE Policy)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Compilation of Budget Proposals regarding Rules and procedures under Sales Tax Act 1990 and FED Act 2005 and Islamabad Capital Territory (Tax on Services) Ordinance, 2001 for Finance Bill 2021.	Percentage of cases dealt in a year <b>Quality:50%</b> <b>Disposal:50%</b>	10%	
2	Drafting and Issuance of Rules and Procedures under Sales Tax Act 1990 and FED Act 2005, Islamabad Capital Territory (Tax on Services) Ordinance, 2001.		10%	
3	Issuance of SROs, clarifications, STGOs and circulars under Sales Tax Act 1990 and FED Act 2005 and Islamabad Capital Territory (Tax on Services) Ordinance, 2001 on various issues as required.		10%	
4	Coordination / correspondence with FTO, being a Focal person of IR-Policy Wing, for compliance and settlement of Complaints.	Percentage of cases dealt in a year <b>Quality:60%</b> <b>Disposal:40%</b>	10%	
5	Representing FBR (IR -Policy Wing) at various fora/levels in respect of policy matters.		10%	
6	Coordination and arrangements of Board-in-Council and Policy Board meetings.		10%	
7	Preparation of draft Performance Agreement and coordination with different Wings of FBR for obtaining quarterly progress report.	Time limit case: within time: within 1 week <b>Disposal: 90%</b> <b>Quality: 10%</b>	10%	
8	Manage the library materials in a proper way. Managing the budget, record and circulation of Newspaper Bills Managing the budget, record and circulation of Newspaper Bills		10%	
9	Hiring of residential accommodation in respect of officers/officials of FBR (HQ). Hiring of office buildings including offices of the field formations other than those where powers have been delegated to Heads of filed formations	Time limit case: within 3-5 weeks <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	
10	Reimbursement of medical claims in respect of employees of FBR (HQ) Reimbursement of medical charges to pensioners Matters relating to allotment of FBR owned residential accommodation Work/ matters regarding Estate section.		10%	

<b>Position title:</b> Chief (Law & Clarification)				
<b>Grade:</b> 20				
<b>Function:</b> Law & Clarification Matters				
<b>Reporting Officer:</b> Member (IR-Policy)				
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Issuance of clarifications on Policy Matters related to Income Tax Policy issues	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
2	Provision of para-wise comments to Legal Wing in cases filed in Supreme Court of Pakistan / High Court pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
3	Provision of para-wise comments to Legal Wing regarding FTO complaints pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	40%	





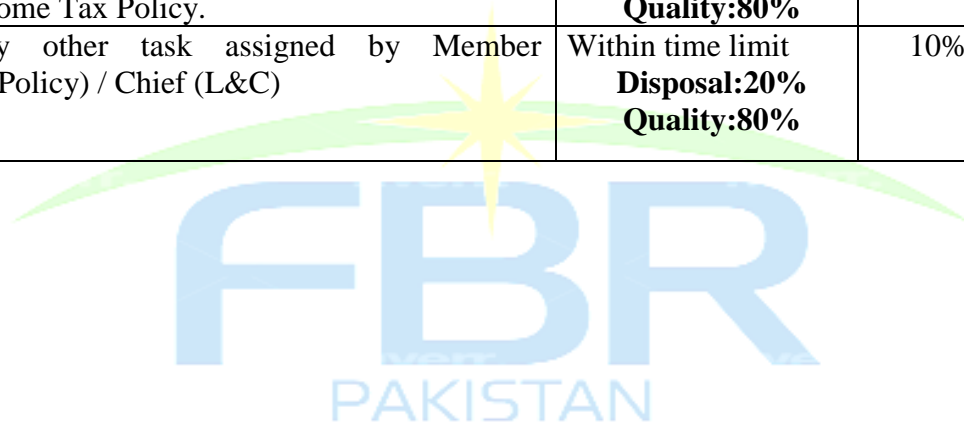
<b>Position title:</b>		<b>Secretary (Law &amp; Clarification)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Law &amp; Clarification Matters</b>		
<b>Reporting Officer:</b>		<b>Chief (Law &amp; Clarification)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Issuance of clarifications on Policy Matters related to Income Tax Policy issues	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
2	Provision of para-wise comments to Legal Wing in cases filed in Supreme Court of Pakistan / High Court pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
3	Provision of para-wise comments to Legal Wing regarding FTO complaints pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	40%	



<b>Position title:</b>		<b>Second Secretary (Law &amp; Clarification)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Law &amp; Clarification Matters</b>		
<b>Reporting Officer:</b>		<b>Secretary (Law &amp; Clarification)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Issuance of clarifications on Policy Matters related to Income Tax Policy issues	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
2	Provision of para-wise comments to Legal Wing in cases filed in Supreme Court of Pakistan / High Court pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
3	Provision of para-wise comments to Legal Wing regarding FTO complaints pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	40%	



<b>Position Title:</b>		<b>Second Secretary (Court Matters)</b>		
<b>Grade:</b>		<b>BPS-18</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Chief (Law &amp; Clarification)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Provision of para-wise comments to Legal Wing in cases filed in Supreme Court of Pakistan pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
2	Provision of para-wise comments to Legal Wing in cases filed under Article 199 of the Constitution in the High Court pertaining to Income Tax issues.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
3	Provision of para-wise comments to Legal Wing regarding FTO complaints pertaining to Income Tax Policy.	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	30%	
4	Any other task assigned by Member IR(Policy) / Chief (L&C)	Within time limit <b>Disposal:20%</b> <b>Quality:80%</b>	10%	



<b>Position title:</b>		<b>Chief (Provincial Taxes)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Law &amp; Clarification Matters</b>		
<b>Reporting Officer:</b>		<b>Member (IR-Policy)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Issuance of clarifications on Policy Matters related to Provincial taxes Policy issues received from other Ministries/Cabinet/ECC	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	30%	
2	Provision of para-wise comments to Legal Wing in cases filed in Supreme Court of Pakistan / High Court pertaining to Provincial Tax Policy issues.		10%	
3	To propose policy changes for budget consideration.	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	
4	Preparation of Circulars explaining important amendments made through Finance Acts for Provincial taxes.		10%	
5	Correspondence with Provinces and concerned ministries, field formations, FBR Wings on various issues pertaining to collection or execution of Provincial taxes	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	
6	Any other matter assigned by member IR policy	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	
7	Issues related to taxation on services between provinces and federation through National Tax Council	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	
8	Inter harmony of Sales Tax goods and services	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	

<b>Position Title:</b>		<b>Secretary (Provincial Taxes)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Provincial Taxes</b>		
<b>Reporting Officer:</b>		<b>Chief (Provincial Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Provision of para-wise comments to Legal Wing in cases filed in Supreme Court of Pakistan pertaining to Income Tax Policy issues.	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	30%	
2	Provision of para-wise comments to Legal Wing in cases filed under Article 199 of the Constitution in the High Court pertaining to Income Tax issues.	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	20%	
3	Provision of para-wise comments to Legal Wing regarding FTO complaints pertaining to Income Tax Policy.	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	20%	
4	Any other task assigned by Member IR(Policy) / Chief (L&C)	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	
5	Issues related to taxation on services between provinces and federation through National Tax Council	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	
6	Inter harmony of Sales Tax goods and services	Within time limit <b>Disposal:50%</b> <b>Quality:50%</b>	10%	



**POLICY**  
**(CUSTOMS)**

<b>Position Title</b>		<b>Member Customs (Policy)</b>		
<b>Grade</b>		<b>21</b>		
<b>Function:</b>		<b>Processing exports and exemptions related issues</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Formulation of National Customs Policy and annual budgetary proposals related to customs revenues, laws, rules, procedures and allied laws.	New policy initiatives to be taken in the corresponding year for improving customs duty collection, customs controls, simplification of rules and procedures. <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
2	Handling all matters, involving ECC, Cabinet, Parliamentary Committees, regarding Customs tariffs and exemptions.	Meetings to be attended in Cabinet/ Senate/National Assembly Committees. <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
3	Supervision and disposal of all customs policy matters relating to Special Economic Zones including Export Processing Zones and Export Facilitation Schemes, etc.	1. Policy initiatives to be taken to improve working of SEZs/EPZs. 2. Redressal of bottlenecks and problems for successful operation of SEZs/EPZs. <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
4	Supervision of coordination/communication with Foreign Customs Administrations for finalization of bilateral / multilateral mutual assistance and liaison with World Customs Organization (WCO) and World Trade Organization (WTO) on all matters related to these organizations.	1. Bilateral / Multilateral Customs Mutual Assistance Agreements (MAAs) with foreign customs administrations to be finalized on top priority and responses to WCO / WTO to be given within the timelines. <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
5	Monitoring/ensuring liaison with international development partners (IMF, World Bank etc) for customs reforms /modernization and technical assistance.	Extensive negotiations to be held with partner / donor organizations for finalization of agreements leading to reforms / modernization in Pakistan customs. <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	

<b>Position Title</b>	<b>Chief (Tariff &amp; Trade)</b>			
<b>Grade</b>	<b>20</b>			
<b>Function:</b>	<b>Processing exports and exemptions related issues</b>			
<b>Reporting Officer:</b>	<b>Member Customs (Policy)</b>			
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Overall supervision of Tariff and Trade wing's functions pertaining to tariff and other related matters	Time limit cases: within time immediate/Urgent: same day Routine matters: within 03 days. <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	
2	Implementation of Power Policy, Trade Policy, Petroleum Policy, Auto Policy, SIZs, SEZ, CEPEC etc.		5%	
3	Processing of cases pertaining to industrial sector exemption/ concession		5%	
4	Supervision of the Budget proposals processing exercise, preparation of the Cabinet Summary and implementation of budgetary measures		20%	
5	Processing of cases pertaining to customs duty concession/ exemption/deletion	Time limit cases: within time immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
6	Processing the matters relating to tariff classification and resolution of disputes relating to goods falling under HS codes of Pakistan Customs Tariff		15%	
7	Setting of monthly/ quarterly/ annual customs duty collection targets and preparing strategic plan and policy for revenue collection.		15%	
8	Studies of basic matters relating to tariff policy for budget formulation		15%	
9	Planning for statutory changes in Customs Tariff		10%	



<b>Position Title</b>	<b>Secretary (Tariff-I)</b>			
<b>Grade</b>	<b>19</b>			
<b>Function:</b>	<b>Processing exports and exemptions related issues</b>			
<b>Reporting Officer:</b>	<b>Chief (Tariff &amp; Trade)</b>			
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Redressal of grievances received from Prime Minister Delivery Unit (PMDU)	Time Limit Case: Within 2-3 days	15%	
2	Complaints received from general public/private entities	Immediate/Urgent: same day	15%	
3	To deal with all kind of work relating to National Assembly and Senate of Pakistan National Assembly and Senate Question Resolutions Motions Standing Committee Meetings of National Assembly and Senate of Pakistan	Routine matters: Within 4-5 days <b>Disposal: 50%</b> <b>Quality : 50%</b>	15%	
4	Antidumping Duty (ADD) cases received from National Tariff Commission	Time Limit Case: Within time	15%	
5	Matters relating to Pharmaceutical/Food Items/ Textile Items/Chemicals/Oil etc. received from following ministries: <ul style="list-style-type: none"> <li>• Ministry of National Health Services, Regulations &amp; Coordination.</li> <li>• Ministry of National Food Security, Research</li> <li>• Ministry of Textile</li> <li>• Ministry of Energy regarding to</li> </ul>	Immediate/Urgent: same day Routine matters: Within one week <b>Disposal: 60%</b> <b>Quality: 40%</b>	30%	
6	Miscellaneous /any other task assigned by the Member/Chief	Time Limit Case: Within time Immediate/Urgent: Within time limit mentioned in the letter Routine matters: Within one week <b>Disposal: 70%</b> <b>Quality : 30%</b>	10%	

<b>Position Title</b>		<b>Secretary (Tariff-II)</b>		
<b>Grade</b>		<b>19</b>		
<b>Function:</b>		<b>Processing exports and exemptions related issues</b>		
<b>Reporting Officer:</b>		<b>Chief (Tariff &amp; Trade)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Redressal of grievances received from Prime Minister Delivery Unit (PMDU)	Time Limit Case: Within 2-3 days	10%	
2	To deal with all kind of work relating to National Assembly and Senate of Pakistan  National Assembly and Senate Question Resolutions Motions Standing Committee Meetings of National Assembly and Senate of Pakistan	Immediate/Urgent: same day Routine matters: Within 4-5 days <b>Disposal: 50%</b> <b>Quality : 50%</b>	10%	
3	Matters raised by Government department and private sector regarding import of machinery & equipment received in the FBR from following ministries:  Ministry of Energy Engineering Development Board Alternative Energy Development Board (AEDB) NEECA Ministry of Interior Ministry of Commerce and other ministries	Time Limit Case: Within 3-4 days Immediate/Urgent: same day Routine matters: Within one week <b>Disposal: 60%</b> <b>Quality : 40%</b>	10%	
4	Miscellaneous /any other task assigned by the Member/Chief	Time Limit Case: Within time Immediate/Urgent: Within time limit mentioned in the letter Routine matters: Within one week <b>Disposal: 70%</b> <b>Quality : 30%</b>	10%	
5	Gwadar/CPEC issues	Disposal within same day <b>Disposal: 50%</b> <b>Quality : 50%</b>	20%	
6	SIZ/SEZ issues received from BOI		20%	
7	Extension of time limit cases against temporary import		20%	

<b>Position Title</b>	<b>Secretary (Tariff-III)</b>			
<b>Grade</b>	<b>19</b>			
<b>Function:</b>	<b>Processing exports and exemptions related issues</b>			
<b>Reporting Officer:</b>	<b>Chief (Tariff &amp; Trade)</b>			
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Redressal of grievance received from Prime Minister Delivery Unit (PMDU)	Percentage of cases disposed off in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Antidumping duty (ADD) cases received from National Tariff Commission	Percentage of cases disposed off in a year <b>Disposal: 60%</b> <b>Quality: 40%</b>	10%	
3	Maintaining Data regarding Import of Vehicles	Percentage of cases disposed off in a year <b>Disposal: 70%</b> <b>Quality: 30%</b>	10%	
4	Matters relating to Auto Sector/ Steel Sector etc received from Ministries: Ministry of Industries and Production Engineering Development Board Ministry of Commerce Ministry of Interior	Percentage of cases disposed off in a year <b>Disposal: 60%</b> <b>Quality: 40%</b>	10%	
5	Complaint Received from general public/ private entities	Percentage of cases disposed off in a year <b>Disposal: 70%</b> <b>Quality: 30%</b>	10%	
6	To deal with all kind of work relating to National Assembly and Senate of Pakistan National Assembly and Senate Resolutions Motions Standing Committee Meetings of National Assembly and Senate of Pakistan	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	
7	Miscellaneous / any other task assigned by the Member/ Chief	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	
8	Processing to cases pertaining to import of vehicles [Personal Baggage/ Transfer of Residence and Gift Schemes]	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	5%	
9	Liaison with President's Secretariat , Prime Minister's Secretariat, Ministry of Industries and Production, Ministry of Commerce,	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	5%	
10	Developing incentive model for difference industrial sectors in close liaison with Ministry of Industries and EDB	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	2.5%	
11	Drafting of survey based SROs	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	5%	
12	Processing of budget proposal	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	7.5%	

<b>Position Title</b>	<b>Secretary (Custom Budget)</b>			
<b>Grade</b>	<b>19</b>			
<b>Function:</b>	<b>Processing exports and exemptions related issues</b>			
<b>Reporting Officer:</b>	<b>Chief (Tariff &amp; Trade)</b>			
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Doing analysis regarding duty/taxes collection at import stage viz-a-viz prevailing imports trends	Time limit cases: within time immediate/Urgent:	15%	
2	Setting collection targets and monitoring the customs duty collection performance of the field Collectorates.	same day Routine matters: within assigned stipulated time period. <b>Disposal: 20%</b> <b>Quality : 80%</b>	5%	
3	Preparation of Briefs/Notes as well as presentations for Members (Customs Policy and Customs Operation) and Chairman FBR on revenue and tariff & trade related matters.	Time limit cases: within time immediate/Urgent:	15%	
4	To coordinate with other concerned FBR's sections regarding processing of the budget proposals	same day Routine matters: within assigned stipulated time period. <b>Disposal: 30%</b> <b>Quality : 70%</b>	5%	
5	Giving final shape to the processed budget proposals for presentation before the Tariff Policy Board for approval	Time limit cases: within time immediate/Urgent:	10%	
6	Preparation of the Cabinet Summary for budgetary measures on conclusion of the annual budget exercise and drafting of the various SROs.	same day Routine matters: within assigned stipulated time period. <b>Disposal: 20%</b> <b>Quality : 80%</b>	25%	
7	Feeding of the budget in WeBOC system after approval of the Finance Act and preparation of budgetary instruction for guidance of field formations.		15%	
8	Preparation of answers to the questions raised by the members in National Assembly and Senate and note for pad for the Finance Minister on customs related topics	Time limit cases: within time immediate/Urgent:	5%	
9	To Coordinate with the Ministries for policy input on tariff related issues especially with the Tariff Policy Board	same day Routine matters: within assigned stipulated time period. <b>Disposal: 40%</b> <b>Quality : 60%</b>	5%	

<b>Position Title</b>	<b>Chief (Exports Exemptions)</b>			
<b>Grade</b>	<b>20</b>			
<b>Function:</b>	<b>Processing exports and exemptions related issues.</b>			
<b>Reporting Officer:</b>	<b>Member Customs (Policy)</b>			
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Overall supervision of Exports and Exemption Sections functions pertaining to export and other related matters.	Time limit cases: within time immediate/Urgent: same day Routine matters: within 03 days. <b>Disposal: 30%</b> <b>Quality : 70%</b>	10%	
2	All other matters regarding exemptions from customs duties under chapter 99,		5%	
3	Coordination with Ministry of Commerce, Bond of Investment and other departments including disposal of references from Federal Tax Ombudsman.		5%	
4	Processing Budget proposals pertaining to export		20%	
5	Dealing with matters relating to Input Output Coefficient Organization (IOCO).	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 20%</b> <b>Quality : 80%</b>	15%	
6	Processing the matters relating to DTRE, EOUs, EPZs, Manufacturing Bonds, SRO 492(I)/2009 and SRO 957(I)/2021.		15%	
7	Monitoring implementation of general laws and policy regarding valuation, especially WTO Valuation Agreement and Monitoring of mis-declaration cases emanating from under-invoicing/ over-invoicing.		15%	
8	Policy, procedure and performance of Post Clearance Audit. Coordination with Audit Wing of FBR and field formations regarding audit reports of DRRA and PAC/ DAC paras.		10%	
9	Processing of SROs pertaining to Customs duty drawback i.e. determination/revision notification of Customs duty drawback rates		5%	
		Time limit cases: within time immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 40%</b> <b>Quality : 60%</b>		

<b>Position Title:</b>		<b>Secretary (Export Policy)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Exports &amp; Exemptions</b>		
<b>Reporting Officer:</b>		<b>Chief (Exports &amp; Exemptions)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing with matters relating to-EPZs, SIZs and Manufacturing Bonds.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period  <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
2	Fixation of export tariff in consultation with Ministry of Commerce.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period  <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
3	Coordination with Ministry of Commerce, Export Promotion Bureau, Bond of Investment and other departments including disposal of references from Federal Tax Ombudsman.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period  <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
4	Maintaining analysis of statistics regarding value of export, payment of duty drawback and excise duties.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period  <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
5	All other matters regarding exports, but excluding concessionary regimes.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period  <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	

<b>Position Title:</b>		<b>Secretary (DRD)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Exports &amp; Exemptions</b>		
<b>Reporting Officer:</b>		<b>Chief (Exports &amp; Exemptions)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing with matters relating to Input Output Coefficient Organization (IOCO).	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
2	Conducting exercise for revision of duty drawback notifications as a result of budgetary amendments/ changes.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
3	Determination of rates of duty drawback and CE rebate on goods meant for export.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	10%	
4	Survey work and raw material requirement for determination of rebate rates.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	10%	
5	Duty and Tax Remission for Export (DTRE) Rules/ Temporary import for re-Exportation	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
6	Exercise for revision of duty drawback notifications as a result of budgetary amendments/ changes.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	



<b>Position Title:</b>		<b>Secretary (Valuation, PCA Internal &amp; External Audit)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Exports &amp; Exemptions</b>		
<b>Reporting Officer:</b>		<b>Chief (Exports &amp; Exemptions)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Monitoring implementation of general laws and policy regarding valuation, especially WTO Valuation Agreement.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period	20%	
2	Monitoring of mis-declaration cases emanating from under-invoicing/ over-invoicing.	<b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
3	Coordination with the customs field formations across the country and the office of Director General of Customs Valuation for the implementation of all trade facilitation initiatives pertaining to customs valuation.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
4	Attending the complaints, suggestions and representations received from the trade and industry relating to customs valuation	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 30%</b> <b>Quality : 70%</b>	20%	
5	Policy, procedure and performance of Post Clearance Audit.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 20%</b> <b>Quality : 80%</b>	10%	
6	Coordination with Audit Wing of FBR and field formations regarding audit reports of DRRA and PAC/ DAC paras.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 20%</b> <b>Quality : 80%</b>	10%	
7	Coordination with Director General (Internal Audit) for the implementation of his reports/ findings	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 20%</b>	10%	



		<b>Quality : 80%</b>		
8	Collection, consolidation and analysis of information called/ received from the Collectorates regarding audit paras.	Time limit cases: within time immediate/Urgent: same day Routine matters: within assigned stipulated time period <b>Disposal: 20%</b> <b>Quality : 80%</b>	10%	



<b>Position Title:</b>		<b>Secretary (Grant &amp; Special Exemption)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Exports &amp; Exemptions</b>		
<b>Reporting Officer:</b>		<b>Chief (Exports &amp; Exemptions)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with Ministry of Foreign Affairs on Customs exemptions granted to diplomats UN Personnel and Dignitaries from Gulf Sheikhdoms	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period <b>Disposal: 40%</b> <b>Quality : 60%</b>	20%	
2	Concurrence of agreements to be signed by foreign governments/ organizations/NGOs and EAD		15%	
3	Processing and issuance of sale permission to the vehicles of privileged persons of UAE, Qatar, Bahrain and Saudi Arabia and project vehicles covered by foreign governments/ international agencies/ NGOs with EAD	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period <b>Disposal: 40%</b> <b>Quality : 60%</b>	15%	
4	Processing of cases relating to goods received as gift or donation from a Foreign Government or organization by the Federal or Provincial Government or any public sector organization		20%	
5	Dealing with Exemption or imports by charitable, educational institutions and hospitals	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period <b>Disposal: 40%</b> <b>Quality : 60%</b>	10%	
6	Processing of cases relating to exemption under Chapter-99		20%	



**ADMINISTRATION/  
HUMAN RESOURCE**

PAKISTAN

<b>Position title:</b>		<b>Member (Administration/ Human Resource Wing)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Chairman</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Manage administration of Federal Board of Revenue.	Number of cases supervised in accordance with relevant policy/rules & regulations in a year <b>Disposal : 70%</b> <b>Quality : 30%</b>	<b>20%</b>	
2	Deal with promotion/disciplinary/litigation cases of FBR employees		<b>5%</b>	
3	Recruitment of officers/officials of FBR,	Percentage of cases supervised in the year. <b>Disposal : 60%</b> <b>Quality : 40%</b>	<b>5%</b>	
4	Transfer/posting of officers (Bs-17 and above) of Inland Revenue and Customs in consultation with the concerned Line Members and with the approval of the in consultation with the concerned Line Members and with the approval of the Chairman.		<b>5%</b>	
5	Transfer/Posting of Commissioners (Appeal) and Collectors (Appeal) in consultation with Member (Legal)	Percentage of cases supervised in the year. <b>Disposal : 60%</b> <b>Quality : 40%</b>	<b>2.5%</b>	
6	Short list and nominate officers of FBR for mandatory training such as MCMC, SMC, NMC and NDU	Number of cases dealt in the year. <b>Disposal : 55%</b> <b>Quality : 45%</b>	<b>2.5%</b>	
7	Manage record of FBR employees and HRIS		<b>2.5%</b>	
8	Manage sanctioned strength of FBR employees		<b>2.5%</b>	
9	Development budget and its expenditure under PSDP	Number of cases dealt in the year. <b>Disposal : 60%</b> <b>Quality : 40%</b>	<b>10%</b>	
10	Manage current budget of FBR		<b>2.5%</b>	
11	Administer expenditure budget of field formations		<b>2.5%</b>	
12	Process all matters relating to official/gratis passports and Exit Control List (ECL)	Number of cases dealt in the year. <b>Disposal : 50%</b> <b>Quality : 50%</b>	<b>2.5%</b>	
13	Coordinate in matters relating to the National Assembly, Senate Standing Committees on Revenue and Finance,	Number of cases processed in the year. <b>Disposal : 60%</b>	<b>7.5%</b>	

	Cabinet Decisions and other Ministries / Divisions;	<b>Quality : 40%</b>		
14	Manage logistics, vehicles, library, buildings, internal/external security and procurements pertaining to their repairs/maintenance at FBR (HQ)	Number of cases processed in the year. <b>Disposal : 70%</b> <b>Quality : 30%</b>	<b>7.5%</b>	
15	Process all matters relating to purchase/condemnation of vehicles at FBR (HQ) and field offices.		<b>2.5%</b>	
16	Process hiring, de-hiring and rent payment of office buildings at FBR (HQ) and field offices	Number of cases dealt in the year. <b>Disposal : 55%</b> <b>Quality : 45%</b>	<b>2.5%</b>	
17	Process hiring/de-hiring and rent payment of residential accommodations for employees at FBR (HQ)		<b>2.5%</b>	
18	Process re-imburement of medical claims of employees at FBR (HQ) and field offices		<b>2.5%</b>	
19	Exercise powers and perform functions of the Board under the provisions of Customs Act, 1969, Sales Tax Act, 1990, Income Tax Ordinance, 2001 and Federal Excise Act, 2005, as delegated by the Board.		<b>2.5%</b>	
20	Manage all administrative and coordination arrangements for Annual Revenue Budget	Percentage of <b>Management : 100%</b>	<b>5%</b>	
21	Perform/Initiate welfare activities for FBR employees	Number of cases dealt in the year. <b>Disposal : 70%</b> <b>Quality : 30%</b>	<b>2.5%</b>	
22	Perform any other duty or task assigned by the Chairman, FBR.	Number of cases dealt in the year. <b>Disposal : 60%</b> <b>Quality : 40%</b>	<b>2.5%</b>	

<b>Position title:</b>		<b>Chief (HRM-IR)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Member (Administration/ Human Resource Wing)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	All administrative/service matters relating to IRS officers/officials of field formations (BS-01 to 22) and Ex-cadre of FBR (HQ)/IT cadre/small cadres.	Percentage of cases disposed off in a prescribed manner <b>Disposal : 60%</b> <b>Quality : 40%</b>	<b>30%</b>	
2	Transfers/postings of officers/official (BS-01 to 22) of field formations of Inland Revenue Service and Ex-cadre of FBR (HQ).		<b>10%</b>	
3	Holding DPCs/DSBs and preparation of promotion proposals for CSBs/HPSBs.	Percentage of cases disposed off in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	
4	Matters relating to FTO's Wafaqi Mohtasib and others.		<b>5%</b>	
5	Issuances of NOC to officers'/officials' for training /official visits abroad.		<b>2.5%</b>	
6	Follow up of administration matters with Ministries/Divisions/Departments.	Number of cases dealt in the year <b>Disposal :60%</b> <b>Quality : 40%</b>	<b>2.5%</b>	
7	Processing of matters for grant of LFP/LHP/Casual Leave/EOL/Leave ex-Pakistan etc.	Number of cases dealt in the year <b>Disposal :55%</b> <b>Quality : 45%</b>	<b>5%</b>	
8	Career Management dealing with promotion/disciplinary/litigation cases of Inland Revenue Service officers/official (BS-01 to 22) of field formations and Ex-cadre of FBR (HQ).		<b>10%</b>	
9	Supervision of PER / Declaration of Assets of officers / official of Inland Revenue / FBR (HQ)/IT cadre/ small cadre.	Number of cases dealt in the year <b>Disposal :70%</b> <b>Quality : 30%</b>	<b>2.5%</b>	
10	Maintaining seniority lists of the Inland Revenue Service officers/officials (BS-01 to 22) and Ex-cadre of FBR (HQ).	Percentage of cases disposed off in a year <b>Disposal :50%</b> <b>Quality : 50%</b>	<b>2.5%</b>	
11	Recruitment process for (BS-01 to 15) in field formations of IR/FBR (HQ).	Number of cases dealt in the year <b>Disposal :55%</b> <b>Quality : 45%</b>	<b>2.5%</b>	
12	Training & development matters relating to mandatory training such as NDC/NMC/SMC/MCMC.		<b>2.5%</b>	
13	Matter relating to Automation / Sanction / working strength of IR / FBR (HQ).		<b>2.5%</b>	

14	Processing of all matters relating to official gratis/ordinary passports.	Number of cases disposed off in a year <b>Disposal :50%</b> <b>Quality : 50%</b>	<b>2.5%</b>	
15	Replies to National Assembly/Senate/Committees' questions.		<b>2.5%</b>	
16	Coordination on the administration matters with the Line Member i.e. Member (IR-Ops).		<b>5%</b>	
17	Any other work assigned by Member (Administration/HR)/Member (IR-Ops)/Chairman, FBR.		<b>2.5%</b>	



<b>Position title:</b>		<b>Secretary (HRM-IR-I)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Looking after service matters of officers of IRS BS-19 and BS-22.	Number of cases dealt in a year <b>Disposal : 50%</b> <b>Quality : 50%</b>	25%	
2	Processing the cases of IRS BS-20/19 officers for mandatory trainings (SMC/NMC/NDU).		10%	
3	Placement of IRS/BS-19-22 officers at FBR & other departments on deputation or u/s 10 of Civil Servants Act, 1973		5%	
4	NOC to proceed abroad, obtaining gratis/official/ordinary passports, leaves.	Percentage of cases dealt in a year <b>Disposal : 50%</b> <b>Quality : 50%</b>	10%	
5	Processing matters relating to disciplinary proceedings under the Government Servants (Efficiency & Discipline) Rules, 1973/ Civil Servants (Efficiency & Discipline) Rules, 2020 of IRS/BS-19-22 officers.		15%	
6	Processing cases of IRS/BS-19-22 officers after retirement and retirement benefits.	Percentage of cases dealt in a year <b>Disposal : 50%</b> <b>Quality : 50%</b>	5%	
7	Processing cases of IRS/BS-19-22 officers FBR officers with respect to filing of declaration of assets and subsequent withdrawal of performance allowance of defaulting officers.		2.5%	
8	Processing cases of FBR officers with respect to filing of Income Tax Returns and subsequent withdrawal of performance allowance of defaulting officers.	Percentage of cases dealt/disposed off in a year <b>Disposal : 50%</b> <b>Quality : 50%</b>	2.5%	
9	Matters relating to FTO's Wafaqi Mohtasib and others.		5%	
10	Updating respective HRIS-Human Resource Information System.	Percentage of cases dealt in a year <b>Disposal : 45%</b> <b>Quality : 55%</b>	5%	
11	Follow up of administrative matters with Ministries/Divisions/Departments.	Number of cases dealt in the year <b>Disposal : 50%</b> <b>Quality : 50%</b>	2.5%	
12	Processing of matters for grant of LFP/LHP/Casual Leave/EOL/Leave ex-Pakistan etc. of BS 19-22 officers.	Number of cases dealt/ disposed off in the year <b>Disposal : 55%</b> <b>Quality : 45%</b>	10%	
13	Maintaining seniority lists of the Inland Revenue Service officers (BS-19 to 22).		2.5%	
14	Career Management dealing with promotion/disciplinary/litigation cases of Inland Revenue Service officers (BS-19 to 22) of field formations and FBR (HQ).	Percentage of cases disposed off in a prescribed manner <b>Disposal : 60%</b> <b>Quality : 40%</b>	10%	



<b>Position title:</b>		<b>Secretary (HRM-IR-II)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing the Service matters of officers of BS-17 & BS-18 of Inland Revenue Service (IRS) while processing their placement at FBR (Hqrs.), field formations and on deputation to other Departments.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	10 %	
2	Issuance of sanction letters regarding TA/DA, transfer grant, leave encashment, HBA and Motor Car Advances.		5 %	
3	Intimation of vacancies to FPSC for appointment in IRS/BS-17 through CSS.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10%	
4	Direct recruitment in IRS/BS-17 through CSS.		5%	
5	To maintain the inter se seniority of BS-17 & BS-18 officers of Inland Revenue Service (IRS).		10 %	
6	Processing the nominations of officers of IRS/BS-18 for mandatory training i.e. MCMC.	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	5 %	
7	To process the leaves of BS-17 & BS-18 officers of IRS (ex-Pakistan leave, EOL and medical leave etc.)	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	
8	Creation of supernumerary posts.		5 %	
9	Preparation of Summaries for Prime Minister on various matters.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	
10	Issuances of NOCs for obtaining official/ private passports.	Percentage of cases dealt in a year <b>Disposal: 75 %</b> <b>Quality: 25 %</b>	5 %	
11	Process of Pension Papers of officers of IRS BS-17 & 18.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10 %	
12	Preparation of Proposals Form for promotion of officers of IRS from BS-17 to 18 (DPC/ Departmental Promotion Committee) & Promotion of officers of IRS from BS-18 to BS-19 (DSB/Departmental Selection Board).		10 %	
13	Issuance of notifications regarding Transfer & Postings, Retirement, Charge Assumptions & Charge Relinquishments etc.	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	5 %	
14	Determination/finalization of seniority list of officers of Inland Revenue Service (IRS) of BS-17 & BS-18 and their likely litigation.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5 %	
15	Perform any other duty or task assigned by the Competent Authority.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	

<b>Position title:</b>		<b>Secretary (HRM-IR-III)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of cases relating to pension/pensionary benefits and benefits under PM Assistance Package of officers/officials of IT Cadre of IR, Small Cadre of IR, DR&S, Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).	Time limit case: within time Immediate/Urgent: same day Routine matters: within 03 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
2	Processing of cases relating to handling Litigation cases (FST/ High Court/ Supreme Court) and NAB/FIA/FTO cases of IT Cadre of IR, Small Cadre of IR, DR&S, Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).	Time limit case: within time Immediate/Urgent: same day Routine matters: within 03 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
3	Processing of cases relating to disciplinary proceedings of IT Cadre of IR, Small Cadre of IR, DR&S, Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).		20%	
4	Processing of cases relating to handling cases of Misc. matters of IT Cadre of IR, Small Cadre of IR, DR&S, Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).	Time limit case: within time Immediate/Urgent: same day Routine matters: within 03 days  <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	
5	Processing of cases relating to Posting/ Transfer / adjustment and HRIS Updation f IT Cadre of IR, Small Cadre of IR, DR&S, Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).	Time limit case: within time Immediate/Urgent: same day Routine matters: within 03 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
6	Maintenance of seniority list and promotion cases of IT Cadre of IR, Small Cadre of IR, DR&S, Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).		10%	
7	Processing of cases relating to Pakistan Citizen Portal and other complaints of IT Cadre of IR, Small Cadre of IR, DR&S, Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).	Time limit case: within time Immediate/Urgent: same day Routine matters: within 03 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
8	Processing of cases relating to recruitment as well as recruitment rules formulation of IT Cadre of IR, Small Cadre of IR, DR&S,		5%	

	Ministerial Cadre, Ex-Cadre FBR (HQ) Auditors (BS-16/18).			
9	Matter related to departmental structure and work force managing		5%	
10	Capacity building of work of sub-ordinate staff		5%	
11	Coordination with Establishment Division and FPSC relating to recruitment as well as with field formations of Inland Revenue Department on administrative/ management issues.		10%	
12	Issuance of notification relating to retirement / promotion/ up-gradation etc.	Time limit case: within time Immediate/Urgent: same day Routine matters: within 03 days  <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	



<b>Position title:</b>		<b>Secretary (HRM-IR-IV)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing the Service matters of Inspectors (BS-16) and IRO (BS-16) of field formations of FBR while processing their placement at FBR (Hqrs.), field formations and on deputation to other Departments.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	10 %	
2	Direct recruitment of Inspector (BS-16) through FPSC, Islamabad		10%	
3	To maintain the seniorities of Inspectors (BS-16) and IRO (BS-16) of field formations of FBR.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10 %	
4	To process the leaves of Inspectors (BS-16) and IRO (BS-16) of field formations of FBR (ex-Pakistan leave, EOL and medical leave, LPR etc.)		5 %	
5	Creation of supernumerary posts relating to Inspectors (BS-16) and IRO (BS-16) of field formations of FBR.		15 %	
6	Issuances of NOCs for obtaining official/ private passports relating to Inspectors (BS-16) and IRO (BS-16) of field formations of FBR.	Percentage of cases dealt in a year <b>Disposal: 75 %</b> <b>Quality: 25 %</b>	5 %	
7	Issuance of sanction letters regarding TA/DA, transfer grant, leave encashment, HBA and Motor Car Advances relating to Inspectors (BS-16) and IRO (BS-16) of field formations of FBR.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5 %	
8	Determination/finalization of seniority lists of Inspectors (BS-16) and IRO (BS-16) of field formations of FBR and their likely litigation.		5 %	
9	Process of Pension Papers of Inspectors (BS-16) and IRO (BS-16) of field formations of FBR.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10 %	
10	Preparation of Proposals Form for promotion of Inspectors (BS-16) and IRO (BS-16) of field formations of FBR.		15 %	
11	Issuance of notifications regarding Transfer & Postings, Retirement, Charge Assumptions & Charge Relinquishments etc relating to Inspectors (BS-16) and IRO (BS-16) of field formations of FBR.	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	5 %	
12	Perform any other duty or task assigned by the Competent Authority.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	

<b>Position title:</b>		<b>Secretary (HRM-IR-V)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing the Service matters of employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ) while processing their placement at FBR ((HQ), field formations and on deputation to other Departments.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	10 %	
2	Direct recruitment of Assistant (BS-15), UDC (BS-11), LDC (BS-09).		10 %	
3	To maintain the seniorities of employees of BS-06-16 and Superintendent (BS-17) of FBR.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10 %	
4	To process the leaves of employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ) (ex-Pakistan leave, EOL and medical leave, LPR etc.)		5 %	
5	Creation of supernumerary posts relating to employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ)		15 %	
6	Issuances of NOCs for obtaining official/ private passports relating to employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ)	Percentage of cases dealt in a year <b>Disposal: 75 %</b> <b>Quality: 25 %</b>	5 %	
7	Issuance of sanction letters regarding TA/DA, transfer grant, leave encashment, HBA and Motor Car Advances relating to employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ)	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5 %	
8	Process of Pension Papers of employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ)	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10 %	
9	Preparation of Proposals Form for promotion of employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ)		15 %	
10	Issuance of notifications regarding Transfer & Postings, Retirement, Charge Assumptions & Charge Relinquishments etc relating to employees of BS-06-16 and Superintendent (BS-17) of FBR (HQ)	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	5 %	
11	Determination/finalization of seniority lists of employees of BS-06-16 and Superintendent (BS-17) of FBR (Hq) and their likely litigation.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5 %	
12	Perform any other duty or task assigned by the Competent Authority.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	

<b>Position title:</b>		<b>Secretary (HRM-IR-VI)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing the Service matters of employees of BS-01-17 including APS, Superintendents and Administration Officers of field formations of FBR (Hq) while processing their placement at FBR (Hqrs.), field formations and on deputation to other Departments.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	10 %	
2	Recruitment Matters (BS-1-15)		5 %	
3	To maintain the seniorities and its disputes of employees of BS-01-17 including APS, Superintendents and Administration Officers of field formations of FBR (Hq).	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	
4	To process the leaves of employees of BS-01-17 including APS, Superintendents and Administration Officers of field formations of FBR (Hq) (ex-Pakistan leave, EOL and medical leave, LPR etc.)		15 %	
5	Creation of supernumerary posts relating to employees BS-01-05 field formations of FBR.		5 %	
6	Issuances of NOCs for obtaining official/ private passports relating to employees of BS-01-05 field formations of FBR	Percentage of cases dealt in a year <b>Disposal: 75 %</b> <b>Quality: 25 %</b>	5 %	
7	Issuance of sanction letters regarding TA/DA, transfer grant, leave encashment, HBA and Motor Car Advances relating to employees of BS-01-05 field formations of FBR	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5 %	
8	Determination/finalization of seniority lists of employees of BS-01-05 field formations of FBR (Hq) and their likely litigation.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5 %	
9	Process of Pension Papers of employees of BS-01-05 field formations of FBR (Hq).	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	
10	Preparation of Proposals Form for promotion of Stenotypist to APS; Supervisor/Head Clerks/Assistants to the post of Office Superintendents; and Administration Officers/Office Superintendents/APS of field formations of FBR (Hq).		5 %	
11	Issuance of notifications regarding Transfer & Postings, Retirement, Charge Assumptions & Charge Relinquishments etc relating to employees	Percentage of cases dealt in a year <b>Disposal: 70 %</b>	5 %	

	of BS-01-17 including APS, Superintendents and Administration Officers of field formations of FBR (Hq).	<b>Quality: 30 %</b>		
12	Perform any other duty or task assigned by the Competent Authority.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5 %	
13	Forwarding different application/cases to different Ministries		5 %	
14	Dealing with court cases like Supreme Court/High Court/FST/Lower Courts/ Wafaqi Mohtasib's cases		5 %	
15	Complaints of P.M Portal, FTO, Ombudsman, NAB/FIA etc.		5 %	
16	Prime Minister Assistant Package for employees who dies during service		5 %	
17	Senate/ National Assembly Questions		5 %	





<b>Position title:</b>		<b>Secretary (HRM-IR-ERM)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To examine the PERs and to resolve all issues of PERs relating to employees of BS1-15 of FBR (Hq), Islamabad and all other officers of BS-16 & above	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	20 %	
2	To maintain the record of Declaration of Assets of all employees of BS1-15 of FBR (Hq), Islamabad and all other officers of BS-16 & above.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	20 %	
3	Process/preparation of the case for promotion of BS-16 to 17 and 17 to 18 through DPC; the case for promotion of BS-18 to 19 through DSB; the case for promotion of BS-19 to 20 and 20 to 21 through CSB and the case for promotion of BS-21 to 22 through HPSB.	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	30 %	
4	Process/preparation of the case for promotion of all employees of BS-1-15 of FBR (Hq), Islamabad and all other officers of BS-16 & above	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	15%	
5	Preparation of documents for training i.e. MCMC, NDU, NMC, SMC etc	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	15%	



<b>Position title:</b>		<b>Second Secretary (HRM-IR-ERM)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Secretary (HRM-IR-ERM)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To examine the PERs and to resolve all issues of PERs relating to employees of BS1-15 of FBR (Hq), Islamabad and all other officers of BS-16 & above	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	20 %	
2	To maintain the record of Declaration of Assets of all employees of BS1-15 of FBR (Hq), Islamabad and all other officers of BS-16 & above.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	20 %	
3	Process/preparation of the case for promotion of BS-16 to 17 and 17 to 18 through DPC; the case for promotion of BS-18 to 19 through DSB; the case for promotion of BS-19 to 20 and 20 to 21 through CSB and the case for promotion of BS-21 to 22 through HPSB.	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	30 %	
4	Process/preparation of the case for promotion of all employees of BS-1-15 of FBR (Hq), Islamabad and all other officers of BS-16 & above	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	15%	
5	Preparation of documents for training i.e. MCMC, NDU, NMC, SMC etc		15%	

<b>Position title:</b>		<b>Secretary (Automation&amp; SSM)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Transfer and re-designation of posts from one establishment to other establishment within the overall sanctioned strength.	Percentage of cases dealt in a year <b>Disposal: 40 %</b> <b>Quality: 60 %</b>	15 %	
2	Maintenance of Statistics regarding Sanctioned Strength of all offices of field formation & FBR (Hq), Islamabad	Percentage of cases dealt in a year <b>Disposal: 30 %</b> <b>Quality: 70 %</b>	15 %	
3	Coordination with Second Secretary (Automation)/Career Manager regarding sanctioned/working strength at the time of posting/transfer of officers/officials	Percentage of cases dealt in a year <b>Disposal: 40 %</b> <b>Quality: 60 %</b>	5 %	
4	Issuance of Administrative Orders regarding establishment of reformed units	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10%	
5	Coordination with expenditure budget side regarding allocation of budget for posts.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	20 %	
6	Creation of posts in FBR (HQs) and Field Formation	Percentage of cases dealt in a year <b>Disposal: 30 %</b> <b>Quality: 70 %</b>	10%	
7	Upgradation of posts	Percentage of cases dealt in a year <b>Disposal: 40 %</b> <b>Quality: 60 %</b>	5%	
8	Maintenance of HRIS System	Percentage of cases dealt in a year <b>Disposal: 40 %</b> <b>Quality: 60 %</b>	10%	
9	Allocation of posts and maintenance of record thereof	Percentage of cases dealt in a year <b>Disposal: 30 %</b> <b>Quality: 70 %</b>	10%	

<b>Position title:</b>		<b>Chief (HRMC)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Member (Administration/ Human Resource)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Transfer Posting relating to Pakistan Customs Services officers/officials of field formation (BS-01 to 22) and deputationist in FBR (HQ). Career Management dealing with promotion/disciplinary/ litigation cases of Pakistan Customs Services officers/officials (BS-01 to 22).	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	40%	
2	Holding DPCs/DSBs and preparation of promotion proposal for CSBs/HPSBs.	Percentage of cases disposed off in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Matters relating to FTO's Wafaqi Mohtasib and others. Follow up of administration matters with Ministries/Division/Departments. Replies to National Assembly/Senate/Committees Questions	Percentage of cases disposed off in a year <b>Disposal: 70%</b> <b>Quality: 30%</b>	10%	
4	Issuance of NOC to officers/officials for training / official visits abroad. Processing of matters for grant of LFP/LHP/Casual Leave/EOL/Leave ex-Pakistan	Percentage of cases disposed off in a year <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	
5	Supervision of PER/Declaration of Assets of officers/officials of Pakistan Customs Services.	Percentage of cases disposed off in a year <b>Disposal: 75%</b> <b>Quality: 25%</b>	5%	
6	Maintaining seniority list of Pakistan Customs Services officers/officials (BS-01 to 22).	Percentage of cases disposed off in a year <b>Disposal: 60%</b> <b>Quality: 40%</b>	5%	
7	Recruitment process for (BS-01 to 15) in field formation of Pakistan Customs Services.	Percentage of cases disposed off in a year <b>Disposal: 60%</b> <b>Quality: 40%</b>	5%	
8	Training & development matters relating to mandatory training such as NDC/NMC/SMC/MCMC.	Percentage of cases disposed off in a year <b>Disposal: 65%</b> <b>Quality: 35%</b>	5%	

<b>Position title:</b>		<b>Secretary (HRMC-I)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing the Service matters of officers of BS-19 and above of Pakistan Customs Service (PCS) while processing their placement at FBR (Hqrs.), field formations and on deputation to other Departments and Customs Appellate Tribunals.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	10%	
2	To maintain the inter se seniority of officers of PCS/BS-19 and above.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10%	
3	Processing the nominations of officers of PCS/BS-19 and above for mandatory training i.e. NMC/NS&WC & SMC.	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	5%	
4	To process the leaves of officers (ex-Pakistan leave, EOL and medical leave etc.) officers of PCS/BS-19 and above.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5%	
5	Creation of supernumerary posts.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	15%	
6	Issuances of NOCs for obtaining official/private passports.	Percentage of cases dealt in a year <b>Disposal: 75 %</b> <b>Quality: 25 %</b>	5%	
7	Issuance of sanction letters regarding TA/DA, transfer grant, leave encashment, HBA and Motor Car Advances.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5%	
8	Process of Pension Papers of officers of PCS/BS-19 and above.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10%	
9	Preparation of Proposals Form for CSB/High Powered Board.		15%	
10	Issuance of notifications regarding Transfer & Postings, Retirement, Charge Assumptions & Charge Relinquishments	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	5%	

11	Preparation of Summaries for Prime Minister on various matters.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5%	
12	Determination/finalization of seniority list of officers of Pakistan Customs Service (PCS) of BS-19 to BS-22 and their likely litigation.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5%	
13	Perform any other duty or task assigned by the Competent Authority.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5%	



<b>Position title:</b>		<b>Secretary (HRMC-II)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Dealing the Service matters of officers of BS-17 & 18 of Pakistan Customs Service (PCS) while processing their placement at FBR (Hqrs.), field formations and on deputation to other Departments and Customs Appellate Tribunals.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	10%	
2	To maintain the inter se seniority of officers of PCS/Ex-Cadre BS-17 & 18.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10%	
3	Processing the nominations of officers of PCS/Ex-Cadre BS-18 for mandatory training i.e. MCMC	Percentage of cases dealt in a year <b>Disposal: 70 %</b> <b>Quality: 30 %</b>	5%	
4	To process the leaves of officers (ex-Pakistan leave, EOL and medical leave etc.) officers of PCS/Ex-Cadre BS-17 & 18.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5%	
5	Creation of supernumerary posts.		15%	
6	Issuances of NOCs for obtaining official/private passports.	Percentage of cases dealt in a year <b>Disposal: 75 %</b> <b>Quality: 25 %</b>	5%	
7	Issuance of sanction letters regarding TA/DA, transfer grant, leave encashment, HBA and Motor Car Advances.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5%	
8	Process of Pension Papers of officers of PCS/Ex-Cadre BS-17 & 18.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	10%	
9	Preparation of Proposals Forms for promotion of officers of PCS/Ex-Cadre from BS-17 to 18 (DPC / Departmental Promotion Committee) & Promotion of officers of PCS/Ex-Cadre from BS-18 to BS-19 (DSB/Departmental Selection Board).	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	15%	
10	Issuance of notifications regarding Transfer & Postings, Retirement, Charge Assumptions & Charge Relinquishments etc.	Percentage of cases dealt in a year <b>Disposal: 70 %</b>	5%	

		<b>Quality: 30 %</b>		
11	Preparation of Summaries for Prime Minister on various matters.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5%	
12	Determination/finalization of seniority list of officers of Pakistan Customs Service (PCS) of BS-17 & BS-18 and their likely litigation.	Percentage of cases dealt in a year <b>Disposal: 60 %</b> <b>Quality: 40 %</b>	5%	
13	Perform any other duty or task assigned by the Competent Authority.	Percentage of cases dealt in a year <b>Disposal: 50 %</b> <b>Quality: 50 %</b>	5%	



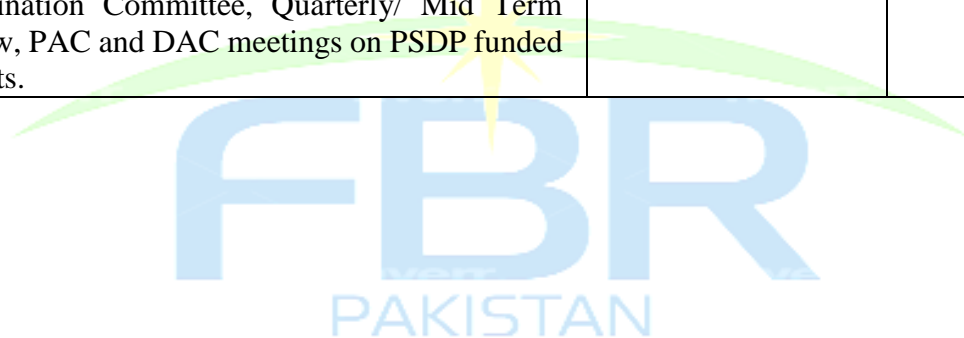
<b>Position title:</b>		<b>Secretary (HRMC-III)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of cases relating to pension/pensionary benefits and benefits under PM Assistance Package of BS-16 officers of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
2	Processing of cases relating to handling Litigation cases (FST/ High Court/ Supreme Court) and NAB/FIA/FTO/WMS Agencies cases of BS-16 officers of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	
3	Processing of cases relating to handling cases of Misc. matters of BS-16 officers of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	
4	Processing of cases relating to Posting/ Transfer / adjustment and HRIS updation of BS-16 officers of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
5	Maintenance of seniority list and promotion cases of BS-16 officers of Customs Department	Percentage of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
6	Processing of cases relating to disciplinary proceedings of BS-16 officers of Customs Department	Percentage of cases dealt in a year <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
7	Processing of cases relating to Pakistan Citizen Portal and other complaints of BS-16 officers of Customs Department	Percentage of cases dealt in a year <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
8	Processing of cases relating to recruitment as well as recruitment rules formulation of BS-16 officers of Customs` Department	Percentage of cases dealt in a year <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	



<b>Position title:</b>		<b>Secretary (HRMC-IV)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Chief (HRM-IR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of cases relating to pension/ pensioner benefits and benefits under PM Assistance Package of BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
2	Processing of cases relating to handling Litigation cases (FST/ High Court/ Supreme Court) and NAB/FIA Agencies cases of BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
3	Processing of cases relating to handling cases of Misc. matters of BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
4	Processing of cases relating to Posting/ Transfer/ adjustment and HRIS Updation of BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Maintenance of seniority list and promotion cases of BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.		10%	
6	Processing of cases relating to disciplinary proceedings BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	
7	Processing of cases relating to Pakistan Citizen Portal and other complaints of BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.	Percentage of cases dealt in a year <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
8	Processing of cases relating to recruitment as well as recruitment rules formulation of BS 1-15 (including Inspector Customs/ Intelligence Officer) of Customs Department.		5%	
9	Matter related to departmental structure and work force managing		5%	
10	Capacity building of work of sub-ordinate staff		5%	
11	Coordination with Establishment Division relating to recruitment as well as Directorates/ Collectorates on issued relating to administrative/ management issues		10%	
12	Issuance of notification relating to retirement / promotion/ up-gradation etc.	Percentage of cases dealt in a year <b>Disposal: 30%</b> <b>Quality: 70%</b>	15%	

<b>Position title:</b>		<b>Chief (Administration &amp; Finance)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Member (Administration/HR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To head the admin side of Administration Wing, FBR and administratively control Admin Section, Coordination Section, Budget & Expenditure, DDO/ Accounts Section, Projects Section & Welfare Section and report to Member Administration/HR.	-	-	
2	To administer/supervise all administrative matters including transfer, recruitment, promotion, leave etc. of more than 300 employees (BPS 1-7) of FBR HQs.  To act as Secretary Board-in-Council and assist Chairman FBR (Secretary Policy Board) in overall coordination of FBR Policy Board meetings/matters.	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	To coordinate and ensure circulation of Cabinet decisions and monitoring of their implementation statuses, preparation of briefs/summaries for Cabinet and ECC meetings etc. To monitor FBR intra-wing and ECL coordination matters. Communication Matters i.e. Telephone, Fax & Internet etc.		10%	
4	Coordination with Finance Division on budgetary matters such as pre-budget, consultation with Finance Division in budget preparatory meetings, Priority Committee, communication with Cabinet Division regarding financial matters, execution and monitoring of budget.	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Coordination with External audit for conduct of statutory audit, finalization of appropriation account, reconciliation with AGPR and overseeing D.D. O's work.		10%	
6	To monitor implementation of decisions of DDWP, CDWP and ECNEC, to attend meetings of National Assembly and Senate Standing Committees on Finance, Revenue & Economic Affairs and implement recommendations accordingly with respect to execution of the development projects.	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b>	10%	

		<b>Quality: 50%</b>		
7	Any other work assigned by the Chairman FBR and Member Administration/HR from time to time.		10%	
8	To supervise/ administer all matters relating to procurement, transport, communication, repair/ maintenance of FBR HQs building, internal/ external security, logistics, accommodation issues, record room etc.	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 40%</b> <b>Quality: 60%</b>		
9	Responsible for overall financial management of FBR (HQs) and its field formations.	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	20%	
10	Management of FBR PSDP funded projects all across the country and act as Secretary DDWP. Preparation for presentation of PC-1 before CDWP, ECNEC/NEC and focal person for Planning Commission, Finance Division in preparing for Priorities Committee, Annual Plan Coordination Committee, Quarterly/ Mid Term Review, PAC and DAC meetings on PSDP funded projects.			



<b>Position Title:</b>		<b>Secretary (Administration)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Administration/ Human Resource</b>		
<b>Reporting Officer:</b>		<b>Member (Administration/ Human Resource Wing)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>• Transfer/posting</li> <li>• Recruitment</li> <li>• Promotion</li> <li>• Retirement</li> <li>• Leaves of more than 300 employees (BPS-01 to 06) of FBR (HQ), Islamabad</li> </ul>	Time limit cases: Within Time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
2	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>• Timely Procurement of Stationary</li> <li>• Computers</li> <li>• Office furniture/Fixtures and miscellaneous items</li> </ul>		5%	
3	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>• Transport matters</li> <li>• Vehicles derailments</li> <li>• Repair maintenance of vehicles</li> </ul>	Routine Matters <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
4	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>• Repair/maintenance(Civil/Electrical) and cleanliness</li> </ul>		20%	
5	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>• Communication matters i.e. Telephone, Fax &amp; Internet etc.</li> <li>• Internal/external security of FBR Building</li> <li>• Logistics issues i.e utility bills arrangements for seminar/meetings/conferences etc.</li> <li>• Office accommodation issues in FBR House</li> </ul>	Time limit cases: Within Time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	30%	
6	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>• Maintenance of Record of FBR (HQ) and Supervision of receipt &amp; Issue Branch</li> </ul>	Time limit cases: Within Time Immediate /	5%	
7	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>• Oversee the work of three second secretaries and their supporting staff as per KPI's already defined</li> </ul>	Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position Title:</b>		<b>Second Secretary (Transport/Stores S&amp;M)</b>		
<b>Grade:</b>		<b>18</b>		
<b>Function:</b>		<b>Administration</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR/Secretary Revenue Division</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b>To supervise/ administer</b> Timely Procurement of Stationary Computers Office furniture / Fixtures and miscellaneous items	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	<b>10%</b>	
2	<b>To supervise/ administer</b> Transport matters Vehicles details Repair & maintenance of vehicles	Routine matters <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	
3	<b>To supervise/ administer</b> Communication Matters i.e. Telephone, Fax & Internet etc.	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	
4	<b>To supervise/ administer</b> Repair/maintenance (Civil/ Electrical) and cleanliness	Routine matters <b>Disposal: 50%</b> <b>Quality: 50 %</b>	<b>10%</b>	
5	<b>To supervise/ administer</b> Internal/ external security of FBR Building	Routine matters <b>Disposal: 50%</b> <b>Quality: 50 %</b>	<b>10%</b>	
6	<b>To supervise/ administer</b> Logistics issues i.e. utility bills, arrangements for seminar/ meetings/ conferences etc.	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b> <b>Quality: 50 %</b>	<b>10%</b>	
7	<b>To supervise/ administer</b> Office accommodation issues in FBR House and transit accommodations F-6/3, and G-10/2, Islamabad.	Routine matters <b>Disposal: 50%</b> <b>Quality: 50 %</b>	<b>10%</b>	
8	<b>To supervise/ administer</b> Maintenance of Record of FBR (HQ) and Supervision of Receipt & Issue Branch	Time limit case: within time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 50%</b> <b>Quality: 50 %</b>	<b>10%</b>	
9	<b>Second Secretary to Board-in-council</b>  Deployed on long term basis for assisting to record minutes/ proceedings of BIC and maintenance of record of BIC	Immediate/ time limit matters <b>Disposal: 50%</b> <b>Quality: 50 %</b>	<b>10%</b>	
10	Provision of facts/record/ advocates coordination and assistance to legal counsels of FBR with respect to legal matters pertaining to Administration Section	Immediate/ time limit cases  <b>Disposal: 50%</b> <b>Quality: 50 %</b>	<b>10%</b>	

<b>Position Title:</b>		<b>Second Secretary (Administration/Record)</b>		
<b>Grade:</b>		<b>18</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Member (Administration/ Human Resource Wing)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>Recruitment</li> <li>Transfer/posting of more than 300 employees (BPS-01 to 06) of FBR (HQ) Islamabad</li> </ul>	Time limit cases: Within Time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	33%	
2	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>Promotion</li> <li>Retirement of more than 300 employees (BPS-01 to 06 of FBR (HQ), Islamabad</li> </ul>	Time limit cases: Within Time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	33%	
3	<b>To supervise/administer</b> <ul style="list-style-type: none"> <li>Leave case of more than 300 employees (BPS-01 to 06) of FBR (HQ), Islamabad</li> </ul>	Time limit cases: Within Time Immediate / Urgent: 02 days Routine Matters: 07 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	34%	



<b>Position Title:</b>		<b>Secretary (Coordination)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Administration Wing</b>		
<b>Reporting Officer:</b>		<b>Chief (Administration &amp; Finance)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To deal with all kind of work relating to National Assembly and Senate of Pakistan i.e. National Assembly and Senate Questions. Calling Attention Notice. Resolutions Motions Adjournment Motions Standing Committee Meetings of National Assembly and Senate of Pakistan	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-5 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	7.5%	
2	Annual Budget Coordination of matters relating to Presidents and Prime Minister's Directives. Reimbursement of medical charges to pensioners Hiring of office buildings including officers of the field formations others than those where powers have been delegated to heads of field formations		22.5%	
3	Coordination of matters relating to Cabinet decisions including their circulation and monitoring of their implementation status.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 1-2 weeks <b>Disposal: 80%</b> <b>Quality: 20%</b>	7.5%	
4	Managing the budget, record and circulation of Newspaper Bills		3%	
5	Hiring of residential accommodation in respect of officers/officials of FBR (HQ).		5%	
6	Reimbursement of medical claims in respect of employees of FBR (HQ) Matters relating to allotment of FBR owned residential accommodation Work/matters regarding estate section.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
7	Coordination of the matters relating to all Ministries/Division.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 7 days <b>Disposal: 60%</b> <b>Quality: 40%</b>	7.5%	
8	Intra-wing coordination of entire administration Wing. Coordination and arrangements of Board-in-Council and Policy Board meetings	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 2-4 days <b>Disposal: 70%</b> <b>Quality: 30%</b>	12.5%	



<b>Position Title:</b>		<b>Second Secretary (Coordination)</b>		
<b>Grade:</b>		<b>17/ 18</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Coordination)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination of matters relating to presidents and Prime Minister's Directives.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3-5 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Coordination of matters relating to Cabinet decisions including their circulation and monitoring of their implementation status	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3-5 days <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	
3	Notice of Cabinet and ECC meetings after collecting/consolidating information from all the relevant wings of the Board.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
4	Coordination of the matters relating to all Ministries/Divisions	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 7 days <b>Disposal: 60%</b> <b>Quality: 40%</b>	10%	
5	Intra-wing coordination of entire Administration Wing.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3 days <b>Disposal: 70%</b> <b>Quality: 30%</b>	5%	
6	Coordination and arrangements Board-in-Council and Policy Board meetings	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3 days <b>Disposal: 70%</b> <b>Quality: 30%</b>	10%	
7	Preparation of draft Performance Agreement and coordination with different Wing of FBR for obtaining quarterly prepress report	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 1 week <b>Disposal: 90%</b> <b>Quality: 10%</b>	15%	
8	FBR Policy Board meeting and coordination with Members of Policy Board	Time limit cases: Within Time Immediate / Urgent: same day <b>Disposal: 90%</b> <b>Quality: 10%</b>	15%	
9	To Conduct visits of NMC/SMC/MCMC/NDU/NUST and Provincial Governments participants	Time limit cases: Within Time Immediate / Urgent: same day <b>Disposal: 90%</b> <b>Quality: 10%</b>	10%	



<b>Position Title:</b>		<b>Second Secretary (Council)</b>		
<b>Grade:</b>		<b>17</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Coordination)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To deal with all kind of work relating to National Assembly and Senate of Pakistan i.e. National Assembly and Senate Questions. Calling attention Notice. Resolutions Motions Adjournment Motions	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3-5 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
2	Standing committees of National Assembly and Senate	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3-5 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
3	Annual Budget	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3-5 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
4	Issuance of duty rosters for National Assembly and Senate Sessions.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within one day  <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
5	To deal with work relating to Exit Control List and its follow-up with Ministry of Interior.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 1-2 weeks  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Work relating to follow-up and issuance of official gratis passports in respect of officers / officials of FBR and liaison with Directorate General of Immigration and Passports	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 1-2 weeks  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position Title:</b>		<b>Second Secretary (Estate)</b>		
<b>Grade:</b>		<b>18</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Coordination)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Hiring of residential accommodation in respect of officers/official of FBR (HQ).	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	40%	
2	Hiring of office building including officers of the field formation other than those where powers have been delegated to Heads of field formations.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
3	Reimbursement of medical claims in respect of employees of FBR (HQ).	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 03 to 07 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
4	Reimbursement of medical charges to pensioners	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 03 to 07 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
5	Matters relating to allotment of FBR owned residential accommodation	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
6	Policy matters relating to hiring or medical reimbursement	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	
7	Correspondence with Privatization Commission for sale of Faisalabad property	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	5%	

<b>Position Title:</b>		<b>Librarian</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Coordination)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Books Purchasing	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3 days <b>Disposal: 80%</b> <b>Quality: 20%</b>	20%	
2	Journals and Periodicals subscriptions	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 7 days <b>Disposal: 90%</b> <b>Quality: 10%</b>	10%	
3	Maintain Library records and ensure its update	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 7 days <b>Disposal: 80%</b> <b>Quality: 20%</b>	20%	
4	Cataloging library resources	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Manage the library materials in a proper way.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 7 days <b>Disposal: 90%</b> <b>Quality: 10%</b>	15%	
6	Provision of books during Board in Council & Policy Board meetings.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: Same Day <b>Disposal: 90%</b> <b>Quality: 10%</b>	5%	
7	Managing the Budget, record and circulation of Newspaper Bills	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 1 day <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	

<b>Position Title:</b>		<b>Secretary (Expenditure)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Expenditure Wing</b>		
<b>Reporting Officer:</b>		<b>Chief (Administration &amp; Finance)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<p><b>Co-Ordination with Finance Division</b> Preparation of Annual Budget Submission of Budgetary Adjustment proposal for PAO (Surrender, Saving, Re-appropriations, Supplementary). Communication of Budgetary adjustment approved by PAO to AGPR and Finance Division</p> <p><b>Execution of Budget</b> Collection of reconciled expenditure Submission of Proposals to PAO for issues of advance payment of Govt. Department Processing new cases of Cost center/Head of Department Scrutiny of Claims for Compliance of Financial Controls before submission to AGPR (Internal Audit)</p>	<p>Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 5-7 days <b>Disposal: 40%</b> <b>Quality: 60%</b></p>	35%	
2	<p><b>Co-Ordination with Cabinet Division</b> Processing the cases for Technical Supplementary Grants Processing of the cases for Authorization of vehicles from Cabinet Division</p>	<p>Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3 days <b>Disposal: 30%</b> <b>Quality: 70%</b></p>	10%	
3	<p><b>Monitoring of Budget</b> Budgetary Controls (Internal Controls) Monitoring of Budgetary reports (Budget Execution Reports, Reconciliation) Annual Appropriation Accounts <b>Monitoring of D.D.O's work.</b> Preparation of claims of venders/employees, drawing and disbursement Reconciliation with AGPR, updating of Employees personal Records, maintenance of Service Books of Non-Gazatted staff and maintenance of Cash Book</p>	<p>Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 3-5 working days <b>Disposal: 50%</b> <b>Quality: 50%</b></p>	15%	
4	<b>Matter pertaining to Vehicles</b>	<p>Time limit cases: Within Time</p>	25%	

	<p>Matter pertaining to Transportation (Authorization, Acquisition, Condemnation of Vehicle).</p> <p>Processing of the cases for authorization of vehicles from Cabinet Division</p> <p><b>Matters pertaining to Pakistan Raises Revenue Project</b></p> <p>Coordination with Program Office</p> <p>Coordination with Finance Division on the issues of PRR</p> <p><b>Payments</b></p> <p>Payments for international subscription / Memberships, delegation of Powers and miscellaneous Payments</p>	<p>Immediate / Urgent: same day</p> <p>Routine Matters: within 5-10 working days</p> <p><b>Disposal: 50%</b></p> <p><b>Quality: 50%</b></p>		
5	<p><b>Advise on Financial Matters</b></p> <p>To render advise on Financial Matters to wings/field offices.</p> <p><b>Audit</b></p> <p>Preparation of working papers/material for DAC/PAC</p> <p>Attending DAC/PAC meeting for settlement of audit paras.</p> <p>Co-ordination with External Audit for conduct of statutory audit/annual audit.</p>	<p>Time limit cases: Within Time</p> <p>Immediate / Urgent: same day</p> <p>Routine Matters: within 5 working days</p> <p><b>Disposal: 10%</b></p> <p><b>Quality: 90%</b></p>	15%	

<b>Position Title:</b>		<b>Second Secretary (Expenditure-Customs)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Expenditure Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Expenditure)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Budget and expenditure matters (Planning, execution and monitoring) of FBR field formations of FBR (HQ) and Customs. Examination of budget proposals Preparations and submission of Annual budget orders to Finance Division for the field formations on prescribed dates.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Re-allocation and Re-appropriation of funds under various heads of accounts Examination and submission of proposals regarding budgetary adjustments of FBR (HQ) and Customs. Field formations to meet their obligatory requirement.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 4-5 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	30%	
3	Coordination with FBR field formation. To ensure implementation of budget related financial policy by FBR (HQ) and Customs field formations.		5%	
4	Execution of Budget Collection of Budget execution report and analysis of reconciliation statement of FBR (HQ) and Customs field formations.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	
5	Audit of financial statements Preparation of working paper / material for DAC / PAC for justification of budgetary adjustments.	Time limit cases: Within Time Immediate / Urgent: same day	5%	
6	Authorization of payments Scrutiny and submission of proposal for approval regarding advance payment to Government departments.	Routine Matters: 5-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
7	Matters pertaining to Pakistan Raises Revenue Project (PRRP) Initiation, Scrutiny, submission for approval, preparation of TSG proposals to Finance	Time limit cases: Within Time Immediate / Urgent: same day	5%	

	Division of field formations regarding requirements under PRRP.	Routine Matters: 3-4 days <b>Disposal: 50%</b> <b>Quality: 50%</b>		
8	Render advice on financial matters Examination of financial proposals forwarded by various sections of FBR (HQ) and Customs field formations and rendering of advice under legal frame work.		5%	
9	Special assignments by seniors Execution of Special assignment directed by seniors.		5%	
10	Coordination with the Finance Division, ECC of the Cabinet and Cabinet Division Preparation and submission of cases for declaration of HOD, seeking NOCs and clarifications of financial rules.		5%	
11	Coordination with AGPR sub-offices throughout the country. To ensure accurate, timely and complete punching of re-appropriation orders issued by FBR (HQ).		10%	



<b>Position Title:</b>		<b>Second Secretary (Expenditure-IR)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Expenditure Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Expenditure)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Re-allocation and Re-appropriation of funds under various heads of accounts Examination and submission of proposals regarding budgetary adjustments of FBR (IR) field formations to meet their obligatory requirement.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days	30%	
2	Coordination with FBR field formation. To ensure implementation of budget related financial policy by FBR IR field formations.	<b>Disposal: 60%</b> <b>Quality: 40%</b>	5%	
3	Budget and expenditure matters (Planning, execution and monitoring) of FBR field formations (IR). Examination of budget proposals Preparations and submission of Annual budget orders to Financial Division for the field formations on prescribed dates.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 5-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
4	Audit of financial statements Preparation of working paper / material for DAC / PAC for justification of budgetary adjustments.	Time limit cases: Within Time Immediate / Urgent: same day	5%	
5	Authorization of payments Scrutiny and submission of proposal for approval regarding advance payment to Government departments.	Routine Matters: 5-7 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
6	Matters pertaining to Pakistan Raises Revenue Project (PRRP) Invitation, Scrutiny, submission for approval, preparation of TSG proposals to Financial Division of field formations regarding requirements under PRRP.		5%	
7	Render advice on financial matters Examination of financial proposals forwarded by various sections of FBR (HQ) and field formations and rendering of advice under legal frame work.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 5-7 days	5%	
8	Special assignments by seniors Execution of Special assignment directed by seniors.	<b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	



9	Coordination with the Finance Division, ECC of the Cabinet and Cabinet Division Preparation and submission of cases for declaration of HOD, seeking NOCs and clarifications of financial rules.		5%	
10	Coordination with AGPR sub-offices throughout the country. To ensure accurate, timely and complete punching of re-appropriation orders issued by FBR (HQ).		10%	
11	Execution of Budget Collection of Budget execution report and analysis of reconciliation statement of FBR IR field formations.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%	



<b>Position Title:</b>		<b>Second Secretary (Expenditure Audit &amp; Accounts)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Expenditure Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Expenditure)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Receipt audit observations and dissemination of the same to concerned sections.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%	
2	Preparation of working papers for verification meeting on the basis replies received from concerned section.	Time limit cases: Within Time Immediate / Urgent: same day	10%	
3	Attending of DAC Meetings on due date	Routine Matters: 3-4 working days	10%	
4	Receiving & dissemination of PAC / DAC directives to concerned sections for updated reply.	<b>Disposal: 50%</b> <b>Quality: 50%</b>	13%	
5	Persuasion of relevant sections for replies to audit observations / paras	Time limit cases: Within Time Immediate / Urgent: same day	20%	
6	Dissemination of Verification Reports to concerned sections for updated reply.	<b>Disposal: 80%</b> <b>Quality: 20%</b>	5%	
7	Attending of Verification meeting on due date. Preparation of working papers for PAC / DAC meetings on the basis of updated replies from concerned sections.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
8	Processing for cases relating to authorization of vehicles	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 30 days <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
9	Processing of cases relating to Delegation of financial powers Miscellaneous payments to the made from the demand of FBR	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-7 days	6%	

		<b>Disposal: 20%</b> <b>Quality: 80%</b>		
10	Preparation of foreign exchange budget & disbursement to international organizations.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: within 5-7 days <b>Disposal: 10%</b> <b>Quality: 90%</b>	6%	



<b>Position Title:</b>		<b>Second Secretary (DDO)</b>		
<b>Grade:</b>		<b>18</b>		
<b>Function:</b>		<b>Expenditure Wing</b>		
<b>Reporting Officer:</b>		<b>Secretary (Expenditure)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<p><b>Under FTR-295</b></p> <ul style="list-style-type: none"> <li>To see that the rule regarding the preparation of bills are observed.</li> <li>The money is either required for immediate disbursement or has already been paid from the permanent advance.</li> <li>Expenditure is within the available appropriation</li> <li>All steps have been taken with a view to obtaining and additional appropriation if the original appropriation.</li> <li>The proposed expenditure does not cause any excess over the contract grant.</li> </ul> <p><b>Others:</b></p> <ul style="list-style-type: none"> <li>Correspondence with AGPR, Islamabad and other wings of this office.</li> <li>Maintenance of Service Books of Employees 1-6.</li> <li>Timely entries and verification/authentication by AGPR.</li> <li>Addressing the audit paras of PAC/DAC.</li> <li>Another task assigned regarding AGPR/Finance/CGA audit etc.</li> </ul>	<p>Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 3-4 days</p> <p><b>Disposal: 50%</b> <b>Quality: 50%</b></p>	20%	
2	<p><b>Under FTR-295</b></p> <ul style="list-style-type: none"> <li>To check that cash book is being maintained on prescribe from i.e. TR-4 and cash/cheque receipts are properly entered on cash book.</li> <li>To check the cash balance and will signed the cash book prepared by the cashier</li> <li>To check the appropriation registers regarding respective heads of expenditures.</li> <li>To reconcile the monthly expenditures with Accountant General concerned.</li> </ul>	<p>Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 5-7 days</p> <p><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	20%	
3	<p><b>Under FTR-131</b></p> <ul style="list-style-type: none"> <li>To present all the claims as per sanctions issued with the approval of competent authority after attestation / signatures on coded performa.</li> </ul>	<p>Time limit cases: Within Time Immediate / Urgent: same day Routine Matters:</p>	25%	

	<b>FTR-138</b> To check that all the claims are being prepared on prescribe forms	5-7 days  <b>Disposal: 40%</b> <b>Quality: 60%</b>		
4	<b>FTR-205-211</b> • To sign pass for payment order on payment vouchers.	Time limit cases: Within Time Immediate / Urgent: same day Routine Matters: 2-3 days <b>Disposal: 70%</b> <b>Quality: 30%</b>	35%	



<b>Position Title:</b>		<b>Second Secretary (Project)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration &amp; Finance</b>		
<b>Reporting Officer:</b>		<b>Chief (Administration &amp; Finance)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Release of allocated funds for PSDP 2021-22 of Revenue Division.	Timely release of yearly allocated PSDP funds	20%	
2	Commencement of 11 New Projects	Timely commencement of new projects by expediting the tendering process and monitoring the financial and physical progress	20%	
3	Monitoring and Evaluation of 13 Ongoing Projects	Monitoring and Evaluation of 1 all projects and completing of incomplete projects.	20%	
4	Convene DDWP meetings for consideration / approval of new projects for PSDP 2022-23.	Approval of new proposed projects from DDWP forum.	20%	
5	Preparation of PSDP for Next Year	Finalization of Public Sector Development Programme (PSDP) for the financial year	20%	

<b>Position Title:</b>		<b>Second Secretary (Project Finance)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Administration &amp; Finance</b>		
<b>Reporting Officer:</b>		<b>Chief (Administration &amp; Finance)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Release of Funds	Timely release of yearly allocated PSDP funds amounting to Rs. 4025.067 (M).	50%	
2	Preparation of PSDP for Next Year	Finalization of Public Sector Development Programme (PSDP) for the financial year 2022-23	50%	



<b>Position Title:</b>		<b>Architect</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Administration &amp; Finance</b>		
<b>Reporting Officer:</b>		<b>Secretary (Projects)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Commencements of 11 New Projects	Commencement of 11 new projects as per approved architectural design	50 %	
2	Monitoring of Ongoing Projects	Monitoring and Evaluation in terms of design 13 projects and completing of 03 projects	50 %	





<b>Position Title:</b>		<b>Assistant Executive Engineer</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Administration &amp; Finance</b>		
<b>Reporting Officer:</b>		<b>Secretary (Projects)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Commencements of New Projects	Timely commencement of 11 new projects by expediting the tendering process and monitoring the financial and physical progress	40 %	
2	Monitoring of Ongoing Projects	Monitoring and Evaluation of 13 projects and completing of 03 projects.	30 %	
3	Convened DDWP Meetings	Approval of new proposed projects from DDWP forum.	30 %	



<b>Position Title:</b>		<b>DDO / Accounts Officer</b>		
<b>Grade:</b>		<b>17</b>		
<b>Function:</b>		<b>Administration &amp; Finance</b>		
<b>Reporting Officer:</b>		<b>Secretary (Projects)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with Accountant General of Pakistan Revenue.	Control and Finalizations of Accounts and Budget of financial year 2021-22.	100 %	



<b>Position Title:</b>		<b>Second Secretary (Welfare)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Administration</b>		
<b>Reporting Officer:</b>		<b>Chief (Administration &amp; Finance)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Education Stipend for outstanding Children of the FBR Employees	Time limit case: within time Immediate/Urgent: 02 days Routine matters: 3 to 5 days <b>Disposal: 20 %</b> <b>Quality: 80 %</b>	20 %	
2	Facilitation in death cases under Assistance Package for Families of Govt. Employees who die in Service as per PM Package	Time limit case: within time Immediate/Urgent: 02 days Routine matters: 3 to 5 days <b>Disposal: 80 %</b> <b>Quality: 20 %</b>	20 %	
3	Issuance of PAF Hospital Certificate	Time limit case: within time Immediate/Urgent: 02 days Routine matters: 3 to 5 days <b>Disposal: 80 %</b> <b>Quality: 20 %</b>	20 %	
4	Miscellaneous matters assign from time to time	Time limit case: within stipulated time	40%	
5	Education Stipend for outstanding Children of the FBR Employees	Time limit case: within stipulated time Immediate/Urgent: 2 days Routine matters: 3 to 5 days <b>Disposal: 20 %</b> <b>Quality: 80 %</b>	20 %	
6	Facilitation in death cases under Assistance Package for Families of Govt. Employees who die in Service as per PM Package	Time limit case: within stipulated time Immediate/Urgent: 1 day Routine matters: 3 to 5 days <b>Disposal: 80 %</b> <b>Quality: 20 %</b>	20 %	
7	Issuance of PAF Hospital Certificate	Time limit case: within stipulated time Immediate/Urgent: 2 days Routine matters: 3 to 5 days <b>Disposal: 80 %</b> <b>Quality: 20 %</b>	20 %	
8	Miscellaneous matters assign from time to time	Time limit case: within stipulated time <b>Disposal &amp; Disposal:-</b>	40%	

<b>Position title:</b> Chief (HR-Legal)				
<b>Grade:</b> 20				
<b>Function:</b> Administration/ Human Resource Wing				
<b>Reporting Officer:</b> Member (Administration/HR)				
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Processing of cases relating to the Service Matters at Supreme Court, High Courts and Federal Service Tribunals (FSTs).	Time Limit Case: within time Immediate/urgent: same day Routine matters: within 03 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Preparation of Draft parawise comments in the light of Brief /input from concerned management Section and the nominated Counsel as per facts available on record.	Time Limit Case: within time Immediate/urgent: same day Routine matter: within 03 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Vetting and Approval of Draft parawise comments by the competent authority and forwarding of the same to the nominated Counsel for onward submission to the Supreme Court, High Courts and FSTs.	Time Limit Case: within time Immediate/urgent: same day Routine matter: within 03 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
4	Proper follow-up of the cases at Supreme Court, High Courts and FSTs.	Time Limit Case: within time Immediate/urgent: same day Routine matter: within 03 days  <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
5	Forwarding of the judgment to concerned Management Section for implementation and further necessary action.	Time Limit Case: within time Immediate/urgent: same day Routine matter: within 03 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Approval of FST IJP, High Courts & Supreme Court professional fee bills of the nominated Counsel in the litigation cases- 50% fee in advance & 50% after receipt of judgment	Time Limit Case: within time Immediate/urgent: same day Routine matters: within 03 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	

<b>Position Title:</b>		<b>Secretary (FST)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Service Matters</b>		
<b>Reporting Officer:</b>		<b>Chief (Legal-HR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of cases relating to the Service Matters at FST Level.	Time Limit Case: within time	20%	
2	Opening & preparation of a new file upon receipt of memo of Appeals pertaining to Service in FST matters.	Immediate/urgent: same day	5%	
3	Nomination of a legal Counsel from the panel of Advocates of FBR on standard fee to attend and defend the case on behalf of FBR etc.	Routine matters: within 03 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
4	Forwarding of Relevant file to the concerned management Section seeking Brief/input of the case.		5%	
5	Forwarding of Copy of Brief/input, updated status as received from Concerned Management Section to the nominated Counsel for preparation of Draft Parawise comments.	Time Limit Case: within time Immediate/urgent: same day Routine matter: within 03 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%	
6	Preparation of Draft parawise comments in Legal (FST) Section in the light of Brief /input from concerned management Section and the nominated Counsel as per facts available on record.	Time Limit Case: within time Immediate/urgent: same day Routine matter: within 03 days	20%	
7	Vetting and Approval of Draft parawise comments by the competent authority and forwarding of the same to the nominated Counsel for onward submission to the FST	<b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
8	Attendance of Departmental Representative in all hearings in FST stationed at Islamabad alongwith nominated counsel to keep record of the hearings.		5%	
9	Intimation to the Legal Counsel about each and every hearing scheduled in the case.	Time Limit Case: within time	5%	
10	Forwarding of the judgment to concerned Management Section for implementation and further necessary action.	Immediate/urgent: same day	5%	

11	Processing of FST IJP, High Courts & Supreme Court professional fee bills of the nominated Counsel in the litigation cases- 50% fee in advance & 50% after receipt of judgment	Routine matter: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
12	Provision of certified copies of the judgment by FBR nominated Counsel within 15 days from the date of announcement.	Time Limit Case: within time Immediate/urgent: same day Routine matter: within 03 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	



<b>Position Title</b>		<b>Secretary (SC)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Service Matters</b>		
<b>Reporting Officer:</b>		<b>Chief (Legal-HR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of cases relating to the Service Matters at Supreme Court.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Upon announcement of judgment in High Court or FST, opinion sought from concerned Management Section whether to file Civil Petition for Leave to Appeal (CPLA) in the instant case or otherwise.	Time Limit Case: Within time Immediate/urgent: Within 01-02 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
3	Nomination of a legal Counsel from the panel of Advocates of FBR on standard fee to attend and defend the case on behalf of FBR etc.	Time Limit Case: Within time Immediate/urgent: Within 01-02 days <b>Disposal: 70%</b> <b>Quality: 30%</b>	10%	
4	Obtaining a Paper Book from the nominated Counsel containing the Appeal filed in the Supreme Court and all other related documents.	Time Limit Case: Within time Immediate/urgent: Within 03-30 days depending on the case <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
5	Attendance of Departmental Representative in all hearings in Supreme Court stationed at Islamabad along with nominated counsel to keep record of the hearing.	Time Limit Case: Within time Immediate/urgent: within 03 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Intimation to/from the Legal Counsel about each and every hearing scheduled in the case.	Time Limit Case: Within time Immediate/urgent: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
7	Provision of certified copy of the judgment announced by FBR Counsel within 15 days from the date of announcement.	Time Limit Case: Within time Immediate/urgent: within 03 days <b>Disposal: 70%</b> <b>Quality: 30%</b>	10%	

8	Forwarding of the judgment to concerned Management Section for implementation and further necessary action.	Time Limit Case: Within time Immediate/urgent: within 03 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
9	If the Supreme Court judgment is against the department then opinion to be sought from the concerned Management Section whether to file Civil Review Petition (CRP) in the instant case or otherwise. If Yes, then procedure of CPLA is followed.	Time Limit Case: Within time Immediate/urgent: within 03 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	





<b>Position Title:</b>		<b>Secretary/Second Secretary (H.C)</b>		
<b>Grade:</b>		17/18		
<b>Function:</b>		Service Matters		
<b>Reporting Officer:</b>		<b>Chief (Legal-HR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of cases relating to the Service Matters at High Courts.	Time Limit Cases: Within Time Immediate/Urgent:	15%	
2	Upon receipt of Writ/Constitution Petition pertaining to Service Matter in High Court matters opening and preparation of new file.	Same day Routine: Routine Matters On the same Day <b>Disposal 50%</b> <b>Quality 50%</b>	10%	
3	Nomination of a legal counsel from the panel of Advocates of FBR on standard fee to attend and defend the case on behalf of FBR etc.	Time Limit Cases: Within Time: Immediate/Urgent: On the same Day <b>Disposal 70%</b> <b>Quality 30%</b>	10%	
4	Forwarding of Relevant file to the concerned Management Section seeking brief/input updated status of the case.	Time Limit Cases: Within Time: Immediate/Urgent: On the same Day <b>Disposal 40%</b> <b>Quality 60%</b>	10%	
5	Forwarding copy of Brief/Input, updated status as received from concerned Management Section to the nominated counsel for preparation of Draft Parawise Comments.	Time Limit Cases: Within Time: Immediate/Urgent: On the same Day <b>Disposal 30%</b> <b>Quality 70%</b>	10%	
6	Vetting and approval of the Draft Parawise Comments by the competent authority and forwarding the same to the nominated counsel for submission before the Honourable High Court.	Time Limit Cases: Within Time: Immediate/Urgent: On the same Day <b>Disposal 50%</b> <b>Quality 50%</b>	15%	
7	Attendance of Departmental Representative in important hearings in Honorable High Court, Islamabad alongwith nominated counsel to keep record of the haring.		10%	
8	Provision of certified copies of the Judgment by the FBR counsel within 15 days from the date of announcement.	Time Limit Cases: Within Time: Immediate/Urgent: On the same Day	10%	

		<b>Disposal 70%</b> <b>Quality 30%</b>		
9	Forwarding of the Judgments to concerned Management Section of implementation and further necessary action.	Time Limit Cases: Within Time: Immediate/Urgent: On the same Day <b>Disposal 50%</b> <b>Quality 50%</b>	10%	



Position Title		Chief Training & Development		
Grade		20		
Function		Administration/ Human Resource Wing		
Reporting Officer		Member (Administration/ Human Resource Wing)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Processing of cases relating to local/foreign trainings for FBR officers.	The limit case: within time immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 20%</b> <b>Quality:80%</b>	20%	
2	Coordination with Directorates of Training IRS & Customs	The limit case: within time immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 20%</b> <b>Quality:80%</b>	5%	
3	Policy matter relating to organizational Structure and work force planning	The limit case: within time immediate/Urgent: same day Routine matters: within one week to 15 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%	
4	Coordination with foreign donor agencies /delegates on matters relating to Training & Development Wing	The limit case: within time immediate/Urgent: same day Routine matters: within one week to 15 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
5	Supervision of work of subordinate officers and staff	The limit case: within time immediate/Urgent: same day Routine matters: within one week <b>Disposal: 20%</b> <b>Quality:80%</b>	10%	
6	Formulation of Policy for Training & Development of the work force of FBR	Draft Proposal <b>Disposal: 20%</b> <b>Quality:80%</b>	10%	
7	Processing of cases relating to grant of Performance Allowance under the Rules	On completion of codal formalities. <b>Disposal: 20%</b> <b>Quality:80%</b>	10%	
8	Supervise the cases relating to IJP Litigation at different legal for coordination with FBR Wing	Number of cases dealt in a year. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position Title</b>		<b>Secretary/Second Secretary (Training &amp; Development)</b>		
<b>Grade</b>		<b>18/19</b>		
<b>Function</b>		<b>Administration/HR</b>		
<b>Reporting Officer</b>		<b>Chief (Training &amp; Development)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%)</b>	<b>Final Score</b>
1	Processing of cases relating to local/foreign trainings.	The limit case: within time immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
2	Coordination with Directorates of Training IRS & Customs for training of officers/ officials		10%	
3	Coordination with foreign donor agencies /delegates on matters relating to Training & Development Wing		10%	
4	Supervision of work of subordinate officers and staff		20%	
5	Matters relating to organizational Structure and work force planning	The limit case: within time immediate/Urgent: same day Routine matters: within one week to 15 days <b>Disposal: 30%</b> <b>Quality: 70%</b>	5%	
6	Processing of routine files	Draft proposal <b>Disposal: 20%</b> <b>Quality:80%</b>	10%	
7	Issuance of Notifications related to Training & Development	The limit case: within time immediate/Urgent: same day Routine matters: within one week <b>Disposal: 20%</b> <b>Quality:80%</b>	10%	
8	Coordination with field formations for trainings	Time limit case: within time Immediate / Urgent: same day Routine matters: within one week <b>Disposal: 20%</b> <b>Quality:80%</b>	5%	
9	Coordination with local counter parts for implementing trainings	Time limit case: within time Immediate / Urgent: same day Routine matters: within one week <b>Disposal: 20%</b> <b>Quality:80%</b>	5%	

<b>Position Title</b>		<b>Secretary (IJP)</b>		
<b>Grade</b>		<b>17/18</b>		
<b>Function</b>		<b>Administration/HR</b>		
<b>Reporting Officer</b>		<b>Chief (Training &amp; Development)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of cases relating to grant of Internal Job Posting Allowance as per rules.	The limit case: within time Immediate/Urgent: same day Routine matters: within 03 days after completion of all formalities. <b>Disposal: 20%</b> <b>Quality: 80%</b>	30%	
2	Preparation of legal cases relating to grant of IJP Allowance before the appellate forums i.e SC/HC/FST and Wafaqi Mohtasib etc.	The limit case: within time Immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Monitoring of all Complaint cases against employees of FBR relating to IJP.	The limit case: within time Immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
4	Implementation of Performance Guidelines	The limit case: within time immediate/Urgent: same day Routine matters: within one week to 15 days <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
5	Preparing IJP side proposals for BIC	The limit case: within time Immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Constitution of coordination with field formation/ Inland Revenue/ Customs	The limit case: within time Immediate/Urgent: same day Routine matters: within 03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

<b>Position title:</b>		<b>Chief (Pension Cell)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Member (Administration/ Human Resource Wing)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To act as focal person for Waffaqi Mohtasib in respect of pension related matters.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
2	To attend meetings in Waffaqi Mohtasib's Secretariat Islamabad for issues related to pension of FBR (HQ) Islamabad.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
3	Coordination with field Offices for early processing of pensionary cases and implementation of Waffaqi Mohtasib's directives.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
4	To coordinate with filed formation and FBR (HQ) to resolve the issues/ grievances of pensioners of field offices.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
5	Facilitation of retiring employees in pension related matters.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Monitoring of pension cases pendency to ensure that no pension case left unattended	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
7	Coordinate with AGPR for pension related policy matters.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

<b>Position title:</b>		<b>Second Secretary (Pension Cell)</b>		
<b>Grade:</b>		<b>18</b>		
<b>Function:</b>		<b>Administration/ Human Resource Wing</b>		
<b>Reporting Officer:</b>		<b>Chief (Pension Cell)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To assist Chief (Pension Cell) and to coordinate with different sections of FBR (HQ) for pension related matters	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
2	To Coordinate with field offices to attend hearing/meeting in Wafaqi Mohtasib Regional Secretariat for issues related to pensions.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
3	To Coordinate with field Offices for early processing of pensionary cases	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
4	To Coordinate with field formations to address the complaints of pensioners.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
5	To facilitate retiring employees of field offices and FBR (HQ) in pension related issues.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	To provide (professional/legal guidance/opinion) on pension rules/regulations.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
7	To assets the employees for finalization of pensions papers.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-03 days <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

**INTEGRITY  
MANAGEMENT  
CELL  
(IMC)**



<b>Position title:</b>		<b>In Charge (IMC)</b>		
<b>Grade:</b>		<b>22/21</b>		
<b>Function:</b>		<b>Integrity Management Cell</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Monitor Integrity related Complaints disposal & process as per approved TORs.	100% complaints processed.  <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Supervision of work of subordinate officers and staff.	100% complaints Processed.  <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Ensure accomplishment of Performance Agreement Targets	Ensure Timely Compliance.  <b>Disposal. 50%</b> <b>Quality: 50%</b>	20%	
4	Processing of closure of complaints received in Integrity Management Cell.	. Ensure Timely Compliance. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
5	Coordination with Complaint Oversight Committee.	Share the progress regarding disposal of complaints with Complaint Oversight Committee upon request. <b>Disposal: 90%</b> <b>Quality: 10%</b>	20%	
6	Monitor Integrity related Complaints disposal & process as per approved TORs.	100% complaints processed. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Chief (IMC)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Integrity Management Cell</b>		
<b>Reporting Officer:</b>		<b>In Charge (IMC)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Process Complaints received on Integrity related issues	100% complaints processed. <b>Disposal:50%</b> <b>Quality:50%</b>	20%	
2	Evaluation and examination of complaint with collaboration of Probe Committee at FBR (HQs)	100% complaints processed. <b>Disposal:50%</b> <b>Quality:50%</b>	20%	
3	Seek input of RICs by concerned field formation (IRS and Customs) and FBR (HQs) and seek approval from In-charge IMC for input closure.	Ensure Timely compliance <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
4	Liaison with NAB on all matters involving NAB cases pertaining to FBR	Desired information and submission to the concerned Authority for necessary action. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
5	Coordination with the Complaint Oversight Committee	To share the progress regarding disposal of complaints with Complaint Oversight Committee. <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	
6	Ensure accomplishment of Performance Agreement targets	Disposal of complaints with the stipulated period of time. <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	

<b>Position title:</b>		<b>Second Secretary (IMC)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Integrity Management Cell</b>		
<b>Reporting Officer:</b>		<b>Chief (IMC)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Initiate and Maintain Complaints received on Integrity related issues	Disposal of complaints in the light of SOPs  <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
2	Put up complaint for examination to Probe Committee at FBR (HQs) for recommendation.	Examination of complaints in the light of TORs. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Liaison with RICs by concerned field formation (IRS and Customs) and FBR (HQs) for input.	Complaint share with the field offices for inquiry report and finalize the same after examination of inquiry reports. <b>Disposal: 60%</b> <b>Quality: 40%</b>	15%	
4	Process the cases the cases for input and approval as per TORs to In-charge IMC.	Process the complaint with the stipulated period of time. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
5	Maintain record of all Integrity complaints received from various portals of FBR.	100% complaints Processed. <b>Disposal: 80%</b> <b>Quality: 20%</b>	20%	
6	Liaison with IR-Ops and Customs-Ops for other complaints.	Forwarded irrelevant complaints to concern Wing.  <b>Disposal: 80%</b> <b>Quality: 20%</b>	20%	



**LEGAL  
(INLAND REVENUE)**

<b>Position title:</b>		<b>Member (Legal)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Chairman</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Ensuring representation of FBR before various Legal Forums (SC/HC/FTO)	Ensuring representation of cases where FBR (HQs) is the sole respondent at SC/HCs/FTO <b>Disposal:40%</b> <b>Quality: 60%</b>	20%	
2	Disposal of proposals questions of law received from field formations for filing CPLAs before Supreme Court as per SOPs	Granting decision or otherwise for filing of CPLAs etc in Supreme Court and approving question of Law as per prescribed procedure <b>Disposal:40%</b> <b>Quality: 60%</b>	20%	
3	Disposal of proposals received from the field formations (RTOs & Directorates of IR) for approval of questions of law for filing of references in High Courts u/s 133 of Income Tax Ordinance, 2001	Granting of permission or otherwise for filing of reference of Income Tax and Sales Tax before High Courts according to the Income Tax Ordinance, 2001 <b>Disposal:40%</b> <b>Quality: 60%</b>	20%	
4	Monitoring of Commissioner IR (Appeals) on monthly basis to ensure independence and neutrality of Commissioner Inland Revenue Appeals in making judicial orders	At least 80% of MPRs are properly monitored and evaluated and targets to all Commissioners Appeals are timely assigned at the beginning of every month. <b>Disposal:40%</b> <b>Quality: 60%</b>	10%	
5	Disposal of requests received for extension in time limit u/s 74 of Sales Tax Act 1990, and u/s 214 A of Income Tax Ordinance, 2001 by Commissioner Appeals	Granting of permission or otherwise for extension in time limits under section u/s 74 of Sales Tax Act 1990, and u/s 214 A of Income Tax Ordinance, 2001 <b>Disposal:40%</b> <b>Quality: 60%</b>	10%	

6	Appointment of panel lawyers and monitoring of the performance of nominated lawyers on three year basis as per SOP in vogue	Ensuring representations of cases for the appointment of Panel Advocates as per prescribed procedure <b>Disposal:40%</b> <b>Quality: 60%</b>	10%	
7	Preparation and Updation of Monthly Lists of pending cases of the Supreme Court/ High Courts/ATIR	Timely compilation of the monthly Litigation Report on or before 7 <sup>th</sup> of the month. <b>Disposal:40%</b> <b>Quality: 60%</b>	10%	

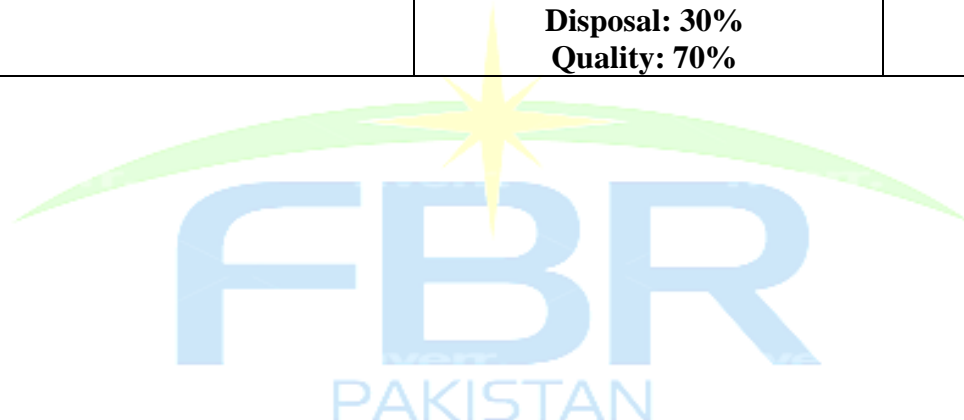


<b>Position title:</b>		<b>SA/SO to Member (Legal)</b>		
<b>Grade:</b>		<b>17-19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member (Legal)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with Sections of the Legal Wing.	Smooth process of daily work assigned to all sections. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Preparation of presentations for Member Legal.	Timely preparation of presentations for all. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Coordination with Commissioners IR Appeals regarding their administrative matters.	All administrative matters of CIR (As) are addressed properly. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
4	Coordination among Chief Legal-I, II & III.	Timely completion of tasks assigned to all sections/units. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
5	Liaison with Legal Counsel on behalf of Member Legal.	Provision of all necessary support to the Legal Counsel. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Managing Whatsapp groups of Legal Wing.	Important notifications/orders are notified timely through Whatsapp. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
7	Misc./any other task assigned by Member Legal.	Timely completion of all tasks assigned by Member (Legal-IR). <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position title:</b>		<b>Chief (Legal-I)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (age)</b>	<b>Final Score</b>
1	Disposal of Proposals of CPLAs.	At least 85% CPLAs' Proposals are disposed of within seven days of its receipt. <b>Disposal: 20%</b> <b>Quality: 80%</b>	50%	
2	Monitoring and Evaluation of MPRs of Commissioners Appeals and Assigning of Monthly Disposal Targets.	At least 80% MPRs are properly monitored and evaluated and targets to all Commissioners Appeals are timely assigned at the beginning of every month. <b>Disposal: 30%</b> <b>Quality: 70%</b>	30%	
3	Prompt Disposal of Cases of miscellaneous matters pertaining to Secretary (A&A).	At least 80% cases decided within two weeks of their receipt. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	



<b>Position title:</b>		<b>CIR Appeals</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Monthly disposal of appeals	110 cases for RTOs, 70 cases for LTOs and 90 cases for CTOs/MTOs. <b>Disposal: 50%</b> <b>Quality: 50%</b>	70%	
2	Monthly disposal of stay application	90% of disposal of stay application. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Submission of MPRs	By 5 <sup>th</sup> of every month plus 3 days grace period. <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	



<b>Position title:</b>		<b>Secretary (Appeals)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Maintained and monitor monthly performance reports (MPRs) of Commissioners (Appeals).	By 5 <sup>th</sup> of every month plus 3 days grace period. <b>Disposal: 30%</b> <b>Quality: 70%</b>	70%	
2	Administrative matters relating to Commissioners (Appeals).	Promptly resolving the matters. <b>Disposal: 50%</b> <b>Quality: 50%</b>	30%	



<b>Position title:</b>		<b>Secretary (A&amp;A)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Preparation and Updation of Monthly Lists of Pending cases before the Supreme Court/High Court/ATIR.	Timely compilation of the Monthly Litigation Report on or before 7 <sup>th</sup> of the succeeding month. <b>Disposal: 50%</b> <b>Quality: 50%</b>	60%	
2	Identification of high profile and important cases pending before the Supreme Court and High Courts.	Able to generate report of important litigation cases on a short notice. <b>Disposal: 30%</b> <b>Quality: 70%</b>	20%	
3	Processing PMDU Complaints.	90% of PMDU complaints to be addressed within thirty days. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Processing of all miscellaneous matters referred to Legal Wing.	90% of miscellaneous matters to be addressed within thirty days except time sensitive matters and 100% time sensitive matters to be responded within given timeframe or to seek reasonable extension in compliance date. <b>Disposal: 60%</b> <b>Quality: 40%</b>	10%	

<b>Position title:</b>		<b>Chief (Legal-II)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Process Proposals for filing of References/Intra Court Appeals in the High Court	At least 90% proposals received during the month must be disposed of in the same month <b>Disposal: 70%</b> <b>Quality: 30%</b>	60%	
2	Coordinating departmental responses and compliances in High Court Litigation	At least in 90% cases responses and compliance must be ensured. <b>Disposal: 70%</b> <b>Quality: 30%</b>	40%	



<b>Position title:</b>		<b>Secretary Litigation HC-IR</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
		<b>Reporting Officer:</b>	<b>Member Legal</b>	
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Process Proposals for Intra Court Appeals in the High Court.	At least 90% proposals received during the month must be disposed of in the same month. <b>Disposal: 80%</b> <b>Quality: 20%</b>	50%	
2	Coordinating departmental responses and compliances in High Court Litigation.	At least in 90% cases responses and compliance must be ensured. <b>Disposal: 70%</b> <b>Quality: 30%</b>	50%	



<b>Position title:</b>		<b>Secretary DT/IT</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Process Proposals for Intra Court Appeals in the High Court.	At least 90% proposals received during the month must be disposed off in the same month. <b>Disposal: 80%</b> <b>Quality: 20%</b>	80%	
2	Administrative Work relating to Legal Wing.	At least 80% disposal of FRs during the month. <b>Disposal: 70%</b> <b>Quality: 30%</b>	20%	



<b>Position title:</b>		<b>Second Secretary IDT/ST/FE</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Process Proposals for Intra Court Appeals in the High Court.	At least 90% proposals received during the month must be disposed of in the same month. <b>Disposal: 40%</b> <b>Quality: 60%</b>	80%	
2	Coordinating departmental responses and compliances in High Court Litigation.	At least in 90% cases responses and compliance must be ensured. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	



<b>Position title:</b>		<b>Chief (Legal-III)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%)</b>	<b>Final Score</b>
1	Monitoring of performance of Panel advocates.	Performance review of 80% of panel advocates once in a year. <b>Disposal: 30%</b> <b>Quality: 70%</b>	20%	
2	Processing of Professional Fee Bills.	Disposal of 90% of the fee bills received in the Board. <b>Disposal: 30%</b> <b>Quality: 70%</b>	30%	
3	Submission of reply/comments to Hon'ble FTO on complaints of taxpayers.	At least 80% of replies to complaints are filed within stipulated time. <b>Disposal: 80%</b> <b>Quality: 20%</b>	30%	
4	Implementation of Hon'ble FTO findings/ recommendations.	At least 60% of FTO findings/ recommendations are implemented. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	



<b>Position title:</b>		<b>Secretary ( Litigation SC )</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Chief (Legal III)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1.	Processing approval of filing of CPLAs and CRPs.	Processing of approval in twenty days after receipt of proposals from field formations. <b>Disposal: 70%</b> <b>Quality: 30%</b>	25%	
2.	Framing of relevant questions of law for filing of CPLAs.	In 30% cases new questions of law in addition to the question proposed by the field formations. <b>Disposal: 20%</b> <b>Quality: 80%</b>	25%	
3.	Attending Supreme Court Islamabad in cases of Inland Revenue fixed before Islamabad bench.	In all cases in one Bench of Court, if cases are fixed in more than one benches. (If officer attends cases in more than one Benches of Supreme Court through toing and froing between benches that would amount to surpassing the performance standard.) <b>Disposal: 80%</b> <b>Quality: 20%</b>	25%	
4.	Follow up of cases of Inland Revenue fixed in Registries of Supreme Court other than principle seat Islamabad.	Getting details of hearing of all cases from relevant field formations. (If field formations are not able to provide detail of hearing of all cases and officer gets details from Panel Advocates or directly from Supreme Court registries than this would amount to surpassing the performance Standard.) <b>Disposal: 80%</b> <b>Quality: 20%</b>	10%	
5.	Scrutinizing the final and supplementary cause lists of all Supreme Court registries and informing field formations and legal counsels regarding fixture of cases.	Scrutinizing and informing all because lists released during office hours. Scrutinizing and informing lists released on weekends and when officer is on leave would amount to surpassing the performance standard.) <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	

<b>Position title:</b>		<b>Secretary Panel Advocate</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Monitoring of performance of Panel advocates	Performance review of 80% of panel advocates once in a year <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
2	Payment of professional fee to the FBR Panel Advocate	Disposal of 90% of the fee bills received in the Board <b>Disposal: 40%</b> <b>Quality: 60%</b>	50%	
3	Processing special professional fee requests of FBR panel advocate	Disposal of 90% of the Special fee requests received in the Board <b>Disposal: 50%</b> <b>Quality: 50%</b>	30%	



<b>Position title:</b>		<b>Secretary TO- I</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Submission of reply/ comments related to Income Tax (Direct Taxes) to Honorable FTO on complaints of taxpayers	Replies on complaints are filed within stipulated time. <b>Disposal: 80%</b> <b>Quality: 20%</b>	50%	
2	Implementation of Honorable FTO findings/ recommendations	FTO findings/ recommendations are implemented <b>Disposal: 80%</b> <b>Quality: 20%</b>	50%	



<b>Position title:</b>		<b>Secretary TO- II</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Legal Matters</b>		
<b>Reporting Officer:</b>		<b>Member Legal</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Submission of reply/ comments related to Sales Tax (Indirect Taxes) to Honorable FTO on complaints of taxpayers	Replies on complaints are filed within stipulated time. <b>Disposal: 80%</b> <b>Quality: 20%</b>	50%	
2	Implementation of Honorable FTO findings/ recommendations	FTO findings/ recommendations are implemented <b>Disposal: 80%</b> <b>Quality: 20%</b>	50%	





**AUDIT & ACCOUNTING  
(INLAND REVENUE)**

PAKISTAN

<b>Position title:</b>		<b>Member (Audit &amp; Accounting)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Devise Audit Policy with concrete methodology for Income Tax, Sales Tax and Federal Excise Duty.	Design and application of Risk based audit methodology for selection of audit cases of Income Tax, Sales Tax and Federal Excise Duty on annual basis.  <b>Disposal: 40%</b> <b>Quality: 60%</b>	40%	
2	Implementation of the designed audit policy in field formation through strict supervision and its post evaluation based on outcome of the audits	Monthly Performance Evaluation Report of Field Formations in respect of audit cases selected under Audit Policy.  <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
3	Monitoring of audit cases	Monitoring of Cases selected for desk audits under Income Tax, 2001; Sales Tax, 1990 and Federal Excise Duty.  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Monitoring of citizens' complaints of PMDU	Percentage of citizens' complaints of PMDU disposed in a year. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Disposing of representations of taxpayers Audit Wing	Number of representations of taxpayers disposed in a year regarding audit under the relevant laws  <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
6	Disposing of representations of taxpayers Audit Wing	coordination with the field formations regarding litigation on Audit policy issues  <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position title:</b>		<b>Chief (PAC)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Member (Audit &amp; Accounting)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (age)</b>	<b>Final Score</b>
1	Examination of Audit Reports, Special Study Reports and performance Audit reports (Sales Tax, FED, Income Tax and expenditure) received from the Office of the Auditor General of Pakistan and forwarded to the respective filed formations for compliance.	After completion of External Audit, the office of the Auditor General of Pakistan issues Audit Reports. These reports are examined and the cases are forwarded to the concerned filed formations for necessary action with suitable directions <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
2	To coordinate with field formations and Director Generals Revenue Receipts Audit, regarding compliance and rectification of audit observations/DPs and Paras at DAC level	Conducting verification exercise and DAC meetings with all field formations for verification of the departmental contention and settlement of the audit observations/DPs and Paras at DAC level <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>20%</b>	
3	Disposing of representations of FBR before the Public Accounts Committee	Timely submission of working papers in National Assembly (PAC Secretariat) Number of meetings of the Public Accounts Committee held in a year to review the performance of FBR <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>10%</b>	
4	Implementation of the directives of the PAC and DAC through strict supervision and its post evaluation based on the compliance of the directives	Monthly Performance Evaluation Report of Field Formations in respect of compliance of PAC / DAC directives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>10%</b>	
5	Monitoring of pending Audit paras	For timely disposal and settlement of the Audit paras, monitoring of all the pending Audit paras and coordination with filed formation to resolve the issues by taking necessary remedial action in the light of DAC directives <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	
6	Monitoring of pending Audit paras/ appellate fora	For disposal of subjudice cases, request made to appellate fora for early disposal. Subsequently recoveries are enforced under the law in those cases, which are decided in favor of the department. <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	

<b>Position title:</b>		<b>Secretary (PAC-DT)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Chief (PAC)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Examination of Audit Reports, Special Study Reports and performance Audit reports (Income Tax) received from the Office of the Auditor General of Pakistan and forwarded to the respective filed formations for compliance.	After completion of External Audit, the office of the Auditor General of Pakistan issues Audit Reports. These reports are examined and the cases are forwarded to the concerned filed formations for necessary action <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
2	To coordinate with field formations and Director Generals Revenue Receipts Audit , regarding compliance and rectification of audit observations/DPs and Paras at DAC level	Conducting verification exercise and DAC meetings with all field formations for verification of the departmental contention and settlement of the audit observations/DPs and Paras at DAC level <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
3	Implementation of the directives of the PAC and DAC through strict supervision and its post evaluation based on the compliance of the directives	Monthly Performance Evaluation Report of Field Formations in respect of compliance of PAC / DAC directives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>20%</b>	



<b>Position title:</b>		<b>Second Secretary-I (PAC-DT)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Secretary (PAC-DT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Examination of Audit Reports, Special Study Reports and performance Audit reports of DT (Income Tax) received from the Office of the Auditor General of Pakistan and forwarded to the respective filed formations for compliance.	After completion of External Audit, the office of the Auditor General of Pakistan issues Audit Reports. These reports are examined and the cases are forwarded to the concerned filed formations for necessary action <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
2	To coordinate with field formations and Director Generals Revenue Receipts Audit , regarding compliance and rectification of audit observations/DPs and Paras at DAC level	Conducting verification exercise and DAC meetings with all field formations for verification of the departmental contention and settlement of the audit observations/DPs and Paras at DAC level <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
3	Implementation of the directives of the PAC and DAC through strict supervision and its post evaluation based on the compliance of the directives	Monthly Performance Evaluation Report of Field Formations in respect of compliance of PAC / DAC directives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>20%</b>	

<b>Position title:</b>		<b>Second Secretary-II (PAC-DT)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Secretary (PAC-DT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Examination of Audit Reports, Special Study Reports and performance Audit reports of Direct Taxes (Income Tax) received from the Office of the Auditor General of Pakistan and forwarded to the respective filed formations for compliance.	After completion of External Audit, the office of the Auditor General of Pakistan issues Audit Reports. These reports are examined and the cases are forwarded to the concerned filed formations for necessary action <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
2	To coordinate with field formations and Director Generals Revenue Receipts Audit , regarding compliance and rectification of audit observations/DPs and Paras at DAC level	Conducting verification exercise and DAC meetings with all field formations for verification of the departmental contention and settlement of the audit observations/DPs and Paras at DAC level <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
3	Implementation of the directives of the PAC and DAC through strict supervision and its post evaluation based on the compliance of the directives	Monthly Performance Evaluation Report of Field Formations in respect of compliance of PAC / DAC directives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>20%</b>	

<b>Position title:</b>		<b>Second Secretary-I (PAC-ST)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Chief (PAC)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Examination of Audit Reports, Special Study Reports and performance Audit reports of Sales Tax (IDT) received from the Office of the Auditor General of Pakistan and forwarded to the respective filed formations for compliance.	After completion of External Audit, the office of the Auditor General of Pakistan issues Audit Reports. These reports are examined and the cases are forwarded to the concerned filed formations for necessary action <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
2	To coordinate with field formations and Director Generals Revenue Receipts Audit , regarding compliance and rectification of audit observations/DPs and Paras at DAC level	Conducting verification exercise and DAC meetings with all field formations for verification of the departmental contention and settlement of the audit observations/DPs and Paras at DAC level <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
3	Implementation of the directives of the PAC and DAC through strict supervision and its post evaluation based on the compliance of the directives	Monthly Performance Evaluation Report of Field Formations in respect of compliance of PAC / DAC directives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>10%</b>	

<b>Position title:</b>		<b>Second Secretary-II (PAC-FED)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Secretary (PAC-IDT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Examination of Audit Reports, Special Study Reports and performance Audit reports of Federal Excise Duty (IDT) received from the Office of the Auditor General of Pakistan and forwarded to the respective filed formations for compliance.	After completion of External Audit, the office of the Auditor General of Pakistan issues Audit Reports. These reports are examined and the cases are forwarded to the concerned filed formations for necessary action <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
2	To coordinate with field formations and Director Generals Revenue Receipts Audit , regarding compliance and rectification of audit observations/DPs and Paras at DAC level	Conducting verification exercise and DAC meetings with all field formations for verification of the departmental contention and settlement of the audit observations/DPs and Paras at DAC level <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
3	Implementation of the directives of the PAC and DAC through post evaluation based on the compliance of the directives	Monthly Performance Evaluation Report of Field Formations in respect of compliance of PAC / DAC directives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>20%</b>	

<b>Position title:</b>		<b>Chief (Taxpayer Audit)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Member (A &amp; A)</b>		
<b>Sr #</b>	<b>Major Tasks</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Design Audit Policy with Risk based audit methodology for selection of audit cases of Income Tax, Sales Tax and Federal Excise Duty.	Design coverage of audit cases after exclusions. Number of risk based cases selected through computer balloting <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>40%</b>	
2	Making relevant policies related to Income Tax, Sales Tax and FED.	Frame relevant policy matters in light of the prescribed rules/policies/ guidelines <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>20%</b>	
3	Monitoring of audit cases	Monthly Performance Evaluation Report of Field Formations in respect of audit cases <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	
3	Monitoring of citizens' complaints of PMDU	Number of citizens' complaints of PMDU disposed during a year. <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	
4	Disposing of representations of taxpayers Audit Wing	Number of taxpayer's representations processed and disposed in a year <b>Disposal: 40%</b> <b>Quality: 60%</b>	<b>10%</b>	
		coordination with the field formations regarding litigation on Audit policy issues <b>Disposal: 50%</b> <b>Quality: 50%</b>	<b>10%</b>	

<b>Position title:</b>		<b>Secretary/Second Secretary (Compliance)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Chief (Audit &amp; Accounting)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Design Audit Policy with Risk based audit methodology for selection of audit cases of Income Tax, Sales Tax and Federal Excise Duty.	Design coverage of audit cases after exclusions. Number of risk based cases selected through computer balloting <b>Disposal: 40%</b> <b>Quality: 60%</b>	40%	
2	Making relevant policies related to Income Tax, Sales Tax and FED.	Frame relevant policy matters in light of the prescribed rules/policies/ guidelines <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
3	Monitoring of audit cases	Monthly Performance Evaluation Report of Field Formations in respect of audit cases <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Monitoring of citizens' complaints of PMDU	Number of citizens' complaints of PMDU disposed during a year. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Disposing of representations of taxpayers Audit Wing	Number of taxpayer's representations processed and disposed in a year <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
6	Disposing of representations of taxpayers Audit Wing	coordination with the field formations regarding litigation on Audit policy issues <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position title:</b>		<b>Secretary/Second Secretary (Audit)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Audit &amp; Accounting</b>		
<b>Reporting Officer:</b>		<b>Chief (Audit &amp; Accounting)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Implementing designed audit policy in field formation through strict supervision and its post evaluation based on outcome of the audits	Numerical monitoring of audit cases under Audit Policy through Monthly Performance Evaluation Report of Field Formations <b>Disposal: 40%</b> <b>Quality: 60%</b>	40%	
2	Monitoring of audit cases	Monthly Performance Evaluation Report of Field Formations in respect of audit cases other than Audit Policy <b>Disposal: 50%</b> <b>Quality: 50%</b>	30%	
3	Monitoring of citizens' complaints of PMDU	Number of citizens' complaints of PMDU disposed during a year. <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Assess the Training Need Analysis (TNA) for employees and coordinate with field formations and Human Resource Management (HRM) Wing for short term local and foreign training courses to strengthen the Audit, Risk and Compliance areas.	No of Trainings processed and participants training attended in a year in Audit, Risk and Compliance areas. <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
5	Disposing of representations of taxpayers audit Wing	Number of taxpayer's representations processed and disposed in a year <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	



# **LEGAL & ACCOUNTING (CUSTOMS)**



<b>Title:</b>		<b>Member (Legal &amp; Accounting Customs)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Custom Legal</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>S#</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Timely decision for the disposal of received cases for filing Appeals before the Superior Courts	Granting of permission or otherwise for filing of SCRA, CPLAs etc in Superior Courts and approving Questions of Law as per prescribed procedure <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
2	Disposal of requests received for extension in time limits u/s 179(4) of Customs Act, 1969 for Adjudication	Granting of permission or otherwise for extension in time limits under section 179(4) of Customs Act, 1969 for adjudication of cases received from adjudication Collectorates <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
3	Disposal of requests received from Collectorates/ Directorates of customs for filing of SCRA in Higher Courts u/s 196 of Customs Act, 1969	Granting of permission or otherwise for filing reference before High Courts under section 196 of Customs Act, 1969 <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
4	Ensuring representation of FBR before various Legal forum (SC/HC/FTO)	Ensuring representation of cases where FBR (HQs) is the sole respondent at Supreme Court/ HC/FTO <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
5	Appointment of Panel Advocates, Special Public Prosecutors and legal advisors on retainer ship basis	Ensuring representations of cases for the appointment of Panel Advocates & Special Public Prosecutors as per prescribed procedure <b>Disposal: 40%</b> <b>Quality: 60%</b>	5%	
6	Performance appraisal of the Panel Advocates and Special Public Prosecutors	Supervising processing of cases for the appointment of Panel Advocates & Special Public Prosecutors through devised SOPs on yearly basis <b>Disposal: 40%</b>	5%	

		<b>Quality: 60%</b>		
7	Monitoring of disposal of cases under Adjudication and Appeal within prescribed statutory period	All cases under Adjudication and Appeals with the Collectors Adjudication/ Appeals are decided within statutory timelines or within such period as extended by the Collectors or Board <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	



<b>Title:</b> Chief PAC-Customs				
<b>Grade:</b> 20				
<b>Function:</b> Conducting DACs, deal with audit matters and assist Member and PAO in PAC Meetings				
<b>Reporting Officer:</b> Member (Legal & Accounting- Customs)				
S#	Job Description	KPIs	Weight (%age)	Final Score
1	Conducting DACs	Two DACs per month <b>Disposal: 20%</b> <b>Quality of directives: 80%</b>	30%	
2	Examination of Audit Reports, Special Study Reports and Performance Audit Reports and coordination with Collectorates and Directorates of Customs for timely response	All reports received from Audit to be examined and disseminated to the filed formations within one week of receipt. <b>Disposal: 50%</b> <b>Quality: 50 %</b>	10%	
3	Coordination with the office of Auditor General in DAC and PAC matters	The limit case: within time immediate/Urgent: same day Routine matters: within one week <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	
4	Preparation, consolidation and submission of working papers to PAC Secretariat	The limit case: within time immediate/Urgent: within stipulated time <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
5	Dissemination of PAC directives to the field formations for compliance	Urgent-immediately on receipt <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Supervision of work of subordinate officers and staff	The limit case: within time immediate/Urgent: same day Routine matters: within one week <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
7	Submit budget proposals in the light of audit objections for amendment and making law more clear	Draft Proposals <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

<b>Title:</b> Secretary PAC-Customs				
<b>Grade:</b> 19				
<b>Function:</b> PAC				
<b>Reporting Officer:</b> Chief PAC Customs				
S#	Job Description	KPIs	Weight (%)	Final Score
1	Conducting DACs	Two DACs per month <b>Disposal: 20%</b> <b>Quality of directives: 80%</b>	30%	
2	Examination of Audit Reports, Special Study Reports and Performance Audit Reports and coordination with Collectorates and Directorates of Customs for timely response	All reports received from Audit to be examined and disseminated to the filed formations within one week of receipt. <b>Disposal: 50%</b> <b>Quality: 50 %</b>	10%	
3	Coordination with the office of Auditor General in DAC and PAC matters	The limit case: within time immediate/Urgent: same day Routine matters: within one week <b>Disposal: 30%</b> <b>Quality: 70%</b>	10%	
4	Preparation, consolidation and submission of working papers to PAC Secretariat	The limit case: within time immediate/Urgent: within stipulated time <b>Disposal: 20%</b> <b>Quality: 80%</b>	20%	
5	Dissemination of PAC directives to the field formations for compliance	Urgent-immediately on receipt <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Supervision of work of subordinate officers and staff	The limit case: within time immediate/Urgent: same day Routine matters: within one week <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

<b>Title:</b>		<b>Chief (Legal Customs)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Custom Legal</b>		
<b>Reporting Officer:</b>		<b>Member (Legal &amp; Accounting Customs)</b>		
<b>S#</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Timely decision for the disposal of received cases for filing Appeals before the Superior Courts.	Timely submission of cases for granting permission or otherwise for filing of SCRA, CPLAs etc. in Superior Courts and approving Questions of Law as per prescribed procedure. <b>Disposal: 70 %</b> <b>Quality : 30 %</b>	20%	
2	Disposal of requests received for extension in time limits u/s 179(4) of the Customs Act 1969 for Adjudication and from field formation for filing of SCRA in Higher Courts U/s 196 of Customs Act, 1969	Timely submission of cases for permission or otherwise for extension in time limits under Section 179 (4) of the Customs Act, 1969 for Adjudication of the cases received from Adjudication Collectorates. <b>Disposal: 70 %</b> <b>Quality : 30 %</b>	20%	
3	Monitoring and ensuring submission of parawise comments before higher courts and FTO	Submission of parawise comments received from field formations to FTO and other legal fora. <b>Disposal: 60 %</b> <b>Quality : 40 %</b>	10%	
4	Monitoring of disposal of cases under Adjudication and Appeal within prescribed statutory period.	All cases under Adjudication and Appeals with the Collectors Adjudication/Appeals are decided within statutory timelines or within such period as extended by the Collector or Board. <b>Disposal: 70 %</b> <b>Quality : 30 %</b>	20%	
5	Scrutiny of FTO/court orders for compliance or for filing of review, Representation to the President of Pakistan, etc by field formations.	Timely dissemination of the Orders of the FTO/court orders to the field formations for compliance or for filing of review/Representation to the President of Pakistan. <b>Disposal: 60 %</b> <b>Quality : 40 %</b>	15%	
6	Analysis of Legal status of cases pending with various judicial fora.	Compilation of data of the cases related to customs field formations pending with Supreme Court/High Courts/Appellate Tribunals/Collectors Adjudication & Appeals. <b>Disposal: 50 %</b> <b>Quality : 50 %</b>	5%	
7	Scrutiny / review of the Order-In-Original and Order-In-Appeals	Reviewing and taking necessary action with respect to O-N-O and order in	10%	

passed by the Collectorates of Customs (Adjudication) and Collectorates of Customs (Appeals) for	appeals. <b>Disposal: 50 %</b> <b>Quality : 50 %</b>		
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<b>Title:</b>		<b>Secretary (Legal Customs)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Custom Legal</b>		
<b>Reporting Officer:</b>		<b>Chief (Legal &amp; Accounting Customs)</b>		
<b>S#</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Timely decision for the disposal of received cases for filing Appeals before the Superior Courts.	Ensuring timely submission of cases for approval or otherwise for filing of SCRA, CPLAs etc. in Superior Courts and approving Questions of Law as per prescribed procedure. <b>Disposal: 70 %</b> <b>Quality : 30 %</b>	20%	
2	Disposal of requests received for extension in time limits u/s 179(4) of the Customs Act 1969 for Adjudication and from field formation for filing of SCRA in Higher Courts U/s 196 of Customs Act, 1969	Ensuring timely submission of cases for approval of permission or otherwise for extension in time limits under Section 179 (4) of the Customs Act, 1969 for Adjudication of the cases received from Adjudication Collectrates. <b>Disposal: 70 %</b> <b>Quality : 30 %</b>	20%	
3	Monitoring of disposal of cases under Adjudication and Appeal within prescribed statutory period.	All cases under Adjudication and Appeals with the Collectors Adjudication/Appeals are decided within statutory timelines or within such period as extended by the Collector or Board. <b>Disposal: 70 %</b> <b>Quality : 30 %</b>	20%	
4	Scrutiny of FTO/court orders for compliance or for filing of review, Representation to the President of Pakistan, etc by field formations.	Timely dissemination of the Orders of the FTO/court orders to the field formations for compliance or for filing of review/Representation to the President of Pakistan. <b>Disposal: 60 %</b> <b>Quality : 40 %</b>	10%	
5	Performance Appraisal of Panel Advocates, Special Public Prosecutors and Legal Advisor on retainer ship basis	Supervising processing of the cases for the appointment of Panel Advocates & Special Public Prosecutors as per prescribed procedure. <b>Disposal: 50 %</b> <b>Quality : 50 %</b>	10%	
6	Managing / sanctioning legal fees of the Panel Advocates.	Processing of the cases of the professional fees of the Panel Advocates appointed by FBR (HQ) within budgetary limits. <b>Disposal: 50 %</b> <b>Quality : 50 %</b>	5%	
7	Conveying instructions of Member (Legal- Customs) regarding court cases to Advocate/ Collectors/ Directors or officers of the Board.	Timely communication of the Directives of Member Legal- Customs to the field formations/ Board and all concerned. <b>Disposal: 60 %</b> <b>Quality : 40 %</b>	15%	



**REFORMS &  
MODERNIZATION  
(IR & CUSTOMS)**



<b>Position title:</b>		<b>Member (Reforms &amp; Modernization)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To Coordinate with all Wings of FBR for consolidation of information pertaining to reform interventions.	Reports submitted to the Prime Minister's Office / Chairman's Secretariat on Present and Future Reform Initiatives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
2	To supervise timely preparation of the Annual Performance Report as per requirement of DLI-10 of Pakistan Raises Revenue Program.	Timely publishing of the Annual Performance Report. <b>Disposal: 30%</b> <b>Quality: 70%</b>	20%	
3	To oversee the Program Office on behalf of the Chairman's Secretariat.	Achievement of Annual DLRs. <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
4	Development of IRS Strategic Reform Plan.	Finalization/Updation of IRS Plan. <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
5	Engagement with IMF for coordination regarding setting up of Compliance Risk Management Framework.	Completion of initial phase of setting up CRM Directorate. <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
6	Engagement with Asian Development Bank to Coordinate on fiscal Policy including Drafting of Tax Code.	Timely completion of Major Reform Interventions with ADB including Tax Code. <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
7	Engagement with FCDO and other International Donors to develop and implement reform intervention relating to Capacity Development etc.	No. of Trainings/ Workshops/ Consultations conducted. <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	

<b>Position title:</b>		<b>Special Assistant to Member</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Member (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To Coordinate with all Wings of FBR on behalf of the Member for consolidation of information pertaining to reform interventions.	Reports submitted to the Prime Minister's Office / Chairman's Secretariat on Present and Future Reform Initiatives. <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	
2	To support the Member in finalization of Presentations on Reforms	Number of Presentations finalized in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	To support the Member in finalization of Briefs on Reforms & Modernization Wing activities / initiatives	Number of Briefs finalized in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
4	Taking minutes of important meetings	Number of meetings and minutes <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Chief (Reforms &amp; Modernization)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Member (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with International Donor's including IMF, FCDO, World Bank etc. with respect to ongoing and future Projects and Programs – IRS related	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Coordination with Internal & External Stakeholders with respect to ongoing and future Projects and Programs (Gender, Communication, HRD, Change Management) – IRS related	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Analyzing the research reports already available with the FBR and for implementation of strategic reforms coordinate with Internal and External Stakeholders - IRS related	Number of reports in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Drafting concept notes for initiatives regarding reform areas	Number of cases in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms – IRS related	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Assist the Member & Chief in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
7	Miscellaneous / any other task assigned by the Member & Chief	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Secretary (IR-Related Reforms)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Chief Customs (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with International Donor's including IMF, FCDO, World Bank etc. with respect to ongoing and future Projects and Programs – IRS related	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Coordination with Internal & External Stakeholders with respect to ongoing and future Projects and Programs (Gender, Communication, HRD, Change Management) – IRS related	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Analyzing the research reports already available with the FBR and for implementation of strategic reforms coordinate with Internal and External Stakeholders - IRS related	Number of reports in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Drafting concept notes for initiatives regarding reform areas	Number of cases in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms – IRS related	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Assist the Member & Chief in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
7	Miscellaneous / any other task assigned by the Member & Chief	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Secretary (Custom-Related Reforms)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Chief Customs (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with International Donor's including IMF, FCDO, World Bank etc. with respect to ongoing and future Projects and Programs – Customs related	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Coordination with Internal & External Stakeholders with respect to ongoing and future Projects and Programs (Gender, Communication, HRD, Change Management) – Customs related	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Analyzing the research reports already available with the FBR and for implementation of strategic reforms coordinate with Internal and External Stakeholders – Customs related	Number of reports in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Drafting concept notes for initiatives regarding reform areas	Number of cases in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms – Customs related	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Assist the Member & Chief in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
7	Miscellaneous / any other task assigned by the Member & Chief	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Chief Customs (Coordination &amp; Communication)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Member (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with International Donor's including IMF, FCDO, World Bank, ADB, HMRC, OECD etc. with respect to ongoing and future Projects and Programs	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Coordination with Internal & External Stakeholders with respect to ongoing and future Projects and Programs (CRM / Audit, International Taxes, Gender, Communication, HRD, Change Management)	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Development of IRS Strategic Reform Plan.	Finalization / Updation of IRS Plan. <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	
4	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
5	Engagement with Asian Development Bank to Coordinate on fiscal Policy including Drafting of Tax Code.	Timely completion of Major Reform Interventions with ADB including Tax Code. <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
6	Assist the Member in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	

<b>Position title:</b>		<b>Secretary (Internal Coordination)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Chief Customs (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination with Internal Stakeholders with respect to ongoing and future Projects and Programs	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Analyzing the research reports already available with the FBR and for implementation of strategic reforms coordinate with Internal Stakeholders	Number of reports in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Drafting concept notes for initiatives regarding reform areas	Number of cases in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Assist the Member & Chief in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
6	Miscellaneous / any other task assigned by the Member & Chief	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	

<b>Position title:</b>		<b>Secretary (External Coordination)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Chief Customs (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination with External Stakeholders with respect to ongoing and future Projects and Programs	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Analyzing the research reports already available with the FBR and for implementation of strategic reforms coordinate with External Stakeholders	Number of reports in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Drafting concept notes for initiatives regarding reform areas	Number of cases in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Assist the Member & Chief in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
6	Miscellaneous / any other task assigned by the Member & Chief	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	



<b>Position title:</b>		<b>Chief (Tax Reforms)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Member (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with International Donor's including IMF, FCDO, World Bank, ADB, HMRC, OECD etc. with respect to ongoing and future Projects and Programs	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Coordination with Internal & External Stakeholders with respect to ongoing and future Projects and Programs (CRM / Audit, International Taxes, Gender, Communication, HRD, Change Management)	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Development of IRS Strategic Reform Plan.	Finalization / Updation of IRS Plan. <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	
4	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
5	Engagement with Asian Development Bank to Coordinate on fiscal Policy including Drafting of Tax Code.	Timely completion of Major Reform Interventions with ADB including Tax Code. <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
6	Assist the Member in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
7	Miscellaneous / any other task assigned by the Member	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position title:</b>		<b>Secretary (Tax Reforms)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Chief Customs (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with International Donor's including IMF, FCDO, World Bank etc. with respect to ongoing and future Projects and Programs	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Coordination with Internal & External Stakeholders with respect to ongoing and future Projects and Programs (Gender, Communication, HRD, Change Management)	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Analyzing the research reports already available with the FBR and for implementation of strategic reforms coordinate with Internal and External Stakeholders	Number of reports in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Drafting concept notes for initiatives regarding reform areas	Number of cases in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Assist the Member & Chief in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
7	Miscellaneous / any other task assigned by the Member & Chief	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Secretary (Implementation)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Chief Customs (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Liaison with International Donor's including ADB, HMRC, OECD etc. with respect to ongoing and future Projects and Programs	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
2	Coordination with Internal & External Stakeholders with respect to ongoing and future Projects and Programs (Audit, International Taxes)	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Analyzing the research reports already available with the FBR and for implementation of strategic reforms coordinate with Internal and External Stakeholders	Number of reports in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Drafting concept notes for initiatives regarding reform areas	Number of cases in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Drafting / Editing of the Reports / Manuals regarding FBR Strategic Reforms	Number of reports / manuals in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Assist the Member & Chief in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
7	Miscellaneous / any other task assigned by the Member & Chief	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Director Program (PRRP)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Member (R &amp; M)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To supervise timely preparation of the Annual Performance Report as per requirement of DLI-10 of Pakistan Raises Revenue Program.	Timely publishing of the Annual Performance Report. <b>Disposal: 30%</b> <b>Quality: 70%</b>	15%	
2	Communication with all Wings / Offices of FBR, Provincial Organizations and Other Departments in respect of 10 DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
3	Liaison with EAD / Finance / any other Department in connection with PRR Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
4	Convening and minute the monthly Meetings of the Coordination Committee and Meetings of the Steering Committee on the directions of the Member and Director Program	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
5	Liaison with the consultants working for the Program Office and processing their bills	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
6	Assist the Member in coordination with International Donors	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
7	Miscellaneous / any other task assigned by the Member	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	

<b>Position title:</b>		<b>Deputy Director (Coordination &amp; Internal Communication)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Director Program-PRRP</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Weekly / Fortnightly / Monthly updates regarding progress on the PRR Program including DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Communication with all Wings / Offices of FBR, Provincial Organizations and Other Departments in respect of 10 DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Identify training programs with specific reference to Sectoral Specializations and General Trainings	Number of Engagements identified, processed and implemented <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Liaison with EAD / Finance / any other Department in connection with PRR Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Convening and minute the monthly Meetings of the Coordination Committee and Meetings of the Steering Committee on the directions of the Member and Director Program	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Liaison with the consultants working for the Program Office and processing their bills	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
7	Supervising the work of Assistant Director (F & B), Program Office in respect of disbursements of funds	Number of cases supervised / processed in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
8	Miscellaneous / any other task assigned by the Member and Director Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Deputy Director (Procurement &amp; Contract Management)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Director Program-PRRP</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Weekly / Fortnightly / Monthly updates regarding progress on the PRR Program including DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Communication with all Wings / Offices of FBR, Provincial Organizations and Other Departments in respect of 10 DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Identify training programs with specific reference to Sectoral Specializations and General Trainings	Number of Engagements identified, processed and implemented <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Liaison with EAD / Finance / any other Department in connection with PRR Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Supervise the working of Consultants work – as per Contract	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Liaison with the World Bank regarding Program Office Procurement & Contract Management	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
7	Procurement and Contracts – as per law / rules	Number of cases supervised / processed in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
8	Miscellaneous / any other task assigned by the Member and Director Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Deputy Director (Change Management, ME &amp; D)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Director Program-PRRP</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Weekly / Fortnightly / Monthly updates regarding progress on the PRR Program including DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Communication with all Wings / Offices of FBR, Provincial Organizations and Other Departments in respect of 10 DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Identify training programs with specific reference to Sectoral Specializations and General Trainings	Number of Engagements identified, processed and implemented <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Liaison with EAD / Finance / any other Department in connection with PRR Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Supervise the working of Consultants work – as per Contract	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Liaison with the World Bank regarding Program Office – Change Management, ME & D	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
7	Change Management, ME & D – Reports and Manuals	Number of cases supervised / processed in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
8	Miscellaneous / any other task assigned by the Member and Director Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	

<b>Position title:</b>		<b>Deputy Director (Finance &amp; Budgeting)</b>		
<b>Grade:</b>		<b>18/19</b>		
<b>Function:</b>		<b>Reforms &amp; Modernization</b>		
<b>Reporting Officer:</b>		<b>Director Program-PRRP</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Weekly / Fortnightly / Monthly updates regarding progress on the PRR Program including DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
2	Communication with all Wings / Offices of FBR, Provincial Organizations and Other Departments in respect of 10 DLIs	Number and timely update of progress <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Identify training programs with specific reference to Sectoral Specializations and General Trainings	Number of Engagements identified, processed and implemented <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Liaison with EAD / Finance / any other Department in connection with PRR Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	Liaison with the consultants working for the Program Office and processing their bills	Number of Engagements <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Liaison with the World Bank regarding Program Office Procurement & Contract Management	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
7	Supervising the work of Assistant Director (F & B), Program Office in respect of disbursements of funds	Number of cases supervised / processed in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
8	Miscellaneous / any other task assigned by the Member and Director Program	Number of cases dealt in a year <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	



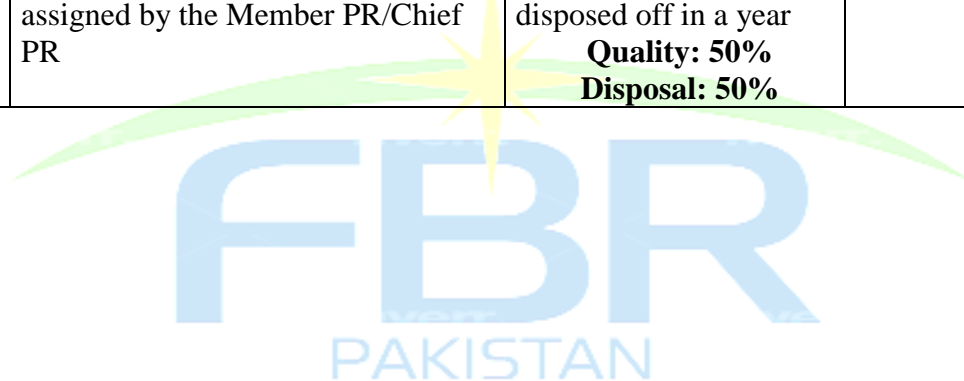


**PUBLIC  
RELATIONS (PR)  
WING**

<b>Position Title:</b>		<b>Member (Public Relations)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Facilitation and Taxpayers Education</b>		
<b>Reporting Officer:</b>		<b>Chairman (FBR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Facilitate and educate taxpayers through awareness campaigns, conferences, workshops, seminars, media campaigns etc.	Percentage of media campaigns developed and executed in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
2	Assist taxpayers by addressing their queries through Call Center/Helpline/Email/Fax etc.	Percentage of queries answered in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	15%	
3	Printing and Publishing of FBR's Newsletter, legal statutes, informational and educative literature.	Percentage of statutes updated and printed in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	10%	
4	Manage and update FBR's official website	Percentage of update in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
5	Handling cases under the Right of Access to Information Act, 2017.	Percentage of cases disposed off in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	10%	
6	Complaint redressal under Section 7 of the FBR Act, 2007.	Percentage of cases disposed off in a year <b>Quality: 45%</b> <b>Disposal: 55%</b>	10%	
7	Exercise powers and perform functions of the Board under the provisions of Income Tax Ordinance, 2001 and other laws administered by FBR as delegated by the Board	Percentage of delegated powers exercised and functions performed in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	15%	
8	Perform any other duty or task assigned by the Chairman FBR	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	

<b>Position Title:</b>		<b>Chief (PR)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Facilitation and Taxpayers Education</b>		
<b>Reporting Officer:</b>		<b>Member (PR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Facilitate and educate taxpayers through awareness campaigns, conferences, workshops, seminars, media campaigns etc.	Percentage of media campaigns developed and executed in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
2	Assist taxpayers by addressing their queries through Call Center/Helpline/Email/Fax etc.	Percentage of queries answered in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	15%	
3	Printing and Publishing of FBR's Newsletter, legal statutes, informational and educative literature.	Percentage of statutes updated and printed in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	10%	
4	Manage and update FBR's official website	Percentage of update in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
5	Handling cases under the Right of Access to Information Act, 2017.	Percentage of cases disposed off in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	10%	
6	Complaint redressal under Section 7 of the FBR Act, 2007.	Percentage of cases disposed off in a year <b>Quality: 45%</b> <b>Disposal: 55%</b>	10%	
7	Exercise powers and perform functions of the Board under the provisions of Income Tax Ordinance, 2001 and other laws administered by FBR as delegated by the Board	Percentage of delegated powers exercised and functions performed in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	15%	
8	Perform any other duty or task assigned by the Chairman FBR	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	

<b>Position Title:</b>		<b>Secretary (Tax Education)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Conducting awareness campaigns conferences, workshops etc. &amp; publishing newsletters</b>		
<b>Reporting Officer:</b>		<b>Chief (PR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Conduct awareness campaigns, conferences, workshops, seminars, etc. for taxpayers	Percentage of campaigns, conferences, workshops, seminars, etc. conducted in a year <b>Quality: 55%</b> <b>Disposal: 45%</b>	45%	
2	Printing and Publication of FBR's Newsletter	Percentage of Newsletters published in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	45%	
3	Perform any other duty or task assigned by the Member PR/Chief PR	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	



<b>Position Title:</b>		<b>Second Secretary (Tax Education)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Conducting awareness campaigns conferences, workshops etc. &amp; publishing newsletters</b>		
<b>Reporting Officer:</b>		<b>Secretary (Tax Education)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Conduct awareness campaigns, conferences, workshops, seminars, etc. for taxpayers	Percentage of campaigns, conferences, workshops, seminars, etc. conducted in a year <b>Quality: 55%</b> <b>Disposal: 45%</b>	45%	
2	Printing and Publication of FBR's Newsletter	Percentage of Newsletters published in a year <b>Quality: 60%</b> <b>Disposal: 40%</b>	45%	
3	Perform any other duty or task assigned by the Chief PR/ Secretary (Tax Education)	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	



<b>Position Title:</b>		<b>Secretary (Media)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Development and execution of media campaigns, organizing events, press conferences, issuing press releases</b>		
<b>Reporting Officer:</b>		<b>Chief (PR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Facilitate and educate taxpayers through development and execution of media campaigns on operational and policy matters of FBR	Percentage of media campaigns developed and executed in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	45%	
2	Organize events/press conferences, issue press releases.	Percentage of events conducted and press releases issued in a year <b>Quality: 45%</b> <b>Disposal: 55%</b>	45%	
3	Perform any other duty or task assigned by the Member PR/Chief PR	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	



<b>Position Title:</b>		<b>Second Secretary (Media)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Development and execution of media campaigns, organizing events, press conferences, issuing press releases</b>		
<b>Reporting Officer:</b>		<b>Secretary (Media)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Facilitate and educate taxpayers through development and execution of media campaigns on operational and policy matters of FBR	Percentage of media campaigns developed and executed in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	45%	
2	Organize events/press conferences, issue press releases.	Percentage of events conducted and press releases issued in a year <b>Quality: 45%</b> <b>Disposal: 55%</b>	45%	
3	Perform any other duty or task assigned by the Chief PR/Secretary (Media)	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	



<b>Position Title:</b>		<b>Secretary (Compliance)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Compliance of laws (the Right of Access to Information Act, 2017 &amp; FBR Act, 2007)</b>		
<b>Reporting Officer:</b>		<b>Chief (PR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Handling cases under Right of Access to Information Act, 2017/Tasks assigned by PMDU	Percentage of cases disposed off in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	45%	
2	Handling complaints under Section 7 of the FBR Act, 2007	Percentage of cases disposed off in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	45%	
3	Perform any other duty or task assigned by the Member PR/Chief PR	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	





<b>Position Title:</b>		<b>Second Secretary (Compliance)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Compliance of laws (the Right of Access to Information Act, 2017 &amp; FBR Act, 2007)</b>		
<b>Reporting Officer:</b>		<b>Secretary (Compliance)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Handling cases under the Right of Access to Information Act, 2017/Tasks assigned by PMDU	Percentage of cases disposed off in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	45%	
2	Handling complaints under Section 7 of the FBR Act,2007	Percentage of cases disposed off in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	45%	
3	Perform any other duty or task assigned by the Chief PR/ Secretary (Compliance)	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	




<b>Position Title:</b>		<b>Secretary (Facilitation)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Managing affairs of helpline and website</b>		
<b>Reporting Officer:</b>		<b>Chief (PR)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Manage Call Center functions and update website	Percentage of queries answered website updated in a year <b>Quality: 45%</b> <b>Disposal: 55%</b>	50%	
2	Printing and updating all statutes	Percentage of statutes updated & printed in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	40%	
3	Perform any other duty or task assigned by the Member PR/Chief PR	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	



<b>Position Title:</b>		<b>Second Secretary (Facilitation)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Managing affairs of helpline and website</b>		
<b>Reporting Officer:</b>		<b>Secretary (Facilitation)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Manage Call Center functions and update website	Percentage of queries answered website updated in a year <b>Quality: 45%</b> <b>Disposal: 55%</b>	50%	
2	Printing and updating all statutes	Percentage of statutes updated & printed in a year <b>Quality: 40%</b> <b>Disposal: 60%</b>	40%	
3	Perform any other duty or task assigned by the Member PR/Chief PR	Percentage of cases disposed off in a year <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	

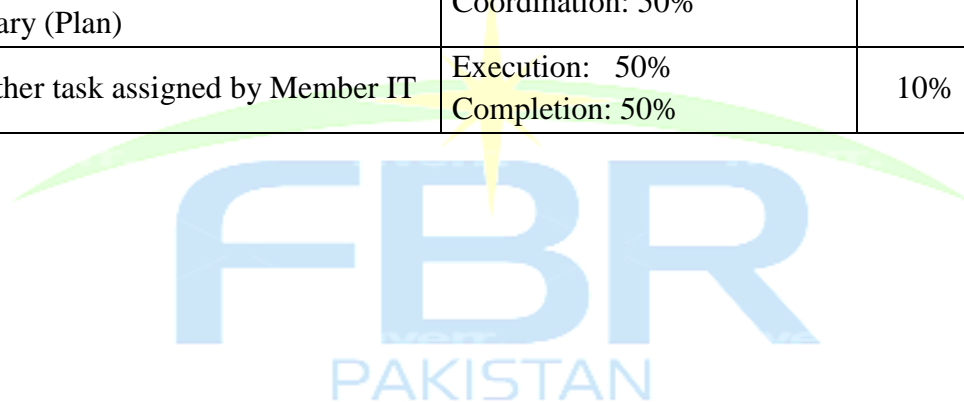


# INFORMATION TECHNOLOGY (IT)

The logo for the Federal Board of Revenue (FBR) of Pakistan is visible in the background. It consists of the letters 'FBR' in a large, light blue, sans-serif font. Below 'FBR', the word 'PAKISTAN' is written in a smaller, light blue, sans-serif font. The '(IT)' text from the main title is overlaid on the 'R' of the 'FBR' logo.

<b>Position Title:</b>		<b>Member (IT)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Information Technology</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR/Secretary Revenue Division</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To supervise the processing of all IT-related proposals from any Wing and field formation of FBR	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	30%	
2	Addressing the problems, suggestions and business requirements received from external entities (public of private) which are related to IT system of FBR.	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
3	To supervise the process of data integration with third parties; signing of MOUs/Agreements for data-sharing with other organizations.	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
4	To supervise all issues related to PRAL.	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	5%	
5	To supervise the procurement of IT related hardware, software, renewal of support contracts and provisioning of Internet / WAN datacenters.	Preparation & advertisement of RFPs: 50% Evaluation of bids and awarding of contract 50% <b>Quality: 50%</b> <b>Disposal: 50%</b>	25%	
6	To supervise the processing of payments to different vendors and issuance of sanctions against procurement of IT related goods and Services.	Need assessment of budget in different heads:20% Appropriation of Funds: 20% Pre-audit of billing/invoices: 20% Issuance of Sanctions: 20% Reply of Audit Paras: 20% <b>Quality: 50%</b> <b>Disposal: 50%</b>	10%	
7	To supervise the disposal of FTO/Court Cases relating to IT Wing, to supervise the processing of information required by FIA & NAB.	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	5%	
8	To supervise the disposal of PMDU Complaints relating to IT wing.	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	5%	

<b>Position Title:</b>		<b>Chief (IT/System)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Information Technology</b>		
<b>Reporting Officer:</b>		<b>Member (IT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Formulation, drafting and continuous improvement of ICT policy and automation of business processes	Formulation and drafting: 50% Continuous improvement: 30% Automation: 20%	30%	
2	Overall management, supervision, coordination of official assignments being worked on by Secretary/Second Secretary (Execution)	Management and supervision: 50% Coordination: 50%	30%	
3	Overall management, supervision, coordination of official assignments being worked on by Secretary/Second Secretary (Plan)	Management and supervision: 50% Coordination: 50%	30%	
4	Any other task assigned by Member IT	Execution: 50% Completion: 50%	10%	



<b>Position Title:</b>		<b>Secretary(IT/System)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Information Technology</b>		
<b>Reporting Officer:</b>		<b>Chief (IT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Assistance in procurement of IT related hardware for FBR HQ and field formations	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	15%	
2	Assistance in procurement of IT related software for FBR HQ and field formations	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	15%	
3	Assistance in renewal of support contracts	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	20%	
4	Assistance in provisioning of Internet /WAN for FBR (HQ), field formations and datacenters	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	10%	
5	Assistance in reply of Audit Paras relating to procurement related audit objections	Relating to new contracts: 80% Relating to renewal of contracts : 20%	20%	
6	Assistance in resolution of issues related to PRAL with regard to procurement / deployment of hardware /software	Procurement/deployment of hardware: 50% Procurement/deployment of software: 50%	10%	
7	Assistance in interaction with field offices/ different Wings in FBR (HQ) & other departments	Disposal of day to day matters: 90% Miscellaneous assignments: 10%	10%	

<b>Position Title:</b>		<b>Second Secretary (IT/System)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Information Technology</b>		
<b>Reporting Officer:</b>		<b>Chief (IT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Assistance in procurement of IT related hardware for FBR HQ and field formations	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	15%	
2	Assistance in procurement of IT related software for FBR HQ and field formations	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	15%	
3	Assistance in renewal of support contracts	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	20%	
4	Assistance in provisioning of Internet /WAN for FBR (HQ), field formations and datacenters	Preparation and advertisement of RFPs: 50% Evaluation of bids and awarding of contract: 50%	10%	
5	Assistance in reply of Audit Paras relating to procurement related audit objections	Relating to new contracts: 80% Relating to renewal of contracts : 20%	20%	
6	Assistance in resolution of issues related to PRAL with regard to procurement / deployment of hardware /software	Procurement/deployment of hardware: 50% Procurement/deployment of software: 50%	10%	
7	Assistance in interaction with field offices/ different Wings in FBR (HQ) & other departments	Disposal of day to day matters: 90% Miscellaneous assignments: 10%	10%	



<b>Position Title:</b>		<b>Chief (Business Domain Team) IR</b>		
<b>Grade:</b>		<b>BPS-20</b>		
<b>Function:</b>		<b>Information Technology</b>		
<b>Reporting Officer:</b>		<b>Member (IT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of field formations proposals, FTO cases relating to IT wing, suggestions/problems and Business requirement of Government departments, Chambers, Stock Exchanges, Tax Bar Association, Banks, Financial institutions, and specification regarding FBR, IT application received from field formation.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 25%</b> <b>Disposal: 75%</b>	20%	
2	To engage and manage(Design and Analysis Team)of PRAL in designing workflows ,CRFs and get them approved for implementation of amendments of Income tax, Sales Tax & FED in STRIVE System	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
3	To assist the Design and Analysis Team of PRAL to conduct User Acceptance Testing(UAT)(Income tax and Sales Tax)		10%	
4	Correspondence with ministries, field formations and general public.		10%	
5	Identifying third Party for data Integration/Preparation/drafting/Communication/signing of Memorandum of Understanding/Agreement for data sharing with other Organization and implementation plane for data integration on the direction of higher authorities	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
6	Processing of all related information for data sharing with FIA & NAB Organization on the direction of higher authorities.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
7	Processing and disposal of PMDU Complaints relating to IT Wing.		10%	

<b>Position Title:</b>		<b>Second Secretary (BDT-Income Tax)</b>		
<b>Grade:</b>		<b>18</b>		
<b>Function:</b>		<b>Income Tax Matters - Information Technology</b>		
<b>Reporting Officer:</b>		<b>Chief (Business Domain Team) IR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To engage and manage(Design and Analysis Team)of PRAL in designing workflows ,CRFs and get them approved for implementation of amendments of Income tax, Sales Tax & FED in STRIVE System and Iris.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
2	To assist the Design and Analysis Team of PRAL to conduct User Acceptance Testing(UAT)(Income tax)	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
3	Correspondence with ministries, field formations and general public.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
4	Identifying third Party for data Integration/Preparation/drafting/Communication/signing of Memorandum of Understanding/Agreement for data sharing with other Organization and implementation plane for data integration on the direction of higher authorities	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
5	Processing of all related information for data sharing with FIA & NAB Organization on the direction of higher authorities.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	

<b>Position Title:</b>		<b>Second Secretary (BDT-Sales Tax)</b>		
<b>Grade:</b>		<b>18</b>		
<b>Function:</b>		<b>Sales Tax Matters - Information Technology</b>		
<b>Reporting Officer:</b>		<b>Chief (Business Domain Team) IR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To engage and manage(Design and Analysis Team)of PRAL in designing workflows ,CRFs and get them approved for implementation of amendments of Income tax, Sales Tax & FED in STRIVE System and Iris.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	30%	
2	To assist the Design and Analysis Team of PRAL to conduct User Acceptance Testing(UAT)(Sales tax)	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	
3	Correspondence with ministries, field formations and general public.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
4	Identifying third Party for data Integration/Preparation/drafting/Communication/signing of Memorandum of Understanding/Agreement for data sharing with other Organization and implementation plane for data integration on the direction of higher authorities	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
5	Processing of all related information for data sharing with FIA & NAB Organization on the direction of higher authorities.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	

<b>Position Title:</b>		<b>Secretary (BDT)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Information Technology</b>		
<b>Reporting Officer:</b>		<b>Chief (Business Domain Team) IR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Processing of field formations proposals, FTO cases relating to IT wing, suggestions/problems and Business requirement of Government departments, Chambers, Stock Exchanges, Tax Bar Association, Banks, Financial institutions ,and specification regarding FBR,IT application received from field formation.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 25%</b> <b>Disposal: 75%</b>	20%	
2	Correspondence with ministries, field formations and general public.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	10%	
3	Identifying third Party for data Integration/Preparation/drafting/Communication/signing of Memorandum of Understanding/Agreement for data sharing with other Organization and implementation plane for data integration on the direction of higher authorities	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
4	Processing of all related information for data sharing with FIA & NAB Organization on the direction of higher authorities.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	30%	
5	Processing and disposal of PMDU Complaints relating to IT Wing.	Time Limit Cases: Within Time Immediate Urgent: On the same day <b>Quality: 80%</b> <b>Disposal: 20%</b>	20%	

The logo for the Federal Board of Revenue (FEBR) is centered in the background. It features the letters 'FEBR' in a large, light blue, serif font. Above the 'E' and 'R' are two green curved lines, and above the 'B' is a yellow star-like shape. The text 'BUSINESS DOMAIN TEAM (CUSTOMS)' is overlaid on the logo in three grey rectangular boxes.

**BUSINESS DOMAIN**  
**TEAM**  
**(CUSTOMS)**

<b>Position title:</b>		<b>Chief Coordinator (BDT)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Business Domain</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination with WB through IVA's	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
2	Coordination for preparation of Modules by Reforms team for Transit Trade and PCA	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
3	Monitoring of PRR portion of R&A	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
4	Coordination for DLI's & DLR's	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
5	Verifications from IVA's and biannual reports	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	

<b>Position title:</b>		<b>Chief BDT IT (Customs)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Business Domain</b>		
<b>Reporting Officer:</b>		<b>Chief Coordinator (BDT)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination with WB through IVA's	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
2	Coordination for preparation of Modules by Reforms team for Transit Trade and PCA	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
3	Monitoring of PRR portion of R&A	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
4	Coordination for DLI's & DLR's	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	
5	Verifications from IVA's and biannual reports	Time limit cases: Within Time Immediate Urgent: on the same day <b>Quality: 50%</b> <b>Disposal: 50%</b>	20%	

# INTERNATIONAL TAXES





<b>Position title:</b>		<b>Director General (International Taxes)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Member-IR (Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<p>All matters relating to negotiations and renegotiations of the Double Taxation Treaties, TIEAs and Multilateral Conventions and Agreements</p> <p>All matters relating to Exchange of Information on Request (EOIR) under the DTTs, TIEAs and Multilateral Convention and Agreements</p> <p>All matters relating to Automatic Exchange of Information under the CRS including enrollment of RFIs, data receipt from RFIs, data transmission through CTS etc.</p> <p>All matters relating to Automatic Exchange of Information under the CbCR including enrollment, data receipt, data transmission through CTS etc.</p>	<p>Number of requests initiated for negotiations and renegotiations of treaties/agreements. 20%</p> <p>Supervision of draft agreements/ treaties. 20%</p> <p>Number of new agreements negotiated. 30%</p> <p>Number of existing agreements revised. 30%</p>	25%	
2	<p>Coordination and liaison with the OECD, HMRC, TIWB etc with respect to all issues related to Transfer Pricing</p> <p>All matters related to Inclusive Framework on BEPS, MAP and Advance Ruling</p> <p>Supervision of Pakistan's EOIR peer Review and AEOI peer Review</p>	<p>Number of coordination activities supervised and performed with respective organization. 100%</p>	15%	
3	<p>Supervision of Issues related to Money Laundering, FATCA</p> <p>Monitoring of all RFIs in coordination with SBP and SECP</p> <p>Dissemination of relevant CRS/CbCR actionable data to the field formation</p> <p>Supervision for all issues related to CbCR and AEOI</p> <p>Monitoring of all relevant entities enrolled for the purposes for CbcR</p> <p>Issuance of guidelines/SOPs related to CbCR/CRS for RFIs</p>	<p>Issues processed. 50%</p> <p>Peer Review. 50%</p> <p>Number of monitoring and coordinating activities performed. 100%</p>	10%	
4	<p>Identifying, selecting and monitoring of cases for Transfer Pricing Audit at the Directorate General</p>	<p>Number of cases selected and monitored. 100%</p>	5%	

5	Coordination /liaison and focal point with CATA, IMF, WB, DFID, OECD, HMRC,SAARC,ATAIC,ECO and TIWB etc.	Number of coordination activities assigned and performed with respective organization. 100%	5%	
6	Vetting / concurrence of Articles on Taxation in different International Agreements for Loans / Grants etc. Supervision of matters relating to Joint Ministerial Commissions and Joint Economic Council in respect of Taxation	Number of tasks supervised and performed. 100%	15%	
7	Supervision of issuance of various Certificates (CoR, Foreign Tax Credit, Certificate of Payment of tax) NPOs and International NGOs International Subscriptions	Number of requests received. 50%	15%	
8	Supervision and Monitoring of Offshore Taxation Commissionerates National Assembly and Senate Business relating to International Taxes Wing	Monitoring of Monthly Performance Report. 40% Analyzing and highlighting areas of improvement. 40% Coordinating monthly commissioner's conference. 20% NA:100%	10%	



<b>Position title:</b>		<b>Chief (International Taxes Operations)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Director General (International Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination and liaison with the OECD, HMRC, TIWB etc with respect to all issues related to Transfer Pricing	Number of coordination activities supervised and performed with respective organization. 100%	30%	
2	All matters related to Inclusive Framework on BEPS Action 8-10 of Inclusive framework on BEPS.	Number of issues supervised and disposed off as per requirement. 100%	30%	
3	Identifying and selecting of cases for Transfer Pricing Audit at the Directorate General	Number of cases selected and monitored. 100%	10%	
4	Monitoring of cases for Transfer Pricing Audit at the Directorate General	Number of cases monitored 100%	10%	
5	Dealing with Queries on International taxes webpage related to transfer pricing.	Number of queries disposed. 80%	5%	
6	Nominations for meetings, events and trainings related to Transfer Pricing	Number of nominations made. 80% Number of trainings attended 20%	10%	
7	National Assembly and Senate Business relating to Transfer Pricing	Number of Assembly and senate questions processed and responded. 100%	5%	

<b>Position title:</b>		<b>Secretary (Transfer Pricing)</b>		
<b>Grade:</b>		<b>19/18</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Chief (International Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination and liaison with the OECD, HMRC, TIWB etc with respect to all issues related to Transfer Pricing	Number of coordination activities assigned and performed with respective organization. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	40%	
2	Identifying and analysis of cases for Transfer Pricing Audit at the Directorate General	Number of cases identified and analyzed. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
3	Selection of cases for Transfer Pricing Audit	Number of cases selected. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Monitoring the progress of the cases selected for Transfer Pricing Audit	Number of cases monitored. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
5	All matters related to BEPS Action 8-10 of Inclusive Framework on BEPS	Number of issues processed and disposed off as per requirement. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
6	Dealing with Queries on International Taxes webpage	Number of queries disposed. 80% <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
7	Proposing nominations for meetings, events and trainings related to Transfer Pricing	Number of nominations made. 80% Number of trainings attended 20% <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
8	National Assembly and Senate Business relating to Transfer Pricing	Number of Assembly and senate questions processed and responded. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	

<b>Position title:</b>		<b>Secretary (Country by Country Reporting)</b>		
<b>Grade:</b>		<b>19/18</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Chief (International Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	All matters relating to Automatic Exchange of Information under the CbCR including enrollment, data receipt, data transmission through CTS etc.	Data receiving from CTS. 50% Data transmission through CTS. 50% <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
2	Focal person for all issues related to CbCR including peer review Updating the list of relevant Notifications and list of intended partners for the purposes of CbCR	Issues processed. 50% Peer Review. 50% <b>Disposal: 50%</b> <b>Quality: 50%</b>	20%	
3	Focal person on Digital Economy and PRR	Number of tasks assigned and completed. <b>Disposal: 50%</b> <b>Quality: 50%</b>	15%	
4	Monitoring of all relevant entities enrolled for the purposes for CbcR Dissemination of relevant actionable CbCR data/information to the field formations Issuance of guidelines/SOPs related to CbCR	Number of monitoring and coordinating activities performed. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
5	Assigning/transfer of jurisdiction of cases pertaining to offshore assets	Number of cases assigned. 50%	5%	
6	Dealing with Queries on International Taxes webpage	Number of cases transferred. 50% <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
7	Proposing nominations for meetings, events and trainings related to CbCR		5%	
8	National Assembly and Senate Business relating to CbCR	Number of Assembly and senate questions processed and responded. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	

<b>Position title:</b>		<b>Secretary (International Taxes Operations)</b>		
<b>Grade:</b>		<b>19/18</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Chief (International Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Coordination /liaison and focal point with CATA, IMF, WB, DFID, OECD, HMRC,SAARC,ATAIC,ECO and TIWB etc.	Number of coordination activities assigned and performed with respective organization.	10%	
2	Vetting / concurrence of Articles on Taxation in different International Agreements for Loans / Grants	<b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
3	Matters relating to Joint Ministerial Commissions and Joint Economic Council in respect of Taxation	Number of tasks performed, processed, responded and attended in relevant Joint Ministerial Commissions and Joint Economic Council. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
4	Issues related to Certificate of Residence etc. Issues related to foreign tax credits Certificate of tax sparing/credit Certificate of payment of tax in Pakistan Registration issues of Local/ International NGOs	Number of requests received. 50% Number of certificates processed and issued. 50% <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
5	NPOs and International NGOs	Number of tasks assigned and disposed off as per requirement. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	
6	International Subscriptions		5%	
7	Dealing with Queries on International taxes webpage		5%	
8	Foreign Trainings, Seminars, Meetings and Workshops etc.		10%	
9	All correspondence with AEOI Zones/field formations relating to the operations of International Taxes Wing.		10%	
10	Monitoring of Offshore Taxation Commissionerates	Monitoring of Monthly Performance Report. 40% Analyzing and highlighting areas of improvement. 40% Coordinating monthly commissioner's conference. 20% <b>Disposal: 50%</b> <b>Quality: 50%</b>	10%	
11	National Assembly and Senate Business relating to International Taxes Wing	Number of Assembly and senate questions processed and responded. 100% <b>Disposal: 50%</b> <b>Quality: 50%</b>	5%	

<b>Position title:</b>		<b>Chief (International Taxes)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Member-IR (Operations)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	All matters relating to negotiations and renegotiations of the Double Taxation Treaties, TIEAs and Multilateral Conventions and Agreements	Number of requests initiated for negotiations and renegotiations of treaties/agreements. 20%	8%	
		Supervision of draft agreements/treaties. 20%		
		Number of new agreements negotiated. 30%		
		Number of existing agreements revised. 30%		
2	All matters relating to Exchange of Information on Request (EOIR) under the DTTs, TIEAs and Multilateral Convention and Agreements	Number of EOIRs sent. 50%  Number of EOIRs received and processed. 50%	8%	
3	All matters relating to Automatic Exchange of Information under the CRS including enrollment of RFIs, data receipt from RFIs, data transmission through CTS etc.	Receiving CRS data from foreign jurisdiction. 50%  Sending CRS data to foreign jurisdictions. 50%	8%	
4	All matters relating to Automatic Exchange of Information under the CbCR including enrollment, data receipt, data transmission through CTS etc.	Data receiving from CTS. 50% Data transmission through CTS. 50%	8%	
5	All matters related to Inclusive Framework on BEPS, MAP and Advance Ruling excluding BEPS Action 8-10	Number of issues supervised and disposed off as per requirement. 100%	5%	
6	Supervision of Pakistan's EOIR peer Review and AEOI peer Review	EOIR review. 100%	10%	
7	Supervision of Issues related to Money Laundering, FATCA	Number of issues supervised and processed. 100%	2%	
8	Monitoring of all RFIs in coordination with SBP and SECP	Number of monitoring and coordinating activities supervised. 100%	2%	
9	Dissemination of relevant CRS/CbCR actionable data to the field formations	Dissemination of CRS information to relevant field formations. 100%	2%	
10	Supervision for all issues related to CbCR and AEOI	Issues processed. 50% Peer Review. 50%	2%	



11	Monitoring of all relevant entities enrolled for the purposes for CbcR	Number of monitoring and coordinating activities performed. 100%	2%	
12	Issuance of guidelines/SOPs related to CbCR/CRS for RFIs	Number of guidelines Updated and issued. 100%	2%	
13	Coordination /liaison and focal point with CATA, IMF, WB, DFID, OECD, HMRC, SAARC, ATAIC, ECO and TIWB etc.	Number of coordination activities assigned and performed with respective organization. 100%	5%	
14	Vetting / concurrence of Articles on Taxation in different International Agreements for Loans / Grants etc.	Number of tasks supervised and performed. 100%	2%	
15	Supervision of matters relating to Joint Ministerial Commissions and Joint Economic Council in respect of Taxation	Number of tasks performed, processed, responded and attended in relevant Joint Ministerial Commissions and Joint Economic Council. 100%	2%	
16	Supervision of issuance of various Certificates (CoR, Foreign Tax Credit, Certificate of Payment of tax)	Number of requests received. 50%	2%	
17	NPOs and International NGOs	Number of tasks supervised and disposed off as per requirement. 100%	2%	
18	International Subscriptions	Number of tasks supervised and disposed off as per requirement. 100%	2%	
19	Supervision and Monitoring of Offshore Taxation Commissionerates	Monitoring of Monthly Performance Report. 40% Analyzing and highlighting areas of improvement. 40% Coordinating monthly commissioner's conference. 20%	20%	
20	National Assembly and Senate Business relating to International Taxes Wing	Number of Assembly and senate questions processed and responded. 100%	6%	



<b>Position title:</b>		<b>Secretary (Tax Treaties and Conventions)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Chief (International Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	All matters relating to negotiations and renegotiations of the Double Taxation Treaties, TIEAs and Multilateral Conventions and Agreements	Number of requests initiated for negotiations and renegotiations of treaties/agreements. 20% Preparation of draft agreements/treaties. 20% Number of new agreements negotiated. 30% Number of existing agreements revised. 30%	20%	
2	All matters related to Inclusive Framework on BEPS except transfer pricing	Number of issues processed and disposed off as per requirement. 100%	20%	
3	All matters related to MAP except MAP cases related to Transfer Pricing	Number of issues processed and disposed off as per requirement. 100%	20%	
4	All matters related to Advance Ruling	Number of issues processed and disposed off as per requirement. 100%	20%	
5	Dealing with Queries on International Taxes webpage	Number of queries disposed. 80%	5%	
6	Proposing nominations for meetings, events and trainings related to tax treaties	Number of nominations made. 80% Number of trainings attended 20%	10%	
7	National Assembly and Senate Business relating to DTTs	Number of Assembly and senate questions processed and responded. 100%	5%	

<b>Position title:</b>		<b>Secretary (Automatic Exchange of Information)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Chief (International Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	All matters relating to Automatic Exchange of Information under the CRS including enrollment of RFIs, data receipt from RFIs, data transmission through CTS etc.	Receiving CRS data from foreign jurisdiction. 50% Sending CRS data to foreign jurisdictions. 50%	20%	
2	Focal person for all issues related to AEOI	Number of issues processed. 100%	20%	
3	Focal person for Pakistan's AEOI peer review	AEOI Review. 100%	20%	
4	Updating the list of relevant Notifications and list of intended partners for the purposes of AEOI	Updating of list of relevant notifications. 50% Updating of list of intended partners for the purpose of AEOI. 50%	5%	
5	Monitoring of all RFIs in coordination with SBP and SECP	Number of monitoring and coordinating activities performed. 100%	5%	
6	Issuance of guidelines/SOPs related to CRS for the RFIs in coordination with SBP and SECP	Number of guidelines Updated and issued. 100%	5%	
7	Dissemination of relevant CRS actionable data to the field formations	Dissemination of CRS information to relevant field formations. 100%	5%	
8	Dealing with Queries on International taxes webpage	Number of queries disposed. 80%	5%	
9	Proposing nominations for meetings, events and trainings related to AEOI	Number of nominations made. 80% Number of trainings attended 20%	10%	
10	National Assembly and Senate Business relating to AEOI	Number of Assembly and senate questions processed and responded. 100%	5%	

<b>Position title:</b>		<b>Secretary (Exchange of Information)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Chief (International Taxes)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	All matters relating to Exchange of Information on Request (EOIR) under the DTTs, TIEAs and Multilateral Convention and Agreements	Number of EOIRs sent. 50% Number of EOIRs received and processed. 50%	30%	
2	Dissemination of relevant actionable information to field formations	Information shared with field formations. 100%	10%	
3	Focal person for Pakistan's EOIR peer review	EOIR review. 100%	20%	
4	Issues related to Money Laundering	Number of issues processed. 100%	10%	
5	Issues related to FATCA	Number of issues processed. 100%	10%	
6	Dealing with Queries on International Taxes webpage	Number of queries disposed. 80%	5%	
7	Proposing nominations for meetings, events and trainings related to EOIR and FATCA	Number of nominations made. 80% Number of trainings attended 20%	5%	
8	National Assembly and Senate Business relating to EOIR	Number of Assembly and senate questions processed and responded. 100%	10%	

The logo of the Federal Board of Revenue (FBR) Pakistan is visible in the background. It features a yellow sunburst icon above the letters 'FBR' in a large, light blue font, with the word 'PAKISTAN' in a smaller, light blue font below it.

**WITHHOLDING**

<b>Position Title:</b>		<b>DG Withholding</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Withholding</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To supervise the administration and operational management of the Directorate General Withholding vis- a-vis Budget, implementation, and improvement proposals.	Leadership	12.5%	
2	To maintain constant liaison/ coordination with the Commissioners Withholding Zones nationwide to ensure smooth functioning and tax collection.	Information Gathering	12.5%	
3	To prepare policy proposals with respect to Withholding Tax Regime	Problem Identification & Solving abilities / Dispute Resolution	12.5%	
4	To submit answers to NA & Senate parliamentarians' questions, and queries from parliamentarians, ministries, divisions, attached department, statutory bodies etc.	Decision Making	12.5%	
5	To supervise human and physical resources of Directorate General in an effective manner.	Analytical Thinking	12.5%	
6	To carry out effective coordination with other federal and provincial withholding agents such as Excise Departments, Revenue Boards, DISCOs, Telcos etc.	Communication Skills	12.5%	
7	To supervise the updating of FBR's Web Portal, including WHT Rate Card etc.	Team Work	12.5%	
8	To ensure Taxpayers' facilitation and awareness issues	Result Orientation	12.5%	
9	To ensure Follow-up on all complaint cases	-	-	
10	To coordinate with different Wings of FBR (H.Q) for issues related to Withholding Taxes	-	-	
11	To implement advice / recommendations of Chairman for any improvements in Withholding Tax Regime.	-	-	
12	Any other work assigned by Chairman FBR from time to time.	-	-	

<b>Position Title:</b>		<b>Chief Withholding</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Withholding</b>		
<b>Reporting Officer:</b>		<b>DG Withholding</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To supervise the Drafting, and issuance of circulars and instruction on the matters relating WHT regime.	Leadership	12.5%	
2	To address all matters relating to follow-up actions and implementation of the Circulars.	Information Gathering	12.5%	
3	To monitor declining trends to field formations.	Problem Identification & Solving abilities / Dispute Resolution	12.5%	
4	To hold Progress Review meetings on MPR and follow-up actions with the field formations	Decision Making	12.5%	
5	To coordinate with PRAL for follow up on <ul style="list-style-type: none"> <li>• Integration with CGA (WHT on salaries, contracts, supplies, services, PSDP, and Sales Tax)</li> <li>• Implementation issues of Circular No.01 Of 2022</li> <li>• PaySys to real-time WHT statement and Bill generation mode</li> <li>• Any correspondence with PRAL</li> </ul>	Analytical Thinking	12.5%	
6	To ensure Coordination with DRS for reconciliation (all taxes)	Communication Skills	12.5%	
7	To Follow-up on large WHT Arrear demands u/s161/205 with field formations.	Team Work	12.5%	
8	To supervise the working of the Secretary and Second Secretaries.	Result Orientation	12.5%	
9	Any other task assigned by DG WHT time to time.		12.5%	

<b>Position Title:</b>		<b>Secretary (WHT)</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Withholding</b>		
<b>Reporting Officer:</b>		<b>Chief Withholding</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To supervise the working of Second Secretaries.	Leadership	12.5 %	
2	To ensure response on all complaints of taxpayers regarding withholding taxes	Information Gathering	12.5 %	
3	Coordination with field formations for requisition of information regarding MPRs etc.	Problem Identification & Solving abilities / Dispute Resolution	12.5 %	
4	Coordination with external federal and provincial departments and withholding agents in matters related to WHT regime.	Decision Making	12.5 %	
5	To prepare answers for NA & Senate parliamentarians' questions, and queries from parliamentarians, ministries, divisions, attached department, statutory bodies etc.	Analytical Thinking	12.5 %	
6	To ensure Taxpayers' facilitation and awareness issues	Communication Skills	12.5 %	
7		Team Work	12.5 %	
8		Result Orientation	12.5 %	

<b>Position Title:</b>		<b>Second Secretary (WHT-I)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Withholding</b>		
<b>Reporting Officer:</b>		<b>Secretary Withholding</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b>WHT Sections:</b> All WHT sections of ITO, 2001 not assigned to Second Secretary WHT-III vis-à-vis Budget, and implementation improvement proposals Any other ancillary work relating to WHT under these sections	Leadership	12.5 %	
2	<b>Parliamentary work:</b> NA & Senate parliamentarians' questions, and queries from parliamentarians, ministries, divisions, attached department, statutory bodies etc.	Information Gathering	12.5 %	
3	<b>Website:</b> Updating FBR's Web Portal, including WHT Rate Card etc.	Problem Identification & Solving abilities / Dispute Resolution	12.5 %	
4	<b>FATE:</b> Taxpayers' facilitation and awareness issues	Decision Making	12.5 %	
5	<b>Complaints:</b> Follow-up on all complaint cases	Analytical Thinking	12.5 %	
6	Miscellaneous correspondence with different Wings of FBR (H.Q).	Communication Skills	12.5 %	
7	Organize the meetings of the Director General when directed	Team Work	12.5 %	
8	Any other work assigned from time to time.	Result Orientation	12.5 %	



<b>Position Title:</b>		<b>Second Secretary (WHT-II)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Withholding</b>		
<b>Reporting Officer:</b>		<b>Secretary Withholding</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b>DRS:</b> Coordination with DRS for reconciliation (all taxes)	Leadership	12.5 %	
2	<b>WHT Arrears:</b> Follow-up on large WHT Arrear demands u/s161/205 with field formations	Information Gathering	12.5 %	
3	<b>Meetings:</b> Prepare presentations and issue minutes of meetings (All)	Problem Identification & Solving abilities / Dispute Resolution	12.5 %	
4	<b>Special Assignments:</b> Follow-up action on all special initiatives and pro-active actions on WHT regime including, M/s. EHFPRO Pvt. Ltd. Any other case(s) from time to time	Decision Making	12.5 %	
5	<b>Circulars &amp; Instructions:</b> Drafting, and issuance of circulars and instruction on the matters relating WHT regime.	Analytical Thinking	12.5 %	
6	<b>Circulars &amp; Instructions- Implementation:</b> All matters relating to follow-up actions and implementation of the Circulars and implementation instructions issued by SS-III in terms of WHT regime vis-à-vis correspondence with field formations.	Communication Skills	12.5 %	
7	Any other work assigned from time to time.	Team Work	12.5 %	
8		Result Orientation	12.5 %	

<b>Position Title:</b>		<b>Second Secretary (WHT-III)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Withholding</b>		
<b>Reporting Officer:</b>		<b>Secretary Withholding</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	<b>MPR:</b> Analysis and consolidation of MPRs and related work including, Monitoring and dissemination of declining trends to field formations Progress Review meetings on MPR and follow-up actions.	Leadership	12.5 %	
2	<b>161/205:</b> Monitoring and follow-up on recovery of orders issued u/s.161/205 including control over non-productive use of powers u/s.161/205.	Information Gathering	12.5 %	
3	Any other ancillary work relating to MPR and progress review	Problem Identification & Solving abilities / Dispute Resolution	12.5 %	
4	<b>WHT Sections:</b> 148, 149, 153, 155, and 235 of ITO, 2001 vis-à-vis Budget, and implementation improvement proposals Any other ancillary work relating to WHT under these sections	Decision Making	12.5 %	
5	<b>PRAL:</b> Correspondence, coordination and follow up on Integration with <b>CGA</b> (WHT on salaries, contracts, supplies, services, PSDP, and Sales Tax) Implementation issues of Circular No.01 Of 2022 PaySys to real-time WHT statement and Bill generation mode Any correspondence with PRAL	Analytical Thinking	12.5 %	
6	Any other work assigned from time to time.	Communication Skills	12.5 %	
7		Team Work	12.5 %	
8		Result Orientation	12.5 %	

<b>Position Title:</b>		<b>MIS Officer</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>Withholding</b>		
<b>Reporting Officer:</b>		<b>DG Withholding</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (age)</b>	<b>Final Score</b>
1	<b>Collection:</b> Daily collection analysis to DG, Chief, and SS-I, II, and III.	Information Gathering	14.3 %	
2	<b>Data:</b> Analysis of monthly, quarterly, annual, and historical trends WHT	Problem Identification & Solving abilities / Dispute Resolution	14.3 %	
3	<b>Revenue Analysis:</b> Analysis of WHT data from FBR's year books published by Revenue Analysis.	Decision Making	14.3 %	
4	Any other work assigned from time to time	Analytical Thinking	14.3 %	
5		Communication Skills	14.3 %	
6		Team Work	14.3 %	



# REVENUE ANALYSIS

<b>Position Title:</b>		<b>DG Revenue Analysis</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Revenue Analysis &amp; Statistics</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To supervise DLI # 2 (Transparent Tax System) Under Pakistan Raises Revenue Project	Tax Expenditure Report Evidence Based Revenue Forecasting Tax Gap Analysis <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
2	To supervise & facilitate research and analysis tasks assigned to Revenue Analysis Wing	Monthly revenue Bulletin Other Analysis tasks <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
3	To ensure publication on FBR's Website	Revenue Division Year Book FBR Year Book Biannual Reviews Revenue Collection Reports <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
4	To ensure coordination & dissemination of material / data	Dissemination of material / data to Finance Division, Ministry of Commerce, Planning Commission, State Bank of Pakistan, Pakistan Bureau of Statistics, Dissemination of data to IMF, World Bank and other donor agencies Coordination with Government, Private and other bodies in respect of data <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
5	Input in Budget Assignments for Finance Division	Provision of Material for Economic Survey / NFC Award / MTBF / Green Book / Fiscal Policy Statement <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
6	Target Assignment	To forecast revenue targets to IRS and Customs Wings <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
7	To supervise PMDU Activities	Timely Disposal of PMDU complaints relating to Revenue Analysis Wing <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	

<b>Position Title:</b>		<b>Chief Revenue Analysis -I</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Revenue Analysis &amp; Statistics</b>		
<b>Reporting Officer:</b>		<b>DG Revenue Analysis</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	DLI # 2 (Transparent Tax System) Under Pakistan Raises Revenue Project	Preparation and Publication of <ul style="list-style-type: none"> <li>• Tax Expenditure Report</li> <li>• Evidence Based Revenue Forecasting</li> <li>• Tax Gap Analysis</li> </ul> <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
2	Execution of Research and analysis tasks assigned to Revenue Analysis Wing	Monthly Revenue Bulletin Any other task assigned <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
3	Preparation and Publication of Material on FBR's Website	Publication of <ul style="list-style-type: none"> <li>• Revenue Division Year Book</li> <li>• Biannual Reviews</li> </ul> <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
4	Preparation of Budget Assignments for Finance Division	<ul style="list-style-type: none"> <li>• Provision of Material for Economic Survey</li> <li>• Annexure on Tax Expenditure</li> <li>• Brief on Revenue Collection</li> <li>Brief on Impact of Covid</li> </ul> <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
5	NFC Award Assignment	Brief for NFC Award <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
6	Parliament Business	Senate / National Assembly Questions / Briefs <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
7	PMDU Activities / Senate Duty	Timely Disposal of PMDU complaints Senate Duty <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	

<b>Position title:</b>		<b>Chief Revenue Analysis -II</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Revenue Analysis &amp; Statistics</b>		
<b>Reporting Officer:</b>		<b>DG Revenue Analysis</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Head wise Targets	Revenue Forecasting Exercise in June for next Tax Year Allocation of Tax Collection targets to Line Members <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
2	Research & Analysis Tasks	Monthly Revenue Bulletin Any other task assigned <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
3	Provision of Data to Finance Division During Budget Exercise	Provision of Data for: a) Budget in Brief b) FM's Budget Speech <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
4	Material for Fiscal Policy Statement / Green Book / MTBF	Provision of Material/Brief related to FBR for Fiscal Policy Statement / Green Book / MTBF <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
5	Coordination and Provision of Data	Provision of data to Donor Agencies/Rating Agencies, Finance Division, Ministry of Commerce, Planning Commission, SBP and PBS <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
6	Parliament Business	Provision of Data to National Assembly / Senate <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
7	Senate Duty	Attending Senate Session and Recording its Proceedings <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	

<b>Position title:</b>		<b>Chief Revenue Analysis -III</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>Revenue Analysis &amp; Statistics</b>		
<b>Reporting Officer:</b>		<b>DG Revenue Analysis</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Macroeconomic revenue forecasting model assigned by Chairman	Preparation of document & presentation <b>Disposal: 40%</b> <b>Quality: 60%</b>	30 %	
2	Tax Policy Frame work assigned by Chairman	Preparation & Presentation <b>Disposal: 40%</b> <b>Quality: 60%</b>	30%	
3	Miscellaneous research assignments given by Chairman	Preparation & Presentation <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
4	Other research and analysis tasks assigned to Revenue Analysis Wing	Research & Analysis. Any other task assigned <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	





<b>Position title:</b>		<b>Secretary Revenue Analysis</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Revenue Analysis &amp; Statistics</b>		
<b>Reporting Officer:</b>		<b>Chief Revenue Analysis</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	FBR Head-wise Targets	Revenue Forecasting Exercise in June for next Tax Year Allocation of Tax Collection targets to Line Members <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
2	Publications	Preparation of <ul style="list-style-type: none"> <li>• Revenue Division Year Book</li> <li>• Biannual Review (July-December and Jan-June)</li> </ul> <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
3	Research & Analysis Tasks	Any research related task <b>Disposal: 40%</b> <b>Quality: 60%</b>	20%	
4	Budget related Exercises	Provision of Data for: <ul style="list-style-type: none"> <li>• Economic Survey</li> <li>• Budget in Brief</li> <li>• FM's Budget Speech</li> </ul> <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
5	Material for Fiscal Policy Statement / Green Book / MTBF	Provision of Material/Brief related to FBR for Fiscal Policy Statement / Green Book / MTBF <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
6	DLI # 2 (Transparent Tax System) Under Pakistan Raises Revenue Project	Preparation of <ul style="list-style-type: none"> <li>• Evidence Based Revenue Forecasting</li> <li>• Tax Expenditure Report (ST part)</li> </ul> <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
7	Parliament Business	Provision of Data/Questions/Cut-motions to National Assembly / Senate <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	

<b>Position title:</b>		<b>Second Secretary Revenue Analysis -I</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Revenue Analysis &amp; Statistics</b>		
<b>Reporting Officer:</b>		<b>Chief Revenue Analysis</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Tabulation and Computation of Data	<ul style="list-style-type: none"> <li>Data collection and Application of Statistical Tools for Computation of Statistical results for General/Specific Tasks</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
2	Analysis based Word and Excel Assignments	<ul style="list-style-type: none"> <li>Monthly Revenue Bulletin</li> <li>Research Analysis tasks</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
3	Supervision of the subordinate staff in putting up of Cases Under Consideration, File movement and processing	<p>Supervision of lower staff in</p> <ul style="list-style-type: none"> <li>Putting up different cases</li> <li>File Movement</li> <li>File Processing</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	20%	
4	Supervision of Lower Staff in File Management	<ul style="list-style-type: none"> <li>Opening of Files and Keeping a Record of Movement of Files</li> <li>Recording, Indexing and Weeding of Files</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
5	Work on assigned portion of DLI # 2 (Transparent Tax System) Under Pakistan Raises Revenue Project with the help of lower staff	<p>Execution of Assignments related to</p> <ul style="list-style-type: none"> <li>Tax Expenditure Report</li> <li>Evidence Based Revenue Forecasting</li> <li>Tax Gap Analysis</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	20%	
6	Other Duties, Time Limit Assignments as Per Directions by supervisory officers	<ul style="list-style-type: none"> <li>Other Duties</li> <li>Time Limit Cases</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
7	Data Dissemination	<ul style="list-style-type: none"> <li>Data Dissemination to Finance Division, Ministry of Commerce, Planning Commission, IMF, World Bank, other entities as per approval of supervisory officers</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
8	Budget Exercise	<p>Preparation of Budget related assignments like</p> <ul style="list-style-type: none"> <li>Material for Economic Survey</li> <li>MTBF</li> <li>Green Book</li> <li>Fiscal Policy Statement</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	

<b>Position title:</b>		<b>Second Secretary Revenue Analysis -II</b>		
<b>Grade:</b>		<b>19</b>		
<b>Function:</b>		<b>Revenue Analysis &amp; Statistics</b>		
<b>Reporting Officer:</b>		<b>Chief Revenue Analysis</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Tabulation and Computation of Data	<ul style="list-style-type: none"> <li>Data collection and Application of Statistical Tools for Computation of Statistical results for General/Specific Tasks</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
2	Analysis based Word and Excel Assignments	<ul style="list-style-type: none"> <li>Monthly Revenue Bulletin</li> <li>Research Analysis tasks</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
3	Supervision of the subordinate staff in putting up of Cases Under Consideration, File movement and processing	<p>Supervision of lower staff in</p> <ul style="list-style-type: none"> <li>Putting up different cases</li> <li>File Movement</li> <li>File Processing</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	20%	
4	Supervision of Lower Staff in File Management	<ul style="list-style-type: none"> <li>Opening of Files and Keeping a Record of Movement of Files</li> <li>Recording, Indexing and Weeding of Files</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
5	Work on assigned portion of DLI # 2 (Transparent Tax System) Under Pakistan Raises Revenue Project with the help of lower staff	<p>Execution of Assignments related to</p> <ul style="list-style-type: none"> <li>Tax Expenditure Report</li> <li>Evidence Based Revenue Forecasting</li> <li>Tax Gap Analysis</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	20%	
6	Other Duties, Time Limit Assignments as Per Directions by supervisory officers	<ul style="list-style-type: none"> <li>Other Duties</li> <li>Time Limit Cases</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
7	Data Dissemination	<ul style="list-style-type: none"> <li>Data Dissemination to Finance Division, Ministry of Commerce, Planning Commission, IMF, World Bank, other entities as per approval of supervisory officers</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	
8	Budget Exercise	<p>Preparation of Budget related assignments like</p> <ul style="list-style-type: none"> <li>Material for Economic Survey</li> <li>MTBF</li> <li>Green Book</li> <li>Fiscal Policy Statement</li> </ul> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	10%	



<b>Position title:</b>		<b>Director General (DNFBPs)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>International Taxes</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	The FBR provides clear and effective guidance and communication to its DNFBPs	<p>Publishes materials</p> <p>Hold awareness events</p> <p>Generate positive feedback</p> <p>Attends to hotline queries responded</p> <p>Policy interpretations are issued</p> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	5%	
2	The FBR acts as a gatekeeper of DNFBPs	<p>Increase Percentage of active DNFBPs with Directors and Senior Managers identified and screened for criminality</p> <p>Increase Percentage of new registrations with Directors and Senior Managers identified and screened for criminality</p> <p>Processes new registrations</p> <p>Addresses registration breaches</p> <p>Increase Percentage of registration updates with Directors and Senior Managers identified and screened for criminality</p> <p>Increase Percentage of active DNFBPs with BOs identified and screened for criminality</p> <p>Increase new registrations with BOs identified and screened for criminality</p> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	5%	
3	The FBR maintains an up-to-date understanding of the risks of its DNFBPs and sectors	<p>Increase Percent of active DNFBPs with an ML/TF risk rating based off the Initial Indicators</p> <p>Increase Percent of active DNFBPs with an ML/TF risk rating based off AML/CFT supervisory work (questionnaire, inspection, follow-up)</p> <p>Increase Percent of newly registered DNFBPs that have received initial risk rating questionnaire</p> <p>Increase Percent of DNFBPs with a change in risk rating after offsite monitoring, offsite review, compliance inspection or follow-up</p> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	5%	
4	DNFBPs for AML/CFT compliance on a risk basis	<p>Conduct Offsite Questionnaires in line with risk-based targets</p> <p>Conduct Desk-Based Inspections in line with risk-based targets</p>	30%	

		<p>Conduct Onsite Inspections in line with risk-based targets</p> <p>Design compliance inspection duration in line with inspection methodology</p> <p>client files are reviewed</p> <p>Transaction files are reviewed to finalize inspection report in line with inspection methodology</p> <p>Deficiency letters are issued in line with inspection methodology</p> <p>Conduct Thematic Reviews</p> <p>Inspections of deficiencies that result in an Action Plan</p> <p>Increase Percent of inspections referred for enforcement</p> <p>Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period</p> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>		
5	The FBR implements effective, proportionate and dissuasive enforcement sanctions	<p>Increase number of referrals for enforcement</p> <p>Enforcement sanctions to be issued by Compliance Factor</p> <p>Place value of monetary Penalties and monitor referrals for law enforcement along with enforce that all enforcement decision are in line with methodology and ensure that monetary Penalty is paid in full</p> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	25%	
6	DNFBPs are to improve in compliance over time and due to supervisory action	<p>Put in place that change in Strength of Controls rating before and after follow-up process</p> <p>Average time taken to complete Action Plan</p> <p>Average time taken to approve Action Plan completion</p> <p>Number of action plan items outstanding after 1, 2, 3, 6, 12 months</p> <p>Average number of Compliance Factor upgrades per inspection</p> <p>Average number of Compliance Factor downgrades per inspection</p> <p>Average number of repeat deficiencies per inspection</p> <p>Average Strength of Control rating</p> <p style="text-align: center;"><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	15%	
7	Execute its AML/CFT supervisory functions	<p>Percent of staff with an AML/CFT designation</p> <p>Average staff years of experience</p> <p>Percent of staff with bachelor's degree or higher</p> <p>Number of new recruit trainings conducted and percent of new recruits trained</p>	5%	

		<p>Number of general staff trainings conducted and percent of staff trained Percent of trainees that found training useful</p> <p>Number of staff</p> <p>FTE spent on registration, supervision, enforcement &amp; outreach and guidance</p> <p><b>Disposal: 40%</b> <b>Quality: 60%</b></p>		
8	Cooperate with other competent authorities to counter ML/TF	<p>Number of General Committee Meetings</p> <p>Number of Supervisory Cooperation Committee Meetings</p> <p>Number of information requests sent by FBR</p> <p>Percent of information requests sent by FBR that were fulfilled</p> <p>Average time taken to respond to requests sent by FBR</p> <p>Number of information requests received by FBR</p> <p>Percent of information requests received by FBR that were fulfilled</p> <p>Average time taken to respond to requests received by FBR</p> <p>Number of proactive information disclosures sent by FBR</p> <p>Number of information requests sent by FBR</p> <p>Percent of information requests sent by FBR that were fulfilled</p> <p>Average time taken to respond to requests sent by FBR</p> <p>Number of information requests received by FBR</p> <p>Percent of information requests received by FBR that were fulfilled</p> <p>Average time taken to respond to requests received by FBR</p> <p>Number of proactive information disclosures sent by FBR</p> <p><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	5%	
9	The FBR receives and disposes appeals filed by the appellants against imposition of sanctions	<p>Number of Appeals received</p> <p>Number of Appeals decided</p> <p>Average time taken to decide the Appeal</p> <p><b>Disposal: 40%</b> <b>Quality: 60%</b></p>	5%	

<b>Position title:</b>		<b>Director (DNFBPs)</b>		
<b>Grade:</b>		<b>20</b>		
<b>Function:</b>		<b>DNFBPs</b>		
<b>Reporting Officer:</b>		<b>Director General (DNFBPs)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To get DNFBPs identified and get them registered for further compliance and to ensure that DNFBPs' management and control is fit and proper  Optimal utilization of HR in the form of dedicated teams to unearth potential DNFBPs utilizing online data available on FBR Web Portal, other government departments and private bodies as well as field surveys.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period <b>Disposal: 40%</b> <b>Quality: 60%</b>	15%	
2	To conduct risk rating of DNFBPs for ML/TF and to ensure that DNFBP risk ratings are kept up to date  Risk rates its DNFBPs for ML/TF DNFBP risk ratings are kept up to date		25%	
3	To ensure that Compliance inspections are thorough and inspection methodology is consistently applied and thematic reviews are conducted regularly  Conducts supervisory work based on a risk-basis Compliance inspections are thorough and inspection methodology is consistently applied Thematic reviews are conducted regularly Action is taken in line with supervisory results	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period <b>Disposal: 50%</b> <b>Quality: 50%</b>	25%	
4	To make sure that Enforcement actions are sufficient to dissuade non-compliance and that the Enforcement decisions are taken and communicated in a timely manner  Takes enforcement actions sufficient to dissuade non-compliance Enforcement decisions are taken and communicated in a timely manner Sanctions are imposed proportionate to the annual income of the DNFBP and quantum of non-compliance	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period <b>Disposal: 20%</b> <b>Quality: 80%</b>	25%	
5	To conduct outreach sessions for education and awareness of DNFBPs viz-a-viz their obligations under the Anti-Money Laundering Act, 2010 and other AML/CFT regulations  Stakeholders are taken onboard and tailor made sessions are conducted in collaboration with donor agencies i.e UNODC, ADB, EU, etc relevant on regular basis	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period <b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	



<b>Position title:</b>		<b>Assistant Director (DNFBPs)</b>		
<b>Grade:</b>		<b>17/18</b>		
<b>Function:</b>		<b>DNFBPs</b>		
<b>Reporting Officer:</b>		<b>Director (DNFBPs)</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	To provide clear and effective guidance and communication to its DNFBPs Planning and execution of ongoing outreach activities to enhance the understanding of the reporting entities	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period	10%	
2	To act as a gatekeeper of DNFBPs Ensures that DNFBPs' management and control is fit and proper ensures that registration information is kept up to date	<b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
3	To maintain an up-to-date understanding of the risks of its DNFBPs and sectors Risk rates its DNFBPs for ML/TF DNFBP risk ratings are kept up to date	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period	5%	
4	To supervise its DNFBPs effectively for AML/CFT compliance on a risk basis Conducts supervisory work based on a risk-basis Compliance inspections are thorough and inspection methodology is consistently applied Thematic reviews are conducted regularly Action is taken in line with supervisory results	<b>Disposal: 50%</b> <b>Quality: 50%</b>	30%	
5	To implements effective, proportionate and dissuasive enforcement sanctions Takes enforcement actions sufficient to dissuade non-compliance Enforcement decisions are taken and communicated in a timely manner	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within assign stipulated time period	30%	
6	To improve compliance of DNFBPs over time and due to supervisory action Follow-up processes are completed effectively and in a timely manner	<b>Disposal: 40%</b> <b>Quality: 60%</b>	10%	
7	To cooperate with other competent authorities to counter ML/TF risks Requests and shares information with other competent authorities domestically		5%	



<b>Position title:</b>		<b>DG (Retail)</b>		
<b>Grade:</b>		<b>21</b>		
<b>Function:</b>		<b>Retail</b>		
<b>Reporting Officer:</b>		<b>Chairman FBR</b>		
<b>Sr #</b>	<b>Job Description</b>	<b>KPIs</b>	<b>Weight (%age)</b>	<b>Final Score</b>
1	Functions as a bridge between the Headquarters and the field formations for the collection of data/ information and dissemination of directions/ policy decision of the Board.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
2	Monitors the reliability of information flowing both vertically and horizontally.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
3	Supports policy formulation by the Board through his regular input and analyses.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
4	Where asked by the Board/ Member, negotiates with associations and trade bodies to address any bottlenecks in the integration process.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	15%	
5	Utilizes the in-house data analysis capacity provided by PRAL to come up with actionable suggestions.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
6	Proposes any regulatory changes required to effectively and efficiently implement the integration under both Sales Tax and Income Tax laws including changes in the Act/ Ordinance,	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

	issuance of General Orders and SROs.			
7	Keeps a regular liaison with Policy Wing, IT Wing and PRAL to address any relevant issues and design proposal for continuous improvement (CI) initiatives.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	
8	Flags any redundant processes with the view to enhance efficiency.	Time Limit Case: Within time Immediate/Urgent: same day Routine matters: Within 01-02 days  <b>Disposal: 20%</b> <b>Quality: 80%</b>	10%	

