

Job Descriptions & Key Performance Indicators

FEDERAL BOARD OF REVENUE (FIELD OFFICES)

Published/Approved by

ADMINISTRATION & HUMAN RESOURCE WING

Federal Board of Revenue Islamabad

June, 2022.

Compiled

Ву

Training & Development Administration & Human Resource Wing

Federal Board of Revenue,

Islamabad

June, 2022



OUR VISION

To be a modern, progressive, effective, autonomous and credible organization for optimizing revenue by providing quality service and promoting compliance with tax and related laws.



OUR MISSION

Enhance the capability of the tax system to collect due taxes through application of modern techniques, providing taxpayer assistance and by creating a motivated, satisfied, dedicated and professional workforce



VALUES

- Integrity
- Professionalism
- Teamwork
- Courtesy
- Fairness
- Transparency
- Responsiveness



FOREWORD

The Federal Board of Revenue has made rapid headway towards putting in place a professional and result driven culture. The results achieved by the organization are a testament of the professionals housed in the organization.

The compilation of job description for field formations was initiated in November 2021 and aims at improving the effectiveness and efficiency of FBR through putting in place specific job descriptions along with key performance indicators. An important component of the process is the HR initiatives that seek to align the existing practices and procedures with the FBR's mission, vision and values.

It therefore gives me great pleasure to introduce a document that has been finalized after a huge effort put in by the Admin and Human Resource Wing of FBR. This compilation of job descriptions attempts to clarify the responsibilities linked to each and every position in the field formations of FBR pertaining to Customs and Inland Revenue Service.

The compiled document would assist in establishing the modern goal setting process, performance management system. The focused revenue collection can only be achieved if we lay out specific goals to be achieved in advance and this goal setting is possible once the job specifications are clear to all officers and officials of FBR. This process needs to continue for achieving professional excellence.

I laud the invaluable contribution of the Training and Development section for developing Job Descriptions of all posts of Inland Revenue Service and Customs field formations without any donor assistance and consultants help. I am greatly optimistic about the positive impact of this document.

Asim Ahmad Chairman, Federal Board of Revenue



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 field formations of FBR, Inland Revenue, 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) were developed. In the second phase posts of BS 17 & above all field formations have been 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.

Administration & Human Resource Wing of FBR appreciates the cooperation and assistance of all field formations who have given valuable input that assisted in preparation of this document.

(**Dr. Ashfaq Tunio**)
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 only.

Over the passage of time Inland Revenue Service functions have extended portfolios with establishment of several specific and technical Directorates like DNFBP, International Taxation, Digital invoicing and Analysis etc. Digitalization and mainstreaming of economic process through Track & Trace system, Integration of Point of Sale (POS) has also been initiated. Similarly, core Custom specific areas like tariff classification, valuation and trade controls, risk management, Pakistan Single Window, Authorized Economic Operators regime and money laundering have evolved into extremely technical domains. These job segments and specifications were not covered in the earlier published job descriptions of the field formations. In order to meet this gap a fresh exercise was initiated in 2021 for FBR HQs and field formations for putting in place a uniform format of job description which was on the same approved format as that of other government entities.

Each field formation of FBR as per its sanctioned strength has prepared and formulated job descriptions and gave input on criteria of key performance indicators that are deemed important for achieving desired output. The same has been compiled, evaluated for its placement in the final booklet of JDs & KPIs for FBR- filed formations 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 Asim Ahmad, Chairman Federal Board of Revenue. Also highly acknowledged is the guidance of Dr. Ashfaq Tunio, 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



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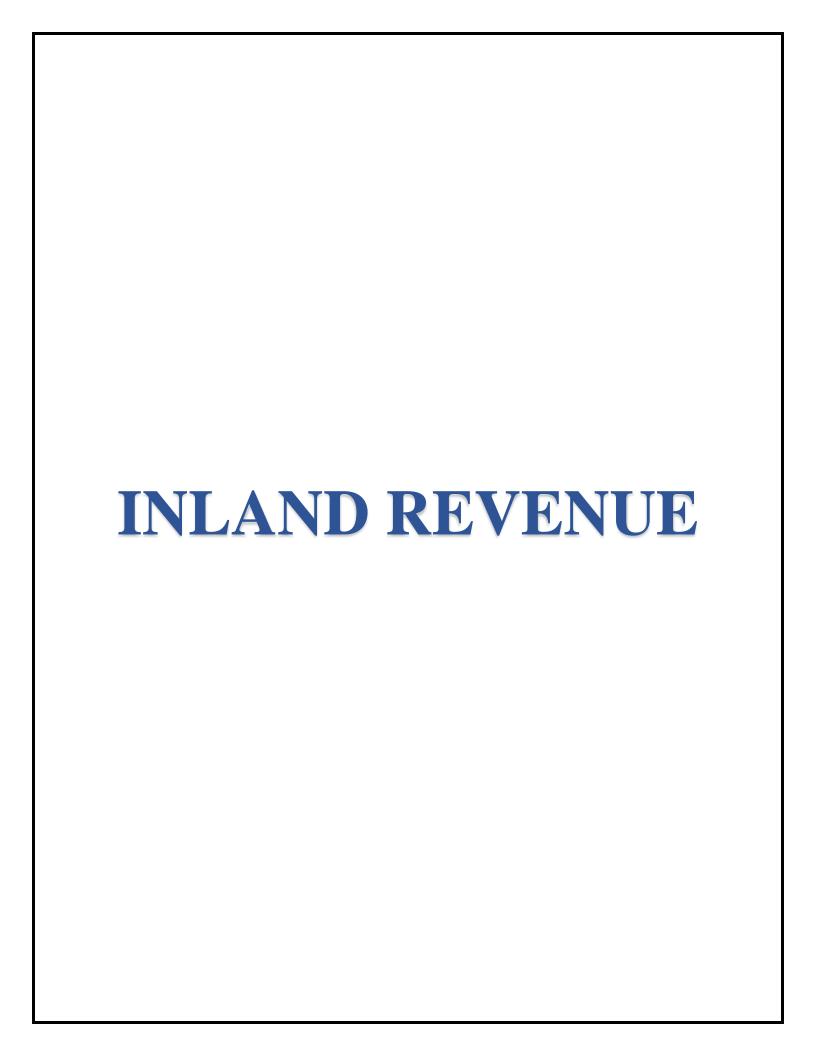
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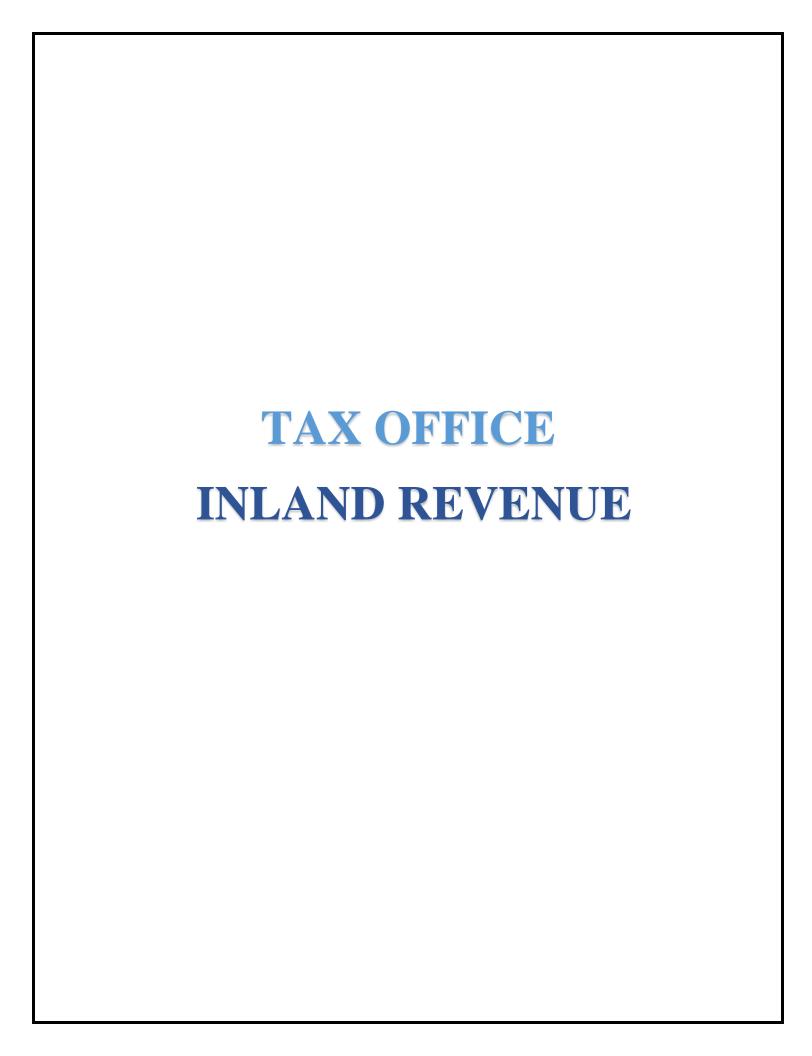


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REGIONAL TAX OFFICE (INLAND REVENUE)

Posit	Position Title: CHIEF COMMISSIONER IR			
Grad	le: 21			
Func	etion: Regional Tax Offic	e (IR) assigned work		
Repo	orting Office: FBR (HQs)			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Manage administration of RTO.	Number of cases supervised in the year. Disposal: 60% Quality: 40%	30%	
2	To deal with HR matters of employees of RTO including recruitment (BS-01 to BS-15), transfers/postings (BS-01 to BS-19) & promotion /disciplinary/ litigation cases of RTO employees.	Percentage of cases supervised in the year. Disposal: 65% Quality: 35%	10%	
3	Administer expenditure budget of RTO.	Number of cases dealt in the year. Disposal: 50% Quality: 50%	10%	
4	Ensure the achievement/completion of target as set by the Board for revenue collection.	Achievement of Targets Disposal: 80% Quality: 20%	20%	4.
5	Exercise powers and perform functions under the provisions of Customs Act, 1969, Sales Tx Act, 1990, Income Tax Ordinance, 2001 and Federal Excise Act, 2005, as delegated by the RTO.	Number of cases processed in the year. Disposal: 65% Quality: 35%	5%	
6	Monitor & review Monthly Progress Report of the Zonal Commissioners	Number of cases dealt in the year. Disposal: 60% Quality: 40%	5%	
7	Resolution of issues related to ADRC and Inland Revenue Ombudsman.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	2.5%	
8	Monitor the recovery of arrear and current demand created.	Number of cases dealt in the year. Disposal: 50% Quality: 50%	2.5%	
9	Broadening of Tax Base.	Number of cases dealt in the year. Disposal: 50% Quality: 50%	2.5%	

	Monitoring of POS integration by Zonal	Number of cases dealt in the	5%	
10	Commissioners.	year.		
10		Disposal: 60%		
		Quality: 40%		
	Monitoring of litigation cases.	Number of cases dealt in the	5%	
11		year.		
11		Disposal: 65%		
		Quality: 35%		
	Perform any other duty or task assigned	Number of cases dealt in the	2.5%	
12	by the Board.	year.		
		Disposal: 50%		
		Quality: 50%		



Posit	ion Title: COMMISSIONE	R IR (AUDIT & ENFORCEMEN	NT)	
Grad	le: 20			
Func	tion: Audit & Enforcem	ent		
Repo	orting Office: Chief Commission	er IR		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensure the achievement/completion of targets asset by the Chief Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	
2	Set goals and objectives periodically for Unit	Goals set fortnightly at the minimum Disposal: 60% Quality: 40%	5%	
3	Work towards the creation of demand	No. of Audit cases decided Disposal: 55% Quality: 45%	15%	
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year. Disposal: 55% Quality: 45%	10%	
5	Broadening of Tax Base	Number of cases dealt in the year. Disposal: 50% Quality: 50%	10%	
6	Selection of Cases for Audit u/s 177	Number of cases dealt in the year. Disposal: 45% Quality: 55%	5%	٠.,
7	Integration and monitoring of POS	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%	
8	Monitor case hearings	Number of cases dealt in Courts, Tribunal and FTO Disposal: 65% Quality: 35%	5%	
9	Review and edit Monthly Progress Reports	Ensure timely submission of reports. Disposal: 70%	5%	

Conduct supervision of desk audits of

Income Tax, Sales Tax & FED

10

Quality: 30%

Number of cases dealt in the year.

Disposal: 60% Quality: 40% 10%

Posit	ion Title: Additional Commiss	sioner IR (Audit & Enforcement)		
Grad	le: 19			
Func	etion: Audit & Enforcement	nt		
Repo	orting Office: Commissioner IR (A	udit & Enforcement)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensure the achievement/completion of targets asset by the Chief Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	
2	Set goals and objectives periodically for Unit	Goals set fortnightly at the minimum Disposal: 60% Quality: 40%	5%	
3	Work towards the creation of demand	No. of Audit cases decided Disposal: 55% Quality: 45%	15%	
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year Disposal: 55% Quality: 45%	10%	
5	Broadening of Tax Base	Number of cases dealt in the year Disposal: 50%	10%	
6	Amendment u/s 122(5A)	Quality: 50% No. of Audit cases decided Disposal: 55% Quality: 45%	5%	
7	Integration and monitoring of POS	Number of cases dealt in the year Disposal: 60% Quality: 40%	10%	
8	Monitor case hearings	Number of cases dealt in Courts, Tribunal and FTO Disposal: 65% Quality: 35%	5%	
9	Review and edit Monthly Progress Reports	Ensure timely submission of reports Disposal: 70% Quality: 30%	5%	
10	Conduct supervision of desk audits of Income Tax, Sales Tax & FED	Number of cases dealt in the year Disposal: 60% Quality: 40%	10%	

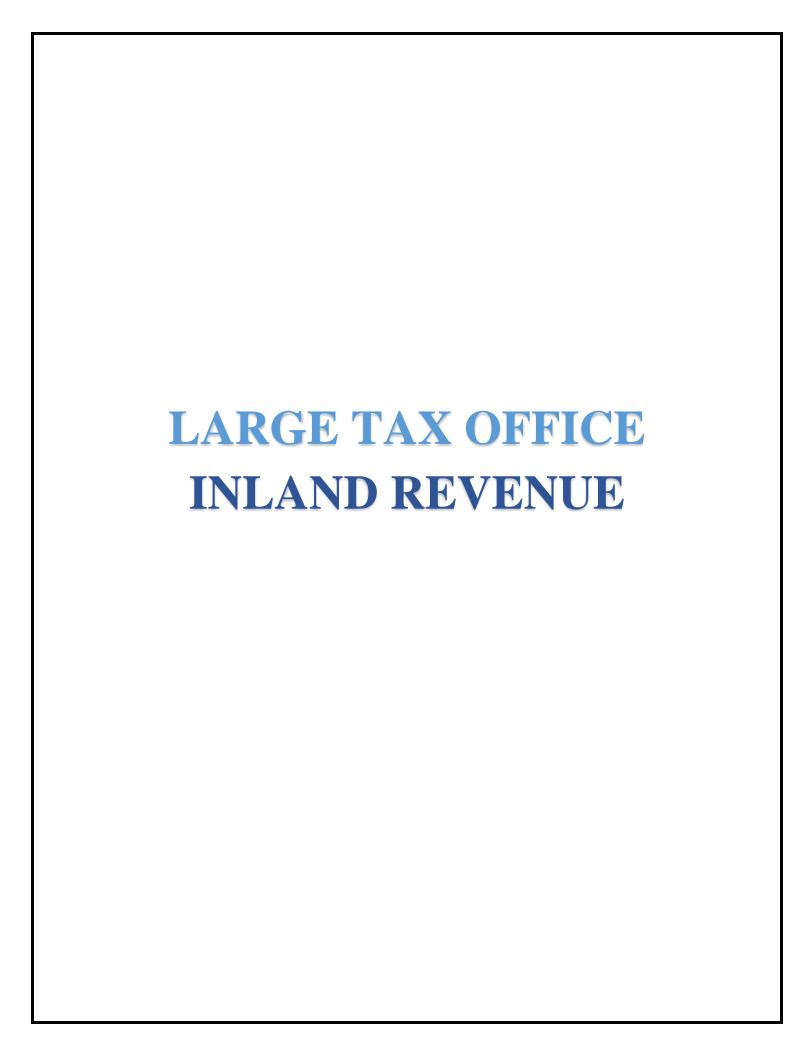
		EPUTY COMMISSIONER IR		
Grad	le: 17/18			
Func	Audit & Enforcement	nent		
Repo	orting Office: Additional Commi	ssioner IR (Audit & Enforcement)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensure the achievement/completion of targets asset by the Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	50010
2	Conduct Desk Audit	Number of cases dealt in the year. Disposal: 60% Quality: 40%	15%	
3	Work towards the creation of demand	No. of Audit cases decided Disposal: 55% Quality: 45%	15%	
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year. Disposal: 55% Quality: 45%	10%	
5	Broadening of Tax Base	Number of cases dealt in the year. Disposal: 50% Quality: 50%	10%	
6	Compliance to all information sought from Board		5%	4.
7	Integration and monitoring of POS	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%	
8	Monitor case hearings	Number of cases dealt in the year Disposal: 65% Quality: 35%	2.5%	
9	Review and edit Monthly Progress Reports	Ensure timely submission of reports. Disposal: 70% Quality: 30%	2.5%	
10	Detecting Non-filers	Number of cases dealt in the year Disposal: 50% Quality: 50%	5%	

Position Title:	COMMISSIONER IR (WITHHOLDING)
Grade:	20
Function:	Withholding Tax
Reporting Office:	Chief Commissioner IR

Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensure the achievement/completion of targets asset by the Chief Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	
2	Set goals and objectives periodically for Unit.	Goals set fortnightly at the minimum Disposal: 60% Quality: 40%	5%	
3	Work towards the creation of demand u/s 161	No. of Audit cases decided Disposal: 65% Quality: 35%	15%	
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year Disposal: 55% Quality: 45%	10%	
5	Identification of new Withholding Agents	Number of cases dealt in the year Disposal: 60% Quality: 40%	5%	
6	Monitor comparative analyses of collection under various withholding sections	Number of cases dealt in the year Disposal: 50% Quality: 50%	5%	
7	Ensure that appropriate measures are undertaken for the enforcement of withholding statements	Number of cases dealt in the year Disposal: 70% Quality: 30%	10%	
8	Monitor case hearings	Number of cases dealt in Courts, Tribunal and FTO Disposal: 65% Quality: 35%	2.5%	
9	Review and edit Monthly Withholding Tax Progress Reports	Ensure timely submission of reports. Disposal: 70% Quality: 30%	2.5%	
10	Monitoring of Conducting field audits of the withholding agents.	No. of Audit cases decided Disposal: 60% Quality: 40%	20%	

Pocit	ion Title: ADDITIONAL C	OMMISSIONER IR (WITHHOL	DINC)	
Grad		OWNISSIONER IR (WITHIOT	DING)	
	etion: Withholding Tax			
	orting Office: Commissioner IR (Withholding)		
Sr#	Job Description	KPIs	Weight	Final
51 π	300 Description	KI IS	(%age)	Score
1	Ensure the achievement/completion of targets asset by the Chief Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	
2	Set goals and objectives periodically for Unit	Goals set fortnightly at the minimum Disposal: 60% Quality: 40%	5%	
3	Amendment of order of recovery u/s 161(3)	No. of Audit cases decided Disposal: 65% Quality: 35%	15%	
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year. Disposal: 55% Quality: 45%	10%	
5	Identification of new Withholding Agents	Number of cases dealt in the year. Disposal: 60% Quality: 40%	5%	
6	Monitor comparative analysis of collection under various withholding sections	Number of cases dealt in the year. Disposal: 50% Quality: 50%	5%	1
7	Ensure that appropriate measures are under taken for the enforcement of withholding statements	Number of cases dealt in the year Disposal: 70% Quality: 30%	10%	
8	Monitor case hearings	Number of cases dealt in Courts, Tribunal and FTO Disposal: 65% Quality: 35%	2.5%	
9	Review and edit Monthly Withholding Tax Progress Reports	Ensure timely submission of reports. Disposal: 70% Quality: 30%	2.5%	
10	Monitoring of Conducting field audits of the withholding agents	No. of Audit cases decided Disposal: 60% Quality: 40%	20%	

Posit	ion Title: ASSISTANT/ DE	PUTY COMMISSIONER IR		
Grad	le: 17/18			
Func	etion: Withholding Tax			
Repo	orting Office: Additional Commis	ssioner IR (Withholding)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensure the achievement/completion of targets asset by the Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	
2	Conduct field Audit of Withholding Agents	No. of Audit cases decided Disposal: 65% Quality: 35%	15%	
3	Work towards the creation of demand	Number of cases dealt in the year Disposal: 60% Quality: 40%	15%	
4	Ensure the recovery of arrear and current demand created.	Number of cases dealt in the year Disposal: 60% Quality: 40%	10%	
5	Detecting new Withholding Agents	Number of cases dealt in the year Disposal: 55% Quality: 45%	5%	
6	Compliance to all information sought from Board.	Number of cases dealt in the year Disposal: 60% Quality: 40%	5%	1
7	Ensure that appropriate measures are undertaken for the enforcement of withholding statements	Number of cases dealt in the year Disposal: 70% Quality: 30%	10%	
8	Monitor case hearings PAK	Number of cases dealt in the year Disposal: 65% Quality: 35%	2.5%	
9	Review and edit Monthly Withholding Tax Progress Reports	Ensure timely submission of reports Disposal: 70% Quality: 30%	2.5%	
10	Imposing penalties to Non-filers	Number of cases dealt in the year Disposal: 50% Quality: 50%	10%	



LARGE TAX OFFICE (INLAND REVENUE)

Posit	sition Title: CHIEF COMMISSIONER IR				
Grad	le: 21				
Func	ction: Large Tax Office (IR) ass	signed work			
Repo	orting Office: FBR (HQs)				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
	Revenue Targets:	Achievement of Targets	10%		
1	Achieving collection targets as set by FBR (IT,	Disposal: 60%			
	ST & FED)	Quality: 40%	50 /		
	Returns Filing:	Percentage of cases	5%		
2	Increase return filing from registered taxpayers	supervised in the year. Disposal: 55%			
		Quality: 45%			
	Recovery:	Number of cases dealt in	20%		
2	Collection of undisputed current and arrear tax	the year.			
3	payable	Disposal: 60%			
		Quality: 40%			
	Detection of Tax Evasion	Achievement of Targets	4%		
4	Monitor detection of tax evasion cases	Disposal: 80%			
	A 11:	Quality: 20%	200/		
1	Audit:	Number of cases	20%	Page 1	
5	Disposal of audit cases by Zonal Commissioners/ Additional Commissioners-	processed in the year. Disposal: 65%			
	% increase in audit from previous year	Quality: 35%			
	(Balance for the last quarter)	Quanty : 33 70			
	Quality Assurance of Audit	Number of cases dealt in	6%		
	Examination of Audit Reports/ Orders:	the year.			
6	Corporate Cases Non-corporate cases	Disposal: 60%			
	Proportion of cases decided in favor of the	Quality : 40%			
	department at first appeal	27 1 0 1 1 1	100/		
	Settlement of Audit Paras	Number of cases dealt in	10%		
	Monitor settlement of audit paras/PDPs after receipt of Report of Revenue Receipts and	the year. Disposal: 60%			
7	Expenditure	Quality: 40%			
	Submission of working papers to FBR before	Quality : 40 / 0			
	PAC/DAC meeting				
8	Broadening of Tax base (Demand creation)	Number of cases dealt in	5%		
	Percentage of tax payable created over the	the year.			
	financial year	Disposal: 50%			
	Percentage of registered taxpayers over the	Quality: 50%			
-	financial year	Number of secondary	50/		
9	Sales Tax Registration Monitor Sales Tax registration-% of cases to	Number of cases dealt in	5%		
7	be finalized vis-a-vis application within 15	the year. Disposal: 50%			
	oc imanzeu vis-a-vis application within 13	Dispusai: 50 70			

	days (submit verification report within 15	Quality: 50%		
	days)			
	Identification of cases for compulsory	Number of cases dealt in	5%	
10	registration for Sales Tax	the year.		
10	Number of eligible person within the	Disposal: 60%		
	jurisdiction over the financial year	Quality: 40%		
	Disposal of CREST Discrepancies	Number of cases dealt in	5%	
11	Disposal of all related cases	the year.		
11		Disposal: 65%		
		Quality: 35%		
	Processing of refund claims	Number of cases dealt in	5%	
12	Disposal of all related cases	the year.		
		Disposal: 50%		
		Quality: 50%		



Position Title:	COMMISSIONER IR (ENFORCEMENT)
Grade:	20
Function:	Large Tax Office (IR) assigned work
Paparting Office:	Chief Commissioner ID

керо	Reporting Office: Chief Commissioner IR				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	To devise strategies for revenue collection and revenue generation	Number of approvals granted in a year Disposal: 80% Quality: 20%	30%		
2	To facilitate taxpayers within the jurisdiction	Number of cases/ complaints addressed in a year Disposal: 90% Quality: 10%	10%		
3	Timely issuance of exemption certificate	Number of exemption applications disposed of in a year Disposal: 70% Quality: 30%	10&		
4	Processing of pending refunds claim	Number of refund claims processed in a year Disposal: 80% Quality: 20%	10%		
5	To create conducive workplace environment and performance of administrative function, management of Human Resource	Number of cases dealt in a year Disposal: 70% Quality: 30%	10%		
6	Disposal of FTO complaints	Number of complaints concluded in a year Disposal: 70% Quality: 30%	5%		
7	Supervise and extend guidance to subordinate officers	Number of cases dealt in a year Disposal: 30% Quality: 70%	5%		
8	Supervision and follow up of drafts of appeals/ references forwarded to Legal zone	Number of drafts in a year supervised Disposal: 20% Quality: 80%	5%		
9	Submission of monthly performance report and other compliances	Number of reports submitted in a year Disposal: 70% Quality: 30%	10%		
10	Supervision of DAC/PAC audit paras	Number of cases supervised in a year Disposal: 60% Quality: 40%	5%		

Posit	ion Title: ADDITIONAL C	OMMISSIONER IR (ENFORCE	EMENT)	
Grad		•		
Func	tion: Large Tax Office	(IR) assigned work		
Repo	orting Office: Commissioner IR	(Enforcement)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	To give feedback on strategies for revenue collection and revenue generation	Number of approvals granted in a year Disposal: 80% Quality: 20%	30%	
2	To facilitate taxpayers within the jurisdiction and assist to redress complaints of taxpayer	Number of cases/ complaints addressed in a year Disposal: 90% Quality: 10%	10%	
3	To submit reports on exemption certificates, suspension & blacklisting	Number of reports submitted in a year Disposal: 70% Quality: 30%	10%	
4	Processing of pending refunds claim	Number of refund claims processed in a year Disposal: 80% Quality: 20%	10%	
5	To supervise and manage development of Human Resource at Range level	Number of cases dealt in a year Disposal: 70% Quality: 30%	10%	1
6	Supervision and guidance to unit incharge	Number of cases dealt in a year Disposal: 70% Quality: 30%	5%	
7	Supervision and disposal of FTO complaints	Number of complaints concluded in a year Disposal: 70% Quality: 30%	5%	
8	Supervision and follow up of drafts of appeals/ references submitted to Commissioner office and represent the department at different appellate fora	Number of drafts in a year supervised Disposal: 20% Quality: 80%	5%	
9	Submission of monthly performance report and other compliance to Commissioner Office	Number of reports submitted in a year Disposal: 70% Quality: 30%	10%	
10	Supervision of DAC/PAC audit paras	Number of cases supervised in a year Disposal: 60% Quality: 40%	5%	

Posit	ion Title: DEPUTY/ ASS	SISTANT COMMISSIONER IR		
Grad				
		ce (IR) assigned work		
	orting Office: Additional Com			
Sr#	Job Description	KPIs	Weight	Final
	•		(%age)	Score
1	To achieve assigned revenue targets: • Recovery of outstanding arrear demand/current demand of direct and indirect taxes • Monitoring of withholding taxes and collection of Advance tax	Disposal : 80% Quality : 20%	30%	
2	To process of pending refunds claim	No. of cases/ complaints concluded in a year Disposal: 90% Quality: 10%	10%	
3	To monitor POS and implementation of relevant law and procedure along with penalties	No. of visits and penal proceedings conducted in a year Disposal: 70% Quality: 30%	10%	
4	To enforce returns and withholding statements	No. of proceedings, show cause and orders issued in a year Disposal: 80% Quality: 20%	10%	
5	Stock taking, field verification executing 40B and embargo etc.	No. of exercises concluded in a year Disposal: 70% Quality: 30%	5%	
6	To submit reports on exemption certificates, suspension & blacklisting		5%	
7	To monitor and dispose off CREST discrepancies	No. proceedings initiated and concluded in a year Disposal: 20% Quality: 80%	5%	
8	To dispose off DAC/PAC audit paras	Disposal : 60% Quality : 40%	10%	
9	To submit compliance/ reports/ assigned tasks/ post refund Audit etc.	No. of compliances/ reports concluded in a year Disposal: 60% Quality: 40%	10%	

Posit	ion Title: COMMISSIONER IR	(LEGAL)		
Grad	le: 20			
Func	tion: Large Tax Office (IR) as	signed work		
Repo	orting Office: Chief Commissioner IR			
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensuring departmental representation with CIR(A) Timely communication of cause lists to unit officers concerned	Case coverage Disposal: 80% Quality: 20%	10%	
2	 Matters relating to 2nd appeal (ATIR) Timely retrieval of input from units concerned Ensuring quality in grounds of appeal Filing of 2nd appeal Management of departmental defense Out of turn fixations of major/ important cases 	Case coverage Disposal: 80% Quality: 20%	35%	
3	Matters relating to references and CPLAs (HC&SC) • Ensuring quality in QOLs as per FBR's SOP • Assignment of cases to reputed lawyers • Filing of References/CPLAs	Case coverage Disposal: 70% Quality: 30%	30%	4.
4	 Matters relating to FTO Timely dispatch of reports/ information required by FTO Supervision for effective departmental representation 	Case coverage Disposal: 80% Quality: 20%	10%	
5	Ancillary Matters Capacity building of officers on legal matters General compliance/ implementation of instructions of supervisors/ Board	Number of cases dealt in a year Disposal: 70% Quality: 30%	15%	

Posit	ion Title: ADDITIONAL COMM	ISSIONER IR (LEGAL)		
Grad	le: 19			
Func	tion: Large Tax Office (IR) ass	signed work		
Repo	orting Office: Commissioner IR (Legal)		
Sr#	Job Description	KPIs	Weight	Final
	•		(%age)	Score
	Effective defense before CIR(A) by ensuring	Case coverage	10%	
1	attendance of author of assessment order	Disposal: 80%		
		Quality : 20%		
•	Timely filing of second appeal and ensuring	Case coverage	10%	
2	quality input in the form of grounds of appeals	Disposal: 80%		
		Quality : 20%	1.50/	
3	Coordination with units and zones for	Case coverage	15%	
3	implementation limitation of CIR Appeals,	Disposal: 70%		
	ATIR, High Courts and Supreme Court	Quality: 30% Case coverage	10%	
4	To liaise with legal advisors for better and timely attendance in cases at High Courts and	Disposal: 80%	10%	
	Supreme Court	Quality : 20%		
	To provide legal assistance to DRs for	Case coverage	15%	
5	effective pleading of cases before ATIR	Disposal: 70%	1570	
	ranning training	Quality : 30%		
	Prompt Disposal of FTO matter	Case coverage	10%	
6		Disposal: 70%	_	
		Quality : 30%		
	Effective implementation of instructions/	Case coverage	10%	
7	orders of superiors/ Board	Disposal: 80%		
		Quality : 20%		
0	Capacity building of officers on legal matters	Case coverage	10%	
8		Disposal: 70%		
	- DAKICI	Quality : 30%	7 0/	
0	To evaluate and assess the performance of		5%	
9	Legal Advisor	Disposal: 70%		
	Equitable assigning of asses to qualified	Quality: 30%	5%	
10	Equitable assigning of cases to qualified lawyers to safeguard revenue	Case coverage Disposal: 80%	3%	
10	lawyers to safeguard revenue	Ouality : 32%		
		Quanty : 3270		

Position Title:	DEPUTY/ASSISTANT COMMISSIONER IR (LEGAL)
Grade:	18/17
Function:	Large Tax Office (IR) assigned work
Reporting Office:	Additional Commissioner IR (Legal)

Kepo	Reporting Office: Additional Commissioner IR (Legal)				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Transmission of appellate orders on the point of jurisdiction	Case coverage Disposal: 80% Quality: 20%	15%		
2	Follow-up with Audit and Enforcement Zones	Case coverage Disposal: 50% Quality: 50%	15%		
3	Legal input before furnishing grounds of appeals	Case coverage Disposal: 70% Quality: 30%	20%		
4	Timely processing of CIR(A)'s batch with reference to time limitation	Case coverage Disposal: 80% Quality: 20%	15%		
5	Providing assistance to seniors as directed	Case coverage Disposal: 70% Quality: 30%	20%		
6	Implementation and compliance of instructions and orders of superiors/ Board	Case coverage Disposal: 50% Quality: 50%	15%	7	



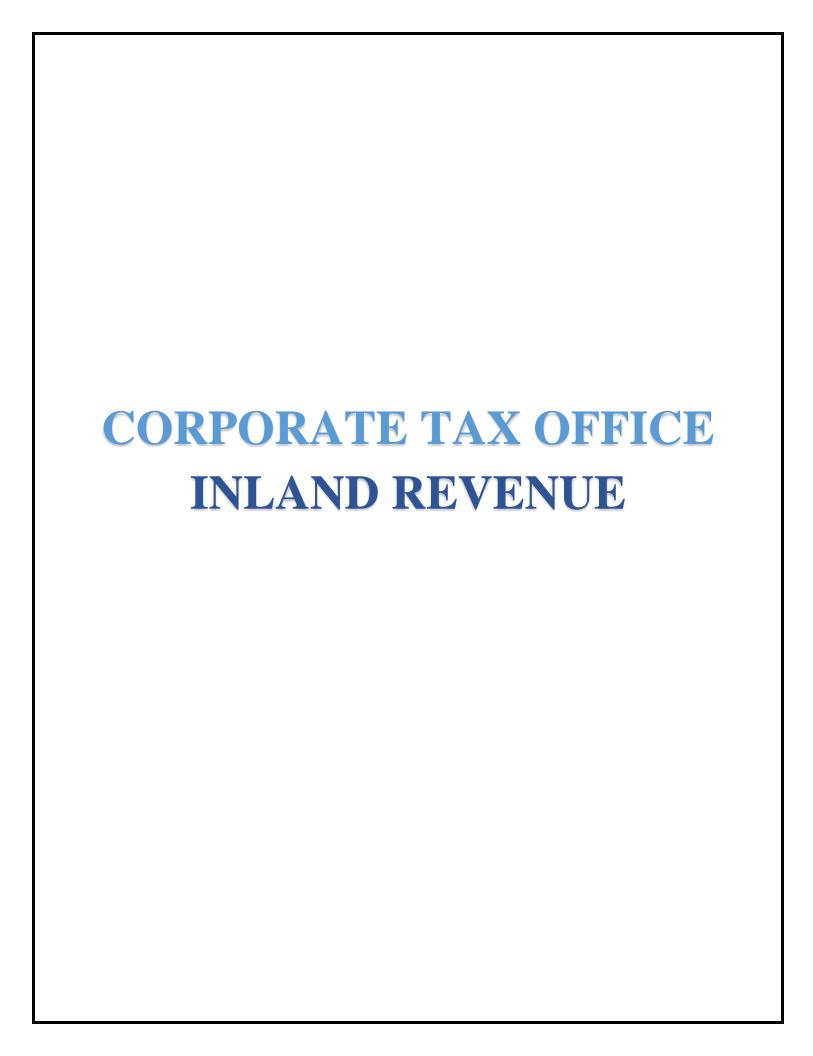
	ion Title: COMMISSIONER IR (AUDIT	(')		
Grad				
	Large Tax Office (IR) assigned	work		
	orting Office: Chief Commissioner IR	1	1	1
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Desk audit of returns Ensuring the conduct of desk audit of returns by the Unit Officers to identify the risk areas, legal and factual errors	No. of cases dealt in year Disposal:50% Quality: 50%	10%	
2	Selection for audit u/s 177(1) of ITO, 2001, u/s 25 of STA,1990 and 46 of FED Act,2005 Ensuring selection for audit of taxpayers identified with major risk areas through desk audit.	No. of cases dealt in year Disposal:50% Quality: 50%	10%	
3	Disposal of audit cases. Ensuring quality disposal of audit cases brought forward from previous year or selected during the year by the Commissioner or Board through an annual ballot u/s 214C.	No. of cases dealt in year Disposal:50% Quality: 50%	20%	
4	 Disposal of miscellaneous assessment actions. Ensuring quality disposal of following assessment actions generated by way of desk audit or by other agencies: Initiation and disposal of assessment u/s 122(5A) Initiation and disposal of assessment u/s 122D Initiation and disposal of assessment u/s 122D Initiation and disposal of assessment u/s 221. Initiation and disposal of assessment u/s 161/205. Initiation and disposal of assessment u/s 161(3). Initiation and disposal of assessment u/s 11 of STA and 14 of FED Act. Initiation of investigative audit u/s 38 of STA. Disposal of audit observations/paras generated by internal & external audit. Contravention/Investigation reports generated by I&I. Implementation of directions of FTO. Disposal of audit reports generated by PRA. Disposal of dual adjustments/declaration mismatch cases. 	No. of cases dealt in year Disposal:50% Quality: 50%	25%	
5	Judicial Functions • Initiating revisionary proceedings u/s 122A, suo moto/calling record of proceedings in which	No. of cases dealt in year Disposal:50% Quality: 50%	10%	

	order has been passed by Officer of Inland Revenue. • Appointment/declaring of representative of non-resident u/s 172. • Allowing revision of returns. • Allowing special year. • Allowing method of accounting.			
6	 Administrative functions Ensuring redressal of grievances and complaints of taxpayers. Resource management and its distribution to downward formations. 	No. of complaints dealt in year Disposal:20% Quality: 80%	5%	
7	 Legal functions Ensuring defense of complaints before FTO Ensuring filing of appeals before ATIR. Preparation of briefs of Departmental defense for ATIR. Filing and defending references at High Courts and Supreme Court. 	No. of cases dealt in year Disposal:50% Quality: 50%	15%	
8	 Miscellaneous Policy input for budget making process. Developing interface with chamber of commerce, trade bodies and tax bar association. Ensuring timely compliance of various reports desired by Board. 	No. of cases dealt in year Disposal:50% Quality: 50%	5%	1



Position Title: ADDITIONAL COMMISSIONER IR (AUDIT)					
	Grade: 19				
Function: Large Tax Office (IR) assigned work					
Reporting Office: Commissioner IR (Audit)					
Sr#	Job Description	KPIs	Weight	Final	
	-		(%age)	Score	
1	Desk audit of returns Ensuring the conduct of desk audit of returns by the Unit Officers to identify the risk areas, legal and factual errors	No. of cases dealt in year Disposal:50% Quality: 50%	10%		
2	Assessment • Initiation and disposal of assessment u/s 122(5A) & 161(3).	No. of cases dealt in year Disposal:50% Quality: 50%	25%		
3	 Disposal of audit cases. Ensuring quality disposal of audit cases brought forward from previous year or selected during the year by the 	No. of cases dealt in year Disposal:50% Quality: 50%	25%		
4	 Disposal of miscellaneous actions. Finalization of agreed assessment u/s 122D Initiation and disposal of assessment u/s 221. Disposal of audit observations/paras generated by internal & external audit. Contravention/Investigation reports generated by I&I. Implementation of directions of FTO 	No of cases dealt in year Disposal:50% Quality: 50%	10%		
5	 Administrative functions Ensuring redressal of grievances and complaints of taxpayers. Resource management and its distribution to downward formations. 	No. of complaints dealt in year Disposal:20% Quality: 80%	10%		
6	 Legal functions Ensuring defense of complaints before FTO Ensuring filing of appeals before ATIR. Filing and defending references at High Courts and Supreme Court. 	No. of cases dealt in year Disposal:50% Quality: 50%	10%		
7	 Miscellaneous Policy input for budget making process. Developing interface with chamber of commerce, trade bodies and tax bar association. 	No. of cases dealt in year Disposal:50% Quality: 50%	10%		

Posit	Position Title: DEPUTY/ ASSISTANT COMMISSIONER IR (AUDIT)					
	Grade: 17/18					
	Function: Large Tax Office (IR) assigned work					
	Reporting Office: Additional Commissioner IR (Audit)					
Sr#		` ′	Weight	Final		
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Desk audit of returns Conduct of desk audit of returns to identify the risk areas, legal and factual errors.	No. of cases dealt in year Disposal:50% Quality: 50%	10%	Score		
2	Audit cases selected by CIR Conduct for audit u/s 177(1) of ITO, 2001, u/s 25 of STA, 1990 and 46 of FED Act, 2005.	No. of cases dealt in year Disposal:50% Quality: 50%	25%			
3	Audit cases selected by Board Conduct for audit u/s 214C of ITO, 2001, u/s 72B of STA, 1990 and 42B of FED Act, 2005.	No. of cases dealt in year Disposal:50% Quality: 50%	25%			
4	 Assessment Initiation and disposal of assessment u/s 122(5). Initiation and disposal of assessment u/s 161. 	No. of cases dealt in year Disposal:50% Quality: 50%	20%			
5	 Disposal of miscellaneous actions Initiation and disposal of assessment u/s 221. Disposal of audit observations/paras generated by internal & external audit. Contravention/Investigation reports generated by I&I. Implementation of directions of FTO. 	No. of cases dealt in year Disposal:50% Quality: 50%	10%			
6	 Administrative functions Ensuring redressal of grievances and complaints of taxpayers. Resource management and its distribution to downward formations. 	No. of cases dealt in year Disposal:50% Quality: 50%	5%			
7	 Legal functions Ensuring defense of complaints before FTO Ensuring filing of appeals before ATIR. Preparation of briefs of Departmental defense for ATIR. Filing and defending references at High Courts and Supreme Court. 	No. of cases dealt in year Disposal:50% Quality: 50%	5%			



CORPORATE TAX OFFICE (INLAND REVENUE)

Posit	Position Title: CHIEF COMMISSIONER IR			
Grad	Grade: 21			
Func	Function: Corporate Tax Office (IR) assigned work			
Repo	orting Office: FBR (HQs)			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
	Revenue Targets:	Achievement of Targets	10%	
1	Achieving collection targets as set by FBR (IT,	Disposal: 60%		
	ST & FED)	Quality: 40%	5 0/	
	Returns Filing:	Percentage of cases	5%	
2	Increase return filing from registered taxpayers	supervised in the year.		
		Disposal: 55% Quality : 45%		
	Recovery:	Number of cases dealt in	20%	
	Collection of undisputed current and arrear tax	the year.	2070	
3	payable	Disposal: 60%		
		Quality: 40%		
	Detection of Tax Evasion	Achievement of Targets	4%	
4	Monitor detection of tax evasion cases	Disposal: 80%		
		Quality: 20%		
1	Audit:	Number of cases	20%	
_	Disposal of audit cases by Zonal	processed in the year.		
5	Commissioners/ Additional Commissioners-	Disposal: 65%		
	% increase in audit from previous year	Quality: 35%		
	(Balance for the last quarter) Quality Assurance of Audit	Number of cases dealt in	6%	
	Examination of Audit Reports/ Orders:	the year.	070	
6	Corporate Cases Non-corporate cases	Disposal: 60%		
	Proportion of cases decided in favor of the	Quality: 40%		
	department at first appeal			
	Settlement of Audit Paras	Number of cases dealt in	10%	
	Monitor settlement of audit paras/PDPs after	the year.		
7	receipt of Report of Revenue Receipts and	Disposal: 60%		
	Expenditure	Quality: 40%		
	Submission of working papers to FBR before			
	PAC/DAC meeting	Number of some dealt in	50/	
	Broadening of Tax base (Demand creation) Percentage of tax payable created over the	Number of cases dealt in the year.	5%	
8	financial year	Disposal: 50%		
	Percentage of registered taxpayers over the	Quality: 50%		
	financial year	2000-0		
	Sales Tax Registration	Number of cases dealt in	5%	
9	Monitor Sales Tax registration-% of cases to	the year.		
	be finalized vis-a-vis application within 15	Disposal: 50%		

	days (submit verification report within 15	Quality: 50%		
	days)			
	Identification of cases for compulsory	Number of cases dealt in	5%	
10	registration for Sales Tax	the year.		
10	Number of eligible person within the	Disposal: 60%		
	jurisdiction over the financial year	Quality: 40%		
	Disposal of CREST Discrepancies	Number of cases dealt in	5%	
11	Disposal of all related cases	the year.		
11		Disposal: 65%		
		Quality: 35%		
	Processing of refund claims	Number of cases dealt in	5%	
12	Disposal of all related cases	the year.		
	_	Disposal: 50%		
		Quality: 50%		



Posit	Position Title: COMMISSIONER IR (AUDIT)				
Grad	`	(CDII)			
Func		assigned work			
	orting Office: Chief Commissioner IR	dssigned work			
	Sr # Job Description KPIs			Final	
Sr#	Job Description	MPIS	Weight (%age)	Score	
1	 Supervision of: Selection for Audit of It, ST & FED Post Refund Audit De-Registration Audit Audit of Withholding 	Achievement of Targets Disposal: 60% Quality: 40%	25%		
2	Supervision of Enforcement, recovery and collection of Income Tax / Sales Tax/ FED • Current Demand / Arrear Demand Target Assigned/Achieved and recovery measures taken i.e. Bank attachments / embargos imposed/ import blocked/ business premises sealed	Percentage of cases supervised in the year. Disposal: 55% Quality: 45%	25%		
3	Supervision of Audit of withholding agents conducted by Unit Officers u/s 161/205 of ITO, 2001 and u/s 11(4A) of STA, 1990.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%		
4	Supervision of assessment / amendment of assessment u/s 122(5A) and 161(3) of ITO, 2001	Achievement of Targets Disposal: 80% Quality: 20%	10%		
5	Revision of return of Income Tax, Sales Tax / FED returns	Number of cases processed in the year. Disposal: 65% Quality: 35%	5%		
6	Supervision of rectification of mistakes u/s 221 of ITO, 2001, u/s 57 of STA, 1990 and u/s 36 of FED Act, 2005 in respect of orders related to audit	Number of cases dealt in the year. Disposal: 60% Quality: 40%	5%		
7	Supervision of giving effect to orders of the appellate authorities u/s 124 of ITO, 2001, u/s 11B of STA, 1990 and u/s 14B of FED Act, 2005.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	5%		
8	Supervision of processing / finalizing complaints/ Inspection reports in respect of existing taxpayers' cases vis-a-vis • PMDU • FTO • CCIR/Ombudsperson • I&I (red alerts, contravention, Investigative reports) • Any Other Complaints	Number of cases dealt in the year. Disposal: 50% Quality: 50%	5%		

	Revision of Assessment u/s 122A of ITO,	Number of cases dealt in	3%	
9	2001, u/s 45A(4) of STA, 1990 and u/s 35 of	the year.		
	FED Act, 2005	Disposal: 50%		
		Quality : 50%		
	Supervision of cases for imposition of penalty	Number of cases dealt in	2%	
10	u/s 182 of ITO, 2001, u/s 33 of STA, 1990 and	the year.		
10	u/s 19 of FED Act, 2005 in respect of cases	Disposal: 60%		
	under audit	Quality: 40%		
	Supervision of disposal of external / internal	Number of cases dealt in	2%	
11	audit paras	the year.		
11		Disposal: 65%		
		Quality : 35%		
	Perform any other functions in determining	Number of cases dealt in	3%	
12	& computing income chargeable to tax and	the year.		
	correct tax payable under the said Ordinance	Disposal: 50%		
	and Rules made thereunder and any other duty	Quality : 50%		
	assigned by Chief Commissioner (IR) etc.			



Posit	ion Title: ADDITIONAL COMMISSION	NER IR (AUDIT)		
Grad	le: 19			
Func	ction: Corporate Tax Office (IR) assign	ed work		
Repo	orting Office: Commissioner IR (Audit)			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Assessment / Amendment of assessment u/s 122(5A) and 161(3) of ITO, 2001	Achievement of Targets Disposal: 60%	20%	
	Commission of Dode Andre conducted her Hurt	Quality: 40%	200/	
2	Supervision of Desk Audits conducted by Unit Officers of Income Tax/Sales Tax & Federal Excise Duty	Percentage of cases supervised in the year. Disposal: 55% Quality: 45%	20%	
	 Supervision of assessments made by Unit Officers w.r.t Assessment u/s 121/122 in respect of cases under audit (u/s 177, 214C, 214D and 122(5) of Income Tax Ordinance, 2001). 	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%	
	• Assessment u/s 143 and 144 of the Income Tax			
3	Ordinance, 2001.			
1	 Assessment u/s 11 in respect of cases under audit (u/s 25, 38 & 72B of Sales Tax Act, 1990). Assessment u/s 14 in respect of cases under audit (u/s 42B & 46 of FED Act, 2005) Post Refund Audit (PRA) De-Registration Audit (DRA) 	R		
4	Giving effect to orders of the appellate authorities u/s 124 of the Ordinance w.r.t. section 122(5A).	Achievement of Targets Disposal: 80% Quality: 20%	10%	
5	Supervision of Audit of withholding agents conducted by Unit Officers u/s 161/205 of ITO, 2001 and u/s 11(4A) of STA, 1990.	Number of cases processed in the year. Disposal: 65% Quality: 35%	10%	
6	Rectification of mistakes u/s 221 of ITO, 2001 w.r.t. 122(5A)	Number of cases dealt in the year. Disposal: 60% Quality: 40%	5%	
7	Disposal of external/internal audit paras related to audit w.r.t. 122(5A)	Number of cases dealt in the year. Disposal: 60% Quality: 40%	5%	

8	Supervision of disposal of external / internal audit paras w.r.t. Unit Officers	Number of cases dealt in the year. Disposal: 50% Quality: 50%	3%
9	Supervision of cases for Imposition of penalty u/s 182 of ITO, 2001, u/s 33 of STA, 1990 and u/s 19 of FED Act, 2005 in respect of cases under audit	Number of cases dealt in the year. Disposal: 50% Quality: 50%	2%
10	Supervision of rectification of mistakes u/s 221 of ITO, 2001, u/s 57 of STA, 1990 and u/s 36 of FED Act, 2005 in respect of orders related to audit	Number of cases dealt in the year. Disposal: 60% Quality: 40%	2%
11	Supervision of giving effect to orders of the appellate authorities u/s 124 of ITO, 2001, u/s 11B of STA, 1990 and u/s 14B of FED Act, 2005.	Number of cases dealt in the year. Disposal: 65% Quality: 35%	2%
12	Supervision of processing /finalizing complaints/Inspection reports in respect of existing taxpayers' cases vis-a-vis • PMDU, FTO, CCIR/Ombudsperson, I & I (red alerts, contravention, investigative reports), Any Other Complaints	Number of cases dealt in the year. Disposal: 50% Quality: 50%	2%
13	Supervision of reports submitted for revision of return of income/ sales tax returns	Number of cases dealt in the year. Disposal: 50% Quality: 50%	2%
14	Perform any other functions in determining & computing income chargeable to tax and correct tax payable under the said Ordinance and Rules made thereunder and any other duty assigned by Commissioner (IR) etc.	Number of cases dealt in the year. Disposal: 50% Quality: 50%	2%

Posit	ion Title: DEPUTY / ASSISTA	NT COMMISSIONER IR (A	UDIT)	
Grad	le: 18/17		<u> </u>	
Func	ction: Corporate Tax Office ((IR) assigned work		
Repo	orting Office: Additional Commission	oner IR (Audit)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Conducting Desk Audits of Income Tax/Sales Tax & Federal Excise Returns	No. of cases dealt in a year Disposal: 55% Quality: 45%	20%	
2	 Supervision of: Selection for Audit of It, ST & FED Post Refund Audit De-Registration Audit 	No. of cases dealt in a year Disposal: 65% Quality: 35%	20%	
3	Audit of withholding agents u/s 161/205 of ITO, 2001 and u/s 11(4A) of STA, 1990	No. of cases dealt in a year Disposal: 55% Quality: 45%	20%	
4	Giving effect to orders of the appellate authorities u/s 124 of ITO, 2001, u/s 11B of STA, 1990 and u/s 14B of FED Act, 2005.	No. of cases dealt in a year Disposal: 60% Quality: 40%	15%	
5	Imposition of penalty u/s 182 of ITO, 2001, u/s 33 of STA, 1990 and u/s 19 of FED Act, 2005 in respect of cases under audit	No. of cases dealt in a year Disposal: 65% Quality: 35%	5%	
6	Rectification of mistakes u/s 221 of ITO, 2001, u/s 57 of STA, 1990 and u/s 36 of FED Act, 2005 in respect of orders related to audit	No. of cases dealt in a year Disposal: 55% Quality: 45%	5%	1
7	To process /finalize complaints/ Inspection reports in respect of existing taxpayers' cases vis-a-vis • PMDU, FTO, CCIR/Ombudsperson, I&I (red alerts, contravention, Investigative reports) & any Other Complaints	No. of cases dealt in a year Disposal: 60% Quality: 40%	5%	
8	Disposal of external/internal audit paras related to audit	No. of cases dealt in a year Disposal: 65% Quality: 35%	5%	
9	Reports submitted for revision of return of income, sales tax/FED returns	No. of cases dealt in a year Disposal: 55% Quality: 45%	3%	
10	Perform any other functions in determining & computing income chargeable to tax and correct tax payable under the said Ordinance and Rules made thereunder and any other duty assigned by Addl. Commissioner, Commissioner (IR) etc.	No. of cases dealt in a year Disposal: 60% Quality: 40%	2%	

Posit	ion Title: COMMISSIONER IR	(ENFORCEMENT)		
Grad	le: 20	<u> </u>		
Func	ction: Corporate Tax Office (I	R) assigned work		
Repo	orting Office: Chief Commissioner IR			
Sr#	Job Description	KPIs	Weight	Final
	•		(%age)	Score
1	Supervision of Enforcement, recovery and collection of Income Tax / Sales Tax/ FED Current Demand Target Assigned/Achieved Arrear Demand Target Assigned/Achieved Recovery measures taken i.e. Bank attachments / embargos imposed/ import blocked/ business premises sealed	No. of cases supervised in a year Disposal: 55% Quality: 45%	10%	
2	 Supervision of: Recovery action against non-filers & short filers & any other enforcement related functions including disposal of CREST related discrepancies Best judgment assessment & provisional assessment under Tenth Schedule 	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%	
3	 Supervision of a) Ensuring and enforcing compliance of statutory provisions regarding filing of returns, statements, furnishing of information, maintenance of prescribed accounts, documents, record and imposition of penalty under relevant provisions of law. (Income Tax/Sales Tax/FED) b) Short document notices u/s 120 (3) c) Extension in filing of returns / statements (Income Tax/ Sales Tax) 	No. of cases supervised in a year Disposal: 55% Quality: 45%	10%	
4	Supervision regarding monitoring of deduction, collection and payment of tax at source by withholding agents. (Income Tax / Sales Tax / FED)	No. of cases supervised in a year Disposal: 60% Quality: 40%	5%	
5	Determination and issuance of refunds including refund adjustments, supervision of refunds issued by Unit Officers / Adl. Commissioners. (Income Tax / Sales Tax / FED)	No. of cases supervised in a year Disposal: 55% Quality: 45%	5%	
6	Issuance of exemption/ lower rate certificates reports (IT/ST)	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%	

	Supervision of Point of Sale Tax (POS)	No. of cases supervised in a	8%	
	No. of unintegrated registered person	year		
7	liable to integration	Disposal: 55%		
	No. of registered persons integrated	Quality : 45%		
	No. of Exclusion applications received			
	No. of Exclusion applications disposed of			
	Supervision of broadening of tax base	No. of cases supervised in a		
8	(Income Tax / Sales Tax / FED)	year	5%	
	No. of taxpayers liable to registration	Disposal: 60%		
	No. of taxpayers registered	Quality: 40%		
	Supervision of stock taking exercises /	No. of cases supervised in a		
9	Industrial Surveys	year Diamagal. 200/	5%	
	• No. of cases in which action u/s 38 & 40B	Disposal: 80%		
	taken Suspension, blacklisting and deregistration of	Quality: 20% No. of cases supervised in a		
	registered persons.	year		
	No. of cases liable to suspension /	Disposal: 55%		
10	blacklisting	Quality: 45%	3%	
	No of cases suspended / blacklisted /	Quality (10 / 0		
	deregistered / orders passed			
	Supervision of rectification of mistakes in	No. of cases supervised in a	3%	
	respect of orders relating to enforcement	year		
11	functions.	Disposal: 80%		
11	• No. of rectification applications received /	Quality: 20%	7	4.
	disposed off			
		2 B		
	Supervision of giving effect to orders of the	No. of cases supervised in a	3%	
	appellate authorities	year		
12	• No. of orders received from appellate	Disposal: 55%		
	authorities	Quality : 45%		
	No. of appeal effect orders passed	LAIN	20/	
	Supervision of powers and functions	No. of cases supervised in a	3%	
13	regarding investigation, prosecution and arrest of a person.	year Dignosol. 700/		
13	No. of cases recommended for arrest &	Disposal: 70% Quality : 30%		
	prosecution	Quanty: 30%		
	Supervision regarding monitoring of	No. of cases supervised in a		
	deduction, collection and payment of tax at	year		
14	source by withholding agents. (Income Tax /	Disposal: 55%	10%	
	Sales Tax / FED)	Quality: 45%		
	Determination and issuance of refunds	No. of cases supervised in a		
	including refund adjustments, supervision of	year		
15	refunds issued by Unit Officers / Adl.	Disposal: 70%	10%	
	Commissioners. (Income Tax / Sales Tax /	Quality: 30%		
	FED)			

Posit	Position Title: ADDITIONAL COMMISSIONER IR (ENFORCEMENT)			
Grad	le: 19		<u> </u>	
Func	tion: Corporate Tax Office (IR) assigned work		
Repo	orting Office: Commissioner IR (Enforce			
Sr#	Job Description	KPIs	Weight	Final
51 "	oo Description		(%age)	Score
1	 Supervision of Enforcement, recovery and collection of Income Tax / Sales Tax/ FED Current/ Arrear Demand Target Assigned/Achieved Recovery measures taken i.e. Bank attachments / embargos imposed/ import blocked/ business premises sealed 	No. of cases supervised in a year Disposal: 55% Quality: 45%	15%	
2	 Recovery action against non-filers & short filers & any other enforcement related functions including disposal of CREST related discrepancies Best judgment assessment & provisional assessment under Tenth Schedule 	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%	
3	 Ensuring and enforcing compliance of statutory provisions regarding filing of returns, statements, furnishing of information, maintenance of prescribed accounts, documents, record and imposition of penalty under relevant provisions of law. (Income Tax/Sales Tax/FED) Short document notices u/s 120 (3) Extension in filing of returns / statements (Income Tax/ Sales Tax) 	No. of cases supervised in a year Disposal: 55% Quality: 45%	10%	/
4	Supervision regarding monitoring of deduction, collection and payment of tax at source by withholding agents. (Income Tax / Sales Tax / FED)	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%	
5	Determination and issuance of refunds including refund adjustments, supervision of refunds issued by Unit Officers / Adl. Commissioners. (Income Tax / Sales Tax / FED)	No. of cases supervised in a year Disposal: 55% Quality: 45%	10%	
6	Supervision of exemption / lower rate certificates reports (IT/ST)	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%	
7	 Supervision of Point of Sale Tax (POS) No. of unintegrated registered person liable to integration 	No. of cases supervised in a year Disposal: 55%	10%	

		0 11 1701	1
	No. of registered persons integrated	Quality: 45%	
	No. of Exclusion applications received		
	No. of Exclusion applications disposed of		
	Supervision of broadening of tax base	No. of cases supervised	
8	(Income Tax / Sales Tax / FED)	in a year	5%
0	 No. of taxpayers liable to registration 	Disposal: 60%	3%
	No. of taxpayers registered	Quality : 40%	
	Supervision of stock taking exercises /	No. of cases supervised	
9	Industrial Surveys	in a year	50/
9	• No. of cases in which action u/s 38 & 40B	Disposal: 80%	5%
	taken	Quality: 20%	
	Suspension, blacklisting and deregistration	No. of cases supervised	
	of registered persons.	in a year	
1.0	No. of cases liable to suspension /	Disposal: 55%	
10	blacklisting	Quality: 45%	3%
	No of cases suspended / blacklisted /		
	deregistered / orders passed		
	Supervision of rectification of mistakes in	No. of cases supervised	3%
	respect of orders relating to enforcement	in a year	370
	functions.	Disposal: 80%	
11	No. of rectification applications received /	Quality: 20%	
	disposed off	Quality : 20 / 0	
	disposed off		
	Supervision of giving effect to orders of the	No. of cases supervised	3%
	appellate authorities	in a year	370
12	• No. of orders received from appellate	Disposal: 55%	
1-	authorities	Quality: 45%	
	No. of appeal effect orders passed	Quality : 4570	
	Supervision of powers and functions	No. of cases supervised	2%
	regarding investigation, prosecution and	in a year	2/0
13	arrest of a person.	Disposal: 70%	
	arrest of a person.	Quality: 30%	
	Supervision of disposal of internal and	No. of cases supervised	2%
	external audit observations/paras relating to	in a year	2/0
14	enforcement functions.	Disposal: 55%	
14		Quality: 45%	
	No. of audit paras available/received & disposed off	Quality : 45 70	
-	disposed off	No of oassa symamica i	20/
	Supervision of process /finalize complaints/	No. of cases supervised	2%
	Inspection reports in respect of existing	in a year	
15	taxpayers' cases vis-a-vis	Disposal: 70%	
	• PMDU, FTO, CCIR/Ombudsperson, I&I	Quality: 30%	
	(red alerts, contravention, Investigative reports)		
i			

Posit	Position Title: DEPUTY / ASSISTANT COMMISSIONER IR				
Grad	le: 18/17				
Func	ction: Corporate Tax Office (IR) assigned work			
Repo	orting Office: Additional Commissioner	r IR (Enforcement)			
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Enforcement, recovery and collection of Income Tax / Sales Tax/ FED • Current Demand Target Assigned/Achieved • Arrear Demand Target Assigned/Achieved • Recovery measures taken i.e. Bank attachments / embargos imposed/ import blocked/ business premises sealed	No. of cases supervised in a year Disposal: 55% Quality: 45%	15%		
2	 Recovery action against non-filers & short filers & any other enforcement related functions including disposal of CREST related discrepancies Best judgment assessment & provisional assessment under Tenth Schedule 	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%		
3	 Ensuring and enforcing compliance of statutory provisions regarding filing of returns, statements, furnishing of information, maintenance of prescribed accounts, documents, record and imposition of penalty under relevant provisions of law. (Income Tax/Sales Tax/FED) Short document notices u/s 120 (3) Extension in filing of returns / statements (Income Tax/ Sales Tax) 	No. of cases supervised in a year Disposal: 55% Quality: 45%	10%		
4	Monitoring of deduction, collection and payment of tax at source by withholding agents. (Income Tax / Sales Tax / FED)	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%		
5	Determination and issuance of refunds including refund adjustments, supervision of refunds issued by Unit Officers / Adl. Commissioners. (Income Tax / Sales Tax / FED)	No. of cases supervised in a year Disposal: 55% Quality: 45%	10%		
6	Submission of exemption/ lower rate certificates reports (IT/ST)	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%		
7	 Point of Sale Tax (POS) No. of unintegrated registered person liable to integration No. of registered persons integrated 	No. of cases supervised in a year Disposal: 55% Quality: 45%	10%		

	 No. of Exclusion applications received No. of Exclusion applications disposed of 		
8	Broadening of tax base (Income Tax / Sales Tax / FED) No. of taxpayers liable to registration No. of taxpayers registered	No. of cases supervised in a year Disposal: 60% Quality: 40%	5%
9	Stock taking exercises / Industrial Surveys No. of cases in which action u/s 38 & 40B taken	No. of cases supervised in a year Disposal: 80% Quality: 20%	5%
10	 Recommending cases for Suspension, blacklisting and deregistration of registered persons. No. of cases liable to suspension / blacklisting No of cases suspended / blacklisted / deregistered / orders passed 	No. of cases supervised in a year Disposal: 55% Quality: 45%	3%
11	Rectification of mistakes in respect of orders relating to enforcement functions. • No. of rectification applications received / disposed off	No. of cases supervised in a year Disposal: 80% Quality: 20%	3%
12	Giving effect to orders of the appellate authorities No. of orders received from appellate authorities No. of appeal effect orders passed	No. of cases supervised in a year Disposal: 55% Quality: 45%	3%
13	Powers and functions regarding investigation, prosecution and arrest of a person. No. of cases recommended for arrest & prosecution	No. of cases supervised in a year Disposal: 70% Quality: 30%	2%
14	Disposal of internal and external audit observations/paras relating to enforcement functions. No. of audit paras available/received & disposed off		2%
15	To process /finalize complaints/ Inspection reports in respect of existing taxpayers' cases vis-a-vis • PMDU, FTO, CCIR/Ombudsperson, I&I (red alerts, contravention, Investigative reports) and any Other Complaints	No. of cases supervised in a year Disposal: 70% Quality: 30%	2%

Posit	tion Title: COMMISSIONER	IR (LEGAL)		
Grad	le: 20			
Func	ction: Corporate Tax Office	Office (IR) assigned work		
Repo	orting Office: Chief Commissioner	IR		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
	First Appeal	Percentage of cases dealt	20%	
1	 Appear/ ensure appearance by OIR in hearing before Commissioner Appeals fo argumentation and defense of case Ensure proportion of cases decided in favor of the department at first appeals. 	Quality: 60%		
2	 Second Appeal Filling of Second appeals (% disposal within statutory time period) Ensure proportion of cases decided in favor of the department at second appeal 	Percentage of cases dealt in a year or Disposal: 50% Quality: 50%	40%	
3	References / CPLA's • Filling of reference / CPLAs (% disposal within statutory time period) • Ensure proportion of cases decided in favor of the department for references filed	Percentage of cases dealt in a year Disposal: 40% Quality: 60%	20%	

PAKISTAN

Data Entry

System (LMS)

4

• Entry of appeal data in Legal Management

Percentage of cases dealt

Disposal: 50% Quality: 50%

in a year

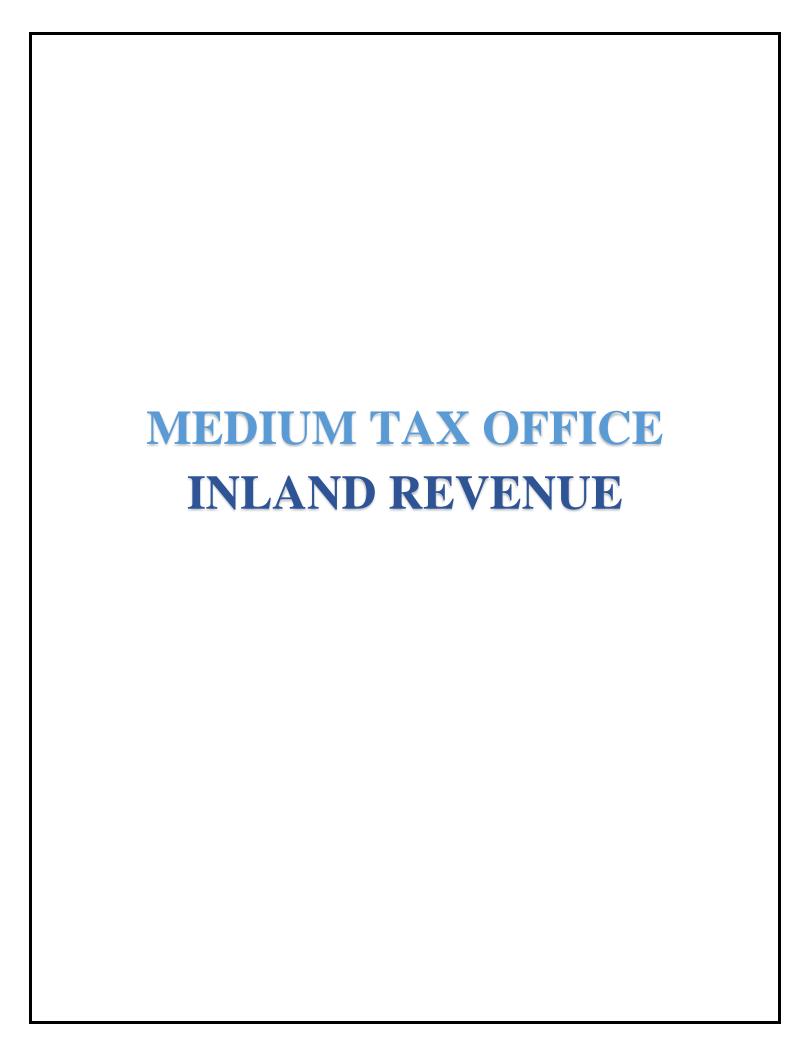
20%

Posit	ion Title: ADDITIONAL COMN	MISSIONER IR (LEGAL)		
Grad				
Func	ction: Corporate Tax Office (II	R) assigned work		
Repo	orting Office: Commissioner IR (Lega	1)		
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
	First Appeal	Percentage of cases dealt	20%	
	 Appear/ ensure appearance by OIR in 	in a year		
1	hearing before Commissioner Appeals for	Disposal: 40%		
	argumentation and defense of case	Quality: 60%		
	• Ensure proportion of cases decided in favor			
	of the department at first appeals.			
	Second Appeal Filling of Second appeals	Percentage of cases dealt	40%	
2	(% disposal within statutory time period)	in a year		
_	• Ensure proportion of cases decided in favor	Disposal : 50%		
	of the department at second appeal	Quality: 50%		
	References / CPLA's	Percentage of cases dealt	20%	
	 Filling of reference / CPLAs (% disposal 	in a year		
3	within statutory time period)	Disposal : 40%		
	 Ensure proportion of cases decided in favor 	Quality: 60%		
	of the department for references filed			
	Data Entry	Percentage of cases dealt	20%	
4	 Entry of appeal data in Legal Management 	in a year		
7	System (LMS)	Disposal : 50%		
		Quality: 50%		

PAKISTAN

Posit	ion Title: DEPUTY/ ASSISTAN	T COMMISSIONER IR (L	EGAL)	
Grad	Grade: 17/18			
Func	ction: Corporate Tax Office (II	R) assigned work		
Repo	orting Office: Additional Commission	er IR (Legal)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
	First Appeal	Percentage of cases dealt	20%	20020
	 Appear/ ensure appearance by OIR in 	in a year		
1	hearing before Commissioner Appeals for	Disposal: 40%		
	argumentation and defense of case	Quality: 60%		
	• Ensure proportion of cases decided in favor			
	of the department at first appeals.	Percentage of cases dealt	40%	
	Second Appeal Filling of Second appeals	_	40%	
2	(% disposal within statutory time period)	in a year		
	• Ensure proportion of cases decided in favor of the department at second appeal	Disposal : 50% Quality : 50%		
	References / CPLA's	Percentage of cases dealt	20%	
	 Filling of reference / CPLAs (% disposal 	in a year		
3	within statutory time period)	Disposal: 40%		
	• Ensure proportion of cases decided in favor	Quality: 60%		
	of the department for references filed		2004	
	Data Entry	Percentage of cases dealt	20%	
4	• Entry of appeal data in Legal Management	in a year		
	System (LMS)	Disposal: 50%		
		Quality: 50%		

PAKISTAN



MEDIUM TAX OFFICE (INLAND REVENUE)

Posit	Position Title: CHIEF COMMISSIONER IR			
Grad	le: 21			
Func	tion: Medium Tax Office (IR)	assigned work		
Repo	orting Office: FBR (HQs)			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
	Revenue Targets:	Achievement of Targets	10%	
1	Achieving collection targets as set by FBR (IT,	Disposal: 60%		
	ST & FED)	Quality: 40%		
	Returns Filing:	Percentage of cases	5%	
2	Increase return filing from registered taxpayers	supervised in the year.		
		Disposal: 55% Quality : 45%		
	Recovery:	Number of cases dealt in	20%	
0	Collection of undisputed current and arrear tax	the year.	2070	
3	payable	Disposal: 60%		
		Quality: 40%		
	Detection of Tax Evasion	Achievement of Targets	4%	
4	Monitor detection of tax evasion cases	Disposal: 80%		
		Quality: 20%		
1	Audit:	Number of cases	20%	4
5	Disposal of audit cases by Zonal	processed in the year.		
3	Commissioners/ Additional Commissioners- % increase in audit from previous year	Disposal: 65% Quality : 35%		
	(Balance for the last quarter)	Quanty: 35 %		
	Quality Assurance of Audit	Number of cases dealt in	6%	
	Examination of Audit Reports/ Orders:	the year.	070	
6	Corporate Cases Non-corporate cases	Disposal: 60%		
	Proportion of cases decided in favor of the	Quality: 40%		
	department at first appeal	- V		
	Settlement of Audit Paras	Number of cases dealt in	10%	
	Monitor settlement of audit paras/PDPs after	the year.		
7	receipt of Report of Revenue Receipts and	Disposal: 60%		
	Expenditure	Quality: 40%		
	Submission of working papers to FBR before			
	PAC/DAC meeting Broadening of Tax base (Demand creation)	Number of cases dealt in	5%	
	Percentage of tax payable created over the	the year.	370	
8	financial year	Disposal: 50%		
	Percentage of registered taxpayers over the	Quality: 50%		
	financial year			
	Sales Tax Registration	Number of cases dealt in	5%	
9	Monitor Sales Tax registration-% of cases to	the year.		
	be finalized vis-a-vis application within 15	Disposal: 50%		

	days (submit verification report within 15	Quality: 50%		
	days)			
	Identification of cases for compulsory	Number of cases dealt in	5%	
10	registration for Sales Tax	the year.		
10	Number of eligible person within the	Disposal: 60%		
	jurisdiction over the financial year	Quality: 40%		
	Disposal of CREST Discrepancies	Number of cases dealt in	5%	
11	Disposal of all related cases	the year.		
11		Disposal: 65%		
		Quality: 35%		
	Processing of refund claims	Number of cases dealt in	5%	
12	Disposal of all related cases	the year.		
		Disposal: 50%		
		Quality: 50%		



Posit	ion Title: COMMISSIONE	ER IR (AUDIT & ENFORCEMEN	VT)	
Grad	le: 20			
Func	tion: Audit & Enforcem	nent		
Repo	orting Office: Chief Commission	ner IR		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensure the achievement/completion of targets asset by the Chief Commissioner for revenue collection	_	25%	
2	Set goals and objectives periodically for Unit	Goals set fortnightly at the minimum Disposal: 60% Quality: 40%	5%	
3	Work towards the creation of demand	No. of Audit cases decided Disposal: 55% Quality: 45%	15%	
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year. Disposal: 55% Quality: 45%	10%	
5	Broadening of Tax Base	Number of cases dealt in the year. Disposal: 50% Quality: 50%	10%	
6	Selection of Cases for Audit u/s 177	Number of cases dealt in the year. Disposal: 45% Quality: 55%	5%	
7	Integration and monitoring of POS	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%	

Number of cases dealt in Courts,

Disposal: 65% Quality: 35%

Disposal: 70% Quality: 30%

Number of cases dealt in the year.

Disposal: 60%

Quality: 40%

Ensure timely submission of

Tribunal and FTO

reports.

Monitor case hearings

Review and edit Monthly Progress

Conduct supervision of desk audits of

Income Tax, Sales Tax & FED

8

9

10

Reports

5%

5%

10%

Posit	tion Title: ADDITIONA	AL COMMISSIONER IR		
Grad	le: 19			
Func	ction: Audit & Enfor	rcement		
Repo	orting Office: Commissioner	IR (Audit & Enforcement)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Ensure the achievement/ completion of targets asset by the Chief Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	
2	Set goals and objectives periodically for Unit	Goals set fortnightly at the minimum Disposal: 60% Quality: 40%	5%	
3	Work towards the creation of demand	No. of Audit cases decided Disposal: 55% Quality: 45%	15%	
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year Disposal: 55% Quality: 45%	10%	
5	Broadening of Tax Base	Number of cases dealt in the year Disposal: 50% Quality: 50%	10%	
6	Amendment u/s 122(5A)	No. of Audit cases decided Disposal: 55% Quality: 45%	5%	4.,
7	Integration and monitoring of POS	Number of cases dealt in the year Disposal: 60% Quality: 40%	10%	
8	Monitor case hearings	Number of cases dealt in Courts, Tribunal and FTO Disposal: 65% Quality: 35%	5%	
9	Review and edit Monthly Progress Reports	Ensure timely submission of reports Disposal: 70% Quality: 30%	5%	
10	Conduct supervision of desk	Number of cases dealt in the year	10%	

Disposal: 60%

Quality: 40%

10

& FED

audits of Income Tax, Sales Tax

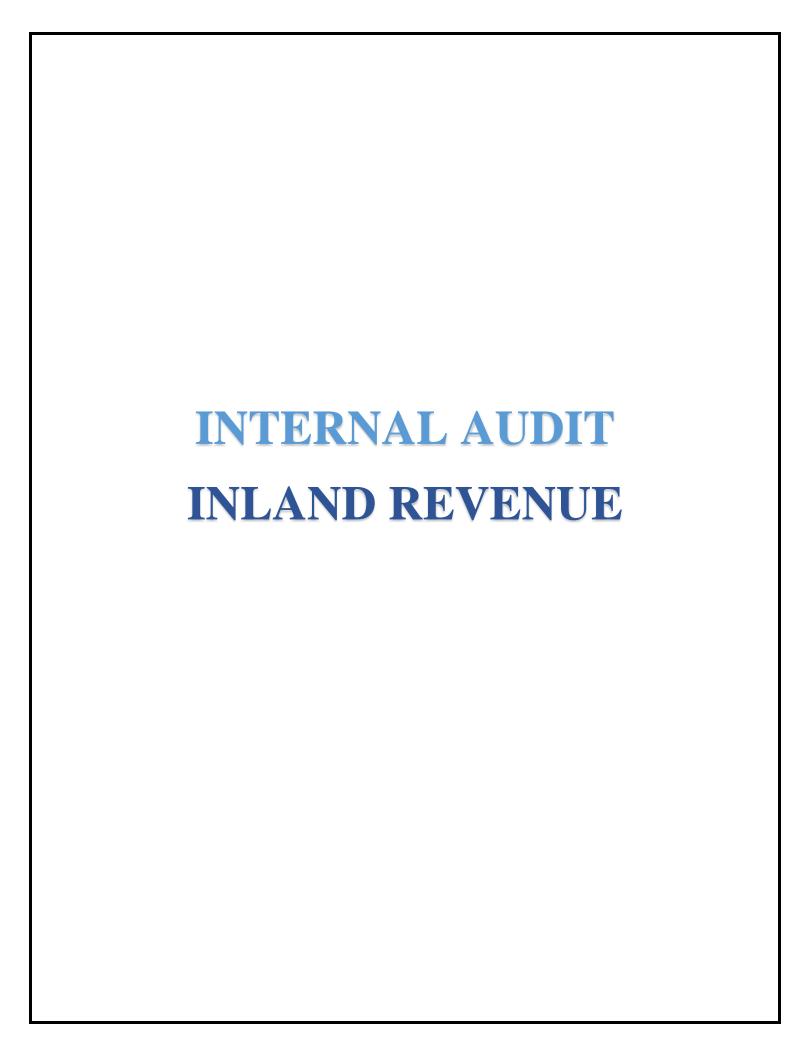
Posit	ion Title: ASSISTANT/ DE	EPUTY COMMISSIONER IR		
Grad	le: 17/18			
Func	tion: Audit & Enforcem	nent		
Repo	orting Office: Additional Commi	ssioner IR (Audit & Enforcement)		
Sr#	Job Description KPIs		Weight	Final
			(%age)	Score
4	Ensure the achievement/completion of	_	25%	
1	targets asset by the Commissioner for			
	revenue collection	Quality: 20%	1.50/	
2	Conduct Desk Audit	Number of cases dealt in the year.	15%	
2		Disposal: 60%		
	Work towards the creation of demand	Quality: 40% No. of Audit cases decided	15%	
3	work towards the eleation of demand	Disposal: 55%	13/0	
		Quality: 45%		
	Ensure the recovery of arrear and		10%	
4	current demand created	Disposal: 55%		
		Quality: 45%		
	Broadening of Tax Base	Number of cases dealt in the year.	10%	
5		Disposal: 50%		
		Quality: 50%		
	Compliance to all information sought	-	5%	
6	from Board	Disposal : 60%		
	Integration and monitoring of POS	Quality: 40%	10%	
7	integration and monitoring of POS	Number of cases dealt in the year. Disposal: 60%	10%	
,		Quality: 40%		
	Monitor case hearings	Number of cases dealt in the year	2.5%	
8	Transitor cube neurings	Disposal: 65%	2.0 70	
	DAIZ	——— Quality : 35%		
	Review and edit Monthly Progress		2.5%	
9	Reports	reports.		
		Disposal: 70%		
		Quality: 30%		
10	Detecting Non-filers	Number of cases dealt in the year	5%	
10		Disposal: 50%		
		Quality: 50%		

Position Title:	COMMISSIONER IR (WITHHOLDING)
Grade:	20
Function:	Withholding Tax
Reporting Office:	Chief Commissioner IR

Kepe	porting Office: Chief Commissioner IX					
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Ensure the achievement/completion of targets asset by the Chief Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%			
2	Set goals and objectives periodically for Unit.	Goals set fortnightly at the minimum Disposal: 60% Quality: 40%	5%			
3	Work towards the creation of demand u/s 161	No. of Audit cases decided Disposal: 65% Quality: 35%	15%			
4	Ensure the recovery of arrear and current demand created	Number of cases dealt in the year Disposal: 55% Quality: 45%	10%			
5	Identification of new Withholding Agents	Number of cases dealt in the year Disposal: 60% Quality: 40%	5%			
6	Monitor comparative analyses of collection under various withholding sections	Number of cases dealt in the year Disposal: 50% Quality: 50%	5%			
7	Ensure that appropriate measures are undertaken for the enforcement of withholding statements	Number of cases dealt in the year Disposal: 70% Quality: 30%	10%			
8	Monitor case hearings	Number of cases dealt in Courts, Tribunal and FTO Disposal: 65% Quality: 35%	2.5%			
9	Review and edit Monthly Withholding Tax Progress Reports	Ensure timely submission of reports. Disposal: 70% Quality: 30%	2.5%			
10	Monitoring of Conducting field audits of the withholding agents.	No. of Audit cases decided Disposal: 60% Quality: 40%	20%			

Posit	Position Title: ADDITIONAL COMMISSIONER IR (WITHHOLDING)				
Grad	le: 19				
Func	tion: Withholding Tax				
Repo	orting Office: Commissioner IR (Withholding)			
Sr#	Job Description	KPIs	Weight	Final	
	•		(%age)	Score	
	Ensure the achievement/completion of	Achievement of Targets	25%		
1	targets asset by the Chief	Disposal: 80%			
	Commissioner for revenue collection	Quality: 20%	= 0.		
	Set goals and objectives periodically	Goals set fortnightly at the	5%		
2	for Unit	minimum Disposal: 60%			
		Quality : 40%			
	Amendment of order of recovery u/s	No. of Audit cases decided	15%		
3	161(3)	Disposal: 65%	1070		
	- (-)	Quality: 35%			
	Ensure the recovery of arrear and	Number of cases dealt in the year.	10%		
4	current demand created	Disposal : 55%			
	E.	Quality : 45%			
_	Identification of new Withholding	Number of cases dealt in the year.	5%		
5	Agents	Disposal: 60%			
	Monitor comparative analysis of	Quality: 40%	5%		
6	Monitor comparative analysis of collection under various withholding	Number of cases dealt in the year. Disposal: 50%	3%	Sec.	
0	sections	Quality: 50%			
	Ensure that appropriate measures are	Number of cases dealt in the	10%		
7	under taken for the enforcement of	year			
/	withholding statements	Disposal: 70%			
		Quality: 30%			
	Monitor case hearings	Number of cases dealt in Courts,	2.5%		
8	PAN	Tribunal and FTO			
		Disposal: 65%			
	Review and edit Monthly Withholding	Quality: 35% Ensure timely submission of	2.5%		
	Tax Progress Reports	reports.	2.370		
9	Tax Frogress Reports	Disposal: 70%			
		Quality: 30%			
	Monitoring of Conducting field audits	No. of Audit cases decided	20%		
10	of the withholding agents	Disposal: 60%			
		Quality : 40%			

Posit	Position Title: ASSISTANT/ DEPUTY COMMISSIONER IR (WHT)				
Grad	le: 17/18				
Func	etion: Withholding Tax				
Repo	orting Office: Additional Commis	ssioner IR (Withholding)			
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Ensure the achievement/completion of targets asset by the Commissioner for revenue collection	Achievement of Targets Disposal: 80% Quality: 20%	25%	50010	
2	Conduct field Audit of Withholding Agents	No. of Audit cases decided Disposal: 65% Quality: 35%	15%		
3	Work towards the creation of demand	Number of cases dealt in the year Disposal: 60% Quality: 40%	15%		
4	Ensure the recovery of arrear and current demand created.	Number of cases dealt in the year Disposal: 60% Quality: 40%	10%		
5	Detecting new Withholding Agents	Number of cases dealt in the year Disposal: 55% Quality: 45%	5%		
6	Compliance to all information sought from Board.	Number of cases dealt in the year Disposal: 60% Quality: 40%	5%	1	
7	Ensure that appropriate measures are undertaken for the enforcement of withholding statements	Number of cases dealt in the year Disposal: 70% Quality: 30%	10%		
8	Monitor case hearings PAK	Number of cases dealt in the year Disposal: 65% Quality: 35%	2.5%		
9	Review and edit Monthly Withholding Tax Progress Reports	Ensure timely submission of reports Disposal: 70% Quality: 30%	2.5%		
10	Imposing penalties to Non-filers	Number of cases dealt in the year Disposal: 50% Quality: 50%	10%		



INLAND REVENUE INTERNAL AUDIT

Position Title: DIRECTOR GENERAL (INLAND REVENUE)				
Grad	rade: 21			
Func	etion: Internal Audit of Inland I	Revenue officer of FBR		
Repo	Reporting Officer: Chairman - FBR			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
	Exercising effective internal control over the	Number of special	40%	
	Inland Revenue Offices of the Federal Board	inspection / regular		
	of Revenue for safeguarding state revenues	inspection / audit reports.		
	through the following: -	Disposal : 60%		
1	• To carry out inspections of Inland	Quality: 40%		
	Revenue cases and offices.			
	• To carry out internal audit of cases or			
	offices of Inland Revenue involving			
	revenues and expenditure.			
	Detection of tax evasion, under reporting,	Number of revenue	30%	
	under assessment and issuance of bogus /	potential cases audited		
2	illegal refund caused due to inefficiency,	Disposal : 70%		
	corrupt practices, lack of adequate skills,	Quality: 30%		
	omissions and commissions.			
	Establishing incorrect application of law,	The number of inspection /	10%	
1	non-maintenance of paper records, and	audit reports unearthing		
	wrong appreciation of facts.	cases of incorrect		
3		application of law, non-		
		maintenance of record etc.		
		Disposal : 60%		
		Quality: 40%		
	Make recommendations to the Inland	Furnishing an annual report	10%	
	Revenue field formations for an efficient	about the working of the		
	system with the objective to create a taxpayer	Inland Revenue offices to		
4	friendly transparent tax culture	the Federal Board of		
		Revenue		
		Disposal : 70%		
		Quality: 30%		

Posit	Position Title: SECRETARY			
	Grade: 19			
Func	Function: Internal Audit of Inland Revenue field offices			
Repo	Reporting Officer: Director General			
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Assisting the Director General in administration of the Directorate General and the Directorates and field offices.	Number of issues addressed and disposed of during the year Disposal: 80% Quality: 20%	15%	
2	Assisting the Director General in managing the human resource of all the offices, falling under the DG's administrative control.	Number of cases processed during the year related to all issues of human resources Disposal: 70% Quality: 30%	10%	
3	Assist the Director General in Budget/accounts/funds related issues.	Number of issues processed and disposed off Disposal: 60% Quality: 40%	10%	
4	Ensuring submission of inspection and audit reports on timely basis.	Implementation of the annual schedule of inspection and audit (Revenue & Expenditure)	10%	
		Disposal : 80% Quality : 20%		
5	Monitoring of up/retrieval/remedial action inspection and audit reports. follow in both	Number of inspection notes / audit observations settled and the amount of revenue retrieved Disposal: 80% Quality: 20%	15%	
6	Keeping liaison with the Directorates for timely submission of inspection/audit schedules, MPRs and other information.	Timely submission of MPR, schedules, reports and all other information Disposal: 60% Quality: 40%	10%	
7	Assist the Director General in preparing guidelines to be followed while conduction inspection and audit.	Increase in the number / percentage of report wherein substantial revenue is unearthed as a result of implementation of the guideline Disposal: 70% Quality: 30%	5%	

8	Assisting the Director General in	Number of inspection / audit	10%	
	monitoring performance delivery of all the	report in which retrieval		
	directorates.	action has been completed		
		Disposal: 80%		
		Quality: 20%		
9	Conducting inspection of cases assigned	Number of special inspection	5%	
	by the Director General.	cases assigned, number of		
		reports generated and amount		
		of revenue detected.		
		Disposal : 70%		
		Quality: 30%		
10	Assist the Director General in compiling	Submission of Annual Report	5%	
	and printing the Annual Report.	to the FBR		
		Disposal : 60%		
		Quality: 40%		
11	Any other task assigned by the Director	Number of assigned cases	5%	
	General	processed during the year.		
		Disposal : 80%		
		Quality: 20%		



Position Title: SECOND SECRETARY (INSPECTION/AUDIT)					
Grad	Grade: 17/18				
Func	Function: Internal Audit / Inspection				
Repo	Reporting Officer: Secretary (Internal Audit)				
Sr#	Job Description	KPIs	Weight	Final	
	•		(%age)	Score	
1	Monitoring and compliance of	Number of cases dealt in the	15%		
	Inspection/Audit Reports	year.			
	-	Disposal : 60%			
		Quality: 40%			
2	Maintenance of Record of	Number of cases dealt in the	10%		
	Inspection/Audit reports forwarded by	year.			
	field formation.	Disposal: 80%			
		Quality: 20%			
3	Transfer of Inspection Note/Audit	Number of cases dealt in the	5%		
	Observations as per jurisdiction	year.			
		Disposal: 70%			
		Quality: 30%			
4	Monitoring of Retrieval action involved	Number of cases dealt in the	5%		
	in Inspection Notes/Audit Observations.	year.			
		Disposal : 60%			
		Quality: 40%			
5	Conversion of Inspection Note into	Number of cases dealt in the	5%		
1	Inspection Para/Advance Inspection	year.		L .	
	Para/Printed Inspection Para and Audit	Disposal: 60%			
	Observation into Audit Para/ Advance	Quality: 40%			
	Audit Para / Printed Audit Para as per	The second second			
	manual of IA revenue and expenditure, 2011.				
6	To monitor the quality and quantity of	Number of cases dealt in the	15%		
	Inspection Reports/Audit Observations.	year.	1370		
	inspection reports/rudit observations.	Disposal: 70%			
		Quality: 30%			
7	To enforce the Final compliance Reports	Number of cases dealt in the	10%		
	in view of timelines provided in the	year.			
	manual.	Disposal: 70%			
		Quality: 30%			
8	Monitoring of special inspections	Number of cases dealt in the	10%		
	assigned by the Director General to the	year.			
	field formations in revenue yielding	Disposal: 70%			
	cases.	Quality: 30%			
9	Consolidation of MPR.	Timely submission of MPRs	15%		
		Disposal : 70%			
		Quality: 30%			

Position title: ACCOUNTS OFFICER					
Grad	Grade: 18				
Func	Function: Managing Budget, Accounts and Expenditure related matters				
Repo	Reporting Officer: Secretary Internal Audit (IR), Islamabad				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Preparation and consolidation of budget	Number of cases dealt in the	15%		
	of the Directorate General and the	year			
	Directorates	Disposal: 60%			
		Quality: 40%	100/		
2	Submission of budget proposals to the	Number of cases dealt in the	10%		
	FBR	year.			
		Disposal: 80% Quality: 20%			
3	Dealing all accounts related issues	Number of cases dealt in the	5%		
3	Dealing all accounts related issues	year.	370		
		Disposal: 70%			
		Quality: 30%			
4	Dealing with external audit paras	Number of cases dealt in the	5%		
	5	year.			
		Disposal : 60%			
		Quality: 40%			
5	Appropriation of accounts	Number of cases dealt in the	5%		
100		year.		Sec. 1	
		Disposal : 60%			
		Quality: 40%			
6	Preparing draft proposal for	Number of cases dealt in the	15%		
	Secretary/Director General in respect of	year.			
	all budget related issues to be taken up	Disposal: 70%			
7	with FBR	Quality: 30% Number of cases dealt in the	10%		
7	Keeping liaison with AGPR	A 1 (L.A. 1 A 1	10%		
		year. Disposal : 70%			
		Quality: 30%			
8	Drawing Disbursing Officer	Number of cases dealt in the	10%		
	2100 0100 01000	year.	1070		
		Disposal: 70%			
		Quality: 30%			
9	Reconciliation of Expenditure	Number of cases dealt in the	15%		
		year.			
		Disposal: 70%			
		Quality: 30%			

Posit	Position title: SECOND SECRETARY (ADMINISTRATION)			
Grad				
	Function: Internal Audit / Inspection			
	orting Officer: Secretary (Internal A			
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Assist the Secretary Internal Audit (IR), Islamabad in administrative matters.	No. of cases dealt in the year. Disposal: 60% Quality: 40%	20%	
2	Assist the Secretary in all matters related to the budget and accounts.	No. of cases dealt in the year. Disposal: 80% Quality: 20%	20%	
3	Prepare financial proposals for new items of furniture, office equipment, Repair & maintenance of transport machinery & equipment. Purchase of petty items, auction of unserviceable vehicles, store / stock.	No. of cases dealt in the year. Disposal: 70% Quality: 30%	15%	
4	Ensuring the confidentiality and security of files and filing systems	No. of cases dealt in the year. Disposal: 60% Quality: 40%	5%	
5	Coordinate in the matters relating to National Assembly questions and PAC/DAC paras.	No. of cases dealt in the year. Disposal: 60% Quality: 40%	5%	
6	Circulating i.e. letters e-mail etc and arranging meetings.	No. of cases dealt in the year. Disposal: 70% Quality: 30%	10%	
7	Processing all cases of medical reimbursement, HBA, MCA and pension	No. of cases dealt in the year. Disposal: 70% Quality: 30%	10%	
8	Processing all matters related to NOC in respect of passports, foreign scholarships	No. of cases dealt in the year. Disposal: 70% Quality: 30%	5%	
9	Maintenance of office building, general office cleaning and beautification of office	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%	
10	Perform all other tasks assigned by the Director General Internal Audit (IR)	No. of cases dealt in the year. Disposal: 60% Quality: 40%	5%	

INPUT OUTPUT COEFFICIENT ORGANIZATION (IOCO) INLAND REVENUE

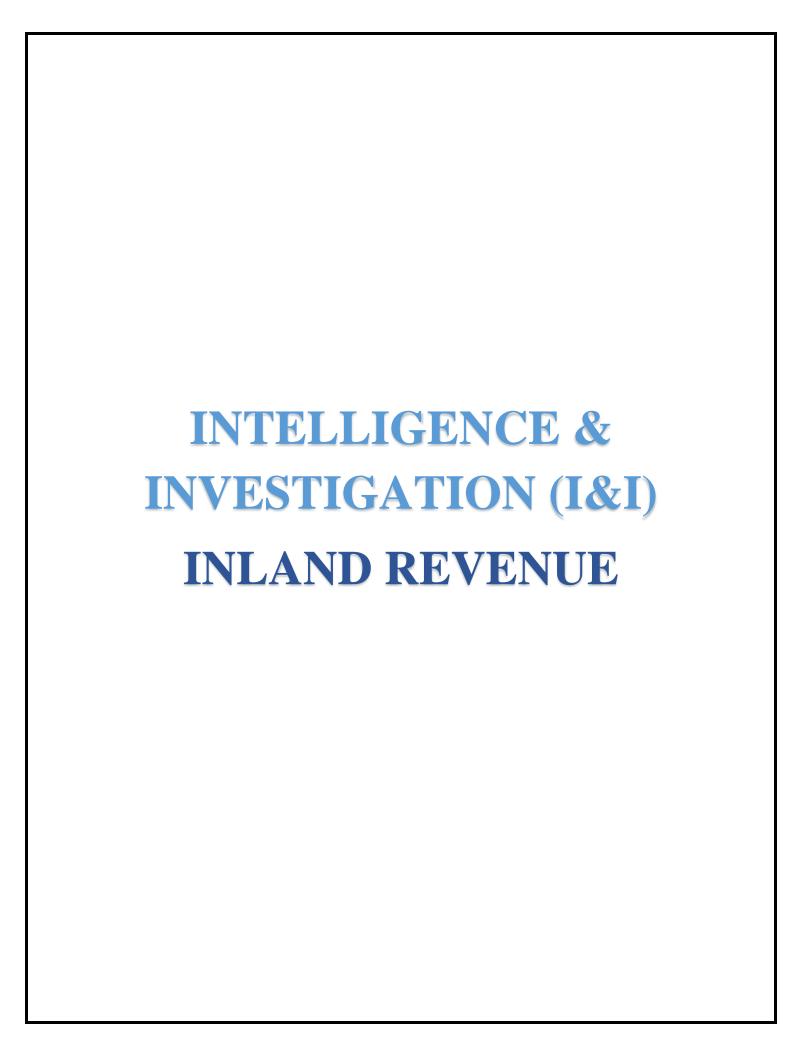
INPUT OUTPUT COEFFICIENT ORANIZATION- IR

Posit	ion Title: DIRECTOR GENERAL			
Grad	Grade: 21			
Func	Function: Directorate of Input Output Coefficient Organization Inland Reven			venue
	Service (IOCO-IR), FBR			
Repo	orting Office: Chairman, FBR			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Creating Data Base for Inputs-Outputs: To create a policy inception and review forum, utilizing an easy to use authentic, timely updated data base of readily available industrial/trade	Achievement of Targets Disposal: 60% Quality: 40%	10%	
	Setting Policy Parameters:- To assist Chairman FBR / other decision- makers at Board as directed by the Chairman, enabling them to make relevant-informed	Parameters identified during the year Disposal: 55%	5%	
2	policies, enhancing policy review, system analyses, discrete market surveys, creation of knowledge based environment for transparent implementation over tax facilities such as	Quality: 45%	370	
1	exemptions, refunds, adjustments, subsidized tax structures, special regimes			·
3	Issuance of Consumption Certificates:- For subsidized or special regimes, etc.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	20%	
4	Post Refund Analysis & Audit:- Disposal of Analysis / Audit cases of Two Industrial Units per Week.	Number of cases processed in the year. Disposal: 65% Quality: 35%	20%	
5	Recovery Identified: To assist Chairman FBR in identification of recoveries.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	20%	
6	Surveys of Industrial Units Conducted:- To ascertain production capacity and consumption of raw materials.	Achievement of Targets Disposal: 80% Quality: 20%	15%	
7	WeBOC Entries:- Change request Forms generated for WeBOC entries of HS-Code Wise Consumption Quotas	Achievement of Targets Disposal: 80% Quality: 20%	10%	

Posit	ion Title: DIRECTOR				
Grad	Grade: 20				
Func	Function: Directorate of Input Output Coefficient Organization Inland Revenue			venue	
	Service (IOCO-IR), FBR				
Repo	Reporting Office: Director General (IOCO-IR), FBR				
Sr#	Job Description	KPIs	Weight	Final	
	-		(%age)	Score	
1	Creating Data Base for Inputs-Outputs: To assist Director General (IOCO-IR) FBR in creating a policy inception and review forum, utilizing an easy to use authentic, timely updated data base of readily available industrial/trade business base-line ratios for Inputs-outputs.	Achievement of Targets Disposal: 60% Quality: 40%	10%		
2	Setting Policy Parameters:- To assist Director General (IOCO-IR) FBR, enabling him/her to make relevant-informed policies, enhancing policy review, system analyses, discrete market surveys, creation of knowledge based environment for transparent implementation over tax facilities such as exemptions, refunds, adjustments, subsidized tax structures, special regimes	Parameters identified during the year Disposal: 55% Quality: 45%	5%		
	Issuance of Consumption Certificates:-	Number of			
100	To assist Director General (IOCO-IR) FBR for	Consumption		Sec.	
3	issuance of Consumption Certificates	Certificates issued	20%		
3	subsidized or special regimes, etc.	during the year			
		Disposal: 60%			
	D. 4 D. 6 . 1 A . 1 . 2 . 0 . A . 12	Quality: 40%	200/		
4	Post Refund Analysis & Audit:- To assist Director General (IOCO-IR) FBR in Disposal of Analysis / Audit cases of Two Industrial Units per Week.	Number of cases processed in the year. Disposal: 65% Quality: 35%	20%		
5	Recovery Identified:- To assist Director General (IOCO-IR) FBR in identification of recoveries.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	20%		
6	Surveys of Industrial Units Conducted:- To assist Director General (IOCO-IR) FBR to ascertain production capacity and consumption of raw materials.	Achievement of Targets Disposal: 80% Quality: 20%	15%		
7	WeBOC Entries:- To assist Director General (IOCO-IR) FBR in Change Request Forms generation for WeBOC entries of HS-Code Wise Consumption Quotas	Achievement of Targets Disposal: 80% Quality: 20%	10%		

Posit	Position Title: SECOND SECRETARY (IOCO-IR)				
Grad		·			
Func	tion: Directorate of IOCO-IR, FBR				
Repo	orting Office: Director and Director General	(IOCO-IR), FBR			
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Creating Data Base for Inputs-Outputs: To assist Director & Director General (IOCO-IR) FBR in creating a policy inception and review forum, utilizing an easy to use authentic, timely updated data base of readily available industrial/trade business base-line ratios for Inputs-outputs.	Achievement of Targets Disposal: 60% Quality: 40%	10%		
2	Setting Policy Parameters: To assist Director & Director General (IOCO-IR) FBR, enabling him/her to make relevant-informed policies, enhancing policy review, system analyses, discrete market surveys, creation of knowledge based environment for transparent implementation over tax facilities such as exemptions, refunds, adjustments, subsidized tax structures, special regimes	Parameters identified during the year Disposal: 55% Quality: 45%	5%		
3	Issuance of Consumption Certificates: To assist Dir & DG (IOCO-IR) FBR for issuance of Consumption Certificates subsidized or special regimes, etc.	Number of Consumption Certificates issued during the year Disposal: 60% Quality: 40%	20%	1	
4	Post Refund Analysis & Audit:- To assist Director & Director General (IOCO-IR) FBR in Disposal of Analysis / Audit cases of Two Industrial Units per Week.	Number of cases processed in the year. Disposal: 65% Quality: 35%	20%		
5	Recovery Identified:- To assist Director & Director General (IOCO-IR) FBR in identification of recoveries.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	20%		
6	Surveys of Industrial Units Conducted:- To assist Director & Director General (IOCO-IR) FBR to ascertain production capacity and consumption of raw materials.	Achievement of Targets Disposal: 80% Quality: 20%	15%		
7	WeBOC Entries:- To assist Director & Director General (IOCO-IR) FBR in Change Request Forms generation for WeBOC entries of HS-Code Wise Consumption Quotas.	Achievement of Targets Disposal: 80% Quality: 20%	10%		

Posit	ion Title: SECOND SECRETARY	Y (POST REFUND ANAL)	YSIS CEI	LL)
Grad	le: 17/18			
Func	tion: Directorate of IOCO-IR, I	FBR		
Repo	orting Office: Director and Director Gen	neral (IOCO-IR), FBR		
Sr#	Job Description	Weight	Final	
			(%age)	Score
1	Creating Data Base for Inputs-Outputs: To assist Director & Director General (IOCO-IR) FBR in creating a policy inception and review forum, utilizing an easy to use authentic, timely updated data base of readily available industrial/trade business base-line ratios for Inputs-outputs.	Achievement of Targets Disposal: 60% Quality: 40%	10%	
2	Setting Policy Parameters:- To assist Director & Director General (IOCO-IR) FBR, enabling him/her to make relevant-informed policies, enhancing policy review, system analyses, discrete market surveys, creation of knowledge based environment for transparent implementation over tax facilities such as exemptions, refunds, adjustments,	Parameters identified during the year Disposal: 55% Quality: 45%	5%	
	subsidized tax structures, special regimes	N 1 0 0		
3	Issuance of Consumption Certificates:- To assist Director & Director General (IOCO-IR) FBR for issuance of Consumption Certificates subsidized or special regimes, etc.	Number of Consumption Certificates issued during the year Disposal: 60% Quality: 40%	20%	
4	Post Refund Analysis & Audit:- To assist Director & Director General (IOCO-IR) FBR in Disposal of Analysis / Audit cases of Two Industrial Units per Week.	Number of cases processed in the year. Disposal: 65% Quality: 35%	20%	
5	Recovery Identified:- To assist Director & Director General (IOCO-IR) FBR in identification of recoveries.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	20%	
6	Surveys of Industrial Units Conducted:- To assist Director & Director General (IOCO-IR) FBR to ascertain production capacity and consumption of raw materials.	Achievement of Targets Disposal: 80% Quality: 20%	15%	
7	WeBOC Entries:- To assist Director & Director General (IOCO-IR) FBR in Change Request Forms generation for WeBOC entries of HS-Code Wise Consumption Quotas.	Achievement of Targets Disposal: 80% Quality: 20%	10%	



INLAND REVENUE- INTELLIGENCE AND INVESTIGATION

Posit	tion Title: DIRECTOR GE	NERAL (I&I)		
Grad	le: 21			
Func	etion: Intelligence & Inv	estigation IR		
Repo	orting Office: FBR (HQs)			
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Overseeing the working and effectiveness of the Regional Directorates of Intelligence and Investigation including periodical performance review of the Directorates	Percentage of oversight in a year Disposal: 60% Quality: 40%	40%	
2	Personnel Deployment and management	Percentage of management of HR matters in a year Disposal: 70% Quality: 30%	15%	
3	Issue policy guidelines for all the formation of the organization aimed at achieving the objectives and for better coordination among the Regional Directorates	Percentage of objectives achieved in a year Disposal: 50% Quality: 50%	15%	
4	Take initiatives for automation of the processes and transparent working of the organization	Percentage of initiatives taken in a year Disposal: 80% Quality: 20%	15%	-
5	Make policy related proposals to FBR	Percentage of policy proposals in a year Disposal: 70% Quality: 30%	10%	
6	Overall administration of the organization	Percentage of administrative measures taken in a year Disposal: 80% Quality: 20%	5%	

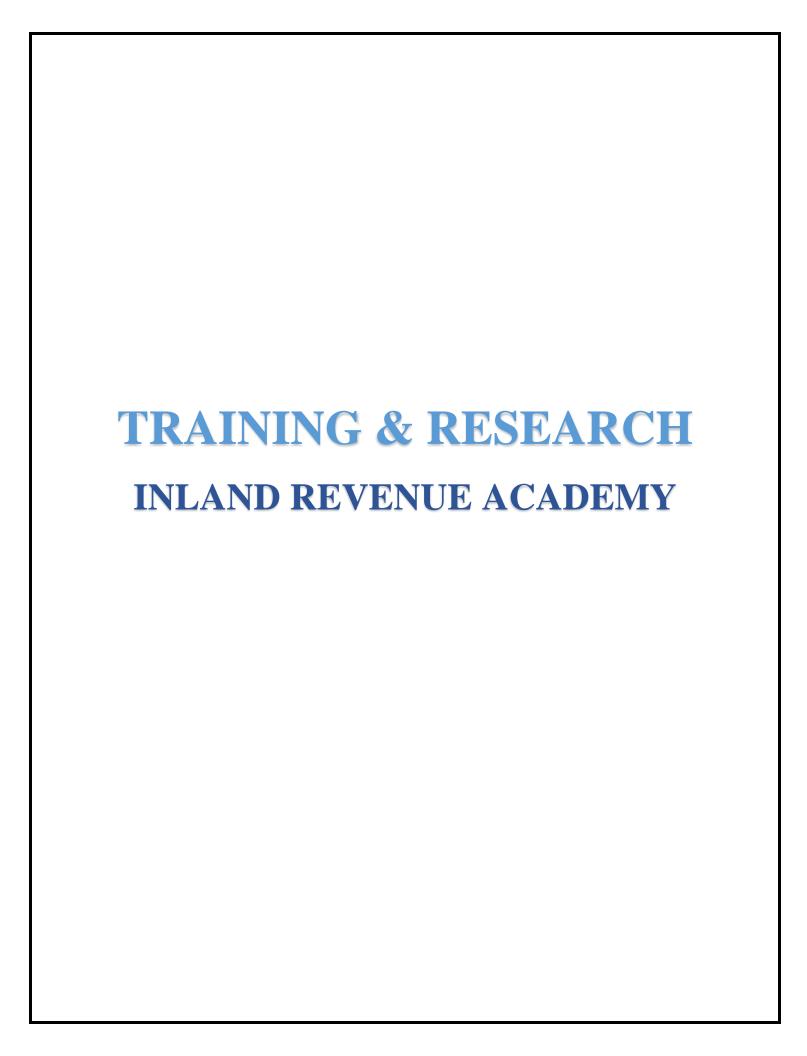
Posit	ion Title: DIRECTOR			
Grad	le: 20			
Func	tion: Intelligence & 1	Investigation (IR)		
Repo	orting Office: Director Gener	al		
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Supervision of Investigation of Income Tax cases	Number of cases Processed in a year Disposal: 75% Quality: 25%	7.5%	50010
2	Supervision of Processing of AML cases received from FMU	Number of cases Processed in a year Disposal: 80% Quality: 20%	5%	
3	Supervision of Lodging of complaints under AML Act, 2010	Number of cases Processed in a year Disposal: 60% Quality: 40%	22%	
4	Supervision of Investigation of Sales Tax cases	Number of cases Processed in a year Disposal: 70% Quality: 30%	7.5%	
5	Supervision of Investigation of Federal Excise matters	Number of cases Processed in a year Disposal: 70% Quality: 30%	5%	
6	Supervision of seizure of unduty paid cigarettes	Number of cases Processed in a year Disposal: 20% Quality: 80%	7.5%	
7	Supervision of Exercise of power & function of the powers coffered upon them to perform the duties	Number of cases Processed in a year Disposal: 75% Quality: 25%	3%	
8	Supervision of lodging of FIR in Sales Tax & FE matters	Number of cases Processed in a year Disposal: 80% Quality: 20%	5%	
9	Supervision of Coordination in the matter of court cases	Number of cases Processed in a year Disposal: 70% Quality: 30%	5%	
10	Supervision of Preparation parawise comments in the cases filed against the department	Number of cases Processed in a year Disposal: 70% Quality: 30%	8%	
11	Supervision of Pleading of cases before the Special court of Customs & Taxation	Number of cases Processed in a year Disposal: 80% Quality: 20%	20.5%	
12	Overall supervision of Directorate regarding all administrative matters and coordination & arrangement for achievement of targets assigned	Number of cases Processed in a year Disposal: 75% Quality: 25%	2.5%	
13	Perform any other duty or task assigned by the competent authority	Number of cases Processed in a year Disposal: 70% Quality: 30%	2.5%	

Position Title:	ADDITIONAL DIRECTOR
Grade:	19
Function:	Intelligence & Investigation (IR)
Danautina Office	Discotor

Repo	orting Office: Director			
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Income Tax cases	Number of cases Processed in a year Disposal: 75% Quality: 25%	7.5%	
2	Supervision of Processing of AML cases received from FMU	Number of cases Processed in a year Disposal: 80% Quality: 20%	5%	
3	Supervision of Lodging of complaints under AML Act, 2010	Number of cases Processed in a year Disposal: 60% Quality: 40%	21.5%	
4	Supervision of Investigation of Sales Tax cases	Disposal : 70% Quality : 30%	7.5%	
5	Supervision of Investigation of Federal Excise matters	Disposal : 70% Quality : 30%	5%	
6	Supervision of seizure of unduty paid cigarettes	Number of cases Processed in a year Disposal: 20% Quality: 80%	7.5%	la.
7	Supervision of lodging of FIR in Sales Tax & FE matters	Number of cases Processed in a year Disposal: 80% Quality: 20%	5%	
8	Supervision of Coordination in the matter of court cases	Number of cases Processed in a year Disposal: 70% Quality: 30%	5%	
9	Supervision of Preparation parawise comments in the cases filed against the department	Number of cases Processed in a year Disposal: 70% Quality: 30%	7.5%	
10	Supervision of Pleading of cases before the Special court of Customs & Taxation	Number of cases Processed in a year Disposal: 80% Quality: 20%	21%	
11	Supervision of all administrative matters and coordination arrangements for achievement of targets assigned to the officer	Number of cases Processed in a year Disposal: 75% Quality: 25%	2.5%	
12	Supervision of Directorate regarding all administrative matters and coordination & arrangement for achievement of targets assigned	Number of cases Processed in a year Disposal: 75% Quality: 25%	2.5%	
13	Perform any other duty or task assigned by the competent authority	Number of cases Processed in a year Disposal: 70% Quality: 30%	2.5%	

Position Title:	DEPUTY / ASSISTANT DIRECTOR (I&I)
Grade:	17/18
Function:	Intelligence & Investigation Inland Revenue
Reporting Office:	Additional Director (I&I)

Repo	Reporting Office: Additional Director (I&I)						
Sr#	Job Description	KPIs	Weight (%age)	Final Score			
1	Investigation of IR cases	No. of cases processed in a year Quality: 70% Disposal: 30%	7.5%				
2	Processing of AML cases received from FMU	No. of cases processed in a year Quality: 80% Disposal: 20%	5%				
3	Lodging of complaint under AML Act, 2010	Number of cases Processed in a year Disposal: 70% Quality: 30%	22%				
4	Investigation of Sales Tax cases	Number of cases Processed in a year Disposal: 70% Quality: 30%	7.5%				
5	Investigation of Federal Excise matters	Number of cases Processed in a year Disposal: 70% Quality: 30%	5%				
6	eizure of unduty paid cigarettes	Number of cases Processed in a year Disposal: 20% Quality: 80%	7.5%	/			
7	Lodging of FIR in Sales Tax & FE matters	Number of cases Processed in a year Disposal: 80% Quality: 20%	5%				
8	Coordination in the matter of court cases	Number of cases Processed in a year Disposal: 70% Quality: 30%	5%				
9	Preparation parawise comments in the cases filed against the department	Number of cases Processed in a year Disposal: 70% Quality: 30%	7.5%				
10	Pleading of cases before the Special court of Customs & Taxation	Number of cases Processed in a year Disposal: 80% Quality: 20%	21%				
11	Managing all administrative matters and coordination & arrangement for achievement of targets assigned to the officer	Number of cases Processed in a year Disposal: 75% Quality: 25%	2.5%				
12	Exercise of powers and function of the powers coferred upon them to perform the duties	Number of cases Processed in a year Disposal: 70% Quality: 30%	2.5%				
13	Perform any other duty or task assigned by the competent authority	Number of cases Processed in a year Disposal: 70% Quality: 30%	2.5%				



INLAND REVENUE TRAINING & RESEARCH

Position	on Title: DIRECTOR GENE	RAL		
Grade	21			
Funct	<u> </u>	enue		
	ting Office: Chairman FBR			
Sr#	Major Tasks	KPIs	Weight	Final
			(%age)	Score
1	Supervision of planning and outlining of training courses, workshops and seminars of national and international level, specialized training program for probationers of Inland Revenue Service/Customs and other training assignments for officers & officials of Inland Revenue Service	Building and enhancing the effectiveness and efficacy of fresh appointee and serving officers and officials through modern training technique. Disposal: 20% Quality: 80%	20%	
2	Supervision of liaison with national & international universities and training institutions to keep the training programs in line with the modern methodology, latest techniques and processes	All training programs developed and updated on modern lines through collaboration with experts/universities. Disposal: 20% Quality: 80%	15%	
3	Monitoring of faculty and trainees	To hold regular sessions & observations. Disposal: 30% Quality: 70%	20%	
4	Supervision of training need assessments for evolving training modules	Constant interaction with field offices for Training Need Assessment (TNA). Disposal: 20% Quality: 80%	15%	
5	Supervision of research dell DGTR on Fiscal Matters having a bearing on Revenue mobilization	1	20%	
6	Supervision of budgeting and procurement	Budget and Fiscal matters handled on time. Disposal: 20% Quality: 80%	10%	

Position Title: DIRECTOR-STP Grade: 20 **Function:** Training Inland Revenue **Reporting Office: Director General** Sr# **Major Tasks KPIs** Weight **Final** (%age) Score interaction 20% 1 Conduct **TNAs** with field Continual with field formations on regular basis formation for **Training** Need Assessment as per requirement. Disposal: 30% **Quality** : 70% 2 Design training module Develop course outline 40% as per requirement Disposal: 20% Quality: 80% 3 Optimum management of STP and To regularly evaluate course 10% TNAs assigned. for outcomes STP. for adjustment and updation on the Disposal: 30% training modules of STP and **Quality** : 70% TNAs conducted Conduct of Course Review Course Review Committee disposed. 4 5% Committee for each STP Disposal: 20% Quality: 80% 5 Coordination with Director (IST) Continual interaction with Director 10% (IST) for successful Updation of both STP & IST course curriculums. Disposal: 30% Quality: 70% Synchronize Research with fiscal Liaison with HRM wing (FBR) and 10% 6 trends globally with ultimate FPSC for successful completion of bearing on country economy for training and FPOE Exams updation of STP Modules developing STP training strategy Disposal: 20% Quality: 80% 7 To deliver lectures No. of lectures assigned and delivered 10% with feedback. Disposal: 20% Ouality: 80%

Position	on Title: DIRECTO	R- IST		
Grade	20			
Funct	ion: Training Inl	and Revenue		
Repor	ting Office: Director Ge	eneral		
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Conduct TNAs with field formations on regular basis	Continual interaction with field formation for Training Need Assessment as per requirement. Disposal: 50% Quality: 50%	15%	
2	Design training modules	Course outline developed as per requirement Disposal: 50% Quality: 50%	25%	
3	Design and implement Capacity Building Programs in Coordination with HRM Wing of FBR	Accomplishment of Capacity building targets Disposal: 50% Quality: 50%	25%	
4	Conducting of seminars, conferences and Workshops	Optimum participation of officers in training programs Disposal: 50% Quality: 50%	15%	
5	To deliver lectures	No. of lectures assigned and delivered with feedback. Disposal: 50% Quality: 50%	20%	

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D	T'd DIRECTOR	DECE A DOLL		
	on Title: DIRECTOR-	RESEARCH		
Grade				
Functi	· · · · · ·			
Repor	ting Office: Director General	al		
Sr#	Major Tasks	KPIs	0	Final Score
1	Updation of training folios	Publication of training folios. Disposal: 50% Quality: 50%	10%	
2	Research topics for syndicates	Section of topics: i). For Probationary Officers ii). For MCMC Officers Disposal: 50% Quality: 50%	30%	
3	Synchronize research topics with current issues in field / economic trends	Accomplishment of research work during the relevant training period. Disposal: 50% Quality: 50%	15%	
4	Coordination with field formation on information related to different sectors	Optimum liaison with the concerned field offices as & when required. Disposal: 50% Quality: 50%	15%	
5	To identify topics / areas for International Conferences	Selection of Topic identification for International Conference. Disposal: 50% Quality: 50%	10%	
6	Directing staff in lecture / discussion	No of lectures directed Disposal: 50% Quality: 50%	10%	
7	Engage Resource Persons	Successful engagement of Resource Persons. Disposal: 50% Quality: 50%	10%	

Positio	on Title: ADDITIONAL	L DIRECTOR- HQ/ADMIN		
Grade	: 19			
Functi	ion: Training Inland	Revenue		
Repor	ting Office: Director			
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	To act as Controlling officer and manage all budgetary/financial matters	Financial procedures and matters are adequately handled in time. Disposal: 50% Quality: 50%	20%	
2	To assist the DG in procurement, staffing, budgeting, accounts, housing and administrative issues at DGTR Lahore, Karachi & Islamabad	Financial procedures and matters are adequately handled as per tasks assigned. Disposal: 50% Quality: 50%	15%	
3	To assist the DG in all matters of Development Projects	Developmental projects accomplished as per time line. Disposal: 50% Quality: 50%	10%	
4	Liaison with sub-offices in administrative matters	Administrative procedures and matters are adequately and timely handled with sub-offices. Disposal: 50%	10%	
1		Quality: 50%		-
5	Guide, supervise, administer, oversee and maintain the punctuality and discipline of subordinate officers/officials	Administrative procedures and matters are adequately and timely handled. Disposal: 50% Quality: 50%	5%	
6	To prepare and put up cases requiring action under disciplinary rules in cases of officials (BS-1 to 15)	Disciplinary matters are adequately and timely handled as per Rules. Disposal: 50% Quality: 50%	5%	
7	To provide logistics and other support to the faculty members	Successfully carrying out needs of faculty Members. Disposal: 50% Quality: 50%	10%	
8	To take steps for expeditious settlement of audit paras	Settlement / compliance of Audit Paras within time frame. Disposal: 50% Quality: 50%	10%	

9	1 * * *	Optimum quality & standard of maintenance and upkeep of DGTR complex.	5%	
		Disposal : 50% Quality: 50%		
10	To deliver lectures	To deliver lectures as per assignment. Disposal: 50% Quality: 50%	5%	



Position	THE ADDITIONAL I	NIDECTAD CTD		
		DIRECTOR- STP		
Grade:	19			
Function	Training Inland R	evenue		
Reporting Office: Director				
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Preparing course outlines and modifying them as and when required	Course outlines prepared and modified as per updated laws Disposal: 50% Quality: 50%	20%	
2	Identifying and designing training modules	Course modules are identified and designed Disposal: 50% Quality: 50%	20%	
3	Preparing training calendar	Training activities are planned well before time Disposal: 50% Quality: 50%	20%	
4	To deliver lectures	Course modules are identified and designed Disposal: 50% Quality: 50%	10%	
5 Identification and ensuring availability of training equipment, relevant books and allied needs of the trainees		Training activities are planned well before time Disposal: 50% Quality: 50%	10%	
6	Liaison with resource persons regarding training and getting their feedback on regular basis	Analysis and of feedback taken from the field offices and resource persons about training Disposal: 50% Quality: 50%	10%	
7	Getting feedback of trainees about trainers and training process	Analysis and of feedback taken from the field offices and resource persons about training Disposal: 50% Quality: 50%	10%	

Positio	on Title: ADDITION	NAL DIRECTOR- IST		
Grade	: 19			
Functi	on: Training Inla	and Revenue		
Repor	ting Office: Director			
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Identifying the training needs in field formations	Training Assessment conducted for: i) Officers: ii) Officials: Disposal: 50% Quality: 50%	15%	
2	Designing Training Module	 i) No. of Training / Modules Designed ii) No of Lectures / Modules. Disposal : 50% Quality: 50% 	15%	
3	Delivery of Training Modules Mandatory Trainings	 i) No. of Mandatory training conducted ii) Training Time (in days) iii) No of Participants Disposal: 50% Quality: 50% 	15%	
4	Delivery of Training Modules (Training Not Mandatory)	i) No. of Mandatory Trainings conducted ii) Time (in days) iii) No. of Participants Disposal: 50% Quality: 50%	15%	
5	Lecture / Discussions	i) No. of lectures ii) Hours iii) Participants Disposal: 50% Quality: 50%	20%	
6	Directing Staff in lectures / discussion	No of lectures Disposal: 50% Quality: 50%	3%	
7	Preparing Training Calendar	No of months in which training compulsory is proposed Disposal: 50% Quality: 50%	3%	
8	Ensuring availability of equipment, ambiance and training materials	No of complaints received Quality of Facilitation. Disposal: 50% Quality: 50%	4%	

9	Liaison e resource persons	 i) No of day resource persons arranged ii) No. of resource persons contacted Disposal: 50% Quality: 50% 	5%	
10	Getting Feedback from trainees	 i) Trainer ii) Contents iii) Process Disposal: 50% Quality: 50% 	5%	



Position Title:	ADDITIONAL DIRECTOR- RESEARCH
Grade:	19
Function:	Training Inland Revenue
Reporting Office:	Director

repor	orting office.			
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Synchronize research with	Accomplishment of Research Work and	40%	
	fiscal trends globally with	Data		
	ultimate bearing on	Synchronization within allotted time.		
	country's economy	Disposal : 50%		
		Quality: 50%		
2	Conduct sectoral studies to	Accomplishment of sector-wise study, on	10%	
	boost taxes	time.		
		Disposal : 50%		
		Quality: 50%		
3	Liaise / coordinate with	Optimum liaison with donor agencies &	20%	
	donor agencies (GIZ, WB,	NGOs.		
	etc) and renowned NGOs on	Disposal : 50%		
	International Taxation Laws	Quality: 50%		
4	To deliver lectures	No. of lectures assigned and delivered	30%	
		with feedback.		
		Disposal : 50%		
		Quality: 50%		

Positi	ion Title: ASSISTA	ANT/ DEPUTY DIRECTOR		
Grad		ANI/ DEI UTT DIRECTUR		
Func		Inland Davanua		
Function: Training Inland Revenue Reporting Office: Additional Director				
1 0			XX 7. • . 1. 4	T2* 1
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Liaison with field offices for conducting Training Need Assessments on regular basis	Effective coordination with field officers and resource persons Disposal: 50% Quality: 50%	20%	
2	Assist Additional Director in preparing / modifying course outlines	Course outline is prepared / modified as per updated laws Disposal: 50% Quality: 50%	10%	
3	Assist Additional Director in identifying and designing training modules	Course modules are identified and designed within time frame Disposal: 50% Quality: 50%	15%	
4	Plan and arrange trainings as per schedule and requirements	Training activities are planned well before time Disposal: 50% Quality: 50%	15%	
5	Liaison with resource persons regarding training and getting their feedback on regular basis	Analysis of feedback taken from resource persons and field offices and trainees Disposal: 50% Quality: 50%	15%	
6	Look after administrative matters regarding training and trainees	Training schedule followed as per training calendar Disposal: 50% Quality: 50%	15%	
7	To deliver lectures	Course outline is prepared / modified as per updated laws Disposal: 50% Quality: 50%	5%	
8	Take feedback from the trainees about trainers and training process	Analysis of feedback taken from resource persons and field offices and trainees Disposal: 50% Quality: 50%	5%	

Posit	ion Title: ASSISTANT	/ DEPUTY DIRECTOR MIS		
Grad	le: 17/18			
Func	tion: Training Inlar	nd Revenue		
Reporting Office: Additional Director				
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Responsible for satisfactory working of all computer hardware/software	Operational computer machines Disposal: 50% Quality: 50%	20%	
2	Maintenance & designing / development of DGTR website	Operational and uploading Disposal: 50% Quality: 50%	35%	
3	Online feedback form development, analysis reports and review for workshops / classes of STP / IST	Analysis reports and review Disposal: 50% Quality: 50%	25%	
4	To deliver lectures on Information Technology to officers/officials and Sales Tax Registration Modules	Course outline is prepared / modified as per updated laws Disposal: 50% Quality: 50%	20%	



Posit	ion Title:	PRIVAT	E SECRETARY		
Grad	Grade: 17/18				
Func	Function: Training Inland Revenue				
Repo	Reporting Office: Director / DG				
Sr#	Job Descrip	otion	KPIs	Weight	Final
	•			(%age)	Score
1	All confidential	duties as	All matters to be settled in given time	20%	
	directed by the	Director	Disposal: 50%		
	Congrel including	drofting of	Ovality 500/		

Posit	ion Title: PROGRAMM	IER/MIS OFFICER		
Grad	le: 17			
Func	Function: Training Inland Revenue			
Reporting Office: Director				
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Responsible for satisfactory	100% operational computer	35%	
	working of all computer	machines		
	hardware/software	Disposal : 50%		
		Quality: 50%		
2	Responsible for Network	100% operational video-links,	30%	
	Administration LAN/WAN/WiFi	multimedia projectors and sound		
		system		
		Disposal : 50%		
		Quality: 50%		
3	Supervise Video Links, Multimedia	100% video recording	15%	
	Projectors, Sound Systems	Disposal : 50%		
		Quality: 50%		
4	To deliver lectures on information	100% operational networking	20%	
	Technology to officers / officials	Disposal : 50%		
		0 114 500/		



Quality: 50%

Position Title: ACCOUNTS OFFICER

Grade: 17

Function: Training Inland Revenue

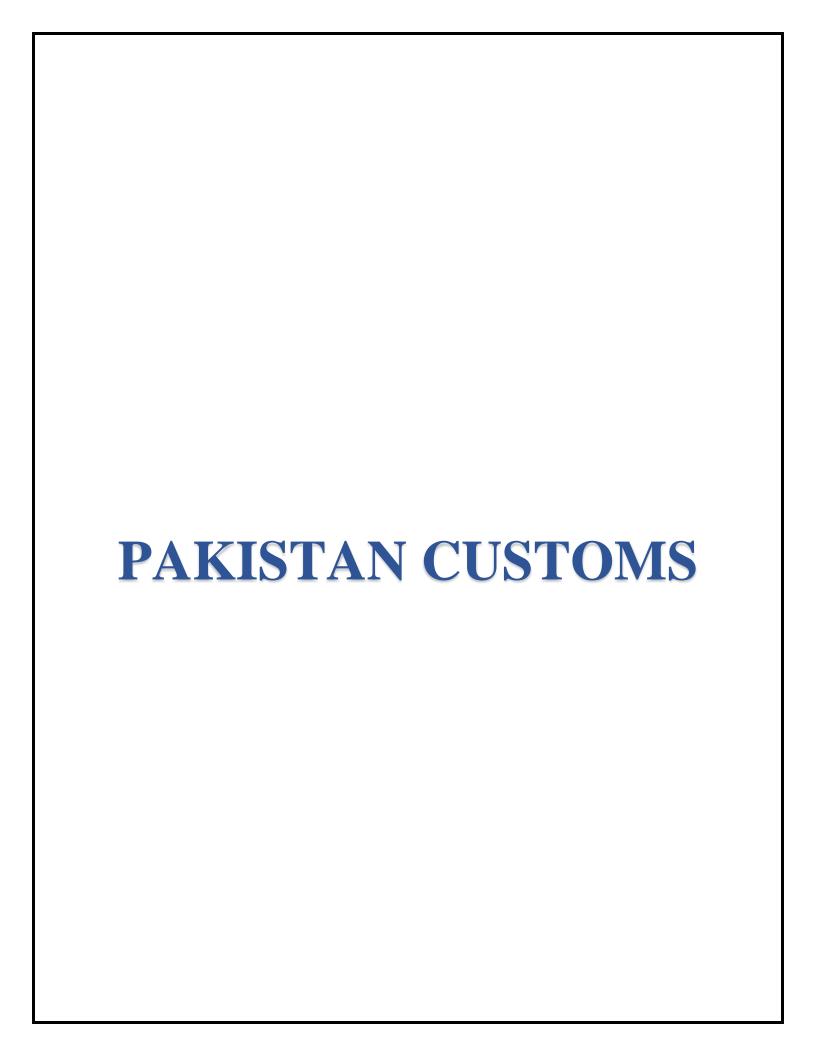
Reporting Office: Director

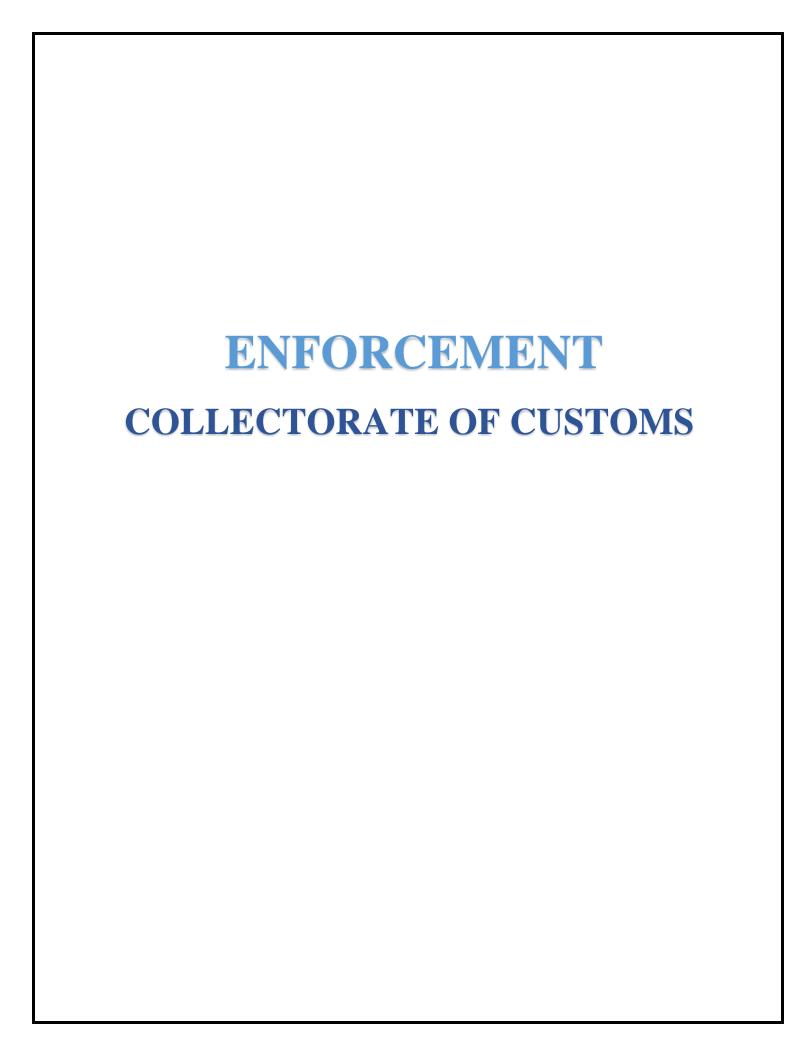
Repo	Reporting Office: Director				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	To assist Addl. Director (Hq) in procurement, budgeting and financial matters	Financial procedure and matters are adequately handled. Disposal: 50% Quality: 50%	10%		
2	Prepare Budget Estimates, etc	Financial procedure and matters are adequately handled. Disposal: 50% Quality: 50%	10%		
3	Prepare Re-appropriation, saving/excess estimates	Correspondence with FBR/AGPR regarding reconciliation, re-appropriation, excess/savings, should be done in time Disposal: 50% Quality: 50%	15%		
4	Update Reconciliation Statements	Correspondence with FBR/AGPR regarding reconciliation, re-appropriation, excess/savings, should be done in time	10%		
-		Disposal : 50% Quality: 50%			
5	Preparation of all types of expenditure bills	All types of bills passed from AGPR expeditiously Disposal: 50% Quality: 50%	10%		
6	Update all types of Accounting Registers, including pay, contingent, advances, hiring and cash book, etc	Financial procedures and matters are adequately handled Disposal: 50% Quality: 50%	15%		
7	Correspondence with FBR and AGPR on Financial matters	Correspondence with FBR/AGPR regarding reconciliation, re-appropriation, excess/savings, should be done in time Disposal: 50% Quality: 50%	15%		
8	External and internal audits. Settlement of Audit Paras from o/o Auditor General, DAC & PAC	Audit paras should be settled within stipulated time frame. Disposal: 50% Quality: 50%	10%		

Position Title:	ADMINISTRATIVE OFFICER
Grade:	17
Function:	Training Inland Revenue
Reporting Office	Director

Repo	orting Office: Director			
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Supervision for maintenance of documents, files and other records	100% record / Files are updated Disposal: 50% Quality: 50%	25%	
2	Ensures putting up letters	Immediate submission of files / record to the officer Disposal: 50% Quality: 50%	15%	
3	Keeping track of movement of files	100% availability of the track record of files / letters Disposal: 50% Quality: 50%	15%	
4	Maintenance of service and administrative record	100% record / Files are updated Disposal: 50% Quality: 50%	25%	
5	Compilation / initiation of files and their transmission to higher authorities	Immediate submission of files / records to the officer. Disposal: 50% Quality: 50%	20%	

PAKISTAN





COLLECTORATE OF CUSTOM (ENFORCEMENT)

Position Title: CHIEF COLLECTOR (CUSTOMS)
Grade: 21
Function: Collectorate of Customs

Reporting Office: FBR (HQs)

Керо	Reporting Office: FBR (HQs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Supervision of expeditious clearance of imports/& un-accompanied Baggage/WeBoc related work	No. of Goods Declarations cleared promptly Disposal: 55% Quality: 45%	10%			
2	Achievement of revenue collection target set by FBR	Percentage of achievement Disposal: 55% Quality: 45%	15%			
3	Supervision of enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of Cases dealt in the year Disposal: 60% Quality: 40%	25%			
4	Enforcement related to health, safety environmental security, CITIES and heritage regulations violations of IPRs and FATF related matter	No. of Cases dealt in the year Disposal: 60% Quality: 40%	5%			
5	Collaboration and coordination with other agencies operating Port to streamline clearance procedures and control mechanisms	Percentage of Collaboration and management Disposal: 80% Quality: 20%	10%			
6	Human resource and discipline management and ensuring transparency in processes	Percentage of management Disposal: 80% Quality: 20%	15%			
7	Effective placement of officers and staff based on matching of skills and competencies with specific position requirements	Percentage of management Disposal: 80% Quality: 20%	15%			
8	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%			
9	Administrate expenditure budget/project	Percentage of management Disposal: 80% Quality: 20%	5%			

Position Title:	COLLECTOR (CUSTOMS)
Grade:	20
Function:	Collectorate of Customs
Reporting Office:	Collector (Customs)

Reporting Office: Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Expeditious clearance of imports/& un-accompanied Baggage/WeBoc related work	No. of Goods Declarations cleared promptly Disposal: 55% Quality: 45%	5%		
2	Achievement of revenue collection target set by FBR	Percentage of achievement Disposal: 55% Quality: 45%	15%		
3	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of Cases dealt in the year Disposal: 60% Quality: 40%	25%		
4	Enforcement related to health, safety environmental security, CITIES and heritage regulations violations of IPRs and FATF related matter	No. of Cases dealt in the year Disposal: 60% Quality: 40%	5%		
5	Detection of mis-declaration, short assessment violation of concessionary regimes etc	No. of Cases dealt in the year Disposal: 55% Quality: 45%	2.5%	7	
6	Collaboration and coordination with other agencies operating Port to streamline clearance procedures and control mechanisms	Percentage of Collaboration and management Disposal: 80% Quality: 20%	2.5%		
7	Recovery of arears, encashment and post dated cheques/Insurance/Bank Guarantees etc	No. of cases dealt in the year Disposal: 80% Quality: 20%	5%		
8	Pursuance of Court cases/FTO matters	No. of paras dealt in the year Disposal: 80% Quality: 20%	5%		
9	Settlement of Audit paras	No. of verifications done in a year Disposal: 80% Quality: 20%	5%		
10	Human resource and discipline management and ensuring transparency in processes	Percentage of management Disposal: 80% Quality: 20%	5%		
11	Effective placement of officers and staff based on matching of skills	Percentage of management Disposal: 80% Quality: 20%	5%		

	and competencies with specific position requirements			
12	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%	
13	Administrate expenditure budget/project	Percentage of management Disposal: 80% Quality: 20%	5%	



Position Title:	ADDITIONAL COLLECTOR (CUSTOMS)
Grade:	19
Function:	Collectorate of Customs
Reporting Office	Collector (Customs)

Reporting Office: Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Monitoring of assessment and examination for expeditious clearance of imports and unaccompanied baggage	No. of Assessments /Examination Supervised promptly Disposal: 70% Quality: 30%	10%		
2	Achievement of revenue collection target set by FBR	Percentage of achievement Disposal: 55% Quality: 45%	15%		
3	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of Cases dealt in the year Disposal: 80% Quality: 20%	25%		
4	Collaboration and coordination with other agencies operating Port to streamline clearance procedures and control mechanisms	Percentage of Collaboration and management Disposal: 80% Quality: 20%	2.5%		
5	Detection of mis-declaration, short assessment violation of concessionary regimes etc	No. of Cases dealt in the year Disposal: 80% Quality: 20%	2.5%	4.	
6	Recovery of arears, encashment and post dated cheques/Insurance/Bank Guarantees etc	No. of cases dealt in the year Disposal: 55% Quality: 45%	5%		
7	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal: 55% Quality: 45%	5%		
8	Overall monitoring of Enforcement activities, Canine Unit & Customs Scanner	No of Paras dealt in the year Disposal: 80% Quality: 20%	10%		
9	Human resource and discipline management and ensuring transparency in processes	Percentage of management Disposal: 55% Quality: 45%	5%		
10	Effective placement of officers and staff based on matching of skills and competencies with specific position requirements	Percentage of management Disposal: 80% Quality: 20%	5%		
11	Administrate expenditure budget/project	Percentage of management Disposal: 70% Quality: 30%	5%		
12	Pursuance of Court cases	No. of paras dealt in the year Disposal: 80%	5%		

		Quality: 20%		
13	Monitoring of assessment and examination for expeditious clearance of imports and unaccompanied baggage	No. of Assessments/Examination Supervised promptly Disposal: 70% Quality: 30%	10%	



Position Title:	DEPUTY COLLECTOR (CUSTOMS)
Grade:	18
Function:	Collectorate of Customs
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Repo	Reporting Office: Additional Collector (Customs)				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Monitoring of assessment and examination for expeditious clearance of imports and unaccompanied baggage	No. of Assessments/Examination Supervised promptly Disposal: 55% Quality: 45%	10%		
2	Achievement of revenue collection target set by FBR	Percentage of achievement Disposal: 70% Quality: 30%	15%		
3	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of Cases dealt in the year Disposal: 55% Quality: 45%	25%		
4	Enforcement related to health, safety environmental security, CITIES and heritage regulations violations of IPRs and FATF related matter	No. of Cases dealt in the year Disposal: 70% Quality: 30%	10%		
5	Detection of mis-declaration, short assessment violation of concessionary regimes etc	No. of Cases dealt in the year Disposal: 55% Quality: 45%	10%	4.	
6	Collaboration and coordination with other agencies operating Port to streamline clearance procedures and control mechanisms	Percentage of Collaboration and management Disposal: 70% Quality: 30%	5%		
7	Recovery of arears, encashment and post dated cheques/Insurance/Bank Guarantees etc	No. of cases dealt in the year Disposal: 55% Quality: 45%	5%		
8	Pursuance of Court cases	No. of paras dealt in the year Disposal: 80% Quality: 20%	5%		
9	Settlement of Audit paras	No. of paras dealt in the year Disposal: 55% Quality: 45%	5%		
10	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%		
11	Administrate expenditure budget	Percentage of management Disposal: 80% Quality: 20%	5%		

Position Title:	ADDITIONAL COLLECTOR ENFORCEMENT (CUSTOMS)
Grade:	19
Function:	Collectorate of Customs
D 4' 000	

Reporting Office: Collector Enforcement (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Monitoring of assessment and examination for expeditious clearance of imports and un-accompanied baggage	No. of Assessments/Examination Supervised promptly Disposal: 55% Quality: 45%	10%		
2	Achievement of revenue collection target set by FBR	Percentage of achievement Disposal: 55% Quality: 45%	15%		
3	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of Cases dealt in the year Disposal: 55% Quality: 45%	25%		
4	Collaboration and coordination with other agencies operating Port to streamline clearance procedures and control mechanisms	Percentage of Collaboration and management Disposal: 60% Quality: 40%	2.5%		
5	Detection of mis-declaration, short assessment violation of concessionary regimes etc	No. of Cases dealt in the year Disposal: 55% Quality: 45%	2.5%	٠.,	
6	Recovery of arears, encashment and post dated cheques/Insurance/Bank Guarantees etc	No. of cases dealt in the year Disposal: 60% Quality: 40%	5%		
7	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%		
8	Overall monitoring of Enforcement activities, Canine Unit & Customs Scanner	No of Paras dealt in the year Disposal: 55% Quality: 45%	10%		
9	Human resource and discipline management and ensuring transparency in processes	Percentage of management Disposal: 80% Quality: 20%	5%		
10	Effective placement of officers and staff based on matching of skills and competencies with specific position requirements	Percentage of management Disposal: 70% Quality: 30%	5%		
11	Administrate expenditure budget/project	Percentage of management Disposal: 70% Quality: 30%	5%		
12	Pursuance of Court cases	No. of paras dealt in the year Disposal: 50% Quality: 50%	5%		

13	Monitoring of assessment and examination for expeditious clearance of imports and un-accompanied baggage	No. of Assessments/Examination Supervised promptly Disposal: 55% Quality: 45%	10%	
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Position Title:	DEPUTY COLLECTOR ENFORCEMENT (CUSTOMS)		
Grade:	18		
Function:	Collectorate of Customs		
D 4' 000			

Reporting Office: Additional Collector Enforcement (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Monitoring of assessment and examination for expeditious clearance of imports and unaccompanied baggage	No. of Assessments/ Examination Supervised Disposal: 55% Quality: 45%	10%		
2	Achievement of revenue collection target set by FBR	Percentage of achievement Disposal: 55% Quality: 45%	15%		
3	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of Cases dealt in the year Disposal: 50% Quality: 50%	25%		
4	Enforcement related to health, safety environmental security, CITIES and heritage regulations violations of IPRs and FATF related matter	No. of Cases dealt in the year Disposal: 50% Quality: 50%	10%		
5	Detection of mis-declaration, short assessment violation of concessionary regimes etc	No. of Cases dealt in the year Disposal: 55% Quality: 45%	10%	/	
6	Collaboration and coordination with other agencies operating Port to streamline clearance procedures and control mechanisms	Percentage of Collaboration and management Disposal: 60% Quality: 40%	5%		
7	Recovery of arrears, encashment and post dated cheques/Insurance/Bank Guarantees etc	No. of cases dealt in the year Disposal: 60% Quality: 40%	5%		
8	Pursuance of Court cases	No. of paras dealt in the year Disposal: 70% Quality: 30%	5%		
9	Settlement of Audit paras	No. of paras dealt in the year Disposal: 60% Quality: 40%	5%		
10	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%		
11	Administrate expenditure budget	Percentage of management Disposal: 70% Quality: 30%	5%		

Position Title:	DEPUTY COLLECTOR AUCTION (CUSTOMS)
Grade:	18
Function:	Collectorate of Customs
Deporting Officer	Additional Callactor (Customs)

Repo	Reporting Office: Additional Collector (Customs)						
Sr#	Job Description	KPIs	Weight (%age)	Final Score			
1	Conducting regular auction of goods and supervision thereof;	No. of cases processed in a year. Disposal: 50% Quality: 45%	10%				
2	To ensure that un-cleared/unclaimed indices and confiscated lots are put to auction within time frame given under the relevant provisions of Section 82 of the Customs Act, 1969.	No. of cases processed in a year. Disposal: 40% Quality: 60%	7.5%				
3	Timely submission of auction files for approval of the auctioned lots related to his pecuniary limits as per law/rules/procedure	No. of cases processed in a year. Disposal: 60% Quality: 40%	5%				
4	Timely submission of files requiring ADC/Collector approval under the Customs Auction Rules, 2001	No. of cases processed in a year. Disposal: 70% Quality: 30%	5%				
5	To ensure continuous reporting on the Auction performances to optimize revenue from auctions.	No. of cases processed in a year. Disposal: 80% Quality: 20%	2.5%				
6	Timely submission of requisite reports and replies to correspondences between HQ/FBR/other departments, etc.	No. of cases processed in a year. Disposal: 80% Quality: 20%	5%				
7	Supervision of auction deliveries and to ensure delivery of only those goods against which all dues are paid and prescribed formalities have been complied with.	No. of cases supervised in a year. Disposal: 80% Quality: 20%	2.5%				
8	To ensure security measures with the concerned terminal / auction yard management to avoid theft etc.	No. of cases dealt in a year. Disposal: 50% Quality: 50%	5%				
9	Disposal of sale proceed cases	No. of cases processed in a year. Disposal: 70% Quality: 30%	7.5%				
10	Achieving auction targets as set by the Collector (Customs, Sales Tax,FED andWHT).	No. of cases processed in a year. Disposal: 80% Quality: 20%	10%				

11	To monitor the entire auction process and complete the same well within the time frames as provided vide Section 82 of the Customs Act, 1969 read with Customs Auction Rules, 200 SRO 450(0/2001).	No. of cases processed in a year. Disposal: 60% Quality: 40%	2.5%	
12	Expeditious completion of examination of al j auction able lots after allotment of lot No.s.	No. of cases processed in a year. Disposal: 60% Quality: 40%	2.5%	
13	Liaison with the Assessment Groups for expeditious completion of process of Determination of Reserved Price (DRP)	No. of cases processed in a year. Disposal: 50% Quality: 50%	5%	
14	Close liaison with the Terminal Operator / auctioneer for matters relating to the customs auction.	No. of cases dealt in a year. Disposal: 70% Quality: 30%	10%	
15	Issuance of Auction schedules in consultation with the Terminal Operators.	No. of cases processed in a year. Disposal: 60% Quality: 40%	7.5%	
16	Re-assessment and Re- appraisal of Reserved Prices of damaged, deteriorated goods.	No. of cases processed in a year. Disposal: 55% Quality: 45%	5%	
17	Identification of goods/ items/ lots ripe for destruction and completion of destruction process twice in a financial year after fulfilling all cordial formalities and liaison with the local departments (Police, Environmental Protection Agency, PPRO etc.), for the purpose.	No. of cases processed in a year. Disposal: 90% Quality: 10%	5%	
18	Ensure settlement of audit paras /PDPs after receipt of Report of Revenue Receipts and Expenditure	No. of cases Processed in a year. Disposal: 90% Quality: 10%	2.5%	

Position Title:	DEPUTY COLLECTOR ADMINISTRATION/ ESTABLISHMENT
Grade:	18
Function:	Collectorate of Customs

Reporting Office: Additional Collector (Customs)					
Sr#					
SI #	Job Description	KI IS	(%age)	Score	
1	Ensuring operational efficiency in the Collectorate through proactive initiation and effective coordination among a! divisions/sections. 'groups.	No. of cases processed in a year. Disposal: 70% Quality: 30%	10%	2002	
2	Create taxpayer friendly environment through implementation of planned facilitation initiatives.	No. of cases processed in a year. Disposal: 80% Quality: 20%	7.5%		
3	Active supervision and monitoring of, guidance and motivation to officials / subordinate staff to optimize productivity and quality of the unit output.	No. of cases dealt in a year. Disposal: 65% Quality: 35%	5%		
4	Ensuring proper maintenance and utilization of the assets and providing logistical support to the officers of Collectorate.	No. of cases dealt in a year. Disposal: 65% Quality: 35%	5%		
5	To supervise and ensure the performance of Common Pool Fund, SR Cell, Accounts - Cash Section.	No. of cases processed in a year. Disposal: 80% Quality: 20%	10%	1	
6	Close liaison with the Chief Accounts Officer for timely reconciliation of revenue figures and collection thereof on monthly, quarterly and yearly basis with the Bureau of Statistics. State Bank of	No. of cases 1 processed in a year. Disposal: 80% Quality: 20%	2.5%		
7	Pakistan. Coordination with different sections of and other field formulation.	No. of cases processed in a year. Disposal: 65% Quality: 35%	2.5%		
8	Management of Common Pool Fund affairs	No. of cases dealt in a year. Disposal: 65% Quality: 35%	5%		
9	Ensuring completion and submission of performance reports (PERs) from all officer's officials.	No. of cases processed in a year. Disposal: 80% Quality: 20%	10%		
10	Officers' attendance, uniform, chroming and discipline of staff	No. of cases dealt in a year. Disposal: 80% Quality: 20%	10%		
11	Coordination for effective &timely conclusion of disciplinary' cases by enquiry officers and authorized	No. of cases processed in a year. Disposal: 80% Quality: 20%	7.5%		

	officers.			
12	Timely submission of all statements to FBR and other field formations, etc.	No. of cases processed in a year. Disposal: 80% Quality: 20%	10%	
13	Meeting all the deadlines of Expenditure budget i.e. Submission of monthly expenditure statements duly reconciled with AGPR., submission of re-appropriation, request for additional grant etc.	No. of cases dealt in a year. Disposal: 65% Quality: 35%	2.5%	
14	Timely provision of arranging and allocation of available resources	No. of cases processed in a year. Disposal: 75% Quality: 25%	2.5%	
15	Proper maintenance of the assets, transport, logistics, procurements, attending treasury matters, etc.	No. of cases processed in a year. Disposal: 70% Quality: 30%	10%	



Position Title:	DEPUTY COLLECTOR LAW SECTION
Grade:	18
Function:	Collectorate of Customs
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Repo	Reporting Office: Additional Collector (Customs)				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	To Supervise functioning/ working of Law Branch and to ensure its smooth operations. Carrying out meetings with the law brand staff on regular basis to ensure achievement of assigned targets for disposal of pending cases.	No. of cases processed in a year. Disposal: 75% Quality: 25%	10%		
2	Monitoring filing of CPLA'S, SCRA'S, and Appeals before Tribunal / Collector Appeal within the stipulated time period.	No. of cases dealt in a year. Disposal: 70% Quality: 30%	10%		
3	Keep an eye on the major cases wherein huge amount of revenue is involved and advise steps/ measures to concerned officers for improvement when ever felt necessary.	No. of cases dealt in a year. Disposal: 80% Quality: 20%	10%		
4	Monitor the performance of nominated Lawyers in the cases sub-judice before the honorable Supreme / High Court and at other fora.	No. of cases dealt in a year. Disposal: 55% Quality: 45%	10%		
5	Monitoring the speedy and proper feeding of cases pertaining to honorable Supreme Court/ High Courts in LMS system.	No. of cases dealt in a year. Disposal: 60% Quality: 40%	10%		
6	Filing / Signing of SCRA'S before the honorable High Court of Sindh.	No. of cases processed in a year. Disposal: 70% Quality: 30%	10%		
7	Examining the legality of case before approving the contravention.	No. of cases dealt in a year. Disposal: 80% Quality: 20%	10%		
8	Performance Monitoring of lawyers / initiation of cases to FBR for inclusion of new lawyers in panel.	No. of cases dealt in a year. Disposal: 80% Quality: 20%	7.5%		
9	Ensure transparency in processes and minimize interaction of customs functionaries with traders. Prompt disciplinary action to root out malpractices.	No. of cases dealt in a year. Disposal: 60% Quality: 40%	7.5%		
10	Scrutinize the feeding of cases in the LMS system.	No. of cases dealt in a year. Disposal: 50%	5%		

11	Monitoring, signing and submitting parawise comments, duly approved by the concerned additional Collector, well within the stipulated time period	Quality: 50% No. of cases processed a year. Disposal: 55% Quality: 45%	2.5%	
12	Disposal of notices received from Honorable High Court. Collector Appeal. FTO Notices.	No. of cases processed in a year. Disposal: 55% Quality: 45%	5%	
13	Attendance before the High Court	No. of cases processed in a year. Disposal: 55% Quality: 45%	2.5%	



Position Title:	DEPUTY COLLECTOR WAREHOUSING	
Grade:	18	
Function:	Collectorate of Customs	
Paparting Office	Additional Collector (Customs)	

Reporting Office: Additional Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	To ensure efficient overall performance of Bond Section.	No. of cases processed in a year Disposal: 80% Quality: 20%	10%		
2	Suggestion/guidance/advise to the staff of Bond Section to increase their efficiency and output	No. of cases dealt in a year Disposal: 75% Quality: 25%	7.5%		
3	Compilation and submission of monthly statement showing overstayed goods	No. of cases processed in a year Disposal: 70% Quality: 30%			
4	Meetings with the staff of Bond Section to discuss various issues of the section and to advise steps/measures to improve the overall as well as day to day working of the Section	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%		
5	Submission of files/matters for approval on all such matters where ADC is the competent authority under the act, rules, public notice or standing order	No. of cases process in a year Disposal: 80% Quality: 20%	10%		
6	Implementation of the provision of the Customs Act, 1969 and Chapter XV of Customs Rules 2001 regarding warehousing	No. of cases processed in a year Disposal: 50% Quality: 50%	5%		
7	To ensure that all Public Notice, CGOs Office Orders etc on Warehousing are being followed in letter and spirit by all concerned.	No. of cases supervised in a year Disposal: 75% Quality: 25%	5%		
8	Monitor the performance of officer/officials posted in Bond Section and recommend the names of outstanding officials for case reward/honorarium etc	No. of case process in a year Disposal: 80% Quality: 20%	5%		
9	Preparation of monthly statement of overstayed goods in bonded Warehouses	No. of cases processed in a year Disposal: 80% Quality: 20%			

10	To conduct auction on monthly basis in accordance with relevant provision of Customs Act, 1969	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	
11	Expeditious processing of the requests for issuance/renewal and enhancement of face values of license of Bonded Warehouse	No. of cases dealt in a year Disposal: 75% Quality: 25%	7.5%	
12	Expeditious processing of the request for extension of warehousing period	No. of cases dealt in a year Disposal: 75% Quality: 25%	10%	
13	Periodic inspection of Bonded Warehouses, under jurisdiction	No. of cases supervised in a year Disposal: 75% Quality: 25%	5%	
14	Ensure settlement of audit Para/PDPs after receipt of report of Revenue Receipts and Expenditure	No. of cases processed in a year Disposal: 70% Quality: 30%	5%	



Position Title:	DEPUTY COLLECTOR ENFORCEMENT	
Grade:	18	
Function:	Collectorate of Customs	
Paparting Office	Additional Collector (Customs)	

Repo	Reporting Office: Additional Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Boost-up of anti-smuggling operations in the are jurisdiction of Collectorate	No. of cases processed in a year Disposal: 80% Quality: 20%	10%			
2	Revenue generation of the Collectorate by facilitating the trade: Performing active part in anti-smuggling work leading towards registering of huge seizures	No. of cases dealt in a year Disposal: 75% Quality: 25%	7.5%			
3	Supervising the working of the staff and developing information network	No. of cases processed in a year Disposal: 70% Quality: 30%	5%			
4	Looking after the other miscellaneous work such as State Warehouse etc during the period	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%			
5	Timely disposal of the official work and appropriately handling other charges during the period	No. of cases process in a year Disposal: 80% Quality: 20%	5%			
6	Timely disposal of the assigned work enhancing in efficiency of the Collectorate	No. of cases processed in a year Disposal: 50% Quality: 50%	5%			
7	Maintaining close contact with other LEAs for prevention of Smuggling	No. of cases supervised in a year Disposal: 75% Quality: 25%	2.5%			
8	Targeted operations resulting in huge seizures	No. of case process in a year Disposal: 80% Quality: 20%	5%			
9	Detecting the new trends of smuggling in the are of jurisdiction	No. of cases processed in a year Disposal: 80% Quality: 20%	10%			
10	Identify new smuggling routes	No. of cases processed in a year Disposal: 80% Quality: 20%	5%			
11	Effective Utilization of staff to perform anti-smuggling	No. of cases dealt in a year Disposal: 75%	10%			

		Quality: 25%		
12	Identification of Choke Points	No. of cases dealt in a year Disposal: 75% Quality: 25%	5%	
13	Patrolling the are of jurisdiction of snap checking	No. of cases supervised in a year Disposal: 75% Quality: 25%	10%	
14	Co-ordinating Intelligence and information sharing	No. of cases processed in a year Disposal: 70% Quality: 30%	10%	
15	Ensuring implementation of information-based operations	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	



DEPUTY COLLECTOR INTERNAL/EXTERNAL AUDIT (CRA/PCA) **Position Title:** Grade:

18

Function: Collectorate of Customs

Reporting Office: Additional Collector (Customs)

Reporting Office: Additional Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	To ensure proper functioning/working fo the Pre-Audit section and intervene, whenever required to ensure its smooth operations	No. of cases dealt in a year Disposal: 75% Quality: 25%	25%		
2	Conduct meetings with the Deputy-Assistant Collectors, incharge respective section on regular basis to ensure speedy compliance and disposal of Audit Paras/Observations and PAC directives etc. on case to case basis	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%		
3	To ensure timely collection of verification reports of audit related recoveries from concerned sections of the Collectorate for onward submission to the Audit Authorities for settlement of audit Paras	No. of cases processed in a year Disposal: 70% Quality: 30%	15%		
4	To ensure proper working of the section and suggest step/measures to concerned Officers for improvement in recoveries whenever felt necessary	No. of cases process in year Disposal: 70% Quality: 30%	12.5%		
5	To ensure performance of officers/officials posted in the section and recommend names of outstanding officers/officials for case reward/recognition on the basis of recommendation from Incharge of concerned Section	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%		
6	Proper maintenance of records	No. of cases dealt in a year Disposal: 55% Quality: 45%	5%		
7	Group wise segregation of the cases and forwarding thereof to the concerned group/section for preparation of annotated replies by group/Section concerned.	No. of cases processed in a year Disposal: 55% Quality: 45%	5%		
8	The annotated replies are compiled alongwith annexure and forwarded Directorate General of Internal Audit/CRA	No. of cases dealt in a year Disposal: 75% Quality: 25%	2.5%		

9	To ensure proper preparation for meeting (pre-Mac, DAC, PAC, etc	No. of dealt processed in a year Disposal: 70% Quality: 30%	2.5%	
10	To ensure proper liaison, Follow up and circulation of DAC, Pre-MAC, PAC directives to all sections within time	No. of dealt processed in year Disposal: 70% Quality: 30%	2.5%	
11	To ensure proper functioning/working fo the Pre-Audit section and intervene, whenever required to ensure its smooth operations	No. of cases dealt in a year Disposal: 85% Quality: 15%	25%	
12	Conduct meetings with the Deputy- Assistant Collectors, incharge respective section on regular basis to ensure speedy compliance and disposal of Audit Paras/Observations and PAC directives etc. on case to case basis	No. of cases processed in a year Disposal: 70% Quality: 30%	7.5%	



Position Title:	DEPUTY COLLECTOR/ ASSISTANT COLLECTOR (ASO)
Grade:	17/18
Function:	Collectorate of Customs
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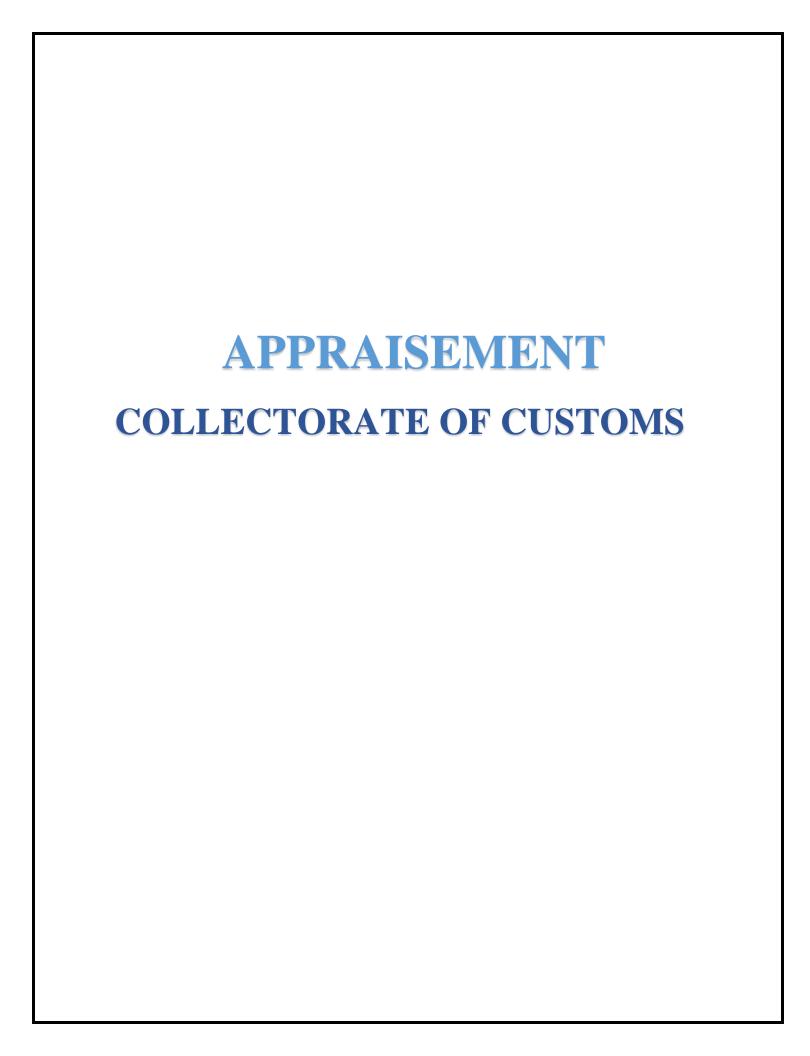
Repo	Reporting Office: Additional Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Facilitation of legitimate trade at Collectorate of Customs addressing taxpayers grievances and complaints	No. of complaints addressed Disposal: 60% Quality: 40%	10%			
2	Collaboration and coordination with other agencies operating in the jurisdiction to streamline enforcement control mechanisms	Percentage of collaboration and management Disposal: 60% Quality: 40%	10%			
3	Overall monitoring of enforcement activities at Collectorate of Customs	No. of Cases dealt in the year Disposal: 55% Quality: 45%	20%			
4	Enforcement against smuggling, illicit goods, narcotics and NCP vehicles substances	No. of management Disposal: 60% Quality: 40%	10%			
5	Human resource and discipline management and ensuring transparency in processes	No. of management Disposal: 60% Quality: 40%	15%			
6	Prompt action against malpractices	Percentage of cases dealt in the year Disposal: 60% Quality: 40%	10%			
7	Action taken against delinquent staff for casual behaviors	No. of cases dealt in the year Disposal: 60% Quality: 40%	15%			
8	Submission of monthly report about latest Trends of smuggling	No. of paras dealt in the year Disposal: 60% Quality: 40%	10%			

Position Title:DEPUTY COLLECTOR/ASSISTANT COLLECTOR(DRY PORT)Grade:17/18

Function: Collectorate of Customs

Reporting Office: Additional Collector (Customs)

Repo	Reporting Office: Additional Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Facilitation of legitimate export at Collectorate of Customs addressing exporters grievances and complaints	No. of complaints addressed Disposal: 60% Quality: 40%	10%			
2	Monitoring of assessments and examinations for expeditious clearance of export cargo, samples and international mail	No. of Assessments/ examinations supervised promptly Disposal: 55% Quality: 45%	10%			
3	Collaboration and coordination with other agencies operating in the jurisdiction to streamline clearance procedures and control mechanisms	Percentage of collaboration and management Disposal: 60% Quality: 40%	10%			
4	Recovery of arrears, encashment of Bank Guarantees and postdated cheques/Insurances, guarantees	No. of cases dealt in the year Disposal: 60% Quality: 40%	15%			
5	Detection of mis-declaration etc	No. of Cases detected in the year Disposal: 60% Quality: 40%	15%	1		
6	Timely processing of duty drawback claims	Percentage of cases processed in the year Disposal: 55% Quality: 45%	5%			
7	Pursuance of court cases and settlement of audit paras	No. of cases dealt in the year Disposal: 60% Quality: 40%	10%			
8	Post release verifications	No. of verifications done in the year Disposal: 60% Quality: 40%	5%			
9	Prompt action against malpractices	No. of paras dealt in the year Disposal: 60% Quality: 40%				
10	Detection of mis-declaration, short assessment, violation of concessionary regimes etc	No. of cases dealt in the year Disposal: 60% Quality: 40%	15%			



COLLECTORATE OF CUSTOM (APPRAISMENT)

Posit	Position Title: CHIEF COLLECTOR (APPRAISEMENT)				
Grad	le: 21				
Func	Function: Collectorate of Customs				
Repo	Reporting Office: FBR (HQs)				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Ensure Trade facilitation by timely and effective addressing of trade grievances Issues highlighted regarding delayed customs processing, refunds, inaction/slow action by junior officers, etc. are addressed in favor of trade	No. of cases processed in the year Disposal: 50% Quality: 50%	20%	Score	
2	Overall monitoring of revenue collection All legitimately collectable revenue, corresponding to dutiable import volume, is correctly collected by the formation.	No. of cases processed in the year Disposal: 55% Quality: 45%	15%		
3	Correspondence with FBR.	Correspondence referred/replied in the year Disposal: 60% Quality: 40%	10%		
4	Monitoring of proper attendance, and FTO/PMDU Complaints No. of cases defended and not disposed off in favor of importer on account of non-attendance. All complaints are responded/defended with no adverse findings.	No. of cases dealt in a year Cases Attended: 60% Quality: 40%	5%		
5	Human Resource Management and Integrity Management All issues are timely addressed with no adverse consequence to the department. Integrity management of subordinates.	year Disposal: 80% Quality: 20%	20%		
6	Functions of the Appeals	No. of cases processed in the year Disposal: 65% Quality: 35%	10%		
7	Supervision of staff welfare schemes	Proper management of resources and welfare of staff Disposal: 80%	10%		

		Quality : 20%	
8	Inspection of offices under his jurisdiction	No. of inspections conducted Disposal: 80% Quality: 20%	10%
9	Ensure Trade facilitation by timely and effective addressing of trade grievances Issues highlighted regarding delayed customs processing, refunds, inaction/slow action by junior officers, etc. are addressed in favor of trade	No. of cases processed in the year Disposal: 80% Quality: 20%	20%
10	Overall monitoring of revenue collection All legitimately collectable revenue, corresponding to dutiable import volume, is correctly collected by the formation.	No. of cases processed in the year Disposal: 80% Quality: 20%	15%
11	Correspondence with FBR.	Correspondence referred/replied in the year Disposal: 80% Quality: 20%	10%



Position Title:	COLLECTOR (APPRAISEMENT)
Grade:	20
Function:	Collectorate of Customs
Reporting Office:	Chief Collector (Customs)

Reporting Office: Chief Collector (Customs)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Ensure Trade facilitation by timely and effective addressing of trade grievances Issues highlighted regarding delayed customs processing, refunds, inaction/slow action by junior officers, etc. are addressed in favor of trade	No. of cases dealt in a year Disposal: 80% Quality: 20%	20%		
2	Overall monitoring of revenue collection through normal streams and related activities of the Collectorate All legitimately collectable revenue, corresponding to dutiable import volume, is correctly collected by the formation.	No. of cases dealt in a year Disposal: 80% Quality: 20%	20%		
3	Overall monitoring of revenue collection through different Administrative streams and related activities of the Collectorate	All legitimately collectable revenue is correctly collected by the formation. Disposal: 80% Quality: 20%	15%		
4	Correspondence with Chief Collector Office / FBR.	Correspondence referred/replied in the year Disposal: 70% Quality: 30%	10%	-	
5	Monitoring of proper attendance, and consequent related actions, for legal cases s at different fora and FTO/PMU Complaint No. of cases defended and not disposed off in favor of importer on account of non-attendance. All complaints are responded/defended with no adverse findings.	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%		
6	Supervision of all other Human Resource and infrastructure related issues of the Collectorate All issues are timely addressed with no adverse consequence to the department. Integrity management of subordinates.	No. of cases dealt in a year Disposal: 60% Quality: 40%	20%		

Position Title:	ADDITIONAL COLLECTOR
Grade:	19
Function:	Collectorate of Customs
Reporting Office:	Collector (Customs)

Repo	Reporting Office: Collector (Customs)					
Sr#	Job Description	KPIs	Weight	Final		
			(%age)	Score		
1	Ensure Trade facilitation by timely and effective addressing of trade grievances Issues highlighted regarding delayed customs processing, refunds, inaction/slow action by junior officers, etc. are addressed in favor of trade	No. of cases dealt in a year Disposal: 80% Quality: 20%	20%			
2	Overall monitoring of revenue collection through normal streams and related activities of the Collectorate All legitimately collectable revenue, corresponding to dutiable import volume, is correctly collected by the formation.	No. of cases dealt in a year Disposal: 80% Quality: 20%	20%			
3	Overall monitoring of revenue collection through different Administrative streams and related activities of the Collectorate	All legitimately collectable revenue is correctly collected by the formation. Disposal: 80% Quality: 20%	15%			
4	Correspondence with Chief Collector Office / FBR.	Correspondence referred/replied in the year Disposal: 70% Quality: 30%	10%			
5	Monitoring of proper attendance, and consequent related actions, for legal cases s at different fora and FTO/PMU Complaint No. of cases defended and not disposed off in favor of importer on account of non-attendance. All complaints are responded/defended with no adverse findings.	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%			
6	Supervision of all other Human Resource and infrastructure related issues of the Collectorate All issues are timely addressed with no adverse consequence to the department. Integrity management of subordinates.	No. of cases dealt in a year Disposal: 60% Quality: 40%	20%			

Position Title:	DEPUTY/ ASSISTANT COLLECTOR (CUSTOMS)
Grade:	17/18
Function:	Collectorate of Customs
Departing Offices	Additional Calleston (Cystoms)

Repo	Reporting Office: Additional Collector (Customs)				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Ensuring correct assessment / valuation of imported goods / consignments for collection of leviable duties / taxes.	No. of assessment processed in a year Disposal: 60% Quality: 40%	20%		
2	To supervise the Principal Appraiser / Appraiser (Assessment) and carry out meetings with them on regular basis to ensure achievement of assigned targets and proper collection of duties / taxes.	No. of meetings conducted in a year Disposal: 75% Quality: 25%	5%		
3	Scrutiny of the Goods Declarations requiring re-assessments to check under-assessment/over-assessment once such GDs have already been finalized by the Principal Appraiser / Appraiser (Assessment)	No. of Goods Declaration scrutinized / reviewed in a year. Disposal: 80% Quality: 20%	5%		
4	To keep update on the major revenue spinners of the concerned Assessment Group and suggest steps / measures to concerned Officials for improvement of the assessment.	No. of reports generated on major revenue spinners in a year. Disposal: 80% Quality: 20%	5%		
5	Ensure finalization and timely disposal of provisional assessment cases, through coordination with the Directorate General of Customs Valuation and other concerned offices, where required.	No. of cases dealt in the year. Disposal: 75% Quality: 25%	5%		
6	Ensure implementation of relevant rules, regulations pertaining to the Importability, PCT, description, classification and correct application of Valuation Rulings issued under section 25-A of the Customs Act, 1969 and application of indicative data base values for the relevant period.	PCT / classification, and valuation ruling applied. Disposal: 75% Quality: 25%	5%		
7	Prompt response to the correspondences relating to FBR,	No. of cases dealt in a year. Disposal: 80% Quality: 20%	5%		

	FTO and other departments for the group related issues			
8	Monitoring/scrutiny of 10% GDs processed per day for quality assurance	No. of cases processed in a year. Disposal: 80% Quality: 20%	5%	
9	Ensure settlement ofaudit paras /PDPs after receipt of Report of Revenue Receipts and Expenditure	No. of cases processed in a year. Disposal: 80% Quality: 20%	5%	
10	Ensure transparency in processes and minimize interaction of customs Functionaries with traders.	No. of measures taken in a year Disposal: 70% Quality: 30%	5%	
11	Achieving collection targets as set by Collector regarding CD, Sales Tax, FED and WHT at import stage.	Target achieved in a year Disposal: 70% Quality: 30%	10%	
12	No. of cases detected by MCC, No. of audit conducted and Valuation cases finalized	No. of contravention cases registered in a year Disposal: 70% Quality: 30%	5%	
13	Timely and correct disposition of all Second Reviews.	No. of cases processed in a year. Disposal: 75% Quality: 25%	10%	
14	Disposal of refund claim in respect of his / her jurisdiction	No. of cases processed in a year. Disposal: 70% Quality: 30%	5%	
15	Scrutiny of Goods Declarations cleared under Green Channel.	No. of cases processed in a year. Disposal: 80% Quality: 20%	5%	
16	Ensuring correct assessment / valuation of imported goods / consignments for collection of leviable duties / taxes.	No. of assessment processed in a year Disposal: 80% Quality: 20%	20%	
17	To supervise the Principal Appraiser / Appraiser (Assessment) and carry out meetings with them on regular basis to ensure achievement of assigned targets and proper collection of duties / taxes.	No. of meetings conducted in a year Disposal: 75% Quality: 25%	5%	
18	Scrutiny of the Goods Declarations requiring re-assessments to check under-assessment/over-assessment once such GDs have already been finalized by the Principal Appraiser / Appraiser (Assessment)	No. of Goods Declaration scrutinized / reviewed in a year. Disposal: 80% Quality: 20%	5%	

Posit	Position Title: COLLECTOR (EXPORT)				
Grad		(Lin Onl)			
Func					
	orting Officer: Chief Collector	(Enforcement)			
Sr#	Job Description	KPIs	Weight	Final	
51 "	Job Description	111 15	(%age)	Score	
	Facilitation of legitimate trade and	No. of complaints addressed.	15%		
1	export clearances, addressing traders'	Disposal : 60%			
	grievances and complaints.	Quality: 40%	4.50/		
	Expeditious clearance of export	No. of Goods Declarations	15%		
2	cargo.	cleared promptly. Disposal: 65%			
		Quality: 35%			
	Monitoring and devising strategy to	Percentage of achievement.	10%		
3	ensure collection of revenue as per	Disposal : 55%			
	assigned target by FBR	Quality: 45%			
	Enforcement against smuggling,	No. of cases dealt in a year.	5%		
4	illicit trade, narcotics and	Disposal: 60%			
	psychotropic substances Enforcement related to Export Policy	Quality: 40% No. of cases dealt in a year.	5%		
5	Order, export facilitation schemes and	Disposal: 65%	370		
	allied regulations	Quality: 35%			
	Detection of mis-declaration, under	No. of cases detected in a year.	5%		
6	invoicing, violation of concessionary	Disposal : 65%		-	
	regimes, etc	Quality: 35%			
_	Timely processing of Duty Drawback	No. of cases processed in a year.	5%		
7	claims.	Disposal: 52%			
	Collaboration and coordination with	Quality: 48% Percentage of collaboration and	5%		
_	other agencies operating at export	management.	370		
8	stations to streamline clearance	Disposal : 60%			
	procedures and control mechanisms	Quality: 40%			
	Recovery of arrears, encashment of	No. of cases dealt in a year.	5%		
9	Bank Guarantees and Post Dated	Disposal: 60%			
	Cheques / securities, etc.	Quality: 40%	50 /		
10	Pursuance of court cases and settlement of audit paras.	No. of cases dealt in a year. Disposal: 60%	5%		
10	settlement of audit paras.	Quality: 40%			
	Post release verification	No. of verifications done in a	5%		
11		year.			
11		Disposal: 80%			
		Quality: 20%	-		
12	Human resource and discipline	Percentage of management.	5%		
12	management and ensuring	Disposal: 60%			
	transparency in process and	Quality: 40%			

	minimizing interaction of Customs functionaries with traders			
13	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.		5%	
14	Prompt disciplinary action against malpractices	No. of cases dealt in a year. Disposal: 60% Quality: 40%	5%	
15	Administer expenditure budget	Percentage of management. Disposal: 60% Quality: 40%	5%	



Position	n Title: ADDITION	AL CO	DLLECTOR (HEADQUARTERS)		
Grade:			PEDETOR (III/ID QUINTERS)		
Functio					
	ing Officer: Collector (En	nforcen	nent)		
Sr#	Job Description		KPIs	Weight	Final
SI "	oob Description		111 15	(%age)	
Fa	acilitation of legitimate trad	e and	No. of complaints addressed.	20%	
	ddressing traders' grievance	s and	Disposal: 60%		
	omplaints.		Quality : 40%		
	Ionitoring and devising strate	_,	Percentage of achievement.	15%	
	nsure collection of revenue	as per	Disposal: 65%		
	ssigned target by FBR nforcement related to Export	Policy	Quality: 35% No. of cases dealt in a year.	15%	
	order, export facilitation schem		Disposal: 65%	13/0	
_	llied regulations	es ana	Quality: 35%		
	Detection of violation	of	No. of cases detected in a year.	10%	
4 cc	oncessionary regimes, etc		Disposal : 65%		
			Quality: 35%		
	imely processing of Duty Dra	wback	No. of cases processed in a year.	5%	
5 cl	laims.		Disposal: 65%		
D	ecovery of arrears, encashm	ont of	Quality: 35% No. of cases dealt in a year.	5%	
	ank Guarantees and Post		Disposal : 60%	370	
	theques / securities, etc.	Dated	Quality: 40%		×.
	ost release verification		No. of verifications done in a year.	5%	
7		3.00	Disposal : 60%		
			Quality: 40%		
		cipline	Percentage of management.	5%	
		suring	Disposal: 65%		
	ansparency in process inimizing interaction of Cu	and	— Quality : 35%		
	unctionaries with traders	istoms	121619		
	ffective placement of officer	rs and	Percentage of management.	5%	
	aff based on matching skill		Disposal : 60%		
9	ompetencies with specific po		Quality: 40%		
	equirements.				
	rompt disciplinary action a	gainst	No. of cases dealt in a year.	5%	
10 m	nalpractices		Disposal: 50%		
	durini stan avenan dituma hardaat		Quality: 50%	50/	
11	dminister expenditure budget		Percentage of management. Disposal: 60%	5%	
11			Quality: 40%		
Se	ettlement of audit paras		No. of paras dealt in a year.	5%	
12	1		Disposal: 70%		
			Quality: 30%		

Position Title:	ADDITIONAL COLLECTOR (EXANIMATION)
Grade:	19
Function:	Export

Repo	Reporting Officer: Collector (Enforcement)			
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate trade and addressing traders' grievances and complaints.	No. of complaints addressed. Disposal: 65% Quality: 35%	20%	
2	Expeditious clearance of export cargo.	No. of Goods Declarations cleared promptly. Disposal: 70% Quality: 30%	20%	
3	Monitoring and devising strategy to ensure collection of revenue as per assigned target by FBR	Percentage of achievement. Disposal: 70% Quality: 30%	10%	
4	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of cases dealt in a year. Disposal: 60% Quality: 40%	10%	
5	Enforcement related to Export Policy Order, export facilitation schemes and allied regulations	No. of cases dealt in a year. Disposal: 70% Quality: 30%	10%	
6	Detection of mis-declaration, under invoicing, violation of concessionary regimes, etc	No. of cases detected in a year. Disposal: 70% Quality: 30%	10%	1
7	Collaboration and coordination with other agencies operating at export stations to streamline clearance procedures and control mechanisms	Percentage of collaboration and management. Disposal: 60% Quality: 40%	10%	
8	Pursuance of court cases	No. of cases dealt in a year. Disposal: 50% Ouality: 50%	10%	

Position Title: DEPUTY /ASSISTANT COLLECTOR (HEADQUARTERS) Grade: 18/17 **Function: Export** Additional Collector (Headquarters) **Reporting Officer:** Sr# **Job Description KPIs** Weight **Final** (%age) Score Human resource and discipline 20% Percentage of management. management and ensuring Disposal: 60% 1 process transparency in and Quality: 40% minimizing interaction of Customs functionaries with traders Effective placement of officers and Percentage of management. 20% staff based on matching skills and Disposal: 60% 2 competencies with specific position Quality: 40% requirements. Enforcement related to Export 10% No. of cases dealt in a year. 3 Policy Order, export facilitation Disposal: 70% Quality: 30% schemes and allied regulations Detection No. of cases detected in a year. of violation 10% of 4 Disposal: 70% concessionary regimes Ouality: 30% Timely processing of Duty No. of cases processed in a year. 5% 5 Drawback claims. Disposal: 80% Quality: 20% Recovery of arrears, encashment of No. of cases dealt in a year. 5% 6 Bank Guarantees and Post Dated Disposal: 70% Cheques / securities, etc. Quality: 30% Settlement of audit paras. No. of cases dealt in a year. 5% 7 Disposal: 70% Quality: 30% No. of verifications done in a Post release verification 5% year. 8 Disposal: 50% Ouality: 50% Prompt disciplinary action against No. of cases dealt in a year. 10% 9 malpractices Disposal: 70% Quality: 30% Administer expenditure budget Percentage of management. 10% 10 Disposal: 60% Quality: 40%

Position Title: DEPUTY /ASSISTANT COLLECTOR (PICT/KICT/SAPT) Grade: 17/18 **Function: Export Reporting Officer:** Additional Collector (Enforcement) Sr# **Job Description KPIs** Weight **Final** (%age) Score No. of complaints addressed. 10% Facilitation of legitimate trade and 1 export clearances. addressing Disposal: 60% traders' grievances and complaints. Quality: 40% Expeditious clearance of export of Goods Declarations 20% No. cleared promptly. cargo. 2 Disposal: 52% Quality: 48% No. of cases dealt in a year. 10% Enforcement against smuggling, 3 illicit trade, narcotics and Disposal: 52% Quality: 48% psychotropic substances No. of cases dealt in a year. Enforcement related to Export 10% 4 Policy Order, export facilitation Disposal: 55% schemes and allied regulations Quality: 45% Detection of mis-declaration, under No. of cases detected in a year. 10% 5 invoicing, violation Disposal: 55% of concessionary regimes, etc Quality: 45% Collaboration and coordination with Percentage of collaboration and 10% other agencies operating at export management. stations to streamline clearance Disposal: 60% procedures and control mechanisms Quality: 40% No. of cases dealt in a year. Pursuance of court cases 10% and 7 Disposal: 60% settlement of audit paras. Quality: 40% No. of verifications done in a Post release verification 5% year. 8 Disposal: 60% Quality: 40% Percentage of management. Human resource and discipline 5% ensuring Disposal: 60% management and 9 transparency Ouality: 40% in process and minimizing interaction of Customs functionaries with traders Effective placement of officers and Percentage of management. 5% staff based on matching skills and Disposal: 60% 10 competencies with specific position Quality: 40% requirements. Prompt disciplinary action against No. of cases dealt in a year. 5% 11 malpractices Disposal: 60% Ouality: 40%

Posit	ion Title: Deputy /Assistant	Collector (DTRE/MB/EOU/EFS)		
Grad	le: 17/18			
Func	etion: Export			
Repo	orting Officer: Additional Collec	tor (Enforcement)		
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
	Facilitation of legitimate trade,		20%	
1	addressing traders' grievances and	granted.		
	complaints regarding the concessionary regimes.	Disposal : 60% Quality : 40%		
	Monitoring and devising strategy to	Percentage of achievement.	20%	
2	ensure collection of revenue	Disposal: 70%	2070	
		Quality: 30%		
	Enforcement related to Export	No. of cases dealt in a year.	10%	
3	Policy Order, export facilitation	Disposal: 70%		
	schemes and allied regulations	Quality: 30%	100/	
4	Timely processing of applications.	No. of cases processed in a year.	10%	
4		Disposal : 60% Quality : 40%		
	Collaboration and coordination with	Percentage of collaboration and	10%	
5	traders / exporters to streamline	management.		
3	clearance procedures and control	Disposal : 60%		
	mechanisms	Quality: 40%		
	Recovery of arrears, encashment of		10%	-
6	Bank Guarantees and Post Dated	Disposal: 70%		
	Cheques / securities, etc. Pursuance of court cases and	Quality: 30% No. of paras dealt in a year.	5%	
7	settlement of audit paras.	Disposal: 60%	370	
	The second secon	Quality: 40%	L.	
	Post release verification	No. of verifications done in a	5%	
8	PAR	year.		
		Disposal: 60%		
	Human resource and discipline	Quality: 40% Percentage of management.	5%	
	Human resource and discipline management and ensuring	Disposal: 50%	<i>J</i> 70	
9	transparency in process and	Quality: 50%		
	minimizing interaction of Customs			
	functionaries with traders			
	Effective placement of officers and	Percentage of management.	5%	

Disposal: 50%

Quality: 50%

staff based on matching skills and

competencies with specific position

10

requirements.

Position Title: Deputy / Assistant Collector (Rebate)	
Grade:	17/18
Function:	Export
Reporting Officer:	Additional Collector (Enforcement)

тере	ridational conce	tor (Emorcement)		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate trade, addressing traders' grievances and complaints regarding the rebate cases.	No. of complaints addressed. Disposal:70% Quality:30%	20%	
2	Monitoring and devising strategy to liquidate pendency timely	Percentage of achievement. Disposal: 60% Quality: 40%	20%	
3	Enforcement related allied regulations	No. of cases dealt in a year. Disposal: 70% Quality: 30%	10%	
4	Collaboration and coordination with traders / exporters to streamline clearance procedures and control mechanisms	Percentage of collaboration and management. Disposal: 70% Quality: 30%	10%	
5	Recovery of arrears, encashment of Bank Guarantees and Post Dated Cheques / securities, etc.	No. of cases dealt in a year. Disposal: 70% Quality: 30%	10%	
6	Pursuance of court cases and settlement of audit paras.	No. of cases dealt in a year. Disposal: 70% Quality: 30%	5%	
7	Post release verification	No. of verifications done in a year. Disposal: 60% Quality: 40%	5%	
8	Human resource and discipline management and ensuring transparency in process and minimizing interaction of Customs functionaries with traders		5%	
9	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal: 50% Quality: 50%	5%	

- ·	A MILL				
		Collector (Recovery)			
Grad					
Func	Function: Export				
Repo	orting Officer: Additional Collec	tor (Enforcement)			
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
	Monitoring and devising strategy to	Percentage of achievement.	30%		
1	recover Government exchequer	Disposal : 60%			
		Quality: 40%			
	Enforcement related to allied	No. of cases dealt in a year.	20%		
2	regulations and capture absconders	Disposal : 70%			
		Quality: 30%			
	Encashment of Bank Guarantees	No. of cases dealt in a year.	20%		
3	and Post Dated Cheques / securities,	Disposal: 70%			
	etc.	Quality: 30%	1001		
4	Settlement of audit paras.	No. of cases dealt in a year.	10%		
4		Disposal: 70%			
	TT 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Quality: 30%	100/		
	Human resource and discipline	Percentage of management.	10%		
5	management and ensuring	Disposal: 50%			
)	transparency in process and	Quality: 50%			
	minimizing interaction of Customs functionaries with traders				
		Parantage of management	10%	-	
	Effective placement of officers and staff based on matching skills and	Percentage of management. Disposal: 50%	10%		
6	competencies with specific position	Quality: 50%			
	requirements.	Quanty . 30 /6			
	requirements.				

PAKISTAN

Position Title: Deputy /Assistant Collector (Law)	
Grade:	17/18
Function:	Export
Reporting Officer:	Additional Collector (Enforcement)

Kepo	Reporting Officer: Additional Conector (Emorcement)				
Sr#	Job Description	KPIs	Weight	Final	
	•		(%age)	Score	
	Monitoring and devising strategy to	Percentage of achievement.	20%		
1	ensure timely pursuance of cases at	Disposal : 70%			
	different foras of law	Quality: 30%			
	Collaboration and coordination with	Percentage of collaboration and	20%		
2	other agencies if involved in any	management.			
	case to control mechanisms	Disposal : 60%			
		Quality: 40%			
	Recovery of arrears, encashment of	No. of cases dealt in a year.	20%		
3	Bank Guarantees and Post Dated	Disposal : 70%			
	Cheques / securities, etc.	Quality: 30%			
	Human resource and discipline	Percentage of management.	10%		
	management and ensuring	Disposal : 50%			
4	transparency in process and	Quality: 50%			
	minimizing interaction of Customs				
	functionaries with traders				
	Effective placement of officers and		10%		
5	staff based on matching skills and	Disposal : 50%			
3	competencies with specific position	Quality: 50%			
	requirements.				
	Prompt disciplinary action against	No. of cases dealt in a year.	10%		
6	malpractices	Disposal: 50%			
		Quality: 50%			
	Administer expenditure budget	Percentage of management.	10%		
7	Disposal: 60%				
	Quality: 40%				

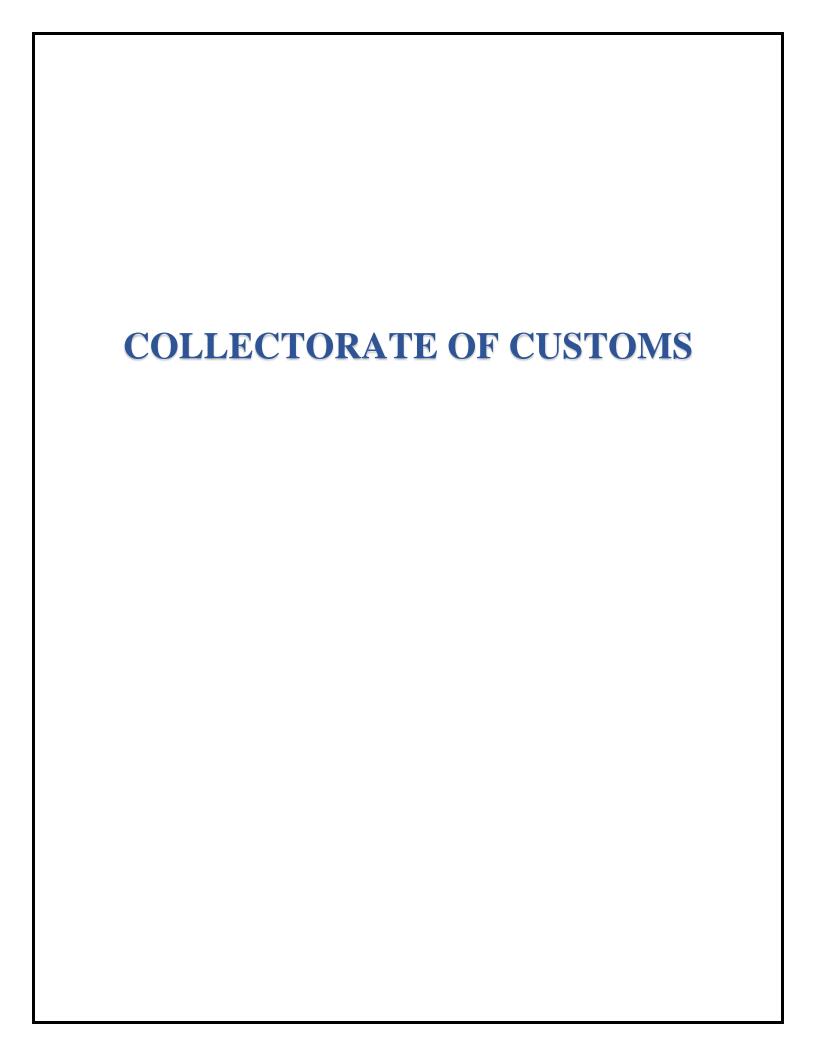
Position Title: Deputy / Assistant Collector (Audit)	
Grade:	17/18
Function:	Export
Reporting Officer:	Additional Collector (Enforcement)

Kepo	Reporting Officer: Additional Collector (Enforcement)				
Sr#	Job Description	KPIs	Weight	Final	
	•		(%age)	Score	
	Monitoring and devising strategy to	Percentage of achievement.	30%		
1	ensure timely pursuance of audit	Disposal :70%			
	cases and settlement of audit paras	Quality: 30%			
	Collaboration and coordination with	Percentage of collaboration and	10%		
2	other agencies if involved in any	management.			
	case to control mechanisms	Disposal : 60%			
		Quality: 40%			
	Recovery of arrears, encashment of	No. of cases dealt in a year.	20%		
3	Bank Guarantees and Post Dated	Disposal : 70%			
	Cheques / securities, etc.	Quality: 30%			
	Human resource and discipline	Percentage of management.	10%		
	management and ensuring	Disposal : 50%			
4	transparency in process and	Quality: 50%			
	minimizing interaction of Customs				
	functionaries with traders				
	Effective placement of officers and	Percentage of management.	10%		
5	staff based on matching skills and	Disposal : 50%			
3	competencies with specific position	Quality: 50%		-	
	requirements.				
	Prompt disciplinary action against	No. of cases dealt in a year.	10%		
6	malpractices	Disposal: 70%			
		Quality: 30%			
	Administer expenditure budget	Percentage of management.	10%		
7	DAL	— – Disposal : 60%			
	PAK	Quality: 40%			

Position Title:	Deputy /Assistant Collector (Auction)	
Grade:	17/18	
Function:	Export	
Reporting Officer:	Additional Collector (Enforcement)	

	ring officer.	tor (Emoreement)		
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
	Monitoring and devising strategy to	Percentage of achievement.	30%	
1	ensure timely pursuance of auction	Disposal :70%		
	cases	Quality: 30%		
	Collaboration and coordination with	Percentage of collaboration and	20%	
2	other agencies if involved in any	management.		
2	case to control mechanisms	Disposal : 80%		
		Quality: 20%		
	Human resource and discipline	Percentage of management.	20%	
	management and ensuring	Disposal : 50%		
3	transparency in process and	-		
	minimizing interaction of Customs	estimately 1 2 1 7 1		
	functionaries with traders			
	Effective placement of officers and	Percentage of management	10%	
	staff based on matching skills and		1070	
4		_		
	competencies with specific position	Quality: 50%		
	requirements.			
	Prompt disciplinary action against	No. of cases dealt in a year.	10%	
5	malpractices	Disposal : 60%		-
		Quality: 40%		
	Administer expenditure budget	Percentage of management.	10%	
6		Disposal: 60%		
		Quality: 40%		





COLLECTORATE OF CUSTOMS

Position Title: Chief Collector
Grade: 21
Function: Collectorate of Customs Work

Reporting Officer: Chairman FBR

Repor	Reporting Officer: Chairman FBR				
Sr#	Tasks	KPIs	Weight (%age)	Final Score	
1	Revenue Collection Monitoring of daily revenue collection to achieve revenue target. Devising strategy to ensure collecting the revenue as per assigned targets by conducting revenue analysis and import trends	Revenue Targets achieve in a year Disposal: 80% Quality: 20%	40%		
2	Dispute Resolution Dispute Resolution/Redressal of complaints arising during clearance/Facilitation	No. of disputes resolved in a year Disposal: 80% Quality: 20%	10%		
3	HR management Effective HR placement for better and efficient working	No. of cases dealt in the year Disposal: 80% Quality: 20%	15%		
4	Leadership Role Motivating officers / staff by providing leadership and introducing rewards and recognition culture	No. of cases dealt in the year Disposal: 80% Quality: 20%	15%	***	
5	Recovery Meeting assigned recovery target to recover the Government Dues as reflected in recovery statement	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%		
6	Annual Plans: Formulation of annual plan & finalizing strategy for achieving objectives of the Directorate General of IPRE.	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%		
7	FBR Coordination Coordination with FBR regarding HR, Budget, Logistic requirements etc	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%		

Position Title:	Collector
Grade:	20
Function:	Collectorate of Customs Work
Reporting Officer	Chief Collector

	Reporting Officer. Cinci Concctor					
Sr#	Tasks	KPIs	Weight (%age)	Final Score		
1	Revenue Collection Monitoring of daily revenue collection to achieve revenue target. Devising strategy to ensure collecting the revenue as per assigned targets by conducting revenue	Revenue Targets achieve in a year Disposal: 80% Quality: 20%	40%			
	analysis and import trends					
2	Import Clearances Expeditious clearance of Goods with accuracy and due recovery of Duty and Taxes	No. of assessment processed in a year Disposal: 80% Quality: 20%	20%			
3	Dispute Resolution Dispute Resolution/Redressal of complaints arising during clearance/Facilitation	No. of disputes resolved in a year Disposal: 80% Quality: 20%	10%			
4	HR management Effective HR placement for better and efficient working	No. of cases dealt in the year Disposal: 80% Quality: 20%	5%			
5	Leadership Role Motivating officers / staff by providing leadership and introducing rewards and recognition culture	No. of cases dealt in the year Disposal: 80% Quality: 20%	5%			
6	Miscellaneous Tasks Compliance of various reports/letters etc. in connection with Courts/FBR etc	No. of cases dealt in the year Disposal: 80% Quality: 20%	5%			
7	Recovery Meeting assigned recovery target to recover the Government Dues as reflected in recovery statement	No. of cases dealt in the year Disposal: 80% Quality: 20%	5%			
8	Audit Paras Reply to the Audit observations/Paras by Complying the observations, if due	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%			

Position Title:	Additional Collector HQ
Grade:	19
Function:	Collectorate of Customs Work
Reporting Officer:	Collector

Kepor	orting Officer: Collector				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	Administration	No. of cases dealt in the year	20%		
	Administration of Staff/Officials Inter-	Disposal : 80%			
	Departmental & EXTERNAL	Quality: 20%			
	Coordination, Correspondence with	-			
	Board and other organizations				
2	Revenue Analysis	No. of cases dealt in the year	10%		
	Monitoring of daily; revenue collection	Disposal : 80%			
	to achieve revenue target Devising	Quality : 20%			
	strategy to ensure collecting the				
	conducting revenue analysis and				
	import trends				
3	HR Management	No. of cases dealt in the year	10%		
	Effective HR placement for better and	Disposal : 80%			
	efficient working	Quality : 20%			
4	Disciplinary proceedings	No. of cases dealt in the year	20%		
	Conducting disciplinary proceedings	Disposal: 80%	B		
	against Stagg/officers of the	Quality : 20%			
	Collectorate as Authorized Officer on				
	behalf of the Competent Authority		• • • • • • • • • • • • • • • • • • • •		
5	Intelligence	No. of cases dealt in the year	20%		
	Information gathering of clearances in	Disposal: 80%	B.		
	order to plug any leakages through	Quality: 20%			
	Collectorate's intelligence unit	ICTAN			
6	Miscellaneous Tasks	No. of cases dealt in the year	20%		
	Appropriate and effective utilization of	Disposal: 80%			
	Budgetary allocation Acting as	Quality : 20%			
	Sanctioning Authority for expenditures				
	To manage the expenditure in a way to				
	fulfill all PPRA requirements				

Positio	Position Title: Assistant/ Deputy Collector Assessment				
Grade	Grade: 17/18				
Functi	ion: Collectorate of Custon	ns Work			
Repor	ting Officer: Additional Collector				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	Ensuring correct assessment /	No. of assessment	10%		
	valuation of imported goods /	processed in a year			
	consignments for collection of leviable	Disposal: 80%			
	duties / taxes	Quality: 20%	7.50/		
2	To supervise the Principal Appraiser /	No. of meetings conducted	7.5%		
	Appraiser (Assessment) and carry out	in a year			
	meetings with them on regular basis to ensure achievement of assigned targets	Disposal : 60% Quality : 40%			
	and proper collection of duties / taxes	Quanty : 40 / 0			
3	Scrutiny of the Goods Declarations	No. of goods Declaration	5%		
	requiring re-assessments to check	scrutinized/reviewed in a	570		
	under-assessment/over-assessment	year			
	once such GDs have already been	Disposal : 70%			
	finalized by the Principal Appraiser /	Quality : 30%			
	Appraiser (Assessment)				
4	To keep update on the major revenue	No. of reports generated on	5%		
	spinners of the concerned Assessment	major revenue spinners in a	Elba.	-	
-	Group and suggest steps / measures to	year	700		
	concerned Officials for improvement	Disposal: 70%			
5	of the assessment	No. of cases dealt in the	5%		
	Ensure finalization and timely disposal of provisional assessment cases,	year	370		
	through coordination with the	Disposal: 80%	700.		
	Directorate General of Customs	Quality : 20%			
	Valuation and other concerned	ISTA'N'			
	officers, where required				
6	Ensure implementation of relevant	No. of cases in which	5%		
	rules, regulations pertaining to the	correct PCT /			
	Importability, PCT, description,	classification, and			
	classification and correct application of	valuation ruling applied			
	Valuation Rulings issued under section	Disposal: 80%			
	25-A of the Customs Act, 1969 and	Quality : 20%			
	application of indicative data base				
7	values for the relevant period Prompt response to the	No. of cases dealt in the	2.5%		
_ ′	correspondences relating to FBR, FTO	year	2.370		
	and other departments for the group	Disposal: 80%			
	related issues;	Quality: 20%			
L	·	~ •			

8	Monitoring/scrutiny of 10% GDs processed per day for quality assurance	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	
9	Ensure settlement of audit paras / PDPs after receipt of Report of Revenue Receipts and Expenditure	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	
10	Ensure transparency in processes and minimize interaction of customs Functionaries with traders	No. of measures taken in a year Disposal: 80% Quality: 20%	5%	
11	Achieving collection targets as set by Collector regarding CD, Sales Tax, FED and WHT at import stage	Target achieved in a year Disposal: 80% Quality: 20%	10%	
12	No. of cases detected by MCC, No. of audit conducted and Valuation cases finalized	No. of contravention cases registered in a year Disposal: 80% Quality: 20%	5%	
13	Timely approval / rejection of the examination requests initiated by Assessment Staff	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%	
14	Timely Approval Rejection of documents calling requests initiated by Assessment Staff	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	
15	Timely and Correct disposition of all Second Reviews	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	
16	Disposal of refund claim in respect of his / her jurisdiction	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%	
17	Scrutiny of Goods Declarations cleared under Green Channel	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	

Position Title:	Assistant/ Deputy Collector Examination
Grade:	17/18
Function:	Collectorate of Customs Work

Repor	Reporting Officer: Additional Collector			
Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	Administration and supervision of examinations and related functions/procedures at the port/terminals	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	
2	Conducting timely examination and ensuring feeding of examination reports on the same day for speedy clearances of the imported goods and reduction of dwell time	No. of cases examined in a year Disposal: 70% Quality: 30%	7.5%	
3	To improve the quality of examination and feeding of particulars covering all aspects of goods imported including complete description, make, model, part – art No.s, origin, No.	No. of cases processed in a year Disposal: 70% Quality: 30%	5%	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	of pieces, weight per piece, packing and any other detail required for making correct assessment and determination of importability of the goods			
4	Reporting on the quality of examination work being done by Appraising officers		5%	
5	Active supervision and monitoring on real time basis with respect to examination of imported consignments	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%	
6	To ensure thorough examinations in line with the existing Laws, Procedures, Standing Orders and SOPs to ensure disposal of daily grounded containers	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%	
7	To ensure that imported goods are properly de-stuffed and arranged for examination	No. of cases supervised in a year Disposal: 70% Quality: 30%	2.5%	
8	Coordination/liaison with Deputy / Assistant Collector, In-charge, Assessment Groups on examination related Issues and	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%	

	<u></u>			,
	with stakeholders such as trade, clearing/shipping agents, terminal operators and other agencies etc. for facilitation and grievance redressal			
9	Day to day monitoring of the containers grounded and arranged for examination by the terminal operator	No. of cases supervised in a year Disposal: 70% Quality: 30%	2.5%	
10	Thorough inspection/examination of imported cargo	No. of cases supervised in a year Disposal: 80% Quality: 20%	5%	
11	Timely submission of requisite reports and correspondences with the headquarters	No. of cases dealt in a year Disposal: 80% Quality: 20%	7.5%	
12	Ensure transparency in processes and minimize interaction of customs functionaries with traders	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%	
13	Ensure timely de-sealing of the containers grounded for examination	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%	
14	No. of cases of mis-declaration detected and revenue realized there from	No. of cases dealt in a year Disposal: 80% Quality: 20%	2.5%	
15	In person examination of the imported consignments to thwart any mis-reporting or misdeclaration	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%	
16	Supervising of uploading / Completion of examination reports on real time basis		10%	
17	Addressing taxpayers grievances, response/feedback to FBR and other concerned quarters	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%	
18	Timely and securer transfer of representative samples to Custom House Lab and Assessment Group where required	No. of cases processed in a year Disposal: 70% Quality: 30%	5%	
19	Close liaison with the Terminal operator for matters relating to the customs	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%	

Position Title: Assistant/ Deputy Collector Auction	
Grade:	17/18
Function:	Collectorate of Customs Work
Reporting Officer:	Additional Collector

Repor	Reporting Officer: Additional Collector				
Sr#	Tasks	KPIs	Weight (%age)	Final Score	
1	Conducting regular auction of goods and supervision there of	No. of cases processed in a year Disposal: 80% Quality: 20%	10%		
2	To ensure that un-cleared/unclaimed indices and confiscated lots are put to auction within time frame given under the relevant provisions of Section 82 of the Customs Act, 1969	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%		
3	Timely submission of auction files for approval of the auctioned lots related to his pecuniary limits as per law/rules/procedure	No. of cases processed in a year Disposal: 80% Quality: 20%	5%		
4	Timely submission of files requiring ADC/Collector approval under the Customs Auction Rules, 2001	No. of cases processed in a year Disposal: 70% Quality: 30%	5%		
5	To ensure continuous reporting on the Auction performance to optimize revenue from auctions	No. of cases processed in a year Disposal: 70% Quality: 30%	2.5%		
6	Timely submission of requisite reports and replies to correspondences between HQ/FBR/other departments, etc	No. of cases processed in a year Disposal: 80% Quality: 20%	5%		
7	Supervision of auction deliveries and to ensure delivery of only those goods against which all dues are paid and prescribed formalities have been complied with	No. of cases supervised in a year Disposal: 80% Quality: 20%	2.5%		
8	To ensure security measures with the concerned terminal / auction yard management to avoid theft etc	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%		
9	Disposal of sale proceed cases	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%		
10	Achieving auction targets as set by the Collector (Customs, Sales Tax, FED and WHT)	No. of cases processed in a year Disposal: 70%	2.5%		

		Quality : 30%		
		, v		
11	To monitor the entire auction process and complete the same well within the time frames as provided vide Section 82 of the Customs Act, 1969 read with Customs Auction Rules, 2001 (SRO 450(I)/2001)	No. of cases processed in a year Disposal: 70% Quality: 30%	2.5%	
12	Expeditious completion of examination of all auction able lots after allotment of lot No.s	No. of cases processed in a year Disposal: 70% Quality: 30%	2.5%	
13	Liaison with the Assessment Groups for expeditious completion of process of Determination of Reserved Price (DRP)	No. of cases processed in a year Disposal: 70% Quality: 30%	5%	
14	Close liaison with the Terminal Operator / auctioneer for matters relating to the Customs auction	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%	
15	Issuance of Auction schedules in consultation with the Terminal Operators	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%	
16	Re-assessment and Re-appraisal of Reserved Price of damaged, deteriorated goods	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	
17	Identification of goods/items/lots ripe for destruction and completion of destruction process twice in a financial year after fulfilling all cordial formalities and liaison with the local departments (Police, Environmental Protection Agency, PPRO etc), for the purpose	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	
18	Ensure settlement of audit paras / PDPs after receipt of Report of Revenue Receipts and Expenditure	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%	

Positio	on Title: Assistant/ Deputy Collect	tor Administration/ Establish	ment	
Grade	e: 17/18			
Functi	ion: Collectorate of Customs	Work		
Repor	rting Officer: Additional Collector			
Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	Ensuring operational efficiency in the Collectorate through proactive initiation and effective coordination among all divisions/sections/groups	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	
2	Create taxpayer friendly environment through implementation of planned facilitation initiatives	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%	
3	Active supervision and monitoring of guidance and motivation to officials / subordinate staff to optimize productivity and quality of the unit output	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%	
4	Ensuring proper maintenance and utilization of the assets and providing logistical support to the officers of Collectorate	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%	
5	To supervise and ensure the performance of Common Pool Fund, SR Cell, Accounts – Cash Section	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	
6	Close liaison with the Chief Accounts Officer for timely reconciliation of revenue figures and collection thereof on monthly, quarterly and yearly basis with the Bureau of Statistics, State Bank of Pakistan	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%	
7	Coordination with different sections of and other field formulation	No. of cases processed in a year Disposal: 70% Quality: 30%	2.5%	
8	Management of Common Pool Fund affairs	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%	
9	Ensuring completion and submission of performance reports (PERs) from all officers officials	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	

10	Officers attendance, uniform, grooming and discipline of staff	No. of cases dealt in a year Disposal : 80%	10%	
		Quality : 20%		
11	Coordination for effective & timely	No. of cases processed in a	7.5%	
	conclusion of disciplinary cases by	year		
	enquiry officers and authorized officers	Disposal: 80%		
		Quality : 20%		
12	Timely submission of all statements to	No. of cases processed in a	10%	
	FBR and other field formations, etc	year		
		Disposal : 80%		
		Quality : 20%		
13	Meeting all the deadlines of Expenditure	No. of cases dealt in a year	2.5%	
	budget i.e. submission of monthly	Disposal : 70%		
	expenditures statements duty reconciled	Quality : 30%		
	with AGPR, submission of re-			
	appropriation, request for additional grant			
	etc			
14	Timely provision of arranging and	No. of cases processed in a	2.5%	
	allocation of available resources	year		
		Disposal : 70%		
		Quality: 30%		
15	Proper maintenance of the assets,	No. of cases processed in a	10%	
	transport, logistics, procurements,	year		
	attending treasury matters, etc	Disposal : 70%	h.	-
		Quality: 30%		

Positio	Position Title: Assistant/ Deputy Collector Licensing				
Grade	Grade: 17/18				
Funct	Function: Collectorate of Customs Work				
Repor	Reporting Officer: Additional Collector				
Sr#	Tasks	KPIs	Weight (%age)	Final Score	
1	Initiation of process for seeking approval of the licensing authority for issuance / Reissuance, Revocation, Suspension of	No. of cases processed in a year Disposal: 80%	15%		
	Clearing Agent Licenses	Quality : 20%			
2	Pursue with Dot for conducting examination for selection of individuals for issuance of licenses to clearing agents and arranging refresher courses at DGTR	No. of cases dealt in a year Disposal: 70% Quality: 30%	15%		
3	Safe custody of Security deposits, substitution & release / forfeiture thereof	No. of cases dealt in a year Disposal: 70% Quality: 30%	10%		
4	Submission of files to the Licensing authority for con-donation of time in renewal of Clearing Agent Licenses	No. of cases processed in a year Disposal: 70% Quality: 30%	12.5%		
5	Initiation of adjudication for violation of Clearing Agent Licensing Rules / law	No. of cases dealt in a year Disposal: 80% Quality: 20%	15%		
6	Seeking approval for inclusion / deletion of partners in Clearing Agent License and change in directorship / address	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%		
7	Submission of Clearing Agent Booklets for renewal / amendment / duplicate copies to the concerned Licensing authority	No. of cases processed in a year Disposal: 80% Quality: 20%	7.5%		
8	Timely response to the matters relating to the Licensing Section like blocking, de- blocking, feeding of bonded carrier vehicles, issuance/refreshing of passwords	No. of cases dealt in a year Disposal: 70% Quality: 30%	15%		
9	Timely arranging of interview of clearing agents	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%		
10	Initiation of departmental proceedings on violation of the Customs Agents Licensing Rules, 2001 (as amended from time to time)	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%		

Position Title:	Deputy/Assistant Collector External-Internal Audit (CRA / PCA)
Grade:	17/18
Function:	Collectorate of Customs Work
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Repor	ting Officer: Additional Collector			
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	To ensure proper functioning / working of the Pre-Audit section and intervene, whenever required, to ensure its smooth operations	No. of cases dealt in a year Disposal: 80% Quality: 20%	25%	
2	Conduct meetings with the Deputy – Assistant Collectors, in-charge respective sections on regular basis to ensure speedy compliance and disposal of Audit Paras / observations and PAC directives etc, on case to case basis	No. of cases processed in a year Disposal: 80% Quality: 20%	12.5%	
3	To ensure timely collection of verification reports of audit related recoveries from concerned sections of the Collectorate for onward submission to the audit authorities for settlement of audit Paras	No. of cases processed in a year Disposal: 70% Quality: 30%	15%	
4	To ensure proper working of the section and suggest steps/measures to concerned Officers for improvement in recoveries whenever felt necessary	No. of cases processed in a year Disposal: 70% Quality: 30%	12.5%	
5	To ensure performance of Officers/Officials posted in the section and recommend names of outstanding Officers/Officials for cash reward/recognition on the basis of recommendation from In-charge of concerned section	No. of cases processed in a year Disposal: 80% Quality: 20%	15%	
6	Proper maintenance of records	No. of cases dealt in a year Disposal: 80% Quality: 20%	7.5%	
7	Group wise segregation of the cases and forwarding thereof to the concerned group / section for preparation of annotated replies by group / section concerned	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	
8	The annotated replies are compiled along with annexure and forwarded Directorate General of Internal Audit/CRA	No. of cases dealt in a year Disposal: 70% Quality: 30%	2.5%	

9	To ensure proper preparation for meetings (Pre-Mac, DAC, PAC, etc.	No. of cases dealt in a year Disposal: 70% Quality: 30%	2.5%	
10	To ensure proper liaison. Follow up and circulation of DAC, Pre-MAC, PAC directives to all sections within time		2.5%	



Positio	Position Title: Deputy/Assistant Collector MIS				
Grade	: 17/18				
Functi	ion: Collectorate of Customs	s Work			
Repor	ting Officer: Additional Collector				
Sr#	Tasks	KPIs	Weight (%age)	Final Score	
1	To ensure that jobs listed in WeBOC module for AC/DC MIS are done effectively and efficiently	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%		
2	Compilation and submission of MIS reports to Collector	No. of cases processed in a year Disposal: 80% Quality: 20%	5%		
3	Ensuring that in coordination / consultation with the Directorate of Reforms & Automation WeBOC Modules conform to the Act & Rules and are duly updated to respond to the requirement of the Users, both Internal and External	No. of cases process in a year Disposal: 80% Quality: 20%	5%		
4	Supervision of the work relating to DC/AC MIS	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%	1	
5	MIS report generation	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%		
6	Correspondences with Directorate General of Reforms and Automation for improving Weboc modules	No. of cases process in a year Disposal: 80% Quality: 20%	2.5%		
7	Review of RMS behavior	No. of cases process in a year Disposal: 80% Quality: 20%	2.5%		
8	Monitoring of cancellation of TP and other GDs	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%		
9	Monitoring of risky PCTs for actions under RMS	No. of cases dealt in a year Disposal: 70% Quality: 30%	10%		
10	Timely and expeditious trade facilitation e.g. change of AO name, GD assignment, routing, conveying of message, de-blocking of bonded carriers, NTN blocking/de-blocking etc	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%		

11	Provision of data on the prescribed format as and when requested by the concerned section head	No. of cases process in a year Disposal: 80% Quality: 20%	5%	
12	Timely creation of User ID/assignment of role	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%	
13	The GDs called for re-examination be marked/assigned for re-examination on the specific approval by the section head	No. of cases process in a year Disposal: 70% Quality: 30%	2.5%	
14	Upon receipt of specific request from the section head, the GDs may be marked as "Un-stick"	No. of cases processed in a year Disposal: 80% Quality: 20%	2.5%	
15	Monthly well organized training sessions are held	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%	
16	Timely processing of change request form (CRF) is processed timely	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%	



Positio	Position Title: Deputy/Assistant Collector Law Section				
Grade					
Functi	ion: Collectorate of Customs	s Work			
Repor	ting Officer: Additional Collector				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	To Supervise functioning/ working of	No. of cases processed in a	10%		
	Law Branch and to ensure its smooth	year			
	operations. Carrying out meetings with	Disposal: 80%			
	the law brand staff on regular basis to ensure achievement of assigned targets	Quality : 20%			
	for disposal of pending cases				
2	Monitoring filing of CPLA'S, and	No. of cases dealt in a year	10%		
_	Appeals before Tribunal / Collector	Disposal: 70%	1070		
	Appeal within the stipulated time period	Quality: 30%			
3	Keep an eye on the major cases wherein	No. of cases dealt in a year	10%		
	huge amount of revenue is involved and	Disposal: 100%			
	advise steps/measures to concerned	Quality : 80%			
	officers for improvement when ever felt				
	necessary				
4	Monitor the performance of nominated	No. of cases dealt in a year	10%		
	Lawyers in the cases sub-judice before	Disposal: 80%			
1	the honorable Supreme / High Court and at other fora	Quality : 20%	L	-	
5	Monitoring the speedy and proper	No. of cases dealt in a year	10%		
	feeding of cases pertaining to honorable	Disposal: 80%	1070		
	Supreme Court/High Courts in LMS	Quality: 20%			
	system				
6	Filing / Signing of SCRA'S before the	No. of cases processed in a	10%		
	honorable High Court of Sindh	year			
	FAIN	Disposal: 80%			
7	Eventining the legality of ease before	Quality: 20%	100/		
/	Examining the legality of case before approving the contravention	No. of cases dealt in a year Disposal : 80%	10%		
	approving the contravention	Quality: 20%			
8	Performance Monitoring of lawyers /	No. of cases dealt in a year	7.5%		
	initiation of cases to FBR for inclusion	Disposal: 80%	1.5/0		
	of new lawyers in panel	Quality: 20%			
9	Ensure transparency in processes and	No. of cases dealt in a year	7.5%		
	minimize interaction of customs	Disposal: 80%	/ 0		
	functionaries with traders Prompt	Quality : 20%			
	disciplinary action to root out	- •			
	malpractices				

10	Scrutinize the feeding of cases in the	No. of cases dealt in a year	5%	
	LMS system	Disposal : 80%		
		Quality : 20%		
11	Monitoring, signing and submitting	No. of cases processed in a	2.5%	
	para-wise comments, duly approved by	year		
	the concerned Additional Collector, well	Disposal : 80%		
	within the stipulated time period	Quality : 20%		
12	Disposal of notices received from	No. of cases processed in a	5%	
	Honorable High Court, Collector	year		
	Appeal, FTO Notices	Disposal : 80%		
		Quality : 20%		
13	Attendance before the High Court	No. of cases processed in a	2.5%	
		year		
		Disposal : 80%		
		Quality : 20%		



Position Title:	Deputy/Assistant Collector BG Cell / Securities Section
Grade:	17/18
Function:	Collectorate of Customs Work
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Repor	Reporting Officer: Additional Collector				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	To ensure overall performance of BG Cell/	No. of cases supervised in	10%		
	Securities Section for smooth operations	accordance with relevant			
		policy / rules and			
		regulation in a year in			
		accordance with relevant			
		policy / rules and			
		regulation in a year.			
		Disposal : 80%			
		Quality : 20%			
2	Suggestions / Guidance / Advice to the staff	No. of cases processed in	10%		
	of BG Cell / Securities Section indicating	a year			
	any ambiguity or anomaly observed in the	Disposal: 80%			
	working of the Section	Quality: 20%			
3	Compilation and submission of monthly	No. of cases dealt in a	10%		
	statements related to BG Cell / Securities	year			
	section and Meetings with the staff of BG	Disposal: 70%			
	Cell / Securities Section to discuss various	Quality: 30%		-	
	issues of the section and to advise				
	steps/measures to improve the overall as				
4	well as day to day working of the section	N. C	7. 701		
4	Submission of files / matters for approval	No. of cases processed in	7.5%		
	on all such matters where ADC is the	a year			
	competent authority under the act, rules,	Disposal: 80%			
5	public notice or standing order	Quality: 20%	100/		
)	Before encashment or release of any	No. of cases processed in	10%		
	security, it will be ensured that all the	a year			
	prescribed processes and legal requirements	Disposal: 80%			
6	have been completed To ensure that all Public Notices, CGOs,	Quality: 20% No. of cases dealt in a	2.5%		
0	Office Orders etc on BG Cell / Securities		2.5%		
	matters are being followed in letter and	year Disposal : 70%			
	spirit by all concerned	Quality : 30%			
7	Monitor the performance of	No. of cases dealt in a	2.5%		
,	officers/officials posted in BG Cell/	year	2.5 /0		
	Securities Section & recommend the names	Disposal: 70%			
	of outstanding officials for rewards	Quality: 30%			
8	Encashment of ripe Securities / Financial	No. of cases processed in	10%		
	instruments / Guarantees etc	a year	1070		
		Disposal: 80%			
		Quality: 20%			
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9	Monitor proper stacking of files and securities by the custodian		10%
	securities by the custodian	year Disposal • 709/	
		Disposal: 70%	
		Quality : 30%	
10	Timely and expeditious response to the	No. of cases dealt in a	10%
	official correspondences with Board / other	year	
	departments	Disposal : 70%	
		Quality : 30%	
11	Reconciliation of security instruments stock	No. of cases processed in	7.5%
	on monthly basis	a year	
		Disposal : 70%	
		Quality : 30%	
12	Ensure settlement of audit paras /PDPs after	No. of cases dealt in a	10%
	receipt of Report of Revenue Receipts and	year	
	Expenditure	Disposal : 80%	
		Quality : 20%	



Positio	Position Title: Deputy/Assistant Collector Recovery				
Grade	2: 17/18				
Funct	ion: Collectorate of Customs	s Work			
Repor	ting Officer: Additional Collector				
Sr#	Tasks	KPIs	Weight (%age)	Final Score	
1	To ensure efficient performance of Recovery Section	No. of cases dealt in a year Disposal: 80% Quality: 20%	10%		
2	Suggestions / guidance / advice to the staff of Recovery Section	No. of cases dealt in a year Disposal: 60% Quality: 40%	10%		
3	Compilation and submission of monthly statements related to Recovery section	No. of cases processed in a year Disposal: 70% Quality: 30%	10%		
4	Meetings with the staff of Recovery Section to discuss various issues of the section and to advise steps/measures to improve the overall as well as day to day working of the section	No. of cases processed in a year Disposal: 60% Quality: 40%	5%		
5	Submission of files / matters for approval on all such matters where ADC is the competent authority under the act, rules, public notice or standing order	No. of cases processed in a year Disposal: 60% Quality: 40%	10%	1	
6	Implementation of the provisions of the Customs Act, 1969 and Chapter XI of Customs Rules 2001 regarding Recovery	No. of cases dealt in a year Disposal: 70% Quality: 30%	2.5%		
7	To ensure that all Public Notices, CGOs, Office Order etc on Recovery matters are being followed in letter and spirit by all concerned	No. of cases processed in a year Disposal: 70% Quality: 30%	2.5%		
8	Monitor the performance of officers/officials posted in Recovery Section and recommend the names of outstanding officials for cash reward/honorarium etc	No. of cases dealt in a year Disposal: 70% Quality: 30%	10%		
9	To issue Recovery Notices in sequential order as provided under section 202 of the Customs Act, 1969	No. of cases processed in a year Disposal: 80% Quality: 20%	10%		
10	To nominate Attachment Officers wherever warranted	No. of cases processed in a year Disposal: 60% Quality: 40%	10%		

11	Recommendations to the section / group concerned for blocking – de-blocking of defaulting importers / clearing agents	No. of cases dealt in a year Disposal: 70% Quality: 30%	7.5%	
12	All record pertaining to the Recovery be maintained in presentable manners	No. of cases supervised in a year Disposal: 60% Quality: 40%	10%	
13	Ensure settlement of audit paras / PDPs after receipt of Report of Revenue Receipts and Expenditure	No. of cases processed in a year Disposal: 60% Quality: 40%	2.5%	



Positio	on Title: Deputy/Assistant Co	llector Warehousing		
Grade	: 17/18			
Functi	on: Collectorate of Custo	oms Work		
Repor	ting Officer: Additional Collector			
Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	To ensure efficient overall performance of Bond Section	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	
2	Suggestion / guidance / advice to the staff of Bond Section to increase their efficiency and output	No. of cases dealt in a year Disposal: 70% Quality: 30%	7.5%	
3	Compilation and submission of monthly statements showing overstayed goods	No. of cases processed in a year Disposal: 70% Quality: 30%	5%	
4	Meetings with the staff of Bond Section to discuss various issues of the section and to advise steps/measures to improve the overall as well as day to day working of the section	No. of cases dealt in a year Disposal: 80% Quality: 20%	5%	
5	Submission of files / matters for approval on all such matters where ADC is the competent authority under the act, rules, public notice or standing order	No. of cases processed in a year Disposal: 80% Quality: 20%	10%	
6	Implementation of the provisions of the Customs Act, 1969 and Chapter XV of Customs Rules 2001 regarding warehousing	No. of cases processed in a year Disposal: 80% Quality: 20%	5%	
7	To ensure that all Public Notices, CGOs, Office Orders etc on Warehousing are being followed in letter and spirit by all concerned	No. of cases supervised in a year Disposal: 60% Quality: 40%	5%	
8	Monitor the performance of officers/officials posted in Bond Section and recommend the names of outstanding officials for cash reward/honorarium etc	No. of cases processed in a year Disposal: 70% Quality: 30%	5%	
9	Preparation of monthly statement of overstayed goods in Bonded warehouses	No. of cases processed in a year Disposal: 70% Quality: 30%	10%	

10	To conduct auction on monthly basis in accordance with relevant provisions of Customs Act, 1969	No. of cases processed in a year Disposal: 60% Quality: 40%	10%
11	Expeditious processing of the requests for issuance / renewal and enhancement of face values of license of Bonded Warehouse	No. of cases dealt in a year Disposal: 60% Quality: 40%	7.5%
12	Expeditious processing of the requests for extension of warehousing period	No. of cases dealt in a year Disposal: 60% Quality: 40%	10%
13	Periodic inspections of Bonded warehouses, under jurisdiction	No. of cases supervised in a year Disposal: 60% Quality: 40%	5%
14	Ensure settlement of audit Para/PDPs after receipt of Report of Revenue Receipts and Expenditure	No. of cases processed in a year Disposal: 80% Quality: 20%	5%



Positio	on Title: Deputy/Assistant Coll	ector Preventive		
Grade	: 17/18			
Functi	ion: Collectorate of Custon	ns Work		
Repor	ting Officer: Additional Collector			
Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	Boost-up of anti-smuggling operations in the area jurisdiction of Collectorate	No. of cases dealt in a year Disposal: 80 % Quality: 20%	10%	
2	Revenue generation of the Collectorate by facilitating the trade; Performing active part in anti-smuggling work leading towards registering of huge seizures	No. of cases dealt in a year Disposal: 70 % Quality: 30%	7.5%	
3	Supervising the working of the Staff and developing information network	No. of cases dealt in a year Disposal: 80 % Quality: 20%	5%	
4	Looking after the other miscellaneous work such as State warehouse etc during the period	No. of cases dealt in a year Disposal: 80 % Quality: 20%	5%	
5	Timely disposal of the official work and appropriately handling other charges during the period	No. of cases dealt in a year Disposal: 70 % Quality: 30%	5%	
6	Timely disposal of the assigned work enhancing in efficiency of the Collectorate	No. of cases dealt in a year Disposal: 70 % Quality: 30%	5%	
7	Maintaining close contact with other LEAs for prevention of Smuggling	No. of cases dealt in a year Disposal: 70 % Quality: 30%	2.5%	

Targeted operations resulting in huge

Detecting the new trends of smuggling

Effective utilization of staff to perform

Identifying new smuggling routes

in the area of jurisdiction

anti-smuggling duties

Identification of choke points

8

9

10

11

12

seizures

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No. of cases dealt in a year

Disposal: 70 %

Quality: 30%

Disposal: 80 %
Quality: 20%

No. of cases dealt in a year

Disposal: 80 % Quality: 20%

No. of cases dealt in a year

No. of cases dealt in a year

Disposal: 70 % Quality: 30%

Disposal: 70 % Quality: 30%

No. of cases dealt in a year

5%

10%

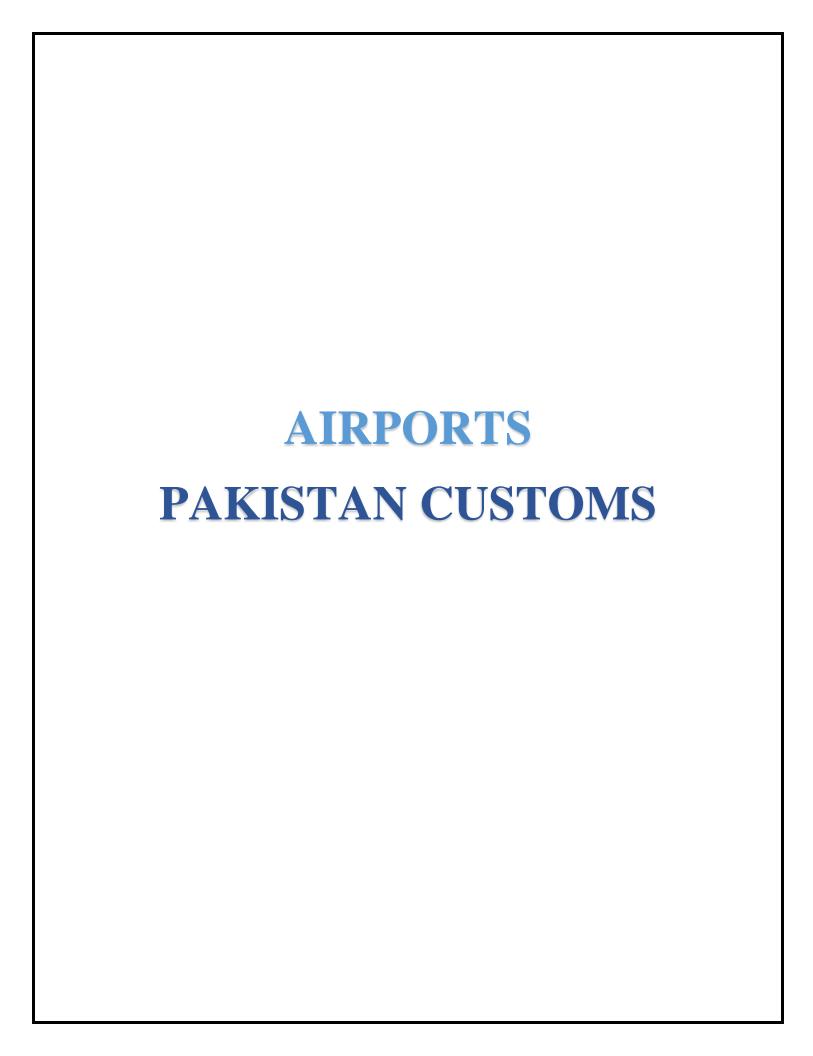
5%

10%

5%

13	Patrolling the area of jurisdiction snap checking	No. of cases dealt in a year Disposal: 70 % Quality: 30%	10%	
14	Coordinating intelligence and information sharing	No. of cases dealt in a year Disposal: 70 % Quality: 30%	10%	
15	Ensuring implementation of information based operations	No. of cases dealt in a year Disposal: 70 % Quality: 30%	5%	





AIRPORT - CUSTOMS

Posit	ion Title: Collector			
Grad	le: 20			
Func	tion: Airport Duty			
Repo	orting Office: Chief Collector Customs	(Enforcement)		
Sr#	Job Description	KPIs	Weight	Final
	•		(%age)	Score
1	Facilitation of legitimate trade and travel at	No. of complaints	10%	
	JIAP Karachi - addressing	addressed		
	passengers/taxpayers grievances and	Disposal: 80%		
	complaints	Quality: 20%	1001	
2	Expeditious clearance of import and export	No. of Goods	10%	
	cargo, un-accompanied baggage and	Declarations cleared		
	international mail	promptly		
		Disposal: 80% Quality: 20%		
3	Achievement of revenue collection targets set	Percentage of	20%	
	by FBR	achievement	2070	
	oy 151	Disposal: 70%		
		Quality: 30%		
4	Enforcement against smuggling, illicit trade,	No. of cases dealt in the	5%	
	narcotics and psychotropic substances	year		
		Disposal: 70%		
		Quality: 30%		
5	Enforcement related to health, safety,	No. of cases dealt in the	5%	
	environmental security, CITES and heritage	year		
	regulations, violations of IPRs and FATF	Disposal: 70%		
6	related matters Detection of mis-declaration, short	Quality: 30% No. of cases detected in	5%	
6	Detection of mis-declaration, short assessment, violation of concessionary	the year	3%	
	regimes, etc.	Disposal: 80%		
	regimes, etc.	Quality: 20%		
7	Timely processing of duty drawback claims	No. of cases processed in	5%	
	Freezessag er anny armer ermans	the year		
		Disposal: 80%		
		Quality : 20%		
8	Collaboration and coordination with other	Percentage of	5%	
	agencies operating at airport to streamline	collaboration and		
	clearance procedures and control mechanisms	management		
		Disposal: 70%		
		Quality: 30%	F.C.	
9	Recovery of arrears, encashment of Bank	No. of cases dealt in the	5%	
	Guarantees and post dated cheques/Insurance	year		
	guarantees, etc	Disposal: 70%		
		Quality : 30%		

10	Pursuance of court cases and settlement of audit paras	No. of paras dealt in the year Disposal: 70%	5%	
		Quality: 30%		
11	Post release verifications	No. of verifications done	5%	
		in a year		
		Disposal: 70%		
		Quality: 30%		
12	Human resource and discipline management	Percentage of	5%	
	and ensuring transparency in processes and	management		
	minimizing interaction of Customs	Disposal: 80%		
	functionaries with traders	Quality : 20%		
13	Effective placement of officers and staff based	Percentage of	5%	
	on matching of skills and competencies with	management		
	specific position requirements	Disposal: 70%		
		Quality: 30%		
14	Prompt disciplinary action against	No. of cases dealt in a	5%	
	malpractices	year		
		Disposal: 80%		
		Quality : 20%		
15	Administer expenditure budget	Percentage of	5%	
		management		
		Disposal: 80%		
		Quality : 20%		

Position Title:	Additional Collector (Air Freight Unit)
Grade:	19
Function:	Airport Duty
Reporting Office:	Collector Customs

Repo	Reporting Office: Collector Customs				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Facilitation of legitimate trade at AFU Karachi	No. of complaints	10%		
	- addressing taxpayers grievances and	addressed			
	complaints	Disposal: 80%			
		Quality : 20%			
2	Monitoring of assessments and examinations	No. of	10%		
	for expeditious clearance of import and export	Assessments/examinatio			
	cargo, un-accompanied baggage and	ns supervised promptly			
	international mail	Disposal: 80%			
		Quality : 20%			
3	Achievement of revenue collection targets set	Percentage of	20%		
	by FBR	achievement			
		Disposal: 80%			
		Quality : 20%			
4	Enforcement against smuggling, illicit trade,	No. of cases dealt in the	10%		
	narcotics and psychotropic substances	year			
		Disposal: 75%			
		Quality : 25%			
5	Enforcement related to health, safety,	No. of cases dealt in the	10%		
	environmental security, CITES and heritage	year			
	regulations, violations of IPRs and FATF	Disposal: 80%			
	related matters	Quality : 20%			
6	Detection of mis-declaration, short	No. of cases detected in	10%		
	assessment, violation of concessionary	the year			
	regimes, etc.	Disposal: 80%			
	PANIDI	Quality: 20%			
7	Timely processing of duty drawback claims	No. of cases processed in	5%		
		the year			
		Disposal: 75%			
0		Quality: 25%	50 /		
8	Collaboration and coordination with other	Percentage of	5%		
	agencies operating at airport to streamline	collaboration and			
	clearance procedures and control mechanisms	management			
		Disposal : 70%			
0	Deceyative of among angestment of Deal-	Quality: 30%	50/		
9	Recovery of arrears, encashment of Bank	No. of cases dealt in the	5%		
	Guarantees and post dated cheques/Insurance	year Diamagal . 700/			
	guarantees, etc	Disposal: 70%			
10	Duranana of agust aggs and sattlement of	Quality: 30%	50/		
10	Pursuance of court cases and settlement of	No. of paras dealt in the	5%		
	audit paras	year			

		Disposal : 70% Quality : 30%	
11	Post release verifications	No. of verifications done in a year Disposal: 70% Quality: 30%	5%
12	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal: 70% Quality: 30%	5%



Posit	tion Title:	Additional Collector (JIAP Terminal/HQs)			
Grad	le:	19			
Func	ction:	on: Airport Duty			
Repo	Reporting Office: Collector Customs				
Sr#	Sr # Job Description KPIs Weight Fina		Final		
	(%age) Score			Score	
1	Facilitation of	legitimate travel at	No. of complaints addressed	20%	

Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Facilitation of legitimate travel at	No. of complaints addressed	20%	
	JIAP Karachi - addressing passengers	Disposal: 70%		
	grievances and complaints	Quality : 30%		
2	Collaboration and coordination with	Percentage of collaboration and	10%	
	other agencies operating at airport to	management		
	streamline clearance procedures and	Disposal: 70%		
	control mechanisms	Quality : 30%		
3	Overall monitoring of enforcement	No. of cases dealt in a year	20%	
	activities at JIAP Karachi including	Disposal: 75%		
	canine unit, drug enforcement cell,	Quality : 25%		
	etc.			
4	Enforcement against smuggling,	No. of cases dealt in the year	15%	
	illicit trade, narcotics and	Disposal: 75%		
	psychotropic substances	Quality : 25%		
5	Enforcement related to health, safety,	No. of cases dealt in the year	10%	
	environmental security, CITES and	Disposal: 80%		
	heritage regulations, violations of	Quality : 20%		
	IPRs and FATF related matters			7
6	Human resource and discipline	Percentage of management	5%	
	management and ensuring	Disposal: 80%		
	transparency in processes	Quality : 20%		
7	Effective placement of officers and	Percentage of management	5%	
	staff based on matching of skills and	Disposal: 70%		
	competencies with specific position	Quality : 30%		
	requirements ————————————————————————————————————	IDIAN		
8	Prompt disciplinary action against	No. of cases dealt in a year	5%	
	malpractices	Disposal: 60%		
		Quality : 40%		
9	Administer expenditure budget	Percentage of management	5%	
		Disposal: 60%		
		Quality : 40%		
10	Settlement of audit paras	No. of paras dealt in the year	5%	
		Disposal: 60%		
		Quality : 40%		

D •	. Til			
		Collector (JIAP Terminal / HQs)		
Grad				
	tion: Airport Duty			
	orting Office: Additional Collect	tor (JIAP Terminal / HQs)		
Sr#	Job Description	KPIs	Weight	Final
1	Escilitation of locitimate expense at	No of complaints addressed	(%age) 25%	Score
1	Facilitation of legitimate exports at AFU Karachi - addressing exporters	No. of complaints addressed Disposal: 60%	23%	
	grievances and complaints	Quality: 40%		
2	Monitoring of assessments and	No. of	20%	
	examinations for expeditious clearance	Assessments/examinations	2070	
	of export cargo, samples and	supervised promptly		
	international mail	Disposal: 75%		
		Quality : 25%		
3	Enforcement against smuggling, illicit	No. of cases dealt in the year	10%	
	trade, narcotics and psychotropic	Disposal: 75%		
	substances	Quality : 25%		
4	Enforcement related to health, safety,	No. of cases dealt in the year	10%	
	environmental security, CITES and	Disposal: 80%		
	heritage regulations, violations of IPRs	Quality : 20%		
_	and FATF related matters	No. of community districts	1.00/	
5	Detection of mis-declarations, etc.	No. of cases detected in the year Disposal: 80%	10%	
100		Quality : 20%		
6	Timely processing of duty drawback	No. of cases processed in the year	5%	
	claims	Disposal: 75%	- , ,	
		Quality: 25%		
7	Collaboration and coordination with	Percentage of collaboration and	5%	
	other agencies operating at airport to	management		
	streamline clearance procedures and	— Disposal : 60%		
0	control mechanisms	Quality: 40%	5 0/	
8	Pursuance of court cases and settlement	No. of paras dealt in the year	5%	
	of audit paras	Disposal: 80%		
9	Post release verifications	Quality: 20% No. of verifications done in a	5%	
9	1 Ost release verifications	year	370	
		Disposal: 80%		
		Quality: 20%		
10	Prompt action against malpractices	No. of cases dealt in a year	5%	
		Disposal: 80%		
		Quality : 20%		

Position Title:	Deputy/ Assistant Collector (Air Freight Unit)
Grade:	17/18
Function:	Airport Duty
Paparting Office	Additional Collector (Air Freight Unit)

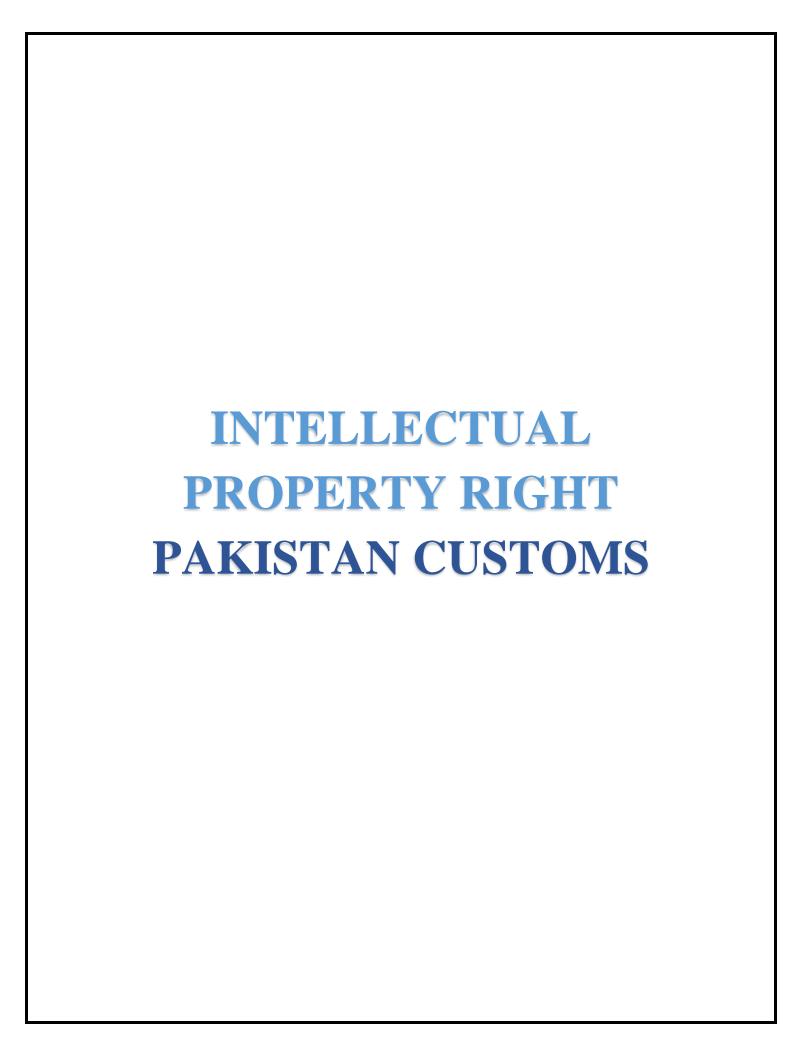
Reporting Office: Additional Collector (Air Freight Unit)				
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Facilitation of legitimate trade at AFU Karachi	No. of complaints	10%	
	- addressing taxpayers grievances and	addressed		
	complaints	Disposal : 60%		
	•	Quality : 40%		
2	Monitoring of assessments and examinations	No. of	10%	
	for expeditious clearance of import and export	Assessments/examinatio		
	cargo, un-accompanied baggage and	ns supervised promptly		
	international mail	Disposal: 75%		
		Quality : 25%		
3	Achievement of revenue collection targets set	Percentage of	20%	
	by FBR	achievement		
		Disposal : 75%		
		Quality : 25%		
4	Enforcement against smuggling, illicit trade,	No. of cases dealt in the	10%	
	narcotics and psychotropic substances	year		
		Disposal: 75%		
		Quality : 25%		
5	Enforcement related to health, safety,	No. of cases dealt in the	10%	**.
	environmental security, CITES and heritage	year		
	regulations, violations of IPRs and FATF	Disposal: 80%		
	related matters	Quality : 20%		
6	Detection of mis-declaration, short	No. of cases detected in	10%	
	assessment, violation of concessionary	the year		
	regimes, etc.	– Disposal : 80%		
	PAKISI	Quality : 20%		
7	Timely processing of duty drawback claims	No. of cases processed in	5%	
		the year		
		Disposal: 75%		
		Quality : 25%		
8	Collaboration and coordination with other	Percentage of	5%	
	agencies operating at airport to streamline	collaboration and		
	clearance procedures and control mechanisms	management		
		Disposal : 60%		
		Quality: 40%		
9	Recovery of arrears, encashment of Bank	No. of cases dealt in the	5%	
	Guarantees and post dated cheques/Insurance	year		
	guarantees, etc	Disposal : 60%		
		Quality: 40%		
10	Pursuance of court cases and settlement of	No. of paras dealt in the	5%	
	audit paras	year		

		Disposal : 60% Quality : 40%	
11	Post release verifications	No. of verifications done in a year Disposal: 60%	5%
		Quality: 40%	
12	Prompt action against malpractices	No. of cases dealt in a year	5%
		Disposal : 60%	
		Quality : 40%	



Position Title: Deputy/ Assistant Collector (Headquarters)	
Grade:	17/18
Function:	Airport Duty
Reporting Office:	Additional Collector (Headquarters)

керо	eporting Office: Additional Collector (Headquarters)			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Human resource and discipline management	Percentage of	30%	
	and ensuring transparency in processes and	management		
	minimizing interaction of Customs	Disposal: 80%		
	functionaries with traders	Quality : 20%		
2	Effective placement of officers and staff based	Percentage of	20%	
	on matching of skills and competencies with	management		
	specific position requirements	Disposal : 60%		
		Quality: 40%		
3	Prompt action against malpractices	No. of cases dealt in a	20%	
		year		
		Disposal: 60%		
		Quality: 40%		
4	Collaboration and coordination with other	Percentage of	10%	
	agencies operating at airport to streamline	collaboration and		
	clearance procedures and control mechanisms	management		
		Disposal : 60%		
		Quality: 40%		
5	Pursuance of court cases and settlement of	No. of cases dealt in a	10%	
	audit paras	year		
		Disposal: 60%		
		Quality: 40%		
6	Administer expenditure budget	Percentage of	10%	
		management		
	DARKE	– Disposal : 60%		
	PAKISI	Quality: 40%		



INTELLECTUAL PROPERTY RIGHT CUSTOMS

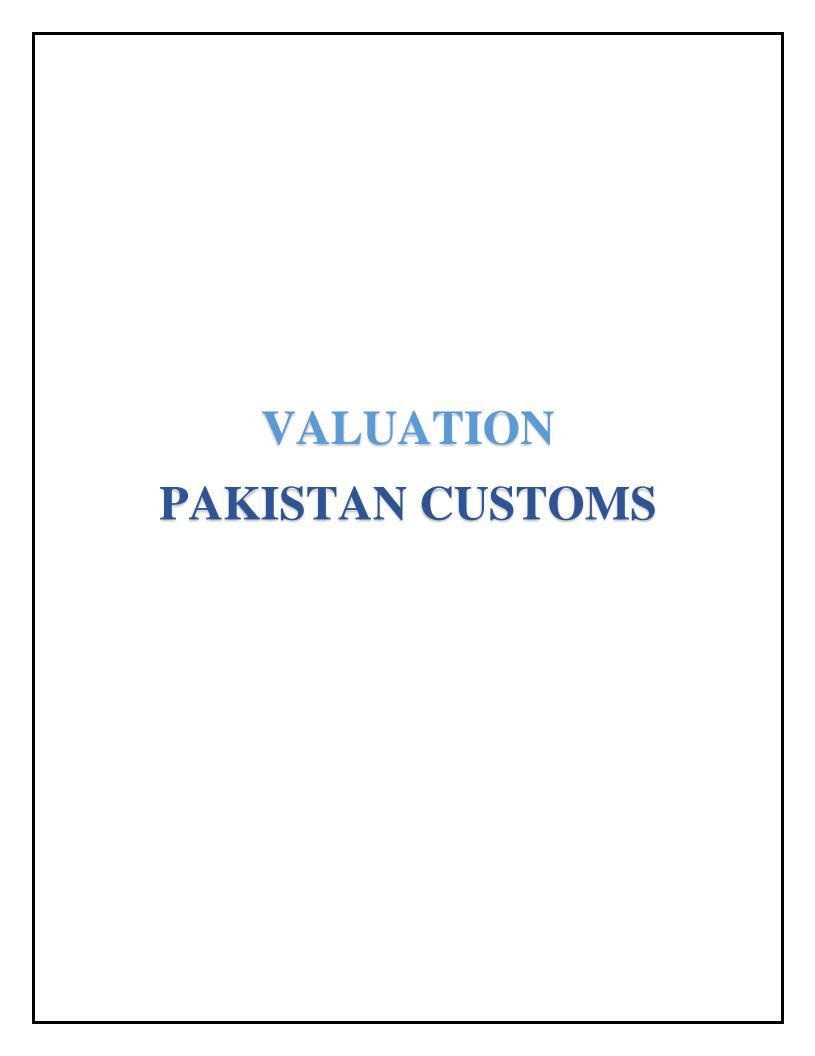
Positio	on Title: Director General			
Grade: 21				
Funct	ion: Intellectual Property F	Rights Enforcement		
Repor	ting Office: Chairman (HQs)			
Sr#	Tasks	KPIs	Weight	Final
			(%age)	Score
1	Formulation of annual plan & finalizing	No. of cases dealt in the year	20%	
	strategy for achieving objectives of the	Disposal: 80%		
	Directorate General of IPRE.	Quality: 20%		
2	Condition with EDD / Cl. CC II	N C	200/	
2	Coordination with FBR / Chief Collectors	No. of cases dealt in the year	20%	
	and national / international agencies	Disposal: 80%		
	regarding IPR protocols / procedures / future goals.	Quality: 20%		
3	Representing IPRE Directorate General at	No. of cases dealt in the year	20%	
3	national / international fora and ensuring	Disposal: 80%	2070	
	greater effectiveness / co-operations and	Quality: 20%		
	collaboration amongst all stakeholders.	Quality : 20 / 0		
4	Overall supervision of all regional	No. of cases dealt in the year	10%	
100	Directorates to ensure HR / Budget	Disposal: 80%		h.,
	/Logistic and other resources are utilized	Quality: 20%		
	optimally, efficiently and effectively.	49 1		
5	Ensure that IPR infringement cases are	No. of cases dealt in the year	10%	
	effectively processed and efficiently	Disposal: 80%		
	represented at various legal fora.	Quality: 20%		
		N C 1 1 1 1	100/	
6	Coordination with FBR regarding HR,	No. of cases dealt in the year	10%	
	budget and logistic requirements of the	Disposal: 80%		
	field Directorates.	Quality: 20%		
7	Any other task assigned by the Member /	No. of cases dealt in the year	10%	
	Chairman FBR.	Disposal: 80%	10,0	
		Quality: 20%		
L	l	C	L	l

Positi	on Title: Director				
	Grade: 20				
	Function: Intellectual Property Rights Enforcement				
	rting Office: Director General IPR				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	Supervise & monitor working of officers	No. of cases dealt in the year	10%		
	in the Directorate to ensure effectiveness,	Disposal : 80%			
	efficiency and transparency.	Quality: 20%			
2	Liaison with right holders /	No. of cases dealt in the year	10%		
	consultants/complainants.	Disposal : 80%			
		Quality : 20%			
3	Coordination with Customs Collectors to	No. of cases dealt in the year	10%		
	ensure detection of IPR violations.	Disposal : 80%			
		Quality: 20%			
4	Foster partnership / collaborations in all	No. of cases dealt in the year	10%		
	IPR matters with other IPR enforcement	Disposal: 80%			
	national / international organizations.	Quality: 20%			
5	Regular communication with right holders	No. of cases dealt in the year	10%		
	/ IPO and other organizations to further	Disposal : 80%			
	simplify, facilitate and streamline the IPR	Quality: 20%			
	enforcement process.				
6	Develop guidelines and IPR specific risk	No. of cases dealt in the year	10%		
1	assessment indicators for detection of IPR	Disposal: 80%		1	
	infringement cases.	Quality: 20%	4001		
7	Develop & recommend training	No. of cases dealt in the year	10%		
	programmes / awareness / sensitizations	Disposal: 70%			
	seminars etc. for officers and staff of	Quality: 30%			
	Customs and other organization to				
	promote improved understanding of the issues.	TΔNI			
8	Ensure optimal utilization of all resources	No. of cases dealt in the year	15%		
	available to the Directorate.	Disposal : 70%			
		Quality: 30%			
9	Overall supervision of all administrative	No. of cases dealt in the year	10%		
	matters including HR / Budget / Logistics	Disposal: 70%			
	etc.	Quality: 30%			
10	Ensure that IPR infringement cases are	No. of cases dealt in the year	10%		
	effectively processed and efficiently	Disposal : 70%			
	represented at various legal fora.	Quality: 30%			
11	Any other task assigned by the Director	No. of cases dealt in the year	5%		
	General	Disposal: 70%			
		Quality: 30%			

Position Title: Additional Director				
Grade:	19			
Function	1	rty Rights Enforcement		
Reporti	ing Office: Director			
Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	Supervise GD clearance / monitoring data in WeBoC module.	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%	
2	Coordinate & assist meetings of Director with right holders / consultants & other stakeholders.	No. of cases dealt in the year Disposal: 70% Quality: 30%	10%	
3	Assist the Director in developing IPR Enforcement/Integrity Management/Financial Control policies.	No. of cases dealt in the year Disposal: 70% Quality: 30%	10%	
4	Hold meetings with right holders / complainants.	No. of cases dealt in the year Disposal: 70% Quality: 30%	10%	
5	Monitor progress/ pursuance of IPR violation cases at various legal fora.	No. of cases dealt in the year Disposal: 70% Quality: 30%	10%	
6	Correspondence with Board /	No. of cases dealt in the year	5%	
_	Regional Directorates.	Disposal : 70% Quality : 30%		·
7	Supervise expenditure /budget / AGPR matters/CPF/Service and administrative matters.	No. of cases dealt in the year Disposal: 70% Quality: 30%	10%	
8	Develop strategies and plans for enhancing skills and building capacity of existing HR.	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%	
9	Effective & efficient deployment of available human resource.		5%	
10	Ensure optimum skill and resource utilization.	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%	
11	Prompt disciplinary action to ensure integrity, efficiency and professionalism.	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%	
12	Issuance of IPR alerts to field formations.	No. of cases dealt in the year Disposal: 80% Quality: 20%	5%	
13	Any other task assigned by the Director	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%	

Position	Position Title: Assistant/ Deputy Director Headquarters				
Grade:	Grade: 17/18				
Function	on: Intellectual Prop	erty Rights Enforcement			
	Reporting Office: Additional Director				
Sr#	Tasks	KPIs	Weight (%age)	Final Score	
1	Administrative matters relating to Budget, Accounts, Cash Section, service matters, personnel, security, CPF etc.	No. of cases dealt in the year Disposal: 80% Quality: 20%	15%		
2	Preparation and submission of monthly statements to the Senior Management / FBR.	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%		
3	DRRA / Internal Audit / Legal matters.	No. of cases dealt in the year Disposal: 80% Quality: 20%	15%		
4	Monitor general administration for smooth operations of the Directorate.	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%		
5	To act as focal person of PMDU.	No. of cases dealt in the year Disposal: 80% Quality: 20%	5%		
6	Arranging and conducting meetings / awareness sessions with all stakeholders.	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%	**.	
7	Supervise the subordinate staff.	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%		
8	Ensure safe maintenance of all office record.	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%		
9	Prepare briefs, reports / analysis for senior management.	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%		
10	Liaison / Coordination with Board / Collectorates regarding administrative matters.	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%		
11	Supervise expenditure and budget grant strictly in accordance with PPRA Rules.	No. of cases dealt in the year Disposal: 80% Quality: 20%	10%		
12	Any other task assigned by the Director	No. of cases dealt in the year Disposal: 70% Quality: 30%	5%		

Position	Position Title: Assistant/ Deputy Director				
Grade:	Grade: 17/18				
Function	Function: Intellectual Property Rights Enforcement				
Report	Reporting Office: Additional Director				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	Educate / orient Customs Collectorate	No. of cases dealt in the year	10%		
	clearance staff regarding IPR	Disposal: 80%			
	enforcement mechanism.	Quality: 20%			
2	Monitoring & analysis of GD	No. of cases dealt in the year	10%		
	Clearance data for detection of IPRE	Disposal: 80%			
	violations.	Quality: 20%	100/		
3	Affect and coordinate seizures /	No. of cases dealt in the year	10%		
	forfeitures of goods found to be	Disposal : 70%			
4	infringing IPR.	Quality: 30%	1.00/		
4	Coordination/Liaison with right	No. of cases dealt in the year	10%		
	holders, IPO and other stakeholders.	Disposal: 70%			
5	Duo anno annulainta by vieht haldens	Quality: 30%	10%		
3	Process complaints by right holders	No. of cases dealt in the year	10%		
		Disposal: 70%			
6	Supervise / plead cases for IPRE at all	Quality: 30% No. of cases dealt in the year	10%		
0	legal fora.	Disposal: 80%	1070		
	legal fora.	Quality: 20%	_		
7	Conduct awareness seminars / liaisings	No. of cases dealt in the year	10%		
,	at department / national / international	Disposal: 70%	1070		
	level.	Quality: 30%			
8	Maintaining record / statistical data of	No. of cases dealt in the year	5%		
	seizures/forfeitures reflecting IPRE	Disposal: 70%			
	violations and analysis of the same to	Quality: 30%			
	identify risk areas/vulnerabilities.	ETANI			
9	Supervision of subordinate staff.	No. of cases dealt in the year	5%		
	-	Disposal : 70%			
		Quality: 30%			
10	Liaison with Customs Staff and	No. of cases dealt in the year	5%		
	Collectorates for disposal of counterfeit	Disposal: 70%			
	goods.	Quality: 30%			
11	Supervising examinations of	No. of cases dealt in the year	5%		
	consignments reported to be	Disposal: 70%			
	counterfeit.	Quality: 30%			
12	Suggest improvements / pinpoint issues	No. of cases dealt in the year	5%		
	in the IPR Enforcement.	Disposal: 70%			
		Quality: 30%			
13	Any other task assigned by the Director	No. of cases dealt in the year	5%		
		Disposal: 70%			
		Quality: 30%			



VALUATION CUSTOMS

Positi	on Title: Director General				
Grade	ade: 21				
Funct	ion: Valuation				
Repor	rting Office: Chairman FBR				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	To review the petitions filed by the	No. of cases dealt in the year	25%		
	importers under Section 25D of the	Disposal : 80%			
	Customs Act, 1969, against the Customs	Quality: 20%			
	values determined through issuance of	- v			
	Valuation Rulings, by the Director of				
	Customs Valuation.				
2	To keep a check on the quality of work	No. of cases dealt in the year	25%		
	and minimizing instances of mal-	Disposal : 80%			
	administration.	Quality: 20%			
		, ,			
3	To create a conductive working	No. of cases dealt in the year	25%		
	environment and provide leadership,	Disposal: 70%			
	motivation and opportunities for	Quality: 30%			
	development of team members.				
4	Formulating and evolving WTO based	No. of cases dealt in the year	25%	N.,	
	Policies to plug out the revenue leakages.	Disposal: 70%			
		Ouality: 30%			

PAKISTAN

Position Title:	Director
Grade:	20
Function:	Valuation

Reporting Office:	Director General
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_	birector General			
Sr#	Tasks	KPIs	Weight	Final
			(%age)	Score
1	To determine the Customs values under	No. of cases dealt in the year	25%	
	Section 25A of the Customs Act, 1969,	Disposal : 80%		
	on his own motion or on a reference	Quality: 20%		
	received from the stakeholders or by	•		
	the Collectorate of Customs. After			
	Issuance of Valuation Rulings, it is			
	circulated to all clearances Collectorate			
	for uniform application / assessment.			
2	To hold meetings with all the	No. of cases dealt in the year	25%	
	stakeholders / trade bodies for	Disposal : 80%		
	obtaining their inputs / point of	Quality: 20%		
	views while determining the			
	Customs values of the imported			
	goods.			
3	Active supervision and monitoring of,	No. of cases dealt in the year	25%	
	guidance and motivation to officials /	Disposal: 70%		
100	subordinate staff to optimize	Quality: 30%		No.
	productivity and quality of the unit			
	output.			
4	Ensuring operational efficiency in the	No. of cases dealt in the year	25%	
	Directorate through proactive initiation	Disposal: 70%		
	and effective supervision among all	Quality: 30%		
	divisions/sections/groups.	The state of the s		

Position Title:	Additional Director
Grade:	19
Function:	Valuation
Reporting Office:	Director

Keport	ing Office. Director			
Sr#	Tasks	KPIs	Weight	Final
			(%age)	Score
1	To support Director (Valuation) in	No. of cases dealt in the year	25%	
	analyzing and evaluation of	Disposal: 80%		
	information gathered from	Quality: 20%		
	different sources for			
	determination of Customs values.			
2	Help Assistant / Deputy Directors in	No. of cases dealt in the year	25%	
	finalizing provisional assessment	Disposal: 80%		
	cases.	Quality : 20%		
3	Organize Meetings with Stakeholders	No. of cases dealt in the year	25%	
		Disposal : 70%		
		Quality : 30%		
4	To develop and execute action plan	No. of cases dealt in the year	25%	
	and making strategies for identifying	Disposal: 70%		
	items that are prone to under-	Quality : 30%		
	invoicing.			
-		The second second second		

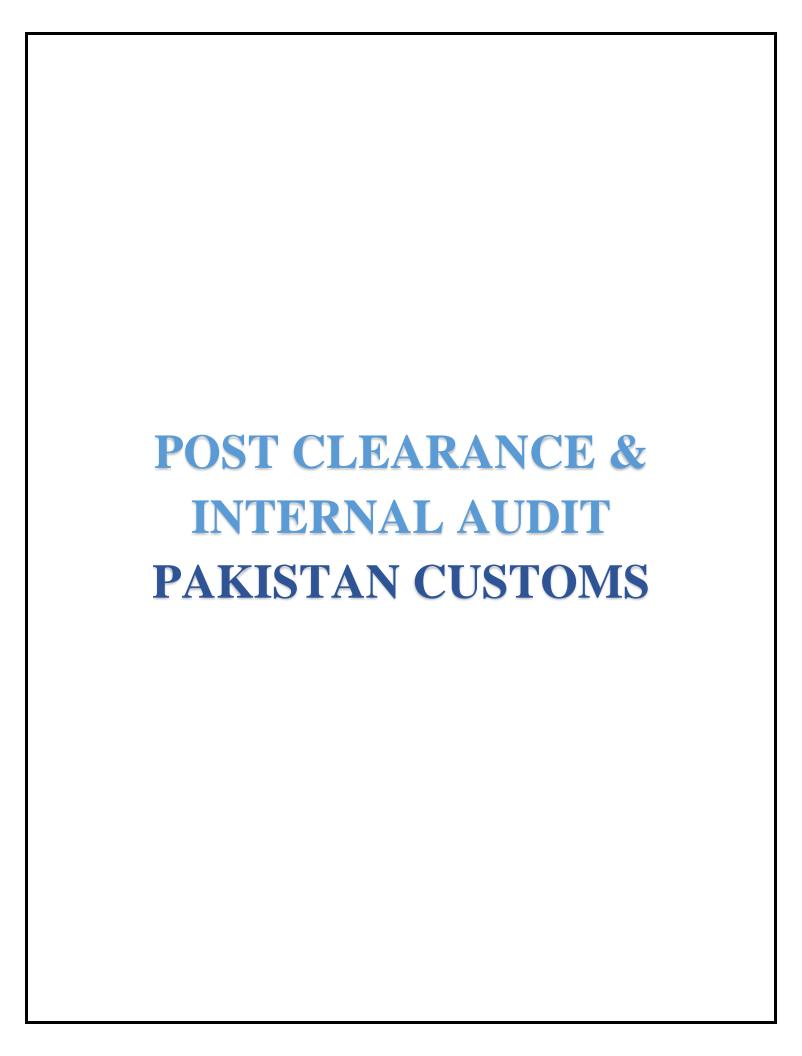
D '4'	TOTAL A ' , , , , D , , D'			
	n Title: Assistant/ Deputy Direct	or		
Grade:				
Function				
Report	ing Office: Additional Director			
Sr#	Tasks	KPIs	Weight	Final
			(%age)	Score
1	Mobilizing resources at the optimum	No. of cases dealt in the	25%	
	level, to cover maximum items prone to	year		
	under-invoicing, for the determination of	Disposal : 80%		
	customs values.	Quality : 20%		
2	Review of Monthly Progress of the staff.	No. of cases dealt in the	25%	
		year		
		Disposal : 80%		
		Quality : 20%		
3	Placement of sub-ordinate staff.	No. of cases dealt in the	15%	
		year		
		Disposal : 70%		
		Quality: 30%		
4	Motivation of the employees.	No. of cases dealt in the	20%	
		year		
		Disposal: 70%		
		Quality: 30%		
5	To advice the customs values to the all	No. of cases dealt in the	15%	
100	Customs Collectorates / Field	year		L.
	Formations/ Dryports in cases dealt	Disposal: 70%		100
	under Section 81 of the Customs Act,	Quality: 30%		
	1969, whenever referred to the			
	Directorate General of Customs	O. 101 VO.		

PAKISTAN

Valuation, Karachi.

Position	n Title: Accounts Officer/	DDO		
Grade:	17			
Function	Function: Valuation			
Report	ing Office: Director			
Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	Incharge of Accounts Section.	No. of cases dealt in the year Disposal: 80% Quality: 20%	25%	
2	Preparation of Annual Financial Budget	No. of cases dealt in the year Disposal: 80% Quality: 20%	25%	
3	Re-appropriation of Annual Budget.	No. of cases dealt in the year Disposal: 70% Quality: 30%	15%	
4	Maintenance of Cash / Log Books etc.	No. of cases dealt in the year Disposal: 70% Quality: 30%	20%	
5	Preparation of all types of Bills. Dealing with issues at the AGPR and Audit matters	No. of cases dealt in the year Disposal: 70% Quality: 30%	15%	





POST CLEARANCE & INTERNAL AUDIT CUSTOMS

Supervise formulation of Audit Strategy. Supervise formulation of Audit Strategy. Supervise the implementation of audit plans. By the regional Directorates Disposal: 60% Quality: 40% Ensure 80% of assignments work load is completed within schedule Disposal: 70% Quality: 30% Follow up of cases by the regional directorates at adjudication level/Appellate Fora Fora Proper follow up of cases at the Adjudication Collectorates / Appellate fora for disposal. Disposal: 60% Quality: 30% Proper follow up of cases at the Adjudication Collectorates / Appellate fora for disposal. Disposal: 60% Quality: 40% Risk Management System (RMS) Liaison with PRAL or other vendors for preparation. Testing and execution of software for effective implementation of PCA at all the Customs field formations throughout Pakistan covering all the cargo clearance systems. Liaison with donors and all agencies assisting in setting up and operation of PCA, including JICA experts but not limited to that. Coordination with DG training for conceiving, designing and executing training modules for effective PCA Programme. Regular Liaison Disposal: 60% Quality: 30% Regular Liaison Disposal: 60% Quality: 40% Ensure that the HR gets relevant training on regular basis Disposal: 70% Quality: 30% Coordination with Member (Admin) of FBR for funds, infrastructure and staff requirements. Correspondence and meetings in the admin wing the programme of the progr	Posit	Position title: Director General (HQs)				
Supervise formulation of Audit Strategy.						
Supervise formulation of Audit Strategy. Timely issuance of audit plans. By the regional Directorates Disposal: 60% Quality: 40% Disposal: 70% Quality: 30% Disposal: 60% Quality: 30% Disposal: 60% Quality: 30% Disposal: 60% Quality: 30% Disposal: 60% Quality: 30% Disposal: 70% Quality: 40% Quality: 30% Quality: 40% Quality: 30% Quality: 40% Quality: 30% Quality: 40% Quality: 30% Quality: 40% Quality: 40% Quality: 30% Quality: 40% Quality: 30% Quality: 40% Quality: 40						
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requirement of ERP as and when		, , , , , , , , , , , , , , , , , , , ,	-	370		
		requirement.	of FBR as and when			
7 requirement. of PBK as and when required.	1/	1.				
Disposal: 70%			_			
Quality: 30%			-			

	T	Γ		
	Complete and comprehensive (inclusive of	Regular audit and issuance	10%	
	all heads) financial accounts/expenditure	of Reports by the regional		
	audits and inspections of	Directorates		
	Collectorates/Directorates or other	Disposal : 60%		
8	organizations for a whole fiscal year with a	Quality: 40%		
	view to suggest improvements in the			
	transparency, property and efficiency of the			
	procedures and operations for procurement of			
	assets their maintenance and utilization.			
	Audits of Collectorates/Directorates to	Issuance of	10%	
	determine correlation of their performance &	Reports/analysis on		
	prevailing service standards with a set of duly	performance by the		
9	approved Key Performance indicators (KPIs)	regional Directorates.		
	and best practices of customs operations and	Disposal: 60%		
	procedure.	Quality: 40%		
	To Conduct sector specific studies to	Regular issuance of sector	5%	
	determine the impact of levy of customs duly	specific studies/reports by	370	
10	and other taxes including impact of	the regional Directorates.		
10	5 1			
	smuggling, under-invoicing import	Disposal: 60%		
	restrictions etc, on such sectors.	Quality: 40%	2 721	
	Audits of various processes and procedures	Periodic issuance of reports	2.5%	
	involved in the clearance of goods and other	by the regional		
11	allied customs matters to improve the	Directorates.		
	efficiency and effectiveness of such	Disposal : 70%		
1	procedures.	Quality: 30%		

Position title:	Director (HQs)
Grade:	20
Function:	Internal Audit
Reporting Officer	Director General

Repo	porting Officer: Director General				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Assignment of Audit as per directions of Director General.	Timely issuance of Audit Disposal: 70% Quality: 30%	20%		
2	Correspondence with the Board/Regional Directorates, Headquarter functions Central Office functions.	Timely collection of data from the Regional Directorates and provision of all statements to FBR. Disposal: 70% Quality: 30%	10%		
3	Coordination with all concerned directorates and other formations under FBR and outside as directed by the DG PCA and Internal Audit.	Disposal: 70% Quality: 30%	7.5%		
4	Supervise expenditure and Budget grant strictly in accordance with PPRA rules and submission of monthly expenditure statement duly reconciled with AGPR.	Compliance of time lines. Ninety percent financial transactions to be cleared by RRA Disposal: 70% Quality: 30%	7.5%		
5	Supervise and monitor General Administration for smooth operation of the Directorate.	Development of self- sustaining procedure requiring minimum intervention. Disposal: 70% Quality: 30%	7.5%		
6	Monitoring and supervision of matters relating to Budget, Accounts, Cash section.	Efficient processing of all matters. Disposal: 70% Quality: 30%	7.5%		
7	Manage and monitor Common Pool Fund affairs and meetings of the CPF Committee.	No adverse audit observation. Disposal: 70% Quality: 30%	5%		
8	Monitoring of service matters, including Leave, Pension, Gratuity promotion, Up gradation, Medical, Hiring etc.	Efficient and transparent treatment required. Disposal: 70% Quality: 30%	5%		

9	Development of skill and capacity of existing HR.	Oversee Training Needs Analysis in coordination with the Directorate of Research and Training (Customs). Disposal: 70% Quality: 30%	5%	
10	Deployment of available human resource and monitoring to make optimal use of skill level.	Efficient and effective use of HR through motivation and training for optimal performance. Disposal: 70% Quality: 30%	5%	
11	Ensure transparency in all processes, prompt disciplinary action to maintain integrity, root out malpractices and ensure prompt issuance of rewards where due.	Ensure transparency. Disposal: 70% Quality: 30%	5%	
12	Risk Management System (RMS)-Liaison with the Directorate of RMS.	Active liaison with Directorate of Risk Management for continuous feedback and development of RMS. *Note: The PCA is as yet in its infancy phase with reference to HR, infrastructure and rudimentary automated model. Liaison will be relevant when the requirements are fulfilled and DG PCA is made member of the Risk Management Committee. (RMC). Disposal: 70% Quality: 30%	5%	
13	Liaison with PRAL or other vendors for preparation, testing and execution of software for effective implementation of PCA at all the customs field formations throughout Pakistan covering all the cargo clearance systems.	Disposal: 70% Quality: 30%	5%	
14	Liaison with donors and all agencies assisting in setting up and operation of PCA, including JICA experts but not limited to that.	Disposal: 70% Quality: 30%	5%	

Posit	ion title: Additional Director	(HQs)		
Grad	le: 19			
Func	tion: Internal Audit			
Repo	orting Officer: Director (Internal Au	ıdit)		
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Monitoring and compliance of	Number of cases dealt in the	15%	
	Inspection/Audit Reports	year.		
		Disposal : 60%		
		Quality: 40%		
2	Maintenance of Record of	Number of cases dealt in the	10%	
	Inspection/Audit reports forwarded by	year.		
	field formation.	Disposal: 80%		
3	Transfer of Inspection Note/Audit	Quality: 20% Number of cases dealt in the	15%	
3	Transfer of Inspection Note/Audit Observations as per jurisdiction		15%	
	Observations as per jurisdiction	year. Disposal: 70%		
		Quality: 30%		
4	Monitoring of Retrieval action involved	Number of cases dealt in the	5%	
•	in Inspection Notes/Audit Observations.	year.	370	
	in inspection 1 (steel) 1 tunit costs (utrons.	Disposal: 60%		
		Quality: 40%		
5	Conversion of Inspection Note into	Number of cases dealt in the	5%	
	Inspection Para/Advance Inspection	year.		No.
	Para/Printed Inspection Para and Audit	Disposal : 60%		
	Observation into Audit Para/ Advance	Quality: 40%		
	Audit Para /Printed Audit Para as per			
	manual of IA revenue and expenditure,	. III WA.		
	2011.		1.50	
6	To monitor the quality and quantity of	Number of cases dealt in the	15%	
	Inspection Reports/Audit Observations.	year.		
		Disposal : 70% Quality : 30%		
7	To enforce the Final compliance Reports	Number of cases dealt in the	10%	
,	in view of timelines provided in the	year.	1070	
	manual.	Disposal: 70%		
	mundur.	Quality: 30%		
8	Monitoring of special inspections	Number of cases dealt in the	10%	
	assigned by the Director General to the	year.		
	field formations in revenue yielding	Disposal : 70%		
	cases.	Quality: 30%		
9	Consolidation of MPR.	Timely submission of MPRs	15%	
		Disposal : 70%		
		Quality: 30%		

Position title:	Senior Private Secretary (SPS)
Grade:	17/18
Function:	Internal Audit

Repo	Reporting Officer: Director Internal Audit				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Maintaining telephone number and contact Book/List.	Number of cases dealt in the year Disposal: 60% Quality: 40%	10%		
2	Recording in-coming and out-going letters in the prescribed register/system.	Number of cases dealt in the year. Disposal: 80% Quality: 20%	10%		
3	Allocating diary/dispatch number.	Number of cases dealt in the year. Disposal: 70% Quality: 30%	10%		
4	Taking dictation and act as stenotypist.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%		
5	Dispatch internal mail after review by the concerned officer.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%		
6	Submission of dak to officer and its subsequent distribution.	Number of cases dealt in the year. Disposal: 70% Quality: 30%	10%		
7	Maintaining computerized list of all incoming letters along with autographic note and deadline for compliance.	Number of cases dealt in the year. Disposal: 70% Quality: 30%	10%	į.	
8	Record Maintenance.	Number of cases dealt in the year. Disposal: 70% Quality: 30%	10%		
9	Punctuality and attendance.	Number of cases dealt in the year. Disposal: 70% Quality: 30%	10%		
10	Arrangement of meetings for the Director General/Director with other offices and field formation.	Disposal : 70% Quality : 30%	5%		
11	Issuance of tour programmes.	Number of cases dealt in the year. Disposal: 70% Quality: 30%	5%		

Position title:	Director (Post Clearance Audit)
Grade:	20
Function:	Internal Audit

Reporting Officer: Director General (PCA) **Job Description** Final Sr# **KPIs** Weight (%age) | Score Selecting risk Number of types of audits selected in 1 audit plans keeping in view area of parameters/areas for audit and guiding audit plan. revenue leakages as per risk parameters. 15% Disposal: 80% **Ouality:20%** Supervising and monitoring Number of cases assigned for audits and 2 completed in given time period audit plan 15% Disposal: 80% Quality: 20% Number of cases supervised in 3 Providing guidelines regarding assessment / accordance with the relevant laws in a detections and recovery of 10% year Disposal: 80% cases. Quality: 20% Managing legal management 4 Number of cases for timely appeal Disposal: 80% 10% Quality: 20% Supervise and monitor 5 Ensure compliance of all time lines progress, preparation of Disposal: 80% 10% reports/audit observation, Quality: 20% contravention reports. 6 Monitor follow up of Ensure proper follow up of cases at the contravention reports. **Adjudication Collectorates** 5% Disposal: 80% Quality: 20% Correspondence and response Correspondence with Board 7 to the DG PCA/Board. Disposal: 80% 5% Quality: 90% Training of the staff. Number of cases nominated for staff 8 training 5% Disposal: 80% Quality: 90% Managing the budget. 9 Disposal: 80% 5% Quality: 90% Motivation of the staff. Number of cases recommended for the 10 reward according to performance 5% Disposal: 80% Quality: 90% 11 Managing performance of Legal advisors performance evaluated in legal advisors. a vear 5% Disposal: 80%

		Quality : 90%		
12	Training of staff.	Number of staff recommended for		
		training	5%	
		Disposal: 80%	370	
		Quality: 90%		
13	Initiate welfare of staff.	Number of initiatives in a years		
		Disposal: 100%	5%	
		Quality: 80%		



Position title:	Additional Director (Audit)
Grade:	19
Function:	Internal Audit
Donorting Officers	Director (Audit)

Repo	Reporting Officer: Director (Audit)				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Analyzing GD clearance data and supervising the selection of cases for audit to support Director in Audit schedule planning.	Ensure timely issuance of audit plan. Timely issuance of audit observations. Timely preparation of contravention reports and their follow up. Disposal: 80% Quality: 20%	20%		
2	Supporting the development of audit plan for enhancing customs facilitation, revenue generation and capability of the field formations by detecting errors in the interpretation of laws and procedures.	Number of types of audits selected in audit plans keeping in view area of revenue leakages as per risk parameters Disposal: 80% Quality: 20%	10%		
3	Supervising audit teams to ensure completion of assigned audits in given time.	Number of cases assigned for audits completed in given time period(quarter performance) Disposal: 80% Quality: 20%	10%		
4	Monitoring assessment / detections of cases according to law Monitoring and supervising the preparation of audit observations, contravention reports and their follow up in adjudication and other legal forums.	Number of cases supervised in accordance with the relevant laws in a year Disposal: 80% Quality: 20%	10%		
5	Ensuring recovery in cases.	Number of cases supervised in accordance with the relevant laws in a year Disposal: 80% Quality: 20%	10%		
6	Managing legal management cell.	Number of cases for timely appeal Disposal: 80% Quality: 20%	10%		
7	Managing Head Quarter.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
8	Correspondence with Board.	Number of cases handled for timely correspondence with Board Disposal: 80%	5%		

		Quality: 20%		
9		Number of cases nominated for staff		
	Training of the staff.	training	5%	
	Training of the starr.	Disposal: 80%		
		Quality: 20%		
10		Number of cases recommended for the		
	Motivation of the staff.	reward according to performance	5%	
	Wiotivation of the staff.	Disposal: 80%	370	
		Quality: 20%		
11	Liaison with the WeBOC	Ensure smooth operation of WeBOC		
	development team for the	module of PCA.	5%	
	testing and implementation of	Disposal: 80%		
	the PCA WeBOC software.	Quality: 20%		



Posit	tion title: Assistant/	Deputy Director (HQs)		
Grad				
Func	ction: Internal A	udit		
Repo	orting Officer: Director (I	HQs)		
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
1	Managing the headquarter	Number of cases in a year	100/	
		Disposal : 80 %	10%	
2	Settlement of Audit Paras in	Quality: 20 % Maximum number of settled audit paras.		
	coordination with the	Disposal: 80 %	10%	
	Accounts Section.	Quality: 20 %	1070	
3	Service matters, including	Efficient and transparent treatment		
	Leave, Pension, Gratuity	required.	100/	
	promotion, up gradation,	Disposal : 80 %	10%	
	Medical, Hiring etc.	Quality: 20 %		
4	Monitor General	Development of self-sustaining		
	Administration for smooth	procedur <mark>e</mark> s requiring minimum		
	operation of the Directorate.	intervention.	10%	
		Disposal: 80 %		
_	C 1 11 11	Quality: 20 %		
5	Correspondence with the Federal Board of Revenue	To ensure that correspondence with the		
	rederal Board of Revenue	Board and other departments is carried out in a timely manner.	7.5%	
1000		Disposal: 80 %	7.570	
		Quality: 20 %		
6	Managing legal management	Appeal at respective adjudication forum		
	cell	Disposal : 80 %	5%	
		Quality : 20 %		
7	Matters relating to Budget,	Efficient processing of all matters.		
	Accounts, Cash section.	Disposal : 80 %	5%	
		Quality : 20 %		
8	Human Resource and	Time Management		
	Discipline Management	Leave Management		
		Training Needs Assessments and		
		number of staff trained.	5%	
		Motivation through appreciation and rewards, wherever possible.	370	
		rewards, wherever possible. Disposal: 80 %		
		Quality: 20 %		
		Quanty . 20 /0		
9	Attendance, punctuality and	Number of types of audits selected in		
	discipline	audit plans keeping in view area of		
		revenue leakages as per risk parameters	5%	
		Disposal : 80 %		
		Quality : 20 %		

10	Initiative and drive (ability to deliver without being reminded)	Number of types of audits selected in audit plans keeping in view area of revenue leakages as per risk parameters Disposal: 80 %	5%
		Quality: 20 %	
11	Commands on laws and	Number of types of audits selected in	
	procedures in selection to	audit plans keeping in view area of	
	audits.	revenue leakages as per risk parameters	5%
		Disposal: 80 %	
		Quality : 20 %	
12	Preparing and submitting para	Number of cases in a year.	
	wise comments for	Disposal : 80 %	2.5%
	adjudication	Quality : 20 %	
13	Submission of monthly	Timely submission of statements.	
	statements to the senior	Disposal : 80 %	2.5%
	management.	Quality : 20 %	
14	Monitor the quality of the	Number of cases where	
	audit work as per guidelines	assessment/calculations checked	2.5%
	and timelines	Disposal : 80 %	2.5 70
		Quality : 20 %	
15	Preparation of audit reports as	Number of audit reports issued in a year.	
	per guidelines	Disposal: 80 %	2.5%
		Quality: 20 %	
16	Issuance of contravention	Number of contraventions issued in a year.	2.704
	report	Disposal : 80 %	2.5%
17	A .: 1	Quality: 20 %	
17	Actively pursuing recovery of	Number of cases recovered in a year	2.50/
	cases	Disposal : 80 %	2.5%
10	Evolucting WEDOC system	Quality: 20 %	
18	Evaluating WEBOC system and evaluating its	No. of CRFs generated	2.5%
	and evaluating its	Disposal: 80 %	2.3%
19	Preparing working papers of	Number of cases in a year	
17	DRRA	Disposal: 80 %	2.5%
		Quality: 20 %	2.5 /0
20	Motivation of staff	Number of cases in a year	
20	iviouvation of stan	Disposal: 80 %	2.5%
		Quality: 20 %	2.5 / 0
	<u>l</u>	Zumitj • 20 /0	

Position title:	Deputy Director (Audit / IRAO)
Grade:	17/18
Function:	Internal Audit
Reporting Officer:	Director (Audit)

Kep	Reporting Officer: Director (Audit)				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Monitor the quality of the	Number of cases where			
	audit work as per guidelines	assessment/calculations checked	20%		
	and timelines.	Disposal : 80%	2070		
		Quality: 20%			
2	Preparation of audit reports as	Number of audit reports issued in a year.	15%		
	per guidelines.	Disposal: 80%	1570		
		Quality: 20%			
3	Issuance of contravention	Number of contraventions issued in a year.			
	report.	Disposal : 80%	15%		
		Quality: 20%			
4	Actively pursuing recovery of	Number of cases recovered in a year			
	cases.	Disposal: 80%	15%		
		Quality: 20%			
5	Evaluating WEBOC system	No. of CRFs generated			
	and evaluating its	Disposal: 80%	10%		
	performance.	Quality: 20%			
6	Motivation of staff.	Number of cases in a year			
100		Disposal: 80%	5%	Sec.	
		Quality: 20%			
7	Initiative and drive (ability to	Number of types of audits selected in			
	deliver without being	audit plans keeping in view area of			
	reminded).	revenue leakages as per risk parameters	10%		
		Disposal: 80%			
		Quality: 20%			
8	Commands on laws and	Number of types of audits selected in			
	procedures in selection to				
	audits.	revenue leakages as per risk parameters	10%		
		Disposal: 80%			
		Quality: 20%			

Position title:	Programmer / System Analyst / Deputy Director (MIS)
Grade:	17/18
Function:	Internal Audit
Reporting Officer	Director (Audit)

rcp.	Reporting Officer. Director (Fugit)				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Gathering detailed MIS reports upon	Disposal: 80%	20%		
	demand	Quality: 20%	2070		
2	Problem Identification through analysis of	Disposal: 80%			
	data analysis of historical trends in clearance	Quality : 20%	20%		
	data as per specifications provided by senior		20%		
	management.				
3	Designing and developing database on time	Disposal: 80%	150/		
	and to specifications.	Quality : 20%	15%		
4	Devising strategies for future planning and	Disposal: 80%	15%		
	development of resources.	Quality : 20%	13%		
5	Maintaining strict confidentiality in data	Disposal: 80%	10%		
	handling and dissemination	Quality: 20%	10%		
6	Retrieval of PRAL data in Excel Sheets	Disposal: 80%	10%		
	from PRAL Database	Quality: 20%	10%		
7	Ensuring the efficient management and	Disposal : 80%	10%		
	maintenance of hardware and software	Quality: 20%	10%		



Posit	ion title: Accounts Officer				
	Grade: 17/18				
	Function: Internal Audit				
Reporting Officer: Director (Audit)					
Sr#	Job Description	KPIs	Weight	Final	
OI II	300 Description	111 13	(%age)	Score	
1	Proper Utilization of Funds.	Disposal : 80% Quality : 20%	10%	Score	
2	Timely provision of guidance for preparation of such documents and their timely submission.	Disposal: 80% Quality: 20%	10%		
3	Preparation of budget estimates and revised estimates.	Disposal: 80% Quality: 20%	10%		
4	Official documents like Cash Book, Appropriation Register, Bill Register, vouchers, paying public money, presentation of claims, handling of cash and pre-audit cheques prepared by the cashier, in case of appointment as DDO.	Disposal : 80% Quality : 20%	10%		
5	Observation of rules for preparation of contingent bills and submission to AGPR for payments, immediate disbursement of cash etc.	Disposal: 80% Quality: 20%	10%		
6	Salary matters, financial issues of officers/officials in connection with AGPR.	Disposal: 80% Quality: 20%	10%		
7	Computer change statements, pay slips, pay rolls and TA bills etc.	Disposal : 80% Quality : 20%	10%	4.	
8	Submission of cases for re-appropriation of funds, in case expenditure exceeds budget supplementary/tech supplementary/token supplementary grants as the case may be.	Disposal: 80% Quality: 20%	10%		
9	Reporting of savings/surrender.	Disposal: 80% Quality: 20%	5%		
10	Checking if the expenditure is within the sanctioned budget grant.	Disposal : 80% Quality : 20%	5%		
11	Preparation of expenditure statement.	Disposal: 80% Quality: 20%	5%		
12	Reconciliation of expenditure with audit office.	Disposal: 80% Quality: 20%	5%		
13	Producing accounting record for internal/external audit.	Disposal : 80% Quality : 20%	2.5%		
14	Preparation for DAC/PAC against Audit Paras.	Disposal : 80% Quality : 20%	2.5%		
15	Offering advice/guidelines in accounting matters to the Department.	Disposal : 80% Quality : 20%	2.5%		
16	Assisting and facilitating the department in relevant fields with reference to implementation and interpretation of rules/regulations.	Disposal: 80% Quality: 20%	2.5%		

Posit	tion title: Statistical Officer				
Grad	Grade: 17/18				
Function: Internal Audit					
Repo	orting Officer: Director (Audit)				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Collecting, compiling and presenting data to senior	Disposal: 80%			
	management in order to ascertain changing trends in	Quality: 20%	20%		
	trade from audit's point of view				
2	Timely submission of statistical data as per	Disposal: 80%	20%		
	requirements of the Audit Plan/Senior management.	Quality: 20%	2070		
3	To Remain updated on customs data relevant to	Disposal: 80%			
	audit. This data will include GD statistics,	Quality: 20%	20%		
	commodity statistics, and trader statistics. etc.				
4	Information gathering and the ability to gather and	Disposal: 80%	20%		
evaluate evidence to support statistical data.		Quality: 20%	20%		
5	Problem identification and solving abilities	Disposal: 80%	20%		
	Problem identification and solving admittes	Quality: 20%	20%		



TRANSIT & TRADE

Posit	Position title: Director General					
Grad	Grade: 21					
Func	Function: Transit & Trade					
Repo	orting Officer: Chairman FBR					
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Integrity Management	Number of cases				
	Ensure transparency in processes	dealt in a year	20%			
	Minimum dwell time	Disposal: 80%	2070			
	Prompt disciplinary action to root out malpractice	Quality: 20%				
2	Supervision of functioning of Regional	Number of cases				
	Directorates	dealt in a year				
	Effective supervision and monitoring of	Disposal: 80%	20%			
	functioning of the regional directorates in order to	Quality: 20%				
	ensure integrity of transit cargo					
3	Coordination among all Regional Directorates	Number of cases				
	Close and effective liaison among all regional	dealt in a year	4			
	Directorates regarding matters related to Transit	Disposal: 80%	15%			
	trends, risk of en-route pilferage, Tracker Alerts, T-	Quality: 20%				
_	1 pendency/ liquidation etc.	NT 1 C				
4	Review of current standards/ benchmarks of	Number of cases	-			
1	clearance processes i.e. Dwell time, scanning,	dealt in a year	15%	-		
	weighment, Examination referrals etc. Performance viz-a-viz Standards/ Benchmarks	Disposal: 80%				
5	Enforcement	Quality: 20% Number of cases				
3		dealt in a year				
	Proper enforcement of international agreements, treaties, conventions, domestic laws, rules and	Disposal: 80%				
	procedures relating to transit trade with reference to	Quality: 20%				
	cross borders. Proper enforcement of all laws, rules	Quanty . 20 70	10%			
	and procedures relating to international	JN				
	transshipment, and TIR regime through the					
	respective Directorates and Collectorates					
6	Reference of federal Board of Revenue/ Other	Number of cases				
	Departments	dealt in a year	100/			
	Timely submission of Board's references/ Other	Disposal: 80%	10%			
	Departments correspondence	Quality : 20%				
7	Settlement of Audit Para	Number of cases				
	Effective Monitoring of settlement of Audit paras/	dealt in a year	5%			
	PDPs after receipt of the Collector for onward	Disposal: 80%	370			
	submission to FBR before PAC/DAC meeting	Quality: 20%				
8	Auction of Goods	Number of cases				
	To monitor/ supervise and identify un-cleared/	dealt in a year				
	unclaimed indices and confiscated lots for auction	Disposal: 80%	5%			
	within time frame given under the relevant legal	Quality: 20%				
	provisions					

Timely submission of action lots with clear recommendations for approval/ competent authority		
To monitor/ supervise the entire auction process and completion of same well within the time frame as provided under the law		



Position title:	Director
Grade:	20
Function:	Transit & Trade
Reporting Officer:	Director General
<u>8</u>	

Repo	Reporting Officer: Director General					
Sr#	Job Description	KPIs	Weight	Final		
			(%age)	Score		
1	Integrity Management	Number of cases				
	Ensure transparency in processes	dealt in a year				
	Minimum dwell time	Disposal: 80%	15%			
	Zero tolerance for malpractices and complaints	Quality: 20%				
	Prompt disciplinary action to root out malpractice	, and the second				
2	Monitoring of Transit goods/ Transshipment	Number of cases				
	goods	dealt in a year				
	Effective monitoring of processing, examination,	Disposal: 80%				
	scanning, tracking, clearance and allied matters	Quality: 20%	15%			
	relating to goods including bulk oil/POL in transit	· ·				
	and transshipment and to ensure integrity of cargo					
	and avoid pilferage en-route.					
3	Handling legal matters and court at all legal fora	Number of cases				
	Efficient handling of legal matters arising in	dealt in a year	100/			
	consequence of processing, movement and	Disposal: 80%	10%			
	clearance of transit and transshipment cargo	Quality: 20%				
4	Licensing of transport operators/ bound	Number of cases	10%			
	carriers	dealt in a year				
	Issuance/ renewal and revocation of non-	Disposal: 80%				
	transferrable license on fulfillment of all conditions	Quality: 20%				
	under the relevant law and rules					
5	TIP O	Number of cases	10%			
	TIR Operations	dealt in a year				
	Effective and smooth handling of TIR and e-TIR	Disposal: 80%				
	operations/ activities at ports	Quality: 20%				
6	Coordination with all stakeholders	Number of cases				
	Regular Coordination with all stakeholders	dealt in a year	1.00/			
	In areas to be identified and discussed in regular	Disposal : 80%	10%			
	meetings	Quality: 20%				
7	Reconciliation of Data	Number of cases	10%			
	Reconciliation of transit forward and reverse cargo	dealt in a year				
	with the regional Directorates. Also reconciliation	Disposal: 80%				
	of Transshipment data with the concerned	Quality: 20%				
	Collectorates					
	Reports of Revenue Receipts and Expenditure					
	Submission of working papers to the FBR before					
	PAC/DAC meetings					
8	Human Resource and discipline Management	Number of cases	10%			
	Maintenance of perfect discipline	dealt in a year	- , =			
		Disposal: 80%				
		Quality: 20%				
		Quanty . 20 /0				

9	Furnish policy input/ proposals to the Board	Number of cases	5%	
	Valuable policy input/ proposals of necessary,	dealt in a year		
	relating to transit and trade, TIR and transshipment	Disposal: 80%		
	to the Board	Quality: 20%		
10	Grievance redressal of all stakeholders	Number of cases	5%	
	Meaningful/ regular communication with all	dealt in a year		
	stakeholders	Disposal: 80%		
		Quality: 20%		



	Position title: Additional Director (Assessment)					
	Grade: 19					
	Function: Transit & Trade					
	orting Officer: Director		1			
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Integrity Management Ensure transparency in processes Minimum dwell time Zero tolerance for malpractices and complaints Prompt disciplinary action to root out malpractice	Number of cases dealt in a year Disposal: 80% Quality: 20%	20%			
2	Detection of Mis-declaration and short assessment and cases of detection of restricted goods	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%			
3	Custom clearance time: Time taken by Custom Staff after filing GD and excluding time taken by the stakeholders Expeditious processing of consignments Minimum Dwell time	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%			
4	Reconciliation of Data Reconciliation of transit forward and reverse cargo with the regional Directorates. Also reconciliation of Transshipment data with the concerned	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%			
5	Collectorates TIR Operations Effective and smooth handling of TIR and e-TIR operations/ activities at ports	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%			
6	Recovery To ensure realization of recovery of any adjudged amount	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%			
7	Redressal of grievance/ complaints Transit trade and transshipment facilitation and liaison with stakeholders for redressal of complaints	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%			
8	Management of manpower resources Effective placement of officers and staff based on matching of skills/ competencies with specific position requirements	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%			
9	Development of WeBOC functions/ Business Process reengineering Coordination with directorates of R & A for development of pending modules/CRFs	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%			

dealt in a year	
Disposal: 80%	
Quality: 20%	5%
Number of cases	5%
dealt in a year	
Disposal: 80%	
Quality: 20%	
Number of cases	
dealt in a year	5%
Disposal: 80%	370
Quality: 20%	
Number of cases	
dealt in a year	2.5%
Disposal: 80%	2.3%
Quality: 20%	
Number of cases	
dealt in a year	2.5%
Disposal: 80%	2.3%
Quality: 20%	
	Number of cases dealt in a year Disposal: 80% Quality: 20% Number of cases dealt in a year Disposal: 80% Quality: 20% Number of cases dealt in a year Disposal: 80% Quality: 20% Number of cases dealt in a year Disposal: 80% Quality: 20% Number of cases dealt in a year Disposal: 80%

PAKISTAN

Position title:	Additional Director (Examination/Auction/Audit)
Grade:	19
Function:	Transit & Trade
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Repo	Reporting Officer: Director				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Integrity Management Ensure transparency in process. Zero tolerance for malpractices and delays. Prompt disciplinary action to root out malpractices.	Number of cases dealt in a year Disposal: 80% Quality: 20%	20%		
2	Disposal Ensure speedy examinations of transit consignments.	Number of cases dealt in a year Disposal: 80% Quality: 20%	20%		
3	Supervision in Examination Ensure uploading of correct examination reports through the user ID of AC/DC.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
4	Liaison with Terminal operator Close liaison with the Terminal operator for matters relating to the customs matters.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
5	Dwell time Minimum dwell time.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
6	Detection of mis-declaration Number of cases detected in his/her jurisdiction.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
7	Correctness of examination reports Monitoring / Supervising of uploading of correct and accurate examination reports covering all aspects of goods.	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%		
8	Human Resource and Discipline Management Maintenance of perfect discipline	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%		
9	Facilitation Complaints are redressed within working hours.	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%		
10	Settlement of Audit Paras Maximum efforts for the settlement of audit paras / PDSs after receipt of Report of Revenue Receipt and Expenditure.	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%		

Submission of updated working papers to the		
Director for onward submission to FBR		
before PAC/DAC meeting. Active and well		
prepared participation in all DAC.		



Position title:	Additional Director (Headquarters)
Grade:	19
Function:	Transit & Trade
Panarting Officer	Director

Repo	Reporting Officer: Director				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Integrity Management Ensure transparency in process and minimize interaction of customs functionaries with traders prompt disciplinary action to root out malpractices.	Number of cases dealt in a year Disposal: 80% Quality: 20%	25%		
2	Correspondence Timely submission of all statements to FBR, DG I&I(Customs) etc. timely response to all the correspondence with FBR and other departments.	Number of cases dealt in a year Disposal: 80% Quality: 20%	15%		
3	Expenditure Budget Expenditure of Budget grant strictly in accordance with PPRA Rules, Meeting all the deadlines of expenditure budget i.e. submission of monthly expenditure statements duly reconciled with AGPR. Submission of re-appropriation, request for additional grant etc.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
4	General Administration Efficient Assets Management, procurement, and properly attending treasury matters.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%	74.	
5	Common Pool Fund Management of common pool fund affairs.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
6	Service Matters of Officers, Staff Proper management of matters relating to Leave, Pension, Gratuity, Promotions, UP- gradation, Medical, Hiring etc.	Number of cases dealt in a year Disposal: 80% Quality: 20%	10%		
7	Coordination with CPR, SR Cells, Accounts, Cash Section Timely monitoring and supervision of the matters relating to Common Pool Funds, SR Cell, Accounts-Cash Section.	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%		
8	Human Resource and Discipline Management Maintenance of perfect discipline	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%		
9	Examination of auction able lots and determination of RP	Number of cases dealt in a year	5%		

	Expeditious completion of examination and determination of Reserved Price (RP) of all auction able lots.	Disposal : 80% Quality : 20%		
10	Auctions process Timely and transparent auction proceedings in accordance to rules and procedures	Number of cases dealt in a year Disposal: 80% Quality: 20%	5%	



Position Title:	Additional Director (Law)
Grade:	19
Function:	Transit & Trade
Reporting Office:	Director

Sr # Job Description KPIs Weight (%age) Score	_	porting Office: Director				
Nomination of lawyers Recommendations for appointment of suitable lawyers to defend the departmental cases Disposal: 60% Quality: 40%	Sr#	Job Description	KPIs	_		
Recommendations for appointment of suitable lawyers to defend the departmental cases LMS System Supervision of the feeding of cases in the LMS system Reply in Court cases Timely submission of well-prepared parawise comments in courts Filing of SCRA, HCA, ICA, CPLAs, CAs etc Timely submission of Appeals, petitions and references etc. before competent forum Disposal of hearing notices Timely submission of Appeals, petitions and references etc. before competent forum Disposal: 40% Quality: 40% Number of cases dealt in the year. Disposal: 60% Quality: 40% Number of cases dealt in the year. Disposal: 80% Quality: 40% Number of cases dealt in 10% the year. Disposal: 70% Quality: 20% Number of cases dealt in 10% the year. Disposal: 70% Quality: 20% Number of cases dealt in 10% the year. Disposal: 70% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 30% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 30% Number of cases dealt in 10% the year. Disposal: 80% Quality: 30% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Quality: 20% Number of cases dealt in 10% the year. Disposal: 80% Qu				(%age)	Score	
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			Quality :30%			

Position Title:	Deputy Director (Headquarters)
Grade:	18
Function:	Transit & Trade
Reporting Office:	Additional Director

Rep	eporting Office: Additional Director				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
	Integrity Management	Number of cases dealt in	10%		
	Ensure transparency in process and minimize	the year.			
1	interaction of customs functionaries with	Disposal: 60%			
	traders. Prompt disciplinary action to root out	Quality: 40%			
	malpractices				
	Performance Management	Number of cases dealt in	10%		
2	Ensure completion and submission of	1 -			
	performance reports (PERs) from all	Disposal: 80%			
	officers/officials	Quality: 20%			
	Maintenance of discipline among officers	Number of cases dealt in	10%		
3	and staff	the year.			
	Ensuring 100% attendance Maintenance of	Disposal: 70%			
	perfect discipline. Uniform, grooming of staff	Quality :30%	1001		
	Correspondence	Number of cases dealt in	10%		
4	Timely submission of all statements to FBR,	the year.			
	DG I&I (Customs) etc	Disposal: 60%			
		Quality: 40%	1.00/		
	Expenditure budget	Number of cases dealt in	10%	Section 1	
	Meeting all the deadlines of expenditure	the year			
_	budget i.e. submission of monthly expenditure	Disposal: 80%			
5	statements duly reconciled with AGPR.	Quality: 20%			
	Timely submission of accurately worked out	W W			
	re-appropriation, request for additional grant				
	etc	Newhort of coord doubt in	100/		
	General Administration	Number of cases dealt in	10%		
6	Assets management, procurements, attending	the year.			
	treasury matters	Disposal: 70%			
	Common Pool Fund	Quality:30% Number of cases dealt in	10%		
	Management of Common Pool Fund affairs	the year.	1070		
7	Wanagement of Common 1 oof Fund affairs	Disposal: 60%			
		Quality: 40%			
	Service Matters of Officers, staff	Number of cases dealt in	10%		
	Proper management of matters relating to	the year	10/0		
8	Leave, Pension, Gratuity, Promotions, Up	Disposal: 80%			
	gradation, Medical, Hiring etc	Quality: 20%			
	Keeping the office premises fully	Number of cases dealt in	10%		
_	operational	the year.	10/0		
9	Provision of security, Uninterrupted utilities	Disposal: 70%			
	Cleanliness of premises	Quality:30%			
	Cicuminos of profitioes	Quanty .50 /0			

	Maintenance	Number of cases dealt in	5%	
10	Proper maintenance of the assets, transport,	the year.		
10	logistics etc	Disposal: 60%		
		Quality: 40%		
	Overall coordination	Number of cases dealt in	5%	
11	Effective coordination within the different	the year		
11	divisions / sections of the Directorate	Disposal: 80%		
		Quality: 20%		



Position Title:	Deputy Director (Assessment)
Grade:	18
Function:	Transit & Trade
Reporting Office:	Additional Director

Керс	eporting Office: Additional Director			
Sr#	Job Description	KPIs	Weight	Final
			(%age)	Score
	Integrity Management	Number of cases dealt in	10%	
	Ensure transparency in process and minimize	the year.		
1	interaction of customs functionaries with	Disposal: 60%		
	traders. Prompt disciplinary action to root out	Quality: 40%		
	malpractices	,		
	Detection of Mis-declaration and short	Number of cases dealt in	10%	
2	assessment	the year		
	Number of cases detected by the Directorate	Disposal: 80%		
		Quality: 20%		
	Approval / Rejection of Examination	Number of cases dealt in	10%	
3	requests	the year.		
	Timely approval / rejection of the examination	Disposal: 70%		
	requests initiated by Assessment Staff	Quality :30%		
	Assessments / Second Reviews	Number of cases dealt in	10%	
4	All Second Reviews are timely disposed of on	the year.		
4	merit	Disposal: 60%		
		Quality: 40%		
	Monitoring of Auto assessed GDs	Number of cases dealt in	10%	
5	Efficient and proper monitoring of Auto	the year		
	assessed GDs to protect government revenue	Disposal: 80%		
		Quality: 20%		
	Recovery	Number of cases dealt in	10%	
6	To ensure realization of recovery of adjudged	the year.		
U	dues	Disposal: 70%		
	DAZZET	Quality :30%		
	Reconciliation of Data	Number of cases dealt in	10%	
7	Reconciliation of transit/Transshipment data	the year.		
'	regarding arrival, clearance and cross-border	Disposal: 60%		
	movement in case of transit cargo	Quality: 40%		
	Correspondence with FBR & other	Number of cases dealt in	5%	
8	departments	the year		
0	Timely submission of well framed replies	Disposal: 80%		
		Quality: 20%		
	TIR Operations	Number of cases dealt in	5%	
9	To effectively handle TIR/e-TIR operations at	the year.		
) ブ	Karachi	Disposal: 70%		
		Quality :30%		
	Redressal of grievance/complaints	Number of cases dealt in	10%	
10	Transit trade and Transshipment facilitation	the year.		
10	and liaison with stakeholders through Transit	Disposal: 60%		
		Quality: 40%		

	trade Facilitation Portal for redressal of complaints			
	1	Number of cases dealt in	5%	
11	Management	the year		
11	Maintenance of perfect discipline	Disposal: 80%		
		Quality : 20%		
	Management of manpower resources	Number of cases dealt in	5%	
12	Placement to be based on matching of skills /	the year.		
	competencies with specific position	Disposal: 70%		
	requirements	Quality :30%		



Position Title:	Deputy Director (Law)
Grade:	18
Function:	Transit & Trade
Reporting Office:	Additional Director

	eporting Office: Additional Director				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
	Nomination of lawyers	Number of cases dealt in	20%		
1	Recommendations for appointment of suitable	the year.			
	lawyers to defend the department cases	Disposal: 60%			
	•	Quality: 40%			
	LMS System	Number of cases dealt in	10%		
2	Scrutinize and ensure proper feeding of cases	the year			
	in the LMS system	Disposal: 80%			
	·	Quality: 20%			
	Para-wise comments	Number of cases dealt in	20%		
	Monitoring, signing and submitting well	the year.			
3	framed para-wise comments, duly approved by	Disposal: 70%			
	the concerned Additional Collector, within the	Quality :30%			
	stipulated time period.				
	Disposal of hearing notices	Number of cases dealt in	10%		
4	Disposal of hearing notices received from	the year.			
4	Honorable High Court, Collector Appeal, and	Disposal: 60%			
	FTO Notices.	Quality: 40%			
- 10	Liaison with Lawyers	Number of cases dealt in	10%		
5	Close liaison with the lawyers nominated in	the year		70.	
3	major cases and pursuing of the same	Disposal: 80%			
	diligently	Quality: 20%			
	Attendance in courts	Number of cases dealt in	10%		
6	Ensuring 100% personal attendance or through	the year.			
U	legal counsel before the High Courts and other	Disposal: 70%			
	legal fora	Quality :30%			
	Periodic Statements / correspondences with	Number of cases dealt in	10%		
	Board	the year.			
7	Preparation of Reponses to the General	Disposal: 60%			
	corresponde4nce, Court's notices, Standing	Quality : 40%			
	Counsel's letters				
	Performance Appraisal, Updating of	Number of cases dealt in	10%		
8	advocate panel	the year			
0	Providing merit based appraisal of Individual	Disposal: 80%			
	performance of each advocate on panel	Quality: 20%			

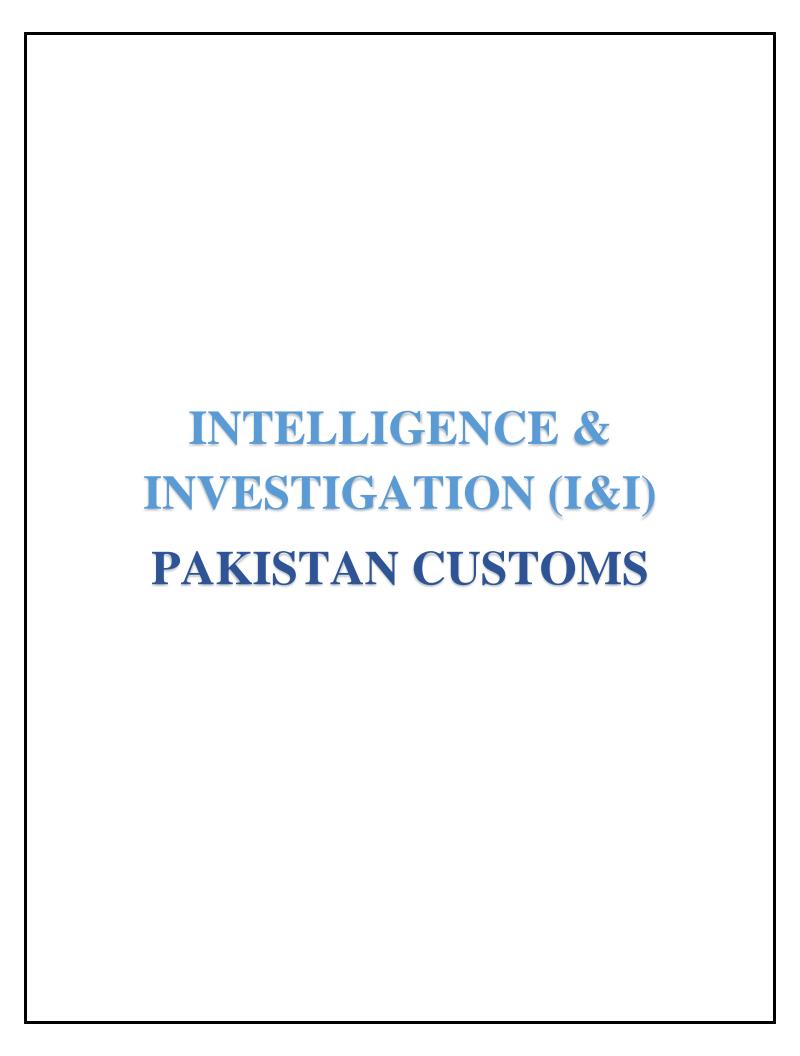
Position Title:	Deputy Director (MIS)
Grade:	18
Function:	Transit & Trade
Reporting Office:	Additional Director

_	porting Office: Additional Director				
Sr#	Job Description	KPIs	Weight	Final	
			(%age)	Score	
1	Traders facilitation Timely and expeditious trade facilitation measures e.g. route change requests, change of	Number of cases dealt in the year. Disposal: 60%	20%		
1	bonded carrier requests, de-blocking of bonded carriers, NTN blocking/de-blocking etc	Quality : 40%			
	Data procurement from WeBOC support	Number of cases dealt in	20%		
	Team/PRAL	the year			
2	Data/information on the prescribed format	Disposal: 80%			
	should be procured, as and when requested by	Quality: 20%			
	the concern sectional head				
	Amendments	Number of cases dealt in	15%		
	Only legally permissible amendments,	the year.			
3	corrections in Bill of landing / manifest etc	Disposal: 70%			
3	should be forwarded to the concerned	Quality :30%			
	Collectorates diligently and quickly		_		
1	Cancellation of GDs	Number of cases dealt in	15%	-	
4	Due diligence to be made for cancellation of	the year.			
	GDs	Disposal: 60%			
		Quality: 40%			
	Processing of requests for removal of	Number of cases dealt in	10%		
	glitches in the system faced by the	the year			
5	stakeholders	Disposal: 80%			
	Glitches are removed promptly with efficient	Quality: 20%			
	coordination with DRA and PRAL team	/=KTM			
	Preparation of change requests	Number of cases dealt in	10%		
6	CRFs on every issue should be prepared	the year.			
	promptly and must be pursued vigorously	Disposal: 70%			
		Quality :30%			
	Supervision of auto assessed GDs	Number of cases dealt in	10%		
7	Proper supervision of auto assessed GDs to	the year.			
'	ensure revenue protection	Disposal: 60%			
		Quality: 40%			

Posit	Position Title: Assistant Director (Examination)/Auction					
Grade: 17						
Func	Function: Transit & Trade					
Repo	orting Office: Deputy Director					
Sr#	Job Description	KPIs	Weight	Final		
			(%age)	Score		
1	Integrity Management Ensure transparency in process and minimize interaction of customs functionaries with traders. Prompt disciplinary action to root out malpractices.	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%			
2	Arrangement of Consignments for examination Arrangement for timely de-sealing of the containers grounded for examination	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%			
3	Disposal Timely examination of imported/exported consignment.	Number of cases dealt in the year Disposal: 80% Quality: 20%	10%			
4	Liaison with Terminal operator Close liaison with the Terminal operator for matters relating to the customs matters	Number of cases dealt in the year. Disposal: 70% Quality:30%	10%			
5	Dwell time Uploading / Completion of examination reports on real time basis	Number of cases dealt in the year. Disposal: 60% Quality: 40%	10%			
6	Examination of containers Cross verification of Examination reports submitted by AO examination	Number of cases dealt in the year. Disposal: 80% Quality: 20%	10%			
7	Detection of mis-declaration, fraud etc Number of cases detected in his / her jurisdiction	Number of cases dealt in the year. Disposal: 70% Quality: 30%	10%			
8	Correctness of examination reports Monitoring / Supervising of uploading of correct examination reports covering all aspects of goods	Number of cases dealt in Disposal: 60% Quality: 40%	10%			
9	Dispatching of samples To ensure representative samples are forwarded to lab and assessment groups in time	Number of cases dealt in the year. Disposal: 80% Quality: 20%	10%			
10	Facilitation Complaints are redressed within working hours	Number of cases dealt in the year. Disposal: 70%	5%			

		Quality :30%		
	Settlement of Audit Paras	Number of cases dealt in	5%	
	Ensure settlement of audit paras/PDPs after	the year.		
11	receipt of Report of Revenue Receipts and	Disposal: 60%		
	Expenditure Submission of working papers to	Quality: 40%		
	Additional Collector for sending to	-		





CUSTOMS- INTELLIGENCE AND INVESTIGATION

Position Title:	Director General (I&I)
Grade:	21
Function:	Intelligence & Investigation Pakistan Customs
Reporting Office:	FBR (HQs)

rep	porting office.				
Sr#	Job Description	KPIs	Weight (%age)	Final Score	
1	Overseeing the working and effectiveness of the Regional Directorates of Intelligence and Investigation including periodical performance review of the Directorates	Percentage of oversight in a year Disposal: 40% Quality: 60%	40%		
2	Personnel Deployment and management	Percentage of management of HR matters in a year Disposal: 30% Quality: 70%	15%		
3	Issue policy guidelines for all the formation of the organization aimed at achieving the objectives and for better coordination among the Regional Directorates	Percentage of objectives achieved in a year Disposal: 50% Quality: 50%	15%		
4	Take initiatives for automation of the processes and transparent working of the organization	Percentage of initiatives taken in a year Disposal: 20% Quality: 80%	15%	700.	
5	Make policy related proposals to FBR	Percentage of policy proposals in a year Disposal: 30% Quality: 70%	5%		
6	Overall administration of the organization	Percentage of administrative measures taken in a year Disposal: 20% Quality: 80%	10%		

Position Title:	Director (I&I)
Grade:	20
Function:	Intelligence & Investigation Pakistan Customs
Reporting Office:	Director General (I&I)

	Reporting Office: Director General (1&1)					
Sr#	Job Description	KPIs	Weight (%age)	Final Score		
1	Conduct Intelligence based Anti- Smuggling Operations to create deterrence against smuggling.	No. of cases processed in a year Disposal: 40% Quality: 60%	20%			
2	Intelligence based monitoring of the operations of the Collectorates related to Import & Export clearance	No. of cases processed in a year Disposal: 40% Quality: 60%	20%			
3	Personnel deployment and management	Percentage of management of HR matters in a year Disposal: 30% Quality: 70%	10%			
4	Optimum utilization of available resources	No. of cases processed in a year Disposal: 20% Quality: 80%	5%			
5	Liaison with LEAs for conducting joint operations where needed	No. of cases processed in a year Disposal: 30% Quality: 70%	10%			
6	Ensure coordination with other Regional Directorate and HQ office for the purpose of achieving the stated objectives	No. of cases processed in a year Disposal: 40% Quality: 60%	5%	4.		
7	AML investigations and related proceedings	No. of cases processed in a year Disposal: 30% Quality: 70%	5%			
8	Pursue cases in litigation at various for a i.e. Adjudication, Tribunal, High Court and Supreme Court	No. of cases processed in a year Disposal: 40% Quality: 60%	10%			
9	Work for implementation of automation and transparency related tasks	No. of cases processed in a year Disposal: 50% Quality: 50%	5%			
10	Make policy related proposals to the HQ office and for FBR	No. of cases processed in a year Disposal: 30% Quality: 70%	5%			
11	Disposal of confiscated goods through auctions	No. of cases processed in a year Disposal: 40% Quality: 60%	5%			

Position Title: Additional Director (I&I)	
Grade:	19
Function:	Intelligence & Investigation Pakistan Customs
Reporting Office:	Director (I&I)

керс	Reporting Office: Director (1&1)					
Sr#	Job Description	KPIs	Weight	Final		
	•		(%age)	Score		
	Conduct Intelligence based Anti-	No. of cases processed in a year				
1	Smuggling Operations to create	Disposal: 40%	20%			
	deterrence against smuggling.	Quality: 60%				
	Intelligence based monitoring of the	No. of cases processed in a year				
2	operations of the Collectorates related to	Disposal: 40%	20%			
	Import & Export clearance	Quality: 60%				
	Optimum utilization of available	No. of cases processed in a year				
3	resources	Disposal: 20%	10%			
		Quality: 80%				
	Liaison with LEAs for conducting joint	No. of cases processed in a year				
4	operations where needed	Disposal: 30%	10%			
		Quality: 70%				
	AML investigations and related	No. of cases processed in a year				
5	proceedings	Disposal: 30%	10%			
		Quality: 70%				
	Pursue cases in litigation at various for a	No. of cases processed in a year				
6	i.e. Adjudication, Tribunal, High Court	Disposal: 40%	10%			
	and Supreme Court	Quality: 60%		-		
	Work for implementation of automation	No. of cases processed in a year				
7	and transparency related tasks	Disposal: 50%	10%			
		Quality: 50%				
	Disposal of confiscated goods through	No. of cases processed in a year				
8	auctions	Disposal: 40%	10%			
	DATZI	— — Quality: 60%				

Position Title:	Assistant/ Deputy Director (I&I)	
Grade:	17/18	
Function:	Intelligence & Investigation Pakistan Customs	
Reporting Office:	Additional Director (I&I)	

	Additional Director	` ′		
Sr#	Job Description	KPIs	Weight (%age)	Final Score
	Conduct Intelligence based Anti-	No. of cases processed in a year		
1	Smuggling Operations to create	Disposal: 30%	20%	
	deterrence against smuggling.	Quality: 70%		
	Intelligence based monitoring of the	No. of cases processed in a year		
2	operations of the Collectorates related to	Disposal: 40%	20%	
	Import & Export clearance	Quality: 60%		
	Supervision of investigation of FIR	No. of cases processed/dealt in		
3		a year		
3		Disposal: 40%		
		Quality: 60%		
	Liaison with LEAs for conducting joint	No. of cases processed in a year		
4	operations where needed	Disposal: 30%	10%	
		Quality: 70%		
	AML investigations and related	No. of cases processed in a year		
5	proceedings	Disposal: 30%	5%	
		Quality: 70%		
	Pursue cases in litigation at various for a	No. of cases processed in a year	-	
6	i.e. Adjudication, Tribunal, High Court	Disposal: 30%	10%	
0	and Supreme Court	Quality: 70%		
	Disposal of confiscated goods through	No. of cases processed in a year		
7	auctions	Disposal: 40%	10%	
		Quality: 60%		
	Settlement of Audit paras	No. of cases processed in a year		
8	DATZI	— — Disposal: 30%	10%	
	PAKI	Quality: 70%		
	General Administration, including	No. of cases processed in a year		
9	procurement and asset management	Disposal: 30%	5%	
		Quality: 70%		



PAKISTAN CUSTOMS-TRAINING & RESEARCH

Posit	Position Title: Director General					
Grad	Grade: 21					
Func	tion: Pakistan Custo	oms Academy				
Repo	orting Office: Chairman FBF	<u> </u>				
Sr#	Job Description	KPIs	Weight	Final		
			(%age)	Score		
1	Supervision of planning and	Building and enhancing the	20%			
	outlining of training courses,	effectiveness and efficacy of fresh				
	workshops and seminars of national	appointee and serving officers and				
	and international level, specialized	officials through modern training				
	training program for probationers of Pakistan Customs Service and other	technique.				
	training assignments for officers &	Disposal : 20% Quality : 80%				
	officials of Customs.	Quanty . 80 /6				
2	Supervision of liaison with national	All training programs developed	15%			
	& international universities, training	and updated on modern lines				
	institutions, agencies like WCO,	thr <mark>o</mark> ugh collaboration with				
	WTO, DEA, UNODC, JICA etc. to	experts/universities.				
	keep the training programs in line	Disposal : 20%				
	with the modern methodology, latest	Quality : 80%				
	techniques and processes		2011			
3	Monitoring of faculty and trainees	To hold regular sessions &	20%	-		
		observations.				
	No.	Disposal : 30% Quality : 70%				
4	Supervision of training need	Constant interaction with field	15%			
	assessments for evolving training	offices for Training Need	1570			
	modules	Assessment (TNA).				
	PΔk	Disposal : 20%				
	1.731	Quality : 80%				
5	Supervision of research activities		20%			
	for mobilization of revenues,					
	through the under training Officers	Disposal: 30%				
	of MCMC, AC (Probationers),	Quality : 70%				
	Officers attending Mandatory					
6	Courses, etc. Supervision of budgeting,	Proper Budget utilization,	10%			
U	procurement and Establishment/	Procurement, Estt./Admin mattes	1070			
	Administration Establishment	handled on time.				
		Disposal: 20%				
		Quality: 80%				
		- v				

Positio	Position Title: Director				
Grade	20				
Function: Pakistan Customs Academy					
Repor	Reporting Office: Director General				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	Supervision of planning and	Building and enhancing the	20%		
	outlining of training courses, workshops and seminars of	effectiveness and efficacy of fresh appointee and serving officers and			
	workshops and seminars of national and international level,	officials through modern training			
	specialized training program for	technique.			
	probationers of Pakistan Customs	Disposal: 20%			
	Service and other training	Quality: 80%			
	assignments for officers &				
	officials of Customs				
2	Supervision of liaison with	All training programs developed	15%		
	national & international	and updated on modern lines			
	universities, training institutions,	thr <mark>o</mark> ugh collaboration with			
	agencies like WCO, WTO, DEA,	experts/universities.			
	UNODC, JICA etc. to keep the	Disposal: 20%			
	training programs in line with the modern methodology, latest	Quality: 80%			
	techniques and processes				
3	Monitoring of faculty and trainees	To hold regular sessions &	20%	· .	
		observations.			
	The second second	Disposal: 30%			
		Quality : 70%			
4	Supervision of Training Need	Constant interaction with field	15%		
	Assessments for evolving training	offices for Training Need			
	modules	Assessment (TNA).			
	PAN	Disposal : 20% Quality : 80%			
5	Supervision of research activities	Assessment and timely completion	20%		
	for mobilization of revenues,	of Research tasks.	2070		
	through the under training Officers	Disposal : 30%			
	of MCMC, AC (Probationers),	Quality: 70%			
	Officers attending Mandatory				
	Courses, etc.		1007		
6	Supervision of budgeting,	Proper Budget utilization,	10%		
	procurement and Establishment/ Administration	Procurement, Estt./Admin mattes handled on time.			
	Administration	Disposal: 20%			
		Quality: 80%			

Position Title:	Additional Director-I HQ/Admin
Grade:	19
Function:	Pakistan Customs Academy
Reporting Office	Director

Repor	ting Office: Director			
Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	To assist the Director who is Controlling Officer to manage all budgetary/ financial matters	Financial procedures and matters are adequately handled in time. Disposal: 50% Quality: 50%	20%	
2	To assist the Director in procurement, staffing, budgeting, accounts, housing and administrative issues at Pakistan Customs Academy Lahore, Karachi & Islamabad	Financial procedures and matters are adequately handled as per tasks assigned. Disposal: 50% Quality: 50%	15%	
3	To assist the Director in all matters of Development Projects	Developmental projects accomplished as per time line. Disposal: 50% Quality: 50%	10%	
4	To assist the Director to maintain liaison with Regional Offices and the Board	Administrative procedures and correspondence including other allied matters are adequately and timely handled with Regional Offices and FBR.	10%	
5	Guide, supervise, administer, oversee and maintain the punctuality and discipline of subordinate officers/officials	Disposal: 50% Quality: 50% Administrative procedures and matters are adequately and timely handled. Disposal: 50%	5%	
6	To prepare and put up cases requiring action under disciplinary rules in cases of officials (BS-1 to 15)	Quality: 50% Disciplinary matters are adequately and timely handled as per Rules. Disposal: 50% Quality: 50%	5%	
7	To provide logistics and other support to the faculty members	Successfully carrying out needs of faculty Members. Disposal: 50% Quality: 50%	10%	
8	To take steps for expeditious settlement of audit paras	Settlement / compliance of Audit Paras within time frame. Disposal: 50% Quality: 50%	10%	

9	To supervise quality and standard of maintenance and upkeep of Pakistan Customs Academy offices	maintenance and upkeep of Pakistan Customs Academy offices. Disposal: 50%	5%	
10	To deliver lectures	Quality: 50% To deliver lectures as per assignment. Disposal: 50% Quality: 50%	5%	



Position Title:	Additional Director- Principal
Grade:	19
Function:	Pakistan Customs Academy

Reporting Office: Director

Kepoi	Reporting Office.				
Sr#	Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	Preparing course outlines and	Course outlines prepared and	20%		
	modifying them as and when	modified as per updated laws			
	required	Disposal : 50%			
	_	Quality: 50%			
2	Identifying and designing training	Course modules are identified and	20%		
	modules	designed			
		Disposal : 50%			
		Quality: 50%			
3	Preparing training calendar	Training activities are planned well	20%		
		before time			
		Disposal : 50%			
		Quality: 50%			
4	To deliver lectures	Course modules are identified and	10%		
		designed			
		Disposal: 50%			
		Quality: 50%			
5	Identification and ensuring	Training activities are planned well	10%	Mary Control	
	availability of training equipment,	before time			
	relevant books and allied needs of	Disposal: 50%			
	the trainees	Quality: 50%			
6	Liaison with resource persons	Analysis and of feedback taken from	10%		
	regarding training and getting their	the field offices and resource			
	feedback on regular basis	persons about training			
	$D\Delta$	Disposal : 50%			
	1.71	Quality: 50%			
7	Getting feedback of trainees about	Analysis and of feedback taken from	10%		
	trainers and training process	the field offices and resource			
		persons about training			
		Disposal: 50%			
		Quality: 50%			

Position Title:	Additional Director- II
Grade: 19	
Function: Pakistan Customs Academy	
Reporting Office:	Director

Sr#	Tasks	KPIs	Weight (%age)	Final Score
1	Identifying the training needs in field formations	Training Assessment conducted for: i. Officers: ii. Officials: Disposal: 50% Quality: 50%	15%	
2	Designing Training Modules	 i. No. of Training / Modules Designed ii. No of Lectures / Modules. Disposal: 50% Quality: 50% 	15%	
3	Delivery of Training Modules Mandatory Trainings	i. No. of Mandatory training conducted ii. Training Time (in days) iii. No of Participants Disposal: 50% Quality: 50%	15%	
4	Delivery of Training Modules (Training Not Mandatory)	i. No. of Mandatory Trainings conducted ii. Time (in days) iii. No. of Participants Disposal: 50% Quality: 50%	15%	
5	Lecture / Discussions	i) No. of lectures ii) Hours iii) Participants Disposal: 50% Quality: 50%	20%	
6	Directing Staff in lectures / discussion	No of lectures Disposal: 50% Quality: 50%	3%	
7	Preparing Training Calendar	No of months in which training compulsory is proposed Disposal: 50% Quality: 50%	3%	

8	Ensuring availability of equipment, ambiance and training materials	No of complaints received Quality of Facilitation. Disposal: 50% Quality: 50%	4%	
9	Liaison with resource persons	 i. No of day resource persons arranged ii. No. of resource persons contacted Disposal: 50% Quality: 50% 	5%	
10	Getting Feedback from trainees	i. Trainer ii. Contents iii. Process Disposal: 50% Quality: 50%	5%	



Position Title:	Assistant/ Deputy Director - Training
Grade:	17/18
Function:	Pakistan Customs Academy
Reporting Office:	Additional Director/Principal

Repor	Reporting Office: Additional Director/Principal			
Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Liaison with field offices for conducting Training Need Assessments on regular basis	Effective coordination with field officers and resource persons Disposal: 50% Quality: 50%	20%	
2	Assist / Deputy Directors in preparing / modifying course outlines	Course outline is prepared / modified as per updated laws Disposal: 50% Quality: 50%	10%	
3	Assist / Deputy Directors in identifying and designing training modules	Course modules are identified and designed within time frame Disposal: 50% Quality: 50%	15%	
4	Plan and arrange trainings as per schedule and requirements	Training activities are planned well before time Disposal: 50% Quality: 50%	15%	
5	Liaison with resource persons regarding training and getting their feedback on regular basis	Analysis of feedback taken from resource persons and field offices and trainees Disposal: 50% Quality: 50%	15%	
6	Look after administrative matters regarding training and trainees	Training schedule followed as per training calendar Disposal: 50% Quality: 50%	15%	
7	To deliver lectures	Course outline is prepared / modified as per updated laws Disposal: 50% Quality: 50%	5%	
8	Take feedback from the trainees about trainers and training process	Analysis of feedback taken from resource persons and field offices and trainees Disposal: 50% Quality: 50%	5%	

Position Title: Assistant Director/Deputy Director HQ/Admin	
Grade: 17/18	
Function: Pakistan Customs Academy	
Reporting Office:	Additional Director –I

Sr#	Major Tasks	KPIs	Weight (%age)	Final Score
1	Manage all budgetary/financial matters, Procurement and Establishment/Administrative maters	Financial procedures and administrative matters are adequately handled in time. Disposal: 50% Quality: 50%	20%	
2	To assist the Additional Director in procurement, staffing, budgeting, accounts, housing and administrative issues at Pakistan Customs Academy	Financial procedures and matters are adequately handled as per tasks assigned. Disposal: 50% Quality: 50%	15%	
3	To assist the Additional Director in all matters of Development Projects	Developmental projects accomplished as per time line. Disposal: 50% Quality: 50%	10%	
4	Supervise, administer, oversee and maintain the punctuality and discipline of subordinate officers/officials	Administrative procedures and matters are adequately and timely handled. Disposal: 50% Quality: 50%	10%	
5	To prepare and put up cases requiring action under disciplinary rules in cases of officials (BS-1 to 15)	Disciplinary matters are adequately and timely handled as per Rules. Disposal: 50% Quality: 50%	10%	
6	To provide logistics and other support to the faculty members	Successfully carrying out needs of faculty Members. Disposal: 50% Quality: 50%	10%	
7	To take steps for expeditious settlement of audit paras		10%	
8	To supervise quality and standard of maintenance and upkeep of Pakistan Customs Academy offices and hostels, etc.	Optimum quality & standard of maintenance and upkeep of Pakistan Customs Academy offices. Disposal: 50%	5%	
9	To deliver lectures	Quality: 50%	5%	

Position Title:	Accounts Officer
Grade:	17
Function:	Pakistan Customs Academy

Reporting Office: Director					
S #	Major Tasks	KPIs	Weight	Final	
			(%age)	Score	
1	To assist Deputy Director (HQs) /	Financial procedure and matters are	10%		
	Addl. Director (Hq) in	adequately handled.			
	procurement, budgeting and	Disposal : 50%			
	financial matters	Quality: 50%			
2	Prepare Budget Estimates, etc	Financial procedure and matters are	10%		
		adequately handled.			
		Disposal : 50%			
		Quality: 50%			
3	Prepare Re-appropriation,	Correspondence with FBR/AGPR	15%		
	saving/excess estimates	regarding reconciliation, re-			
	-	appropriation, excess/savings,			
		shoul <mark>d</mark> be done in time			
		Disposal : 50%			
		Quality: 50%			
4	Update Reconciliation Statements	Correspondence with FBR/AGPR	10%		
		regarding reconciliation, re-			
		appropriation, excess/savings,			
		should be done in time		7	
	AND THE RESERVE OF TH	Disposal : 50%			
		Quality: 50%			
5	Preparation of all types of	All types of bills passed from AGPR	10%		
	expenditure bills timely	expeditiously			
		Disposal: 50%	i.		
	DA.	Quality: 50%			
6	Update all types of Accounting	Financial procedures and matters are	15%		
	Registers, including pay,	adequately handled			
	contingent, advances, hiring and	Disposal: 50%			
	cash book, etc	Quality: 50%			
7		Correspondence with FBR/AGPR	15%		
	AGPR on Financial matters	regarding reconciliation, re-			
		appropriation, excess/savings,			
		should be done in time			
		Disposal: 50%			
		Quality: 50%			
8	External and internal audits.	Audit paras should be settled within	10%		
	Attending DAC	stipulated time frame.			
	meetings/verification for settlement	Disposal: 50%			
	of Audit Paras from o/o Auditor	Quality: 50%			
	General, DAC & PAC				