



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

By

**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

INDEX

INDEX			
Sr #	Table of Contents- KPIs and JDs	BPS	Pg. #
INLAND REVENUE			
Regional Tax Offices (Inland Revenue)			
1	Chief Commissioner IR	21	1-2
2	<i>Commissioner IR (Audit & Enforcement)</i>	20	3
3	Additional Commissioner IR (Audit & Enforcement)	19	4
4	Assistant/ Deputy Commissioner IR (Audit & Enforcement)	17/18	5
5	<i>Commissioner IR (Withholding)</i>	20	6
6	Additional Commissioner IR (Withholding)	19	7
7	Assistant/ Deputy Commissioner IR (Withholding)	17/18	8
Large Tax Offices (Inland Revenue)			
8	Chief Commissioner IR	21	9-10
9	<i>Commissioner IR (Enforcement)</i>	20	11
10	Additional Commissioner IR (Enforcement)	19	12
11	Assistant/ Deputy Commissioner IR (Enforcement)	17/18	13
12	<i>Commissioner IR (Legal)</i>	20	14
13	Additional Commissioner IR (Legal)	19	15
14	Deputy/ Assistant Commissioner IR (Legal)	17/18	16
15	<i>Commissioner IR (Audit)</i>	20	17-18
16	Additional Commissioner IR (Audit)	19	19
17	Deputy/ Assistant Commissioner IR (Audit)	17/18	20
Corporate Tax Offices (Inland Revenue)			
18	Chief Commissioner IR	21	21-22
19	<i>Commissioner IR (Audit)</i>	20	23-24
20	Additional Commissioner IR (Audit)	19	25-26
21	Deputy / Assistant Commissioner IR (Audit)	17/18	27
22	<i>Commissioner IR (Enforcement)</i>	20	28-29
23	Additional Commissioner IR (Enforcement)	19	30-31
24	Deputy / Assistant Commissioner IR (Enforcement)	17/18	32-33
25	Commissioner IR (Legal)	20	34
26	Additional Commissioner IR (Legal)	19	35
27	Deputy/ Assistant Commissioner IR (Legal)	17/18	36
Medium Tax Office (Inland Revenue)			

28	Chief Commissioner IR	21	37-38
29	<i>Commissioner IR (Audit & Enforcement)</i>	20	39
30	Additional Commissioner IR (Audit & Enforcement)	19	40
31	Assistant/ Deputy Commissioner IR (Audit & Enforcement)	17/18	41
32	<i>Commissioner IR (Withholding)</i>	20	42
33	Additional Commissioner IR (Withholding)	19	43
34	Assistant/ Deputy Commissioner IR (Withholding)	17/18	44
Internal Audit (Inland Revenue)			
35	Director General (Inland Revenue)	21	45
36	Secretary	19	46-47
37	Second Secretary (Inspection/Audit)	17/18	48
38	Accounts Officer	18	49
39	Second Secretary (Administration)	17/18	50
Input Output Coefficient Organization (IOCO)			
40	Director General (Inland Revenue)	21	51
41	<i>Director</i>	20	52
42	Second Secretary (IOCO-IR)	17/18	53
43	Second Secretary (Post Refund Analysis Cell)	17/18	54
Intelligence and Investigation (I & I)			
44	Director General (I&I)	21	55
45	<i>Director (I&I)</i>	20	56
46	Additional Director (I&I)	19	57
47	Deputy / Assistant Director (I&I)	17/18	58
Training & Research Inland Revenue Academy			
48	Director General	21	59
49	<i>Director - STP</i>	20	60
50	<i>Director - IST</i>	20	61
51	<i>Director - Research</i>	20	62
52	Additional Director- HQ/Admin	19	63-64
53	Additional Director- STP	19	65
54	Additional Director- IST	19	66-67
55	Additional Director- Research	19	68
56	Assistant/ Deputy Director	17/18	69
57	Assistant/ Deputy Director MIS	17/18	70
58	Private Secretary	17/18	71
59	Programmer/MIS Officer	17/18	72
60	Accounts Officer	17	73

61	Administrative Officer	17	74
PAKISTAN CUSTOMS			
Collectorate of Custom (Enforcement)			
62	Chief Collector (Enforcement)	21	75
63	<i>Collector (Enforcement)</i>	20	76-77
64	Additional Collector (Enforcement)	19	78-79
65	Deputy Collector (Enforcement)	17/18	80
66	Additional Collector Enforcement (Customs)	19	81-82
67	Deputy Collector Enforcement (Customs)	18	83
68	Deputy Collector Auction (Customs)	18	84-85
69	Deputy Collector Administration/ Establishment (Customs)	18	86-87
70	Deputy Collector Law Section (Customs)	18	88-89
71	Deputy Collector Warehousing (Customs)	18	90-91
72	Deputy Collector Enforcement (Customs)	18	92-93
73	Deputy Collector Internal/ External Audit (CRA/PCA)	18	94-95
74	Deputy Collector/ Assistant Collector (ASO)	17/18	96
75	Deputy Collector/ Assistant Collector (Dry Port)	17/18	97
Collectorate of Custom (Appraisalment)			
76	Chief Collector (Appraisalment)	21	98-99
77	<i>Collector (Appraisalment)</i>	20	100
78	Additional Collector	19	101
79	Deputy/ Assistant Collector	17/18	102-103
80	<i>Collector (Export)</i>	20	104-105
81	Additional Collector (Headquarters)	19	106
82	Additional Collector (Examination)	19	107
83	Deputy /Assistant Collector (Headquarters)	17/18	108
84	Deputy /Assistant Collector (PICT/KICT/SAPT)	17/18	109
85	Deputy /Assistant Collector (DTRE/MB/EOU/EFS)	17/18	110
86	Deputy /Assistant Collector (Rebate)	17/18	111
87	Deputy /Assistant Collector (Recovery)	17/18	112
88	Deputy /Assistant Collector (Law)	17/18	113
89	Deputy /Assistant Collector (Audit)	17/18	114
90	Deputy /Assistant Collector (Auction)	17/18	115
Collectorate of Customs			
91	Chief Collector Custom	21	116
92	<i>Collector</i>	20	117
93	Additional Collector HQ	19	118

94	Assistant/ Deputy Collector Assessment	17/18	119-120
95	Assistant/ Deputy Collector Examination	17/18	121-122
96	Assistant/ Deputy Collector Auction	17/18	123-124
97	Assistant/ Deputy Collector Administration/ Establishment	17/18	125
98	Assistant/ Deputy Collector Licensing	17/18	126-127
99	Deputy/Assistant Collector External-Internal Audit (CRA / PCA)	17/18	128-129
100	Deputy/Assistant Collector MIS	17/18	130-131
101	Deputy/Assistant Collector Law Section	17/18	132-133
102	Deputy/Assistant Collector BG Cell / Securities Section	17/18	134-135
103	Deputy/Assistant Collector Recovery	17/18	136-137
104	Deputy/Assistant Collector Warehousing	17/18	138-139
105	Deputy/Assistant Collector Preventive	17/18	140-141
Customs Airport			
105	<i>Collector</i>	20	142-143
106	Additional Collector (Air Freight Unit)	19	144-145
107	Additional Collector (JIAP Terminal/HQs)	19	146
108	Deputy/ Assistant Collector (JIAP Terminal / HQs)	17/18	147
109	Deputy/ Assistant Collector (Air Freight Unit)	17/18	148-149
110	Deputy/ Assistant Collector (Headquarters)	17/18	150
Intellectual Property Right Customs			
111	Director General	21	151
112	<i>Director</i>	20	152
113	Additional Director	19	153
114	Assistant/ Deputy Director Headquarters	17/18	154
115	Assistant/ Deputy Director	17/18	155
Valuation Customs			
116	Director General	21	156
117	<i>Director</i>	20	157
118	Additional Director	19	158
119	Assistant/ Deputy Director	17/18	159
120	Accounts Officer/DDO	17	160
Post Clearance & Internal Audit Customs			
121	Director General	21	161-162
122	<i>Director (HQs)</i>	20	163-164
123	Additional Director HQs	19	165
124	Senior Private Secretary (SPS)	17/18	166
125	Director (Audit)	20	167-168

126	Additional Director (Audit)	19	169-170
127	Assistant/ Deputy Director (HQs)	17/18	171-172
128	Deputy Director (Audit/ IRAO)	18	173
129	Programmer / System Analyst / Deputy Director (MIS)	17/18	174
130	Accounts Officer	17/18	175
131	Statistical Officer	17/18	176
	Transit & Trade		
140	Director General	21	177-178
141	<i>Director</i>	20	179-180
142	Additional Director (Assessment)	19	181-182
143	Additional Director (Examination/Auction/ Audit)	19	183-184
144	Additional Director (Headquarters)	19	185-186
145	Additional Director (Law)	19	187
146	Deputy Director (Headquarter)	18	188-189
147	Assistant/ Deputy Director (Assessment)	17/18	190-191
148	Assistant/ Deputy Director (Law)	17/18	192
149	Assistant/ Deputy Director (MIS)	17/18	193
	Assistant/ Deputy Director (Examination/Auction)	17/18	194-195
150	Intelligence and Investigation (Pakistan Customs)		
151	Director General (Pakistan Customs)	21	196
152	<i>Director (Pakistan Customs)</i>	20	197
153	Additional Director (Pakistan Customs)	19	198
	Deputy / Assistant Director (Pakistan Customs)	17/18	199
154	Training & Research Pakistan Customs Academy		
155	Director General	21	200
156	<i>Director</i>	20	201
157	Additional Director-I HQ/Admin	19	202-203
158	Additional Director- Principal	19	204
159	Additional Director- II	19	205-206
160	Assistant/ Deputy Director - Training	17/18	207
161	Assistant Director/Deputy Director HQ/Admin	17/18	208
162	Accounts Officer	17	209

INLAND REVENUE

TAX OFFICE
INLAND REVENUE

REGIONAL TAX OFFICE (INLAND REVENUE)

Position Title:		CHIEF COMMISSIONER IR		
Grade:		21		
Function:		Regional Tax Office (IR) assigned work		
Reporting Office:		FBR (HQs)		
Sr #	Job Description	KPIs	Weight (%age)	Final 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%	
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%	

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



Position Title:	COMMISSIONER IR (AUDIT & ENFORCEMENT)			
Grade:	20			
Function:	Audit & Enforcement			
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	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%	
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%	

Position Title:	Additional Commissioner IR (Audit & Enforcement)			
Grade:	19			
Function:	Audit & Enforcement			
Reporting 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%	
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%	

Position Title:		ASSISTANT/ DEPUTY COMMISSIONER IR		
Grade:		17/18		
Function:		Audit & Enforcement		
Reporting Office:		Additional Commissioner 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%	
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	Number of cases dealt in the year. Disposal : 60% Quality : 40%	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 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%	

Position Title:		ADDITIONAL COMMISSIONER IR (WITHHOLDING)		
Grade:		19		
Function:		Withholding Tax		
Reporting Office:		Commissioner IR (Withholding)		
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	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%	
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%	

Position Title:		ASSISTANT/ DEPUTY COMMISSIONER IR		
Grade:		17/18		
Function:		Withholding Tax		
Reporting Office:		Additional Commissioner 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%	
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 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**

LARGE TAX OFFICE (INLAND REVENUE)

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

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



Position Title:		COMMISSIONER IR (ENFORCEMENT)		
Grade:		20		
Function:		Large Tax Office (IR) assigned work		
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%	

Position Title:		ADDITIONAL COMMISSIONER IR (ENFORCEMENT)		
Grade:		19		
Function:		Large Tax Office (IR) assigned work		
Reporting 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%	
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%	

Position Title:		DEPUTY/ ASSISTANT COMMISSIONER IR		
Grade:		17/18		
Function:		Large Tax Office (IR) assigned work		
Reporting Office:		Additional Commissioner IR		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	To achieve assigned revenue targets: <ul style="list-style-type: none"> Recovery of outstanding arrear demand/current demand of direct and indirect taxes Monitoring of withholding taxes and collection of Advance tax 	No. of notices issued in a year 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	No. of reports submitted in a year Disposal : 70% Quality : 30%	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	No. of cases supervised in a year 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%	

Position Title: COMMISSIONER IR (LEGAL)				
Grade: 20				
Function: Large Tax Office (IR) assigned work				
Reporting 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) <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • 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	Matters relating to FTO <ul style="list-style-type: none"> • 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%	

Position Title:		ADDITIONAL COMMISSIONER IR (LEGAL)		
Grade:		19		
Function:		Large Tax Office (IR) assigned work		
Reporting Office:		Commissioner IR (Legal)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Effective defense before CIR(A) by ensuring attendance of author of assessment order	Case coverage Disposal : 80% Quality : 20%	10%	
2	Timely filing of second appeal and ensuring quality input in the form of grounds of appeals	Case coverage Disposal : 80% Quality : 20%	10%	
3	Coordination with units and zones for implementation limitation of CIR Appeals, ATIR, High Courts and Supreme Court	Case coverage Disposal : 70% Quality : 30%	15%	
4	To liaise with legal advisors for better and timely attendance in cases at High Courts and Supreme Court	Case coverage Disposal : 80% Quality : 20%	10%	
5	To provide legal assistance to DRs for effective pleading of cases before ATIR	Case coverage Disposal : 70% Quality : 30%	15%	
6	Prompt Disposal of FTO matter	Case coverage Disposal : 70% Quality : 30%	10%	
7	Effective implementation of instructions/ orders of superiors/ Board	Case coverage Disposal : 80% Quality : 20%	10%	
8	Capacity building of officers on legal matters	Case coverage Disposal : 70% Quality : 30%	10%	
9	To evaluate and assess the performance of Legal Advisor	Case coverage Disposal : 70% Quality : 30%	5%	
10	Equitable assigning of cases to qualified lawyers to safeguard revenue	Case coverage Disposal : 80% Quality : 32%	5%	

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



Position Title:		COMMISSIONER IR (AUDIT)		
Grade:		20		
Function:		Large Tax Office (IR) assigned work		
Reporting Office:		Chief Commissioner IR		
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: <ul style="list-style-type: none"> • Initiation and disposal of assessment u/s 122(5A) • Initiation and disposal of assessment u/s 122(5). • Finalization of agreed 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 <ul style="list-style-type: none"> • 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%	

	<p>order has been passed by Officer of Inland Revenue.</p> <ul style="list-style-type: none"> • Appointment/declaring of representative of non-resident u/s 172. • Allowing revision of returns. • Allowing special year. • Allowing method of accounting. 			
6	<p>Administrative functions</p> <ul style="list-style-type: none"> • Ensuring redressal of grievances and complaints of taxpayers. • Resource management and its distribution to downward formations. 	<p>No. of complaints dealt in year Disposal:20% Quality: 80%</p>	5%	
7	<p>Legal functions</p> <ul style="list-style-type: none"> • 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. 	<p>No. of cases dealt in year Disposal:50% Quality: 50%</p>	15%	
8	<p>Miscellaneous</p> <ul style="list-style-type: none"> • 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. 	<p>No. of cases dealt in year Disposal:50% Quality: 50%</p>	5%	

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 (%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	Assessment <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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%	

Position Title:		DEPUTY/ ASSISTANT COMMISSIONER IR (AUDIT)		
Grade:		17/18		
Function:		Large Tax Office (IR) assigned work		
Reporting Office:		Additional Commissioner IR (Audit)		
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%	
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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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**

CORPORATE TAX OFFICE (INLAND REVENUE)

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

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



Position Title: COMMISSIONER IR (AUDIT)				
Grade: 20				
Function: Corporate Tax Office (IR) assigned work				
Reporting Office: Chief Commissioner IR				
Sr #	Job Description	KPIs	Weight (%)	Final Score
1	Supervision of: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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%	

9	Revision of Assessment u/s 122A of ITO, 2001, u/s 45A(4) of STA, 1990 and u/s 35 of FED Act, 2005	Number of cases dealt in the year. Disposal: 50% Quality : 50%	3%	
10	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: 60% Quality : 40%	2%	
11	Supervision of disposal of external / internal audit paras	Number of cases dealt in the year. Disposal: 65% Quality : 35%	2%	
12	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 Chief Commissioner (IR) etc.	Number of cases dealt in the year. Disposal: 50% Quality : 50%	3%	



Position Title:		ADDITIONAL COMMISSIONER IR (AUDIT)		
Grade:		19		
Function:		Corporate Tax Office (IR) assigned work		
Reporting Office:		Commissioner IR (Audit)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Assessment / Amendment of assessment u/s 122(5A) and 161(3) of ITO, 2001	Achievement of Targets Disposal: 60% Quality : 40%	20%	
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%	
3	Supervision of assessments made by Unit Officers w.r.t <ul style="list-style-type: none"> Assessment u/s 121/ 122 in respect of cases under audit (u/s 177, 214C, 214D and 122(5) of Income Tax Ordinance, 2001). Assessment u/s 143 and 144 of the Income Tax Ordinance, 2001. 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) 	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
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%	

Position Title:		DEPUTY / ASSISTANT COMMISSIONER IR (AUDIT)		
Grade:		18/17		
Function:		Corporate Tax Office (IR) assigned work		
Reporting Office:		Additional Commissioner 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: <ul style="list-style-type: none"> • 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%	
7	To process /finalize complaints/ Inspection reports in respect of existing taxpayers' cases vis-a-vis <ul style="list-style-type: none"> • 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%	

Position Title:		COMMISSIONER IR (ENFORCEMENT)		
Grade:		20		
Function:		Corporate Tax Office (IR) assigned work		
Reporting Office:		Chief Commissioner IR		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Supervision of Enforcement, recovery and collection of Income Tax / Sales Tax/ FED <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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 <ol style="list-style-type: none"> 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%	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%	

7	Supervision of Point of Sale Tax (POS) <ul style="list-style-type: none"> No. of unintegrated registered person liable to integration No. of registered persons integrated No. of Exclusion applications received No. of Exclusion applications disposed of	No. of cases supervised in a year Disposal: 55% Quality : 45%	8%	
8	Supervision of broadening of tax base (Income Tax / Sales Tax / FED) <ul style="list-style-type: none"> No. of taxpayers liable to registration No. of taxpayers registered 	No. of cases supervised in a year Disposal: 60% Quality : 40%	5%	
9	Supervision of stock taking exercises / Industrial Surveys <ul style="list-style-type: none"> No. of cases in which action u/s 38 & 40B taken 	No. of cases supervised in a year Disposal: 80% Quality : 20%	5%	
10	Suspension, blacklisting and deregistration of registered persons. <ul style="list-style-type: none"> 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	Supervision of rectification of mistakes in respect of orders relating to enforcement functions. <ul style="list-style-type: none"> No. of rectification applications received / disposed off 	No. of cases supervised in a year Disposal: 80% Quality : 20%	3%	
12	Supervision of giving effect to orders of the appellate authorities <ul style="list-style-type: none"> 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	Supervision of powers and functions regarding investigation, prosecution and arrest of a person. <ul style="list-style-type: none"> No. of cases recommended for arrest & prosecution 	No. of cases supervised in a year Disposal: 70% Quality : 30%	3%	
14	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: 55% Quality : 45%	10%	
15	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: 70% Quality : 30%	10%	

Position Title:		ADDITIONAL COMMISSIONER IR (ENFORCEMENT)		
Grade:		19		
Function:		Corporate Tax Office (IR) assigned work		
Reporting Office:		Commissioner IR (Enforcement)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Supervision of Enforcement , recovery and collection of Income Tax / Sales Tax/ FED <ul style="list-style-type: none"> • 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	Supervision of: <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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) <ul style="list-style-type: none"> • No. of unintegrated registered person liable to integration 	No. of cases supervised in a year Disposal: 55%	10%	

	<ul style="list-style-type: none"> No. of registered persons integrated No. of Exclusion applications received No. of Exclusion applications disposed of 	Quality : 45%		
8	Supervision of broadening of tax base (Income Tax / Sales Tax / FED) <ul style="list-style-type: none"> No. of taxpayers liable to registration No. of taxpayers registered 	No. of cases supervised in a year Disposal: 60% Quality : 40%	5%	
9	Supervision of stock taking exercises / Industrial Surveys <ul style="list-style-type: none"> No. of cases in which action u/s 38 & 40B taken 	No. of cases supervised in a year Disposal: 80% Quality : 20%	5%	
10	Suspension, blacklisting and deregistration of registered persons. <ul style="list-style-type: none"> 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	Supervision of rectification of mistakes in respect of orders relating to enforcement functions. <ul style="list-style-type: none"> No. of rectification applications received / disposed off 	No. of cases supervised in a year Disposal: 80% Quality : 20%	3%	
12	Supervision of giving effect to orders of the appellate authorities <ul style="list-style-type: none"> 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	Supervision of powers and functions regarding investigation, prosecution and arrest of a person.	No. of cases supervised in a year Disposal: 70% Quality : 30%	2%	
14	Supervision of disposal of internal and external audit observations/paras relating to enforcement functions. <ul style="list-style-type: none"> No. of audit paras available/received & disposed off 	No. of cases supervised in a year Disposal: 55% Quality : 45%	2%	
15	Supervision of process /finalize complaints/ Inspection reports in respect of existing taxpayers' cases vis-a-vis <ul style="list-style-type: none"> PMDU, FTO, CCIR/Ombudsperson, I&I (red alerts, contravention, Investigative reports) 	No. of cases supervised in a year Disposal: 70% Quality : 30%	2%	

Position Title:		DEPUTY / ASSISTANT COMMISSIONER IR		
Grade:		18/17		
Function:		Corporate Tax Office (IR) assigned work		
Reporting Office:		Additional Commissioner IR (Enforcement)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Enforcement, recovery and collection of Income Tax / Sales Tax/ FED <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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) <ul style="list-style-type: none"> 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%	

	<ul style="list-style-type: none"> No. of Exclusion applications received No. of Exclusion applications disposed of 			
8	Broadening of tax base (Income Tax / Sales Tax / FED) <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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	No. of cases supervised in a year Disposal: 55% Quality : 45%	2%	
15	To process /finalize complaints/ Inspection reports in respect of existing taxpayers' cases vis-a-vis <ul style="list-style-type: none"> 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%	

Position Title: COMMISSIONER IR (LEGAL)				
Grade: 20				
Function: Corporate Tax Office (IR) assigned work				
Reporting Office: Chief Commissioner IR				
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	First Appeal <ul style="list-style-type: none"> • Appear/ ensure appearance by OIR in hearing before Commissioner Appeals for argumentation and defense of case • Ensure proportion of cases decided in favor of the department at first appeals. 	Percentage of cases dealt in a year Disposal : 40% Quality : 60%	20%	
2	Second Appeal Filling of Second appeals (% disposal within statutory time period) <ul style="list-style-type: none"> • Ensure proportion of cases decided in favor of the department at second appeal 	Percentage of cases dealt in a year Disposal : 50% Quality : 50%	40%	
3	References / CPLA's <ul style="list-style-type: none"> • 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%	
4	Data Entry <ul style="list-style-type: none"> • Entry of appeal data in Legal Management System (LMS) 	Percentage of cases dealt in a year Disposal : 50% Quality : 50%	20%	

Position Title:		ADDITIONAL COMMISSIONER IR (LEGAL)		
Grade:		19		
Function:		Corporate Tax Office (IR) assigned work		
Reporting Office:		Commissioner IR (Legal)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	First Appeal <ul style="list-style-type: none"> • Appear/ ensure appearance by OIR in hearing before Commissioner Appeals for argumentation and defense of case • Ensure proportion of cases decided in favor of the department at first appeals. 	Percentage of cases dealt in a year Disposal : 40% Quality : 60%	20%	
2	Second Appeal Filling of Second appeals (% disposal within statutory time period) <ul style="list-style-type: none"> • Ensure proportion of cases decided in favor of the department at second appeal 	Percentage of cases dealt in a year Disposal : 50% Quality : 50%	40%	
3	References / CPLA's <ul style="list-style-type: none"> • 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%	
4	Data Entry <ul style="list-style-type: none"> • Entry of appeal data in Legal Management System (LMS) 	Percentage of cases dealt in a year Disposal : 50% Quality : 50%	20%	

Position Title:		DEPUTY/ ASSISTANT COMMISSIONER IR (LEGAL)		
Grade:		17/18		
Function:		Corporate Tax Office (IR) assigned work		
Reporting Office:		Additional Commissioner IR (Legal)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	First Appeal <ul style="list-style-type: none"> • Appear/ ensure appearance by OIR in hearing before Commissioner Appeals for argumentation and defense of case • Ensure proportion of cases decided in favor of the department at first appeals. 	Percentage of cases dealt in a year Disposal : 40% Quality : 60%	20%	
2	Second Appeal Filling of Second appeals (% disposal within statutory time period) <ul style="list-style-type: none"> • Ensure proportion of cases decided in favor of the department at second appeal 	Percentage of cases dealt in a year Disposal : 50% Quality : 50%	40%	
3	References / CPLA's <ul style="list-style-type: none"> • 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%	
4	Data Entry <ul style="list-style-type: none"> • Entry of appeal data in Legal Management System (LMS) 	Percentage of cases dealt in a year Disposal : 50% Quality : 50%	20%	

**MEDIUM TAX OFFICE
INLAND REVENUE**

MEDIUM TAX OFFICE (INLAND REVENUE)

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

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



Position Title:	COMMISSIONER IR (AUDIT & ENFORCEMENT)			
Grade:	20			
Function:	Audit & Enforcement			
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	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%	
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%	

Position Title:		ADDITIONAL COMMISSIONER IR		
Grade:		19		
Function:		Audit & Enforcement		
Reporting 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%	
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%	

Position Title:		ASSISTANT/ DEPUTY COMMISSIONER IR		
Grade:		17/18		
Function:		Audit & Enforcement		
Reporting Office:		Additional Commissioner 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%	
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	Number of cases dealt in the year. Disposal : 60% Quality : 40%	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 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%	

Position Title:		ADDITIONAL COMMISSIONER IR (WITHHOLDING)		
Grade:		19		
Function:		Withholding Tax		
Reporting Office:		Commissioner IR (Withholding)		
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	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%	
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%	

Position Title:		ASSISTANT/ DEPUTY COMMISSIONER IR (WHT)		
Grade:		17/18		
Function:		Withholding Tax		
Reporting Office:		Additional Commissioner 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%	
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 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%	

INTERNAL AUDIT
INLAND REVENUE

INLAND REVENUE INTERNAL AUDIT

Position Title:		DIRECTOR GENERAL (INLAND REVENUE)		
Grade:		21		
Function:		Internal Audit of Inland Revenue officer of FBR		
Reporting Officer:		Chairman - FBR		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	<p>Exercising effective internal control over the Inland Revenue Offices of the Federal Board of Revenue for safeguarding state revenues through the following: -</p> <ul style="list-style-type: none"> To carry out inspections of Inland Revenue cases and offices. To carry out internal audit of cases or offices of Inland Revenue involving revenues and expenditure. 	<p>Number of special inspection / regular inspection / audit reports.</p> <p style="text-align: center;">Disposal : 60% Quality : 40%</p>	40%	
2	<p>Detection of tax evasion, under reporting, under assessment and issuance of bogus / illegal refund caused due to inefficiency, corrupt practices, lack of adequate skills, omissions and commissions.</p>	<p>Number of revenue potential cases audited</p> <p style="text-align: center;">Disposal : 70% Quality : 30%</p>	30%	
3	<p>Establishing incorrect application of law, non-maintenance of paper records, and wrong appreciation of facts.</p>	<p>The number of inspection / audit reports unearthing cases of incorrect application of law, non-maintenance of record etc.</p> <p style="text-align: center;">Disposal : 60% Quality : 40%</p>	10%	
4	<p>Make recommendations to the Inland Revenue field formations for an efficient system with the objective to create a taxpayer friendly transparent tax culture</p>	<p>Furnishing an annual report about the working of the Inland Revenue offices to the Federal Board of Revenue</p> <p style="text-align: center;">Disposal : 70% Quality : 30%</p>	10%	

Position Title: SECRETARY				
Grade: 19				
Function: Internal Audit of Inland Revenue field offices				
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) Disposal : 80% Quality : 20%	10%	
5	Monitoring of follow up/retrieval/remedial action in both inspection and audit reports.	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 monitoring performance delivery of all the directorates.	Number of inspection / audit report in which retrieval action has been completed Disposal : 80% Quality : 20%	10%	
9	Conducting inspection of cases assigned by the Director General.	Number of special inspection cases assigned, number of reports generated and amount of revenue detected. Disposal : 70% Quality : 30%	5%	
10	Assist the Director General in compiling and printing the Annual Report.	Submission of Annual Report to the FBR Disposal : 60% Quality : 40%	5%	
11	Any other task assigned by the Director General	Number of assigned cases processed during the year. Disposal : 80% Quality : 20%	5%	



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

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

Position title: SECOND SECRETARY (ADMINISTRATION)				
Grade: 17/18				
Function: Internal Audit / Inspection				
Reporting Officer: Secretary (Internal Audit)				
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 ORGANIZATION- IR

Position Title:	DIRECTOR GENERAL			
Grade:	21			
Function:	Directorate of Input Output Coefficient Organization Inland Revenue Service (IOCO-IR), FBR			
Reporting Office:	Chairman, FBR			
Sr #	Job Description	KPIs	Weight (%age)	Final 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 business base-line ratios for Inputs-outputs.	Achievement of Targets Disposal: 60% Quality : 40%	10%	
2	Setting Policy Parameters:- To assist Chairman FBR / other decision-makers at Board as directed by the Chairman, enabling them 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:- 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%	

Position Title: DIRECTOR				
Grade: 20				
Function: Directorate of Input Output Coefficient Organization Inland Revenue Service (IOCO-IR), FBR				
Reporting Office: Director General (IOCO-IR), FBR				
Sr #	Job Description	KPIs	Weight (%age)	Final 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%	
3	Issuance of Consumption Certificates:- To assist 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 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%	

Position Title: SECOND SECRETARY (IOCO-IR)				
Grade: 17/18				
Function: Directorate of IOCO-IR, FBR				
Reporting 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%	
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%	

Position Title:		SECOND SECRETARY (POST REFUND ANALYSIS CELL)		
Grade:		17/18		
Function:		Directorate of IOCO-IR, FBR		
Reporting 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 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%	

**INTELLIGENCE &
INVESTIGATION (I&I)
INLAND REVENUE**

INLAND REVENUE- INTELLIGENCE AND INVESTIGATION

Position Title:		DIRECTOR GENERAL (I&I)		
Grade:		21		
Function:		Intelligence & Investigation IR		
Reporting 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%	

Position Title: DIRECTOR				
Grade: 20				
Function: Intelligence & Investigation (IR)				
Reporting Office: Director General				
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%	
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 conferred 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)				
Reporting Office: Director				
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%	
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	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 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)		
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	Seizure 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 conferred 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%	

TRAINING & RESEARCH
INLAND REVENUE ACADEMY

INLAND REVENUE TRAINING & RESEARCH

Position Title:		DIRECTOR GENERAL		
Grade:		21		
Function:		Training Inland Revenue		
Reporting Office:		Chairman FBR		
Sr #	Major Tasks	KPIs	Weight (%age)	Final 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	Assessment and timely completion of Research tasks. Disposal : 30% Quality : 70%	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 (%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 : 30% Quality : 70%	20%	
2	Design training module	Develop course outline as per requirement Disposal : 20% Quality : 80%	40%	
3	To regularly evaluate course outcomes for STP, for adjustment and updation on the training modules of STP and TNAs conducted	Optimum management of STP and TNAs assigned. Disposal : 30% Quality : 70%	10%	
4	Conduct of Course Review Committee for each STP	Course Review Committee disposed. Disposal : 20% Quality : 80%	5%	
5	Coordination with Director (IST)	Continual interaction with Director (IST) for successful Updation of both STP & IST course curriculums. Disposal : 30% Quality : 70%	10%	
6	Synchronize Research with fiscal trends globally with ultimate bearing on country economy for updation of STP Modules	Liaison with HRM wing (FBR) and FPSC for successful completion of training and FPOE Exams for developing STP training strategy Disposal : 20% Quality : 80%	10%	
7	To deliver lectures	No. of lectures assigned and delivered with feedback. Disposal : 20% Quality : 80%	10%	

Position Title: DIRECTOR- IST				
Grade: 20				
Function: Training Inland Revenue				
Reporting Office: Director General				
Sr #	Major Tasks	KPIs	Weight (%)	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%	

Position Title: DIRECTOR- RESEARCH				
Grade: 20				
Function: Training Inland Revenue				
Reporting Office: Director General				
Sr #	Major Tasks	KPIs	Weight (%)	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%	

Position Title:		ADDITIONAL DIRECTOR- HQ/ADMIN		
Grade:		19		
Function:		Training Inland Revenue		
Reporting Office:		Director		
Sr #	Major Tasks	KPIs	Weight (%)	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% Quality: 50%	10%	
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	To supervise quality and standard of maintenance and upkeep of DGTR Complex	Optimum quality & standard of maintenance and upkeep of DGTR complex. Disposal : 50% Quality: 50%	5%	
10	To deliver lectures	To deliver lectures as per assignment. Disposal : 50% Quality: 50%	5%	



Position Title: ADDITIONAL DIRECTOR- STP				
Grade: 19				
Function: Training Inland Revenue				
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%	

Position Title: ADDITIONAL DIRECTOR- IST				
Grade: 19				
Function: Training Inland Revenue				
Reporting Office: Director				
Sr #	Major Tasks	KPIs	Weight (%)	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, ambience 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				
Sr #	Major Tasks	KPIs	Weight (%age)	Final Score
1	Synchronize research with fiscal trends globally with ultimate bearing on country's economy	Accomplishment of Research Work and Data Synchronization within allotted time. Disposal : 50% Quality: 50%	40%	
2	Conduct sectoral studies to boost taxes	Accomplishment of sector-wise study, on time. Disposal : 50% Quality: 50%	10%	
3	Liaise / coordinate with donor agencies (GIZ, WB, etc) and renowned NGOs on International Taxation Laws	Optimum liaison with donor agencies & NGOs. Disposal : 50% Quality: 50%	20%	
4	To deliver lectures	No. of lectures assigned and delivered with feedback. Disposal : 50% Quality: 50%	30%	



Position Title: ASSISTANT/ DEPUTY DIRECTOR				
Grade: 17/18				
Function: Training Inland Revenue				
Reporting Office: Additional Director				
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%	

Position Title:		ASSISTANT/ DEPUTY DIRECTOR MIS		
Grade:		17/18		
Function:		Training Inland 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%	



Position Title: PRIVATE SECRETARY				
Grade: 17/18				
Function: Training Inland Revenue				
Reporting Office: Director / DG				
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	All confidential duties as directed by the Director General including drafting of letters	All matters to be settled in given time Disposal : 50% Quality: 50%	20%	
2	Dictation in important matters	100% accuracy to be ensured Disposal : 50% Quality: 50%	15%	
3	Receiving telephone calls and messages	All matters to be settled in given time Disposal : 50% Quality: 50%	10%	
4	Arrangement of meetings with other officers and field formations	All matters to be settled in given time Disposal : 50% Quality: 50%	15%	
5	Preparation of tour programs	100% assignments should be accomplished Disposal : 50% Quality: 50%	10%	
6	To collect the desired information from field offices	100% information required should be collected Disposal : 50% Quality: 50%	10%	
7	Arranging appointment of the Director General	100% accuracy to be ensured Disposal : 50% Quality: 50%	15%	
8	Send invitations to all senior officers about events / Seminars / Ceremonies	100% information required should be collected Disposal : 50% Quality: 50%	5%	

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



Position Title: ACCOUNTS OFFICER				
Grade: 17				
Function: Training Inland Revenue				
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 Disposal : 50% Quality: 50%	10%	
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		
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 CUSTOMS

ENFORCEMENT
COLLECTORATE OF CUSTOMS

COLLECTORATE OF CUSTOM (ENFORCEMENT)

Position Title:		CHIEF COLLECTOR (CUSTOMS)		
Grade:		21		
Function:		Collectorate of Customs		
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	Administrative 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)				
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%	
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	Administrative 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)		
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: 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%	
6	Recovery of arrears, 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	Administrative 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 un-accompanied baggage	No. of Assessments/Examination Supervised promptly Disposal: 70% Quality: 30%	10%	



Position Title:	DEPUTY COLLECTOR (CUSTOMS)			
Grade:	18			
Function:	Collectorate of Customs			
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 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: 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%	
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 arrears, 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	Administrative expenditure budget	Percentage of management Disposal: 80% Quality: 20%	5%	

Position Title:	ADDITIONAL COLLECTOR ENFORCEMENT (CUSTOMS)			
Grade:	19			
Function:	Collectorate of Customs			
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%	
6	Recovery of arrears, 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	Administrative 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			
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 un-accompanied 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	Administrative expenditure budget	Percentage of management Disposal: 70% Quality: 30%	5%	

Position Title:		DEPUTY COLLECTOR AUCTION (CUSTOMS)		
Grade:		18		
Function:		Collectorate of Customs		
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 and WHT).	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	Expedition completion of examination of all auctionable 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 expedition 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 #	Job Description	KPIs	Weight (%age)	Final 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%	
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%	
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 1 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 : 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%	



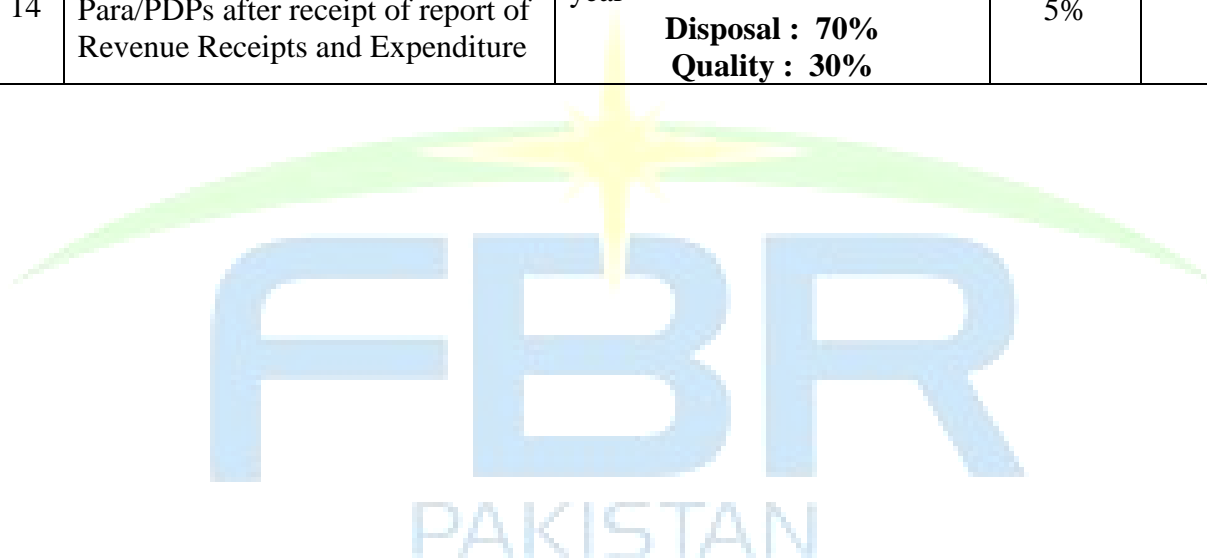
Position Title:		DEPUTY COLLECTOR LAW SECTION		
Grade:		18		
Function:		Collectorate of Customs		
Reporting Office:		Additional Collector (Customs)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	To Supervise functioning/ working of Law Branch and to ensure its smooth operations. Carrying out 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%	

		Quality : 50%		
11	Monitoring, signing and submitting para-wise comments, duly approved by the concerned additional Collector, well within the stipulated time period	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		
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		
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%	



Position Title: DEPUTY COLLECTOR INTERNAL/ EXTERNAL AUDIT (CRA/PCA)				
Grade: 18				
Function: Collectorate of 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		
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)			
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%	
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%	

APPRAISEMENT
COLLECTORATE OF CUSTOMS

COLLECTORATE OF CUSTOM (APPRAISEMENT)

Position Title:		CHIEF COLLECTOR (APPRAISEMENT)		
Grade:		21		
Function:		Collectorate of Customs		
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, in-action/slow action by junior officers, etc. are addressed in favor of trade	No. of cases processed in the year Disposal : 50% Quality : 50%	20%	
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.	No. of cases processed in the 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)				
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, in-action/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 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)				
Sr #	Job Description	KPIs	Weight (%)	Final Score
1	Ensure Trade facilitation by timely and effective addressing of trade grievances Issues highlighted regarding delayed customs processing, refunds, in-action/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 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		
Reporting Office:		Additional Collector (Customs)		
Sr #	Job Description	KPIs	Weight (%age)	Final 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.	No. of cases in which correct 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 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 : 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%	

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

	minimizing interaction of Customs functionaries with traders			
13	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 55% Quality : 45%	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 Title:	ADDITIONAL COLLECTOR (HEADQUARTERS)			
Grade:	19			
Function:	Export			
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 : 60% Quality : 40%	20%	
2	Monitoring and devising strategy to ensure collection of revenue as per assigned target by FBR	Percentage of achievement. Disposal : 65% Quality : 35%	15%	
3	Enforcement related to Export Policy Order, export facilitation schemes and allied regulations	No. of cases dealt in a year. Disposal : 65% Quality : 35%	15%	
4	Detection of violation of concessionary regimes, etc	No. of cases detected in a year. Disposal : 65% Quality : 35%	10%	
5	Timely processing of Duty Drawback claims.	No. of cases processed in a year. Disposal : 65% Quality : 35%	5%	
6	Recovery of arrears, encashment of Bank Guarantees and Post Dated Cheques / securities, etc.	No. of cases dealt in a year. Disposal : 60% Quality : 40%	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	Percentage of management. Disposal : 65% Quality : 35%	5%	
9	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 60% Quality : 40%	5%	
10	Prompt disciplinary action against malpractices	No. of cases dealt in a year. Disposal : 50% Quality : 50%	5%	
11	Administer expenditure budget	Percentage of management. Disposal : 60% Quality : 40%	5%	
12	Settlement of audit paras	No. of paras dealt in a year. Disposal : 70% Quality : 30%	5%	

Position Title: ADDITIONAL COLLECTOR (EXANIMATION)				
Grade: 19				
Function: Export				
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%	
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% Quality : 50%	10%	

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

Position Title:		DEPUTY /ASSISTANT COLLECTOR (PICT/KICT/SAPT)		
Grade:		17/18		
Function:		Export		
Reporting Officer:		Additional Collector (Enforcement)		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate trade and export clearances, addressing traders' grievances and complaints.	No. of complaints addressed. Disposal : 60% Quality : 40%	10%	
2	Expeditious clearance of export cargo.	No. of Goods Declarations cleared promptly. Disposal : 52% Quality : 48%	20%	
3	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of cases dealt in a year. Disposal : 52% Quality : 48%	10%	
4	Enforcement related to Export Policy Order, export facilitation schemes and allied regulations	No. of cases dealt in a year. Disposal : 55% Quality : 45%	10%	
5	Detection of mis-declaration, under invoicing, violation of concessionary regimes, etc	No. of cases detected in a year. Disposal : 55% Quality : 45%	10%	
6	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%	
7	Pursuance of court cases and settlement of audit paras.	No. of cases dealt in a year. Disposal : 60% Quality : 40%	10%	
8	Post release verification	No. of verifications done in a year. Disposal : 60% Quality : 40%	5%	
9	Human resource and discipline management and ensuring transparency in process and minimizing interaction of Customs functionaries with traders	Percentage of management. Disposal : 60% Quality : 40%	5%	
10	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 60% Quality : 40%	5%	
11	Prompt disciplinary action against malpractices	No. of cases dealt in a year. Disposal : 60% Quality : 40%	5%	

Position Title:	Deputy /Assistant Collector (DTRE/MB/EOU/EFS)			
Grade:	17/18			
Function:	Export			
Reporting Officer:	Additional Collector (Enforcement)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate trade, addressing traders' grievances and complaints regarding the concessionary regimes.	No. of DTRE/MB/EOU/EFS granted. Disposal : 60% Quality : 40%	20%	
2	Monitoring and devising strategy to ensure collection of revenue	Percentage of achievement. Disposal : 70% Quality : 30%	20%	
3	Enforcement related to Export Policy Order, export facilitation schemes and allied regulations	No. of cases dealt in a year. Disposal : 70% Quality : 30%	10%	
4	Timely processing of applications.	No. of cases processed in a year. Disposal : 60% Quality : 40%	10%	
5	Collaboration and coordination with traders / exporters to streamline clearance procedures and control mechanisms	Percentage of collaboration and management. Disposal : 60% Quality : 40%	10%	
6	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%	
7	Pursuance of court cases and settlement of audit paras.	No. of paras dealt in a year. Disposal : 60% Quality : 40%	5%	
8	Post release verification	No. of verifications done in a year. Disposal : 60% Quality : 40%	5%	
9	Human resource and discipline management and ensuring transparency in process and minimizing interaction of Customs functionaries with traders	Percentage of management. Disposal : 50% Quality : 50%	5%	
10	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 50% Quality : 50%	5%	

Position Title:	Deputy /Assistant Collector (Rebate)			
Grade:	17/18			
Function:	Export			
Reporting Officer:	Additional Collector (Enforcement)			
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	Percentage of management. Disposal : 50% Quality : 50%	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%	

Position Title:	Deputy /Assistant Collector (Recovery)			
Grade:	17/18			
Function:	Export			
Reporting Officer:	Additional Collector (Enforcement)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Monitoring and devising strategy to recover Government exchequer	Percentage of achievement. Disposal : 60% Quality : 40%	30%	
2	Enforcement related to allied regulations and capture absconders	No. of cases dealt in a year. Disposal : 70% Quality : 30%	20%	
3	Encashment of Bank Guarantees and Post Dated Cheques / securities, etc.	No. of cases dealt in a year. Disposal : 70% Quality : 30%	20%	
4	Settlement of audit paras.	No. of cases dealt in a year. Disposal : 70% Quality : 30%	10%	
5	Human resource and discipline management and ensuring transparency in process and minimizing interaction of Customs functionaries with traders	Percentage of management. Disposal : 50% Quality : 50%	10%	
6	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 50% Quality : 50%	10%	

Position Title:	Deputy /Assistant Collector (Law)			
Grade:	17/18			
Function:	Export			
Reporting Officer:	Additional Collector (Enforcement)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Monitoring and devising strategy to ensure timely pursuance of cases at different foras of law	Percentage of achievement. Disposal : 70% Quality : 30%	20%	
2	Collaboration and coordination with other agencies if involved in any case to control mechanisms	Percentage of collaboration and management. Disposal : 60% Quality : 40%	20%	
3	Recovery of arrears, encashment of Bank Guarantees and Post Dated Cheques / securities, etc.	No. of cases dealt in a year. Disposal : 70% Quality : 30%	20%	
4	Human resource and discipline management and ensuring transparency in process and minimizing interaction of Customs functionaries with traders	Percentage of management. Disposal : 50% Quality : 50%	10%	
5	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 50% Quality : 50%	10%	
6	Prompt disciplinary action against malpractices	No. of cases dealt in a year. Disposal : 50% Quality : 50%	10%	
7	Administer expenditure budget	Percentage of management. Disposal : 60% Quality : 40%	10%	

Position Title:	Deputy /Assistant Collector (Audit)			
Grade:	17/18			
Function:	Export			
Reporting Officer:	Additional Collector (Enforcement)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Monitoring and devising strategy to ensure timely pursuance of audit cases and settlement of audit paras	Percentage of achievement. Disposal : 70% Quality : 30%	30%	
2	Collaboration and coordination with other agencies if involved in any case to control mechanisms	Percentage of collaboration and management. Disposal : 60% Quality : 40%	10%	
3	Recovery of arrears, encashment of Bank Guarantees and Post Dated Cheques / securities, etc.	No. of cases dealt in a year. Disposal : 70% Quality : 30%	20%	
4	Human resource and discipline management and ensuring transparency in process and minimizing interaction of Customs functionaries with traders	Percentage of management. Disposal : 50% Quality : 50%	10%	
5	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 50% Quality : 50%	10%	
6	Prompt disciplinary action against malpractices	No. of cases dealt in a year. Disposal : 70% Quality : 30%	10%	
7	Administer expenditure budget	Percentage of management. Disposal : 60% Quality : 40%	10%	

Position Title:	Deputy /Assistant Collector (Auction)			
Grade:	17/18			
Function:	Export			
Reporting Officer:	Additional Collector (Enforcement)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Monitoring and devising strategy to ensure timely pursuance of auction cases	Percentage of achievement. Disposal :70% Quality : 30%	30%	
2	Collaboration and coordination with other agencies if involved in any case to control mechanisms	Percentage of collaboration and management. Disposal : 80% Quality : 20%	20%	
3	Human resource and discipline management and ensuring transparency in process and minimizing interaction of Customs functionaries with traders	Percentage of management. Disposal : 50% Quality : 50%	20%	
4	Effective placement of officers and staff based on matching skills and competencies with specific position requirements.	Percentage of management. Disposal : 50% Quality : 50%	10%	
5	Prompt disciplinary action against malpractices	No. of cases dealt in a year. Disposal : 60% Quality : 40%	10%	
6	Administer expenditure budget	Percentage of management. Disposal : 60% Quality : 40%	10%	

COLLECTORATE OF CUSTOMS

COLLECTORATE OF CUSTOMS

Position Title:		Chief Collector		
Grade:		21		
Function:		Collectorate of Customs Work		
Reporting Officer:		Chairman FBR		
Sr #	Tasks	KPIs	Weight (%)	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			
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	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		
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	Administration Administration of Staff/Officials Inter-Departmental & EXTERNAL Coordination, Correspondence with Board and other organizations	No. of cases dealt in the year Disposal : 80% Quality : 20%	20%	
2	Revenue Analysis Monitoring of daily; revenue collection to achieve revenue target Devising strategy to ensure collecting the conducting revenue analysis and import trends	No. of cases dealt in the 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%	10%	
4	Disciplinary proceedings Conducting disciplinary proceedings against Stagg/officers of the Collectorate as Authorized Officer on behalf of the Competent Authority	No. of cases dealt in the year Disposal : 80% Quality : 20%	20%	
5	Intelligence Information gathering of clearances in order to plug any leakages through Collectorate's intelligence unit	No. of cases dealt in the year Disposal : 80% Quality : 20%	20%	
6	Miscellaneous Tasks Appropriate and effective utilization of Budgetary allocation Acting as Sanctioning Authority for expenditures To manage the expenditure in a way to fulfill all PPRA requirements	No. of cases dealt in the year Disposal : 80% Quality : 20%	20%	

Position Title:		Assistant/ Deputy Collector Assessment		
Grade:		17/18		
Function:		Collectorate of Customs Work		
Reporting Officer:		Additional Collector		
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	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%	10%	
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 : 60% Quality : 40%	7.5%	
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 : 70% Quality : 30%	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 : 70% Quality : 30%	5%	
5	Ensure finalization and timely disposal of provisional assessment cases, through coordination with the Directorate General of Customs Valuation and other concerned officers, where required	No. of cases dealt in the year Disposal : 80% Quality : 20%	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	No. of cases in which correct PCT / classification, and valuation ruling applied Disposal : 80% Quality : 20%	5%	
7	Prompt response to the correspondences relating to FBR, FTO and other departments for the group related issues;	No. of cases dealt in the year Disposal : 80% Quality : 20%	2.5%	

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		
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. of pieces, weight per piece, packing and any other detail required for making correct assessment and determination of importability of the goods	No. of cases processed in a year Disposal : 70% Quality : 30%	5%	
4	Reporting on the quality of examination work being done by Appraising officers	No. of cases processed in a year Disposal : 80% Quality : 20%	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%	

	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 mis-declaration	No. of cases dealt in a year Disposal : 80% Quality : 20%	5%	
16	Supervising of uploading / Completion of examination reports on real time basis	No. of cases processed in a year Disposal : 70% Quality : 30%	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		
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%		
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%	

Position Title:	Assistant/ Deputy Collector Administration/ Establishment			
Grade:	17/18			
Function:	Collectorate of Customs Work			
Reporting 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% Quality : 20%	10%	
11	Coordination for effective & timely conclusion of disciplinary cases by enquiry officers and authorized officers	No. of cases processed in a year Disposal : 80% Quality : 20%	7.5%	
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 expenditures statements duly reconciled with AGPR, submission of re-appropriation, request for additional grant etc	No. of cases dealt in a year Disposal : 70% Quality : 30%	2.5%	
14	Timely provision of arranging and allocation of available resources	No. of cases processed in a year Disposal : 70% Quality : 30%	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:		Assistant/ Deputy Collector Licensing		
Grade:		17/18		
Function:		Collectorate of Customs Work		
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 Clearing Agent Licenses	No. of cases processed in a year Disposal : 80% Quality : 20%	15%	
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			
Reporting 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	No. of dealt processed in a year Disposal : 70% Quality : 30%	2.5%	



Position Title:		Deputy/Assistant Collector MIS		
Grade:		17/18		
Function:		Collectorate of Customs Work		
Reporting 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%	
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%	



Position Title:	Deputy/Assistant Collector Law Section			
Grade:	17/18			
Function:	Collectorate of Customs Work			
Reporting Officer:	Additional Collector			
Sr #	Tasks	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 : 80% Quality : 20%	10%	
2	Monitoring filing of CPLA'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 : 100% Quality : 80%	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 : 80% Quality : 20%	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 : 80% Quality : 20%	10%	
6	Filing / Signing of SCRA'S before the honorable High Court of Sindh	No. of cases processed in a year Disposal : 80% Quality : 20%	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 : 80% Quality : 20%	7.5%	

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



Position Title:	Deputy/Assistant Collector BG Cell / Securities Section			
Grade:	17/18			
Function:	Collectorate of Customs Work			
Reporting Officer:	Additional Collector			
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	To ensure overall performance of BG Cell/ Securities Section for smooth operations	No. of cases supervised in 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%	10%	
2	Suggestions / Guidance / Advice to the staff of BG Cell / Securities Section indicating any ambiguity or anomaly observed in the working of the Section	No. of cases processed in a year Disposal : 80% Quality : 20%	10%	
3	Compilation and submission of monthly statements related to BG Cell / Securities section and Meetings with the staff of BG Cell / Securities 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 : 70% Quality : 30%	10%	
4	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%	7.5%	
5	Before encashment or release of any security, it will be ensured that all the prescribed processes and legal requirements have been completed	No. of cases processed in a year Disposal : 80% Quality : 20%	10%	
6	To ensure that all Public Notices, CGOs, Office Orders etc on BG Cell / Securities matters are being followed in letter and spirit by all concerned	No. of cases dealt in a year Disposal : 70% Quality : 30%	2.5%	
7	Monitor the performance of officers/officials posted in BG Cell/ Securities Section & recommend the names of outstanding officials for rewards	No. of cases dealt in a year Disposal : 70% Quality : 30%	2.5%	
8	Encashment of ripe Securities / Financial instruments / Guarantees etc	No. of cases processed in a year Disposal : 80% Quality : 20%	10%	

9	Monitor proper stacking of files and securities by the custodian	No. of cases dealt in a year Disposal : 70% Quality : 30%	10%	
10	Timely and expeditious response to the official correspondences with Board / other departments	No. of cases dealt in a year Disposal : 70% Quality : 30%	10%	
11	Reconciliation of security instruments stock on monthly basis	No. of cases processed in a year Disposal : 70% Quality : 30%	7.5%	
12	Ensure settlement of audit paras /PDPs after receipt of Report of Revenue Receipts and Expenditure	No. of cases dealt in a year Disposal : 80% Quality : 20%	10%	



Position Title:	Deputy/Assistant Collector Recovery			
Grade:	17/18			
Function:	Collectorate of Customs Work			
Reporting 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%	
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%	



Position Title:		Deputy/Assistant Collector Warehousing		
Grade:		17/18		
Function:		Collectorate of Customs Work		
Reporting 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%	



Position Title:	Deputy/Assistant Collector Preventive			
Grade:	17/18			
Function:	Collectorate of Customs Work			
Reporting 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%	
8	Targeted operations resulting in huge seizures	No. of cases dealt in a year Disposal : 70 % Quality : 30%	5%	
9	Detecting the new trends of smuggling in the area of jurisdiction	No. of cases dealt in a year Disposal : 80 % Quality : 20%	10%	
10	Identifying new smuggling routes	No. of cases dealt in a year Disposal : 80 % Quality : 20%	5%	
11	Effective utilization of staff to perform anti-smuggling duties	No. of cases dealt in a year Disposal : 70 % Quality : 30%	10%	
12	Identification of choke points	No. of cases dealt in a year Disposal : 70 % Quality : 30%	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%	



AIRPORTS
PAKISTAN CUSTOMS

AIRPORT - CUSTOMS

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

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



Position Title:	Additional Collector (Air Freight Unit)			
Grade:	19			
Function:	Airport Duty			
Reporting Office:	Collector Customs			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate trade at AFU Karachi - addressing taxpayers grievances and complaints	No. of complaints addressed Disposal : 80% Quality : 20%	10%	
2	Monitoring of assessments and examinations for expeditious clearance of import and export cargo, un-accompanied baggage and international mail	No. of Assessments/examinations supervised promptly Disposal : 80% Quality : 20%	10%	
3	Achievement of revenue collection targets set by FBR	Percentage of achievement Disposal : 80% Quality : 20%	20%	
4	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of cases dealt in the year Disposal : 75% Quality : 25%	10%	
5	Enforcement related to health, safety, environmental security, CITES and heritage regulations, violations of IPRs and FATF related matters	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
6	Detection of mis-declaration, short assessment, violation of concessionary regimes, etc.	No. of cases detected in the year Disposal : 80% Quality : 20%	10%	
7	Timely processing of duty drawback claims	No. of cases processed in the year Disposal : 75% Quality : 25%	5%	
8	Collaboration and coordination with other agencies operating at airport to streamline clearance procedures and control mechanisms	Percentage of collaboration and management Disposal : 70% Quality : 30%	5%	
9	Recovery of arrears, encashment of Bank Guarantees and post dated cheques/Insurance guarantees, etc	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	
10	Pursuance of court cases and settlement of audit paras	No. of paras dealt in the year	5%	

		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%	



Position Title:	Additional Collector (JIAP Terminal/HQs)			
Grade:	19			
Function:	Airport Duty			
Reporting Office:	Collector Customs			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate travel at JIAP Karachi - addressing passengers grievances and complaints	No. of complaints addressed Disposal : 70% Quality : 30%	20%	
2	Collaboration and coordination with other agencies operating at airport to streamline clearance procedures and control mechanisms	Percentage of collaboration and management Disposal : 70% Quality : 30%	10%	
3	Overall monitoring of enforcement activities at JIAP Karachi including canine unit, drug enforcement cell, etc.	No. of cases dealt in a year Disposal : 75% Quality : 25%	20%	
4	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of cases dealt in the year Disposal : 75% Quality : 25%	15%	
5	Enforcement related to health, safety, environmental security, CITES and heritage regulations, violations of IPRs and FATF related matters	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
6	Human resource and discipline management and ensuring transparency in processes	Percentage of management Disposal : 80% Quality : 20%	5%	
7	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%	
8	Prompt disciplinary action against malpractices	No. of cases dealt in a year Disposal : 60% Quality : 40%	5%	
9	Administer expenditure budget	Percentage of management Disposal : 60% Quality : 40%	5%	
10	Settlement of audit paras	No. of paras dealt in the year Disposal : 60% Quality : 40%	5%	

Position Title:	Deputy/ Assistant Collector (JIAP Terminal / HQs)			
Grade:	17/18			
Function:	Airport Duty			
Reporting Office:	Additional Collector (JIAP Terminal / HQs)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate exports at AFU Karachi - addressing exporters grievances and complaints	No. of complaints addressed Disposal : 60% Quality : 40%	25%	
2	Monitoring of assessments and examinations for expeditious clearance of export cargo, samples and international mail	No. of Assessments/examinations supervised promptly Disposal : 75% Quality : 25%	20%	
3	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of cases dealt in the year Disposal : 75% Quality : 25%	10%	
4	Enforcement related to health, safety, environmental security, CITES and heritage regulations, violations of IPRs and FATF related matters	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
5	Detection of mis-declarations, etc.	No. of cases detected in the year Disposal : 80% Quality : 20%	10%	
6	Timely processing of duty drawback claims	No. of cases processed in the year Disposal : 75% Quality : 25%	5%	
7	Collaboration and coordination with other agencies operating at airport to streamline clearance procedures and control mechanisms	Percentage of collaboration and management Disposal : 60% Quality : 40%	5%	
8	Pursuance of court cases and settlement of audit paras	No. of paras dealt in the year Disposal : 80% Quality : 20%	5%	
9	Post release verifications	No. of verifications done in a year Disposal : 80% Quality : 20%	5%	
10	Prompt action against malpractices	No. of cases dealt in a year Disposal : 80% Quality : 20%	5%	

Position Title:	Deputy/ Assistant Collector (Air Freight Unit)			
Grade:	17/18			
Function:	Airport Duty			
Reporting Office:	Additional Collector (Air Freight Unit)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Facilitation of legitimate trade at AFU Karachi - addressing taxpayers grievances and complaints	No. of complaints addressed Disposal : 60% Quality : 40%	10%	
2	Monitoring of assessments and examinations for expeditious clearance of import and export cargo, un-accompanied baggage and international mail	No. of Assessments/examinations supervised promptly Disposal : 75% Quality : 25%	10%	
3	Achievement of revenue collection targets set by FBR	Percentage of achievement Disposal : 75% Quality : 25%	20%	
4	Enforcement against smuggling, illicit trade, narcotics and psychotropic substances	No. of cases dealt in the year Disposal : 75% Quality : 25%	10%	
5	Enforcement related to health, safety, environmental security, CITES and heritage regulations, violations of IPRs and FATF related matters	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
6	Detection of mis-declaration, short assessment, violation of concessionary regimes, etc.	No. of cases detected in the year Disposal : 80% Quality : 20%	10%	
7	Timely processing of duty drawback claims	No. of cases processed in the year Disposal : 75% Quality : 25%	5%	
8	Collaboration and coordination with other agencies operating at airport to streamline clearance procedures and control mechanisms	Percentage of collaboration and management Disposal : 60% Quality : 40%	5%	
9	Recovery of arrears, encashment of Bank Guarantees and post dated cheques/Insurance guarantees, etc	No. of cases dealt in the year Disposal : 60% Quality : 40%	5%	
10	Pursuance of court cases and settlement of audit paras	No. of paras dealt in the year	5%	

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



Position Title:	Deputy/ Assistant Collector (Headquarters)			
Grade:	17/18			
Function:	Airport Duty			
Reporting Office:	Additional Collector (Headquarters)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Human resource and discipline management and ensuring transparency in processes and minimizing interaction of Customs functionaries with traders	Percentage of management Disposal : 80% Quality : 20%	30%	
2	Effective placement of officers and staff based on matching of skills and competencies with specific position requirements	Percentage of management Disposal : 60% Quality : 40%	20%	
3	Prompt action against malpractices	No. of cases dealt in a year Disposal : 60% Quality : 40%	20%	
4	Collaboration and coordination with other agencies operating at airport to streamline clearance procedures and control mechanisms	Percentage of collaboration and management Disposal : 60% Quality : 40%	10%	
5	Pursuance of court cases and settlement of audit paras	No. of cases dealt in a year Disposal : 60% Quality : 40%	10%	
6	Administer expenditure budget	Percentage of management Disposal : 60% Quality : 40%	10%	

**INTELLECTUAL
PROPERTY RIGHT
PAKISTAN CUSTOMS**

INTELLECTUAL PROPERTY RIGHT CUSTOMS

Position Title:	Director General			
Grade:	21			
Function:	Intellectual Property Rights Enforcement			
Reporting Office:	Chairman (HQs)			
Sr #	Tasks	KPIs	Weight (%)	Final Score
1	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%	20%	
2	Coordination with FBR / Chief Collectors and national / international agencies regarding IPR protocols / procedures / future goals.	No. of cases dealt in the year Disposal : 80% Quality : 20%	20%	
3	Representing IPRE Directorate General at national / international fora and ensuring greater effectiveness / co-operations and collaboration amongst all stakeholders.	No. of cases dealt in the year Disposal : 80% Quality : 20%	20%	
4	Overall supervision of all regional Directorates to ensure HR / Budget /Logistic and other resources are utilized optimally, efficiently and effectively.	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
5	Ensure that IPR infringement cases are effectively processed and efficiently represented at various legal fora.	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
6	Coordination with FBR regarding HR, budget and logistic requirements of the field Directorates.	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
7	Any other task assigned by the Member / Chairman FBR.	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	

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

Position Title:		Additional Director		
Grade:		19		
Function:		Intellectual Property Rights Enforcement		
Reporting 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 / Regional Directorates.	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	
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.	No. of cases dealt in the year Disposal : 80% Quality : 20%	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 Title:		Assistant/ Deputy Director Headquarters		
Grade:		17/18		
Function:		Intellectual Property 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 Title:		Assistant/ Deputy Director		
Grade:		17/18		
Function:		Intellectual Property Rights Enforcement		
Reporting Office:		Additional Director		
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	Educate / orient Customs Collectorate clearance staff regarding IPR enforcement mechanism.	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
2	Monitoring & analysis of GD Clearance data for detection of IPRE violations.	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
3	Affect and coordinate seizures / forfeitures of goods found to be infringing IPR.	No. of cases dealt in the year Disposal : 70% Quality : 30%	10%	
4	Coordination/Liaison with right holders, IPO and other stakeholders.	No. of cases dealt in the year Disposal : 70% Quality : 30%	10%	
5	Process complaints by right holders	No. of cases dealt in the year Disposal : 70% Quality : 30%	10%	
6	Supervise / plead cases for IPRE at all legal fora.	No. of cases dealt in the year Disposal : 80% Quality : 20%	10%	
7	Conduct awareness seminars / liaisings at department / national / international level.	No. of cases dealt in the year Disposal : 70% Quality : 30%	10%	
8	Maintaining record / statistical data of seizures/forfeitures reflecting IPRE violations and analysis of the same to identify risk areas/vulnerabilities.	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	
9	Supervision of subordinate staff.	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	
10	Liaison with Customs Staff and Collectorates for disposal of counterfeit goods.	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	
11	Supervising examinations of consignments reported to be counterfeit.	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	
12	Suggest improvements / pinpoint issues in the IPR Enforcement.	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	
13	Any other task assigned by the Director	No. of cases dealt in the year Disposal : 70% Quality : 30%	5%	

VALUATION
PAKISTAN CUSTOMS

VALUATION CUSTOMS

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

Position Title:	Director			
Grade:	20			
Function:	Valuation			
Reporting Office:	Director General			
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	To determine the Customs values under Section 25A of the Customs Act, 1969, on his own motion or on a reference 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.	No. of cases dealt in the year Disposal : 80% Quality : 20%	25%	
2	To hold meetings with all the stakeholders / trade bodies for obtaining their inputs / point of views while determining the Customs values of the imported goods.	No. of cases dealt in the year Disposal : 80% Quality : 20%	25%	
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 the year Disposal : 70% Quality : 30%	25%	
4	Ensuring operational efficiency in the Directorate through proactive initiation and effective supervision among all divisions/sections/groups.	No. of cases dealt in the year Disposal : 70% Quality : 30%	25%	

Position Title:		Additional Director		
Grade:		19		
Function:		Valuation		
Reporting Office:		Director		
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	To support Director (Valuation) in analyzing and evaluation of information gathered from different sources for determination of Customs values.	No. of cases dealt in the year Disposal : 80% Quality : 20%	25%	
2	Help Assistant / Deputy Directors in finalizing provisional assessment cases.	No. of cases dealt in the year Disposal : 80% Quality : 20%	25%	
3	Organize Meetings with Stakeholders	No. of cases dealt in the year Disposal : 70% Quality : 30%	25%	
4	To develop and execute action plan and making strategies for identifying items that are prone to under-invoicing.	No. of cases dealt in the year Disposal : 70% Quality : 30%	25%	



Position Title:		Assistant/ Deputy Director		
Grade:		18/17		
Function:		Valuation		
Reporting Office:		Additional Director		
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	Mobilizing resources at the optimum level, to cover maximum items prone to under-invoicing, for the determination of customs values.	No. of cases dealt in the year Disposal : 80% Quality : 20%	25%	
2	Review of Monthly Progress of the staff.	No. of cases dealt in the year Disposal : 80% Quality : 20%	25%	
3	Placement of sub-ordinate staff.	No. of cases dealt in the year Disposal : 70% Quality : 30%	15%	
4	Motivation of the employees.	No. of cases dealt in the year Disposal : 70% Quality : 30%	20%	
5	To advise the customs values to the all Customs Collectorate / Field Formations/ Dryports in cases dealt under Section 81 of the Customs Act, 1969, whenever referred to the Directorate General of Customs Valuation, Karachi.	No. of cases dealt in the year Disposal : 70% Quality : 30%	15%	

Position Title:		Accounts Officer/DDO		
Grade:		17		
Function:		Valuation		
Reporting 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%	



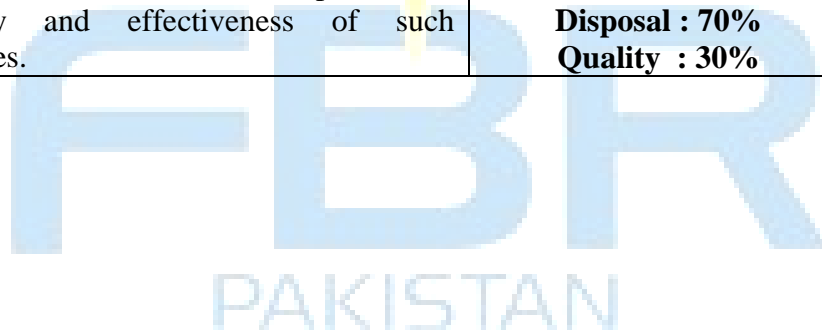
FBR
PAKISTAN

**POST CLEARANCE &
INTERNAL AUDIT
PAKISTAN CUSTOMS**

POST CLEARANCE & INTERNAL AUDIT CUSTOMS

Position title:	Director General (HQs)			
Grade:	21			
Function:	Internal Audit of Customs			
Reporting Officer:	Chairman - FBR			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Supervise formulation of Audit Strategy.	Timely issuance of audit plans. By the regional Directorates Disposal : 60% Quality : 40%	20%	
2	Supervise the implementation of audit plans on monthly / quarterly basis.	Ensure 80% of assignments work load is completed within schedule Disposal : 70% Quality : 30%	15%	
3	Follow up of cases by the regional directorates at adjudication level/Appellate Fora	Proper follow up of cases at the Adjudication Collectorates / Appellate fora for disposal. Disposal : 60% Quality : 40%	5%	
4	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.	Active liaison with DG Risk Management for continuous feedback and development of RMS. Disposal : 70% Quality : 30%	10%	
5	Liaison with donors and all agencies assisting in setting up and operation of PCA, including JICA experts but not limited to that.	Regular Liaison Disposal : 60% Quality : 40%	7.5%	
6	Coordination with DG training for conceiving, designing and executing training modules for effective PCA Programme.	Ensure that the HR gets relevant training on regular basis Disposal : 70% Quality : 30%	10%	
7	Coordination with Member (Admin) of FBR for funds, infrastructure and staff requirement.	Correspondence and meetings in the admin wing of FBR as and when required. Disposal : 70% Quality : 30%	5%	

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



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

Position title:	Additional Director (HQs)			
Grade:	19			
Function:	Internal Audit			
Reporting Officer:	Director (Internal Audit)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Monitoring and compliance of Inspection/Audit Reports	Number of cases dealt in the year. Disposal : 60% Quality : 40%	15%	
2	Maintenance of Record of Inspection/Audit reports forwarded by field formation.	Number of cases dealt in the year. Disposal : 80% Quality : 20%	10%	
3	Transfer of Inspection Note/Audit Observations as per jurisdiction	Number of cases dealt in the year. Disposal : 70% Quality : 30%	15%	
4	Monitoring of Retrieval action involved in Inspection Notes/Audit Observations.	Number of cases dealt in the year. Disposal : 60% Quality : 40%	5%	
5	Conversion of Inspection Note into Inspection Para/Advance Inspection Para/Printed Inspection Para and Audit Observation into Audit Para/ Advance Audit Para /Printed Audit Para as per manual of IA revenue and expenditure, 2011.	Number of cases dealt in the year. Disposal : 60% Quality : 40%	5%	
6	To monitor the quality and quantity of Inspection Reports/Audit Observations.	Number of cases dealt in the year. Disposal : 70% Quality : 30%	15%	
7	To enforce the Final compliance Reports in view of timelines provided in the manual.	Number of cases dealt in the year. Disposal : 70% Quality : 30%	10%	
8	Monitoring of special inspections assigned by the Director General to the field formations in revenue yielding cases.	Number of cases dealt in the year. Disposal : 70% Quality : 30%	10%	
9	Consolidation of MPR.	Timely submission of MPRs Disposal : 70% Quality : 30%	15%	

Position title:	Senior Private Secretary (SPS)			
Grade:	17/18			
Function:	Internal Audit			
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%	
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.	Number of cases dealt in the year. 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)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Selecting risk parameters/areas for audit and guiding audit plan.	Number of types of audits selected in audit plans keeping in view area of revenue leakages as per risk parameters. Disposal: 80% Quality:20%	15%	
2	Supervising and monitoring audit plan	Number of cases assigned for audits and completed in given time period Disposal : 80% Quality : 20%	15%	
3	Providing guidelines regarding assessment / detections and recovery of cases.	Number of cases supervised in accordance with the relevant laws in a year Disposal : 80% Quality : 20%	10%	
4	Managing legal management cell.	Number of cases for timely appeal Disposal : 80% Quality : 20%	10%	
5	Supervise and monitor progress, preparation of reports/audit observation, contravention reports.	Ensure compliance of all time lines Disposal : 80% Quality : 20%	10%	
6	Monitor follow up of contravention reports.	Ensure proper follow up of cases at the Adjudication Collectorates Disposal : 80% Quality : 20%	5%	
7	Correspondence and response to the DG PCA/Board.	Correspondence with Board Disposal : 80% Quality : 90%	5%	
8	Training of the staff.	Number of cases nominated for staff training Disposal : 80% Quality : 90%	5%	
9	Managing the budget.	Disposal : 80% Quality : 90%	5%	
10	Motivation of the staff.	Number of cases recommended for the reward according to performance Disposal : 80% Quality : 90%	5%	
11	Managing performance of legal advisors.	Legal advisors performance evaluated in a year Disposal : 80%	5%	

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



Position title:	Additional Director (Audit)			
Grade:	19			
Function:	Internal Audit			
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	Training of the staff.	Number of cases nominated for staff training Disposal : 80% Quality : 20%	5%	
10	Motivation of the staff.	Number of cases recommended for the reward according to performance Disposal : 80% Quality : 20%	5%	
11	Liaison with the WeBOC development team for the testing and implementation of the PCA WeBOC software.	Ensure smooth operation of WeBOC module of PCA. Disposal : 80% Quality : 20%	5%	



Position title:		Assistant/ Deputy Director (HQs)		
Grade:		17/18		
Function:		Internal Audit		
Reporting Officer:		Director (HQs)		
Sr #	Job Description	KPIs	Weight (%)	Final Score
1	Managing the headquarter	Number of cases in a year Disposal : 80 % Quality : 20 %	10%	
2	Settlement of Audit Paras in coordination with the Accounts Section.	Maximum number of settled audit paras. Disposal : 80 % Quality : 20 %	10%	
3	Service matters, including Leave, Pension, Gratuity promotion, up gradation, Medical, Hiring etc.	Efficient and transparent treatment required. Disposal : 80 % Quality : 20 %	10%	
4	Monitor General Administration for smooth operation of the Directorate.	Development of self-sustaining procedures requiring minimum intervention. Disposal : 80 % Quality : 20 %	10%	
5	Correspondence with the Federal Board of Revenue	To ensure that correspondence with the Board and other departments is carried out in a timely manner. Disposal : 80 % Quality : 20 %	7.5%	
6	Managing legal management cell	Appeal at respective adjudication forum Disposal : 80 % Quality : 20 %	5%	
7	Matters relating to Budget, Accounts, Cash section.	Efficient processing of all matters. Disposal : 80 % Quality : 20 %	5%	
8	Human Resource and Discipline Management	<ul style="list-style-type: none"> • Time Management • Leave Management • Training Needs Assessments and number of staff trained. • Motivation through appreciation and rewards, wherever possible. Disposal : 80 % Quality : 20 %	5%	
9	Attendance, punctuality and discipline	Number of types of audits selected in audit plans keeping in view area of revenue leakages as per risk parameters Disposal : 80 % Quality : 20 %	5%	

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 % Quality : 20 %	5%	
11	Commands on laws and procedures in selection to audits.	Number of types of audits selected in audit plans keeping in view area of revenue leakages as per risk parameters Disposal : 80 % Quality : 20 %	5%	
12	Preparing and submitting para wise comments for adjudication	Number of cases in a year. Disposal : 80 % Quality : 20 %	2.5%	
13	Submission of monthly statements to the senior management.	Timely submission of statements. Disposal : 80 % Quality : 20 %	2.5%	
14	Monitor the quality of the audit work as per guidelines and timelines	Number of cases where assessment/calculations checked Disposal : 80 % Quality : 20 %	2.5%	
15	Preparation of audit reports as per guidelines	Number of audit reports issued in a year. Disposal : 80 % Quality : 20 %	2.5%	
16	Issuance of contravention report	Number of contraventions issued in a year. Disposal : 80 % Quality : 20 %	2.5%	
17	Actively pursuing recovery of cases	Number of cases recovered in a year Disposal : 80 % Quality : 20 %	2.5%	
18	Evaluating WEBOC system and evaluating its performance	No. of CRFs generated Disposal : 80 % Quality : 20 %	2.5%	
19	Preparing working papers of DRRA	Number of cases in a year Disposal : 80 % Quality : 20 %	2.5%	
20	Motivation of staff	Number of cases in a year Disposal : 80 % Quality : 20 %	2.5%	

Position title:	Deputy Director (Audit / IRAO)			
Grade:	17/18			
Function:	Internal Audit			
Reporting Officer:	Director (Audit)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Monitor the quality of the audit work as per guidelines and timelines.	Number of cases where assessment/calculations checked Disposal : 80% Quality : 20%	20%	
2	Preparation of audit reports as per guidelines.	Number of audit reports issued in a year. Disposal : 80% Quality : 20%	15%	
3	Issuance of contravention report.	Number of contraventions issued in a year. Disposal : 80% Quality : 20%	15%	
4	Actively pursuing recovery of cases.	Number of cases recovered in a year Disposal : 80% Quality : 20%	15%	
5	Evaluating WEOC system and evaluating its performance.	No. of CRFs generated Disposal : 80% Quality : 20%	10%	
6	Motivation of staff.	Number of cases in a year Disposal : 80% Quality : 20%	5%	
7	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% Quality : 20%	10%	
8	Commands on laws and procedures in selection to audits.	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%	

Position title:	Programmer / System Analyst / Deputy Director (MIS)			
Grade:	17/18			
Function:	Internal Audit			
Reporting Officer:	Director (Audit)			
Sr #	Job Description	KPIs	Weight (age)	Final Score
1	Gathering detailed MIS reports upon demand	Disposal : 80% Quality : 20%	20%	
2	Problem Identification through analysis of data analysis of historical trends in clearance data as per specifications provided by senior management.	Disposal : 80% Quality : 20%	20%	
3	Designing and developing database on time and to specifications.	Disposal : 80% Quality : 20%	15%	
4	Devising strategies for future planning and development of resources.	Disposal : 80% Quality : 20%	15%	
5	Maintaining strict confidentiality in data handling and dissemination	Disposal : 80% Quality : 20%	10%	
6	Retrieval of PRAL data in Excel Sheets from PRAL Database	Disposal : 80% Quality : 20%	10%	
7	Ensuring the efficient management and maintenance of hardware and software	Disposal : 80% Quality : 20%	10%	



Position title:	Accounts Officer			
Grade:	17/18			
Function:	Internal Audit			
Reporting Officer:	Director (Audit)			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Proper Utilization of Funds.	Disposal : 80% Quality : 20%	10%	
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%	
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%	

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



TRANSIT & TRADE

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

	<p>Timely submission of action lots with clear recommendations for approval/ competent authority</p> <p>To monitor/ supervise the entire auction process and completion of same well within the time frame as provided under the law</p>			
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Position title:	Director			
Grade:	20			
Function:	Transit & Trade			
Reporting Officer:	Director General			
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%	15%	
2	Monitoring of Transit goods/ Transshipment goods Effective monitoring of processing, examination, scanning, tracking, clearance and allied matters relating to goods including bulk oil/POL in transit and transshipment and to ensure integrity of cargo and avoid pilferage en-route.	Number of cases dealt in a year Disposal : 80% Quality : 20%	15%	
3	Handling legal matters and court at all legal fora Efficient handling of legal matters arising in consequence of processing, movement and clearance of transit and transshipment cargo	Number of cases dealt in a year Disposal : 80% Quality : 20%	10%	
4	Licensing of transport operators/ bound carriers Issuance/ renewal and revocation of non-transferrable license on fulfillment of all conditions under the relevant law and rules	Number of cases dealt in a year Disposal : 80% Quality : 20%	10%	
5	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	Coordination with all stakeholders Regular Coordination with all stakeholders In areas to be identified and discussed in regular meetings	Number of cases dealt in a year Disposal : 80% Quality : 20%	10%	
7	Reconciliation of Data Reconciliation of transit forward and reverse cargo with the regional Directorates. Also reconciliation of Transshipment data with the concerned Collectorates Reports of Revenue Receipts and Expenditure Submission of working papers to the FBR before PAC/DAC meetings	Number of cases dealt in a year Disposal : 80% Quality : 20%	10%	
8	Human Resource and discipline Management Maintenance of perfect discipline	Number of cases dealt in a year Disposal : 80% Quality : 20%	10%	

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



Position title:	Additional Director (Assessment)			
Grade:	19			
Function:	Transit & Trade			
Reporting Officer:	Director			
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 Collectorates	Number of cases dealt in a year Disposal : 80% Quality : 20%	10%	
5	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%	

	Valuable policy input/ proposals of necessary, relating to transit and trade, TIR and transshipment to the Board			
10	Settlement of Audit Paras Effective monitoring for the settlement of audit paras / PDSs after receipt of Report of Revenue Receipt and Expenditure. Submission of updated working papers to the Director for onward submission to FBR before PAC/DAC meeting.	Number of cases dealt in a year Disposal : 80% Quality : 20%	5%	
11	Grievance redressal of all stakeholders Meaningful/ regular communication with all stakeholders	Number of cases dealt in a year Disposal : 80% Quality : 20%	5%	
12	Recovery To ensure realization of recovery of any adjudged amount	Number of cases dealt in a year Disposal : 80% Quality : 20%	5%	
13	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%	2.5%	
14	Human Resource and Discipline Management Maintenance of perfect discipline	Number of cases dealt in a year Disposal : 80% Quality : 20%	2.5%	

Position title:		Additional Director (Examination/Auction/Audit)		
Grade:		19		
Function:		Transit & Trade		
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.			
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Position title:	Additional Director (Headquarters)			
Grade:	19			
Function:	Transit & Trade			
Reporting Officer:	Director			
Sr #	Job Description	KPIs	Weight (%)	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%	
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%	

	Expedition 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)	Final Score
1	Nomination of lawyers Recommendations for appointment of suitable lawyers to defend the departmental cases	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
2	LMS System Supervision of the feeding of cases in the LMS system	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
3	Reply in Court cases Timely submission of well-prepared parawise comments in courts	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
4	Filing of SCRA, HCA, ICA, CPLAs, CAs etc Timely submission of Appeals, petitions and references etc. before competent forum	Number of cases dealt in the year. Disposal: 60% Quality : 40%	20%	
5	Disposal of hearing notices Disposal of hearing notices received from Honorable High Court, Collector Appeal, and FTO Notices.	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
6	Liaison with Lawyers Maintaining close liaison with the lawyers nominated in major cases and pursuing of the same diligently	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
7	Attendance in courts Attendance before the High Court / legal for a without fail	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
8	Periodic Statements / correspondence with Board Reponses to the General correspondence, Court's notices, Standing Counsel's letters	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
9	Performance Appraisal, Updating of advocate panel Individual performance of each advocate	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	

Position Title:	Deputy Director (Headquarters)			
Grade:	18			
Function:	Transit & Trade			
Reporting Office:	Additional Director			
Sr #	Job Description	KPIs	Weight (%)	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 the year. Disposal: 60% Quality : 40%	10%	
2	Performance Management Ensure completion and submission of performance reports (PERs) from all officers/officials	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
3	Maintenance of discipline among officers and staff Ensuring 100% attendance Maintenance of perfect discipline. Uniform, grooming of staff	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
4	Correspondence Timely submission of all statements to FBR, DG I&I (Customs) etc	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
5	Expenditure budget Meeting all the deadlines of expenditure budget i.e. submission of monthly expenditure statements duly reconciled with AGPR. Timely submission of accurately worked out re-appropriation, request for additional grant etc	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
6	General Administration Assets management, procurements, attending treasury matters	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
7	Common Pool Fund Management of Common Pool Fund affairs	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
8	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 the year Disposal: 80% Quality : 20%	10%	
9	Keeping the office premises fully operational Provision of security, Uninterrupted utilities Cleanliness of premises	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	

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



Position Title:	Deputy Director (Assessment)			
Grade:	18			
Function:	Transit & Trade			
Reporting Office:	Additional 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 the year. Disposal: 60% Quality : 40%	10%	
2	Detection of Mis-declaration and short assessment Number of cases detected by the Directorate	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
3	Approval / Rejection of Examination requests Timely approval / rejection of the examination requests initiated by Assessment Staff	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
4	Assessments / Second Reviews All Second Reviews are timely disposed of on merit	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
5	Monitoring of Auto assessed GDs Efficient and proper monitoring of Auto assessed GDs to protect government revenue	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
6	Recovery To ensure realization of recovery of adjudged dues	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
7	Reconciliation of Data Reconciliation of transit/Transshipment data regarding arrival, clearance and cross-border movement in case of transit cargo	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
8	Correspondence with FBR & other departments Timely submission of well framed replies	Number of cases dealt in the year Disposal: 80% Quality : 20%	5%	
9	TIR Operations To effectively handle TIR/e-TIR operations at Karachi	Number of cases dealt in the year. Disposal: 70% Quality :30%	5%	
10	Redressal of grievance/complaints Transit trade and Transshipment facilitation and liaison with stakeholders through Transit	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	

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



Position Title:	Deputy Director (Law)			
Grade:	18			
Function:	Transit & Trade			
Reporting Office:	Additional Director			
Sr #	Job Description	KPIs	Weight (%)	Final Score
1	Nomination of lawyers Recommendations for appointment of suitable lawyers to defend the department cases	Number of cases dealt in the year. Disposal: 60% Quality : 40%	20%	
2	LMS System Scrutinize and ensure proper feeding of cases in the LMS system	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
3	Para-wise comments Monitoring, signing and submitting well framed para-wise comments, duly approved by the concerned Additional Collector, within the stipulated time period.	Number of cases dealt in the year. Disposal: 70% Quality :30%	20%	
4	Disposal of hearing notices Disposal of hearing notices received from Honorable High Court, Collector Appeal, and FTO Notices.	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
5	Liaison with Lawyers Close liaison with the lawyers nominated in major cases and pursuing of the same diligently	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
6	Attendance in courts Ensuring 100% personal attendance or through legal counsel before the High Courts and other legal fora	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
7	Periodic Statements / correspondences with Board Preparation of Responses to the General correspondence, Court's notices, Standing Counsel's letters	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	
8	Performance Appraisal, Updating of advocate panel Providing merit based appraisal of Individual performance of each advocate on panel	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	

Position Title:	Deputy Director (MIS)			
Grade:	18			
Function:	Transit & Trade			
Reporting Office:	Additional Director			
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Traders facilitation Timely and expeditious trade facilitation measures e.g. route change requests, change of bonded carrier requests, de-blocking of bonded carriers, NTN blocking/de-blocking etc	Number of cases dealt in the year. Disposal: 60% Quality : 40%	20%	
2	Data procurement from WeBOC support Team/PRAL Data/information on the prescribed format should be procured, as and when requested by the concern sectional head	Number of cases dealt in the year Disposal: 80% Quality : 20%	20%	
3	Amendments Only legally permissible amendments, corrections in Bill of landing / manifest etc should be forwarded to the concerned Collectorates diligently and quickly	Number of cases dealt in the year. Disposal: 70% Quality :30%	15%	
4	Cancellation of GDs Due diligence to be made for cancellation of GDs	Number of cases dealt in the year. Disposal: 60% Quality : 40%	15%	
5	Processing of requests for removal of glitches in the system faced by the stakeholders Glitches are removed promptly with efficient coordination with DRA and PRAL team	Number of cases dealt in the year Disposal: 80% Quality : 20%	10%	
6	Preparation of change requests CRFs on every issue should be prepared promptly and must be pursued vigorously	Number of cases dealt in the year. Disposal: 70% Quality :30%	10%	
7	Supervision of auto assessed GDs Proper supervision of auto assessed GDs to ensure revenue protection	Number of cases dealt in the year. Disposal: 60% Quality : 40%	10%	

Position Title:		Assistant Director (Examination)/Auction		
Grade:		17		
Function:		Transit & Trade		
Reporting Office:		Deputy 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 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%		
11	Settlement of Audit Paras Ensure settlement of audit paras/PDPs after receipt of Report of Revenue Receipts and Expenditure Submission of working papers to Additional Collector for sending to	Number of cases dealt in the year. Disposal: 60% Quality : 40%	5%	



**INTELLIGENCE &
INVESTIGATION (I&I)
PAKISTAN CUSTOMS**

CUSTOMS- INTELLIGENCE AND INVESTIGATION

Position Title:		Director General (I&I)		
Grade:		21		
Function:		Intelligence & Investigation Pakistan Customs		
Reporting 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: 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%	
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)			
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%	
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)			
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	Optimum utilization of available resources	No. of cases processed in a year Disposal: 20% Quality: 80%	10%	
4	Liaison with LEAs for conducting joint operations where needed	No. of cases processed in a year Disposal: 30% Quality: 70%	10%	
5	AML investigations and related proceedings	No. of cases processed in a year Disposal: 30% Quality: 70%	10%	
6	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%	
7	Work for implementation of automation and transparency related tasks	No. of cases processed in a year Disposal: 50% Quality: 50%	10%	
8	Disposal of confiscated goods through auctions	No. of cases processed in a year Disposal: 40% Quality: 60%	10%	

Position Title:	Assistant/ Deputy Director (I&I)			
Grade:	17/18			
Function:	Intelligence & Investigation Pakistan Customs			
Reporting Office:	Additional Director (I&I)			
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: 30% Quality: 70%	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	Supervision of investigation of FIR	No. of cases processed/dealt in a year Disposal: 40% Quality: 60%		
4	Liaison with LEAs for conducting joint operations where needed	No. of cases processed in a year Disposal: 30% Quality: 70%	10%	
5	AML investigations and related proceedings	No. of cases processed in a year Disposal: 30% Quality: 70%	5%	
6	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: 30% Quality: 70%	10%	
7	Disposal of confiscated goods through auctions	No. of cases processed in a year Disposal: 40% Quality: 60%	10%	
8	Settlement of Audit paras	No. of cases processed in a year Disposal: 30% Quality: 70%	10%	
9	General Administration, including procurement and asset management	No. of cases processed in a year Disposal: 30% Quality: 70%	5%	

TRAINING & RESEARCH
PAKISTAN CUSTOMS ACADEMY

PAKISTAN CUSTOMS-TRAINING & RESEARCH

Position Title:		Director General		
Grade:		21		
Function:		Pakistan Customs Academy		
Reporting Office:		Chairman FBR		
Sr #	Job Description	KPIs	Weight (%age)	Final Score
1	Supervision of planning and outlining of training courses, workshops and seminars of national and international level, specialized training program for probationers of Pakistan Customs Service and other training assignments for officers & officials of Customs.	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, training institutions, agencies like WCO, WTO, DEA, UNODC, JICA etc. 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 activities for mobilization of revenues, through the under training Officers of MCMC, AC (Probationers), Officers attending Mandatory Courses, etc.	Assessment and timely completion of Research tasks. Disposal : 30% Quality : 70%	20%	
6	Supervision of budgeting, procurement and Establishment/ Administration	Proper Budget utilization, Procurement, Estt./Admin matters handled on time. Disposal : 20% Quality : 80%	10%	

Position Title:	Director			
Grade:	20			
Function:	Pakistan Customs Academy			
Reporting Office:	Director General			
Sr #	Tasks	KPIs	Weight (%age)	Final Score
1	Supervision of planning and outlining of training courses, workshops and seminars of national and international level, specialized training program for probationers of Pakistan Customs Service and other training assignments for officers & officials of Customs	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, training institutions, agencies like WCO, WTO, DEA, UNODC, JICA etc. 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 activities for mobilization of revenues, through the under training Officers of MCMC, AC (Probationers), Officers attending Mandatory Courses, etc.	Assessment and timely completion of Research tasks. Disposal : 30% Quality : 70%	20%	
6	Supervision of budgeting, procurement and Establishment/ Administration	Proper Budget utilization, Procurement, Estt./Admin matters handled on time. Disposal : 20% Quality : 80%	10%	

Position Title:	Additional Director-I HQ/Admin			
Grade:	19			
Function:	Pakistan Customs Academy			
Reporting Office:	Director			
Sr #	Tasks	KPIs	Weight (%)	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. Disposal : 50% Quality: 50%	10%	
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	To supervise quality and standard of maintenance and upkeep of Pakistan Customs Academy offices	Optimum quality & standard of maintenance and upkeep of Pakistan Customs Academy offices. Disposal : 50% Quality: 50%	5%	
10	To deliver lectures	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		
Sr #	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%	

Position Title:		Additional Director- II		
Grade:		19		
Function:		Pakistan Customs Academy		
Reporting Office:		Director		
Sr #	Tasks	KPIs	Weight (%)	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		
Sr #	Major Tasks	KPIs	Weight (%)	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 matters	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% Quality: 50%	5%	
9	To deliver lectures		5%	

Position Title:		Accounts Officer		
Grade:		17		
Function:		Pakistan Customs Academy		
Reporting Office:		Director		
S #	Major Tasks	KPIs	Weight (%age)	Final Score
1	To assist Deputy Director (HQs) / 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 Disposal : 50% Quality: 50%	10%	
5	Preparation of all types of expenditure bills timely	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. Attending DAC meetings/verification for 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%	