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**TO BE SUBSTITUTED VIDE SAME NUMBER AND DATE**



SOCIAL WELFARE & BAIT UL MAAL  
DEPARTMENT, PUNJAB  
12-M, Model Town Extension,  
Lahore

Dated the Lahore Jan 31<sup>st</sup>, 2024

**NOTIFICATION**

**NO.SO(E)/JD/2024:** The Competent Authority/Secretary, SW & BM Department is pleased to notify Job Descriptions in respect of following Officers of the Directorate General, Social Welfare & Bait-ul-Maal, Punjab as under:

**1. DIRECTOR (ADMINISTRATION)**

1. Exercise all administrative and financial functions delegated to him by the Government/ Director General.
2. Process all cases relating to leave TA/DA claims, Medical Bills etc. in respect of officers and subordinate staff and issue necessary sanctions with the approval of the competent authority.
3. Supervision over all budgetary matters, accounts, audit & allied matters.
4. Inter-divisional transfers of non-Gazette staff and to deal with all other matter pertaining to Gazette and subordinate staff with the approval of Director General.
5. Inter-branch / Sections Coordination within the Headquarters office (Directorate General).
6. Implementation and follow-up of all Rules / Regulations/ orders issued by the Government / Director General and execution of policies.
7. Maintenance, and processing of ACRs in respect of officers and communication of adverse remarks with the approval of the competent authority.
8. Processing of inquiries, complaints, petitions and legal matter, pertaining to Gazette/ subordinate staff and their expeditious disposal with approval of the competent authority.
9. Reports, returns and routine correspondence.
10. Foreign / local training of officers/ officials / training or participation in any event.
11. Transport.

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12. Disposal of Directives pertaining to administration.
13. Maintenance of personal/academic data/ information in respect of Gazette and Non-Gazette staff.
14. Supervisory Officer of Deputy Director (NGOs) and Litigation Officer.
15. To work as Estate Officer under direct control of Director General SW&BM Punjab for maintenance of inventory regarding land and immovable property of the Department as well as allotments and management.
16. All the cases of procurement from development or non-development budget where amount is more than Rs.200000/- (two lac) and where tender is involved will be framed and routed through Director (P&E) to procurement wing, i.e. headed by Director (Administration). It will be responsibility of Director (Administration) ultimately to make sure that PPRA Law/Rules/Financial and Administrative legalities are met in all procurements.
17. Director (Administration) will be responsible for distribution and utilization of funds and issue necessary directions to all Divisional Directors to meet the timelines and to follow the Budget Manual in true spirit.
18. Director (Administration) shall perform all functions under the direct control, management and supervision of Director General SW&BM, Punjab.
19. The international organizations, implementation partners, and other organizations shall work with the concerned Director under direct control of Director General SW&BM, Punjab for any related coordination, implementation, and support through MOUs/Agreements.
20. Any other duty assigned by the Director General SW&BM, Punjab.

## **2. DIRECTOR (PLANING & EVALUATION)**

1. Formulation of five year Annual Development and Rolling Plans including Evaluation, Monitoring and Research.
2. Preparation of development schemes on PC-I forms with the assistance of Planning /Research Officer and the placement before competent forum for approval.
3. Monitoring and evaluation of Development Schemes with the assistance of Deputy Director (Planning) and Deputy Director (Research) and submission of their monthly, quarterly and annual physical and financial progress report to the government as and when required.
4. Collection of physical and financial progress reports from the fields and consolidation of all statistical data to prepare monthly / quarterly and annual reports and their timely submission to the Competent Authorities.

5. Implementation of decisions of Provincial Cabinet and Ministers and related matters by Coordination with other sections of the Department.
6. Miscellaneous. (Defense Planning/War Book/Civil Defense/Assembly Business and Assembly Questions).
7. Labour, Human Rights, International Agreements Reports and coordination with other Departments in this regard.
8. Handling MIS, Digitalization and coordination with PITB
9. Budget Making, Revision of Budget and Re-appropriation of Budget as per Budget Manual. Budget Branch of this Directorate shall report to Director (P&E) for this purpose. The utilization of funds/budget will be responsibility of Director (Administration).
10. Trafficking in Person (TIP).
11. Hiring of consultants under PPRA 2014 as amended time to time.
12. Director (P&E) shall perform all functions under the direct control, management and supervision of Director General SW&BM, Punjab.
13. The international organizations, implementation partners, and other organizations shall work with the concerned Director under direct control of Director General SW&BM, Punjab for any related coordination, implementation, and support through programs, interventions, planning, consultation and MOUs/Agreements.
14. Constitution of Advisory Committees by Director General SW&BM, Punjab and handling of their related matter.
15. Bait-ul-Maal budget files shall be routed through Director (P&E).
16. Any other duty assigned by the Director General SW&BM, Punjab.

### 3. DIRECTOR (PROGRAMME)

1. Annual monitoring, updating, and provision of professional guidance to all institutions, except persons with disabilities, beggary, and Drug Rehabilitation Center (DRC).
2. Supervisory officer of Deputy Director (Industrial Homes ), Deputy Director (Design), Deputy Director (Publication & Public Relation), Deputy Director (Women Development) and Assistant Director (Child Welfare).
3. Focal Person for Child Rights Cell and child related issues.
4. Overseeing, supervision, coordination and maintenance of all institutions including Panahgah, Sanatzar, Mini Sanatzar, Salai Markaz, Qasr-e-behbood, PWP, Dar-ul-Aman,

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Aafiyat (Old Age Homes), Dar-ul-Falah, Kashana, Model Children Homes (MCHs), Dar-ul-Sakoon, Socio-economic Rehabilitation Centers (SERCs), Medical Social Services Units (MSSUs), Shaheed Benazir Bhutto Human Rights Crisis Centers for Women (SBBHRCW).

5. Supervisory officer for up-dation of official website of the department, supervise promotion of departmental activities on print, electronic and social media through P&PR branch and Media cell.
6. The international organizations, implementation partners, and other organizations shall work with the concerned Director under direct control of Director General SW&BM, Punjab for any related coordination, implementation, and support through MOUs/Agreements.
7. The Director (Programme) shall perform all functions under the direct control, management and supervision of Director General SW&BM, Punjab.
8. Any other duty assigned by the Director General SW&BM, Punjab.

4. **DIRECTOR, COUNCIL ON THE RIGHTS OF PERSONS WITH DISABILITIES (CRPD)**

1. To deal with and coordinate all matters of CRPD under direct control of the Secretary of the Council i.e. Director General SW&BM, Punjab.
2. Monitoring & supervision of the implementation of The Punjab Empowerment of Persons with Disabilities Act 2022, under direct control of Director General SW&BM, Punjab.
3. Coordination with "Punjab Welfare Trust for the Disabled" for Rehabilitation of Persons with Disabilities.
4. Coordination and liaison with relevant National and International Organizations, Line Departments and Private Organizations to improve services of the department regarding PWDs.
5. Handling of Disabled Persons Management Information System (DPMIS).
6. To act as a Focal Person of Transgender Persons and to coordinate all related matters.
7. Reporting on implementation of covenants regarding PWDs.
8. Coordinate with BISP for sharing and managing AP1 for Poverty Score Card (Data sharing) for all projects and interventions.
9. To deal with issues related to Drugs/Drug Addiction.
10. Overseeing and supervision of Nasheman, Chaman, Model Drug Abuse Centers (MDACs), Beggar Home/Beggary.

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11. Director (CRPD) shall perform all functions under the direct control, management and supervision of Director General SW&BM, Punjab
  12. Supervisory officer of Deputy Director (I&R), Deputy Director (T&R).
  13. The international organizations, implementation partners, and other organizations shall work with the concerned Director under direct control of Director General SW&BM, Punjab for any related coordination, implementation, and support through MOUs/ Agreements
  14. Any other duty assigned by the Director General SW&BM, Punjab.

#### **5. DEPUTY DIRECTOR (NGOS)**

1. To computerize all data of registered NGOs in the province
2. To be responsible for data base documentation of all registered NGOS for periodical inspections and monitoring
3. To implement the mechanism of inspection, monitoring and evaluation of NGOs by the functionaries of the Department at all levels.
4. To follow up of all cases of litigation regarding NGOS in Courts
5. Coordination and proceeding of Review Board.
6. Responsible for coordination among NGOs and other concerned Department/ Agencies and organizations in regard to the NGOs Development Programmes
7. Liaison with Punjab Charity Commission (PCC), Economic Affairs Division (EAD), Ministry of Foreign Affairs (MOFA), Ministry of Interior (MOI) and other such forums on NGOs related matters
8. Preparation of uniform standard of services to be rendered by NGOs for the welfare of the target groups / beneficiaries.
9. Maintenance of complete follow up of audit and accounts of NGOs and checking of proper utilization of aids and grant given by the donor agencies to the registered NGOs.
10. To issue guidelines / SOPs.
11. Overseeing and supervision of Community Development (CD) Offices.
12. To lead and manage the Social Welfare Research Centre (SWRC) for the purpose of data collection, maintenance of data repository, evidence-based policy analysis and informed decision making through conducting continuous research, conduct independent research projects on social issues under direct control of Director General SW&BM, Punjab and to publish papers and reports. Coordination with academia and other organizations including

INGOs, NGOs, and Private Sector for the purpose of research, internship, and data collection.

13. Deputy Director (NGOs) shall report to Director General SW&BM, Punjab through Director (Administration).

15. Any other duty assigned by the Director General SW&BM, Punjab.

**6. SOCIAL WELFARE TRAINING INSTITUTE (SWTI)**

1. The Social Welfare Training Institute shall work directly under the control of Director General SW&BM, Punjab.

2. The Detailed Job Description of the Principal / SWTI shall be notified subsequently.

**7. SPECIAL DIRECTIONS**

1. The Director General SW&BM, Punjab may amend, distribute or allocate any of the functions and/or JDs of any Director or Officer through Notification.

2. For functionally realizing these JDs, the concerned Cell and/or Officer(s) should report immediately to the relevant Director or Deputy Director, according to JDs. In this regard, separate notification will be issued by DG SW& BM.

Note: Apart from above mentioned Job Description, the Secretary, SW&BM Department, Punjab may entrust any other assignment/responsibility to any officer, as and when required.

(ZAHOOR HUSSAIN)  
SECRETARY, SOCIAL WELFARE & BAIT-UL-  
MAAL DEPARTMENT

SO (E) JD/2024

Dated: 31.01.2024

CC:

1. Director General, Social Welfare & Bait-ul-Maal, Punjab, Lahore
2. All Concerned Officers
3. PS to Secretary, Social Welfare & Bait-ul-Maal, Department, Punjab, Lahore

(SHAHID SHAFI)  
SECTION OFFICER (ESTB)

31/01/2024

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**GOVERNMENT OF THE PUNJAB**  
**DIRECTORATE GENERAL SOCIAL WELFARE**  
**& BAIT- UL MALL, PUNJAB**  
**41-EMPRESS ROAD, LAHORE**

**ORDER**

**NO. DSW-Dir(Prog.) Order/2022-**

In pursuance of Administrative Department

Notification bearing No. SO(E) JD/2024 dated 31-01-2024. The following duties are hereby assigned to the Officers of Programme Wing, Directorate General, Social Welfare & Bait ul Maal, Punjab, Lahore:

1.	<b>Deputy Director (Industrial Homes)</b>	<ul style="list-style-type: none"> <li>• Dealing with all matters related to Sanatzar (DIH), Qasr-e-Behbood, Mini Sanatzars and PWP Centers.</li> <li>• Advice in identification of markets for promoting sale of finished products at Sanatzars/ Mini Sanatzars/ Qasr-e-Behbood.</li> <li>• Coordination with allied organization/departments.</li> <li>• Regular monitoring visits of above mentioned institution.</li> <li>• Any other duty assigned by the Undersigned.</li> </ul>
2.	<b>Deputy Director (Design)</b>	<ul style="list-style-type: none"> <li>• Advise to Assistant Directors Design working in the Sanatzar (DIH), Qasr-e-Behbood.</li> <li>• Dissemination of approved prototype of designs of local crafts to Sanatzar, Mini Sanatzars, Qasr-e-Behbood.</li> <li>• Liaison with organization to get samples approved according to the specification and designs.</li> <li>• Tours to Sanatzars, Mini Sanatzars, Qasr-e-Behbood.</li> <li>• Training of teachers.</li> <li>• Focal Person for all Exhibitions.</li> <li>• Any other duty assigned by the undersigned.</li> </ul>
3.	<b>Deputy Director (Women Development)</b>	<ul style="list-style-type: none"> <li>• Dealing with all matters related to Dar-ul-Amans, Dar-ul-Falahs, Shaheed Benazir Bhutto Human Crisis Centers and Dar-ul-Sakoon.</li> <li>• Regular monitoring visits of above mentioned institutions.</li> <li>• Any other duty assigned by the undersigned.</li> </ul>

4.	<b>Deputy Director (ISDC)</b>	<ul style="list-style-type: none"> <li>• Dealing with all matters related to Medical Social Services Units.</li> <li>• Regular monitoring visits of MSSUs.</li> <li>• Any other duty assigned by the undersigned.</li> </ul>
5.	<b>Deputy Director (Publication &amp; Public Relation)</b>	<ul style="list-style-type: none"> <li>• Up-dation of official website of the department.</li> <li>• Promotion of departmental activities on print, electronic and social media.</li> <li>• Any other duty assigned by the undersigned.</li> </ul>
6.	<b>Assistant Director (Child Welfare)</b>	<ul style="list-style-type: none"> <li>• Dealing with all matters related to Model Children Homes, Kashanas, Old age Homes, Socio-Economic Rehabilitation Centres (SERC) and Panahgahs.</li> <li>• Regular monitoring visits of above mentioned institutions.</li> <li>• Any other duty assigned by the undersigned.</li> </ul>

**Mrs. Zaib Waseem**  
Director (Programmes)

Endst: No.DSW-Dir(Prog) Order/2022 *2554-61* Dated *19<sup>th</sup>* Feb, 2024

A copy is forwarded for information and necessary action to:

- PS to Secretary, Social Welfare & Bait ul Maal, Punjab, Lahore.
- P.A to Director General, Social Welfare & Bait ul Maal, Punjab, Lahore.
- Officer concerned.

  
**Mrs. Zaib Waseem**  
Director (Programmes)