

**THE KHYBER PAKHTUNKHWA HOUSING AUTHORITY (JOB  
DESCRIPTION OF MINISTERIAL STAFF BPS-16 & BELOW)  
REGULATIONS, 2022.**

**1. Private Secretaries.**

(a) **The Private Secretaries to Director General shall perform the following duties:**

- i. To prepare drafts of personal letters except those required to be prepared by the respective sections of PHA.
- ii. To attend visitors and to arrange interviews.
- iii. To prepare tour Programme and circulate to all concerned as well as to make correspondence with the Deptt./individuals in this connection.
- iv. To go through complaints received from the public /aggrieved person(s), addressed to DG and after obtaining the orders thereon, pass them to relevant officer / department concerned.
- v. To deal with cases relating to telephone bills in respect of the calls made from telephones of Director General office and cases relating to carriage of their personal effects on tour;
- vi. To arrange engagements and maintain an engagement dairy;
- vii. To obtain papers for meetings from various sections of PHA/ Administrative Department and to put up the same to DG PHA.
- viii. To bring into the notice of his boss notice/agenda of the meeting at once, I his immediate boss is on tour, the Private Secretary shall contact him and convey information. In case the Private Secretary accompanies with him the P.A. will do the needful.
- ix. To bring in to the notice, papers/files bearing priority/security labels.
- x. To keep a record of all office furniture, equipment and books provided to him for the use of his office. He (the Private Secretary) shall be responsible for proper use of those articles and ensuring that these are in good condition.
- xi. To see that the furniture and other articles of his office are in good condition and properly maintained.
- xii. To keep up to date copies of all books relating to privileges and conduct of his boss.

- (b). **The Private Secretaries to the Directors shall perform the following duties:** □
- i. To attend telephones and keep record of trunk calls.
  - ii. To screen callers and telephone calls.
  - iii. To arrange engagements and maintain engagements dairy.
  - iv. To collect papers for meetings and interviews of his immediate boss.
  - v. To see that matters requiring attention are brought into the notice of his boss well in time complete and in proper form;
  - vi. To receive and arrange secret and top secret papers;
  - vii. To keep record of suspense cases and to see that such cases are put upto due dates;
  - viii. To keep reference books up to date;
  - ix. To attend/resolve the issues connected with Director tour etc;
  - x. To assist the Director in such matters as he may direct;
  - xi. To keep record of movement of files and other classified document;
  - xii. To receive visitors and arrange interviews.
  - xiii. To take dictation and make fair copies of draft and other papers of secret/confidential nature and also other communications with enclosures.

2. **Section Assistant**

The Section Assistant shall perform the following duties:

- (a) Add to case any precedent, rules, regulations and policy decision relating to it, flag them properly and make reference(s) in the margin before submission of the case to Assistant Director concerned.
- (b) Undertake "reference" and "research work" i.e. acquaint himself with the rules and regulations pertaining to the subjects dealt with in the Section, maintain such statistics as are required by the Assistant Director/Deputy Director (e.g. in a Service Branch, lists of officers belonging to a specific cadre, showing their latest postings, etc.) and, while examining old records, take extracts of important policy decisions etc.
- (c) Record advice tendered by the Services, Administration, Establishment, Law, Finance and Planning and Development Departments in a note book, and also maintain a separate "reference" collection of important decision;

- (d) Submit and personally explain "urgent" cases to the Director/Deputy Director concerned in the temporary absence of the Assistant Director.
- (e) Undertake periodically, proper classification, recording, indexing and weeding of files in accordance with the instructions and submit a half yearly certificate of compliance to the Director /Deputy Director concerned through the Assistant Director by the end of June and December each year;
- (f) Compare typing work with the Section Stenographer/Clerk when necessary;
- (g) Generally instruct and guide the Section Clerk (if provided in the Section) and supervise his work;
- (h) Look after the work and duties of the Section Clerk (if provided in the Section) and his temporary absence;
- (i) Do such other work as may be prescribed for him by the Administrative Department or assigned to him by Establishment/Administrative Department or his immediate boss.
- (j) Maintain reference books and keep them up to date by getting correction slips pasted;
- (k) Maintain charts of all outstanding reports and returns to be received in a Section and to be issued from the Section. He may also maintain record of time limit cases;
- (l) Keep a note of all pending cases and put up reminders for signature of the concerned Assistant Director on due dates;
- (m) Prepare notes of all pending cases to be disposed of at the level of the Assistant Director /Deputy Director /Director;
- (n) Do such other office work as may be entrusted to him by Assistant Director/ Deputy Director /Director;
- (o) Open files and keep a record of movement of files;
- (p) Watch the necessity of keeping priority and security labels on files and bring to the notice of his immediate boss on the first available opportunity, the need for removing/retaining labels.

**3. Stenographers and Personal Assistants**

Stenographers PA attached to the Director/Deputy Director shall: □

- (a) Take down notes and drafts and type them neatly and accurately;
- (b) Note down urgent matters and routine appointments of their officers in the desk diaries and also put up notes about telephonic/other messages received by them in the absence of their officers;
- (c) Submit to their officers an agenda for the day covering urgent matters and routine appointments on the basis of the engagements diary;
- (d) Handle and maintain classified documents/files in accordance with the instructions;
- (e) Attend calls and to maintain trunk/private calls, Telephone Register;
- (f) Maintain reference books and keep them up to □date by getting correction slips pasted by Office clerk.
- (g) Receive and conduct visitors, arrange interviews as permitted by their officers;
- (h) Supervise the up □keep of the officer's and visitor's rooms wherever provided;
- (i) Make tour arrangements including the issue of tour programmes;
- (j) Assist the officer in such matters as he may directs;
- (k) Keep proper record and movement of files and other important papers;
- (l) Keep record of suspense cases, where ordered, and their submission on due dates;
- (m) Attend any other routine official duty that may be assigned by the officer e.g. reproduction of documents, arranging petty amenities, recording of entries in the Staff Car Movement Register, receiving from and delivering important Dak. The receiving and delivering Dak will be done through officer concerned.

**Note:** Where a Personal Assistant/Stenographer is attached with an officer who has a Private Secretary, the former will work under the supervision of the latter and distribution of work will be made as they mutually agree and in cases of disagreement, the matter will be decided by the officer concerned.

**4. Section Stenographers.**

The section stenographers shall: □

- (a) Take down notes and drafts from his immediate officer and type them neatly and accurately;
- (b) Do the typing work of their Sections and any other work assigned to them;
- (c) Attend the telephone and receive/record messages in the absence of their officers and maintain the Section Telephone Trunk Call Register;
- (d) Receipt and issue work in the absence of Section Assistant if no Junior Clerk has been provided to the Section;
- (e) Do any other ancillary function and work that may be assigned by the officers e.g. reproduction of documents, arranging office amenities etc;
- (f) Do most of the routine typing within their Section.
- (g) Note down scheduled meetings and time limit of important cases in the Immediate boss table dairy.
- (h). Stenographers shall be responsible for the proper handing, care and looking after of the type □ writers.

**6. Junior Clerk**

Clerks shall perform the following duties: □

- (a) Receipt and dispatched official letters.
- (b) Diarizing (including entry with red ink on notes files) and maintenance of prescribed register;
- (c) Sorting, distribution and filing of papers;
- (d) Maintenance of registers relating to office files, recorded files, files destroyed and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register showing the files required to be submitted for issuance of reminders or otherwise on due dates and a register of reference books available in the Section;
- (e) Record keeping;
- (f) Establishment and Accounts matters (preparation of pay bills, T.A. bills e.t.c
- (g) Handling of cash, if posted as cashier;
- (h) Do typing work as and when required; and
- (j) Stationery indenting, storing and distribution.

**Note:** The duties of Clerk will automatically devolve upon the Assistant in the Section where no Clerk has been provided.

**7. Dak Runner/Record lifter.**

- (a) Maintain the closed diaries, dispatch registers and volumes of bound proceedings in good condition and repair them whenever they are found in torn or damaged state, and see that these are properly dusted daily;
- (b) Take out diaries, dispatch registers and columns of bound proceedings from dispatcher whenever required.
- (c) Seal secret and confidential letters.
- (d) Prepare and see parcels of heavy articles to be sent out by post; affix service postage stamps on covers under the direction of the Dispatcher; and help the Dispatcher in the circulation of all printed material.
- (e) Circulate the official letters to various department on daily basis.
- (f) Will be bound to perform any other duties assigned to him by his immediate boss.

**8. Naib Qasid**

The Naib Qasids are forbidden to receive or extort tips. Any Naib Qasid found making such demands shall be severely punished. The officer in charge of administration should ensure that Naib Qasid and other such government servants are acquainted with this rule periodically.

The overall purpose of Naib Qasid is to be of assistance to officers and staff in a Section/Branch/Office in the efficient manners.

He shall perform the following duties:—

- (a) carrying from one place to another within and outside the office premises the official files/papers/Dak;
- (b) To clean office furniture and report for duty before office hours/timing
- (c) General arrangement and tidiness of the office, furniture including dusting of office furniture, record etc;
- (d) Providing drinking water and bringing tea to the officers and staff;
- (e) Conducting of visitors to the officers;
- (f) Carriage of steel boxes containing secret/confidential files from one office to another;

- (g) Shifting of articles of furniture from one place to another;
- (h) Any other duty that may be assigned to him by his office in charge.
- (j) He shall not leave the office without the permission of his immediate Superior, if on any particular day he is required to sit after office hours, will compliance.
- (k) See that the officer's tables are fully furnished with the requisite stationery
- (l) Help the Section Clerk in repairing all damaged file covers and pages of recorded files, if required
- (m) Pull out and restore files under the direction of Section Assistant/Clerk;
- (n) Help the clerk in the stitching of files and restoring them to their proper place in the record shelves.

**9. Driver**

The Drivers is supposed/required to be present nearby the vehicle he is driven on, at time when the vehicle is parked during his duty hours.

The drivers shall perform the following duties:

- (i) To enter the official tours/mileage covered in the log book of the vehicles;
- (ii) Should check up the Fuel, M/Oil and Radiator Water and Battery before starting the vehicle;
- (iii) To acquaint himself with Traffic Rules and road senses/signals/lane discipline and to acquaint himself with proper use of indicator lights at proper time.

**ASSISTANT DIRECTOR ADMINISTRATION KHIPAL KOR**

1. Perform as a team leader, maintain high moral standards and integrity.
2. Encourage and motivate staff and work with learning spirit and result oriented and productive.
3. Administer the day to day activities of the regional office; develop policies, procedures.
4. Overall supervision of the facilitation center and town offices including attendance, personal file, grant of leave, management, cleanliness, discipline, public relations, attends departmental meetings, and participates in departmental discussions, as appropriate as well as assignments of duties.

5. Organize and facilitate awareness meetings with government servants, public representative, media and civil society, NGOs etc. Holding of seminars and workshops and adopting other strategies about Khpal Kor housing and bank home financing in both government servants and general public.
6. The Assistant Director (Admn) Khpl Kor will be responsible for supervision and monitoring, allotments, transfer of plots/flats and to coordinate with technical team for possession of plots/flats according to the Rule of KP Housing Authority.
7. Provision of staff support to the regional office, including phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day to day problems and situations.
8. Supervision of administrative expenses in the regional offices as per budget.
9. Assignments of duties to staff and reporting weekly progress or as required.
10. Completion of information and reporting to PHA head office/ Office of the Director General PHA, Directorate Khpl Kor.
11. Continuous awareness process in all the districts in the respective divisions.
12. Building of positive image of the housing sector and creation awareness about housing.
13. Awareness about erosion of the fertile agriculture land and its mitigation and control.
14. Report to Deputy Director Administration Khpal Kor.
15. Any other task assigned by the Directorate of Khpal Kor.

**ASSISTANT DIRECTOR FINANCE KHPAL KOR**

1. Being expert in finance must develop his capacity and expertise in bank home financing and housing.
2. Facilitation of applicants both government servants and general public in preparation of their applications for bank home financing.
3. Develop and update data and facts, figures about bank home finance in housing sector.
4. Develop and update data and facts, figures about housing societies, land and build up housing prices in the country, province and his region.



5. Act as expert advisor in all matters related to bank home finance, rents, land prices, housing prices, per capita in form of people by districts, source of income, potential for housing.
6. Maintain and update data about employees by departments, office, age group, pay scales etc.
7. Fill forms for applicants, review, scrutinize and liaise with banks for bank home finance.
8. Arrange and help the applicants in the documentation required for bank home finance.
9. Report to Assistant Director Administration Khpal Kor.
10. Maintain proper inventory of data in both soft and hard copies.
11. Use computers and communicate through emails or other mediums.
12. Any other task assigned by the Assistant Director Administration Khpal Kor.

#### ASSISTANT KHPAL KOR

1. Serve as office staff.
2. Shall do all type of typing, drafting letters, filling of forms, composition, and power point presentation, excel basis analysis.
3. Facilitate applicants both government servants and general public in preparation of their documents for the bank home financing.
4. Provision of typing facility free of cost.
5. Assist Assistant Director Administration in all office matters.
6. Maintain back-up of the data.
7. Create and maintain files of the applicants.
8. Handling telephone/faxes etc and communicating to relevant persons.
9. Report to Assistant Director Administration Khpal Kor.
10. Must develop expertise in MS-OFFICE and Emails and Web Based information retrieval.
11. Use computer and communicate through Emails or other mediums.
12. Any other task assigned by the Assistant Director Administration Khpal Kor.

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(DIRECTOR GENERAL)  
PROVINCIAL HOUSING AUTHORITY

PROVINCIAL HOUSING AUTHORITY KP.

ORGANOGRAM

