

OFFICES UNDER THE ADMINISTRATIVE CONTROL OF FINANCIAL ADVISER/MEMBER

I. FINANCE BRANCH

1. Budget Section.— (1) Preparation of Budget Estimates for submission to Government and allocation after approval of Government Grants in respect of:—

- (i) Maintenance Grant.
- (ii) Municipal & other functions including CDA Secretariat.
- (iii) Capital Grant.
- (iv) Self-Financing Sectors.
- (v) Receipt (Capital).

(2) Allocation of Establishment charges in respect of the Secretariat, Directorates/Divisions of the CDA.

(3) Release of Grants-in-Aid from Government.

(4) Preparation of budget Estimates of foreign exchange and its allocation.

(5) Monthly return in respect of public outstanding dues against CDA.

(6) Quarterly reports regarding deposit of funds belonging to CDA.

(7) Monthly return regarding expenditure/receipt, loan/aids.

(8) Execution/Financing of Deposit Works.

(9) Quarterly progress/return regarding Annual Works Programme and Receipts.

(10) Conveyance loans/advances and House Building advances CDA employees.

2. Works Section.— (1) Scrutiny of contracts for works and vetting of cases referred to Finance Branch for financial advice by Directorates/Divisions.

- (2) Maintenance of Contracts register and safe custody of copies of the contracts received from Directorates/Divisions.
- (3) Financial scrutiny and issue of expenditure sanctions pertaining to projects/works including Deposit Works/Office contingency in respect of Directorates/Divisions.
- (4) Financial scrutiny and issue of expenditure sanction pertaining to self-financing development.
- (5) Scrutiny of proposals for vehicles.
- (6) Coordination with other Sections and General Administration of Finance Wing including postings, transfers and proposals for establishment of the Finance Branch.
- (7) Delegation of Financial Powers.

3. **Programming and Evaluation Section.**— (1) Economic and Financial programming of the works to be executed during a fiscal year.

- (2) Finalization/preparation of Annual Programme of works, for the Authority.
- (3) Preparation of Evaluation reports and PC-I's on the prescribed proforma.
- (4) To examine expenditure sanctions issued on the works under the PC-I schemes.

(5) Preparation of Financial/Physical Plan.

(6) Examination, scrutiny and submission of following progress reports to the Government:—

- (i) Monthly Progress Reports.
- (ii) Quarterly Progress Reports.
- (iii) Annual Progress Report.
- (iv) Evaluation Report for the plan period.
- (7) Preparation of Five Year Plan.

(8) Examination of schemes prepared in PC-I form by other Departments/Agencies in consultation with the CDA and further processing and co-ordination.

(9) Submission of cases to the Government for seeking anticipation approval for the projects wherever necessary.

(10) Maintenance of statistical data on various projects/schemes and supply of information to other Agencies.

(11) Preparation of Public Sector Development Programme for a fiscal year for submission to the Ministry of Finance before the submission of Annual Budget demands.

(12) Preparation of monthly review summary for consideration by the CDA Board in the Executive meeting.

(13) Dealing with the cases of Aid worthy projects and preparation of project proposals for Aid/Grant etc.

4. Cost Analyst Section.-- (1) Preparation of cash flow statements for projects appraisal and feasibility in respect of Self-Financing Schemes.

(2) Conduction of costing exercise to determine sale rate, premium rate, annual ground rent, extension surcharge, transfer fee, compounding charges etc.

(3) Fixation/revision of--

(i) rates to plant and machinery of M.P.O.;

(ii) issue rates of materials and stores of Stores Directorate and fixation of storage/procurement charges from time to time;

(iii) water charges, sui gas charges in respect of private houses/buildings and Government quarters in Islamabad;

(iv) departmental charges; and

(v) reserve price of plots, CDA's property machinery/plant/vehicles for auction purpose.

(4) To look after the management/accounts matters of Slaughter House, Sihala.

(5) To maintain the accounts of the Aam Sarai, Islamabad, on self-financing basis.

(6) Determination/assessment of date of completion/construction of plots/buildings in Islamabad for working out the recoverable dues before issuance of completion certificate.

(7) Determination/assessment of monthly rent and licence fees etc. on behalf of Government/CDA's own buildings and commercial property managed by D. M. A. and other Directorates of the C.D.A.

(8) Preparation of Balance Sheet and other allied accounts of the C.D.A.

(9) Supervision of the work of switching over from single entry system of accounting to double entry system of accounting in C.D.A.

(10) Processing of the cases of condemnation of plant and machinery, office equipment, furniture and fixation of Reserve Price therefor for the purpose of auction.

II. GENERAL ACCOUNTS DIRECTORATE

(1) Maintenance of accounts of the Authority.

(2) Banking Investments of the fund of the Authority.

(3) Preparation of audit and accounts procedures.

(4) Rendering of financial advice.

(5) Audit and payment of all claims of pay and allowances, works expenditure, stores, other charges etc.

(6) Maintenance of Provident Fund accounts and payments.

(7) Issue of Pension Payment Orders and payment of gratuity and monthly pensions.

(8) Internal audit inspections of cash, stores, contract agreements, financial statement, etc.

(9) Scrutiny of replies related to Appropriation Accounts, Advance Paras, Draft Paras, Report of the Auditor General and directives of Public Accounts Committee including correspondence with Government and Audit.

III. COMMERCIAL ACCOUNTS DIRECTORATE

Charter of duties to be notified later *vide* BOI No. 17/83, dated 6th December, 1983.

IV. PROCUREMENT DIRECTORATE

(1) To investigate and register suitable firms for participation in tenders to be invited by the Procurement Directorate.

(2) Drawing up and revision of the basic terms and conditions for submission of tenders and those of contracts in consultation with Law Officer/Legal Adviser and Financial Authorities and obtaining approval of the CDA Board.

- (3) To receive indents from various Directorates/Offices of CDA and scrutinizing those for the purpose of procurement.
- (4) Technical scrutiny of specifications given in the indents and making those comprehensive as well as broad-based, so as to promote maximum competition.
- (5) Pre-qualifying of sources of supply for important items.
- (6) Inviting tenders in accordance with the procedure approved by the CDA Board.
- (7) Preparation and issue of tender documents.
- (8) Safe custody of all quotations received.
- (9) Preparation of comparative statement of quotations received.
- (10) Technical scrutiny of quotations received so as to find the lowest acceptable, in accordance with specifications laid down in the invitation to tender.
- (11) Technical scrutiny of any sample submitted with the tenders.
- (12) Formulation of purchase proposals for approval by the Competent Authority.
- (13) Issuing of purchase contracts.
- (14) Utilization of foreign exchange in-time in consultation with the concerned formation and Finance Branch.
- (15) Obtaining of permissions and/or Import Licences.
- (16) Opening of Letters of Credit.
- (17) Progressing of contracts upto satisfactory completion.
- (18) To undertake inspections of those items which are not susceptible to inspection at the consignees, end.
- (19) Entering into agreement with Pakistan Insurance Corporation for insurance of CDA consignments.
- (20) Lodging and pursuing CDA claims with Pakistan Insurance Corporation and suppliers etc.
- (21) Audit of all bills pertaining to purchase contracts and preparation of D.P. Sheets.

- (22) Maintenance of accounts relating to expenditure on purchase contracts.
- (23) Maintenance of Cash Book under supervision of Drawing and Disbursing Officer of the Directorate.
- (24) Administration of the Procurement Directorate.

V. LIAISON OFFICE, KARACHI

- (1) To supervise work of CDA's Clearing Agents at Karachi.
- (2) To check that correct custom duties and sales taxes are levied on CDA's imports.
- (3) To represent CDA in settling objections by custom's authorities.
- (4) To ensure that damages/shortages are correctly assessed by the insurance claims are lodged by the Clearing Agent in time.
- (5) To assess CDA's claims in respect of un-identified/detached items of consignments.
- (6) To ensure that demurrage charges to the CDA's accounts are avoided or minimized.
- (7) (a) To investigate reasons for delay in clearance and to recover demurrage where due.
- (b) To intimate Directorate of Procurement to recover demurrage or any other expenditure incurred due to the fault of the Suppliers/Bankers.
- (c) To obtain write off sanction for demurrage due from the Clearing Agent from the competent authority.
- (8) To liaise with Government/Semi-Government Organizations, such as, D.G.I.P. & S., Ministry of Defence Embarkation HQs., K.D.A., K.P.T., etc. and Foreign Trade Commissioners located at Karachi, as and when required.
- (9) To keep exploring new venues of supply at Karachi and recommend those to the Director Procurement, CDA.
- (10) To exercise vigilance about loaded wagons against pilferages and arrange escorts where necessary.
- (11) To verify correctness of payments made by the Clearing Agent to the Bankers.

- (12) To act as interim contractor where so provided in Procurement Contracts, e.g. Alum.
- (13) To receive tender documents from the Procurement Directorate for sale to the intending bidders at Karachi.
- (14) To maintain accounts of cash and stores, etc. and arrange recoupments from the General Accounts Directorate.
- (15) To pursue important cases as may be referred to Liaison Office by any Directorate of the CDA.
- (16) Administration of Liaison Office.
- (17) To represent CDA in any Government/Semi-Government or private dispute of legal or non-legal nature.
- (18) To exercise public relation on behalf of CDA in the commercial metropolis of Pakistan.
- (19) To ensure that all schemes sponsored by C.D.A. concerning "housing", "commercial areas," etc. are given full publicity in Karachi making necessary literature available to the public.
- (20) To perform efficiently any other duties entrusted by the Board of the CDA.

OFFICES UNDER THE ADMINISTRATIVE CONTROL OF MEMBER ENGINEERING

WORKS WING

I. WORKS DIRECTORATE

Construction of houses, mosques and office buildings for affiliated departments and all sundry civil works.

II. BUILDINGS DIRECTORATE

- (1) Execution of all major building works.
- (2) Execution of deposit works on behalf of other Government departments/agencies.

III. ELECTRICAL AND MECHANICAL DIRECTORATE (DEVELOPMENT)

Execution of electrical and mechanical works related to the works handled by the Works Directorate and Buildings Directorate.

ELECTRICAL AND MECHANICAL DIRECTORATE

IV. ELECTRICAL AND MECHANICAL

Maintenance of electrical equipment and installation in the constructed houses, offices and other buildings.

ROADS DIRECTORATE

- V. Construction of Highways, Principal Roads and Internal Roads.
- (i) Construction of all Bridges and culverts on Highways and
- (ii)

QUALITY CONTROL UNIT

- VI. Soils
- (i) Materials
- (ii) Drilling & Foundations
- (iii)

FUNCTIONS

1. Soils
 - (1) Testing of all soils for foundations designs.
 - (2) Testing of soils for pavement design.
 - (3) Testing of soils used in pavement construction.
 - (4) Testing of soils for embankment construction.
 - (5) Testing of soils for all purposes not mentioned above.
2. Materials
 - (1) Testing of materials.
 - (2) Designing of concrete mixes.
 - (3) Testing of concrete samples taken from sites.
 - (4) Testing of concrete already placed.
 - (5) Testing of all materials used at asphalt mixing plant.
 - (6) Providing of mix and plant formula at asphalt mixing plant for providing asphalt concrete for carpetting of roads.
 - (7) Designing of asphalt mixes.
 - (8) Testing of all finished pavement and structures.
3. Drilling and Foundations
 - (1) Drilling for all type of investigations work.
 - (2) Preparation of log charts.

- (3) Testing of core material.
- (4) Drilling for trial bores.
- (5) Recommending safe boring capacity.

SERVICES WING

I. MAINTENANCE DIRECTORATE

Maintenance of all residential and non-residential buildings and Sewerage System through Islamabad.

II. WATER & SEWERAGE (DEVELOPMENT) DIRECTORATE

Original Works pertaining to water and sewerage, excluding maintenance works.

III. WATER SUPPLY DIRECTORATE

(1) Operation and maintenance of Water Supply distribution system and water resources.

(2) Provision and maintenance of water supply connections to the consumers and installation of water meters, for individual connections.

(3) Development of ground water resources.

(4) Operation and maintenance of water tanker services.

IV. GEOLOGICAL UNIT

(i) Geological

(ii) Hydrological

(iii) Monitoring

FUNCTIONS

I. Geological

(1) Preparation of geological maps of sectoral areas of Islamabad.

(2) Preparation of geological maps of urban areas of Islamabad.

(3) Rendering advice to Soil Section on foundation design.

(4) Rendering advice to Tubewell Division regarding tubewell designs.

(5) Advice of setting up of Crusher Plants.

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- (6) Advice for setting up of quarries of building and road making materials.
- (7) Preparation of log charts of bore holes.
- (8) Advice on classification of soil.
2. Monitoring
- (1) Monitoring of all tubewells regularly.
- (2) Preparation of data regarding draw-down discharge and recharge and safe yield of each tubewell.
- (3) Monitoring and instrumentation of Simly Dam.
- (4) Keeping record of all seismic activities in Capital Area.
- (5) Setting of Metrological Stations in Capital Area and keeping record of rain fall, temperature, humidity etc.
- (6) Air quality monitoring.
3. Hydrological
- (1) Measuring discharge of all nullahs, streams and rivers in Islamabad.
- (2) Setting up Gauging Stations on different streams in Islamabad.

STORES DIRECTORATE

- (1) To receive copies of Purchase Contracts in which Deputy Director Stores has been designated as the Consignee.
- (2) To study the Purchase Contracts and make advance preparations for receipt and adequate storage of the anticipated consignments.
- (3) To progress receipts of related documents e.g., Despatch Reports from Suppliers, Invoices/Bills of Lading, Insurance Policies, Railway Receipts, Convey Notes, etc.
- (4) To invite tenders and issue contracts, with approval of the competent authority for carriage of consignments of the Authority from Railway Station, etc.
- (5) To ensure prompt lifting of all consignments from the Railway Station by the Carriage Contractor.
- (6) To raise timely claim, if any, on Carrying Agencies e.g. Railways.

- (7) To receive stores at the Stores Directorate or Sites, as appropriate.
- (8) To inform the Deputy Director Inspection, Insurance and Insurance Surveyor of the receipt of stores, as required.
- (9) To check/weight/measure/count all receipts physically and account for them accordingly.
- (10) To notify discrepancies to the Procurement Directorate, taking up with the Suppliers and/or PIC.
- (11) To receive Inspection Notes and endorse the receipt certificate thereon for purpose of payments.
- (12) To co-ordinate with users and place consolidated indents for Cement and Steel on Procurement Directorate/for purposes of stock reservation.
- (13) To review stock position and place supply orders against Running/Rate Contract, to maintain stock at the required levels.
- (14) To inform Indentors and pursue lifting/utilization of stores by the Indentors.
- (15) To receive Indents from various Directorates of CDA and make issues according to the approved procedure.
- (16) To issue Stores on pre-payment to private builders in Islamabad and other government/Semi-Government Departments, as may be authorised.
- (17) To account for all issues properly.
- (18) To arrange proper storage, care and maintenance of all stocks.
- (19) To conserve covered storage space as much as possible.
- (20) To maintain an adequate system of location of all stocks.
- (21) To undertake regular stocktaking according to approved procedure and adjust surplus/deficient items.
- (22) To adopt security measures against pilferages and fire hazards etc.
- (23) To maintain quantitative as well as valuation accounts and render monthly account.
- (24) To determine surplus stores in consultation with the indentor.

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- (25) To dispose surplus and un-serviceable stores, so declared by the competent authority.
- (26) To maintain Cash Account in respect of payment issues and disposal etc.
- (27) To obtain sanction for Regular 'P' staff and those paid out of contingencies and their appointment/discharge under the normal rules.
- (28) Administration of Stores Directorate.

MACHINERY POOL ORGANIZATION

- (1) Provision of light and heavy construction machinery/equipment for various roads and building works in Islamabad.
- (2) Issue of machinery to the indentors on approved hire charges/conditions.
- (3) Provision of spares, POL for the machines and vehicles of other Directorates/Secretariat.
- (4) Maintenance of machinery held on the charge.
- (5) Repair to the machinery and T & P held on the charge including that of other Directorates of the Authority and Secretariat.
- (6) Operation of Asphalt Mixing Plants.
- (7) Recovery of hire charges of machinery and the cost of repairs on job.

OFFICES UNDER THE ADMINISTRATIVE CONTROL OF MEMBER PLANNING

PLANNING WING

1. URBAN PLANNING DIRECTORATE

- (1) To undertake forward planning within the frame-work of the existing Master Plan of the Urban area.
- (2) To evaluate the requirements and determine the relationship between various land-uses.
- (3) To appraise the quantitative and qualitative aspects of proposals for land utilization in the sectoral area of Islamabad.
- (4) To monitor the development within the Urban area.
- (5) To respond to trends in the development.

II. SURVEY AND RESEARCH DIRECTORATE

- (1) To conduct planning surveys of research and development a data bank for the entire planning jobs.
- (2) To undertake land surveying for whole of the Capital territory.
- (3) To undertake demarcation work of areas planned and their details.
- (4) To hand over the possession of all kinds of allotted plots.

III. TRAFFIC ENGINEERING CELL

- (1) To develop policies, standards and practices aimed at facilitating safe and smooth traffic flow within Islamabad adjoining areas.
- (2) To conduct research studies for transportation development programmes.
- (3) To maintain close working relationship and cooperation with local traffic law enforcement departments.
- (4) To establish public information campaigns for keeping the public informed on traffic regulations, control devices and other measures.

IV. REGIONAL PLANNING DIRECTORATE (INCLUDING RURAL DEVELOPMENT)

- (1) To undertake preparation of a Regional Plan for the specified Area incorporating a comprehensive development programme for the Region.
- (2) To coordinate development in accordance with the Regional Plan in the Specified Area.
- (3) To prepare a physical development plan for the Islamabad Park Area.
- (4) To undertake comprehensive rural planning within the Islamabad Capital Territory.
- (5) To examine and process all planning applications for development within the Region.

V. LANDSCAPING UNIT

- (1) To prepare landscape plans of all the Parks, Playgrounds, Roads, Open Spaces, Nullahs, Shopping Centres, blue area, civic centres, Hills, etc.
- (2) To prepare working drawings of hard landscape.

To prepare planting plans.

Occasional supervision.

INDUSTRIAL PLANNING SECTION

Advisory service to prospective investors.

Formulation of different policies pertaining to industries.

Evaluation of all new applications for industries.

Processing of applications for Industrial Allotment Committee Meetings.

Planning and maintenance of present industrial areas.

Planning and development of future industrial areas.

Planning and development of Small Scale Industrial Estate in Coordination with Small Scale Industries Corporation.

Planning, progressing and maintenance of a Joint Venture of CDA with local investors, foreign investors, in a bilateral or trilateral framework.

Progressing of all industrial ventures in the Capital Area.

VII. HOUSING AND MANAGEMENT CONSULTANCY CELL

Enlistment of Cooperative Housing Societies.

Scrutiny of documents of members of the Societies.

Monitoring of various cooperative programmes for mass housing.

Allotment of plots/apartments/land to Cooperatives.

Monitoring of action of cooperatives and development.

Coordination with Senior Management for timely finalization of policy matters.

Drawing up programmes of mass housing and its processing.

VIII. MASTER PLAN CELL

Review of Islamabad Master Plan.

DESIGN WING

I. ARCHITECTURE DIRECTORATE

(1) Architectural design of some of the buildings that are to be constructed by CDA such as Primary Schools, Secondary Schools, Shopping Centres, Health Centres, Mosques, Schools and Houses, etc.

(2) Rendering advice to the Consulting Architects on architectural features, style of buildings to be constructed at Islamabad.

(3) Preparation of architectural designs and the working drawings of certain number of projects which are included in the Annual Development Programme every year.

(4) Drawing and contracts and coordination with Consulting Architects to obtain architectural design and the working drawings of projects. The working drawings will be sent to the executing agency from the Directorate for the realisation of the project.

(5) The organization of all architectural competitions for a particular project in order to achieve best design. Names of the projects in which competitions are to be organized are, of course, to be decided by the Board.

(6) For processing of any other architectural works of CDA.

II. STRUCTURE DIRECTORATE

(1) Structural design of the culverts and bridges.

(2) Design of all services including water supply, Sewerage and drainage.

(3) Preparation of longitudinal cross and inter-section of roads.

(4) Structural design of buildings and houses.

III. BUILDING SERVICES DIRECTORATE

All matters relating to building services (internal) i.e. water supply, drainage system, sanitary system, gas supply and electricification.

DEVELOPMENT WING

I. REHABILITATION DIRECTORATE

(1) All matters relating to acquisition of land.

(2) Payment of compensation to the outstees. Including also-

(i) preparation of directives;

(ii) obtaining record from Revenue Department;

(iii) working out the rates;

(iv) measurement of built up property;

- (v) preparation of acquaintance rolls;
- (vi) payment of compensation.

(4) All matters relating to rehabilitation of the Colony on agricultural land in Colony Districts. Including also—

- (i) securing allocation of land from the Board of Revenue;
- (ii) issue of eligibility certificates;
- (iii) maintaining liaison with Board of Revenue and Deputy Commissioners in Colony Districts;
- (iv) assistance to the oustees in Colony Districts for obtaining land;
- (v) possession of allotted land;
- (vi) loans for purchase of machinery, tubewells and electric connections etc.

(5) All matters relating to problems of the residents of unacquired areas including also—

- (i) conducting detailed survey for collection of data regarding social services;
- (ii) preparation of plans for re-location of the oustees of urban areas;
- (iii) review and revision of "Model" village concept;
- (iv) planning for rehabilitation of oustees;
- (v) liaison with Planning, Lands and Estate Management Directorates regarding rehabilitation plan;
- (vi) solution of the problems of the oustees.

(5) All matters relating to rehabilitation of oustees of the acquired areas and their re-location within the green areas of the Capital site and Specified Area.

II. LANDS DIRECTORATE

All functions as mentioned under Rehabilitation Directorate. Director Rural Rehabilitation to maintain supervisory control.

III. ENVIRONMENT DIRECTORATE

- (1) Afforestation of Margalla Hills facing Islamabad.

(2) Landscaping of the Administrative Sector, Sports Centre etc. and plantation in these areas.

(3) Plantations along the Highways and Roads and setting up of Parks and Gardens in the Capital.

(4) Promotion and Coordination activities in respect of fruit and vegetable farms.

IV. LIAISON OFFICE AT LAHORE

To maintain liaison with Board of Revenue/Deputy Commissioners of the Colony Districts for rehabilitation of the oustees of Islamabad in the Colony Districts.

OFFICES UNDER ADMINISTRATIVE CONTROL OF MEMBER ADMINISTRATION

GENERAL ADMINISTRATION WING

I. Personnel Directorate

- (1) Framing and updating of Service Rules and Regulations.
- (2) Recruitment and Promotion Policy.
- (3) Constitution of Recruitment and Promotion Committees.
- (4) Organization and structure of the Chairman's Secretariat and Directorates.
- (5) Creation of posts.
- (6) Disciplinary cases.
- (7) Recruitment/Promotion of Officers/Staff and maintenance of their personal files/records.
- (8) Office procedures.
- (9) Foreign Experts - procurements of services etc.
- (10) Training of officers abroad in association with Directorate of Training and Evaluation.
- (11) Policy - Medical facilities.
- (12) Annual Confidential Reports - Officers/Staff.
- (13) Engagement of Counsel.
- (14) Terms and conditions of service - Officers/Staff.

- (15) Delegation of Administrative powers.
- (16) Maintenance of record/checking of monthly strength returns of all Dties/offices of the Authority.
- (17) Visits abroad of Chairman/Members of the Board.
- (18) Maintenance of CDA employees service/bio-data cards.
- (19) Recruitment of work-charged staff (on casual basis for 89 days), grant of extension in the period of their appointment.
- (20) Regularization of--
- (a) Upper age limit of Regular 'P' employees.
- (b) Overstay beyond the age of superannuation.
- (21) Payment of salary equal to 180 days to the heirs of the deceased employees.
- (22) Payment of burial charges to the heirs of the deceased employees.
- (23) Payment of TA/DA to the regular and Regular 'P' staff on retirement.
- (24) Payment of pension/gratuity.
- (25) Processing of cases regarding payment of Group Insurance and Benevolent Funds to the deceased families.
- (26) Grant of honorarium to the staff.
- (27) Grant of advances for--
- (a) House Building;
- (b) Purchase of Cars, Motorcycles and Cycles.
- (28) Movement of officers/staff outside Islamabad.
- (29) Maintenance of declaration of assets of officers and staff (raising of observations and follow up action).
- (30) Grant of advances out of CP/GP Funds.
- (31) Grant of leave (study leave abroad and Ex-Pakistan leave) in the cases of officers and staff.
- (32) Postings/transfers of officers and staff.
- II. GENERAL ADMINISTRATION BRANCH/RECORD CELL
- (1) Receipt/dispatch of dak.
- (2) Photographing/duplication work.

- (3) Issue of general orders/decisions regarding security measures, fire-fighting measures, cleanliness of officers, allotment of Government quarters etc.
- (4) Issue of liveries to entitled employees.
- (5) Drawing and Disbursing work in respect of Chairman's Secretariat.
- (6) Issue of CDA Identity Cards to CDA Employees.
- (7) Procurement and issue of stationery, stores, office equipment etc., to Chairman's Secretariat.
- (8) Arrangement for Board meetings etc.
- (9) Provisions of office and residential accommodation including hiring of private building.
- (10) Allocation and installation of telephone connections and payments of telephone bills in respect of CDA Secretariat.
- (11) Procurement of furniture/furnishing material for the Chairman's Secretariat.

III. LABOUR RELATIONS BRANCH

- (1) To coordinate and arrange implementation of policies/demands etc. of the management and those of the Unions.
- (2) To pursue welfare cases of the employees of BPS 1 to 15 re Pension, Compensation, Benevolent Fund, etc.
- (3) To arrange Works Council meetings, etc. for the settlement of differences, disputes and redress of the grievances.
- (4) To associate with the inquiries and preliminary investigations against the office bearers of the Unions.
- (5) To make arrangements for holding of referendum and elections of the Unions.
- (6) To maintain liaison and coordination with the Institutions dealing with formation of Trade Unions and Federations e.g. NIRC, Labour Courts, etc.
- (7) To tender advise in cases of labour disputes, to engage the Counsels in consultation with the Litigation Officer and Law Officer in case filed in the NIRC and Labour Court.

IV. HOSTELS

(1) Management of the following hostels:--

- (i) Government Hostel
- (ii) CDA Officers Hostel
- (iii) CDA Guest House
- (iv) Chummary type Hostel

(2) Reservation/allotment, recovery of dues, catering facilities etc. concerning these hostels.

V. LAW SECTION

(1) Drafting and vetting of all documents involving legal implication including legislative measures.

(2) Preparation and defence of cases in Courts in which the Authority is a party.

(3) Legal advice, where necessary, on day-to-day conduct of business of the Authority.

(4) Recovery of CDA dues as arrears of land revenue.

MUNICIPAL ADMINISTRATION WING

I. Municipal Administration Directorate

(1) All functions relating to sanitation and public welfare, safety and convenience and general cleanliness of the Capital.

(2) The sale/lease and management of shops and other commercial property constructed by the CDA.

(3) Regulating markets and civic centres.

(4) Management of cemeteries.

(5) Collection of Revenues on account of:--

(i) Water Supply and conservancy charges in respect of all quarters and private property in the Capital.

(ii) Sui Gas charges for bulk supply in respect of Government quarters allotted to Federal Government Servants and the staff of the CDA and Essential Services.

(iii) The recovery of rent of quarters allotted to the staff of the CDA and other Essential Services such as WAPDA, Police, Education, Post Offices and T & T Department etc.

- (6) Operating sale/lease agreements of shops, dukanchas, etc.
- (7) Issue of Hawker's Licences and to recover penalties, etc.
- (8) Grant of connections/dis-connections of sui gas in respect of Government of bulk supply.
- (9) Extinguishing fires and fire prevention measures.
- (10) Registering of births and deaths in the city.
- (11) Eradication of Rats and removal of refuse.
- (12) Shooting of stray dogs.
- (13) Management of weekly Bazars viz. Juma, Itwar and Mang Bazars.
- (14) Matters relating to Islamabad Association of Trade and Industry.
- (15) Matters relating to defunct Hotel Shehrazad
- (16) Non-conforming use of residential accommodation for commercial purposes.
- (17) Decorative arrangements for the V.I.P.'s visiting Islamabad.

II. Medical Service's Directorate

- (1) Provision of outdoor treatment to patients reporting to the Medical Centre of CDA Hospital.
- (2) Provision of indoor treatment to the patients admitted into CDA Hospital.
- (3) Proper control of CDA Hospital including Maternity Child Health Centre and outdoor patients Block.
- (4) Purchase within specified limits and storage of all medicines of common use (including patent medicines) for treatment of CDA employees and their families.

III. Health Services Directorate

- (1) Making adequate arrangements for medical attendance and treatment of all CDA employees and their families living in Rawalpindi and Islamabad and for medical attendance and treatment of employees of all

[Sch. I]

other autonomous bodies and members of general public residing in Islamabad as may be authorised.

(2) Purchase within specified limits and storage of all medicines of common use (including patent medicines) in various dispensaries/medical centres for the treatment of CDA employees, their families, employees of all other autonomous bodies and members of general public in Islamabad.

(3) Making arrangements for indoor treatment of CDA employees and their families in CDA Hospital, where needed.

(4) Performing all functions relating to public health in Islamabad including measures required to be taken for the prevention of epidemics.

IV. Enforcement Squad

(1) Ejection of occupants and demolition of villages as and when required by the Authority for clearance of area for the development.

(2) Demolition of illegal constructions throughout the Capital area.

(3) Removal of encroachments, wherever reported by the concerned Directorates.

(4) Vacation of unauthorised occupied Government accommodation and handing over to concerned Enquiry Offices/allottees.

(5) Checking of illegal rented out Government accommodation and also subletting cases on reporting by the interested informers.

(6) Possession/clearance of Fruit and Vegetable Farms.

(7) Provision of Enforcement/Security staff to Directorate of Municipal Administration, Environment Directorate and others whenever planned raids are organized by these Directorates.

(8) Liaison with Civil Administration.

(9) Implementation of Board orders where required.

V. Special Magistrate

(1) Trial of cases under the CDA Ordinance, 1960 (XXIII of 1960), Municipal Bye-laws and Regulations relating to CDA.

(2) To carry out surprise checks/raids concerning encroachments/violations, etc.

(3) To carry out special assignments entrusted by the Board.

ADMINISTRATION WING

- I. Training Wing (CDA Comprehensive Training Academy)
- (1) In-service training to Officers and subordinates
 - (2) Pre-service training to personnel who join the Authority
 - (3) Pre-qualification training for certain examinations
 - (4) Short training courses for Officers of the Authority in the phase.
 - (5) Technical courses.
 - (6) Organize Seminars and Workshops.
 - (7) Carry out O & M studies as and when required.
 - (8) Conduction of all departmental examinations in the field Administration, Accounts and Technical cadres.
 - (9) Publication of CDA News letter and brochures.
- II. Education Wing

Establishment of a Model School for providing a platform of Educational excellence to the children of CDA employees and outsiders.

III. Computer Cell

(1) Computerization of some of the functions of the Authority concerning Estate Management, re-settlement of affected persons, persons and Revenue for generation of timely and meaningful Management information report.

(2) To reduce the manual work load and to improve the efficiency and optimise the manpower resources.

SCHEDULE - III

[Vide para 8(2)]

MEMBERS/OFFICERS OF THE CAPITAL DEVELOPMENT AUTHORITY AUTHORISED TO AUTHENTICATE AND EXECUTE ORDERS ON BEHALF OF THE AUTHORITY

- (1) Chairman
- (2) F.A./Member

- (3) Member Engineering
- (4) Member Planning
- (5) Member Administration
- (6) Secretary
- (7) Deputy Director General (Development)
- (8) Deputy Director General (Planning)
- (9) Deputy Director General (Design)
- (10) Deputy Director General (Services)
- (11) Deputy Director General (Works)
- (12) Deputy Financial Adviser
- (13) Directors
- (14) Law Officer
- (15) Deputy Director Industrial Planning
- (16) Assistant Financial Advisers