



**GOVERNMENT OF THE PUNJAB  
PLANNING AND DEVELOPMENT BOARD  
(SECTOR: SOCIAL DEVELOPMENT)**

**POSITION PAPER FOR PDWP**

1.	<b>Project Title</b>	<b>Approval of Pay Package For HR for the scheme titled “Digital Transformation of Directorate General Labour Welfare (DGLW)”</b>												
2.	<b>Location</b>	Director General Labour Welfare (DGLW), Punjab												
3.	<b>Sponsoring Agency</b>	Labour & HR Department, Government of the Punjab												
4.	<b>Executing Agency</b>	i. Labour & HR Department, Government of the Punjab through the Director General Labour Welfare Punjab (DGLW). ii. Punjab Information Technology Board (PITB)												
5.	<b>Operation &amp; Maintenance</b>	i. Labour & HR Department, Government of the Punjab through the Director General Labour Welfare Punjab (DGLW). ii. Punjab Information Technology Board (PITB)												
6.	<b>Period of Implementation</b>	Upto June, 2025												
7.	<b>Source of Financing</b>	Allocation Rs.20.000 million reflecting at GS.#3458 in ADP 2024-25												
8.	<b>Cost</b>	(Rs. in million)												
		<table border="1"> <thead> <tr> <th></th><th><b>Approved Cost (DDSC: 30.07.2024)</b></th><th><b>Allocation 2024-25</b></th></tr> </thead> <tbody> <tr> <td><b>Revenue</b></td><td>15.804</td><td>20.000</td></tr> <tr> <td><b>Capital</b></td><td>-</td><td>-</td></tr> <tr> <td><b>Total</b></td><td><b>15.804</b></td><td><b>20.000</b></td></tr> </tbody> </table>		<b>Approved Cost (DDSC: 30.07.2024)</b>	<b>Allocation 2024-25</b>	<b>Revenue</b>	15.804	20.000	<b>Capital</b>	-	-	<b>Total</b>	<b>15.804</b>	<b>20.000</b>
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<b>Capital</b>	-	-												
<b>Total</b>	<b>15.804</b>	<b>20.000</b>												
8.	<b>Funds released by P&amp;D</b>	Rs. 15.804 million												
9.	<b>Utilization</b>	-												

**10. DESCRIPTION OF THE PROJECT:**

The lack of a digital platform for effective communication impedes the resolution of issues and collaborative decision making. Outdated communication methods and inadequate labour relation strategies contributes to misunderstanding and disputes between management / employer and labour. Therefore, Labour & HR Department intends to undertake project with a robust Digital Governance Framework for addressing manual inefficiencies, ensuring compliance, improving labour relations, and fostering data-driven decision making.

Keeping in view the need, a scheme was framed and approved by DDSC (30.07.2024) at a cost of Rs.15.804 million. Now, Labour & HR Department has submitted position paper for the approval of pay package for project posts (07 No. posts).

**11. OBJECTIVES OF THE PROJECT:**

- i. To address manual inefficiencies, ensuring compliance, improving labour relations, and fostering data-driven decision-making.

- ii. To create a digitally enabled, agile, and strategically aligned department that optimally manages the dynamic nature of the labour market and workforce.
- iii. It will promote highlight the IT interventions in the department as well as assist in devising and implementing the SOPs for rapid resolution of queries/complaints related to the department and its functions.

## **12. PROCEEDINGS OF PRE-PDWP:**

Labour & HR Department submitted the case for approval of Pay Package 07 posts (06 different designations) in line with P&D Board's Notification for PPS. The case was deliberated in Pre-PDWP meeting held on 30-01-2025 under the Chairmanship of Member (SD), P&D Board with following recommendations:-

1. Notification on the basis of which, Labour & HR Department proposed the Project Pay Scales (PPS) against proposed posts may be shared with the P&D Board.
2. To provide an organizational chart / organogram of proposed posts and to critically examine them, including their job descriptions, experience, etc. Further, the fate of staff after the completion of the project may be clarified.
3. To rename the posts, where possible, in such a way that the nomenclature of the posts being proposed on PPS may not exist in Government.
4. Exit strategy to be made part of PC-I.
5. To consider the extension of gestation period, if the Department deems it necessary.
6. To ensure that pay package of 07 post is in line with P&D Board's Notification No.12(24)PO(COORD-II)P&D/2022 dated 14.07.2022 and No.12(24)PO(COORD-II)P&D/2024 dated 27.09.2024.
7. To ensure that nomenclature of proposed post does not match with the name of post in Government.
8. Proposed remuneration for HR is on higher side which needs to be rationalized.
9. To justify the demand of HR as the project concluded till June, 2025.
10. Age and experience of proposed posts needs to be reviewed.

The details of HR costs are as under:-

Sr. #	Position Title	No. of Posts	PPS	Monthly Salary (PKR)	Total monthly Salary
1	Software Developer	2	<sup>7</sup> (157,500-258,300)	200,000	400,000
2	Mobile/Software App Developer	1	<sup>7</sup> (157,500-258,300)	200,000	200,000
3	UI/UX Developer	1	<sup>7</sup> (157,500-258,300)	175,000	175,000
4	Quality Assurance Engineer	1	<sup>7</sup> (157,500-258,300)	160,000	160,000
5	Program Manager	1	<sup>7</sup> (157,500-258,300)	225,000	225,000

6	Program Officer	1	<b>6</b> (105,000-172,200)	140,000	140,000
<b>Total</b>		<b>07</b>	<b>--</b>	<b>1,100,000</b>	<b>1,300,000</b>
<b>Total (in million)</b>				<b>1.100</b>	<b>1.300</b>

### Qualification, Experience and Job Description

Name of Post	Age Limit	Qualification	Experience	Job Description
Software Developer  <b>PPS-7</b> (157,500-258,300)	23-45 Years	Minimum 16 Years of education with a degree in Computer Science, Computer Engineering/ IT or related from a reputed HEC recognized local or foreign institution	<ul style="list-style-type: none"> <li>•Must have at least 2 year experience be well equipped and hands on with the latest software development technologies e.g. ASP.NET Core, Entity Framework Core, .NET Core/.NET 5 and Beyond, ASP.NET Web API/ Java/ Spring Boot/ Angular/ JBOSS/ WSO2 ESB/ WSO2 API GW/ Redis/ PHP/ Python/ ROR, Microsoft SQLServer/MySQL/PostgreSQL/MariaDB, HTML/5, CSS/3, Bootstrap, JavaScript, JQuery etc.</li> <li>•Experience with version control software especially GIT or SVN.</li> <li>•Good analytical skills and has experience working on dynamic solutions.</li> <li>•Excellent command over Data Structures, Algorithms, complexity analysis and optimization of solution.</li> <li>•Enthusiastic, self-motivated and team player. Ability to work under pressure</li> <li>•Excellent communication skills over data structures</li> </ul>	<ul style="list-style-type: none"> <li>•Coordinate with PITB to understand the requirement/ tasks.</li> <li>•Provide plan and timelines for given task(s).</li> <li>•Enter tasks in Task Management System provided by PITB for each Feature/ Requirement regularly.</li> <li>•Write clean, optimized and scalable code using .NET programming languages for assigned tasks(s) according to coding standards provided by PITB. Check-in the written code properly (release wise/ feature wise) in central code repository provided by PITB and tag/ name as per guidelines regularly.</li> <li>•Create unit test cases and perform unit testing.</li> <li>•Fix bugs/ issues reported by QA team.</li> <li>•Provide a documentary evidence of time spent on Tasks mentioned in Task Management System.</li> <li>•Provide attendance regularly.</li> </ul> <p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>•Ability to translate conceptual designs into user interfaces.</li> <li>•Good communication, analytical and problem solving skills.</li> <li>•Should be able to add new code and ability to modify existing code.</li> <li>•Understanding of user interfaces workflows.</li> </ul>

<p>Mobile/Software App Developer</p> <p><b>PPS-7</b> (157,500-258,300)</p>	23-45 Years	<p>Minimum 16 Years of Education with a Degree Computer Science, Computer Engineering, IT Project management or related from a reputed recognized local or foreign Institution</p>	<ul style="list-style-type: none"> <li>• 2 Years of Relevant Experience</li> <li>• Experience in programming languages relevant to mobile development (like Java for Android)</li> <li>• Knowledge of database management</li> <li>• Strong debugging skills</li> <li>• Experience with testing methodologies</li> <li>• Good understanding of user experience principles to create intuitive and functional applications across different mobile platforms</li> <li>• Familiarity with frameworks like React Native or Flutter to develop apps for multiple platforms using a single codebase.</li> <li>• Create unit test cases</li> <li>• Check-in the written code properly in central code repository provided by PITB</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with the Technical Director on current programming tasks.</li> <li>• Collaborate with other programmers to design and implement features.</li> <li>• Quickly produce well-organized, optimized, and documented source code.</li> <li>• Write clean, optimized and scalable code using Java android SDK for assigned tasks(s) according to coding standards provided by PITB.</li> <li>• Check-in the written code properly (release wise/ feature wise) in central code repository provided by PITB and tag/ name as per guidelines regularly.</li> <li>• Create unit test cases and perform unit testing</li> </ul> <p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>• Understand and ensure system is developed as per business processes.</li> <li>• Write test cases for the functionalities to be tested &amp; conduct tests.</li> <li>• Report bugs and then test again once fixed. Point out areas which lack good user experience so that they could be improved.</li> </ul>
<p>UI/UX Developer</p> <p><b>PPS-7</b> (157,500-258,300)</p>	23-45 Years	<p>Minimum 16 Years of Education with a Degree Computer Science/ Computer Engineering/ IT or related degree from reputable institution.</p>	<ul style="list-style-type: none"> <li>• Minimum 2 years of relevant experience in Design, Illustrator, Dreamweaver, Photoshop, Figma, Adobe XD etc.</li> <li>• Should be well versed with HTML, CSS, Bootstrap and jQuery.</li> <li>• Demonstrable experience in user research, wire framing, prototyping, and ideally, some hands-on experience with front-end development</li> <li>• Should be capable of functionality of a</li> </ul>	<ul style="list-style-type: none"> <li>• Check-in/ store/ save design assets and related files in the central repository provided by PITB.</li> <li>• Ability to be able to form, prototype and confidently present ideas.</li> <li>• Strong Visual Design Skills, being able to create aesthetically pleasing interfaces.</li> <li>• Knowing how to apply given styles to a product to keep the experience, look &amp; feel and brand familiar on</li> </ul>

			<p>product from the user's perspective. of functionality of a product from the user's perspective.</p> <ul style="list-style-type: none"> <li>•Collaborating closely with developers to ensure designs are feasible and implemented as intended.</li> <li>•Check-in/store/save design assets and related files in the central repository provided by PITB.</li> <li>•Create UI design wireframes to a final design across all desktop mobile and tablet devices.</li> <li>•Develop the designs as per the latest UI design and usability trends.</li> </ul>	<p>the platform but also consistent between platforms.</p> <ul style="list-style-type: none"> <li>•Clearly communicate design ideas and prototypes to developers.</li> <li>•Create UI design wireframes, mock ups and final designs across all desktop, mobile and tablet devices.</li> <li>•Develop the designs as per latest UI design and usability trends and techniques. Create &amp; maintain UX style guide.</li> <li>•Work closely with department, product management, and development teams to create elegant, usable, responsive and interactive interfaces across multiple devices.</li> </ul> <p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>•Understand requirements of client and Convert wireframes into actual designs on any design tool (Photoshop, etc.)</li> </ul> <p>Re-design based on client's needs.</p>
<p>Quality Assurance Engineer</p> <p><b>PPS-7</b> (157,500-258,300)</p>	23-45 Years	<p>Minimum 16 Years of Education with a degree Computer Science, Computer Engineering, IT Project management, IT or related from a reputed recognized local or foreign Institution.</p>	<ul style="list-style-type: none"> <li>•2 Years Relevant Experience</li> <li>•Experience in software testing or a related field, with a strong understanding of manual testing methodologies, test case writing, defect logging, and the software development life cycle</li> <li>•Experience in making a plan for how to carry out the SQA throughout the project</li> <li>•Responsible for designing, implementing, and executing test plans to ensure that a product or service meets quality standards by identifying</li> </ul>	<ul style="list-style-type: none"> <li>•Review requirements, specifications documents to provide timely and meaningful feedback</li> <li>•Create test cases and plan testing activity.</li> <li>•Convert features/ scenarios to test cases.</li> <li>•Identify, reproduce, document and track bugs through out its life cycle.</li> <li>•Create automated test scripts from test cases (not a must but a plus to have).</li> <li>•Create performance test scripts (not a must but a plus to have)</li> </ul> <p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>•Prepare &amp; enforce</li> </ul>

			and reporting defects, collaborating with development teams to fix issues, and monitoring the development process to maintain quality, ultimately guaranteeing a high-quality product for the customer	<p>standard data policies.</p> <ul style="list-style-type: none"> <li>•Perform tests and evaluations to ensure data security, privacy and integrity</li> <li>•Minimize database downtime &amp; ensure response for fast query responses.</li> <li>•Review tests plans &amp; test cases.</li> </ul>
<p>Program Manager</p> <p><b>PPS-7</b> (157,500-258,300)</p>	25-45 Years	Must have at least 16 years of education. Preferably in Business Administration or Computer Science or IT or Software Engineering or Project Management from reputed foreign or local HEC-recognized institute.	<ul style="list-style-type: none"> <li>•Must have at least 5 years of hands-on experience in project management, with a reputed organization.</li> <li>•Experience in managing public sector projects will be an added advantage</li> <li>•Must have extensive expertise in scoping, designing, developing, deploying, and supporting enterprise-scale business applications.</li> <li>•Must have good communication skills</li> <li>•Ability to adapt to changing program requirements priorities and deadlines. program requirements, priorities, and deadlines.</li> <li>•Strong leadership and team management skills with the ability to motivate and inspire cross-functional teams.</li> <li>•Overall responsibility of the project functions to ensure successful deployment within</li> </ul>	<ul style="list-style-type: none"> <li>•Identify goals and objectives of the project and report regularly to Sr. Programme Manager</li> <li>•Overall responsibility of the project functions to ensure successful deployment within allocated time, and designated cost.</li> <li>•Manage Project Coordinators and Software Development Lead and Software Developers.</li> <li>•Devise a formal reporting mechanism for the designated team and give visibility to higher-ups.</li> <li>•Manage relationships with client department(s).</li> <li>•Overall responsible for the successful delivery of the assigned projects/tasks.</li> </ul> <p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>•Represents the trend for set of figures or statistics of important project aspects that can be measured, managed/controlled during the lifecycle of a project.</li> <li>•Prepare tender documents &amp; initiate procurement process.</li> <li>•Draft &amp; manage Project activities</li> </ul>
<p>Program Officer</p> <p><b>PPS-6</b> (105000-172200)</p>	23-45 Years	Must have at least 16 years of education in Business Administration/ Computer Science/IT/Software Engineering/Project	<ul style="list-style-type: none"> <li>• Must have 2 years of experience in projects related activities.</li> <li>• Experience of providing client-side support will be preferred</li> </ul>	<ul style="list-style-type: none"> <li>•To coordinate with client department and ensure documentation and timely resolution of issues.</li> <li>•Responsible to act as PITB's Focal Person for</li> </ul>

		<p>Management or relevant from reputed foreign or local HEC recognized institute.</p>	<ul style="list-style-type: none"> <li>• Strong interpersonal and communication skills.</li> <li>• Assist in managing program budgets, including tracking expenditures, managing financial reports, and ensuring compliance with financial policies and procedures.</li> <li>• Must have good knowledge on Microsoft office.</li> <li>• Work collaboratively with other team members, including the Program Manager, to achieve program objective</li> </ul>	<p>the Project under the directions of the SPM/Program Manager.</p> <ul style="list-style-type: none"> <li>•Coordinate with client department for data/information collection as per specified Formats.</li> <li>•Monitor the project to ensure the timely generation of all project progress reports.</li> </ul> <p><b>KPIs:</b></p> <ul style="list-style-type: none"> <li>•Monitor the project to ensure timely generation of all project progress reports.</li> <li>•Data/information collection as per specified formats.</li> </ul>
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**13. RECOMMENDATION:**

The case is placed before the PDWP for consideration.

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SR. No	DECISIONS/ RECOMMENDATIONS	REPLIES	Remarks by SD
1	Notification on the basis of which, Labour and HR Department proposed the Project Pay Scales (PPS) against proposed posts may be shared with the P&D Board.	Notification No. 12(24) PO(COORD-II)P&D/2022 dated 14 <sup>th</sup> July 2022, on the basis of which the project pay scales (PPS) against proposed posts mentioned, is attached on page 7 of this document.	
2	To provide an organizational chart/organogram of proposed posts and to critically examine them, including their job descriptions, experience, etc. Further the fate of staff after the completion of the project may be clarified.	Organogram of proposed posts is attached on page No. 8 of this document. These posts will be submitted for SNE after the completion of the project.	Noted
3	To rename the posts, where possible, in such a way that the nomenclature of the posts being proposed on PPS may not exist in Government.	These posts are as per the standardized nomenclature.	Noted
4	Exit strategy to be made part of PC-1	Exit Strategy is already attached in PC-1 at Page No 11.	Noted
5	To consider the extension of gestation period, if the department deems it necessary.	Yes, the scheme may not cover/complete all the components under the rest of the 04 months of the said ADP gestation till June 2025. The extension of the gestation period will be considered.	Noted
6	To ensure that pay package of 07 posts is in line with P&D Board's notification No.12(24)PO(COORD-II)P&D/2022 dated 14.07.2022 and No. 12(24)PO(COORD-II)P&D/2024 dated 27.09.2024	The project pay packages under the said project are already in line with notification No. 12(24) PO(COORD-II)P&D/2022 dated 14 <sup>th</sup> July 2022, attached on page 7 of this document.	Noted
7	To ensure that nomenclature of proposed post does not match with the name of post in Government.	These posts are as per the standardized nomenclature.	Noted
8	Proposed remuneration for HR is on higher side which needs to be rationalized.	The remuneration is already rationalized and within the limit of pay package.	Noted
9	To justify the demand of HR	The number of posts are rationalized from 18 to 07 only.	Noted



	as the project concluded till June, 2025.	<p>Proposed posts are essential to meet the project requirements as;</p> <ul style="list-style-type: none"> <li>• Developing and integrating multiple modules as per the components of PC-I</li> <li>• Ensuring seamless functionality and user experience</li> <li>• Providing adequate support and maintenance</li> <li>• Meeting project timelines and milestones</li> <li>• Testing and quality assurance</li> <li>• Documentation and training</li> </ul>	
10	Age and experience of proposed 07 No. of post needs to be reviewed.	Age and experience along with pay packages have been reviewed and updated.	Noted

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