



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

POSITION PAPER FOR PDWP

1.	Project Title	Approval of Pay Package for HR and purchase of vehicles for the scheme titled “ Establishment of Occupational Safety and health (OSH) Laboratory at Faisalabad Pilot ”												
2.	Location	Faisalabad, Punjab												
3.	Sponsoring Agency	Labour & HR Department												
4.	Executing Agency	<ul style="list-style-type: none"> Labour & HR Department Communication & Works Department 												
5.	Period of Implementation	Upto June, 2025												
6.	Source of Financing	Allocation Rs.44.195 million reflecting at GS.#3459 in ADP 2024-25												
7.	Cost	(Rs.in million)												
		<table border="1"> <thead> <tr> <th></th><th>Approved Cost (DDSC: 30.07.2024)</th><th>Allocation 2024-25</th></tr> </thead> <tbody> <tr> <td>Revenue</td><td>82.237</td><td>34.432</td></tr> <tr> <td>Capital</td><td>9.763</td><td>9.763</td></tr> <tr> <td>Total</td><td>92.000</td><td>44.195</td></tr> </tbody> </table>		Approved Cost (DDSC: 30.07.2024)	Allocation 2024-25	Revenue	82.237	34.432	Capital	9.763	9.763	Total	92.000	44.195
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Revenue	82.237	34.432												
Capital	9.763	9.763												
Total	92.000	44.195												
8.	Funds released by FD	-												
9.	Utilization	-												

10. DESCRIPTION OF THE PROJECT:

Pakistan was awarded GSP plus status in 2014 after the country had ratified 27 international conventions and committed to implement them. To sustain GSP plus status two new international labour conventions i.e., Occupational Safety and Health Convention, 1981 (No.155), and the Promotional Framework for Occupation Safety and Health Convention, 2006 (No.187) have been included in the core conventions.

Faisalabad is the focus of business activity related to textiles and chemicals and there is no testing facility which can provide safety, health and work environment surveillance services. Keeping in view the need, a scheme was framed and approved by DDSC (30.07.2024) at a cost of Rs.92.000 million. Now, Labour & HR Department has submitted position paper for the approval of the following:-

1. Approval of pay package for 10 project posts.
2. Purchase of 02 vehicles (Ambulance & 1300CC Car) and 01 motorbike.

11. OBJECTIVES OF THE PROJECT:

- i. Establishment of Occupational Safety and Health (OSH) Laboratory at Faisalabad.
- ii. Certification of laboratory for ISO-9000.

- iii. Assessment of hazards in 20 factories and training of 1000 workers, supervisors, managers.
- iv. Testing and monitoring of 20 factories.
- v. Seminars on OSH and well-being of workers.

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

Labour & HR Department submitted case for approval of Pay Package of 10 posts (10 different designations) in line with P&D Board's Notification No.12(24)PO(COORD-II)P&D/2022 dated 14.07.2024 for PPS, purchase of 02 vehicles (Ambulance & 1300CC Car) and 01 motorbike. 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. 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.
2. 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.
3. Exit strategy to be made part of PC-I.
4. To consider the extension of gestation period, if the Department deems it necessary.
5. To ensure that pay package of 10 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.
6. To ensure that nomenclature of proposed post does not match with the name of posts in Government.
7. Proposed remuneration for Admin & Account Officer & Lab. Technician needs to be rationalized.
8. To justify the number of official vehicles with reference to their official use.
9. Age and experience of proposed 10 posts needs to be reviewed.

The details of HR costs are as under:-

As per PC-I						Rationalized/Proposed Posts after Pre-PDWP				
S #	Position Title	No. of Posts	PPS	Monthly Salary (PKR)	Total Monthly Salary (PKR)	New Position Title	No. of Posts	PPS	Monthly Salary (PKR)	Total Monthly Salary (PKR)
1	Industrial Hygienist	01	7	157,500	157,500	Industrial Hygienist	01	7 (157,500-258,300)	157,500	157,500
2	OSH Officer	01	6	105,000	105,000	OSH Officer	01	6 (105,000-172,200)	105,000	105,000
3	Admin & Account Officer	01	5	80,000	80,000	Admin & Account Officer	01	5 (70,000-112,000)	70,000	70,000

4	Lab. Technician	01	4	60,000	60,000	OSH Lab. Technician	01	⁴ (52,500-84,000)	52,500	52,500
5	Driver	01	2	44,800	44,800	Driver	01	² (35,000-56,000)	44,800	44,800
6	Lab. Attendant	01	1	37,000	37,000	OSH Lab. Attendant	01	¹ (28,000-44,800)	37,000	37,000
7	Office Attendant	01	1	37,000	37,000	OSH Office Attendant	01	¹ (28,000-44,800)	37,000	37,000
8	Sweeper	01	1	37,000	37,000	Sweeper	01	¹ (28,000-44,800)	37,000	37,000
9	Gardner	01	1	37,000	37,000	Gardner	01	¹ (28,000-44,800)	37,000	37,000
10	Chowkidar	01	1	37,000	37,000	Caretaker	01	¹ (28,000-44,800)	37,000	37,000
Total		10	--	632,300	632,300		10	--	614,800	614,800
Total (in Million)		--	--	0.632	0.632	Total (in Million)		--	0.614	0.614

Qualification, Experience and Job Description

Name of Post	Age Limit	Qualification	Experience	Job Description
Industrial Hygienist (PPS-7)	30-35	M.S. Chemistry, Occupational Safety and Health, Chemical or Mechanical Engineering from a HEC recognized University/ Institute	5 years	<ul style="list-style-type: none"> To carry out safety and health surveys and risk assessment and their follow-up at worksites. Identify and enlist workplace hazards. Sample collection from workplaces for analysis and risk assessment when required. To conduct training and awareness sessions on OSH on a routine basis. To carry out accident investigation and reporting when required. To perform any task assigned by the dept.
OSH Officer (PPS-6)	25-30	B.S. Chemistry, Occupational Safety & Health, Environmental Sciences, Chemical Engineering from a HEC recognized University/ Institute.	2 years	<ul style="list-style-type: none"> To carry out assessment of hazards, to suggest control measures and their follow up at worksites. Sample collection from workplaces for analysis and report writing and assisting the Industrial Hygienist. To conduct training and awareness sessions on OSH on a routine basis. To perform any task assigned by the department.
Admin & Account Officer (PPS-5)	25-30	At least 16 years of education in Accounting and Finance from HEC recognized Institution/ University.	2 years	<ul style="list-style-type: none"> Provide backup support to the PD regarding administrative & accounts. Responsible for completion of records and documentation related to procurement/ e-procurement operations, supplies and personnel by day to day office operations by observing PPRA Rules, Delegation of

				<p>Financial Powers and related rules in all types of procurement as well as financial policies issued by government time to time.</p> <ul style="list-style-type: none"> • Liaison with Finance Department, Accountant General of Punjab, DG Audit Punjab, control all the budget releases according to the budget line items. • Ensure timely payments of staff salaries, utilities, invoices etc.
<p>OSH Laboratory Technician</p> <p>(PPS-04)</p>	20-25	F.Sc. (Medical) or FA preferably diploma in laboratory work/ technology	2 years	<ul style="list-style-type: none"> • Proper receiving and handling of samples from work sites including documentation. • Organize work by sorting specimens, labeling, logging and storage of specimens. • Maintaining and operating SOPs for different equipment in the laboratory and data entry operations. • Proper maintenance of log sheets of different instruments in lab. • Any other relevant duty assigned by Project Director, Industrial Hygienist, OSH Officer.
<p>Driver</p> <p>(PPS-2)</p>	18-25	Matric	3 years	<ul style="list-style-type: none"> • To drive, maintain and manage the office vehicles. • Expert in driving, well versed with traffic rules and regulations
<p>OSH Office Attendant</p> <p>(PPS-1)</p>	20-30	Matric	1 years	<ul style="list-style-type: none"> • Maintain cleanliness of office equipment and furniture. • Making and serving tea guests and managers. • To manage dispatch and office communication and laptop in meeting hall. • Helping staff and filing documents as per requirements. • Any duty assigned by the Project Director
<p>OSH Laboratory Attendant</p> <p>(PPS-1)</p>	18-25	Matric	1 years	<ul style="list-style-type: none"> • Maintain cleanliness of office and laboratory equipment and furniture. • To manage dispatch and office communication. • Assistance in laboratory data entry. • Any duty assigned by the Project Director
<p>Sweeper</p> <p>(PPS-1)</p>	18-25	Literate/ Middle	1 years	<ul style="list-style-type: none"> • Keep building clean and hygiene. • Perform cleaning activities and removing refuse/garbage from office premises. • Maintaining office premises daily. • To perform any other task assigned by the department
<p>Gardner</p> <p>(PPS- 1)</p>	18-25	Literate/ Middle	1 years	<ul style="list-style-type: none"> • Keep the building clean and up to date in condition. • Trimming of office plants & their maintenance. Maintaining the office on a daily basis and planting in the office premises.

				<ul style="list-style-type: none"> Any other task assigned by the Project Director.
Caretaker (PPS-1)	18-25	Literate/ Middle	1 years	<ul style="list-style-type: none"> Keep the building safe and clean. Opening of main gate and other rooms of the office. Have a look on suspicious activities of the people. To perform any other task assigned by the Project Director.

14. SUMMARY OF VEHILCES:

As per approved PC-I				
Sr. No.	Description	No. of Vehicles	Unit Cost (Rs. In Million)	Total Cost (Rs. In Million)
1.	Ambulance converted into mobile laboratory on OSH(2800 CC)	1	17.0	17.0
2.	1300CC Car	1	5.1	5.1
3.	Motorcycle 70CC	1	0.2	0.2
Total		3	22.3	22.3

15. RECOMMENDATION:

The case is placed before the PDWP for consideration.

SR. No	DECISIONS/ RECOMMENDATIONS	REPLIES	Remarks by SD
1	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.	Organizational chart/organogram of the project management unit is given at page No. 43. The organizational charge has been examined critically with respect to job description, experience etc. The fate of staff after completion of the project is mentioned at page No. 19.	Noted
2	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.	The needful has been done where possible. Further, nomenclature of the proposed posts of the project has been amended on the SMDP portal. Page No. 19	Noted
3	Exit strategy to be made part of PC-I.	Exit strategy for staff from the project after completion of gestation period is mentioned at page No. 19.	Noted
4	To consider the extension of gestation period, if the Department deems it necessary.	Extension in the gestation of the scheme will be considered.	Noted
5	To ensure that pay package of 10 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.	The needful has been done. The pay package of 10 posts of the project is in line with the Notifications of P&D Board mentioned.	Noted
6	To ensure that nomenclature of proposed post does not match with the name of posts in Government.	The nomenclature of proposed posts of the project has been revised, where possible, so that it does not match with name of posts in Government.	Noted
7	Proposed remuneration for Admin & Account Officer & Lab. Technician needs to be rationalized.	The remuneration for the post of Admin & Account Officer & OSH Lab Technician has been rationalized.	Noted
8	To justify the number of official vehicles with reference to their official use.	Justification of the proposed official vehicles with reference to their official use has already been given at page No. 55	Noted.
9	Age and experience of proposed 10 posts needs to be reviewed.	Age and experience of proposed 10 posts has been reviewed and needful has been done. Age and experience of the posts of OSH Lab Attendant, OSH Office Attendant, Caretaker, Gardner and Sweeper have been amended, as proposed.	Noted.

