



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

POSITION PAPER FOR PDWP

1.	Project Title	Approval for creation of Posts and purchase of vehicles for the scheme titled “Capacity Building of Occupational Safety & Health Regime to Promote Safer Working Conditions at Workplace-(Phase-II-09 Divisions)”				
2.	Location	Punjab				
3.	Sponsoring Agency	Labour & HR Department				
4.	Executing Agency	<ul style="list-style-type: none">Labour & HR DepartmentC&W Department				
5.	Period of Implementation	July 2022-June 2026				
6.	Source of Financing	Allocation Rs.183.364 million reflecting at GS.#3455 in ADP 2024-25				
7.	Cost	(Rs. In Million)				
			Approved Cost (DDSC: 21.09.2022)	1 st revised Approved Cost* (DDSC 26-10-2023)	2 nd revised Approved Cost** (DDSC 20-12-2024)	Allocation 2024-25
		Revenue	116.558	116.558	116.558	93.364
		Capital	182.236	182.236	182.236	90.000
		Total	298.794	298.794	298.794	183.364
		* Revision in qualifications only without change in cost.				
		** Extension in gestation period upto 30 th June 2026.				
8.	Total Releases	Rs.181.363 million				
9.	Utilization					
		Actual Exp. upto June 2024		Utilization to-date		
		Rs.93.700 million		Rs.55.6 million (31%)		

10. DESCRIPTION OF THE PROJECT:

The project aims to enhance occupational safety and health (OSH) standards in Punjab, Pakistan, to improve working conditions, reduce workplace hazards, and support sustainable economic growth. Despite OSH being integrated into national frameworks and international commitments, including ILO standards and the SDGs, both formal and informal sectors in Punjab suffer from poor safety conditions due to limited awareness and resistance to change. High-risk industries such as textiles, construction, chemicals, and brick kilns require urgent attentions through risk assessments, training, and social dialogue. To address gaps, the project proposes establishing an OSH Academy and Personal Protective Equipment (PPE) testing laboratory to ensure compliance with safety standards. Findings from Phase-I highlight common workplace hazards and the need for stronger inspections and provincial OSH profiling. Given Pakistan’s ratification of key International Labour Organization (ILO) conventions and its reliance on GSP plus status for trade benefits, improving OSH standards is crucial for economic and social progress.

Keeping in view the need, a scheme was framed and approved by DDSC (21.09.2022) at a cost of Rs.298.794 million. Now, Labour & HR Department has submitted position paper for the approval of the following:-

1. Approval of creation of 13 project posts.
2. Purchase of 01 vehicle (1000CC) and 01 motorcycle 70CC.

11. OBJECTIVES OF THE PROJECT:

- i. Risk assessment & industrial testing/monitoring in 160 targeted industries in 20 different industrial sectors.
- ii. To issue health and safety advisory for 20 industrial sectors.
- iii. Capacity building of at least 7800 employees & employers regarding occupational safety & health.
- iv. Establishment of the Personal Protection Equipment (PPE) Testing Laboratory, Occupational Disease Prevention Centre and Toxicity Assessment Center.
- v. Certification of existing laboratories of CIWCE against ISO 9001 and ISO 14001.
- vi. To develop provincial occupational safety and health profile for gap analysis of prevailing OSH conditions and legislative framework.
- vii. Establishment of a helpline 1314 for complaint resolution.

12. SCOPE OF WORK/ ABSTRACT COST:

(Rs. In million)

Description	Approved Cost	1 st Revised Approved Cost	2 nd Revised Approved Cost	3 rd Proposed Revised Cost	Difference
	298.794 (Cap=182.236 Rev=116.554)	298.794 (Cap=182.236 Rev=116.554)	298.794 (Cap=182.236 Rev=116.554)	345.0305 (Cap=248.669 Rev=96.3615)	46.2365 increased
Salaries	32.023	Revision in qualifications only without change in cost	Extension in gestation period upto 30 th June 2026	18.6435	12.092 decreased
I.T Equipment	4.909			4.515	0.394 decreased
Hardware	6.850			8.112	1.262 increased
Medical and Laboratory Equipment	2.085			16.450	14.365 Increased
Purchase of Plant and Machinery	7.410			1.143	6.268 decreased
Furniture and Fixture	1.200			0.500	0.700 decreased
Purchase of transport	8.335			5.233	3.102 decreased
Consultant services	2.000			2.003	0.0003 Increased
Repair of machinery and vehicles	5.924			8.500	2.576 increased
Purchase of software	0.631			1.145	0.515 increased

Stationary	1.100			1.242	0.142 increased
Printing and publication (3902)	1.850			2.000	0.150 increased
Others	2.272			2.582	0.310 increased
Payment to government services rendered (3919)	6.500			11.009	4.501 increased
Miscellaneous (Utilities, taxes, General, Travelling, POL, communication)	33.469			13.284	26.452 decreased
Office building	182.236			248.669	66.433 increased
Total cost	298.794			345.0305	46.2365 increased

13. PROCEEDINGS OF PDWP 08.11.2024:

Labour & HR Department has submitted case for approval of creation of posts after rationalization from 22 to 13 posts (11 different designations) in line with P&D Board's Notification for PPS and purchase of vehicles from 03 to 02 number and Motorbikes from 03 to 01 number. This case was deliberated in PDWP meeting held on 08.11.2024 under the Chairmanship of Chairman P&D Board. The scheme was **deferred** subject of the following directions / observations:-

Sr. No.	Decisions of PDWP	Remarks
1	Labour and Human Resource Department to extend the Gestation Period of the project by one year and then approach Planning and Development Board to proceed further in the matter.	Gestation period has been extended up to June, 2026 in DDSC meeting held on 20-12-2024.
2	Secretary Labour and Human Resource Department to brief the Chairman P&D Board about the Justification of the project, demand of vehicles, and requirement of HR positions. After this meeting / briefing, the Labour & HR Department will re-submit the instant case to P&D Board for consideration.	The matter was briefly discussed in the PDWP meeting held on 19.02.2025.
3	Labour & HR Department to follow the guidelines of P&D Board laid down in letters bearing 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 before submitting cases to P&D Board.	--
4	Labour and HR Department to Coordinate with P&SHC Department to explore the possibility of collaborative work.	--

Now, Department has requested for approval of creation of 13 project posts. Purchase of 01 vehicle (1000CC) and 01 motorcycle 70CC.

Detail of HR Cost:
(Rs. In PKR)

As per PC-I						Rationalized/Proposed Posts				
S #	Position Title	PPS	No. of Posts	Monthly Salary (PKR)	Total Monthly Salary PKR	New Position Title	PPS	No. of Posts	Monthly Salary (PKR)	Total Monthly Salary (PKR)
1	Project Director	9	1	306,250	306,250	Project Director	Additional Charge assigned to Occupational Hygienist			
2	Deputy Project Director	8	1	218,750	218,750	Deputy Project Director	Deleted			
3	Sector Specialist Fire/ Electrical	7	1	157,500	157,500	Sector Specialist Fire/ Electrical	7 (157,500 – 258,300)	1	157,500	157,500
4	Sector Specialist Mechanical/ Ergonomics	7	1	157,500	157,500	Sector Specialist Mechanical/ Ergonomics	7 (157,500 – 258,300)	1	157,500	157,500
5	Sector Specialist Chemical/ Biological	7	1	157,500	157,500	Sector Specialist Chemical/ Biological	7 (157,500 – 258,300)	1	157,500	157,500
6	Sector Specialist Civil / Physical	7	1	157,500	157,500	Sector Specialist Civil / Physical	7 (157,500 – 258,300)	1	157,500	157,500
7	Sector Specialist Public Health	7	1	157,500	157,500	Sector Specialist Public health	7 (157,500 – 258,300)	1	157,500	157,500
8	Data Analyst	6	1	105,000	105,000	Data Analyst	Deleted			
9	IT Assistant	6	1	105,000	105,000	IT Assistant	6 (105,000 – 172,200)	1	105,000	105,000
10	Admin Officer	6	1	105,000	105,000	Admin Officer	Deleted			
11	Audit and Account Officer	6	1	105,000	105,000	Audit and Account Officer	6 (105,000 – 172,200)	1	105,000	105,000
12	Instrument Technician	5	1	80,000	80,000	Instrument Technician	Deleted			
13	Driver	2	3	30,000	90,000	Driver	2 (35,000 – 56,000)	3	44,800	134,400
14	Laboratory Attendant	1	2	28,000	56,000	Laboratory Attendant	Deleted			
15	Office Attendant	1	3	28,000	84,000	Office Attendant	1 (28,000 – 44,800)	2	37,000	74,000
16	Sweeper	1	2	28,000	56,000	Sweeper	1 (28,000 – 44,800)	1	37,000	37,000
Total			22	1,926,500	2,098,500	Total	---	13	1,116,300	1,242,900
Total in Million			22	1.927	2.098	Total	---	13	1.116	1.243

14. SUMMARY OF VEHICLES:

As per PC-I					Rationalized / Proposed Vehicles				
Sr #	Description	No. of Vehicles	Unit Cost (PKR)	Total Cost (PKR)	Description	No. of Vehicles	Unit Cost (PKR)	Total (PKR)	Remarks
1	2500CC (Diesel) for mobile X-Ray Laboratory	01	8,419,000	8,419,000	Deleted				
2	Motor Cars (1000 CC)	02	2,800,000	5,600,000	Motor Car (1000 CC)	01	5,000,000	5,000,000	01 car required for Project Director to carry out field monitoring, training and other day to day project activities. There is no official vehicle available for the said purpose.
3	Motorcycles 70CC	03	110,000	330,000	Motorcycle 70CC	01	230,000	230,000	Day to day official project activities related to Accountant General Punjab.
Total		06	11,329,000	14,349,000	Total	02	--	5,230,000	--
Total (in million)			11.329	14.349	Total (in million)			5.230	--

15. OBSERVATIONS:

1. As per direction of PDWP dated 08.11.2024, Secretary Labour & HR Department was to brief the Chairman P&D Board about the justification of project, demand of vehicles, and requirement of HR positions. The status / outcome of this briefing is awaited.
2. This case was deferred PDWP Forum as the Labour & HR Department could not justify the delay in the execution of the scheme (DDSC approval on 21.09.2022, gestation period up to June 2025) on the direction of the PDWP Forum the Department has extended the gestation period till June 2026.
3. DDSC was held on 20.12.2024 and gestation period was extended upto 30th June, 2026 without any enhancement in the cost of the project.
4. The cost of PC-I presented to the PDWP Forum on 08.11.2024 was Rs.298.794 million. Now, the Department has submitted of PC-I with the cost Rs.345.031 million which is an increase of Rs.46.236 million.

16. RECOMMENDATION:

The case is placed before the PDWP for consideration.

QUALIFICATION AND JOB DESCRIPTION:

Name of Post	Age Limit	Qualification	Experience	Job Description
Project Director (Additional Charge)	35-45 years	Qualification criteria at least B.E. Civil, Electrical, Mechanical and Chemical Engineering or 16 years' education in the subject of Chemistry, Environmental Science, and occupational Safety & Health. Preference will be given to M.Phil and P.hD degree holders in relevant fields. However, additional qualification like MBA, MPA and MSc project management will be given weightage.	At least 10 years' relevant experience.	<p>The Project Director will be overall in-charge of the project. He/she will be responsible for providing guidance, oversight and inspiration to team members at the PMU as well as the outsourced activities. He/she will plan activities and regularly take stock of the progress to ensure that project activities are undertaken as per the time frame stipulated in the work plan. The specific responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> • To oversee the overall functioning of the PMU. • To report performance of the project to the Competent Authority and ensure implementation in letter & spirit. • To evaluate risk assessment reports and devise strategies for policy formulation. • To write, edit and publish articles/reports based on risk assessment data. • To monitor the risk assessment activities carrying out by sector specialists. • To supervise the periodic validation of laboratory equipment, testing methods and cleaning process. • To ensure the calibration of laboratory equipment as per OSH protocols. • To develop and validate new analytical methods where required along with Deputy Project Director. • To determine, plan, implement, and monitor research & development activities in the targeted industrial sector. • To closely monitor the construction of modern PPEs testing laboratory as per requirements and standards. • To give technical input for required documentation concerning the certification/accreditation of existing analytical laboratories of CIWCE. • To develop TORs and agreements/contracts with partner organizations/consultants for project activities. • To supervise the

				<p>management of financial resources placed at the disposal of the project.</p> <ul style="list-style-type: none"> • To liaise with L&HR Department, allied govt. departments and non-governmental organizations for timely execution and completion of the project activities.
<p>Sector Specialist (Fire/ Electrical)</p> <p>PPS-7 (157,500-258,300)</p>	25-35	B.E. Electrical Engineering from HEC recognized University	At-least 03 years relevant experience of training, work environment inspection, risk assessment and reporting. Preference will be given to NEBOSH (Fire/IGC) qualified person with good computer skills-MS office.	<ul style="list-style-type: none"> • To carryout fire/electrical safety surveys and risk assessment and their follow up at worksites. • To identify and enlist fire/electrical hazards at worksites. • To assist sample collection from workplaces for analysis and risk assessment when required. • To conduct training and awareness session on OSH on routine basis. • To assist and carry out accident investigation and reporting when required. • To perform any task assigned by the department.
<p>Sector Specialist (Mechanical/ Ergonomics)</p> <p>PPS-7 (157,500-258,300)</p>	25-35	B.E. Mechanical Engineering from HEC recognized University	At-least 03 years relevant experience of training, health safety and work environment audits, risk assessment and reporting. Preference will be given to NEBOSH (IGC) qualified person with good computer skills-MS office.	<ul style="list-style-type: none"> • To carryout safety surveys/risk assessment and monitor follow up of activities at workplaces. • To identify and enlist chemical hazards at worksites. • To collect samples from workplaces for analysis and risk assessment when required. • To conduct training and awareness session on regular basis and give technical guidance to the industry accident investigation and reporting.
<p>Sector Specialist (Chemical/ Biological)</p> <p>PPS-7 (157,500-258,300)</p>	25-35	B.E. Chemical Engineering or at least 16 years of education in Chemistry from HEC recognized University	At-least 03 years relevant experience of training, health safety and work, environment audits, risk assessment and reporting. Preference will be given to NEBOSH (IGC) qualified person with good computer skills-MS office.	<ul style="list-style-type: none"> • To carryout safety surveys/risk assessment and monitor follow up of activities at workplaces. • To identify and enlist chemical hazards at worksites. • To collect samples from workplaces for analysis and risk assessment when required. • To conduct training and awareness session on regular basis and give technical guidance to the industry. • To assist and carry out accident investigation and reporting. • To perform any task

				assigned by the department
Sector Specialist (Physical/Civil) PPS-7 (157,500-258,300)	25-35	B.E. Civil Engineering from HEC recognized University	At-least 03 year relevant experience of training, risk assessment and reporting pertaining to worksite. Preference will be given to NEBOSH (IGC) qualified person with good computer skills-MS office.	<ul style="list-style-type: none"> • To carryout safety surveys/risk assessment and monitor follow up of activities at workplaces. • To identify and enlist chemical hazards at worksites. • To collect samples from workplaces for analysis and risk assessment when required. • To conduct training and awareness session on regular basis and give technical guidance to the industry. • To assist and carry out accident investigation and reporting. • To perform any task assigned by the department.
Sector Specialist (Public Health) PPS-7 (157,500-258,300)	25-35	M.B.B.S or MSc Public Health from HEC recognized University	03 years of relevant experience, good computer skills-MS Office	<ul style="list-style-type: none"> • To carry out public health surveys at worksites. • To identify and enlist health hazards at worksites. • To assist risk assessment activities in industries and at worksites. • Give technical guidance related to public health matters. • To perform all types of microbial testing and monitoring when required. • To conduct training and awareness sessions on OSH as and when required. • To perform any other task assigned by the department.
IT Assistant PPS-6 (105,000-172,200)	25-35	At least 16 years of education in Computer Science OR Information technology from HEC recognized University	02 years of relevant experience. Familiar with a variety of the field's concepts, practices and procedures. Knowledge of modern Network Management and Network Monitoring software	<ul style="list-style-type: none"> • Maintain and administer computer networks and related computing environments including computer hardware, systems software, applications software, and all configurations. • Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery. Stay abreast of advances in technology. • Perform data backups and disaster recovery operations. • Diagnose troubleshoot, and resolve hardware, software, or other networks and system problems, and replace defective components when necessary. • Plan, coordinate, and

				<p>implement networks security measures to protect data, software, and hardware.</p> <ul style="list-style-type: none"> • Configure, monitor, and maintain email applications or virus protection software. • Plan, direct, or coordinate activities in such a fields as electronic data processing, information systems, systems analysis, and computer networking. • Install, configure, and support internet systems. Assist in network modeling, analysis, planning, and coordination between network and data communications hardware and software.
<p>Audit & Account Officer</p> <p>PPS-6 (105,000-172,200)</p>	25-35	At least 16 years of education in Accounting and Finance from HEC recognized University	At- least 02 year experience in accounts in a public/private organization and ability to deal with government funds. Good computer skills MS Office.	<ul style="list-style-type: none"> • Provide backup support to the Project Director regarding administrative & accounts related matters. • Responsible for completion of records and documentation related to procurement operations, supplies and personnel. Assist the management in the day to day office operations. • Responsible for repair & maintenance of transport pool. Maintenance of personnel records. • Provide logistic support to the management. • Repair & maintenance of the buildings, furniture etc. • Observing PPRA Rules, Delegation of Financial Powers and related rules in all types of procurement as well as financial policies issued by government time to time. 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>Driver</p> <p>PPS-1 (35,000-56,000)</p>	25-35	Matric	At least 3 years relevant experience of driving. Strong driving and vehicle maintenance skills. Must have LTV driving license	<ul style="list-style-type: none"> • To drive, maintain and manage the office vehicles. • Expert in driving and well versed with traffic rules.
<p>Office Attendant</p> <p>PPS-1</p>	25-35	Matric	01 - 02 years of relevant experience of office attendant or peon with strong intrapersonal skills.	<ul style="list-style-type: none"> • Maintain cleanliness of office equipment and furniture. • Making and serving tea and coffee to guests and

(28,000-44,800)			Must have knowledge of office and management techniques	<p>managers.</p> <ul style="list-style-type: none"> • To manage dispatch and office communication. • Assisting IT staff to set up projector and laptop in meeting hall. • Helping staff and filing documents as per requirement. • Collecting and distributing couriers or parcels.
<p>Sweeper</p> <p>PPS-1 (28,000-44,800)</p>	25-35	Literate / Middle	01 - 02 years of work experience as a sweeper	<ul style="list-style-type: none"> • Keep building clean and ordinary conditions. • Perform cleaning activities related to floors, walls and windows, shampooing rugs and removing refuse. • Maintaining office on daily basis. • To perform any other task assigned by the department.
