

OVER ALL STAFF POSITION OFFICER (BS-16 & ABOVE)PKISTAN BUREAU OF STATISTIC AS ON 22-10-2021

S.No	NAME OF POST	BS	Sanctioned Strength	Filled	Vacant	Remrkas
1	Chief Statistician	SPP-II	1	1	0	Head of the Department
2	Members	MP-II	5	2	3	
3	Provincial Census Commissioner	20	3	0	3	Appointment by transfer only for Census
4	Census Commissioner	20	2	0	2	
5	Deputy Director General (Statistics)	20	6	3	3	
6	Agricultural Census Commissioner	20	1	0	1	
7	Additional Agricultural Census Commissioner	20	1	0	1	
8	Deputy Director General (Computer)	20	1	0	1	Partial Compliance
9	Director General (PE&R CELL)	20	1	0	1	Partial Compliance
10	Director General (Admn)	20	1	0	1	
11	Vice principal	20	1	0	1	
12	Joint Census Commissioner (T)	19	2	0	2	
13	Joint Census Commissioner (G)	19	3	1	2	
14	Director (Statistics)	19	13	13	0	
15	Joint Agricultural Census Commissioner	19	3	2	1	
16	Director (PE&R)	19	1	1	0	Partial Compliance
17	Director (Admn)	19	2	1	1	
18	Director (Vigilance)	19	1	0	1	
19	Director (DP)	19	6	4	2	Partial Compliance
20	Senior Instructor	19	2	0	2	
21	Deputy Census Commissioner (G)	18	5	3	2	
22	Deputy Census Commissioner (T)	18	9	3	6	
23	Deputy Agricultural Census Commissioner	18	4	3	1	
24	Chief Statistical Officer	18	48	38	10	
25	Chief Statistical Officer (PE&R)	18	3	2	1	Partial Compliance
26	Senior Statistician	18	1	0	1	
27	Livestock Specialist	18	1	0	1	
28	Agricultural Econimicst	18	1	1	0	
29	Instructor	18	1	1	0	
30	Chief System Analyst	18	15	8	7	
31	Deputy Director (Admn)	18	4	3	1	
32	Deputy Director (Vigilance)	18	2	0	2	
33	Chief Technical Officer (RP)	18	1	0	1	
34	Private Secretary	17	2	1	1	
35	Assistant Agricultural Census Commissioner	17	9	0	9	
36	Assistant Census Commissioner	17	74	45	29	
37	Statistical Officer	17	284	93	191	
38	Statistical Officer (PE&R)	17	3	0	3	Partial Compliance
39	Research Officer	17	1	0	1	
40	Statistician	17	1	0	1	
41	Geographer	17	7	3	4	
42	Assistant Director	17	11	7	4	
43	Administrative Officer	17	1	1	0	
44	System Analyst	17	17	12	5	
45	Data Processing Officer	17	14	9	5	
46	Senior Technical Officer (Drawing)	17	1	1	0	
47	Senior Publication Officer	17	1	0	1	
48	Chief Technical Officer	17	1	0	1	
49	Librarian	17	1	1	0	
50	Librarian (TW)	17	1	1	0	
51	Technical Officer (Drawing)	16	2	0	2	
52	Technical Officer (R & P)	16	2	1	1	
53	Technical Officer (DP)	16	1	0	1	
54	Superintendent	16	13	4	9	
55	Dupety Assistant Director	16	1	0	1	
56	Data Processing Assistant	16	20	19	1	
57	Census Officer	16	2	1	1	

(ALTAH HUSSAIN)
 Administrative Officer
 M/o Planning, Development & Reform
 Pakistan Bureau of Statistics
 Government of Pakistan
 Islamabad.

Member (Resource Management) (MP-II)

"Member Resource Management will be responsible for providing efficient and effective corporate support services to the PBS by introducing various organizational and technological changes in the areas of Finance, Human resource management, administration etc."

Job Description: -

- Will be responsible for supervising / guiding all administration sections including Budget & Accounts(B&A), Finance & Audit(F&A), General Service(GS), Confidential & Pension Section, Printing section, Recruitment & Services(R&S), Litigation & Coordination Planning & Legislation(CP&L)
- Will evaluate the whole system of Human Resource management, Budget & Accounts and other allied matters being used in PBS and will identify the areas for improvement and work on adopting the best practice.
- Will work in removing the impediments in resource management systems for successful operations of organization
- To work closely with all the relevant members for provision of timely provision of human resource and finances by adopting efficient mechanisms for timely conduct of census/ surveys, field operations, and data processing.
- Will be responsible for timely preparation of material for Parliamentary and court matters
- To develop mechanism for smooth processing of audit matters and timely & complete preparation of relevant material for DAC, PAC etc.
- Will be responsible for interaction and communication with international / national organizations for capacity building of PBS in terms of trainings and equipment
- To ensure a high level of professionalism of the staff of the Bureau by designing and conducting need based quality training programs
- Any other assignment given time to time by Chief Statistician

Member (Support Services) (MP-II)

Member Support Services as an important business partner to other four members will be responsible for analyzing the information and operational support needs of PBS census and surveys, data collection, field operations and developing technological solutions & decision support systems to satisfy those needs

Job Description: -

- Will responsible to supervise / monitor the activities of Field Services Section (H/Q&34 regional/field offices), Data Processing/Support Services Unit, Geography (GIS) Section (at Headquarters & all offices) and Data Dissemination & Support Services Section
- to supervise the taking of census/surveys at national and provincial level with the close coordination of Provincial Governments/ District Administration, Statistical agencies, authorities & bodies.
- Will be responsible for provision of support services (Development of data collection software, provision of maps and physical identification of block boundaries, Provision of Sample Design and field staff for enumeration etc.) to national/ international agencies in a transparent and systematic way for proper utilization of resources and effective management
- Responsible for provision of operational support for collection of all data (primary & secondary) regarding all surveys, census, Price Statistics
- to work closely with all the relevant members for adopting innovating technologies for timely conduct of census/ surveys, field operations, data processing and its reporting.
- Will devise procedures for adopting the modern innovative methodologies for data collection, aggregation, reporting & monitoring of field work for provision of authentic, precise and timely data as per international standards
- Will work on capacity building of support services for conduct of surveys and studies through innovative technologies for provision of data in shortest possible time for informed decision making
- To ensure a high level of professionalism of the field staff (regional/field offices) of the Bureau through ensuring a continuous and high quality training program for improved data collection
- Will responsible for digitization of Sampling frame of Pakistan by geo refereeing all block boundaries for complete& accurate coverage, efficient monitoring, reporting and data integration.
- Will work on shift from unidimensional approach of data dissemination to interactive and user friendly approach with infographics in form of customized dash boards for extraction of relevant information for its users and policy/planners.
- Will ensure adoption of E- governance initiative of government in phases for digital transformation of PBS along with preparation of Decision Support systems for informed decision making for Policy & Planners
- Any other assignment given time to time by Chief Statistician

Member (Census & Surveys) (MP-II)

Member (Census & Surveys) is responsible for program management regarding designing of tools / techniques for conducting of Population Census Agriculture Census, Surveys, and Studies.

Job Description: -

- To supervise / monitor the activities of Pakistan Social & Living Standards Measurement Survey(PSLM) Section, Labour Force Survey(LFS) Section, Pakistan Demographic Survey Section, Sample Design Section, Census Planning& Coordination Section and Agriculture Census section.
- To plan and execute the Population & Housing Census of Pakistan, the Integrated Agriculture Census of Pakistan or other censuses and surveys at national level as required from time to time.
- To facilitate policymaking by undertaking overall planning, coordination and annual programming of surveys and censuses in Pakistan;
- Will work on improvement of Complete Census process being used and to adopt standard international procedures for conduct of upcoming census to provide reliable, credible and timely results
- Will be responsible for reviewing the census/ survey tools/questionnaire and will work on updating/improvement, keeping in view the best practices in region/globe, Sustainable Development Goals and country perspective
- to develop programs for national censuses and surveys in line with policy priorities and plan, coordinate, execute and publish them accordingly
- Will be responsible for timely provision of most appropriate and representative Sample design for all surveys & Studies
- Will coordinate with National/ International bodies regarding Sustainable Development Goals, its reporting & Monitoring and Coordination.
- to work on continuous reporting of data for Poverty and other important relevant aspects and work on provision of timely accurate and precise data for evidence based policy making.
- to devise strategy for confidence building measures of all stakeholders for increasing reliability & credibility of results
- Any other assignment given time to time by Chief Statistician

Member (Economic Statistics) (MP-II)

Member (Economic Statistics) is responsible for program management of all aspects of Economic Statistics including Industrial, services and Energy& Mining etc."

Job Description: -

- Member (E&S) will advise the appropriate Government and other authorities or persons on statistical programs at national level; regarding Industry statistics including Census of Manufacturing Industries, and Business register
- He will be responsible for coordinating with all national/ provincial & international agencies for compilation of Social Statistics data for regular publications of Compendiums of environment Statistics Gender statistics and yearly social statistics reports
- Responsible for planning & execution of all activities related to economic statistics, Industry statistics and social statistics
- He will work on reviewing the existing methodologies being adopted in region/ globe for compilation of Industrial statistics including Large & Small Scale & Census of Manufacturing industries for improving its reporting as per international standards.
- To supervise the taking of census/surveys related to economic statistics and industrial statistics at national and provincial level with the close coordination of Provincial Bureaus, Statistical agencies, authorities & bodies
- Review the existing data collection & reporting mechanisms for industrial statistics/Social statistics and work on provision of timely reliable & credible data by adopting best practices in region/globe
- To promote, develop and maintain a strong analytical and research capacity within the Bureau;
- Will be responsible for improvement in tools of data collection and bringing innovation in data reporting mechanism by adopting latest and modern technologies
- To ensure a high level of professionalism of the staff of the Bureau through ensuring a continuous and high quality training program;
- To develop national statistical standards and promote standardization of concepts and definitions conforming to international standards and to ensure observance by Government departments, both Federal and Provincial, research and statutory bodies.
- To review periodically the statistical progress on the basis of reports obtained from the relevant officers of the Bureau and the statistical agents and duly inform the Governing Council;
- Will work on devising mechanisms for involvement of all stakeholders in the whole process for ownership and increasing reliability and credibility of numbers
- To advise the appropriate Government and other authorities or persons on the use and relevance of available statistics in relation to specific policy issues
- Any other assignment given time to time by Chief Statistician

Member (National Accounts) (MP-II)

Member National Accounts will be responsible for planning, leading and managing all the activities related to compilation, computation, analysis and subsequent dissemination and publication of annual estimates of National Accounts of Pakistan, Trade and Price etc.

Job Description: -

- Member (NA) will advise the appropriate Government and other authorities or persons on statistical programs at national level; regarding Price Statistics, Trade Statistics and National Accounts
- Will be responsible for coordinating with all national/ provincial & international agencies for compilation of National Accounts, and Institutional Sector Accounts
- Will be responsible for reviewing the procedures currently being adopted in the region/ globe for collecting, compiling and reporting of National Accounts, Prices and Trade statistics and will devise mechanism for adopting best practices for provisions of timely, authentic and internationally comparable data
- To Rebase the Price Statics and National accounts & Trade as per International Standards
- Will work on use of contemporary technologies for data aggregation and reporting under Digital Transformation of PBS for reducing time lag and efficient use of resources.
- Will review the existing reporting of National Accounts(GDP) reporting (which is at National level) and capacity of staff and will on devising mechanism for capacity building of PBS staff for compilation of Provincial GDP & Quarterly GDP
- to ensure a high level of professionalism of the staff of the Bureau through ensuring a continuous and high quality training program for developing& maintaining strong research and analytical capabilities
- Will work on devising strategy for confidence building measures of all stakeholders for smooth compilation of National accounts & Prices data for increasing reliability & credibility of data/figures
- Will coordinate with National/ International bodies regarding compilation & reporting of Sustainable Development Goals, related to National Accounts, Prices & Trade
- To review periodically the statistical progress on the basis of reports obtained from the relevant officers of the Bureau and the statistical agents and duly inform the Governing Council;
- To develop national statistical standards and promote standardization of concepts and definitions conforming to international standards and to ensure observance by Government departments, both Federal and Provincial, research and statutory bodies.
- To advise the appropriate Government and other authorities or persons on the use and relevance of available statistics in relation to specific policy issues
- Any other assignment given time to time by Chief Statistician

Responsibilities of Census Commissioner (BS-20)

- Handling all policy/planning issues about the census/survey.
 - Preparation of time schedule of various census activities.
 - Determining scope of census topic and tabulation.
 - Preparation of working papers/summaries for the government on important issues.
 - Consultation with data users and professionals to determine their data needs.
 - Review and determine the organizational frame work from time to time.
 - Handling of foreign technical assistance and its monitoring.
 - Analysis of data and report writing.
 - Guidance and training for analysis of data and report writing.
 - Organize briefing sessions for senior government/foreign missions on census matters.
 - Handling of Assembly/Senate questions on technical matters and legal aspects of census.
 - Preparation of data entry/processing plan for census/survey.
 - Management and supervision of all data entry/processing activities of census/survey.
 - To assist the Chief Census Commissioner in technical and organizational matters.
 - Training of master trainers for the field operation.
 - To work out the requirement of staff, equipment and other material.
 - Census legislation.
 - Litigation of cases pertaining to technical matters.
 - To provide guidance for preparation of publicity plan and publicity.
 - Overall supervision of the work of JCC/DCCs/ACCs, etc.
- Any other planning/ coordination work assigned from time to time.

Responsibilities of Deputy Director General (Statistics) (BS-20)

Direction and guidance to the officers working in various sections of PBS as follows: -

- i) Developing concepts & definitions and standards.
 - ii) Framing of questionnaires, preparing the manuals of instructions and tabulation plans.
 - iii) Computation of various indices.
 - iv) Preparation of technical notes, research papers and officials of new series.
 - v) Evaluation of various statistical series and development of new series.
 - vi) Preparation of development projects.
 - vii) Planning and conducting of various socio-economic censuses and surveys of PBS.
-
- Delivering lectures to the officers attending courses at NIPA, PASC, NILAT, PISTAR and other training institutes.
 - Providing technical guidance to other organizations interested in developing their own statistical cells or setting up of various statistical series.
 - Looking after the administrative matters of the sections under their control.
 - Coordinating the activities in their respective fields with the officers working in PBS and other Federal Ministries / Divisions and Provincial Departments as well as international agencies / organizations.
 - Arranging National / International Meetings concerning respective fields of statistics.
 - Contribution of research articles in journals / newspapers.
Presentation of research papers in various National / International Conferences / Symposia / Meetings / Seminars / Workshops etc.

Responsibilities of Agricultural Census Commissioner (BPS-20)

- i. To perform the duties as Head of the Department.
- ii. To initiate plan and supervise taking of census throughout Pakistan and preparation of census reports.
- iii. To take policy decisions in consultation with the Agricultural Census Advisory Committee with regard to:-
 - a) Determining scope of the census
 - b) Coverage of Census Methodology.
 - c) Designing of census questionnaires.
 - d) Complete census of sample census.
 - e) Census schedule.
 - f) Tabulation plan.
 - g) Data Processing System.
 - h) Consultation with data users and professionals
- iv. To establish liaison with Provincial Government to have their full assistance for providing field enumeration staff and other facilities.
- v. To arrange for budgeting for census operation.
- vi. To finalize pre-testing of census questionnaire and Methodology.
- vii. Finalization of training and enumeration manuals.
- viii. Organization / Supervision of training of officers and staff.
- ix. Supervision of census enumeration / field work.
- x. Supervision of data processing.
- xi. Report writing.

Responsibilities of Additional Agricultural Census Commissioner (BPS-20)

- i. To assist Agricultural Census Commissioner in coordination of technical matters including:-
 - a) Sample design
 - b) Census methodology
 - c) Organization of field operations
 - d) Preparation of questionnaires, auxiliary forms and instructions manuals
 - e) Training of field staff
 - f) Control of documents
 - g) Coding and Editing of documents
 - h) Data processing
 - i) Report writing
 - j) Publication of census reports
- ii. To assist Agricultural Census Commissioner in administration, budgetary and accounts matters.
- iii. Identify areas for additional census surveys.
- iv. To lay down methodology and schedule for various census/surveys to be carried out by the census organization.
- v. Preparation/Finalization of sampling frame for selection of sample.
- vi. Selection of sample and preparation of list of sample units.
- vii. Finalization of data processing system.

Responsibilities of Director General (BS-20)

- Handling all administrative, financial, store and budgetary matters.
- Responsible for the conduct of audit of the accounts of PCO, Headquarters, Islamabad and Provincial/Regional Census Offices.
- All matters pertaining to the Public Accounts Committee.
- To assist the Chief Census Commissioner in the administrative matters.
- Monitor the administrative functions of the Provincial/Regional Census Offices.
- To process and maintain all cases of Appointment and Promotion.
- To process and maintain all cases of postings and transfers.
- To process & maintain all cases of representation/confirmation/seniority lists.
- To process and maintain all cases of grant of Increments/fixation of pay & allowances.
- To process and maintain all cases of framing of Recruitment Rules.
- To process and maintain all cases of composition of DPC/DSC.
- To process and maintain all cases of verification of antecedents.
- To process and maintain all cases of matters relating to residences of officials and office accommodation.
- To supervise all cases of purchase of stores.
- To supervise and maintain all cases of loan and advance of all kinds.
- To supervise and maintain all cases of maintenance of service records.
- Incharge of the running of printing press of the department.
- Publication and dissemination of the census documents/reports.
- Litigation of cases pertaining to official matters related with administration.

Responsibilities of Vice Principal (BS-20)

Vice Principal is the senior most professional and technical officer Who acts as deputy to the Principal and helps him to run the affairs of the Federal Bureau of Statistics (Training Wing). Vice Principal has to play a dual role. He has to share responsibility both on Academic as well as on administration side.

A. PROFESSIONAL & TECHNICAL

- He is not only responsible for development of course contents for various courses but also he has to prepare lecture notes for imparting training to officer and official of various categories.
- Arrangements and supervision of Training Courses.
- Holding of National and International seminars, conferences and workshops.
- Promotion and coordination of training activities in the field of Statistics of Pakistan.

B. ADMINISTRATIVE

- To supervise all administrative and financial matters including preparation of budget and its proper utilization.
- Assessment of future men and material requirements of the Training Wing and proper actions for their procurement for development of the Training wing.
- Preparation of development schemes for construction of building and other development schemes relating to training activities.
- To brief the Principal on day to day affairs of the Training Wing.
To perform the functions of the Principal in his absence.

Responsibilities of Joint Census Commissioner (T) (BS-19)

- Policy & planning with respect to data processing/tabulation and related matters.
- Development of tabulation plan for regular and supplementary census reports.
- To supervise the storage of census/computer documents.
- Liaison with FBS and other agencies for data processing /tabulation.
- Examination of coverage and imputation statistics to ensure quality of census data.
- Supervision and coordination of census field work.
- Preparation of sample design and estimation procedure.
- To work out staff and other logistic requirement for data processing.
- To organize, supervise and coordinate field operation during census.
- Preparation of instructions for manual editing and coding of census questionnaires.
- Training of census field staff during census.
- Examination of tabulated data for consistency and trend.
- To assist Census Commissioner in:
 - Preparation of field operation plan for census/ survey.
 - Preparation of sample design and estimation procedure.
 - Management and supervision of field work and its cooperation.
 - Development of questionnaires for the census/survey & their pre-testing.
 - Development of tabulation plan for regular and supplementary census reports.
 - To provide necessary guidance to the Census District Officers during census operations.
 - Preparation of training manuals for enumerators and supervisory staff.
 - To work out staff and other logistic requirement for data processing.
 - Computation of sampling errors, variances, measures of reliability, etc.
 - Analysis of census data and report writing.
 - Review and evaluation of various aspects of census methodology.
- Preparation of sampling frame and selection of sample.
- Development of edit specification and imputation procedures.
- Preparation of tabulation for various regular/ supplementary census reports.
- Review and examination of data for various reports.
- Review and examination of tabulated data in term of consistency and trends.
- Determine and Development of analytical tables for analysis of data.
- Analysis of data and report writing.
- Dissemination of census data through computer media(C.D/diskette,web-site)
- Evaluation of various aspects of census methodology.
- Review and examination of tabulated data in term of consistency and trend for various census reports.

Responsibilities of Joint Census Commissioner (G) (BS-19)

- Policy and planning with respect to census geography.
- To organize and supervise the implementation of geography work plan.
- To supervise collection, evaluation and updating of area list.
- To supervise acquisition, evaluation, updating and finalization of census maps.
- To supervise the duplication and distribution of maps according to delineation of enumeration and supervising area.
- To prepare instructions/manuals for completion of cartographic activities.
- To supervise delimitation of census areas and their geo-coding.
- To supervise and finalize geographic part of write-up for census reports.
- To supervise preparation and finalization of census atlases.
- To supervise preparation of maps and charts for various census reports.
- Supply of maps and other geographic data to various public and private data users.
- Supervision of collection of details of changes in the boundary of administrative units and updating of geographic record accordingly.
- Supervision of preparation and updating of lists of mauza/deh/village and urban areas.
- Supervision of delimitation of census areas.
- Supervision of preparation of maps for census publications.

Responsibilities of Director (Stat) (BS-19)

- Direction and Guidance to the officers working in various sections of FBS as follows: -
 - i) Planning for various statistical series and samples surveys.
 - ii) Developing standards, concepts & definitions.
 - iii) Framing of Questionnaires and preparing of tabulation plans and manuals of instructions for various surveys / statistical series.
 - iv) Analyzing various statistical series and report writing.
 - v) Formulation of Development projects.
 - vi) Removing / helping the officers facing difficulties in carrying out analytical / research work.
- Supervision in conducting of various types of socio-economic censuses & surveys.
- Delivering lectures to the officers attending courses at various training institutes.
- Looking after the administrative matters of the sections under their control.
- Coordinating the activities in their respective fields with the officers working in FBS and other Federal Ministries / Divisions and Provincial Departments as well as International Agencies / Organizations.
- Arranging National / International Meetings concerning respective fields of statistics.
- Contribution of research papers in various National / International Conferences / Symposia / Meetings / Seminars / workshops etc.

Responsibilities of Joint Agricultural Census Commissioner (BPS-19)

- i. Preparation of project proposals.
- ii. Evolving of census methodology.
- iii. Determination of scope and contents of questionnaire of various censuses/surveys.
- iv. Designing of census questionnaire and other auxiliary forms.
- v. Preparation of training material and manual of instructions for enumerators and supervisors.
- vi. Training of staff and officers in census concepts and field procedures.
- vii. Working out staff requirement for field operations and its mobilization from different departments of provincial governments.
- viii. Arrangement printing of census documents.
- ix. Preparation of manual of instructions for coding and editing of census documents and supervision of these operations.
- x. Determination of suitable assign and size of sample for various census surveys.
- xi. Laying down specifications for selection of sample and working out variances on the computer.
- xii. Designing and selection of sample for evaluation surveys.
- xiii. Compilation of data of evaluation surveys and analysis of results.
- xiv. Quality control of census tabulation.

Responsibilities of Director (Admn) (BS-19)

Director Administration is responsible for supervision of the following jobs: -

- Personal management.
- Administrative and financial approvals.
- Policy directive / orders.
- Advice on organization and procedures assistance to subject matter sections and Regional / Field Offices of FBS in provision of general utility services, stationary, stores, equipment, maintain of all types of equipment and project vehicles, receipt and issue, budget management, cash disbursement and all financial transactions.
- All Hiring cases of Headquarters, Islamabad and other specified stations.
- Recruitment of all Projects posts. Gazetted / Non-Gazetted.
- Advice to Project Management on any administrative matter as and when required.
- Focal person for Administrative / Financial matters.
- Any other work / job as and when assigned by Director General.

Responsibilities of Director (Vigilance) (BS-19)

- Vigilance on the office functions of Regional and Field Offices of PBs. Security matters pertaining to PBS, Headquarter, Islamabad.
- Monitor any Branch of conduct and office discipline of Regional and Field Office
- Monitoring of ongoing surveys / censuses in the field.
- Monitor and report any irregularity on financial matters.
- Conduct of inquiries when assigned.
- Assist to DDG (Field Services) in execution of his duties.
- Assist to Director General in matters pertaining to routine administration.

Responsibilities of Senior Instructor (BS-20)

- Preparation of course contents on different subject such as Statistics. The development and Human Rights Environment Statistics and Social Accounts etc.
- Arrangement of various seminars / workshops on core issues.
- Developing and delivering lectures in different courses.
- To guide instructors for smooth running of training courses.
- To organize and coordinate seminars, workshops and mutual discussions.
- To work as a facilitators during the syndicate exercises.
- Analysis and interpretation of data.

Responsibilities of Deputy Census Commissioner (G) (BS-18)

- Preparation of mapping plan.
 - Collection and updating of changes in boundaries of rural and urban areas at all levels and maintenance of their lists.
 - Collection and updating of maps.
 - Preparation of maps for enumeration purposes.
 - Study and development of concepts of rural and urban areas and special statistical areas.
 - Delimitation of census areas.
 - Preparation of maps and charts for census publications.
 - To organize and supervise the geographic work in the Provinces.
 - To assist Joint Census Commissioner (G) in the management and organizing geographic work at PCO, Headquarters.
 - To assist Joint Census Commissioner(G) in the preparation of instructions/manuals for geographic work.
 - To organize preparation and updating of area lists.
 - To organize acquisition, evaluation, updating and preparation of maps.
 - To organize delimitation of census areas.
 - To prepare geographic part of write-up for census reports.
 - To organize and prepare census atlases.
 - To collect details of boundary changes and updating of geographic record.
 - To prepare progress reports of geographic work.
- To organize supply of maps and geographic data to data users.

Responsibilities of Deputy Census Commissioner (T) (BS-18)

Supervision of all field activities of Provincial/Regional Census Offices during census operations as well as pre and post enumeration period.

- Preparation of analytical tables for analysis of data.
- Supervision of retrieval and storage of census documents.
- To perform as Master Trainer during census and post-census activities.
- Preparation of briefs for Secretary, Chief Census Commissioner for presentation in national/international conferences/seminars/workshops, etc.
- Evaluation of various aspects of census methodology.
- Liaison with provincial/local functionaries for seeking information/material for census reports.
- Processing and scanning of census data.
- Examination of tabulated data to ascertain consistency and trends.
- Analysis of data for various regular and supplementary census reports.
- Supply of census data to various Government/private agencies.
- Initiate preparation of monographs/special subject reports.
- To assist senior officers in handling important census oriented technical work.

Overall supervision of editing and coding/data entry operations.

Sr.No:23

Responsibilities of Deputy Agricultural Census Commissioner (BPS-18)

- i. Planning and execution of Agricultural Census Field Operation.
- ii. Preparation of census questionnaire.
- iii. Preparation of census forms and instructions/ manuals.
- iv. Training arrangements of the Master Trainers and field staff.
- v. Supervisions of field work.
- vi. Supervision of coding, editing and editing correction.

Responsibilities of Chief Statistical Officer (BS-18)

- i) Technical and Administrative control of Regional Office in order to ensure efficient working conditions and timely completion of the assignments.
- ii) Constant and critical examination of office procedures and job descriptions in order to bring about greater effectiveness, economy and efficiency.
- iii) Research and analysis in order to initiate suggestions for improving the current series or introducing new series by exploring on tapped potential sources in the light the growing needs and uses.
- iv) Examination of new proposals effecting the working of the office and the preparation of staff plans for new programs as and when necessary.
- v) Procurement from the various pertinent sources (both national and international) model reference material and maintenance of an upto date section, library of these.
- vi) Clearance of draft reports and other data produced by the section before it is released for publication with reference to its adequacy and accuracy.
- vii) Convening meetings of panels and working groups and implementation of their decisions.
- viii) Preparation of working paper and reports of panels and working groups.

Such other functions as may be specially assigned to him from time to time.

Responsibilities of Senior Statistician (BPS-18)

- i. Designing of samples for agricultural census and related agricultural surveys.
- ii. Tabulations of census data and preparation of estimates of aggregation from the sample observation.
- iii. Analysis of data and estimation of variances for various items covered in the census.
- iv. Designing of post enumeration surveys for checking of agricultural census data and analysis of results.
- v. Application of quality control checks to the data collected in agricultural census and related surveys.
- vi. Miscellaneous statistical work related to the agricultural census.

Responsibilities of Livestock Specialist (BPS-18)

- i. Planning, conducting, processing and compiling of report of Livestock Census.
- ii. Identification of areas in which data are needed to be collected.
- iii. Planning and conducting of Specialized Surveys on various Livestock products and preparation of their reports.

Responsibilities of Agricultural Economist (BPS-18)

- i. To assist in the formulation of census questionnaire from the point of view of development in Agricultural Sector.
- ii. Preparation of Analytical reports spelling out the census data in easy language and:
 - iii. a) To make the data understandable to the ordinary reader by displaying its salient features.
 - b) To establish correlation between various factors of importance in it.
 - c) To identify regions having common characteristics.
 - d) To illustrate these points with the help of maps, charts and diagrams and:
 - e) To offer broader indications about the economic significance of the facts and figures presented.

Responsibilities of Instructor (BS-18)

The Instructors are performing the following functions for timely execution of various activities of the Training Wing.

- To work as course coordinator for coordinating the training activities among quest speakers and participants.
- To deliver lectures to participants.
- To assist the Principal the Vice-Principal in discharging all sort of official duties smoothly.
- To initiate planning and execution of training programme with reasonable interval according to the schedule.
- To assist in looking after various activities related to the development of the Training Wing.
- To prepare evaluation reports after each course for improving the overall performance in the light of comments recorded by the participants of training course.

Responsibilities of Chief System Analyst (BS-18)

Provides technical and analytical assistance in identification and solution of problems in computerizing various projects of the organization. In this capacity the Chief System Analyst is in direct liaison with Programming and Operations personnel and representative of user departments: -

- Defining scope and task of systems study.
- Scheduling tasks and assigning to systems personnel.
- Reviewing documentation prepared by systems personnel.
- Directing the design of new systems or systems improvements.
- Reviewing project progress and reporting status to Director (Data Processing).
- Presenting systems performance and directing corrective action.
- Reviewing systems personnel performance for purpose of training and promotion.
- Estimate development cost, time and personnel commitments.
- Evaluate operating advantages and cost savings of proposed systems.
- Define systems logic and equipment requirements.
- Conducting periodical training of computer personnel.

Responsibilities of Deputy Director (BS-18)

Assistant Directors Administration will be responsible for assisting Deputy Director (Administration and to guide Superintendents for the following work / jobs:

- Personal matters of all categories of staff in FBS and Regional / Field Offices of FBS.
- Development of terms of service and other policy matters.
- Administrative sanctions.
- Budget making / maintenance.
- Cash disbursements and refunds etc.
- Foreign Exchange Budget.
- Scaling and distribution of stationary, stores, furnishers, office equipment etc.
- Indenting & Supplies.
- Inventory Control.
- Arrangement for all general utility services.
- Foreign imports of equipments, accessories, stores etc.
- Maintenance of project vehicles.
- Financial sanctions of rent, telephones, repairs, purchases etc.
- Receipt, disbursement and distribution of incoming dak.
- Dispatch of communications, publications and messages.
- Record of files, their movements etc.
- Any other work / job assigned by senior officers.

Responsibilities of Deputy Director (Vigilance) (BS-18)

- Vigilance on the office functions of Regional and Field Offices of PBs.
- Security matters pertaining to FBS, Headquarter, Islamabad.
- Monitor any Branch of conduct and office discipline of Regional and Field Office
- Monitoring of ongoing surveys / censuses in the field.
- Monitor and report any irregularity on financial matters.
- Conduct of inquiries when assigned.
- Assist to DDG (Field Services) in execution of his duties.
- Assist to Director General in matters pertaining to routine administration.

Responsibilities of Chief Technical Officer (RP) (BS-18).

- To determine the priority of jobs received in R.P. Unit.
- Supervision and proper utilization of manpower and machine hours.
- To maintain discipline and proper guidance to the staff.
- Distribution of work among the staff.
- Discussions with experts in connection with the improvement of the working of R.P. Unit and installation of new machines etc.
- To provide cast estimates for various printing jobs and fixing of the prices of all the publications of PBS.
- Any other work / job assigned by Senior Officers.

Responsibilities of Private Secretary (BS-17).

- To attend telephone and to keep record of trunk calls.
- To screen callers and telephone calls.
- To arrange engagements and maintain an engagement diary.
- To prepare papers for meetings and interviews.
- To see that matters requiring the Secretary's / Additional Secretary's attention are brought to his notice in good time and in complete and proper form.
- To maintain and index N.G.O. cases.
- To receive and arrange and, where necessary, register the Secretary's papers and correspondence including secret and top secret papers.
- To keep record of suspense cases and to see that such cases are put up to Secretary on due dates.
- To keep reference books up-to-date.
- To attend to work connected with Secretary's / Additional Secretary's tours etc.
- To assist the Secretary in such matters as he may direct.
- To keep proper record of movement of files and other classified documents.
- To receive and conduct visitors.

Sr.No:35 (A)

Responsibilities of Assistant Agricultural Census Commissioner (BPS-17)

- i. To supervise the work of the branches concerned.
- ii. Planning for Census including preparations.
- iii. To carry out test and pilot surveys for ascertaining the suitability of census forms and procedures.
- iv. To supervise Census Operations.
- v. To assist in the tabulation and analysis of Census Data.
- vi. To organize training of Field staff for Census Enumeration and Supervision.

Sr.No:35 (B)

Responsibilities of Assistant Agricultural Census Commissioner (Admn) (BPS-17)

- i. To supervise the work of branches dealings with Administration, General Matters, Accounts and Budget.

Responsibilities of Assistant Census Commissioner (BS-17).

- Appointment of census field staff.
 - Training of field staff deputed for field enumeration activities of census/survey.
 - Preparation of analytical tables for analysis of data.
 - Supervision of all field activities during census operation.
 - To maintain storage of census/computer documents.
 - Control, supply and receipt of census documents.
 - Supervision of editing/coding and data entry operations.
 - Preparation of analytical tables for regular/supplementary census publications.
 - Supervision of all statistical work/compilation of data carried out by SAs.
 - Evaluation of tabulated data for internal consistency.
 - Preparation of tables to meet various demands for census data.
 - To assist senior officers in analysis of data for reports/monographs on important characteristics of population & housing.
 - To procure the enumeration material, arrange enumerator's kits and distribute it to the field staff.
 - To make arrangements of all types of logistical requirements of Census District Officers and their field staff.
 - To report progress in connection with preparation and conduct of census.
 - Supply of census data to national/international/private agencies.
- Overall supervision of work of SAs.

Responsibilities of Statistical Officer (BS-17).

- Supervision of the work relating to collection, completion, tabulation and publication of statistical data in various fields.
- Framing of questionnaires and preparation of tabulation plans & manuals of instructions of various censuses and surveys conducted by FBS.
- Supervision of Field operations of various socio-economic surveys conducted by FBS.
- Providing guidance to the staff in the preparation of various tables, explanatory notes etc.
- Supply of data to national and international agencies.
- Computation of various index series relating to agriculture, manufacturing, mining, prices trade & health statistics.
- Study of changes in the index, series / commodity classification / system of National Accounting of UN and implementation of recommendations of UN / International Agencies, if necessary.
- Preparation of National Accounts estimates.
- Checking of Listings as received from Data Processing Centres relating to various statistical series compiled by FBS as well as based on various socio-economic censuses & surveys conducted by FBS.
- Checking of data / explanatory notes presented in various publications of FBS. Any other work /job as and when assigned by senior officers.

Responsibilities of Research Officer (BPS-17)

- i. To carry out Research and Analysis of Data Collected through long series of Censuses and Surveys carried out by the Agricultural Census Organization and other relevant Organizations.
- ii. To measure and interpret growing trends between different Census/Survey results.
- iii. To plan and operate field surveys for:-
 - a) Specific studies and
 - b) Monitoring of trends.
- iv. To prepare reports based on analysis and interpretation of data in the wider context of Agricultural Development and Economic Growth.
- v. To produce research papers on specific assignments.
- vi. To carry out analysis of procedures followed in census operation e.g. sampling, framing of questionnaires, field enumeration, data processing, quality control, etc and make recommendation for improvement.

Responsibilities of Statistician (BPS-17)

- i) Collection and Analysis of data for obtaining estimates of variance for various items covered in Agricultural Censuses.
- ii) To design post-enumeration, checking of Agricultural Censuses data analysis.
- iii) To analyze sample Agricultural Census results and prepare census tables.
- iv) Miscellaneous statistical work related to Agricultural Census.

Responsibilities of Geographer (BS-17).

- To update the changes in the administrative units including the adjustment of population.
- To look after the work relating to delimitation of census areas.
- Preparation of field use maps and their updating.
- Preparation of maps and charts for census publications.
- Updation of area list by incorporating of changes in the administrative boundaries.
- Preparation of mauza/deh/village list by Union Councils.
- Write-up of geographic part for census reports.

Updating the names of main localities of urban area by union councils.

Responsibilities of Assistant Director (BS-17).

Assistant Directors Administration will be responsible for assisting Deputy Director (Administration and to guide Superintendents for the following work / jobs:

- Personal matters of all categories of staff in FBS and Regional / Field Offices of FBS.
- Development of terms of service and other policy matters.
- Administrative sanctions.
- Budget making / maintenance.
- Cash disbursements and refunds etc.
- Foreign Exchange Budget.
- Scaling and distribution of stationary, stores, furnishers, office equipment etc.
- Indenting & Supplies.
- Inventory Control.
- Arrangement for all general utility services.
- Foreign imports of equipments, accessories, stores etc.
- Maintenance of project vehicles.
- Financial sanctions of rent, telephones, repairs, purchases etc.
- Receipt, disbursement and distribution of incoming dak.
- Dispatch of communications, publications and messages.
- Record of files, their movements etc.
- Any other work / job assigned by senior officers.

Responsibilities of Administrative Officer (BS-17).

Admn. Officer will be responsible for assisting the Principal and Vice-Principal in the administrative matter and to guide the Superintendent for the following work / job: -

- Personal matters of all categories of staff in Training Wing.
- Development of terms of service and other policy matters.
- Administrative sanctions.
- Budget making / maintenance. Cash disbursements and refunds etc. Financial sanctions of rent, telephones, repairs, purchases etc.
- Scaling and distribution of stationery, stores, furniture's, office equipment etc. Indenting & Supplies. Inventory Control.
- Arrangement for all general utility services.
- Record of files, their movement etc, Dispatch of Communications.

Responsibilities of System Analyst (BS-17).

Provides technical and analytical assistance in identification and solution of problems in computerizing various projects of the organization. In this capacity the Chief System Analyst is in direct liaison with Programming and Operations personnel and representative of user departments: -

- Defining scope and task of systems study.
- Scheduling tasks and assigning to systems personnel.
- Reviewing documentation prepared by systems personnel.
- Directing the design of new systems or systems improvements.
- Reviewing project progress and reporting status to Director (Data Processing).
- Presenting systems performance and directing corrective action.
- Reviewing systems personnel performance for purpose of training and promotion.
- Estimate development cost, time and personnel commitments.
- Evaluate operating advantages and cost savings of proposed systems.
- Define systems logic and equipment requirements.
- Conducting periodical training of computer personnel.

Responsibilities of Data Processing Officer (BS-17).

Perform quality control function for Input/ output. Examines and Dispatches reports based on the criteria defined by System Analyst (S) / Programme (S). Rejects all reports that does not meet the criteria or does not satisfy the input or output specification of the applications. Maintains a neat and orderly equipment area and makes arrangements for the preventive and remedial maintenance of the equipment. Data Processing Officer is assigned one or more of the following duties / responsibilities.

DUTIES:

A: DATA ENTRY (CHECKING AND QUALITY CONTROL UNIT)

- Review input and determines its acceptability.
- Check output accuracy and consistency, check output with the controls established at processing stage.
- Investigate causes for discrepancy / inaccuracies.
- Maintain controls of input / output and ensure completion of all processing steps.
- Write, debug and execute data entry / application programs.

DUTIES:

B: DATA ENTRY / VERIFICATION UNIT.

- Keep record of equipment in the data entry hall.
- Prepare and report the production status of various on going projects.
- Maintain accurate records of equipment performance, utilization and evaluate personnel performance.
- Maintain records of the documents received / dispatched by the Data Entry Unit and enforce the data entry schedules.
- Ensure accurate data entry / verification of the projectors.

Write, debug and execute data entry / application programs

Responsibilities of Senior Technical Officer (Drawing) (BS-17).

- To determine priority of jobs as received in Graphic Design Unit.
- To maintain liaison with R.P. Unit for printing of various title covers. Charts & Graphs (with special reference to color patterns).
- To distribute the jobs among Technical Officers. Head Draftsman/Technical Assistants in accordance with the nature of job and capacity of individuals.
- To supervise the work of various officials working in Graphic Design Unit.
- To provide necessary guidance to the officials of this Unit.
- To check the fair drawings. Charts / Graphs as prepared by the officials and get clearance from concerned sections and higher officers of FBS.
- To provide cost estimates of various equipment / material as required by Graphic Design Unit.
- Any other work / job assigned by Senior Officers.

Responsibilities of Senior Publication Officer (Drawing) (BS-17).

- Arrangement of publicity messages and programmes for TV, Radio and Press, address of the Prime Minister, scripts of training and publicity films and liaison with Ministry of Information.
 - Conduct of press briefings and issuance of press release.
 - Collection of articles, editing, composing, proof reading and distribution of magazine all over the country.
 - Organize distribution of census publications to various Ministries, Division, Departments etc.
 - Supply of publications to various sale centers for sale purpose.
 - Maintenance of sale proceeds and storage of publications.
 - To act as supervisor of the Library.
 - Supervision of delivery of books and newspapers branch and responsible for all work relating to receipt of books, periodicals and newspapers under the copyright law.
- Other related duties such as security of library, cleanliness of premises, membership, etc.

Responsibilities of Chief Technical Officer (BS-17).

To determine the priority of jobs received in R.P. Unit.

- Supervision and proper utilization of manpower and machine hours.
- To maintain discipline and proper guidance to the staff.
- Distribution of work among the staff.
- Discussions with experts in connection with the improvement of the working of R.P. Unit and installation of new machines etc.
- To provide cost estimates for various printing jobs and fixing of the prices of all the publications of FBS.
- Any other work / job assigned by Senior Officers.

Responsibilities of Librarian (BS-17).

- Initiating cases for the acquisition of books/magazines and finalizing its purchases.
- Procurement of National and International publications on complementary or exchange basis.
- Accession of the books/publications received in the Library.
- Classification and cataloging of the books/publications received in the Library.
- Getting the book/publications labeled and bound.
- Making arrangements for the regular circulation of the Gazettes and other materials in the Federal Bureau of Statistics.
- Preparation of working papers and minutes of the Library Board Meetings.
- Attending to the requirements of Federal Bureau of Statistics staff, the trainees under going training in the training section and other visitors who want to get data from publications available in the Library.

Responsibilities of Technical Officer (Drawing) (BS-16).

- To determine priority of jobs as received in Graphic Design Unit.
- To maintain liaison with R.P. Unit for printing of various title covers. Charts & Graphs (with special reference to colour patterns).
- To distribute the jobs among Technical Officers. Head Draftsman/Technical Assistants in accordance with the nature of job and capacity of individuals.
- To supervise the work of various officials working in Graphic Design Unit.
- To provide necessary guidance to the officials of this Unit.
- To check the fair drawings. Charts / Graphs as prepared by the officials and get clearance from concerned sections and higher officers of FBS.
- To provide cost estimates of various equipment / material as required by Graphic Design Unit.
- Any other work / job assigned by Senior Officers.

Serial No.52

Responsibilities of Technical Officer (RP) (BS-16).

- To determine the priority of jobs received in R.P. Unit.
- To distribute the work among the supervisors according to the nature of the job.
- To arrange all necessary materials for smooth running of R.P. Unit.
- To assist Chief Technical Officer for preparing annual indent of material used in R.P. Unit.

Any other work / job as and when assigned by Chief Technical Officer

Responsibilities of Technical Officer (DP) (BS-16).

Performs data entry quality control functions. Maintains a neat and orderly equipment area and makes arrangements for the preventive and remedial maintenance of the equipment.

- Maintain input / output controls and ensure completion of all data entry steps.
- Review input and determines its acceptability.
- Check out put accuracy and consistency.
- Investigate causes for discrepancy / inaccuracies.
- Report production status of various on going projects.
- Maintain records of equipment, performance, utilization and evaluate personnel performance.
- Maintain records of the documents received / dispatched.

Ensure accurate data entry / verification of the project

Responsibilities SUPERINTENDENT (BS-16).

Superintendent will be responsible for: -

- To supervise and direct the Ministerial Staff for the prompt disposal of business at all the stages.
- To arrange as far as possible on even, equal and reasonable distribution of work among staff.
- To train and advise staff in matters of procedural detail and economical routing.
- To execute the checks on delay and to adhere to time schedules of assignments.
- To check that all references quoted in correspondence and noting are available on record. Properly flagged where necessary and arranged in the proper sequence and cross referenced.
- To check the Daily Work diary of staff.
- To examine the personal cases with complete independence integrity and confidentiality.
- To check on the punctuality and discipline.
- Up to date knowledge with Govt. Rules, Regulations. Notifications and Secretariat Instructions etc.
- Any other work / job as and when assigned by senior officers.

Responsibilities Deputy Assistant Director (BS-16).

- Supervising the work of Assistant/Clerks, etc. working in the branch/sections.
- Seeing that discipline and tidiness is maintained in the branch/section.
- Grant of all kinds of leave cases of the staff of HQ & Provincial/Regional Offices.
- Allotment/Hiring cases of officers/officials.
- Grant of annual increment to the staff (BPS-1 to 15) of PCO, Islamabad.
- Grant of advance increment on acquiring higher qualification, grant of anomaly increment of staff (BPS-1 to 15) in PCO, as well as Provincial/Regional Offices.
- Fixation of pay of staff (BPS-1 to 15) in PCO, Islamabad and Provincial/Regional offices.
- Updating of staff position according to sanction strength.
- Maintenance of staff position registers.
- Maintenance & updating of old record/personal files of staff.
- Dealing with all kind of complaints and personal matters of employees.
- Preparation of comments/replies, proceedings and hearing of court cases.
- Issuance of service certificate
- Processing of cases regarding absorption of surplus staff.
- Maintenance of C/L record.
- Maintenance of mortgage deeds.
- Maintenance of service Books.
- Grant of selection grade
- Grant of move over.
- Matters pertaining to grant of leave G.P.F advance, house building advance, motor car advance to officers/officials.
- To initiate all the cases regarding the disciplinary proceedings.

Responsibilities Data Processing Assistant (BS-16).

Under the direction of the officer Incharge, takes action to prepare job to be run on computer. Performs all data control tasks required to implement the correction in data prepares the run requests and keeps a record of the data tapes / disks for future use.

RESPONSIBILITIES:

- Maintaining programme, correcting and updating the programme documentation.
- Checking input / output accuracy and consistency.
- Maintaining controls regarding input / output and on time completion of all processing steps.
- Preparing run requests indicating peripheral equipment with suitable forms and appropriate tape / disk and card files.
- Verifying the correctness of all-necessary files and data submitted to the computer room for processing.
- Verifying that reports and other outputs are complete before release from data processing section.
- Recording time and equipment utilization.

Assisting System Analyst / Programmer in writing Programmes and developing / updating the documentation's.

Sr.No:57

Responsibilities of Census Officer (BPS-16)

- i. To draft census questionnaire, forms and instructions manuals and test them in the field.
- ii. To train census enumerators and supervisors.
- iii. To supervise the work of staff and carry out survey in the field.

Responsibilities Assistant Private Secretary (BS-16).

- To attend telephone and to keep record of trunk calls.
- To screen callers and telephone calls.
- To arrange engagements and maintain an engagement diary.
- To prepare papers for meetings and interviews.
- To see that matters requiring the Secretary's/Additional Secretary's attention are brought to his notice in good time and in complete and proper form.
- To maintain and index N.G.O. cases.
- To receive and arrange and, where necessary, register the Secretary's papers and correspondence including secret and top secret papers.
- To keep record of suspense cases and to see that such cases are put up to Secretary on due dates.
- To keep reference books up-to-date.
- To attend to work connected with Secretary's / Additional Secretary's tours etc.
- To assist the Secretary in such matters as he may direct.
- To keep proper record of movement of files and other classified documents.
- To receive and conduct visitors.