

REPORT

ON

- **SERVICE STRUCTURE AND
SERVICE RULES FOR
PAKISTAN BUREAU OF
STATISTICS (PBS)**

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ABBREVIATIONS

ACO	Agriculture Census Organization
CCP	Competitive Commission of Pakistan
CSS	Central Superior Services
FBS	Federal Bureau of Statistics
FPSC	Federal Public Service Commission
NADRA	National Database & Registration Authority
PBS	Pakistan Bureau of Statistics
PCO	Population Census Organization
PE&R	Planning, Evaluation & Research
PSS	Pakistan Statistical Service
SBP	State Bank of Pakistan
SECP	Security Exchange Commission of Pakistan

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CHAPTER – 1

INTRODUCTION

The Government of Pakistan enacted General Statistics (Re-Organization) Act, 2011 in May, 2011 which is at Annex-I of this report. The aim of this Act was to provide for establishment of Pakistan Bureau of Statistics (PBS) with the objective of producing reliable, authentic, timely and transparent data compatible with the needs of the economy and socio-economic development requirements of the nation and for matters connected therewith and matters incidental thereto. In short, the Act aimed at establishing a more effective, efficient and responsive statistics administration for the country by creating Pakistan Bureau of Statistics through administrative and functional merger of Federal Bureau of Statistics, Population Census Organization (PCO), Agricultural Census Organization (ACO) and Technical Wing of Statistics Division.

Functional and administrative merger of the different existing organizations in the country involved in collection, compilation, analysis and projection of socio economic data has, inter-alia, necessitated putting in place a new service structure for the newly created PBS. For undertaking this exercise, it was considered necessary to study and review the service structures of the existing organizations/set-ups that have now been merged to create the new entity (PBS). Functions and responsibilities of PBS have been given in the Act mentioned above and are reproduced in Annex-II. The assignment of devising service structure for PBS is to be accomplished within the parameters outlined in the Act.

Service structure for an organization is aimed at placement of the human resource required to achieve the service delivery for which the organization has been established in a manner which will enable it to achieve its objectives in the most optimal manner. In its basic form a service structure is meant to indicate placement of human resource at different level also showing at the same time as to how these levels are connected for the purpose of supervision, regulation, monitoring and, eventually, for policy making, functions of the organization for which it is being devised.

Keeping in view all the above factors, demographic and socio economic issues being faced by the country, three possible options for PBS service structure have been given in the subsequent chapter. These options have been formulated with the aim of achieving organization's objectives as envisaged under the Act. It may be mentioned that each option has its advantages and disadvantages which have also been indicated. It is also pointed out that the Act envisages independent functioning of PBS and creating an enabling environment for good governance. This consideration was also kept in view in formulating the proposals for draft service structure for PBS.

No service structure for an organization can be erected without the underpinning of definitive rules. Therefore, after proposing a service structure for PBS the next step was to develop rules for the personnel working in the Organization. Since, PBS has been created as a result of a merger of FBS, PCO, ACO and Technical Wing of Statistics Division, it was obvious that majority of PBS employees would be former employees of the merged organizations. This situation posed a number of problems. For instance, it called for formulating principles of seniority which would regulate the inter se seniority of employees working in the same pay scale/grade in

FBS, PCO & ACO who would opt for working in the PBS. This issue was addressed by developing for PBS employees appropriate principles of seniority based on considerations of equity, fairness and justice. A separate chapter has accordingly been devoted to the issues of merger and seniority of PBS employees.

After defining principles of merger and seniority for PBS employees the next logical thing to be done was to formulate the rules that would govern the appointment, promotion and transfer of PBS employees. It was kept in mind that rules so framed ought to cater for the service related aspects of the employees who have opted to work for PBS after leaving their previous organizations and should also provide for a methodology for recruitment of new employees for the Organization. In short rules to be developed should be able to address the processes of appointment, promotion and transfer of PBS employees in all pay scales/grades.

The work of formulating these rules involved an in depth study and review of the existing rules that presently govern the employees in all grades of the organizations that have been merged, i.e., FBS, PCO, ACO and Technical Wing of Statistics Division. It was a painstaking exercise because it involved, going through relevant rules applicable for all posts comprising the employees from BPS-1 to BPS-20 in the defunct organizations.

Draft Service Rules for PBS employees have accordingly been formulated and are annexed to this report. These rules, provides definitions for various terms and authorities mentioned therein, a schedule indicating other terms & conditions of service in PBS has been attached to the rules. Part-I of the Schedule relates to posts in BPS-17 to BPS-21 and provides for the mode of appointment,

eligibility criteria and qualifications needed for personnel occupying these posts. Part-II of the schedule relates to the nomenclature, mode of appointment, eligibility criteria and qualifications for various posts in different BPS/pay scales in the Data Processing/IT Wing of PBS. Part-III of the schedule is devoted to posts, their mode of appointment, eligibility criteria and qualifications required for posts which are of technical nature and could not be categorized under the ministerial posts or posts in the Data Processing/IT Wing.

This report has been prepared in the light of TORs provided for Phase-I of the assignment.

CHAPTER - 2

SERVICE STRUCTURE FOR PAKISTAN BUREAU OF STATISTICS (PBS)

After in depth study of service structures of the Organizations that have been merged into a single entity in terms of General Statistics (Re-Organization) Act, 2011, three Options for service structure of the newly created Pakistan Bureau of Statistics (PBS) have been proposed. These options are described in the following paragraphs.

Option – I: Service Structure based on Government Basic Pay Scales

02. This Option envisages a service structure based on Government prescribed pay scales. The Plan for this Option includes constituting a Service/Occupational Group comprising of the personnel placed at different levels of the statistics administration in the country. It is envisaged that the proposed Service/Occupational Group would form part of the Central Superior Services (CSS) and recruitment in this Service/Group would be made alongwith other Services/Occupational Group included in the CSS.

03. A variant of this Option can be that the above proposed Service/Occupational Group may not become part of the CSS but recruitment against posts in this service/group is made through Federal Public Service Commission (FPSC) on line/pattern applicable for recruitment for other government posts which do not come under the purview of CSS.

Advantages:

- i. This service structure would be more suitable for our culture because, being based on government pay scales, it would carry the weight and influence associated with government authority.
- ii. Due to its linkage with government, it would be easier for PBS functionaries to coordinate with field Departments of Federal and Provincial Governments and also to secure their cooperation in fulfilling their assignments/functions.
- iii. The officers will have strong sense of security while performing their functions. They will have necessary confidence needed to interact with other government departments and privately owned concerns.
- iv. Due to a structured system of promotion applicable in the government, the employees would have better prospects for rising in the hierarchy as well as option of horizontal mobility.
- v. This Option envisages provision of all budgetary support by the government which will free the organization from the burden of worrying about funding its activities.

Disadvantages:

- i. Generally speaking, government departments develop inertia in their operations. It is apprehended that this inertia or slackness would also creep into the service structure proposed in this Option.
- ii. This service structure would tend to make PBS like another government department known for attending to its functions in a routine manner. It is

likely that the organization may fall prey to the red-tapism prevalent in most government organizations.

- iii. Government pay scales on which the service structure proposed in the option is based are not deemed attractive enough to lure the best talent from the market.
- iv. The linkage with government will make the organization prone to interference from government, resulting in reduced independence which would be contrary to the objective envisaged in the Act.

Option – II: Autonomous Service Structure

04. This option envisages a completely autonomous service structure for PBS. The proposed service structure under this option would be independent of the government basic pay scales and its personnel will comprise of professionals. It will have its own human resource policy, rules and regulations which would be devised separately. A number of other organizations in the country, such as SBP, SECP, CCP, NADRA, etc., are being run on the pattern envisaged in this option. Various advantages and disadvantages of this option are given below:-

Advantages:

- i. With this service structure PBS would be less likely to be subjected to government influence and, consequently, would be able to achieve complete independence in performing its functions.
- ii. With personnel recruited on market based salary/package, this service structure will have better professional orientation.

- iii. Professionals recruited on market salary/package and through an autonomous process, that is, by the organization itself are likely to have greater sense of responsibility/accountability. Further, there is less chance for them to become victims of red-tapism.
- iv. This service structure will have a lean organizational set up. Hence, it is more likely to be cost effective.
- v. Because of autonomy exercised in the recruitment process it would be possible to induct the best talent from the market for manning different posts in the service structure/envisaged in this option.
- vi. Due to induction of professionals the organization would not only become more efficient and effective but also more result oriented.
- vii. Because of lean service structure it would be easier to achieve both administrative and technological focus for the organization.

Disadvantages:

- i. Autonomy implies both administrative and financial autonomy. The organization would thus be required to find its own sources of funding which at present do not appear to be available. Further, the nature of functions of PBS is such that independent income generation avenues available for other organization, viz; SBP, SECP, CCP & NADRA may not be possible for PBS.
- ii. Due to disassociation with the formal government set up, the functionaries of PBS would have difficulty in coordinating with and

securing cooperation of other government departments, especially field departments of Federal and Provincial Governments.

- iii. Due to absence of direct government support, it would be relatively difficult for the employees to discharge their responsibilities particularly those which require interaction with government departments.
- iv. Unless the service structure developed is lean, this option would be more costly primarily because of market based salaries/packages of the employees. Consequently, it would become difficult for PBS to sustain and operate at optimal level.
- v. Owing to absence of direct government backing, the service structure under this option would be less acceptable to the stakeholders especially in rural and remote areas of the country.

Option – III: Government Pay Scales-cum-Technical Support Service Structure

05. Service structure proposed in this option is a mixture of service structures indicated in Options I & II. Option–III envisages a service structure based on government pay scales, supported by a Technical Wing manned by professionals. In this option, a cadre strength will be required to be fixed for Government employees working in different pay scales. Officers would be recruited/employed on the basis of rules/regulations applicable for other government departments. However, functionaries in the Technical Wing would be recruited/employed through a separate process and would have pay packages different from government pay scales. The appointing authority in their case would be PBS. This would ensure their functional

autonomy in discharging their professional responsibilities/functions and achieving their goals.

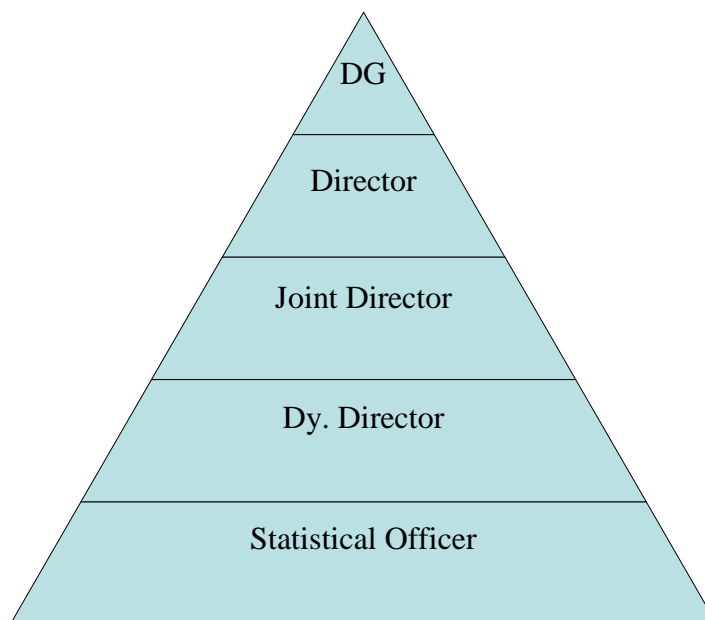
06. It is felt that service structure outlined in Option – III above would be suitable and appropriate for adoption by the PBS. The structure proposed in this option is described below:-

A. Government of Pakistan Pay Scale Based Section of Service Structure

07. For Government of Pakistan pay scale based part of service structure of PBS envisaged in this option, following proposals are made:-

- a. A Service or Occupational Group may be constituted for PBS employees recruited on government pay scales. The Service/Occupational Group should be made part and parcel of CSS. An alternative to this could be to constitute a Service outside the purview of CSS such as Economists and Planners Group.
- b. The new Service may be designated as Pakistan Statistical Service (PSS). Various posts in different pay scales may be designated as follows:-
 - i. Statistical Officer – BS-17
 - ii. Deputy Director– BS-18
 - iii. Joint Director– BS-19
 - iv. Director – BS-20
 - v. Director General – BS-21
- c. Service structure proposed in this option would have the shape of a pyramid with 5 levels. Employees at the lowest level would be in BP-17

and the Head of Service would be in BS-21. Diagrammatic configuration of this service structure is given below:-



- d. At present sanctioned cadre strength of posts in BS-17 and above in the organizations, namely, FBS, PCO, ACO, PE&R is given in the following table:

Scale	FBS	ACO	PCO	PE&R	Total	In-Position	Vacant
BS-20	8	2	9	1	20	14	6
BS-19	24	3	13	1	41	32	9
BS-18	19	7	23	3	52	37	15
BS-17	310	11	141	0	462	304	158
Total	361	23	186	5	575	387	188

It is evident from the above table that a total of 188 posts in various pay scales are lying vacant in the aforementioned organizations. Further, the total working strength of the three organizations comprises 387 officers.

Considerations of achieving efficiency and effectiveness demand that an organization should be of right size, devoid of any extra fat. In view of this it is suggested that the cadre strength of Pakistan Statistics Service may have 388 posts. Their distribution in different pay scales is as under:-

<u>Pay Scale</u>	<u>No. of Posts</u>
BS-21	1
BS-20	14
BS-19	42
BS-18	126
<u>BS-17</u>	<u>205</u>
Total:	<u>388</u>

However, management may increase number of posts in any pay scale in the light of volume of work or other requirements

- e. The Act requires that the working employees of the organizations that have been merged are to be given the option to join service in the newly created PBS. To enable the employees to exercise their choice to opt for or otherwise the new service, a proforma has been devised and is at Annex-III.
- f. The inter-se seniority of the officers from the above three merged organizations (FBS, PCO & ACO) who have opted to serve in PSS would be determined on receipt of options from the officers and staff on the prescribed proforma. In case all officers of the merged organizations opt for the new service, there will be a common seniority list and all the officers in PBS will become part of one cadre.

B. Structure of Technical Wing of PBS

08. An in depth review of the functions assigned to PBS in the Act was undertaken. It was felt that some of the functions of PBS can best be performed by personnel with sound professional background in the disciplines of finance, economics and statistics. This reasoning forms the basis of proposing a Technical Wing in the service structure of PBS. Main responsibilities/functions of Technical Wing would be as follows:

- i. To work towards developing product lines in response to pressing needs of the society in the light of data collected on all aspects (demography, trade, industry, financial, social, agriculture, etc.) of national life.
- ii. To provide input to the policymakers in formulating policies and annual programs of survey & census in the country.
- iii. To formulate, prescribe and implement principles for gathering official statistics in Pakistan including standardization and harmonization of concepts, definitions and classifications pertaining to official statistics.
- iv. To provide input to policy makers/management towards overall coordination, professional monitoring, evaluation and review of statistics work in the Pakistan.
- v. To provide input for promotion of education and research in the field of statistics in the country.
- vi. To coordinate, monitor, implement or engage, in conjunction with other authorities, international organizations, in any study or cooperation

project or foreign aided technical assistance projects in the statistical field;

- vii. To strive and endeavour that collection of statistical data in the country is in accordance with practices and standards of the United Nations and other international bodies for the purpose of fulfilling the international obligations of Pakistan in the field of statistics;
- viii. To provide input to policy makers/management in the context of the existing laws or amendments therein or proposals for new laws required for the purpose of achieving the objectives of the Act.
- ix. To provide input on demand from the management and policy makers for achieving the overall objectives as envisioned for PBS in the Act.

09. In order to perform the functions proposed for the Technical Wing, which have been indicated above, an essentially two tier service structure has been proposed. Nomenclature of different posts in the Technical Wing would be as under:-

- i. Macro Economic Expert
- ii. Financial & Industrial Advisor
- iii. Regulatory Reforms Specialist
- iv. Research Associates/Analysts

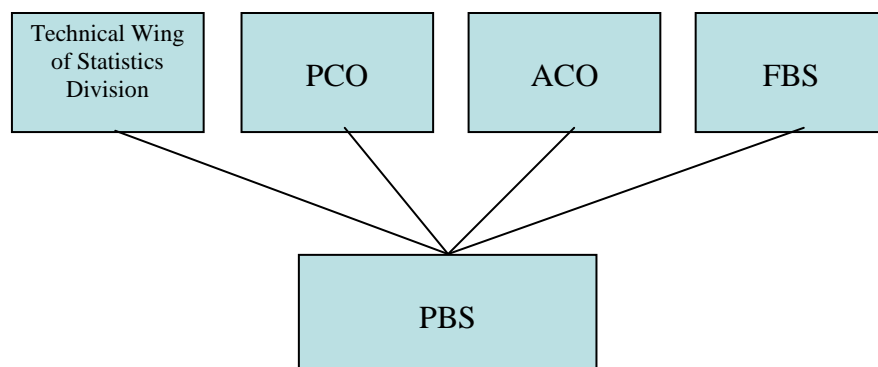
10. Research Associates/Analysts would constitute the basic working level in the service structure of this Wing. The middle level in this structure will comprise of the posts indicated at (i) to (iii) above. Every functionary at middle level will be supported by two or three Research Associates/Analysts. The work of these middle level Experts/Advisors will be supervised by the Functional Members and Chief Statistician.

CHAPTER – 3

MERGER AND SENIORITY

The Government of Pakistan recognizing the challenges ahead and to effectively grapple with the complexities of the statistical system that existed in the country, promulgated an Act called Statistics (Re-Organization) Act, 2011. Main aim of the Act was to create conditions for providing a high level of service delivery for policy makers. This objective is to be achieved through establishing one entity through administrative and functional merger of different organizations/entities involved in statistics gathering, their compilation and analysis etc., in the country.

02. The Act provides for merger of Federal Bureau of Statistics (FBS), Population Census Organization (PCO), Agricultural Census Organization (ACO) and Technical Wing of Statistics Division into a new entity called Pakistan Bureau of Statistics (PBS). The erstwhile organizations have accordingly been merged and diagrammatic description of this merger is given below:-



03. A service structure for the newly created PBS has already been proposed and described in the previous chapter.

04. Determination of seniority is a vital aspect in the service career of any employee. Future promotion and other relevant attributes of his employment depend on his seniority. Therefore, administrative and functional merger of FBS, PCO, ACO and Technical Wing of Statistics Division, inter-alia, entails laying down principles which would govern the inter se seniority of the employees who would serve in the newly created PBS as a result of the option exercised by them. These principles ought to be based on best practices and keeping in mind considerations of equity and fairness. Placement of employees working in same pay scale in a definitive seniority list determined on the aforementioned principles and considerations not only leads to improvement in the functional efficiency of the organization but also frees the employees from possible heart burning leading to litigation, etc. Further, criteria have also be laid down for regulating the relationship between the new and old employees of PBS.

05. For determining inter se seniority among the PBS employees who have joined the organization as a result of the option exercised by them, following principles are proposed:-

Principles of Seniority of PBS Employees

- i. Inter se seniority of officers and staff of FBS, PCO, ACO, etc., who have joined service in PBS after exercising option shall be counted from the date of regular appointment in the present post in these organizations in accordance with Civil Servant (Seniority) Rules 1993 as amended from time to time.

- ii. For employees having same date of regular appointment in the present post, their respective ages would be taken into account to decide the question of inter se seniority. For instance, among employees who joined their posts in similar scale on the same date the one who is older in age would rank senior to those younger to him.
- iii. For employees equal in age and having same date of regular appointment in the present posts in the same grade/scale their inter se seniority would be determined on the basis of performance as reflected in their service record in the organization in which they were previously working.
- iv. A gradation list consisting of the names of all officers working in the same pay scale arranged in order of seniority should be issued yearly. Similarly, gradation list for staff should also be issued.

Relationship Between Old & New Employees of PBS

06. First step that needs to be taken in this context is to provide definition of “Old Employees” and “New Employees”. In this regard, it is submitted that “Old Employees” would include those employees of the defunct organizations who have opted for service in PBS as a result of the option exercised by them. “New Employees” will comprise those officers/officials recruited in terms of the Employees (Terms & Conditions of Service) Rules, 2013.

07. The overriding guideline which would regulate the relationship between Old & New employees of PBS would be that the officers/officials [both categories, namely, those who joined service with PBS after exercising option as well as those

recruited in terms of Employees (Terms & Conditions of Service) Rules, 2013] would work in accordance with the hierarchal structure of PSS which has already been proposed.

CHAPTER – 4

FORMULATION OF SERVICE RULES FOR PBS EMPLOYEES

Proposed Service Rules of PBS Employees

Prior to promulgation of the Statistics (Re-Organization) Act, 2011, the tasks of statistics gathering, their compilation and analysis etc., required for decision making by Government policy makers, were being performed mainly by FBS, PCO, ACO and Technical Wing of Statistics Division. Employees working in these organizations were governed by the service rules notified separately for each of the said organizations.

02. The aforementioned organizations have now been merged into a new entity named PBS. This development has necessitated that service rules be formulated for employees serving in PBS. The Act provides that employees working in the aforementioned organizations be given option to join PBS. A proforma has already been designed to elicit option from the employees of the merged organizations. It is more than likely that most of the PBS employees would be those who were earlier serving in the defunct organizations. This situation required that issues of merger and their inter se seniority be addressed. These matters have, therefore, been accordingly dealt with in the previous chapter captioned “Merger and Seniority”. The next step is to draft Service Rules for PBS employees. The requisite draft Rules have been formulated and designated as Employees (Terms & Conditions of Service) Rules, 2013. They are placed at Annex-IV. A brief explanation of the draft Rules is given in the following paragraphs.

03. The General Statistics (Reorganization) Act, 2011, authorizes PBS to make rules for achieving the purposes of the Act as well as for regulating the terms & conditions of service of employees working in that Organization. The Act also lays down broad guidelines for governing the terms & conditions of PBS employees. For instance, the Act lays down that all personnel working in PBS would be public servants. The Act further makes it incumbent that the employees who were civil servants working in different basic pay scales when they were working in the erstwhile organizations that have been merged to create PBS, would be given option to become employees of PBS where they would serve as public servants.

04. In principle, the PBS Employees (Terms & Conditions of Service) Rules 2013, broadly follow the scheme/format that has generally been observed in framing such rules for other government organizations. Thus, these draft Rules provide for definitions of different terms, authorities and Boards/Committees that would be constituted in the context of regulating the terms & conditions of service of PBS employees. Since, PBS employees have to serve in different Government basic pay scales, it has been mandated in the draft Rules that the rules & orders in force, as amended from time to time, to civil servants of corresponding grades/BPS of the Federal Government shall regulate the terms & conditions of service of employees of PBS. The draft Rules also prescribe that on issues relating to efficiency and discipline, PBS employees would be subject to Government Servant (Efficiency & Discipline) Rules, 1973, as amended from time to time by the Federal Government. The procedure for imposing penalty and making appeals against orders made in this regard has also been provided for in the draft Rules. Further, the draft Rules contain a

comprehensive Schedule which specifies names of the posts with their basic pay scales, conditions of eligibility, qualifications and various modes whereby appointments against these posts in PBS can be made. The Schedule has three parts.

05. Part-I of the Schedule provides details of different posts, their basic pay scales, modes of appointment, conditions of eligibility and qualifications of personnel of Pakistan Statistical Service (PSS) and their support staff.

06. Part-II of the Schedule relates to Data Processing/IT Wing of PBS. Inclusion of this Part in the Schedule calls for an explanation. In this regard, it is submitted that while reviewing the appointment, promotion and transfer rules relating to FBS, PCO & ACO, it was noticed that a separate Data Processing/IT Wing existed in FBS. This Wing had its own appointment, promotion and transfer rules which were separate from the rules regulating the terms & conditions of other employees of FBS. This Wing comprised of following position/posts:-

1. Deputy Director General (Computer) – (BPS-20)
2. Director (Data Processing) – (BPS-19)
3. Chief System Analyst – (BPS-18)
4. Chief Programmer - (BPS-18)
5. System Analyst - (BPS—17) (*Plus Special Allowance of Rs.200/- p.m.*)
6. Programmer - (BPS—17) (*Plus Special Allowance of Rs.200/- p.m.*)
7. Data Processing Officer - (BPS-17)
8. Data Processing Assistant - (BPS- 16)

07. It is considered appropriate that PBS should continue to have a Data Processing/IT Wing. Part-II of the Schedule to the draft Service Rules thus provide for the names of the posts, their basic pay scale, mode of appointment, conditions

of eligibility and qualifications for personnel working in Data Processing/IT Wing of PBS. It is, however, clarified that Data Processing/IT Wing of PBS would not form part of the Pakistan Statistical Service (PSS).

08. Part-III of the Schedule gives details of the names of posts, their basic pay scales, modes of appointment to these posts, conditions of eligibility and qualifications for the employees serving against the Technical Posts of PBS. It is clarified that positions mentioned in this part of the Schedule are staff posts in BPS-3 to BPS-14 and relate to the work of purely technical nature, such as, operating duplicating machines, book binding, handling cameras, etc. This clarification is being specifically given to avoid confusing these positions with posts of Technical Wing which comprises of experts in the fields of economics, finance and quasi legal matters.

Technical Wing of PBS

09. Earlier in the draft report, it has been stated that there would be a Technical Wing manned by experts who would provide professional & technical input to the policy makers for decision making. Personnel working in this Wing would be recruited/employed through a separate process and would have salaries/pay package different from Government basic pay scales.

10. As earlier stated in the report, the Technical Wing would have following posts/positions:-

- i. Macro Economic Expert
- ii. Financial & Industrial Advisor
- iii. Regulatory Reforms Specialist
- iv. Research Associate/Analyst

Exact number of posts in the above categories would have to be determined by the management of PBS in the light of load of work and other priorities.

11. Main functions of the Technical Wing have already been mentioned in earlier part of the report. Briefly, Technical Wing would make use of data collected by the operational side of PBS to develop a holistic picture of various trends prevalent in the country with respect to population, agriculture, livestock, industry and other socio economic aspects of the society. Further, the Technical Wing would also provide different policy options to the higher management of PBS to enable it to make appropriate recommendations to country's policy formulating fora, such as, Federal Cabinet and Planning Commission, etc.

12. It is envisaged that persons for the posts of Technical Wing would be selected from the open market through a transparent process. The positions/posts mentioned at Sr. No.i, ii & iii of para 10 above may have salary package and other perquisites equivalent to MP-III scale of the Federal Government. The Research Associates/Analysts may be given fixed pay package ranging from Rs.75,000/- to Rs.90,000/- per month. It is proposed that all personnel in the Technical Wing be hired initially for two years on contract basis which period could be extended for another term of two years. This kind of structure of Technical Wing would provide opportunity to PBS management to induct fresh blood in this Wing on a regular basis. For the purpose of discipline and other matters not specifically provided for in the contract of the Technical Wing personnel, Government rules will be applicable.

13. It is submitted that a schedule specifying pay scales/salary package, qualifications and experience required, etc., for filling the positions in the Technical

Wing of PBS has not be developed. The rationale behind this is that such a schedule can only be developed after exact job descriptions for the various positions in the Technical Wing have been formulated together with the qualifications and experience required to be possessed by the persons to be hired to man these posts. It is felt that these aspects can best be worked out either by the management of PBS or in the light of specific guidelines provided by it in this regard. The exact size of the Technical Wing has also not been indicated in the report. This has been done to provide flexibility to PBS management to evolve the Technical Wing on need basis in the light of the functions assigned to the Organization (PBS) in the Act.

The Gazette



of Pakistan

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, TUESDAY, MAY 31, 2011

PART-I

Acts, Ordinances, President's Orders and Regulations

SENATE SECRETARIAT

Islamabad, the 31st May, 2011

No. F.9(7)/2011-Legis.-The following Act of Majlis-e-Shoora (Parliament) received the assent of the President on 28th May, 2011, is hereby published for general information:-

ACT NO. XIV OF 2011

An Act to provide for reorganization of statistical system in Pakistan

WHEREAS it is expedient to provide for reorganization of statistical system in Pakistan through the merger of certain organizations and to provide for establishment of the Pakistan Bureau of Statistics for producing reliable, authentic, timely and transparent data compatible with the needs of the economy and socio-economic development requirements of the nation and for matters connected therewith and incidental thereto;

It is hereby enacted as follows:-

1. Short title, extent and commencement.- (1) This Act may be called the General Statistics (Reorganization) Act, 2011.

- (2) It extends to the whole of Pakistan.
(3) It shall come into force at once.

PART I
PRELIMINARY

2. Definitions.- In this Act, unless there is anything repugnant in the subject or context,-

- (a) "appropriate Government" means,-

- (i) in relation to the Federal Statistical Authority or any matter relating to the collection and compilation of statistics for whole of Pakistan, the Federal Government; and
 - (ii) in relation to a Provincial Statistical Authority or any matter relating to the collection and compilation of statistics for a Province or a part thereof, the Provincial Government;
- (b) "Bureau" means the Pakistan Bureau of Statistics established under section 3;
 - (c) "census" means population and housing census under section 31, agriculture census under section 37 and other censuses under section 39;
 - (d) "census officer" means any person appointed under section 32;
 - (e) "Chairman" means the Chairman of the Governing Council appointed under section 6;
 - (f) "Chief Statistician" means the Chief Statistician of the Bureau appointed under section 14;
 - (g) "company" means any legal entity registered as such under the Companies Ordinance 1984 (XLVII of 1984), including association of persons, registered partnership, corporation, statutory body, trust, society or any other legal entity;
 - (h) "competent authority" means an authority or officer appointed as such by an appropriate Government under section 21;
 - (i) "functional member" means a professional appointed under section 18;
 - (j) "Governing Council" means the Council constituted under section 6;
 - (k) "house" includes a building, tent , vessel or abode used as human dwelling;
 - (l) "institute" means the Statistics Training and Research Institute;
 - (m) "local council" means a local council constituted under any law relating to local government and includes a Cantonment Board constituted under the Cantonments Act, 1924 (II of 1924);
 - (n) "Member" means a member of the Governing Council;
 - (o) "prescribed" means prescribed by rules and regulations made under this Act;
 - (p) "Provincial Census Commissioner" means a person or authority appointed by the Federal Government to conduct and supervise the census in a Province;
 - (q) "regulations" means the regulations made under this Act;
 - (r) "rules" means the rules made under this Act;
 - (s) "statistical agent" means any agency, authority or officer appointed for, or engaged in, the collection of statistics under section 22;
 - (t) "Statistical Authority" means the Federal Statistical Authority or a Provincial Statistical Authority appointed under section 19;
 - (u) "Statistics Fund" means the fund established under section 40; and
 - (v) "Users Council" means the National Users Council and Provincial Users Councils constituted under section 12.

PART II

THE PAKISTAN BUREAU OF STATISTICS

3. Establishment of the Pakistan Bureau of Statistics.-(1) There shall be established a bureau to be called the Pakistan Bureau of Statistics to carry out the purpose of this Act.

(2) On the establishment of the Bureau, all assets, rights, powers, authorities and privileges and all movable and immovable property, cash and bank balances, investments and all other interests and rights in or arising out of, such property and all debts liabilities and obligations of the Federal Bureau of Statistics, the Agricultural Census Organization and Population Census Organization shall vest in the Bureau.

(3) The head office of the Bureau shall be at Islamabad and the Bureau may establish regional and field offices at such other places and in such numbers as the Governing Council may, from time to time, deem fit.

(4) The Federal Government shall provide grant in aid (annual or supplementary) for pay, allowances, pension and other employees-related expenses, etc., as admissible to the civil servants, from time to time, for the staff of Bureau including that of Federal Bureau of Statistics, Population Census Organization, Agricultural Census Organization and Technical Wing of Statistics Division and operation of the Bureau including funds needed for conduct of different departmental censuses, surveys, studies, development projects, training of staff, purchase of durable goods, construction of office buildings and operating expenses etc.

(5) The design of all censuses, surveys or statistical studies proposed to be undertaken by the Federal Government or any organization of Federal Government shall be finalized in consultation with the Bureau.

4. Powers and functions of the Bureau.-(1) The Bureau shall have all such powers as may be necessary to perform its duties and functions under this Act. These powers shall be exercised by the Chief Statistician on behalf of the Bureau.

(2) Without prejudice to the generality of the foregoing provision, the Bureau shall exercise and perform the following powers and functions, namely:-

- (a) to collect, compile, analyze, abstract, publish, market and disseminate statistical information relating to the commerce and trade, industrial, financial, social, economic, demographic, agriculture and any other area to be specified by the Federal Government and conditions of the people of Pakistan and to foster the evolution of product lines in response to pressing needs of society;
- (b) to plan, execute and publish the census of population and housing of Pakistan, the census of agriculture of Pakistan or other censuses at national level as required from time to time;
- (c) to facilitate policymaking by undertaking overall planning, coordination and annual programming of surveys and censuses in Pakistan;

- (d) to develop programmes for national censuses and surveys in line with policy priorities and plan, coordinate, execute and publish them accordingly;
- (e) to advise the Federal Government on the budget and development plans of the Bureau, based on annual work plans;
- (f) to formulate, prescribe and implement principles for conducting official statistics in Pakistan including standardization and harmonization of concepts, definitions and classifications pertaining to official statistics;
- (g) to draw up schemes to reduce duplication in the formulation and execution of statistical programmes and to resolve differences in that respect;
- (h) to regulate statistical activities of national interest and as appropriate to provide overall coordination, professional monitoring, evaluation and review of statistics work in Pakistan;
- (i) to act as a resource base for providing expertise, statistical data including but not limited to, economic, commercial, business and industrial areas and to provide, arrange and facilitate support services in this regard, both nationally and internationally;
- (j) to engage in human resource development of its officers and staff, including revision in pay structure, allowances and facilities and formulate career structures as shall be prescribed by regulations;
- (k) to promote education and research in the field of statistics;
- (l) to coordinate, monitor, implement or engage, in conjunction with other authorities, international organizations, in any study or cooperation project or foreign aided technical assistance projects in the statistical field;
- (m) to strive and endeavour to ensure that collection of statistical data to be in accordance with practices and standards of the United Nations and other international bodies for the purpose of fulfilling the international obligations of Pakistan in the field of statistics;
- (n) to propose and recommend to the appropriate Government new laws or amendments in existing laws for the purposes of achieving the objectives of this Act;
- (o) to do all other acts, deeds and things incidental to or ancillary for the purposes of achieving the objectives of this Act and undertake any other work in relation to collection or compilation of data in accordance with directions of the Federal Government; *and*
- (p) to supervise the functioning of the Institute.

PART III

GOVERNING COUNCIL AND USERS COUNCIL

5. Over all superintendence etc., of the Bureau to vest in the Governing Council.- The powers and functions of the Bureau and the general and over all direction, management, control and superintendence of the affairs of the Bureau shall vest in the Governing Council and all actions, decisions, guidelines, directions, orders and policies made or issued by the Governing Council in the exercise of the said powers and functions shall be sent to the Bureau for compliance and implementation.

6. Composition of the Governing Council.- (1) The Federal Government shall constitute the Governing Council consisting of at least seven members.

(2) The Federal Government may also increase or decrease the number of members of the Governing Council and prescribe the qualifications and mode of appointment of such members in such manner as Government may prescribe.

(3) Of the members,-

(a) the following shall be *ex-officio* members,-

(i) Minister for Finance, Revenue, Economic Affairs and Statistics or in his absence the Advisor to the Prime Minister on Finance, Revenue, Economic Affairs and Statistics who shall be the *ex-officio* Chairman of the Governing Council;

(ii) Secretary, Statistics Division;

(iii) Chief Statistician of the Bureau; and

(b) four members shall be appointed by the Federal Government from private sector who shall be eminent professionals of known integrity and competence.

(4) The Chief Statistician of the Bureau shall act as Secretary of the Governing Council.

7. Tenure of office.- A member, other than an *ex-officio* member, shall hold office during the pleasure of the Federal Government for a term of three years and if not earlier resigned or removed, shall be eligible for reappointment for one additional term not exceeding three years.

8. Powers and functions of the Governing Council.- Without prejudice to the provisions of section 5, the Governing Council shall-

(a) be responsible for setting of objectives and policy guidelines of the Bureau in accordance with the powers and functions provided in section 4;

(b) provide guidance and oversee the management and administrative affairs of the Bureau;

(c) review and approve policies and annual work plans relating to the aims and objectives of the Bureau and prioritize programmes;

(d) formulate procedures for allocation and utilization of funds generated or acquired through services, donations or grants, etc;

(e) approve the annual financial budget of the Bureau and recommend to the Federal Government;

(f) approve and make regulations on behalf of the Bureau subject to the provisions of section 62;

(g) review the performance of committees constituted under section 11;and

(h) do or perform such other acts, deeds and things as may be necessary and incidental thereto.

9. Meetings of the Governing Council.-(1) The Governing Council shall meet as often as may be necessary for the performance of its functions and shall meet atleast quarterly.

(2) The meetings of the Governing Council may be convened by the Chairman or on request of any two members.

(3) The meetings shall be presided over by the Chairman or, in his absence, by any other member as the Governing Council may determine.

(4) Three members shall constitute a quorum for a meeting of the Governing Council.

(5) The decision of the Governing Council shall be taken by the majority of its members present and in case of equality of votes, the person presiding the meeting shall have a casting vote.

(6) Subject to the provisions of this Act, the procedure and conduct of business of the Governing Council shall be regulated by the regulations made by the Governing Council with the approval of the Federal Government.

(7) A member of the Council may resign from his office by writing under his hand addressed to the Federal Government or may be removed by the Federal Government from his office if, on an inquiry by the Federal Government, he is found unable to perform the functions of his office because of mental or physical disability or misconduct.

(8) The Governing Council shall prepare and publish an annual report covering its activities carried out during the financial year for submission to the Federal Government which shall lay the same before the Parliament.

10. Supplementary provisions.- All guidelines, decisions and directives of the Governing Council or the Bureau shall be in writing expressed by resolutions, orders or in such other form as may be appropriate in the circumstances and shall be authenticated in the manner prescribed by the regulations.

11. Committees.- (1) The Governing Council may constitute the management committee comprising of the Chief Statistician, functional members of the Bureau and any such member(s) as the Council may consider appropriate, to carry out the day-to-day business of the Bureau and to ensure the performance against work plan and goals of the Bureau.

(2) The Governing Council may, for the purpose of obtaining advice and carry out any function or assignment under this Act, constitute committees consisting of suitable person or persons as members, as it may deem fit.

12. Users Councils.- (1) For the whole of Pakistan, the Governing Council and for a Province the Provincial Statistical Authority may, by notification in the official Gazette, constitute a Users Council to be called the National Users Council and a Provincial Users Council respectively consisting of such members with representation from private sector, including a Chairperson, as it may appoint.

(2) The Chairperson and members of the Users Council shall hold office during the pleasure of, and on such terms and conditions, as may be determined by the relevant appointing authority specified in sub-section (1).

- (3) The Users Council shall regulate its own procedures.

13. Functions of the Users Council.- The following shall be the functions of the Users Council, namely:-

- (a) to coordinate the policy forum and the functions of the Statistical Authorities and competent authorities and to advise them as to the ways and means of achieving efficient, adequate and prompt results;
- (b) to advise on priorities for filling gaps in statistical data and, for that purpose, to recommend allocation of functions to the Statistical Authorities;
- (c) to advise on drawing up schemes for avoiding duplication in the formulation and execution of statistical programmes and to resolve differences in that respect;
- (d) to provide advice and guidance to Statistical Authorities; and
- (e) to perform such other functions as the relevant appointing authority may, from time to time, direct.

PART IV

ADMINISTRATION

14. The Chief Statistician.- (1) There shall be a Chief Statistician of the Bureau who shall be appointed by the Federal Government on such terms and conditions as may be determined by the Federal Government and to be notified in the official Gazette. The Chief Statistician shall be an *ex-officio* Secretary to the Federal Government.

(2) The Chief Statistician, before entering upon office, shall make, before the President of Pakistan an oath of office and non disclosure.

(3) The Chief Statistician, unless he resigns or is removed from office earlier, shall hold office for a period of five years and shall be eligible for reappointment for such term or terms as the Federal Government may determine, provided that the Chief Statistician shall cease to hold office on attaining the age of sixty-five years or expiry of the tenure whichever is earlier.

15. Qualifications of the Chief Statistician.- The Chief Statistician shall be a professional with demonstrated technical knowledge of statistics and management skills. He shall have advanced university degree in a relevant subject such as statistics and economics from a university recognized by the Higher Education Commission of Pakistan or preferably from leading International University having minimum twenty years experience with atleast five years in senior management position within an organization of significant size and importance.

16. Powers and functions of the Chief Statistician.- (1) The Chief Statistician shall be the chief executive officer of the Bureau and shall perform the following functions, namely:-

- (a) to advise the appropriate Government and other authorities or persons on statistical programmes at national level;

- (b) to supervise the administration of this Act under the guidance of the Governing Council and control operations and staff of the Bureau;
- (c) to decide in the manner in which data for statistical purposes are collected, transmitted, processed and compiled and published ;
- (d) to supervise the taking of census throughout Pakistan through Provincial Census Commissioners and assign such tasks to them as may be deemed necessary to conduct and supervise the census;
- (e) to appraise the quality of all statistics at national level;
- (f) to ensure coordination with all the other statistical agencies, authorities and bodies;
- (g) to ensure a high level of professionalism of the staff of the Bureau through ensuring a continuous and high quality training programme;
- (h) to promote, develop and maintain a strong analytical and research capacity within the Bureau;
- (i) 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;
- (j) to advise the appropriate Government and other authorities or persons on the use and relevance of available statistics in relation to specific policy issues;
- (k) to appraise and allocate technical resources for statistical projects;
- (l) to ask for any information or call for the statistical record from any Federal Ministry or Provincial Department, statutory body, corporation or association pertaining to statistical data subject to the constitutional and legal requirements, for review, if necessary;
- (m) to delegate all or such powers, duties or functions to member of the staff or officer of the Bureau including census officer for the efficient performance of functions under this Act;
- (n) to provide for the welfare or incentives of employees of the Bureau and compensation packages for employees;
- (o) to prepare annual work plans and five year work plans, progress reports and budgets for the Bureau;
- (p) to enter into all such negotiations, agreements and contracts and rescind or vary all such agreements or contracts, and to execute all such documents and do all acts, deeds and things, in the name and on behalf of the Bureau as may be considered necessary, expedient or proper or in relation to any of the matters aforesaid or otherwise with the approval of the Federal Government;
- (q) 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; and
- (r) to employ experts and consultants for the Bureau and lay down such terms and conditions of their employment in the regulations and to undertake human resource development and restructure and modernize personnel policy and review their performance from time to time, and in such manner as may be prescribed in the regulations.

(2) The Chief Statistician shall comply with such other directions as the Governing Council may give from time to time.

17. Removal.- The Chief Statistician may resign from his office by writing under his hand addressed to the Federal Government or may be removed by the Federal Government from his office if, on any inquiry by the Governing Council, he is found unable to perform the functions of his office because of mental or physical disability or misconduct including corruption or dishonesty or found that such person fails to disclose his interest under section 56.

18. Functional member.- (1) The Federal Government, based on a short list recommended by the Chief Statistician, may appoint five functional members to assist the Chief Statistician for the efficient performance of functions of the Bureau, on such terms and conditions as may be prescribed by the Federal Government.

(2) A functional member shall be a professional with demonstrated technical knowledge of relevant field. He shall have advanced university degree in a relevant subject from a university recognized by the Higher Education Commission of Pakistan or preferably from leading International University having minimum fifteen years experience with atleast five years in senior management position within an organization of significant size and importance.

(3) A functional member shall, other than an *ex-officio* member, unless he resigns or is removed from office earlier, hold office for a period of four years and shall be eligible for reappointment for such term or terms as the Federal Government may determine, provided that the Member shall cease to hold office on attaining the age of sixty-five years or the expiry of the term whichever is earlier.

(4) A member shall exercise such powers and perform such functions as may be assigned to him as shall be prescribed by rules.

(5) A member may resign from his office by writing under his hand addressed to the Federal Government or may be removed from his office by the Federal Government if, on an inquiry by the Governing Council, he is found unable to perform the functions of his office because of mental or physical disability or misconduct including corruption or dishonesty or found that such person fails to disclose his interest under section 56.

19. Statistical authorities.- The Federal Government shall, by notification in the official Gazette, appoint the Chief Statistician as the Federal Statistical Authority to oversee, coordinate, monitor and assess independently all official statistics and the statistical system in the country and the Provincial Governments shall appoint, by notification in the official Gazette, a Provincial Statistical Authority, for carrying out the purposes of this Act and to supervise statistical activities.

20. Functions of Provincial Statistical Authority.- A Provincial Statistical Authority shall, in accordance with such directions as the appropriate Government may, from time to time issue, perform the following functions, namely:-

- (a) to collect, compile, analyse, publish and disseminate statistical data relating to the provincial subjects in the Province;
- (b) drawing up specific statistical programmes to carry out the instructions of the Users Council;
- (c) appraising the quality of the statistics in the Province;

- (d) laying down and approving the questionnaires and procedures for statistical enquiries conducted by the Province in accordance with the provisions of this Act and ensuring against any duplication and substandard data collection;
- (e) adopting the standards provided by the Bureau and ensuring harmonization at Federal and Provincial level;
- (f) giving advice and guidance to and coordinating the functions of the relevant officers of the Bureau and the Statistical Agents appointed in the Province;
- (g) making recommendations to the appropriate Government and Users Council relating to the standards of training of statisticians and statistical agents;
- (h) laying down procedure for a continuing programme of in-service institutional and foreign training;
- (i) periodically reviewing statistical progress;
- (j) giving advice to the appropriate Government and other authorities or persons on the use and relevance of available statistics in relation to specific problems of economic policy;
- (k) identifying gaps in the provincial statistical series and developing prioritized proposals for filling these gaps;
- (l) appraising and allocating technical resources required for statistical projects carried out by the Province; and
- (m) to perform such other functions as the appropriate Government may, from time to time, direct.

21. Competent authority.- (1) The Statistical Authority may, for the purpose of collection and compilation of statistics on any matter, appoint any authority, body corporate or officer or entity to be a competent authority for the purpose of this Act.

(2) In the exercise of its powers and performance of its functions under this Act, a competent authority shall be subject to the superintendence, direction and control of the Statistical Authority.

22. Statistical agents.- (1) The Statistical Authority for the purpose of collection of statistics or information under this Act, appoint or engage such officers or persons or body corporate or entity to be statistical agent as it may think fit.

(2) A statistical agent shall perform such other functions as may be assigned to him by the Statistical Authority in accordance with the provisions of this Act.

PART V

STATISTICS

23. Formulation of questionnaire.- (1) For the purpose of collecting statistics on any matter, the Statistical Authority shall declare in the official Gazette that information shall be collected on a particular matter and formulate such questionnaire as it may think fit.

(2) A competent authority or a statistical agent may require any person within its jurisdiction to give answers to such questionnaire and to such other questions relevant thereto as may be necessary to elicit full answers to the questionnaire.

(3) Any person who is required to give answers to a questionnaire and other relevant question under sub-section (1) shall give answers to the best of his knowledge and belief.

(4) Nothing in this section shall authorize the Statistical Authority, the competent authority or the statistical agent,-

- (a) to require a woman to state the name of her husband or deceased husband or any other person whose name is by custom forbidden to mention; or
- (b) to insist on information of a purely private nature.

24. Power to call for returns and information.- (1) A competent authority may, for the purpose of collecting statistics under this Act, serve or cause to be served on any person, by post or otherwise, a notice requiring him to furnish to such authority or person in such manner, at such time or intervals including replies to inquiries and supplementary information, and in such form and with such particulars, such information or returns as may be prescribed, and a person served with such notice shall accordingly furnish information or returns required thereby.

(2) A census officer may, during the time of the taking of the census, within the local limits of his jurisdiction leave a prescribed schedule at any dwelling house including any commercial, industrial or other premises or with the manager or officer of any commercial or industrial establishment or trading concern, or occupier of such house, for the purpose of its being filled up with respect to such particulars regarding the inmates of such house or part or the persons employed, as may be specified in the schedule and the occupier, manager or officer concerned shall fill it up or cause it to be filled up as required to the best of his knowledge or belief, sign his name thereto and deliver it to the census officer or to such person as the census officer may direct.

25. Right to access record or document.- (1) An authorized person shall, for the purpose of collection of statistics under this Act, have access to any relevant record or document in the possession of any person required to furnish information or return under section 24 and may, at any reasonable time after due notice, enter any premises, house, vessel, lands or other place wherein he believes such record or document to be kept and inspect or take copies of relevant records or documents and ask any question necessary for obtaining any information required to be furnished by such person.

(2) Every person in possession of or having custody or charge of relevant record or document, that are maintained in any Government department, business or in any office, public or private, from which information is sought, shall-

- a) grant access for the purposes of collection of statistics or census under this Act;
 - b) supply information to the statistical agent relating to any matter under this Act;
- and

- c) allow the statistical agent to paint on, affix to or dig in the premises, house, vessel or lands such letters, marks or objects as may be necessary for the said purpose.

26. Dissemination of statistical data.- (1) Any statistical data collected by the Statistical Authority shall be in accordance with the provisions of this Act and, after ascertaining its quality for accuracy and ensuring confidentiality as set out in section 28, shall be released for general dissemination.

(2) The bureau shall ensure timely publication of data collected, to take reasonable steps to ensure public access to official statistics, to public information on what statistics are available and how that can be obtained by the users.

(3) No user may have access to the data or statistics collected by the Bureau before release of its report with exception for special research, approval of which may be made at the level of Federal Statistical Authority.

27. Act not to authorize collection of certain information or statistics.- Nothing in this Act shall authorize the collection of statistics or of any information relating to any work of defence, arsenal, naval, military or air force establishment or any other defence factory, installation or establishment.

28. Secrecy of answers, information and returns.- (1) All answers to the questions received and all information and returns furnished under this Act shall be confidential and shall not be,-

- (a) used for any purpose other than compilation of statistics under this Act;
- (b) published in a form which may disclose the state of affairs of any particular individual, firm or institution;
- (c) divulged or furnishing the information or return, to any person not connected officially with the enquiry in relation to which the said answers, information or returns have been called for;
- (d) accessible to the inspection of any person; or
- (e) disclosed to any person, or used, notwithstanding anything contained in the Qanun-e-Shahadat, 1984 (P.O.10 of 1984), be admissible in evidence in any proceedings to which the person giving the answer of furnishing the information or return is a party, except for the purpose of prosecution for contravention of the provisions of this Act.

(2) Notwithstanding the provisions of sub-section (1), unit records may be released provided no individual or company can be identified and shall be used for genuine research purposes and such research findings thereafter shall acknowledge and made available to the Statistical Authority.

29. Permitted disclosure.- The disclosure of information is authorized to be used if such information has been made public through any authorized means or prior written consent of the person answering the questions has been duly obtained.

30. Joint collections.- (1) The Statistical Authority may undertake a joint collection of statistical information and shall enter in a contract with another Government

department or authority or statutory body where the relevant authority is duly authorized to collect such information, and the information collected shall be shared between the agreeing parties.

(2) Any employee of any Government department or authority or statutory body engaged in a joint collection shall be bound by the provisions of secrecy and confidentiality under section 28.

PART VI

POPULATION, AGRICULTURE AND OTHER CENSUSES

31. Population census.- The Federal Government may, from time to time, by notification in the official Gazette, declare that a census of population and housing conditions of Pakistan shall be taken by the Bureau during such period as may be specified therein.

32. Census officers.- (1) The Federal Government may -

- (a) designate the Chief Statistician as the Chief Census Commissioner to supervise the taking of census throughout Pakistan;
- (b) appoint the Provincial Census Commissioner to supervise the taking of census within a Province; and
- (c) appoint the census officers to take, aid in or supervise the taking of census within any specified area.

(2) The Chief Census Commissioner may, by order, delegate the powers conferred upon him under clause (a) of sub-section (1) to such officer or authority as may be specified in the order.

(3) A declaration in writing signed by any authority authorized in this behalf by the Chief Census Commissioner that any person has been duly appointed a census officer shall be conclusive proof of such appointment.

33. Discharge of duties of census officers in certain cases.- (1) If a District Magistrate or District Coordination Officer, as the case may be, or any authority authorized in this behalf by the appropriate Government, by an order in writing so directs,-

- (a) every officer in command of any body of persons belonging to naval, military or air force of Pakistan or of any vessel of war;
- (b) every person, other than a pilot or harbour-master, having charge or control of a vessel;
- (c) every person in charge of a lunatic asylum, hospital, work-house, prison, reformatory or lock-up or of any public, charitable, religious or educational institutions;

- (d) every keeper, owner, secretary or manager of any *sarai*, hotel, boarding-house, lodging-house, immigration depot, or club;
- (e) every manager or officer of a railway, or any commercial or industrial establishment or trading concern; and
- (f) every occupant of immovable property wherein persons are living at the time of taking census,

shall, in relation to the persons who, at the time of the taking of the census, are under his command or charge, or are inmates of his *sarai*, hotel, house, depot or club, or are employed under him, or are present on or in such immovable property, perform such duties of a census officer as may be required by such order.

(2) The provisions of this Act relating to a census officer shall, *mutatis mutandis*, apply to a person performing the duties of a census officer in pursuance of an order under sub-section (1).

34. Power to call upon certain persons to give assistance.- A census officer appointed under sub-section (1) of section 32 may, by order in writing, call upon,-

- (a) owners and occupiers of land, farmers, tenure holders and assignees of land revenue, or their agents;
- (b) members of local councils, and other local authorities and officers;
- (c) school teachers, government servants and literate persons of good repute for the time being residing in the area concerned; and
- (d) to work as enumerators, or give such assistance as may be specified in the order towards the taking of census of persons who and of houses which are , at the time of taking census, on the lands of such owners, occupiers of land, farmers, tenure holders and assignees, or within the areas which such members represent or for which local authorities are established, or, as the case may be, in which such teachers, government servants and literate persons are themselves residing, and the persons to whom an order under this section is directed shall be bound to comply the same and shall be deemed to be bound by the provisions of secrecy and confidentiality under section 28.

35. Grant of statistical abstracts.- The Chief Census Commissioner, the Provincial Census Commissioner or an authority authorized in this behalf by the Federal Government may, at the request of any local council or local authority or person, cause abstracts to be prepared and supplied containing such statistical information as can be derived from the census returns being information which is not contained in any published reports and which, in the opinion of the Chief Census Commissioner, the Provincial Census Commissioner or an authority authorized, such local council or local authority or person may reasonably require.

36. Local councils and other local authorities to take census.- Notwithstanding anything contained in any other law for the time being in force, a local council or other local authority shall, in consultation with the Provincial Census Commissioner or other officer authorized in this behalf by the Federal Government, cause, during the period, the census of the area within the jurisdiction of a local council

or other local authority to be taken wholly or in part in the manner authorized or required by or under this Act.

37. Agriculture census.- The Federal Government may, from time to time, by notification in the official Gazette declare that information shall be collected on or with respect to the following matters, namely:-

- (a) land ownership and land tenure;
- (b) land unit and sub-division of land
- (c) land utilization;
- (d) crop acreage and production;
- (e) livestock , poultry and fishery products;
- (f) employment in agriculture;
- (g) agriculture population;
- (h) agriculture power and machinery;
- (i) irrigation and drainage;
- (j) fertilizers and soil dressing;
- (k) wood and forests;
- (l) agriculture credit;
- (m) agriculture and sericulture;
- (n) fruit and vegetable products; and
- (o) such other matters as the Federal Government may, by notification in the official Gazette, specify.

38. Crop-cutting experiment.- (1) For the purpose of collecting information referred to in section 37, crop-cutting experiments may be conducted and for such experiments any land in any area may be selected.

(2) The owner of the crop shall be entitled to such compensation for any loss or damage caused to him by the conduct of crop-cutting experiment as is not less than such loss or damage and the assessment of the loss or damage shall be carried out in such manner as the Governing Council may prescribe under regulations.

39. Other censuses.- The Federal Government may, by notification in the official Gazette, direct the Bureau to collect, compile, analyse information and publish censuses in respect of census of manufacturing industries or economic census or other censuses it may consider necessary from time to time and thereupon the provisions of this Act shall, *mutatis mutandis*, apply in relation to such censuses.

PART VII

FINANCE, AUDIT AND ACCOUNTS

40. Establishment of Statistics Fund.- (1) There is hereby established, for the purposes of this Act, a Fund to be called Statistics Fund which shall be administered and controlled by the Bureau to meet costs and charges incurred in connection with its functions under this Act.

(2) The Statistics Fund shall consist of-

- (a) such sums as the Federal Government or a Provincial Government may, from time to time, grant for the purposes of meeting any of its obligations or discharging any of its duties;
- (b) loans, aid, grants and donations from the national or international agencies;
- (c) income from investments as provided under section 42;
- (d) receipts from sale of publications, databases, statistical series, other products and services provided by Bureau; and
- (e) all other sums or property which may in any manner become payable to or vested in the Bureau in respect of any matter incidental to the exercise of its functions and powers.

(3) The Statistics Fund shall be managed and operated by the Chief Statistician.

41. Expenditure.- (1) The Statistics Fund shall be expended for the purpose of-

- (a) paying any expenditure lawfully incurred by the Bureau;
- (b) paying any other expenses, costs or expenditure properly incurred or accepted by the Bureau in the performance of its functions or the exercise of its powers under this Act; and
- (c) repaying any moneys borrowed under this Act and the profit, return, mark-up or interest due thereon howsoever called.

(2) The Bureau shall, in respect of each financial year submit for approval to the Federal Government, on such date as may be prescribed, a statement of the estimated receipts and expenditure, including requirements of foreign exchange for the next financial year.

42. Investments.- The Bureau may insofar as moneys available in the Statistics Fund, are not required to be expended under this Act, make such investments as it may determine from time to time, in accordance with policies formulated by the Federal Government.

43. Bank accounts.- The Bureau may, with the approval of the Governing Council, open and maintain accounts in rupees or in any foreign currency at such scheduled bank as it may from time to time determine in accordance with instructions of the Finance Division.

44. Audit and accounts.- (1) The accounts of the Bureau shall be maintained in such manner as Finance Division, in consultation with the Controller General of Accounts, determine.

(2) The Auditor-General of Pakistan shall conduct audit of the accounts of the Bureau.

(3) A copy of the audit report shall be sent to the Federal Government, along with the comments of the Bureau.

45. Annual report.- (1) The Bureau shall prepare and publish an annual report covering its performance during the financial year for submission to the Federal Government which shall lay the same before the Parliament.

(2) The annual report shall include,-

- (a) activities of the Bureau during the financial year;
- (b) an outline of programmes for the year ahead;
- (c) a short financial statement of the preceding year;
- (d) an audited balance sheet;
- (e) an audited statement of income and expenditure; and
- (f) any other matter which the Federal Government may direct or the Bureau may consider appropriate.

PART VIII

OFFENCES AND PENALTIES

46. Penalties.- If any person -

- (a) required to furnish any information or return to an authorized officer of the Bureau,-
 - (i) willfully refuses or without lawful excuse neglects to furnish such information or return as may be required under this Act;
 - (ii) willfully furnishes or causes to be furnished any information or return which he knows to be false or misleading;
 - (iii) refuses to answer or willfully gives false answer to any question necessary for obtaining any information required to be furnished under this Act;
- (b) obstructs on access to relevant records or documents or entry to any premises authorized under section 25;
- (c) who removes, obliterates, alters or damages without proper authority or before the completion of agriculture censuses or population census any letters, mark or objects which have been painted, affixed or dug for the purposes of the agricultural census, population census or any other census;
- (d) who otherwise in any way willfully obstructs or seeks to obstruct any person employed in the execution of any duty under this Act,

shall for such offence be punishable with fine which may extend to fifty thousand rupees and in the case of continuing offence to a further fine which may extend to two hundred rupees for each day during which the offence continues or with imprisonment for a term not exceeding six months or with both.

47. Offences by companies.- (1) If the person guilty of an offence under section 46 is a company, every person who at the time the offence was committed was in charge of and was responsible for the conduct of the business of the company, shall be deemed to be guilty of the offence and shall be punishable with fine which may extend up to five hundred thousand rupees and in the case of continuing offence to a further

fine which may extend to twenty-five thousand rupees for each day during which the offence continues:

Provided that nothing contained in this section shall render any such person liable to any punishment provided in this Act if he proves that the offence was committed without his knowledge or that he exercised all due diligence to prevent the commission of such offence.

(2) A certificate under the hand of the Federal Statistical Authority or the Provincial Statistical Authority stating that such return has not been furnished or the contents are incorrect, shall be *prima facie* evidence of the facts stated in the certificate.

48. Desertion, impersonation or improper disclosure.- Every person who,-

- (a) deserts from his duty;
- (b) impersonates a census officer or a statistical agent and seeks to obtain information that the person is not duly authorized to obtain; or
- (c) discloses or knowingly cause to be disclosed or divulges directly or indirectly, any information obtained under this Act to any person not entitled under this Act to receive the same,

shall be punishable for such offence with imprisonment for a term which may extend to six months or with fine which may extend to twenty-five thousand rupees.

49. Refusal to perform duties as census officer.- Whoever refuses or neglects to discharge the duties which he is directed under sub-section (1) of section 33 to discharge shall be deemed to have committed an offence under section 187 of the Pakistan Penal Code, 1860 (Act XLV of 1860).

50. Falsification of return.- Where an authorized officer duly appointed to collect statistical data under the provisions of this Act refuses to perform his duties or willfully and dishonestly falsifies or alters information in a return without the presence of the respondent, or intentionally contravenes the rules made under section 61 shall be liable to disciplinary action under the relevant rules of service or employment or contract and decision of the Bureau shall be final.

Explanation.- For the purpose of this section the expression “respondent” means any person, institution, company or establishment required to submit return or furnish information as required under this Act.

51. Mode of recovery.- Any sum payable to the Bureau under this Act shall be recoverable as an arrear of land revenue.

52. Cognizance of offences.- (1) No court shall take cognizance of any offence under this Act except upon a complaint in writing by an officer authorized by the Governing Council, the Federal Statistical Authority or the Provincial Statistical Authority as the case may be.

(2) No Court inferior to that of Magistrate of first class shall try an offence under this Act.

(3) The offences under this Act, shall be tried summarily in accordance with the provisions of Chapter XXII of the Code of Criminal Procedure, 1898 (Act V of 1898).

(4) Notwithstanding anything contained in section 32 of the Code of Criminal Procedure, 1898 (Act V of 1898), it shall be lawful for any Magistrate of the first class to pass any sentence authorized by this Act.

53. Appeal against the orders of Federal Statistical Authority and the Provincial Statistical Authorities.- (1) Appeal against the orders of Federal Statistical Authority shall lie to the Secretary, Statistics Division while appeal against the orders of Provincial Statistical Authorities shall lie to the Chairman, Planning & Development Board or such authority as the Provincial Government may by notification in official Gazette, specify.

(2) An appeal under sub-section (1) shall be proposed within thirty days of order by the Federal Statistical Authority or the Provincial Statistical Authority as the case may be.

54. Officers and employees to be public servants.- The Chief Statistician, functional members, all employees of the Bureau and other persons authorized to perform or exercise any function or power under this Act or rendering services to the Bureau as consultant or adviser, shall be deemed to be public servants within the meaning of section 21 of the Pakistan Penal Code, 1860 (Act XLV of 1860).

55. Certain employees to be civil servants.- Subject to sub-section (5) of section 60, the civil servants working in the Bureau at the time of commencement of this Act or transferred from Federal Bureau of Statistics, Agricultural Census Organization, Population Census Organization and the Technical Wing of Statistics Division subject to sub-sections (1) and (4) of section 60, shall be governed by the Civil Servants Act, 1973 (LXXI of 1973) and rules made thereunder and shall continue in service on the same terms and conditions as determined under the Civil Servants Act, 1973 (LXXI of 1973) including remuneration, tenure of service, rights and privileges as to pension and gratuity and other matters which were applicable to them immediately prior to the commencement of this Act.

56. Disclosure of interest.- Where a member or staff or other employee of the Bureau, including an advisor or consultant or any officer exercising powers under this Act, has a direct or indirect interest in any matter relating to the business of the Bureau, such person shall forthwith disclose that interest to the Bureau and the Bureau shall have the right to take such action as it considers appropriate.

57. Delegation of powers, duties and functions.- The Governing Council may, subject to such conditions and limitations as it may deem fit to impose, delegate all or such powers, duties or functions to the Chairman, the Chief Statistician, a member, a committee or an officer, as it may deem fit for the efficient performance of functions of the Bureau.

58. Indemnity.- No suit, prosecution or other legal proceeding shall lie against the Bureau or any person acting under the Bureau for anything which is in good faith

done or intended to be done in pursuance of this Act or any rules or regulations made there under.

PART IX

GENERAL AND MISCELLANEOUS

59. Power of Bureau to issue directions.- Notwithstanding anything contained in any other law for the time being in force, which provides for the collection of statistics, the Bureau may issue to any other authority functioning under any such law such directions as it may consider necessary for the purpose of this Act.

60. Merger of existing organizations.- (1) The Federal Bureau of Statistics, the Agricultural Census Organization, the Population Census Organization and the Technical Wing of Statistics Division shall stand merged in the Bureau on the commencement of this Act.

(2) All instruments of whatever kind subsisting, owed or incurred by the Federal Bureau of Statistics, the Agricultural Census Organization, the Population Census Organization and the Technical Wing of Statistics Division or to which these organizations may have been a party or which relate or connected with these organizations shall remain in force and effect against the Bureau as they were before the commencement of this Act against the Federal Bureau of Statistics, the Agricultural Census Organization, the Population Census Organization and the Technical Wing of Statistics Division.

(3) All legal proceedings of whatever nature by or against or relating to the Federal Bureau of Statistics, the Agricultural Census Organization, the Population Census Organization and technical wing of Statistics Division which shall be pending on the commencement of this Act, in any court, tribunal or other authority shall be continued, prosecuted and in force in the same manner and to the same extent as they would have been continued, prosecuted, or enforced, by and against the above organizations as if this Act would not have been promulgated, by or against the Bureau and the same shall not abate, be discontinued or in any way prejudiced or affected by the provisions of this Act.

(4) Subject to section 55 and notwithstanding anything contained in any other law, rules, regulations, contract, agreement or in the terms and conditions of their services, on the establishment of the Bureau, all persons appointed or re-employed in the Federal Bureau of Statistics, Population Census Organization, Agricultural Census Organization and the Technical Wing of Statistics Division subject to sub-section (1), immediately before the establishment of the Bureau and other officers and employees whether recruited initially or absorbed, or inducted, subsequently, including the persons on deputation of any other organization, department, agency or formation in Pakistan or abroad but not being person on deputation or secondment to Federal Bureau of Statistics, Population Census Organization, Agricultural Census Organization and the Technical Wing of Statistics Division from any other organization, department, agency or formation shall stand transferred to and become employees of the Bureau and shall be governed by the Civil Servants Act, 1973 (LXXI of 1973), for their terms and conditions including remuneration, tenure of service, rights and privileges as to pension and gratuity and other matters which were applicable to them immediately prior to the establishment of the Bureau.

(5) Every person referred to in sub-section (4) shall have the right to opt to work in the Bureau as civil servant or under the new rules or regulations of the Bureau to be finalized soon after the establishment of the Bureau. The option to be made in writing once exercised shall be final.

61. Powers to make rules.- (1) The appropriate Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Act.

(2) Without prejudice to the foregoing powers, the Federal Government may make rules on code of conduct for Chief Statistician and authorized officers, appointed by the Bureau under the provisions of this Act.

62. Powers to make regulations.- The Bureau may, with the prior approval of the Federal Government, by notification in the official Gazette, make regulations not inconsistent with this Act or the rules made thereunder to carry out the purposes of this Act.

63. Repeal.- The General Statistics Act, 1975 (LXIX of 1975), the Agricultural Census Act, 1958 (XLI of 1958) and the Census Ordinance, 1959 (X of 1959) are hereby repealed.

RAJA MUHAMMAD AMIN,
Secretary.

PAKISTAN BUREAU OF STATISTICS (PBS)

FUNCTIONS

Under Article 4 (2) of the Statistics (Re-Organization) Act, 2011, the Bureau shall exercise and perform the following powers and functions, namely:-

- a. to collect, compile, analyze, abstract, publish, market and disseminate statistical information relating to the commerce and trade, industrial, financial, social, economic, demographic, agriculture and any other area to be specified by the Federal Government and conditions of the people of Pakistan and to foster the evolution of product lines in response to pressing needs of society;
- b. to plan, execute and publish the census of population and housing of Pakistan, the census of agriculture of Pakistan or other censuses at national level as required from time to time;
- c. to facilitate policymaking by undertaking overall planning, coordination and annual programming of surveys and census in Pakistan;
- d. to develop programmes for national censuses and surveys in line with policy priorities and plan, coordinate execute and publish them accordingly;
- e. to advise the Federal Government on the budget and development plans of the Bureau, based on annual work plans;
- f. to formulate, prescribe and implement principles for conducting official statistics in Pakistan including standardization and harmonization of concepts, definitions and classifications pertaining to official statistics;
- g. to draw up schemes to reduce duplication in the formulation and execution of statistical programmes and to resolve differences in that respect;
- h. to regulate statistical activities of national interest and as evaluation and review of statistics work in Pakistan;

- i. to act as a resource base for providing expertise, statistical data including but not limited to, economic, commercial, business and industrial areas and to provide, arrange and facilitate support services in this regard, both nationally and internationally;
- j. to engage in human resource development of its officers and staff including revision in pay structure, allowances and facilities and formulate career structures as shall be prescribed by regulations;
- k. to promote education and research in the field of statistics;
- l. to coordinate, monitor, implement or engage, in conjunction with other authorities, international organizations, in any study or cooperation project or foreign aided technical assistance projects in the statistical field;
- m. to strive and endeavour to ensure that collection of statistical data to be in accordance with practices and standards of the United Nations and other international bodies for the purpose of fulfilling the international obligations of Pakistan in the field of statistics;
- n. to propose and recommend to the appropriate Government new laws or amendments in existing laws for the purposes of achieving the objectives of this Act;
- o. to do all other acts, deeds and things incidental to or ancillary for the purposes of achieving the objectives of this Act and undertake any other work in relation to collection or compilation of data in accordance with directions of the Federal Government; and
- p. to supervise the functioning of the institute.

Option for inclusion in the Pakistan Statistical Service (PSS)

Under Article 60(5) of General Statistics (Re-Organization Act, 2011), a new service namely Pakistan Statistics Service (PSS) has been created. The Service Group would be responsible to carry out the functions relating to Pakistan Bureau of Statistics (PBS).

Each officer/official of Federal Bureau of Statistics (FBS), Population Census Organization (PCO) and Agriculture Census Organization (ACO) and Technical Wing of Statistical Division is called upon to exercise an irrevocable option for inclusion or otherwise into new Pakistan Statistical Service:

- An option once exercised shall be irrevocable and final.
- Seniority in new service shall count from the date of appointment in the present post in FBS, PCO, ACO and Technical Wing of Statistical Division in accordance with Civil Servants (Seniority) Rules, 1973 as amended from time to time.

The existing posts in FBS, PCO, ACO and Technical Wing of Statistics Division shall be dying and defunct cadre. No further intake shall be made.

The Option may be submitted by June 15, 2013 option shall be given to:

Mr. _____

Government of Pakistan

Pakistan Bureau of Statistics (PBS)

Notification No. _____

Islamabad, July, 2013

S.R.O. – In exercise of powers conferred by Section 61(1) General Statistics (Reorganization) Act, 2011 (Act No.XIV of 2011), the Pakistan Bureau of Statistics has made the following rules regarding the terms & conditions of service of employees serving in the Bureau.

1. **Short title and commencement** – (1) These Rules may be called Pakistan Bureau of Statistics Employees (Terms & Conditions of Service) Rules, 2013.

(2) They shall come into force at once.

2. **Definitions** – In these Rules unless the context otherwise permits:-

(i) **“Act”** means the General Statistics (Reorganization) Act, (Act No.XIV of 2011).

(ii) **“Appointing Authority”** in relation to a post means the person authorized under these rules to make appointment to that post.

(iii) **“Bureau”** means the Pakistan Bureau of Statistics established under Section 3 of the Act.

(iv) **“Chief Statistician”** means the Chief Statistician of the Bureau appointed under Section 14 of the Act.

(v) **“Competent Authority”** means an authority or officer appointed as such under these Rules.

(vi) **“Commission”** means the Federal Public Service Commission.

(vii) **“Departmental Promotion Committee”** means committee constituted for the purpose of making selection for promotion or transfer to specified post or posts.

(viii) **“Prescribed”** means prescribed by Rules and Regulations made under the Act.

(ix) **“Rules”** means the Rules made under the Act.

(x) **“Selection Board”** means a Board constituted by the Federal Government, for the purpose of selection for promotion or transfer to posts in basic pay scales

19 to 21 and equivalent, consisting of such persons as may be appointed by Government from time to time.

(xi) **“Selection Committee”** means the Committee constituted by the competent authority for the purpose of appointment to a specified post or posts.

3. **Terms & Conditions of Service: -**

(i) Subject to any special provision contained in the Act or these Rules, the rules and orders in force and applicable, from time to time, to civil servants of corresponding Basic Pay Scales (BPS)/grades of the Federal Government shall regulate the terms and conditions of service of employees serving in the Bureau.

Provided that the powers exercisable under the said rules and orders by the President, or by any authority subordinate to the President, shall be exercisable by Chief Statistician or by such persons as he may, by a general or special order, directs.

(ii) The Bureau shall consist of posts mentioned in the Schedule of these Rules.

(iii) A candidate must possess the educational qualifications and experience and must be within the age limit as mentioned against the post concerned in the Schedule to this Notification.

(iv) Any question arising as to which rules or orders are applicable to the case of any employee serving in the Bureau shall be decided by the Chief Statistician.

(v) The holders of posts mentioned in the second column of the Schedule to these Rules are, respectively, entitled to the status and scales of pay, allowances and other fringe benefits as admissible to employees of the Federal Government serving in corresponding scales of pay.

4. **Application of Government Servants (Efficiency and Discipline) Rules, 1973: -**

The Government Servants (Efficiency and Discipline) Rules, 1973, as amended from time to time by the Federal Government, shall apply mutatis mutandis to the employees serving in the Bureau.

5. **Procedure** – Subject to the provision of Rule 4, the Chief Statistician shall have the power to impose a penalty on employees of BPS 16 to 21:

(i) Subject to the provisions of Rule 4, the Chief Statistician or, subject also to any special order of the Chief Statistician, the Director General may impose any of the penalties mentioned in the Government Servant (Efficiency and Discipline) Rules, 1973 on any employee serving in the Bureau.

(ii) Where any penalty is imposed by the Director General, an appeal shall lie from his order to the Chief Statistician and where any penalty is imposed by the Chief Statistician, otherwise than on appeal from the order of the Director General, there shall be no appeal, but the person concerned may apply to the Chief Statistician for review of the order within thirty days from the date of the order.

6. **Recruitment/Promotion Procedure** – (i) Subject to the provisions of these Rules all appointments and promotions shall be made by the Appointing Authorities on the recommendations of the Commission (for direct recruitment of employees in BPS-17 and above) and Selection Committees/Departmental Promotion Committees/Selection Boards constituted by the competent authority.

(ii) Merit and the Provincial/Regional quota as well as special quota prescribed by the Government from time to time shall be fully observed.

(iii) The rules and orders issued by the Federal Government regarding maximum age limit, physical fitness, verification of character and antecedents, nationality etc. shall be followed by the Appointing Authorities in making direct recruitment in the Bureau.

(iv) Appointments to the posts in connection with the affairs of Bureau shall be made in the manner prescribed in the Schedule to these Rules.

7. **Relaxation of Rules** – The Chief Statistician may relax any of the prescribed conditions of appointment/promotion in cases where he considers it desirable to do so in the interest of Bureau.

8. **Interpretation** – Any question relating to the interpretation of these Rules shall be decided by the Chief Statistician.

9. **Repeal** – S.R.O. No. _____ dated _____ notifying the terms and conditions of service of employees of FBS, PCO, ACO are hereby repealed.

Provided that this repeal shall not affect any appointment/promotion made or anything done under the said rules, prior to this repeal.

SCHEDULE

PART-I

(See Rule No.7)

Sr. No	Name of Post & Pay Scale	Mode of Appointment	Conditions of Eligibility	Qualification
(1)	(2)	(3)	(4)	(5)
1.	Director General (BPS-21)	<p>i. By promotion from amongst the Directors (BPS-20) working in PBS.</p> <p>ii. By direct recruitment or transfer:- Provided no Director – BPS-20 working in PBS fulfils the eligibility conditions mentioned in column 4 above.</p>	<p>5 years service in BPS-20 or 22 years in BPS 17 & above or 17 years service in BPS 18 & above or 10 year service in BPS-19 & above in case of direct recruitment in BPS-19.</p> <p>In case of direct recruitment:</p> <p>i. Age limit 45 – 50 years. ii. 15 year relevant experience.</p> <p>In case of transfer: From amongst officers in BPS-21 of Federal Government/ Organizations.</p>	<p style="text-align: center;">-</p> <p>i. 18 years of education with M.Sc in Statistics or Economics. ii. Preference will be given to those possessing Ph.D. or Master’s degree in Statistics or Economics from a foreign university.</p> <p>Master degree in Statistics or Economics.</p>
2.	Director (BPS-20)	<p>(i) By promotion from amongst the Joint Directors (BPS-19) working in PBS.</p> <p>(ii) By direct recruitment or transfer:- Provided no Joint Director (BPS-19) working in PBS fulfils the eligibility conditions mentioned in Column 4 above.</p>	<p>10 years service in BPS-19 or 17 years service in BPS-17 and above or 12 years service in BPS-18 and above in case of direct recruitment in BPS-18.</p> <p>In case of direct recruitment:</p> <p>i. Age limit 35 – 45 years. ii. 12 years relevant experience.</p> <p>In case of transfer:- From amongst officers of BPS-20 of Federal Government/ Organizations.</p>	<p style="text-align: center;">-</p> <p>i. 18 years of education with M.Sc in Statistics or Economics.</p> <p>Master’s degree in Statistics or Economics.</p>
3.	Joint Director (BPS-19)	<p>(i) By promotion from amongst the Deputy Directors (BPS-18) working in PBS.</p> <p>(ii) By direct recruitment or transfer: Provided no director (BPS-19) working in PBS fulfils the eligibility conditions mentioned in Column 4 above.</p>	<p>7 years service in BPS-18 or 12 years service in BPS-17 and above.</p> <p>In case of direct recruitment:</p> <p>(i) Age limit 30 – 25 years. (ii) 7 years relevant experience</p> <p>In case of transfer: From amongst the BPS-19 officers of Federal Government/ Organizations.</p>	<p style="text-align: center;">-</p> <p>18 years of education with M.Sc. in Statistics or Economics.</p> <p>Master’s degree in Statistics or Economics.</p>

4.	Deputy Director (BPS-18)	(i) By promotion from amongst the Assistant Directors/Statistical Officers (BPS-17) working in PBS. (ii) By direct recruitment or transfer:- Provided no Assistant Director/Statistical Officer (BPS-17) working in PBS fulfils eligibility conditions mentioned in Column 4 above.	5 years service in BPS-17. In case of direct recruitment: (i) Age limit 25 – 30 years. (ii) 5 years relevant experience. In case of transfer: From amongst BPS-18 officers of Federal Government/ Organizations.	- 16 years of education with Master's in Statistics or Economics or B.Sc. (Honors) with Statistics or Mathematics and Economics. Master's degree or B.Sc. (Honors) in Statistics, Mathematics and Economics.
5.	Assistant Director or Statistical Officer (BPS-17)	i. 75% through direct recruitment. ii. 15% by promotion. ii. 10% by transfer.	In case of direct recruitment: Age limit 21 – 25 years. In case of promotion: From amongst the Statistical Assistants who qualify FPSC's examination for Section Officers. In case of transfer: From amongst the BPS-17 officers of Federal Government/ Organizations through horizontal mobility	16 years of education and other conditions applicable to CSS Examination. OR 16 years of education or B.Sc. (Honors) with Economics. OR 16 years of education or B.Sc. (Honors) with Statistics or Mathematics and Economics. - 16 years of education or B.Sc. (Honors) with Statistics or Mathematics and economics.
6.	Librarian (BPS-16)	By direct recruitment.	Age limit 25 – 35 years 5 years relevant experience.	Intermediate or above with Diploma in Library Science.
7.	Superintendent (BPS-16)	By promotion from amongst the Assistant Incharge/Assistants. (Selection Grade) working in the PBS.	5 years service	-
8.	Assistant Accounts Officer (BPS-16)	i. By promotion from amongst the Assistant Incharge/Assistants (Selection Grade). ii. In case of transfer	5 years experience in the Accounts. A suitable person from the Pakistan Audit Department.	- Graduate.
9.	Assistant Incharge (BPS-15)	By promotion. 100%	3 years experience as Assistant.	-
10.	Stenographer (BPs-15)	i. By promotion 50% ii. By direct recruitment 50%	3 years experience as Stenotypist Age Limit 18 – 25 years	- i. Intermediate. ii. A minimum speed of 100/50 wpm in Shorthand/typing

				respectively. iii. Computer literates preferable.
11.	Stenotypist (BPS-14)	By direct recruitment. 100%	i. Age limit 18 – 25 years. ii. Minimum speed of 80/40 wpm in shorthand/typing respectively. iii. Must be computer literate.	Intermediate.
12.	Assistant (BPS-14)	i. By promotion. 50% ii. By initial/direct recruitment. 50%	3 years experience as UDC. Age limit 18 – 25 years.	- Graduate.
13.	U.D.C (BPS-9)	i. By promotion. 50% ii. By initial/direct recruitment. 50%	3 years experience as L.D.C. (BPS-7). i. Age limit 18 – 25 years. ii. Typing speed 30 wpm.	- Intermediate.
14.	L.D.C. (BPS-7)	i. By promotion. 10% ii. By initial/direct recruitment. 90%	i. Employees holding post of BPS-6 and below. ii. Typing speed 30 wpm. i. Age limit 18 – 25 years. ii. Typing speed 30 wpm.	- Matric.

PART - II

DATA PROCESSING/IT WING

Sr. No.	Name of Post & Pay Scale	Mode of Appointment	Conditions of Eligibility	Qualification
(1)	(2)	(3)	(4)	(5)
1.	Deputy Director General (Computer) BPS-20)	i. By promotion from amongst the Directors (Data Processing) (BP-19) working in PBS. ii. By direct recruitment or transfer: Provided no Director (Data Processing) working in PBS fulfils the eligibility conditions mentioned in column 4.	17 years service in BPS-17 and above or 12 years service in BPS-18 and above in case of direct recruitment in BPS-18 or 5 years service in BPS-19 in case of direct recruitment in BPS-19. In case of direct recruitment: i. Age 35 - 45 years. ii. Seventeen years experience in programming and system design and analysis/processing of statistical applications supported by project reports including five years experience of the systems and programming staff in computer installation iii. Knowledge of government rules and regulations relating to administrative and financial matters preferable. In case of transfer: From amongst officers working in BPS-20 in Federal Government/Organizations.	- a. Second class or C Grade in Master's Degree or equivalent in one of the following subjects: Computer Science/ Statistics/Economics with Statistics/ Mathematics with Statistics b. Training in Computer System Analysis/ Programming/ Management. Same as above.

2.	Director (Data Processing) (BPS-19)	<p>i. By promotion from amongst the Chief system Analysts/Chief Programmers (BPS-18) working in PBS.</p> <p>ii. By direct recruitment or transfer: Provided no Chief System Analyst/Chief Programmer (BPS-18) fulfils the eligibility conditions mentioned in column 4.</p>	<p>12 years service in BPS-17 and above or 7 years service in BPS-18 in case of direct recruitment in BPS-18.</p> <p>In case of direct recruitment:</p> <p>i. Age limit upto 45 years.</p> <p>ii. Twelve years experience of System Designing, Programming and job scheduling etc., on a variety of statistical applications on computer. Must have held independent charge of such a system for at least three years and also adequate experience of conducting trainings for electronic data processing staff.</p> <p>iii. Adequate experience of using programming languages, i.e., COBOL, RPG, FORTRAN, PL/I and ASSEMBLER.</p> <p>iv. Foreign training of electronic data processing preferable.</p> <p>In case of transfer: From amongst officers working in BPS-19 in Federal Government/Organizations.</p>	<p>-</p> <p>2nd Class or C Grade Master's Degree in Computer Science.</p> <p>OR</p> <p>2nd Class or C Grade Master's Degree in Statistics/Economics with Statistics/Mathematics with Statistics.</p> <p>Same as above.</p>
3.	Chief System Analyst (BPS-18)	<p>i. By promotion from amongst System Analysts (BPS-17) working in PBS.</p> <p>ii. By direct recruitment or transfer: Provided no System Analysts (BPS-17) working in PBS fulfils the eligibility conditions mentioned in column 4.</p>	<p>5 years service in BPS-17.</p> <p>In case of direct recruitment:</p> <p>i. Age limit: 30 – 35 years.</p> <p>ii. Five years experience in the field of electronic data processing, including at least three years experience of system designing.</p> <p>iii. Two years experience in supervising capacity in the above field.</p> <p>iv. Experience in programme writing desirable.</p> <p>In case of transfer: From amongst officers working in BPS-18 in Federal Government/Organizations.</p>	<p>-</p> <p>2nd Class or C Grade Master's Degree in Computer Science.</p> <p>OR</p> <p>2nd Class or C Grade Master's Degree in Statistics/Mathematics with Statistics.</p> <p>Same as above.</p>
4.	Chief Programmer (BPS-18)	<p>i. By promotion from amongst programmers (BPS-17) working in PBS.</p> <p>ii. By direct recruitment or transfer: Provided no Programmer (BPS-17)</p>	<p>5 years service in BPS-17.</p> <p>In case of direct recruitment:</p> <p>i. Age limit upto 45 years.</p> <p>ii. Five years experience in the field of electronic data</p>	<p>-</p> <p>2nd Class or C Grade Master's Degree in Computer Science.</p> <p>OR</p>

		working in PBS fulfils the conditions mentioned in column 4.	<p>processing including at least three years experience of programming.</p> <p>iii. Two years experience in supervising capacity in the above field.</p> <p>iv. Experience of system designing desirable.</p> <p>In case of transfer: From amongst officers working in BPS-18 in Federal Government/ Organizations.</p>	<p>2nd Class or C Grade Master's Degree in Statistics/Economics with Statistics/Mathematics with Statistics.</p> <p>Same as above.</p>
5.	System Analyst (BPS-17)	By direct recruitment or transfer.	<p>i. Age limit upto 30 years.</p> <p>ii. One year's experience of Programme writing and System Designing.</p> <p>iii. Training in programming or system designing.</p> <p>iv. Two years experience in programme writing and system designing.</p> <p>v. Should qualify programmer's aptitude test.</p> <p>In case of transfer: From amongst officers BPS-17 of Federal Government/ Organizations.</p>	<p>2nd Class or C Grade Master's Degree in Computer Science.</p> <p>OR</p> <p>2nd Class or C Grade Master's Degree in Statistics/Economics with Statistics/ Mathematics with Statistics.</p> <p>Same as above.</p>
6.	Programmer (BPS-17)	By direct recruitment or transfer.	<p>i. Age limit upto 30 years.</p> <p>ii. Training in Processing and System Designing.</p> <p>iii. Three years experience in the field of data processing including two years experience in processing/system design.</p> <p>iv. Should qualify programmer's aptitude test.</p> <p>In case of transfer: From amongst officers BPS-17 of Federal Government/ Organizations.</p>	<p>Bachelor's Degree in Statistics/Economics/Mathematics, Computer Science.</p> <p>Same as above.</p>
7.	Data Processing Officer (BPS-17)	<p>i. 50% by promotion from amongst Data Processing Assistants (BPS-16) working PBS.</p> <p>ii. 50% by direct recruitment or transfer:</p> <p>Provided no Data Processing Assistant (BPS-16) working in PBS fulfils the eligibility conditions mentioned in column 4.</p>	<p>3 years service as Data Processing Assistant in BPS-16.</p> <p>In case of direct recruitment: Age limit upto 30 years.</p> <p>In case of transfer: From amongst officers BPS-16 of Federal Government/ Organizations.</p>	<p>Bachelor's Degree in Computer Science or Mathematics with Statistics or Economics with Statistics.</p> <p>Same as above.</p>

8.	Data Processing Assistant (BPS-16)	Direct recruitment	i. Age limit upto 30 years. ii. Experience in the field of data processing will be preferred.	Bachelor's Degree in Statistics, Economics/Mathematics.
9.	Data Entry Operator (BPS-12)	Direct recruitment.	i. Age limit: 18 – 25 years. ii. Minimum speed of 10,000 key depressions per hour for data entry.	Bachelor's Degree in Physics/Mathematics/ Statistics/Economics.

PART – III

Sr. No.	Name of Post & Pay Scale	Mode of Appointment	Conditions of Eligibility	Qualification
(1)	(2)	(3)	(4)	(5)
1.	Maintenance Mechanic (BPS-3)	Direct recruitment.	i. Age limit: 18-25 years. ii. Should be licenced wireman with one year experience.	Knowledge of reading & writing Urdu.
2.	Head Jamadar (BPS-3)	Direct recruitment.	i. Age limit: upto 35 years. ii. Should be physically sound and must have ability to control lower staff. Preference will be given to ex-service men.	Knowledge of reading & writing Urdu.
3.	Machine Man (BPS-3)	Direct recruitment.	i. Age limit: 18-25 years. ii. Should have two years' experience as helper to Machine Operator on Offset Machine.	Knowledge of reading & writing Urdu.
4.	Dark Room Assistant (BPS-3)	Direct recruitment.	i. Age limit: 18-25 years. ii. Two year's experience in processing and developing of photographs.	Should be able to read and write Urdu.
5.	Senior Book Binder (BPS-3)	i. By promotion from amongst Book Binder (BPS-2) working in PBS. ii. By direct recruitment provided no Book Binder (BPS-2) working in PBS fulfils the conditions of eligibility and qualification mentioned in column 4 and 5.	i. 2 years service as Book Binder. ii. Knowledge of operating Duplicating Machine. i. Age limit: 18 – 25 years. ii. Should have at least 2 years experience as Book Binder.	Knowledge of reading and writing Urdu/English. Knowledge of reading Urdu.
6.	Driver (BPS-4)	Direct recruitment.	i. Age limit: 20 - 30 years. ii. Must be competent licensed driver having at least two years experience of driving operational vehicles meant for field duty, of and must be well versed in the rules of the road. iii. Must have a working knowledge of the mechanism of vehicles and their engines.	Must be able to read simple Urdu.

7.	Despatch Rider (BPS-4)	Direct recruitment.	<ul style="list-style-type: none"> i. Age limit: 20 - 30 years. ii. Must be licensed motor cycle driver well versed in the rules of the road having 2 years experience of driving motor cycle/scooter. iii. Must have working knowledge of the mechanism of motor cycle/scooter. 	Must be able to read Urdu and to handle necessary register.
8.	Duplicating Machine Operator (BPS-4)	<ul style="list-style-type: none"> i. By promotion from amongst Daftery/Record Sorter (BPS-2) working in PBS. ii. By direct recruitment provided no Daftery/Record Sorter (BPS-2) working in PBS fulfils the conditions of eligibility and qualification mentioned in column 4 and 5. 	<p>Knowledge of operating Duplicating Machine.</p> <ul style="list-style-type: none"> i. Age limit: 18 – 25 years. ii. Two years experience in operating duplicating machine. 	<p>Knowledge of reading and writing Urdu/English.</p> <p>Knowledge of reading and writing Urdu.</p>
9.	Proof Reader (BPS-5)	Direct recruitment.	<ul style="list-style-type: none"> i. Age limit: 18-25 years. ii. Experience in proof reading and editing desirable. 	Matric.
10.	Plate Maker (BPS-5)	Direct recruitment.	<ul style="list-style-type: none"> i. Age limit: 18-25 years. ii. Experience in offset plate making desirable. 	Matric.
11.	Urdu Typist (BPS-6)	Direct recruitment.	<ul style="list-style-type: none"> i. Age limit: 18-25 years. ii. Should have speed of 30 words per minute on Urdu Typewriter. 	Matric.
12.	Telephone Operator (BPS-7)	Direct recruitment.	<ul style="list-style-type: none"> i. Age limit: 18-25 years. ii. Should have at least 2 years experience of operating PABX/PBX. 	Matric.
13.	Photographer (BPS-7)	<ul style="list-style-type: none"> i. By promotion from amongst Dark Room Assistants (BPS-3) working in PBS. ii. By direct recruitment provided no Dark Room Assistant (BPS-3) working in PBS fulfils the conditions of eligibility and qualification mentioned in column 4. 	<p>3 years service as Dark Room Assistant</p> <p>Age limit: 18 – 25 years. 3 years experience of operating/processing cameras.</p>	<p>Matric (relaxable in suitable cases).</p> <p>Matric.</p>
14.	Vari-Typist (BPS-8)	Direct recruitment.	<ul style="list-style-type: none"> i. Age limit: 18-25 years. ii. Should have speed of 40 words per minute in typing iii. Two years' experience of typing, preferably on varitypewriter. 	Matric.

15.	Supervisor (Binding) (BPS-8)	<p>i. By promotion from amongst Senior Book Binders (BPS-3) working in PBS.</p> <p>ii. By direct recruitment provided no Senior Book Binder (BPS-3) working in PBS fulfils the conditions of eligibility and qualification mentioned in column 4.</p>	<p>2 years service as Senior Book Binder (BPS-3).</p> <p>Age limit: 18 – 25 years. 5 years experience as Binding Foreman.</p> <p>OR</p> <p>10 years experience of good book binding. Should be conversant with operating all binding equipment efficiently and be able to do quality binding.</p>	- Matric.
16.	Head Draughtsman (BPS-10)	Direct recruitment.	<p>i. Age limit: 25 - 30 years.</p> <p>ii. 5 years' experience in preparation of graphs, charts and graphical designs. (For matriculates).</p>	Matric/diploma in Draughtsmanship.
17.	Technical Assistant(RP) (BPS-10)	Direct recruitment.	<p>i. Age limit: 18-25 years.</p> <p>ii. 2 years experience in offset lithography.</p>	Matric.
18.	Technical Store Keeper (BPS-10)	Direct recruitment.	<p>i. Age limit: 18-25 years.</p> <p>ii. 5 years' experience in maintenance of stores of printing unit.</p> <p>iii. Adequate knowledge of indenting local purchase, spare parts of printing unit, kind and quality of printing papers pulp board and art cards, etc.</p>	Matric.
19.	Maintenance Assistant (BPS-11)	Direct recruitment.	<p>i. Age limit: 18-25 years.</p> <p>ii. Preference shall be given to persons having 3 years' experience of maintaining graphic equipment in Government or private organizations.</p> <p>OR</p> <p>Experience in repairs of induction and shunt motors, single and three phase vacuum pumps etc.</p>	<p>i. Matric.</p> <p>ii. Diploma in Electrical/Mechanical Engineering.</p>
20.	Supervisor (Reproduction) (BPS-11)	<p>i. By promotion from amongst the Technical assistant (RP) (BPS-10) working in PBS.</p> <p>ii. By direct recruitment provided no Technical Assistant (RP) (BPS-10) working in PBS fulfils the conditions of eligibility mentioned in column 4.</p>	<p>2 years service as Technical Assistant (RP) (BPS-10).</p> <p>Age limit: 18 – 25 years.</p> <p>5 years experience in offset lithography with knowledge of operation/processing of cameras, plate making, duplicating machine and processing and developing of photographs (for Matriculates).</p> <p>OR</p> <p>3 years experience in offset lithography with knowledge of operating/processing of cameras, plate making, developing machine and processing and developing of photographs (for those who have done Intermediate).</p>	Matric/Intermediate.