

EXTRAORDINARY

REGISTERED NO. S2771



# THE BALOCHISTAN GAZETTE

## PUBLISHED BY AUTHORITY

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NO. 103 QUETTA WEDNESDAY OCTOBER 17 2012

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**Provincial Disaster Management Authority, Balochistan.**

### NOTIFICATION.

Dated Quetta, the 17<sup>th</sup> October, 2012.

No. AD(A) PDMA/1-1/2011/9250-9337 In exercise of the powers conferred by Section 47 of the National Disaster Management Act, 2010 (Act No. XXIV of 2010), the Government of Balochistan is pleased to make the following rules, namely:-

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Printed by the Controller, Government Printing and Stationery Department, Balochistan Quetta.  
Rs.150/= D.No-103-250-Copies-12-2012.

**PART-I****TITLE, COMMENCEMENT AND DEFINITIONS**

1. **Short Title and Commencement:** – (1) These Rules may be called the Balochistan Disaster Management Authority Rules, 2012

(2) They shall come into force at once.

2. **Definitions:** - (1) In these rules unless there is anything repugnant in the subject or context,

- (a) “**Act**” means the National Disaster Management Act, 2010 (Act No. XXIV of 2010);
- (b) “**Authority**” means the Provincial Authority as established under Section 15(2) of the Disaster Management Act, 2010 and includes the establishment of the District Disaster Management Authority;
- (c) “**Chairperson**” means Chairperson of the Balochistan Disaster Management Commission, the Balochistan Disaster Management Authority or the District Management Authority, as the case may be;
- (d) “**District Authority**” means the District Disaster Management Authority established by the Government under section 21 of the Act, under the Administrative Control of the Authority;
- (e) “**Government**” means the Government of Balochistan;
- (f) “**Member**” means a member of the District Disaster Management Authority, the Provincial Disaster Management Authority Balochistan or Disaster Management Commission Balochistan, as the case may be;
- (g) “**Provincial Commission**” means the Provincial Disaster Management Commission Balochistan established under Section 13 of the Act;
- (h) “**Provincial Authority**” means the Provincial Disaster Management Authority Balochistan established under Section 15 of the Act;
- (i) “**Selection Committee**” means the Departmental Selection Committee or the Promotion Committee constituted under these Rules;
- (j) “**Schedule**” means the schedule annexed to these rules; and
- (k) “**Service**” means the Balochistan Disaster Management Authority Service

(2) Words and expressions used but not defined in sub-rule (1) shall, unless the context otherwise requires, shall have the same meanings as assigned to them in the Act.

**PART – II**

**ESTABLISHMENT, FUNCTIONS AND POWERS**

**3. Composition of the Provincial Disaster Management Commission Balochistan:** - The Government shall by notification in the official Gazette constitute the Provincial Disaster Management Commission Balochistan headed by the Chief Minister, Balochistan and such number of members as may be considered necessary for the functioning of the Provincial Commission:

Provided that the nomination of the members shall be as envisaged in Section 13(2) of the Act, with one member as Vice Chairperson

**4. Composition of the Provincial Disaster Management Authority Balochistan:** - (1) The Government shall by notification in the official Gazette constitute the Provincial Disaster Management Authority Balochistan headed by the Director General of the Authority and such number of members as may be considered necessary for the functioning of the Provincial Authority:

Provided that the nomination of the members shall be as envisaged in Section 15(2) of the Act.

(2) In addition to the above permanent members the Government may nominate such other members as may require/propose by the Provincial Authority, by a notification in the official Gazette.

**5. Powers and Functions of the Provincial Authority:** - The Provincial Authority shall perform such powers and function as enumerated in Sections 16 and 17 of the Act and prescribed in these rules.

**6. Powers and Functions of the District Authority:** - The District Authority shall perform such powers and functions as enumerated in Sections 20, 21 and 22 of the Act.

**7. Convening of Meetings:** - The convening of the meeting of the Commission, the Provincial Authority and District Authorities shall be in the following manner:-

- (a) the Provincial Commission, Provincial Authority and the District Authority shall meet at least twice in a calendar year;
- (b) the Chairperson shall convene a meeting;
- (c) the meetings shall be presided over by the Chairperson;
- (d) where the Chairperson of the Provincial Commission is absent, the Vice Chairperson shall preside over the meeting; and
- (e) in case of absence of Chairperson of the Provincial Authority senior most Members among the participants shall preside over the meeting.

## Part-III

**ESTABLISHMENT, APPOINTMENT, POSTING AND TRANSFER**

8. **Composition of Service:** - There shall be a service constituted as the "Balochistan Disaster Management Authority Service" and all the employees recruited on regular basis for the Provincial Authority as well as the District Authority shall be employees of this Service.

(2) The Service shall comprise of the posts specified in column 2 of the Schedule I and such other posts as may be determined by the Provincial Authority with the approval of the Government, from time to time.

9. **Appointments:** - (1) For performance of its functions, the Provincial Authority may appoint to the Service of the Authority, from time to time, within the sanctioned strength, such persons as it may consider necessary, in accordance with the rules.

(2) The appointments to the posts in the Provincial Disaster Management Authority Balochistan shall generally be made by initial recruitment, deputation, secondment, promotion or on contract basis in accordance with these Rules.

(3) Without prejudice to the generality of the foregoing powers, the Provincial Authority may,--

- (a) transfer and post its employees from Headquarters to field or any other place and exercise control over them;
- (b) regulate and manage its organization by establishing Wing / Cell within the Provincial Disaster Management Authority Balochistan;
- (c) in special circumstances where it is necessary and in the interest of the Province to do so, hire consultant, advisors on contract basis, to perform a specialized job, over and above the sanctioned strength and;
- (d) co-opt / requisition services of technical expert for specific assignments for a period as deemed necessary on such terms and conditions as mutually agreed to.

10. **Authority for appointments:** - The authorities to make appointments against various posts in the Balochistan Disaster Management Authority Service shall be as under: -

	<b><u>Posts</u></b>	<b><u>Authority</u></b>
i)	Posts in B-19 and B-20	Government
ii)	Posts in B-16 to B-18	Provincial Authority with the approval of Chief Secretary
iii)	Posts in B-01 to B-15	Director General

11. **Departmental Selection / Promotion Committees:** - (1) All the appointments by initial recruitment and promotion to the posts in B-16 and above and in B-01 to B-15 shall be made by the authority as specified in rule 10, on the recommendations of the committees as per following composition: -

(a) **Departmental Selection / Promotion Committee No. I for the posts B-16 and above**

I. Director General	Chairman
II. Director	Member / Secretary
III. Rep of BOR not below the rank of B-19	Member
IV. Rep of Finance Department not below the rank of B-19	Member
V. Rep of S&GAD not below the rank of B-19	Member

(b) **Departmental Selection / Promotion Committee No. II for the posts in B-15 and below**

I. Director (Admn)	Chairman
II. Deputy Director	Member
III. Assistant Director (Admn)	Member
IV. Accounts Officer	Member

(2) In addition to the above permanent members, the Chairman of the committee may co-opt such other members as he may deem fit keeping in view the technical nature of the post.

12. **Method of Recruitment:** - The posts in the Service of the Authority shall be filled according to method as specified in the Scheduled-I:

Provided that the employees recruited on regular basis shall remain on probation initially for a period of one year and upon satisfactory completion of probationary period their services shall be regularized with the approval of the Provincial Authority or in case of un-satisfactory performance the probationary period may be extended for another period of one year after which probationary period will not be extended and authority shall dispense with his services if his services were not found satisfactory.

13. **Appointment on Contract:** - (1) All the appointments on contract basis shall be on the recommendations of Selection Committee, duly constituted by the Provincial Authority with the approval of the Chief Secretary, separately by incorporating a specialist on case to case basis.

(2) All appointments on contract basis shall be on specific terms and conditions clearly laid down in the offer letter duly accepted by the person so appointed, which would be for a maximum period of 2 years and may be extendable for a further period on requirement.

(3) The service of the contract employee shall be liable to termination on fifteen days prior written notice by either side.

14. **Appointment on Deputation:** - The Provincial Authority may appoint a Federal or Provincial Government servant or an employee of an organization, setup, managed or controlled by the Federal or Provincial Government on deputation basis for a specified period of 3 years, on the terms and conditions

agreed between the leading agency and the Provincial Authority as per policy framed by the Services and General Administration Department, Balochistan as amended from time to time.

(2) The Provincial Authority may also appoint any Officer/personnel from the Armed Forces on secondment for a specific period on such terms and conditions as may be agreed between the leading agency and the Provincial Authority.

**15. Employment on Daily Wages / Part Time:** - (1) The Director General, Provincial Disaster Management Authority, Balochistan shall have the authority to appoint a person over and above the sanctioned strength of the authority on need basis as interim arrangements for a period not exceeding 90 days against BPS-1 to 4 post.

(2) The lump sum salary of a contingent employee must not exceed the salary as prescribed by the Finance Department, Government of Balochistan. The contingent employee shall, however, not be entitled to any fringe benefits entitled to a regular employee.

**16. Posting and Transfer:** - An employee shall be liable to serve against any post equivalent or higher to this grade at any place, or in any office, controlled or managed by the Authority.

**17. Discipline:** - (1) The Provisions of the Balochistan Civil Servants Act, 1974 and Rules made there under as amended from time to time and the Balochistan Employees Efficiency and Discipline Act, 2011 ('Act No. VI of 2011') shall be applicable to the employees in the Service of Balochistan Disaster Management Authority.

(2) Procedure on account of disciplinary matters for deputationists will be applicable as per Notification of the Services and General Administration Department, Government of Balochistan issued vide No. SORI.1 (24)/S&GAD/2007/2324-2453 dated 21<sup>st</sup> November, 2007.

#### PART - IV

### GENERAL PROVISIONS

**18. SANCTIONED STRENGTH:** - (1) The sanctioned strength of the human resources in the authority shall be as approved by the Provincial Disaster Management Authority, Balochistan, in consultation with the Finance Department, Government of Balochistan.

(2) In addition to such sanctioned strength, the Provincial Disaster Management Authority, Balochistan may from time to time create or abolish any number of temporary posts in the Authority and make appointments for a period not exceeding one year but extendable as deemed necessary.

**19. Additional / Current Charge Appointment:** - (1) The Director General, Provincial Disaster Management Authority, Balochistan may grant additional charge to any officer of higher post to any Officer up to a period of six months.

Provided that Additional Current charge allowance will be admissible to the Officer concerned as per rates prescribed by the Finance Department, Government of Balochistan.

(2) The Officer appointed to a higher post on current charge basis will be entitled to the financial perks and other privileges prescribed by the Finance Department, Government of Balochistan.

20. **Seniority List:** - A Seniority List for all categories of employees shall be maintained under the provisions of the Balochistan Civil Servants (Seniority) Rules, 2008.

21. **Constitution of Committees:** - The Provincial Authority may constitute Committees such as Financial, Technical and Execution for carrying out routine functioning of the Provincial Authority.

22. **Pay and Allowances / Facilities:** - The employees of the Authority shall be entitled to Pay and Allowances and other facilities as prescribed by the Finance Department, Government of Balochistan. In addition these employees shall be eligible to receive following perks and privileges as attraction to work in the service of Authority: -

(i) Authority Allowance @ 50 % of the running pay scale.

(ii) Utility Charges like electricity and gas charges as per approval of the Provincial Authority

23. **Hiring of Residential Accommodation:** - The employees of the Authority shall be entitled to hire a residential accommodation with the prior approval of the Provincial Authority.

24. **Medical Attendance:** - Medical facilities of the Government of Balochistan in the Health Department will be applicable to the employees of the Authority.

25. **Traveling Allowance:** - TA / DA will be admissible in accordance with the ordinary TA / DA Rules of Government of Balochistan.

#### **PART-V**

26. **Acquiring of Transport.** - (1) To deal with emergency requirements, the Provincial Disaster Management Authority shall have powers to acquire vehicles from other Departments of the Provincial Government. The National Logistic Cell of the Government of Pakistan may be approached by the PDMA, to assist the authority in all matters related to road communication / transportation as prescribed under National Disaster Risk Management Framework.

(2) Field Duty Vehicles / Jeeps may be authorized to be used by any officer / Official by the Director General, or an Officer authorized by him for the purpose.

(3) The Director General may deploy any vehicle with such Officers / Officials, as may be deemed expedient.

27. **POL Entitlement:** - The normal authorization of POL for communication within Municipal limits shall be as below -

(i)	Officer in BPS-20	400 Liters per month
(ii)	Officer in BPS-19	200 Liters per month
(iii)	Officer in BPS-18	150 Liters per month
(iv)	Officer in BPS-16 & 17	120 Liters per month

**Provided that:** -

In case of CNG vehicles, the ceiling would be revised rationally keeping in view the cost of CNG and consumption pattern of the vehicles.

The money excess / less drawal of POL will be adjusted in the quota for the next following month.

The above authorization shall be applicable for journeys performed within the municipal limits; and

For official journeys beyond the municipal limits, additional POL shall be allowed on actual basis.

28. **Administrative Arrangements:** - The Director General shall designate an Officer as Mechanical Transport Officer (MTO), who shall report to Director and shall be responsible for:

- a) Proper utilization and upkeep of vehicles:
- b) Maintenance of records relating to such vehicles:
- c) Upon purchase of new vehicle, Administration Wing shall be responsible for registration of the vehicle with the Excise and Taxation Department:
- d) It shall be the responsibility of the Mechanical Transport Officer to ensure that during normal situation the available transport with the Authority is maintained in good running condition:

29. **Maintenance of Record:** - (1) **Vehicle Log Book:** - A bound register in the form set out in case of Government Departments shall be maintained as the vehicle Log Book and shall form a permanent historical record of the vehicle including brief description of all accidents, repairs etc, to be entered therein.

(2) **Transfers:** - Entries should be made in record when a particular vehicle is transferred permanently or temporarily to any other Wing and also from one entitled Officer to another.

(3) **Summary of Repairs:** - The detail of periodical repairs as well as other repairs including normal servicing and recharging of battery shall be entered in record.



(4) **POL Account and Record of Mileage:** - Petrol and average account of kilometers / miles per liter on the last day of each month shall be mentioned.

(5) **Record of Consumables:** - Record of tyres and tubes and other consumable stores (Apart from petrol) connected with the car, e.g. dusters chamois leather, etc. shall be entered in this part.

30. **Duties of Drivers or Officers Driving Official Vehicles:** - The drivers shall be required to observe the following instructions namely:-

- a) Proper upkeep of the vehicle under his responsibility;
- b) Careful driving;
- c) Timely repair of the vehicle;
- d) Ensuring road worthiness of the vehicle;
- e) Taking all other reasonable precautions against accidents / damages;
- f) Maintain and possess a valid driving license;
- g) Observe driving / traffic regulations and speed limits laid down for different areas; and
- h) Maintenance for Movement Register.

#### **PART-VI**

31. **Funds of the Authority:** - (1) There shall be formed a fund to be taken as Provincial Disaster Management Fund which shall be vested in the Provincial Authority and shall be utilized by the Provincial Authority to meet charges in connection with its functions under these rules including the payment of salaries and other remuneration to the members, officers, servants, experts and consultation of the Authority.

(2) To the credit of Provincial Disaster Management Authority funds shall be placed from the,--

- (a) Grants made by the Federal or Provincial Government;
- (b) Loans obtained from the Government;
- (c) Grants made by the local bodies;
- (d) Sale proceeds/rent of moveable and immoveable property and receipts for services rendered;
- (e) Loans obtained by the Authority with the special or general sanction of the Government;
- (f) Foreign aid and loans obtained from the International Bank for Reconstruction and

Development or from any other source outside, Pakistan, with the sanction of, and on such terms as may be approved by the Government; and

(g) All other sums receivable by the Authority.

**32. Budget: -** In the month of June each year the budget estimates of the authority will be submitted to the Provincial Authority for its approval. The Provincial Authority will approve the budget before 30<sup>th</sup> June and shall submit it to the Finance Department for its confirmation.

(2) The Provincial Authority shall obtain sanction of the Government of each scheme for which the finances are to be provided by the Provincial Government, Federal Government or from any donor agency or the scheme is being financed by a loan.

(3) The schemes or the projects which are being financed by the authority funds or being carried out on self-finance basis, the authority will approve such schemes.

**33. Appointments of Auditors and Audit of Statements of Accounts: -**

(1) The Provincial Authority shall appoint auditors who shall be Chartered Accountants within the meaning of the Chartered Accounts Ordinance, 1961.

(2) A statement of accounts in the prescribed form audited by the auditors refer to in the proceeding sub-section shall be furnished to the Provincial Government.

(3) It shall be open to the Government to authorize the Auditor General of Pakistan to conduct a test or other audit of the accounts submitted to it in the form prescribed by the authority on such terms and conditions as the Provincial Government may determine.

(4) The Provincial Authority shall also establish an internal audit system.

**34. Accounts: -** The Accounts of the Authority shall be maintained in such manner as the Provincial Authority may prescribe.

**35. Statement of Accounts: -** (1) Statement of the Accounts of the authority referred together with report of the Auditor General of Pakistan, Finance Department if any, on the test or other Audit made thereof and the annual report referred to shall be laid before the Provincial Assembly of Balochistan as soon as may be following the receipt thereof by the Provincial Government, and the Provincial Assembly shall refer the same to its committee on public Accounts for scrutiny.

(2) The Committee on Public Accounts shall scrutinize and examine the reports in the same manner, and shall perform the same functions and exercise the same powers, as are required by it to be performed and exercised in respect of the Appropriation Accounts of the Government and the report of the Auditor General of Pakistan, thereof;

(3) The Authority shall produce such documents and furnish such explanations and information to the Committee, as Committee may require at the time of examination of the Accounts.

**PART-VII**

36. **Allied Service Matters:** - Allied Service matters of the employees serving under Provincial Disaster Management Authority, Balochistan such as:

- Conduct;
- Discipline;
- Leave;
- Retirement / Reversion;
- Pension;
- Group Insurance;
- Benevolent Fund;
- General Provident Fund;
- Seniority, and
- Probation
- Pay and Allowances

shall be governed by the Rules as issued by the Government of Balochistan in the Services and General Administration and Finance Departments, from time to time, under Balochistan Civil Servants Act, 1974 (Act IX of 1974) or any other law.

**PART-VIII**

37. **Delegation of Powers / Rules:** - The administrative / financial powers of the Provincial Authority and the Director General shall be as specified in Schedule-II.

**PART-IX**

38. **Warehouse and Stockpiling:** - (1) **Warehouse:** - There shall be a warehouse which shall be responsibility of the Relief Officer and the Director General shall appoint a Storekeeper for his Warehouse. In this Warehouse all the relief items whether purchased by the Authority or received from any source as donation shall be stored. The Relief Officer through Storekeeper shall be responsible for proper stacking of the available stocks in one or more Stock Registers as decided by the authority. The specimen of the Stock Registers is as given in the Schedule-III. In case at any time the Provincial Authority feels necessary similar Warehouse can also be established in one or more Regional Headquarters by designating the Relief Officer and Storekeeper there;

Provided that it shall be the duty of the concerned Assistant Director, Relief Officer and the Storekeeper to ensure that no item or article of the expiry date is store in the Warehouse, if any item or article is available the Storekeeper and Relief Officer shall intimate the Director General, in writing, at least four months before the due expiry date for its disposal. In case of failure they shall be held personally responsible.

(2) **Gate Pass:** - Issuance of transportation of any article to one or more destinations shall be communicated by the Provincial Authority in writing and the Relief Officer on receiving this request / indent shall issue Gate Pass to the Storekeeper who shall accordingly arrange dispatch to the respective destination. The specimen of the Gate Pass is given at Schedule-IV

Provided that no article(s) would be allowed to be taken outside the Warehouse until and unless a Gate Pass is issued by the Relief Officer;

Further provided that the Storekeeper shall be responsible to make entries in the Stock Register and shall also keep the record of the truck receipt / bilty in his record.

39. (1) **Stock Checking:** - The Director General shall arrange checking of the different available items through a team during last week of June and December, every year. The team shall consist of following: -

I.	Deputy Director	Chairman
II.	Assistant Director (Admn)	Member
III.	Accounts Officer	Member

(2) The Committee shall submit its report to the Director General in the first week of July and January positively and in case of any shortage in the store shall also fix responsibility.

(3) **Action by Director General:** - The Director General upon receiving this report shall take following action: -

- (a) If report indicates proper account of the Relief Items in the Warehouse a Certificate to the effect shall be kept in record by fixing dated signatures of the Committee members' alongwith names of the Committee Members.
- (b) In case the report indicates a deficient account then the Director General shall order a formal inquiry by deputing an officer not below the rank of Director.
- (c) After receipt of this report the Authority shall in its meeting decide the course of action to be adopted, viz, registration of case with Police or to proceed against the defaulting staff under the provisions of disciplinary rules for the time being in force.
- (d) If case is of serious nature then the Director General may place services of the defaulting staff under suspension and his charge shall be handed over to another officer / official of the similar status under the supervision of an Officer not below the rank of Deputy Director.

#### PART-X

40. **Standard Operating Procedure:** - The Provincial Disaster Management Authority shall prepare a provincial plan in consultation with all the stakeholders and make arrangements for effective implementation of the plan. In case any disaster is reported from any area the authority shall mobilize its resources at once and without waiting for any instructions from the Provincial Government. The Director General shall be the focal person to initiate any activity and in case the Director General leaves his headquarter he shall nominate the Director to act on behalf of Director General and exercise all powers vested in the office of Director General under these rules or any other law for the time being in force.

41.

**General Rules: -**

In all matters not expressly provided for in these rules, the employees shall be governed by such rules as have been or may hereafter be prescribed by the Government.

**BY ORDER OF GOVERNOR  
BALOCHISTAN**

**(TAHIR MUNIR MINHAS)**  
Director General, Provincial Disaster  
Management Authority, Balochistan.

**SCHEDULE - I**  
(See rules 8 and 12)

S. No	NOMENCLATURE OF THE POST WITH BASIC SCALE	QUALIFICATIONS AND OTHER CONDITIONS FOR APPOINTMENT BY INITIAL RECRUITMENT	METHOD OF RECRUITMENT
1.	2.	3.	4.
1.	Director General (B-20)	---	By transfer from BCS and BSS in view of seniority cum suitability of the incumbent
2.	Director (B-19)	---	By transfer from BCS and BSS in view of seniority cum suitability of the incumbent
3.	Deputy Director (B-18)	<p>(a) Master's Degree (Second Division) in Arts/Commerce/ Economics/MPA from a recognized University; and</p> <p>(b) having six years experience in Planning/ Financial matters or Administration</p>	<p>(a) 50% by initial recruitment; and</p> <p>(b) 50% by promotion from amongst the member of the service holding the post of Assistant Director (B-17) and Relief Officer (B-17) having at least five years service as such, on seniority cum fitness basis.</p>
4.	Assistant Director (B-17)	<p>(a) Master Degree (Second Division) in Arts/Commerce/ Economics/MPA from a recognized University; and</p> <p>(b) having six years experience in planning/ financial matters or administration</p>	By initial recruitment

S. No	NOMENCLATURE OF THE POST WITH BASIC SCALE	QUALIFICATIONS AND OTHER CONDITIONS FOR APPOINTMENT BY INITIAL RECRUITMENT	METHOD OF RECRUITMENT
5.	Accounts Officer (B-17)	(a) M. Com M.A (Second Division) from a recognized University; and  (b) having six years experience in accounts and financial matters in a Government organization	By initial recruitment; or by transfer on deputation basis.
6.	Relief Officer (B-17)	(a) Bachelor's Degree (Second Division) from a recognized University and  (b) having two years diploma from Civil and Defense Academy or five years experience of relief activities.	By initial recruitment
7.	Assistant (B-14)	Bachelors, Degree from a recognized University	(a) 75% by initial recruitment; and  (b) 25% by promotion from amongst the members of the service holding the post of Senior Clerks (B-9) having at least three years service as such, on seniority cum fitness basis.
8.	Senior Clerk (B-09)	---	By promotion from amongst the members of the Service holding the post of Junior Clerks (B-07) having at least three years Service as such, on seniority cum fitness basis

9.	Junior Clerk (B-07)	<p>(a) Matriculation or equivalent qualification from a recognized Board; and</p> <p>(b) Typing Skill with a speed of 35 words per minute</p>	<p>(a) 80 % by initial recruitment; and</p> <p>(b) 20% by promotion from amongst the members of the Service holding the post of Naib Qasids and other Posts in (B-01 to B-4) possessing the Secondary School Certificate. For the purpose of promotion a common seniority list of all employees (B-1 to B-4) with reference to their dates of acquiring Secondary School Certificate will be maintained; Provide that</p> <p>i. If two or more officials have acquired the Secondary School Certificate on the same date, the official having longer service shall be rank senior to other; and</p> <p>ii. If the date of continuous appointment in the case of two or more members of the Service is the same, the older official, if not junior, shall rank senior to the younger official.</p>
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10.	Store Keeper (B-07)	Matriculation from a recognized Board	By initial recruitment
11.	Drivers (B-04)	(a) Middle Pass;  (b) possessing a valid LTV / HTV driving license; and  (c) having at least two years experience as driver.	By initial recruitment
12.	Naib Qasid (B-01)	---	By initial recruitment
13.	Chowkidar (B-01)	---	By initial recruitment

**SCHEDULE-II  
(See Rule 37)**

	Functions	Powers	
		Authority	Director General
1.	Framing Rules/By-Laws	Full Powers	
2.	Re-appropriation of Accounts	Full Powers	10% of the relevant heads
3.	Creation of Posts	B-16 to B-19	B-1- to B-15
4.	Purchase of Vehicle	Full Powers	-
5.	Purchase of Durable Goods	Full Powers	Full Powers to the extent of sanctioned budget
6.	Repair of Durable Goods	-	-do-
7.	Purchase of Furniture etc	-	-do-
8.	Repair/Renovation of Buildings	Full Powers	Up to Rs. 0.500 million

10.	TA, Medical and Other Allowances	Full Powers	Full Powers up to the extent of allocated amount
11.	Appointment of Staff	B-17 to B-19	BS-1 to 15 of sanctioned posts
12.	Short terms contract hiring	Full Powers	Only for assignment
13.	Auctioning of condemned vehicles/articles	Full Powers	Full Powers
14.	Hiring of Accommodation	-	Full Powers
15.	Training and consultative Activities	-	Full Powers

**SCHEDULE-III**  
(See Sub Rule (1) of Rule 38)

## Stock Register

Name of Item

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S. No	Date	Opening Balance	Procured / Donated during the Day and Source	Issued to whom along with destination	Closing Balance

## SCHEDULE-IV

(See Sub Rule (2) of Rule 38)

## Provincial Disaster Management Authority Balochistan

**Gate Pass**

The following items are hereby permitted to be taken out of the PDMA Warehouse. The particulars are as given under: -

Truck No. \_\_\_\_\_ Make and Detail \_\_\_\_\_

Name of Driver \_\_\_\_\_ CNIC No. \_\_\_\_\_

Ownership. Private / PDMA/Any other Department.

Destination. \_\_\_\_\_

S. No.	Name of Items with Detail	Quantity
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		

**Relief Officer**

Provincial Disaster Management Authority, Balochistan

No.

Dated

Countersigned  
Assistant Director (Relief)