



**GOVT. OF KHYBER PAKHTUNKHWA
EXCISE & TAXATION DEPARTMENT
DATED PESHAWAR THE:-27/09/2011**

NOTIFICATION

No.SO(Estt)E&T/1-55/2011: In exercise of powers conferred under Rule-4(3) of Khyber Pakhtunkhwa Government Rules of Business 1985, the following Job descriptions for the officers and officials of Directorate General, Excise & Taxation Khyber Pakhtunkhwa and its sub offices are notified with immediate effect:-

(1) Director General:

- i. As Head of Attached Department, he shall exercise Administrative, Establishment and Financial Powers delegated under the Khyber Pakhtunkhwa Civil Servants (Appointment, Promotion and Transfer) Rules, 1989 and Khyber Pakhtunkhwa Delegation of Powers under the Financial Rules and the Powers of Re-Appropriation Rules-2001 and any other rules notified by the Provincial Government from time to time.
- ii. To identify areas for resource mobilization and effective recovery.
- iii. To provide an informed input to the Government on Taxation Policy.
- iv. To suggest new initiatives to improve service delivery.
- v. To suggest new areas and ensure that computerization IT enablement is rendered beneficial to the Department as well as the public.
- vi. He shall ensure maintaining efficient administration and achieving the targets of recovery of taxes/revenue fixed by the Government.
- vii. He may delegate powers, if rules allow, to various officers subordinate to him with the approval of Government for smooth running of the official business.
- viii. He shall be responsible for the proper conduct of the business allocated to the department under the Khyber Pakhtunkhwa Government Rules of Business, 1985.
- ix. He shall invariably keep informed the Administrative Department on all Administrative and Financial affairs in the Directorate and the District Offices in the Province.

(2) Director (Administration) :

- i. To deal with all establishment matters of the Directorate & District offices in the Province.
- ii. Incharge of transport affairs of the Department throughout the Province.
- iii. Focal person for future projects of re-structuring / up gradation of the Department.
- iv. Maintenance, updating/amendments and framing of Service Rules.
- v. Disciplinary/Inquiry cases.
- vi. Processing of complaints/grievances etc.
- vii. Purchase of furniture, stationery and other office equipments.
- viii. Security matters of the Directorate premises.
- ix. Coordination amongst the ETOs.
- x. Any other task/work assigned to him.

(3) Director (Revenue):

- i. Resource mobilization and taxation policy.
- ii. All revenue related matters/ cases.
- iii. To deal the cases of Provincial Excise i.e. grant and renewal of licenses.
- iv. Cases relating to grant of Reward/Honouraria etc.
- v. Any other task/work assigned to him.

(4) Deputy Director (Admin/Estb):

- i. He shall route his cases through Director (Admn).
- ii. Establishment and financial matters.
- iii. All training/capacity building matters.
- iv. Responsible for purchases/procurements.
- v. General Administration, Security & maintenance.
- vi. Matters relating assets, movable and immovable properties.
- vii. Departmental Examination of the Excise and Taxation staff.
- viii. Any other task/work assigned to him.

(5) Deputy Director (Revenue, Litigation and Development):

- i. Matters relating revenue, resource mobilization, reforms and taxation.
- ii. Recoveries review meetings.
- iii. Cases relating Provincial Excise.
- iv. All developmental schemes and related matters.
- v. All matters pertaining court (litigation) and appeal cases.
- vi. Assembly business.
- vii. He shall work under the control and supervision of Director (Revenue).

(6) Deputy Director (Registration):

- i. To ensure compliance of registration procedure circulated vides this Department's notification No. SO (TAX)E&T/1-39/2010 dated 02/06/2011 in letter & spirit.
- ii. He shall be responsible to keep proper stock/record of the registration packages and ensure their safe custody.
- iii. He shall liaise with EHA/TFCs and oversee/supervise their affairs.
- iv. He shall maintain proper record of destroyed or damaged packages.
- v. He shall ensure secrecy/privacy and confidentiality of the premises/processes under his control (EHA & TFC).

(7) Deputy Director (Regional):

- i. To exercise administrative control over the ETOs in his region.
- ii. An inspecting officer of the district offices.
- iii. Distribution of the recovery targets of all taxes amongst all Excise and Taxation Offices in his region.
- iv. Compilation of recovery figures of the Excise and Taxation Offices within the region for onward submission to Director (Revenue).
- v. Transfers of officials of BS-7 and below within his region as per government approved policy.
- vi. To oversee in non intrusive manners the general administration of offices of the region and to ensure that offices are run according to Government policies/procedures.
- vii. Countersigning officer for officials upto Inspectors in his region.
- viii. To monitor progress on litigation matters of the region.
- ix. He shall conduct internal audit of all Excise & Taxation Offices within the region.
- x. Monitoring and reporting of the financial irregularities in taxation matters within the region. He shall submit monthly monitoring/Inspection reports to the Directorate General, Excise & Taxation.
- xi. He shall submit annual report regarding the achievements and other matters of ETOs in his region.
- xii. Any other task/work assigned to him.

(8) System Analyst:

- i. Suggesting proposals for development of new software required for computerization of the Excise & Taxation Department.
- ii. Preparation of System Requirement Specifications and Functional Specifications for software identified to be developed internally by the Department's computer programmers.
- iii. Prepare annual IT budget, procurement and appropriation plans, in suitable form, format and detail for inclusion in the Department's overall budgets and procurement plans.
- iv. To develop and design capacity building and training programs for the Management and staff of the Excise & Taxation Department in IT.
- v. Documentation of proposals and procedures beneficial to the Department in the area of computerization.
- vi. Proper Coordination and interaction with other government institutions and stakeholders so that aims and objective of the Excise & Taxation Department are realized so far as its IT enablement is concerned.
- vii. Effective coordination with other organizations concerning computerization so as to understand the current status of IT projects and help to facilitate projects management in their job disposal.
- viii. He shall supervise the work of Computer Programmer.
- ix. He shall report to Director (Admn) and Director (Revenue) in respective domains.
- x. EHA, TFCs and district Excise and Taxation offices shall maintain liaison with System Analyst for smooth running of software installed on district level.

- xi.** He shall inspect and ensure the proper function of the IT system installed at the offices of EHA, TFC and District Excise & Taxation through out the province with the prior permission of Director General.
- xii.** Prepare/maintain IT policy that envisages acceptable use of IT resources including hardware, software and network systems.
- xiii.** Management and troubleshooting of software applications and Servers.
- xiv.** Configure/manage/monitor all the networking equipments (Routers, Switches, DSL Modems, Firewalls, etc); in consultation with Deputy Director (Registration).
- xv.** Serve as focal person on all IT-related matters with all other government/private institutions.
- xvi.** To prepare and maintain a database inventory for all IT hardware and software installed in different sections/stations of the department.
- xvii.** Any other task/work assigned to him.

(9) Computer Programmer:

- i.** To work under overall supervision of System Analyst and assist him in all type of IT related works.
- ii.** To prepare guidelines for the IT staff for smooth disposal of official business with the approval of Director General.
- iii.** To deal with all the I.T related activities of the Excise and Taxation Department.
- iv.** Provide support to end users regarding network related issues like connectivity with Servers, PCs and printers etc.
- v.** Ensure that latest patches/updates of operating and antivirus software are installed on the servers and client machines.
- vi.** Responsible for the proper management of the Computer Cell.
- vii.** Build and maintain IT vendor relationships and liaison with administration for the purchase/maintenance of hardware and software products.
- viii.** To regularly maintain and update Excise & Taxation official website.
- ix.** Any other task/work assigned to him.

(10) Assistant Director (Accounts):

- i.** All matters pertaining to accounts, budgeting and auditing.
- ii.** Preparation and re-appropriation of budget.
- iii.** All matters of PAC, DAC, internal audit of Receipts and Payments of all Excise & Taxation Officers.
- iv.** He shall route files through Deputy Director (Admn).
- v.** He shall assist Director Revenue in related tasks.
- vi.** He shall distribute the office work amongst the subordinate officers/officials under his control.
- vii.** Any other task/work assigned to him.

(11) Senior Excise and Taxation Officer/ Excise and Taxation Officer :

- i. He shall be overall incharge of the administration of his office.
- ii. He shall be the Drawing and Disbursing Officer for the district and shall be responsible for all receipts /expenditure matters of the district.
- iii. As a district head of office, he shall exercise all the powers conferred upon him under the relevant Acts and Rules efficiently.
- iv. He shall be responsible to achieve the recovery of government taxes.
- v. He shall distribute and assign the recovery targets among subordinate staff appropriately.
- vi. He shall be the incharge of mobile squad(s) of his district and responsible for upkeep of vehicles.
- vii. He shall initiate Performance Evaluation Reports of all the subordinate staff posted in the district at the end of each calendar year.
- viii. He shall be responsible for the safe custody of the cash received in the office on account of all type of taxes and to ensure that it is correctly/timely paid into Government Treasury.
- ix. He shall be responsible for proper record and maintenance of officially allotted arms, ammunition, uniform, official vehicles/transport.
- x. He will be the appointing authority as per government policy.
- xi. Shall reconcile receipt and expenditure of the office concerned.
- xii. He shall be responsible for litigation cases, DAC/PAC and Assembly matters concerning to his office.
- xiii. He shall strictly follow the instructions regarding survey of various taxes, proper maintenance of survey register/ record and physical as well as random checking of different tax units.
- xiv. Any other task/work assigned to him.

(12) Excise & Taxation Officer (HQs):

- i. Excise and Taxation Officer (HQs) will be the Incharge of Mobile Squads in Peshawar region/Intelligent Bureau.
- ii. He shall coordinate all matters pertaining to physical training of Excise & Taxation staff.
- iii. He will be the focal person of Transport related matters of Directorate General Excise & Taxation, Khyber Pakhtunkhwa.
- iv. He will be the Incharge of wireless system installed in Excise & Taxation Department.
- v. He would be assisted by Assistant Excise & Taxation Officer (HQs).
- vi. He will be responsible for the activities and discipline of all the mobile squads in Peshawar.
- vii. He will ensure the upkeep and maintenance of vehicles under the use of Mobile Squads in Peshawar.
- viii. He shall be responsible for all matters pertaining to Mobile Squads in province.
- ix. He shall report to Director Administration and Director Revenue in related matters.
- x. He shall be responsible for upkeep and maintenance of arms and ammunition of Excise & Taxation Department.

- xi. He will be the incharge of Warehouse and shall be responsible for maintenance of record of seized and confiscated vehicles. He shall ensure processing of cases for confiscation as per law. He shall submit monthly statements pertaining to all seized and confiscated vehicles to Secretary and Director General Excise & Taxation, Khyber Pakhtunkhwa.
- xii. He will be responsible for the security as well as protocol duty at Directorate General, Excise and Taxation Khyber Pakhtunkhwa.
- xiii. Any other task/work assigned to him.

(13) Accounts Officer:

- i. All matters pertaining to accounts, budgeting and auditing in Peshawar region.
- ii. Preparation and re-appropriation of budget of Peshawar region.
- iii. He shall assist the Assistant Director (Accounts) in matters relating to PAC, DAC.
- iv. He shall distribute the office work amongst his subordinates.
- v. Any other task/work assigned to him.

(14) Data Base Administrator:

- i. Develop database system and making sure that these systems operate efficiently.
- ii. Design and document database architecture.
- iii. Build database table procedures, utilities, automated reporting and permissions.
- iv. Backup data regularly, stored effectively and secure from unauthorized access.
- v. Test databases, correct errors and make necessary modifications.
- vi. Specify user and user access levels for each segment of database.
- vii. Restore and recover corrupted databases.
- viii. Implement security and encryption.
- ix. Recommend new database technology.
- x. Any other task/work assigned to him.

(15) Senior Assistant Excise and Taxation Officer/ Assistant Excise and Taxation Officer:

- i. He will work under overall control of Excise and Taxation Officer and assist him in all matters concerning the office.
- ii. He shall be responsible for the achievement of recovery targets through Inspectors.
- iii. Perform all the duties of Excise and Taxation Officer, while he is on leave from official duties.
- iv. He shall keep abreast of ETO of his work performed during his absence.

- v. He shall strictly follow the instructions regarding survey of various taxes, proper maintenance of survey register/ record and physical as well as random checking of different tax units.
- vi. He shall be answerable to Excise and Taxation Officer in all relevant matters of the department and any other task assigned to him.
- vii. Any other task/work assigned to him.

(16) Excise and Taxation Inspector:

- i. He shall directly report to the Excise and Taxation Officer/ Assistant Excise & Taxation Officer, as the case may be.
- ii. To carryout survey and recovery of all taxes, prepare, maintain and update all record pertaining to various taxes.
- iii. To issue demand notices and to pursue recovery of all taxes as per law.
- iv. To physically verify the particulars and attributes of motor vehicles desired to be registered by the Motor Registering Authority concerned.
- v. To check the Registration certificate of motor vehicles presented at the time of payment of token tax, transfer of ownership or change of engine if desired by the owners and put up the case for final signature of the Motor Registering Authority.
- vi. To perform road checking duties to seize illegal vehicles and control of Excise and Narcotics crimes as authorized by ETO concerned.
- vii. To achieve the target of recovery of the taxes assigned to him by the concerned Excise & Taxation Officer.
- viii. To perform any duty assigned to him/her under various act/ordinances / rules and notifications etc.
- ix. He will be responsible for online / external verification of G.D/Bill of Entry from Customs Department through DSL.
- x. Any other task/work assigned to him/her by the superiors from time to time.

(17) Sub-Inspector:

- i. He shall be responsible for keeping of record and registers.
- ii. To prepare all statements pertaining to taxes.
- iii. To supervise the work of Assistant Sub-Inspectors.
- iv. To maintain service books and other connected matters of the officials.
- v. He will be responsible for processing cases pertaining to taxes, establishment, audit/ accounts and reconciliation matters.
- vi. To recover fees and taxes where required in cash, and to deposit it in the Treasury under the relevant head of receipts.
- vii. To maintain inventory/stock registers of all items including furniture, fixtures and equipment etc in the office.
- viii. To prepare receipt and expenditure statements.
- ix. He will work under the supervision of Inspector concerned.
- x. Any other task/work assigned to him.

(18) Assistant Sub-Inspector:

- i. Diary and dispatch.
- ii. Sorting, distribution and filing of papers in respective files.
- iii. Maintenance of registers, relating to office files, record files, files destroyed and movement register about the whereabouts of the files.
- iv. Record keeping.
- v. He shall be responsible for maintenance of records of all taxes.
- vi. Establishment, Audit and Accounts matters including preparation of Pay and T.A Bills, statements etc.
- vii. Handling of cash received in the office, if entrusted to him.
- viii. To do typing work as and when required.
- ix. Stationary indenting, storing and distribution amongst the office staff.
- x. Assessment of all taxes if the task is assigned to him.
- xi. To perform duties as record keeper of motor vehicle record and keep proper record of snatched/stolen vehicles, cancelled vehicles, re-registered vehicles, and tax defaulted vehicles etc.
- xii. Handing over of number plates, vehicle files and registration books etc to the vehicle owners.
- xiii. He will work under the supervision of sub-Inspector/Inspector concerned.
- xiv. Any other task/work assigned to him.

(19) Constable:

- i. Field/office duty as assigned by the Incharge Officer.
- ii. To assist the ETI/SI/ASI in performance of their official duties.
- iii. Assist the Record-keeper in performance of his duties.
- iv. To accompany the Inspector while surveying properties for reassessment and other official business as directed by his superiors.
- v. To serve letters, notices of demand of tax, show-cause notices and final notices etc.
- vi. Any other task/work assigned to him by his superiors.

(20) Distillery Security Guard:

- i. Looking after all types of Methylated and ethylated spirits manufactured in the distillery,
- ii. Import/export and transport of Methylated and ethylated spirits in the distillery,
- iii. Keeping information of the visitors/guests,
- iv. Checking of permits and licenses at the time of export of any liquor/spirits from distillery.
- v. Ensure timely submission of reports pertaining to distillery to the higher officers.
- vi. He shall work under the control of incharge AETO/ Inspector and assist them in performance of their duties.
- vii. When posted with the Inspector incharge of a chemical works, he shall comply with the orders of the Inspector in the discharge of his duties in the chemical works.
- viii. Any other task/work assigned to him.

(21) Wireless Operator:

- i. Operate the wireless system/communication throughout the province.
- ii. Connect the divisional offices through wireless system.
- iii. Repair and maintenance of wireless system and sets/communication system.
- iv. He shall maintain secrecy in communication.
- v. Maintain log book of messages received/passed.
- vi Any other task assigned to him.

(22) Superintendent-I:

- i. To supervise and deal with administrative and establishment matters of the ETOs, AETOs, ETIs and Sub-Inspectors.
- ii. He will be the Incharge of Receipt and Dispatch Section and shall be personally responsible for the accurate sorting of Dak Section-wise, and shall further ensure that:-
 - viii. the Receipt Clerk submits the receipts at least twice daily to the appropriate Section/Office alongwith dairy.
 - ix. letters are dispatched on the date of receipt and office copies returned promptly to the Section/Office concerned, and
 - x. that confidential/secret communications are treated in the manner prescribed in paragraphs 67 to 76 of Govt. of Khyber Pakhtunkhwa Manual of Secretariat Instructions.
- iii. He shall open all covers other than those sealed and addressed by name to any particular office/officer in the Department and to:-
 - a. make sure that each envelope is completely emptied.
 - b. check enclosure and make note of omissions, if any, in the margin of the communication.
 - c. separate receipts section-wise and place them in the labeled compartments; and
 - d. obtain, in case of disputed receipts, orders of the Director General or of an officer authorized for the purpose.
- iv. Any other task assigned to him.

(23) Superintendent-II:

- i. To supervise and deal with administrative and establishment matters of the KPOs, ASIs, and Constables including maintenance of attendance register on daily basis and leave record of district offices.
- ii. That confidential/ secret communications are treated in the manner prescribed in paragraphs 67 to 76 of Govt. of Khyber Pakhtunkhwa Manual of Secretariat Instructions.
- iii. Communicate and co-ordinate all official matters concerning his office with the superiors.
- iv. Any other task assigned to him.

(24) Senior Scale Stenographer/Junior Scale Stenographer:

- i. Take down notes and drafts from his officer and type them neatly and accurately.
- ii. Note down urgent matters and routine appointments of his officer in the desk diary and also put up notes about telephonic/other messages received by him in the absence of officer.
- iii. To arrange engagements and maintain engagement diary.
- iv. Handle and maintain classified documents/ files in accordance with the instructions.
- v. Record date of meeting and arrange file for the same.
- vi. Receive and conduct visitors, arrange interview as permitted by his officer.
- vii. To see that matters requiring Officer's attention are brought to his notice well in time, complete and in proper form.
- viii. Supervise the upkeep of the officer's and visitor's rooms wherever provided.
- ix. Make tour arrangements including issuance of tour programmes.
- x. Keep proper record and movement of files and other papers.
- xi. Keep record of suspense cases and their submission on due dates.
- xii. Ensure maintenance of log book in complete and proper form.
- xiii. He shall be responsible for proper handing care and looking after of the type-writer, computer, printer and / or any other equipment provided for the purpose of his duty.
- xiv. Any other task/work assigned to him.

(25) Data Processing Supervisor:

- i. Operating of the software in motor registering office.
- ii. Proper maintenance of computer system.
- iii. Timely provision of data/reports to his superiors.
- iv. Supervision of all IT related matters at the district level.
- v. Any other task/work assigned to him.

(26) Computer Operator:

- i. Typing of all official letters/correspondence related to the Section.
- ii. Punching of data in District Excise & Taxation offices.
- iii. Proper maintenance of computer system and other equipments in the office concern.
- iv. Any other task assigned to him.

(27) Daftari/Qasid/Naib Qasid:

- i. Carrying official files/papers/letters from one place to another within and outside the office premises.
- ii. To clean office furniture and record before office hours.

- iii. General arrangement and tidiness of the office, furniture including dusting of office furniture, record etc.
- iv. Provide drinking water and serve tea to the officers and staff.
- v. Appropriate and proper behaviour with the visitors.
- vi. Carriage of steel boxes containing secret/confidential files from one office to another.
- vii. Shifting of articles of furniture from one place to another.
- viii. Any other duty assigned to him by his office Incharge.

(28) Driver:

- i. To enter the official tours/ mileage covered in the log book of the vehicle and repair work.
- ii. Should check up the Fuel, M/oil, Radiator Water and Battery before starting the vehicle.
- iii. To acquaint himself with Traffic Rules and road sense.
- iv. Shall look after the general up-keep of vehicle.
- v. Shall drive the vehicle with utmost care keeping in view all the traffic rules etc.
- vi. Any other task assigned to him.

(29) Chowkidar:

- i. Ensure safety and security of the office.
- ii. Keep vigilance and remain alert.
- iii. Gate keeping.
- iv. Any other task/work assigned to him.

(30) Sweeper:

- i. Clean the office.
- ii. Sweep washroom/bathroom/kitchen.
- iii. Clean the office premises.
- iv. Remove and clean dust bins on daily basis.
- v. Any other work pertaining to cleaning.
- vi. Ensure safe sanitation and drainage.
- vii. Any other task/work assigned to him.

2. Consequent upon the above, this department's notifications No. SO(ESTT)Excise & Taxation/1-55/2008 dated 23rd August 2008 and No.SO(Estt)/Excise & Taxation/1-55/2009 dated 08.06.2009 are hereby withdrawn.

SECRETARY TO GOVT. OF KHYBER PAKHTUNKHWA
EXCISE & TAXATION DEPARTMENT

Copy forwarded for information/necessary action to the:-

1. Director General, Excise & Taxation Khyber Pakhtunkhwa, Peshawar with the direction to circulate the same amongst all concerned in the Directorat General, Excise & Taxation Khyber Pakhtunkhwa, Peshawar.
2. Director (Admn)/ Director (Revenue), Excise & Taxation Khyber Pakhtunkhwa, Peshawar.
3. All Deputy Directors, Directorate General, Excise & Taxation, Khyber Pakhtunkhwa.
4. All Regional Deputy Directors, Directorate General, Excise & Taxation, Khyber Pakhtunkhwa.
5. System Analyst, Directorate General, Excise & Taxation, Khyber Pakhtunkhwa.
6. All Excise & Taxation Officers in Khyber Pakhtunkhwa with the direction to circulate the same amongst their subordinate staff.
7. Taxation Analyst/ All Section Officers, Excise & Taxation Department, Khyber Pakhtunkhwa, Peshawar.
8. P.S to Minister, Excise & Taxation, Khyber Pakhtunkhwa.
9. P.S to Secretary, Excise & Taxation Department, Khyber Pakhtunkhwa, Peshawar.
10. P.As to Additional Secretary/Deputy Secretary, Excise & Taxation Department, Khyber Pakhtunkhwa, Peshawar.

**(USMAN SHAH)
SECTION OFFICER (ESTT:)**

