



**OFFICE OF THE
DEPUTY COMMISSIONER
LAHORE**

No.HC(E)/ 701 Dated: 16 /02/2022

NOTIFICATION

In order to streamline office assignments of the officers posted in the office of the Deputy Commissioner, Lahore, following officers will perform their duties with respect to distribution of work mentioned against the posts:-

Sr. No.	Name of Office	Job Description
1.	Addl: Deputy Commissioner (Revenue)	<ul style="list-style-type: none">• Revenue Court Matters on behalf of District Collector• LRMIS Administration• Overseas Commission Cases• Nazarat Branch (Revenue/ADC(G))• Election Matters• Wheat Procurement• Census• NOC for Construction of Mosques• Public Properties / State Land / Graveyards• Supreme Court / Lahore High Court Revenue related cases• Border Area Committee issues• District Price/ Rent Assessment Committee• Provincial Verification Committee Meetings• Scrutiny of PTD/TO/TD Board of Revenue Punjab• Anti Encroachment issues• Re-usability of State Land• LAC Cases• Auqaf Department related issues (Data Darbar, Bibi Pak Daman, Madho Lal Hussain etc.)• District Redressal & Grievances Committee on Inheritance Cases• TEEPA / LDA• Walled City Lahore Authority• NAB / Anti Corruption Establishment• Allotment of Govt. Residences (DC controlled houses)• Urban Unit• Gawala Colony issues• Inheritance & Partitions• Zakat & Usher Department• Disaster Management• Forest Department• Irrigation Department• Civil Aviation Authority• Transfer /Posting of Revenue Officials i.e. Patwaris, Qanongos & Registry Moharrars.• Any other Task/Duty assigned by DC.
2.	Addl: Deputy Commissioner (HQ)	<ul style="list-style-type: none">• Peace Committee

Sr. No.	Name of Office	Job Description
		<ul style="list-style-type: none"> • Law & Order / Security Arrangements • All Contingency Plans • District Petrol Pump Cases • District Intelligence Committee • Internship Cases • Moharram ul Harram Issues / Chehlum / Religious Organizations • District Benevolent Fund Board • Benevolent Fund Branch (Monthly Aid, Marriage Grant, Funeral Grant & Scholarship Cases) • Establishment matters / posting & transfer of all offices working under the supervision and control of DC Lahore (BS-1 to BS-16) • Pension Cases. • Appointment U/S 17-A (Deceased / Medical Retired Employees) • District Legal Empowerment Committee Meeting • Criminal Justice Committee Meeting • Coordination with the Federal & Provincial Dept. • Brick Kiln Matters • All NOC's regarding Political/Religious/Musical/ Others Company Functions in District Lahore • Coordination Mayor Office • Storage of Chemicals • Charity Commission Applications • District Law Officer / RDM • Arms Licensing Branch • Civil Defence Officer • Any other Task/Duty assigned by DC
3.	Addl: Deputy Commissioner (General)	<ul style="list-style-type: none"> • Jail Visits • District Health Authority issues (Special Campaigns like Dengue / Polio) • Verification of Pension Cases from Health Department • District Education Authority issues • Matter related to Colleges • Social Welfare Department (Panahgah, District Redressal Committee Disable Persons, Child Labour) • District Registrar with additional powers of District Collector on behalf of District Collector under Stamp Act, 1899. • Reconstruction of Burnt Record • Court cases under Muslim Family Ordinance • Fruit & Vegetable Market issues • District Task Force for Anti Adulteration in Pesticides & Fertilizers • District Sports Officer, Sports Dept. • Population & Welfare Dept. • Environment Department issues • Auction of Unserviceable items • District Quality Control Board Cases • District Emergency Board • Daily Dak of DC

Sr. No.	Name of Office	Job Description
		<ul style="list-style-type: none"> • Sugar Supply • Flour Supply • Price Control Cell • Monitoring of Marriage Functions • Coordination with CM Office, MNA's & MPA's • Livestock • Agriculture • Metropolitan Corporation / Patchwork / Street Lights • WASA • Service Appeals • Monitoring Cell • Any other Task/Duty assigned by DC
4.	Addl: Deputy Commissioner (Finance & Planning)	<ul style="list-style-type: none"> • Budget of Health Councils of Hospitals • IT Wing / SNA / PITB • LTC / Secretary DRTA matters • Railway Department issues • Chief Traffic Office coordination on traffic issues • Parks & Horticulture Authority issues • LWMC / Le-Parking • CM Directives (Financial Assistance) • Supdt: Admn Branch DC Lahore • Tobacco Control Program • Miani Sahib Graveyard Committee • Emergency Duties (Bomb Blast etc.) • DDO of Deputy Commissioner Office for S & GAD Budget • Financial Management of Assan Assignment account of PDMA and Home Department • Coordination and follow up of cases in S & GAD, PDMA & FD • Financial Matters with Federal / Provincial Depts / Agencies. • Audit & Reconciliation Matters • Procurement Planning for financial year. • Timely intimation to concerned provincial departments about estimated costs / expenditures in upcoming important events / contingencies • Assessing demands of purchase / logistics /Services. • Pre-qualification of Vendors • Transparency, internal checks, grand verification of procured items / services • Internal Accountability • POL maintenance of official vehicles • Rationalization of expenditures • Ramzan Bazaar / Sunday Bazaar • Any other task/duty assigned by DC
5.	Senior Administrative Officer	<ul style="list-style-type: none"> • Agriculture Department issues • District Agriculture Advisory Committee • DD(IPWM) Cases • Clean & Green Punjab • Personal Hearing Cases referred from High Court through DLO (to the extent of Health & Education only) • Smog Matters

Sr. No.	Name of Office	Job Description
		<ul style="list-style-type: none"> • Bakkar Mandi issues • Any other task/duty assigned by DC
6.	PSO to DC	<ul style="list-style-type: none"> • Verification of Travelling Agencies and issue of Certificate. • Coordination with all ADCs, ACs and District Officers • Event Management • Civil Defence Issues / Management / Establishment • Field Visits • Any other task/duty assigned by DC
	(Protocol Officer)	<ul style="list-style-type: none"> • To Receive and See Off the guest of DC at Lahore Airport, Railway Station & Wahga Border etc. • Arrangement of air tickets, passport matters and other related traveling matter. • To assist and coordinate personal and official matters of DC as per direction. • All Protocol related duties in respect of VVIP/VIP/ Senior Officers as deputed by DC. • Recce / advance preparation of briefing for proposed visit of DC. • Liaison with all provincial organizations • Any other task/duty assigned by DC
7.	Assistant Commissioner (HR/Coord.)	<ul style="list-style-type: none"> • Block CNIC of Afghan Muhajireen & other verification • Verification of Domicile • Verification of Character Certificate • Enquiries • Training Program Cases • Press Clipping • DC Office/District Complaint Cell including IRC • Public Complaints (Khuli Katchery, PM Portal, CM Portal) • CM Directive (General) • Disciplinary cases of other departments • Press Branch / Litigation Cases of Press Branch • HRMIS • Verification of Pension Cases of Defence & Other Departments • Any other task/duty assigned by DC
8.	Assistant Commissioner (HQs)	<ul style="list-style-type: none"> • Cattle Eviction • Overseas License • Christian Marriage License • Model Bazaars • Cinema Matters • Vigilance of Theaters / Cinemas • Adulteration / Anti-Adulteration issues • Slaughter House • LPG Cases / Issues • Any other task/duty assigned by DC
9.	District Monitoring Officer	<ul style="list-style-type: none"> • School Education District issues • Literacy Enhancement / Enrollment Campaigns • Missing facilities in schools • To coordinate District Education Review Meetings

Sr. No.	Name of Office	Job Description
		<ul style="list-style-type: none"> • Inquiries related to Education Department • Matters related to Special Education • Any other task/duty assigned by DC
10.	District Law Officer	<ul style="list-style-type: none"> • All Court Cases • Directions of higher authorities for hearing


Deputy Commissioner
Lahore

Copy to:

1. Senior Member, Board of Revenue Punjab.
2. Accountant General Punjab.
3. Principal Secretary to Chief Minister Punjab.
4. Addl: Chief Secretary, Govt. of the Punjab, Home Department, Lahore.
5. Secretary (Revenue), Board of Revenue Punjab.
6. Commissioner, Lahore Division Lahore.
7. PSO to Chief Secretary, Govt. of the Punjab, Lahore.
8. Deputy Secretary (Internal Security), Govt. of the Punjab, Home Department, Lahore.
9. Section Officers (Admin I /II/III/IV), S&GAD Lahore.
10. Section Officers (Services I /II/III), S&GAD Lahore.
11. All concerned.


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