**ADMINISTRATIVE SETUP**

**Administrator**

To provide vision & give directions for efficient working, to formulate strategy on Development. Oversee the Service delivery, approval of TMa Budget, and represent the TMA on public and commercial issues.

**Detail of Staff**

Private Secretary 01

Telephone Operator 01

Junior Clerk 01

Driver 02

Naib Qasid 02

General Administration

Principal Accounting Officer

Coordination with superiors, with all T.Os and with his subordinate staff.

**Detail of Staff**

Computer Operator 01

Senior Clerk 01

Diary Dispatch Clerk 01

Naib Qasid 01

Chowkidar 01

1. Clerk
2. Dairy Dispatch Clerk
3. Naib Qasid

**TEHSIL MUNICIPAL OFFICER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **T.O (Regulation)** | **T.O (Finance)** | **T.O (P&C)** | **T.O (I&S)** | **Chief Officer** |
| Function | Function | Function | Function | Function |
| Regulate Market  Issue license, Permits. Managment of Market Lands, estates, properties, enforcement of Municipal Law and prevention / Removal of encroachments.  **Detail of Staff**  Head Clerk 01  Litigation Clerk 01  Encroachment Inspector 01  Naib Qasid 01 | Budget  Accounts  And  Revenue  **Detail of Staff**  Accountant 01  Accounts  Clerk 02  Senior Clerk 01  Naib Qasid 01 | Preparation of spatial plans, land Development, Building Control, Development plan, site Development and classification, reclassification and redevelopment of lands.  **Detail of Staff**  Sub Engineer 01  Junior Clerk 01  Naib Qasid 01 | Supervision, Management Maintenance & Improvement of infrastructure like roads, streets, water supply sewerage, solid waste Management  Sanitation.  **Detail of Staff**  Sub Engineer 01  Head Clerk 01  Senior Clerk 01  Junior Clerk 01 | Provision of Municpal Services like Water Supply, Street Light, Sanitation etc  **Detail of Staff**    2. **CO-Unit K.KOT** 3. Sanitary Inspector 01 4. Sanitary Supervisor 01 5. Sanitary Workers 39 6. **CO-Unit J/Wala** 7. Sanitary Supervisor 01 8. Sanitary Workers 32 |