



042-99210682

GOVERNMENT OF THE PUNJAB
SERVICES & GENERAL ADMINISTRATION
DEPARTMENT

(MOTOR TRANSPORT WING)

Dated: Lahore, the 6th February, 2025

NOTIFICATION:

No. MTO-II(S&GAD)AT-I-32/2008. Consequent upon approval of the Competent Authority, Job Descriptions of the posts of Motor Transport Wing, S&GA Department are hereby notified against each:

Sr. No.	Name of Post	Job Descriptions
1.	Garage Supervisor (BS-11)	<p>He shall be responsible to perform the following duties with respect to Government Vehicles of Transport Pool, S&GA Department:</p> <ol style="list-style-type: none">i) Proper up-keeping and cleanliness of the government vehicles from Staff Car Cleaners on daily basis;ii) He shall maintain the list / record of the government vehicles;iii) To monitor and maintain the record of movements of the drivers and all government vehicles;iv) He shall monitor the conduct of drivers and in case of any disobedience, he shall report to the concerned officer-in-charge / MTO;v) He shall ensure that all drivers wear uniforms and maintain their personal hygiene while performing official duties;vi) He shall ensure to maintain the record of all accessories/ tolls of the vehicle in the proforma, while handing over / taking over the vehicle;vii) He shall countersign the work order / scope of work / completion certificate after inspection of the government motor vehicle to ensure that the repair / maintenance work of the vehicle has been completed in satisfactory manner;viii) He shall ensure to get the log books completed of all government vehicles which are being deployed by Motor Transport Wing, S&GAD with Provincial Cabinet, Officers of S&GAD etc.;ix) He shall ensure that deployed motor vehicles shall reach in time to perform protocol duties in up-keep condition;x) He shall ensure completion of the task(s) within the prescribed period assigned by the Competent Authority;xi) He shall perform all kinds of duties as assigned by the Competent Authority; and

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		<p>xii) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against the Garage Supervisor.</p>
2.	<p>Technical Supervisor (BS-11)</p>	<p>He shall be responsible to perform the following duties with respect to Government Vehicles of Transport Pool, S&GA Department:</p> <ul style="list-style-type: none"> i) Proper up-keeping of all the government vehicles of Transport Pool, S&GAD by providing mechanical services with specific responsibility of identify repair and replacement needs of spare parts; ii) He shall supervise preventive maintenance (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) to ensure overall maintenance of government vehicles in a safe operating manner; iii) He shall identify the fault(s) in government vehicles and submit the report on the prescribed performa to officer in-charge / MTO to carry out maintenance work; iv) He shall maintain the record of repairs, costs, vehicle warranties, etc. of each motor vehicle in the daily report register; v) He shall conduct the road test of the government motor vehicles along with user / driver to find out the fault in it before and after completion of the repair / maintenance work; vi) He shall visit assigned workshops for inspection of the government vehicles to ensure the quality of spare parts/ standard of repair; vii) He shall ensure availability of tools and equipment to carry out the minor repair work at Transport Pool, S&GAD in case of emergency; viii) He shall supervise Assistant Mechanic / Electrician and Cleaner while inspecting the government motor vehicles; ix) He shall assist officer In-charge / MTO to carry out the repair / maintenance work of all government vehicles in an economical manner by maintaining the standard of work; x) He shall maintain the record of each government motor vehicle for replacement of tyres and change of engine oil/ filter / air filter / AC filter / differentials by ensuring to replace timely; xi) He shall also assist the concerned Assistant of MTO Office for maintaining the expenditure record related to repair / maintenance work of all government vehicles of Transport Pool, S&GAD; xii) He shall also reach at the place of any incidents / accidents or in any emergency situations for resolving / recommending a solution with the consultation of officer In-charge / MTO;

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		<p>xiii) He shall ensure that all government vehicles available in Transport Pool, S&GAD are in road worthy condition at time to perform duties;</p> <p>xiv) He shall perform all kinds of duties as assigned by the Competent Authority; and</p> <p>xv) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against the Technical Supervisor.</p>
3.	Head Mechanic (BS-07)	<p>He shall be responsible to perform the following duties with respect to Government Vehicles of Transport Pool, S&GA Department:</p> <p>i) He shall ensure to wear the uniform and maintain his hygiene while performing official duties;</p> <p>ii) Proper up-keeping of all government vehicles by providing mechanical services with specific responsibility to identify, repair and replacement needs of spare parts;</p> <p>iii) He shall perform repair(s) and preventive maintenance; ensuring completion of repair / maintenance work in accordance with standards;</p> <p>iv) He shall diagnose the fault of repair work of government vehicles and submit the report on the prescribed performa to Officer In-charge / MTO;</p> <p>v) He shall maintain the record of repairs, costs, vehicle warranties, etc. of each motor vehicle in the daily report register;</p> <p>vi) He shall conduct the road test of the government motor vehicles along with user / driver to find out the fault in it before and after completion of the repair / maintenance work;</p> <p>vii) He shall visit assigned workshop(s) for inspection of the government vehicles to check the quality of spare parts / standard of repair;</p> <p>viii) He shall ensure to maintain the availability of tools and equipment to carry out the minor repair work at Transport Pool, S&GAD in case of emergency;</p> <p>ix) He shall also help his Assistant Mechanic / Electrician and Cleaner while inspecting the government vehicles;</p> <p>x) He shall assist his officer-in-charge / MTO to carry out the repair / maintenance work of all government vehicles in an economical manner by maintaining the standard of work;</p> <p>xi) He shall maintain the record of each government motor vehicle for replacement of tyres and change of engine oil/ filter / Air filter / AC filter / differentials by ensuring its timely replacement;</p> <p>xii) He shall also assist the dealing Assistant of MTO Office for maintaining the expenditure record of repair / maintenance work of all government vehicles of Transport Pool, S&GAD on daily basis;</p>

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		<p>xiii) He shall reach at the place of any incidents / accidents or in any emergency situations for resolving / recommending a solution with the consultation of officer In-charge / MTO;</p> <p>xiv) He shall ensure that all government vehicles available in Transport Pool, S&GAD are in road worthy condition at the time to perform duty;</p> <p>xv) He shall ensure to retrieve all kinds of dead spare parts of government vehicles from the automobile workshops after completion of repair / maintenance work and ensure to hand over all these articles to Caretaker for record / disposal for auction;</p> <p>xvi) He shall perform all kinds of duties as assigned by the Competent Authority; and</p> <p>xvii) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against the Head Mechanic.</p>
4.	Senior Auto Electrician (BS-07)	<p>He shall be responsible to perform the following duties with respect to Government Vehicles of Transport Pool, S&GA Department:</p> <p>i) He shall ensure to wear the uniform and maintain his hygiene while performing official duties;</p> <p>ii) He shall perform auto electrical maintenance, troubleshooting and repairing of government vehicles on roads / workshops;</p> <p>iii) To find out errors / faults with the help of electronic service tools or computer reset the specification;</p> <p>iv) He shall diagnose the fault(s) of electrical repair work of government vehicles and submit the report on the prescribed performa to the Officer In-charge / MTO;</p> <p>v) He shall ensure that all government vehicles available in Transport Pool, S&GAD are in road worthy condition in all manner at time to perform duties;</p> <p>vi) He shall perform all kind of duties as assigned by the Competent Authority; and</p> <p>vii) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against Senior Auto Electrician.</p>
5.	Senior Driver (BS-07)/ Drivers (BS-05)	<p>Driver is being appointed under the Punjab Civil Secretariat (Motor Transport Wing), Services Rules, 2013. Driver / Senior Driver are responsible to perform their duty under "The West Pakistan Government Staff Vehicles (Use & Maintenance) Rules, 1969". The following duties of the Drivers:</p> <p>i) He shall be responsible for the proper up-keeping and cleanliness of the government motor vehicle, petrol consumption, careful driving, caution against accidents and timely service and repairs;</p>

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		<ul style="list-style-type: none"> ii) He shall ensure to wear the proper uniform and maintain his personal hygiene while performing official duties / protocol duties; iii) He should have valid driving license while driving the government motor vehicle; iv) He shall ensure before driving / performing his duty on the government motor vehicle that necessary supplies / work (e.g. cleanliness, fuel, engine oil, coolant, brake grip etc.) not required; v) He shall ensure observance of high moral conduct and integrity while performing duty; vi) He shall be responsible for any damage that may be caused to the vehicle due to his negligence; vii) He shall be responsible to keep the Log Book record updated and will apprise the officer concerned upon his transfer except where the officer is required to make entries personally; viii) He shall observe the driving and traffic laws / regulations, approved speed limits strictly in adherence to safety standards and protocols; ix) He shall not leave the government motor vehicle unattended or in a dangerous position / situation; x) If any officer refuses to cooperate in regard to the observance of these instructions, the driver shall report the incident to the Officer-in charge / MT Wing as the case may be; xi) He shall safely operate the government motor vehicles to transport official staff, goods and protocol duties to ensure provision of service up to the satisfactory level; xii) He shall well-aware about the routes / schedules while performing official duty / protocol duty and also coordinate with all other stakeholders; xiii) He shall inform / report on completion of his duty to the Garage Supervisor / Head Mechanic regarding required repair / maintenance work of government motor vehicle (if any); xiv) He shall perform all kind of duties as assigned by the Competent Authority; and xv) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against the Driver / Senior Driver.
6.	Mechanic (BS-06)	<p>He shall be responsible to perform the following duties with respect to Government Vehicles of Transport Pool, S&GA Department:</p> <ul style="list-style-type: none"> i) He shall ensure to wear the uniform and maintain his hygiene while performing official duties; ii) He shall repair of Air conditioning system, maintenance, Electronic fuel injection system, Brake system &

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		<p>adjustment, Suspension and steering system with consultation of Head Mechanic;</p> <p>iii) He shall diagnose the fault of repair work of government vehicles and submit the report to Head Mechanic;</p> <p>iv) He shall ensure to maintain the availability of tools and equipment to carry out the minor repair work at Transport Pool, S&GAD;</p> <p>v) He shall assist his Head Mechanic to carry out the repair/maintenance work of all government vehicles in an economical manner by maintaining the standard of work;</p> <p>vi) He shall perform routine maintenance (oil changes, tyre rotations, transmissions, brakes, replace worn or damaged parts (e.g., belts, hoses, bearings) and rebuild or overhaul complex systems (e.g., engines, gearboxes) by ensuring its timely replacement;</p> <p>vii) He shall ensure that all government vehicles available in Transport Pool, S&GAD are in road worthy condition;</p> <p>viii) He shall assist the Head Mechanic for retrieving all kinds of dead spare parts of government vehicles from the automobile workshops after completion of repair / maintenance work and ensure to hand over all these articles to Caretaker for record / disposal for auction;</p> <p>ix) He shall perform all kinds of duties as assigned by the Competent Authority; and</p> <p>x) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against the Mechanic.</p>
7.	Assistant Mechanic (BS-05)	<p>He is being appointed under the Punjab Civil Secretariat (Motor Transport Wing), Services Rules, 2013. The following are the duties of the Assistant Mechanic:</p> <p>i) He shall ensure to wear the proper uniform and maintain personal hygiene while performing official duties;</p> <p>ii) Proper up-keeping of all government vehicles of Transport Pool, S&GAD by providing mechanical services to identify the repair work;</p> <p>iii) He shall diagnose the fault(s) of repair work of government motor vehicles and submit the report on the prescribed performa;</p> <p>iv) He shall assist the Head Mechanic for inspection of the government motor vehicles of Transport Pool, S&GAD (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition;</p> <p>v) He shall maintain the accurate record of each repair work of government motor vehicle in the Daily Report Register on daily basis;</p> <p>vi) He shall assist the Head Mechanic / Mechanic to carry out the minor repair work at Transport Pool, S&GAD in case of emergency;</p>

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		<p>vii) He shall perform all kind of duties as assigned by the Competent Authority; and</p> <p>viii) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against Assistant Mechanic.</p>
8.	Assistant Auto Electrician (BS-05)	<p>He is being appointed under the Punjab Civil Secretariat (Motor Transport Wing), Services Rules, 2013. The following are the duties of the Assistant Auto Electrician:</p> <p>i) He shall ensure to wear the proper uniform and maintain personal hygiene while performing official duties;</p> <p>ii) He shall be responsible to perform auto electrical maintenance, troubleshooting and repairing of government motor vehicles on roads / workshops;</p> <p>iii) With the help of electronic service tool or computer reset the specification, find out the errors codes and solve it;</p> <p>iv) He shall diagnose the fault of electrical repair work of government motor vehicles and submit the report on the prescribed application performa;</p> <p>v) He shall ensure that air conditioning of all government motor vehicles may work in proper condition;</p> <p>vi) He shall assist the Head Mechanic & Senior Auto Electrician in tracing the fault of repair work of government motor vehicles;</p> <p>vii) He shall inform to his officer In-charge / MTO, prepare inspection ad breakdown report, electrical test reports and identification of the required spares for the repairing;</p> <p>viii) He shall ensure that all government vehicles available in Transport Pool, S&GAD are in road worthy condition at time to perform duties;</p> <p>ix) He shall perform all kind of duties as assigned by the Competent Authority; and</p> <p>x) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against Assistant Auto Electrician.</p>
9.	Staff Car Cleaner (BS-01)	<p>He is being appointed under the Punjab Civil Secretariat (Motor Transport Wing), Services Rules, 2013. The following are the duties of the Staff Car Cleaner:</p> <p>i) He shall ensure to wear the proper uniform and maintain personal hygiene while performing official duties;</p> <p>ii) He shall be responsible for washing / cleanliness / polishing / waxing of all kind of vehicles including bullet proof vehicles (inside / underneath area) to be maintained to a high standard both exterior and interior;</p> <p>iii) He shall be responsible for cleanliness of parked VVIP vehicles (bullet proof / SUV) vehicles on daily basis;</p> <p>iv) Staff Car Cleaner is also responsible for cleaning the engine and undercarriage of the vehicle;</p> <p>v) He shall make sure the safety of electrical equipment of the vehicle while washing / cleaning;</p>

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		<p>vi) He shall be responsible to check and maintain the interior and exterior such as cleaning the windows, mirrors, checking the tyres and topping up fluids;</p> <p>vii) He shall be responsible to keep accurate record of the work that he has completed and report of any issue to his seniors in time;</p> <p>viii) Driving of vehicle add to the competency of Staff Car Cleaner but it is not mandatory;</p> <p>ix) He shall perform all kind of duties as assigned by the Competent Authority; and</p> <p>x) Any contravention of the above instructions shall be considered as misconduct and disciplinary action shall be taken against Staff Car Cleaner.</p>


2. All the above Job Descriptions are for strict compliance to the concerned.

**ADDITIONAL CHIEF SECRETARY,
PUNJAB**

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

- 1) All Administrative Secretaries to the Government of the Punjab
- 2) PSO to Chief Secretary, Punjab.
- 3) PSO to Additional Chief Secretary, Punjab.
- 4) Motor Transport Officer-I, S&GAD.
- 5) PS to Secretary Regulations, S&GAD with the request for incorporation in the Manual of Secretariat Instructions.
- 6) PS to Additional Secretary (P&T), S&GAD.
- 7) PA to Deputy Secretary (MT), S&GAD.
- 8) Master File.


 (MUHAMMAD IMRAN)
 MOTOR TRANSPORT OFFICER-II
 06.02.25.