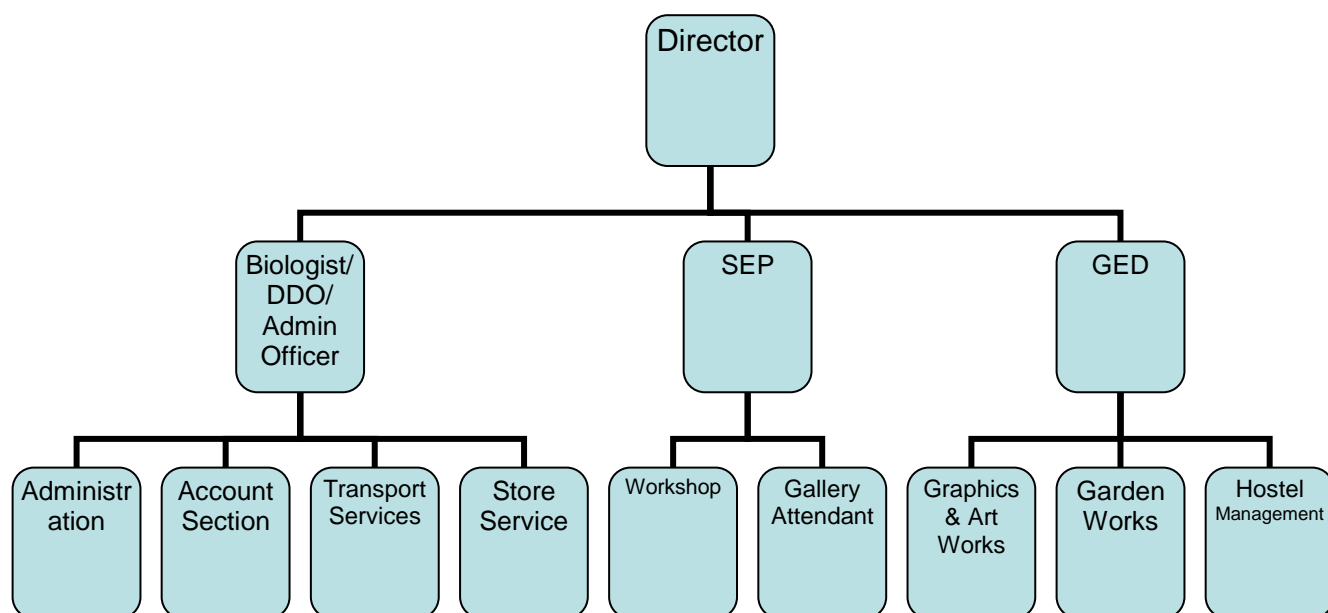


NATIONAL MUSEUM OF SCIENCE AND TECHNOLOGY, LAHORE.

1. Functions assigned according to the Rules of Business,2011.

National Museum of Science and Technology, Lahore has been devolved to the Punjab Government w.e.f. 01-07-2011 under implementation of 18th Amendment in the constitution of Pakistan and its Rules of Business,2011 are not vetted with the Government of the Punjab yet.

2. Organogram:



3. Strength of your organization indicating all posts.

Sanctioned /Working Strength as on 24-06-2013.

S.No	Designation.	B.P.S	No. of sanction posts.	No. of filled in posts.	No.of vacant posts.	Province-wise Break-up.
1.	Director.	20	1	-	1	Punjab
2.	Biologist.	17	1	1	-	Punjab
3.	Graphic/Exhibit Designer.	17	1	1	-	Punjab
4.	Senior Exhibit Preparator.	16	1	1	-	Punjab
5.	P.A to Director.	16	1	1	-	Balochistan
6	Stenographer	15	1	1	-	Punjab
7.	Accounts Assistant.	14	1	1	-	Punjab
8.	Assistant.	14	1	-	1	Punjab
9.	Guide.	14	1	1	-	Punjab
10.	Exhibit Preparator(M).	12	1	1	-	Punjab

11.	Artist/Painter.	11	2	-	2	Punjab
12.	Technician.	10	3	3	-	Punjab
13.	Senior Electrician.	10	1	1	-	K.P.K.
14.	Skilled Craftsman.	10	1	1	-	Punjab
15.	Technical Store Keeper.	10	1	1	-	Punjab
16.	Senior Clerk(Admn)	09	1	1	-	K.P.K.
17.	Senior Clerk.(Accounts)	09	1	1	-	Punjab
18.	Junior Electrician.	08	1	1	-	Punjab
19.	Carpenter.	07	2	2	-	Punjab
20.	Junior Clerk.	07	1	1	-	K.P.K.
21.	Assistant Care Taker.	05	1	1	-	Punjab
22.	Driver.	07	1	1	-	K.P.K.
23.	Driver.	06	1	1	-	Punjab
24.	Driver.	04	1	1	-	Punjab
25.	Computer Graphist.	04	1	1	-	Punjab
26.	Painter Polishman.	05	1	1	-	Punjab
27.	Gallery Attendant.	02	11	10	1	Local.
28.	Workshop Attendant.	02	3	3	-	Local.
29.	Naib Qasid.	01	7	6	-	Local.
30.	Mali.	01	2	2	-	Local.
31.	Security Guard.	01	6	5	-	Local.
32.	Sanitary Worker.	01	4	4	-	Local.
Total:-			63	58	5	

4. Vacant positions:

1. Director. 1
2. Assistant. 1
3. Artist/Painter. 2
4. Gallery Attendant. 1

Total vacant posts: 5 5

5. Development and non-development budget:

YEAR-WISE NON-DEVELOPMENT BUDGET ALLOCATION.

Year	Budget Allocation.	Actual Expenditure
2010-11	13.633	13.633
2011-12	17.908	17.908
2012-13	22.173	-

6) Functions assigned to the officers/officials.

Sr.No	Name & Designation.	Functions assigned to the officers.
1.	Miss Saima Riaz. Biologist(BPS-17)	Designing and Developing Scientific contents of exhibits and displays required for Biological Sciences exhibits and displays. Preparing labels for understanding by general public.
<u>Additional Duties:-</u>		
	i) Drawing & Disbursing Officer(D.D.O)	Budget and Accounts Officer of the Museum. Controller of Inventory transactions.
	ii)Admn.Officer.	Supervision regarding all Administrative Work of the Museum as well as office routine management. She is also looking after the work of the post of Deputy Director(BPS-19) relating to policy making, administration as well as over all supervision of all Museum staff.
	iii)Transport Officer.	Performing the duty of Transport Officer for proper lookafter of all vehicles of the Museum.
	iv) Store Officer.	Responsible for procurement of all type of materials through Store Keeper/Purchase Assistant from the market as per periodic requirement of various sections of Museum like workshops, laboratories, computer labs, bio labs.etc.etc.
2.	Mrs.Fatima Manzar, Graphic/Exhibit Designer (BPS-17)	Design,Display and presentation of exhibits, General upkeep of exhibits. Conduct of education programmes and supervision and maintenance of galleries and installations. Preparation of lables, charts/graphs and all illustrative materials.

	<u>Additional Duties:-</u>	
	i) Gardening Officer.	Supervision regarding vegetation / plantation and gardens of the Museum.
	ii) Incharge of Hostel.	Performing additional duty as a Incharge of Hostel of the Museum for its proper maintenance and cleaning.
	iii)Public Relations Officer/ Publications Officer.	Performing additional duty as Public Relations Officer/ Publications Officer of the Museum.
3.	Mr.Muhammad Din, Senior Exhibit Preparator. (BPS-16)	<ul style="list-style-type: none"> - Training of Technical personal in the workshops, work planning, quality awareness and running of technical maintenance programmes, development and prototype production of new or modified exhibits. - Periodically checking and guiding to Gallery Attendants & Technicians for improving their Performance as well as functions of exhibits and bring it to the notice of Administration for necessary action. - Repair and maintenance work of science models in 4 galleries, generators and chillers. - Supervision of all technical staff i.e. wood-working, machine shop, electrical and electronics repairing.
	<u>Additional Duties:</u>	
	i) Security Officer.	Performing additional duty as Security Officer of the Museum.
	ii) Software & Hardware Work.	Performing additional duty of Software and Hardware Computer Work i.e. repairing of computers, printers installation of windows, etc.etc.

**6. Justification of the organization
functionaries:**

about retention of existing

National Museum of Science and Technology, Lahore is of its own kind of Museum at National Level. The organization works on **“non-formal scientific education”** to make the scientific concepts easier for students and teachers.

For that matter technical and educated staff have been induced at times since 1965. All the functionaries are trained in the Museum because the expertise and technical works of the Museum are entirely different and distinguished from other Government organizations. Every Science Museum all over the world has its own trained technical staff. Therefore, the retentions of functionaries is justified