FUNCTIONS OF THE DEPUTY COMMISSIONER

1. Monitoring and supervision of revenue Administration as Collector.
2. As representative of the Government at the District Level and in the discharge of his duties/ functions will be responsible to the Provincial Government through the Commissioner.
3. Dispose off revenue appeals.
4. Supervise and coordinate with the District Line Departments in Implementation of Government policies.
5. Oversee the law and Order of the District and Keep posted the Commissioner/ Provincial Government.
6. Exercise powers u/s 144 Cr.Pc and 3 MPO.
7. Act as Controller General of prices in the District.
8. Act as District Relief Commissioner.
9. Act as Principal Accounting Officer of A/C –IV and Chairman, District Development Committee (DDC) and other committees.
10. Supervise duties pertaining at Polio, election, encroachment, traffic plans, addas/Bus Stands.
11. Exercise general supervision over programs, projects, services and other activities in the Districts.
12. Controller Civil Defense.
13. Any other duty assigned by the Government.

FUNCTIONS OF THE ADDITIONAL DEPUTY COMMISSIONER

1. Assist the Deputy Commissioner in Development Work.
2. Assist the Deputy Commissioner in Revenue work as Additional Collector.
3. Work as Driving License issuance Authority.
4. Any other duty assigned by the Deputy Commissioner.
5. Any other duty assigned by the Government.

FUNCTIONS OF THE ASSISTANT COMMISSIONERS

1. In the discharge of duties and functions will be responsible to the Deputy Commissioner.
2. Monitoring and supervision of Revenue Administration as Assistant Collector his Sub-Division.
3. Supervise the Price of essential commodities in his Sub-Division.
4. Supervise and coordinate with the line departments in implementation Government Policies.
5. Oversee law and order of the Sub-Division and keep posted the Deputy Commissioner.
6. Act as representative of the Government as Sub-Division Level.
7. Supervise duties pertaining to Polio, encroachment removal, Civic Service, Traffic plans, Addas/ Bus Stands related issues etc.
8. Any other duty Assigned by the Deputy Commissioner.

FUNCTIONS OF THE ADDITIONAL ASSISTANT COMMISSIONERS

1. In the discharge of duties and function will be responsible to the Deputy Commissioner through the Assistant Commissioner.
2. Act as Price Magistrate.
3. Supervise and take steps for removal of encroachments.
4. Attestation of Domiciles.
5. Dispose of Revenue Cases as Assistant Collector.
6. Attestation of documents of his jurisdiction.
7. Law and order duty in his jurisdiction as District Administration Department.
8. Protocol duty in his jurisdiction.
9. Inspection of educational, health and civic facilities in his jurisdiction as an when directed.
10. Assist the Assistant Commissioner in day to day affairs.
11. Any other duty assigned by the Deputy Commissioner.

FUNCTIONS OF THE ADDITIONAL DEPUTY COMMISSIONER (F&P)

1. Supervision and control of District Finance.
2. Presentation and circulation of instructions for guidance of district offices in financial management.
3. Preparation of annual and supplementary budgets and demands for excess grants.
4. Appropriation and Re-appropriation with in grants.
5. Arrangements for audit of receipts and expenditure in district offices.
6. Reconciliation of monthly and annual accounts & expenditures.
7. Preparation, implementation and monitoring of District ADP in co-ordination with District Offices.
8. Any other task assigned by Deputy Commissioner.

OFFICERS REMUNERATION, PERKS AND PRIVILEGES

All the officers of the office of Deputy Commissioner Buner have been provided official accommodation as well as official vehicle with POL as per details given below:

S#	Designation	Old Ceiling	New Ceiling	Remarks
1	Deputy Commissioner Buner	160	300	For local duties Officials tours to be claimed as per actual
2	Addl: Deputy Commissioner Buner	110	150	--do--
3	Assistant Commissioners, in Buner	350	400	For all local, out-station and patrolling/ field duties