



**Benazir Income Support Programme BISP**

# BISP Headquarters & Field Organograms

**BISP Headquarter**

Chairperson

Board

Secretary /  
Chief Executive

DG  
Internal Audit

Audit Committee

Addl. Secretary  
Beneficiaries  
Management (BM)

DG  
Zones

DG  
CT

DG  
MCO

Director  
(IC&C)

DG  
Complementary  
Initiatives

DG  
CCT / NSER

DG Organization  
Management (OM)

Director (HR)  
HQ & Establishment

Director (HR)  
Policy & Regulations

Director  
HRD

Director  
HR- Field

Director  
Legal

Director  
Admin - HQ

Director  
Admin – Field

Director  
Procurement

Director Evidence,  
M&E & Risk  
Management

Director  
F&A Policy

Director  
External Audit

DG / CFO  
Finance & Account

Director  
Finance & Accounts

Director  
Financial Assurance

Chief Technology  
Officer

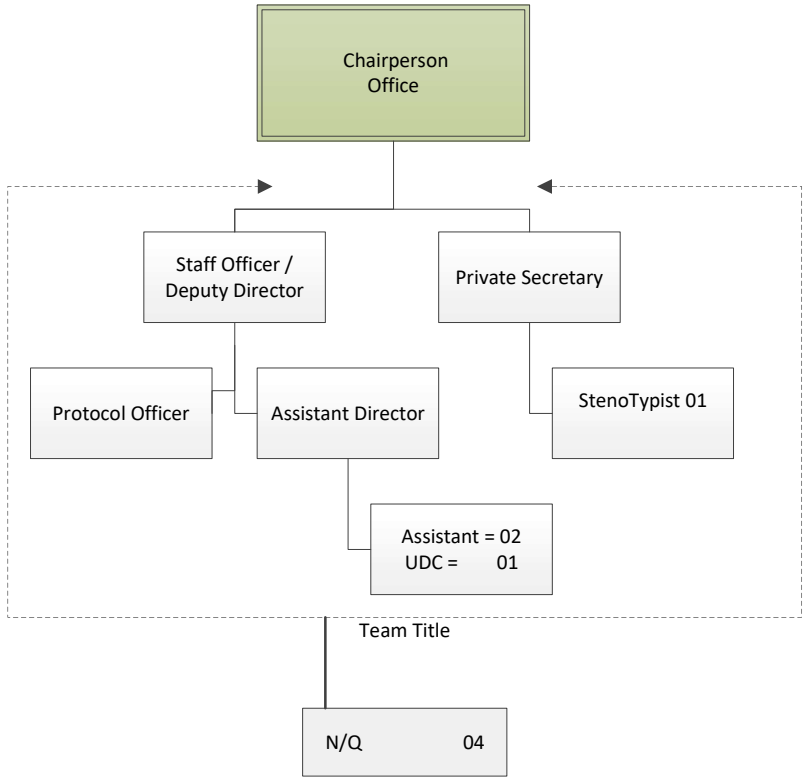
Director  
MIS

Director  
Information Security

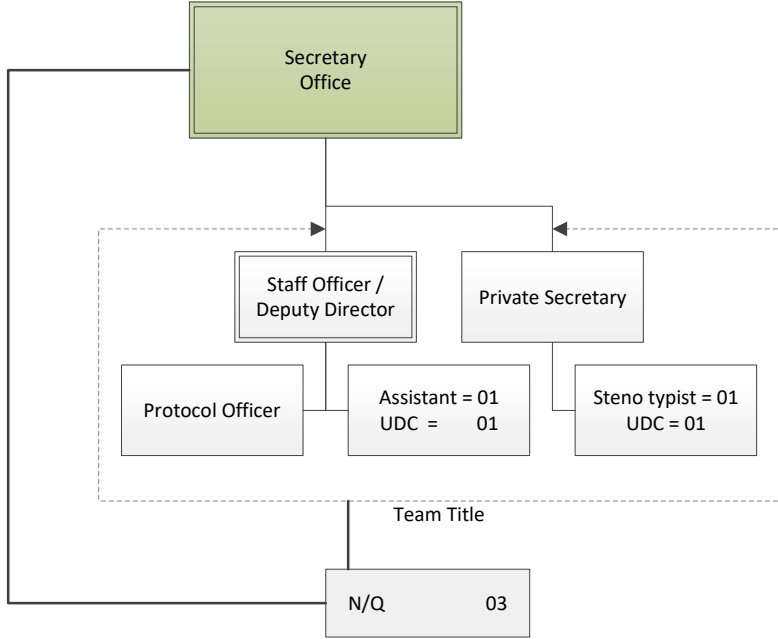
DG  
Information  
Technology

Director  
Net / System/ Ops

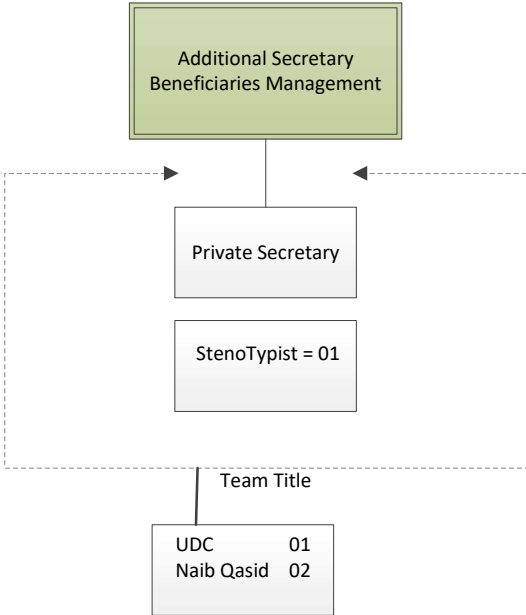
# Chairperson Office



**Secretary Office**



**Additional Secretary Beneficiaries Management (BM)**

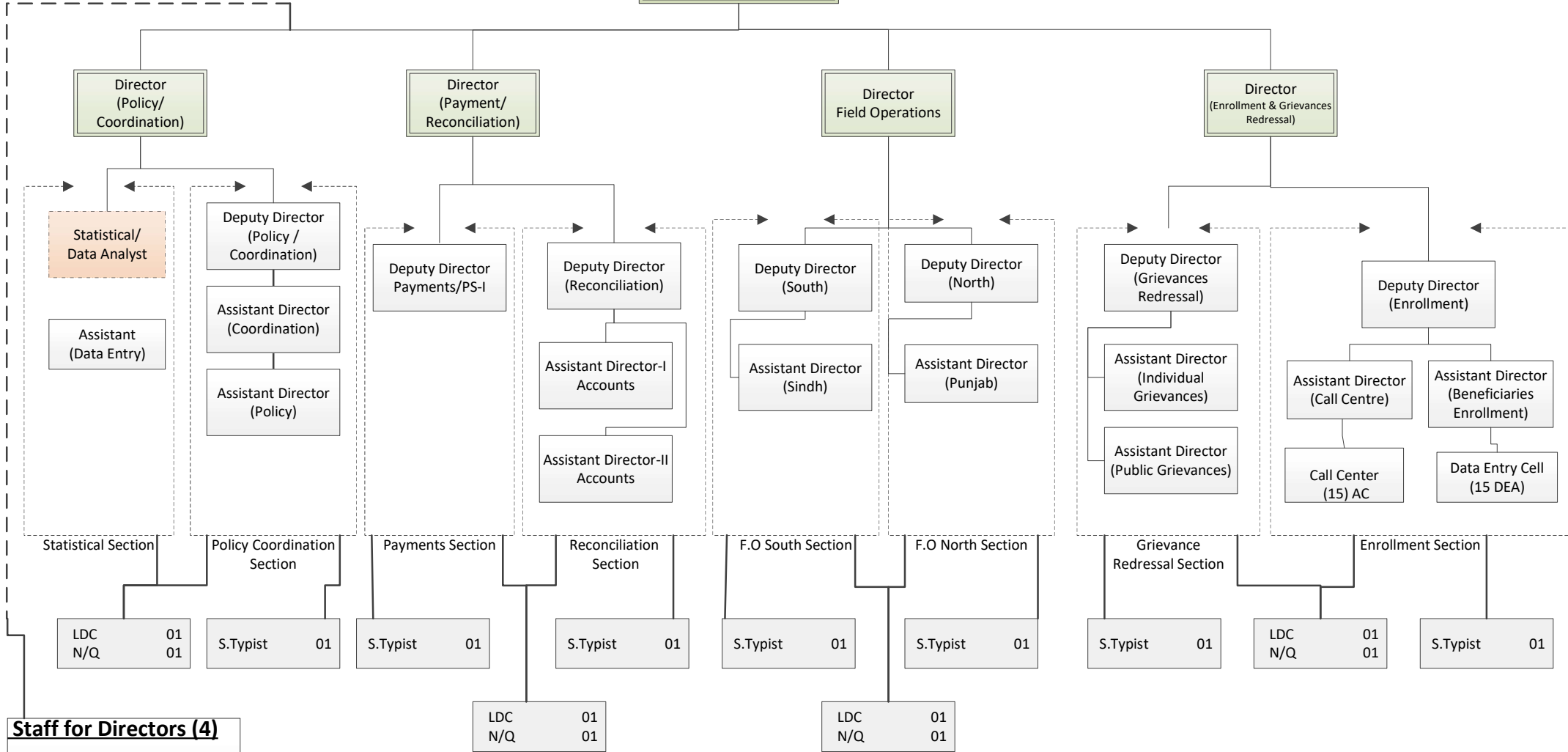


APS	01
UDC	01
Naib Qasid	01

Addl. Secretary  
Beneficiaries Management

**Cash Transfer Wing (CT)**

Director General  
Cash Transfer



**Staff for Directors (4)**

StenoTypist	04
LDC	04
Naib Qasid	04

Addl. Secretary  
Beneficiaries Management

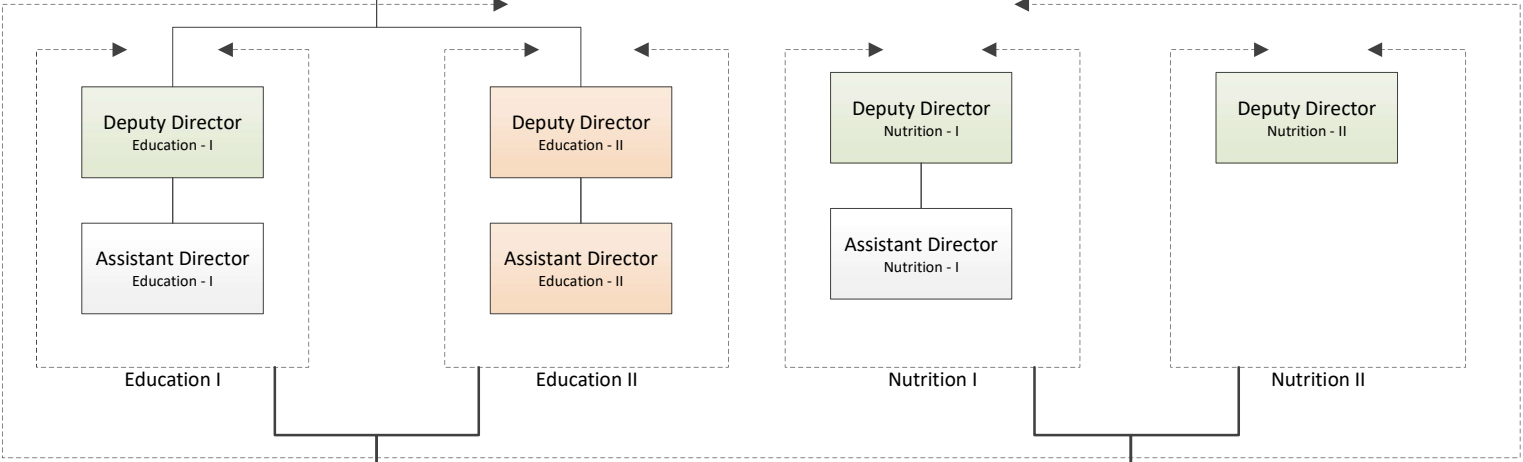
**Conditional Cash Transfer Wing (CCT)**

APS	01
UDC	01
Naib Qasid	01

Director General  
CCT / NSER

Director  
CCT

Assistant Director  
Accounts



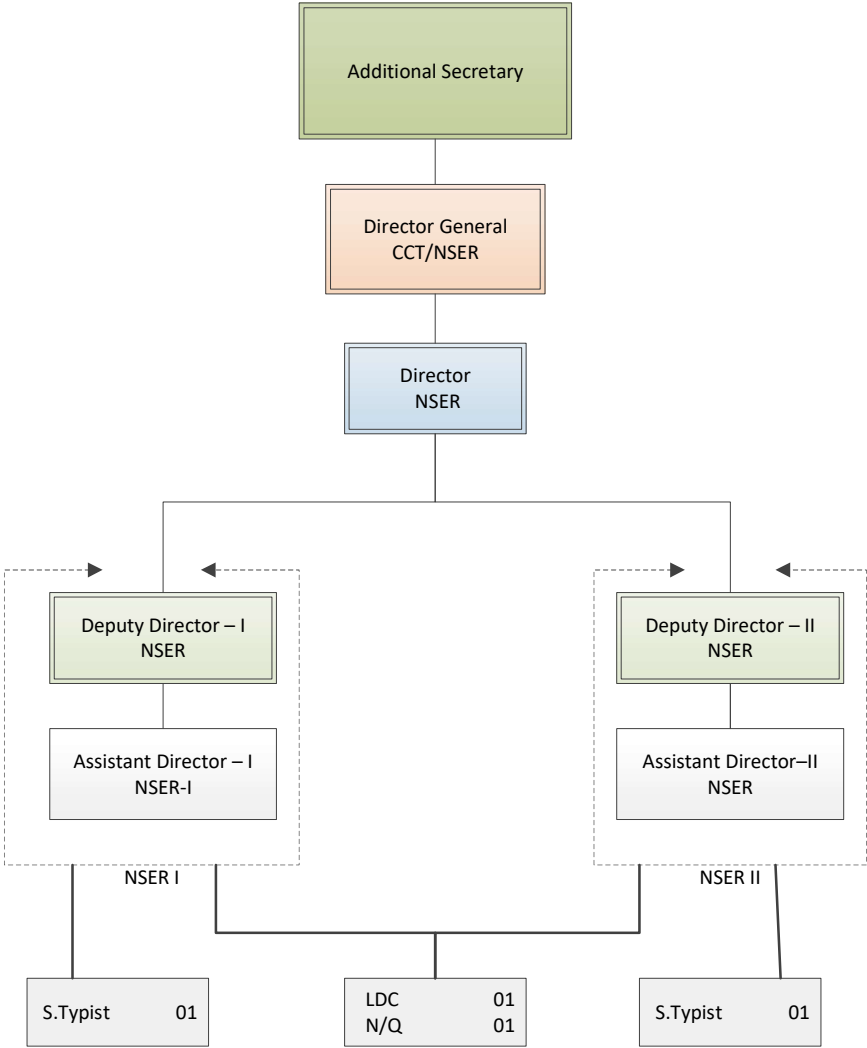
**Staff for Directors (1)**

StenoTypist	01
Naib Qasid	01

S.Typist	01
N/Q	01

S.Typist	01
N/Q	01

**National Socio-Economic Registry Wing (NSER)**



**Staff for Directors (1)**

StenoTypist	01
LDC	01
Naib Qasid	01



Addl. Secretary  
Beneficiaries Management

**Complimentary Initiatives Wing (CI)**

APS	01
UDC	01
Naib Qasid	01

Director General  
Complimentary Initiatives

Director  
Waseelas  
(CI-III)

Director  
Complimentary Services  
(CI-I)

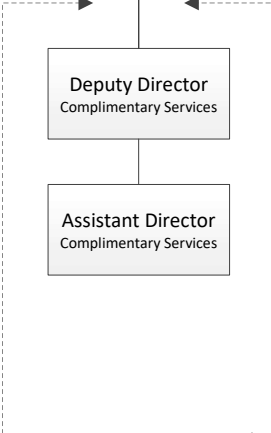
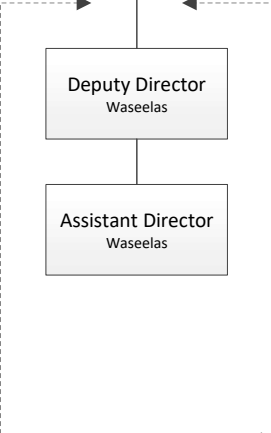
Assistant Director  
Accounts

Deputy Director  
Waseelas

Deputy Director  
Complimentary Services

Assistant Director  
Waseelas

Assistant Director  
Complimentary Services



Waseelas Section

Complimentary Services

S.Typist	01
N/Q	01

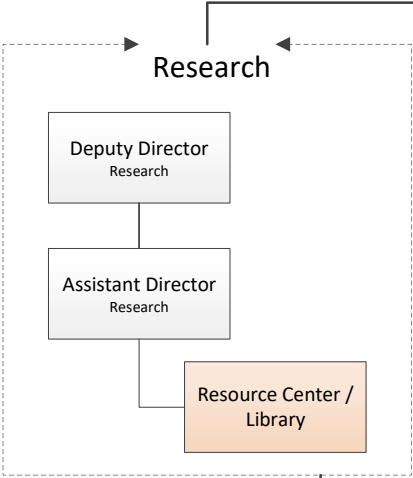
S.Typist	01
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<b>Staff for Directors (2)</b>	
LDC	02
Naib Qasid	02

**Evidence, Monitoring & Evaluation and Risk Management Wing**

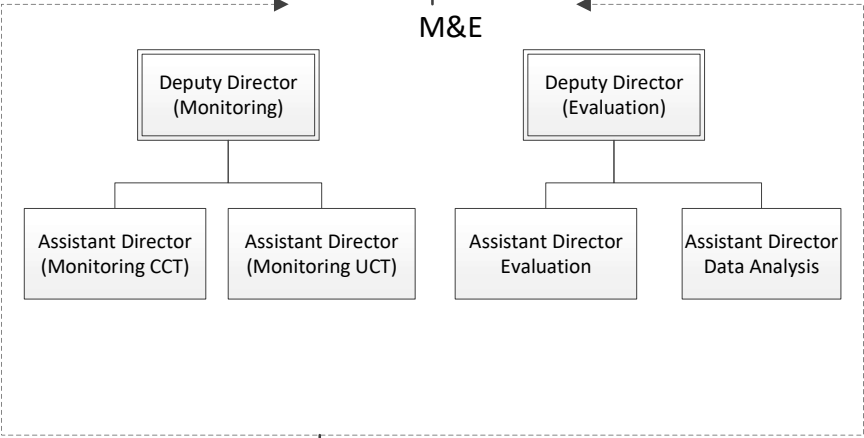
Secretary

Director Evidence, M&E & Risk Management



Research Section

S.Typist 01



M&E

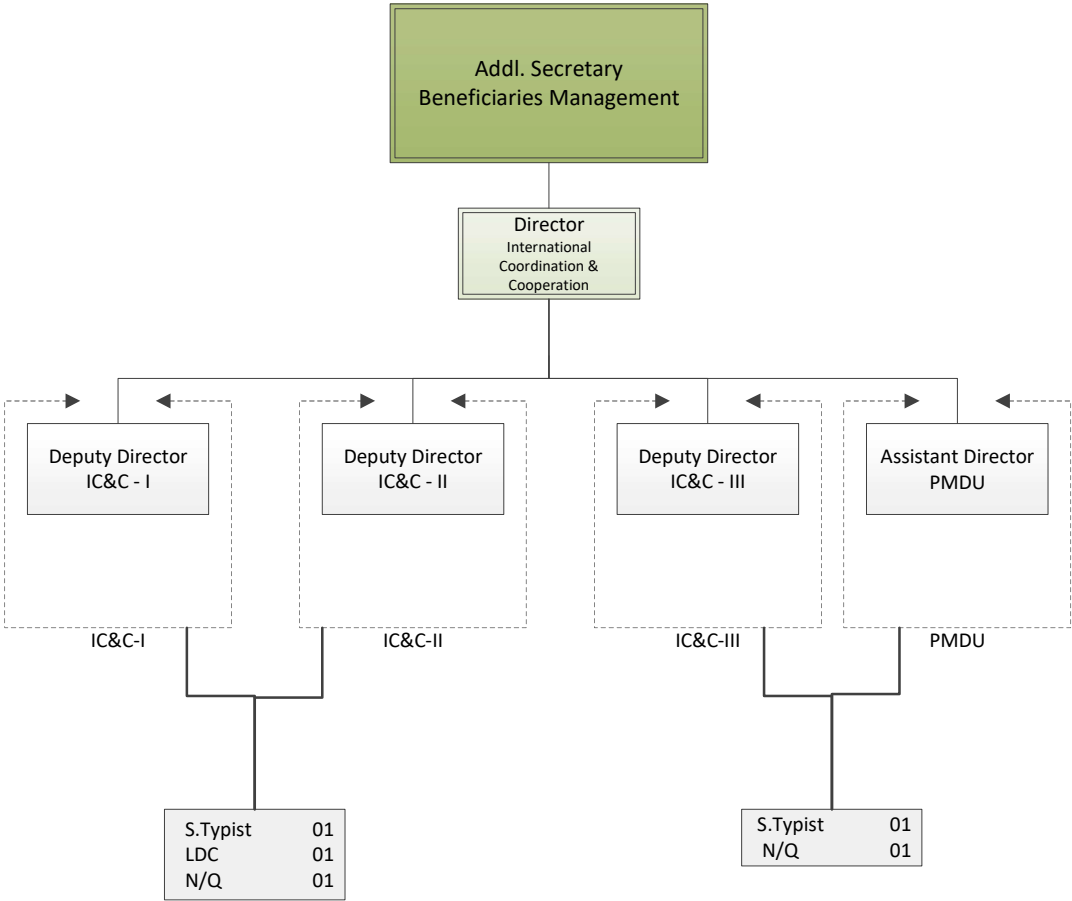
UDC 02  
N/Q 02

Policy Research Unit  
Consultant = 04

**Staff for Directors (1)**

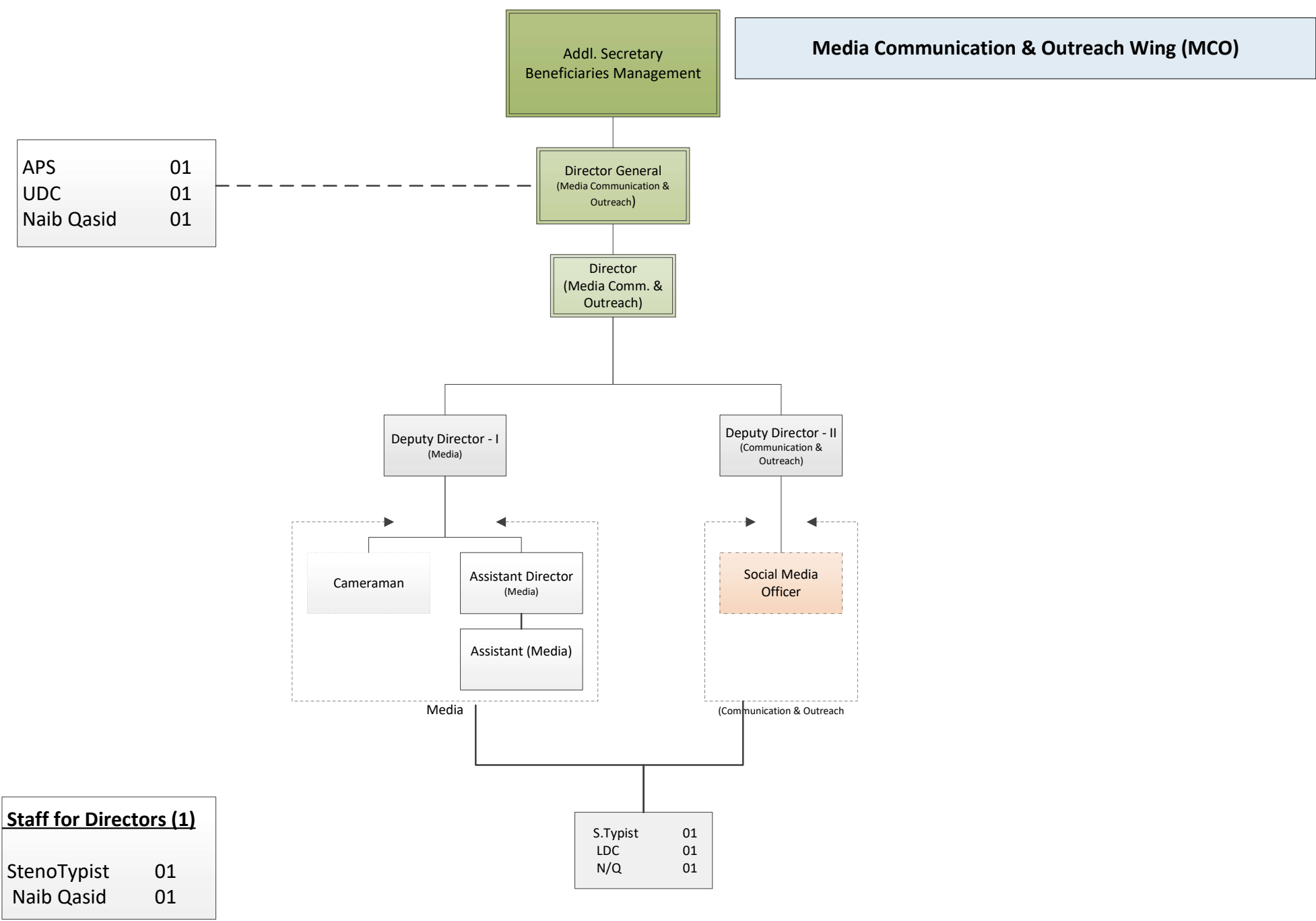
LDC	01
Naib Qasid	01

**International Coordination & Cooperation Wing (IC&C)**



**Staff for Directors (1)**

LDC	01
Naib Qasid	01



APS	01
UDC	01
Naib Qasid	01

<b>Staff for Directors (1)</b>	
StenoTypist	01
Naib Qasid	01

S.Typist	01
LDC	01
N/Q	01

**Zonal Directorate**

Addl. Secretary  
Beneficiaries Management

Director General  
Zones

APS	01
UDC	01
Naib Qasid	01

Deputy Director  
(Punjab,  
Baluchistan & GB)

Deputy Director  
(Sindh, KPK & AJK)

Team Title

S.Typist	01
LDC	01
N/Q	01

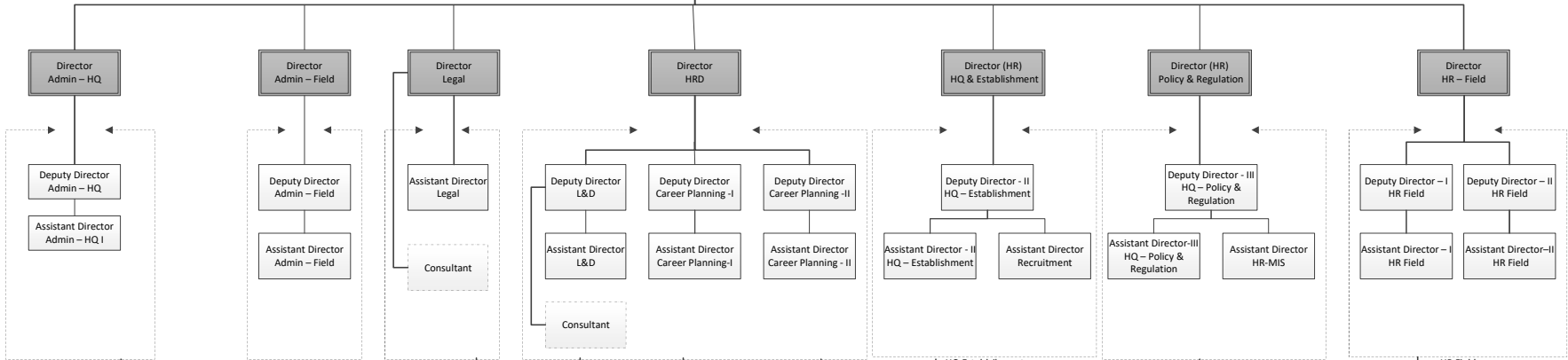
Team Title

S.Typist	01
LDC	01
N/Q	01

# Organization Management Wing (OM)

APS	01
UDC	01
Naib Qasid	01

CHRO/ DG OM
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<b>General Admin</b>	Assistant 01 A. Eng. Chill 01 UDC 01 Electrician 02 UDC 02 Naib Qasid 01	<b>Reception</b>	Receptionist 02 Lift Operator 01	<b>Field Admin</b>	Assistant 01 UDC 02 Naib Qasid 01	<b>Legal Section</b>	Assistant 02 UDC 01 Naib Qasid 01	<b>HRD</b>	Assistant 01 UDC 01 Naib Qasid 01	Assistant 02 UDC 01 Naib Qasid 01	Assistant 02 UDC 01 Naib Qasid 01	<b>HQ Establishment</b>	Assistant (HQ Establishment) 02 Assistant (Recruitment) 01 UDC 02 Naib Qasid 02	<b>Policy &amp; Regulations</b>	Assistant (Policy & Regulations) 01 Assistant (Individual Consultants) 01 Assistant (Data Entry) 01 UDC 01 Naib Qasid 01	<b>HR Field</b>	Assistant (Punjab) 01 Assistant (Sindh) 01 Assistant (Baluchistan) 01 Assistant (AJK & G.B) 01 Assistant (KPK) 01 UDC 02 Naib Qasid 01
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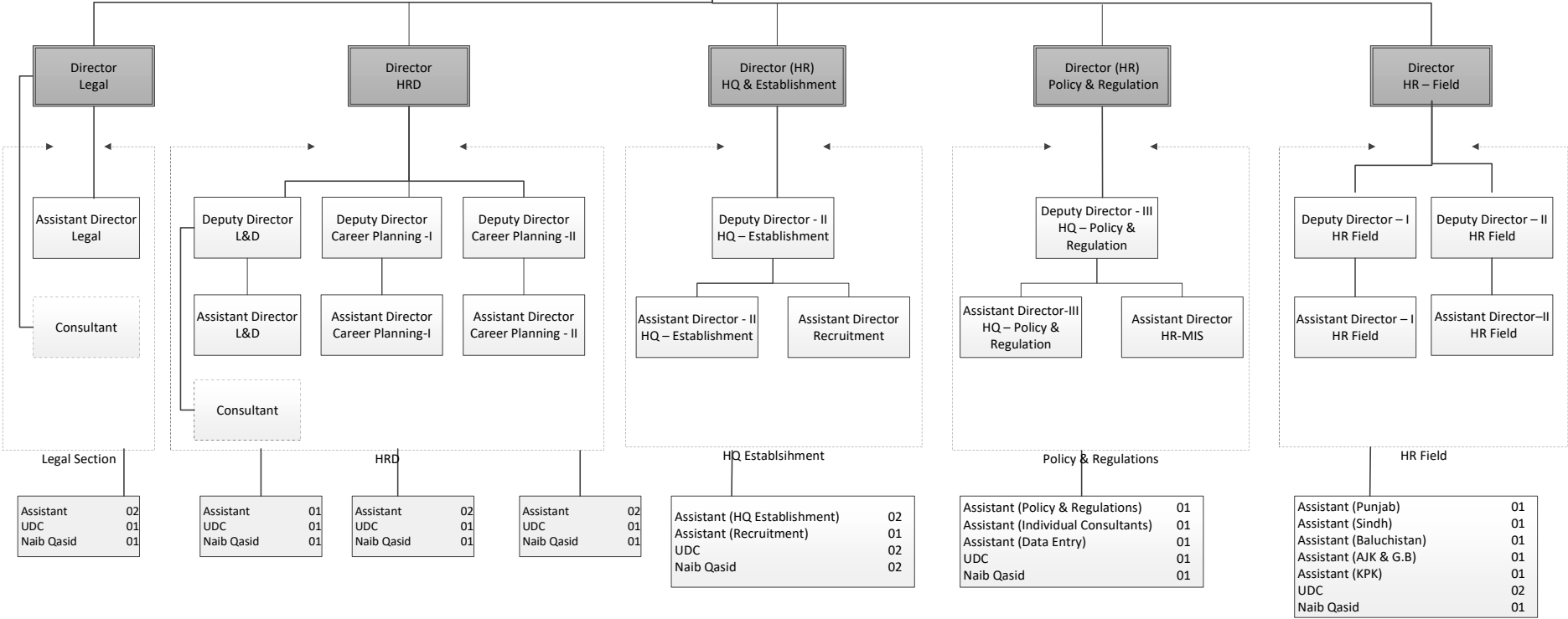
<b>Staff for Directors (7)</b>
StenoTypist 07
LDC 07
Naib Qasid 07

<b>Record Room</b>	Assistant 01 Naib Qasid 01
<b>R&amp;I</b>	UDC 02 Dispatch Rider 02 Naib Qasid 02
<b>Transport</b>	Assistant 01 Drivers 23
<b>Storeroom</b>	Assistant 01 UDC 01 Naib Qasid 01
<b>Pool Photocopier</b>	PMO 02
<b>Day Care Centre</b>	Aaya / Day Care Attendant 02
<b>Security</b>	Inch. Security 01 Security Guards 11
<b>Janitorial</b>	Janitorial Supervisor 01 Sweepers 15
<b>Auditorium &amp; Conference Rooms</b>	Supervisor 01 Naib Qasid 02
<b>Masque</b>	Imam 01

# Human Resource (HR)

APS	01
UDC	01
Naib Qasid	01

CHRO/  
DG OM



**Staff for Directors (5)**

StenoTypist	05
LDC	05
Naib Qasid	05

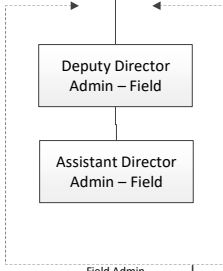
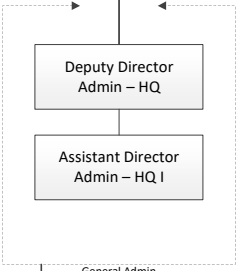
**Administration (Admin)**

APS	01
UDC	01
Naib Qasid	01

CHRO/  
DG OM

Director  
Admin – HQ

Director  
Admin – Field



General Admin

Field Admin

Assistant	01
UDC	02
Naib Qasid	01

**Record Room**

Assistant	01
Naib Qasid	01

Assistant	01
A. Eng. Chill	01
Electrician	02
UDC	02
Naib Qasid	01

**Reception**

Receptionist	02
Lift Operator	01

**Staff for Directors (2)**

StenoTypist	02
LDC	02
Naib Qasid	02

**R&I**

UDC	02
Dispatch Rider	02
Naib Qasid	02

**Security**

Inch. Security	01
Security Guards	11

**Transport**

Assistant	01
Drivers	23

**Janitorial**

Janitorial Supervisor	01
Sweepers	15

**Storeroom**

Assistant	01
UDC	01
Naib Qasid	01

**Auditorium & Conference Rooms**

Supervisor	01
Naib Qasid	02

**Pool Photocopier**

PMO	02
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**Mosque**

Imam	01
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**Day Care Centre**

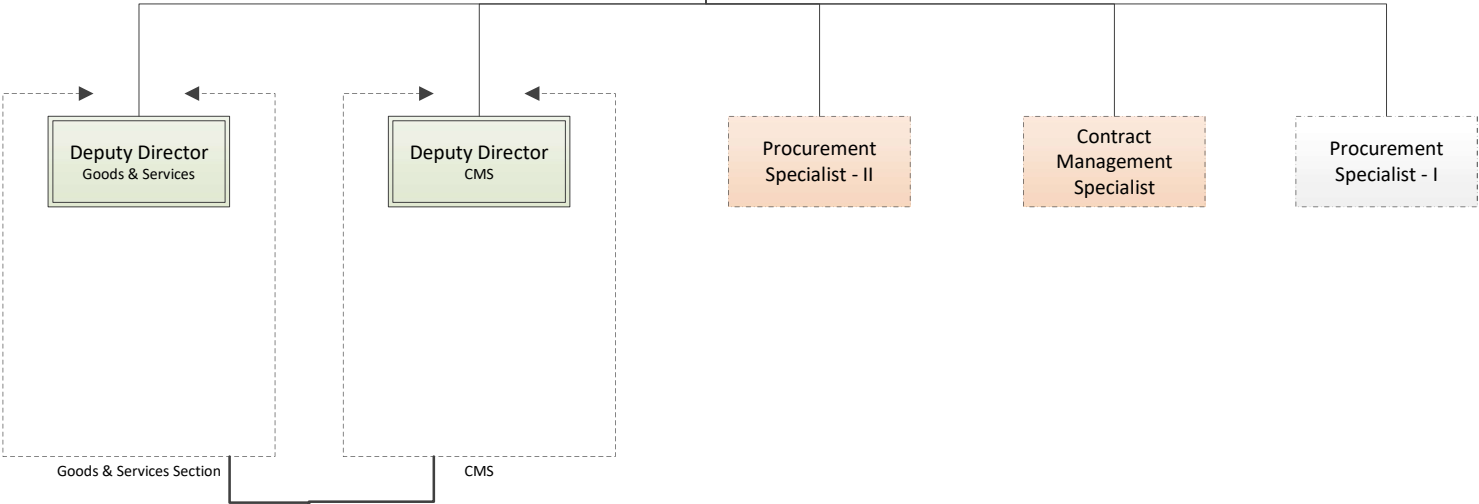
Aaya / Day Care Attendant	02
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# Procurement

CHRO/  
DG OM

Director  
(Procurement)



Goods & Services Section

CMS

<b>Staff for Directors (1)</b>	
StenoTypist	01
Naib Qasid	01

Assistant	01
UDC	01
LDC	01
N/Q	01

# Technology Wing (IT)

APS	02
UDC	02
Naib Qasid	02

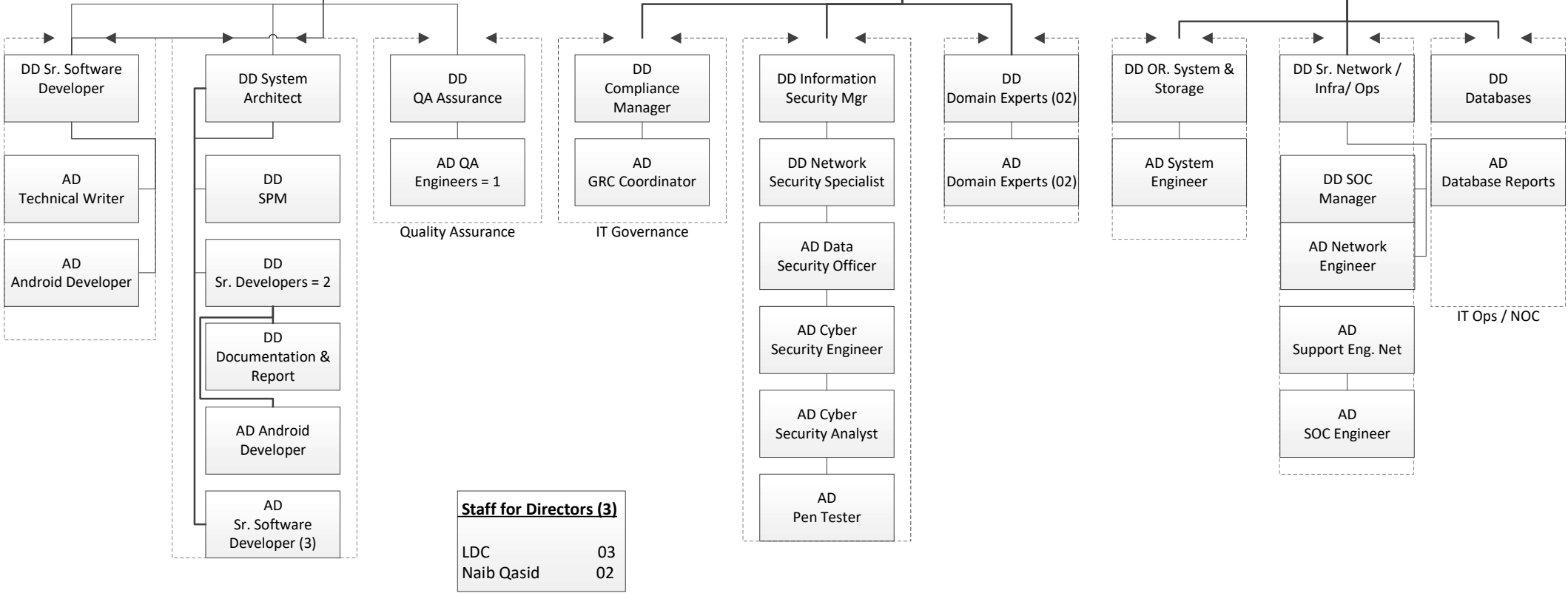
Chief Technology Officer

Director General Information Technology

Director MIS

Director Information Security

Director Net/Systems/Ops



**Staff for Directors (3)**

LDC	03
Naib Qasid	02

# Finance & Accounts Wing (F&A)

Secretary

Director General  
(Finance & Accounts)

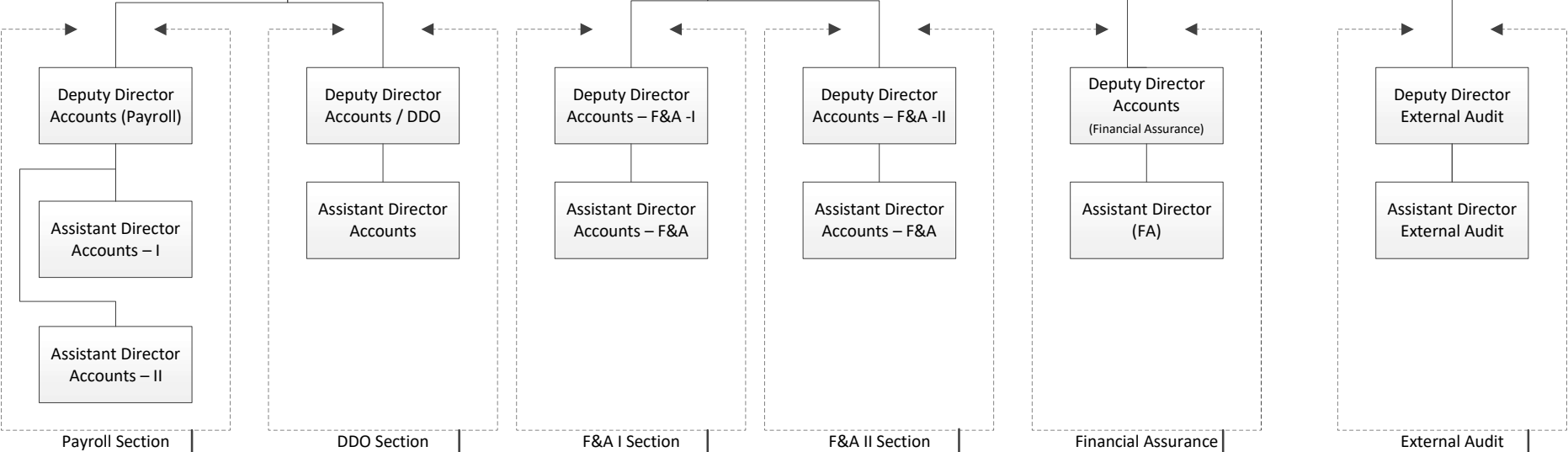
APS	01
UDC	01
Naib Qasid	01

Director  
(F&A -Policy)

Director  
(Finance &  
Accounts)

Director  
(Financial  
Assurance)

Director  
(External Audit)



**Staff for Directors (4)**

StenoTypist	04
Naib Qasid	04

Accounts. Asst	01
LDC	01
N/Q	01

Accounts. Asst	02
LDC	01

Accounts. Asst	02
N/Q	01

Accounts. Asst	02
LDC	01

Accounts. Asst	02
LDC	01
N/Q	01

Audit Assistant	02
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Secretary  
BISP

Board

**Internal Audit Wing (IA)**

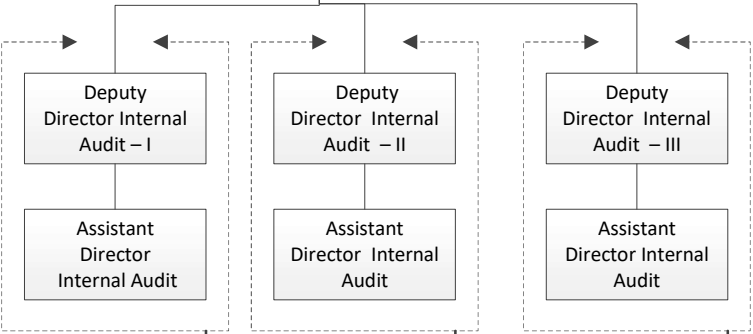
Audit  
Committee

APS	01
UDC	01
Naib Qasid	01

DG  
Internal Audit

Director  
(Internal Audit - I)

Director  
(Internal Audit-II)



Internal Audit - I

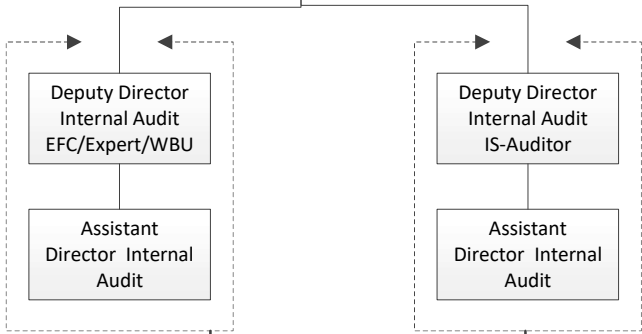
Audit Asst	01
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Internal Audit -II

Audit Asst	01
LDC	01
N/Q	01

Internal Audit -III

Audit Asst	01
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EFC/Expert/WBU

Audit Asst	01
LDC	01

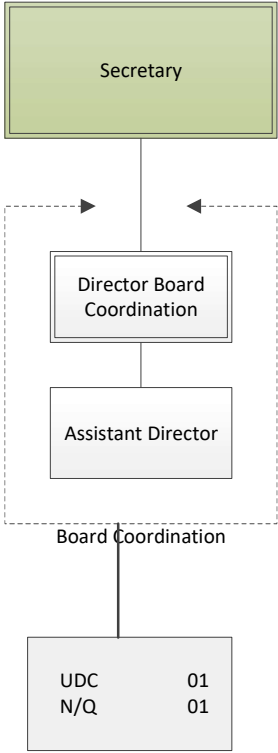
IS Auditor

Audit Asst.	01
N/Q	01

**Staff for Directors (2)**

StenoTypist	02
Naib Qasid	02

**Board Coordination**



**Staff for Directors (1)**

StenoTypist 01  
Naib Qasid 01

# BISP Field Office Organograms

**Central Zone Support Positions:-**

Coordination Officer (SPS – 16) = 1  
 APS (SPS – 16) = 1  
 Assistant (SPS – 15) = 3  
 Driver (SPS – 04) = 2  
 Naib Qasid (SPS – 01) = 3  
 Chowkidar (SPS – 01) = 1  
 Sweeper (SPS – 01) = 1

Total Staff + Officers = 12 + 8 = 20

**Normal Zone Support Positions:-**

Coordination Officer (SPS – 16) = 1  
 APS (SPS – 16) = 1  
 Assistant (SPS – 15) = 2  
 Driver (SPS – 04) = 1  
 Naib Qasid (SPS – 01) = 2  
 Chowkidar (SPS – 01) = 1  
 Sweeper (SPS – 01) = 1

Total Staff + Officers = 9 + 5 = 14

**District Support Positions:-**

**District Large – 08**  
 Driver (SPS – 04) = 1  
 Naib Qasid (SPS – 01) = 2  
 Chowkidar (SPS – 01) = 1

Total Staff + Officers = 7 + 2 = 9

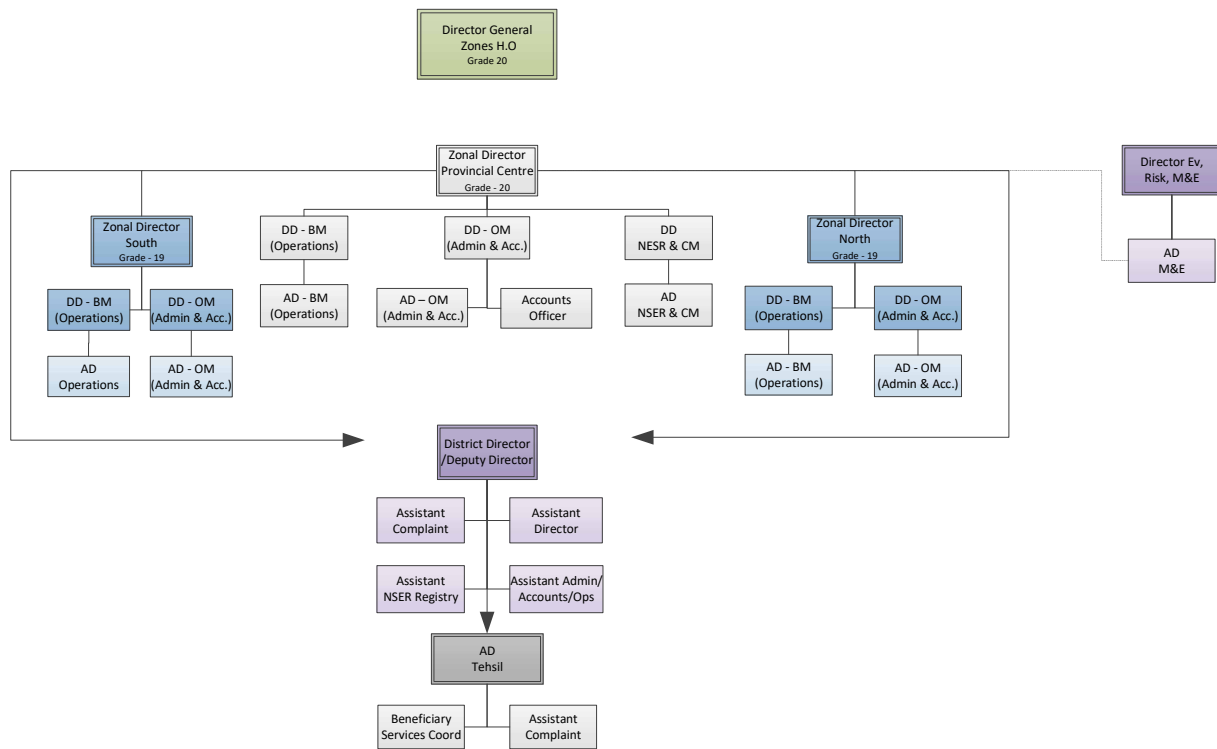
**District – 29**  
 Naib Qasid (SPS – 01) = 1  
 Chowkidar (SPS – 01) = 1

Total Staff + Officers = 5 + 1 = 6

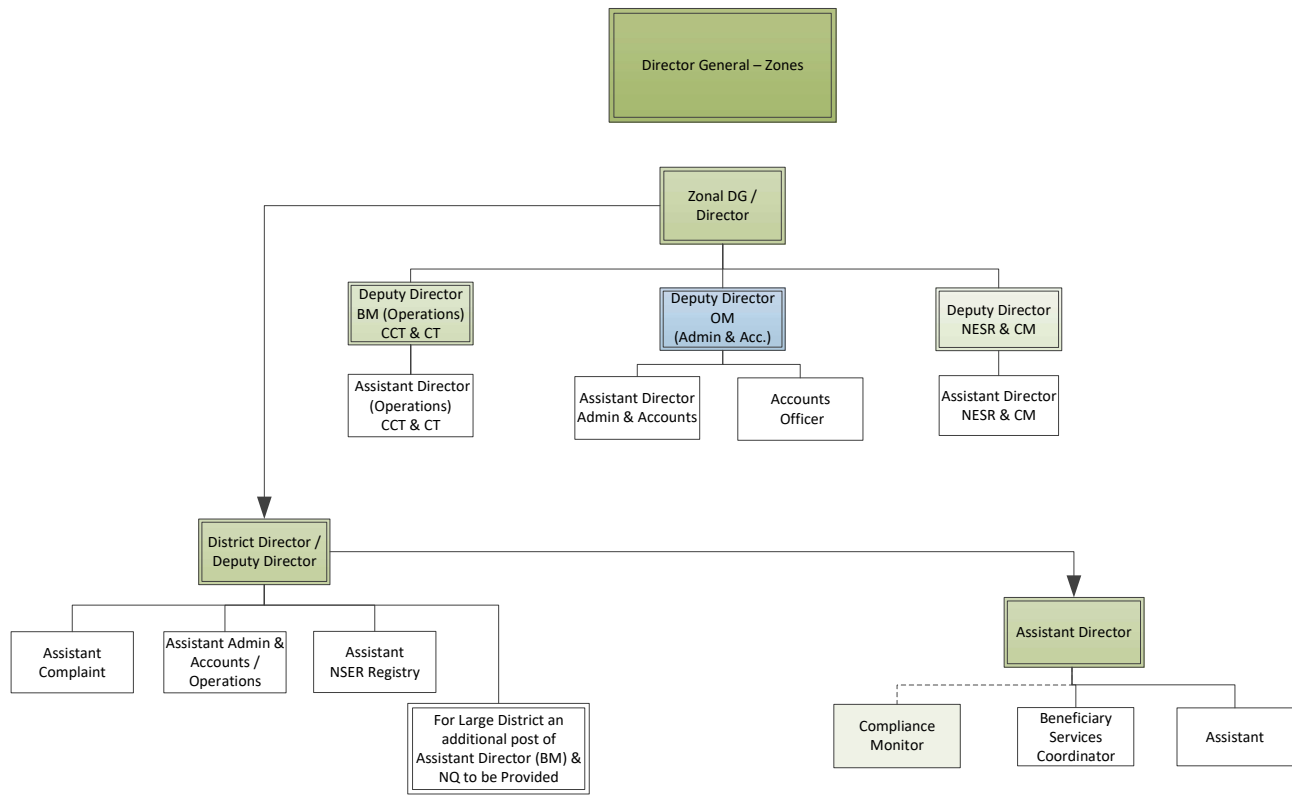
**Tehsil Support Positions:- - 102**

Naib Qasid (SPS – 1) = 1  
 Chowkidar (SPS – 1) = 1

Total Staff + Officers = 4 + 1 = 5



# BISP Field Office Organograms



**Central Zone Office**

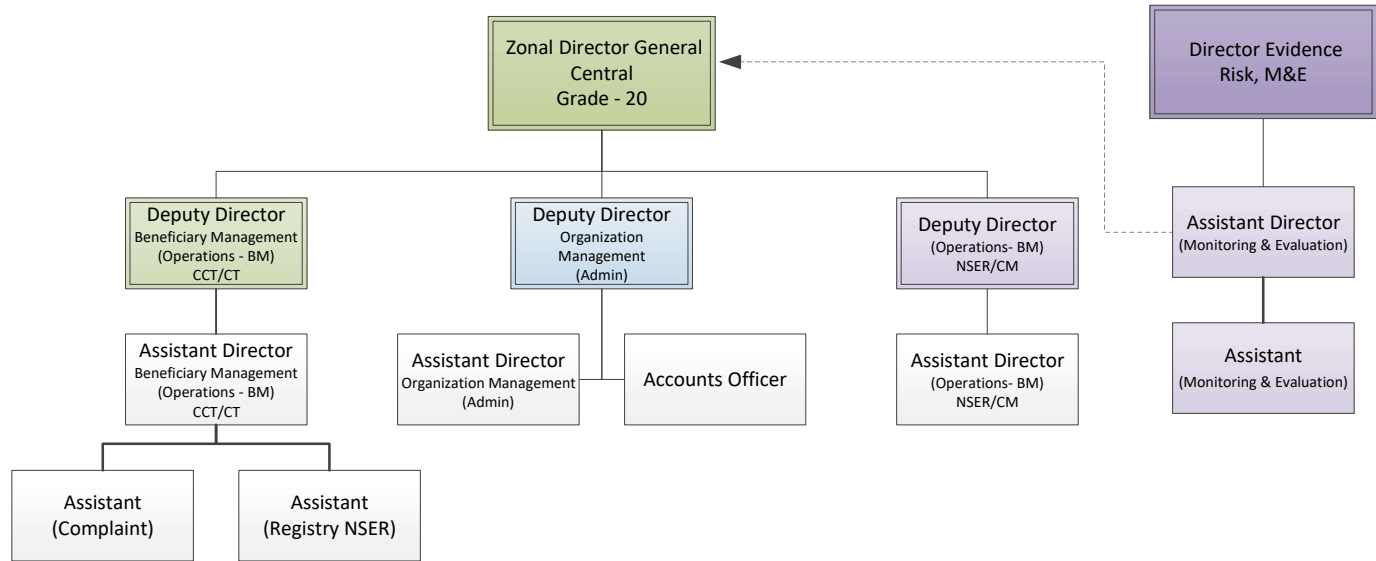
**Officers**

Director General (SPS – 20) = 1  
 Deputy Director (SPS – 18) = 3  
 Assistant Director (SPS – 17) = 4  
 Account officer (SPS – 17) = 1

**Staff**

Coordination Officer (SPS – 16) = 1  
 APS (SPS – 16) = 1  
 Assistant (SPS – 15) = 5  
 Assistant M&E (SPS – 15) = 1  
 Driver (SPS – 04) = 3  
 Naib Qasid (SPS – 01) = 4  
 Chowkidar (SPS – 01) = 1  
 Sweeper (SPS – 01) = 1

**Total Staff + Officers = 17 + 9 = 26**





**Central Zone Office AJK & GB**

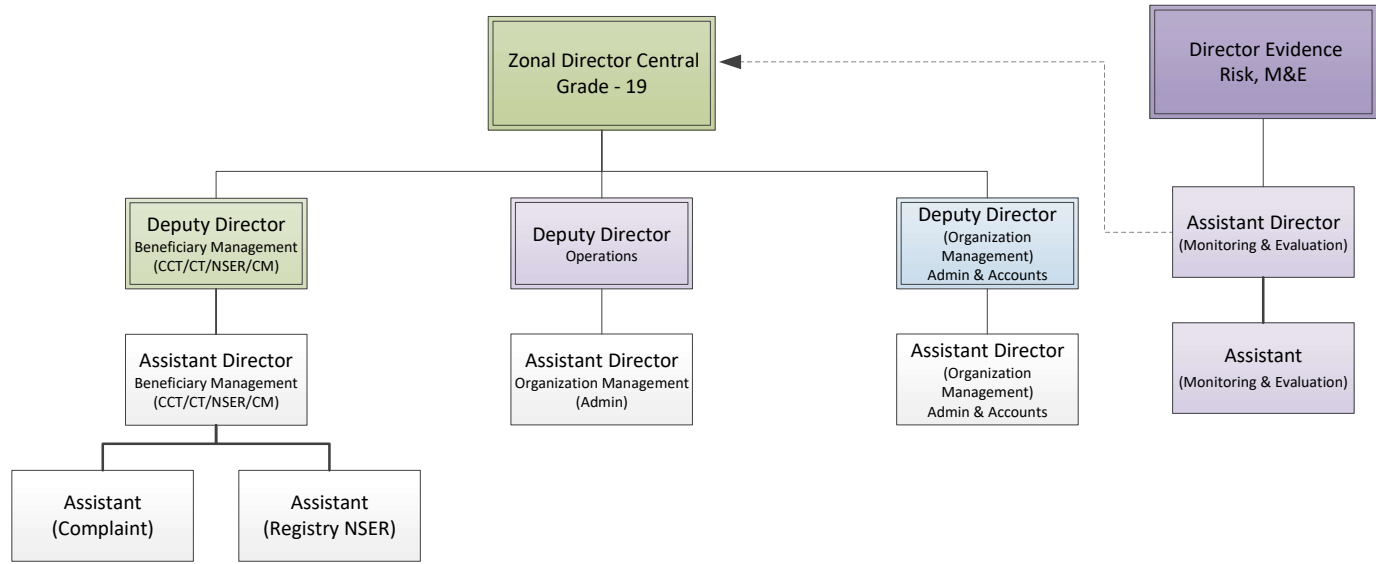
**Officers**

Director (SPS – 19) = 1  
 Deputy Director (SPS – 18) = 3  
 Assistant Director (SPS – 17) = 4

**Staff**

Coordination Officer (SPS – 16) = 1  
 APS (SPS – 16) = 1  
 Assistant (SPS – 15) = 4  
 Assistant M&E (SPS – 15) = 1  
 Driver (SPS – 04) = 2  
 Naib Qasid (SPS – 01) = 3  
 Chowkidar (SPS – 01) = 1  
 Sweeper (SPS – 01) = 1

**Total Staff + Officers = 14 + 8 = 22**



**Normal Zone Office**

**Zone Support Positions:-**

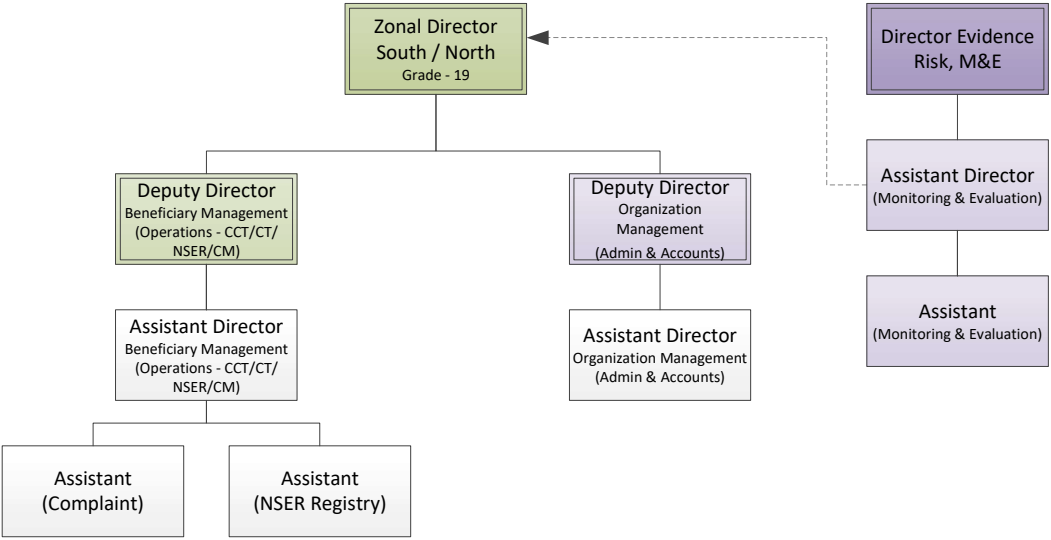
**Officers**

- Director (SPS – 19) = 1
- Deputy Director (SPS – 18) = 2
- Assistant Director (SPS – 17) = 3

**Staff**

- Coordination Officer (SPS – 16) = 1
- APS (SPS – 16) = 1
- Assistant (SPS – 15) = 4
- Assistant M&E (SPS – 15) = 1
- Driver (SPS – 04) = 2
- Naib Qasid (SPS – 01) = 3
- Chowkidar (SPS – 01) = 1
- Sweeper (SPS – 01) = 1

**Total Staff + Officers = 14 + 6 = 20**



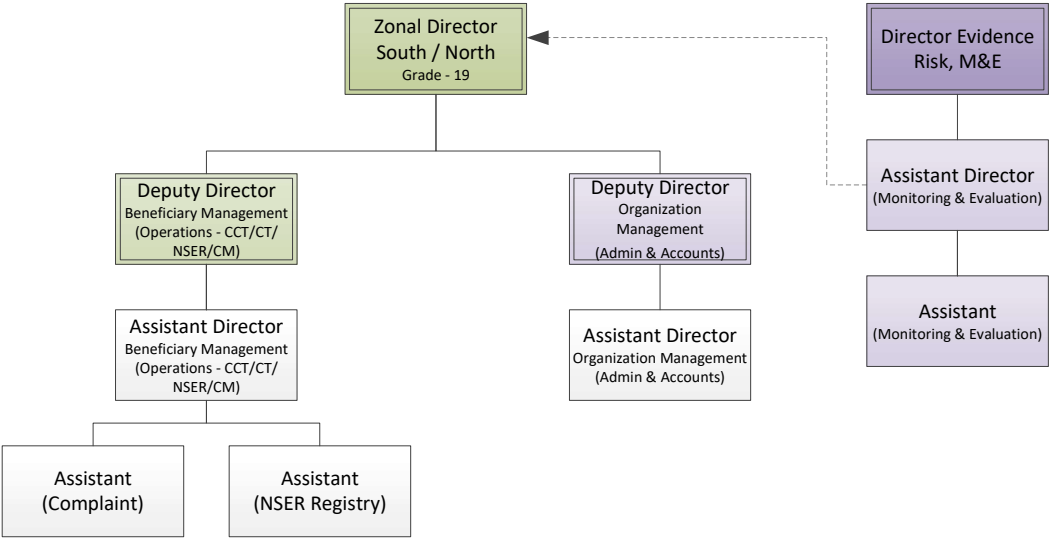
**Normal Zone Office AJK & GB**

**Zone Support Positions:-**

**Officers**  
 Director (SPS – 19) = 1  
 Deputy Director (SPS – 18) = 2  
 Assistant Director (SPS – 17) = 3

**Staff**  
 Coordination Officer (SPS – 16) = 1  
 APS (SPS – 16) = 1  
 Assistant (SPS – 15) = 4  
 Assistant M&E (SPS – 15) = 1  
 Driver (SPS – 04) = 2  
 Naib Qasid (SPS – 01) = 3  
 Chowkidar (SPS – 01) = 1  
 Sweeper (SPS – 01) = 1

**Total Staff + Officers = 14 + 6 = 20**



## Large District Office

### **District Support Positions:-**

#### **Officers**

Director (SPS – 19) = 1

Assistant Director (SPS – 17) = 1

#### **Staff**

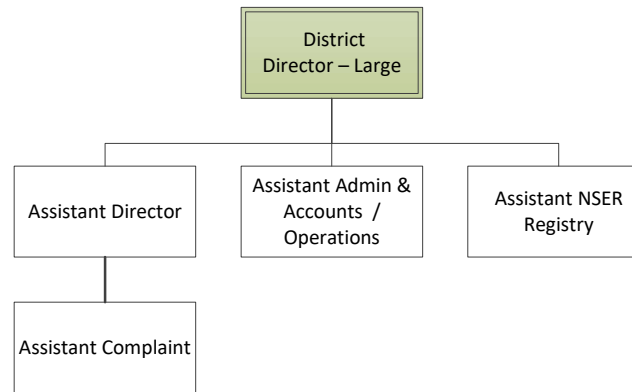
Assistant (SPS – 15) = 3

Driver (SPS – 04) = 1

Naib Qasid (SPS – 01) = 2

Chowkidar (SPS – 01) = 1

Total Staff + Officers = 7 + 2 = 9



**Normal District Office**

**District Support Positions:-**

**Officer**

Deputy Director (SPS – 18) = 1

**Staff**

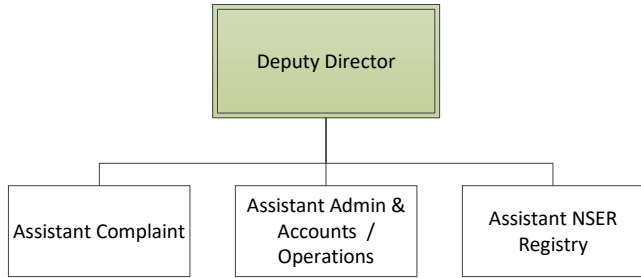
Assistant (SPS – 15) = 3

Driver (SPS – 04) = 1

Naib Qasid (SPS – 01) = 1

Chowkidar (SPS – 01) = 1

Total Staff + Officers = 6 + 1 = 7



**Tehsil Office Office**

**Tehsil Support Positions:-**

Naib Qasid (SPS – 1) = 1  
Chowkidar (SPS – 1) = 1  
Total Staff + Officers = 4 + 1 = 5

*Previous HC in Tehsil Office = 5*

