

## Lahore Division Cattle Market Management Company

Operational Plan for Eid ul Azha 2019 Arrangements

Shahpur Kanjra Cattle Market Lahore

Teams & Responsibilities

Date: Thursday, July 25, 2019 (Applicable from August 02, 2019)

Sr. No.	Activity	Team Members/ Human Resource	Duty Timing	Objective/ Desired target of Activity	Responsibilities	Required Resources allocated	Manpower deployment plan			
							LDCMMC staff	Third party W/C	Security Guards	Total
1	Provision of Free Tents	Mr. Manzoor Niazi (AM Operations) Vendor: M/S Iqbal Tent Service	09:00 am - 07:00 pm	-Provision of free tents -Allocation of space for animal stalls	*Keeping record of traders and allocation of space *Providing tents to traders *Resolving related complaints	*Wireless 01 *Tents from contractor *Qanat from contractor	1	0	0	1
2	Banks	Acting MD/ CFO Mr. Asif Ashraf (Manager QC) for support Mr. Jazib Saeed Khan (Manager Operations)	09:00 am - 05:00 pm	-Cash deposits and withdrawal facility -Online money transfer facility -ATM Machine	*Liaison with Bank(s) *Allocating of suitable space to Bank(s) *Daily reports regarding transactons through banks	*Wireless 01	2	0	1	3
3	Veterinary Camp with the help of Live Stock Department	Mr. Jamal Ahmad (VA) Support of Livestock & Dairy Development Board	07:00 am - 07:00 pm	-Free medical treatment for animals	*Free veterinary camp in coordination with Livestock Department	*Camp *Vet Medicine	1	1	0	2
4	Facilities Management	Mr. Ibrar Hussain (AM Admin) Alongwith HR/ Admin Team  Mr. Ahsan Yousaf (Worker)  Manager HR/Admin: Liaison with all operations staff	09:00 am - 04:00 pm  07:00 am - 07:00 pm	-Facilitation of all teams in the best interest of general public, traders and other stakeholders	*Ensure to provide required resurces to all teams(chairs, tables, camps, fans, sound system,Drinking Water etc) *Providing fuel to tractors, generators, fogger machines, dewatering sets etc *General Administration of cattle markets *Cleaning of Camp Area *Refreshment for guests (water/ tea) *Attendance of all permanent,Temporary Staff & Security Guards. *Maintaining inventory record of cattle markets	*Wireless 01	3	5	1	9
5	Rest Areas for General Public	Mr. Ibrar Hussain (AM Admin) Mr. Ali Raza (Worker) Mr. Rana Naveed (Doc Runner)	09:00 am - 04:00 pm 07:00 am - 07:00 pm 09:00 am - 04:00 pm	-Sitting arrangements for elders, ladies and kids/ families	*Sitting arrangements (02 No of Camps) *Clean Drinking Water *Filtration Plants	*Chairs *Fans *Water Coolers *Camps			1	1
6	Electricity/ Lighting/ DG Set Backup- for necessary lighting in cattle market	Mr. Bilal (Electrician) Mr. Mukhtar (Elect.)	08:00 am - 08:00 pm 12:00 pm - 12:00 am	-Free electricity -Lighting during night time	*Uninterrupted electricity for all *Preparing log for generators *Providing backup with generators *Additional lighting on main roads	*Generators (300 Kva-01, 200 Kva-01 & 100 Kva-01) *Electrical poles (10 Nos.) *Electric material like Sogo lights 160 Nos.	2	0	0	2

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7	Health services with the help of Health Department	Mr. Kashif Ali (AM Operations) Support of Health department	09:00 am - 04:00 pm	-First aid facility for humans -Life saving drugs	*Free health camp in coordination with Health Department	*Camp * First Aid and life saving Medicines	1	1	0	2
8	Emergency Response through 1122			-Quick response in case of medical emergency -First Aid	*Emergency services with the help of 1122. * First aid Kit					
9	Security arrangements	Mr Abdul Qadir (AM Ops) Mr.Shahzada Khurram (AM Ops)	09:00 am - 04:00 pm 07:00 pm - 05:00 am	-Secure environment for public -Enforcement -Theft Control -Protection of Assets	*Deployment of Security Guards as per need assessment. *Verification of attendance record of the security guards *Liaison with contractor *Resolving security related complaints *Coordination with Police *CCTV Monitoring *Entry Exit Control	*Security guards 30 Nos. *Wireless as per requirement *Security bikes 01	2	0	Total 40 Nos allocated in various tasks	2
10	Mechanical Cleanliness through Rental Machinery	Mr. Ibrar Hussain (AM Admin) Mr. Amir Billu (AM Ops)	09:00 am - 04:00 pm 07:00 am - 05:00 pm	-Cleaning of cattle market -Lifting of waste -Leveing of low lying areas	*Deployment of fleet *Coordination with Emergency Monsoon Team *Recording vehicle log and detail of work for rental machinery *Verification of vehicle documents	* Excavator 01 * Tractors with Trolley 04 * Tractor 04 with blade * Water Bowser 01 * Vacuum Sucker 01-02 depending upon requirement	2	0	0	2
11	Fogging for Dengue/ Congo	Mr. Ehsan Ali (Worker)	07:00 am - 07:00 pm	-Congo free cattle market -Dengue protection	*Fogging with cypermetharine	*Fogger machine 01 *Cypermetharine	1	1	0	2
12	Public Awareness/ Marketing activities/ Companies Temporary Stalls	Mr. Asif Ashraf (Manager QC) Mr. Akbar Raza (AM Marketing)	09:00 am - 04:00 pm 09:00 am - 06:00 pm	- Public Awareness - Guidance	*Coordination with information desk *Awareness activities (distribution of gloves, masks, anti tick lotion) *Pamphlets for public awareness *Fixation of flexes and banners *Installation of corporate stalls *Champion Bull of the year competition *Activities/ sessions of public interest *Announcements on sound system for public	* Public Awareness Camp *Flexes banners for awareness *Masks and Gloves *Phemplets *Camps for stalls *Sound System	1	2	1	4
13	Monitoring/ Price Control Cell	Mr. Amjad Niazi (AM QC) Mr. Shehzad Jutt (Security) Mr. Habib Ullah (Worker)	10:00 am - 08:00 pm 07:00 am - 07:00 pm 07:00 am - 07:00 pm	-Elimination of extortion -Elimination of overcharging	*Monitoring of sale points and rate list control *To ensure cleanliness in all sale points through contractors *Monitoring of CnD/ debris activity on highnoon road *Resolution of related complaints *Monitoring of fodder contractors	*Wireless 01	3	0	1	4

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14	<b>Complaint Cell &amp; Information Desk</b>	<b>Mr Qaisar Habib (Manager QC)</b> Mr. Abdul Basit (AM Procurement) Mr. Muhammad Asif (Designer) Mr. Talha (AM Corporate) Mr. Shehzada Khurram (AM Ops) Mr. Owais Tariq (Supervisor)	08:00 am - 03:00 pm 08:00 am - 03:00 pm 03:00 pm - 11:00 pm 11:00 pm - 05:00 am 05:00 am - 07:00 am	-Recording of every complaint -Proper hearing -timely communication with Operation team -Prompt resolution	*Responsible for establishing functional complaint cell as per TORs. *Reporting system regarding Complaints and resolution Daily Basis.	* Camp for Complaint Cell * Flexes * Wireless 01 *Complaint Register	4	0	0	<b>4</b>
15	<b>Public Relations/ Media Cell</b>	<b>Mr. Amir Ramzan ( AM Marketing)</b> <b>Mr. Asad Sheikh (Media Coordinator)</b>	09:00 am - 04:00 pm 04:00 pm - 11:00 pm	-Media coverage -Awareness through print and electronic media	*Coordination with media personnel *Preparing Press release *Gathering record of press clippings (print & electronic media)	*Wireless 01 *Media Cell Camp	2	2	0	<b>4</b>
16	<b>Monsoon Emergency Response Team (Day Shift)</b>	<b>Mr. Amir Billu (AM Ops)</b> Mr. Yasir Anwar (Supervisor) Mr. Waqas Basharat (Worker) Mr. Abdul Razaq (Driver) Mr. M Arshad (Driver) Mr. Hayat Ahmad (Gardener) Mr. Asif Ali (Worker) Mr. Muneer Hussain (Worker) Mr. Arif (If Available)	07:00 am - 05:00 pm 07:00 am - 07:00 pm 07:00 am - 07:00 pm 07:00 am - 07:00 pm 07:00 am - 07:00 pm 07:00 am - 07:00 pm 07:00 am - 07:00 pm 07:00 am - 07:00 pm	-Quick response for drainage of water during rain	*Cleanliness Arrangements *Lifting of Dead Animals *Removal of Stagnant Water *Drainage of Water *Removal of Water Puddles *Scrapping of Roads *Water Sprinkling *Spreading Lime/ Choonaa on Roads *Attendance Record of Daily Wage Staff	* Rental Machinery * Daily Wage Staff * LDCMMC Machinery *Security bike 01 *Wireless 02	8	5	0	<b>13</b>
17	<b>Monsoon Emergency Response Team (Night Shift)</b>	Mr. Abdul Ghafar (Driver) Mr. Shahid Ali (Driver)	07:00 pm - 07:00 am 07:00 pm - 07:00 am	-Quick response for drainage of water during rain			2	4	0	<b>6</b>
18	<b>Monitoring of cattle market operations through CCTV Camera</b>	<b>Mr. Jawad Pasha (AM IT)</b> Alongwith IT Team	09:00 am - 04:00 pm  Time for IT assistants to be decided by AM IT	-Introduction of IT based services in the cattle market -CCTV Surveillance	* Monitoring of operations of cattle market through CCTV camera and inform to concerned team leader in case of any problem/ emergency. *Establish temporary control room near PAMCO Gate with 4 static CCTV Cameras *Monitoring of collection of Parking fee as approved by BOD. *Taking pictures of the activities & facilities for presentations	*CCTV- 04 Nos. *Digital Camera- 01 No.	2	1	1	<b>4</b>
19	<b>Joint Control Room Departments</b>	<b>Mr. Kashif Ali (AM Ops)</b> Mr. Basharat Ali (Driver)	<b>09:00 am - 04:00 pm</b> 08:00 am - 05:00 pm	-Better coordination	*Liaison with all LDCMMC Teams *Liaison with UVAS *Liaison with Livestock, Health Deptt, Punjab Police, Traffic Police, Motorway Police, MCL and allied departments	*Wireless 01 *Pickup with sound system 01	1	5	5	<b>11</b>
20	<b>Enforcement Team I (Highnoon Road)</b>	<b>Mr. Waqas Bashir (Supervisor)</b> Mr. Ashfaq (Worker) Mr. Jamal Arif (Worker) Mr. Razaqat Ali Bhatti (Worker)	07:00 am - 07:00 pm	-Enforcement - Road Clearance -Cleanliness	*Enforcement in area assigned *Traffic Control *No standby sale *No Parking on roads *Cleanliness in assigned area	*Wireless 01 *Sticks *Nozzle opener pin	5	8	5	<b>18</b>

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21	<b>Enforcement Team II (Multan Road Till PAMCO Gate)</b>	Mr. Muzammil Arshad (Supervisor) Mr. Iqbal Ch. (Worker) Mr. Hasnain Farooq (Worker) Mr. Owais Butt (Worker) Mr. Adnan Sahutra (Worker)	07:00 am - 07:00 pm	-Enforcement - Road Clearance -Cleanliness	*Enforcement in area assigned *Traffic Control *No standby sale *No Parking on roads *Cleanliness in assigned area *Pick up with sound system 01 No. *Bike for security purpose	*Wireless 01 *Sticks *Nozzle opener pin *Knife	4	12	9	25
22	<b>Enforcement Team III (PAMCO Gate till Toilet Chowk)</b>	Monsoon Emergency Response Team (In case of no rain)	07:00 am - 07:00 pm	-Enforcement - Road Clearance -Cleanliness	*Enforcement in area assigned *Traffic Control *No standby sale *No Parking on roads *Cleanliness in assigned area *Pick up with sound system 01 No. *Bike for security purpose	*Wireless 01 *Sticks *Nozzle opener pin	0	10	5	15
23	<b>Enforcement Team IV</b>	Mr. Shehzada Khurram (AM Ops) Mr. Nabeel (Worker) Mr. Saif ul Malook (Worker) Mr. M. Aslam (Worker)	07:00 pm - 05:00 am 07:00 pm - 07:00 am 07:00 pm - 07:00 am 07:00 pm - 07:00 am	-Enforcement - Road Clearance -Cleanliness	*Enforcement in area assigned *Traffic Control *No standby sale *No Parking on roads *Cleanliness in assigned area	*Wireless 01 *Sticks *Nozzle opener pin	4	8	5	17
24	<b>Enforcement Team V</b>	Mr. Owais Tariq (Supervisor) Mr. Salman Riaz (Worker) Mr. Labha (Worker)	07:00 pm - 07:00 am 07:00 pm - 07:00 am 07:00 pm - 07:00 am 07:00 pm - 03:00 am	-Enforcement - Road Clearance -Cleanliness	*Enforcement in area assigned *Traffic Control *No standby sale *No Parking on roads *Cleanliness in assigned area	*Wireless 01 *Sticks *Nozzle opener pin	4	5	5	14
25	<b>Operations Monitoring and Evaluation</b>	Mr. Jazib Saeed Khan Mr. Manzoor Niazi Mr. Mansha	09:00 am - 04:00 pm 09:00 am - 07:00 pm 09:00 am - 05:00 pm	-Implementation of strategic operational plan	*Overall monitoring of operational activities		2	0	0	2
26	<b>Surveillance Team</b>	Mr. Asif Ashraf Mr. Kashif Ali	09:00 am - 04:00 pm	-Monitoring of activities	*Monitoring of Operational Plan for Eid arrangements and related activities					
27	<b>FBR</b>	Acting MD/ CFO	09:00 am - 04:00 pm	-Tax Awareness for general public in line with govt policy	*FBR tax awareness camp -Tax awareness seminars -Guidelines for tax related issues	*FBR Camp *Flexes				
							57	70	40	167