



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF SENIOR PLANNING OFFICER PRIMARY & SECONDARY HEALTHCARE DEPARTMENT (BS-18) Case No. 2 RJ/2019**

### **Main Responsibilities and Tasks**

1. Supervision of Planning Officers regarding following matters
  - i. Normal hours to work (including field work etc. applicable)
  - ii. Preparation of Annual Development Program
  - iii. Preparation of approval of PC-I forms of ADP
  - iv. Dealing with the matters relating to Development Programs
  - v. Keep liaison with filed formation of monitoring and implementation of development projects
  - vi. Keep liaison with P&D Department and Finance Department for release of funds
  
2. Assistance to Chief Planning Officer and Additional Secretary (Development)

### **Occasional tasks and Responsibilities**

1. Any assignment given by the higher authority.

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