



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF PLANNING OFFICER (BS-17) PRIMARY & SECONDARY HEALTHCARE DEPARTMENT (Case No. 1 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

Occasional tasks and Responsibilities

1. Any assignment given by the higher authority.

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