



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **Requisition Form**

### **JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR O&M (BS-18)** **IN THE O&M WING, S&GAD CASE NO. 43C2018**

#### **Main Responsibilities and Tasks**

- i) Interpretation of Service Rules/Regulations
- ii) Offering advice in complicated cases of promotion, seniority and disciplinary cases
- iii) Interpretation of laws/ policies of the Govt.
- iv) Guiding in framing of policies/ rules/ regulations
- v) Compilation and updation of Estacode
- vi) Consultation in cases being submitted to the CM,CS

#### **Occasional Tasks and Responsibilities**

- i) If Govt. assigns a special task of reforms, policy revision or change in existing laws, rules etc. his/ her services would be utilized.

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