



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (BS-17) IN THE LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (CASE NO.60G2020)

Main Responsibilities and Tasks

1. Inspection of Union Councils in the District, Tehsil.
2. To ensure / arrange annual audit by the competent forum and settlement of audit paras at the concerned forums.
3. To deal / pursue the litigation cases at appropriate forums.
4. Drawing and disbursing officer of his office and supervision of staff.
5. To collect and transmit information, report etc. as required by the PHQ.
6. Implementation of Govt. policies and instructions issued from time to time.
7. To act as liaison officer between District and Headquarter.
8. Collection of development schemes from the sponsors / PMAs/MMAs and Senators.

Occasional Tasks and Responsibilities

- a. To assist the election of Local Governments, general elections, census and disaster Management etc.
- b. To perform duty as assigned by high ups from time to time.

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