



**PUNJAB PUBLIC SERVICE COMMISSION**  
**7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.**

**JOB DESCRIPTION FOR THE POST DEPUTY DIRECTOR (IS/(BS-18)**

**Main Responsibilities and Tasks**

1. Design and supervision of online portals including but not limited to:-
  - i. E-Environmental Approvals
  - ii. E-Enforcement
  - iii. E-Laboratories
  - iv. E-Industrial Mapping
  - v. E-Monitoring System
  - vi. E-Information Sharing
  - vii. Pakistan Citizen's Portal
  - viii. Complaint Portal
  - ix. Chief Minister Directive Portal
  - x. Chief Secretary Complaint Cell
  - xi. Complaint Management System (CMS) of one window cell
  - xii. File Tracking System of Department
  - xiii. Assets Management System of Department
  - xiv. Human Resource Management System (HRMS)
2. Responsible to act as Public information Officer (PIO) of Department under Right to information Act being force in the province.
3. Analyze data by identifying sources of information from EPA Section and Field; arrainging survey and collection methods.
4. Supervise official website of the Department.
5. Analyze information by studying, analyzing, interpreting and classifying data.
6. Analyze, Verify all reports/ data received from different sections/ field offices for submission to the high ups.
7. Prepare Central Data Bases of Sections/ Field Offices regarding their staff and work progress.

**Occasional Tasks and Responsibilities**

1. To undertake any other duties or functions assigned by the competent authority as and when required.

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