



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

**JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR EXTATE MANAGEMENT**  
**(CASE NO. 44H-2021)**

**MAIN RESPONSIBILITIES AND TASKS**

1. Custodian of immovable property/assets of PLRA (Lands and Buildings).
2. Maintain ownership record of lands and buildings of PLRA.
3. Retention of record under lock and key in a fire proof arrangement.
4. Retain copies of record at two different places.
5. Frequently review the physical status of the property.
6. Timely intimation to management regarding any unauthorized change in the status of immovable assets.
7. Periodical reporting to the management regarding PLRA's properties.
8. Periodical reporting of any changes made in the immovable assets of PLRA.
9. Suggest management about optimal usage of immovable assets.

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