



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT DIRECTOR (INVESTIGATION) (BS-17) IN THE ANTI-CORRUPTION ESTABLISHMENT, PUNJAB (CASE NO. 13C2020)

Main Responsibilities and Tasks

<u>Sr. No.</u>	<u>Job Description</u>
1	To conduct preliminary enquiries and investigation of ACE Cases as per Anti-Corruption Act and guide line provided in the ACE Rules 1985.
2	Completion of Cases/Enquiries as per prescribed time limit in ACE Rules
3	Preparation of Final Report in Cases/Enquiries.
4	Arrest of accused persons.
5	Preparation and submission of challans.
6	Preparation of monthly crime diary.
7	Any other assignment entrusted by the authority.

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