



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

JOB DESCRIPTION FOR THE 01 POST OF STATISTICAL OFFICER (BS-17)

Main Responsibilities and Tasks

1. Collection of monthly, quarterly and annually progress reports of all existing schemes of Social Welfare Department.
2. Scrutinization of progress / periodical reports.
3. Tabulation / consolidation of the progress reports regularly.
4. Conducting correspondence pertaining to the progress record with the field.
5. Framing / amending of progress reporting proformas according to requirement of the Department.
6. Any other assignment given by the higher authority.

Main Responsibilities and Tasks

1. Any other assignment given by the higher authority.

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