



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

JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR SERVICE CENTRE OPERATIONS (CASE NO. 28H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. To ensure that Arazi Record Centers are operational and deliver quality services as per the laid down standards.
2. Workout for the operational support for design, plans, proposals and their implementation through the HQ and field team.
3. Suggest and design remedial steps (Guidelines, SOPs, directions etc.) for the sake of betterment of services being rendered to the public at ARCs.
4. Ensure regular examine ARC Officers and Official Performance by checking ongoing operations of ARC and escalate if any bottlenecks arise.
5. Liaise among the PLRA wings for the timely rectification of bottlenecks in ARC operations reported through field teams.
6. Liaise with different agencies working on the platform of PLRA collaboration for provision of land records services to the public in different aspects.
7. Any other related assignment given by authority.

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