



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

**JOB DESCRIPTION FOR THE POST OF PLANNING OFFICER/ASSISTANT**  
**DIRECTOR (PLANNING) (BS-17)**

**Main Responsibilities and Tasks:-**

1. Preparation of PC-I Forms.
2. Formulation of Provincial/District ADP.
3. Appraisal and approval of Projects.
4. Monitoring of on-going and evaluation of completed projects.
5. Maintaining District Economic Profile.
6. Arranging Meetings of PDWP / District Development Committee.
7. Preparation of working papers / Briefs about Sectoral and district development activities.
8. Correspondence with Districts and Provincial Line Departments.

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