



PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

JOB DESCRIPTION FOR THE 10 POSTS OF PLANNING OFFICER / ASSISTANT DIRECTOR (PLANNING) (BS-17) IN THE PLANNING AND DEVELOPMENT BOARD (CASE NO. 19K2021)

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 paper / Briefs about Sectoral and district development activities.
- 8) Correspondence with Districts and Provincial Line Departments.

_____END OF DOCUMENT_____