



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF PLANNING OFFICER (BS-17) Case No. 01RJ/2021

Main Responsibilities and Tasks

1. PC-1 preparation and analysis with relevant stakeholders.
2. Formulation of Annual Development Programmes (ADPs)
3. DDSC Referrals and Working Papers for approval/decision regarding development schemes in coordination with Planning & Development Board.
4. Issuance of Administrative Approvals with subsequent release of funds through normal/supplementary release.
5. Placement of funds and audit copies in coordination with Finance Department.
6. Formulation of Monthly Progress Report of funds based on allocation, release and utilization.
7. Regular correspondence with P&D Board and Finance Department.
8. Regular field visits of ongoing ADP schemes and report writing.
9. Preparation of Notes and Summary for Chief Minister based on different development proposals and issues.

Occasional tasks and Responsibilities

1. Field visits regarding examining/feasibility of development proposals.
2. Liaison with Procurement Cell of P&SH Department or purchase of equipment and machinery of ADP schemes.
3. Preparation, presentation and follow-up of cases to be placed in Standing Committee of Cabinet on Finance & Development.
4. Excess and Surrender proposals / re-appropriation of funds.
5. Court Cases.

-----END OF DOCUMENT-----