

TERMS OF REFERENCES

JOB DETAILS:	
Position Title:	Deputy Director (PSDP)
Place of Posting:	Lahore/Islamabad or anywhere in Pakistan
Grade:	PPS-08 equivalent to BPS-18
Department:	Ministry of Railways/ Pakistan Railways

JOB DESCRIPTION

- Providing Secretarial Support to DDWP
- Receiving New PC-Is
- Circulating PC-Is to all members of the DDWP
- Arranging the meetings of DDWP
- Recording and issuing minutes of the meetings of DDWP
- Preparing summaries for CDWP (if required)
- Issuing Authorization letters
- Circulating budget call letters
- Reviewing and consolidating budgetary demands
- Prioritizing projects for funding based on the approved selection criteria
- Preparing PSDP
- Issuing Administrative Approval letters for newly approved Projects
- Processing cases for Releases
- Other Related Tasks