



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR DEPUTY DIRECTOR TP (LESS DD ARCH) IN MULTAN DEVELOPMENT AUTHORITY, MULTAN (BS-18) CASE NO. 86H2019**

### **MAIN RESPONSIBILITIES AND TASKS**

1. To sanction plan for residential buildings in accordance with the Building Regulations.
2. Estimate Financial & stock requirement of section and to ensure proper maintenance of equipment / material in his sections.
3. To scrutinize and prepare cases of illegal private housing / commercial schemes for onward submissions.
4. Planning & Designing of site development schemes i.e. commercial and industrial sites.
5. Processing and issuing of clarification / NOC.
6. To process and deal cases of completion building plans.
7. To process and deal with cases of completion certificates.
8. To levy fees, fines, penalties and composition fee etc. as per policy.
9. To check unauthorized constructions in MDA controlled areas and MDA controlled roads and MIT/MDA schemes.
10. To demolish/seal unauthorized / illegal buildings constructions.
11. Preparation annual budget of MDA.
12. To carryout survey regarding revision in master plan / structure plan development plan.
13. To prepare action area plan, subject plan, local plan with a view to facilitate implementation of master plan/structure plan/development plan.
14. To lodge complaints to the competent courts u/s 34 of Development of Cities Act, 1976.
15. To supervise translation of the zoning / land use plans to the revenue Khasra plans (vice versa) to facilitate development control.
16. To process and prepare case of Director Master /Urban Planning to interpret, analyze and synthesize land use proposal and zoning measure contained in the approved structure plans/master plan/development plan.
17. To process and prepare case for the approval / rejection of private housing schemes/site development schemes and issuance of planning permission u/s 12/5 or Development of Cities Act, 1976 in the respective zones.
18. To exercise powers u/s 12/5 of Development of Cities Act, 1976 with respect to control on the activities of approved / unapproved schemes.

### **OCCASIONAL TASKS AND RESPONSIBILITIES.**

1. Disposal of petitions pertaining to site / location / planning and designing of schemes.
2. To process and ensure disposal of petitions pertaining to building plan division.

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3. To attend the directive received from president/primes minister /governor and chief minister pertaining to TP/UP.
4. To prepare replies to the Assembly Questions.
5. To prepare working paper for the agenda of Authority.
6. To carry out all official work entrusted to him by Director General MDA/Director TP/UP.
7. He shall be responsible to scrutinize and satisfy all rules and regulations in all cases prior to his division recommendations to senior office and shall be fully responsible for any decision on his recommendations.
8. Any other work assign by DG MDA/Director TP/UP in performing his own functions/duties.

**REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

1. Administrative Ability
2. Communication Skills.
3. Financial Responsibility.
4. Ability to Think Out of the Box.
5. Writing Skills.

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