

3. Additional Director

(Planning, Development, Research, Evaluation)

- a. To be responsible for planning of different programmes under the Department of Social Services in the light of the National policy; under supervision of Director.
- b. To be responsible for preparation of Development Projects (PP) and preparation of Annual Development Programmes (ADP) under supervision and guidance of the Director.
- c. To maintain liaison with Planning Commission, PIB, Ministry of Finance and other related Ministries and Government Department and Agencies.
- d. To be responsible in respect of implementation of the decisions of the National Economic Council regarding Social Services.
- e. To be responsible for Programme Development and Programme Planning and overall supervision of work of the Research and Evaluation Unit of the Department of Social Services.
- f. To supervise the works of the Publication and Public Relation Unit of the Department of Social Services.
- g. To be responsible for monitoring, preparation and publication of all records and returns relating to the Department of Social Services.
- h. To be responsible for processing of all financial demands for the programmes under his/her charge.
- i. To help the Director (Admn. and Finance) for all establishment and financial matters.