

**5. Deputy Director**

**(Planning and Development External Resources, Foreign and local Training)**

- a. To assist the Additional Director (Admn. and Finance) for carrying overall responsibility for planning of different programmes under the Department of Social Services in the light of the National Policy.
- b. To assist the Additional Director in preparation of Development Project (PP) and preparation of Annual Development Programmes (ADP).
- c. To assist the Additional Director in implementation of the decisions of the National Economic Council regarding Social Services.
- d. To assist the Additional Director in processing of all financial and other logistic support relating to the Planning and Development Wing.
- e. To assist the Additional Director in maintaining liaison with Planning Commission, PIB, Ministry of Finance and other related Ministries and Government Department and Agencies and also maintenance of liaison with Project Managers and subordinate officers on different development projects for proper and timely implementation of the projects.
- f. To assist the Additional Director in matters of foreign training and all other external resources affairs relating to the Social Services Department.