



**Benazir Bhutto Shaheed
Youth Development Program (BBSYDP)
Planning & Development Department**



Visit Proforma (for PMU visit)

a. Posted Staff

Sr. #	Designation	No. of Posts	Status (Filled / Vacant)	Job Description (Available / Not Available)	Remarks
1	Program Director				
2	Deputy Program Director				
3	Assistant Director				
4	Accounts Officer				
5	Assistants				
6	Accounts Assistant				
7	Naib Qasid				

b. Accessories

Sr. #	Description	Qty.	Remarks
1	Computers		
2	Fax Machine		
3	Telephone / Connections		
4	Photocopy Machine		
5	Electricity		
6	Internet Facility		

c. Office Furniture / Fixture Facilities

Sr. #	Description	Status	Remarks
1	Filing		
2	Filing Cabinet		
3	Tables / Chairs		
4	Stationeries		
5	Vehicles		
6	PMU Premises		

d. Record Status of PMU

Approved PC-I	Minutes of PDWP Meeting	AA	DROs	MoU with Training Institutes	Operation / Work Plan	Advertisements			Remarks
						PMU Staff	Tutors	Trainees	
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e. General Remarks

- Sd -
Representative of PCU
BBSYDP

- Sd -
PD (PMU)
Relevant Department