

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF AUDIT OFFICER (BS-18)

Main Responsibilities and Tasks

- i) Making all Payments of retired Judges.
- ii) Preparation of drafts & pay orders.
- iii) Reconciliation of receipts
- iv) Maintenance of A.G Cheque Register.
- v) Maintenance of Daily Receipt Register.
- vi) All State Bank matters.
- vii) Collection of receipts from copy and urgent branches and its deposit in SBP.
- viii) Maintenance of imprest Register.
- ix) Maintenance of Payment Register and cash book, to streamline the process.
- x) Posting of all entries of bills relating to Hon'ble Judges, Hon'ble Retired Judges, all Contractors, all Medical Bills, TA/DA, leave encashment, arrears or any payment under any head etc.
- xi) Posting of all receipts in the shape of ICA,RFA, Copy Counter, security, Fine etc into Cashbook.
- xii) Posting of all cheque into cash books according to cheque Register maintained for the purpose.
- xiii) Reconcile the cheque memo with cheque Register in case of any ambiguity.
- xiv) Issuing of receipt of ICAs, RFAs, Copy counter etc.
- xv) Proper record keeping of all financial transactions and production of the same before the higher authorities as and when required.
- xvi) Any other assignment given by the competent Authority

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