



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 02 POSTS OF ASSISTANT MANAGER FINANCE (BS-17) IN PUNJAB AGRICULTURE DEPARTMENT.

(MARKETING WING)

(Case No. 07-RG/2019)

Main Responsibilities and Tasks

- a. Maintenance of accounts of 10% contribution from Market Committees.
- b. Reconciliation of accounts with Treasury Office / Accountant General Office and Banks.
- c. Analysis of income and budget of market committees.
- d. To deal account matters with Treasury Officer, Accountant General Office, State Bank and Finance Department.
- e. Processing the cases for grant of loan out of Market Committees Provincial Fund Board and refund thereof.
- f. Follow up for recovery of loan from market committees.
- g. Preparation of annotated replies of audit paras and follow up.
- h. Conducting of internal audit.
- i. Processing the cases regarding receipt of payments of the funds of Market Committees Provincial Fund Board.
- j. Processing the cases of utility bills, salary, pension and other fringe benefits, purchases, repair and maintenance.
- k. Preparation of proposals for investment of the funds for profitable purposes.
- l. Process cases for acquiring assets and properties.
- m. Any other assignment assigned by the immediate officer.

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