

PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ACCOUNT OFFICER (BS-17)

Main Responsibilities and Tasks

- a. Internal audit physical verification etc. in respect of Lahore High Court and its allied benches, Sessions Courts and Civil Courts,
- b. Special Departmental Accounts Committee/ Departmental Accounts Committee meetings,
- c. Regularization/ Ex-post facto sanction,
- d. Monthly progress report about settlement of audit paras to the Finance Department,
- e. Discretionary grant of Hon'ble Chief Justice from release of funds to its disbursement
- f. Cash Books, Bank Reconciliation.
- g. T.A/D.A bills of Hon'ble Judges as well as officers and officials of establishment of this Court.
- h. T.A/D.A bills of retiring as well as under transfer Judicial Officers.
- i. To receive the Audit Inspection Reports in respect of Principal Seat and 3 allied benches, Session Courts, Civil Courts and put up for submission of annotation.
- j. Any other assignment given by the competent Authority

END OF DOCUMENT