



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT (BS-16) IN THE ARCHIVES & LIBRARIES WING, S&GAD. (CASE NO. 22C2019)

Main Responsibilities and tasks:

1. Preparation of Budget Estimates.
2. Distribution of Budget.
3. Preparation of List of Excess and Surrenders.
4. Compilation of Expenditure Statement.
5. Reconciliation of Accounts.
6. Preparation of S.N.E.
7. Maintenance of Cash Book.

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