



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF ASSISTANT /HEAD CLERK (BS-16) IN THE LOCAL GOVERNMENT & COMMUNITY DEVELOPMENT DEPARTMENT (CASE NO.1G2020)**

### **1. MAIN DUTIES**

- a) General administration in case of officers at district level and branch Incharge
- b) Maintenance of Accounts and Accounts book.
- c) Preparation of periodical returns / statement / reports.
- d) Noting and drafting of all kind of office communication.
- e) Preparation of Budget / excess and Surrender statements.
- f) To issue reminders.

### **2. SUBSIDIARY DUTIES**

- a) In the temporary absence of the Incharge of Wing / Branch he deals with higher officer to explain and do the urgent cases.
- b) To undertake periodically a proper classification, recording, indexing and weeding of files systematically.
- c) Any duty assigned by the Head of office / Wing Branch.

### **3. MISCELLANEOUS FUNCTIONS**

- a) Review and formulation of Policy and procedure for planning and implementation of projects.
- b) Office administration and financial requirements to assist the implementing Agencies.
- c) Office correspondence.

### **4. OBJECTIVES REQUIRED TO BE ACHIEVED**

To assure the promptness and efficient disposal of administrative and financial matter and correctly maintenance of personal record of the Government Servants.

### **5. RULES ETC: DEAL WITH ON THE JOB.**

- a) Manual of Instruction for Rural Development in Punjab

- b) Local Govt. Act, 1979, Punjab Local Government Ordinance 2001, Local Govt. Act, 2013 & 2019.
- C) Service and Financial Rules framed by the Provincial Govt.

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