



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE POST OF ASSISTANT (BS-16) IN THE FINANCE DEPARTMENT / APPELLATE TRIBUNAL OF PUNJAB REVENUE AUTHORITY (CASE NO. 10-RA/2019)

Main Responsibilities and Tasks

The Assistant shall perform the following duties in his Office:-

1. He will maintain reference books and keep them up-to-date by getting the correction slips pasted.
2. He is personally responsible for adding to a case any precedent, policy, rules, or regulations relating to it, and for flagging them properly and making references in the margin of the case before its submission to the Reporting / Immediate Officer.
3. He should undertake reference and research work, i.e. acquaint himself with the rules and regulations pertaining to the subjects dealt with in his Office, maintain such statistics as are required by the Reporting / Immediate Officer (e.g. in a Service Branch, maintain lists of officers belonging to a specific cadre, showing their latest postings, etc.), and while examining old records, take extracts of important policy decisions, etc.
4. He will record advice tendered by the Services, Law and Finance Departments on any important matters referred to these Departments in a note book and also keep with him a separate reference collection of important decisions.
5. He will prepare such statements and returns and collect such material and statistics, as may be required by the Reporting / Immediate Officer.
6. He will also maintain prescribed charts regarding:-
 - a. all outstanding reports and returns due to be received in the Office or to be submitted by the Office; and
 - b. time-limit cases.
7. In the temporary absence of the Reporting / Immediate Officer, he will submit and personally explain urgent cases to the Judicial Member, Accountant Member and Register concerned.
8. He will undertake periodically a proper classification, recording, indexing and weeding of files in accordance with the instructions under the guidance of the Reporting / Immediate Officer and submit a half-yearly certificate of compliance to the Judicial Member, Accountant Member and Registrar concerned through the Reporting / Immediate Officer, by the end of June and December each year.
9. He will compare typing work with the Office Stenographer / Clerk, when necessary.
10. He will generally instruct and guide the Clerk and supervise his work. In the temporary absence of the Reporting / Immediate Officer, he will attend to any urgent references or cases that may require immediate attention.

11. In the absence of a clerk / record keeper, he will perform the duties of the clerk / record keeper.
12. He will prepare drafts for approval after final orders have been passed.
13. He will take follow-up action by putting up reminders for signatures of the concerned Reporting / Immediate Officer on due dates. He will also collect information from the concerned agencies.
14. He will maintain separate running summary of each case giving history, background, and the stage of disposal.
15. Make oral presentation of cases entrusted to him / her by the Reporting / Immediate Officer.
16. He will do such other office work as may be entrusted to him / her by the Reporting / Immediate Officer.
17. Assistance in Establishment and Accounts Branches and specialized Offices like Budget, Accounts, etc., will continue doing noting and drafting on cases as usual. Assistants in other Offices shall prepare notes and routine cases to be disposed of at the level of Reporting / Immediate Officer.

-----END OF DOCUMENT-----