



PUNJAB PUBLIC SERVICE COMMISSION
REQUISITION FORM

JOB DESCRIPTION FOR THE POST

Main Responsibilities and Tasks

1. Creation of tax demand through fair assessment/adjudication;
2. Recovery of assessed/ adjudicated tax;
3. Imposition of penalties and default surcharge;
4. Broadening of tax base (Sales Tax on Services);
5. Implementation and enforcement of Punjab Sales Tax Act, 2012 including Audit of tax affairs of taxpayers.
6. Analysis of financial statements and books of accounts.
7. Risk based assessment
8. Utilization of IT based tools for tax analysis.
9. Implementation and enforcement of Punjab Workers Welfare Fund Act 2019 and any other law implemented by Punjab Revenue Authority.
10. To perform any other enforcement task from time to time including sealing of business premises having default status and bank attachment(s), survey/monitoring of taxpayers and verification visits etc;

Occasional Tasks and Responsibilities

1. Various other duties assigned from time to time


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