



PUNJAB PUBLIC SERVICE COMMISSION, LAHORE

JOB DESCRIPTION FOR THE POST OF AUDIT OFFICER (BS-17) IN THE LABOUR & HUMAN RESOURCE DEPARTMENT (PUNJAB EMPLOYEES SOCIAL SECURITY INSTITUTION) (CASE NO. 120M2021)

MAIN RESPONSIBILITIES AND TASKS

1. To audit Payment Vouchers (F-2) & Transaction Voucher (F-9) under the budgetary provision up to Rs500,000/- at Head Office & up to 100,000/- at field formations.
2. To audit Cash Benefit Cases, Salary Bills of officers & officials, Staff deductions etc.
3. To audit Medical Reimbursement Bills, Medicines and Equipment Purchase Bill, Diet Charges.
4. To audit Construction Bills.
5. To audit any documentary/file/record of concerned office i.e Head Office, Directorates, Sub Officers & Hospital etc.
6. To prepare Bank Reconciliation Statement of Current Accounts.
7. To audit cash books of Current Accounts.
8. To audit F-16 (Trial Balance).
9. To audit C-4 and C-11 (arrears).
10. To audit C-5 registers.
11. To carry out Annual Stock Taking.
12. Record Checking of Units containing up to 200 workers
13. Any other duties assigned by the Authority.

OCCASIONAL TASKS AND RESPONSIBILITIES

Any official task / responsibility, as and when required.

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