



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 03 POSTS OF AUDIT OFFICER / ACCOUNTS OFFICER / BUDGET OFFICER (BS-16) IN THE AGRICULTURE DEPARTMENT PUNJAB SEED CORPORATION (CASENO. 65G2021)

1. MAIN RESPONSIBILITIES AND TASKS

- a) He will report to Joint Director/Assistant Director Audit in all the matters relating to the Audit of Accounts/Expenditure of the Corporation.
- b) To pre-audit all the TA/DA bills, contingencies expenditure, Advance to staff and payment of salaries to the employees.
- c) Pay fixation of all the employees strictly in accordance with the Rules/Regulations.
- d) To deal with the fund requisition of the field offices.
- e) Preparation of Internal Audit Report and Annual Stock taking report.
- f) To check all the payments/sanctions of expenditure with audit point of view and pass the bills for payment.
- g) To accompany audit team for audit of Field Offices of the Corporation.
- h) To maintain Commercial/External Audit reports and observation.
- i) To pre-audit the bills of Contractor/Suppliers for making payments.
- j) To assist Assistant Director and Joint Director Audit in all the matters relating to internal, external and commercial audit of accounts of the corporation.
- k) Any other duty assigned by the Assistant Director Audit/Joint Director Audit.

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