



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE 01 POST OF DEPUTY DIRECTOR (AUDIT & ACCOUNTS) (BS-18)**

### **Main Responsibilities and Tasks**

**To assist the Director General in:-**

- a) All the accounts, budget and audit matter and distribution of budget etc. amongst the sub-officers.
- b) Scrutiny and processing of cases of financial matters requiring sanction of the D.G. A Water Management as well as from Government.
- c) Scrutiny of budget allocation during the financial year.
- d) To check the proper working of accounts, budget and audit section and guide them to deal with the accounts and audit matter promptly.
- e) To check the cash book, pay bills, T.A bills, Contingent register, Contingent bills etc.
- f) To check the annotated replies and working paper of audit objections relating to different sub-offices for onward transmission to higher authorities and to attend the Accounts Committee meeting and when held on behalf of the Director General.

### **Occasional Tasks and Responsibilities**

Any other task assigned by the authority from time to time.

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