



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE POST OF CASHIER (CASE NO. 24H-2021)

MAIN RESPONSIBILITIES AND TASKS

1. To handle the cash / daily expenditures.
2. Record keeping / cash vouchers / bills.
3. To maintain cash book.
4. Withdrawal of Cash from state bank through cheques.
5. Any task Assign by the Admin & Accounts Officer & Higher Authorities.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Overall responsible for handling cash, condition of vouchers, deposits etc.

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