



PUNJAB PUBLIC SERVICE COMMISSION

SUBJECT: **JOB DESCRIPTION FOR THE POST OF ASSISTANT ACCOUNTS OFFICER (BS-17) ON CONTRACT BASIS FOR A PERIOD OF (03) THREE YEARS IN THE PUNJAB HOUSING AND TOWN PLANNING AGENCY (HOUSING URBAN DEVELOPMENT AND PUBLIC HEALTH ENGINEERING DEPARTMENT), LAHORE (CASE NO. 60E2020)**

Main responsibilities & tasks.

1. To pre-audit bills of contractors.
2. To deal with the advance/draft paras etc.
3. To act as Financial Advisor to the Deputy Director PHATA Sub Region concerned.

Occasional responsibilities & tasks.

1. As assigned by the Authorities.

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