



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF ASSISTANT DIRECTOR (PAYROLL) (LUMP SUM RS. 75,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (77H2021).**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Responsible for timely processing of payroll of PLRA employees.
2. Responsible for updation of Payroll register regarding terminations, transfers, leave deductions and resignations etc.
3. Liaison with banks for transfer of salaries into employee accounts.
4. Resolve & guide employees on payroll issues.
5. Issue monthly pay slips to all employees.
6. Deposit withheld amounts from salary of Govt. servants to relevant authorities.

### **REQUIRED QUALITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

1. Administrative Ability.
2. Communication Skills.
3. Financial Responsibility.
4. Decisiveness.
5. Writing Skills.

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