



PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR THE POST OF ACCOUNTS OFFICER
CASE NO.18J2024

MAIN RESPONSIBILITIES AND TASKS

- To act as custodian of PTA accounts/record.
- To prepare annual and supplementary budgets.
- To deal with Finance Department Government of the Punjab in Budgetary matter.
- To prepare accounts statements/forecasts which can be helpful to the administration in decision make proposals for increase in revenue.
- To supervise receipts of revenue in respect of route permit and fitness collection in the Punjab and reconcile the same with AG office/Postal authorities/treasury.
- To monitor disbursements and routine expenditure ensuring budget allocations ceilings.
- To reconcile budget figures i.e. expenditure routine expenditures and allocations with the A.G Punjab.
- Any other task assigned by the competent Authority.

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