



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

JOB DESCRIPTION FOR THE ONE (01) POST OF CASHIER (BS-11)
ON CONTRACT BASIS FOR THE PERIOD OF 3 YEARS IN THE
OFFICE OF THE COMMISSIONER, SARGODHA DIVISION (BOARD
OF REVENUE). (CASE NO. 35J2023).

RESPONSIBILITIES AND TASK

1. To collect cheques and vouchers from District Accounts Office, Sargodha.
2. To deal with all payments of Officers and staff.
3. To maintain cash book properly.
4. To maintain record of permanent advance.
5. To make timely changes of pay and allowances of Officers and staff.
6. To prepare and process bills of appropriations under contingent heads of accounts.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. To deal with different advances and recovery registers of the Officers and staff.
2. To ensure safety and security of office equipments and files at his disposal.
3. Any other duty assigned by his senior Officers.

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