



PPSC-1

Annexure – 'A'**PUNJAB PUBLIC SERVICE COMMISSION****REQUISITION FORM****JOB DESCRIPTION FOR THE POST****Main Responsibilities and Tasks**

1. Desk audit the financials and non financial data and report the contraventions as per Sales Tax Rules.
2. Analyze, sort and find discrepancy in Sales Tax returns filed by the taxpayers and report those discrepancies for further assessment.
3. Sort and scrutinize the financial statements and other financial data submitted by the taxpayers and find discrepancies in such data.
4. Reconcile the data submitted by the taxpayers with those of Sales Tax Returns filed by the taxpayer.
5. To advise and discuss the methodologies on broadening, assessment and other operations and enforcement.

Occasional Tasks and Responsibilities

1. Various other duties assigned from time to time.
2. Enforcement Officer Duties.

A handwritten signature in blue ink, appearing to read 'Salman Zafar', is written over a blue circular stamp.

SALMAN ZAFAR
Director (Admin)
Punjab Revenue Authority HQ,
Lahore