

# **THE PUNJAB EXCISE, TAXATION & NARCOTICS CONTROL DEPARTMENT**

## **JOB DESCRIPTION/JOB ANALYSIS FOR THE POST OF EXCISE & TAXATION INSPECTOR (BS-16) IN**

### **Main Responsibilities and Tasks**

1. The Excise Inspector while working on Excise side is responsible for detection of Excise crimes and also is responsible in a certain territorial jurisdiction for drug abuse control. The different enactments that he administers for this purpose are the Prohibition Law relating to the Excise crime and dangerous drugs. He exercises the powers of a Probation Officer within the area of his jurisdiction for the purpose of control of Liquor.
2. On Taxation side, he is the basic filed officer for the collection of data, scrutinizing the data for the collection of different taxes administered by the Excise and Taxation Department. He is also responsible for the execution of the coercive process which is laid down under different enactments and under the Punjab Land Revenue Act wherever these powers are vested with the Excise and Taxation Department.
3. He exercises authority of Motor Registering Authority while working on Motor Taxation side for the purpose of checking of Motor Vehicle Tax/documents for motor registration.

### **Occasional tasks and Responsibilities**

As designed from time to time by the concerned Authority.

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