



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION POSTS OF MANAGER (BS-16) IN THE PUNJAB AUQAF ORGANIZATION (CASE NO.3M2023)

JOB DESCRIPTION FOR THE POST OF MANAGER

1. To maintain the accounts of circle.
2. To prepare the budget.
3. To produce accounts, registers, documents and papers at the time of audit as required by the auditor for the purpose of audit.
4. To deal promptly with audit objections/ paras.
5. To report promptly about the embezzlement to the Manager even though the loss may have been made good.
6. Responsible for correspondence with other offices for auction of contracts / lessees.
7. To pursue courts cases pending in different courts.
8. To maintain register of moveable property.
9. To maintain Cash Book / Cheque Book in accordance with the rule-I of the Punjab Waqaf Properties Accounts Rules 1982.
10. To Prepare and maintain general file for the various receipts issued by the bank for audit purposes.
11. To maintain account of re-coupeable permanent advance in the Register form No. 10.
12. To assist Manager in physical verification of moveable waqf properties once in a year.
13. To maintain record of postage stamps in a register in form No. 15.
14. To maintain register of periodical charges in form No. 16.
15. To maintain register for payments to destitute persons in from No. 17.
16. Diary dispatch in the absence of Junior Clerk.
17. To prepare statements of expenditure.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Executing any assignment as assigned by the authority.

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