



PUNJAB PUBLIC SERVICE COMMISSION
7-Edgerton Road, LDA Plaza, Near Aiwan -e- Iqbal, Lahore.

JOB DESCRIPTION FOR THE (04) POSTS OF ACCOUNTANT/AUDITOR
(BS-16) IN THE PUNJAB AUQAF ORGANIZATION IN AUQAF AND
RELIGIOUS AFFAIRS DEPARTMENT (CASE NO. 8-RM-2023)

MAIN RESPONSIBILITIES AND TASKS

ACCOUNTANT / AUDITOR

1. Maintenance of Cash Book and its Reconciliation with bank statement.
2. Maintenance of Establishment Check Register.
3. Maintenance of Ledger Register.
4. Preparation of Pay bills.
5. Preparation of all other bills like RMC/RPA/TA/DA and utility bills etc.
6. Preparation of Pension Bills.
7. Payment of all bills after pre audit.
8. Preparation of cheques for payment.
9. Preparation of annual budgets.
10. Preparation of monthly Income and Expenditure Statement.
11. Deposits of all receipts.
12. Deduction of GPF/Group insurance and House building advances.
13. Allotment of new GPF numbers.
14. Payment of All Final/non-refundable/refundable GPF cases through Cheques.
15. Issuance of Pension authorities to zonal administrators/DDO for payment of pension.
16. Adoption of all notification about increase in pension.
17. Payment of pension/family pension according to PPO'S.
18. Compilation of Income & Expenditure statement received from zonal administrators.
19. Compilation of Old arrear statements.
20. Deposit of all Bank Drafts into Central Auqaf Fund.
21. Checking & Verification of refund cases.
22. Release of funds to zonal administrators/DDO's according to sanctioned budget.
23. Investment of saving from central Auqaf fund.
24. Any other matter relating to accounts.

OCCASIONAL TASKS AND RESPONSIBILITIES

1. Pre-Audit of all payments.
2. Maintenance of budget control registers.
3. Verification of pension cases & issuance of PPO's.
4. Advice on files relating to financial matters.
5. Verification of GPF final-non-refundable cases.
6. Scrutiny of internal audit notes & local funds audit reports and their disposal.
7. Verification of fixation of pay.
8. Any other relating to audit/special audit.

_____ **END OF DOCUMENT** _____