GOVERNMENT OF PAKISTAN
COLLECTORATE OF SALES TAX & CENTRAL EXCISE, PESHAWAR
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C.No.ST/(Tech)/Job Desp/163/2003/12527 Dated:8/03/2004

To

Dr. Arslan Subuctageen,
Secretary HR (Planning)
Central Board of Revenue,
Islamabad

Subject: **COMPLETION OF SPECIFIC JOB DESCRIPTIONS**

Please refer to Board's letter C.No.S/HRM/Sp.JD/2003-1 dated 09-01-2004 on the subject noted above.

2. The Job Descriptions prepared by this Collectorate is enclosed for perusal at Board.

( GHULAM AHMAD )
COLLECTOR

# JOB DESCRIPTION

(I) **CHIEF ACCOUNT OFFICER (BPS-18)**

1. Supervision of the accounts and treasury branches of the Collectorate.
2. Supervision of the reconciliation process of Sales Tax and Central Excise receipts on monthly basis.
3. Submission of reconciled figures of revenue receipts to Central Board of Revenue Islamabad, for every month.
4. Preparation and Supervision of budget estimates of Collectorate.
5. Correspondence with Central Board of Revenue Islamabad, on all matters related to Budget and Expenditure.
6. Control of expenditure in various activities/heads of the Collectorate.
7. Role of financial advisor to the Collector.

(ii) **ACCOUNTS OFFICER (BPS-17)**

1. To work as drawing and disbursing officer: Checking and signing the utility bills, contingent bills, T.A bills and medical bills etc.

2. To pursue the clearance of all kinds of claims submitted to AGPR (SO) Peshawar.

3. Maintenance of Accounts of Expenditure and preparation of monthly Expenditure Statement.

4. To conduct reconciliation of expenditure in office of the AGPR monthly, quarterly and annually.

5. Distribution of budget grants of all circle office and watch the progress of expenditure.

6. Correspondence with Central Board of Revenue Islamabad, regarding Additional Funds, Re-appropriation and supplementary grant.

7. Maintenance of Common Pool Fund Accounts; Cash Book, Cheque Books, etc.

8. Maintenance of Account of Survey and Registration Scheme i.e. P.L.A. Cash Book, Vouchers.

(iii) **ACCOUNTS OFFICER (TREASURY) (BPS-17)**

1. Collection Sales Tax as well as Central Excise figures from Naitonal Bank of Pakistan main branch 1st / 2nd of the month and its agreement with SBP.

2. Preparation of Monthly Accounts for AGPR (SO) and its countersigning from the SBP.

3. Removal of variations in Sales Tax collection on the basis of list of variations prepared and provided by the A.A.O.

4. Pointing out the variation in Central Excise duty figures provided to the statistic branch by circle offices and those reported to SBP/AGPR (SO) and its removal (through circle offices).

5. Preparation of Monthly Accounts for Central Board of Revenue Islamabad.

6. Issuing of Sales Tax as well as Central Excise duty refund cheques, it's posting in the relevant register and delivery to the parties concerned.

7. Supervision of the office work of the staff of the Treasuries Section.

8. Assist the Chief Account Officer in the official duties as assigned from time to time.

(iv) **ASSISTANT ACCOUNTS OFFICER (BPS-16)**

1. Collection of monthly statements of all the National Bank of Pakistan's designated branches within 1st week of the month from the Diarist / Computer Section and file properly.

2. Collection of Bank wise / date wise figures from the computer system within 1st week of the month.

3. Reconciliation of the figures as per monthly statements with the computer figures. Variation therein may be enlisted and produce to the Account Officer for its removal.

4. Recording of credit vouchers as well as refunds cheques received from the SBP in the Cash Books

5. Collection of Sales Tax as well as Central Excise figures from the AGPR (SO).

6. Countersigning the monthly accounts from AGPR (SO).

7. Assist the Account Officer / Chief Accounts Officer in the official duties as assigned from time to time.

(v) **COMPUTER OPERATOR (BPS-16)**

**Job Summary**

He is responsible for the satisfactory working of all the computer machines, installed in the computer room and keep the system operational.

**Specific Responsibilities**

1. To perform console operations duties, which includes strict adherence to shut on and off procedures.

2. Ensure operational support to all user of on-line system and batch system.

3. Maintain console operations logbooks.

4. Take back-ups of all the databases / libraries / files residing on the computer system.

5. Ensure proper handling / storage of magnetic cartridges / print out/ hard copies etc. during the execution of production job.

6. Should be able to utilize the various software utilities installed in the computer system on as and when required bases.

(vi) **DATA CODER (BPS-12)**

**Job Summary**

Responsible for distribution of work, maintain proper record of work and progress, shall ensure timely data entry / validation, coding and verification.

**Specific Responsibilities**

1. Receive Sales Tax returns / New Registration form from the assessment section and distribute the same among the concerned data entry operators.

2. Ensure timely checking of each and every tax returns / Registrations from for any missing data.

3. Provision of necessary PTC / Postal codes wherever required on the returns / registration form.

4. Maintenance of PCT Codes directory as well as postal codes etc.

5. Ensure verification of entered data and its correction thereof.

6. Shall carry out any other duty assigned to him by his Supervisor.

(vii) **DISPATCH RIDER (BPS-04)**

1. Delivery of letter to destination.

2. Any other task assigned from time to time.