

JOB DESCRIPTION: DAG (Central)

Job Title

Deputy Auditor General/ DAG

Location: Lahore

Reporting Relationships

Reports to: Additional AGP-II

Reported By: Directors General

Purpose

A wing of office of the Auditor General of Pakistan, based in Lahore, headed by a BPS-21 officer of Pakistan Audit & Accounts Service, who draws his pay and allowances from budget of AGP office under a separate ID through DG Audit (Punjab) office. The Deputy Auditor General (Central) supervises all matters pertaining to Monitoring of approved Audit Plans, improvement in quality of Audit Reports of Departments/Organizations of Governments of Punjab being audited by DG Audit (Punjab), DG Audit Works (Provincial), DG District Audit Punjab (North) and DG District Audit Punjab (South) and timely arrangement of QCC meetings on Audit Reports.

Job Summary

DAG (Central) will oversee the technical working of Field Audit Offices (FAO) of DG Audit (Punjab), DG Audit Works (Provincial), DG District Audit Punjab (North) and DG District Audit Punjab (South) relating to Audit Plans, Audit Reports and related matters. He/she shall issue advice to the FAOs in the matters relating to quality of Audit Reports

Key Responsibilities

Primary Responsibilities

1. Scrutiny of Audit Plans before finalization by AGP of all FAOs under supervision.
2. Monitoring & Evaluation of monthly, quarterly and half yearly Audit activities and Audit Plans.
3. Review of Audit reports of FAOs under supervision before finalization by AGP.
4. QCC of all Audit Reports and Certification Accounts.
5. Technical supervision of designated FAOs.

Secondary Duties

1. To assess the Performance Evaluation of Directors and Head of FAOs.
2. To maintain the secrecy of confidential information.
3. Any other task assigned by higher authorities.

Relationship with other Position-holders and Others

1. Internal
 - a. Field Audit Offices of DG Audit (Punjab), DG Audit Works (Provincial), DG District Audit Punjab (North) and DG District Audit Punjab (South)
 - b. DAGs conducting external QCC.

2. External
 - a. CGA office and AG offices
 - b. Provincial and District Governments

Delegated Authority

- Administrative: Grant casual leave to Directors and Deputy Directors.