PUNJAB PUBLIC SERVICE COMMISSION
LDA PLAZA- Edgerton Road, Near Aiwan-e-Iqbal, Lahore

JOB DESCRIPTION FOR ASSISTANT FOOD CONTROLLER (BS-15) DIVISION WISE

MAIN RESPONSIBILITIES AND TASKS

1. Procurement of Wheat and its storage.
2. Receipt and Storage of wheat and sugar and submission of periodical period report of stored stocks.
3. Supervision over the working of handing/ transport contractor.
4. Maintenance of updated accounts and PR documents.
5. Payment of price of wheat/ rice procures by the government.
6. Checking of bills in incidental charges incurred.
7. Carry out different functions assigned under wheat polices.
8. Enforcement of Food Laws in his area.
9. Acknowledgement of GP-13 and GP-7 from recipient center.
10. Carry out reconciliation with paying bank daily during procurement. Final payment certificate from bank on the same day after ending the procurement.
11. Immediate reporting of irregularities.
12. Keep the record in A-one condition for internal as well as external audit.

OCCASIONAL TASKS AND RESPONSIBILITIES:-

1. Monitoring of supply of Flour by Mills.
2. Supervision of sale of flour in open market and particular bazaars.
3. Prevention of hoarding of wheat and flour.
4. Prevention of smuggling of wheat and flour.