

Administrative Officer

- a) To deal with Administrative matters regarding appointments, promotion, transfers and daily paid staff over all in the Corporation/in respective Division.
- b) To deal with the internal audit observation and audit objections of Commercial Audit in the respective Office / Division.
- c) To deal with the General nature of cases of the respective Division / Office.
- d) To maintain office record and files of the respective office/ Division properly.
- e) To deal with the matters of sanction of expenditures relating to Division/Office and maintenance of proper record/files.
- f) To maintain proper record of attendance, leave, medical facilities and other welfare matters of employees in the absence of concerned Assistant Director.
- g) To arrange office equipment, stationery and other facilities in the respective Division/Office.
- h) To supervise office facilities including sanitary and hygienic problems of respective Division/Office.
- i) Any other duty assigned to him by the Officer Incharge.



Managing Director
Punjab Seed Corporation
4-Lytton Road, Lahore.