



PUNJAB PUBLIC SERVICE COMMISSION

JOB DESCRIPTION FOR THE 02 POSTS OF STORE OFFICER (BS-16) IN THE AGRICULTURE DEPARTMENT (SEED CORPORATION OF PUNJAB) (19G2021)

Main Responsibilities and Tasks

1. To receive and store the stock along with packing material and entries in the register and proper receipt voucher.
2. To arrange for the storage of and finished products and to protect from infestation and other such harms.
3. To make dispatches issue processed seed and to various distribution agencies along with relevant documents.
4. To maintain the control store ledgers, stock book, store book of commodities and packing materials etc.
5. To furnish stock position of seed, kachra, byproducts and packing material to the higher up.
6. To maintain record of variety wise / lot wise and fix stacks tally cards and master tally sheets at main entrance of ware house and stacks of different stocks of store items.
7. To verify the bill of Contractor, Grower and other purchases relating to his section.
8. To prepare monthly stock reconciliation report for onward submission to HQ Office and provide all assistance and cooperation to the Officer Incharge as well as Accounts Office concerned.
9. He will be responsible and ensure for the save of complete stocks of commodities and packing materials.
10. To sale processed seed from the Store / Sale points on cash and carry basis to the growers / dealers.
11. Any other duties assigned to him by his superiors.

_____ **END OF DOCUMENT** _____