

3.

Administrative Officer (SBF)

- Scrutiny of Beneficiaries files in respect of deceased Government employees BS-01 to BS-22.
- Sanction of payment as per rates admissible in respect of Gazetted/Non Gazetted deceased government servants and issued to concerned widows.
- Preparation/sanctioned of Marriage/funeral expenses.
- Preparation of Note for Secretary/Chief Secretary for admissible of benefits to beneficiaries as per Sindh Benevolent Fund disbursement Rules.
- Any other work assigned by his superiors.