

JOB DESCRIPTION OF ADMIN-I SECTION, SGA&CD

Sr.#	Description of Work
1.	Service/Establishment matters of Senior/Junior Clerks of Sindh Secretariat
2.	Service/Establishment matters of DPA (B-12) / DPO (B-16), SDPO (BPS-17) / Senior Computer Operator (BPS-12)/ DEO (BPS-12) of Sindh Secretariat
3.	Service/Establishment matters of Cases of Deceased Quota of SGA&CD
4.	(i) Service/Establishment matters of Officials (BPS-01 to 04) of Sindh Secretariat: (ii) Posting transfer of Officials (BPS-01 to 04 & 11) of Sindh Sectt: on the strength of Provincial Ministers/Advisors & Special Assistants to Chief Minister
5.	Misc Work of Officials BPS-01-16 (Non- Sectt:) field offices / other provincial departments.