

JOB DESCRIPTION OF SECTION APPEALS-I

The following departments are allocated to the Appeals Sections (Services Wing), Services, General Administration & Coordination Department, as per distribution of work vide order No:DS(appeals) SGA&CD/MSC/2020, dated 14th December, 2020, issued by the Additional Secretary (Services-II):-

1. Services, General Administration & Coordination
2. Irrigation Department
3. Power Department
4. Works & Services Department
5. Excise, Taxation & Narcotics Control Department
- 6. Industries & Commerce Department
7. Mines & Mineral Development Department
8. Coal Energy Development Department
9. Education & Literacy Department
10. College Education Department
11. Department of Empowerment of Persons with Disabilities
- 12. Enquiries & Anti Corruption Establishment Department
13. Health Department
14. Planning & Development Department
16. Finance Department

FUNCTIONS AND DUTIES

- To examine and scrutinize the departmental appeals in the light of Sindh Civil Servant (Appeal) Rules, 1980 and submit before the Chief Secretary, Sindh (Appellate Authority) and obtain orders thereupon.
- To pursue litigation matters filed against Government of Sindh in various courts of law including High Court of Sindh, Sindh Service Tribunal throughout Sindh.
- To prepare and file Para-wise Comments, Written Statements, Affidavits, Counter Affidavits and Concise Statements on behalf of Chief Secretary, Sindh and Secretary (Services), SGA&CD in order to assist Advocate General Sindh / Law Officers in Courts of Law and Tribunals where needed.

RULES & REGULATION

- To examine / process and scrutinize the departmental appeals in the light of Sindh Civil Servant (Appeal) Rules, 1980.

