

JOB DESCRIPTION OF SECTION APPEALS-II

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/MS/2020, dated 14th December, 2020, issued by the Additional Secretary (Services-II):-

1. Board of Revenue Department
2. Information Science & Technology Department
3. Information & Archive Department
4. Agriculture, Supply and Prices Department
5. Live Stock & Fisheries Department
6. Forest & Wildlife Department
7. Home Department
8. Police Department
9. I.G Prison Department
10. Law & Parliamentary Affairs Department
11. Criminal & Prosecution Service Department
12. Labour & Human Resources Department
13. Transport & Mass Transit Department
14. Food 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.