

JOB DESCRIPTION OF SECTION APPEALS-III

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

1. Local Government Department
2. Public Health Engineering & Rural Development Department
3. Universities & Boards Department
4. Sindh Technical Education Vocational Training Authority (STEVTA)
5. Chief Minister's Secretariat Sindh
6. Governor Secretariat Sindh
7. Culture, Tourism, Antiquities & Archives Department
8. Sports & Youth Affairs Department
9. Social Welfare Department
10. Women Development Department
11. Auqaf, Religious Affairs, Zakat & Ushr Department
12. Minorities Affairs Department
13. Environment & Climate Change Department
14. Cooperation Department
15. Population Welfare Department
16. Rehabilitation 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.