

JOB DESCRIPTION OF SECTION-III

i)	Dealing with disciplinary proceedings under the Sindh Civil Servants (Efficiency and Discipline) Rules, 1973 of officers of BS-18, 19 and 20, except cadre officers , wherein the Chief Secretary and Chief Minister, Sindh are Authorized Officer / Competent Authority.
ii)	Coordination with the Chief Secretary's office and Chief Minister's Secretariat relating to personal hearings of officers of BS-18, 19 & 20, proceeded under the E&D Rules.
iii)	To coordinate and conduct the meetings of Provincial Selection Board-I chaired by the Chief Minister, Sindh and Provincial Selection Board-II chaired by the Chief Secretary, Sindh and recording the minutes of the meetings of PSB-I & II.
iv)	Dealing with the promotion cases of officers to BS-19, 20 & 21 including EX-PCS / PSS officers and all the departments of Government of Sindh.
v)	Coordination with the Establishment Division regarding service matters of Police Officers of BS-20 & 21.
vi)	Coordination with IG Sindh and IG Prisons regarding transfer and posting of officials / officers.
vii)	Court matters relating to the subjects assigned to the Section-III
viii)	Concurrence of SGA&CD regarding re-designation / change of nomenclature of posts of various departments of Government of Sindh.
ix)	Dealing with the cases of Police Officers including leave Ex-Pakistan from BS-18 to BS-22.