

JOB DESCRIPTION OF SECTION-V, SGA&CD

1. Establishment of Ex-PCS (BS-17 & 18) / PMS (BS-17) Officers:
 - i. Appointment of Ex-PCS / PMS (BS-17) on the recommendations of the Sindh Public Service Commission.
 - ii. Transfer and posting, Leave, Training, Scholarships and other matters.
 - iii. To prepare working papers for promotion of Ex-PCS Officers from BS-17 to BS-18 and BS-18 to BS-19.
 - iv. Nomination of Ex-PCS Officers of BS-18 for Mid Career Management Course (MCMC).
 - v. Seniority, Promotion, Disciplinary proceedings, retirement, pension, G.P. Funds and Court matters.
2. Establishment of Officers of PAS / OMG (BS-17 & 18).
3. Preparation of parawise comments in respect of cases filed in the Supreme Court of Pakistan, High Court of Sindh and Sindh Services Tribunal relating to the establishment matters of BS-17 and BS-18 Officers of PAS, Ex-PCS, OMG and PMS.
4. Circulation of Imposing and lifting of ban on recruitments and transfers & postings.
5. Framing of policy regarding recruitment in BS-01 to BS-15.
6. Issuance of NOC for acquiring International / Gratis-Official passport.
7. Promotion of Superintendent, Private Secretary, Mukhtiarkars to BS-17 in PMS.
8. Nomination of all officers of Government of Sindh for MCMC.