

SECTION OFFICER CTC

- 1. Allotment of office accommodation to Ministers of Provincial Cabinet
 2. Reservation of Committee Room at 7th Floor.
 3. Purchase, repair and maintenance of furniture, fixture and office equipment of Ministers of Provincial Cabinet.
 4. Providing uniforms to class-IV government servants.
 5. Security measures for Sindh Secretariat Buildings.
 6. Supply of Newspapers and Journals to Provincial Cabinet members.
 7. Installation of telephones at the residences and offices of Members of Provincial Cabinet and officers of SGA&CD.
 8. Issuance of Identity Cards to Secretariat employees.
 9. Arrangements for Cabinet and Chief Secretary's meetings.
 10. Appointment, Transfer and Posting of Telephone Operators and Security Guards.
 11. To collect the stationery and other articles from Sindh Government Press as well as Local market and supply to the offices of Ministers and Advisors.
 12. Issuance of notifications regarding holidays/office hours.
 13. Establishment matters of CTC Staff.
 14. Hoisting of National flag on Secretariat Buildings.
 15. Payment of Telephone Bills in respect of Minister Side.
 16. Reconciliation of Telephone Bills.
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