

SECTION OFFICER GENERAL

Maintenance of Service Books of the staff working in SGA&CD.

2. Maintenance of Cash Books of SGA&CD and Minister's side.
3. Preparation of bills relating to the SGA&CD, Ministers and Advisors.
4. Reconciliation of Expenditure with the A.G Sindh.
5. Maintenance of the Expenditure Register.
6. Medical, TA/DA bills in respect of officers & officials of SGA&CD, Ministers, Advisors, Special Assistants & Coordinators to Chief Minister & their staff.
7. Salaries of OSDs, Surplus employees, Ministers, Advisors and SGA&CD's staff Grant of Honoraria to the staff working in SGA&CD and the Personal staff of the Ministers and Advisors.
8. Payment of Telephone bills (NTC & PTCL / Re-imbursement of Telephone Bills of officers / OSD in SGA&CD.
9. Supply of Newspapers/Journals to officers of SGA&CD.
10. To collect the stationery and other articles from Sindh Government Press as well as Local market and supply to the offices of SGA&CD.