

Karachi dated: 17th May, 2023

NOTIFICATION

SO(Admn)/MAD/Order/2023: In supersession of all previous notification and with the approval of the Competent Authority, the following Job Description /Role/Responsibilities/Charter of Duties is hereby assigned to the officers with immediate effect till further orders:

Section Officer (Admn)	i. All matter relating to establishment and employees. ii. R&I Section iii. Chief Minister's directives on the above matters. iv. Budget & Accounts as well as Audit matters.
Section Officer (Development)	i. Development Schemes / ADP ii. Miscellaneous matter (Development Side and any other matter ancillary to the subject.
Section Officer (Legal)	i. Courts matters.
Section Officer (Coordination)	i. Assembly Question ii. Dr. Shoaib Suddle Commission. iii. Any other directives on the above matters and any other work ancillary to the subject.

SHARIQ AHMED
SECRETARY TO GOVT: OF SINDH

NO:SO(ADMN)MA/Job Discription/2023/2793

Karachi dated 17th May, 2023

A copy is forwarded for information to:

1. The Deputy Secretary, Minorities Affairs Department, Govt. of Sindh, Karachi.
2. The PS to Minister, Minorities Affairs Department, Govt. of Sindh, Karachi.
3. The PS to Secretary, Minorities Affairs Department, Govt. of Sindh, Karachi.
4. The Officer Concerned *Mr. Muhammad Azam*.


(MUHAMMAD AZAM)
SECTION OFFICER (ADM)