



**CHIEF MINISTER'S SECRETARIAT, SINDH
KARACHI**

NOTIFICATION

NO. SOA/CMS/5-4(W.D)/2016: With the approval of the Competent Authority, i.e. Principal Secretary to Chief Minister, Sindh, in supersession of all earlier notifications regarding Work Distribution; and with the aim to (a) rationalize the work load among Sections, (b) improve file management, (c) eliminate duplication, (d) improve time efficiency and most importantly, (e) conclude CM Directives logically, work distribution along with Standard Operating Procedure (SOP) are hereby, notified as under:

- i. The Sections shall issue and pursue Chief Minister's Directives as per the departments allocated to them, irrespective of the division and district of the public representatives.
- ii. The Additional Secretaries are to approve the issuance of Chief Minister's Directives. However, other references may be marked to senior hierarchy as per the practice and necessity.
- iii. The staff of public representatives / legislators may coordinate with the concerned Section Officer if required. However, if public representatives wish to coordinate directly, they may do so with the concerned Additional Secretaries who shall resolve the issue himself / herself or by directing the relevant officers. For the purpose of liaison with the public representatives, following Additional Secretaries shall coordinate, as per the distribution of divisions hereunder:

S. No.	Additional Secretary	Assigned Division
1	Additional Secretary-I	Hyderabad and Karachi (Consultant may assist)
2	Additional Secretary-II	Larkana
3	Additional Secretary-III	Shaheed Benazirabad and Mirpur Khas
4	Additional Secretary-IV	Sukkur



			R&I Branch - Managing receiving and issuance of the all kind of Dak of Chief Minister's Secretariat / House. - Maintaining Inward and outward register. - Ensure the bar code on all kind of Dak.
		Section Officer-II / (Transport)	- Purchase of New vehicles. - Allotment of vehicles / Transport & Logistics of Officers & Official. - Repair & maintenance of vehicles including vehicles detailed with Honourable Chief Minister, Sindh. - POL provision. - Fleet of Honourable Chief Minister, Sindh - Transfer and posting of drivers in consultation with Section-I / Admin.
		Section Officer-III / (General)	- All financial matters (Procurement, Audit & Accounts). - Issuance of service cards. - Physical possession of offices / residential accommodation, its maintenance, renovation & repair and the cases of Self-hiring in consultation with Estate Office, SGA&CD. - Issuance of Assembly passes. - Tasks related to the Provincial Assembly Sessions and Committee Room at Sindh Sectt. (7th floor on regular basis). - Cases of Bank Loans. - Record Tracing Room of CM Sectt / House. - Re-imbursement of medical claims of employees of Chief Minister Secretariat. - Maintaining Discretionary Grant / Financial Assistance Accounts. - All Financial bills of Chief Comptroller, Communication office and Transport office - Purchase / supply / maintenance of Furniture / Machinery / Equipment's, Stationery, Printing and other Store Items. - Maintenance of Service Books and Cash Books. - Maintenance of Inventory / Delivery Receipt & Dead Stock Register in accordance with SSPRA, Rules. - Upkeep of premises of Chief Minister's House & Chief Minister's Secretariat.
		Director I.T	- I.T Wing (MIS & Dashboard) - Submission of monthly attendance through Biometric System. - Science, Information & Technology
		Chief Comptroller	- Matters related to Sanitation, Food, Managing Dinners, Parties, Meetings and Events hosted on behalf of Chief Minister, Sindh through Comptroller / Assistant Comptroller and other staff provided by Administration as Head Cook, Cook, Assistant Cook, Masalchi, Hamal / Malhi, Farash, Valet, Orderly, Sweepers, Bearers, Naib Qasids Clerical Staff, etc. - Other matters of Chief Minister's House with the assistance of Administration Section.

Additional
Secretary-I /
(Admn)

Deputy
Secretary-I /
(Admn)



Additional Secretary-II	Deputy Secretary-III	Section Officer-VI	i. Health Department ii. Population Welfare Department iii. Environment, Climate Change & Coastal Dev. Department iv. Forest & Wildlife Department v. Energy Department vi. Mines and Minerals Department
Additional Secretary-III	Deputy Secretary-IV	Section Officer-VII	i. Local Government & Housing Town Planning including Karachi Mega Project ii. Public Health Engineering & Rural Development iii. Human Settlement Spatial Development & Social Housing (Katchi Abadi) Department iv. Irrigation Department v. Agriculture, Supply & Prices Department vi. Food Department vii. Livestock & Fisheries Department
	Deputy Secretary-V	Section Officer-VIII	i. Finance Department ii. Planning & Development Department iii. Works & Services Department iv. Sindh Revenue Board Department v. Excise, Taxation & Narcotics Control Department vi. Industries & Commerce Department vii. Investment Department viii. Transport & Mass Transit Department ix. All World Bank Projects x. Federal and other Provincial Governments xi. All other institutes / organization which are not part of any department
Additional Secretary-IV	Deputy Secretary-VI	Section Officer-IX	i. SGA&C Department ii. Rehabilitation (including PDMA) iii. Governor Secretariat iv. Sindh Assembly Secretariat (including Assembly Questions) v. Inter-Provincial Coordination vi. Board of Revenue Department vii. Land Utilization Department
Consultant	Deputy Secretary-VI	Section Officer-X / (Law)	i. Law, Parliamentary Affairs & Criminal Prosecution ii. Court Matters iii. Ombudsman iv. Enquiries & Anti-corruption Establishment v. Chief Minister's Inspection Enquiries & Implementation Team vi. Appeals to Chief Minister under APT Rules, Appeal Rules and E&D Rules along with Mercy Appeals. vii. Matters related to PILDAT. viii. NAB / FIA & other investigation agencies.

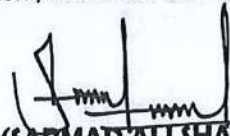
AGHA WASIF ABBAS
PRINCIPAL SECRETARY

Karachi, dated the 21st March, 2025

NO. SOA/CMS/5-4(W.D)/2016

A copy is forwarded for necessary action to:

- The Officers (All), Chief Minister's Secretariat / House, Karachi.
- The PS to Principal Secretary to Chief Minister, Sindh, Karachi.
- The Notification File.


 (SARMAD ALI SHAIKH)
 SECTION OFFICER-I/(ADMN)
 21/03/25.



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