



**GOVERNMENT OF SINDH
INFORMATION SCIENCE & TECHNOLOGY
DEPARTMENT**

JOB DESCRIPTION

NAME OF POST	JOB DESCRIPTION
ADDITIONAL SECRETARY	• Assist the Secretary, Information, and Science & Technology in formulation and implementation of Policy • Assist in executing the sanctioned policy, and orders passed by the competent authority; • Help/ coordinate to submit proposals for legislation to the Cabinet in accordance with part VIII of the Sindh Government Rules of Business 1986; Keep the high-ups generally informed of the working of the Department and important cases disposed by him • Issue, subject to any general or special orders of Government in this behalf, standing orders specifying the cases or class of cases which may be disposed by an officer subordinate to him : and • Ensure strict compliance of these rules in his Department. Any other task/ business assigned by the competent authority.