

WINGS.

A. ADMINISTRATION WING

• ADMINISTRATION SECTION.

1.	All Establishment matter relating to appointment, promotion, transfer, seniority, resignation and leave etc. of gazetted/non-gazetted employees (BS-1 to BS-22) of the main Division (in accordance with the administrative powers delegated as per ESTA Code).
2.	Framing of Recruitment Rules and amendments therein in respect of officers and staff of the main Division.
3.	Maintenance of Personal record including Service Books. Service Sheets leave accounts, fixation of Pay and Payment of Benevolent Fund, Group Insurance etc. in respect of officers and staff of main Division.
4.	Maintenance of PERs/ACRs in respect of officers and staff of the main Division.
5.	Disciplinary cases under E&D Rules 1973, Government Servants Conduct Rules, 1964 of the main Division.
6.	Re-imburement of medical charges in respect of serving/retired officers and officials of main Division.

• COUNCIL & COORDINATION SECTION.

1	Circulation of general office orders/directives of Ministry/Secretary/Additional Secretary/Joint Secretaries etc.
2	Policy matters relating to general administration/establishment
3	Coordination/Liaison in respect of Government Instruction, circulars etc received from various Ministries/Division etc.
4	Periodical returns/reports to be furnished to various quarters.
5	Compilation/circulation of Year Book.
6	Matters relating to Service Book Club
7	Record Room
8	Council Work.

• **BUDGET AND CASH SECTION**

1.	Preparation of Revised Estimates and Budget Estimates of the Ministry of Kashmir Affairs & Gilgit-Baltistan inclusive of the lent Officers posted in AJ&K.
2.	To prepare NIS /BO of the approved budget allocation and to submit to the Computer Cell Finance Division and its subsequent reconciliation.
3.	Scrutiny and processing with Finance Division the proposals of Supplementary Grant and Technical Supplementary Grant relating to the Ministry of KA&GB (Main), AJ&K and G-B.
4.	Scrutiny and processing with Finance Division the proposals for re-appropriation of funds relating to the Ministry of KA&GB (Main), AJ&K and Gilgit-Baltistan.

• **GENERAL ADMINISTRATION SECTION**

1.	General Administration of the Division including R&I Affairs & canteen Affairs. Transport management i.e. POL, maintenance of vehicles. Assignment of duties of drivers with officers of the Ministry.
2.	Purchase of Stationery & Store Items, Auction of un serviceable items
3.	Matters pertaining to Security of Office, Periodical Verification of character and antecedents rolls etc of employees of this Ministry, warrant of precedence.
4.	Purchase, condemnation of vehicles of the Ministry.
5.	Hiring cases of Residential Accommodation of Employees of the Ministry.

B.POLICY WING

• GB-I Section & GB-II Section

1.	Miscellaneous matters of general nature of Gilgit-Baltistan
2.	All matter relating to Karakoram International University.
3.	All matter relating to University of Baltistan Skardu.
4	Appeals/writ petitions, filed/received the Supreme Court/High Courts/Federal Service Tribunal
5	Petitions/Appeals received from President's Secretariat (Public) and Prime Minister's Secretariat regarding Supreme Court/High Court/FST Court etc. departments.
6	Nomination/Admission of Gilgit-Baltistan students in various institutions of Pakistan and stipend of Refugees settled in Gilgit-Baltistan.
7.	Cadet College Skardu, Cadet College Chilas & Public School & College Skardu.
8.	Recruitments in Gilgit-Baltistan through FPSC.
9.	Preparation of GB Float for 23 rd March Pak Day Parade.

• KASHMIR-I & KASHMIR-II SECTION

1.	Celebration of Kashmir Solidarity Day 5 th February
2.	Matters relating to posting/transfer of the lent officers posted in Azad Kashmir.
3.	Coordination between Government of Azad Jammu & Kashmir and Government of Pakistan
4.	All administrative/ financial/Court matters relating to Jammu & Kashmir State Property, Lahore
5.	All matters relating to Directorate of Health Service (AK), Rawalpindi.