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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

(Privatisation Commission)

NOTIFICATION

Islamabad, the 1st March, 2002

S.R.O. No. 132(I)/2002.—In exercise of the powers conferred by Section 41 of the Privatisation Commission Ordinance, 2000 (Ordinance No. LII of 2000), the Privatisation Commission hereby makes the following regulations to provide for appointment of its officers, members of staff and such other persons and the terms and conditions of their service, namely :—

CHAPTER - I

GENERAL

Short title, commencement and application

1.01 **Short title, commencement and application.—(1)** These Regulations may be called the "Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002".

[166 (2002) Ex. Gaz.] *Price : Rs. 65.40*

(2) These Regulations including the monetary benefits shall come into force *w.e.f.* 28th September, 2000, being the date from which the Privatisation Commission Ordinance came into force.

(3) These Regulations shall apply to all employees of the Privatisation Commission other than the Chairman and the Secretary. They shall also apply to such other persons who are appointed on contract by the Privatisation Commission, other than the Chairman and the Secretary, to the extent a provision is made in their contract or in these regulations. Except as provided otherwise in these Regulations, these Regulations shall not apply to:—

(i) a person appointed by contract on a post except as provided in sub-regulation (3) above;

(ii) a person employed on work-charged basis or who is paid from contingencies;

(iii) a person employed for a short term not exceeding three months; and

(iv) a person whose services have been borrowed from the Federal Government or a Provincial Government or any other body established, managed or controlled by the Federal Government or a Provincial Government and who is for the time being serving in the Privatisation Commission on deputation basis.

CHAPTER - 2

DEFINITIONS

2.01 **Definitions.**—(1) In these Regulations, unless there is anything repugnant in the subject or context:—

(i) 'appointing authority' means an authority authorized by regulation 4.01 to make appointment to a post specified in that regulation;

(ii) 'cadre' means the strength of a service or part of a service sanctioned as a separate unit;

(iii) 'Chairman' means the Chairman of the Commission appointed under section 7 of the Ordinance and includes the Chairman referred to in clause (c) of sub-section (1) of section 3 of the Ordinance;

(iv) 'civil servant' means a person who is or has been a civil servant within the meaning of clause (b) of section 2 of the Civil Servants Act, 1973 (Act LXVI of 1973);

(v) 'Commission' means the Privatisation Commission established under Section 3 of the Privatisation Commission Ordinance, 2000;

(vi) 'day' means the calendar day beginning and ending at midnight;

(vii) 'deputation' means service in which an employee receives his pay with the sanction of the Commission from any source other than the Commission Account;

(viii) 'duty' includes —

(a) joining time;

(b) service on probation, provided probation is successfully completed and is terminated by the appointing authority;

(c) period spent on training after becoming an employee of the Commission; and

(d) time spent on compulsory waiting for posting.

(ix) 'employee' means an officer or member of staff appointed on regular basis in the Commission under these regulations and includes a civil servant who is absorbed in pursuance of his option in accordance with regulation 4.12 read with the second proviso to clause (iv) of sub-section (3) of section 3 of the Ordinance;

(x) 'family' means husband or, as the case may be, wife of the employee, dependent children and step children upto the age of 21 years and unmarried daughters residing with and wholly dependent on the employee;

(xi) 'fee' means a recurring or non-recurring payment to an employee from a source other than the Commission Account whether made directly to the employee or indirectly through intermediary of the Commission;

(xii) 'Government' means the Federal Government;

(xiii) 'headquarter' of an employee of the Commission means the Principal Office of the Commission in terms of section 4 of the Ordinance in which he is employed. The headquarter of an employee in a regional office is either the station which has been declared to be his headquarter

41

by the Commission which appoints him or, in the absence of such declaration, the station where records of his office are kept;

(xiv) 'honorarium' means a recurring or non-recurring payment granted to an employee from the Commission Account as remuneration for special work of an occasional or intermittent character;

(xv) 'initial appointment' means appointment made otherwise by promotion or transfer;

(xvi) 'joining time' means the time allowed to an employee in which to join a new post or to travel to or from a station to which he is posted;

(xvii) 'leave pay' means the monthly amount paid by the Commission to an employee on leave;

(xviii) 'month' means a month reckoned according to the British Calendar;

(xix) 'Ordinance' means the Privatisation Commission Ordinance, 2000 (Ordinance No. LII of 2000) published in Gazette of Pakistan Extraordinary Part-I in the issue dated September 28, 2000 unless otherwise specifically indicated;

(xx) 'pay' means the amount drawn monthly by an employee as –

(a) the pay other than special pay or pay granted in view of his personal qualification which has been sanctioned for the post held by the employee and to which he has been posted or appointed;

(b) special pay, personal pay, qualification pay and technical pay; and

(c) any other emoluments which may be specially classed as pay by the Commission.

(xxi) 'PC pay scales' means Privatisation Commission pay scales referred to in regulation 14.01;

(xxii) 'permanent post' means a post carrying a definite rate of pay sanctioned without limit of time.

(xxiii) 'personal pay' means additional pay granted to an employee –

(a) to save him from loss of his pay as defined in clause (xxi) (a) of this regulation due to revision of pay or any reduction of pay otherwise than as a penalty; and

(b) in exceptional circumstances on other personal considerations.

(xxiv) 'prescribed' means prescribed by or under these regulations for purposes of provisions in these Regulations;

(xxv) 'prescribed form' means a form prescribed under these regulations and includes a Government form in use in the Commission immediately before commencement of these Regulations;

(xxvi) 'Provincial Government' means Government of a Province;

(xxvii) 'Secretary' means the Secretary appointed under section 7 of the Ordinance and includes the Secretary referred to in clause (c) of sub-section (3) of section 3 of the Ordinance.

(xxviii) 'Selection Committee' means a Committee constituted under regulation 4.04 for the purpose of making selection of a person for initial appointment or for appointment by promotion to a post in a PC pay scale or for the grant of selection grade in a post as specified in that regulation;

(xxix) 'special pay' means an addition to the nature of pay in the emoluments of a post or of an employee granted in consideration of–

(a) the specially arduous nature of the duties; or

(b) a specific addition to the work or responsibility; or

(c) the unhealthiness of the locality in which the work is performed.

(xxx) 'temporary post' means a post carrying a definite rate of pay sanctioned for a limited time; and

(xxxi) 'travelling allowance' means an allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of Commission. It includes allowances granted for maintenance of conveyance.

43

(2) Words and expressions used but not defined in sub-regulation (1) of this regulation shall have the same meaning as are assigned to them in the Privatisation Commission Ordinance, 2000.

2.02 **Appointment on regular basis.**- For purpose of these Regulations, an appointment shall be deemed to have been made on regular basis if it is made in the prescribed manner–

(i) by initial appointment; or

(ii) by promotion.

CHAPTER - 3.

GENERAL PROVISIONS

3.01 **Service.**—(1) There shall be constituted a 'Service' of the Commission divided into different sanctioned cadres according to their discipline, including a General Cadre comprising posts not included in other cadres, as specified in **annex-1** to these regulations.

(2) Each cadre shall consist of sanctioned posts as specified in **annex-2** provided that a post created for work of a regular nature shall form temporary addition to the cadre strength pending its inclusion in annex-2.

3.02 **Terms and conditions of service.**—(1) Terms and conditions of service of an employee shall be as laid down in these Regulations and in such subsidiary orders and instructions, pending their inclusion in these Regulations, which may be issued from time to time with the approval of the Commission.

(2) Any orders or instructions made by or issued with the approval of the Commission and in force immediately before the commencement of these Regulations shall, in so far as such orders or instructions are not inconsistent with the provisions of the Ordinance or the rules framed by the Federal Government in exercise of the power conferred on them by section 40 of the Ordinance or these Regulations shall be deemed to have been made by the Commission under these regulations.

(3) In all matters not expressly provided in these regulations, employees shall be governed by appropriate rules, orders and instructions of the Federal Government made applicable to the employees by orders of the Commission with such changes, subject to prior approval of the Government to the proposed changes, as are considered necessary by it.

3.03 **Employment to be whole time.**—Unless in any case it be otherwise distinctly provided, the whole time of an employee is at the disposal of the authority and he may be employed in any manner required by proper authority without claim for additional remuneration.

3.04 **Posting and Transfer.**—Every employee shall be liable to serve anywhere within or outside Pakistan in any equivalent or higher post under the Commission or under the Federal Government or any Provincial Government or a local authority or a corporation or a body set-up, established or managed by the Federal Government or a Provincial Government :

Provided that nothing contained in this regulation shall apply to an employee recruited specifically to serve in a particular area or a region:

Provided further that where the employee is required to serve in a post outside his cadre, his terms and conditions as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

3.05 **Creation and abolition of post.**—(1) The Secretary may create a post in any cadre which he considers necessary for carrying out the functions of the Commission subject to the availability of funds in the approved budget to meet the additional expenditure and may abolish any post if it is no longer required.

3.06 **Punctuality and regularity.**—(1) Every employee shall ensure punctuality and regularity in attendance.

(2) A habitual late comer shall be liable to the prescribed disciplinary action on ground of misconduct and to the prescribed penalties.

Explanation.—An employee will be considered a habitual late comer if he attends the office late consecutively on three working days or five times in a calendar month.

(3) If an employee absents himself from duty without leave, he shall be liable to disciplinary action on the ground of misconduct under these regulations.

3.07 **Interruption in service.**—An interruption in the service of an employee entails forfeiture of his past service except in the following cases, namely :—

(i) authorised leave of absence;

(ii) absence without leave in continuation of authorised leave of absence unless the leave is extended or, as the case may be, absence without leave is converted into extraordinary leave by the competent authority ;

(iii) suspension immediately followed by reinstatement which need not be in the same office ;

(iv) abolition of office or loss of appointment owing to reduction of establishment ;

(v) time occupied in transit from one appointment to another appointment provided that the employee is transferred under the orders of the competent authority ;

(vi) due to any other reason, provided the interruption is not due to any fault or willful act of the employee such as unauthorised absence, resignation or removal from service.

3.08 **Retrospective commutation of absence without leave into extraordinary leave.**– The authority which sanctions the gratuity or other terminal benefits may commute retrospectively periods of absence without leave into extraordinary leave without pay and allowances.

CHAPTER-4

APPOINTMENT

Section-I

Appointing authorities, method of appointment, qualifications and ancillary matters

4.01 **Authorities competent to make appointment.**—The authorities competent to make appointment to various posts, hereinafter referred to as "appointing authority", shall be as follows, namely :—

(i)	For posts in PC pay scale PC-21	Chief Executive of Pakistan
(ii)	For posts in PC pay scale PC-20	Chairman
(iii)	For posts in PC pay scales PC-16 to PC-19.	Secretary
(iv)	For posts in PC pay scales PC-6 to PC-15	Director-General (Admn)
(v)	For posts in PC pay scales PC-1 to PC-5	Director (Admn)

4.02 **Method of appointment, qualifications and other conditions applicable to posts.**—(1) Appointment to posts shall be made by any of the following methods, namely:—

(a) by initial appointment in accordance with section-III of these regulations; and

(b) by promotion in accordance with section-IV of these regulations.

(2) The method of appointment and the qualifications and other conditions applicable to various posts cadre-wise are laid down in Annex-3 to these Regulations.

(3) Notwithstanding anything contained in sub-regulation (1) or the method of appointment laid down in Annex-3, a person who is rendered surplus as a result of re-organisation of or abolition of a Ministry, Division, Department or Office or of permanent post in pursuance of any Government decision or as a measure of economy may be appointed to a post in the Commission in a PC pay scale equivalent to the basic scale to which he belonged, if he possesses the qualifications and fulfils other conditions applicable to that post, and is so recommended by the Federal Government.

4.03. **Appointment to be made by the appointing authority against sanctioned posts.**— All appointments shall be made by the appointing authority on the recommendations of the appropriate Selection Committee against sanctioned posts.

4.04. **Selection Committees.**—(1) There shall be constituted three Selection Committees as follows for the purpose of making recommendations for appointment to various posts in the Commission, namely:—

(i) Selection Committee-I consisting of Secretary as Chairman and two Director Generals as members for selection of persons for initial appointment or promotion to posts in PC pay scales PC-16 or above other than the post of Secretary. Director-General (Admn) shall be the Secretary of the Committee.

(ii) Selection Committee-II consisting of the Director General (Admn) as Chairman and two Directors as members for selection of persons for initial appointment or promotion to posts in PC pay scales PC-11 to PC-15. Director (Admn) shall be the Secretary of the Committee.

(iii) Selection Committee-III headed by the Director (Admn) with two Deputy Directors as members for selection of persons for initial appointment to posts in PC pay scales PC-1 to PC-10. The Deputy Director who is junior amongst the two members shall be the Secretary of the Committee.

47

SECTION-II

TRANSFER AND ABSORPTION OF EXISTING CIVIL SERVANTS AND OTHER EMPLOYEES TRANSFERRED TO OR WORKING IN THE COMMISSION

4.05. **Absorption of existing civil servants working in the Commission.**—(1) Every existing civil servant appointed to or working in the Commission immediately before the commencement of the Ordinance may, on his option, be absorbed in terms of the second proviso to clause (c) of sub-section (3) of Section 3 of the Ordinance and appointed on regular basis to the post held by him in the Commission subject to the following conditions, namely:—

(i) the civil servant shall submit his option for absorption in the Commission in writing within six months of the commencement of these Regulations;

(ii) the civil servant shall seek retirement from the lending Government to which he belongs if he has completed the minimum qualifying service for such retirement applicable to his post in the Government or, if he has not completed such minimum qualifying service, he shall resign his civil post for purposes of absorption. He shall also seek permission of the competent authority in the Government to be employed by the Commission as aforesaid;

(iii) save as may otherwise be specifically provided in these Regulations, no benefit of his previous service shall be admissible to him for any purpose on his absorption;

(iv) on absorption—

(a) the civil servant concerned shall cease to be a civil servant and shall become an employee of the Commission from the date of his absorption;

(b) the pay of the civil servant, shall on his becoming an employee of the Commission under clause (a) be fixed at the stage in the relevant scale of the post held by him to which he is appointed equal to his pay drawn immediately before absorption as aforesaid and if there be no such stage, at the next below stage. The difference between the pay so fixed and his existing pay shall be treated as personal pay to be adjusted in accordance with regulation 14.14;

48

(c) the civil service of the civil servant, other than a civil servant who seeks retirement in terms of clause (ii) above, qualifying for pension or other retirement benefits rendered by him in government service immediately before the date of establishment of the Privatisation Commission and the qualifying service rendered in the Commission in continuation shall be treated as service qualifying for gratuity or other retirement benefits under these regulations and no pension or gratuity or commuted value of such service shall be payable or claimed by the civil servant from the Government as a result of his absorption in the Commission ;

(d) the service of a civil servant other than a civil servant who seeks retirement in terms of clause (ii) above, qualifying for leave as a civil servant shall be treated as service qualifying for leave under these regulations and the balance of leave on full pay at his credit immediately before the commencement of these Regulations shall be credited to his leave account under the Commission ;

(e) the leave of any kind taken by him prior to his becoming an employee of the Commission shall be deemed to have been taken under these Regulations ; and

(f) notwithstanding any thing contained in Chapter 6 of these Regulations, the civil servant shall retain the same seniority in the post to which he is so appointed from the date of such appointment *vis-a-vis* other civil servants similarly absorbed as a result of their absorption which he enjoyed in relation to them immediately before becoming an employee of the Commission. He shall rank senior to all such employees who are initially appointed or promoted during the same calendar year.

(v) on becoming an employee of the Commission on his absorption, he shall be governed by these Regulations for all purposes.

Explanation:

(a) The term 'relevant scale of the post' used in clause (iv) (a) means the pay in the basic pay scale in which he was for the time being drawing pay immediately before absorption whether in ordinary scale or in selection grade of the post or by move-over.

(b) Matters not specified in the sub-regulation (1) shall be governed by relevant regulations laid down in this Chapter.

4.9

(2) Nothing in this regulation shall be construed to confer any right on such a civil servant to claim absorption in the Commission as of right.

(3) A civil servant, other than a civil servant belonging to a regularly constituted service/occupational group or a cadre, who does not opt for absorption in the Commission shall continue to serve in the Commission on deputation basis until he is transferred back to the Finance Division of which the Commission was, immediately before the date from which the Ordinance came into force, an integral part or the Privatisation Division as the case may be.

(4) A civil servant belonging to a regularly constituted service or occupational group or a cadre who does not opt for absorption in the Commission shall continue to serve in the Commission on deputation basis until he is transferred back to his parent office.

(5) A civil servant referred to in sub-regulation (3) or regulation (4) of these Regulations, while serving on deputation in the Commission, shall be entitled to pay sanctioned for the post to which he is transferred; and to the house rent allowance or hired residential accommodation including self-hired accommodation in accordance with regulation 23.01 read with regulation 14.25 and to other allowances at the rates and scale specified in regulation 14.25 if they are more beneficial than those admissible to him in Government service.

4.06. **Transfer of contingencies paid employees working in the Commission.**—Notwithstanding any thing contained in any rule or regulation or in the terms and conditions of his service, an employee of the existing Commission paid from the contingencies shall be transferred to and become an employee of the Commission in his existing post on contract basis, subject to the following conditions, namely :—

(i) the employee shall cease to be a contingent paid employee from the date of his appointment to his existing post on contract basis;

(ii) no benefit of his previous service except as may otherwise be specifically provided in these Regulations shall be admissible for any purpose including seniority and retirement benefits;

(iii) the pay of such an employee shall be fixed from the date of his appointment as aforesaid at the stage equal to his existing pay immediately before the date of appointment and if there be no such stage at the next below stage, the difference between his existing pay and the pay so fixed being treated as personal pay to be adjusted in accordance with regulation 14.14; and

4.07. **Appointment to posts on deputation basis.**—(1) With the prior approval of the authority competent to make appointment to the posts as specified in regulation 4.01, appointment on deputation basis to various posts may be made by borrowing services of an employee of the Federal Government or a Provincial Government or any other body established, managed or controlled by the Federal Government or a Provincial Government on such terms and condition as may be decided mutually between the Commission and the lending Government or body :

Provided that the person whose services are obtained on deputation basis holds his appointment in the lending government or, as the case may be, in the lending organisation as aforesaid on regular basis :

Provided further that the person on deputation shall be entitled to the pay of the post to which he is transferred and to the house-rent allowance or to the hired residential accommodation including self-hired accommodation in accordance with regulation 23.01 read with regulation 14.25 and to other allowances, at the rates and scale specified in regulation 14.25 if they are more beneficial than those admissible to him in government service.

(2) Appointment by deputation shall be made for a specified period as may be agreed to between the Commission and the lending Government or organisation provided that any extension of the aforesaid period shall be made only with the consent of the lending Government or, as the case may be, lending organisation, and the employee concerned serving on deputation in the Commission.

(3) Unless otherwise distinctly provided, the whole time of the person serving in the Commission on deputation basis shall be at the disposal of the Commission, and he may be employed in any manner required by proper authority without any claim for additional remuneration. He shall devote himself to his duties and abide by regulations and orders and instructions of the Commission at all time and obey the orders given by the competent authority.

(4) A person appointed to a post in the Commission on deputation basis shall remain subject to the rule-making authority of the lending Government or, as the case may be, the lending organisation.

4.08. **Appointment by contract.**—(1) Appointment by contract may be made if the appointing authority considers it expedient to fill the post by appointment on contract basis:

(2) No appointment by contract shall be made in a cadre post except in exceptional circumstances with the approval of the Commission and for a specified period when it is not possible, for reasons to be recorded in writing, to fill the post by

initial appointment in the prescribed manner. Appointment by contract shall not be made in a cadre post reserved for promotion except for non-availability of a suitable person for promotion and if the appointing authority is satisfied that no such person is likely to become available during the specified period for which appointment by contract is proposed to be made or has been made. If any such person is likely to become available for promotion before expiry of the contract, the contract shall be terminated in accordance with the terms of the contract to make room for promotion to the post concerned.

(3) Except as provided otherwise, appointment by contract shall be made by the appointing authority on the recommendations of the appropriate Selection Committee constituted by regulation 4.04 for selection of persons for initial appointment.

(4) The appointment by contract shall be made on such terms and conditions as may be determined by the appointing authority. An offer of appointment by contract shall be sent to the candidate on the form prescribed in sub-regulation (5). On acceptance of the letter of offer and on joining the post, the letter of offer shall be treated to be the contract agreement executed between the Commission and the employee. The said terms and conditions may be modified during the period of contract by mutual agreement between the Commission and the employee.

(5) A model form of contract containing model terms and conditions of such appointment is given in **annex-4**. This form may be followed in cases of appointment by contract. Any change in the terms and conditions specified in the form, if required in any individual case or cases, may be made with the previous approval of the Chairman.

(6) All vacancies to be filled by contract shall be advertised in national and regional newspapers.

Section-III

INITIAL APPOINTMENT

4.09. **Initial appointment to posts in various scales.**— (1) The initial appointment to a post shall be made by the appointing authority specified in regulation 4.01 on the recommendations of the appropriate Selection Committee constituted in accordance with regulation 4.04. The minutes of the Selection Committee shall be recorded and shall accompany their recommendations.

(2) No person who is not a citizen of Pakistan shall be eligible for appointment to any post in the Commission:

52

Provided that the above condition may be relaxed by the Chairman in suitable cases in the interest of the Commission.

(3) A candidate for initial appointment to a post must possess the educational qualifications and experience and, except as provided in regulation 4.11, must be within the age limit for the post as laid down in annex-3.

(4) No person who is less than 18 years of age shall be appointed to a post in the Commission.

(5) All appointments shall be subject to production of certificate of good character by the candidates from the principal academic office of the academic institution last attended and also from an officer of the Federal Government or a Provincial Government in basic pay scale 17 or above or an officer in equivalent grade in other organizations established, managed or controlled by the Federal Government or a Provincial Government or a Commissioned Officer of the Armed Forces of Pakistan, not related to the candidate.

(6) Every person, not being a person already in the service of the Commission or of the Federal Government or a Provincial Government or any other organization established, managed or controlled by the Federal or a Provincial Government, who is selected for appointment to a post in the Commission shall furnish, before appointment to the post, a declaration that he has not previously been dismissed or removed from service as a penalty by the Federal Government or a Provincial Government or an organization established, managed or controlled by any of the aforesaid Governments and that he has not been previously convicted by a competent court of an offence involving moral turpitude. The decision of the appointing authority as to what constitutes moral turpitude for the aforesaid purpose shall be final.

(7) A candidate for initial appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as the Commission may specify is found not to satisfy these requirements shall not be appointed.

(8) An initial appointment shall be subject to the production of medical certificate of fitness for service in the Commission in the prescribed form by a medical board or a medical officer as may be specified by the Commission for that purpose. The candidate should sign the medical certificate in the presence of the certifying medical authority:

Provided that no such medical certificate shall be required from a person already in the service of the Commission who has earlier been medically examined

53

by a medical board or, as the case may be, by a medical officer by the same medical standards as are applicable to the post in which he is proposed to be appointed.

Explanation.—All candidates for appointment to posts in PC pay scale PC-17 or above shall be examined by a medical board and in other cases by a civil surgeon or equivalent.

(9) Every candidate before appointment shall submit his personal data to the appointing authority duly signed by him.

(10) If at any stage it is found that information provided by the employee is incorrect or he has withheld any crucial information from the Selection Committee or Commission which should have been provided, his appointment shall be liable to termination without notice.

4.10. **Observance of merit and provincial quotas.**- Merit and provincial and regional quotas laid down by the Federal Government for civil posts as amended from time to time shall be observed in filling of all posts in PC pay scales PC-16 and above and such posts in PC pay scales PC-3 to PC-15 which serve the whole of the Pakistan. Posts of Naib Quasids in PC pay scales PC-1 to PC-2 shall ordinarily be filled on local basis.

4.11. **Vacancies to be advertised.**– All vacancies to be filled in by initial appointment shall be advertised in the national and regional newspapers.

4.12. **Relaxation in the maximum age.**– The maximum age limit as laid down in Annex-3 in accordance with sub-regulation (2) of regulation 4.02 may be relaxed to the extent mentioned below, namely :—

(i) An employee of the Commission who has completed three years continuous service in the Commission including the Commission existing immediately before commencement of the Ordinance, on the closing date for receipt of applications – by 10 years but not exceeding the age of 55.

(ii) A person who is employed in the Commission on work-charged basis or is paid from contingencies or who is employed on contract basis and who has completed three years continuous service in the Commission including the Commission existing before commencement of the Ordinance, on the closing date for receipt of applications -- by 10 years, but not exceeding the age of 55.

(iii) An employee of the Federal Government or a Provincial Government or of an organisation established, managed or controlled by the Federal

Government or a Provincial Government, not being an employee of the Commission, who has completed three years service in the respective government or organisation on closing date for receipt of applications – by 10 years but not exceeding the age of 55.

(iv) A released or retired officer/personnel of the Armed Forces of Pakistan – by 10 years or the number of years actually served in the Armed Forces of Pakistan, whichever is less, on the closing date for receipt of applications, but not exceeding the age of 55.

4.13. **Date of birth.**—Every person newly appointed to a post in the Commission shall at the time of his appointment declare the date of his birth by Christian era in accordance with regulation 13.02.

Section-IV

APPOINTMENT BY PROMOTION

4.14. **Eligibility for promotion.**—An employee possessing such minimum qualifications and length of service and fulfilling such other conditions as may be prescribed for promotion in or under these regulations shall be eligible for promotion to a higher post for the time being reserved for promotion in the cadre to which he belongs.

4.15. **Procedure for promotion.**—(1) Appointment by promotion shall be made by the appointing authority on recommendations of the Selection Committee, constituted in accordance with regulation 4.04:

Provided that failing promotion, the post may be filled, if considered expedient by the appointing authority, by initial appointment.

(2) Only such persons as possess the qualifications and meet the conditions laid down for the purpose of promotion in accordance with the sub-regulation (2) of regulation 4.02 shall be considered by the Selection Committee.

(3) The Selection Committee shall consider the cases of eligible employees for promotion to higher posts in the order of their seniority-*cum*-fitness and after taking into consideration their Performance Evaluation Reports and such other factors as may be deemed relevant/appropriate either—

(a) recommend an employee for promotion to the next higher post; or

(b) recommend an employee for supersession on the ground of his being for the time being unfit for such promotion ; or

(c) defer consideration of the case of an employee for good and sufficient reasons like non-availability of one or more performance evaluation reports in the PER dossier or non-availability of any documents or information considered necessary to enable the Selection Committee to determine his fitness for promotion, or disciplinary or departmental proceedings are pending against the employee or the employee is on deputation abroad to a foreign Government, private organisation or an international agency, or the employee is on extraordinary leave in Pakistan or *ex*-Pakistan for a period of one year or more or the employee does not possess the requisite length of service, or the employee has not undergone any prescribed training or passed the departmental examination for reasons beyond his control:

Provided that in the case of deferment a vacancy shall normally be kept reserved for the employee or if it is filled it shall always be subject to the condition that when the employee is subsequently promoted, without having been superseded, the arrangement may be reversed, if necessary, and the junior-most person holding the higher post by promotion may be reverted to his lower post.

An employee who is superseded for promotion will not be considered again for promotion unless he has earned one more performance evaluation report for one full year. An employee whose case is deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist, provided that if the deferment has taken place because the employee is on deputation abroad as mentioned in clause (c) above, the employee will be considered on his return to Pakistan and if he fails to return on the expiring of his approved deputation, he will have to earn at least one annual PER for full one year after his return to Pakistan before he is considered for promotion.

(4) An employee shall be promoted to a higher cadre post reserved for promotion in his own cadre.

4.16. **Promotion to posts in PC pay scales PC-18 and above subject to length of service.**- No promotion shall be made in the following posts unless the employee has completed the minimum length of service laid down against each as follows, namely:—

Posts in PC pay scale PC-21	22 years service in a post in PC pay scale PC-17 and above;
Posts in PC pay scale PC-20	17 years service in a post in PC pay scale PC-17 and above;

Posts in PC pay scale PC-19	12 years service in a post in PC pay scale PC-17 and above;
Posts in PC pay scale PC-18	5 years service in a post in PC pay scale PC-17 :

Provided that when initial appointment of a person including an employee of the Commission takes place in a post in PC pay scales PC-18, PC-19 or PC-20, the length of service specified in this regulation shall be reduced for purpose of promotion to higher posts, if any, by the following periods, namely:—

PC pay scale PC-18	5 years
PC pay scale PC-19	12 years
PC pay scale PC-20	17 years

Explanation.—(1) For purpose of this regulation, the initial appointment and length of service of an employee of the Commission shall include his initial appointment made and length of service rendered as a civil servant in the Commission.

(2) Periods of extraordinary leave or any other period of such leave which is not recognised as service qualifying for gratuity shall not be counted towards the prescribed length of service.

4.17. **Promotion cannot be claimed by virtue of seniority only.**— No employee shall have a claim to be promoted to any particular post by virtue of seniority only.

Section-V

POSTS CARRYING SELECTION GRADE

4.18. **Grant of selection grade.**- (1) The posts in various cadres which carry selection grade are specified in annex-2 referred to sub-regulation (2) of regulation 3.01.

(2) An employee fulfilling the conditions of eligibility laid down in annex-2 and the instructions as may be issued by the Federal Government for civil servants from time to time, shall be considered on the basis of seniority-*cum*-fitness for the grant of selection grade of the post held by him on regular basis if selection grade is carried by such post.

57

Section-VI

PROBATION

4.19. **Initial appointment/promotion to be on probation.-** (1) All initial appointments and promotions shall be made on probation for one year. The period of probation may be curtailed for good and sufficient reasons to be recorded or it may be extended for a period not exceeding one year as may be specified at the time of appointment.

(2). On successful completion of probation period, the appointing authority shall by a specific order terminate the probation.

(3) If no order is issued under sub-regulation (2), on the expiry of the first year of the probation period, the period of the probation shall be deemed to have been extended under sub-regulation (1) :

Provided that, subject to the sub-regulation (4), in the absence of an order under sub-regulation (2), the period of probation shall, on the expiry of the extended period under the sub-regulation (1), shall be deemed to have been successfully completed.

(4) Where, in respect of any service or post, the satisfactory completion of probation includes the passing of a prescribed examination, test or course or successful completion of any training, a person appointed on probation to such service or post who, before the expiry of the original or extended period of his probation, has failed to pass such examination or test or course or to complete such training shall-

(a) if he was appointed to such service or post by initial appointment, be discharged ; or

(b) if he was appointed to such service or post by promotion, be reverted to the post from which he was promoted and if there be no such service or post, be discharged:

Provided that in the case of initial appointment to a post, the employee concerned shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

Section-VII

ADDITIONAL CHARGE AND CURRENT CHARGE OF POSTS

4.20. **Additional charge.**—If a post falls vacant and it is not possible to fill it immediately in the prescribed manner, the work of the post should, as far as possible, be distributed among more than one employee of the same status and designation. However, where this is not feasible, the additional charge of the vacant post may be given in its entirety, with the approval of the appointing authority, to another employee at the same station. This arrangement should not be made for a period of less than one month or more than three months. It may be extended by a further period not exceeding three months with the approval of the appointing authority. The Board of the Commission may further extend the additional charge for such period or periods as it may deem fit if it is satisfied that there is sufficient justification to do so. An employee given full additional charge of a vacant post may be allowed a special allowance at 20% of the basic pay subject to the maximum of Rs.1,500/- p.m., or as may be notified by the Federal Government for civil servants from time to time.

4.21. **Current charge of a higher post.**—When a temporary vacancy occurs for more than two months or when a regular vacancy occurs and no arrangement for carrying out the day-to-day routine work of the post is possible, the charge of the vacant post may, with the approval of the authority competent to make appointment to that post, be given temporarily, in addition to the duties of his own post, to the most senior employee in the cadre present at the place if he is otherwise fit and eligible for promotion. This arrangement should be subject to the following conditions, namely:—

(a) The arrangement should not be made for a period of less than one month and should not exceed three months. However, it may be extended by another three months with the approval of the authority next above the authority competent to make appointment to that post. Any extension beyond six months shall require approval of the Board of the Commission.

(b) As soon as the current charge is given, a proposal for regular appointment should be initiated and processed.

(c) In making current charge arrangement, the most senior employee of the cadre and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be

59

considered. In the case of current charge appointments to posts in the PC pay scales PC-18 or above, the length of service specified in regulation 4.15 shall not apply.

(d) An employee appointed to hold current charge of a higher post may be allowed special pay at 20% of his basic pay subject to the maximum of Rs.1,500/- p.m. in addition to his pay in his own pay scale, or as may be notified by the Federal Government for civil servants from time to time.

Section-VIII

JOINING TIME

4.22. **When joining time is granted.-** An employee is granted joining time to enable him :

(a) to join a new post to which he is appointed while on duty in his old post; or

(b) to join a new post-

(i) on return from leave on full pay not exceeding 120 days; or

(ii) when he has not been given sufficient notice regarding his appointment to the new post on return from leave other than the leave specified in clause (i); or

(c) to travel from the post of debarkation or in the case of air journey from the first airport of call in Pakistan, to organise his domestic establishment when he returns from leave out of Pakistan for more than 120 days.

4.23. **Joining time treated as duty.-** An employee on joining time is regarded as on duty and during such joining time he shall be entitled to be paid as follows, namely:-

(a) if on joining time under clause (a) of regulation 4.22, he would be entitled to the pay which he would have drawn if he had not been transferred or his pay which he will draw on taking charge of his new post, whichever is less; or

(b) if on joining time under clause (b), (c) or (d) of regulation 4.22, to the leave pay to which he is entitled under these regulations but no joining time pay is admissible on return from the extraordinary leave except extraordinary leave not exceeding 14 days in continuation of other leave.

4.24. **Calculation of joining time.**—(1) The joining time of an employee involving transfer from one station to the other shall be calculated as follows:—

(i) six days for preparation; plus

(ii) one day for each 400 kilometers or any longer time actually occupied in the journey while travelling by railway; or, number of days actually taken in the air journey; or one day each for 130 kilometers for journey performed by motorcar or by conveyance plying for hire.

(iii) one day shall be allowed for any fractional portion of any distance prescribed above.

(iv) The joining time is normally calculated by the route which travellers ordinarily use irrespective of the route by which the employee has travelled.

(v) a Sunday is not included in calculating joining time but it is included in the maximum limit of 30 days.

(2) The authority sanctioning the transfer may, for reasons to be recorded, extend the joining time calculated under sub-regulation (I) but not beyond 30 days.

4.25. **Failure to join the post within joining time.**—(1) An employee who does not join his post within his joining time is not entitled to any pay or leave pay after the end of joining time.

(2) Willful absence from duty after the expiry of joining time may be treated as misconduct for purpose of disciplinary action against the employee.

CHAPTER - 5

POSTING AND TRANSFER

5.01. **Liability to serve in any post.**—An employee shall be liable to serve in any post in any cadre under the Commission or in any organization established, controlled or managed by the Commission or by the Federal or Provincial Government.

5.02. **Transfer from one post to another within the Commission.**—(1) The appointing authority may transfer an employee from one post to another within the cadre to which the employee belongs. The Chairman may transfer and post an employee from a post to a post outside the cadre in the interest of the Commission:

6)

Provided that except on account of a penalty imposed on him, no employee shall be transferred to a post, whether within or outside the cadre to which he belongs, which carries less pay than the pay of the post held by him in his cadre on regular basis.

5.03. **Transfer of an employee on deputation in Pakistan.**—(1) The Secretary may in the interest of the Commission or in public interest, sanction transfer of an employee on deputation to the Federal Government or a Provincial Government or to any other organisation established, controlled or managed by the Federal Government or a Provincial Government, for a specified period not exceeding three years on such terms and conditions as may be agreed to between the Commission as lending authority and the Federal or Provincial Government or organisation concerned as borrowing authority. While on deputation as aforesaid the employee shall remain subject to the rule-making authority of the Commission and shall continue to be governed by rules and regulations applicable to him as an employee of the Commission.

(2) The Commission reserves the right to recall the employee from the borrowing Government or the organisation at any time and this condition shall always be included in the agreed terms and condition of the deputation.

(3) An employee reverts from deputation to the Commission on the date he takes charge of his post in the Commission:

Provided that if he takes leave on the conclusion of deputation before joining the post, the reversion shall take effect from such date as the authority which sanctioned his transfer on deputation to the borrowing organisation may decide.

(4) The travelling allowance of an employee both in respect of the journey on transfer to the borrowing organisation and on reversion therefrom to the Commission, shall be borne by the borrowing authority. This regulation applies even in cases where the lent employee takes leave on reversion before joining duty under the Commission.

(5) Leave shall be sanctioned and leave pay shall be paid by the borrowing authority. The employee on deputation who is granted leave and paid leave pay by the borrowing authority shall not count the period spent on deputation for earning leave under the Commission.

5.04. **Transfer on deputation from the Commission outside Pakistan.**—(1) The Chairman in the case of an employee in PC pay scale PC-20 or above and Secretary in the case of an employee in PC pay scale PC-19 or below, hereinafter referred to as the lending authority, may, for public reasons, sanction transfer of an employee on deputation outside Pakistan for a specified period not

62

exceeding five years to a foreign Government or organisation, hereafter called borrowing authority. No employee shall be permitted to remain on deputation outside Pakistan for more than five years at one time.

(2) When an employee is proposed to be transferred on deputation outside Pakistan, the terms and conditions of such deputation including the amount of his pay, joining time, pay during joining time and other connected matters, should be fixed by the authority sanctioning the transfer in consultation with the borrowing authority.

(3) The following general principles may be followed while determining terms and conditions of the persons sent on deputation out of Pakistan:-

(a) The employee will be treated to be on deputation with effect from the date he makes over charge of his post under the Commission. He shall revert from deputation on the date he takes over charge of his post under the Commission. If he takes leave before joining his post under the Commission, the date of reversion from deputation will be decided by the authority which sanctioned his transfer on deputation;

(b) During the period of deputation, the person concerned will be entitled to pay, joining time pay, allowances and travelling facilities including passage for himself and his family to the place of employment under the borrowing authority and back on termination of the deputation in accordance with the rules of, or the terms and conditions offered by, the borrowing authority;

(c) The leave terms of the person concerned during the period of his deputation will be regulated according to the rules of, or the terms and conditions offered by, the borrowing authority. Leave pay in respect of such leave will be payable by the borrowing authority to the person concerned. No part of leave earned by him during the period of deputation will be credited to his leave account with the Commission, nor will any liability in respect of leave pay on account of such leave devolve on the Commission;

(d) During the period of deputation, the person concerned will not be entitled to any medical facility in respect of himself and family members at the expense of the Commission;

(e) The person concerned shall be on deputation with the borrowing authority for the period originally agreed upon. Any extension beyond the original period of deputation shall not be made without the approval of the Chairman or, as the case may be, the Secretary, who sanctioned

63

such transfer on deputation. If an employee overstays the original or extended period without such approval, this will be treated as misconduct on the part of the person concerned and may call for disciplinary action;

(f) If the person concerned during the period of his deputation becomes entitled to any additional benefit, or is appointed to any post involving alteration in his emoluments, he will intimate particulars of such additional benefit or such appointment to the authority which sanctioned his transfer on deputation for approval. Any modification of the terms involving additional liabilities on the Commission will require their prior approval.

(4) Promotion of an employee on deputation out of Pakistan including such deputation to an International organisation, foreign Government or a private organisation will be considered in accordance with his seniority only after he resumed duty on return to Pakistan. Such an employee may be given timely intimation to return so that he can earn at least one performance evaluation report covering a period of not less than six months before his case comes up for consideration in accordance with his seniority position. If the employee returns, his case will be considered for promotion in normal course. If he does not return in response to such intimation, his case will be deferred till he returns to Pakistan on completion of the maximum period of deputation of five years and earns a performance evaluation report on his work for full one year after resuming duty.

5.05. **Restrictions on subsequent deputation and within three years of initial appointment.**— (1) Employees who revert to the Commission shall not be considered again for deputation until they have served for at least five years in the Commission after reversion from deputation.

(2) No employee initially appointed shall be considered for deputation unless he has served for at least three years in the Commission from the date of his initial appointment to a post in the Commission.

5.06. **Training.**—The Chairman in the case of employees in PC pay scale PC-20 or above and the Secretary in other cases may require an employee to undergo such training within or outside Pakistan at any time and for any duration and on such terms and conditions as he may specify in each case.

CHAPTER—6

SENIORITY

6.01. **Seniority list.**—For proper administration of a cadre or post, the appointing authority shall cause a seniority list of members for the time being of a cadre or post to be prepared but nothing herein contained shall be construed to confer any vested right to a particular seniority in such cadre or post, as the case may be.

6.02. **Seniority in relation to other employees.**—Subject to regulation 6.01, seniority of an employee shall be reckoned in relation to other employee belonging to the same cadre or post, whether serving in it or not, as is provided in these regulations.

6.03 **Seniority on initial appointment.**—Subject to regulation 6.05, seniority of an employee on initial appointment to a cadre or a post shall take effect from the date of regular appointment to the post to which he has been initially appointed :

Provided that persons selected on the basis of an earlier open advertisement, or if no advertisement was issued, through an earlier selection, shall be senior to those selected on the basis of subsequent open advertisement and if two or more candidates are selected on the basis of the same advertisement, or, if the post was not advertised, through the same selection, their seniority inter se shall be determined in the order of merit assigned by the Selection Committee concerned.

6.04. **Seniority on promotion.**—Subject to regulation 6.05 seniority of an employee in a cadre or post to which he is promoted shall take effect from the date of appointment by promotion to that post :

Provided that employees who are selected for promotion to the higher post on an earlier date shall be senior to those who are selected for such promotion on a later date and employees who are selected for promotion to the higher post in one batch shall retain their seniority as in the lower post :

Provided further that persons who could not be considered for promotion in the original reference in circumstances beyond their control or whose case was deferred while their juniors were promoted to the higher post shall, on promotion without supersession, take their seniority with the original batch.

6.05. **Date of regular appointment of persons selected for appointment in one batch.**—If two or more persons are selected for initial appointment or, as the case may be, for promotion in one batch, the earliest date on which a person of that batch assumes charge of the post after approval of such appointment by the appointing authority shall be deemed to be the date of regular appointment of all persons of that batch for purposes of seniority only.

6.06. **Inter se seniority of employee appointed in the same calendar year.**—Subject to regulation 6.05, persons appointed by promotion to higher posts in

65

a particular calendar year shall as a class be senior to those appointed by initial appointment to such posts in that year.

CHAPTER—7

LEAVE

7.01. **Grant of leave.**—(1) An employee shall be allowed leave in accordance with these regulations provided that the grant of leave will depend on the exigencies of service and shall be at the discretion of the authority competent to grant leave.

(2) Leave cannot be claimed as of right. When the exigencies of service or the interests of the Commission so require, the discretion to refuse or revoke any kind of leave is reserved to the authority competent to grant it.

7.02. **Authority competent to sanction leave.**—(1) The authorities competent to sanction leave to employees in various PC pay scales shall be as follows, namely:-

Employees	*Competent Authority*
Employees in PC pay scales PC-19 to PC-21	*Secretary.*
Employees in PC pay scales PC-17 to PC-18	*Director-General.*
Employees in PC pay scales PC-16 and below	*Director.*

(2) The leave to be sanctioned shall be subject to the title to leave of the employee and a report on the title to leave shall be obtained before leave is sanctioned.

7.03. **When leave is earned.**—(1) All service on duty rendered by an employee qualifies to earn leave in accordance with these regulations but it shall not be earned during the period of leave.

(2) In the case of an employee who is serving on deputation outside the Commission the leave earned but not taken or allowed to him during the period of deputation will be credited to his leave account on his reversion to the Commission.

7.04. **Earning and accumulation of leave.**—(1) An employee shall earn Leave on Full Pay only which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and that of more than fifteen days being treated as full calendar month for the purpose:

Provided that if an employee proceeds on leave during a calendar month and returns from it during another calendar month, and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one calendar month only.

(2) There shall be no maximum limit on the accumulation of such leave.

7.05. **Leave on full pay.**—The maximum period of Leave on Full Pay that can be granted at one time shall be as follows, namely:-

(a)	Without medical certificate	120 days
(b)	With medical certificate	180 days
	plus	
(c)	on medical certificate from leave account in entire service	365 days

Explanation.—Leave on half pay converted into Leave on Full Pay under the Prescribed Leave Rules, 1955 on the strength of a medical certificate upto the maximum of twelve months in terms of leave on full pay in the whole of service and the leave on full pay on medical certificate under rule 5 of the Revised Leave Rules, 1980 taken by an employee before commencement of these Regulations shall be debited against the maximum limit of 365 days fixed under this regulation.

7.06. **Leave on Half Pay.**—(1) Leave on Full Pay may, at the option of the employee, be converted into Leave on Half Pay, the debit to the leave account being at the rate of one day of the Leave on Full Pay for every two days of the Leave on Half Pay, fraction of one half counting as one full day's Leave on Full Pay. The request for conversion of leave as aforesaid shall be specified by the employee in his application for the grant of leave.

(2) There shall be no limit on the grant of Leave on Half Pay so long as it is available by conversion in the leave account.

7.07. **Leave to be applied in terms of days.**—Leave shall be applied for, expressed and sanctioned in terms of days.

7.08. **Extraordinary Leave (leave without pay).**—(1) Extraordinary leave may be granted in special circumstances when no other leave is under the regulations admissible or when, other leave being admissible, the employee concerned

67

applies in writing for the grant of extraordinary leave. Such leave may be granted on any ground upto the maximum period of two years at one time at the discretion of the leave sanctioning authority. Extraordinary leave without pay is not debited against leave account.

(2) No leave pay shall be admissible during extraordinary leave.

(3) The authority which has power to sanction leave may grant extra-ordinary leave as in sub-regulation (1) in combination with or in continuation of any leave that is admissible.

(4) The authority competent to sanction leave may commute retrospectively absence without leave into extraordinary leave.

7.09. **Leave pay.**—(1) Subject to regulation 7.05, an employee on leave shall draw during Leave on Full Pay leave pay equal to the rate of pay as defined in regulation 2.01 (1) (xxi) (a) drawn by him immediately before proceeding on such leave or the average monthly pay earned during the twelve complete months immediately preceding the month in which leave begins, whichever is greater.

(2) When Leave on Half Pay is taken the amount calculated under sub-regulation (1) shall be halved to determine the greater of the two rates.

7.10. **Leave on Full Pay ex-Pakistan.**—(1) Leave on Full Pay *ex*-Pakistan may be granted to an employee who applies for such leave or who proceeds abroad during leave or takes leave while posted abroad and makes a specific request to this effect.

(2) Leave pay shall be drawn in rupees in Pakistan irrespective of the country where leave is spent.

(3) The Leave on Full Pay *ex*-Pakistan shall be regulated and be subject to the same limits and conditions as are prescribed in regulations 7.05, 7.06 and 7.08.

7.11. **Recreation Leave.**—(1) Recreation leave may be grated for thirty days once in a period of two calendar years.

(2) An employee proceeding on recreation leave for thirty days shall be entitled once in a period of two calendar years to leave fare assistance equal to one month's pay as defined in regulation 2.01 (xxi)(a).

(3) The recreation leave shall not be carried forward and shall lapse if not taken.

7.12. **Leave preparatory to retirement.**—(1) The maximum period upto which an employee who retires on completion of 25 years service or on attaining the age of 60 years may be granted leave preparatory to retirement shall be three hundred and sixty-five days subject to availability in the leave account.

(2) The leave preparatory to retirement may be taken subject to availability as Leave on Full Pay or partly as Leave on Full Pay and partly as Leave on Half Pay or entirely as Leave on Half Pay at the discretion of the employee.

(3) Leave preparatory to retirement shall not be combined with any other leave.

7.13. **Maintenance of leave account.**—A leave account shall be maintained in the prescribed form for each employee in terms of Leave on Full Pay by the Administration Section.

7.14. **The amount of leave due.**—The amount of Leave on Full Pay due is the balance of such leave at the credit in the leave account.

7.15. **Reasons need not be specified.**—(1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to an employee.

(2) Leave applied for on medical certificate shall not be refused:

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or medical board, as the case may be, to have the applicant medically examined.

7.16. **Any kind of leave may be applied.**—An employee may apply for the kind of leave due and admissible to him and it shall not be refused to him on the ground that another kind of leave should be taken in the particular circumstances.

7.17. **Combination of different kind of leave.**—One kind of leave may be combined with joining time or with any other kind of leave except leave preparatory to retirement.

7.18. **Leave application and its sanction.**—(1) An application for leave or extension of leave shall be made in the prescribed form and submitted through proper channel to the authority competent to sanction leave. The extent of leave due and admissible shall be stated in the application for leave.

(2) No leave may be granted until a report on the admissibility of leave has been obtained.

69

(3) Except in unavoidable circumstances, an employee shall not normally proceed on leave until the sanction is received.

(4) Where an employee submits a medical certificate for the grant of leave, it shall be from the Commission's approved medical officer in the prescribed form or in case there is no such approved Medical officer, it shall be form a Government medical officer or a registered medical practitioner:

Provided that the authority competent to sanction leave may at its discretion secure a second medical opinion from such medical authority or medical board as may be specified by that authority.

(5) No employee who is granted leave on medical certificate may return to duty without first producing a medical certificate of fitness from the approved Medical officer of the Commission or, in case there is no such medical officer, by a Government medical officer or a registered medical practitioner.

(6) An employee who intends to spend his leave or part of the leave elsewhere than the station of his duty shall take permission of the leave sanctioning authority before leaving the station and keep the said authority informed of his postal address during leave or any change of address during leave.

7.19. **Leave not admissible during suspension.**—Leave shall not be granted to an employee under suspension.

7.20. **Commencement and end of leave**.—(1) Leave ordinarily begins on the day on which an employee hands over the charge of his post and ends on the day preceding the day on which charge is resumed.

(2) If holidays are prefixed to leave, the leave shall commence with effect from the first day after the holidays. If holidays are suffixed to leave, the leave shall end on the day on which the leave would have ended if holidays had not been suffixed.

7.21. **An employee on leave not to join duty before its expiry.**—Unless he is permitted to do so by the authority which sanctioned his leave, an employee may not return to duty more than fourteen days before the expiry of the period of leave granted to him.

7.22. **Employment during leave is not permissible.**—(1) An employee on leave may not take any service or accept any employment without prior approval of the Chairman in the case of employees in PC pay scale PC-20 or above and of Secretary in other cases. Permission to take any service or accept any employment during leave shall not be given except in exceptional circumstances for good and sufficient reasons to the satisfaction of the Chairman or, as the case may be, of the Secretary to be recorded in writing or in the case of leave preparatory to retirement provided the re-employment is not in an organisation with which the officer is or was concerned in his official capacity or has or had official dealings.

(2) An employee who is granted leave on grounds of health or on medical certificate shall not be permitted to take up or accept any service or employment during such leave.

7.23. **Leave to lapse on quitting service.**—All leave at the credit of an employee shall lapse when he quits service whether by retirement or otherwise.

CHAPTER—8

CASUAL LEAVE

8.01. **Casual leave technically not absence from duty.**—Regulations in Chapter 7 do not refer to casual leave for short periods. Casual leave is not a recognised leave and technically, therefore, an employee on casual leave is not treated as absent from duty and pay of the employee is not intermitted. Casual leave must not, however, be granted so as to cause evasion of regulations and orders regarding—

(i) date of reckoning pay and allowances;

(ii) charge of office;

(iii) commencement and end of leave; and

(iv) return to duty

so as to extend the term of leave beyond the time admissible by regulations.

8.02. **Maximum amount of casual leave in a calendar year.**—(1) Casual leave shall be admissible for the maximum period of 20 days in a calendar year.

(2) No one can claim casual leave or the maximum number of days of casual leave as of right.

(3) Casual leave at one time shall not exceed 10 days except with the approval of the Secretary.

(4) An employee who intends to spend his casual leave or part of the casual leave elsewhere than his station of duty shall take previous permission of the leave sanctioning authority before leaving the station and keep the said authority informed of his postal address during the period of casual leave at a station other than duty station.

8.03. **Authorities to sanction casual leave.**—Casual leave to employees may be granted by the immediate controlling officer of the employee concerned as under :—

Employees	*Competent Authority*
Employees in PC pay scales PC-20 to PC-21	*Secretary*
Employees in PC pay scale PC-19	*Director-General*
Employees in PC pay scales PC-17 to PC-18	*Director*
Employees in PC pay scales PC-16 and below	*DeputyDirector/ Equivalent.*

CHAPTER—9

CONDUCT

9.01. **Member of family.**—For purposes of the regulations in this Chapter member of an employee's family includes :—

(a) his wife, child or step-child, whether residing with the employee or not ; and

(b) any other relative of the employee or his wife, when residing with and wholly dependent upon the employee but does not include a wife legally separated from the employee or a child or step- child who *is* no longer in any way dependent upon him or of whose custody the employee has been deprived by law.

Explanation.—Reference to a wife in this regulation shall be construed as reference to a husband where the employee is a woman.

9.02. **Gifts.**—(1) Save as otherwise provided in this regulation no employee shall, except with the previous sanction of the Chairman, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If, however, due to very exceptional reasons, a gift cannot be refused, the same may, under intimation to the Chairman and the Cabinet Division, be kept for official use in the Commission.

72

(2) If any gift is offered by the head or representative of a foreign state, the employee concerned should attempt to avoid acceptance of such a gift, if he can do so without giving offence. If, however, he cannot do so, he shall accept the gift and shall report its receipt to the Cabinet Division through the Chairman for orders as to its disposal.

(3) Employees are prohibited from receiving gift of any kind for their person or for members of their family from diplomats, consular and other foreign Government representatives or their employees who are stationed in Pakistan. If, however, due to very exceptional reasons, a gift cannot be refused, the employee shall report its receipt to the Cabinet Division through the Chairman for orders as to its disposal.

(4) The responsibility for reporting the receipt of the gifts shall devolve on the individual recipient. All gifts received by an employee irrespective of their prices, must be reported to the Toshakhana in the Cabinet Division, Government of Pakistan. If it is found, on checking, that an individual has not reported the receipt of a gift, appropriate action will be taken against him under the relevant regulations.

(5) If the Chief of Protocol, Ministry of Foreign Affairs, or his representative has been attached to a visiting dignitary or a foreign delegation, it shall be his responsibility to supply a list of the gifts received, together with the names of the recipients, to the Cabinet Division. In the case of other delegations or visiting dignitaries with whom the Chief of Protocol or his representative is not associated, the Ministry sponsoring the visit shall be responsible to supply the details of gifts received and the list of recipients to the Cabinet Division. In the case of outgoing delegations or visits abroad of dignitaries from Pakistan, it shall be the responsibility of the Ambassador of Pakistan in the country concerned to report the receipt of the gifts, together with the name of the recipient, to the Cabinet Division through the Ministry of Foreign Affairs.

(6) The value of gifts shall be assessed by the Cabinet Division and the monetary limits upto which and the conditions subject to which the gifts may be allowed to be retained by the recipient shall be as follows:—

(a) gifts valued upto Rs.10,000/- (Rupees ten thousand) may be allowed to be retained free of cost by the recipients;

(b) gifts valued above Rs.10,000/- but not exceeding Rs.40,000/- (Rupees forty thousand) may be allowed to be retained by a recipient on his paying 15% of the value of the gift in excess of Rs.10,000/-; and

(c) gifts of the value exceeding Rs.40,000/- shall not be retained by a recipient. Such gifts shall be treated as state property for disposal in accordance with relevant rules.

73

(7) The Head of account of Taushakhana in which the amount are to be deposited is "1300000-Others (NEC)Misc. Receipt of Darbar Presents (Central)".

(8) The Ministry of Foreign Affairs shall standardise gifts to be presented at various levels of foreign delegations and dignitaries. These standardised gifts can also be used by other Ministries/Divisions and Organisations established, controlled or managed by the Government.

9.03. **Lending and borrowing.**—(I) No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation to any person within the local limits of his authority or any person with whom he has any official dealings :

Provided that the above regulation shall not apply to dealings in the ordinary course of business with a joint stock company, bank or a firm of standing.

(2) This regulation, insofar as it may be construed to relate to loans given to or taken from co-operative societies registered under the Co-operative Societies Act, 1912 (11 of 1912), or under any law for the time being in force relating to the registration of co-operative societies, by the employees shall be subject to any general or special restrictions or relaxations made or permitted by the Government or the Commission.

9.04. **Buying and selling of movable and immovable property.**— (1) An employee who intends to transact any purchase, sale or disposal by other means of movable or immovable property exceeding in value Rs.100,000/- (One hundred thousand rupees) with any person shall apply for permission to the Secretary. Any such application shall state fully the circumstances, the price offered or demanded and in the case of disposal otherwise than by sale, the method of disposal. Thereafter such employee shall act in accordance with such orders as may be passed by the Secretary :

Provided that all transactions with a person who is an official subordinate of the employee should be reported to the next higher authority.

Explanation.— In this regulation, the term "property" includes agricultural or urban land, bonds, shares and securities but does not include a plot purchased for the first time for building a house from a co-operative housing society or a Government housing scheme.

(2) No prior permission is necessary for buying and selling shares, bonds, saving certificates and securities through Government sponsored organisations upto the value of Rs. 100,000/- (one hundred thousand rupees). However, the employee

concerned shall have to report all such transactions in the form of a statement at the end of each year.

(3) An employee who intends to acquire more than one plot from one or more Co-operative Housing Societies or Government Housing Schemes or intends to dispose of any of the plots acquired by him as such shall obtain prior permission of the Secretary in the manner specified in sub-regulation (1).

9.05. **Construction of building.**—No employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the Secretary obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

9.06. **Declaration of property.**— (1) Every employee shall, at the time of entering service of the Commission, make a declaration, through the usual channels, to the Secretary, of all immovable and movable properties including shares, certificates, securities, insurance policies and jewellery having a total value of Rs.50,000/-(fifty thousand rupees) or more belonging to or held by him or a member of his family and such declaration shall,—

(a) state the district within which the property is situated;

(b) show separately individual items of jewellery exceeding Rs. 50,000/- (fifty thousand rupees) in value ; and

(c) give such further information as the Commission may, by general or special order, require.

(2) Every employee shall submit to the Secretary through usual channels an annual return of assets in the month of December showing any increase or decrease of property as shown in the declaration under sub-regulation (1) or as the case may be, the last annual return.

(3) The declaration or, as the case may be, the annual return shall be submitted in a sealed envelop addressed to the Secretary.

(4) The declarations should be maintained and handled in the same manner as confidential reports.

(5) An employee shall, as and when he is so required by the Federal Government or by the Commission by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, immovable and movable, including shares, certificates, insurance policies, jewellery and expenses during any period specified by such order in the form specified therein.

75

9.07. **Speculation and investment.**—(1) No employee shall speculate in investments. For the purpose of this regulation the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) No employee shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.

(3) No employee shall make any investment the value of which is likely to be affected by some event of which information is available to him as an employee and is not equally available to the general public.

(4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-regulations, the decision of the Secretary thereon shall be final.

9.08. **Promotion and management of bank or company etc.**—No employee shall, except with the previous sanction of the Chairman, take part in the promotion, registration or management of any bank or company:

Provided that an employee may, subject to the provisions of any general or special order of the Commission, take part in the promotion, registration or management of a co-operative society registered under the Co-operative Societies Act, 1912 (Act-II of 1912), or under any similar law.

9.09. **Private trade, employment or work.**—(1) No employee shall, except with the previous sanction of the Secretary in the case of employees in PC pay scale PC-16 and above and Director General (Admn) in other cases, engage in any trade or undertake any employment or work, other than his official duties :

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee; but he shall not undertake or shall discontinue such work if so directed by the Chairman or, as the case may be, the Secretary. An employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Chairman or, as the case may be, of the Secretary :

Provided further that an employee holding a post in PC pay scale PC-16 and below may, without such sanction, undertake a small enterprise which absorbs family labour and where he does so, he shall file details of the enterprise alongwith the declaration of assets.

(2) Notwithstanding anything contained in sub-regulation (1), no employee shall associate himself with any private trust, foundation or similar other institution which is not sponsored by the Government or the Commission.

(3) This regulation does not apply to sports activities and membership of recreation clubs.

9.10. **Employee not to live beyond his means.**—No employee shall live beyond his means or indulge in ostentation on occasion of marriage or other ceremonies.

9.11. **Unauthorised communication of official documents or information.**—No employee shall, except in accordance with any special or general order of the Commission, communicate directly or indirectly any official document or information to an employee or to a Government servant unauthorised to receive it, or to a non-official person, or to the press.

9.12. **Approach to members of the assemblies or non-official persons.**—No employee shall directly or indirectly approach any member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

9.13. **Radio broadcasts or television programmes and communications to the press.**—(1) No employee shall except with the previous sanction of the Secretary or in the bona fide discharge of his duties, participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that such sanction shall generally be granted if such broadcast or television programme or such contribution or letter is not, or may not be, considered likely to jeopardize the integrity of the employee, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of court, defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast or television programme or such contribution or letter is of a purely literary, artistic or scientific character.

(2) No employee shall, in any document published or any communication made to the press over his own name or in any public utterance or television

programme or in any radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Commission or the Government.

9.14. **Evidence before Committees.**—(1) No employee shall give evidence before a public committee except with the previous sanction of the Commission.

(2) No employee giving such evidence shall criticise the policy or decisions of the Commission or of the Central or a Provincial Government.

(3) This regulation shall not apply to evidence given before Statutory Committees which have power to compel attendance and the giving of answers, and to evidence given in judicial inquiries.

9.15. **Taking part in politics and elections.**—(1) No employee shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

(2) No employee shall permit any person dependent on him for maintenance or under his care or control to take part in or in any way assist, any movement or activity which is, or tends directly or indirectly to be, subversive of the Commission or of the Government as by law established in Pakistan.

(3) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere :

Provided that an employee who is qualified to vote at such election may exercise his right to vote; but if he does so, he shall give no indication of the manner in which he proposes to vote or has voted.

(4) No employee shall allow any member of his family dependent on him to indulge in any political activity, including forming a political association and being its member, or to act in a manner in which he himself is not permitted by sub-regulation (3) to act.

(5) An employee who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-regulation (3) to take part in an election to such body.

(6) The provisions of sub-regulations (3) and (5) shall, so far as may be, apply to election to local authorities or bodies, save in respect of employees required or permitted by or under any law, or order of the Government, for the time being in force, to be candidates at such elections.

(7) If any question arises, whether any movement or activity falls within the scope of this regulation, the decision of the Chairman thereon shall be final.

9.16. **Employee not to express views against ideology or integrity of Pakistan.**—No employee shall express views detrimental to the ideology or integrity of Pakistan.

9.17. **Nepotism, favoritism and abuse of office.**—No employee shall indulge in provincialism, parochialism, favoritism, victimization and willful abuse of office.

9.18 **Membership of service associations.**—No employee shall be a member, representative or officer of any association representing or purporting to represent employees or any class of employees, unless such association satisfies the following conditions, namely :—

(a) Membership of the association and its office-bearers shall be confined to a distinct class of employees and shall be open to all employees of that class;

(b) The association shall not be in any way connected with, or affiliated to, any association which does not, or any federation of associations which do not, satisfy condition (a);

(c) The association shall not be in any way connected with any political party or organisation, or engage in any political activity.

(d) The association shall not—

(i) issue or maintain any periodical publication except in accordance with any general or special order of the Chairman;

(ii) except with the previous sanction of the Chairman, publish any representation on behalf of its members, whether in the press or otherwise.

(e) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere—

(i) pay or contribute towards any expenses incurred in connection with his candidature by a candidate for such election;

(ii) by any means support the candidature of any person for such election; or

79

(iii) undertake or assist in the registration of electors, or the selection of a candidate for such election;

(f) The association shall not—

(i) maintain, or contribute towards the maintenance of any member of a legislative body, or of any member of a local authority or body, whether in Pakistan or elsewhere ;

(ii) pay or contribute towards the expenses of any trade union which has constituted a fund under section 16 of the Trade Union Act, 1926 (Act XVI of 1926).

9.19. **Membership of non-political association.**—No employee shall accept membership of any non-political association or organisation whose aims and objects, nature of activities and membership are not publicly known.

9.20. **Use of political or other influence.**—No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Commission or any employee in support of any claim arising in connection with his employment as such.

9.21. **Approaching foreign missions and aid giving agencies.**—No employee shall approach, directly or indirectly, a foreign mission in Pakistan or any foreign aid-giving agency to secure for himself invitation to visit a foreign country or to elicit offers of training facilities abroad.

9.22. **Acceptance of foreign awards.**—No employee shall, except with the approval of President of Pakistan, accept a foreign award, title or decoration.

Explanation.—For the purpose of this regulation, the expression 'approval of the President of Pakistan' means prior approval in ordinary cases and *ex post facto* approval in special cases where sufficient time is not available for obtaining prior approval.

CHAPTER - 10

DISCIPLINE

10.01. For the purposes of disciplinary matters, the Privatisation Commission employees shall be regulated by the Removal From Service (Special Powers) Ordinance, 2000.

CHAPTER – 11

COMMITTAL TO PRISON AND PENDENCY OF CRIMINAL CHARGE

11.01. **Committal to prison.**—(1) An employee committed to prison either for debt or a criminal charge should be considered as under suspension from the date of his arrest and until the termination of the proceedings against him. In case such an employee is not arrested or is released on bail the competent authority may suspend him by specific order, if the charge made against him is connected with his official position as an employee of the Commission or is likely to embarrass him in the discharge of his duties or involves moral turpitude.

11.2. **Competent authority.**—For purposes of regulations in this Chapter, competent authority means the competent authority as mentioned in Regulation 4.01 of these Regulations.

CHAPTER—12

PERFORMANCE EVALUATION

12.01. **Performance evaluation reports to be prepared annually.**—(1) A performance evaluation report, hereinafter called PER, in the prescribed form should be prepared annually at the close of calendar year for each employee holding post in PC pay scale PC-3 or above and also on the departure of the employee or the reporting officer if it occurs three months, or more, after the annual PER has been recorded. The period of 3 months shall mean the actual period during which the work and conduct of the employee concerned has been seen by the officer and the period spent on absence from duty without leave or under suspension shall not be included in the aforesaid period. Leave is not included in the period of three months.

(2) The period falling in two calendar years cannot be combined to cover a single report for the purpose of writing a report.

(3) It is not necessary to record a PER on an employee for the period during which he remained under suspension or absent from duty.

(4) Annual PERs should be initiated early in January of the following year and completed and countersigned by the 31st January of the year. Other PERs should be initiated immediately after the event which necessitated writing of the PER occurs and completed and countersigned within one month. It shall be the responsibility of the reporting officer to ensure that the PER is written in time,

81

completed and sent to the Secretary in the case of officers in PC pay scale PC-16 or above and Director General (Admn) in the case of employees in PC pay scale PC-15 or below by the 15th March, each year at the latest in the case of annual PERs and within 2 months after they have been written by the reporting officer or, as the case may be, countersigned, in other cases.

(5) The Performance Evaluation Report shall be classified as confidential.

12.02. **Initiating and countersigning the PER.**—(1) The PER should be initiated by the immediate officer in PC pay scale PC-16 or above under whom the employee has served during the period covered by the report and countersigned by the next higher officer, both being concerned with the work of the employee reported upon. When there are more than one countersigning officer during a year, the one who has seen the performance of the employee for the major part of the year is entitled to countersign the PER. The PER of an employee initiated by the Chairman shall not require to be countersigned. The name and designation of the reporting officer and countersigning officer should be clearly written in block letters or typed or rubber-stamped below the signature. The date on which the PER is written or, as the case may be, countersigned should also be clearly shown.

(2) Evaluation in the PER should be confined to the work and conduct relating to the period covered by the PER. The reporting officer, while writing the PER, should be objective and circumspect. If the countersigning officer differs with the remarks or grading given by the reporting officer, he should score it out neatly and give his own remarks or grading.

(3) Pending departmental proceedings or pending criminal cases should not be mentioned in the PER.

12.03. **Personal staff.**—PER on personal staff like Private Secretary, Personal Assistant, Stenographer or Stenotypist attached to an officer shall be written by the officer concerned with whom they are attached and shall not require to be countersigned.

12.04. **Adverse entry or remarks.**—(1) Adverse entry or remarks, hereinafter referred to as adverse remarks, whether remedial or irremediable, if any, appearing in the PER should be communicated in writing to the employee reported upon with a copy of the whole report containing such remarks mainly to enable him to make efforts for improvement and a copy of the communication placed in his PERs dossier. When the PER is built on the individual opinions of different departmental superior officers, it shall be the opinion as accepted by the highest authority which need to be considered from the point of view of communication.

Explanation.—Remarks which create an unfavourable impression about the employee reported upon should be treated as adverse. Entry like "not fit for promotion" or "not yet fit for promotion" should be treated as adverse.

(2) The adverse remarks should be communicated in the case of employees in PC pay scale PC-16 and above or, as the case may be, employees in basic pay scales PC-15 and below by the relevant authority mentioned in sub-regulation (1) of regulation 12.07 as early as possible but in any case within one month of the date of the receipt of the PER by it. If the adverse remarks are not communicated within the specified period, they should be communicated to the employee even at a belated stage as soon as the omission is discovered.

(3) A PER containing adverse remarks should not be taken into consideration until they have been communicated in writing to the employee, and a decision taken on his representation, if submitted, or until the prescribed time-limit for submission of the representation has expired and no representation against adverse remarks has been received from the employee reported upon.

12.05. **Representation against adverse remarks.**—(1) An employee to whom adverse remarks have been communicated may submit a representation within thirty days of the communication of the adverse remarks. The representation should be addressed to the authority next above the countersigning authority and where the PER does not need countersigning, the authority next higher to the reporting officer, hereinafter referred to as the competent authority.

(2) The competent authority shall take a decision on representation after obtaining the comments of the reporting officer or, as the case may be, countersigning officer who recorded the adverse remarks against which representation has been made. The reporting officer or, as the case may be, countersigning officer will be requested to send their comments within 14 days of the receipt of reference by them which may be extended by not more than 14 days on their request. If no comments are received within 14 days or within the time extended as aforesaid, the competent authority shall, after consulting previous PERs, take decision on the representation as may appear to it to be just and equitable. The competent authority may either maintain the adverse remarks or expunge them. In case the adverse remarks are expunged, the competent authority shall give its own rating or remarks where required in substitution of the adverse entry or remarks so expunged. The decision taken shall be communicated to the employee concerned as soon as possible and in any case within a reasonable time from the date of receipt of the representation.

(3) If the competent authority decides to expunge the adverse remarks the said remarks shall be scored through neatly but not in such a way as to make them illegible and any rating or remarks recorded by the competent authority shall

83

be recorded. A marginal note should be recorded to the effect that the competent authority has expunged the adverse remarks showing the number and date of the order on the authority of which the adverse remarks have been expunged and the revised rating or revised remarks have been recorded.

(4) An attested copy of the decision of the competent authority should be placed in the PERs dossier.

12.06. **Documents to be placed in the PERs dossier.**—(1) The following documents may invariably be placed in the PERs dossier of an employee—

(i) letters of appreciation from senior departmental officers and letters of appreciation from Government;

(ii) evaluation reports on the employee who receive any training sponsored by the Commission or the Government ;

(iii) orders imposing a penalty on the employee as a result of disciplinary action; and

(iv) orders conveying warning or displeasure.

(2) If the employee is convicted of a criminal charge and is sentenced to a fine or imprisonment or both, a note to that effect, duly attested by Director (Administration), should be kept in the PER dossier.

12.07 **Safe custody of PERs.**—(1) PERs shall be kept in safe custody by the Secretary or an officer so authorized by him in the case of officers in PC pay scale PC-16 or above and by the Director General (Admn) or an officer so authorized by him in the case of employees in PC pay scales PC-15 or below.

(2) The PERs should be placed in chronological order. Reasons for any missing PER should be recorded and attested by the Director (Admn) and placed in the PERs dossier of the employee concerned.

(3) All sheets in the PERs dossier should be page-numbered in ink. No page should be removed, changed or replaced.

(4) It shall be the responsibility of the authorities specified in sub-regulation (1) that all the PERs required to be written have been written or reasons for PER not required to be written are recorded in the dossier and the dossier is in all respects complete and up to date. For this purpose a review should be conducted in April each year and a certificate recorded about the completion or otherwise of the PERs

of the previous years. Action should be taken to complete the dossier if any PER is missing or the reason for missing report is not recorded.

12.08. **Employee not to have access to his own PER.**—In no case should an employee have access to his own PER.

CHAPTER—13

RECORD OF SERVICE

13.01. **Record of service of each employee to be maintained.**—A record of service shall be maintained for each employee in the prescribed form. The service record shall be maintained by the Director (Admn).

13.02. **Date of birth.**—(1) Every person newly appointed to a post in the Commission should at the time of his appointment declare the date of his birth by the Christian era with, as far as possible, confirmatory documentary evidence such as matriculation certificate or/and municipal birth certificate.

(2) If an employee is unable to state his exact date of birth, but can state the year or the year and month of his birth, the 1st July or the 16th day of the month respectively may be treated as his date of birth.

(3) If the employee is only able to state his approximate age, his date of birth may be assumed to be the corresponding date arrived at by deducting the number of years representing his age from the date of his appointment.

(4) The actual date or the assumed date of birth of the employee, determined under sub-regulation (2) or (3), as the case may be, should be recorded in his service record and properly attested. Once entered, the date of birth cannot be altered except in the case of a clerical error without the prior approval of the Chairman.

13.03. **Entries in service record.**—(1) Every step in the official life of an employee like appointment, leave, joining time, training, deputation outside the Commission etc. must be recorded in the service record and each entry should be properly attested.

(2) All periods of suspension, interruption in service and any penalty imposed on an employee should be noted in the service record.

13.04. **Erasures and overwriting to be avoided.**—All columns in the service record should be legibly filled and attested. Erasures and overwriting must be avoided. If any correction be necessary, the incorrect entry should be scored out neatly so as not to make it illegible and the correct entry should be made above it and properly attested.

35

13.05. **Employee may see his service record.**—It is the duty of every employee to see that his service record is properly maintained as prescribed so that there may not be any difficulty in verifying his service for gratuity or any other retirement benefit. An employee may be permitted to see and examine his service record should the employee at any time so desire.

CHAPTER—14

PAY, ALLOWANCES AND OTHER FINANCIAL BENEFITS

Section-1

PC PAY SCALES AND FIXATION OF PAY

14.01. **Pay scales applicable to the Commission.**—The PC pay scales specified below shall be applicable to various posts in the Commission other than the post of Secretary :—

TABLE-I

EFFECTIVE FROM 28TH SEPTEMBER, 2000, BEING THE DATE FROM WHICH THE PRIVATISATION COMMISSION ORDINANCE CAME INTO FORCE

No.	SCALE	STAGES
PC-1	1245-35-1770	15
PC-2	1275-44-1935	15
PC-3	1320-50-2070	15
PC-4	1360-58-2230	15
PC-5	1400-66-2390	15
PC-6	1440-73-2535	15
PC-7	1480-81-2695	15
PC-8	1540-88-2860	15
PC-9	1605-97-3060	15
PC-10	1660-107-3265	15
PC-11	1725-116-3465	15
PC-12	1830-130-3780	15

86

No.	SCALE	STAGES
PC-13	1950-144-4110	15
PC-14	2065-161-4480	15
PC-15	2190-177-4845	15
PC-16	2535–197–5490	15
PC-17	3880–290–7360	12
PC-18	5085–366–8745	10
PC-19	7750–385–11600	10
PC-20	9195–440–13595	10
PC-21	10190–545–15640	10
PC-22	10900–610-17000	10

TABLE-II

PC PAY SCALES

Effective from 01.12.2001

No.	SCALE	STAGES
PC-1	1870–55–3520	30
PC-2	1915–65-3865	30
PC-3	1980–75-4230	30
PC-4	2040–85–4590	30
PC-5	2100–100-5100	30
PC-6	2160–110-5460	30
PC-7	2220–120–5820	30
PC-8	2310–130–6210	30
PC-9	2410–145-6760	30
PC-10	2490–160-7290	30
PC-11	2590–175–7840	30
PC-12	2745–195–8595	30

87

No.	SCALE	STAGES
PC-13	2925–215–9375	30
PC-14	3100–240–10300	30
PC-15	3285–265–11235	30
PC-16	3805–295–12655	30
PC-17	6210–465–15510	20
PC-18	8135–585-19835	20
PC-19	12400–615–24700	20
PC-20	14710–950–28010	14
PC-21	16305–1070–31285	14
PC-22	17440–1250–34940	14

TABLE-III

PC SPECIAL PAY SCALES (with immediate effect)

PC SPS-I	180,000-10,000-280,000	10
PC SPS-II	80,000-7,500-192,500	15
PC SPS-III	50,000-5,000-125,000	15

14.02. **Classification of posts.**—Each sanctioned post in the Commission, other than the post of Secretary, shall be classified in one of the PC pay scales specified in sub-regulation (1) of regulation 14.01. The classification of posts so made is given in annex-2 referred to in sub-regulation (2) of regulation 3.01.

14.03. **Pay of employees.**—(1) An employee appointed to a post shall be entitled, in accordance with these regulations, to the pay sanctioned for such post.

(2) If an employee has, under an order which is later set aside, been dismissed or removed or compulsorily retired from service or reduced in rank, he shall on the setting aside of such orders and his reinstatement, be entitled to such arrears of pay as the authority setting aside such order may determine, keeping in view Supreme Court's judgement in CA 28 of 1969 (West Pakistan Vs Mrs. AV Issacs).

88

Explanation.—According to the judgement of Supreme Court in CA 28 of 1969 referred to above, if the dismissal of a Government servant is held to be unlawful, he has to be allowed salary for the period he was kept out of service, reduced by the amount, if any, that he might have earned by way of salary, or as profits, on account of having accepted some employment, or having been engaged in some profitable business, during the aforesaid period. For this purpose :—

(a) The Commission may obtain from the employee concerned a solemn declaration, supported by an affidavit, as to the particulars of his employment, or engagement in profitable business, during the period of his absence from duty, and the amount earned by him by way of salary from such employment, or as profits in such business.

(b) After examining such evidence as might be available and cross-examining, if necessary, the employee, the Commission may give their finding as to whether or not the above declaration is *prima facie* acceptable and on what grounds.

(c) If the declaration is found to be *prima facie* unacceptable, the Commission may get the declaration properly verified/scrutinised by any agency they consider appropriate. For example, if the case had been dealt with by the Federal Investigation Agency at an earlier stage in any connection, this verification/scrutiny may be arranged to be carried out by that Agency. For purposes of this verification/scrutiny, assistance of the relevant Income Tax authorities may also be sought if the employee concerned is an income tax payer.

Similar cases of reinstatement after removal and compulsory retirement of employees may also be regulated accordingly.

14.04. **Authority competent to fix pay.**—The fixation of pay in accordance with these regulations shall be within the competence of the appointing authority or an officer authorised by it in this behalf.

14.05. **Pay and allowances admissible from the date of assumption of duty.**—Subject to any exceptions specifically made in these regulations, an employee shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date on which he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties. He will begin to draw the pay and allowances as aforesaid with effect from the date on which he assumes the duties of that post if the charge is assumed forenoon on that date. If the charge is assumed afternoon he will begin to draw them from the following day.

14.06. **Fixation of pay on initial appointment.**—When a person is appointed to a post by initial appointment his pay will be fixed at the minimum of the relevant PC pay scale:

89

Provided that premature increments may be granted for good and sufficient reasons on merits of each case by the appointing authority in accordance with regulation 14.13 on the recommendations of the Selection Committee concerned subject to the condition that the maximum of the relevant PC pay scale is not thereby exceeded.

Explanation.—The proviso to regulation 14.06 would enable initial rate of pay to be fixed in the relevant pay scale otherwise than in the manner enunciated in regulation 14.06.

14.07. **Fixation of pay on promotion.**—(1) If an employee is appointed by promotion to a higher post, his pay will be fixed subject to the completion of the prescribed length of service, if any, at the stage next above his pay in respect of the lower post or scale:

Provided that in the case of the promotion if such a stage gives a pay increase equal to or less than a full increment in the higher pay scale, the pay in the higher pay scale shall be fixed after allowing a premature increment in the PC pay scale of the higher post:

Provided further that in the case of an employee who is promoted to a higher post carrying a PC pay scale to which he has already reached by way of move-over, the pay shall be fixed at the next stage plus one premature increment over the stage which he had reached by way of move-over but not beyond the maximum of the PC pay scale of the higher post to which he has been promoted.

14.08. **Fixation of pay of civil servants who opt for absorption with the Commission.**—The pay of a civil servant who opts for becoming employee of the Commission shall be fixed in accordance with regulation 4.07.

14.09. **Fixation of pay of persons employed on contract.**—The pay of a person appointed on contract shall be fixed as may be specified in the terms of contract and if not so specified his pay shall be fixed, unless he is on fixed pay, at the minimum of the PC pay scale concerned, or at the minimum of any other scale of pay as has been specified in the terms of his contract.

14.10. **Pay of persons on deputation to the Commission.**—A person appointed to a post in the Commission on deputation in accordance with these regulations shall draw the same pay which he would have drawn in his own organisation but for deputation, or the pay sanctioned for the post to which he is appointed, if that be more advantageous.

14.11. **Uniform date of increment.**—The annual increment in the PC pay scale shall accrue on the first day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increment under regulation 14.12. This is subject to the regulations regarding withholding of increment as a penalty. An increment shall ordinarily be drawn as a matter of course unless it is withheld as a penalty under these regulations.

14.12. **Service qualifying for increment.**—The conditions on which service counts for increment in a PC pay scale are as follows, namely:—

(a) All duty in a post on a PC pay scale and periods of leave other than extraordinary leave count for increment in that scale:

Provided that the Chairman shall have power in any case in which he is satisfied that leave was taken on account of illness or for any other cause beyond the employee's control, to direct that extraordinary leave shall be counted for increments under this clause.

(b) Service in another post outside the cadre of the employee concerned counts for increment in the PC pay scale applicable to the cadre post which the employee holds on regular basis.

(c) If an employee while officiating in a post or holding a temporary post is appointed to officiate in another post or to hold another temporary post which does not carry less pay than the pay of his original post, his officiating or temporary service in that post shall if he is re-appointed to his original post count for increment in the PC pay scale applicable to the original post. The period of officiating service in the other post to which the employee is appointed in an officiating or temporary capacity which counts for increment in the original post is, however, restricted to the period during which the employee would have officiated in the original post but for his appointment to the other post. This clause applies also to an employee who was not actually officiating in the original post at the time of his appointment to the other post but who would have so officiated had he not been appointed to the other post.

(d) A period of absence after the end of leave does not count for increment in a pay scale.

(e) In the case of an employee who while officiating in one post is appointed to officiate in another post the period of joining time spent in proceeding from one post to the other shall be treated as duty in the post the pay of which the employee draws during the period of joining time and will count for increment in the same post under clause (a).

(f) In the case of an employee who while officiating in a post proceeds on training or to attend a course of instructions, and who is treated as on duty while under training or undergoing a course of instructions, the period of such duty will count for increment in the post in which he was officiating prior to his being sent for training or on a course of instructions if he is allowed the pay of the officiating post during such period.

(g) Service on deputation counts for increment in the PC pay scale applicable to the post in the Commission which the employee concerned holds on regular basis.

14.13. **Grant of premature increment.**—An authority may grant a premature increment to an employee in a PC scale of pay, if it has power to create a post in the cadre on the same scale of pay.

Explanation.—(a) In the case of grant of premature increments, it is usually the intention that the employee should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing as regard future increments as an employee who has so risen.

(b) It will be permissible to grant a premature increment under this regulation, provided that the maximum of a PC pay scale not exceeded, to an employee in recognition of meritorious performance of his duties. The reasons for such grant should be recorded by the authority specified in this regulation while granting such premature increments.

14.14. **Personal Pay.**—Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

SECTION-II

MOVE-OVER TO THE NEXT HIGHER SCALE

14.15. **Move-over of employees in PC pay scales PC-1 to PC-4.**—(1) An employee holding a post in PC pay scales PC-1 to PC-4 who has reached the maximum of his PC pay scale shall be brought on to the next higher scale with effect from the 1st of December of the year in which he completes one year of such service at the above maximum as counts for increment subject to the condition that no penalty has been imposed on him during the last three years and in the opinion of

92

the appointing authority his service has been satisfactory during the same period including the year in which move-over is due. If the employee is not considered to have rendered satisfactory service, or any penalty has been imposed on him, the move-over shall take effect from the 1st of December following three complete years without penalty and with satisfactory service during the same period.

(2) The move-over shall be granted with the approval of the authority competent to make appointment to the post held by the employee and on the recommendation of the move-over committee for move-over to PC pay scales PC-5 to PC-8. The move-over committee for move-over to PC pay scales PC-5 to PC-8 shall consist of three officers in PC pay scale PC-17 and above. The senior most officer shall be the Chairman of the Committee and junior most will be Secretary to the Committee.

14.16. **Move-over of employees in PC pay scales PC-5 to PC-15.**—(1) An employee holding a post in PC pay scale PC-15 or below other than an employee covered by regulation 14.15 shall be brought on to the next higher basic scale with effect from the 1st December of the year in which he completes one year of such service at the maximum of the relevant pay scale, as counts for increment under these regulations subject to the condition that during the last four years including the year in which move-over is due no penalty has been imposed on him and there is no adverse entry in his performance evaluation reports for that period.

(2) If the conditions laid down in sub-regulation (1) are not fulfilled, move-over to the next PC pay scale shall take effect from the 1st of December following the year in which the employee concerned completes in succession four years without a penalty and without an adverse entry in the performance evaluation report.

(3) The move-over shall be granted with the approval of the authority competent to make appointment to the post held by the employee and on the recommendations of the move-over committee for move-over to PC pay scales PC-9 to PC-16 respectively constituted as follows:

(a) Director (Admn).	Chairman of the Committee.
(b) Two officers of PC pay scale PC-18.	Members.

Junior officer in PC pay scale PC-18 shall be Secretary of the Committee.

14.17. **Move over of the employee in PC pay scales PC-16, PC-17, PC-18 and PC-19 to PC pay scales PC-17, PC-18, PC-19 and PC-20 respectively**.—(1) An employee holding a post in PC pay scales PC-16, PC-17, PC-18 and PC-19 who has reached the maximum of his PC pay scale shall be considered for move-over to the next higher scale from the first of December of the year in which he completes one year of such service at the maximum of the scale as counts for increment under these regulations and subject to the conditions laid down in sub-regulation (3).

(2) For move-over of an employee in PC pay scale PC-16, or, as the case may be, in PC pay scales PC-17, PC-18 or PC-19 to the pay scales mentioned in the first column in the table below, the selection procedure specified in the second column will be followed and the grant of move-over will then be approved by the authority specified in the third column :

Move-over from and to	Selection Procedure	Approving Authority
PC pay scales PC-16, 17 and 18 to PC pay scales PC-17, 18 and 19 Respectively.	Such cases should be scrutinised and recommended by a committee consisting of :—	Secretary.
	(a) Director General (Admn).	Chairman.
	(b) Two Directors including Director (Admn).	Members.
PC pay scale PC-19 to PC pay scale PC-20.	Such cases should be scrutinised and recommended by a committee consisting of :—	Chairman.
	(a) Secretary	Chairman.
	(b) Director General (Admn).	Member.
	(c) Director (Admn).	Member.

(3) An employee must fulfil the following conditions for move-over to PC pay scales PC-17, PC-18, PC-19 & PC-20, as the case may be, namely :—

(i) He should be holding his post in PC pay scales PC-16, PC-17, PC-18 or PC-19, as the case may be, on a regular basis.

(ii) He should have completed the following length of qualifying service in PC pay scale PC-17 and above for move-over to PC pay scale PC-18, PC-19 and PC-20, namely :—

For PC pay scale PC-20	17 Years
For PC pay scale PC-19	12 Years
For PC pay scale PC-18	05 Years

Provided that where initial appointment of a person takes place in a post in PC pay scales PC-18 or PC-19, the length of service shall be reduced by the following periods—

First appointment in	*Reduced by*
PC pay scale PC-18	05 Years
PC pay scale PC-19	12 Years.

Explanation.—Extraordinary leave or any other period of service which is not reckoned as service qualifying for gratuity shall not be counted towards the prescribed length of service for move-over.

(c) the performance evaluation reports of the employee for the last five years inclusive of the year of move-over in the existing post/pay scale are free from adverse remarks ; and

(i) are good for at least one year for move-over to PC pay scale PC-17;

(ii) are good for at least two years for move-over to PC pay scales PC-18 or PC-19; and

(iii) are good for at least three years for move-over to PC pay scale PC-20;

(a) no penalty under the relevant regulations was imposed on him during the last five years.

(b) He has not reached his present pay scale by move-over.

14.18. **When the case for move-over is postponed.**—(1) The move-over committee may postpone consideration of a case—

(a) if a disciplinary case is pending against the employee or he is under suspension or he is on long leave or is on deputation abroad or is posted abroad; or

75

(b) his Performance Evaluation Reports dossier is incomplete or some other information is wanting.

(2) If a case was postponed under sub-regulation (1), the employee will be considered according to relevant regulations as soon as the reason for which postponement took place ceased to exist. Move-over will be allowed with immediate effect in cases covered under clause (a) in sub-regulation (1) and the qualifying period from the date the move-over was due to the actual date of move-over shall count towards increments in fixation of pay. If the case was postponed under clause (b) in sub-regulation (1) move-over shall be allowed from the date the move-over was due.

14.19. **Fixation of pay on move-over.**—(1) The pay of an employee who is allowed move-over shall be fixed at the stage next above his existing pay in the lower scale. No premature increment shall be admissible.

14.20. **No change in title to accommodation or rental ceiling on move-over.**—An employee allowed move-over to a higher scale shall not be entitled to any change in the entitlement of accommodation and the rental ceiling. The house rent allowance which is calculated with reference to the minimum of the basic pay scale or PC pay scale shall continue to be payable on the basis of the minimum of the basic pay scale or PC pay scale of the post to which the employee belongs.

14.21. **Higher scale by move-over to be an extension of existing scale.**—The move-over to a higher scale shall not be construed to be a promotion to the post in the higher pay scale but the higher pay scale shall be treated to be an extension of the existing pay scale of the post held by the employee concerned.

14.22. The provisions at regulations 14.15 to 14.21 shall stand discontinued *w.e.f.* 04-09-2001.

Section-III

SPECIAL PAY, QUALIFICATION PAY AND SPECIAL ALLOWANCE

14.22. **Special pay admissible in certain posts** :—The following category of employees shall be entitled to a special pay in their existing posts as mentioned against each:-

(i)	Private Secretary to Chairman	Rs.550/- p.m.
(ii)	Private Secretary to Secretary	Rs.450/- p.m.
(iii)	Private Secretary to the Executive Director	Rs.450/- p.m.

96

(iv)	Personal Assistant (Stenographer) to Chairman/Secretary/Executive Director	Rs.250/- p.m.
(v)	Personal Assistant to Director General and other officers in PC pay scale PC-20	Rs. 200/- p.m.
(vi)	Officials required to operate photostat machine	Rs. 100/- p.m.

14.23. **Qualification allowance/pay.**—(1) Accountants who have passed the Accountants (SAS) Examination held by the Auditor General of Pakistan or equivalent examination shall be allowed a qualification allowance of Rs.200/- p.m. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts. This allowance will not be admissible to those Accountants who have been or may be exempted from passing the said examination

(2) Qualification pay at the following rates will be allowed to an employee passing the examination indicated below, namely :—

(i)	Part III ICMA/ICWA	Rs.300/- p.m.
(ii)	Part V ICMA/ICWA	Rs.800/- p.m. (where it is not the minimum qualification prescribed for the post).
(iii)	Chartered Accountant	Rs.800/- p.m. (where FCA/ACA is not the minimum qualification prescribed for the post).

Note: Only one qualification pay shall be admissible at one time.

(3) Qualification pay shall be allowed to those officers who have qualified on or after 01.07.1995 the following courses shown against each :—

(a)	PASC National Management Course.	Rs.750/- p.m.
(b)	National Defence College Course.	Rs.750/- p.m.
(c)	Advance Course in Management in NIPA.	Rs.200/- p.m.

Note.—Only one qualification pay shall be admissible at a time.

97

(4) Employees holding Ph.D/D.Sc. degrees will be allowed Ph.D/D.Sc. allowance at Rs.1,500/- p.m.

14.24. Special allowance for additional charge of a vacant post and special pay for current charge of a higher post shall be admissible as laid down in regulation 4.18 and 4.19 respectively.

(2) The rates of Special Pays/Allowances indicated in Regulation 14.23 are subject to change in line with the instructions issued by the Federal Government.

Section -IV

ALLOWANCES AND OTHER FINANCIAL BENEFITS

14.25. **Allowances etc.**—(1) Employees in PC pay scales shall be allowed Medical allowance per month at 10% of the minimum of the relevant PC scale of pay.

(2) Other allowances like Senior Post Allowance, Entertainment Allowance, Residence Orderly Allowance (in lieu of residence orderly), Special Additional Allowance, House Rent Allowance, Conveyance Allowance, Computer Allowance, Deputation Allowance, Washing Allowance, Dress Allowance, Overtime Allowance, Night Duty Allowance shall be admissible at the rate and scale and subject to terms and conditions as laid down by the Federal Government for their payment to civil servants.

Explanation—For purpose of this Section, relevant PC pay scales means the ordinary scale or selection grade or the scale to which the employee has moved by move-over. In the case of house rent allowance, the relevant scale shall not include the scale to which the employee has moved by move-over.

Section –V

DISMISSAL, REMOVAL, COMPULSORY RETIREMENT AND SUSPENSION

14.26. **Pay to cease from the date of dismissal, removal or compulsory retirement.**—The pay and allowances of the employee who is dismissed, removed or is compulsorily retired from service cease from the date of such dismissal, removal and compulsory retirement.

14.27. **Suspension.**—An employee under suspension is entitled to full amount of salary and all other benefits and facilities provided to him under the contract of service which he was enjoying immediately before the suspension.

14.28. **Payment on reinstatement after dismissal, removal or compulsory retirement from service.**—Where an employee has been dismissed or removed or compulsory retired from service is reinstated the revising or the appellate authority may grant to him for the period of his absence from duty—

(a) if his dismissal, or, as the case may be, removal or compulsory retirement is held to be unlawful, the full pay and allowances to which he would have been entitled had he not been dismissed, or, as the case may be, removed or compulsorily retired from service; or

(b) if otherwise, such portion of such pay and allowance as the revising or appellate authority may prescribe.

In a case falling under clause (a), the period of absence from duty shall be treated as a period spent on duty. In a case falling under clause (b) it will not be treated as a period spent on duty unless the reviewing or appellate authority so directs.

Explanation.—In this regulation, 'revising authority' means the original competent authority who passes the final order on the disciplinary case and not the authority who passes an order on appeal.

Section –VI

GENERAL PROVISIONS

14.29. **Due date for payment of monthly pay and allowances.**—(1) Bills for monthly pay and fixed allowances of the employees may be signed at any time on the last working day of the month by the labour of which such pay and allowances are earned and shall be due for payment on the next working day.

(2) The Secretary may, in special case, relax any of the conditions specified in sub-regulation (1).

14.30. (1) The duty of noting the proper deductions to be made from pay bills on account of Provident Fund and other funds shall devolve on the drawer of the bill but no discretion is allowed in carrying out any order of the Secretary to make any deduction.

(2) Deduction from pay bill on account of income tax shall be made strictly in accordance with the relevant provisions of the law relating to income tax as modified from time to time, the regulations and orders issued thereunder and the instructions issued from time to time by the Ministry of Finance or, as the case may be, by the Central Board of Revenue.

99

(3) Deduction for rent of accommodation provided to the employees and other sums due for recovery from them shall be made by the employees drawing their own pay bills or by the head of the office, as the case may be, from the next bill in which pay is drawn. Full particulars of such deductions shall be shown in the bill.

14.31. **Payment on quitting service.**—The last payment of pay or allowances shall not be made to or in respect of an employee finally quitting the service of the Commission by retirement, resignation, dismissal, removal or compulsory retirement from service or by death or otherwise or if placed under suspension until the disbursing office has satisfied himself that there are no demands outstanding against him.

14.32. **Death of payee.**—If an employee dies while in service his pay and allowance can be drawn for the day of his death; the hour at which death takes place has no effect on the claim.

14.33. **Pay and allowance of deceased employee.**—(1) Pay and allowances claimed on behalf of a deceased employee may be paid to a person who is entitled to receive his gratuity and in accordance with the regulations prescribed therefor.

(2) In any case of doubt payment shall be made only to the person producing the legal authority.

14.34. **Pay to employees absent out of Pakistan.**—If pay and allowances be due in Pakistan to an employee absent out of Pakistan, he must make his own arrangement to receive them in Pakistan.

14.35. **Payment of pay and allowance including payment through a bank.**—(1) Save as hereinafter provided pay and allowances may be paid only upon the personal claim of employee concerned and to his personal receipt and not otherwise except under the special order in each case or general order by the Secretary. The employee may be allowed payment through a messenger duly authorised by him to receive the money on his account but there can be no endorsement on the bill to pay to any such person and in such a case the Commission accepts no responsibility in respect of money, cheque or draft that may be handed over to the messenger.

(2) At his written request or order the pay bill of an employee who is permitted to draw his own bill may be made payable to some well known banker or agent provided that the receipt of the banker or agent shall not be accepted as a final quittance unless the bill itself is duly endorsed in favour of the banker or agent by means of a distinct pay order. The receipt of the banker or agent alike if it is recorded on the bill itself or separately shall be stamped, unless the receipt on the bill has

already been duly signed and stamped by the employee himself. An employee or a single person cannot be constituted an 'agent' for the purpose of this regulation except when he holds a legally valid power of attorney to act for the employee concerned.

(3) The provisions of this regulation apply to all payments in Pakistan, whether on account of pay, travelling or other allowances, which are made to employees on their personal account.

(4) Unless computerised, the pay and fixed allowances of an employee in PC pay scale PC-5 or above or equivalent including leave pay and all occasional payments to such an employee made on his personal account, shall be claimed on bills in the prescribed form. Bills for pay, fixed allowances and leave pay of employees in PC pay scale PC-4 or below shall be prepared in the prescribed form. The name of each employee and the post held by him shall be shown and the sanction for the post shall also be noted.

14.36. **Arrears of pay.**—Arrears of pay, fixed allowances or leave pay shall be drawn, not in the ordinary monthly bill, but in a separate bill, the amount claimed for each month being entered separately, with quotation of the bill from which the charge was omitted or withheld, or on which it was refunded by deduction, or of any special order of competent authority granting a new allowance or an increase in pay. A note of the arrears bill shall invariably be made in the office copy of bills for the period to which the claim pertains, over the dated initials of the drawer of the arrears bill, in order to avoid the risk of the arrears being claimed over again. Subject to the conditions laid down in regulation 14.37, arrear bill can be presented for audit and payment at any time.

14.37. **Time limit for arrear claim against the Commission.**—No claim of pay and allowances against the Commission not preferred within six months of its becoming due can be presented or admitted for payment without prior approval of the Secretary.

CHAPTER - 15

FEE AND HONORARIUM

15.01. **Authority to permit an employee to perform service for private person/body and receive fee therefor.**—(1) The Secretary may permit an employee, if he is satisfied that this can be done without detriment to his official duties or responsibilities, to perform a specified service or series of services for a private person or body or for a public body including a body administering local fund and to receive as remuneration therefor, if the service be material, a non-recurring or recurring fee.

(2) The sanctioning authority shall record in writing that due regard has been paid to the general principles enunciated in regulation 3.03.

(3) No employee of the Commission may undertake any such work without first obtaining the sanction of the Secretary who unless the employee is on leave shall certify that the work can he undertaken without detriment to his official duties and responsibilities.

15.02. **One third of fee in excess of Rs. 3,000/- to be credited to the Commission.**—(1) Unless the Chairman by special order otherwise directs, one third of any fee in excess of Rs. 3,000/- or, if a recurring fee of Rs. 3,000/- a year, paid to an employee for services rendered in Pakistan shall be credited to the fund of the Commission provided that the amount retained by the employee concerned will not, merely owing to the operation of this regulation, be reduced below Rs. 3,000/- if non-recurring or Rs. 3,000/- a year, if recurring.

Explanation.—(a) This regulation does not apply to fees received by an employee from a University or other examining body in return for his services as examiner and from an authority of Secondary Education for services rendered as reviewer of books.

(b) Non-recurring and recurring fees should be dealt with separately and should not be added for the purpose of crediting one-third of the fee to the fund of the Commission under this regulation. In the case of the former, the limit of Rs.3,000/- prescribed in this regulation should he applied in each individual case, and in the case of the latter the limit should he applied with reference to the total recurring fees for the financial year.

15.03. **Grant of honorarium to an employee.**—(1) The Secretary may grant or permit an employee or a person serving in the Commission on deputation to receive an honorarium from the Fund of the Commission as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward.

(2) The sanctioning authority shall record in writing that due regard has been paid to the general principles enunciated in regulation 3.03 and shall also record the reasons which in his opinion justify the extra remuneration.

Explanation.—No honorarium is admissible on account of a temporary increase in work of an employee due to the holding of conferences, workshops, seminars etc. under the auspices of the Commission. Such increases in work are normal incidents of the employees service and form part of their legitimate duties according to the general principles enunciated in regulation 3.03. Those employees who are so employed have, therefore, no claim to extra remuneration.

CHAPTER—16

TRAVELLING ALLOWANCE

Section-I

GENERAL PROVISIONS

16.01. **Travelling allowance to cover expenses on tour and transfer.**—Travelling allowance is a kind of compensatory allowance granted to an employee to cover the expenses which he incurs in travelling in the interest of the Commission or in public interest.

16.02. The amount of allowance has to be so regulated that it is not on the whole a source of profit to the recipient.

16.03. **Categories of employees for calculating travelling allowance.**—For the purpose of calculating travelling allowance, the employees are divided into four categories as follows :—

Category-I Employees in PC pay scale PC-17 and above;

Category-II Employee in PC pay scale PC-16;

Category-III Employees in PC pay scales PC-5 to PC-15;

Category-IV Employees in PC pay scales PC-1 to PC-4.

16.04. An employee in transit from one post to another ranks in the category to which the lower of the two posts would entitle him.

16.05. **Kinds of travelling allowance.**—The following are the different kinds of travelling allowance which may be drawn in different circumstances by the employees –

(a) Mileage allowance.

(b) Daily allowance.

(c) The actual cost of travelling.

103

Section-II

MILEAGE ALLOWANCE

16.06. **Mileage allowance defined.**—The mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

16.07. **Principles of calculation.**—(1) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short provided that when there are alternative railway routes and the difference between them in point of time and cost is not great mileage allowance should be calculated on the route actually used.

(2) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In a case of doubt the Secretary may decide which shall be regarded as the shortest of two or more routes.

(3) If an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

(4) The Secretary may permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route in the interest of the Commission.

16.08. **Points of commencement and end of journey.**—Mileage allowance shall be admissible from the residence of the employee to the railway station or the airport, as the case may be, at his headquarters and from the railway station or the airport to the place of his temporary residence at the outstation. Mileage allowance shall also be admissible where road journey is performed by public transport plying for hire on single seat basis from the residence of the employee to the bus/mini bus/taxi stand at his headquarters and from such stand to the place of temporary residence at the outstation and *vice verse*.

> *Note*:- A journey on transfer begins and ends at the actual residence of the employee concerned.

16.09. An employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. The provisions regulating mileage allowance contained in these regulations are subject to the condition that if an employee travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

104

16.10. Mileage allowance is differently calculated as shown in the following regulations as the journey is, or could be, made by railway, by road or by air.

16.11. **Class of railway accommodation to which employees are entitled.**—(1) For the purpose of calculating mileage allowance an employee when travelling by railway is considered to be entitled to the class of accommodation according to the following scale, namely :—

(a) *An employee of Category-I.*—Accommodation of the highest class by whatever name it may be called.

(b) *An employee of Category-II.*—First class (sleeper) accommodation. If travelling on a line which does not provide first class (Sleeper) accommodation, the next lower class.

(c) *An employee of Category-III.*—First class (Sitter) accommodation. If travelling on any line which does not provide such accommodation, the next lower class.

(d) *An employee of Category-IV.*—The lowest class by whatever name it may be called.

Explanation.—Category means category in terms of regulation 16.03.

(2) Except in the case of journey on transfer the rates about which are contained in section-VII the mileage allowance admissible to an employee is the fare of the class in which he is entitled to accommodation plus daily allowance as admissible.

16.12. **Mileage allowance for journey by road.**—(1) For journey by road, mileage allowance is admissible at the following rates.—

Mode of travel	Rate per kilometre
(a) Personal car or by hiring a full taxi.	Rs. 5.00
(b) Motor cycle or scooter.	Re. 1.00
(c) Public transport plying for hire on single seat basis -	
For employees in PC pay scale PC-9 or above.	Re. 0.50
For employees in PC pay scales PC-1 and PC-8	Re. 0.30

105

Note: The term "Personal Car" means a car registered in the name of the employee claiming the mileage allowance or in the name of any member of his family.

(2) When road mileage is claimed for a journey by road between places connected by railway, it is open to the controlling officer to allow full road mileage if he is satisfied that interest of the Commission was served by road journey which would not have been served had the employee travelled by railway, or to limit the mileage allowance to what would have been admissible had the employee travelled by railways.

(3) Employees shall be allowed to use the mode of transport as shown below:

Mode of transport	*Category of employees*
*Personal car, borrowed car, or by hiring a full taxi.	Category I employees. In the case of others, a taxi may be engaged if the urgency of the situation so demands with the approval of the controlling officer.
Personal motor cycle or Scooter	Category I and II employees.
Bicycle etc. and public transport plying for hire on a single seat basis.	All employees.

(4) Employees holding posts in PC pay scales PC-1 to PC-15 shall normally perform journey by road by public transport plying for hire on single seat basis and claim mileage allowance accordingly. However, where journey by road has of necessity to be performed by hiring a full taxi or other transport prior permission of the competent administrative authority should be obtained in writing. The controlling officer shall record a certificate to this effect while countersigning the claims of the employee concerned.

16.13. In calculating mileage allowance for journey by road, fractions of a kilometer should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

16.14. **Mileage allowance for journey by air.**—Travel by air means journey performed in the machines of public air transport companies regularly plying

*Personal car means a car registered in the name of the employee or in the name of any member of his family.

for hire. It does not include journey performed by private airplane or air taxis. Travel by air is permissible on tour or on transfer—

(a) in the case of an employee of category I at his discretion.

(b) in the case of an employee to whom (a) does not apply, whenever the Secretary authorises travel by air on the ground that air travel is urgent and necessary in the public interest/interest of the Commission.

All employees shall travel in economy class while undertaking journeys on duty by air within Pakistan.

16.15. An employee entitled to travel by air on tour is entitled to one air fare or the actual cost of the return air tickets of that class if such tickets are available, plus daily allowance for each day of journey.

16.16. An employee who is not authorised to travel by air but who performs a journey by air on tour can draw only the travelling allowance to which he would have been entitled if he had travelled by rail or road subject to the condition that the travelling allowance so drawn shall in no case exceed the travelling allowance that would have been admissible to him under regulation 16.15 if he had been authorised to travel by air.

Section-III

DAILY ALLOWANCE

16.17. **Daily allowance defined.**—A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.

16.18. **Daily allowance to be drawn on tour.**—Unless in any case it be otherwise expressly provided in these regulations a daily allowance may be drawn while on tour by every employee whose duties require that he should travel and may not be drawn except while on tour.

16.19. **Scale of daily allowance.**—Daily allowance is admissible on the following scale -

Category	Stay own accommodation	Hotel Stay	Same Day Return
Category-I	Rs.1,000/- per day (if night stay is involved)	Rs.550/- (if night stay is involved) plus actual room rent subject to production of receipts.	Rs.500/-

107

Category	Stay own accommodation	Hotel Stay	Same Day Return
	Official Calls, Fax & photocopy etc.	Actual, subject to production of receipts.	
	Local Travelling	(i) Taxi charges @ Rs.5.00 p/ k.m. when not travelling by own car. Taxi charges from Airport/hotel and back, will not be paid in case of stay in hotel nominated by PC because pick and drop will be provided by Hotel.	
Category-II	Rs.500/-	Rs.350/-	Rs.350/-
Category-III	Rs.400/-	Rs.300/-	Rs.300/-
Category-IV	Rs.300/-	Rs.260/- plus actual room rent subject to production of receipts, not exceeding three daily allowance.	Rs.260/-

Section-IV

ACTUAL EXPENSES

16.20. **Except as provided no employee entitled to be provided with means of conveyance or draw actual travelling.**—Unless in any case it be otherwise expressly provided in these regulations, no employee is entitled to be provided with means of conveyance by or at the expense of the Commission or to draw as travelling allowance the actual cost or part of the actual cost of travelling.

Section -V

TRAVELLING ALLOWANCE ADMISSIBLE FOR DIFFERENT CLASSES OF JOURNEY

16.21. **Travelling allowance calculated with reference to the purpose of the journey.**—(1) The travelling allowance admissible to an employee for any journey is calculated with reference to the purpose of the journey in accordance with the regulations laid down in section VI to XII of this Chapter.

(2) Unless in any case it be otherwise expressly provided in these regulations an employee making a journey for any purpose is not entitled to recover from the Commission the cost of transporting his family or his personal luggage, conveyances, tents and camp equipage.

Section-VI

JOURNEY ON TOUR

16.22 **Headquarters of an employee.**—(1) The headquarters of an employee shall be in such place as the Secretary may prescribe.

(2) As a general rule and subject to any special orders to the contrary in particular case, the headquarters of an employee are the Principal Office of the Commission in which he is employed and if he is an employee of a regional office, the station at which he is posted in the regional office.

16.23. **Limits of sphere of duty.**—The Secretary may define the limits of the sphere of duty of any employee.

16.24. **When an employee is on tour.**—An employee is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty.

16.25. In case of doubt the Secretary may decide whether a particular absence is absence on duty for the purpose of regulation 16.24.

16.26. The Secretary may impose such restrictions as he may think fit upon the frequency and duration of journey to be made on tour by any employee or class of employee.

16.27. **Travelling allowance on tour drawn in the shape of daily allowance.**—Except where otherwise expressly provided in these regulations, an employee draws travelling allowance for journey on tour in the shape of daily allowance.

16.28. **When daily allowance may be drawn.**—(1) Daily allowance for each calendar day will be admissible for the period of absence on duty from headquarters. Not more than one daily allowance will be admissible on any calendar day. A fraction of a calendar day will be reckoned as a calendar day for this purpose. A period of absence from headquarters commences from the time of departure of the employee from his office or residence, as the case may be, till the time of his return to his office or residence, as the case may be. The period of forced delay in transit will be treated as part of the total transit period. The authority authorising the tour will decide whether the employee should proceed on tour from his office or residence.

(2) In the case of departure from headquarters, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination.

109.

In the case of return to headquarters, the rate will be the one admissible at the last station of temporary duty before return to headquarters.

16.29. Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of 16 kilometers (ten miles) from the headquarters or return to his headquarters from a similar point.

16.30. Daily allowance may be drawn during a halt on tour or a holiday occurring during a tour.

16.31. An employee in PC pay scale PC-18 or below may stay in the Government guest house or in inspection bungalow/lodge or residential club or in public sector rest house or in motel or a hotel (except a five star hotel). In addition to the admissible daily allowance mentioned in regulation 16.19 he may claim actual room rent charges on production of receipts upto three times the amount of daily allowance in localities where daily allowance is admissible at the special rate and one and a half time the amount of daily allowance in localities where daily allowance is admissible at the ordinary rate.

Explanation.—The term "actual room rent" exclude taxes, duties and service charges relating to the rent of a single room in a hotel. However, such charges will be reimbursable to the employee on production of receipts.

16.32. An employee in PC pay scale PC-19 and above may stay in a government guest house, inspection bungalow/lodge, residential club, public sector rest house, motel or in hotel including a five star hotel in Karachi, Lahore, Quetta, Peshawar and Faisalabad and claim actual minimum single room rent charges including taxes, in addition to the admissible daily allowance specified in regulation 16.19 on production of receipts.

Explanation.— The term "actual room rent" excludes taxes, duties and service charges relating to the minimum rent of a single room in a hotel. However such charges will be reimbursable to the employee on production of receipts.

16.33. **Daily allowance not admissible during casual leave.**—An employee who takes casual leave while on tour is not entitled to daily allowance during such leave. An employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the outstation to which he would have been entitled had he not proceeded on casual leave.

16.34. **Exchange of daily allowance with mileage allowance.**—(1) Subject to any conditions which the Secretary may by general or special order impose, an employee may exchange his daily allowance for mileage allowance on any day on which—

(a) he travels by railway ; or
(b) he travels more than 32 kilometers (20 miles) by roa ; or
(c) he travels by air :

Provided that if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them.

(2) When a journey by road is combined with a journey by railway under (a) and (b) in sub-regulation (1) of this regulation—

(a) mileage allowance may be drawn on account of such journey by road but such mileage is limited to the amount of daily allowance unless the journey by road exceeds 32 kilometers (twenty miles);

(b) unless such journey by road be a journey to or from the employees headquarters or temporary residence at a place of halt, mileage allowance shall be calculated on the distance actually travelled without regard to the points fixed by or under regulations 16.08.

Section-VII

JOURNEY ON TRANSFER

16.35. **Travelling allowance on transfer admissible if the transfer be in the interest of Commission.**—Travelling allowance may not be drawn by an employee on transfer from one station to another unless he is transferred in the interest of the Commission and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated as a transfer in the interest of the Commission unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

Explanation.—Transfer means the movement of an employee from one headquarters station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his headquarters.

16.36. **General rule.**—An employee may draw mileage allowance for a journey on transfer.

16.37. **Entitlements on transfer.**—Unless in any case it be otherwise expressly provided in these regulations, an employee is entitled, for a journey on transfer, to the following concessions:

(a). Transfer Grant :

Employees possessing a family	One month pay.
Employees not possessing a family	Half month pay.

Transfer Grant is admissible in all cases where travelling allowance on transfer is otherwise admissible under these regulations:

Provided that where an employee possessing a family moves to the new station alone he may draw transfer grant equal to the amount admissible to an employee not possessing a family provided he finally opts to do so on transfer.

Explanation.—Transfer travelling allowance is admissible between Islamabad and Rawalpindi where change of residence is involved in consequence of change of headquarters.

(b) Actual railway or air fare for the employee and one or half fare, as the case may be, for each member of the family. If he travels by road he may draw road mileage at twice the rate applicable to him. If two members of family accompany him he may draw additional road mileage and if more than two members of family accompany him, twice that rate.

(c) One daily allowance at special rate is payable during journey period for every 480 kilometers of road distance. In case of journey on transfer by air, one daily allowance for each calendar day of the actual period taken in transit will be admissible.

(d) One daily allowance at the rate applicable to the station is payable in respect of the employee and in respect of each member of his family above 12 years and one-half of the rate for every child above the age of 12 months for the day of arrival at the new place of posting.

(e) The maximum limits upto which personal effects can be transported at Commission's expense are as follows—

Category I employees—

Possessing a family	4500 Kilograms
Not possessing a family	2240 Kilograms

Category II employee—

Possessing a family	3000 kilograms
Not possessing a family	1500 Kilograms

Category III employee—

Possessing a family	1500 kilograms
Not possessing a family	760 Kilograms

Category IV employee—

Possessing a family	560 kilograms
Not possessing a family	380 Kilograms

(f) Cost of carriage of personal effects upto the maximum number of kilograms as in clause (e) will be allowed at the rate of paisa 0.148 per kilometer per kilogram from the residence of the employee at the old station to his residence at the new station irrespective of the mode by which the personal effects are carried. It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effect. The employee claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of the personal effects actually carried and the amount actually paid for their transport separately by rail, road or other craft, and the controlling officer shall record a certificate that he has scrutinised the details and satisfied himself that the claim is reasonable. Charges for the transportation of personal effects may be allowed if they do not for good and sufficient reasons accompany him but are carried within a reasonable time before or after the date of his journey on transfer.

Explanation.—The term "personal effects" is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement is reasonable.

16.38. There is no objection if the personal effects do not accompany an employee for good and sufficient reasons but are carried within a reasonable time of the date of his journey on transfer. The controlling officer should also certify on the

113

body of the bill that he has scrutinised the details and satisfied himself that the claim is reasonable as provided in clause (e) of regulation.

16.39. **Transportation of conveyance.**—(1) An employee may draw the actual cost of transporting at owner's risk conveyance on the following scale if the following conditions are fulfilled—

Scale:

Category-I	A motor car or motor cycle/scooter
Category-II	A motor car or motor cycle/scooter.
Category-III	A motor cycle/scooter or a bicycle.

Note.—In the case of motor car, the cost of transporting a chauffeur or cleaner may be drawn.

Conditions:

(a) the distance travelled exceeds 132 kilometers;

(b) the possession of the conveyance will be advantageous from the point of view of efficiency of the employee in the post which he is going to join; and

(c) conveyance is actually transported by railway or other craft.

(2) The conveyance may be transported by passenger train but if it is transported by goods train, it is permissible to charge to the Commission the packing charges to and from the goods shed provided it does not exceed the cost of transportation of conveyance by the passenger train. This sub-regulation applies, mutatis mutandis, to an employee of Category-III who carries an ordinary cycle.

(3) An employee, who transports his motor car or motor cycle/scooter by road between stations connected by rail or partly by railways is entitled to draw 120 paisa per kilometer for a motor car and 40 paisa for a motor cycle/scooter. If the employee and his family travel in their own car, he can draw actual railway fare for himself and one or, as the case may be, half for each member of his family. In that case transportation charge for motor car or motor cycle/scooter will not be admissible.

(4) Transportation of motor car may be permitted by any means of transport but its transportation cost shall be restricted to the expenditure for EVK transport.

16.40. When an employee is not entitled to carry a motor car or motor cycle/scooter at the expense of the Commission, there is no objection to their inclusion as a part of personal effects provided these are within the prescribed maximum limits of transportation of personal effects specified in clause (e) of regulation 16.37.

16.41. (1) A member of an employee's family who follows him within six months of the date of transfer or precedes him by not more than one month may be treated as accompanying him. If any member of the family travels from a place other than the old station of the employee, travelling allowance may be allowed to him provided it does not exceed the total mileage allowance that would have been admissible had such member proceeded from the old station to the new station. For the purpose of this regulation, the category of an employee may be determined with reference to the facts on the date of his transfer, while the number of fares admissible should be determined with reference to the facts on the date of journey in respect of which travelling allowance is claimed. When travelling allowance is claimed for members of the family, their number, relationship and ages should be mentioned in the travelling allowance bill.

(2) If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters station, travelling allowance for the family may be drawn subject to the condition that it does not exceed the travelling allowance which would have been admissible if the family has proceeded to the new headquarters station direct.

16.42. **Travelling allowance when leave is taken before joining a post.**—If an employee proceeds on leave on full pay not exceeding 120 days after making over charge of the old post and before taking over charge of the new post, he is entitled, whether the order of transfer was received before or after the commencement of leave, to the travelling allowance under this section as for a journey from his old to his new post. If the leave is for more than 120 days he is not entitled to any travelling allowance.

Section-VIII

JOURNEY TO JOIN FIRST POST

16.43. **Travelling allowance to join first Post not admissible.**—Travelling allowance is not admissible to any person for a journey to join his first post in the Commission.

Section -IX

JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE

16.44. **General restriction.**—Except as otherwise provided in these regulations, an employee is not entitled to any travelling allowance for a journey made during leave or when proceeding on or returning from leave.

115

16.45. **Employees recalled to duty before expiry of leave.**—(1) When an employee is compulsorily recalled to duty from leave being spent in Pakistan before its expiry, he shall be entitled to draw single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the station to which he is ordered to report for duty. In case he is recalled to duty and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(2) If the employee recalled to duty is entitled to travelling allowance under regulation 16.42 he may not draw the fare and daily allowance under sub-regulation (1) unless he abandons his claim to mileage allowance specified in regulation 16.36 and clause (b) of regulation 16.37 for himself.

Section-X

JOURNEY ON RETIREMENT, REMOVAL, OR DISMISSAL FROM SERVICE OR ON TERMINATION OF SERVICE

16.46. **General restriction.**—Unless in any case it be otherwise expressly provided in these regulations, no person is entitled to any travelling allowance for a journey made after retirement, removal or dismissal from service of the Commission or after the termination of such service.

16.47. **Travelling allowance on proceeding to home town during leave preparatory to retirement or on retirement.**—(1) An employee may be allowed travelling allowance to the extent specified below in respect of the journey from the place of his last posting to his home town performed during leave preparatory to retirement or on or after retirement—

(a) Actual fare by rail of the class to which he was entitled immediately before his retirement for himself and for each member of his family. For journeys by road between places not connected by rail, mileage allowance shall be allowed.

(b) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for a journey on transfer.

(c) In addition to the cost of transportation of personal effects, the cost of transportation of personal car or motor cycle or scooter shall, however, be calculated by road and restricted to the distance by the practicable route. The rate of mileage allowance admissible in such cases shall be 120 paisa per kilometer for a motor car and 40 paisa per kilometer in respect of a motor cycle/scooter.

(d) In addition to the travelling allowance, an employee proceeding on retirement shall also be allowed Transfer Grant to the extent admissible on transfer from one station to join duty at another station.

Note.— The term "retirement" for the purpose of this regulation includes compulsory retirement.

(2) Advance payment for expenditure as in sub-regulation (1) shall be made and be treated as final payment.

(3) The home town shall be determined according to entries pertaining to the permanent address of the employee in his service record.

(4) Travelling allowance in all the cases specified in this regulation shall be granted as on tour but no daily allowance is admissible for halts on the journeys.

16.48. An employee who did not avail himself of the concession mentioned in regulation 16.47 during leave preparatory to retirement may do so within six months of the date of his retirement. If he dies during this period without availing himself of this concession it may be allowed to his family on application to the Secretary and should be availed of before the expiry of six months from the date of retirement or within three months of the date of his death whichever may be later. For advance, sub-regulation (2) of regulation 16.47 shall apply.

Note.—In case of a retired employee who is re-employed in the Commission immediately after or within 6 months from the date of retirement, the time limit prescribed in this regulation shall commence from the date on which the period of retirement concludes.

16.49. **Travel financial assistance to family on death of employee during service.**—(1) The family of an employee who dies while in service will be allowed travel assistance equal to the amount of travelling allowance and cost of transportation of personal effects subject to the provisions of regulation 16.47 to enable the family to perform journey from the station of the last posting of the deceased employee to his home town or to such other place to which the family intends to proceed provided that the amount to be paid by the Commission will not exceed the amount admissible from the station of last posting of the deceased to his home-town.

(2) The amount of advance will be drawn by the Drawing and Disbursing officer with the approval of competent authority and paid to the eldest member of the deceased employee's family on application to the Secretary. The application should contain the following particulars—

117

(i) name of the deceased employee;

(ii) his designation and the name of the office in which he was working at the time of his death;

(iii) name and address of the applicant;

(iv) his relationship with the deceased;

(v) home-town of the deceased employee or the place where the family intends to proceed;

(vi) name of members of his family and the age of each of them; and

(vii) approximate weight of personal effects to be transported.

Note.—The application should be countersigned by an officer of the Commission in PC pay scale PC-17 or above or a Commissioned Officer, who will record a certificate thereon in the following words "Certified that I personally know the above particulars to be correct".

(3) In addition to the grant of travelling allowance/cost of transportation of personal effects the bereaved family shall also be entitled to transfer grant to the extent admissible to deceased employee as on transfer from one station to another.

16.50. **Financial assistance for burial of dead body of the employee.**—(1) If the dead body of the deceased employee is to be buried locally the actual cost of the local burial may be reimbursed by the Commission to the extent specifically applied for by the bereaved family subject to the maximum of Rs.3,000/- in each case.

(2) If the dead body of the deceased employee is transported to home-town.

(a) by rail-actual cost of transportation of the dead body of deceased from his last station of duty to his home- town shall be met by the Commission.

(b) by road—actual cost of such transportation shall be met by the Commission subject to the maximum of Rs.4.00 per kilometer. The distance shall be calculated from the residence of the deceased in his last station of duty to his home-town.

(c) by air-such transportation will be permissible only in cases where transportation by rail or road would involve a trip exceeding 24 hours; in such a contingency actual cost of transportation by air shall be admissible.

Note.—Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs.800/-.

16.51. If the dead body is transported by air, the family members may be allowed one single economy class fare to accompany the dead body. For this purpose 'family' means wife and children residing with and wholly dependent upon the deceased. The air fare claimed on this account shall be in lieu of the family's normal entitlement for travelling allowance as admissible on retirement. In case the deceased employee was a bachelor, two attendants may be allowed to accompany the dead body.

16.52. Financial Assistance for burial/transportation of body should in all cases be afforded on the application of the family of the deceased employee and only to the extent applied for subject to the maximum limits indicated above.

16.53. The expenditure involved shall be met from within the approved budget of the Commission.

16.54. The expenditure incurred may be reimbursed to a person or body (not necessarily family member) who incurs it. But application for reimbursement of the expenditure shall be made by a member of the family except where there is no member or when the expenditure happens to be incurred by an administrative authority as a result of combat, *e.g.* , during actual action by a police or Customs or Central excise staff and the like. The Commission shall satisfy itself about such claim.

16.55. **Financial assistance for burial of dead body of wife.**—In the case of death of the wife of an employee (only one wife), her dead body shall also be allowed to be transported to the home town of the employee concerned at the expense of the Commission in addition to the facility of the attendant as laid down in regulations 16.50 and 16.51.

Section- XI

JOURNEY TO PLACES OUTSIDE PAKISTAN

16.56. **Travelling allowance for journey on duty to places outside Pakistan.**—(1) When an employee is required to proceed to places outside Pakistan on official duty, the Chairman shall decide the scale on which he shall draw the travelling allowance keeping in view the scale admissible to civil servants of the Federal Government on similar duty and subject to the condition that the scale so fixed shall not exceed that admissible to a civil servant for such a journey.

Explanation.—(1) Terms to be allowed to civil servants proceeding to places outside Pakistan on official business are contained in Appendix-7 to the Fundamental Regulations and Supplementary Regulations. Vol-II. (1985) as amended from time to time.

(2) The basic pay scales applicable to civil servants and equivalent to the PC pay scales are given in regulation 14.01.

Section-XII

CONTROLLING OFFICER

16.57. **Controlling officer to be declared by the Secretary.**—(1) The Secretary or a person nominated by him in this behalf shall be the controlling officer for travelling allowance purposes of each employee or class of employees as may be determined by the Secretary. He may, if he thinks fit, declare that any particular employee shall be his own controlling officer.

(2) No bill for travelling allowance shall be paid unless it is signed or countersigned by the controlling officer of the employee who presents it.

(3) Except where expressly permitted by the Secretary, controlling officer nominated by the Secretary shall not delegate to a subordinate his duty of countersignature.

16.58. **Duties of the controlling officer.**—It is the duty of the controlling officer before signing or countersigning a travelling allowance bill—

(a) to scrutinise the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and disallow the whole or a part of the travelling allowance if he is satisfied that the journey was not necessary or the halt was of excessive duration;

(b) to scrutinise the distance (s) given in the bill;

(c) to satisfy himself that mileage allowance for journeys by rail has been claimed at the rate applicable to the class of accommodation admissible to him and actually used by him;

(d) where the actual cost of transporting servants, personal effects etc is claimed, the scales on which such servants, personal effects etc. were transported are reasonable, and disallow any claim which, in his opinion, does not fulfil that condition;

(e) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance; and

(f) to observe any subsidiary rules, regulations or orders which a competent authority may make for his guidance.

CHAPTER —17

MEDICAL ATTENDANCE AND TREATMENT

17.01. **Definitions.**—For the purposes of regulations in this Chapter only, and unless there is anything repugnant in the subject or context;—

(a) "authorised medical attendant" means—

(i) in the case of employees in PC pay scales PC-1 to PC-15, "Medical Officer" in the nearest recognised hospital;

(ii) in the case of employees in PC pay scales PC-16 to PC-19, Civil Surgeon, Associate Physician and Associate Surgeon or equivalent in the nearest recognised hospital;

(iii) in the case of employees in PC pay scales PC-20 and above, Consulting Physician or Consulting Surgeon or equivalent in the nearest recognised hospital; and

(iv) a registered medical practitioner at a specified station recognised as authorised medical attendant for medical attendance and treatment of its employees and who is so notified in accordance with regulation 17.02.

(b) "district" means the district in which the employee falls ill.

(c) "employee" means a serving or a retired employee.

(d) "family" means parents, husband, wife, legitimate children and step-children of the employee and his sisters and minor brothers residing with and wholly dependent upon him.

Explanation.—(1) Wife or, as the case may be, the husband of an employee shall be deemed to be wholly dependent upon her husband or his wife respectively so long as they are not judicially separated. Where the wife herself or, as the case may be, the husband himself is an employee of the Commission or is a civil servant or an employee of a body established, controlled or managed by the Federal Government or a Provincial Government or of a private body, the wife or, as the case may be, the husband shall be entitled to medical attendance and treatment if she or he does not claim any benefit admissible to her/him in her/his own right as an employee of the Commission or, as the case may be, as a civil servant or as an employee of any other body. The employee shall give such option in writing.

Explanation (2).—Sons and step-sons of an employee shall be deemed to be wholly dependent upon him till they complete the age of eighteen years and shall thereafter be deemed to be so dependent only if he certifies that they are wholly dependent upon him.

Explanation (3).—Daughters and step-daughters of an employee shall be deemed to be wholly dependent upon him till they are married and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

Explanation (4).—In case of more than one wife, the wife nominated by the employee in writing to receive medical attendance and treatment will be entitled to it.

Explanation (5).—The expression "residing with" shall not be so construed as to exclude any member of the family of an employee wholly dependent upon such an employee but not actually resident with him, as for example, the son or daughter of an employee studying at a place other than his headquarters or the wife of an employee temporarily away from such headquarters.

(e) "Medical Attendance" means an attendance in a recognised hospital or in the case of illness which compels the patient to be confined to his residence, at the residence of the employee including such pathological, bacteriological, radiological or other methods of examination for the purpose of diagnosis as are available in the recognized hospital in the district and are considered necessary by the authorized medical attendant and such consultation with a specialist or other medical officer in the service of the recognized hospital stationed in the District as the authorized medical attendant certifies to be necessary to such extent and in such manner as the authorized medical attendant may determine;

(f) "patient" means an employee to whom these regulations apply and who has fallen ill;

(g) "province" means the province in which a patient has fallen ill;

(h) "recognized hospital" means clinic of an authorized medical attendant, or a dispensary or a hospital maintained by the Federal Government and includes a rural health center, a basic health unit or public dispensary in small towns or villages where no established hospital exists, and any other hospital at such stations as may be specified for medical attendance and treatment of its employees which is placed in the panel of the hospitals and is so notified by the Commission in accordance with regulation 17.03.

(i) "treatment" means the use of all medical and surgical facilities available at the recognized hospital in which an employee is treated and includes—

(i) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorized medical attendant;

(ii) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;

(iii) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the employee;

(iv) such accommodation as is ordinarily provided in the hospital and is suited to his status provided that in case of a retired employee his status shall be determined by the post from which he retired;

Explanation.—As a guiding principle the following scale of accommodation may be observed:—

For employees in PC pay scales PC-15 and below	General Ward
For employees in PC pay scales PC-16 and above	Private room

(v) such nursing as is ordinarily provided to in patients by the hospital;

(vi) the specialist consultation described in clause (e), but does not include provision at the request of the employee of accommodation superior to that described in sub-clause iv;

123

(vii) "dental treatment" which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, treatment for dental caries, gingivitis, pyorrhea and filling (temporary or permanent) of dental cavities including root canal treatment scaling, but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures;

(viii) the provision of artificial limbs, joints and implants ;

(ix) the facility of circumcision ; and

(x) any other form of special medication or a facility considered essential by the authorised medical attendant.

17.02. **Authorised Medical Attendants at specified stations.**—(1) The Commission may, with the approval of the Secretary, make arrangements with one or more qualified registered medical practitioner at specified stations, where there is no recognised hospital, for medical attendance and treatment of its employees or, as the case may be, a class or classes of employees. These registered medical practitioner shall be notified as authorised medical attendants for its employees as aforesaid at such specified stations.

(2) The provisions contained in sub-regulation (1) may also be made applicable, with the prior approval of the Chairman, to the stations where a recognised hospital is located if he is satisfied that existing arrangements are inadequate to meet the requirements and that it is in the interests of the Commission to do so.

17.03. **Panel of recognised hospitals.**—(1) The Commission may, at such stations where there is no recognised hospital, make arrangement with other hospitals including private hospitals for medical attendance and treatment of its employees in accordance with these regulations. The Director General (Admn) shall determine in consultation with the hospital authorities the amount of fees and other charges levied by such hospitals for the medical attendance and treatment provided by them and the manner in which it is to be provided. Such hospitals will be notified by the Commission as recognised hospitals for the employees at these stations.

(2) All employees, serving at the station concerned and referred to in sub-regulation (1) will be entitled to medical attendance and treatment in the hospitals recognised in accordance with sub-regulation (1).

17.04. **Medical attendance.**—(1) An employee shall be entitled, free of charge, to medical attendance by the authorised medical attendant.

(2) Where an employee is entitled under sub-regulation (1) to receive medical attendance, free of charge, any amount paid by him on account of such attendance shall, on production of a certificate in writing of the authorised medical attendant in this behalf and after necessary verification, be reimbursed to him by the Commission.

17.05 **Places where the patient falls ill not being the headquarters of the authorised medical attendant.**—(1) When the place at which a patient falls ill is not the headquarters of the authorised medical attendant:—

(a) the patient shall be entitled to travelling allowance for the journey to and from such headquarters; or

(b) if the patient is too ill to travel, the authorised medical attendant shall be entitled to travelling allowance for the journey to and from the place where the patient is.

(2) Applications for travelling allowance under sub-regulation (1) (a) shall be accompanied by a certificate in writing by the authorised medical attendant stating that medical attendance was necessary, and if the application is under sub-regulation (1) (b), that the patient was to ill to travel.

17.06. **Treatment.**—(1) An employee shall be entitled, free of charge –

(i) to treatment in such recognised hospital at or near the place where he falls ill as can, in the opinion of the authorised medical attendant, provide the necessary and suitable treatment; and

(ii) to get medical treatment from any hospital including a private hospital/ clinic not being a recognised hospital in emergency if in the opinion of the authorised medical attendant it is necessary.

An employee shall also be entitled to ambulance charges if actually provided with an ambulance and the hospital authorities consider such provision to be necessary.

(2) Where an employee is entitled under sub-regulation (3) free of charge to treatment in a hospital any amount paid by him on account of such treatment as an indoor patient shall, on production of receipts duly signed or countersigned by the head of the hospital or by an office of the hospital authorised by him, be reimbursed to him by the Commission in accordance with regulation 17.07.

17.07. **Employee in receipt of medical allowance.**—Employees in receipt of medical allowance shall not be entitled to reimbursement of any charges

125

incurred on account of medical attendance and treatment as an out-door patient. However, the facility of indoor patient shall be admissible.

17.08. **Charges not included in medical allowance and treatment.**—(1) Diet, special nursing, gold/silver filing, plastic surgery for cosmetic reasons, contact lenses and spectacles are not included in medical attendance and treatment.

(2) If any question arises as to whether any service or item is included in medical attendance or treatment, it shall be referred to the Secretary whose decision shall be final.

17.09. **Conditions for reimbursement of the cost of medical attendance and treatment in a recognised hospital on hospitalisation.**—The reimbursement of cost on medical attendance and treatment of an employee as an indoor patient in a recognised hospital in accordance with these regulations shall be subject to the following conditions:—

(a) the claim is supported by the bills and cash receipts and vouchers of the hospital;

(b) the charges are admissible under these regulations and are according to the prescribed, or, as the case may be, agreed schedule of rates and charges;

(c) the payment is made against regular receipt issued by the hospital;

(d) the hospital certifies that the identity of the patient has been verified by the competent hospital authorities with reference to his or her identity card which shall be quoted on the bills and vouchers.

17.10. **Medical attendance and treatment of family.**—The family shall be entitled free of charge to medical attendance and treatment as indoor patient on the scale and under the conditions allowed to the employee himself under these regulations. This shall include confinement of an employee's wife in a hospital but not pre-natal or post-natal treatment at residence:

Provided that if the employee dies the members of his family as defined in clause (d) of regulation 17.01 shall remain entitled to medical attendance and treatment as aforesaid subject to the condition that the surviving widow shall cease to be so entitled if she marries and children and step-children shall cease to be so entitled if, before the death of the employee, they have completed 18 years of age or as soon as they complete the age of 18 after his death.

17.11. **Medical attendance and treatment of an employee abroad.**—(1) The case of an employee who has been suffering from a serious disease or diseases which cannot be cured in Pakistan will be referred by the Commission through the Ministry/Division administratively concerned with it to the Health Division along with the request of the patient supported by the medical documents recommending treatment abroad. This should be accompanied by a certificate by the administrative Division concerned or the Commission, as the case may be, that funds are available with them to meet the expenditure on the patient on medical attendance and treatment abroad. The Health Division will arrange a medical examination of the ailing employee by a specially constituted medical board which will give its views whether it is a fit case to be recommended for treatment abroad.

(2) The medical authority itself will normally also give an estimate of the expenses involved in the treatment abroad of the employee. The estimate of the treatment cost made by the medical authority will be finally approved by the Director General Health.

(3) After the need for treatment abroad and the estimated cost has been determined, the Health Division shall process the case further in consultation with the Finance Division and convey the sanction of the competent authority to the Commission through the administrative Division, stating the maximum expenditure to be incurred and the item-wise break-down of the expenditure and the sanction for release of the required foreign exchange.

(4) The medical attendance and treatment abroad will be regulated by the orders, instructions, procedure and conditions laid down by the Health Division on the subject.

(5) The facility of medical attendance and treatment abroad shall be admissible in the case of employee himself. In the case of members of family, prior approval of the Health Division for such medical attendance and treatment in relaxation of this sub- regulation will be necessary. The case will be processed only after such approval has been given.

17.12. **Medical attendance and treatment of persons on deputation to the Commission.**—Medical attendance and treatment to a person on deputation shall be admissible in accordance with regulations in this chapter provided that such medical allowance and treatment will not be inferior to those admissible to him in the lending organisation.

CHAPTER - 18

APPEAL AND REPRESENTATION

18.01. **Right to appeal or representation.**—(1) Where a right to prefer an appeal or apply for review in respect of any order relating to terms and conditions of service is provided to an employee under these regulation, such an appeal or application for review shall, except as may be otherwise prescribed, be made within thirty days of the date of communication to him of such order.

(2) Where no provision for appeal or review exists in these regulations, in respect of any order, an employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation to the authority next above the authority which made the order:

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or to a higher pay scale.

18.02. **Appeal against an order imposing a penalty and appellate authority.**—(1) Every employee shall be entitled to appeal to the appellate authority against an order passed by an authority or by an authorised officer imposing upon him one or more penalties.

(2) The appellate authority for purposes of sub-regulation (1) of this regulation shall be the authority next above the "authority" specified in regulation 10.01

Explanation.– The authority next above the Chief Executive of Pakistan shall be the President of the Islamic Republic of Pakistan.

18.03. **Appeal against an order other than an order imposing a penalty and appellate authority.**—(1) An employee shall be entitled to appeal to the appellate authority against an order passed by an authority which —

(a) alters to his disadvantage, his conditions of service, pay, allowances or pension; or

(b) interprets to his disadvantage the provisions of any regulations whereby his conditions of service, pay, allowances or pension are regulated: or

(c) terminates his employment or gives notice of such termination otherwise than-

(i) on his reaching the age of superannuation; or

(ii) in accordance with the provisions of these regulations:

Provided that a person shall have no right to appeal against an order passed by the Commission, but he may apply for review of the order:

Provided further that no appeal or review shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or scale.

(2) The appellate authority for purposes of sub-regulation (1) of this regulation shall be the authority next above the authority competent to make appointment to the post held by the employee concerned.

18.04. **Procedure for submission and contents of appeal.**—(1) Every person preferring an appeal should do so separately and in his own name.

(2) The appeal shall be accompanied by a copy of the order against which it is preferred.

(3) Every appeal shall contain all material statements and arguments relied upon by the appellant, shall contain no disrespectful or improper language, shall be complete in itself, and end with a specific prayer.

(4) Every appeal shall be submitted through the head of office to which the appellant belongs or belonged and through the authority from whose order the appeal is preferred.

(5) Every appeal shall be submitted within a period of thirty days of the communication of the order appealed against.

18.05. **Order on appeal.**—(1) In the case of an appeal under regulation 18.02 the appellate authority shall consider —

(a) whether the facts on which the order appealed against was based have been established;

(b) whether the facts established afford sufficient ground for taking action; and

(c) whether the penalty is excessive, adequate, or inadequate;

and after such consideration shall confirm, set aside or modify the previous order.

(2) In the case of an appeal under regulation 18.03 the appellate authority shall pass such order as, having regard to all circumstances of the case, appears to it just and equitable.

12 9

18.06. **Authority to give effect to an order on appeal.**—The authority against whose order an appeal is preferred under these regulations shall give effect to any order made by the appellate authority.

18.07. **Withholding of appeal.**—(1) An appeal may be withheld by an authority not lower than the authority against whose order it is preferred if —

(a) it is an appeal in a case in which no appeal lies under these regulations; or

(b) it does not comply with the provisions of sub- regulations (1), (2), (3) or (4) of regulation 18.04; or

(c) it is not preferred within the time specified in sub- regulation (1) of regulation 18.01 and sub-regulation (5) of regulation 18.04 and no reasonable cause is shown for the delay; or

(d) it is addressed to an authority to which no appeal lies under these regulations; or

(e) it is a repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case :

Provided that in every case in which an appeal is withheld the appellant shall be informed of withholding of the appeal and of the reasons for withholding it :

Provided further that an appeal withheld on account only of failure to comply with the provisions of sub-regulations (1), (2), (3) or (4) of regulation 18.04 or clause (d) above may be re-submitted within one month of the date on which the appellant is informed of the withholding of the appeal and if resubmitted in a form which complies with these provisions or is addressed to the proper appellate authority, as the case may be, it shall not be withheld.

(2) No appeal shall lie against the withholding of an appeal by an authority competent to do so.

18.08. **Transmission of appeal.**—(1) Every appeal which is not withheld shall be forwarded to the appellate authority with an expression of opinion by the authority from whose order the appeal is preferred.

(2) A list of appeals withheld under regulation 18.07 with reasons for withholding them shall be forwarded quarterly in each calendar year by the withholding authority to the appellate authority.

(3) An appellate authority may call for any appeal admissible under these regulations which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

18.09. **Regulation 18.04 at seq to apply to review applications/ representations.**—(1) The provisions of regulations 18.04, 18.05 and 18.06 shall also apply *mutatis mutandis* to an application for review made to the Board of the Commission where the order is passed by the Board. The Board of the Commission may either consider the application for review on merit or at its discretion take action as laid down in regulation 18.07.

(2) The provisions of regulations 18.04, 18.05, 18.06, 18.07 and 18.08 shall apply *mutatis mutandis* to a representation.

18.10. **Appeals against orders passed before the date of commencement of these regulations and the appeals, review applications or representations pending on that date.**—All appeals, applications for review and representations pending immediately before the coming into force of these regulations shall be deemed to be appeals or applications for review, or representations, as the case may be, under these regulations.

CHAPTER - 19

BENEVOLENT FUND AND GROUP INSURANCE.

19.01. **Employees governed by Act No. 11 of 1969 and regulations made thereunder.**—For purposes of benevolent fund and group insurance the employees shall be governed by the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (Act No. 11 of 1969), as amended from time to time, the Federal Employees Benevolent Fund and Group Insurance Regulations, 1972 as amended from time to time and by such other subsidiary orders and instructions as are issued by a competent authority in the Federal Government or by the Board of Trustees, Benevolent and Group Insurance Funds from time to time.

Explanation.-In terms of the definition of the term 'employee' given in clause (4) of section 2 of the Act No 11 of 1969, an employee means, among others, "any person who is a member of an All Pakistan Service or of a Civil Service of the Federation or who holds civil post in connection with the affairs of the Federation" and "any officer or servant of such body corporate, institution, organisation or autonomous body, as the Federal Government may, by notification in the official Gazette, specify" including any such person, officer or servant who is on deputation or on foreign service elsewhere, undergoing study or training, on leave or under suspension but does not include any person who is employee of the Railways, or has attained the age of sixty years or is an officer or servant of a provincial government on deputation to the Federal Government or the Commission. The provisions of this regulation are, therefore, subject to the condition that the Federal Government by notification in the official gazette specifies the officers and servants of the Privatisation Commission.

CHAPTER - 20

REVERSION TO LOWER POST/SCALE, RETIREMENT, RESIGNATION AND TERMINATION OF SERVICE

20.01. **Reversion to lower post.**—An employee appointed to a higher post/higher scale on temporary or officiating basis shall be liable to reversion to his lower post/pay scale if the vacancy in which he has been so appointed has ceased to exist.

20.02. **Retirement from service.**—(1) An employee shall retire from service -

(i) on such date after he has completed twenty five years of service qualifying for retirement gratuity or other retirement benefits as the competent authority specified in regulation 20.10 may, in the interest of the Commission or in public interest, direct; or

(ii) where no direction is given under clause (i), on completion of the sixtieth year of his age:

Provided that no direction under clause (i) of sub-regulation (1) shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.

(2) Subject to the provisions of Essential Services (Management) Act 1952 an employee shall have the right to retire on retirement gratuity after completion of twenty five years of service qualifying for such gratuity provided that if an employee intends to retire he shall submit a written intimation to the competent authority indicating the date on which he intends to retire. The right given by this sub-regulation shall not be available to an employee against whom a disciplinary action has been initiated or is pending.

20.03. **Resignation from service.**—(1) Subject to Essential Services (Maintenance) Act 1952 and any other law in force for the time being, an employee who wishes to terminate his services before completion of 25 years of service qualifying for retirement gratuity may resign from his post in writing. The resignation shall not become effective unless it is accepted by the competent authority as specified in regulation 20.10. Till such time the resignation is accepted, the employee concerned continues to be in service and cannot absent himself from his duties without proper leave. Any violation of this regulation shall constitute misconduct and the employee shall make himself liable to disciplinary action on that ground.

(2) Acceptance of resignation shall be subject to recovery of any dues or moneys due and recoverable from the employee.

20.04. No resignation shall ordinarily be accepted if any disciplinary proceedings against the employee concerned have been in progress or such proceedings are contemplated.

20.05. An employee submitting his resignation should clear all the dues which are payable by him.

20.06. **Procedure for submitting resignation.**—The resignation of an employee shall be submitted through his immediate officer to the competent authority and accompanied by the original letter of resignation and the following information:—

(a) whether any dues are recoverable from the employee;

(b) whether any disciplinary proceedings are pending or are contemplated against him; and

(c) whether the employee concerned is required to serve the Commission for any specified period in accordance with the terms and conditions of his appointment or any bond or undertaking executed by him at the time of his appointment or during his service with the Commission. If so, whether that period has expired. If it has not expired whether any moneys including the moneys spent on his training or course of instructions etc. are recoverable from him in accordance with any rule, regulation, order or bond executed by him.

20.07. **Withdrawing of resignation.** —(1) If an employee submits his resignation from service and withdraws it before it is accepted by the competent authority, the resignation shall be deemed to have been withdrawn.

(2) If the employee withdraws his resignation after its acceptance by the competent authority but before it becomes effective, i.e., before the employee

33

concerned is relieved, it shall be open to the authority which accepted the resignation to allow, on merits of the case, the employee concerned to withdraw the resignation.

20.08. **Termination of service without notice.**—(1) The service of an employee may be terminated without notice by the competent authority specified in regulation 20.10 -

(a) during the initial or extended period of probation in accordance with regulation 4.14 provided that where the employee is appointed by promotion on probation or is transferred from one cadre or post to another cadre or post his services shall not be terminated but he shall be reverted to the post held by him on regular basis from which he was promoted or was transferred; or

(b) on the expiry of the initial or extended period of his employment; or

(2) Where on the abolition of a post or reduction in the number of posts the service of an employee is required to be terminated, the person whose service is terminated shall ordinarily be the one who is the most junior in such cadre or post.

(3) Notwithstanding the provisions of sub-regulation (1) but subject to the provisions of sub-regulation (2), the service of an employee in temporary employment shall be liable to termination with the approval of the competent authority at any time on fourteen days' notice or pay in lieu thereof.

Explanation.—An employee appointed on temporary basis for an indefinite period against a post which continues for an indefinite period is not an employee in temporary employment for the purpose of sub-regulation (3).

20.09. **Competent authority.**—(1) For purposes of regulations in this Chapter "competent authority" means the authority competent to make appointment to the post held by the employee concerned.

CHAPTER—21

CONTRIBUTORY PROVIDENT FUND

21.01 **Emoluments, family and year.**—(1) For the purposes of regulations in this Chapter, and unless there is anything repugnant in the subject or context :—

(a) 'Emoluments' means -

(i) pay as defined in regulation 2.01 (1) (xxi) (a) including such pay drawn during suspension;

(ii) senior post allowance;

(iii) special pay of all types;

(iv) personal pay;

(v) technical pay;

(vi) leave pay;

(vii) any remuneration of the nature of pay received in respect of deputation; and

(viii) any other emoluments which may be specially classed by the Commission as such for the purpose of regulations in this Chapter.

(b) 'Family' means—

(i) in the case of a male subscriber, the wife or wives and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth deemed to be no longer a member of the subscriber's family in matters to which regulations in this Chapter relate, unless the subscriber subsequently indicates by express notification in writing to the Director (Admn) that she shall continue to be so regarded;

(ii) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber :

Provided that if a subscriber by notification in writing to the Director (Admn) expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which the regulations in this Chapter relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

135

Note:—'Children' means legitimate children. An adopted child shall be considered to be a child when the Secretary is satisfied that under the personal law of the subscriber, adoption is legally recognised as conferring the status of a natural child, but in this case only.

(c) 'The Fund' means the Contributory Provident Fund constituted by the Commission;

(d) schedule means a schedule to the regulations in this Chapter; and

(e) 'Year' means a financial year;

(2) Any other expression used in these regulations which is defined in the Provident Funds Act, 1925 (Act XIX of 1925), is used in the sense therein defined.

21.02 **Constitution of the fund.**—(1) There shall be constituted a provident fund by the name of Contributory Provident Fund to which shall be credited subscriptions of subscribers on their individual account and the amounts credited by the Commission by way of addition to such subscriptions.

21.03. **Management of the Fund.**—(1) The Fund shall be administered by the Commission and maintained by the Director (Admn).

~~(2) The fund shall be maintained in Pakistan in rupees.~~

21.04. **Compulsory subscribers to the Fund.**—(1) All existing employees holding posts on regular basis and such employees who are appointed to their first post in the Commission on regular basis on or after the commencement of these regulations shall join the Fund as compulsory subscribers.

(2) If the employee admitted to the benefits of the Fund was previously subscriber to any Government non-contributory fund, the amount of his subscriptions in the non-contributory Provident Fund together with the interest/profit thereon shall be transferred to his credit.

21.05 **Nomination.**—(1) The Director (Admn) shall, as soon as may be, require every subscriber to make a nomination conferring the right to receive the amount that may stand to his credit in the fund in the event of his death before the amount standing to his credit has become payable, or where the amount has become payable before payment has been made.

(2) A subscriber who, at the time of joining the Fund, has a family shall send to the Director (Admn) a nomination in the Form set forth in **Annex-5** in favour of one or more members of his family.

(3) A subscriber who has no family may similarly nominate a person or persons in the form set forth in the **Annex-6**:

Provided that a nomination made under this sub-regulation shall be deemed to have been duly made in accordance with these regulations only for so long as the subscriber has no family.

(4) If a subscriber at any time acquires a family, he shall send to the Director (Admn) a nomination as provided in sub-regulation (2) and, if he has under sub-regulation (3) nominated any person other than a member of his family, he shall formally cancel the previous nomination.

(5) A subscriber may in his nomination distribute the amount that may stand to his credit in the Fund amongst the nominees at his own discretion.

(6) A nomination may be cancelled by a subscriber and replaced by any nomination which is permitted to be made under this regulation.

Note.-When the declaration received from the subscriber to the Contributory Provident Fund is subsequently revised by him the superseded declaration shall be returned to the subscriber duly cancelled so as to satisfy him that no mistake or omission has occurred in substituting the revised declaration for the old one.

(7) A nomination shall take effect to the extent that it is valid on the date on which it is received by the Director (Admn).

21.06. **Subscriber's accounts.**—An account shall be opened in the name of each subscriber, in which shall be credited -

(i) the subscriber's subscriptions;

(ii) contributions made under regulation 21.10 by the Commission to his account;

(iii) profit as provided by regulation 21.11 on subscriptions; and

(iv) profit as provided by regulation 21.11 on contributions.

21.07. **Conditions and rates of subscriptions.**—(1) Every subscriber shall subscribe monthly to the Fund when on duty or on deputation or on leave except extraordinary leave.

37

(2) The amount of subscription by the subscriber shall be 10% of emoluments. It shall be expressed in whole rupees and shall remain unchanged throughout the year.

(3) For the purposes of sub-regulation (1) the emoluments of a subscriber shall be as follows, namely—

(a) in the case of a subscriber who was in the service of the Commission on the 30th June of the preceding year, the emoluments to which he was entitled on that date:

Provided that:

(i) if the subscriber was on leave on the said date his emoluments shall be the emoluments to which he was entitled had he not proceeded on leave; and

(ii) if the subscriber was on deputation out of Pakistan on the said date, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in Pakistan;

(b) In the case of a subscriber who was not in the service of the Commission on the 30th June of the preceding year, the emoluments to which he was entitled on the first day of his service.

21.08. **Subscribers on deputation in Pakistan or abroad.**—When a subscriber is transferred on deputation to another organisation in Pakistan or out of Pakistan he shall remain subject to the regulations relating to the Fund in the same manner as if he were not so sent on deputation.

21.09. **Realisation of subscriptions.**—(1) When emoluments are drawn from the Commission recovery of subscriptions on account of these emoluments and of the principal and interest of advances equal to the rate of profit under regulation 21.11 shall be made from the emoluments themselves.

(2) When emoluments are drawn from any other source the subscriber shall forward his dues monthly to the Director (Admn).

(3) If an employee fails to subscribe with effect from the date he is required to join the Fund, the total amount due to the Fund on account of arrears of subscription shall, with interest thereon at the rate equal to the rate of profit determined under regulations 21.11 including additional benefit, forthwith be paid by the subscriber to the Fund or, in default, be ordered by the Director (Admn) to be recovered by deduction from the emoluments by installments or otherwise as may be directed by him

21.10. **Contribution by the Commission.**—(1) The Commission shall, with effect from the 30th June of each year, make a contribution to the account of each subscriber:

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

(2) The contribution shall be equal to the amount of subscription in respect of the subscriber:

Provided that contribution by the Commission shall not be payable in respect of any period for which the subscriber has not paid his subscription.

(3) The amount of any contribution payable in respect of a period of deputation shall, unless it is recovered from the organisation in which he is serving on deputation, be recovered by the Commission from the subscriber.

(4) The amount of contribution payable shall be rounded to the nearest whole rupee (fifty paisa counting as the next higher rupee).

21.11. **Profit on the account.**—(1) Subject to the provisions of sub-regulation (5) the Commission shall pay to the credit of the account of a subscriber profit at such rate as may be determined for each year by the Government in respect of subscriptions to the General Provident Fund under the General Provident Fund (Central Services) Rules according to the method of calculation prescribed from time to time by the Government.

(2) Profit shall be credited with effect from the last day in each year in the following manner:—

(a) on the amount at the credit of a subscriber on the last day of the preceding year, less any sum withdrawn during the current year - profit for twelve months;

(b) on sums withdrawn during the current year - profit from the beginning of the current year up to the last day of the month preceding the month of withdrawal;

(c) On all seems credited to the subscribers account after the last day of the preceding year – profit from the date of deposit upto the end of the current year; and

(d) the total amount of profit shall be rounded to the nearest whole rupee, fifty paisa counting as the next higher rupee:

Provided that when the amount standing at the credit of a subscriber has become payable, profit shall thereupon be credited under this sub-regulation in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing at the credit of the subscriber becomes payable.

(3) For the purposes of this regulation the date of deposit shall, in the case of a recovery from emoluments, be deemed to be the first day of the month in which they are recovered and in the case of an amount forwarded by the subscriber, shall be deemed to be the first day of the month of receipt if it is received by the Director (Admn) before the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the next succeeding month.

(4) In addition to any amount to be paid under regulation 21.19 profit thereon up to the end of the month preceding that in which the payment is made or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that no profit shall be paid in respect of any period after the date which the Director (Admn) has intimated to that person (or his agent) as the date on which he is prepared to make payment in cash, or if he pays by cheque, after the date on which the cheque in that person's favour is put in the post.

(5) Profit shall not be credited to the account of a Muslim subscriber if he informs the Director (Admn) that he does not wish to receive it; but if he subsequently asks for profit it shall be credited with effect from the first day of the year in which he asks for it.

(6) The profit on amounts which under sub-regulation (3) of regulation 21.09, regulation 21.15 and regulation 21.16 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be announced by Government of Pakistan under sub-regulation (1) of this regulation and so far as may be in the manner described in this regulation.

21.12. **Advances from the Fund.**—(1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the Secretary subject to the following conditions:

(a) The subscriber shall satisfy the sanctioning authority of the necessity for the advance.

(b) The grant of advance from the Fund should ordinarily be regulated by the principles on which the grant of advances from the General Provident Fund (Central Services) is regulated which are reproduced below, namely:—

The following are deemed to be good and sufficient reasons for the grant of advance provided the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify an advance, and that the amount advanced will be expended on the following object or objects and not otherwise:—

(i) to pay expenses incurred in connection with the prolonged illness of the subscriber or any person actually dependent on him;

(ii) to pay for the overseas passage for reasons of health or education of the subscriber or any person actually dependent on him;

(iii) to pay obligatory expenses on a scale appropriate to the subscriber's status in connection with marriages, funerals or ceremonies which, by his religion, it is incumbent on him to perform or in connection with his marriage or any member of his family or of a female relative who is actually dependent on him;

(iv) to purchase a house or land or for the construction of, or repairs to, a building or to meet the expenses of law suits or to repay ordinary debts or to furnish security deposits or to purchase motor car or other means of conveyance.

(c) the advances are not rigidly confined to the objects mentioned above but may be sanctioned only for reasons no less cogent.

(d) The sanctioning authority shall record in writing its reasons for granting the advance; and

(e) the advance shall not, save in exceptional cases for reasons to be recorded in writing by the sanctioning authority, exceed three months emoluments and shall, in no case, exceed the amount of subscriptions and profit thereon standing to the credit of the subscriber in the Fund at the time when the advance is granted.

(2) An advance shall not, except for special reasons to be recorded in writing by the sanctioning authority, be granted under sub-regulation (1) until at least twelve months have elapsed after the final repayment of the previous advance together with profit thereon.

41)

(3) The subscriber will be allowed advance in a manner that only one advance will remain outstanding at one time.

(4) The authority competent to grant an advance exceeding three months pay, or within twelve months of the final repayment of all previous advances together with profit thereon, shall be the Secretary.

21.13. **Recovery of advance.**—(1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than forty-eight. A subscriber may, at his option, make repayment in a smaller number of installments than those prescribed. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installment.

(2) Recovery shall be made in the manner provided in regulation 21.09 for the realisation of subscriptions and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments for a full month.

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate equal to the rate of profit determined under regulation 21.11 for each month or broken portion of a month during the period between the payment and complete repayment of the principal:

Provided that Muslim subscribers whose deposits in the Fund carry no profit shall not be required to pay into the Fund any interest on advances granted to them from the Fund.

(b) Interest shall ordinarily be recovered in one installment in the month after complete repayment of the principal; but, if the period referred to in clause (a) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly installments. The method of recovery shall be that provided in sub-regulation (2). Payments shall be rounded to the nearest rupee in the manner provided in sub-regulation (4) of regulation 21.10.

(5) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn, shall, with interest at the rate equal to the profit determined under regulation 21.11, forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Director (Admn) to be recovered by deduction from the emoluments of the subscriber by installments or otherwise, as may be directed by him:

Provided that Muslim subscribers whose deposits in the Fund carry no profit shall not be required to pay any interest.

(6) Recoveries made under this regulation shall be credited, as they are made, to the account of the subscriber in the Fund.

21.14. **Life Insurance Policies not to be financed.**—No life insurance policy shall be financed from the Contributory Provident Fund account of a subscriber.

21.15. **Circumstances in which accumulations are payable.**—When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deductions under regulation 21.18, become payable to him:

Provided that a subscriber, who has been compulsory retired, removed or dismissed from service and is subsequently re-instated in the service, shall, if required to do so by the Secretary, repay any amount paid to him from the Fund in pursuance of this regulation with interest thereon at the rate equal to the rate of profit determined under regulation 21.11 in the manner provided in proviso to regulation 21.16. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscriptions and interest thereon and the part which represents the Commission's contribution with profit thereon, being accounted for in the manner provided in regulation 21.06.

21.16. When a subscriber has proceeded on leave preparatory to retirement, or while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, the amount of subscriptions and profit thereon standing to his credit in the Fund shall, upon application made by him in that behalf to the Executive Director, become payable to the subscriber:

Provided that the subscriber, if he returns to duty, shall, if required to do so by the Secretary repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this regulation with interest thereon at the rate equal to the rate of profit, determined under regulation 21.11, in cash or by installments or otherwise, by recovery from his emoluments or otherwise, as the Secretary may direct.

21.17. Subject to any deductions under regulation 21.18 on the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made—

(i) When the subscriber leaves a family—

(a) if a nomination made by the subscriber in accordance with the provisions of regulation 21.05 in favour of a member or members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;

(b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family become payable to the members of his family in equal shares:

Provided that no share shall be payable to—

(1) sons who have attained legal majority;
(2) sons of a deceased son who have attained legal majority;
(3) married daughters whose husbands are alive;

(4) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (1)(2)(3) and (4):

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

Note.— Any sum payable under these regulation to a member of the family of a subscriber vests in such member under sub-section (2) of section 3 of the Provident Funds Act, 1925.

(ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of regulation 21.05 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportions specified in the nomination.

144

Note 1.—When a nominee is dependant of the subscriber as defined in clause (c) of section 2 of the Provident Fund Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of that Act.

Note 2.—When the subscriber leaves no family and no nomination made by him in accordance with the provisions of regulation 21.05 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

21.18. **Deduction.**—Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Commission with profit thereon credited under regulations 21.10 and 21.11 before the amount standing to the credit of a subscriber in the Fund is paid out of the Fund, the Secretary may direct the deduction therefrom and payment to the Commission of—

(a) any amount, if a subscriber has been dismissed from the service for misconduct:

Provided that if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the Fund;

(b) any amount, if a subscriber resigns his employment under the Commission within five years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service; and

(c) any amount due under a liability incurred by the subscriber to the Commission.

21.19. **Payment.**—(1) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deduction under regulation 21.18 becomes payable, it shall be the duty of the Director (Admn), after satisfying himself, when no such deduction has been directed under that regulation, that no deduction is to be made, to make payment as provided in section 4 of the Provident Funds Act, 1925.

(2) If the person to whom, under these regulations, any amount is to be paid, is a lunatic for whose estate a manager has been appointed in this behalf under

145

the Lunacy Act, 1912, the payment will be made to such manager, and not to the lunatic.

(3) Any person who desires to claim payment under this regulation shall send a written application in that behalf to the Director (Admn). Payment of amounts withdrawn shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

Note.—When the amount standing to the credit of a subscriber has become payable under regulation 21.15, 21.16 or 21.17 the Accounts Officer shall authorise prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

21.20. **Procedure.**—All sums paid into the Fund under these regulations shall be credited in the books of the Commission to an account named "The Contributory Provident Fund Account". Sums of which payment has not been taken within six months after they become payable under these regulations shall be transferred to 'Deposit' after the 30th June of the year and treated under the ordinary regulations relating to deposits.

21.21. **Fund number to be quoted.**— When paying subscription in Pakistan either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Director (Admn). Any change in the number shall similarly be communicated to the subscriber by the Director (Admn).

21.22. (1) As soon as possible after the 30th June of each year, the Director (Admn) shall send to each subscriber a statement of his account in the Fund, showing the opening balance as on the 1st July of the year, the total amount credited or debited during the year, the total amount of profit credited as on the 30th June of the year and the closing balance on that date. The Director (Admn) shall attach to the statement of account an enquiry whether the subscriber—

(a) desires to make any alteration in any nomination made under regulation 21.05.

(b) has acquired a family (in cases where the subscriber has made no nomination in favour of a member of his family under sub-regulation (2) of regulation 21.05).

(2) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Director (Admn) within three months from the date of receipt of the statement.

(3) The Director (Admn) shall, if required by a subscriber, once, but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

CHAPTER - 22

GRATUITY

22.01 **General provisions.**—(1) On retirement from service, an employee shall be entitled to receive such gratuity as is prescribed in the regulations in this Chapter.

(2) In the event of the death of an employee, whether before or after retirement, his family shall be entitled to receive such gratuity as is prescribed in the regulations in this Chapter.

(3) No gratuity shall be admissible to an employee who resigns from service before completion of 25 years service qualifying for gratuity or who is dismissed or removed from service for reasons of discipline.

22.02. **Classification of gratuity.**—(1) Gratuity admissible under the regulations in this Chapter belong to one of the following classes, namely:—

(i) compensation gratuity;

(ii) invalid gratuity;

(iii) retiring gratuity; and

(iv) superannuation gratuity.

(2) if an employee is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post the conditions of which are deemed by the authority competent to discharge him to be a least equal to those of his own, have the option of—

(a) taking any compensation gratuity to which he may be entitled for the service rendered;

(b) accepting another appointment in the Commission on such pay, including lower pay, if offered to him, and continue to count his previous service for gratuity.

(3) An invalid gratuity is awarded to an employee on his retirement from service, who, by bodily or mental infirmity, is permanently incapacitated for the

147

service in the Commission by the appointing authority on recommendations of a Medical Board constituted by it.

(4) A retiring gratuity is granted to an employee who retires after completing 25 years service qualifying for gratuity in accordance with clause (i) of sub-regulation (1) of regulation 20.02 or, as the case may be, sub-regulation (2) of that regulation.

(5) A superannuation gratuity is granted to an employee who is compelled by clause (ii) of sub-regulation (1) of regulation 20.02 to retire on completion of the sixtieth year of his age.

22.03. **Claim not admissible.**—In the following cases no claim to gratuity is admitted:—

(a) when an employee is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged;

(b) when an employee serves under a covenant or a contract;

(c) when an employee is paid from contingencies.

22.04. **Service qualifying for Gratuity.**—Unless it be otherwise specifically provided, the service of an employee begins to qualify for gratuity from the date he takes charge of the post to which he is first appointed on regular basis.

22.05. **Conditions of qualifying service.**— Except as otherwise provided in these regulations, the service of an employee does not qualify for gratuity unless it is under the Commission, is on regular basis and is paid from the Funds of the Commission.

22.06. The following periods shall count as service qualifying for gratuity:—

(a) All periods of leave, other than extraordinary leave;

(b) Time passed under suspension followed by reinstatement, or if the officer dies or retires on attaining the age of superannuation while under suspension and before final orders are passed on the disciplinary case; and

(c) Initial or extended period of deputation of an employee to any government or autonomous body established, controlled or managed by the Federal or Provincial Government or any other organization in or out of Pakistan.

22.07. **Resignation, dismissal and removal.**—Resignation from service before completion of twenty-five years of service qualifying for gratuity or removal or dismissal from service entails forfeiture of past service.

22.08. If the appellate authority on appeal sets aside the order of removal or dismissal, as the case may be, the employee's past service shall count.

22.09. **Interruptions.**—(1) An interruption in the service of an employee entails forfeiture of his past service except in the case of -

(a) authorized leave of absence;

(b) suspension immediately followed by reinstatement or where the employee dies or is permitted to retire or is retired while under suspension;

(c) loss of appointment owing to abolition of office or reduction in establishment;

(d) time occupied in transit from one appointment to another; and

(e) subject to the approval of the Secretary, an interruption due to any other reason provided the interruption is not due to any fault or willful act of an employee such as unauthorized absence, resignation, removal etc.

(2) Upon such conditions as he may think fit in each case to impose the Chairman may, on application for condonation made by an employee concerned, condone all interruptions in service:

Provided that the power under this sub-regulation shall be exercised subject to any regulation or instructions or conditions which the Federal Government may deem fit to prescribe.

22.10. The authority which sanctions the gratuity may commute retrospectively periods of absence without leave into extraordinary leave.

22.11. **Calculation of gratuity.**—After a service of five years or more the retiring employee shall be entitled to a gratuity not exceeding one month' semoluments

149

for each completed year of qualifying service upto the maximum of 30 years of qualifying service. If however retirement is due to invalidation or if an employee dies while in service, the rate shall be one and a half month emoluments for each completed year of service.

22.12. **Family gratuity in the case of death of an employee with more than 5 years service.**—In the case of death of an employee while in service who has rendered five years qualifying service or more, gratuity not exceeding one and a half month's emoluments for each completed year of service shall be payable to his family in accordance with regulation 22.13 and regulation 22.14. For the purposes of this regulation, service of 6 months or more shall be treated as full one year.

22.13. (1) The' Family' for the purpose of payment of gratuity will include the following relatives of the employee:—

(a) wife or wives, in the case of a male employee;

(b) husband, in the case of a female employee;

(c) children of the employee; and

(d) widow or widows and children of a deceased son of the employee.

Explanation.—(i) A child means a legitimate child. An "adopted child" will be considered to be a child when the Director (Admn), or if any doubt arises in the mind of the Director (Admn), the law officer of the Commission, is satisfied that under the personal law of the employee concerned, adoption is legally recognised as conferring the status of a natural child, but in this case only.

(ii) If it is proved that the wife has been judicially separated from the employee or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall no longer be deemed to be a member of the family unless the employee has himself intimated in writing to the Director (Admn) that she shall continue to be so regarded.

(iii) In the case of female employee if she intimates in writing to the Director (Admn) that her husband should not be included as a member of the family then he shall no longer be considered a member of the family unless she subsequently cancels in writing her intimation excluding him.

(2) An employee shall, as soon as he completes 5 years qualifying service, make a nomination, conferring on one or more persons the right to receive any

gratuity that may be sanctioned under regulation 22.11.

(3) If an employee nominates more persons than one person under sub-regulation (2) he shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the gratuity mentioned therein.

(4) An employee may provide in a nomination:—

(a) in respect of any specified nominee, that in the event of his predeceasing the employee the right conferred upon that nominee in sub-regulation (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination; and

(b) that the nomination shall become void in the event of the happening of a contingency specified therein.

(5) Every nomination shall be in such one of the forms set forth in **Annex-7** and **Annex-8** as may be appropriate in the circumstances of the case.

(6) An employee may at any time cancel a nomination by sending a notice in writing to Director (Admn) provided that the employee shall, alongwith such notice, send a fresh nomination made in accordance with this regulation.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-regulation (4) (a) or on the occurrence of any event by reason of which the nomination becomes void by reason of sub-regulation (4) (b), the employee shall send to the Director (Admn) a notice in writing formally cancelling the nomination together with a fresh nomination made in accordance with this regulation.

(8) Every nomination made, and every notice of cancellation given by an employee under this regulation shall be sent by the employee to the Director (Admn). Immediately on receipt of a nomination from an employee in PC pay scales PC-15 and below the Executive Director shall get it countersigned by the Director General (Admin and Finance) who shall countersign it indicating the date of receipt and keep it in his custody.

(9) Every nomination made, and every notice of cancellation given by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the Commission mentioned in sub-regulation (8).

151

22.14. When the amount of gratuity has become payable to the family it should be the duty of the Director (Admn) to make payment to the family according to the following procedure :—

(A) When the employee leaves a family:—

(a) The amount of gratuity or any part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(b) If no nomination in favour of a member or member of a family subsists, or if a nomination relates only to a part of the amount of the gratuity, the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his family in equal shares:

Provided that no share will be payable to:—

(i) sons who have attained the age of 21 years;

(ii) sons of a deceased son who have attained the age of 21 years;

(iii) married daughters whose husbands are alive;

(iv) married daughters of a deceased son whose husband are alive.

if there is any member of the family other than those specified in clauses (i) (ii) (iii) and (iv) above:

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived that employee and had been exempted from the operation of the first proviso.

Explanation.—(1) When the beneficiary is a minor, and has no regularly appointed manager or guardian, the sanctioning Commission may allow the payment of gratuity or shares of gratuity of minor children of a deceased employee to their mother. In case the mother is not alive or was judicially separated from the employee in his life time, the sanctioning Commission may nominate any suitable person to be the guardian of such minor children for the purpose of receiving payment of pension and or share of gratuity on their behalf.

(2) In a case when the deceased employee was a female, the sanctioning Commission may, under the circumstances stated above, allow the payment of pension or shares of gratuity of minor children of the deceased to their father.

(B) When the employee leave no family the amount of gratuity shall be payable to the following surviving relatives, if any, of the employee in equal shares :—

(a) mother;

(b) father;

(c) unmarried sisters below the age of 21 years and widowed sisters; and

(d) brothers below the age of 21 years.

Explanation.—Judicially separated or divorced mother who has re-married does not fall in this category.

22.15. **No gratuity payable after death if the employee leaves no family.**—No gratuity will be payable by the Commission after the death of an employee if he does not leave a family as defined in sub-regulation (1) of regulation 22.13 or an eligible dependent relative or relatives specified in clause (B) of regulation 22.14.

22.16. **Emoluments for gratuity.**—The term "emoluments" for the purpose of gratuity means the emoluments which the employee was receiving immediately before his retirement and shall include.—

(a) Pay as defined in regulation 2.01 (1) (xxi) (a);

(b) Senior Post Allowance;

(c) Special Pay of all types;

(d) Personal Pay;

(e) Technical Pay;

(f) Any other additions to pay which may be specifically declared by the Commission as emoluments reckoning for gratuity.

153

22.17. **Authority competent to sanction gratuity.**—Gratuity shall be sanctioned by the Secretary.

CHAPTER - 23

HIRING OF RESIDENTIAL ACCOMMODATION

23.01. **Hiring of accommodation.**—An employee of the Commission or a person serving in the Commission on deputation basis may either hire residential accommodation or draw house rent allowance at the rate of 45% of the minimum of the pay scale in which he is for the time being drawing his pay. In the former case, the title and the ceiling shall be determined in consultation with the Estate Office of the Government of Pakistan in accordance with the Pakistan Allocation Rules, 1993, as amended from time to time. The agreement for hiring shall be made between the employee or, as the case may be, the person on deputation and the owner of the house. The payment of rent shall be made by the Commission to the employee or, as the case may be, the person on deputation, without any further obligation/liability whatsoever on the part of the Commission. The hiring under these Regulations includes self hiring:

Provided that an existing civil servant serving in the Commission on deputation immediately before commencement of these Regulations who is already in occupation of residential accommodation allotted to him by Estate Office of Government of Pakistan may retain the accommodation in accordance with sub-rule (12) or, as the case may be, sub-rule (13) of rule 16 of the Pakistan Allocation Rules, 1993, which are reproduced below:—

"16. **Retention of accommodation.**—(1) to (11) xxxxxxxxxx

(12) A F.G.S. transferred to an autonomous organisation at the same station may retain the accommodation under intimation to the Estate Office on payment of rent equivalent to the rental ceiling of the officer or standard rent, whichever is less, till such time as the autonomous organisation provides him alternate accommodation.

(13) A F.G.S. transferred to an autonomous or semi-autonomous organisation at an out station may retain accommodation under intimation to the Estate Office for a period of six months or till such time as such organisation provides him alternate accommodation whichever is earlier, on payment of standard rent.

This proviso shall also apply to civil servants transferred to the Commission on deputation basis after commencement of these Regulations.

[No.F.10(3)Admn/Pc/2001.]

Sd/-
MUHAMMAD YAMIN,
Director.

154

ANNEXES

Annex-I

(*See* sub-regulation (1) of regulation 3.01)

LIST OF CADRES

1. Executive, Administrative and Accounts Cadre.
2. Private Secretary and Stenographer Cadre.
3. Ministerial Cadre.
4. General Cadre.

Annex-2

(*See* sub-regulation (2) of regulation 3.01)

CADRE-WISE POSTS

1. EXECUTIVE, ADMINISTRATIVE AND ACCOUNTS CADRE

S. No.	Designation of post	P.C Pay scale	Number of cadre posts	Remarks
1	2	3	4	5
1.	Executive Director	PC-21	1	
2.	Director General	PC-20	2	
3.	Director	PC-19	2	
4.	Deputy Director	PC-18	2	
@5.	Public Relations Officer	PC-17/18	1	
@6.	Accounts Officer	PC-17/18	2	
7.	Accountant	PC-16	1	
		Total posts	11	

* The post of Deputy Director is not included in the sanctioned strength. It has been included, subject to approval of the Board, to provide feeding post for the post of Director and also to assist him at the level of PC-18

@ The initial appointment shall be made in PC-17.

2. PRIVATE SECRETARY AND STENOGRAPHER CADRE

S. No.	Designation of post	PC Pay scale	Number of cadre posts	Remarks
1	2	3	4	5
1.	Private Secretary	PC-17	3	PC-18 after 7 years service in PC-17 in the Commission
2.	Stenographer	PC-15	9	33% of the posts in the Selection Grade in PC-16
		Total posts	12	

3. MINISTERIAL CADRE

S. No.	Designation of post	PC Pay scale	Number of cadre posts	Remarks
1	2	3	4	5
1.	Assistant	PC-11	6	33% of the posts in the Selection Grade in PC-15
2.	Senior Auditor	PC-11	2	33% of the posts in the Selection Grade in PC-15
3.	Upper Division Clerk	PC-7	3	33% of the posts in the Selection Grade in PC-9
4.	Lower Division Clerk	PC-5	9	33% of the posts in the Selection Grade in PC-7
		Total posts	20	

156

4. GENERAL CADRE

S. No.	Designation of post	PC Pay scale	Number of cadre posts	Remarks
1	2	3	4	5
1.	Telephone Operator	PC-7	2	
2.	Fax Operator	PC-7	1	
3.	Staff Car Driver	PC-4	4]	50% posts of Staff Car Driver/Despatch Rider in Selection Grade in PC-5
4.	Despatch Rider	PC-4	2]	
5.	Qasid	PC-2	2]	30% of the posts in the Selection Grade in PC-2
6.	Naib Qasid	PC-1	15]	
7.	Sweeper	PC-1	2	
		Total posts	28	

SUMMARY OF CADRES POSTS

S. No.	Cadre	Number of posts in the cadre
1	2	3
1.	Executive, Administrative and Accounts Cadre	11
2.	Private Secretary and Stenographer Cadre	12
3.	Ministerial Cadre	20
4.	General Cadre	28
	Total posts	71

Annex-3

(See sub-regulation (2) of regulation 4.01)

METHODS OF APPOINTMENT, QUALIFICATIONS AND OTHER CONDITIONS APPLICABLE TO VARIOUS POSTS, CADRE-WISE

1. EXECUTIVE, ADMINISTRATIVE AND ACCOUNTS CADRE

1. **Method of appointment.**—(1) Appointment to the posts shown in column 1 of the table below shall be made by initial appointment or by transfer on deputation basis/promotion in the ratio specified in column 3 and 4 respectively against the post concerned.

S. No.	Cadre post with the applicable PC pay scale		Ratio of initial appointment and appointment by promotion: Initial appointment	Promotion
1.	Executive Director	PC-21	-	100%
2.	Director General	PC-20	-	100%
3.	Director	PC-19	-	100%
*4.	Deputy Director	PC-18	100%	-
5.	Public Relations Officer	PC-17	100%	-
6.	Accounts Officer	PC-17	100%	-

* Included subject to approval by the Board as per foot-note in annex-2

(2) If a post reserved for promotion cannot be filled in by promotion due to non-availability of a suitable person eligible for promotion and the appointing authority considers it to be expedient and in the interests of the Commission to fill that post, it may be filled by initial appointment.

(3) The initial appointment on contract on the posts of Executive Director, Director General and Director, may, however, be made on PC Special Pay Scales, other than the scales indicated in sub para (1) above, as indicated below with the approval of the appointing authority as the case may be:—

Executive Director	Special Pay Scales	(PC SPS-I)
Director General	Special Pay Scales	(PC SPS-II)
Director	Special Pay Scales	(PC SPS-III)

158

2. **Initial appointment.**—A candidate for initial appointment to a post must possess the minimum qualifications and experience and fulfil the other conditions applicable to the post and must be within the maximum age limit as laid down against the post concerned in the table below and should also have basic computer skills :—

S. No.	Cadre post with the PC pay scale	Maximum Age	Minimum qualifications, experience and other conditions applicable to post
1	2	3	4
1.	Executive Director PC-21	55 years	Master's degree in Business Administration or equivalent (with Finance/ International Business, Accounting or other related disciplines as major subjects) from a recognised and reputable university, local or foreign, with 22 years experience in the relevant field including minimum experience of five years in privatisation, restructuring, institutional reforms, investment planning or portfolio management or he should be a Chartered Accountant or equivalent.
2.	Director General PC-21	50 years	Master's degree in Business Administration or equivalent (with Finance/ International Business, Accounting or other related disciplines as major subjects) with 17 years experience including minimum experience of three years in privatisation, restructuring, institutional reforms, investment planning or portfolio management.
3.	Director PC-19	40 years	Master's degree in Business Administration or equivalent with 12 years experience or Master's degree in Economics or Statistics or equivalent with Diploma in Financial Management or other related disciplines with 12 years experience including in both cases minimum of three years experience in

159

1	2	3	4
			privatisation, restructuring, institutional reforms investment planning or portfolio management.
4.	Deputy Director PC-18	35 years	Master's degree in Business Administration or equivalent with 5 years experience or Master's degree in Economics of Statistics or equivalent with Diploma in Financial Management or other related disciplines with 5 years experience including, in both cases, minimum experience of 2 years in privatisation, restructuring, institutional reforms, investment planning or portfolio management.
5.	Public Relations Officer PC-17	35 years	Master's degree in Journalism with 5 years experience in public relations/ publicity work or Master's degree in a Social Science or in an Administrative Science with 5 years experience in public relations/publicity.
6.	Accounts Officers PC-17	35 years	(i) Master's degree in Business Administration or in Commerce; or (ii) Associate in Cost and Management Accountant with Bachelors degree in Business Administration or in Commerce; or (iii) Persons with Bachelor degree in Business Administration or Commerce who have passed the Accountants examination conducted by the Auditor General of Pakistan.

Explanation.—

1. The qualifications specified in column 4 of the table shall be from a recognised and reputable University, Board or Institution, as the case may be.

2. The qualifications specified in column 4 should be at least in second division or in B grade.

3. Experience in column 4 means experience gained after acquiring the relevant qualifications specified in column 4 unless otherwise specified.

3. **Promotion.**—(1) Promotion to posts in column 2 of the table below shall be made from amongst persons who hold the posts specified in column 3 of the table on regular basis and possess the qualifications, experience and meet the other conditions specified in column 4.

S. No.	Cadre post with the PC pay scale	Employees eligible for promotion to the post specified in column 2	Minimum qualifications, experience and other conditions applicable to the post
1	2	3	4
1.	Executive Director PC-21	Director General PC-20	22 years service in a post in PC pay scale PC-17 and above or in aggregate in PC-17 and above with 5 years service as Director General in Privatisation Commission and having passed Course in Administrative Staff College/National Defence College as prescribed by the Federal Government for civil servants.
2.	Director General PC-20	Director PC-19	17 years service in a post in PC pay scale PC-17 and above or in aggregate in PC-17 and above with 5 years service as Director in Privatisation Commission and having passed NIPA advanced course, as provided by the Federal Government for civil servants.
3.	Director PC-19	Deputy Director PC-18	12 years service in a post in PC pay scale PC 17 and above with 3 years service in PC pay scale PC-18 as Deputy Director in the Commission and having passed NIPA Course as prescribed by the Federal Government for civil servants.

(2) Promotion shall be subject to passing of an examination or successful completion of training as may be specified by the appointing authority.

4. **Probation.**—A person appointed to a post by initial appointment or, as the case may be, by promotion shall be on probation for a period of one year.

This period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment on probation shall be subject to the provisions of regulation 4.14 of the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002.

Annex 3-Contd.

2. PRIVATE SECRETARY AND STENOGRAPHER CADRE

1. **Method of appointment.**—(1) Appointment to the posts shown in column 2 shall be made by initial appointment or, as the case may be, by promotion in the ratio specified in column 3 and 4 respectively against the post concerned.

S.No.	Cadre post with the applicable PC pay scale		Ratio of initial appointment and appointment by promotion	
			Initial appointment	Promotion
1	2		3	4
1.	Private Secretary	PC-17	—	100%
2.	Stenographer	PC-15	100%	—

(2) If a post reserved for promotion cannot be filled in by promotion due to non-availability of a suitable person eligible for promotion and the appointing authority considers it to be expedient and in the interests of the Commission to fill that post, it may be filled by initial appointment.

2. **Initial appointment.**—A candidate for initial appointment to a post must possess the minimum qualifications and experience and fulfil the other conditions applicable to the post and must be within the maximum age limit as laid down against the post concerned in the table below and should also have basic computer skills :—

S. No.	Cadre post with the PC pay scale	Maximum age	Minimum qualifications, experience and other conditions applicable to post
1	2	3	4
1.	Private Secretary PC-17	30 year	(i) Bachelor's degree at least 2nd Division. (ii) Speed of 100 words per minute in Shorthand. (iii) Speed of 50 words per minutes in typing.

1	2	3	4
			(iv) Two years experience as a member of personal staff desirable.
2.	Stenographer PC-15	28 years	(i) Bachelor's degree at least 2nd Division. (ii) Speed of 100 words per minute in Shorthand. (iii) Speed of 50 words per minutes in typing.

Explanation.—

1. The qualifications specified in column 4 of the table shall be from a recognised University, Board or Institution, as the case may be.

2. The qualifications specified in column 4 should be at least in the second division or in B grade.

3. Experience in column 4 means experience gained after acquiring the relevant qualifications specified in column 4 unless otherwise specified.

3. **Promotion.**—(1) Promotion to posts in column 2 of the table below shall be made from amongst persons who hold the posts specified in column 3 of the table on regular basis and possess the qualifications, experience and meet the other conditions specified in column 4.

S.No.	Cadre post with the PC pay scale.	Employees eligible for promotion to the post specified in column 2	Minimum qualifications; experience and other conditions applicable to the post
1	2	3	4
1.	Private Secretary PC-17	Stenographer PC-15	(i) A second class Bachelor's degree at least 2nd Division. (ii) Seven years experience in the post specified in column 3. (iii) Has qualified the promotional examination as prescribed by the Federal Government for civil servants.

163

(2) Promotion shall be subject to passing of an examination or successful completion of training as may be specified by the appointing authority.

4. **Probation.**—A person appointed to a post by initial appointment or, as the case may be, by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment on probation shall be subject to the provisions of regulation 4.14 of the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002.

3. MINISTERIAL CADRE

1. **Method of appointment.**—(1) Appointment to the posts shown in column 2 shall be made by initial appointment or, as the case may be, by promotion in the ratio specified in column 3 and 4 respectively against the post concerned.

S.No.	Cadre post with the applicable PC pay scale		Ratio of initial appointment and appointment by promotion	
			Initial appointment	Promotion
1	2		3	4
1.	Assistant	PC-11	50%	50%
2.	Senior Auditor	PC-11	50%	50%
3.	Upper Division Clerk	PC-7	50%	50%
4.	Lower Division Clerk	PC-5	90%	10%

(2) If a post reserved for promotion cannot be filled in by promotion due to non-availability of a suitable person eligible for promotion and the appointing authority considers it to be expedient and in the interests of the Commission to fill that post, it may be filled by initial appointment.

2. **Initial appointment.**—A candidate for initial appointment to a post must possess the minimum qualifications and experience and fulfil the other conditions applicable to the post and must be within the maximum age limit as laid down against the post concerned in the table below and should also have basic computer skills.

164

S. No.	Cadre post with the PC pay scale	Maximum age	Minimum qualifications, experience and other conditions applicable to post.
1	2	3	4
1.	Assistant PC-11	28 years	(i) Bachelor's degree at least 2nd Division. (ii) One year experience in administration in government or in an organization or firm of repute in public or private sector.
2.	Senior Auditor PC-11	28 years	(i) Bachelor's degree in Commerce at least 2nd Division. (ii) One year experience in Finance & Accounts field in government or in organization or firm of repute in public or private sector.
3.	Upper Division Clerk PC-7	25 years	Bachelor's degree at least 2nd Division.
4.	Lower Division Clerk PC-5	25 years	Intermediate.

Explanation.—(1) The qualifications specified in column 4 of the table shall be from a recognised University, Board or Institution, as the case may be.

2. The qualifications specified in column 4 should be at least in the second division or in B grade.

3. Experience in column 4 means experience gained after acquiring the relevant qualifications specified in column 4 unless otherwise specified.

3. **Promotion.**—(1) Promotion to posts in column 2 of the table below shall be made from amongst persons who hold the posts specified in column 3 of the table on regular basis and possess the qualifications, experience and meet the other conditions specified in column 4.

S. No.	Cadre post with the PC pay scale	Employees eligible for promotion to the post specified in column 2	Minimum qualifications, experience and other conditions applicable to the post
1	2	3	4
1.	Assistant PC-11	Upper Division Clerk PC-7	Five years service in the post specified in column 3.

165

1	2	3	4
2.	Senior Auditor	Upper Division Clerk PC-7 having Bachelor's Degree in Commerce	Five years service in the post specified in column 3.
3.	Upper Division Clerk PC-7	Lower Division Clerk PC-5	Five years service in the post specified in column 3.
4.	Lower Division Clerk PC-5	Employees in PC-1	(i) Intermediate. (ii) Two years experience in a post in PC-1 specified in column 3.

(2) Promotion shall be subject to passing of an examination or successful completion of training as may be specified by the appointing authority.

4. **Probation.**—A person appointed to a post by initial appointment or, as the case may be, by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment on probation shall be subject to the provisions of regulation 4.14 of the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002.

4. GENERAL CADRE

1. **Method of appointment.**—(1) Appointment to the posts shown in column 2 shall be made by initial appointment or, as the case may be, by promotion in the ratio specified in column 3 and 4 respectively against the post concerned.

S. No.	Cadre post with the applicable PC pay scale		Ratio of initial appointment and appointment by promotion	
			Initial appointment	Promotion
	1	2	3	4
1.	Telephone Operator	PC-7	100%	-
2.	Fax Operator	PC-7	100%	-
3.	Staff Car Driver	PC-4	100%	-
4.	Despatch Rider	PC-4	100%	-
5.	Qasid	PC-2	-	100%
6.	Naib Qasid	PC-1	100%	-

(2) If a post reserved for promotion cannot be filled in by promotion due to non-availability of a suitable person eligible for promotion and the appointing authority considers it to be expedient and in the interests of the Commission to fill that post, it may be filled by initial appointment.

2. **Initial appointment.**—A candidate for initial appointment to a post must possess the minimum qualifications and experience and fulfil the other conditions applicable to the post and must be within the maximum age limit as laid down against the post concerned in the table below :

S. No.	Cadre post with the PC pay scale	Maximum age	Minimum qualifications, experience and other conditions applicable to post
1	2	3	4
1.	Telephone Operator, PC-7	28 years	Graduate.
2.	Fax Operator, PC-7	25 years	Immediate
3.	Staff Car Driver	28 years	(i) Matriculation. (ii) Should possess a valid driving license for LTV or HTV as may be required. (iii) Should be well versed in traffic rules and regulations. (iv) Two years experience in the relevant field.
4.	Despatch Rider PC-4	25 years	(i) Matriculation. (ii) Should possess a valid driving license for motor cycle/scooter and also preferably for LTV. (iii) Should be well versed in traffic rules and regulations. (iv) Two years experience in the relevant field.
5.	Qasid PC-2	25 years	Matric
6.	Naib Qasid PC-1	25 years	Matric

167

Explanation.—

1. The qualifications specified in column 4 of the table shall be from a recognised University, Board or Institution, as the case may be.

2. The qualifications specified in column 4 should be at least in the second division or in B grade.

3. Experience in column 4 means experience gained after acquiring the relevant qualifications specified in column 4 unless otherwise specified.

3. **Promotion.**—Promotion to the post in column 2 of the table below shall be made from amongst persons who hold the post specified in column 3 of the table on regular basis and possess the qualifications, experience and meet the other conditions specified in column 4.

S. No.	Cadre post with the PC pay scale	Employees eligible for promotion to the post specified in column 2	Minimum qualifications, experience and other conditions applicable to the post
1.	Qasid	Naib Qasid	Five years service in the post specified in column 3.

4. **Grant of Selection Grade.**—Selection Grade as specified in **annex-2** shall be granted as follows. The selection grade shall be granted by the competent authority on the basis of seniority-*cum*-fitness on the recommendations of the appropriate Selection Committee. For this purpose, the Selection Committee shall, subject to availability of a vacancy, consider employees, in the order of their seniority, who hold the post specified in column 2 in **annex-2** and the PC pay scale specified in column 3 against that post on regular basis and have completed the minimum qualifying service of five years in that post and scale. For each vacancy, a panel comprising at least two eligible employees shall be prepared. The Selection Committee shall submit its recommendations in writing with full justification for each recommendation to the authority competent to make appointment to a post in PC pay scale identical to the selection grade. The aforesaid authority shall consider the cases in the order of seniority and approve grant of selection grade or otherwise. In case the said authority does not accept recommendations of the Selection Committee in any case it shall record its reasons in writing.

5. **Probation.**—A person appointed to a post by initial appointment or, as the case may be, by promotion shall be on probation for a period of one year. This period may be curtailed for good and sufficient reasons to be recorded or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment. Appointment on probation shall be subject to the provisions of regulation 4.14 of the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002.

168

Annex-4

(*See* sub-regulation (5) of regulation 4.08)

MODEL FORM FOR APPOINTMENT ON CONTRACT

(for employees other than those appointed as Advisor, Consultant and Technical Assistant)

No. Dated

From

To

SUBJECT:—*Appointment of Contract*

DEAR SIR,

I am pleased to say that you have been selected for appointment on contract as__________________ in the Privatisation Commission, hereinafter referred to as the Commission, on the following terms and conditions :—

1.	Post	
2.	Pay	Minimum of the relevant scale of pay. Increment will be admissible under normal rules.
3.	Period of contract	______ years from the date of assumption of charge after acceptance of these terms and conditions of appointment. The period of contract may be extended with the approval of the competent authority.
4.	Retirement benefits	The service rendered under the present contract shall not qualify for gratuity or any retirement benefit. Pension in respect of previous service, if being drawn, shall continue to be drawn in addition to pay.
5.	Allowances	As admissible to the corresponding employees of the Commission.
6.	Leave	(i) You will be governed by the regulations relating to leave contained in the Privatisation Commission Employees (Appointment, and

169

Terms and Conditions of Service) Regulations, ~~2002 excepting regulations 7.05 (c), 7.12 and~~ 7.15, which shall not apply.

(ii) The leave at your credit shall be carried forward in case the contract is extended without any interruption. However, all leave at your credit shall lapse on the date of final expiry or on termination of the contract.

7.	Medical	Except as otherwise specified, as admissible to corresponding employees of the Commission.
8.	Conduct and discipline	For purpose of conduct and discipline, you shall be governed while employed on contract by regulations contained in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002 and instructions issued by or with the approval of the Commission for employees of the Commission.
9.	Travelling allowance	Travelling allowance on journeys will be admissible as it is admissible to corresponding employees of the Commission.
10.	Appeal	As per regulations applicable to corresponding employees of the Commission.
11.	Provident Fund	You shall not contribute to any Provident Fund or any other fund.
12.	Whole time employment.	Your whole time would be at the disposal of the Commission unless it is distinctly provided otherwise. You may be employed in any manner required by appropriate authority without claim for additional remuneration. You shall devote your whole time to your duties and at all times obey the orders, rules/regulations prescribed for the time being for the regulation of the business of the Commission.
13.	Seniority.	You will not have any seniority and will not be placed on the seniority list of the cadre in which the post for the time being held by you is included.

14. Termination of contract. The appointment on contract shall be liable to termination on one month's notice or payment of three months pay in lieu thereof on either side without assigning any reason.

15. Improvement in service terms. Notwithstanding anything contained above, and unless decided otherwise by the authority competent to make appointment to the post to which you have been appointed, you shall be entitled to receive, in whole or in part as may be authorised by the aforesaid authority, the benefits of any improvement that may be sanctioned by the Commission subsequent to your appointment in the terms and conditions of the corresponding employees belonging to the Commission in relation to the matters contained in this letter and the decision of the aforesaid authority in respect of such improvement in your terms and conditions of service shall operate so as to modify to that extent the provisions of this letter.

16. Other matters. In respect of other matters not specified in this letter you may be governed by the provisions in the Privatisation Commission Employees (Appointment, and Terms and Conditions of Service) Regulations, 2002 as may be mutually agreed to in writing between you and the Commission with the specific approval of the Chairman.

2. If you accept the above terms and conditions of appointment, please send your acceptance by registered post to be addressed to ______________________ so as to reach him by ______________ and report for duty to the aforesaid authority within one month of the date of this letter.

3. This offer of appointment will be treated as cancelled if you do not convey acceptance thereof within the time specified in para 2 above or, after acceptance of the offer, you fail to report within the period specified in para 2.

Yours faithfully,

____

171

Annex-5

[Sub-regulation (2) of regulation 21.05]

FORM OF NOMINATION
WHEN THE SUBSCRIBER TO CPF HAS A FAMILY

I hereby direct that the amount at my credit in the Contributory Provident Fund at the time of my death shall be distributed amongst the members of my mentioned below in the manner shown against their names.

Name and addresses of the nominee or nominees	Relationship with the subscriber	Age of nominee	Amount or share of accumulations
1	2	3	4

Station ____________

Date ____________

Signature of Subscriber

Two witnesses to signature.

1. ____________

2. ____________

Note.- Column 4 shall be filled in so as to cover the whole amount at credit

Annex-6

[Sub-regulation (3) of regulation 21.05]

FORM OF NOMINATION
WHEN SUBSCRIBER TO CPF HAS NO FAMILY

I hereby direct that the amount at my credit in the Contributory Provident Fund at the time of my death shall be distributed amongst the members of my mentioned below in the manner shown against their names.

Name and addresses of the nominee or nominees	Relationship if any with the subscriber	Age of the nominee	Amount or share of accumulations
1	2	3	4

Station

Date

Signature of Subscriber

Two witnesses to signature.

1.

2.

Note.- column 4 shall be filled in so as to cover the whole amount at credit.

Annex-7

[Sub-regulation (5) of regulation 22.13]

FORM OF NOMINATION FOR DEATH-*CUM*-RETIREMENT GRATUITY

When the employee has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the Privatisation Commission in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death.

173

Name and address of the nominee	Relationship with the employee	Age	Contingencies on the happening of which the nomination shall become invalid	Name and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee
1	2	3	4	5

Dated this .... day of .... at......................

Witnesses to signature

Signature of the employee

1. ....

2. ....

[To be filled in by the Director General (Admin and Finance)]

Nomination by .... Signature.................................

Designation .... Designation Director General (Admin and Finance)

Office.............................. Date ....

Annex-8

[Sub-regulation (5) of regulation 24.13]

FORM OF NOMINATION FOR DEATH-*CUM*-RETIREMENT GRATUITY

When the employee has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive, to the extent, specified below, any gratuity that may be sanctioned by the Pakistan Housing Authority in the event of my death while in service and the right to receive on my death to the extent specified any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee	Relationships with the employee	Age	Amount of or share of gratuity payable to each	Contingencies on the happening of which the nomination shall become invalid	Name and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee
1	2	3	4	5	6

N.B. The employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this .... day of .... at ....

Witnesses to signature

Signature of the employee

1. ....

2. ....

**Note*.- This column should be filled in so as to cover the whole amount of the gratuity.

[To be filled in by the Director General (Admin and Finance].

Nomination by .... Signature. ....

Designation .... Designation Director General (Admin and Finance)

Office .... Date ....

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- 176

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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

(Privatisation Commission)

NOTIFICATION

Islamabad, the 6th April, 2010.

S. R. O. 240 (I)/2010.—In exercise of the powers conferred by Section 41 of the Privatisation Commission Ordinance, 2000 (Ordinance No. L II of 2000) and in continuation of this Commission's Notification of even number dated 1st March 2002, the following amendments are made in the "Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002" *w.e.f.* 1st January, 2010:—

CHAPTER 2

REGULATION 2.02

Appointment on regular basis:—

The following entry shall be deemed to have been made:—

(iii) **by transfer** of existing 14 incumbents working as Technical Assistants having more than three years continuous service in position on 31-12-2009 *i.e.* immediately before this amendment who shall be deemed to have been regularized as Technical Assistants PC-16 against newly created posts under these Regulations irrespective of their age;

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177

educational qualification, experience, scale and initial appointment/ promotion quota.

The take home salary of the Technical Assistants, upon their regularization as Technical Assistants PC-16 shall be protected to the extent of their present salary or higher as the case may be, by allowing advance increments in PC-16.

The existing two Senior Technical Assistants shall be allowed to continue to draw their salaries in the present scale till the finalization of the Recruitment rules.

Note:—These incumbents were earlier governed under "Privatisation Commission Advisors/Senior Consultants, Consultants/Transaction Managers and Technical Assistants (Terms and Conditions of Appointment), Regulations, 2002.

CHAPTER 3

SUB–REGULATION (2) OF REGULATION 3.01

Ann

CADRE-WISE POSTS

I. EXECUTIVE, ADMINISTRATIVE AND ACCOUNTS CADRE

The following entry shall be **added:**—

Sr. #	Designation of Post	PC Pay Scale	Number of Cadre Posts	Remarks
1	2	3	4	5
7-A	Sr. Technical Assistants	17	3	The posts be deemed to have been created with effect from 01-01-2010.
7-B	Technical Assistants	16	17	The posts be deemed to have been created with effect from 01-01-2010.

CHAPTER 4

SUB-REGULATION (2) OF REGULATION 4.01

Annex-3

METHOD OF APPOINTMENT, QUALIFICATIONS AND OTHER CONDITIONS APPLICABLE TO VARIOUS POSTS, CADRE WISE

I. EXECUTIVE, ADMINISTRATIVE AND ACCOUNTS CADRE

1. Method of appointment

The following entry shall be added in the table:—

178

Sr. #	Cadre Post with the applicable PC Pay Scale		Ratio of initial appointment and appointment by Promotion	
	1		Initial Appointment	Promotion
7-A	Sr. Technical assistants	PC-17	—	100%
7-B	Technical Assistants	PC-16	100%	—

2. **Initial appointment**

The following entry shall be **added** in the table:—

Sr. #	Cadre Post with the applicable PC Pay Scale		Maximum Age	Minimum qualifications, experience and other conditions applicable to post
1	2		3	4
7-A	Technical Assistants	PC-16	28 Years	(i) BCS at least 2nd Division from a recognized University. OR BA/BSC/B.Com at least 2nd division from recognized Univesity with one year Diploma in Computer Application/Packages (ii) Practical Experience/ proficiency in use of computer and computer packages such as MS Word, Excel Power Point and/or Accounting Software is essential; (iii) Proficiency in typing (iv) Good command of english and Urdu (Written & Oral); (v) Two years experience in Corporate Office Management or Secretariat job with particular reference to maintenance of office files, keeping of record etc., is essential. Provided that the existing 14 incumbents working as Technical Assistants having more than three years continuous service in position immediately before these amendments shall be deemed to have been regularized as

179

1	2	3	4
			Technical Assistants PC-16 against newly created posts under these Regulations irrespective of their age, educational qualification and experience.

3. **Promotion**

The following entry shall be added in the table:—

Sr. #	Cadre Post with the applicable PC Pay Scale	Employees eligible for promotion to the post specified in column 2	Minimum qualifications, experience and other conditions applicable to post
1	2	3	4
7-A	Sr. Technical Assistants PC-17	Technical Assistants PC-16	(i) BCS at least 2nd Divi[illegible]n from a recognized Univ[illegible] OR BA/BSC/B.Com at lea[illegible] 2nd division from recognized University with one year Diploma in Computer applicatin/Packages. (ii) Practical Experience/ proficiency in use of computer and computer packages such as MS Word, Excel Power Point and/or Accounting Software is essential; (iii) Proficiency in typing. (iv) Good command of English and Urdu (Written & Oral); (v) Five years experience i[illegible] Corporate Offic[illegible] Management or Secretariat jo[illegible] with particular referen[illegible] maintenance of office [illegible] keeping of record [illegible] i[illegible] essential. OR Three years experience a[illegible] Technical Assistant PC-16 i[illegible] regular service of Privatisatio[illegible] Commission.

[F. No. 9(18)Admn/PC/2009.]

KHALIL AHMAD CHAUDHR[illegible]
Director (Admn

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180

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PART II

Statutory Notifications (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION
(Privatisation Commission)

NOTIFICATION

Islamabad, the 20th September, 2010

S. R. O. 892 (I)/2010.—In exercise of the powers conferred by Section 41 of the Privatisation Commission Ordinance, 2000 (Ordinance No. LII of 2000), the Privatisation Commission hereby makes the following additions/ amendments, effective from 01-07-2010, in the "Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002:—

(i) *Ad-hoc Allowance*—2010 @ 50% of the existing basic pay of PC Pay Scales, 2008, as allowed by the Government of Pakistan to all of its civil employees including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment in terms of Finance Division's O.M. No. F.1(1)Imp/2010-622, dated 5-7-2010,

Price: Rs. 3.00

[2847(2010)/Ex. Gaz.]

181

has also been allowed to all the officers/officials of the Privatisation Commission including contingent paid staff and contract employees *w.e.f.* 01-07-2010, subject to certain conditions as laid down in the above referred O.M. of Finance Division.

(ii) Regulation 14.22 of Section III of Chapter-14 may be amended as under:—

14.22. **Special pay admissible in certain posts.**—The following category of employees shall be entitled to a special pay in their existing posts as mentioned against each *w.e.f.* 01-07-2010:—

Description	Revised Rates
Private Secretary and any officer of PC-17/18 designated as PSO/ Staff Officer to Chairman	Rs.1,500/- p.m.
Private Secretary and any officer of PC-17/18 designated as PSO/ Staff Officer to Secretary	Rs.1,200/- p.m.
Private Secretary to the Executive Director	Rs.1,200/- p.m.
Personal Assistant (Stenographer) to Chairman/Secretary/Executive Director	Rs. 700/- p.m.
Personal Assistant to Director General and other officers in PC pay scale PC-20	Rs. 550/- p.m.
Officials required to operate photostat machine	Rs. 300/- p.m.

(iii) Regulation 14.25 (1) of Section III of Chapter-14 may be amended and sub-regulation (3) may be inserted as under:—

14.25. **Allowances etc.**—(1) Employees in PC pay scales (PC-1 to PC-22), either regular or deputationists and contingent paid/contract employees, may be allowed Medical Allowance @ 30% of the running pay subject to minimum of Rs.1,000/- p.m. *w.e.f.* 01-07-2010, in lieu of Outdoor Treatment and reimbursement of medical expenses, subject to the following conditions as contained in Note of Finance Division's O.M. mentioned above.

Note: The existing facility of reimbursement of amounts spent on account of purchase of medicines by Government servants and local purchase of medicines by Government Hospitals for Outdoor Patient (OPD) will be discontinued. However, the existing facilities for consultation and diagnostic investigations at OPD will continue as before.

182

Reimbursement/Local Purchase on account of Cancer, Hepatitis B, C and Insulin dependent diabetes would be admissible for OPD patients. The existing facility of reimbursement of all kinds of expenditure on account of Indoor Medical Treatment will continue as before.

(3) All other allowances such as Night Duty Allowance and Conveyance Charges for Late Sitting as contained in Finance Division's O.M. referred to above are also admissible to the employees of the Privatisation Commission at the rates and scales laid down in the said O.M.

(iv) Regulation 16.19 of Section II of Chapter-16 may be amended as under:—

16.19. **Scale of daily allowance.**—Daily allowance is admissible on the following scale—

Category	Stay own accommodation	Hotel Stay	Same Day Return
Category-I (PC-17 and Above).	Rs.2,500/- per day (if night stay is involved)	Rs.1,500/- (if night stay is involved) plus actual room rent subject to production of receipts.	Rs.1,500/-
Category-II (PC-16)	Rs.1,200/-	Rs.1,000/-*	Rs.1,000/-
Category-III (PC-5 to PC-15)	Rs.1,000/-	Rs.800/- *	Rs.800/-
Category-IV (PC-1 to PC-4)	Rs.800/-	Rs.600/-*	Rs.600/-
		*plus actual room rent subject to production of receipts, not exceeding three daily allowance.	

[No. F.7 (20) Admn./PC/2010.]

MUNAWAR HUSSAIN,
Director (Admn).

PRINTED BY THE MANAGER, PRINTING CORPORATION OF PAKISTAN PRESS, ISLAMABAD.
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183

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EXTRAORDINARY

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KARACHI, TUESDAY, OCTOBER 16, 2012

PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

[PRIVATISATION COMMISSION]

NOTIFICATION

Islamabad, the 18h April, 2012

S.R.O. 114(KE)/2012 :

In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002, as amended from time to time and with the approval of the competent authority, the posts of Private Secretaries, Stenographers and Stenotypist have been upgraded, with effect from 23rd December, 2011 effect subject to fulfillment of the conditions mentioned against each :—

Sr. No.	Name of the Post	Existing BS	Upgraded BS	Conditions
1.	Private Secretary	17		Will continue to remain in BS-17 and will be granted BS-18 after putting in 5 years satisfactory service instead of 7 years. The Private Secretaries in BS-18 will further be granted BS-19 after putting in 12 years' service in BS-17 and above taking

Price : Rs. 2.00

184

Sr. No.	Name of the Post	Existing BS	Upgraded BS	Conditions
				benefit of Establishment Division's O.M. No. 1/9/80-R-II, dated 2nd June, 1983. However, on grant of BS-19 nomenclature of the post will be Senior Private Secretary. The existing Private Secretaries in BS-17 will be granted BS-18 on one time basis irrespective of their length of service in BS-17.
2	Stenographer	15	16	With enhancement of qualification for initial appointment from Intermediate to Graduation.
3	Stenotypist	12	14	With enhancement of qualification for initial appointment from Matriculation to intermediate.

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay scale in their lower pay scales.

[No. 7(37)Admn/PC/2012].

UMEED ALI MAHAR,
Deputy Director (Admn.).

PRINTED BY THE MANAGER, PRINTING CORPORATION OF PAKISTAN PRESS, KARACHI
PUBLISHED BY THE DEPUTY CONTROLLER, STATIONERY & FORMS, KARACHI.

185 ~~25~~

REGISTERED No. M-302

The Gazette of Pakistan

EXTRAORDINARY

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KARACHI, FRIDAY, DECEMBER 14, 2012

PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

[PRIVATISATION COMMISSION]

NOTIFICATION

Islamabad, the 11th December, 2012

S.R.O. 125(KE)/2012 :

In exercise of the Powers conferred by Section 41 of the Privatisation Commission Ordinance, 2000 (Ordinance No. LII of 2000) the Privatisation Commission hereby makes the following additions/amendmens, effective from 1st July, 2012, in the "Privatisation Commission employees (Appointment and Terms and Conditions of Service) Regulation 2002" published in the official Gazette (Extraordinary) dated March 2, 2002 :—

i) Ad-hoc allownace-2010 @ 20% of the existing basic pay of PC Pay Scales, 2012, as allowed by the Government of Pakistan to all of its civil employees including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment in terms of Finance Division's O.M. No. F.3(1)-R-5/2012, dated 3rd July, 2012, has also been allowed to all the officers/officials of the Privatisation Commission including contingent paid staff and contract employees, with effect from 1st July, 2012, subject to certain conditions as laid down in the above referred O.M. of Finance Division.

Price : Rs. 5.00

186

96

II) Regulation 14.22 of Section III of Chapter-14 may be amended as under :—

14.23 Revision of Special Pay and allowance : The following category of employees shall be entitled to a special pay in their existing posts as mentioned against each, with effect from 1st July, 2012 :—

Qualification	Existing Rates (Rs. Per month)	Revised Rates (Rs. Per month)
SAS/PFA	400	800
ICMA/ICWA (Part-III)	400	800
ICMA/ICWA	1200	2100
Chartered Accountant	1300	2300
Staff college / NMC / NDC	1000	2000
NIPA Advanced Course	500	1000
Mid Carried Management Course	250	500

14.24 SENIOR POST ALLOWANCE

BPS	Existing Allowance (Rs. Per month)	Revised Allowance (Rs. Per month)
BPS-20	1100	1250
BPS-21	1200	1350
BPS-22	1600	1750

16.12 TRAVELLING AND MILEAGE ALLOWANCE

Transportation	Existing Rates	Revised Rates
(i) Motor Car	Rs. 2/- per km	Rs. 5/- per km
(ii) Motor Cycle / Scooter	Rs. 1/- per km	Rs. 2/50 per km
Mileage allowance		
(i) Personal Car / Taxi	Rs. 5/- per km	Rs. 10/- per km
(ii) Motor Cycle, Scooter	Rs. 2/- per km	Rs. 4/- per km

187

Transportation	Existing Rates	Revised Rates
(iii) Bicycle	Rs. 1/- per km	Rs. 2/- per km
(iv) Public Transport	Rs. 1/- per km	Rs. 2/50 per km
Travel by Air	Admissible to Government Servants in BPS-17and above	No change
Carriage of personal effects on Transfer / Retirement.	Rs. 0.008/- per kg per mm	Rs. 0.02/- per kg per km

14.25 Orderly Allowance for BPS-20 to BPS-22 to bring at par with Minimum Wage.

Existing Rates	Revised Rates
Rs. 3000/- per month	Rs. 7000/- per month

16.19 Daily allowance on official Duty within Country

Category	Hotel Accommodation/ Own Stay	Existing	Revised
Category-I PC-20 & Above	• Actual Hotel Accommodation Charges within the prescribed limit shall be admissible only on production of receipts. • Rate of Accommodation charges will be admissible @ 2 times of the Daily Allowance where no hotel accommodation receipt is produced.	Rs. 1500	Rs. 4000
Category-II PC-18 & PC-19		Rs. 1000	Rs. 2400
Category-III PC-16 & PC-17		Rs. 800	Rs. 2000
Category-IV PC-01 to PC-15		Rs. 600	Rs. 1000

98

188

16.56 Assistance Package for Families of Government Employees who Die in Service :-

<table>
<tr><th>ITEM</th><th>IN SERVICE DEATHS</th><th>SECURITY RELATED DEATHS</th></tr>
<tr><td>Lump Sum Grant</td><td>Upto Rs. 1.0 million, according to following scales :-
<table><tr><th>BS</th><th>Amount</th></tr><tr><td>1-4</td><td>Rs. 200,000.00</td></tr><tr><td>5-10</td><td>Rs. 300,000.00</td></tr><tr><td>11-15</td><td>Rs. 400,000.00</td></tr><tr><td>16-17</td><td>Rs. 500,000.00</td></tr><tr><td>18-19</td><td>Rs. 800,000.00</td></tr><tr><td>20 & Above</td><td>Rs. 1,000,000.00</td></tr></table></td><td>➢ Upto Rs. 1.5 Million, as per following scales. :-
<table><tr><th>BS</th><th>Amount</th></tr><tr><td>1-15</td><td>Rs. 1000,000.00</td></tr><tr><td>16-19</td><td>Rs. 1000,000.00</td></tr><tr><td>20 & Above</td><td>Rs. 1,500,000.00</td></tr></table>➢ Rs. 500,000/- to the officers/ officials incapacitated and released from service form having became invalid as a result of injury in encounters/bomb blasts, riots/ watch and ward duty or terrorist activity.
➢ Rs. 300,000.00 to the officers/ officials incapacitated as a result of the injury in accidents as stated in para "b" above but who are still serving in the departments.</td></tr>
<tr><td>Pension</td><td>➢ 75% pension to the spouse or eldest son till the youngest child attains the age of 18 years.
➢ Normal pension to the spouse after that for life.</td><td>➢ Full pension to the spouse or eldest son till the youngest child attains the age of 18 years.
➢ Normal pension to the spouse after that for life.</td></tr>
<tr><td>Accommodation</td><td>➢ Retention of Government house or payment of rent for hired house or house rent @ 45% of the initial basic pay for 05 years or till the age of superannuation, whichever is earlier but for a minimum period of 03 years.</td><td>➢ Retention of Government house or payment of rent for hired house or house rent @ 45% of the initial basic pay till superannuation or for 05 years whichever is later.</td></tr>
<tr><td>Employment</td><td>➢ Employment for posts in PC-01 to PC-15 on two years contrct without advertisement.</td><td>➢ Employment for posts in PC-01 to PC-15 on two years contrct without advertisement.</td></tr>
</table>

189

ITEM	IN SERVICE DEATHS	SECURITY RELATED DEATHS
Education	➢ Free education to one child up to the age of 18 years.	➢ Free education to all children up to the age of 18 years.
Health	➢ Free health facilities to widow for life and for children upto age of 18 years in Government hospitals.	➢ Free health facilities to widow for life and for children upto age of 18 years in Government hospitals.
Plot of land	➢ Allotment of a plot as per FGEHF policy against 2% quota fixed for deceased employees. ➢ The widow would also be eligible to be considered for allotment of plot as per FGEHF policy applicable to serving Federal Government employees. However, allotment of plot against one category would render her ineligible for consideration in second category.	➢ Allotment of a plot as per FGEHF policy against 2% quota fixed for deceased employees. ➢ The widow would also be eligible to be considered for allotment of plot as per FGEHF policy applicable to serving Federal Government employees. However, allotment of plot against one category would render her ineligible for consideration in second category.
House Building	➢ In case of advances against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived, if admissible to PC Employees in future.	➢ In case of advances against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived, if admissible to PC Employees in future.
Motor Car, Motor Cycle and Bicycle Advance	➢ In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balacne to be waived.	➢ In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balacne to be waived.

[No. F. 7(27)Admn/PC/2012].

MUHAMMAD BASHIR KHETRAN,
Director (Admn.).

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190

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PART II

Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF FINANCE, REVENUE, ECONOMIC AFFAIRS, STATISTICS & PRIVATISATION
(Privatisation Commission)

NOTIFICATION

Islamabad, the 5th November, 2014

S. R. O. 1001 (I) 2014.—In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), hereby makes the following additions/amendments, in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Privatisation Commission hereby makes the following additions / amendments effective from 15-06-2013, which will be paid out of PC Fund Account:—

16.56. **Assistance Package for Families of Government Employees, who die in service**

"Upon embracing Shahadat, salary of such Government employees which they are drawing immediately before Shahadat may continue to be paid un-interrupted along with usual allowances and annual increment from time to time, commensurate to their pay scales, alongwith full pensionary benefits, to their widows/widowers/ children's till superannuation"

Price: Rs.5.00

[5158 (2014)/Ex. Gaz.]

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<table>
<tr><th>Item</th><th>In Service Deaths</th><th>Security related Deaths</th></tr>
<tr><td>Lump Sum Grant</td><td>Up to Rs.9 million according to following scales:-
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1-16</td><td>2.5 Million</td></tr>
<tr><td>17</td><td>4 Million</td></tr>
<tr><td>18-19</td><td>8 Million</td></tr>
<tr><td>20 above</td><td>9 Million</td></tr>
</table>
Will be paid out of PC Fund Account</td><td>a. Up to Rs. 10 million according to following scales:-
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1-16</td><td>3 Million</td></tr>
<tr><td>17</td><td>5 Million</td></tr>
<tr><td>18-19</td><td>9 Million</td></tr>
<tr><td>20 & above</td><td>10 Million</td></tr>
</table>
b. Rs. 700,000/- to the officers / officials incapacitated and released from service for having become invalid as a result of injury in encounters / bomb blasts, riots / watch an ward duty or terrorist activity.
c. Rs. 500,000/- to the officers / officials incapacitated as a result of the injury in accidents as stated in para "b" above but who are still serving in the department.</td></tr>
<tr><td>cation</td><td>Free education to all the children of the deceased government employees up to higher education level including expenses of children on account of tuition Fee, Books and related material, living allowances etc.</td><td>Free education to all the children deceased government employees up to the higher education level including expenses children on account of tuition Fee, Books and related material, living allowances etc.</td></tr>
<tr><td>Cash payment in lieu of Plot of Land</td><td>
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1-8</td><td>2 Million</td></tr>
<tr><td>9-16</td><td>5 Million</td></tr>
<tr><td>17 and above</td><td>7 Million</td></tr>
</table>
Will be paid out of PC Fund Account</td><td>
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1-8</td><td>2 Million</td></tr>
<tr><td>9-16</td><td>5 Million</td></tr>
<tr><td>17 and above</td><td>7 Million</td></tr>
</table></td></tr>
<tr><td>Employment</td><td>Employment of widow / widower, one son or daughter to the posts in PC-01 to PC-15, on regulator basis without advertisement against the post criteria of which the applicant fulfills.</td><td>Employment of widow / widower, one son or daughter to the posts in PC-01 to PC-15, on regular basis without advertisement against the post criteria of which the applicant fulfills.</td></tr>
<tr><td>Marriage Grant</td><td>Marriages grant amounting to Rs.0.80 million, on wedding of one daughter.</td><td>Marriages grant amounting to Rs.0.80 million on wedding of one daughter.</td></tr>
<tr><td>Nomination of an officers as counsel</td><td>An officer of PCS-17 or PC-18, to be nominated by each Ministry/Division/Department as counsel, will be responsible for finalization / provision of all the facilities under the package, to the families of Govt. employees who die in service, within one month of the incident.</td><td>An officer of PC-17 or PC-18 to be nominated by each Ministry/Division/Department as counsel, will be responsible finalization / provision of all the facilities under the package, to the families of Govt. employees who die in service, within one month of the incident.</td></tr>
<tr><td>Special Lump Sum Grant from Benevolent Fund.</td><td></td><td>A special lump sum grant from Benevolent Fund ranging from RS 200,000 to RS.500,000 as per following scales:-
<table>
<tr><th>S. No.</th><th>Pay scales (PC)</th><th>Lump Sum Grant (RS)</th></tr>
<tr><td>1</td><td>1-10</td><td>200,000</td></tr>
<tr><td>2</td><td>11-16</td><td>300,000</td></tr>
<tr><td>3</td><td>17-19</td><td>400,000</td></tr>
<tr><td>4.</td><td>20 and above</td><td>500,000</td></tr>
</table></td></tr>
</table>

192

<table>
<tr>
<td>Monthly Benevolent Grant</td>
<td></td>
<td>
<table>
<tr><th>Sr. #</th><th colspan="2">Pay slabs</th><th>Amount</th></tr>
<tr><th></th><th>Minimum</th><th>Maximum</th><th>Amount</th></tr>
<tr><td>1</td><td>Up to</td><td>5,000</td><td>8,000</td></tr>
<tr><td>2</td><td>5,001</td><td>5,500</td><td>8,300</td></tr>
<tr><td>3</td><td>5,501</td><td>6,000</td><td>8,600</td></tr>
<tr><td>4</td><td>6,001</td><td>6,500</td><td>8,900</td></tr>
<tr><td>5</td><td>6,501</td><td>7,000</td><td>9,200</td></tr>
<tr><td>6</td><td>7,001</td><td>7,500</td><td>9,500</td></tr>
<tr><td>7</td><td>7,501</td><td>8,000</td><td>9,800</td></tr>
<tr><td>8</td><td>8,001</td><td>8,500</td><td>10,100</td></tr>
<tr><td>9.</td><td>8,501</td><td>9,000</td><td>10.400</td></tr>
<tr><td>10.</td><td>9,001</td><td>9,500</td><td>10,700</td></tr>
<tr><td>11</td><td>9,501</td><td>11,000</td><td>11,200</td></tr>
<tr><td>12</td><td>11,001</td><td>13,000</td><td>11,800</td></tr>
<tr><td>13.</td><td>13,001</td><td>15,000</td><td>12,400</td></tr>
<tr><td>14</td><td>15,001</td><td>17,000</td><td>13,000</td></tr>
<tr><td>15</td><td>17,001</td><td>19,000</td><td>13,600</td></tr>
<tr><td>16</td><td>19,001</td><td>21,000</td><td>14,200</td></tr>
<tr><td>17</td><td>21,001</td><td>23,000</td><td>14,800</td></tr>
<tr><td>18</td><td>23,001</td><td>25,000</td><td>15,400</td></tr>
<tr><td>19</td><td>25,001</td><td>27,000</td><td>16,000</td></tr>
<tr><td>20</td><td>27,001</td><td>29,000</td><td>16,600</td></tr>
<tr><td>21</td><td>29,001</td><td>31,000</td><td>17,200</td></tr>
<tr><td>22</td><td>31,001</td><td>33,000</td><td>17,800</td></tr>
<tr><td>23</td><td>33,001</td><td>35,000</td><td>18,400</td></tr>
<tr><td>24</td><td>35,001</td><td>37,000</td><td>19,000</td></tr>
<tr><td>25</td><td>37,001</td><td>39,000</td><td>19,600</td></tr>
<tr><td>26</td><td>39,001 & Above</td><td></td><td>20,200</td></tr>
</table>
</td>
</tr>
<tr>
<td>Pre Requisite or facilitation of family of deceased Govt, Employees</td>
<td>In case of inservice death (normal) of a government employee, the following pre requisite must immediately be fulfilled by concerned Ministry / Division / Department so that the family of the deceased government employee could be facilitated without any delay

a. Immediate submission of family pension case.
b. Option form for direct Credit Scheme (online payment of pension)
c. Application for Anticipatory Pension (80% of the total pension).

Besides, as a pro-active approach, each Ministry / Division / Departments must observe the following practices regarding their employees:-

d. Up to date list of family members of each employees for pension purpose be maintained beforehand.
e. Nomination for General Provident Fund must be ensured for each employee during his / her life time.</td>
<td>In case of in service death (Security related) of a government employee, the following pre requisite must immediately be fulfilled by concerned Ministry / Division / Department so that the family of the deceased government employee could be facilitated without any delay

a. Immediate submission of family pension case.
b. Option form for direct Credit Scheme (online payment of pension)
c. Application for Anticipatory Pension (80% of the total pension).

Besides, as a pro-active approach, each Ministry / Division / Departments must observe the following practices regarding their employees:-

d. Up to date list of family members of each employees for pension purpose be maintained beforehand.
e. Nomination for General Provident Fund must be ensured for each employee during his / her life time.</td>
</tr>
</table>

193

CP Fund	In case of in service death, the assistance package in terms of CP Fund shall be as follows:- • PC 1-3= payable amount +50% Bonus • PC 4-22=Payable amount 30% Bonus • Fixation of pay of each employee on timely and regular basis. • Service verification on regular basis. • Up to date service statement. • Maintaining leave account on regular basis	In case of in service death, the assistance package in terms of CP Fund shall be as follows:- • PC 1-3= payable amount +50% Bonus • PC 4-22=Payable amount 30% Bonus • Fixation of pay of each employee on timely and regular basis. • Service verification on regular basis. • Up to date service statement • Maintaining leave account on regular basis.

LIST OF OTHER EXISTING PROVISIONS OF PRIME MINISTER'S ASSISTANCE PACKAGE REMAINING UNCHANGED.

item	in service deaths	Security related deaths
Accommodation	Retention of Government House or payment of rent for hired house for 05 (five) years or till the age of superannuation, whichever is later.	Retention of Government house or payment of rent for hired house till superannuation or for 5 years whichever is (Establishment later Division's O.M No. 7/40/2005-E-2 13th June, 2006)
Health	Free health facilities to widow for life and for children up to age of 18 years in Government hospitals. (Establishment Division's O.M No. 7/40/2005-E-2, dated 13th June, 2006).	Free health facilities to widow for life and for children up to age of 18 years in Government hospitals. (Establishment Division's O.M No. 7/40/2005-E-2, dated 13th June, 2006).
Monthly Benevolent Grant	(see table below)	

S.#	Pay slabs		Amount
#	Minimum	Maximum	Amount
1	Up to	5,000	4,000
2	5,001	5,500	4,150
3	5,501	6,000	4,300
4	6,001	6,500	4,450
5	6,501	7,000	4,600
6	7,001	7,500	4,750
7	7,501	8,000	4,900
8	8,001	8,500	5,050
9	8,501	9,000	5,200
10	9,001	9,500	5,350
11	9,501	11,000	5,600
12	11,001	13,000	5,900
13	13,001	15,000	6,200
14	15,001	17,000	6,500
15	17,001	19,000	6,800
16	19,001	21,000	7,100
17	21,001	23,000	7,400
18	23,001	25,000	7,700
19	25,001	27,000	8,000
20	27,001	29,000	8,300
21	29,001	31,000	8,600
22	31,001	33,000	8,900
23	33,001	35,000	9,200
24	35,001	37,000	9,500
25	37,001	39,000	9,800
26	39,001 & above		

14.13. Grant of premature increment.—One pre-mature increment announced by the Finance Division *vide* their O.M., dated July 08, 2014 is also allowed to all regular employees of the Privatisation Commission, including contractual employees, who are working against the basic pay scale and deputationist, as well, *w.e.f.* 01-07-2014.

[No. 7 (27) Admn/PC/2012.]

SYED ZAIN GILLANI,
Director (Admn).

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REGISTERED No. M-302

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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF FINANCE, REVENUE, ECONOMIC AFFAIRS, STATISTICS & PRIVATIZATION

[PRIVATIZATION COMMISSION]

NOTIFICATION

Islamabad, the 26th September, 2014

S.R.O. 8(KE)/2015 :

In pursuance of Section 41 of the Privatization Commission Ordinance, 2000 (No. LII of 2000), hereby makes the following additions/amendments, effective from 1st July, 2014 and 1st July, 2011 respectively, in the "Privatization Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, two (02) posts of Telephone Operator (PC-07) of the Privatization Commission are upgraded from PC-07 to PC-09 with effect from 29th May, 2014 and the post of the Superintendent (PC-16) is up-graded from PC-16 to PC-17 with effect from 10th September, 2014, in terms of Finance Division's O.M. No. F.1(24)R-I/2012-191/2014, dated May 09, 2014 and O.M. 1(3)R-I/2010/2014 dated September 10, 2014, respectively. The terms and conditions are as under :—

196

Up-gradation of Telephone Operator from PC-07 to PC-09	i) Enhancement in the prescribed educational qualification for the post from Matric to Intermediate with two years experience in the relevant field. ii) Amendment in the Recruitment Rules and filling up the upgraded posts in the manner prescribed in Establishment Division's D.O. letter dated 31-12-2008. iii) The up-gradation of existing incumbents of the posts of Telephone Operator presently working in the Federal Ministries/Divisions/Department are one time dispensation.
Grant of PC-17 to the Superintendent (PC-16) in the Federal Government Ministries/ Divisions / Attached Departments / Subordinate offices.	i) The recruitment rules, nomenclature/tier of the posts and seniority of the Superintendent shall remain intact. ii) The grant of higher time scale will be subject to fitness of candidate and recommendations of the relevant DPC. iii) On grant of higher time scale pay will be fixed at the next above stage in PC-17 and no pre-mature increment is admissible. iv) On grant of higher time scale there shall be no change in the entitlement / admissibility of rental ceiling / House Rent Allowance / Medical Allowance.

SYED ZAIN GILLANI,
Director (Admn.).

TO BE PUBLISHED IN THE NEXT ISSUE
OF THE GAZETTE OF PAKISTAN PART-II

Government of Pakistan
Ministry of Finance, Revenue, Economic
Affairs, Statistics & Privatisation
(Privatisation Commission)

*****

Islamabad, the 1st August, 2016

NOTIFICATION

No.7 (13) Admn/PC/2016. In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), hereby makes the following additions / amendments; in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Privatisation Commission hereby makes the following additions / amendments effective from 01.07.2016:-

i) **Annual increment:** Annual increment shall continue to be admissible, subject to the existing conditions, on 1st December each year.

ii) **Revision of Basic Pay Scales:** The PC Pay Scales-2016 shall replace the PC Pay Scales-2015 w.e.f. 01.07.2016, as contained in the above-referred OM.

iii) **Ad-hoc Relief Allowance:** The following Ad-hoc Relief Allowance granted w.e.f. 01.07.2013, 01.07.2014 and 01.07.2015 shall cease to exist w.e.f. 01.07.2016:-

S. #	Name of Ad-hoc Relief Allowance	Admissible Rates
i	Ad-hoc Relief Allowance-2013	10% of the basic pay on BPS-2011
ii	Ad-hoc Relief Allowance-2014	10% of the basic pay on BPS-2011
Iii	Ad-hoc Relief Allowance-2015	7.5% of the basic pay on BPS-2015

iv) **Ad-hoc Allowance-2010 (if admissible):**

(i) The Ad-hoc Allowance - 2010 @ 50% of the basic pay of PC Pay Scales-2008 shall continue to stand frozen at the level of its admissibility / drawn as on 30.06.2016.

(ii) All the new entrants shall be allowed Ad-hoc Allowance-2010 @ 50% of the minimum of relevant PC Pay Scale-2008 on notional basis w.e.f. 01.07.2016, till further orders, and shall stand frozen at the same level.

v) **Ad-hoc Relief Allowance-2016:**

(i) An Ad-hoc Relief Allowance-2016 @ 10% of the running basic pay of PC Pay Scale-2016 to the employees of Privatisation Commission, including deputationist, contractual (against PC Pay Scale) and contingent paid staff is admissible w.e.f. 01.07.2016.

P.T.O.

(ii) The Ad-hoc Relief Allowance will be subject to Income Tax;

(iii). The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except during extra ordinary leave;

(iv) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and Recovery of House Rent.

(v) The Ad-Hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad.

(vi) The Ad-Hoc Relief Allowance will be admissible to the employees on their repatriation from Posting/deputation abroad at the rate and amount which would have been admissible to them, had not been posted abroad.

(vii) The Ad-Hoc Relief Allowance will be admissible during the period of suspension

(viii) The term "Basic Pay" will also include the amount of Personal pay granted on account on annual increment(s) beyond the maximum of the existing pay scales

vi) **Qualification Pay:** The rates of Qualification Pays shall be revised as under:-

Sr. #	Qualification	Existing Rates (per month)	Revised Rates (per month)
a	SAS / PFA	Rs.800/-	Rs.1,200/-
b	ICMA / ICWA (Part-III)	Rs.800/-	Rs.1,200/-
c	ICMA / ICWA / CIMA / ACCA*	Rs.2,100/-	Rs.3,150/-
d	Chartered Accountant	Rs.2,300/-	Rs.3,450/-
e	Staff College / NMC / NDC	Rs.2,000/-	Rs.3,000/-
f	NIPA Advanced Course	Rs.1,000/-	Rs.1,500/-
g	Mid Career Mgt Course	Rs.500/-	Rs.750/-

(* Note: CIMA and ACCA qualified employees may henceforth be allowed Qualification Pay at the same rate as admissible for ICMA / ICWA)

vii) **Deputation / Additional Charge Allowance / Special Pay on Current Charge;**

Sr. #	Item	Existing Rates (per month)	Revised Rates (per month)
i	Deputation Allowance	20% of the Basic Pay subject to maximum Rs.6,000/-	20% of the Basic Pay subject to maximum Rs.12,000/-
ii	Special Allowance on Additional Charge of Identical Posts	20% of the Basic Pay subject to maximum Rs.6,000/-	20% of the Basic Pay subject to maximum Rs.12,000/-
iii	Special Allowance on Additional Charge of Non-Identical Posts	10% of the Basic Pay subject to maximum Rs.3,000/-	10% of the Basic Pay subject to maximum Rs.12,000/-
iv	Special Pay on Current Charge	20% of the Basic Pay subject to maximum Rs.6,000/-	20% of the Basic Pay subject to maximum Rs.12,000/-

viii) **Special Pay:** All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance / Special Allowance equal to one month basic pay, granted to all employees, shall stand frozen at the level of its admissibility as on 30.06.2016.

ix) **Grant of M. Phil Allowance @ Rs.2,500/- per month;** All those who acquires / possesses the degree of M. Phil recognized by the H.E.C. shall be allowed M. Phil Allowance @ 25% of the existing amount of Ph.D. Allowance (i.e. Rs.2,500/- per month) w.e.f. 01.07.2016 subject to the following conditions:-

a) M. Phil Allowance will not be admissible to those who are getting Ph.D Allowance @ Rs.10,000/- per month

b) M. Phil Allowance will not be admissible to those who have already got the benefit of advance increments possessing on / acquiring M. Phil degree prior to 01.12.2001 under Finance Division's O. M. No. F. 1/1/Imp83, dated 18.08.1983.

x) **Grant of Special Conveyance Allowance to Disable Employees;** All disable employees shall be allowed Special Conveyance Allowance @ Rs.1,000/- per month, in addition to normal Conveyance Allowance w.e.f. 01.07.2016. Following terms and conditions will be applicable for admissibility of this allowances:-

c) It will be allowed to those employees who have been appointed against disable employees quota, or they have been declared / certified as disable by an authorized Medical Board, thereafter during service;

d) It will not be admissible during leave of any kind, except medical leave up to one month or casual leave.

xi) **Revision of the Rates of Misc. Allowances;** The following allowances shall be revised w.e.f. 01.07.2016:-

Sr. #	Name of Allowance	Existing Rates	Revised Rates
i	Integrated Allowance	Rs.300/- p.m.	Rs.450/- p.m.
ii	Washing Allowance	Rs.100/- p.m.	Rs.150/- p.m.
iii	Dress Allowance	Rs.100/- p.m.	Rs.150/- p.m.

P.T.O.

From Pre-Page

xii) **Revision of the Rates of Conveyance Charges for Late Sitting;** The rates of Conveyance Charges for Late Sitting shall be revised w.e.f. 01.07.2016, as detailed below:-

Description	Name of Allowance	Existing Rates	Revised Rates
For officials in PC-01 to PC-16 (Non-gazetted excluding Drivers / DR	On working Days	Rs.100/- per day	Rs.150/- per day
	On closed holidays	Rs.125/- per day	Rs.190/- per day

(Syed Zain Gillani)
Director (Admin)

The Manager,
Printing Corporation of Pakistan Press,
University Road,
Karachi.

2009 142

TO BE PUBLISHED IN THE NEXT ISSUE
OF THE GAZETTE OF PAKISTAN PART-II

Government of Pakistan
Ministry of Finance, Revenue, Economic
Affairs, Statistics & Privatisation
(Privatisation Commission)
*****

Islamabad, the 10th October, 2016

NOTIFICATION

No. F.7(13) Admn/PC/2016. Consequent upon up-gradation of the post of Assistants, UDCs and LDC w.e.f. 01.07.2016, vide Establishment Division's OM. No. F.1/13/96-R-6, dated 10th August, 2016 and in pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), are hereby made the following additions / amendments, effective from 01.07.2016, in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, ten (10) Assistants of PC are allowed Grant of PC-16 as one time dispensation, one (01) post of Assistant is upgraded to PC-15, three (03) post of UDCs are upgraded to PC-11 and thirteen (13) posts of LDCs are upgraded to PC-09. The detail is as under:-

Sr. #	Name of Employees	Designation	Upgraded Pay Scale	Remarks
1	Muhammad Zeeshan	Assistant	PC-16	The existing incumbents are allowed Grant of PC-16 as one time dispensation.
2	Mr. Iftikhar Ahmad			
3	Ms. Mehwish Gulzar			
4	Mr. Shabbir Ahmed Somro			
5	Mr. Sarfraz Khan			
6	Mr. Khurram Shahzad			
7	Mr. Basit Saleem			
8	Ms. Zill e Huma			
9	Mr. Mukhtiar Ali			
10	Mr. Muhammad Faheem			
11	One Vacant Post of Assistant		PC-15	6 Weeks Basic IT Training Course (including MS Office) conducted by NITB
1	Mr. Noor Ellahi	UDC	PC-11	–
2	Mr. Rauf Sultan			
3	One Vacant Post of UDC		PC-11	3 Weeks Basic IT Training Course (including MS Office) conducted by NITB

200b 443

1	Mr. Abdul Jawad Shaikh	LDC	PC-09	-
2	Mr. Muhammad Haroon			
3	Muhammad Farooq			
4	Muhammad Jawad			
5	Mr. Imran Ali			
6	Ms. Naila Firdous			
7	Mr. Atta Sarwar			
8	Mr. Saleh Muhammad Khetran			
9	Mr. Basharat Ali Rana			
10	Mr. Shahzeb			
11	Mr. Naseeb Ullah			
12	Mr. Rao Awais Farooq			
13	Syed Muzammil Abbas			

(Syed Zain Gillani)
Director (Admin)

The Manager,
Printing Corporation of Pakistan Press,
University Road,
Karachi.

TO BE PUBLISHED IN THE NEXT ISSUE
OF THE GAZETTE OF PAKISTAN PART-II

(No.7 (27) Admn/PC/2012)

GOVERNMENT OF PAKISTAN
Ministry of Finance, Revenue, Economic Affairs, Statistics & Privatisation

*****

Islamabad, the 2nd February, 2017

The Manager,
Printing Corporation of Pakistan Press,
Karachi

Subject: **Amendments in "Privatisation Commission Employees (Appointment and Terms and Conditions of Service), Regulation, 2002"**

Dear Sir,

I am directed to enclose Notification No. F. 7(27) Admn/PC/2014, dated 02.02.2017, regarding amendments in the "Privatisation Commission Employees (Appointment and Terms and Conditions of Service), Regulation, 2002" for publication in the next issue of (Extra-Ordinary) official Gazette of Pakistan – Part-II.

2. It is requested that usual number of copies may please be supplied to the Assistant Controller of Stationary & Forms Department and the Press Information Department.

3. It is also requested that 50 copies of the same may please be provided to this office for official use.

Encl: As above

Yours faithfully,

(Syed Zain Gillani)
Director (Admin)

Copy of the Notification is forwarded for information and necessary action to the DDO, PC / FC

(Syed Zain Gillani)

TO BE PUBLISHED IN THE NEXT ISSUE
OF THE GAZETTE OF PAKISTAN PART-II

Government of Pakistan
Ministry of Finance, Revenue, Economic
Affairs, Statistics & Privatisation
(Privatisation Commission)
*****

Islamabad, the 2nd February, 2017

NOTIFICATION

No.7 (27) Admn/PC/2012. In pursuance of Establishment Division's Office Memorandum No. 8/10/2013-E-2(Pt), dated 04.12.2015 and Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), hereby makes the following additions / amendments, in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Privatisation Commission hereby makes the following additions / amendments effective from 09.02.2015:-

<table>
<tr><th>Item</th><th>In Service Deaths</th><th>Security related Deaths</th></tr>
<tr><td>Lump Sum Grant</td><td>300% increase over the package-2006 for in service death of civilian employees. This increase will be given on the 2006 package as per following scales:-
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1 – 4</td><td>Rs.600,000</td></tr>
<tr><td>5 – 10</td><td>Rs.900,000</td></tr>
<tr><td>11 – 15</td><td>Rs.1,200,000</td></tr>
<tr><td>16 – 17</td><td>Rs.1,500,000</td></tr>
<tr><td>18 – 19</td><td>Rs.2,400,000</td></tr>
<tr><td>20 & Above</td><td>Rs.3,000,000</td></tr>
</table>
Will be paid out of PC Fund Account</td><td>a. Up to Rs. 10 million according to following scales:-
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1-16</td><td>3 Million</td></tr>
<tr><td>17</td><td>5 Million</td></tr>
<tr><td>18-19</td><td>9 Million</td></tr>
<tr><td>20 & above</td><td>10 Million</td></tr>
</table>
b. Rs. 700,000/- to the officers / officials incapacitated and released from service for having become invalid as a result of injury in encounters / bomb blasts, riots / watch an ward duty or terrorist activity.
c. Rs. 500,000/- to the officers / officials incapacitated as a result of the injury in accidents as stated in para "b" above but who are still serving in the department.</td></tr>
<tr><td>Pension</td><td>Not Applicable</td><td>Not Applicable</td></tr>
<tr><td>Accommodation</td><td>Retention of Government house or payment of rent of hired house till the age of superannuation</td><td>Retention of Government house or payment of rent of hired house till the age of superannuation</td></tr>
<tr><td>Education</td><td>Free education to all the children of the deceased government employees up to graduation in any public / government educational institution including expenses of tuition fee, books related material and living allowances etc.</td><td>Free education to all the children of the deceased government employees up to graduation in any public / government educational institution including expenses of tuition fee, books related material and living allowances etc.</td></tr>
<tr><td>Allotment of Plot</td><td>Discontinuation of the entitlement of 2% quota for allotment of plot. Payment of lump sum grant in lieu of plot, subject to the condition that no plot had been allotted in the past, as per scales given below:
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1-8</td><td>2 Million</td></tr>
<tr><td>9-16</td><td>5 Million</td></tr>
<tr><td>17 and above</td><td>7 Million</td></tr>
</table>
Will be paid out of PC Fund Account</td><td>Discontinuation of the entitlement of 2% quota for allotment of plot. Payment of lump sum grant in lieu of plot, subject to the condition that no plot had been allotted in the past, as per scales given below:
<table>
<tr><th>PC</th><th>Amount</th></tr>
<tr><td>1-8</td><td>2 Million</td></tr>
<tr><td>9-16</td><td>5 Million</td></tr>
<tr><td>17 and above</td><td>7 Million</td></tr>
</table>
Will be paid out of PC Fund Account</td></tr>
<tr><td>Employment</td><td>Employment for posts in PC-01 to PC-15 on two years contract without advertisement</td><td>Employment for posts in PC-01 to PC-15 on two years contract without advertisement</td></tr>
<tr><td>Marriage Grant</td><td>Marriages grant amounting to Rs.8 lac, on wedding of one daughter, may be granted to family of deceased Government employees.</td><td>Marriages grant amounting to Rs.8 lac, on wedding of one daughter, may be granted to family of deceased Government employees.</td></tr>
<tr><td>Health</td><td>Free health facilities as per their entitlement during service.</td><td>Free health facilities as per their entitlement during service.</td></tr>
</table>

<table>
<tr><td>House Building Advance</td><td>Not Applicable</td><td>Not Applicable</td></tr>
<tr><td>Nomination of an officers as counsel</td><td>An officer of PC-17 or PC-18, to be nominated by each Ministry / Division / Department as counsel, who will be responsible for finalization / provision of all the facilities under the package, to the families of Govt. employees, who die in service, within one month of the incident.</td><td>An officer of PC-17 or PC-18, to be nominated by each Ministry / Division / Department as counsel, who will be responsible for finalization / provision of all the facilities under the package, to the families of Govt. employees, who die in service, within one month of the incident.</td></tr>
<tr><td>Special Lump Sum Grant from Benevolent Fund.</td><td></td><td>A special lump sum grant from Benevolent Fund ranging from RS.200,000 to RS.500,000 as per following scales:-
<table>
<tr><th>#</th><th>Pay scales (PC)</th><th>Lump Sum Grant (RS)</th></tr>
<tr><td>1</td><td>1-10</td><td>200,000</td></tr>
<tr><td>2</td><td>11-16</td><td>300,000</td></tr>
<tr><td>3</td><td>17-19</td><td>400,000</td></tr>
<tr><td>4.</td><td>20 and above</td><td>500,000</td></tr>
<tr><td></td><td></td><td></td></tr>
</table></td></tr>
<tr><td>Monthly Benevolent Grant</td><td>
<table>
<tr><th rowspan="2">Sr. #</th><th colspan="2">Pay slabs</th><th>Amount</th></tr>
<tr><th>Minimum</th><th>Maximum</th><th>Amount</th></tr>
<tr><td>1</td><td>Up to</td><td>5,000</td><td>4,000</td></tr>
<tr><td>2</td><td>5,001</td><td>5,500</td><td>4,150</td></tr>
<tr><td>3</td><td>5,501</td><td>6,000</td><td>4,300</td></tr>
<tr><td>4</td><td>6,001</td><td>6,500</td><td>4,450</td></tr>
<tr><td>5</td><td>6,501</td><td>7,000</td><td>4,600</td></tr>
<tr><td>6</td><td>7,001</td><td>7,500</td><td>4,750</td></tr>
<tr><td>7</td><td>7,501</td><td>8,000</td><td>4,900</td></tr>
<tr><td>8</td><td>8,001</td><td>8,500</td><td>5,050</td></tr>
<tr><td>9</td><td>8,501</td><td>9,000</td><td>5,200</td></tr>
<tr><td>10</td><td>9,001</td><td>9,500</td><td>5,350</td></tr>
<tr><td>11</td><td>9,501</td><td>11,000</td><td>5,600</td></tr>
<tr><td>12</td><td>11,001</td><td>13,000</td><td>5,900</td></tr>
<tr><td>13</td><td>13,001</td><td>15,000</td><td>6,200</td></tr>
<tr><td>14</td><td>15,001</td><td>17,000</td><td>6,500</td></tr>
<tr><td>15</td><td>17,001</td><td>19,000</td><td>6,800</td></tr>
<tr><td>16</td><td>19,001</td><td>21,000</td><td>7,100</td></tr>
<tr><td>17</td><td>21,001</td><td>23,000</td><td>7,400</td></tr>
<tr><td>18</td><td>23,001</td><td>25,000</td><td>7,700</td></tr>
<tr><td>19</td><td>25,001</td><td>27,000</td><td>8,000</td></tr>
<tr><td>20</td><td>27,001</td><td>29,000</td><td>8,300</td></tr>
<tr><td>21</td><td>29,001</td><td>31,000</td><td>8,600</td></tr>
<tr><td>22</td><td>31,001</td><td>33,000</td><td>8,900</td></tr>
<tr><td>23</td><td>33,001</td><td>35,000</td><td>9,200</td></tr>
<tr><td>24</td><td>35,001</td><td>37,000</td><td>9,500</td></tr>
<tr><td>25</td><td>37,001</td><td>39,000</td><td>9,800</td></tr>
<tr><td>26</td><td>39,001 & Above</td><td></td><td>10,100</td></tr>
</table></td><td>
<table>
<tr><th rowspan="2">Sr. #</th><th colspan="2">Pay slabs</th><th>Amount</th></tr>
<tr><th>Minimum</th><th>Maximum</th><th>Amount</th></tr>
<tr><td>1</td><td>Up to</td><td>5,000</td><td>8,000</td></tr>
<tr><td>2</td><td>5,001</td><td>5,500</td><td>8,300</td></tr>
<tr><td>3</td><td>5,501</td><td>6,000</td><td>8,600</td></tr>
<tr><td>4</td><td>6,001</td><td>6,500</td><td>8,900</td></tr>
<tr><td>5</td><td>6,501</td><td>7,000</td><td>9,200</td></tr>
<tr><td>6</td><td>7,001</td><td>7,500</td><td>9,500</td></tr>
<tr><td>7</td><td>7,501</td><td>8,000</td><td>9,800</td></tr>
<tr><td>8</td><td>8,001</td><td>8,500</td><td>10,100</td></tr>
<tr><td>9</td><td>8,501</td><td>9,000</td><td>10,400</td></tr>
<tr><td>10</td><td>9,001</td><td>9,500</td><td>10,700</td></tr>
<tr><td>11</td><td>9,501</td><td>11,000</td><td>11,200</td></tr>
<tr><td>12</td><td>11,001</td><td>13,000</td><td>11,800</td></tr>
<tr><td>13</td><td>13,001</td><td>15,000</td><td>12,400</td></tr>
<tr><td>14</td><td>15,001</td><td>17,000</td><td>13,000</td></tr>
<tr><td>15</td><td>17,001</td><td>19,000</td><td>13,600</td></tr>
<tr><td>16</td><td>19,001</td><td>21,000</td><td>14,200</td></tr>
<tr><td>17</td><td>21,001</td><td>23,000</td><td>14,800</td></tr>
<tr><td>18</td><td>23,001</td><td>25,000</td><td>15,400</td></tr>
<tr><td>19</td><td>25,001</td><td>27,000</td><td>16,000</td></tr>
<tr><td>20</td><td>27,001</td><td>29,000</td><td>16,600</td></tr>
<tr><td>21</td><td>29,001</td><td>31,000</td><td>17,200</td></tr>
<tr><td>22</td><td>31,001</td><td>33,000</td><td>17,800</td></tr>
<tr><td>23</td><td>33,001</td><td>35,000</td><td>18,400</td></tr>
<tr><td>24</td><td>35,001</td><td>37,000</td><td>19,000</td></tr>
<tr><td>25</td><td>37,001</td><td>39,000</td><td>19,600</td></tr>
<tr><td>26</td><td>39,001 & Above</td><td></td><td>20,200</td></tr>
</table></td></tr>
<tr><td>Pre Requisite or facilitation of family of deceased Govt. Employees</td><td>Not Applicable</td><td>Not Applicable</td></tr>
<tr><td>CP Fund (Instead of GP Fund)</td><td>Only payable amount of CP Fund shall be paid to the deceased family</td><td>Only payable amount of CP Fund shall be paid to the deceased family</td></tr>
</table>

(i) Relevant recruitment rules are also amended to provide for appointments of family members under the instant package; and

(ii) A death will be deemed to be "Security Related Death" if it occurs due to a terrorist act or while combating or confronting the terrorist(s), irrespective of the fact that the victim was member of Law Enforcement Agency (LEA) or a Civilian Employee. Death of a member of LEA due to a cause, other than a terrorist act, will be classified as an "In-service death".

Employment in posts in BS-01 to BS-15 on five (05) years contract appointment without advertisement which may further be extendable till the age of superannuation or regularization as the case may be.

(Syed Zain Gillani)
Director (Admin)

The Manager,
Printing Corporation of Pakistan Press,
University Road,
<u>Karachi</u>.

TO BE PUBLISHED IN THE NEXT ISSUE
OF THE GAZETTE OF PAKISTAN PART-II

202

Government of Pakistan
Ministry of Finance, Revenue, Economic
Affairs, Statistics & Privatisation
(Privatisation Commission)
*****

Islamabad, the 7th August, 2017

NOTIFICATION

No.7 (13) Admn/PC/2017. In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), hereby makes the following additions / amendments, in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Privatisation Commission hereby makes the following additions / amendments effective from 01.07.2017:-

I) **Revision of Basic Pay Scales:** The PC Pay Scales-2017 shall replace the PC Pay Scales-2016 w.e.f. 01.07.2017 with all provisions / conditions mentioned in FD's above referred OM.

II) **Fixation of Pay of the existing employees:**

(i) The basic pay of an employee in service on 30.06.2017 shall be fixed in the PC Pay Scales - 2017 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of PC Pay Scales - 2016;

(ii) In case of Personal Pay being drawn by an employee as part of his / her basic pay beyond the maximum of his / her pay scale on 30.06.2017, he / she shall continue to draw such pay in the PC Pay Scales-2017 at the revised rates.

III) **Fixation of Pay on Promotion:** In cases of promotion from a lower to higher posts / scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post / scale had taken place after the introduction of these scales.

IV) **Annual increment:** Annual increment shall continue to be admissible, subject to the existing conditions, on 1st December each year.

V) **Ad-hoc Relief Allowance - 2010:**

(i) The Ad-hoc Allowance-2010 @ 50% granted w.e.f. 01.07.2010 vide Finance Division's O. M. No.F.1(1) Imp/2010-622, dated 05.07.2010, shall cease to exist with effect from 01.07.2017;

(ii) For those who are in receipt of an allowance equal to 100% of basic pay in PC Pay Scale – 2008, as on 30.06.2011 and not in receipt of Ad-hoc Allowance – 2010 @ 50%, the existing amount of 100% allowance (being drawn at frozen level) shall be reduced w.e.f. 01.07.2017 by 50% of the amount to be calculated at the level admissible on 20.06.2011. The remaining amount shall continue to be drawn at reduced frozen level.

P.T.O.

From Pre-Page

203

VI) **Ad-hoc Relief Allowance-2016:**

(a) The Ad-hoc Relief Allowance-2016 @ 10% shall stand frozen at the level of its admissibility as on 30.06.2017;

(b) All the new entrants shall be allowed Ad-hoc Relief Allowance – 2016 @ 10% of the minimum of relevant PC Pay Scales – 2016 on notional basis with effect from 01.07.2017, till further orders, and shall stand frozen at the same level.

VII) **Ad-hoc Relief Allowance-2017:**

(a) The Ad-hoc Relief Allowance-2017 @ 10% of the running basic pay of PC Pay Scale – 2017 shall be allowed to the civil employees of the Federal Government as well as civilians paid out of Defence estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment with effect from 01.07.2017 till further orders;

(b) The Ad-hoc Relief Allowance will be subject to Income Tax;

(c) The Ad-hoc Relief Allowance will be admissible during leave and entire period L.P.R. except during extra ordinary leave;

(d) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension / Gratuity and recovery of House Rent;

(e) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting / deputation abroad;

(f) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting / deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad;

(g) The Ad-hoc Relief Allowance will be admissible during the period of suspension;

(h) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increments (s) beyond the maximum of the existing pay scales.

VIII) **Special Pay and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance / Special Allowance equal to one month basic pay, granted to Federal Government employees irrespective of his / her posting in Ministry / Division / Department / Office etc. including civil employees in BPS-1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30.06.2017.

P.T.O.

From Pre-Page

204

IX) Orderly Allowance for PC-20 to PC-22:

The rates of Orderly Allowance shall be revised as follows:

Existing Rates	Revised Rates
Rs.12,000/- per month	Rs.14,000 per month

(Note: Subject to furnishing a certificate that the officer is not using the services of any official employee at his residence)

X) Revision of Rates of Daily Allowances on Official Duty within the Country.

The rates of daily allowance will be as under:-

PC Pay Scale	Existing Rates (Rs.)	Revised Rates (Rs.) (w.e.f. 1st July, 2017)
Category – I (PC-20 & Above)	4,000/-	6,400/-
Category – II (PC-18 & PC-19)	2,400/-	3,840/-
Category – III (PC-16 & PC-17)	2,000/-	3,200/-
Category – IV (PC-1 to PC-15)	1,000/-	1,600/-

XI) Grant Of Financial Assistance By Government In The Cases Of Deaths Of Government Servants At The Station Of Duty

Rates of Burial Charges and Charges of Carting will be as per following rates w.e.f. 09.05.2015:-

	Existing Rate (Rs.)	Revised Rates (Rs.)
Burial Charges	5,000/-	25,000/-
Charges of Carting	1,600/-	4,800/-

(Syed Zain Gillani)
Director (Admin)

The Manager,
Printing Corporation of Pakistan Press,
University Road,
Karachi.

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Government of Pakistan
Ministry of Privatisation
(Privatisation Commission)
*****

Islamabad, the 28th August, 2017

NOTIFICATION

No.F.7 (4) Admn/PC/2013. In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000) and in terms of Regulation 5.02 of the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Chairman, PC has been pleased to re-designate one post of LDC (PC-09) as Electrician (PC-09) (same pay scale) with immediate effect. Method of Appointment will be as under:-

3. Ministerial Cadre

1. Method of appointment. - (1) Appointment to the posts shown in column 2 shall be made by initial appointment or, as the case may be, by promotion in the ratio specified in column 3 and 4 respectively against the post concerned.

S. No.	Cadre post with the applicable PC pay scale		Ratio of initial appointment and appointment by promotion	
			Initial appointment	Promotion
1	2		3	4
5.	Electrician	PC-09	-	100%

3. Promotion. – (1) Promotion to posts in column 2 of the table below shall be made from amongst persons who hold the posts specified in column 3 of the table on regular basis and possess the qualifications, experience and meet the other conditions specified in column 4.

S. No.	Cadre post with the PC pay scale	Employees eligible for promotion to the post specified in column 2	Minimum qualifications, experience and other conditions applicable to the post
1	2	3	4
4.	Electrician PC-09	Employees in PC-01 to PC-04	Matriculation At least Two (02) years diploma / degree in Associate Engineering in the pertinent engineering discipline. Affiliated experience of at least five (05) years with outstanding troubleshooting and technical aptitude.

(2) Promotion shall be subject to passing of an examination or successful completion of training as may be specified by the appointing authority.

(Syed Zain Gillani)
Director (Admin)

The Manager,
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University Road,
Karachi.

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Ministry of Privatisation
Privatisation Commission

*****

Islamabad, the 10th November, 2017

NOTIFICATION

No.7 (19) Admn/PC/2017. In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), hereby makes the following additions / amendments, in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Privatisation Commission has adopted the Government of Pakistan Revised Leave Rules, 1980, as amended from time to time, in toto, with effective from 01.01.2017.

(Syed Zain Gillani)
Director (Admin)

The Manager,
Printing Corporation of Pakistan Press,
University Road,
Karachi.

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Government of Pakistan
Ministry of Privatisation
(Privatisation Commission)
*****

Islamabad, the 19th July, 2018

NOTIFICATION

No.7 (13) Admn/PC/2018. In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), hereby makes the following additions / amendments, in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Privatisation Commission hereby makes the following additions / amendments effective from 01.07.2018:-

Adhoc Relief Allowance - 2018

1. The amount of Adhoc Relief Allwaoce-2018:

   (i) Will be subject to Income Tax.

   (ii) Will be admissible during leave and entire period of LPR except during extra ordinary leave.

   (iii) Will not be treated as part of emoluments for the purpose of calculation of Pension / Gratuity and recovery of House Rent.

   (iv) Will not be admissible to the employee during the tenure of their posting / deputation abroad.

   (v) Will be admissible to the employees on their repatriation from posting / deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

2. The term "Basic Pay" for the purpose of Adhoc Relief Allowance-2018 will also include the amount of the personal pay granted on account of annual increment (s) beyond the maximum of the existing pay scales.

3. The above Adhoc Relief Allowance-2018 shall be accommodated from within the budgetary allocation for the year 2018-19 and no supplementary grant would be given on this account.

P.T.O.

Overtime Allowance:

The rate of overtime allowance admissible to the Staff Car Drivers / Dispatch Riders is enhanced as per below:-

Designation	Existing	Revised
Staff Car Drivers and Dispatch Riders	Rs.40/- per hour subject to maximum Rs.240/- per day	**On Working Days:** Rs.80/- per hour subject to maximum Rs.480/- per day. **On Holidays:** Rs.100/- per hour subject to maximum Rs.600/- per day

The existing condition that the overtime allowance to staff car drivers / dispatch riders will only be paid if it has been verified by the officer concerned, will continue to apply

House Rent Allowance

The House Rent Allowance is increased @ 50% of the existing amounts of House Rent Allowance admissible as detailed below:-

Location	Existing	Revised
In declared Big Cities:	45% of the minimum of Basic Pay Scale 2008	Increase in the amount of House Rent Allowance @ 50% of the existing amounts being drawn
Other Cities	30% of the minimum of Basic Pay Scale 2008	Increase in the amount of House Rent Allowance @ 50% of the existing amounts being drawn

All other existing terms and conditions regulating the House Rent Allowance will continue to apply.

P.T.O.

From Pre-Page

24

Conveyance Charges for Late Sitting

The existing rates of conveyance charges are enhanced by 50% for late sitting, for officials working in PC-01 to PC-16 (Non-gazetted), excluding Drivers / Dispatch Riders, as under:-

Description	Days	Existing Rates	Revised Rates
For officials in PC-01 to PC-16 (Non-gazetted) Excluding Drivers / Dispatch Riders	**On working Days**	Rs.150/- per day	Rs.225/- per day
	On closed holidays	Rs.190/- per day	Rs.285/- per day

(Syed Zain Gillani)
Director (Admin)

The Manager,
Printing Corporation of Pakistan Press,
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Karachi.

50

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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

[PRIVATISATION COMMISSION]

NOTIFICATION

Islamabad, the 6th December, 2018

S.R.O. 34(KE)/2019 :

In pursuance of Establishment Division's Office Memorandum No. 8/13/2016-E-2, dated 11th June, 2018 and Section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), following additions/amendments have been made in the "Privatisation Commission Employees (Appointment and Terms and Conditions of Service), Regulations, 2002" published in the Official Gazette (Extraordinary), dated March 2, 2002:

"Claims arising during the period between 15th June, 2013 and 9th February, 2015, while the assistance package, dated 20th October, 2014 was in the field, have to be processed in accordance with the law and rights created under this package."

[No. 7(27)Admn/PC/2012].

QAZI IMRAN-UD-DIN,
Deputy Secretary (Admin).

Price : Rs. 5.00

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Government of Pakistan
Ministry of Privatisation
*****

Islamabad, the 22nd November, 2019

NOTIFICATION

No.4(5)/Admn/PD/2013. In exercise of the powers conferred vide Regulation 3.05 of the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002 and with the concurrence of the Finance Division (Expenditure Wing) vide U.O No.7(2)Exp.IV/2018-862(898): dated 24th September, 2019, the competent authority in the Privatisation Commission has been pleased to create one post of Executive Director General (PC-21) in the Privatisation Commission with immediate effect.

(Shahzad Asif)
Deputy Secretary (Admn)

The Manager
Printing Corporation of Pakistan Press,
University Road,
Karachi.

Copy to:-

1. PA to Minister, PD / PC.
2. SPS to Secretary, PD / PC.
3. APS to Additional Secretary, PD.
4. APS to D.G (A&F), PC.
5. D.S (Expenditure) (Privatisation), Finance Division, Islamabad.
6. Section Officer (Exp-IV), Finance Division, Islamabad.
7. Section Officer (R-I), Establishment Division, Islamabad.
8. DDO, PD / PC.

(Shahzad Asif)
Deputy Secretary (Admn)

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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

[PRIVATISATION COMMISSION]

NOTIFICATIONS

Islamabad, the 29th November, 2019

S.R.O. 64 (KE)/2020:

In exercise of power conferred under Section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), the Board of the Privatisation Commission is pleased to makes the following amendments in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002 with effect from 1st July, 2019.

AMENDMENTS

In the Privatisation Commission Employees (Appointment and Terms and In Conditions of Service) Regulations, 2002:

Price : Rs. 40.00

(1) for regulation 14.22, the following shall be substituted:

"**14.22. Special pay admissible to certain posts.-** The following category of employees shall be entitled to a special pay in their existing posts, as mentioned against each category:

Sr. No.	Description	Rates
1.	Private Secretary and an employee in PC-17 or PC-18 designated as Personal Staff Officer or Staff Officer to Chairman.	Rs. 3,750/-
2.	Private Secretary and an employee in PC-17 or PC-18 designated as Personal Staff Officer or Staff Officer to Secretary.	Rs. 3,000/-
3.	Personal Assistant (Stenographer) to Chairmen, Secretary or Executive Director General.	Rs. 1,750/-
4.	Personal Assistant to Director General or any other officer in PC-20	Rs. 1,375/-
5.	An employee required to operate photostat machine.	Rs. 375/-

(2) in regulation 14.25, the following sub-regulation (3) shall be inserted:

"(3) An employee or a category of employees shall be entitled to *ad-hoc* relief allowance or a special conveyance allowance or both in accordance with the conditions specified in Annex-7A";and

(3) After Annex-7, the following Annex-7A shall be inserted:

"Annex-7A

(see sub-regulation (3) of regulation 14.25)

1. **Ad-hoc Relief Allowance - 2019**

A) PC-1 to PC-6 @ 10% of the Basic Pay
B) PC-17 to PC-20 @ 5% of the Basic Pay

I. The amount of *Ad-hoc* Relief Allowance-2019:

(i) shall be subject to Income Tax;

(ii) shall be admissible during leave and entire period of LPR except during extra ordinary leave;

(iii) shall not be treated as part of emolument for the purpose of calculation of pension, gratuity and recovery of house rent;

(iv) shall not be admissible to the employee during the tenure of their posting or deputation abroad;and

(v) shall be admissible to an employee on their repatriation from posting or deputation abroad at the rate and amount which would have been admissible to the employee had the employee not been posted abroad.

II. The term "Basic pay" for the purpose of *Ad-hoc* Relief Allowance- 2019 shall also include the amount of personal pay granted on account of annual increments beyond the maximum of the existing pay scales.

III. The above *Ad-hoc* Relief Allowance- 2019 shall be accommodated from within the budgetary allocation for the years 2019-2020.

2. **Special Conveyance Allowance to Disabled Employees**

(a) The special conveyance allowance is admissible to an employee who has been:

(i) declared disabled by a competent Medical Board, before or after joining service, irrespective of the nature of disability; and

(ii) employed on merit or any type of quota including disabled employees quota.

(b) The special conveyance allowance shall not be admissible during leave of any kind, except medical leave up to one month or casual leave."

[No. 7(16)Admn/PC/2019]

Islamabad the 3rd December, 2019

S.R.O. 66 (KE)/2020:

In exercise of the power conferred under Section 5(m) read with Section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), the Board of the Privatisation Commission is pleased to makes the following amendment in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002:

AMENDMENTS

In the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002:

(1) after regulation 4.21, the following regulation 4.21A shall be inserted:

"**4.21A. Acting charge appointment.-** (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under the rules for appointment through promotion and the most senior employee in the cadre who is otherwise eligible for promotion does not possess the specified length of service, the appointing authority may appoint the employee to that post on acting charge basis.

(2) In the case of a post in PC pay scales 17 to 21 which is to be filled by initial appointment and the appointing authority is satisfied that no suitable officer drawing pay in that PC pay scale is available

to fill the post or the post may not immediately be filled through initial appointment and it is expedient to fill the post, the appointing authority may appoint to that post on acting charge basis the most senior employee fit and eligible for initial appointment to the post.

(3) The appointing authority may make acting charge appointment to a post which is likely to remain vacant for a period of six months or more.

(4) The appointing authority shall make appointment on acting charge basis on the recommendations of the Selection Committee.

(5) Acting charge appointment shall not:

(a) amount to appointment by promotion on regular basis for any purpose including seniority;

(b) confer any vested right for regular promotion to the post held on acting charge basis."

(2) after Annex-3, the following Annex-3A shall be inserted:

"ANNEX-3A

(1) Notwithstanding anything contained in these regulations, the following total number of posts in the cadres mentioned below shall be fixed.

(1) Executive, Administrative and Accounts Cadre

S. No.	Cadre post with the applicable PC Pay Scale		Total Number of Cadre Posts	Remarks
1	2		3	4
1.	Sr. Technical Assistant	PC-17	6	3 Posts deemed to have been created w.e.f. 15-11-2019
2.	Technical Assistant	PC-16	18	
3.	Superintendent	PC-17	4	3 Posts deemed to have been created w.e.f. 15-11-2019

(2) Private Secretary and Assistant Private Secretary Cadre

S. No.	Cadre post with the applicable PC Pay Scale		Total Number of Cadre Posts	Remarks
1	2		3	4
1.	Assistant Private Secretary	PC-16	10	4 Posts deemed to have been re-designated as TA (PC-16) w.e.f. 15-11-2019

(3) **Ministerial Cadre**

S. No.	Cadre post with the applicable PC Pay Scale		Total Number of Cadre Posts	Remarks
1	2		3	4
1.	Assistant	PC-15/16	8	3 Posts deemed to have been abolished with effect from 15-11-2019

(2) Notwithstanding anything contained in these regulations, the following method of appointment, initial appointment and promotion of the posts in the cadres mentioned below shall be fixed;

(1) **Executive, Administrative and Accounts Cadre**

1. Method of appointment.- Appointment to the posts shown in Column 1 of the table below shall be made by initial appointment or by transfer on deputation basis / promotion in the ratio specified in Column 3 and 4 respectively against the post concerned :-

S. No.	Cadre post with the applicable PC Pay Scale		Ratio of initial appointment and appointment by promotion	
			Initial appointment	Promotion
1	2		3	4
4.	Deputy Director	PC-18	50%	50%
6.	Accounts Officer	PC-17	50%	50%
7-A	Sr. Technical Assistants	PC-17	-	100%
8.	Superintendent	PC-17	-	100%
9.	Accountant	PC-17	-	100%

2. Initial appointment.- A candidate for initial appointment to a post must possess the minimum qualifications and experience and fulfill the other conditions applicable to the post and must be within the maximum age limit as laid down against the post concerned in the table below and should also have basic computer skills:-

S. No.	Cadre post with the PC pay scale	Maximum Age	Minimum qualifications, experience and other conditions applicable to post
1	2	3	4
4.	Deputy Director (PC-18)	35 Years	**Qualification:** (i) First Division master's degree in Business, Economics, IT, Management Sciences, Law, Commerce or in the relevant field of Engineering from HEC recognized National / International University. OR (ii) MS / M. Phil / PhD in Business, Economics, IT, Management Sciences, Law, Commerce or in the relevant field of Engineering from HEC recognized National / International University. **Experience** In case of (i) 07 Years' experience in Privatisation, Finance, Procurement or in the relevant field. In case of (ii) 05 Years experience in the relevant field. **Test / Interview** Interview / Test comprising 400 marks based on English, IT, Rules of Business, Secretariat Instructions, PC Rules, Ordinance, Financial Rules, Public Procurement Rules and General Knowledge.

3. Promotion.- (1) Promotion to posts in Column 2 of the table below shall be made from amongst person who hold the posts specified in column 3 of the table on regular basis and possess the qualifications, experience and meet the other conditions specified in Column 4.

S. No.	Cadre post with the PC pay scale	Employees eligible for promotion to the post specified in Column 2	Minimum qualifications, experience and other conditions applicable to the post
1	2	3	4
3.	Deputy Director (PC-18)	Sr. Technical Assistant (PC-17) / Superintendent (PC-17)	**Education** At least 2nd Division Master's Degree or equivalent from HEC recognized National/ International University.

S. No.	Cadre post with the PC pay scale	Employees eligible for promotion to the post specified in column 2	Minimum qualifications, experience and other conditions applicable to the post
1	2	3	4
			Experience / Eligibility Five (05) years experience as Sr. Technical Assistant (PC-17) or Superintendent (PC-17) in regular service of Privatisation Commission. One (01) Deputy Director (PS-18) in from STA (PC-17) & One (01) is from Superintendent (PC-17). **Training** Training from Secretariat Training Institute (STI).
6	Accounts Officer (PC-17)	Accountant (PC-16)	**Education** Master's degree in Business Administration or in Commerce. **Experience** Three (03) years experience as Accountant (PC-16) in regular service of Privatisation Commission **Test / Training** Successful completion / Passing the examination of PIPFA.
7-A	Sr. Technical Assistants (PC-17)	Technical Assistants PC-16	**Eligibility** Three (03) years experience as Technical Assistant (PC-16) in regular service of Privatisation Commission.
8	Superintendent (PC-17)	Assistant (PC-15/16)	**Eligibility** Three (03) years experience as Assistant (PC-15/16) in regular service of Privatisation Commission.
9	Accountant (PC-16)	Assistant (PC-15/16)	**Education** Master's degree in Business Administration or in Commerce. **Experience** Three (03) years experience as Assistant (PC-15/16) in regular service of Privatisation Commission

(4) General Cadre

1. Method of appointment.- (1) Appointment to the posts shown in column 2 shall be made by initial appointment or as the case may be, by promotion in the ratio specified in column 3 and 4 respectively against the post concerned.

S. No.	Cadre post with the applicable PC Pay Scale		Ratio of initial appointment and appointment by promotion	
			Initial appointment	Promotion
1	2		3	4
2	Photostat Machine Operator	PC-07	100%	-
2-A	Record Sorter	PC-07	100%	-
6-A	Chowkidar	PC-01	100%	-
7	Sweeper	PC-01	100%	-

2. Initial appointment.- A candidate for initial appointment to a post must possess the minimum qualifications and experience and fulfill the other conditions applicable to the post and must be within the maximum age limit as laid down against the post concerned in the table below.

S. No.	Cadre post with the PC pay scale	Maximum Age	Minimum qualifications, experience and other conditions applicable to post
1	2	3	4
6.	Naib Qasid (PC-01)	25 years	Primary
7.	Chowkidar (PC-01)	25 years	Literate
8.	Sweeper (PC-01)	25 years	Literate

S. No.	Post	Existing Pay Scale in PC	Time Scale / Promotion
1.	Telephone Operator	(PC-09)	PC-11 & PC-15 after every 10 years service, respectively
2.	Electrician	(PC-09)	PC-11 & PC-15 after every 10 years service, respectively
3.	Photo Stat Machine Operator (PSMO)	(PC-07)	Upgraded in PC-07 immediately (Acting Charge Basis) PC-07 & PC-09 after every 10 years' service, respectively
4.	Record Sorter	(PC-07)	PC-10 & PC-12 after every 10 years service, respectively
5.	Daftry	(PC-03)	PC-04 & PC-06 after every 10 years' respectively
6.	Qasid	(PC-02)	PC-03 & PC-05 after every 10 years' respectively
7.	Naib Qasid	(PC-01)	PC-02 & PC-04 after every 10 years' respectively
8.	Chowkidar	(PC-01)	PC-02 & PC-04 after every 10 years' respectively
9.	Sweepers	(PC-01)	PC-02 & PC-04 after every 10 years' respectively "

[No. 7(16)Admn/PC/2018]

Islamabad, the 22nd January, 2020

S.R.O. 68(KE)/2020:

In exercise of the power conferred under section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), the Board of the Privatisation Commission is pleased to makes the following amendments in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002 with effect from 1st July, 2019.

AMENDMENTS

In the Privatisation Commission Employees (Appointment and Terms and In Conditions of Service) Regulations, 2002:

(1) for regulation 14.22, the following shall be substituted:

"**14.22. Special pay admissible to certain posts.-** The following category of employees shall be entitled to a special pay in their existing posts, as mentioned against each category:

Sr. No.	Description	Rate
2.	Private Secretary and any officer of PC-17/18 designated as PSO / Staff Officer to Secretary or Executive Director General	Rs. 3,000/-

[No. 7(16) Admn/PC/2019].

SHAHZAD ASIF,
Deputy Secretary (Admin).

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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF PRIVATISATION

[PRIVATISATION COMMISSION]

NOTIFICATION

Islamabad, the 12th October, 2020

S.R.O. 5(KE)/2021:

In exercise of power conferred under Section 5(m) read with Section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), the Board of the Privatisation Commission is pleased to makes the following amendment in the Privatisation Commission Employees (Appointment and Terms and Conditions of Services), Regulations, 2002:

AMENDMENTS

In the Privatisation Commission Employees (Appointment and Terms and Conditions of Services), Regulations, 2002, for regulation 4.20, the following shall be substituted :-

Price : Rs. 5.00

"**4.20 Additional Charge-** (1) If a post falls vacant and it is not possible to fill it immediately, the Commission may distribute the work of the post among more than one employee of the similar PC pay scale.

(2) The appointing authority may confer additional charge of a vacant post upon another employee of same PC pay scale or, with the approval of the Minister for Privatisation, upon a Civil Servant of comparable pay scale.

(3) The Commission shall not confer additional charge under this regulation for a period which is less than one month or which is more than three months but it may, with the approval of appointing authority, extend the additional charge for a further period not exceeding six months.

(4) The board may further extend the additional charge for such period or periods as it may deem fit.

(5) If an employee or a Civil Servant is given additional charge of a post, the Commission shall pay a special allowance at the rate of twenty percent of the basic pay subject to the maximum of twelve thousand rupees per month or such other amount as may be notified by the Federal Government for Civil Servants from time to time".

[No. 7(16)Admn/PC/2020]

SHAHZAD ASIF,
Deputy Secretary (Admin).

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Government of Pakistan
Ministry of Privatisation
(Privatisation Commission)
*****

Islamabad, the 5th August, 2022

NOTIFICATION

No.7 (13) Admn/PC/2022. In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002, the Privatisation Commission hereby makes the following additions / amendments effective from 01.07.2022: -

I) **Revision of Basic Pay Scales:** The PC Pay Scales-2022 shall replace the PC Pay Scales-2017 w.e.f. 01.07.2022, as contained in the above-referred OM **dated 1st July, 2022 of Finance Division.**

II) **Fixation of Pay of the existing employees:**

(i) The basic pay of an employee in service on 30.06.2022 shall be fixed in the Basic Pay Scales-2022 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales-2017;

(ii) In case of Personal Pay being drawn by an employee as part of his / her basic pay beyond the maximum of his / her pay scale on 30.06.2022, he / she shall continue to draw such pay in the Basic Pay Scales-2022 at the revised rates.

III) **Fixation of Pay on Promotion:** In cases of promotion from a lower to higher posts / scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post / scale had taken place after the introduction of these scales.

IV) **Annual increment:** Annual increment shall continue to be admissible, subject to the existing conditions, on 1st December each year.

V) **Ad-hoc Relief Allowance:** Upon introduction of PC Pay Scales - 2022, the Ad-hoc Relief Allowances granted w.e.f. 01.07.2016, 01.07.2017, 01.07.2018, 01.07.2019 and 01.07.2021 shall cease to exist with effect from 01.07.2022.

VI) **Ad-hoc Relief Allowance-2022:**

(a) An Ad-hoc Relief Allowance-2022 @ 15% of the running basic pay of PC Pay Scale – 2017 shall be allowed to the employees of Privatisation Commission regular, deputationists, contractual (against PC Pay Scale) and contingent paid staff, if any, civil employees of the Federal Government as well as civilians paid out of Defence estimates including contingent paid staff and contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment with effect from 01.07.2022 and shall stand frozen at the same level till further order;

(b) All the new entrants shall be allowed Ad-hoc Relief Allowance-2022 @ 15% of the minimum of the relevant basic pay of BPS-2017 on notional basis with effect from 01.07.2022 till further orders and shall stand frozen at the same level;

(c) The Ad-hoc Relief Allowance will be subject to Income Tax;

(d) The Ad-hoc Relief Allowance will be admissible during leave and entire period L.P.R. except during extra ordinary leave;

(e) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension / Gratuity and recovery of House Rent;

(f) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting / deputation abroad;

(g) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting / deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad;

(h) The Ad-hoc Relief Allowance will be admissible during the period of suspension;

(i) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increments (s) beyond the maximum of the existing pay scales.

VII) **Special Pay and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance / Special Allowance equal to one-month basic pay, granted to Federal Government employees irrespective of his / her posting in Ministry / Division / Department / Office etc. including civil employees in BPS-1-22 of Judiciary shall stand frozen at the level of its admissibility as on 30.06.2022.

(Khalid Mehmood)
Section Officer

The Manager,
Printing Corporation of Pakistan Press,
Islamabad.

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Government of Pakistan
Ministry of Privatisation
(Privatisation Commission)
*****

Islamabad, the 5th August, 2022

NOTIFICATION

No.7 (13) Admn/PC/2022. In pursuance of Section 41 of the Privatisation Commission Ordinance, 2000 (No.LII of 2000), Privatisation Commission hereby makes the following additions / amendments, in the "Privatisation Commission Employees (Appointment and Terms & Conditions of Service), Regulations, 2002" published in the official Gazette (Extraordinary) dated March 2, 2002: -

ADOPTION / GRANT OF TIME SCALE POLICY FOR THE EMPLOYEES OF THE PRIVATISATION COMMISSION (PC-1 to PC-16) ON THE ANALOGY OF FEDERAL GOVERNMENT BPS-1 TO BPS-16 (CIVIL SERVANTS):

In line with Finance Division's O.M No.9(7)R-I/2014-233/2022 dated 28th May, 2022, Time Scale will be granted to employees of Privatisation Commission in PC Pay Scale PC – 01 to PC – 16 on the analogy of Civil Servants of the Federal Government, subject to the observance of conditions as enunciated in the aforementioned O.M of the Finance Division.

(Khalid Mehmood)
Section Officer

The Manager,
Printing Corporation of Pakistan Press,
Islamabad

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GOVERNMENT OF PAKISTAN
MINISTRY OF PRVATISATION
PRIVATISATION COMMISSION
*****

Islamabad, the 5th July, 2023

NOTIFICATION

No.7(27) Admn/PC/2020. In exercise of powers conferred by section 41 of the Privatisation Commission Ordinance, 2000 (No. LII of 2000), the Privatisation Commission is pleased to make the following amendment in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002:

AMENDMENT

In the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002, for regulation 5.05, the following shall be substituted:

"5.05. **Restriction on initial or subsequent deputation.-** An employee who reverts back to the Commission after deputation of five years, the lending authority shall not consider the employee again for deputation until the employee has served for at least five years in the Commission after reversion from deputation.

(2) If an employee has served less than five years on deputation, the lending authority may, at any time, consider his case for further deputation till he serves on deputation for five years and, after such period, the restriction contained in sub-regulation (1) shall become applicable.

(3) If an employee is initially appointed, the lending authority shall not consider such employee for deputation unless he has served for at least three years in the Commission from the date of his initial appointment to a post in the Commission.

(4) The Board may, in any case of extension of deputation period beyond five years, approve such extension of deputation period of an employee in relaxation of this regulation."

(Khalid Mahmood)
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University Road,
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Government of Pakistan
Ministry of Privatisation
Privatisation Commission
*****

Islamabad, the 6th December, 2024

NOTIFICATION

S.R.O. ________(I)/2024. In pursuance of the powers conferred by Section 41 of the Privatisation Commission Ordinance, 2000, following additions/amendments in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service), Regulations, 2002, published in the official Gazette (Extraordinary) dated 02.03.2002 are made w.e.f. 15.11.2024: -

(a) REVISION OF RATES OF DAILY ALLOWANCE ON OFFICIAL DUTY WITHIN THE COUNTRY:

PC Pay Scale	Existing Rates (Rs.)	Revised Rates (Rs.)
Category – I (PC-20 & Above)	6,400/-	9,600/-
Category – II (PC-18 & PC-19)	3,840/-	5,760/-
Category – III (PC-16 & PC-17)	3,200/-	4,800/-
Category – IV (PC-1 to PC-15)	1,600/-	2,400/-

(b) REVISION OF TRAVELLING AND MILEAGE ALLOWANCE:

Description		Existing Rates	Revised Rates
Transportation			
(i)	Motor Car	Rs.5/- per k.m.	Rs.7.5/- per k.m.
(ii)	Motor Cycle / Scooter	Rs.2.5/- per k.m.	Rs.3.75/- per k.m.
Mileage Allowance			
(i)	Personal Car / Taxi	Rs.10/- per k.m.	Rs.15/- per k.m.
(ii)	Motor Cycles / Scooters	Rs.4/- per k.m.	Rs.6/- per k.m.
(iii)	Bicycle	Rs.2/- per k.m.	Rs.3/- per k.m.
(iv)	Public Transport	Rs.2.50/- per k.m.	Rs.3.75/- per k.m.
Travel by Air		Admissible to Government Servants in PC-17 & Above	No Change
Carriage of Personal effects on Transfer / Retirement		Rs.0.02 per kg per k.m.	Rs.0.03 per kg per k.m.

No.F.7(13)Admn/PC/2017

(Khalid Mahmood)
Section Officer

The Manager,
Printing Corporation of Pakistan Press,
Islamabad.

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Government of Pakistan
Ministry of Privatisation
(Privatisation Commission)
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Islamabad, the 10th July 2025

NOTIFICATION

S.R.O__________________________. In exercise of powers conferred by Section 41 of the Privatisation Commission Ordinance, 2000 (LII of 2000), Privatisation Commission Board has approved following additions/amendments, effective from 01-07-2025 in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002:

a) In the Regulation 14.25(2), the words 'House Rent Allowance' shall be substituted by the word 'Rental Ceiling Allowance'.

b) Chapter 23 shall be replaced as under, namely;

HIRING OF RESIDENTIAL ACCOMMODATION

23.01 Hiring Of Accommodation - An employee of the Commission or a person serving in the Commission on deputation basis may either hire residential accommodation or draw rental ceiling allowance with monthly salary on the rates notified by Ministry of Housing & Works, equivalent to rental ceiling of Islamabad, Pakistan, in accordance with the Accommodation Allocation Rules, 2002, as amended from time to time, in their respective time scale and/or pay scale.

23.02 In the former case, the agreement for hiring shall be made between the employee and the owner of the house. The payment of rent shall be made by the Commission to the employee or, as the case may be, to the owner, without any further obligation/liability whatsoever on the part of the Commission. The hiring under these regulations includes self-hiring. The rental ceiling allowance shall not be admissible to the employees who have been allotted government accommodation by M/O Housing and Works.

23.03 Rates of Rental Ceiling Allowance shall be revised as and when revised by the Federal Government.

Provided that an existing civil servant serving in the Commission on deputation immediately before commencement of these Regulations who is already in occupation of residential accommodation allotted to him by Estate Office of Government of Pakistan may retain the accommodation in accordance with Accommodation Allocation Rules, 2002.

[No.7(15)Admn/PC/2023]

(Shahzad Asif)
Director (Admn)

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Government of Pakistan
Ministry of Privatisation
Privatisation Commission
*****

Islamabad, the 7th August, 2026

NOTIFICATION

S.R.O. __________(I)/2026.- In exercise of powers conferred under Section 41 of the Privatisation Commission Ordinance, 2000 (No. Lll of 2000), the Board of the Privatisation Commission is pleased to make the following insertion in the Privatisation Commission Employees (Appointment and Terms and Conditions of Service) Regulations, 2002, with effect from 01.07.2026.

AMENDMENTS

In Privatisation Commission Employees (Appointment and Terms and Conditions of Services) Regulations, 2002;

After sub-regulation (3) of regulation 14.25 the following sub-regulation (4) shall be inserted:

> *"(4) Employees in PC Pay Scales (PC-01 to PC-22), whether regular, on deputation, or contract employees appointed against regular posts, shall be entitled to Utility Allowance at the rate of forty five percent (45%) of their running basic pay with effect from 01.07.2026."*

07/08/2026

F.No. 7(2)Admn/PC/2026

(Saif Ur Rehman Marwat)
Deputy Director (Admin)

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Government of Pakistan
Ministry of Privatisation
Privatisation Commission
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Islamabad, the 7th August, 2026

NOTIFICATION

S.R.O. __________(I)/2026.- In exercise of powers conferred under Section 41 of the Privatisation Commission Ordinance, 2000 (No. Lll of 2000), read with Regulation 13 of the Privatisation Commission (Conduct of Board Meeting), Regulations 2019, the Board of Privatisation Commission is pleased to make the following insertion in Privatisation Commission Employees (Appointment and Terms and Conditions of Services) Regulations, 2002:

AMENDMENTS

In Privatisation Commission Employees (Appointment and Terms and Conditions of Services) Regulations, 2002;

After sub-regulation (1) of regulation 3.05 the following sub-regulation (2) shall be inserted:

> "The secretary may with the approval of Chairman, amend any title for a post or assign any title to a post in any cadre."

F.No. 7(2)Admn/PC/2026

07/08/2026

(Saif Ur Rehman Marwat)
Deputy Director (Admin)