

The Gazette  **of Pakistan.**

EXTRAORDINARY
PUBLISHED BY AUTHORITY

ISLAMABAD, SATURDAY, JUNE 24, 1995

PART II

Statutory Notification (S. R. O.)

GOVERNMENT OF PAKISTAN

MINISTRY OF FOOD, AGRICULTURE AND LIVESTOCK

NOTIFICATION

Islamabad, the 30th May, 1995

S.R.O. 552(I)/95.—In exercise of the powers conferred by section 28 of the Cotton Standardization Ordinance, 1994 (LXXXI of 1994) the Board of the Cotton Standards Institute makes the following rules, namely:—

**THE PAKISTAN COTTON STANDARD INSTITUTE
SERVICE RULES 1995.**

CHAPTER - I

Short title, Commencement & Application

1.1 Short Title.- These rules may be called the Pakistan Cotton Standards Institute Service Rules, 1995.

1.2 Commencement.- These rules shall come into force at once.

(1155)

Price : Rs. 6.10

[1118(95)/Ex. Gaz.]

1.3 Extent of Application.- These rules shall apply to all employees of the Pakistan Cotton Standards Institute who are in whole time employment of the

Institute other than -

- (a) a persons engaged for a specific period of time on specific terms or a person employed on contract;
- (b) any person serving in Pakistan Cotton Standards Institute on deputation basis;
- (c) a person paid from contingencies; and
- (d) a person employed on daily wages.

1.4 Interpretation.- The power to interpret these rules is reserved to the Board.

1.5 Terms and Conditions of Service.- (1) Terms and Conditions of service of an employee shall be as laid down in these rules or in such subsidiary orders and instructions which may be issued from time to time with the approval of the Board.

(2) Any orders or instructions made by or issued with the approval of the Board and in force immediately before the commencement of these rules shall insofar as such orders or instructions are not inconsistent with the provisions of the Ordinance or these rules shall be deemed to be subsidiary orders and instructions issued under these rules.

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

CHAPTER 2 DEFINITIONS

2.1 Definitions.- In these rules, unless there is anything repugnant in the subject or context -

- (a) "Accused" means an employee against whom disciplinary action is taken under these rules.
- (b) "Appointing Authority" means a person authorised by rule 3.3 to make appointment to a post or class of posts.
- (c) "Board" means the Board of the Pakistan Cotton Standards Institute constituted under section 5 of the Ordinance.
- (d) "Basic Pay Scales" means the basic pay scales prescribed by the Federal Government and adopted by the Board of the Institute.
- (e) "Cadre" means the strength of the service or a part of the service sanctioned as a separate unit.

- (f) "Day" means a calendar day beginning and ending at midnight.
- (g) "Departmental Selection Committee" or "Departmental Promotion Committee" means a Committee constituted for the purpose of making selection for initial appointment or, as the case may be, for promotion or transfer to posts in basic pay scales 19 or below.
- (h) "Deputation" in relation to an employee means service in which an employee receives his pay from sources other than the funds of the Institute.
- (i) "Duty" means all periods spent in the employment of the Institute and includes periods spent on training in or outside Pakistan, if deputed by the Institute, periods spent on leave and joining time and suspension if followed by re-instatement and treated as duty.
- (j) "Employee" means a whole time employee of the Institute to whom these rules are applicable.
- (k) "Family" means an employee's spouse and children or step children residing with and wholly dependent on the employee.
- (l) "Initial Appointment" means appointment made otherwise than by promotion or transfer.
- (m) "Institute" means the Pakistan Cotton Standards Institute established under section 3 of Cotton Standardization Ordinance.
- (n) "Misconduct" means conduct prejudicial to good order or service discipline or contrary to the provisions of these rules relating to conduct or unbecoming of an officer or a gentleman and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Institute in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or any other condition of service of an employee.
- (o) "Ordinance" means the Cotton Standardization Ordinance 1994 (LXXXI of 1994).
- (p) "Pay" means the amount drawn monthly by an employee as-
 - (i) Pay, other than special pay, personal pay, qualification pay and technical pay, which has been sanctioned for a post held by the employee.
 - (ii) Special pay, personal pay, qualification pay and technical pay.
 - (iii) Any other emoluments classed as pay by the Board.
- (q) "Penalty" means a penalty prescribed in rule 6.4.
- (r) "Permanent Post" means a post carrying a definite rate of pay sanctioned without limit of time.

- (s) "Personal Pay" means additional pay granted to an employee to save him from loss in pay in respect of a post held by him on regular basis due to revision of pay or due to reduction of such pay otherwise than as a disciplinary measure or in exceptional circumstances on other personal considerations.
- (t) "Prescribed" means prescribed in or under these rules.
- (u) "Prescribed form" means a form prescribed in or under these rules or a form specified by the Director or a form in use in the Institute in matters relating to appointment and to service matters immediately before the commencement of these rules.
- (v) "Service" means the service of the Institute.
- (w) "Selection Board" means a Board constituted for making selection of candidates for initial appointment or for promotion or transfer to posts in basic pay scale 20 and above.
- (x) "Special Pay" means an addition of the nature of pay to the emoluments of an employee granted in consideration of-
 - (i) specially arduous nature of duties; or
 - (ii) specific addition to the work or responsibility.
- (y) "Subsistence Grant" means a monthly grant made to an employee while he is not in receipt of pay or leave pay.
- (z) "Temporary Post" means a post other than a permanent post.
- (zz) "Time Scale" means a pay scale which rises by periodical increments from a minimum to a maximum and includes a basic pay scale.

2.2 Appointment on Regular Basis.- For the purpose of these rules, an initial appointment or an appointment by promotion or by transfer shall be deemed to have been made on regular basis if it is made in the prescribed manner.

2.3 Number and Gender.- In these rules, unless there is anything repugnant in the subject or context, words importing the masculine gender shall be taken to include female and words in the singular shall include the plural and vice versa.

CHAPTER - 3

COMPOSITION OF SERVICE AND APPOINTMENT.

3.1 Service and Cadres.- (1) There shall be a service of the Institute consisting of different cadres as are specified in appendix-1 to these rules.

(2) Each cadre shall consist of sanctioned posts as specified in section A of appendix-2 to these rules:

Provided that posts created for work of a regular nature shall form temporary addition to the cadre strength pending their insertion in section A of appendix-2

3.2 Method of appointment, qualification and other conditions.-(1) Appointment to the posts shall be made on regular basis by one or more of the following methods in accordance with rules in this chapter namely :-

- (a) by initial appointment;
- (b) by promotion;
- (c) by transfer.

(2) The method of appointment, qualifications, experience and other conditions relating to various posts shall be as laid down for each cadre in section B of appendix-2.

3.3 Authorities Competent to make appointment.- The authorities competent to make appointment to various posts shall be as follows:-

- | | | |
|-----|---|---|
| (a) | Posts in basic pay scale 20 or above. | Prime Minister |
| (b) | Posts in basic pay scales 16 to and 19. | Director |
| (c) | Posts in basic pay scales 5 to 15. | Joint Director |
| (d) | Posts in basic pay scales 1 to 4. | Deputy Director Concerned with the administration |

3.4 Appointment to be made against Sanctioned Post.- All appointments in the Institute shall be made against sanctioned posts and shall be subject to the availability of vacancies.

3.5 Selection Board.- There shall be constituted a Selection Board headed by the Minister in charge of the administrative ministry concerned for selection of persons for initial appointment or, as the case may be, promotion or transfer to posts in basic pay scale 20 and above. The Board shall be constituted with the approval of the Prime Minister.

3.6 Departmental Selection/Promotion Committee.- 1) There shall be constituted one or more Departmental Selection Committees for selection of persons for initial appointment to posts in basic pay scale 19 and below designated as follows :-

- (i) Departmental Selection Committee-1:- For initial appointment to posts in basic pay scales 16 to 19.
- (ii) Departmental Selection Committee-2:- For initial appointment to posts in basic pay scales 5 to 15.
- (iii) Departmental Selection Committee-3:For initial appointment to posts in basic pay scale 1 to 4.

The Departmental Selection Committee 1, 2, and 3 shall also function as Departmental Promotion Committee 1, 2, and 3 respectively for corresponding posts reserved for promotion or transfer.

(2) The Departmental Selection/Promotion Committee 1, 2 and 3 shall be constituted with the approval of the Director, joint Director and Deputy Director concerned with the administration respectively.

3.7 Composition of Departmental Selection/Promotion Committees.-(1) The composition of Departmental Selection/Promotion Committees shall ordinarily be as follows:-

Departmental Selection/Promotion Committee-1

- | | | |
|----|--|-------------------|
| 1. | Director PCSI | Chairman |
| 2. | DS (Crops) | Member |
| 3. | Deputy Director (BPS-18) concerned with administration | Member/Secretary. |

Department Selection/Promotion Committee-2

- | | | |
|----|-------------------------------|------------------|
| 1. | Director PCSI | Chairman |
| 2. | DS (Crops) | Member |
| 3. | Manager of the concerned wing | Member/Secretary |

Department Selection/Promotion Committee-3

- | | | |
|----|-------------------------------|------------------|
| 1. | Director PCSI | Chairman |
| 2. | SO (Crops) | Member |
| 3. | Manager of the concerned wing | Member/Secretary |

(2) The Chairman of the Committee concerned may coopt such other officers as member or members of the Committee as he may deem fit.

3.8 Initial Appointment.- Initial appointment shall be made in a post with the approval of the appointing authority on the recommendations of the Selection Board or, as the case may be, appropriate Department Selection Committee.

3.9 Vacancies to be advertised.- All vacancies to be filled by initial appointment shall be advertised in such newspapers as may be considered appropriate.

3.10 Conditions of Initial Appointment.- A candidate for initial appointment must possess the educational qualifications and experience and must be within the age limit laid down for the post:

Provided that the age-limit may be relaxed by the appointing authority if a candidate within the age limit is not available. In such a case the vacancy shall be readvertised with the revised age-limit.

3.11 Citizenship.- No person who is not a citizen of Pakistan or of the State of Jammu and Kashmir shall be eligible for appointment to any post in the Institute:

Provided that this requirement may be relaxed by the Chairman in suitable cases.

3.12 Foreign Spouse.- A person married to a person who is not a citizen of Pakistan shall not be appointed to a post in the Institute except with the approval of the Board.

3.13 Minimum Age limit.- No person below 18 years of age shall be appointed to a post in the Institute.

3.14 Medical Fitness.- No person shall be initially appointed unless he is in good mental and physical health and is free from any physical defect likely to interfere

in the discharge of his duties, and furnishes a medical fitness certificate from the Government Civil Surgeon of the area or such other medical officer or authority as may be specified by the appointing authority.

3.15 Character and antecedents.- An appointment shall be made only if, in the opinion of the appointing authority, the character and antecedents of the candidate are satisfactory. A candidate may be appointed, pending verification of his character and antecedents, on production of a certificate of good character from the Principal of the Academic Institution last attended and on production of a Character Certificate from an officer, not being his relative, of BPS 17 or above in the service of the Federal or the Provincial Government.

3.16 Observance of Provincial/Regional quota.- (1) Vacancies in basic pay 16 and above, and such posts in basic pay scales 3 to 15 which serve the whole of Pakistan shall be filled on an All-Pakistan basis in accordance with the merit and the provincial and regional quotas prescribed by the Federal Government for civil posts from time to time. The Posts to be specified for merit and quota would be decided with the approval of MINFAL.

(2) Vacancies in basic pay scales 3 to 15 in offices which serve only a particular province or regions shall be filled by appointment of person domiciled in the province or region concerned.

(3) Vacancies in posts in basic pay scales 1 and 2 shall be filled on local basis, judiciously giving representation to all sectors, of society, if possible.

(4) Posts in each basic pay scale shall be considered separately for purposes of allocation to prescribed merit and Provincial/Regional quotas in consultation with MINFAL.

3.17 The domicile/district of permanent residence of an employee as declared by him at the time of appointment on first entry into service of the Institute and accepted by the appointing authority shall be treated as final throughout his service career and subsequent change in domicile/district of permanent residence, if any, shall not be recognized for the purposes of terms and conditions of his service, unless some conflicting proof comes to the knowledge of the management.

3.18 Appointment by Promotion.- Promotion to posts in BPS 20 or above shall be made with the approval of the appointing authority on recommendations of the Selection Board to be constituted with the approval of MINFAL.

3.19 Promotion to posts in BPS 19 and below shall be made with the approval of the appointing authority on the recommendations of the relevant Departmental Promotion Committee and with the approval of Govt. of Pakistan.

3.20 Eligibility for promotion.- An employee possessing such minimum qualifications and length of service and fulfilling such other conditions as are specified for promotion in or under these rules shall be eligible for promotion to a higher post for the time being reserved for departmental promotion in the cadre to which he belongs.

(2) Promotion to a post shall be subject to passing such examination or successful completion of such training as may be specified by the Management with the approval of MINFAL.

3.21 Promotion quota to be filled first.- Where definite quotas have been reserved in a cadre for departmental promotion and for initial appointment, promotion against the departmental quota shall as far as possible be made first and the posts reserved for initial appointment be filled later. However, this provision shall not be construed to confer any vested right on any employee to claim that promotion against departmental quota may be made first. A policy guideline of Govt. of Pakistan would be considered final.

3.22 Promotion subject to length of service.- No promotion to posts in BPS 18 and above shall be made unless the candidate has completed length of service as specified below; subject to the availability of posts with the approval of MINFAL.

- | | | |
|-------|-----------------------------------|--------------------------------------|
| (i) | for promotion to posts in BPS 18: | 5 years service in BPS 17 |
| (ii) | for promotion to posts in BPS 19: | 12 years service in BPS 17 and above |
| (iii) | for promotion to posts in BPS 20: | 17 years service in BPS 17 and above |
| (iv) | for promotion to posts in BPS 21: | 22 years service in BPS 17 and above |

Provided that :-

- (a) When initial appointment of a person takes place in a post in BPS 18, 19 or 20, the length of service specified above shall be reduced for the purposes of promotion to higher post by the following periods ; with the approval of Govt of Pakistan.

	First appointment in	length of service reduced by.
i)	BPS 18	5 years
ii)	BPS 19	12 years
iii)	BPS 20	17 years

- (b) When first appointment of a person was made in BPS 16 or below, one half of the service in BPS 16 and one fourth of his service in BPS 15 and below may be counted as service in BPS 17 for computing length of service for the purpose of promotion only.

The period of extraordinary leave or any other period not qualifying for pension shall not be counted towards the prescribed length of service.

3.23 Claim to Promotion on seniority.- No employee shall have claim to be promoted to any particular post or scale by virtue of seniority alone or because of availability of a vacancy.

3.24 Appointment by transfer.- Appointment by transfer to a post from one cadre to another cadre shall be made only in the interest of the Institute and with the consent of the employee in consultation with MINFAL.

3.25 Appointment by transfer to a post in the Institute shall be made by the appointing authority on the recommendations of the Selection Board or, as the case may be, relevant Departmental Promotion Committee.

3.26 Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in a post in the same basic pay scale in which the post filled is classified. The person must possess qualifications as are laid down for appointment to the post.

3.27 Appointment on deputation.- An appointment to post on deputation basis be made in the interest of the Institute/public interest, with the approval of AL.

3.28 An authority competent to make appointment to a post may appoint a Federal or a Provincial Government servant or an employee of any other autonomous set up, controlled or managed by the Federal or a Province Government to that post on deputation basis. Such appointment shall ordinarily be made in equivalent post. Such an appointment on deputation shall be made with the consent of the appointing authority on such terms of deputation including the period of deputation as may be determined by the appointing authority in consultation with the appointing authority.

3.29 A person on deputation may be allowed a deputation allowance at 20 % of the pay of the deputationist and subject to the maximum of Rs. 1100.

3.30 Appointment on contract.- Appointment on contract in a post may be made when it is not possible to fill the post in the prescribed manner or for reasons recorded in writing for which it is necessary to make it in the interest of the Institute, with the approval of the committee to be constituted for the purpose.

3.31 Terms of contract.- Appointment on contract in a post may be made on specific terms and conditions which should be accepted by the person who is being appointed. Any change in the terms and conditions specified in the contract, if made in any individual case, shall be made with the approval of the appointing authority and with the consent of the person concerned.

3.32 Additional charge appointment.- If it is not possible to fill a vacant post immediately in the prescribed manner, the work of the vacant post, should as far as possible be distributed among more than one employee of the same status and designation. Where this is not possible, the charge of the vacant post may be entrusted entirely, with the approval of the appointing authority, to another employee of the same status and designation at the same station. This arrangement may be made for a period exceeding one month but not exceeding 6 months. It may be extended with the approval of authority next above the appointing authority for a further period not exceeding 6 months.

3.33 An employee holding additional charge may be allowed additional pay at 20 % of his pay subject to the maximum of Rs. 1100/- per month.

3.34 Acting charge appointment.- (1) When the appointing authority considers it in the interest of the Institute/public interest to fill a post in basic pay scale above reserved for promotion and the most senior employee belonging to the post concerned who is otherwise eligible for promotion does not possess the length of service prescribed in rule 3.22 the appointing authority may appoint him to the post on acting charge basis. As soon as may be possible after he completes the prescribed length of service his case shall be considered for promotion on regular basis in accordance with rules 3.18 to 3.20.

(2) So long as an employee holds the acting charge appointment an employee junior to him shall not be considered for promotion on regular basis but he may be appointed to a higher post on acting charge bases.

(3) In case a post, whether reserved for initial appointment or promotion, cannot be immediately filled and the appointing authority considers it to be in the interest of the Institute/public interest to fill it, it may appoint to the said post on acting charge basis the most senior employee otherwise eligible for promotion to the said post in the cadre concerned and present at the station where the post reserved for promotion exists or, as the case may be, the most senior employee holding the next lower post on regular basis who is otherwise considered fit to hold the higher post reserved for initial appointment and is present at the station where the said post exists. The acting charge appointment shall be made for a period not exceeding six months in all.

(4) An employee appointed on acting charge basis under sub-rule (3) shall be liable to reversion on availability of a person to fill in the post by initial appointment or, as the case may be, by promotion or earlier at the discretion of the appointing authority without assigning any reason.

(5) An employee holding a post on acting charge basis shall draw pay equal to the minimum stage at which his pay would have been fixed had he been appointed to the post by promotion on regular basis but the service rendered on acting charge basis in the scale applicable to the post shall begin to count for increment in that scale from the date on which he completes the length of service prescribed in rule 3.22:

Provided that the service rendered on acting charge basis irrespective of completion of the prescribed length of service shall count towards increment in scale of the post held on regular basis immediately before appointment on acting charge basis.

3.35 Probation and termination of probation.- (1) A person appointed by initial appointment, promotion or transfer shall be on probation for a period of one year.

(2) The period of probation may be curtailed by the appointing authority for good and sufficient reasons to be recorded in writing or, if considered necessary, it may be extended for a period not exceeding one year.

(3) An employee shall not be deemed to have completed his period of probation successfully until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority.

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

(5) If no order is issued under sub-rule (4) the period of probation shall be deemed to have been extended by one year under sub rule (2) on the expiry of the first year of probationary period:

Provided that, subject to the provisions of sub-rule (3) and sub-rule (6), in the absence of an order under sub-rule (4), the period of probation shall, on the expiry of the extended period, be deemed to have been completed successfully.

(6) Where in the opinion of the appointing authority, conduct or performance of an employee on probation has not been satisfactory or where in respect of any post, whether filled by initial appointment or by promotion or transfer, the satisfactory completion of probationary period includes the passing of an examination, test or course or successful completion of any training, an employee appointed on probation to such post who before the expiry of the original or extended period of his probation has failed to pass such examination or test or failed to complete the course of training successfully shall except as may be prescribed otherwise :-

- (a) be discharged from service if he was appointed to such post by initial appointment provided that if he, before his initial appointment, held a post in the Institute on regular basis and that post has not been filled on regular basis, his service shall not be terminated and he shall be reverted to that post; or
- (b) be reverted to the post from which he was promoted or was appointed by transfer, if he was appointed to such post by promotion or by transfer.

3.36 Posting and Transfer:- (1) An employee shall be liable to serve in any post or under the Institute or in any organization or body set up, controlled or managed by the Institute/MINFAL.

(2) The Director or any other officer authorised by him, may transfer an employee from one post to another including a post outside his cadre or from one station to another in the interest of the Institute with approval of MINFAL.

Provided that except on account of a penalty imposed under these rules or on his own request, an employee shall not be transferred to a post carrying less pay than the pay of the post which he is holding on regular basis.

3.37 Transfer of an employee on deputation outside the Institute.- The Director or an officer authorised by him may transfer an employee of the Institute on deputation for a period not exceeding 5 years to the Federal Government or a Provincial Government or to any Organisation under the Federal or Provincial Government on such terms as may be agreed upon between the Institute and the borrowing Government or the Organisation with the approval of Govt. of Pakistan.

(2) While on deputation, the employee shall continue to be governed by the rules and orders applicable to him as an employee of the Institute except as mutually agreed to between the Institute and the borrowing Government or Organisation and specified in the terms of deputation.

3.38 Appointment of existing employees deemed to have been made under these rules.- (1) All regular employees in service of the Institute and holding different posts immediately before commencement of these rules shall be deemed to have been appointed to such posts under these rules.

Explanation:- In this sub-rule the term "regular employees" means employees, other than employees on contract basis, holding posts in the Institute for indefinite period or whose services were not likely to be terminated except on reduction or abolition of posts.

(2) Any person serving in the Institute and holding a post included in a cadre on contract basis immediately before commencement of these rules may be considered by the Selection Board or, as the case may be, by the appropriate Departmental Selection Committee for initial appointment on regular basis to the post held by him, and such a person recommended for such appointment by the Selection Board or, as the case may be, by the Departmental Selection Committee, may be appointed, with the approval of the appointing authority, to the said post on regular basis:

Provided that the above action shall be taken and completed within six months of the commencement of these rules.

CHAPTER 4

SENIORITY

4.1 Seniority not a vested right.- (1) For proper administration of a cadre or post, the appointing authority shall cause a seniority list of the members for the time being of such cadre or holders of such post to be prepared but nothing herein shall be construed to confer any vested right to a particular seniority in such cadre or post.

(2) The seniority of an employee shall be reckoned in relation to another employee belonging to the same cadre or post, whether working in the same cadre or post or not, as is provided in these rules.

4.2 Seniority on Initial appointment.- Subject to rules 4.6, seniority of an employee on initial appointment to a cadre or post shall take effect from the date of regular appointment to the post:

Provided that:-

- (a) persons appointed through an earlier open advertisement shall rank senior to those appointed through a subsequent open advertisement.
- (b) If two or more persons are appointed through the same open advertisement their inter-se seniority shall be determined in the order of merit assigned by the Selection Board or, as the case may be, Selection Committee. If no such order of merit was assigned, the person elder in age shall rank senior.

4.3 Seniority on Promotion.- Subject to rule 4.6, seniority in a post to which an employee is promoted shall take effect from the date of regular promotion to the post:

Provided that:-

- (a) employees selected for promotion to a higher grade on an earlier date shall be senior to those selected for such promotion at a later date;

- (b) employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter-se seniority as in the lower post; and
- (c) An employee eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond his control or whose case was deferred while his juniors were promoted to higher posts, shall, on promotion without supersession take his seniority with the original batch.

4.4 Seniority on appointment by transfer.- Subject to rule 4.6 seniority in a post to which a person is appointed by transfer shall take effect from the date of regular appointment to that post by transfer.

4.5 Inter se seniority of employees appointed in the same calendar year.- Subject to rule 4.6, persons appointed by transfer in a particular calendar year shall as a class be senior to those appointed by promotion or initial appointment to such post in that year, and persons promoted to higher post in that year shall as a class be senior to those appointed by initial appointment to such posts in that year.

4.6 Date of regular appointment of persons of one batch.- If two or more persons are selected for initial appointment or, as the case may be, for promotion or transfer 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.

4.7 Seniority inter se of exiting employees.- Notwithstanding any thing contained in rule 4.2., 4.3 and 4.4 seniority inter se of employees serving on regular basis in the Institute immediately before commencement of these rules and specified in sub-rule (1) of rule 3.38 including such employees who were so appointed on transfer from Cotton Export Corporation shall be determined on the basis of their date of regular appointment in the post in the Institute:

Provided that employees appointed on the basis of an earlier advertisement or, if no advertisement was issued, on the basis of an earlier selection, in the Institute or, as the case may be, in the Cotton Export Corporation before their transfer and appointment in the Institute, shall rank senior to those appointed on the basis of a later advertisement or, if no advertisement was issued, on the basis of a later selection.

CHAPTER 5

CONDUCT

5.1 General.- An employee shall conform and abide by the rules and orders of the Institute and carry out all directions which may from time to time be given to him by the persons under whose jurisdiction, superintendence or control he may for the time being be placed.

5.2 Every employee shall make utmost endeavor to promote the interests of the Institute and shall show courtesy in all dealings with the public and private sectors.

5.3 Acceptances of foreign awards.- No employee shall, except with the approval of the President, which shall ordinarily be obtained beforehand, accept a foreign award, title or decoration.

5.4 Private trade or employment.- No employee shall, except with the approval of the Director, engage in any trade or employment or undertake any work other than his official duties:

Provided that he may without such approval undertake honorary work of a religious, social or charitable nature, subject to the condition 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 of the Institute but he shall not undertake or continue such work if so directed by the appointing authority. In case of any doubt, the employee should refer the matter for orders of the appointing authority:

Provided further that a low paid employee may, without such approval, undertake a small enterprise which absorbs family labor and where he does so, shall file the details of the enterprise alongwith the declaration of assets.

5.5 Notwithstanding anything contained in rule 5.4, no employee shall associate himself with any private trust, foundation or similar other institution which is not sponsored by the Government. This will, however, not apply to sports activities and membership of recreation clubs.

5.6 Subscriptions.- No employee shall, except with the approval of the Chairman, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

5.7 Promotion and management of companies etc.- No employee shall, except with the approval of the Director 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 Government or the Institute, take part in the promotion, registration or management of a Cooperative Society registered under the relevant law.

5.8 Buying and Selling of movable and immovable property.- An employee who intends to transact any purchase, sale or disposal by other means of moveable or immovable property exceeding in value Rs. 50,000 with any person shall apply for permission to the Director. Any such application shall state fully the circumstances, the price offered or demanded and in case of disposal otherwise than by sale, the method of disposal.

Explanation:-

In this rule, the term property includes agricultural or Urban land, bonds, shares and Securities but does not include a plot purchased for building a house from a Cooperative housing society or a Government housing scheme.

5.9 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 Director obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

5.10 Declaration of property.- (1) Every employee shall, at the time of entering service, make a declaration to the Institute of all immovable and movable properties including shares, certificates securities, insurance policies and jewellery having a total value of 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 Rupee Fifty thousand in value; and
- (c) give such further information as the Institute may, by general or special order, require.

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

5.11 Disclosure of assets, immovable, movable and liquid.- Every employee shall, as and when he is so required by 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 and jewellery.

5.12 Speculation and investment.- (1) No employee shall speculate in investment. For the purpose of this rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) No employ 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-rules, the decision of the Director thereon shall be final.

5.13 Employees not to live beyond their means, etc.- No employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

5.14 Insolvency and habitual indebtedness.- An employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if the whole of that part of his salary which is liable to attachment is frequently attached for debt, has been continuously so attached for a period of two years, or is attached for a sum which in ordinary circumstances he cannot repay within a period of two years, he shall be presumed to have contravened this rule unless he proves that the insolvency or indebtedness is the result of the circumstances which, with the exercise of ordinary

diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits. An employee who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Director.

5.15 Involvement and conviction in a criminal case.- If an employee is involved as an accused in a criminal case, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Director or if he is arrested and released on bail, soon after such release.

5.16 Unauthorized communication of information.- No employee shall, except in accordance with any general or special order of the Institute, communicate directly or indirectly any official document or information to an employee unauthorized to receive it or to an outsider or to the press.

5.17 Approach to members of the Senate, National or Provincial Assembly or non-official person.- No employee shall directly or indirectly approach any Member of the Senate, National Assembly, or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

5.18 Management et. of newspapers or periodicals.- No employee shall, except with the previous sanction of the Director, own wholly or in part or conduct or participate in the editing or management of any newspaper or other periodical publication.

5.19 Radio broadcast or television programme and communications to the press.- No employee shall, except with the previous sanction of the Director 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 employee or to offend public order, decency or morality, or 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 program or such contribution or letter is of a purely literary, artistic or scientific character.

5.20 Evidence before committees.- (1) No employee shall give evidence before a public committee except with the previous sanction of the Chairman.

(2) No employee giving such evidence shall criticize the policy or decision of the Government or the Institute:

Provided that this rule shall not apply to evidence given before statutory committees which have the power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

5.21 Propagation of sectarian creeds.- No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism as are likely to affect his integrity in the discharge

of his duties or to embarrass the administration or create feelings of discontent or displeasure amongst the employees in particular and the people in general.

5.22 Nepotism, favoritism and abuse of office.- No employee shall indulge in provincialism, parochialism, favoritism, victimization and wilful abuse of office.

5.23 Employee not to express views against ideology of Pakistan.- No employee shall express views detrimental to the ideology or integrity of Pakistan.

5.24 Membership of non-political associations.- No employee shall accept membership of any non-political association or organization whose aims and objects, nature of activities and membership are not publicly known.

5.25 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 Institute or any officer in support of any claim arising in connection with his employment as such.

5.26 Gifts.- (1) No employee of the Institute shall, except with the previous sanction of the Director, 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.

(2) If any question arises whether receipt of a gift places an employee under any form of obligation to the donor, the decision of the Director shall be final.

5.27 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.

5.28 Marriage with foreign national.- (1) Save as provided in sub-regular (2) no employee may, without the prior permission of the Board, marry or promise to marry a foreign national.

(2) An employee may, with the prior permission of the Director, marry or promise to marry a muslim citizen of India.

Explanation:- For the purposes of this rule, "marriage" means matrimonial relationship entered into in accordance into any law for the time being in force or any religious rites or ceremonies, and its grammatical variations and cognate expressions shall be construed accordingly.

5.21 Definition of family.- For purpose of the rules in this chapter, the term family in addition to the members specified in clause (k) of rule 2.1. also includes any other relation of the employee or his spouse, residing with and wholly dependent upon the employee.

CHAPTER 6

DISCIPLINE

6.1 Authority.- For purposes of rules in this Chapter, the officer specified in column 3 of the table below are designated as the "authority" in respect of the employees specified in column 2 of the table.

TABLE

S.No	Discipline of employee	Authority
(1)	(2)	(3)
(i)	Employee in basic pay scales 20 and above	Prime Minister
(ii)	Employee in basic pay scales 16 to 19.	Director
(iii)	Employee in basic pay scales 5 to 15.	Joint Director
(iv)	Employee in basic pay scales 1 to 4.	Deputy Director concerned with the administration

6.2 Authorised Officer.- For purposes of rules in this chapter, the authorised officer shall be an officer authorised by the authority to perform functions of an authorised officer under these rules and if no officer is so authorised, the authority.

6.3 Grounds of Penalty.- Where an employee in the opinion of the authority or, as the case may be, authorised officer.-

- (a) is inefficient or has ceased to be efficient; or
- (b) is guilty of misconduct; or
- (c) is corrupt, or may reasonably be considered corrupt because
 - (i) he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means; or
 - (iii) he has a persistent reputation of being corrupt; or
 - (iv) there is sufficient reason to believe that he has accepted any sum as illegal gratification ; or
- (d) is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official

secrets to any unauthorized person, and his retention in service is therefore prejudicial to security;

the authority or, as the case may be, the authorised officer may impose on him one or more penalties in accordance with these rules.

6.4 Penalties.- (1) The following are the minor and major penalties, namely-

(a) Minor Penalties:

- (i) censure;
- (ii) withholding, for a specific period, probation or increment otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service, cadre or post;

(b) Major Penalties

- (i) recovery from pay of the whole or any part of any pecuniary loss caused to Institute by negligence or breach of order;
- (ii) reduction to a lower post or time scale, or to a lower stage in a time-scale;
- (iii) compulsory retirement from service;
- (iv) removal from service; and
- (v) dismissal from service.

(2) Compulsory retirement and removal from service does not, but dismissal from service does disqualify for future employment.

(3) In this rule, compulsory retirement, removal or dismissal from service does not include the discharge of a person:-

- (a) appointed on probation, during the period of probation, or in accordance with the rules relating to probation applicable to him; or
- (b) appointed otherwise than under a contract, to hold a temporary appointment, on the expiry of the period of appointment; or
- (c) engaged under a contract, in accordance with the terms of the contract.

6.5 Suspension etc.- In case where an employee is accused of misconduct, corruption or subversion, the authorized officer may require him to proceed on leave, or with the approval of the authority suspend him:

Provided that any continuation of such leave or suspension shall require approval of the authority after every three months.

6.6 Procedure for disciplinary action.- (1) The authorised officer shall decide whether in the light of the facts of the case or in the interests of justice an inquiry should be conducted through an Inquiry Officer or an Inquiry Committee. If he so decides, the procedure indicated in rule 6.7 shall apply;

(2) If the authorised officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall-

- (a) by order in writing inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
- (b) give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.

(3) On receipt of the report of the Inquiry Officer/Inquiry Committee or where no such Officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorised officer shall determine whether the charge has been proved.

(4) If charge or charges have not been proved, the authorised officer shall exonerate the accused of the charges.

(5) If in the opinion of the authorised officer the charge or charges have been proved in cases where action was taken under sub-rule (2), and it is proposed to impose a minor penalty, the authorised officer shall pass order accordingly after giving the accused a personal hearing if he has asked for it.

(6) In a case where an inquiry was held and the authorised officer has concluded that the charge or charges have been proved the authorised officer shall arrive at a provisional conclusion as to the penalty to be imposed, inform the accused of the action proposed to be taken against him and the grounds of that action, supply a copy of the inquiry report to him and ask him to show cause within a period of not less than 7 days or more than 14 days, why the particular penalty should not be imposed on him. On receipt of his reply, the authorised officer shall give the accused an opportunity of being heard in person, if he has asked for such opportunity. Any cause shown by the accused shall be taken into consideration by the authorised officer or, as the case may be, by the authority before final orders are passed in accordance with sub-rule (7) or as the case may be, under sub-rule (8).

(7) In a case covered by sub-rule (6), if it is proposed to impose a minor penalty, the authorised officer shall pass orders accordingly.

(8) In a case where action was taken in accordance with sub-rule (2) or in accordance with sub-rule (1) read with sub-rule (6) and rule 6.7, and it is proposed to impose a major penalty, the authorised officer shall forward the case to the authority alongwith the charge and the statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

6.7 Inquiry Procedure.- Where an Inquiry Officer or Inquiry Committee is appointed, the authorised shall:-

- (i) frame a charge and communicate it to the accused together with

statement of allegations explaining the charge and of any other relevant circumstances proposed to be taken into consideration;

- (ii) require the accused within a reasonable time which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him to put in a written defence and to state at the same time whether he desires to be heard in person;
- (iii) the Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him;
- (iv) the Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However every adjournment, with reasons therefor, shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week;
- (v) where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper the progress of the inquiry, he or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to do substantial justice; and
- (vi) the Inquiry officer or the Committee, as the case may be, shall within 10 days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and grounds thereof to the authorized officer.

6.8 Revision.- The authority may call for the record of any case pending before the authorised officer and pass such order in relation thereto as it may deem fit.

6.9 Action in respect of an employee required to proceed on leave.- If an employee proceeding on leave in pursuance of an order under rule 6.5 is not dismissed, removed, or reduced in rank, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay.

6.10 Rules 6.6 and 6.7 not to apply in certain cases.- Nothing in rule 6.6 and 6.7 shall apply to a case-

- (a) where the accused is compulsorily retired, removed or dismissed from service or is reduced in rank on the ground of conduct which has led to a sentence of fine or of imprisonment or both; or
- (b) where the authority is satisfied that, for reasons to be recorded in

writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

6.11 Appearance of Counsel.- No party to any proceedings under these rules before the authority, the authorised officer, Inquiry Officer or Inquiry Committee shall be represented by an Advocate.

CHAPTER 7

COMMITTAL TO PRISON AND PENDENCY OF CRIMINAL CHARGE

7.1 Committal to prison.- (1) An employee committed to prison either for debt or on a criminal charge should be considered as under suspension from the date of his arrest and should not be allowed to draw any pay for the period of suspension until the termination of proceedings against him when an the adjustment of his pay and allowances should be made according to the circumstances of the case, the full amount being given only in the event of the employee being acquitted of the charge or if the imprisonment was for debt on its being proved that the employee's liability arose from circumstances beyond his control.

(2) Subject to rule 7.2 an employee released from the prison on bail may be re-instated in service by the competent authority. In regard to pay for the period of suspension, the provision of sub-rule (1) shall apply.

7.2 Pendency of criminal charge.- An employee including an employee released on bail against whom a criminal charge or a proceedings for arrest for debt are pending should be suspended by the competent authority by issue of specific order to this effect during the period when he is not actually detained in custody or imprisoned (i.e. whilst released on bail) if the charge made or proceedings taken against him are connected with his position as an employee or are likely to embarrass him in the discharge of his duties as such or involve moral turpitude. In regard to pay and allowances, provisions of sub-rule (1) of rule 7.1 shall apply.

7.3 Competent authority.- For purposes of rules in this chapter, competent authority means the Chairman if the employee holds a post in basic pay scale 17 or above and the Director if he holds a post in basic pay scale 16 or below.

CHAPTER 8

RECORD OF SERVICE

8.1 Record of service.- A record of service shall be maintained for each employee in the prescribed form. The Deputy Director in charge of establishment shall be responsible for maintaining the service record.

8.2 Entries in the Service Record.- Every step in the official life of every employee e.g., appointment, promotion, pay, increment, leave, joining time, training, deputation, suspension, termination etc. shall be recorded and every entry shall be authenticated by an officer duly authorized by the Director for this purpose.

8.3 Erasures and Over-writings.- The service record shall be legibly filled. Erasures and over-writing shall be avoided. If any correction becomes necessary, the incorrect entry shall be scored out neatly and correct entry shall be made above it and duly authenticated.

8.4 Employee may see his Service Record.- Every employee shall be permitted to see his service record in presence of the officer maintaining the record.

8.5 Date of birth.- (1) Every person newly appointed to a post in the Institute shall declare his date of birth by Christian era duly supported by documentary evidence such as matriculation certificate or municipal birth certificated etc. for entry in the service record.

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

(3) If an 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 the age from the date of his appointment.

(4) The actual date or the assumed date of birth of the employee as determined under sub-rule (2) or (3), as the case may be, should be recorded in his service record and properly attested. Once entered, the date of birth shall not be altered, except in case of clerical error, without the approval of the Director. A clerical errors may be corrected with the approval of the Deputy Director concerned with administration.

CHAPTER 9

CONFIDENTIAL REPORTS

9.1 Confidential Report to be prepared annually etc.- (1) A confidential report in the prescribed form should be prepared annually at the close of each calendar year in respect of each employee other than an employee in BPS 1 and 2. The report shall also be written on transfer of an employee or his reporting officer, if it occurs three months or more after the annual confidential report was recorded. Leave is not included in the period of 3 months.

(2) No report is to be recorded for the period during which an employee remained under suspension or leave under rule 6.5 or on unauthorized absence from duty.

9.2 When to write reports.- Annual confidential reports shall be initiated in January of the following calendar year and completed and countersigned by the end of that month. Reports required to be written during the currency of the year be initiated immediately after the event which has necessitated the writing of the report has occurred and completed and countersigned within a month.

9.3 The name and designation of the reporting officer and the countersigning officer should be indicated clearly in block letters or rubber-stamped below the signatures.

9.4 **Transmission and custody of confidential reports.**- After completion and countersignature, the reports should be sent to the Joint Director and in the case of Joint Director to the Director for safe custody. One copy of the confidential report shall be transmitted for safe custody to the Secretary of the Division administratively concerned with the Institute.

9.5 All sheets in the confidential reports dossier shall be page-numbered in ink. No page shall be removed, changed or replaced in the dossier.

9.6 Employee not to have access to his own report.- In no case an employee should have access to his own reports.

9.7 **Initiating and Countersigning the report.**- The report should be initiated by the immediate officer not below BPS 16 above the employee concerned and countersigned by the next higher officer, both being concerned with the work of the employee reported upon. The report initiated by the Chairman shall be countersigned by the Secretary of the Division administratively concerned with the Institute.

9.8 **Personal staff.**- Confidential reports on personal staff like Private Secretary, Personal assistant, Stenographer and Steno-typists attached to an officer shall be written by the officer concerned with whom they were attached during the period covered by the report. The report shall not be required to be countersigned.

9.9 **Adverse entry or remark.**- (1) An adverse entry or remark, whether remedial or irremedial, if recorded in the confidential report shall be communicated in writing to the employee reported upon and a whole copy of the confidential report shall be made available to him. A copy of the communication conveying the adverse remark shall be placed in his C.R. dossier.

(2) The adverse remark shall be communicated as early as possible but in any case within a month of the countersigning of the report and if the report is not required to be countersigned, within one month of the writing of the report.

(3) The adverse remark should be communicated by the Director.

9.10 **Confidential report containing adverse remark not to be considered until it is conveyed.**- A confidential report containing adverse remark should not be taken into consideration until the remark has been communicated in writing to the employee and a decision taken on his representation, if submitted or until the time for submission of representation has expired and no representation against the adverse remark has been submitted by the employee to whom the adverse remark was communicated.

9.11 **Representation against adverse remark.**- (1) An employee to whom an adverse remark has been communicated may submit a representation within 30 days of the communication of the adverse remark. The representation should be addressed to the authority next above the countersigning authority and where report does not need countersigning, the authority next above the reporting officer:

Provided that where the report has been written or countersigned by the Chairman, the employee may submit a representation against adverse remark to the Secretary of the Division administratively concerned with the Institute.

(2) The authority empowered to dispose of a representation against adverse remarks shall take a decision on the representation after obtaining comments from the reporting officer and the countersigning officer and the decision shall be communicated to the employee concerned. The authority may either maintain the adverse remarks or modify them or expunge them.

(3) If it is decided to expunge the adverse remark, the remarks shall be scored through but shall remain readable. A marginal note, duly attested, shall also be recorded quoting the authority under which the adverse remark has been expunged or modified.

9.12 Documents to be placed in C.R. dossier.- The following documents may invariably be placed in C.R. dossier:-

- (i) letters of appreciation from senior departmental officers, Director and Chairman and from Government;
- (ii) evaluation report on an employee from the training institution; and
- (iii) orders imposing a penalty as a result of disciplinary action alongwith a copy of the charge sheet, or, as the case may be, a copy of the show-cause notice in terms of sub-rule (2) of rule 6.6.

CHAPTER 10

LEAVE

10.1 Grant of Leave.- Leave cannot be claimed as of right. Grant of leave will depend upon the exigencies of service. When the exigencies of service or the interests of the Institute so require, the discretion to grant, refuse or revoke leave of any kind is reserved to the authority empowered to grant it.

10.2 Earning of leave.- Leave is earned by duty only but shall not be earned during the period of leave.

10.3 Earning and accumulation of leave.- (1) An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period 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 the period of more than fifteen days being treated as a full calendar month for this purpose.

(2) 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 full calendar month only.

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

10.4 Leave on full pay.- (1) The maximum period of leave on full pay that may be granted at one time shall be as follows:

(a) Without medical certificate	120 days
(b) With medical certificate	180 days

(2) Leave on medical certificate from leave account in the entire service shall be subject to the maximum of 365 days.

10.5 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 will be at the rate of one day of the former for every two days of the latter, fraction of onehalf counting as one full day's leave on full pay.

(2) The request for conversion of leave under sub-rule (1) shall be specified by the employee in his application for the grant of leave.

(3) 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.

10.6 Leave to be applied in terms of days.- Leave shall be applied for, expressed and sanctioned in terms of days.

10.7 Extraordinary leave.- (1) Extraordinary leave may be granted on any ground upto the maximum period of five years at a time, provided that the employee to whom such leave is granted has been in continuous service for a period of not less than ten year and in case an employee has not completed ten years of continuous service, extraordinary leave for the maximum period of two years may be granted at the discretion of the authority competent to sanction leave:

Provided that the maximum period of five years shall be reduced by the period of leave on full or half pay, if granted in combination with the extraordinary leave.

(2) Extraordinary leave may be granted to commute retrospectively absence without leave into extraordinary leave.

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

10.8 Iddat leave.- (1) A female employee, on the death of her husband, may be granted iddat leave on full pay, when applied, for a period not exceeding one hundred and thirty days. Such leave shall commence from the date of death of her husband. For this purpose the widow will have to produce death certificate issued by the municipal authority either with her application for iddat leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

(2) Iddat leave shall not be debited to her leave account.

10.9 Maternity leave.- (1) Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.

(2) Maternity leave shall not be granted more than three times in the entire service of a female employee. The spells of maternity leave taken prior to the coming into force of these rules shall be deemed to have been taken under these rules.

(3) For confinement beyond the third time, the female employee shall have to take leave from her normal leave account.

(4) Maternity leave may be granted to a female employee in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to her.

10.10 Leave preparatory to retirement.- (1) The maximum period upto which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Leave preparatory to retirement may be taken, subject to availability, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the employee.

10.11 Power to refuse leave preparatory to retirement.- (1) Ordinarily leave preparatory to retirement shall not be refused.

(2) All orders refusing leave preparatory to retirement shall be passed only by authority as specified below:-

(i)	For Director and Joint Director and employees in basic pay scales 19 and above	Secretary of the Division administratively concerned
(ii)	For employees in basic pay scales 16 to 18	Director
(iii)	For employees in basic pay scales 15 and below	Joint Director

10.12 Encashment of refused leave preparatory to retirement:- (1) If in case of retirement on superannuation or voluntary retirement on completion of thirty years qualifying service an employee cannot, for reasons of public service, or in the interests of the Institute, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to the maximum of one hundred and eighty days leave on full pay.

(2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.

(3) The payment of leave pay in lieu of such refused leave may be made to the employee either in lump-sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

(4) For the purposes of lump-sum payment in lieu of such leave, only the "Senior Post Allowance" will be included in "leave pay" so admissible.

(5) In case an employee on leave preparatory to retirement dies before completing one hundred and eighty days of such leave his family shall be entitled to lump-sum payment equal to the period falling short of one hundred and eighty days.

10.13 Encashment of leave preparatory to retirement at the option of an employee.- (1) An employee may fifteen months before the date of superannuation or, as the case may be, before completion of thirty years qualifying service, at his option, be allowed to encash his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lesser period of such leave which is due and admissible:

Provided that an employee who does not exercise the option within the specified period shall be deemed to have opted for encashment of leave preparatory to retirement.

(2) In lieu of such leave, leave pay may be claimed for the actual period of leave subject to the maximum of one hundred and eighty days.

(3) If at any time during such period, leave is granted on account of ill health supported by medical certificate or for performance of hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted.

(4) The employee shall submit the option to the authority competent to sanction leave preparatory to retirement who shall accept the option and issue formal sanction for the payment of cash compensation.

(5) For the purpose of payment in lieu of such leave,-

- (a) the rate of pay shall be the rate admissible at the time the leave pay is drawn;
- (b) the leave pay may be drawn at any time for the period for which duty has already been rendered ; and
- (c) only the "Senior Post Allowance" will be included in the leave pay as admissible.

10.14 Lump sum payment in lieu of leave in case of in-service death.- In case an employee dies or is declared permanently incapacitated for further service by a Medical Board while in service, lump-sum payment equal to full pay upto one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purposes of family pension, or as the case may be, to the employee.

(2) For the purpose of lump sum payment under sub-rule (1), only the Senior Post allowance will be included in the leave pay.

10.15 Leave on Medical certificate.- Leave applied for on medical certificate shall not ordinarily be refused:

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting such medical officer of the area as it may determine or the Medical Board, as the case may be, to have the applicant medically examined.

10.16 Leave when starts and ends.- (1) Leave ordinarily commences from the day following that on which an employee hands over the charge of his post and ends on the day preceding that on which he resumes duty.

(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.

10.17 Recall from leave.- (1) If an employee is recalled to duty compulsorily with the personal approval of the Director from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. In case the employee is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(2) If the return from leave is optional, the employee is entitled to no concession.

10.18 Absence after expiry of sanctioned leave.- Unless the leave of an employee is extended by the Director an employee who remains absent after the end of his sanctioned leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account. Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

10.19 Any Kind of leave may be applied.- An employee may apply for any kind of leave which is due and admissible to him and it shall not be refused on the ground that another kind of leave should be taken in the particular circumstances, for example an employee may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay and without pay.

10.20 Combination of different kinds of leave etc.- One kind of leave may be combined with joining time or with any other kind of leave otherwise admissible to the employee:

Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

10.21 Employee on leave not to join duty without permission before its expiry.- Unless he is permitted to do so by the authority which sanctioned his leave, an employee on leave may not return to duty before the expiry of the period of leave granted.

10.22 Leave due may be granted on abolition of post.- When a post is abolished, leave due to the employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave subject to the condition that such leave shall not extend beyond the date on which the employee attains the age of sixty.

10.23 Manner of handing over charge when proceeding on leave.- An employee proceeding on leave shall hand over the charge of his post, and he shall, while handing over charge of the post, sign the charge relinquishment report.

10.24 Assumption of charge on return from leave, etc.- (1) An employee, on return from leave, shall report for duty to the authority which sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

(2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

10.25 Maintenance of leave account.- Leave account in respect of every employee shall be maintained by Accounts Wing of the Institute.

10.26 Leave to lapse on quitting service.- All leave at the credit of an employee shall lapse when he quits service.

10.27 Pay during leave.- (1) Leave pay admissible during leave on full pay shall be the greater of :-

- (a) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
- (b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave

(2) When leave on half pay is taken, the amount calculated above shall be halved to determine the greater of the two rates.

10.28 Leave application and its sanction.- Application for grant of leave must be made to the sanctioning authority through proper channel stating the amount of leave required and date of proceeding on leave.

10.29 When the leave application is supported by a medical certificate, it shall be from a registered medical practitioner or from a medical officer as may be prescribed by the Director.

10.30 No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.

10.31 Leave not admissible during suspension.- Leave shall not be granted to an employee under suspension.

CHAPTER 11

CASUAL LEAVE

11.1 Casual leave is not a recognized leave for the purposes of leave rules. Technically, therefore, an employee on casual leave is not treated as absent from duty and his pay is not intermitted. Casual leave, however, must not be granted so as to cause evasion of the rules regarding-

- (i) reckoning of pay and allowances;
- (ii) charge of office;
- (iii) commencement and end of leave; and
- (iv) return to duty;

or so as to extend the term of leave beyond the time admissible under these rules.

11.2 Amount of casual leave admissible.- Casual leave upto the maximum of 20 days in a calendar year may be granted to an employee but no one can claim casual leave upto the maximum of 20 days as of right.

11.3 Maximum amount of casual leave at one time.- The maximum amount of casual leave that can ordinarily be allowed at a time is 15 days. This limit can be increased with the approval of the Director.

11.4 Combination of casual leave with holidays.- It is permissible to prefix or suffix casual leave to a closed or optional holiday. If a closed holiday or optional holiday falls between two days of casual leave, the holiday shall be counted as casual leave. However casual leave may be sandwiched in between two closed or optional holidays.

11.5 Grant of casual leave ex-Pakistan.- The authority competent to grant leave to an employee can also permit him to avail himself of casual leave ex-Pakistan in special circumstances subject to the condition that the limit of 20 days casual leave is not exceeded.

11.6 Authorities Competent to Sanction Casual Leave.- The authorities competent to sanction leave shall be as follows:-

	<u>Sanctioning authority</u>
Director	Chairman
Employees in BPS 16, 17, 18 and 19	Director
Employees in BPS 5 to 15	Joint Director
Employees in BPS 4 and below	Immediate officer in charge not below BPS 16.

CHAPTER 12

PAY AND ALLOWANCES

SECTION I- PAY

12.1 Scale of pay applicable to the Institute.- (1) The Basic Pay Scales prescribed by the Federal Government from time to time as adopted by the Institute shall be applicable to the posts in the Institute. The existing basic pay scales are shown in appendix 3

12.2 Selection Grade of BPS 5 will be allowed to Drivers/Despatch Riders (BPS-4) after completion of 5 years service, BPS 6 after completion of 10 years service and BPS 7 after completion of 15 years service.

12.3 Grant of Selection Grade.- The selection grade will be allowed to an employee holding a post in which selection grade is admissible on the recommendations of the relevant Departmental Promotion committee on the basis of seniority cum fitness.

12.4 Pay and allowances admissible from the date of assumption of duties.- Subject to any exceptions specifically made in these rules 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.

Explanation :- An employee will 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 if the charge is assumed before-noon on that date. If the charge is assumed after noon, he commences to draw them from the following day.

12.5 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 time-scale:

Provided that premature increments may be granted by the appointing authority on the recommendations of the Selection Board or Departmental Selection Committee concerned, as the case may be, in order to fix his pay at a higher stage in the basic pay scale not exceeding its maximum.

12.6 Fixation of pay on promotion or on grant of selection Grade.- (1) If an employee is appointed by promotion to a higher post or if he is granted selection grade of the same post held by him, his pay will be fixed subject to the completion of the prescribed length of service:-

- (a) In case of promotion to post in or to a selection grade identical to basic pay scale 20 and below at the stage next above his pay in respect of the lower post or scale:

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

Provided further that in the case of an employee who is promoted to higher post carrying basic 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 scale of the higher post to which he has been promoted:

- (b) in the case of promotion to a post in or to a selection grade identical to basic pay scale 21 and above at the stage next above his pay in respect of lower post or scale.

12.7 Fixation of pay on appointment by transfer.- If an employee is appointed by appointment by transfer to another post his pay will be fixed at the stage of the time scale of the post equal to the stage of the time scale of the old post and the period during which it was drawn at that stage shall count for increment in the same stage.

12.8 Pay on reduction to lower post/scale.- The authority which orders reduction of an employee as a penalty from a higher to a lower post or time scale may allow him to draw any pay not exceeding the maximum of the lower post or time scale which it may think proper.

12.9 Uniform date of increment.- The annual increment shall accrue on the 1st December every year following the completion of at least six months of service at the relevant stage in that scale as counts for increment under these rules. This is subject to the rules regarding withholding of increment as a penalty.

12.10 Service qualifying for Increment.- The following provisions prescribe the conditions on which service counts for increment in a time-scale:-

- (a) The duty in a post on a time scale and period of leave other than extraordinary leave count for increment in that time-scale.
- (b) Service in another post counts for increment in the time scale applicable to the post which the employee would have continued to hold on regular basis but for his appointment to the other post.
- (c) A period of absence after the end of leave does not count for increment in a time scale unless it is covered by grant of extension.
- (d) The period of joining time counts for increment in the time scale of the post in which the employee draws joining time pay.
- (e) The period of training or course of instructions treated as duty counts for increment if the employee is allowed the pay of such post during the said period.

- (f) Service on deputation counts for increment in the time scale of the post which he would have held on regular basis but for the said deputation.

12.11 Grant of premature increment.- An appointing authority may grant a premature increment to an employee on a time scale of pay.

12.12 Advance increments.- (1) Advance increments shall be allowed to the employee in BPS 1 to 15 for possessing or acquiring higher qualifications over and above the prescribed qualifications for initial appointment to the extent given below-

	Matric at least 2nd Division	Intermediate at least 2nd Division	Bachelor's Degree at least 2nd Division	Post graduate degree at least 2nd Division
i) Where prescribed qualification is non-matric.	2	4	6	8
ii) Where prescribed qualification is matric.	-	2	4	6
iii) Where prescribed qualification is Intermediate.	-	-	2	4
iv) Where prescribed qualification is a Bachelor's degree.	-	-	-	2

(2) The advance increments may be allowed at the time of recruitment or on acquiring higher qualifications.

12.13 Move-over to next higher scale.- (1) Employees drawing pay in BPS 1 TO 19, on reaching the maximum of the scale, will be allowed, on the recommendations of the DPC, next higher BPS from the 1st december of the year following the year in which they reached maximum of the scale provided the confidential reports of the employee for the last five years including the year of move-over in the existing post/scale are free from any adverse remark and are satisfactory for move-over to BPS-16 or below, are good for at least one year in the case of move-over to BPS-17, for at least two years in the case of move-over to BPS-18 and 19 and for at least three years for move-over to BPS-20, and that no penalty has been imposed during the said period. The move-over shall not be construed as promotion to the higher basic pay scale but the higher scale will be treated as extension of the existing basic pay scale of the post held by the employee. Two successive move-over shall not be allowed. The procedure specifically laid down from time to time by the Federal Government for move-over in respect of autonomous bodies set-up, controlled or managed by Federal Government shall be followed in this behalf.

(2) The move-over to BPS 18 19 and 20 will be allowed if the employee concerned has completed the required length of service prescribed for promotion to the post in the said basic pay scale.

SECTION II

HONORARIUM

12.14 Honorarium.- An employee may be granted an honorarium as remuneration for work performed which is occasional in character and is so laborious or of such special merit as to justify a special reward.

12.15 Amount of honorarium.- The amount of honorarium should not exceed one month's pay of an employee subject to the maximum of Rs. 3,000/- in each case.

SECTION III

ALLOWANCES

12.16 House rent allowance.- House rent allowance shall be admissible at 55% of the minimum of the BPS held by the employee. If wife and husband both are employed and are living at the same station but none of them has been allotted residential accommodation the allowance will be paid to both of them.

12.17 If an employee in receipt of house rent allowance is provided residential accommodation by the Institute, he will cease to draw that allowance from the date of occupation of the residence.

12.18 The house rent will be admissible during the period of training abroad.

12.19 Conveyance allowance.- (1) The conveyance allowance shall be admissible to an employees at 15 % of his pay subject to the maximum of Rs.650/- per month.

(2) An employee to whom facility of office transport is provided will not be entitled to the allowance specified in sub-rule (1)

12.20 Senior post allowance.- (1) The senior post allowance at the rate of Rs. 600.00 p.m. will be admissible to an employee holding a post in BPS 20.

(2) Senior post allowance will be treated as part of pay for the purpose of drawal of leave pay on Leave on Full pay/Half pay including leave preparatory to retirement and for recovery of house rent.

12.21 Entertainment allowance.- An employee holding a post in BPS 20 will be paid entertainment allowance at the rate of Rs. 400.00 p.m.

12.22 Qualification pay.- An Accountant who has qualified in the SAS or equivalent Accountants examination will be allowed a qualification pay of Rs. 150 p.m. This pay will continue to be admissible as a separate entity even after promotion to higher post.

12.23 Medical allowance.- Medical allowance at the rate of 15% of the pay of an employee subject to the minimum of Rs. 200 and the maximum of Rs. 500 will be paid to the employee in lieu of cost of medicine purchased as out-door patient. Facility of free indoor treatment in a Government or a recognized hospital as per procedure specified by Director with the approval of the Board and the Federal Government shall be admissible.

12.24 Residence Orderly allowance.- The residence orderly allowance at the rate of Rs. 1000.00 will be paid to an employee holding a post in BPS 20 or above in lieu of a residence orderly from office.

12.25 Ph.D/D.Sc Allowance.- Employees of technical categories holding Ph.D/D.Sc. Degree from a recognised university will be paid a Ph.D/D.Sc allowance at the rate of Rs. 1500 p.m. Their claim shall have to be substantiated by producing attested copy of their Ph.D/D.Sc degree in duplicate .

12.26 Overtime allowance.- The Drivers who are detained for duty beyond the office hours or on closed holidays including Fridays will be paid an overtime allowance at the rate of Rs. 06.00 per hour subject to the maximum of Rs. 30.00 per day.

12.27 Dress allowance.- Duplicating Machine Operator, Naib Qasid, Messenger, Chowkidar and Sweeper will be paid a dress allowance at the following in lieu of liveries-

(i)	Naib Qasid/Messenger	Rs. 24.00 p.m.
(ii)	Farash/Chowkidar	Rs. 21.00 p.m.
(iii)	Sweeper	Rs. 21.00 p.m.
(iv)	Sweeprass	Rs. 13.00 p.m.

12.28 Washing allowance.- The incumbent of the post declared as liveried staff will be paid washing allowance at Rs. 30.00 p.m.

12.29 Uniform.- Drivers will be provided uniform as may be prescribed by the Institute.

12.30 Field Allowance.- A Cotton Field Officer will be paid a monthly field allowance at 20 % of his pay in the time scale drawn from time to time subject to the maximum of Rs. 500.00 p.m. for the period during when he is employed in field on field duties.

CHAPTER 13

JOINING TIME

13.1 When joining time is granted.- The joining time is granted to an employee to enable him -

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

- b) i) to join a new post on return from leave on full pay not exceeding 120 days; or
- ii) if he was not given sufficient notice regarding his appointment to the new post, on return from any leave other than that specified in (i) above; or
- c) to travel from the post of debarkation or in the case of air journey from first airport of call in Pakistan to organise his domestic establishment when he returns from leave out of Pakistan for more than 120 days.

13.2 Joining time treated as duty.- An employee on joining time shall be regarded as on duty and shall be entitled to be paid as follows:-

- a) if on joining time under clause (a) of rule 13.1, he would be entitled to the pay which he would have drawn if he had not been transferred or the pay which he will draw on taking charge of his new post, whichever is less; or
- b) if on joining time under clause (b) or (c) of rule 13.1, he is entitled to the leave pay to which he is entitled under these rules but no joining time pay is admissible on return from extraordinary leave other than extraordinary leave not exceeding 14 days, in continuation of other leave.

13.3 Calculation of joining time.- (1) Not more than one day shall be allowed to an employee in order to join a new post when the appointment to another post does not involve change of residence from one station to the other. A holiday counts as a day for this purpose.

(2) In cases involving transfer from one station to another, the joining time will be six days for preparation plus-

- (i) number of days actually taken in the air journey if the journey was performed by air; or
- (ii) one day for each 250 miles or 402 km, or any longer time actually occupied in the journey if the journey was performed by rail; or
- (iii) one day for every 80 miles (129 k.m.) if the journey was performed by motor car or conveyance plying for hire.

A day shall be allowed for any fractional portion of a distance specified above.

(3) A Friday does not count as a day for calculation of joining time for purposes of this rule.

(4) By whatever route an employee actually travels, his joining time is calculated by the route which travellers ordinarily use.

(5) An authority sanctioning a transfer is competent to reduce the period of joining time as admissible under these rules, if special circumstances so require.

13.4 Employee taking leave while in transit.- (1) If an employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post shall be included in his leave unless leave is taken on medical certificate. In the later case the period may be treated as joining time.

(2) When an employee is appointed to a new post while on leave not exceeding 120 days, the joining time will be calculated from his old station or from the station at which he is spending leave whichever will entitle him to lesser joining time.

13.5 When an employee is not entitled to pay or leave pay.- An employee who does not join his post within the joining time is not entitled to pay or leave pay after the end of joining time. Wilful absence from duty after the expiry of joining time may be treated as misconduct.

CHAPTER 14

TRAVELLING ALLOWANCE.

14.1 Classification.- For the purpose of calculating travelling allowance, the employees are divided into the following four categories:-

- | | | |
|----|--------------|---|
| a) | Category I | Employees in BPS 17 and above and those in receipt of pay exceeding Rs.5330.00 p.m. |
| b) | Category II | Employees drawing pay exceeding Rs.1725.00 p.m. but not exceeding Rs.5330.00 p.m. |
| c) | Category III | Employees excluding those in BPS 1 and 2. |
| d) | Category IV | Employees in BPS 1 and 2. |

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

14.2 Mileage Allowance.- (1) A mileage allowance is an allowance calculated on the distance travelled, which is granted to meet the cost of a particular journey.

(2) For the purpose of calculating mileage allowance a journey between two places is ordinarily held to have been performed by the shortest practicable route or the cheapest of such other practicable routes as may be equally short.

(3) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling.

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

14.3 Mileage allowance is admissible from the residence of the employee to the railway station or the airport, as the case may be, at his headquarters and from Railway station or the airport to the place of temporary residence at the outstation and vice versa. A journey on transfer begins and ends at the actual residence of the employee concerned.

14.4 Journey by rail.- (1) For the purpose of calculating mileage allowance, an employee when travelling by railway is considered to be entitled to the class of accommodation as follows, 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 1st class sleeper, the next lower class.
- c) An employee of Category III. First class sitter accommodation. If travelling on a line which does not provide 1st class sitter accommodation, the next lower class.
- d) An employee of Category IV. Lowest class by whatever name be it called.

(2) Except in the case of journey by transfer 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.

14.5 Journey by Road.- (1) For journey by road, mileage allowance is admissible at the following rates -

<u>Mode of Travel</u>	<u>Rate per km</u>
i) Personal car or by engaging a full taxi.	Rs.3.00
ii) Motor Cycle or Scooter	Rs.1.00
iii) Bicycle, animal back or foot	Rs.0.75
iv) Public transport plying for hire on single seat basis	
For employees in BPS-7 and above	Rs.0.50
For employees in BPS-6 and below	Rs.0.30

Note.- The term personal car means a car registered in the name of the employee claiming the mileage allowance or any dependent member of his family.

(2) When road mileage is claimed for a journey by road between places connected by railway the controlling officer may, at his discretion, accept the claim if he is satisfied that the journey by road had to be performed in the interest of the Institute, or alternatively, he may limit the mileage allowance to what would have been admissible had the employee travelled by railway.

14.6 Mode of transport.- The employees are allowed to use the mode of transport as given below -

- i) Personal car or hiring a full taxi. Category 1 employees. In the case of others, taxi may be engaged

		with the approval of the controlling officer if the urgency of the situation so demands.
ii)	Personal motor cycle/scooter	Category I and II employees
iii)	Bicycle and public transport plying for hire on single seat basis.	All employees

14.7 In calculating mileage allowance for journeys by road, fraction of a mile/kilometer should be omitted from the total of a bill for any journey but not from various items which make up the bill.

14.8 Journey by Air.- (1) All employees in BPS 17 or above or in receipt of pay exceeding Rs.5,400/= are entitled to travel by air by economy class. The Chairman may allow other employee also to travel by air if the journey is urgent and it is necessary in the interest of the Institute.

(2) An employee entitled to travel by air on tour is entitled to one airfare or the actual cost of the return air tickets of that class if such tickets are available plus daily allowance.

(3) An employee who is not authorised to travel by air if he performs an air journey on tour is entitled to travelling allowance as 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 which would have been admissible to him under sub-rule (2)

14.9 Journey by Institute's car.- When an employee uses Institute's car and does not pay the cost of its use or propulsion, he may draw one daily allowance of his entitlement for any day on which he is absent from his headquarters for more than eight consecutive hours and may not exchange it for mileage allowance.

14.10 Journey by Private Car.- When an employee uses his own car for performing journey on tour, he may draw mileage at the rate of Rs.2/= per mile provided that the place to be visited is not connected by rail. If the place is connected by rail, he shall be paid an amount equal to the amount admissible to him had he travelled by rail.

14.11 Daily Allowance.- Daily allowance is admissible at the following scale:

Pay Limit	Special Rates of Daily Allowance per day.	Ordinary Rates of Daily Allowance per day.
Rs. 1245 to 2000	Rs. 80	Rs. 65
Rs. 2001 to 3000	Rs. 100	Rs. 85
Rs. 3001 to 4000	Rs. 120	Rs. 100
Rs. 4001 to 5000	Rs. 145	Rs. 120
Rs. 5001 to 6000	Rs. 175	Rs. 150
Rs. 6001 to 7000	Rs. 215	Rs. 180

Rs. 7001 to 8000	Rs. 260	Rs. 225
Rs. 8001 to 9000	Rs. 300	Rs. 280
Rs. 9001 to 10000	Rs. 350	Rs. 300
Rs. 10001 and above	Rs. 400	Rs. 350

Note: Special daily allowance will be admissible for Bahawalpur, Faisalabad, Gujranwala, Hyderabad, Islamabad, Karachi, Lahore, Multan, Peshawar, Quetta, Rawalpindi, Gujranwala, Sargoodha, Sialkot, Sukkur and Northern areas.

14.12 Daily Allowance on Tour/transfer.- Unless in any case it be otherwise expressly provided in these rules, 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. It may also be drawn on transfer as admissible under the rules.

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

(2) The period of absence from headquarters will commence 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.

(3) Except as otherwise specifically provided, daily allowance at full rate will be admissible for the entire period of continuous halt on temporary duty.

14.14 In addition to the admissible daily allowance, an employees in BPS 19 or below may stay in Government Guest Houses, Public Sector Corporations Rest Houses, motels and hotels except 5-star hotels. He may claim actual room rent charges on production of receipts upto three times the amount of daily allowance at specified stations where special daily allowance is admissible and one and a half time of daily allowance at stations where ordinary daily allowance is admissible.

14.15 Employees in BPS 20 and above may stay in hotels and claim actual room rent charges on production of receipts upto three times the amount of daily allowance for specified stations where special daily allowance is admissible and one and a half time of the amount of daily allowance at other stations where ordinary daily allowance is admissible. If however, the room rent charges are in excess of the aforementioned maximum ceiling fifty percent of the additional amount will be paid by the Institute.

14.16 Restrictions on Journey on Tour.- The competent authority may impose such restrictions as it may think fit on the frequency and duration of journeys to be made on tour by any employee or class of employees.

14.17 Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of 10 miles (16 km) from his headquarter or return to his headquarters from a similar point.

14.18 Travelling Allowance on Tour drawn in the shape of daily allowance.- Except where otherwise expressly provided in these rules an employee draws travelling allowance for journey on tour in the shape of daily allowance. The daily allowance may not be drawn except during absence from headquarter. The period of absence shall begin when an employee actually leave his office or residence as the case may be and ends when he actually returns to his office or residence as the case may be.

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

14.20 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 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.

14.21 Daily allowance at full rate will be admissible for the entire period of continuous halt on temporary duty.

14.22 Exchange of daily allowance with mileage allowance.- (1) Subject to any conditions which the Chairman may by general or official orders 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 20 miles (32 km) by road; 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) in sub rule (1) of this rule-

- (a) Mileage allowance may be drawn on account of such mileage but such mileage is limited to the amount of daily allowance unless the journey by road exceeds 20 miles (32 km).
- (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 rule 14.3.

14.23 Journey on Transfer.- 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 Institute's work 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 Institute unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

14.24 Entitlement on Transfer.- Unless in any case it be expressly otherwise provided an employeë is entitled on transfer to the following:

- a) Transfer Grant :-
 Employee possessing a family One month's pay
 Employee not possessing a family Half month's pay
 Transfer grant is admissible in all cases where travelling allowance on transfer is otherwise admissible under these rules.
- b) Actual rail or air fare for the employee and one or half fare for each member of his 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 can 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 to the employee for every 480 km 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 full rate for every child above the age of 12 months, for the day of arrival at the new place of his posting.
- e) The maximum limit upto which personal effects can be transported at Institute's expense are follows:-

Category of Employees	Kilograms.	
	Possessing family	Not Possessing family
Category I	4500 Kilograms (120 maunds)	2240 Kilograms (60 maunds)
Category II	3000 Kilograms (80 maunds)	1500 Kilograms (40 maunds)
Category III	1500 Kilograms (40 maunds)	760 Kilograms (20 maunds)
Category IV	560 Kilograms (15 maunds)	380 Kilograms (10 maunds)

14.25 Cost of carriage of personal effects upto the maximum number of kilograms as in clause (e) of rule 14.24 will be allowed at the rate of 0.148 paises per kilometer per kilogram or 2.96 paises as per kilometer per unit of 20 kilograms from 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.

14.26 An employee claiming the cost of transporting personal effects is required, inter, alia,-

- a) to support his claim by a certificate to the effect that the actual expenses incurred were not less than the amount claimed; and
- b) to indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport separately by rail, road or other craft.

The controlling officer shall record a certificate that he has scrutinized the details and satisfied himself that the claim is reasonable. It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effects.

14.27 An employee may draw the actual cost of transporting at owner's risk conveyance on the following scale if the following conditions are fulfilled -

- a) The distance travelled exceeds 80 miles (129 Km);
- 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.

Category of Employees	Scale Allowed
Category I	Motor car or Motorcycle/scooter
Category II	Motor car or Motorcycle/scooter
Category III	Motor cycle or a scooter or a bicycle.

14.28 Family may precede or follow.- (1) A member of an employee's family who follows him within six months from the date of transfer or precedes 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 to the new station. For the purpose of this rule, the category of an employee should be determined with reference to the facts on the date of transfer, while number of fares admissible to the employee 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 the members of the family, their number, relationship and ages should be mentioned in the Travelling Allowance bill.

(2) When the family of an employee in consequence of his transfer proceeds to a station other than the new Headquarters, 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 had proceeded to the new headquarters station direct.

(3) The period of one month or six months should be calculated from the date of relinquishment of charge at the old station. If the family precedes to the new station of posting the limit should be calculated with reference to the date of taking over charge at the new station.

14.29 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.

14.30 An employee appointed to a new post while in transit from one post to another will draw travelling allowance for so much of the journey as he has accomplished when he received fresh orders and for the journey from the place at which he received orders to his new station.

14.31 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 to the usual travelling allowance irrespective of the fact whether the order of the transfer was received before or after the commencement of leave. If the leave is for more than 120 days on full pay, he is not entitled to any travelling allowance.

14.32 Journey on first appointment.- No travelling allowance shall be paid to a person to join his first appointment in the Institute.

14.33 Journey to attend a court.- (1) If an employee is summoned to give evidence in a criminal case, a case before a court martial, a civil case to which the Institute or the Government is a party or a departmental inquiry held by a duly constituted authority in Pakistan provided that the facts as to which he has to give evidence have come to his knowledge in the discharge of his duties as an employee of the Institute and the court is situated beyond 10 miles (16 km) radius to his headquarters he may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him. The employee who draws such travelling allowance should not accept any payment of expenses from the court or the other authority and should obtain and attach to the bill a non-payment certificate from the court or the authority. Any fees which may be deposited with the court or with the authority for the travelling allowance and subsistence allowance of the witness must be credited to the Institute.

(2) If the court is situated within 10 miles (16km) of his headquarters and thereby the employee is not entitled to any travelling allowance he may accept the actual travelling expenses from the court.

14.34 Controlling officer to be declared by the Director.- (1) The Director shall be his own controlling officer for purposes of rules in this chapter.

(2) The Director shall declare what authority shall be the controlling officer for travelling allowance purposes of each employee or class of employees.

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

14.35 Duties of the Controlling Officer.- It is the duty of a Controlling Officer before signing or countersigning a travelling allowance bill -

- a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and disallow the whole or any part of the travelling allowance claimed if he is satisfied that journey was not necessary or the halt was of excessive duration;
- b) to scrutinize the distances entered in travelling allowance bill;
- c) to satisfy himself that mileage allowance for journey by rail has been claimed at the rate applicable to the class of accommodation admissible to an employee and he has actually used it;
- d) Where the actual cost of transporting personal effects is claimed the

scales on which such personal effects 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.
- f) to observe any subsidiary orders which a competent authority may make for his guidance.

14.36 Advance of travelling allowance on tour.- An employee who is required to travel on tour on the Institute's business may be granted advance of travelling allowance by the authority competent to allow tour. The amount of advance should be sufficient to cover his personal travelling expenses.

14.37 Advance of pay and travelling allowance on transfer.- Advance of pay may be made to the employee under order of transfer upto an amount not exceeding one month's pay plus the travelling allowance advance to which he may be entitled under these rules, in consequence of the transfer. Such advances may be sanctioned by the authority competent to order transfer of the employee concerned.

14.38 The advances shall be recorded in the employee's last pay certificate. The amount of advance of pay to be recovered monthly should be fixed in whole rupees, the balance being recovered in the last instalment. The advance of pay should be recovered from his pay in not more than three monthly installments, the recovery commencing from the month in which the employee concerned draws a full month's pay or leave pay on joining his new appointment. The advance of travelling allowance shall be recovered in full on submission of the employee's travelling allowance bill. In all cases, bills should be submitted as soon as possible after the journey is completed.

14.39 An advance is also admissible to an employee who receives orders of transfer during leave.

14.40 The grant of a second advance to the employee to cover the travelling expenses of any member of his family who follows him within six months from the date of transfer and in respect of whom no advance of travelling allowance has been drawn is permissible.

CHAPTER - 15

RETIREMENT AND TERMINATION OF SERVICE

15.1 Retirement on completion of 60th years of age.- An employee shall retire from service on the completion of the sixtieth year of his age.

15.2 Termination of Service.- (1) The service of an employee may be terminated without notice by the appointing authority during the initial or extended period of probation in accordance with sub-rule (6) of rule 3.35 or on the expiry of initial or extended period of his temporary employment.

(2) Where on the abolition or reduction in the number of posts in a cadre, the service of an employee is required to be terminated, the person whose service is terminated shall be one who is the junior-most in such cadre or post.

(3) Notwithstanding the provisions of sub-rule (1) but subject to provisions of sub-rule (2), the service of an employee shall be liable to termination at any time with the approval of the authority competent to make appointment to the post held by the employee concerned on three months notice or pay in lieu thereof.

15.3 Contract Employees.- The service of an employee engaged on contract shall be terminated according to the terms of his contract.

15.4 Resignation.- (1) Subject to any law in force for the time being an employee may resign from service in writing after giving notice in writing of his intention to do so. The notice period will be three months. In case of failure to give notice, the employee shall be liable to pay to the Institute, a sum equal to his pay for the prescribed notice period.

(2) Till such time the resignation is accepted, the employee concerned shall continue to be in service and shall not absent himself from duty without proper leave. Any violation of this requirement shall constitute misconduct, and the employee shall make himself liable to disciplinary action on that ground.

(3) The competent authority may, in special cases, and for good and sufficient reasons to be recorded in writing, waive the payment of the pay for the notice period or any part of the notice period.

(4) A resignation shall not be accepted if any disciplinary case is pending against the employee.

15.5 Withdrawal of Resignation.- In case an employee has tendered his resignation but withdraws it before its acceptance by the competent authority, the resignation shall be deemed to have been withdrawn. If the employee withdraws his resignation after it has been accepted by the competent authority but before the employee is relieved, it would be open to the authority accepting the resignation to allow the employee concerned on the merits of the case to withdraw his resignation.

15.6 An employee submitting his resignation shall clear all the dues payable by him. His resignation shall not be accepted unless the dues against him, if any, are paid by him.

CHAPTER 16

PENSION

16.1 Pension admissible on retirement.- On retirement from service, an employee will be entitled to receive pension or gratuity, as the case may be, as is prescribed in these rules.

(2) In the event of the death of an employee, whether before or after retirement, his family shall be entitled to receive such pension or gratuity or both as is prescribed in these rules.

(3) No pension or gratuity shall be admissible to an employee who is dismissed or removed from service as a penalty.

(4) Except as otherwise provided in these rules, the service of an employee does not qualify for pension unless it conforms to the following conditions:

- (a) The service must be under the Institute.
- (b) The employment must be on regular basis.
- (c) The service must be paid by the Institute.

16.2 Kinds of Pensions.- Pensions are classified into four classes as follows:-

- a) Compensation pension
- b) Invalid pension
- c) Superannuation pension
- d) Retiring pension

16.3 Compensation pension.- If an employee is selected for discharge due to abolition of a post held by him on regular basis he shall unless he is appointed to another post the conditions of which are deemed by the authority competent to discharge him to be at least equal to those of his own have the option:-

- i) of taking compensation pension or gratuity, as the case may be, to which he may be entitled for the service he has already rendered; or
- ii) accepting another appointment or transfer to another post even on a lower pay, if offered, and continuing to count his previous service for pension.

16.4 Invalid pension.- (1) An invalid pension is awarded on his retirement from service to an employee who by bodily or mental infirmity is permanently incapacitated for service.

(2) If an employee dies before retirement, his pension will be calculated as if he were retired on invalid pension on the date following the date of his death. An employee discharged on other grounds has no claim under this rule even though he can produce medical evidence of incapacity for service.

(3) The authority competent to make appointment to the post may require an employee to appear for medical examination before a medical board as may be specified by him if in his opinion the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other employees. If the medical board concerned, after examining the employee, certifies that the employee is permanently incapacitated for service, the findings of the medical board shall be communicated to the employee immediately and the competent authority shall require him to retire from service and may grant him subject to sub-rule (5) such invalid pension or/and gratuity as may be admissible to him under these rules and it may do so as if the employee has himself applied for invalid pension.

(4) If an employee applies for retirement on invalid pension, the incapacity has to be established by a medical certificate attested and certified by a medical board as may be specified by the authority competent to sanction invalid pension.

(5) If the incapacity is directly due to irregular or intemperate habits no pension/gratuity can be granted.

16.5 Superannuation pension.- A superannuation pension is granted to an employee entitled to or compelled by these rules to retire at a particular age.

16.6 Retiring pension.- A retiring pension is granted when an employee is permitted to retire from service any time after completion of 25 years qualifying service.

16.7 Subject to Essential Services Maintenance Act, 1952 an employee other than an employee against whom disciplinary proceedings are pending has the right to retire on retiring pension after completion of 25 years of qualifying service. Such an employee shall, at least three months before the date on which he intends to retire, submit a written intimation to the pension sanctioning authority specified in rule 16.21 indicating the date on which he intends to retire. Such an intimation shall not be allowed to be modified or withdrawn after the competent authority has accepted it and he has been relieved to proceed on retiring pension.

16.8 Emoluments reckoned for pension.- Emoluments means the emoluments which an employee was receiving immediately before his retirement and include:-

- i) Pay as defined in rule 2.1 (p) (i)
- ii) Personal pay;
- iii) Technical pay;
- iv) Special pay of all types and nature;
- v) Senior post allowance;
- vi) Increments accrued during leave preparatory to retirement;
- vii) Any addition to pay which may be declared as emoluments reckoning for pension.

16.9 Interruptions, Deficiencies and their condonation.- (1) An interruption in the service of an employee entails forfeiture of his past service except in the case of:-

- (a) authorised 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) transfer to non-qualifying service in an establishment under the control of the Institute provided the transfer is made by the competent authority; an employee who voluntarily resigns qualifying service cannot claim the benefit of this exception;
- (e) time occupied in transit from one appointment to another; and
- (f) due to any other reason provided the interruption is not due to any fault or wilful act of the employee such as unauthorized absence, resignation or removal from service.

- (2) The authority which sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- (3) Upon such conditions as it may think fit in each case to impose, the authority competent to fill the appointment held by an employee at the time the condonation is applied for were he to vacate that appointment may condone all interruptions in service.
- (4) A deficiency of a period not exceeding six months in the qualifying service of an employee shall be deemed to have been condoned automatically.
- (5) The authority competent to sanction pension may condone a deficiency in service of more than six months but less than a year subject to the conditions that the employee has died while in service or has retired under circumstances beyond his control such as invalidation or the abolition of his post and would have completed another year of service if he had not died or retired and that the service rendered by him had been meritorious.
- (6) A deficiency of full one year or more shall not be condoned.
- (7) In calculating the total length of qualifying service all periods of interruptions or service, extraordinary leave and suspension other than suspension followed by reinstatement or where an employee dies or retires on attaining the age of superannuation before passing or final orders on the disciplinary case, shall be excluded.

16.10 Full Pension only if Service approved as Satisfactory.- (1) Full pension admissible under these rules is not to be given as a matter of course or unless the service has been approved as thoroughly satisfactory.

- (2) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper:

Provided that the amount of pension shall not be reduced without affording to the employee concerned entitled to it by means of a notice in writing an opportunity to show cause against the proposed reduction:

Provided further that an employee compulsorily retired as penalty under rules in chapter 6 shall be entitled to pension or gratuity as may be admissible under the normal rules and the certificate of thoroughly satisfactory service shall not be required in such a case.

16.11 Calculation of gratuity/pension.- (1) The amount of pension/gratuity that may be granted to an employee is determined by length of service qualifying for pension. The amounts of gratuity and pension are regulated as follows:-

- (a) After a service of five years or more but less than ten years, a gratuity not exceeding one month's emoluments for each completed year of service shall be payable; if however, retirement is due to invalidation, or, if an employee dies in service, the rate shall be one and a half month's emoluments for each completed year of service.

- (b) After a service of ten years or more, pension shall be calculated at the rate of 70% of last pay/emoluments on completion of thirty years qualifying service in accordance with the scale shown in the table below. If qualifying service is less than 30 years but not less than 10 years, proportionate reduction in percentage shall be made. The table given below regulates all kinds of pensions, namely, compensation pension, invalid pension, superannuation pension and retiring pension.

COMPLETED YEAR OF QUALIFYING SERVICE	SCALE OF PENSION EXPRESSED AS FRACTION OF EMOLUMENTS.
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 & above	210/300

(2) An employee who retires after completion of 30 years qualifying service shall be allowed benefit to the extent of 2% of his gross pension for each extra year of qualifying service put in by him beyond 30 years qualifying service subject to the maximum of 10% of his gross pension.

(3) An employee shall be allowed to commute upto 50% of his pension. Commutation shall not be subject to medical certification if it is asked for within one year of the date of retirement. In the case of premature retirement on medical grounds, the requirement of medical examination shall not, however, be waived.

(4) If the employee retiring after attaining the age of 60 applies for commutation while in service, he shall be allowed commuted value of pension as applicable at the age of 60 years instead of 61 years. In all other cases, the commuted value of pension shall be admissible under the formula of "age next birthday".

16.12 Family gratuity in the case of death of an employee with more than 5 but less than 10 years qualifying service.- In the case of death of an employee while in service who has rendered five years or more but less than ten years qualifying service 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 clause (a) of sub-rule (1) of rule 16.11 and rules 16.15 and 16.16 as the case may be.

16.13 Nomination.- (1) The family for the purpose of payment of death-cum-retirement 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.
- (d) Widow or widows and children of a deceased son of the employee.

Note 1.- A child means a legitimate child. An "adopted child" will be considered to be a child when the Deputy Director (Finance) or if any doubt arises in the mind of Deputy Director (Finance) the recognised Legal Adviser of the Institute is satisfied that under the personal law of the employee concerned adoption is legally recognized as conferring the status of a natural child but in this case only.

Note-2.- 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 Deputy Director (Finance) that she shall continue to be so regarded.

Note-3.- In the case of female employee if she intimates in writing to the Deputy Director (Finance) 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 clause (a) of sub-rule (1) of rule 16.11 and any gratuity which having become admissible to him has not been paid to him before death.

(3) If an employee nominates more than one person under sub-rule (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-rule (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination.

- (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 prescribed forms 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 the appropriate authority provided that the employee shall alongwith such notice send a fresh nomination made in accordance with this rule.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-rule (4) (a) above or on the occurrence of any event by reason of which the nomination becomes so void by reason of sub-rule (4) (b) above the employee shall send to the appropriate authority a notice in writing formally canceling the nomination together with a fresh nomination made in accordance with this rule.

16.14 (1) Every nomination made and every notice of cancellation given by an employee under rule 16.13 shall be sent by the employee to the Deputy Director (Finance). Immediately on receipt of a nomination from an employee in basic pay scale 15 and below the Deputy Director (Finance) shall get it countersigned by the authority competent to make appointment to the post held by the employee who shall countersign it indicating the date of receipt and keep it in his custody.

(2) 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 authority mentioned in sub-rule (1)

16.15 When the amount of gratuity has become payable to the family it shall be the duty of the Deputy Director (Finance) 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 favor of a member or members of a family subsists or if a nomination relates only to a part of the amount of the gratuity the whole amount to 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 husbands are alive;

If there is any member of the family other than 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 share which that son would have received if he had survived that employee and had been exempted from the operation of the first proviso.

Note.- When the beneficiary is a minor and has no regularly appointed Manager of Guardianship the sanctioning authority may allow the payment of pension 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 authority 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. In a case when the deceased employee was a female the sanctioning authority may under the circumstances stated above allow the payment of pension or shares of gratuity of gratuity of minor children of the deceased to their father.

(B) When the employee leaves 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) un-married sisters below the age of 21 years and widowed sisters; and
- (d) brothers below the age of 21 years.

Note.- Judicially separated or divorced mother who has re-married does not fall in this category.

16.16 No gratuity will be payable by the Institute after the death of an employee if he does not leave a family as defined in sub-rule (1) of 16.13 or an eligible dependent relative or relatives specified in clause (B) of rule 16.15.

16.17 Family pension .- (1) In the case of death of an employee while in service gratuity in lieu of one fourth of the gross pension shall be allowed to the family at commutation rate applicable on age next birth day of the deceased. In addition family pension shall be admissible at 50% of the gross pension to the widow for life or until remarriage and in case the deceased was a female employee to the widower for a period of ten years.

(2) In the case of death of a pensioner family pension shall be admissible at 50% of the pension (net or gross as the case may be):-

- (a) To the widow for life or until remarriage : and
- (b) In case the deceased pensioner was a female to the widower for the unexpired portion of ten years.

16.18 (1) Family for the purpose of payment of pension at 50 per cent of gross or net pension, as the case may be, under rule 16.17 will be as defined in sub-rule (1) of rule 16.13. It will also include the employee's relatives mentioned in clause (B) of rule 16.15.

(2) (a) A pension sanctioned under rule 16.17 will be allowed to:-

- i) Widow of the deceased for her life or until remarriage if the deceased is a male employee. If the employee had more than one wife and the number of his surviving widows and children does not exceed four the pension shall be divided equally among the surviving widows for life and children. If the number of surviving widows and children together is more than four the pension shall be divided in the following manner viz each surviving widow shall get 1/4th of the pension and the balance if any shall be divided equally among the surviving children. For the purpose of this clause the term "children" excludes sons above the age of 21 years married daughters and daughters above the age of 21 years;
- ii) failing a widow or widower, as the case may be, to the eldest surviving son till he attains the age of 21;
- iii) failing (i) and (ii) to the eldest surviving un-married daughter till she attains the age of 21 years or till her marriage whichever is earlier; if the eldest daughter marries or dies then the next eldest daughter till she attains the age of 21 years or until her marriage whichever is earlier;
- iv) failing (i) to (iii) the eldest widowed daughter for 10 years or unexpired portion of 10 years;
- v) failing (i) to (iv) to the eldest widow of a deceased son of the employee for 10 years or unexpired portion of 10 years;
- vi) failing (i) to (v) to the eldest surviving son below 21 years of age of a deceased son of the employee for 10 years or unexpired portion of 10 years;

- vii) failing (i) to (vi) to the eldest unmarried daughter below 21 years of age of a deceased son of the employee for 10 years or unexpired portion of 10 years;
- viii) failing these to the eldest widowed daughter of a deceased son of the employee for 10 years or unexpired portion of 10 years;

Note.- See note below clause (A) of rule 16.15.

- (b) In the event of no pension being payable under clause (a) the family pension may be granted for a period of 10 years or unexpired portion of 10 years:-

- i) to the father;
- ii) failing the father to the mother;
- iii) failing the father and the mother to the eldest surviving brother below the age of 21;
- iv) failing (i) to (iii) to the eldest surviving unmarried sister below the age of 21 years; if the eldest sister marries or dies then the next eldest below the age of 21 years;
- v) failing (i) to (iv) to the eldest surviving widowed sister.

- (3) No pension will be payable under this rule:-

- (a) to a person mentioned in clause (b) of sub-rule (2) of this rule without production of a reasonable proof that such person was dependent on the deceased employee for support;
- (b) to an unmarried female member of an employee's family in the event of her marriage;
- (c) to a widowed female member of an employee's family in the event of her remarriage;
- (d) to the brother of an employee on his attaining the age of 21 years;
- (e) to a person who is not a member of an employee's family.

- (4) A pension awarded under this rule will not be payable to more than one member of an employee's family at the same time except as provided for in sub-clause (i) of clause (a) of sub-rule (2) above.

(5) If a pension awarded under this rule ceases to be payable before the expiry of the period upto which it is admissible on account of death or marriage of the recipient or other causes, it will be re-granted to the person next lower in the order mentioned in sub-rule (2) of this rule. As on remarriage of a widow in receipt of family pension the family pension of the widow ceases to be payable from the date of her remarriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow.

- (6) The Board have discretion to make such modifications in the mode of allotment or conditions of tenure set forth in sub-rule (2) to (5) as they may consider desirable to suit the special circumstances.

(7) As in the case of a grant of pension future good conduct of the recipient is an implied condition of every grant of a pension under this regulation.

Note:- See note under (A) and (B) in rule 16.15.

16.19 (1) Rules which apply to the grant of pension will also apply in respect of gratuity and pension that may be sanctioned under these rules in so far as such rules are not inconsistent with the provisions of rules 16.12 to 16.18.

(2) Competent authority will have the right to effect recovery from a gratuity or pension sanctioned under rules 16.12 to 16.18 in the same circumstances as recoveries can be effected from pension.

16.20 A gratuity or pension to the family will be sanctioned under these rules by the authority competent to sanction pension to the employee concerned after giving due regard to the provisions of rule 16.10.

16.21 Authorities competent to sanction pension.- A pension shall be sanctioned:-

- (a) in the case of employees holding posts in basic pay scale 17 and above, by the Chairman, and if there be no Chairman for the time being, by the Secretary of the administrative Division concerned.
- (b) in all other cases by the Director.

16.22 Application for pension.- Each employee or in case of death of an employee while in service entitled member of his family shall submit an application for pension in the prescribed form to the Director, six months in advance of the date of his actual or anticipated retirement. An employee proceeding on Leave Preparatory to Retirement shall also submit an application for pension at the time of proceeding on such leave. If the application is for an invalid person, the requisite medical certificate shall be attached to the application.

16.23 On receipt of formal application for pension, the Director shall ask the Deputy Director (Finance) to complete the formalities for certification of service qualifying for pension and issuance of "No Demand Certificate" from the concerned authorities, if required, and calculate the amount of gratuity, pension and commuted value, as the case may be. The Deputy Director (Finance) shall apply the requisite checks and if he finds that all the necessary information and documents are available in the pension papers, he shall prepare the pension payment order for the full or reduced amount of pension depending on the orders of the sanctioning authority but shall not issue it more than a fortnight in advance of the date on which the employee is due to retire, intimating the fact of issue to the sanctioning authority. If the Deputy Director (Finance) finds that the pension paper are incomplete he shall return them promptly to the sanctioning authority for completion.

16.24 Commutation of Pension.- (1) An employee shall be entitled, subject to sub-rules (3) and (4) of rule 16.11 and to sub-rule (4) of this rule, to commute for a lump sum payment any portion, not exceeding one half, of any pension, which has been or may be granted to him under these rules. He shall make an application for this purpose in the prescribed form.

(2) Subject sub-rule (4) of rule 16.11 the lump sum payment on commutation shall be calculated in accordance with the table of present values given below:

TABLE

<u>Age next birthday</u>	<u>Number of years purchased</u>	<u>Age next birthday</u>	<u>Number of years purchased</u>
20	50.6304	50	22.8911
21	49.6676	51	22.0658
22	48.7066	52	21.2563
23	47.7467	53	20.4638
24	46.7884	54	19.6896
25	45.8314	55	18.9348
26	44.8758	56	18.2002
27	43.9215	57	17.4860
28	42.9688	58	16.7925
29	42.0179	59	16.1191
30	41.0089	60	15.4649
31	40.1218	61	14.8290
32	39.1767	62	14.2105
33	38.2336	63	13.6090
34	37.2929	64	13.0239
35	36.3551	65	12.4549
36	35.4203	66	11.9017
37	34.4885	67	11.3643
38	33.5603	68	10.8428
39	32.6361	69	10.3371
40	31.7160	70	9.8472
41	30.8007	71	9.3729
42	29.8907	72	8.9142
43	28.9800	73	8.4708
44	28.0891	74	8.0427
45	27.1990	75	7.6299
46	26.3172	76	7.2322
47	25.4444	77	6.8496
48	24.5816	78	6.4818
49	23.7301	79	6.1287
		80	5.7901

(3) If the pensioner dies on or after the day following that on which commutation becomes absolute but before receiving the commutation value, this value shall be paid to his heirs.

(4) Commutation is not subject to medical certificate or to administrative sanction if it is asked for within one year of the date of retirement. The date of application by the retired employee in such a case will be the date of commutation becoming absolute. Where commutation is applied for before retirement, the commutation will become absolute on the date of retirement. In the case of invalid pension, the requirement of medical examination shall not be waived.

16.25 Unless Commutation is asked for within one year of the date of retirement, commutation shall be subject to medical certification and recommendations on life expectancy. The commutation shall become absolute on the date the medical authority signs the medical certificate.

CHAPTER 17

APPEALS AND REPRESENTATIONS

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

(2) Where no provision for appeal or review exists under the rules in respect of any order or classes of orders, 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.

17.2 Appeal against an order imposing a penalty.- (1) An employee shall be entitled to appeal to the appellate authority from an order passed by the authority or the authorised officer imposing upon him one or more penalties.

(2) The appellate authority for purpose of sub-rule (1) shall be the authority next above the "authority" specified in rule 6.1.

17.3 Appeal against an order other than an order imposing a penalty.- (1) An employee shall be entitled to appeal to the appellate authority from 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 rules whereby his conditions of service, pay, allowances or pension are regulated; or
- c) reduces or withholds the maximum pension admissible to him under the rules governing pensions; or
- d) terminates his employment or gives notice of such termination otherwise than ;
 - i) in accordance with the provisions of these rules; or
 - ii) on his reaching the age of superannuation;

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

Provided further that no appeal 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.

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

17.4 Submission 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 from which it is preferred.

(3) Every appeal preferred under these rules shall contain all material statements and arguments relied upon by the appellant, shall contain no disrespectful or improper language, and shall be complete in itself.

(4) Every appeal shall be submitted to the appellate authority 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.

17.5 Consideration of and order on appeal.- (1) In the case of an appeal under rule 17.2 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 case of an appeal under rule 17.3, the appellate authority shall pass such order as, having regard to all circumstances of the case, appears to it just and equitable.

17.6 Authorities to give effect to appellate order.- The authority from whose order an appeal is preferred under these rules shall give effect to any order made by the appellate authority.

17.7 Withholding of appeal.- (1) An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if:-

- a) it is an appeal in a case in which no appeal lies under these rules or

- b) it does not comply with the provisions of sub-rule (1), (2), (3) and (4) of rule 17.4;
- c) it is not preferred within the time specified in sub-rule (5) of rule 17.4 and no reasonable cause is shown for the delay; or
- d) it is addressed to an authority to which no appeal lies under these rules, 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 have been 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 the facts and the reasons for withholding it:

Provided further that an appeal withheld on account only of failure to comply with the provisions of sub-rule (1), (2), (3), and (4) of rule 17.4 or clause (d) above may be resubmitted 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 those 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.

17.8 Transmission of appeal.- (1) Every appeal which is not withheld under these rules 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 rule 17.7 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 rules which has been withheld by a subordinate authority and may pass such orders thereon as it considers fit.

17.9 Rules applicable to application for review.- The provisions of rules 17.4, 17.5 and 17.6 shall also apply, mutatis mutandis, to an application for review made to the Board. The Board may either consider the application for review on its merits or, at its discretion, take action as laid down in rule 17.7.

17.10 Rules applicable to representations.- The provisions of rule 17.4, 17.5, 17.6, 17.7 and 17.8 shall apply, mutatis mutandis, to representations.

CHAPTER 18**EMPLOYMENT AFTER RETIREMENT**

18.1 Employment beyond the age of superannuation.- (1) Re-employment beyond the age of superannuation(60) may be made as an exception only.

(2) An employee who has retired on superannuation shall not be re-employed in the Institute unless such employment is essential in the interest of the Institute. Such case of reemployment beyond the age of 60 may be considered in accordance with the following criteria:-

- i) non-availability of suitably qualified or experienced person to replace the retiring employee;
- ii) the employee is highly competent person with distinction in his profession or field;
- iii) the reemployment does not cause a promotion block; and
- (iv) retention of the retiring employee is essential in the interest of the Institute.

18.2 Authorities Competent to reemploy.- (1) Reemployment beyond the age of superannuation (60 years) and reemployment of a retired officer in a post in basic pay scale 20 shall in all cases be made with the approval of the Prime Minister.

(2) Reemployment of a retired person in BPS-19 or below whose age at the time of reemployment does not exceed 60 shall be made with the approval of the authority next above the appointing authority.

(3) An employee including a civil servant who was compulsorily retired or removed from service as a result of disciplinary action or retired after completion of 25 years of qualifying service under the rules applicable to him shall not be employed except with the approval of the Prime Minister.

18.3 Previous permission required for private and commercial reemployment within two years.- If a retired employee wishes to accept any private or commercial employment before the expiry of two years from the date of his retirement, he should obtain the previous sanction of the Chairman if he held a post in basic pay scale 17 or above immediately before retirement or of the Director in other cases. No pension shall be payable to a pensioner who accepts private or commercial employment without such sanction in respect of any period for which he is so employed or such longer period as the competent authority may direct.

18.4 Pay and pension on reemployment.- When a retired employee is reemployed after the age of superannuation or after completion of 30 years of qualifying service, his pay shall be fixed at the minimum of the basic pay scale carried by the post in which he is reemployed and he shall earn increments under normal rules. In addition, full pension will be admissible to him.

the beginning of the current year or from the date of deposit as the case may be upto the date on which the amount standing at the credit of the subscriber becomes payable.

Explanation:- For purposes of rules in this chapter, "year" means financial year.

19.10 While making final payment in respect of Fund accumulations, the profit will be paid upto the end of the month preceding that in which payment is made. In case of delayed payment of G.P. Fund and residual balance thereof, the payment of profit may be made upto the end of the month preceding that in which the payment of residual balance (s) is made.

19.11 Temporary Advance from the Fund.- A temporary advance may be allowed by the Director at his discretion to a subscriber from the amount standing to the credit of a subscriber subject to the following conditions:-

- a) No advance will be granted unless the sanctioning authority is satisfied that the pecuniary circumstances of the applicant justify it and that it 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 applicant, the applicant's spouse or any person actually dependent upon him;
 - ii) to pay for the overseas passage for reasons of health or education of the applicant or any person actually dependent upon him;
 - iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with funerals or ceremonies which by his religion it is incumbent upon him to perform or in connection with his marriage or marriage of any member of his family or a female relative actually dependent upon him;
 - iv) to pay 'dower' to his wife provided the subscriber has not drawn any advance for his marriage. Evidence for payment of dower will have to be produced within one month of the drawal of advance.
- b) The sanctioning authority shall record in writing its reasons for granting the advance.
- c) The amount of advance should not exceed three months pay or half of the amount at the credit of the subscriber in the fund, whichever is less.
- d) A second advance may be allowed but only in rare and exceptionable cases for reasons to be recorded by the sanctioning authority. If a second advance is sanctioned, the outstanding balance of the first advance with interest shall be recovered from the amount of second advance.

19.12 Recovery of advance.- The advance will be recovered in such number of installments as the sanctioning authority may direct but such number should not normally be less than 12 and more than 48. The recovery will commence from the pay of the month in which the advance is drawn.

19.13 Non-Refundable advance.- Only two non-refundable advances, one after completion of 50th year of age and the second after completion of the 55th year of age, shall be admissible to a subscriber for which no reasons will be required to be given. The advance shall not exceed 80% of the balance in the account of the subscriber on the date of application for the grant of advance.

19.14 Final withdrawal from the Fund.- When a subscriber quits service, the amount standing to his credit in the Fund becomes payable to him. The Deputy Director (Finance) will make arrangements to pay the amount standing at the credit of the subscriber within a period of three months of the date on which the amount becomes payable.

19.15 In case of death of the subscriber before payment of Fund accumulations, the Deputy Director (Finance) will make payment to the nominee after completion of required legal formalities.

CHAPTER 20

MEDICAL ATTENDANCE AND TREATMENT

20.1 Definitions.- For the purposes of the rules in this chapter only, and unless their is anything repugnant in the subject or context-

- i) "authorised medical attendant" means:
 - a) in the case of employees in BPS-1 to 15 "Medical officer in the recognised hospital at the headquarters station of the employee;
 - b) in the case of employees in BPS-16 to BPS-19, civil surgeon, Associate Physician and Associate Surgeon or equivalent in the recognised hospital at the headquarters station of the employee;
 - c) in the case of employees in BPS-20 and above as in (b) above and in addition Consulting Physician or Consulting Surgeon in the recognised hospital at the headquarters station of the employee, if available; and
 - d) any other medical officer specifically approved as authorised medical attendant by the Board for an employee or a class of employees.
- ii) "Employee" means a serving or a retired employee.

- iii) "Family" means family as defined in clause (k) of rule 2.1 and also includes parents of the employee residing with and wholly dependent on him.
- iv) "Medical Attendance" means an attendance in a recognised hospital and includes such methods of examination for the purpose of diagnosis as are available in the recognised hospital.
- v) "Patient" means an employee or member of his family to whom these rules apply and who has fallen ill.
- vi) "Recognised Hospital" means a hospital maintained by the Federal Government or a Provincial Government and includes any other hospital at the Headquarters station approved by the Board for medical attendance and treatment of its employee and notified by the Director as such.
- vii) "Treatment" means in-door treatment in a recognised hospital at the headquarters station of the employee confined to surgical cases only requiring an operation and covers all surgical facilities available the recognised hospital in which an employee is treated including-
- a) employment of such methods of examination for diagnosis or other purposes as are considered necessary by the authorised medical attendant in the hospital attending the patient;
 - b) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available or those which are not so ordinarily available and which the authorised medical attendant certifies in writing to be essential for the recovery or prevention of serious deterioration in the condition of the patient;
 - c) such accommodation as is ordinarily provided in the hospital and is suited to his status provided in the case of a retired employee, his status shall be determined by the post from which he retired; and
 - d) the facility of circumcision.

20.2 Arrangement with hospitals other than Government Hospitals.- (1) The Institute may make arrangement with one or more private or other hospitals other than Government hospitals for medical attendance and treatment of its employees as in-door patient limited to surgical cases only requiring operation.

(2) The Institute shall determine in consultation with such hospitals the amount of fees and other charges on account of such treatment.

(3) Payment to such hospitals will be made direct by the Institute after verification of identity of patient and hospital vouchers duly countersigned by the hospital authorities concerned competent to do so.

(4) Such hospitals as are recognised under these rules shall be notified by the Institute for information of all concerned.

20.3 Medical attendance and treatment in a recognised Hospital.- (1) An employee shall be entitled, free of charge, to medical attendance and treatment confined to surgical cases only requiring an operation.

(2) Where an employee is entitled to receive medical attendance and treatment in accordance with sub-rule (1), any amount paid by him for such treatment to a recognised hospital, other than a recognised hospital specified in rule 20.2, shall, on production of a certificate in writing by authorised medical attendant in this behalf and the hospital receipts duly countersigned by him shall be reimbursed to him by the Institute. The identity of the patient will be verified to the satisfaction of the Joint Director before any reimbursement is made.

20.4 Charge not included in medical attendance and treatment for purposes of these rules.- (1) Provision at the request of an employee for superior accommodation in the recognised hospital as an indoor patient, which, in the opinion of the Joint Director, is not commensurate with his status and diet charges shall not be included in medical attendance and treatment for purposes of these rules and shall not be reimbursed.

(2) If any question arises as to whether any charge or service is included in medical attendance or treatment, the decision of the Director shall be final and no appeal shall lie against that decision.

20.5 Medical attendance and treatment of family.- The family shall be entitled, free of charge, to medical attendance and treatment on the same scale and conditions allowed to the employee himself. This shall include, if the employee is a female, her confinement, and if the employee is a male, his wife's confinement in a recognised hospital but not pre-natal or post-natal treatment at residence.


CHAPTER 21

RELAXATION AND AMENDMENT

21.1 Relaxation.- Notwithstanding any thing contained in these rules in relation to terms and conditions of service of the employees, the Board of Directors may, if it is satisfied that for reasons to be recorded in writing strict application of any rule causes undue hardship in any case, by order relax the requirements of such rule to such extent and subject to such conditions as it may deem fit for ensuring just and equitable treatment to the person concerned while protecting to the maximum possible extent the right of other employees who may be affected by such order.

21.2 Amendment.- The Board of Directors may, subject to approval of the Federal Government, amend, cancel, modify or add to any or all of the provisions of these rules as they may deem fit.

[File No. 8-4/93-C]


(RIAZ AHMED SHEIKH)
Deputy Secretary to the
Government of Pakistan

APPENDIX - 1

(RULE 3.1)

LIST OF CADRES

1. Administrative and Accounts Cadre
2. Technical Cadre
3. Miscellaneous Cadre

SECTION - B.**METHOD OF APPOINTMENT
QUALIFICATIONS, EXPERIENCE AND OTHER
CONDITIONS RELATING TO POSTS IN THE CADRE.**

1. **Method of Appointment:-** (1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, appointment by promotion or appointment by transfer in the ratio specified against each post in column 2 of the table.

TABLE.

Serial number/cadre post with basic pay scale	Initial Appointment	Ratio of Appointment Appointment by Promotion	Appointment by transfer
(1)		(2)	
1. Deputy Director (BPS-18)	-	100%	-
2. Assistant Director (BPS-17)	50%	50%	-
3. Stenographer (BPS-15)	50%	50%	-
4. Accounts Assistant (BPS-14)	50%	50%	-
5. Stenotypists (BPS-12)	100%	-	-
6. Librarian (BPS-11)	100%	-	-
7. Cashier (BPS-11)	100%	-	-
8. Junior Assistant (BPS-7)	100%	-	-
9. Receptionist (BPS-7)	100%	-	-
10. Store Clerk (BPS-5)	100%	-	-
11. Photocopier Operator (BPS-5)	100%	-	-
12. Duplicate Machine Operator (BPS-5)	100%	-	-
13. Messenger BPS-1	100%	-	-

(2) If a post reserved for promotion cannot be filled 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 Institute to fill that post, it may be filled by initial appointment. If a post reserved for initial appointment, or a post reserved for promotion and proposed to be filled by initial appointment as aforesaid, cannot be filled due to non-availability of a suitable candidate despite advertisement, the appointing authority may fill it by appointment by transfer if it considers it expedient and in the interests of the Institute.

(3) Notwithstanding sub-para (1) and (2) a post may be filled, with the previous approval of the authority next above the appointing authority, by deputation or, with the previous approval of the Chairman, by appointment on contract basis if that authority or, as the case may be, the Chairman considers it to be in the interests of the Institute to do so.

2. **Initial Appointment:** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below.

TABLE

Serial number/cadre post with basic pay scale	Maximum age (in years)	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
1. Deputy Director (BPS-18)	35	i) Master's degree preferably in Commerce or Business Administration. ii) Five years experience in personnel administration or accounts in a senior post in Government or in a reputable organisation in public or private sector.
2. Assistant Director (BPS-17)	30	i) Master's degree preferably in Commerce or Business Administration. ii) Two years experience in personnel administration or accounts in Government or in an Organisation or firm of repute in public or private sector preferable.
3. Stenographer (BPS-15)	25	i) Intermediate in Commerce ii) Speed 100 wpm in shorthand. iii) Speed 50 wpm in typing iv) Two years experience as stenotypist preferable.
4. Accounts Assistant (BPS-14)	25	i) Bachelor's degree in Commerce or Business Administration. ii) Three years experience of managing accounts in Government or in an Organisation or firm of repute in public or private sector. iii) Knowledge of Government rules, procedure and practice preferable.
5. Stenotypist (BPS-12)	25	i) Matriculation (Inter Commerce preferable) ii) Speed in Shorthand - 80 wpm iii) Speed in Typing - 40 wpm
6. Librarian (BPS-11)	25	i) BA/BSc with Diploma in Library Science ii) Three years experience of accession, cataloguing and maintenance of a library.
7. Cashier (BPS-11)	25	i) Intermediate. (Intermediate in Commerce preferable). B. Com. ii) Three years experience in handling cash and accounts in a reputable organisation.
8. Junior Assistant (BPS-7)	25	i) Intermediate/BA/B.Com ii) Two years experience of working as a Clerk. iii) Knowledge of typing preferable.
9. Receptionist (BPS-7)	25	i) Matriculate/BA ii) Experience of working as receptionist preferable.
10. Store Clerk (BPS-5)	25	i) Matric/Intermediate ii) Typing speed 30 wpm.

11. Photocopier Operator (BPS-5)	25	i) Matriculation/BA/B. Com/B. Sc. ii) One year experience as Photocopier Operator.
12. Duplicating Machine Operator (BPS-5)	25	i) Matriculation ii) One year experience as Duplicating Machine Operator.
13. Messenger (BPS-1)	25	i) Minimum class five passed.

NB -1 The maximum age-limit may be relaxed by the appointing authority if no candidate within the age-limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be re-advertised with the relaxed age-limit.

2 Minimum age for appointment to a post shall be 18 years.

3 Qualifications specified in column 3 of the table should be from a recognised University, Board or Institution, as the case may be, and should be at least in the second division.

4. Experience specified in column 3 means experience after acquiring the relevant qualifications specified in that column

3. **Promotion :-** (1) Subject to the length of service in basic pay scale 17 and above as may be specified for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on regular basis and possess the qualifications and experience specified in column 3.

TABLE.

Serial number/cadre post with basic pay scale	Employees eligible for promotion to the post specified in column 1	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
Deputy Director (BPS-18)	Assistant Director (BPS-17)	Five years service in the post specified in column 2.
Assistant Director (BPS-17) BPS-16)	Accounts Assistant (BPS 14/Selection grade of BPS-16)	(i) Five years service in the post specified in column 2. (ii) Bachelors Degree in Commerce or Business Administration.
Stenographer (BPS-15)	Stenotypist (BPS-12/selection grade of BPS-14)	i) Three years service in the post specified in column 2. ii) Qualifying promotion test in shorthand with the minimum speed of 100 wpm and in typing of 50 wpm.
Accounts Assistant (BPS-14)	Junior Assistant (BPS-7/selection grade of (BPS-9)	Three years service in the post specified column 2.

(2) Promotion shall be subject to passing of an examination or successful completion of training as may be specified by the Director by issue of general orders or in the case of an employee or a group of employees by issue of specific orders or as specified in column 3 of the table under sub-para (1).

4. **Grant of Selection Grade.**— The posts shown in column 1 of the table below shall carry selection grade as specified in column 2. The authority competent to make appointment to a post in basic pay scale identical to the selection grade shown in column 2 shall approve grant of selection grade to an employee who holds the post shown in column 1 on regular basis and possesses the length of service and meets the other conditions, if any, specified in column 3. The selection grade shall be granted on the basis of seniority-cum-fitness on the recommendations of the appropriate departmental selection committee.

TABLE.

Serial number/cadre post with basic pay scale in which it is classified	Selection grade for the post specified in column 1	Length of service in the post specified in column 1 and other conditions.
(1)	(2)	(3)
1. Stenographer (BPS-15)	50% posts of stenographer in selection grade of BPS-16	Three years service in the post in column 1
2. Accounts Assistant (BPS-14)	50% posts of accounts assistant in selection grade of BPS-16	-Do-
3. Stenotypist (BPS-12)	33% of posts of stenotypist in selection grade of BPS-14	-Do-
4. Junior Assistant (BPS-7)	33% of posts of Junior assistant in selection grade of BPS-9	-Do-
5. Receptionist (BPS-7)	33% of posts of receptionist in selection grade of BPS-9	-Do-
6. Store Clerk (BPS-5)	33% of posts of store clerk in selection grade of BPS-7	-Do-
7. Messenger (BPS-1)	33% of posts of Messenger in selection grade of BPS-3	-Do-

TECHNICAL CADRE.**SECTION A****SANCTIONED STRENGTH**

TABLE.

Serial number/cadre post with Basic pay scale	Total number of sanctioned posts	Remarks
(1)	(2)	(3)
1. Director (BPS-20)	1	
2. Joint Director (BPS-19)	1	
3. Manager (BPS-18)	9	
4. Deputy Manager (BPS-17)	3	
5. Cotton Field Officer (BPS-16)	280	
6. Cotton Tester (BPS-8)	<u>10</u>	
	TOTAL	<u>304</u>

SECTION - B.**METHOD OF APPOINTMENT
QUALIFICATIONS, EXPERIENCE AND OTHER
CONDITIONS RELATING TO POSTS IN THE CADRE.**

1. **Method of Appointment.**— (1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment, appointment by promotion or appointment by transfer in the ratio specified against each post in column 2 of the table.

TABLE.

Serial number/cadre post with basic pay scale	Ratio of Appointment		
	Initial Appointment	Appointment by Promotion	Appointment by transfer
(1)	(2)		
1. Director (BPS-20)	50%	50%	-
2. Joint Director (BPS-19)	-	100%	-
3. Manager (BPS-18)	67%	33%	-
4. Deputy Manager (BPS-17)	-	100%	-
5. Cotton Field Officers (BPS-16)	97%	3%	-
6. Cotton Tester (BPS-8)	100%	-	-

(2) If a post reserved for promotion cannot be filled 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 Institute to fill that post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion and proposed to be filled by initial appointment as aforesaid, cannot be filled due to non-availability of a suitable candidate despite advertisement, the appointing authority may fill it by appointment by transfer if it considers it expedient and in the interests of the Institute.....

(3) Notwithstanding sub-para (1) and (2) a post may be filled, with the previous approval of the authority next above the appointing authority, by deputation or, with the previous approval of the Chairman, by appointment on contract basis if that authority or, as the case may be, the Chairman considers it to be in the interests of the Institute to do so.

2. **Initial Appointment:** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below.

TABLE

Serial number/cadre post with basic pay scale	Maximum age (in years)	Minimum qualifications experience and other conditions.
(1)	(2)	(3)
1. Director (BPS-20)	40	i) Ph D in Agriculture Economics/Fibre Technology or M.Sc in Agriculture Economics/Fibre Technology. ii) Ten years experience in case of Ph.D and 15 years experience in the case of M.Sc in: a) Cotton classing, quality control, ginning processing and fibre testing. b) Economic research in the field of cotton. c) Agricultural marketing and pricing of cotton. d) Ten publications on the subject. iii) Three years experience in project planning, designing, execution and management of R&D projects in a Government or in a reputable organization in public or private sector, with five publications on the subject.
2. Joint Director BPS-19	40	- Do -
3. Manager BPS-18	35	i) M.Sc in Agriculture with certificate in Fibre Testing or Cotton classers certificate as may be specified in the advertisement. ii) Five years experience in the relevant field as may be specified in the advertisement.
4. Deputy Manager BPS-17	30	i) M.Sc in Agriculture with certificate in Fibre Testing or Cotton classers certificate as may be specified in the advertisement. ii) One year experience in relevant field as may be specified preferable.
5. Cotton Field Officers BPS-16	25	i) Graduate in Agriculture. A Post-graduate degree in Agriculture preferable.
6. Cotton Tester BPS-8	25	i) Intermediate. Graduate in Agriculture preferable ii) Two years experience in Cotton handling and testing.

NB -1 The maximum age-limit may be relaxed by the appointing authority if no candidate within the age-limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be re-advertised with the relaxed age-limit.

2 Minimum age for appointment to a post shall be 18 years.

3 Qualifications specified in column 3 of the table should be from a recognised University, Board or Institution, as the case may be, and should be at least in the second division.

4 Experience specified in column 3 means experience after acquiring the relevant qualification specified in that column.

3. **Promotion:-** (1) Subject to the length of service in basic pay scale 17 and above as may be specified for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial number/cadre post with basic pay scale	Employees eligible for promotion to the post specified in column 1	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
Director (BPS-20)	Joint Director (BPS-19)	i) Five years service in the post specified in column-2/publications-5. ii) M.Sc in Agriculture Economics/Fibre Technology.
Joint Director (BPS-19)	Manager (BPS-18) Deputy Director (BPS-18) (Adm. and Accts. Cadre)	Five years service in the post specified in column 2 with publications-3.
Manager (BPS-18)	Deputy Manager (BPS-17)	Three years service in the post specified in column 2.
Deputy Manager (BPS-17)	Cotton Field Officer (BPS-16/selection grade of BPS-18)	i) Three years service in the post specified in column 2. ii) A Cotton Field officer in selection grade of BPS-18 shall, on his promotion to the post of Deputy Manager (BPS-17), retain selection grade of BPS-18 as personal to him and continue to draw pay in the selection grade of BPS-18 until he is promoted to the post of Manager (BPS-18)
Cotton Field Officer (BPS-16)	Cotton Tester (BPS-8/selection grade of BPS-10)	i) Five years service in the post specified in column 2. ii) B.Sc in Agriculture.

(2) Promotion shall be subject to passing of an examination or successful completion of training as may be specified by the Director by issue of general orders or in the case of an employee or a group of employees by issue of specific orders or as specified in column 3 of the table under sub-para (1).

4. Grant of Selection Grade.— The posts shown in column 1 of the table below shall carry selection grade as specified in column 2. The authority competent to make appointment to a post in basic pay scale identical to the selection grade shown in column 2 shall approve grant of selection grade to an employee who holds the post shown in column 1 on regular basis and possesses the length of service and meets the other conditions, if any, specified in column 3. The selection grade shall be granted on the basis of seniority-cum-fitness on the recommendation of the appropriate selection committee.

TABLE

Serial number/cadre post with basic pay scale in which it is classified	Selection grade for the post specified in column 1	Length of service in the post specified in column 1 and other conditions.
(1)	(2)	(3)
1. Cotton Field Officer BPS-16	50% of posts in selection grade of BPS-18	Three years service in the post in column 1.
2. Cotton Tester BPS-8	50% of posts in selection grade of BPS-10	DO.

MISCELLANEOUS CADRESECTION A
SANCTIONED STRENGTH

TABLE

Serial number/cadre post with Basic pay scale	Total number of sanctioned posts	Remarks
(1)	(2)	(3)
1. Electronic Engineer (BPS-18)	1	
2. Laboratory Technician (BPS-16)	1	
3. Photographer (BPS-13)	1	
4. Electrician (BPS-11)	2	
5. PABX Operator (BPS-7)	2	
6. Telex Operator (BPS-7)	2	
7. Sample Room Clerk (BPS-5)	5	
8. Driver (BPS-4)	17	
9. Chowkidar (BPS-1)	15	
10. Sweeper (BPS-1)	4	
	TOTAL	50

SECTION B**METHOD OF APPOINTMENT
QUALIFICATIONS, EXPERIENCE AND OTHER
CONDITIONS RELATING TO POSTS IN THE CADRE.**

1. **Method of Appointment:-** (1) Appointment to the posts indicated in column 1 of the table below shall be made by initial appointment by promotion or appointment by transfer in the ratio specified against each post in column 2 of the table.

TABLE.

Serial number/cadre post with basic pay scale	Ratio of Appointment		
	Initial Appointment	Appointment by Promotion	Appointment by transfer
(1)	(2)		
1. Electronic Engineer (BPS-18)	50%	50%	-
2. Laboratory Technician (BPS-16)	-	100%	-
3. Photographer (BPS-13)	100%	-	-
4. Electrician (BPS-11)	100%	-	-
5. PABX Operation (BPS-7)	100%	-	-
6. Telex Operator (BPS-7)	100%	-	-
7. Sample Room Clerk (BPS-5)	100%	-	-
8. Driver (BPS-4)	100%	-	-
9. Chowkidar (BPS-1)	100%	-	-
10. Sweeper (BPS-1)	100%	-	-

(2) If a post reserved for promotion cannot be filled 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 Institute to fill that post, it may be filled by initial appointment. If a post reserved for initial appointment or a post reserved for promotion and proposed to be filled by initial appointment as aforesaid, cannot be filled due to non-availability of a suitable candidate despite advertisement, the appointing authority may fill it by appointment by transfer if it considers it expedient and in the interests of the Institute.

(3) Notwithstanding sub-para (1) and (2) a post may be filled, with the previous approval of the authority next above the appointing authority, by deputation or, with the previous approval of the Chairman, by appointment on contract basis if that authority or, as the case may be, the Chairman considers it to be in the interests of the Institute to do so.

2. **Initial Appointment.**- A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below.

TABLE

Serial number/cadre post with basic pay scale	Maximum age (in years)	Minimum qualifications experience and other conditions.
(1)	(2)	(3)
1. Electronic Engineer (BPS-18)	30	i) B.E. in Electronics (First Division or A-I) ii) Five years experience in the relevant field.
2. Laboratory Technician (BPS-16)	25	i) Matric ii) Three years Diploma in Electrical Engineering
3. Photocopier (BPS-13)	25	i) Intermediate ii) One year experience in operating a Photocopy machine.
4. Electrician (BPS-11)	25	i) Matric/Graduate. ii) Three years Diploma in Electrical Engineering
5. PABX Operator (BPS-7)		i) Matric ii) Two years experience as PABX Operator.
6. Telex Operator (BPS-7)		i) Matric/Graduate. ii) One year experience in operating telex.
7. Sample Room Clerk (BPS-5)		i) Matric ii) One year experience in cotton handling desirable iii) Typing 30 wpm
8. Driver (BPS-4)		i) Middle ii) HTV Licence and also LTV licence
9. Chowkidar (BPS-1)		i) Literate ii) Ex-Army men preferable
10. Sweeper (BPS-1)		i) Literate

NB- 1. The maximum age-limit may be relaxed by the appointing authority if no candidate within the age limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be readvertised with the relaxed age-limit.

2. Minimum age for appointment to a post shall be 18 years.

3. Qualifications specified in column 3 of the table should be from a recognised University, Board or Institution, as the case may be, and should be at least in the second division.

4. Experience specified in column 3 means experience after acquiring the relevant qualification specified in that column.

3. **Promotion:-** (1) Subject to the length of service in basic pay scale 17 and above as may be specified for promotion to posts in basic pay scale 18 and above, promotion to posts in column 1 of the table below shall be made from amongst persons who hold the posts specified in column 2 of the table on regular basis and possess the qualifications and experience specified in column 3.

TABLE

Serial number/cadre post with basic pay scale	Employees eligible for promotion to the post specified in column 1	Minimum qualifications, experience and other conditions.
(1)	(2)	(3)
Electronic Engineer BPS-18	Laboratory Technician BPS-16	i) 10 years service in the post specified in column 2. ii) Promotion test as may be specified by the Director.
Laboratory Technician BPS-16	Electrician BPS-11/selection grade of BPS-13	i) 5 years service in the post specified in column 2. ii) Promotion test as may be specified by the Director.

2) Promotion shall be subject to passing of an examination or successful completion of training as may be specified by the Director by issue of general orders or in the case of an employee or a group of employees by issue of specific orders or as specified in column 3 of the table under sub-para (1)

4. **Grant of Selection Grade:-** The posts shown in column 1 of the table below shall carry selection grade as specified in column 2. The authority competent to make appointment to a post in basic pay scale identical to the selection grade shown in column 2 shall approve grant of selection grade to an employee who holds the post shown in column 1 on regular basis and possesses the length of service and meets the other conditions, if any, specified in column 3. The selection grade shall be granted on the basis of seniority-cum-fitness on the recommendations of the appropriate departmental selection committee.

TABLE

Serial number/cadre post with basic pay scale in which it is classified	Selection grade for the post specified in column 1	Length of service in the post specified in column 1 and other conditions.
(1)	(2)	(3)
1. Electrician BPS-11	50 % of posts of Electrician in selection grade of BPS-13	Three years service in the post specified in column 1
2. PABX Operator BPS-7	50% of post of PABX Operator in selection grade of BPS-9	-Do-
3. Telex Operator BPS-7	50% of posts of Telex Operator in selection grade of BPS-9	-Do-
4. Sample Room clerk BPS-5	50% of posts of Sample Room Clerk in selection grade of BPS-7	-Do-
5. Chowkidar BPS-1	50% of posts of chowkidar in selection grade of BPS-3	-Do-
6. Sweeper BPS-1	50% of posts of sweeper in selection grade of BPS-3	-Do-

**APPEDIX - 3
(RULE 12.1)****EXISTING BASIC PAY SCALES.**

BPS No.	Existing Basic Pay Scales	(Stages)
B-1	1245-35-1770	(15)
B-2	1275-44-1935	(15)
B-3	1320-50-2070	(15)
B-4	1360-58-2230	(15)
B-5	1400-66-2390	(15)
B-6	1440-73-2535	(15)
B-7	1480-81-2695	(15)
B-8	1540-88-3860	(15)
B-9	1605-97-3060	(15)
B-10	1660-107-3265	(15)
B-11	1725-116-3465	(15)
B-12	1830-130-3780	(15)
B-13	1950-144-4110	(15)
B-14	2065-161-4480	(15)
B-15	2190-177-4845	(15)
B-16	2535-197-5490	(15)
B-17	3880-290-7360	(12)
B-18	5085-366-8745	(10)
B-19	7750-385-11600	(10)
B-20	9195-440-13595	(10)
B-21	10190-545-15640	(10)
B-22	10900-610-17000	(10)