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MUHAMMAD NAWAZ SHAREEF
UNIVERSITY OF AGRICULTURE, MULTAN



(Act XXII of 2013)

MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE MULTAN ACT 2013**(Act XXII of 2013)****C O N T E N T S****SECTION****HEADING****CHAPTER I****PRELIMINARY**

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^{1[1]}THE MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE MULTAN ACT 2013

(Act XXII of 2013)

[11 September 2013]

An Act to provide for the establishment of

Muhammad Nawaz Shareef University of Agriculture Multan.

Preamble.—Whereas it is expedient to provide for the establishment of Muhammad Nawaz Shareef University of Agriculture Multan and for ancillary matters;

It is enacted as follows:

CHAPTER I

PRELIMINARY

1. Short title and commencement.—(1) This Act may be cited as the Muhammad Nawaz Shareef University of Agriculture Multan Act 2013.

(2) It shall come into force at once.

2. Definitions.—In this Act—

- (a) “Academic Council” means the Academic Council of the University;
- (b) “affiliated college” means a college or institute affiliated with the University;
- (c) “Authority” means an Authority of the University;
- (d) “chairperson” means the head of a department, principal of a constituent college or director of an institute;

1[1]This Act was passed by the Punjab Assembly on 29 August 2013, assented to by the Governor of the Punjab on 10 September 2013, and published in the Punjab Gazette (Extraordinary) dated 11 September 2013, pages 965-76.

- (e) “Chancellor” means the Chancellor of the University;
- (f) “Commission” means the Higher Education Commission set up under the Higher Education Commission Ordinance, 2002 (LIII of 2002);
- (g) “constituent college” means a college maintained and administered by the University;
- (h) “Controller of Examinations” means Controller of Examinations of the University;
- (i) “Dean” means the head of a faculty of the University;
- (j) “department” means a teaching department maintained and administered by the University in the prescribed manner;
- (k) “faculty” means an administrative and academic unit of the University consisting of one or more departments, institutes or constituent colleges;
- (l) “Government” means Government of the Punjab;
- (m) “institute” means an institute established, maintained and administered by the University;
- (n) “prescribed” means prescribed by the rules, statutes or regulations;
- (o) “Pro-Chancellor” means Pro-Chancellor of the University;
- (p) “Pro-Vice Chancellor” means Pro-Vice Chancellor of the University;
- (q) “Registrar” means Registrar of the University;
- (r) “statutes”, “regulations” and “rules” respectively mean the statutes, regulations and rules made under the Act;
- (s) “Syndicate” means the Syndicate of the University;
- (t) “teacher” includes a Professor, Associate Professor, Assistant Professor, Lecturer, Teaching Assistant, Demonstrator and Instructor engaged whole-time by the University and such other persons as may be prescribed;
- (u) “Treasurer” means Treasurer of the University;
- (v) “University” means Muhammad Nawaz Shareef University of Agriculture Multan; and

(w) “Vice Chancellor” means Vice Chancellor of the University.

CHAPTER II

THE UNIVERSITY

3. Incorporation.— (1) There shall be established at Multan a University to be called Muhammad Nawaz Shareef University of Agriculture in accordance with the provisions of this Act.

(2) The University shall be a body corporate having perpetual succession and a common seal with power to acquire, hold and dispose of property and shall, by the aforesaid name, sue and be sued.

(3) The Government may, by notification, affiliate any of its postgraduate and degree colleges with the University.

(4) The University may, with the approval of the Government, open and administer a sub-campus of the University.

(5) The University shall consist of the following:—

(a) Chancellor;

(b) Pro-Chancellor;

(c) Vice Chancellor;

(d) Pro-Vice Chancellor;

(e) members of an Authority;

(f) chairpersons and Deans;

(g) teachers and students of the University; and

(h) officers and members of the staff of the University.

4. Functions of the University.—(1) The University shall—

- (a) provide for education in various faculties of agriculture and such other branches of knowledge as it may deem fit, and make provisions for research in agriculture, service to the society and for the application, advancement and dissemination of knowledge in such manner as it may determine;
- (b) establish, maintain and administer a department, constituent college or an institute;
- (c) establish and support other facilities for education, training and research;
- (d) prescribe courses of studies;
- (e) decide teaching methods and strategies in order to ensure the most effective educational and training programmes;
- (f) hold examinations in the prescribed manner and, if a person qualifies the examination, award degree, diploma, certificate and other academic distinction to the person;
- (g) prescribe the terms and conditions of employment of the officers, teachers and other employees of the University;
- (h) engage, where necessary, a person on contract for a specified duration and to specify the terms of the engagement;
- (i) provide career counselling and job search services to the students and alumni;
- (j) maintain linkages with alumni;
- (k) provide and support the academic development of the faculty of the University;
- (l) confer degree on a person who has successfully conducted research in the prescribed manner;
- (m) institute Professorship, Associate Professorship, Assistant Professorship and Lectureship or any other post and may appoint a person on the post;
- (n) create a post for research, extension, administration or other related purposes and appoint a person to the post;
- (o) institute and award financial assistance to students in need, fellowships, scholarships, bursaries, medals and prizes in the prescribed manner;

- (p) provide for the residence of the students, establish and maintain halls of residence and may approve or licence a hostel, lodging or boarding place;
- (q) maintain order, discipline and security in a campus of the University;
- (r) promote extracurricular and recreational activities of the students and make arrangements for promoting health and general welfare of the students;
- (s) demand and receive such fees and other charges as it may determine; and
- (t) perform any other prescribed or ancillary function.

(2) The University may—

- (a) institute programmes for the exchange of students and teachers between the University and any other university, educational institution or research organization;
- (b) develop and implement fund-raising plans;
- (c) accept an examination and the period of study spent by a student of the University at any other university or place of learning equivalent to an examination or period of study of the University and may withdraw such acceptance;
- (d) cooperate with a public authority, university or private organization in the prescribed manner;
- (e) make provision for research, advisory or consultancy services and enter into arrangements with any other institution, public or private body, commercial or industrial enterprise in the prescribed manner;
- (f) receive and manage property transferred and grants, contributions made to the University and to invest any fund in the manner as it may deem fit;
- (g) print and publish research or work;
- (h) admit any college or other educational institution to its privileges or withdraw such privileges in the prescribed manner;
- (i) affiliate or disaffiliate a college or any other educational institution in the prescribed manner; and
- (j) exercise any power ancillary to the above powers or as may be prescribed.

5. University to be open to all classes and creeds.—The University shall be open to all persons irrespective of their religion, race, creed, class, gender or color and the University shall not deny its privileges to a person on any such ground.

6. Jurisdiction.—The jurisdiction of the University shall extend to the Province of the Punjab

CHAPTER III

OFFICERS OF THE UNIVERSITY

7. Officers of the University.—The following shall be the officers of the University:-

- (a) Chancellor;
- (b) Pro-Chancellor;
- (c) Vice Chancellor;
- (d) Pro-Vice Chancellor;
- (e) Deans;
- (f) Chairpersons;
- (g) Registrar;
- (h) Treasurer;
- (i) Controller of Examinations;
- (j) Librarian; and
- (k) such other persons as may be prescribed.

8. Chancellor.—(1) The Governor of the Punjab shall be the Chancellor of the University.

(2) The Chancellor or a nominee of the Chancellor shall preside at convocation of the University.

(3) The University may, subject to prior approval of the Chancellor, confer an honorary degree.

(4) Subject to this Act, the Chancellor may approve the draft statutes submitted by the Syndicate or refer the statutes back to the Syndicate for reconsideration.

(5) In the performance of functions under the Act, the Chancellor shall act and shall be bound in the same manner as the Governor of a Province acts and is bound under clause (1) of Article 105 of the Constitution of the Islamic Republic of Pakistan.

9. Inspection and inquiry.—(1) The Chancellor may direct inspection or inquiry into the affairs of the University.

(2) The Chancellor shall convey the views with regard to the result of the inspection or inquiry to the Syndicate and may, after ascertaining the views of the Syndicate, recommend any remedial action to the Syndicate.

(3) The Syndicate shall, within the time specified by the Chancellor, submit report to the Chancellor about the action taken on the recommendation of the Chancellor.

(4) If the Syndicate fails to take action to the satisfaction of the Chancellor within the specified time, the Chancellor may issue such direction as the Chancellor deems appropriate and the Syndicate shall comply with the direction.

(5) The Chancellor may set aside a decision or action of the Syndicate, which, in the opinion of the Chancellor, is against the law, interest or academic excellence of the University, national integrity, religious or cultural ideology.

10. Pro-Chancellor.—(1) Minister for Agriculture of the Government shall be the Pro-Chancellor of the University.

(2) The Pro-Chancellor shall perform functions under this Act and exercise such powers of the Chancellor, except the powers under section 9, as may be prescribed or assigned to him by the Chancellor.

11. Vice Chancellor.— (1) A person who is eligible and who is not more than sixty five years of age on the last date fixed for submission of applications for the post of Vice Chancellor may apply for the post.

(2) The Government shall determine, by notification in the official Gazette, the qualifications, experience and other relevant requirements for the post of the Vice Chancellor.

(3) The Government shall constitute, for a term of two years, a Search Committee consisting of not less than three and not more than five members for making recommendations for appointment of the Vice Chancellor.

(4) The Search Committee shall follow such procedure and criteria for search or selection of the panel of persons for the post of the Vice Chancellor as the Government may, by notification, determine.

(5) The Search Committee shall recommend to the Government, in alphabetical order, a panel of three persons who, in its opinion, are suitable for appointment as the Vice Chancellor.

(6) The Chancellor shall appoint the Vice Chancellor for a term of four years but he shall serve during the pleasure of the Chancellor.

(7) The Government shall determine the terms and conditions of service of the Vice Chancellor.

(8) The incumbent Vice Chancellor shall not be allowed any extension in his tenure but subject to eligibility he may again compete for the post of the Vice Chancellor in accordance with the procedure prescribed by or under this section.

(9) If the office of the Vice Chancellor is vacant or the Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Pro-Vice Chancellor shall perform the functions of the Vice Chancellor but, if at any time, the office of Pro-Vice Chancellor is also vacant or the Pro-Vice Chancellor is absent or is unable to perform the functions of the Vice Chancellor owing to any cause, the Chancellor shall make such temporary arrangements for the performance of the duties of the Vice Chancellor as he may deem fit.

12. Powers of the Vice Chancellor.—(1) Subject to this Act, the Vice Chancellor shall be the chief executive officer of the University and shall ensure that the provisions of the Act, statutes, regulations and rules are faithfully observed.

(2) The Vice Chancellor may attend a meeting of any Authority or body of the University.

- (3) Subject to such conditions as may be prescribed, the Vice Chancellor may, in an emergency, take an action which is not otherwise in the competence of the Vice Chancellor but is within the competence of any Authority.
- (4) The Vice Chancellor shall, within seven days of taking an action under subsection (3), submit a report of the action taken to the Pro-Chancellor and to the members of the Syndicate and the Syndicate shall, within forty five days of such an action of the Vice Chancellor, pass such order as the Syndicate deems appropriate.
- (5) Subject to the general supervision and control of the Syndicate, the Vice Chancellor may–
 - (a) direct a teacher, officer or other employee of the University to take up such assignment in connection with examination, administration or any other activity in relation to the University;
 - (b) sanction by re-appropriation an amount for an unforeseen item not provided for in the budget of the University;
 - (c) make appointments of such categories of employees of the University and in such manner as may be prescribed;
 - (d) take disciplinary action against a teacher, officer or any other employee of the University in the prescribed manner;
 - (e) delegate, subject to such conditions as may be prescribed, any of his powers to a teacher or officer of the University; and
 - (f) exercise such other powers as may be prescribed or as may be assigned by the Syndicate.
- (6) The Vice Chancellor shall prepare an annual report containing information as regards the preceding academic year including disclosure of all relevant facts pertaining to academics, research, administration and finances of the University.
- (7) The Vice Chancellor shall, within three months of the end of an academic year, submit the annual report of the University to the Syndicate.

13. Pro-Vice Chancellor.– (1) The Chancellor shall nominate the Pro-Vice Chancellor of the University from amongst three senior most Professors of the University for a term of three years.

(2) The Pro-Vice Chancellor shall perform such functions as may be assigned to him under this Act, statute or regulations.

(3) The Syndicate or the Vice Chancellor may assign any function to the Pro-Vice Chancellor in addition to his duties as Professor.

14. Registrar.— (1) The Syndicate shall, on the recommendation of the Vice Chancellor, appoint a Registrar in such manner and on such terms and conditions as may be prescribed.

(2) The Syndicate shall not appoint a person as Registrar unless he possesses the prescribed qualifications and experience.

(3) The Registrar shall be a full-time officer of the University and shall—

(a) be the administrative head of the secretariat of the University and be responsible for the provision of secretarial support to the Syndicate and the Vice Chancellor;

(b) be the custodian of the common seal and the academic records of the University;

(c) maintain a register of the students and graduates in the prescribed manner;

(d) supervise the process of election, appointment or nomination of a member to an Authority or body of the University in the prescribed manner; and

(e) perform such other duties as may be prescribed.

(4) The Registrar shall hold office for a term of three years.

15. Treasurer.— (1) The Syndicate shall, on the recommendation of the Vice Chancellor, appoint a Treasurer in such manner and on such terms and conditions as may be prescribed.

(2) The Syndicate shall not appoint a person as Treasurer unless he possesses the prescribed qualifications and experience.

(3) The Treasurer shall be the chief financial officer of the University and shall—

- (a) manage the assets, liabilities, receipts, expenditures, funds and investments of the University;
 - (b) prepare the annual and revised budget estimates of the University and present the estimates to the Syndicate;
 - (c) ensure that the funds of the University are spent according to the budget or any other special arrangement;
 - (d) ensure that the accounts of the University are audited annually and are available for submission to the Syndicate within six months of the end of a financial year; and
 - (e) perform such other functions as may be prescribed or assigned to him by the Syndicate.
- (4) The Treasurer shall hold office for a term of three years.

16. Controller of Examinations.— (1) The Syndicate shall, on the recommendation of the Vice Chancellor, appoint a Controller of Examinations in such manner and on such terms and conditions as may be prescribed.

(2) The Syndicate shall not appoint a person as Controller of Examinations unless he possesses the prescribed qualifications and experience.

(3) The Controller of Examinations shall be a full-time officer and shall be responsible for all matters connected with the conduct of examinations and perform such other duties as may be prescribed.

(4) The Controller of Examinations shall hold office for a term of three years.

17. Other Officers.—Subject to the provisions of this Act, the terms and conditions of services and powers and duties of other officers of the University shall be such as may be prescribed.

18. Appointments.—The University may appoint such persons in its service as may be necessary in such manner and on such terms and conditions as may be prescribed

CHAPTER IV

AUTHORITIES OF THE UNIVERSITY

19. Authorities of the University.—(1) The following shall be the Authorities of the University:-

- (a) Syndicate;
- (b) Academic Council;
- (c) Board of Faculties;
- (d) Board of Advanced Studies and Research;
- (e) Selection Board;
- (f) Finance and Planning Committee; and
- (g) such other Authority as may be prescribed.

(2) The Syndicate may constitute committees consisting of the members of the Syndicate or it may create committees consisting of members of the Syndicate or teachers or officers of the University or a combination of all or any of such persons.

20. Syndicate.—(1) The Syndicate shall consist of—

- (a) Vice Chancellor, who shall be its Chairperson;
- (b) Pro-Vice Chancellor;
- (c) Secretary to the Government, Agriculture Department or a nominee not below the rank of Additional Secretary;
- (d) Secretary to the Government, Finance Department or a nominee not below the rank of Additional Secretary;
- (e) The Chief Justice of Lahore High Court, Lahore or his nominee from amongst the judges of Lahore High Court;
- (f) Chairman of the Commission or a nominee not below the rank of a whole-time member of the Commission;
- (g) one senior most Dean of the faculties;
- (h) three persons of eminence to be nominated by the Chancellor;

- (i) two members of the Provincial Assembly of the Punjab to be nominated by the Speaker of the Assembly; and
 - (j) one professor, one associate professor, one assistant professor and one such lecturer as has completed a minimum of two years' service in the University to be elected from amongst themselves.
- (2) The Registrar shall be the Secretary of the Syndicate.
- (3) The members of the Syndicate, other than *ex-officio* members, shall hold office for three years.
- (4) Six members of the Syndicate shall constitute the quorum for a meeting of the Syndicate.
- (5) The Registrar shall, with the approval of the Chairperson of the Syndicate, summon a meeting of the Syndicate.
- (6) The Syndicate shall take decision by majority of the votes of members present and voting and the Registrar shall clearly reflect the dissent, if any, along with the reasons of such dissent.

21. Powers and duties of the Syndicate.—(1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act and statutes, take effective measures to raise the standard of teaching, research, technological development, publication and other academic pursuits and exercise general supervision over the affairs of the University and management of the property of the University.

(2) Without prejudice to the generality of the foregoing powers and subject to the provisions of the Act, the Syndicate may—

- (i) hold, control and administer the property and funds of the University;
- (ii) govern and regulate, with due regard to the advice of the Finance and Planning Committee in this behalf, the finances, accounts and investments of the University and for that purpose, to appoint such agents as it may deem fit;
- (iii) consider and approve the annual report, the annual and revised budget estimates and to re-appropriate funds from one major head of expenditure to another;
- (iv) transfer and accept transfer of movable or immovable property on behalf of the University;

- (v) enter into, vary, carry out or cancel contracts on behalf of the University;
- (vi) cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (vii) invest any money belonging to the University including any unapplied income in any of the securities described in section 20 of the Trusts Act 1882 (II of 1882), or in the purchase of immovable property or in such other manner, as it may determine, with the like power of varying such investments;
- (viii) receive and manage any property transferred, grants, bequests, trusts, gifts, donations, endowments and other contributions made to the University;
- (ix) determine the form, custody and regulation of the use of the common seal of the University;
- (x) provide buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the work of the University;
- (xi) establish and maintain halls of residence and hostels or approve or license hostels or lodgings for the residence of students;
- (xii) affiliate or disaffiliate colleges and institutes;
- (xiii) admit educational institutions to the privileges of the University and withdraw such privileges;
- (xiv) arrange for the inspection of the academic departments;
- (xv) institute Professorships, Associate Professorships, Assistant Professorships, Lectureships and other posts and to suspend or abolish such posts;
- (xvi) create, suspend or abolish such administrative, technical, research, extension or other posts as may be necessary;
- (xvii) appoint University teachers and other officers on the recommendation of the Selection Board for teaching and other managerial posts;
- (xviii) confer, with prior approval of the Chancellor, an honorary degree;

- (xix) prescribe the duties of the officers, teachers and other employees of the University and of those working in the University on deputation or on contract;
- (xx) appoint members to the various Authorities, committees and bodies in the prescribed manner;
- (xxi) remove any person from the membership of any Authority if such person has accepted any assignment which involves absence from the University for a continuous period of six months or more;
- (xxii) regulate, determine and administer, all other matters concerning the University and to this end exercise all necessary powers not specifically mentioned in this Act and statutes but not inconsistent with the provisions of the Act;
- (xxiii) appoint Professor Emeritus on such terms and conditions as may be prescribed;
- (xxiv) suspend, punish and remove from service in the prescribed manner officers, teachers and employees whom it is empowered to appoint;
- (xxv) consider and approve regulations recommended by the Academic Council;
- (xxvi) approve statutes and recommend those drafts of the statutes, for approval of the Chancellor, which pertain to terms and conditions of service of the University employees;
- (xxvii) delegate any of its powers to an Authority or officer or a committee or sub-committee; and
- (xxviii) perform such other functions as may be assigned to it under the Act and the statutes.

22. Academic Council.—(1) The Academic Council shall consist of—

- (i) Vice Chancellor, who shall be its Chairperson;
- (ii) Deans;
- (iii) chairpersons;
- (iv) three Principals of affiliated colleges nominated by the Syndicate;

- (v) all Professors including Professors Emeritus;
- (vi) two Associate Professors, two Assistant Professors and two lecturers to be elected from amongst themselves;
- (vii) three persons of eminence to be nominated by the Syndicate;
- (viii) Secretary to the Government, Agriculture Department or a nominee not below the rank of Deputy Secretary;
- (ix) five experts in the field of education to be nominated by the Chancellor;
- (x) Registrar (Member/Secretary);
- (xi) Controller of Examinations; and
- (xii) Librarian of the University.

(2) The members of the Academic Council, other than *ex-officio* members, shall hold office for three years, and if the office of any such member becomes vacant before the expiry of the term, the vacancy shall be filled for the remaining period in the prescribed manner.

(3) The quorum for a meeting of the Academic Council shall be one-third of the total number of members, a fraction being counted as one.

23. Powers and duties of the Academic Council.—(1) The Academic Council shall be the academic body of the University and may lay down proper standards of instruction, research, publication and examination and to regulate and promote the academic life of the University and affiliated colleges.

(2) In particular and without prejudice to the generality of the foregoing provision, the Academic Council may—

- (i) advise the Syndicate on academic matters;
- (ii) regulate teaching, research and examinations;
- (iii) regulate the admission of students to the courses of studies and examinations of the University and affiliated colleges;
- (iv) regulate the award of studentships, scholarships, medals and prizes;

- (v) regulate the conduct and discipline of students of the University and affiliated colleges;
- (vi) propose to the Syndicate schemes for the constitution and organization of faculties, institutes and other academic bodies;
- (vii) propose regulations on the recommendations of the Boards of Faculties and the Boards of Studies for consideration and approval of the Syndicate;
- (viii) propose for each academic year, on the recommendations of the Boards of Studies, regulations prescribing the courses of studies, the syllabi and the outlines of tests for all examinations; provided that, if the recommendations of a Board of Faculties or the Board of Studies are not received by the prescribed date, the Academic Council may, subject to the approval of the Syndicate, permit such regulations to continue for the following years;
- (ix) recognize the examinations of other Universities or examining bodies as equivalent to the corresponding examinations of the University;
- (x) appoint members to the Authorities in accordance with the provisions of this Act; and
- (xi) perform such other functions as may be prescribed by the statutes.

24. Board of Faculty.– (1) There shall be a Board of Faculty for each faculty which shall consist of–

- (a) Dean of the faculty (Chairperson);
- (b) Professors and the chairpersons in the faculty;
- (c) two teachers to be nominated by the Academic Council on the basis of their specialized knowledge of the subjects which, though not assigned to the faculty, have in the opinion of the Academic Council, important bearing on the subjects assigned to the faculty;
- (d) two experts in the field from outside the University to be appointed by the Syndicate; and
- (e) one member to be nominated by the Vice Chancellor.

(2) The members, other than *ex-officio* members, of a Board of Faculty shall hold office for a period of three years.

(3) The quorum for a meeting of a Board of Faculty shall be one-half of the total number of members.

(4) A Board of Faculty, subject to the general control of the Syndicate and Academic Council, may—

(a) co-ordinate the teaching and research work in the subjects assigned to the faculty;

(b) scrutinize the recommendations of a Board of Studies comprising the faculty with regard to the appointment of paper-setters and examiners for graduate and postgraduate examinations and to forward the panels of suitable paper-setters and examiners for each examination to the Vice Chancellor;

(c) consider any other academic matter relating to the faculty and to submit its report to the Academic Council;

(d) prepare a comprehensive annual report regarding the performance of each department, constituent college or Institute comprising the faculty for presentation to the Academic Council; and

(e) perform such other functions as may be prescribed by the statutes.

25. Board of Advanced Studies and Research.— (1) The Board of Advanced Studies and Research shall consist of—

(a) Vice Chancellor (Chairperson);

(b) all the Deans;

(c) Controller of Examinations;

(d) one University Professor from each faculty to be nominated by the Syndicate;

(e) one member to be nominated by the Vice Chancellor;

(f) three members from the relevant field, research organizations of the Government to be nominated by the Syndicate; and

(g) Registrar (Secretary).

(2) The term of office of the members of the Board of Advanced Studies and Research, other than *ex-officio* members, shall be three years.

(3) The quorum for a meeting of the Board of Advanced Studies and Research shall be one-half of the total number of members.

26. Functions of the Board of Advanced Studies and Research.—The Board of Advanced Studies and Research shall—

- (a) advise an Authority on all matters connected with the promotion of advanced studies and research publication in the University;
- (b) consider and report to an Authority with regard to a research degree of the University;
- (c) propose regulations regarding the award of a research degree;
- (d) appoint supervisors for a postgraduate research student and to approve title and synopses of a thesis or dissertation;
- (e) recommend panels of names of examiners for evaluation of a research examination; and
- (f) perform such other functions as may be prescribed by the statutes.

27. Selection Board.—(1) The Selection Board shall consist of—

- (a) Vice Chancellor (Chairperson);
- (b) Dean of the faculty concerned;
- (c) chairperson concerned;
- (d) one member of the Syndicate to be nominated by the Syndicate;
- (e) one eminent scholar to be nominated by the Syndicate;
- (f) two experts to be nominated by the Government; and
- (g) Registrar (Secretary).

(2) The members, other than *ex-officio* members, shall hold office for a period of three years.

(3) Five members including at least one expert shall constitute the quorum for a meeting of the Selection Board.

(4) No member who is a candidate or whose family member is a candidate, for a post to which appointment is to be made, shall take part in the proceedings of the Selection Board for selection of a candidate on such post.

(5) In selection of candidates for the post of Professor or Associate Professor, the Selection Board shall co-opt or consult three experts in the subject and in selecting candidates for any other teaching post, two experts in the subject, to be nominated by the Vice Chancellor from a standing list of experts for each subject approved by the Syndicate.

(6) The Syndicate may approve or revise the standing list of experts of a subject on the recommendation of the Selection Board.

28. Functions of the Selection Board.—The Selection Board shall—

- (a) consider the applications and recommend to the Syndicate, the names of suitable candidates for appointment to teaching and other posts and recommend suitable salary for the selected candidate; and
- (b) consider all cases of promotion or selection of officers of the University and recommend the names of suitable candidates for such promotion or selection to the Syndicate.

29. Finance and Planning Committee.— (1) The Finance and Planning Committee shall consist of—

- (a) Vice Chancellor (Chairperson);
- (b) all the Deans;
- (c) one member of the Syndicate to be nominated by the Syndicate;
- (d) one member of the Academic Council to be nominated by the Academic Council;
- (e) one representative, each from Agriculture Department and Finance Department of the Government, not below the rank of a Deputy Secretary;

(f) Director Planning or any other nominee of the Commission;

(g) Registrar; and

(h) Treasurer (Secretary).

(2) The term of office of the nominated members shall be three years.

(3) Five members of the Finance and Planning Committee shall constitute the quorum for a meeting of the Finance and Planning Committee.

30. Functions of the Finance and Planning Committee.—The Finance and Planning Committee shall—

(a) prepare the annual statement of accounts and propose annual budget estimates and make recommendations to the Syndicate;

(b) review periodically the financial position of the University;

(c) advise the Syndicate on all matters relating to finance, investments and accounts of the University; and

(d) perform such other functions as may be prescribed by the statutes.

31. Appointment of Committees by Authorities.—Any Authority may constitute such standing, special or advisory committees as it may deem fit, and appoint to such committees persons who may not be its members.

CHAPTER V

STATUTES, REGULATIONS AND RULES

32. Statutes.—(1) Subject to the provisions of this Act, Syndicate may make statutes or recommend statutes relating to the matters specified in clauses (i) and (ii) of subsection (2) to the Chancellor.

(2) The statutes may be made to provide for and regulate all or any of the following matters:-

- (i) scales of pay, method of recruitment and other terms and conditions of service of officers, teachers and other employees of the University and the constitution of their pension, insurance, gratuity, provident fund and benevolent fund;
 - (ii) conduct and discipline of the officers, teachers and other employees of the University;
 - (iii) constitution, powers and duties of the Authorities and conduct of elections to such Authorities and related matters;
 - (iv) affiliation and disaffiliation of colleges, institutes, etc. and related matters;
 - (v) admission of educational institutions to the privileges of the University and the withdrawal of such privileges;
 - (vi) establishment of Institutes, faculties, colleges, departments and academic divisions;
 - (vii) powers and duties of officers, teachers and employees of the University;
 - (viii) conditions for appointment of Professors Emeritus;
 - (ix) conditions on which the University may enter into arrangements with public bodies or other organizations for purposes of research and advisory services;
 - (x) general scheme of studies including the duration of courses, the system of examinations and the number of subjects and papers for examinations;
 - (xi) award of honorary degrees;
 - (xii) maintenance of register of students and registered graduates;
 - (xiii) conduct of elections for membership of Authorities of the University and related matters; and
 - (xiv) all other matters which are to be or may be prescribed or regulated by the statutes.
- (3) The Syndicate shall recommend statutes under clauses (i) and (ii) of subsection (2) to the Chancellor who may approve it with or without any

modification or may refer it back to the Syndicate for reconsideration or may reject it.

33. Regulations.– (1) Subject to the provisions of this Act and the statutes, the Syndicate may, on the recommendation of the Academic Council, frame regulations in respect of all or any of the following matters:-

- (i) courses of study for degrees, diplomas and certificates of the University;
 - (ii) manner and method of teaching conducted in the University and affiliated colleges;
 - (iii) admission of students to the University and conditions under which they are admitted or allowed to take courses and examinations of the University and become eligible for the award of degrees, diplomas and certificates;
 - (iv) fees and other charges to be paid by students for admission to the courses of studies and the examinations of the University;
 - (v) conduct of examinations;
 - (vi) conduct and discipline of students of the University;
 - (vii) conditions of residence of the students of the University or colleges including the levying of fee for residence in halls of residence and hostels and approval of hostels, and lodgings for students;
 - (viii) conditions for acquiring research degrees;
 - (ix) institution of fellowships, scholarships, medals and prizes;
 - (x) institution of stipends and free and half-free studentships;
 - (xi) academic costume;
 - (xii) use of the library;
 - (xiii) formation of teaching departments and Boards of Studies; and
 - (xiv) all other matters which under this Act or the statutes are to be or may be prescribed by regulations.
- (2) The Academic Council shall prepare and submit the regulations to the Syndicate and the Syndicate may approve them with or without

modifications or refer them back to the Academic Council for reconsideration or reject them.

- 34. Rules.**— (1) An Authority or a body of the University may make rules consistent with this Act, statutes and regulations, to regulate the conduct of its business.
- (2) The Syndicate may direct any Authority or body of the University to amend or repeal any rules made by the Authority or body.

CHAPTER VI

FINANCIAL PROVISIONS

35. University Fund.—(1) There shall be a fund to be known as Muhammad Nawaz Shareef University of Agriculture Multan Fund which shall vest in the University and to which shall be credited all sums received by the University.

(2) The University may accept donations in the shape of land, vehicles, equipment or any other items that may facilitate the functioning of the University and all such donations shall be used, maintained and disposed of by the University in the prescribed manner.

36. Budget, audit and accounts.—(1) The budget of the University shall be approved and its accounts shall be maintained and audited in such manner as may be prescribed by the Syndicate.

(2) The Syndicate may approve the budget of the University, appropriation of accounts of the University and may settle an audit para relating to the audit of the University.

(3) The Syndicate may delegate the power of appropriation or re-appropriation of funds to an officer of the University.

CHAPTER VII

MISCELLANEOUS

37. Appeal to Syndicate.—(1) If an order is passed by an Authority, body or officer of the University, other than the Chancellor, and an appeal against the order is not provided

under the statutes or the regulations, any aggrieved person may prefer an appeal against the order to the Syndicate.

(2) The Syndicate may constitute a committee of its members to hear and dispose of any appeal on behalf of the Syndicate.

(3) If a member of the Syndicate is the officer who passed the order or who is also member of the Authority against whose order appeal is filed before the Syndicate, such member shall not hear the appeal as member of the Syndicate or committee constituted to hear and dispose of the appeal.

38. Removal of difficulties.—If any difficulty arises in giving effect to any of the provisions of this Act, the Government may give such directions, not inconsistent with the Act, as it may consider necessary for the removal of such difficulty.

39. Indemnity.—No suit or legal proceedings shall lie against the Government, the University or any Authority, officer or employee of the Government or the University or any person in respect of anything which is done in good faith under this Act.

Service Governing Statutes



MUHAMMAD NAWAZ SHAREEF
UNIVERSITY OF AGRICULTURE,
MULTAN



042- 99210508

section.re@gmail.com

GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore, the 21st June, 2021

NOTIFICATION

No. SO(R&E) 8-6/2019-D: In term of Section 8 (4) read with Section 32 (3) and Section 8 (5) of the Muhammad Nawaz Shareef University of Agriculture, Multan (MNSUAM) Act, 2013, the Governor/Chancellor has been pleased to approve following eleven (11) Statutes (**Copies enclosed**) governing all service matters of the Muhammad Nawaz Shareef University of Agriculture, Multan as recommended to him by the Syndicate in term of Section 32 (1) of the Act ibid:-

- i. Statutes for appointment of employees of the university (pay scales, method of appointment and other terms and conditions of services).
- ii. Schedule the First Statutes.
- iii. The MNSUAM Contract Appointment Statutes, 2014.
- iv. Tenure Track Statutes-2017, MNSUAM.
- v. The MNSUAM Employees pay revision Statutes.
- vi. Punjab Traveling Allowance Rules.
- vii. Medical Attendance Statutes, MNSUAM.
- viii. The MNSUAM Employees Pension Statutes.
- ix. The MNSUAM General Provident Fund Rules.
- x. The MNSUAM Employees Benevolent Fund Statutes.
- xi. The MNSUAM Employees Group Insurance Statutes.

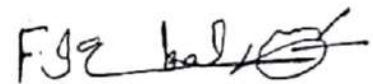
BY THE ORDER OF THE GOVERNOR/ CHANCELLOR

SECRETARY TO GOVT. OF THE PUNJAB
AGRICULTURE DEPARTMENT

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the:-

1. Principal Secretary to Chancellor/ Governor.
2. Principal Secretary to Chief Minister, Punjab.
3. Chief Secretary, Punjab.
4. Vice Chancellor, Muhammad Nawaz Shareef University of Agriculture, Multan.
5. Director General Audit (Civil), Punjab, Lahore.
- ✓ 6. Registrar, Muhammad Nawaz Shareef University of Agriculture, Multan.
7. Superintendent, Government Printing Press, Lahore for publication in the next issue of official gazette.
8. PSO to Minister for Agriculture, Punjab.
9. PS to Secretary, Agri. Deptt.


(FAKHAR IQBAL)
SECTION OFFICER(R&E)

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SR	DESCRIPTIONS	APPENDIX	PAGE NO.	REMARKS
01	STATUTES FOR APPOINTMENT OF EMPLOYEES OF THE UNIVERSITY (PAY SCALES, METHOD OF APPOINTMENT AND OTHER TERMS AND CONDITIONS OF SERVICES)	A	02-56	As per UAF approved Statutes and in line with the Government Rules
02	APPOINTMENT STATUTES OF DEANS OF THE FACULTIES AND CHAIRPERSON OF THE DEPARTMENT	B	57-58	On the analogy of UAF.
03	MNS-UAM CONTRACT APPOINTMENT STATUTES 2014	C	59-67	In line with the Punjab Government Contract appointment Policy.2004
04	TENURE TRACK STATUTES-2017 MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE, MULTAN	D	68-85	In line with the HEC tenure track appointment Policy
05	MNS-UAM EMPLOYEES PAY & ALLOWANCES STATUTES	E	86-224	In line with the CSR Punjab Volume-I and Punjab Govt. Rules/Instructions
06	TRAVELLING ALLOWANCE RULES	F	225-344	Punjab Govt. Travelling allowance Rules as Statutes of the University
07	MEDICAL ATTENDANCE STATUTES	G	345-353	In line with Punjab Govt. Rules.
08	THE MNS-UNIVERSITY OF AGRICULTURE EMPLOYEES PENSION STATUTES	H	354-446	In line with Punjab Govt. Pension Rules.
09	MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE, MULTAN GENERAL PROVIDENT FUND RULES	I	447-452	In line with approved Statute of Education University Lahore.
10	THE MUHAMMAD NAWAZ SHARIF UNIVERSITY OF AGRICULTURE EMPLOYEES BENEVOLENT FUND STATUTES	J	453-467	In line with Punjab Govt. Rules
11	THE MUHAMMAD NAWAZ SHARIF UNIVERSITY OF AGRICULTURE EMPLOYEES GROUP INSURANCE STATUTES	K	468-472	In line with Punjab Govt. Rules
12	TERMS AND CONDITIONS OF DEPUTATION POLICY			Already approved by the Chancellor
13	PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006	L	473	Already approved by the Chancellor
14	REVISED LEAVE RULES, 1981. ✓			Already approved by the Chancellor
15	EMPLOYEES CONDUCT RULES			Already approved by the Chancellor

STATUTES FOR APPOINTMENT OF EMPLOYEES OF THE UNIVERSITY (PAY SCALES, METHOD OF APPOINTMENT AND OTHER TERMS AND CONDITIONS OF SERVICES)

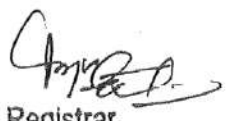
1. (i) These Statutes may be called the Muhammad Nawaz Shareef University of Agriculture, Multan Employees in BPS-01 to BPS-21 (Appointment and Conditions of service) Statutes, 2014.

(ii) They shall come into force at once.
2. (a) In these Statutes, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say:
 - i) "Act" means the Muhammad Nawaz Shareef University of Agriculture, Multan Act, 2013, as amended from time to time;
 - ii) University means the "Muhammad Nawaz Shareef University of Agriculture, Multan"
 - iii) "Appointing Authority" means the Syndicate in terms of section 21(2)(xvii) of the University Act, 2013 for the posts of BS-17 and above and Vice Chancellor in terms of section 12(5)(c) of the University Act, 2013 for the posts of BS-16 and below;
 - iv) "Cadre" means the strength of the University employees sanctioned as a separate unit (as in the schedule);
 - v) "Statutes" means the Statutes prescribed in the Act;
 - vi) "Initial Recruitment/Direct Recruitment" means appointment made to a post otherwise than by promotion or transfer or on contract;
 - vii) "Recognized University" means any University incorporated by law in Pakistan or any other University or institution which may be declared by the Syndicate to be a recognized University for the purpose of these statutes;
 - viii) "Schedule" means the schedule appended to these statutes;
 - ix) "Selection Board" means the Selection Board of the University constituted under section-27 of the University Act.
 - x) "Selection Committee" means a committee constituted by the Vice-Chancellor to recommend in the matters of appointments to the posts in BPS-16 and below included in the schedule".
 - xi) "University Employee" means a person employed in any manner to a post of the University and includes a person engaged in special assignment in relation to the administrative and academic activities and is paid out of the University fund.

Composition of Cadre.

3. Each cadre of University employees shall comprise the posts specified in column 2 of the schedule.




Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Appointments.

Appointments to all posts specified in the schedule shall be made by the appointing authority, on the recommendations of the Selection Board or Selection Committee or Vice Chancellor as the case may be.

Methods of recruitment.

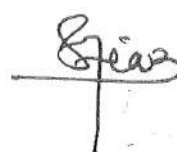

4. Appointment to a post forming part of a cadre shall be made by initial recruitment or by direct recruitment on merit through open competition.

Minimum and Maximum Age Limit.

5. No person who is less than 18 years and not more than 30 years (for employees BS-1 to BS-15), 35 years age limit for BS-16 to BS -17 and 45 years age limit for BS-18 to BS-20 for administrative posts, to be reckoned as on the last date for submission of applications for appointment to the post, shall be appointed to a post by initial recruitment/direct recruitment.

Relaxation of Upper Age Limit.

6. Notwithstanding anything to the contrary contained in any rules applicable to any post or service:
 - I. In the case of a person whose services under Government/University have been terminated for want of vacancy the period of service already rendered by him/her shall for the purposes of upper age limit under any rule, be excluded from his stage;
 - II. In the case of Ex-Defense Forces officers/personnel, the entire period of service rendered by them in the Defense Forces, subject to a maximum of 10 years, shall, for the purposes of upper age limit for appointment under any rule, be excluded from their age.
 - III. In the case of a candidate already working as a Government Servant/University Employee, the period of his continuous service as such shall for the purpose of upper age limit prescribed under any service rules, of the post for which he/she is a candidate, be excluded from his/her age.
 - IV. In case of a disabled person above the maximum upper age limit prescribed in the Service/Recruitment Rules, for appointment to a post, shall be raised by 10 years.
 - V. In case of children, of his widow/wife of deceased/invalidated/incapacitated Government Servants/University Employees who apply for Government/University service under rule 17-A of the Punjab Civil Servants (Appointment & Conditions of Service) Rules, 1974, the maximum upper age limit prescribed in the Service/Recruitment Rules for appointment to post, shall be raised by 5 years.

- VI. The Appointing Authority may grant relaxation in upper age, upto a maximum period of 10 years to the children or widow/wife of a Civil Servant/University Employee, who dies while in service or is declared invalidated/incapacitated for further service.
- VII. The Appointing Authorities shall grant relaxation in upper age limit upto five years across the board and reflected in the advertisement.
- VIII. The Syndicate shall grant relaxation in upper age limit beyond the five years in real individual cases.

Essentials of initial recruitments.

7.(I) A candidate for appointment to a post mentioned in column 2 of the schedule must be a national of Pakistan, should not have married a foreign national and possess the educational qualifications and experiences, if any, prescribed therefore to be reckoned as on the last date fixed for submission of applications for appointment.

(II) A candidate for appointment must be good in mental and physical health and free from and physical defect likely to interfere in the discharge of his duties. A candidate on medical examination by the University Medical Officer found not to satisfy these requirements shall not be appointed.



(III) No person, not already in the Government service or service of a University or an autonomous or semi-autonomous organization, where Character Rolls are maintained, shall be appointed to a post unless he produces a certificate of character from the Principal Academic Officer of the educational institutional last attended.

(IV) Notwithstanding anything contained in paragraph 5 above, an appointment by initial recruitment shall be subject to the verification character and antecedents of the candidate or the person appointed to the satisfaction of the appointing authority.

(v) The appointing authority shall determine evaluation and short listing criteria for the appointment against the posts BS-1 to BS-21.

Appointment on deputation.

8. A person in the service of another University or an autonomous or semi-autonomous organization or Government who possesses minimum educational qualification, experience or comparable length of service prescribed for the post shall be eligible for appointment to the said post on deputation, for a period not exceeding three years at a time, on such terms and conditions as may be allowed by the University in consultation with the lending organization.


Registrar
 Muhammad Nawaz Shareef
University of Agriculture, Multan

Probation.

9. Any regular appointment to a post mentioned in the schedule may be made on such probation and for such period of probation as may be prescribed in each individual case by the appointing authority.

10. (I) A person on substantive/regular appointment to a post shall remain on probation for a period of two years, extendable to three years:

Provided that the appointing authority may extend the period of probation by a further period not exceeding one year.

Explanation: Officiating/Ad-hoc/Contract service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

(II) If no orders have been made by the day following the completion of initial probationary period, the period of probation shall be deemed to have been completed.

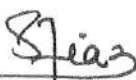
(III) If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment unless order is issued to the contrary recording reasons therefore. In case a departmental inquiry is pending against a probationer, the Vice Chancellor may withhold his confirmation till the finalization of the inquiry.

(IV) A probationer, who has satisfactorily completed his period of probation against a substantive vacancy, may be confirmed by the Appointing Authority from the date of his continuous appointment in such a vacancy;

“Provided that where the period of his probation has been extended the date of confirmation shall, subject to the other provisions of these Statutes, be the date to which the period of probation was last extended”

(V) if the work or conduct of the person appointed to a post has been unsatisfactory during the period of probation, the appointing Authority may, notwithstanding that the period of probation, revert him to his former (lower) post, if any, held in the university or dispense with his services if there is not such post.

(VI) No person shall be confirmed in the post unless he successfully completes such training or passes such test or examinations as may be prescribed by the appointing authority from time to time.


Syiaz
Registrar
University of Agriculture, Faisalabad

(VII) If an employee fails to complete successfully any training or to pass any test or examination prescribed under paragraph (6) within such period or in such number of attempts as may be prescribed by the appointing authority, the appointing authority may pass such orders as it could have passed under paragraph (V).

Seniority:

11. The seniority of members of a cadre appointed on all university basis shall be maintained on all university basis and in the case of others it shall be maintained within a functional unit, faculty or division and shall be determined:

(I) in case of persons appointed by initial recruitment, in accordance with order of merit assigned by the appointing authority according to the recommendations of the Selection Board.

Provided that persons selected for appointment in an earlier selection shall rank senior to the persons selected in a later selection; and

(II) in the case of persons appointed otherwise, with reference to the dates of their continuous appointment on the post; provided that of the date of continuous appointment in respect of two or more persons in the same, the older of not junior to the younger in the next below post, shall rank senior to the younger person.

Explanation:

- i. If a person junior in the lower post is promoted to a higher post on ad-hoc basis in the interest of the University even though continuing later on permanently in the same higher post, it would not adversely affect the seniority interest of his seniors in the fixation of inter-se seniority.
- ii. If a person junior in a lower rank is appointed to a higher post by superseding his senior and subsequently the latter is also appointed first shall rank senior to the one appointed subsequently.
- iii. In the case of a person whose services were permanently transferred to the University from the former Agricultural College and Research Institute other colleges integrated/ amalgamated with the University (herein-after referred to as the College) and who on transfer was placed in a scale or post equal or comparable to the College scale or post in which he was serving immediately before his transfer, the date of his continuous appointment in the College cadre shall be deemed to be the date of his continuous appointment in the post in the University service.

(2) The Seniority of persons appointed by initial recruitment in each cadre in the various scales vis-a-vis those appointed otherwise shall be determined with reference to the date of continuous appointment to the scale:

Provided that if two dates are the same, the person appointed otherwise by initial recruitment shall rank senior to the person appointed by initial recruitment.

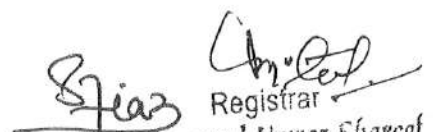
- (a) In case a group/batch of persons is selected for initial appointment at one time, the earliest date on which any one out of the group/batch joined the service will be deemed to be the date of appointment of all persons in the group/batch. Similarly, in case a group of persons is appointed otherwise than by initial recruitment at One time in One office Order/notification the earliest date on which any one out of the group joined the service will be deemed to be the date of appointment of all persons in the group. And the persons in each group will be placed with reference to the continuous date of appointment as a group in order of their inter-se Seniority.
- (b) In case a member of the group appointed by initial recruitment has been appointed to a Substantive vacancy and a member appointed otherwise has been appointed to a temporary vacancy the former shall rank Senior to the latter; and
- (c) In case a member appointed otherwise than by initial recruitment is appointed to a substantive Vacancy and the member appointed by initial recruitment is appointed to a temporary vacancy, the former shall rank Senior to the latter.

(3) The persons who immediately before their transfer to the University were serving in the same scale in the College, shall, on being placed in an equal or comparable scale in the University service, retain their inter-se seniority provided that if any member is reverted to his former post or is demoted temporarily and is Subsequently re-appointed to the post from which he had been reverted or demoted temporarily, his seniority in that post shall be determined by the appointing authority.

(4) Notwithstanding the foregoing provisions, the Seniority lists already prepared and appointment to any of the posts made in accordance with any rules or instructions in force before coming into force of these Statutes, shall be construed to have been prepared and made under these Statutes and any dispute arising out of Such Seniority lists or appointments shall be determined under these Statutes.

12.(i) Notwithstanding anything contained in these Statutes, all appointments already made, action taken, rights acquired and any other thing done or purporting to have been done or to be done under the present Statutes/Rules, shall be deemed to have been made, taken, acquired or done under these Statutes.

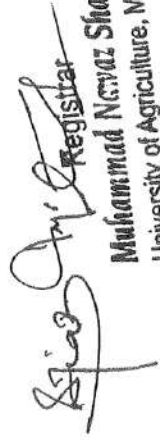
(ii) In all matters not expressly provided for in these Statutes, the Syndicate may adopt/approve any rules or instructions issued by the Government pertinent to the service matters for application to the University employees concerned.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

SCHEDULE

STATEMENT SHOWING THE PAY SCALES, METHOD OF APPOINTMENT, QUALIFICATIONS & EXPERIENCE PRESCRIBED FOR DIFFERENT POSTS OF MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE, MULTAN

Sr. No.	NOMENCLATURE OF THE POST	BASIC PAY SCALE	PRESCRIBED QUALIFICATION & EXPERIENCE	METHOD OF APPOINTMENT	APPOINTING AUTHORITY	REMARKS
1	2	3	4	5	6	7
<u>PART-I</u>						
01	Professor	BPS-21	As prescribed in part IV of this schedule.	By direct recruitment	Syndicate on the recommendation of Selection Board.	As per criteria of HEC.
02	Associate Professor	BPS-20		By direct recruitment		
03	Assistant Professor	BPS-19		By initial recruitment		
04	Lecturer	BPS-18		By initial recruitment		
05	Director ORIC	BPS-21		By the Syndicate from amongst the Professors		
A Professor shall be appointed as Director ORIC by the Syndicate, on the recommendations of the Vice Chancellor, from amongst the Professors of the University for a period of three years and shall be eligible for re-appointment.						


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan


06	Director (Advance Studies)	BPS-20/21	Associate Professor/ Professor shall be appointed as Director (Advance Studies) by the Syndicate, on the recommendations of the Vice Chancellor, from amongst the Associate Professors/ Professors of the University for a period of three years and shall be eligible for re-appointment.	By the Syndicate from amongst the Associate Professors / Professors.	Syndicate	
07	Director (Quality Enhancement)	BPS-20/21	Associate Professor/Professor shall be appointed as Director (Quality Enhancement) by the Syndicate, on the recommendations of the Vice Chancellor, from amongst the Associate Professors/Professors of the University for a period of three years and shall be eligible for re-appointment.	By the Syndicate from amongst the Associate Professors / Professors.	Syndicate	As per HEC criteria.
08	Director (External Linkages)	BPS-20/21	Associate Professor/ Professor shall be appointed as Director (External Linkages) by the Syndicate, on the recommendations of the Vice Chancellor, from amongst the Associate Professors/ Professors of the University for a period of three years and shall be eligible for re-appointment.	By the Syndicate from amongst the Associate Professors / Professors.	Syndicate	
09	Director (Farms)	BPS-20	Associate Professor shall be appointed as Director (Farms) by the Syndicate, on the recommendations of the Vice Chancellor, from amongst the Associate Professors of the University for a period of three years and shall be eligible for re-appointment.	By the Syndicate from amongst the Associate Professors	Syndicate	
10	Manager Operation OR Manager Development OR Manager Industrial	BPS-19	Ph.D. in the agriculture, social sciences and natural sciences along with four years experience in the relevant field. OR	By direct recruitment	Syndicate	

Linkages Technology OR Manager IP OR Manager Services OR Manager Business Incubation	&	Master's degree in the agriculture, social sciences and natural sciences along with twelve years experience in the relevant field.			
11 Deputy Director (Advance Studies)	BPS-19	Same as Assistant Professor	By direct recruitment	Syndicate	
12 Deputy Director (Quality Enhancement)	BPS-19	Same as Assistant Professor	By direct recruitment	Syndicate	
13 Deputy Director (External Linkage)	BPS-19	Same as Assistant Professor	By direct recruitment	Syndicate	
14 Deputy Director (Farms)	BPS-19	Same as Assistant Professor with two year experience of Farm Management	By direct recruitment.	Syndicate	
15 Superintendent, Agricltural Experimental Station	BPS-19	Ph.D. in the relevant field from an HEC recognized University/Institution. 10-years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. NOTE: After 30th June, 2020, at least 4-years Post-Ph.D. level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International	By initial recruitment	Syndicate	

Amirul
Registrar

S. Qureshi

			organization will be required. OR 5-Years post-Ph.D. teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.				
16	Assistant Director (Farms)	BPS-18	Same as Lecturer with two year experience of Farm Management	By initial recruitment.	Syndicate		
17	Farm Manager OR Farm Officer	BPS-17	1 st Class Master's degree or equivalent degree awarded after 16 years of education in the relevant field from an HEC recognized University/ Institute with no 3 rd division in the academic career. Furthermore, the candidate having higher degree i.e. M.Phils. / Ph.D. OR equivalent degree with 18 years of education could be considered. PLUS 02 year experience in Farm Management.	By initial recruitment.	Syndicate		
18	Research Officer OR Research Associate	BPS-17	1 st Class Master's degree or equivalent degree awarded after 16 years of education in the relevant field from an HEC recognized University/ Institute with no 3 rd division in the academic career. Furthermore, the candidate having higher degree i.e. M.Phils. / Ph.D. OR equivalent degree with 18 years of education could be considered.	By initial recruitment.	Syndicate		Preceding criteria for the post of Lecturer
19	Publication/ Communication Specialist	BPS-17	2 nd Class Master Degree in English / Mass Communication / Media Studies.	By initial recruitment.	Syndicate		
20	Montessori Trained Teacher	BPS-17	Master Degree at least 2 nd division (16 years of education), having teaching background with two years' experience.	By initial recruitment.	Syndicate		
21	Research Assistant	BPS-16	Master's Degree at least 2 nd division (16 Years of educations) in the relevant field from a recognized University.	By initial recruitment.	Vice Chancellor		


 Registrar
 Ministry of Agriculture, Water
 and Fisheries, Punjab


PART-II

(i) Administration Wing

Sr. No.	NOMENCLATURE OF THE POST	BASIC PAY SCALE	PRESCRIBED QUALIFICATION & EXPERIENCE	METHOD OF APPOINTMENT	APPOINTING AUTHORITY	REMARKS
1	2	3	4	5	6	7
01	Registrar	BPS-20	Master's degree (at least 2 nd division) from a recognized University with relevant administrative experience of at least 17 years on a post of responsibility in a Public Sector University or Government or Semi-Government Department.	(i) By direct appointment on contract basis or on deputation (ii) By transferred from among the existing faculty. (iii) By promotion on acting charge from the administrative staff provided that	Syndicate	In terms of section 14 (1) of the MNS-UAM Act, 2013
02	Treasurer	BPS-20	Master's Degree (at least 2 nd division) from a recognized University and 17 year experience in the field of Audit and Accounts or Financial Management in a Govt. or Semi-Govt. Organization preferably in a Public Sector University provided that preference shall be given to those who have SAP qualification.	(a) The tenure of appointment / promotion/transfer will be upto three years. (b) The incumbent who possess the prescribed qualification and experience shall be	Syndicate	In terms of section 15 (1) of the MNS-UAM Act, 2013
03	Controller of Examinations	BPS-20	i. Master's degree (at least 2 nd division) from a recognized University. ii. 17 years services in a responsible capacity in a University or Board of Secondary or Technical Education. iii. Should be fully conversant with the examination system of a University preferably semester/terms system.		Syndicate	In terms of section 16 (1) of the MNS-UAM Act, 2013


 Controller of Examinations
 MNS-University of Management Studies
 Lahore, Pakistan

04	Additional Registrar	BPS-19	Master's degree (at least 2 nd division) from a recognized University with relevant administrative experience of at least 12 year (including four years in scale 18) in a post of responsibility in a Public Sector University or Government or Semi-Government Department.	By direct recruitment.	Syndicate	
05	Additional Treasurer	BPS-19	Master's Degree (at least 2 nd division) from a recognized University and twelve year experience in the field of Audit and Accounts or Financial Management in a Govt. or Semi-Govt. Organization preferably in a Public Sector University.	By direct recruitment.	Syndicate	
06	Additional Controller of Examinations	BPS-19	i. Master's degree (at least 2 nd division) from a recognized University. ii. 12 years services (including four years in scale 18) in a responsible capacity in a University or Board of Secondary or Technical Education. iii. Should be fully conversant with the examination system of a University preferably semester/terms system.	By direct recruitment.	Syndicate	
07	Resident Auditor	BPS-19	Resident Auditor shall be taken from the Finance Department Govt. of the Punjab on Deputation.	Shall be taken from the Finance Department, Govt. of the Punjab on deputation.	Finance Department Govt. of the Punjab.	
08	Director, Internal Audit / Chief Internal Auditor	BPS-19	Master degree at least in 2nd division with 12 years experience in BS-17 and above in Audit & Accounts or Financial Management in a Government/Semi-Government Organization.	By direct recruitment	Syndicate	On the analogy of Higher Education Department, Lahore vide Notification No. SO(Univ.) 16-2/2012 dated 17.03.2013


 Muhammad Nawaz Shareef
 University of Agriculture, Multan

09	Director, Financial Assistance & University Advancement	BPS-19	Master's Degree at least 2 nd division in Management Sciences (Finance or Accounts) with 12 years' experience in BS-17 and above in a University, or Government or Semi Government Organizations or Educational Institution	By direct recruitment	Syndicate	On the analogy of Higher Education Department, Lahore vide Notification No. SO(Univ.) 16-2/2012 dated 17.03.2013
10	Director (Business Incubation Centre)	BPS-19	MBA/M.Com/M.A Economics / M.A Agri. Economics or equivalent with 12-years relevant experience in BS-17 or equivalent with the following key attributes:- i. Proven track record of entrepreneurship. ii. Strong ties with the local government, businesses entrepreneurs, university and social communities. iii. Leadership experience in managing and growing non-profit organizations. NOTE: The persons with basic degree in Agricultural Sciences will be given preference.	By direct recruitment	Syndicate	On the analogy of Higher Education Department, Lahore vide Notification No. SO(Univ.) 16-2/2012 dated 17.03.2013
11	Director of Monitoring & Evaluation	BPS-19	Master degree at least in 2nd division with 12 years experience in Audit & Accounts or Financial Management in a Government/Semi-Government Organization or a reputable National/International Organization.	By direct recruitment	Syndicate	On the analogy of Higher Education Department, Lahore vide Notification No. SO(Univ.) 16-2/2012 dated 17.03.2013
12	Director, Human Resource	BPS-19	Master's degree (at least 2nd Division) from a recognized University with administrative experience of at least 12 years in BS-17 and above in a post of responsibility in a University or Government or a Semi-Government Organization or educational institution	By direct recruitment	Syndicate	On the analogy of Higher Education Department, Lahore vide Notification No. SO(Univ.) 16-2/2012 dated 17.03.2013
13	Director Admissions	BPS-19	Master's degree (at least 2nd Division) from a recognized University with administrative experience of at least 12 years in BS-17 and above in a post of responsibility in a University or Government or a	By direct recruitment	Syndicate	On the analogy of Higher Education Department, Lahore vide Notification No.

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Amir Le Registrar
Muhammad Anwar Shareef
 University of Agriculture, Multan

14	Deputy Registrar/ Deputy Treasurer/ Deputy Controller of Examinations	BPS-18	Semi-Government Organization or educational institution. Bachelor's degree (at least 2 nd division) from a recognized University with seven years relevant office experience including at least three years' experience in Scale-17 in a Public Sector University or a Government or Semi-Government Department.	By direct recruitment.	Syndicate	SO(Univ.) 16-2/2012 dated 17.03.2013
15	Senior Research Officer	BPS-18	Same as for Assistant Professor (Part-IV)	By initial recruitment	Syndicate	
16	Assistant Registrar /Assistant Treasurer/Assistant Controller of Examination / Secretary to Vice Chancellor / Private Secretary	BPS-17	Bachelor's degree (at least 2 nd division) from a recognized university with five years relevant office experience including at least three years experience in Scale 16 in a University or a Government or Semi-Government Organization or Educational Institute.	By direct recruitment.	Syndicate	
17	Assistant Registrar (Legal)	BPS-17	LLB with four years' experience as an Advocate. OR LLB with four years' experience to deal with litigation cases in a University or Government or a Semi-Government Organization or an Educational Institution after LLB.	By direct recruitment.	Syndicate	
18	Administrative Officer	BPS-17	Master's degree (at least 2 nd division) from a recognized university with one year experience in Scale 16 in a University or a Government or Semi-Government Organization. OR Bachelor's degree (at least 2 nd division) from a recognized university with three years' experience in Scale 16 in a University or a Government or Semi-Government organization.	i. 25% by initial recruitment. ii. 75% promotion by selection on merit from amongst the Assistants/ PA / Stenographer / Accountant / Senior Auditor /	Syndicate	The post has been upgraded by the Govt. of the Punjab, Finance Department vide letter No. FD.PC.39-14/77 (Pt.iv) (APCA/ 2008) (Provl.) dated: 04-01-2016.

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19	Land Utilization Officer	BPS-17	First Class Master's Degree OR equivalent degree awarded after 16 years of education in the relevant field from an HEC recognized University/Institute with no 3rd Division in the academic career with atleast two years experience in Farm Management.	Assistant Computer Programmer having 5 year experience as such. In case of non-availability of Assistants/PA/ Stenographer/ Accountant/Senior Auditor/Assistant Computer Programmer by selection then by initial recruitment.	Syndicate	
20	Transport Officer	BPS-17	Bachelor's Degree from a recognized University plus three years Diploma of Auto Mobile/Mechanical from a recognized institution with five year experience in maintaining and repairing vehicles/ transports. OR First class three years Diploma of Auto Mobile from a recognized institution with seven year experience in maintaining and repairing vehicles/ transports.	By direct recruitment.	Syndicate	
21	Khateeb	BPS-17	Master in Islamiyat / Arabic or Sanad Dars-e-Nizami / Fazil Arabic proficiency in Qirat.	By direct recruitment.	Syndicate	

22	Personal Assistant	BPS-16	Graduate from a recognized University and Speed of 120 words per minute in shorthand in English and 40 words per minute in Typewriting.	<p>i. By promotion from amongst Stenographers/ Data Entry Operators having speed of 120 words per minute in English Shorthand and 40 words per minute in Typewriting in the functional unit.</p> <p>ii. If no suitable official is available for promotion then by initial recruitment.</p>	Vice Chancellor	The post has been upgraded by the Govt. of the Punjab, Finance Department vide letter No. FD. PC. 14-38/78(Pt.V) dated 12-03-13
23	Assistant Accounts Officer	BPS-16	<p>(i) M.Com or MBA (second division) from a University recognized by Higher Education Commission having one year experience in accounts matters in any Government or Semi-Government or autonomous institution.</p> <p>OR</p> <p>(ii) B.Com or B.B.A. (second division) from a University recognized by Higher Education Commission having three years' experience in the relevant field with computer knowledge in any Government or Semi-Government or autonomous institution.</p> <p>OR</p> <p>(i) Bachelor's degree (second division) from a</p>	<p>(i) 25% by initial recruitment; and</p> <p>(ii) 75% by promotion on the basis of seniority-cum-fitness from amongst the Accounts Assistants.</p>	Vice Chancellor	

24	Senior Auditor	BPS-17	<p>University recognized by Higher Education Commission with three years' experience relating to the accounts or Audit in the Government or Semi-Government or autonomous institution.</p> <p>OR</p> <p>(ii) Intermediate (second division) from a recognized Board having seven years' experience in (BS-11) relating to the accounts or audit in the Government or Semi-Government or autonomous institution.</p> <p>OR</p> <p>(iii) Secondary School Certificate (second division) from a recognized Board having ten years' experience in (BS-11) relating to the accounts or audit in the Government or Semi-Government or autonomous institution.</p>	By initial recruitment.	Syndicate	
25	Assistant Computer Programmer	BPS-17	<p>M.Com / MBA (Finance) / Master's Degree with Mathematics / Economics / Statistics (2nd division) from a recognized University with one year experience in Audit and Accounts in a Government or Semi-Government Organization.</p> <p>OR</p> <p>B.Com/ BBA (Finance) / Bachelor's Degree with Mathematics/ Economics/ Statistics (2nd division) from a recognized University with 05 year experience in Accounts and Audit in a Govt. / Semi Govt. Organization.</p> <p>MCS or equivalent qualification from a recognized University with one year experience in the relevant field.</p> <p>OR</p> <p>BCS/B.Sc. with major in Computer Science from a recognized University with 5 year experience in relevant field.</p>	By initial recruitment.	Syndicate	

(Signature)

26	Assistant	BPS-16	<p>(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission having three years' office experience as Senior Clerk / Data Entry Operator or equivalent post in any Government or Semi-Government or autonomous Institution.</p> <p>OR</p> <p>(ii) Intermediate (second division) from a recognized Board having five years' office experience as Senior Clerk / Data Entry Operator or equivalent post in any Government or Semi-Government or autonomous institution.</p>	<p>i. 25% by initial recruitment.</p> <p>ii. 75% Promotion by selection on merit from amongst the Senior Clerks / Computer Operator/ Data Entry Operator/ Junior Auditor having 5 year service as such. In case of non-availability of Senior Clerks by selection then by initial recruitment.</p>	Vice Chancellor	The post has been upgraded by the Govt. of the Punjab, Finance Department vide letter No. FD.PC.39-14/77 (Pt.iv) (APCA/ 2008) (Provl.) dated: 04-01-2016.
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(ii) Procurement Wing

27	Director (Procurement & Inventory Control)	BPS-19	Master's Degree (at least second division) from a recognized University and twelve year experience in the field of Audit and Accounts or Financial Management or Procurement at Senior positions of BS-17 or equivalent and above, in a public sector University or a Govt. or Semi-Govt. Organization/ Development Projects.	By direct recruitment.	Syndicate	
28	Deputy Director (Procurement & Inventory Control)	BPS-18	Master's Degree (at least second division) from a recognized University and seven year experience in the field of Audit and Accounts or Financial Management or Procurement at Senior positions of	By direct recruitment.	Syndicate	

29	Assistant Director Procurement / Purchase	BPS-17	BS-17 or equivalent and above, in a public sector University or a Govt. or Semi-Govt. Organization/ Development Projects. Master's degree (at least 2 nd division) from a recognized university with one year experience in Audit and Accounts preferably in Procurement in Scale 16 in a University or a Government or Semi-Government Organization. OR Bachelor's Degree (at least 2 nd Division) from a recognized University with three year experiences in Audit and Accounts preferably in Procurement in Scale-16 or equivalent in a Govt. or Semi-Govt. Department.	By recruitment.	direct	Syndicate	
30	Procurement / Purchase Officer	BPS-16	Bachelor's Degree (at least 2 nd division) from a recognized University with 3 year experience preferably one year experiences of procurement in a Govt. or Semi-Govt. Department preferably a Public Sector University.	By recruitment.	direct	Vice Chancellor	
(iii) Planning & Development Wing							
31	Director (P&D)	BPS-19	First class Master's degree preferably in Agriculture or its Allied Discipline or in Management Sciences with 12 years experience in Planning & Development / preparation of Scheme etc. or Govt. or Semi-Govt. organizations or Educational Institutions.	By recruitment.	direct	Syndicate	
32	Deputy Director (P&D)	BPS-18	Master's degree preferably in Agriculture or its Allied Discipline or in Management Sciences with 07 years experience in Planning & Development / preparation of Scheme etc. or Govt. or Semi-Govt. organizations or Educational Institutions.	By recruitment.	direct	Syndicate	

33	Assistant Director (P&D)	BPS-17	<p>Master's degree preferably in Agriculture or its Allied Discipline or in Management Sciences with 1 year experience in Scale-16 in Planning & Development in a Public Sector University, or Govt. or Semi-Govt. Organizations.</p> <p>OR</p> <p>Bachelor's degree preferably in Agriculture or its Allied Discipline or in Management Sciences with three year experience in Scale-16 or one year in Scale-17 in a Govt. or Semi-Govt. Department preferably in a public sector University.</p>	By direct recruitment.	Syndicate	
(iv) Engineering Wing						
34	Project Director OR Chief Engineer	BPS-20	<p>Master's degree in Civil/Building & Architecture Engineering from a recognized University with twelve years practical experience.</p> <p>OR</p> <p>Bachelor's degree in Civil Engineering from a recognized University with seventeen year practical experience.</p>	By direct recruitment.	Syndicate	
35	Senior Engineer	BPS-19	<p>Bachelor's degree 1st Div. in Electrical/Electronics/Mechanical/Mechatronics/Instruments Engineering from HEC recognized University with ten years experience of professional work in the relevant field.</p> <p>OR</p> <p>Master degree in 1st Div. in the relevant field with seven years experience.</p>	By initial recruitment	Syndicate	
36	Executive Engineer, Civil / Building & Architecture OR Electrical OR Mechanical OR Electronics / Instruments	BPS-18	Bachelor's degree (at least 2 nd div.) in Engineering in the relevant field from a recognized University or an equivalent qualification with seven years' experience of professional work (in the relevant field).	By direct recruitment.	Syndicate	

37	Executive Engineer (Electrical)	BPS-18	Bachelor's degree (at least 2 nd div.) in Electrical Engineering from a recognized University or an equivalent qualification with seven years' experience of professional work in the relevant field.	By recruitment.	direct	Syndicate
38	Executive Engineer (Mechanical)	BPS-18	Bachelor's degree (at least 2 nd div.) in Mechanical Engineering from a recognized University or an equivalent qualification with seven years' experience of professional work in the relevant field.	By recruitment.	direct	Syndicate
39	Executive Engineer (Electronics / Instruments)	BPS-18	Bachelor's degree (at least 2 nd div.) in Electronics / Instruments Engineering from a recognized University or an equivalent qualification with seven years' experience of professional work in the relevant field.	By recruitment.	direct	Syndicate
40	Architect	BPS-18	First class Bachelor's degree in Architecture from a recognized University with seven years' experience in the relevant field.	By recruitment.	direct	Syndicate
41	Assistant Executive Engineer, Civil / Building & Architecture OR Electrical OR Mechanical OR Electronics / Instruments	BPS-17	Bachelor's degree (at least 2 nd div.) in Engineering in the relevant field from a recognized University or an equivalent qualification with three years' experience of professional work (in the relevant field). OR First class three years diploma in the relevant field with 10 year experience of professional work (in the relevant field).	By recruitment.	initial	Syndicate
42	Lab Engineer	BPS-17	Bachelor's degree (at least 2 nd div.) in Agri. Engineering /Civil/ Electrical/Mechanical/ Electronics/ Mechatronics / Instruments Engineering etc. in the relevant field from a recognized University.	By recruitment.	initial	Syndicate
43	Art Designer (Graphics)	BPS-17	First class Master's degree in Fine Art (Graphic Design) from a recognized University with three year experience in commercial designing.	By recruitment.	direct	Syndicate

44	Senior Draftsman	BPS-16	Three years Diploma in Civil Engineering plus Auto-CAD from a recognized Poly-Technic Institute with six years experience in the relevant field.	By recruitment.	direct	Syndicate
(v) Information Technology Wing						
45	Director (Networks & IT Services)	BPS-19	Ph.D. in Computer Science/ IT/ Telecommunication / Database Management from a recognized University with 3 years relevant experience OR MS or equivalent qualification in IT/ Computer Science (18-years education) from a recognized University having minimum 8-years experience in the relevant field. Experience of designing, implementing and maintaining complex networks, handling firewalls, routers, switches and other LAN/WAN equipment and management. Proficiency in installing, configuring and troubleshooting web, file, mail, DBMS, DNS and proxy servers etc. under Windows/Linux environments is required. Excellent command over spoken and written English.	By recruitment	direct	Syndicate
46	Network Administrator	BPS-18	MS or equivalent qualification in IT/ Computer Science/Telecommunication (18-years education) from a recognized University with 4-years experience in relevant field. OR BS or equivalent qualification in IT/ Computer Science/Telecommunication (16-years education) from a recognized University with 7-years experience in relevant field especially network security and LAN / WAN policies	By recruitment	direct	Syndicate
47	System Administrator	BPS-18	MS or equivalent qualification in IT/ Computer Science/Telecommunication (18-years education) from a recognized University with 4-years experience in	By recruitment	direct	Syndicate

48	Software Engineer	BPS-18	<p>relevant field.</p> <p>OR</p> <p>BS or equivalent qualification in IT/ Computer Science/Telecommunication (16-years education) from a recognized University with 7-years experience in handling and development of latest Database Technologies</p> <p>MIS or equivalent qualification in IT / Computer Science (18 years education) from a recognized University with four year experience in the relevant field.</p> <p>OR</p> <p>BS or equivalent qualification in IT/ Computer Science (16 years education) from a recognized University with seven year experience in the relevant field.</p> <p>Programming Language Skills in C#, Java, Oracle, SQL, Working experience in ERP will be preferred</p>	By recruitment	direct	Syndicate	
49	Web Developer	BPS-17	<p>M.Sc / MS or equivalent qualification in IT/ Computer Science/Telecommunication (18-years education) from a recognized University.</p> <p>OR</p> <p>BS or equivalent qualification in IT/ Computer Science/Telecommunication (16-years education) from a recognized University with 2-years' experience in relevant field.</p>	By recruitment	direct	Syndicate	
(vi) Public Relation Wing							
50	Public Relation Officer	BPS-17	Master's Degree from a recognized University in Mass Communication (2 nd Division) with the 03 year experience in relevant field.	By recruitment.	direct	Syndicate	
51	Editor (Urdu Cell)	BPS-17	Master's Degree in Journalism from a recognized University with 03 year experience of editorial work	By recruitment.	direct	Syndicate	

Registrar

Sheer **Muhammad Nawaz Shareef**
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			and journalism in a responsible capacity in a Government, Semi Government Department or in a Public Sector University or a reputable newspaper / organization. OR Master's degree from a recognized University with Diploma in Journalism with 03 year experience of editorial work and journalism in a responsible capacity in a Government, Semi Government Department or in a Public Sector University or a reputable newspaper/ organization.		
52	Assistant Editor	BPS-16	Bachelor's degree (Journalism with as major subject) (second division) from a University recognized by Higher Education Commission having three years' experience of editing, translating and writing articles and also have practical knowledge of printing processes as an additional qualification.	By direct recruitment.	Vice Chancellor
(vii) Library Wing					
53	Librarian	BPS-19	Ph.D. in Library Science from a recognized University with five year experience of organizing and maintaining a Library in a Government/ Semi Government Department or preferably Public Sector University. OR Master's degree (at least 2 nd division) in Library Science from a recognized University preceded by a Bachelor's degree in Science from a recognized University with ten year experience of organizing and maintaining a Library in a Government/ Semi Government Department or preferably Public Sector University.	By direct recruitment.	Syndicate
54	Deputy Librarian	BPS-18	Ph.D. in Library Science from a recognized University with two year professional experience of	By direct recruitment.	Syndicate

55	Assistant Librarian	BPS-17	<p>organizing and maintaining a Library in a Government/ Semi Government Department or preferably Public Sector University.</p> <p>OR</p> <p>Master's Degree in Library Science (at least 2nd division) from a recognized with seven year professional experience of organizing and maintaining a Library in a Government/ Semi Government Department or preferably Public Sector University.</p> <p>Master's Degree at least (2nd division) in Library Science from a recognized University.</p> <p>OR</p> <p>Graduate (at least 2nd division) from a recognized University with diploma in Library Science with 03 year experience of Library work in a Government/ Semi Government Department or preferably Public Sector University.</p>	By direct recruitment.	Syndicate	
56	Library Assistant	BPS-16	<p>Master in Library Science (2nd division) from a recognized University.</p> <p>OR</p> <p>Bachelor in Library Science (2nd division) from a recognized University with 5 year experience in the relevant field in a Govt. / Semi Govt. Organization.</p>	By direct recruitment	Vice Chancellor	
57	Library Technologist	BPS-16	<p>B.A/B.Sc. at least in second division with diploma in Library Science.</p> <p>OR</p> <p>B.L.I.S. in second division OR B.Sc (Hons.) Agriculture, Animal Husbandary, D.V.M., agri. Engineering with CGPA 2.5/4.00.</p>	By direct recruitment	Vice Chancellor	
(viii) Medical & Health Wing						
58	Medical Specialist	BPS-19	M.B.B.S with MCPS/FCPS or equivalent in medicines from a recognized University with twelve	By direct recruitment.	Syndicate	

59	Senior Medical Officer	BPS-18	year professional experience in the relevant field. M.B.B.S with post graduate training in medicines from a recognized university with seven years of professional experience.	By recruitment.	direct	Syndicate	
60	Medical Officer (M & F)	BPS-17	M.B.B.S from a recognized University.	By initial recruitment.		Syndicate	
61	Dental Surgeon	BPS-17	B.D.S from a recognized University.	By initial recruitment.		Syndicate	
62	Psychologist OR	BPS-17	First class M.Sc. Psychology (16 years of education) from a recognized University.	By initial recruitment.		Syndicate	
(ix) Sports Wing							
63	Director Sports	BPS-19	<p>i. Master's Degree in Physical Education or equivalent qualification from a recognized University.</p> <p>ii. Twelve years' experience of organizing and conducting games and sports in a University, Board of Education or a college of repute, relaxable in exceptional cases.</p> <p>iii. Should preferably be a sportsman of National or International standing.</p> <p style="text-align: center;">OR</p> <p>i. Bachelor's degree from a recognized University with diploma in Physical Education with fifteen years experience of organizing and conducting games and sports in a University, Board of Education or a College of repute.</p> <p>ii. Should be a sportsman of National or International standing.</p>	By recruitment.	direct	Syndicate	
64	Deputy Director Sports	BPS-18	i. Master's Degree in Physical Education or equivalent qualification from a recognized University.	By recruitment.	direct	Syndicate	

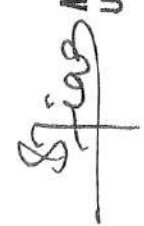
65	Assistant Director Sports	BPS-17	<p>ii. Seven years' experience of organizing and conducting games and sports in a University, Board of Education or a college of repute, relaxable in exceptional cases.</p> <p>iii. Should preferably be a sportsman of National or International standing.</p> <p>OR</p> <p>i. Bachelor's degree from a recognized University with diploma in Physical Education with ten years experience of organizing and conducting games and sports in a University, Board of Education or a College of repute.</p> <p>ii. Should be a sportsman of National or International standing.</p>	By direct recruitment.	Syndicate	
66	Sports Instructor	BPS-16	<p>i. Master's degree in Physical Education from a recognized University, preferably with three year experience of organizing and conducting games and sports in a Public Sector University, Board of Secondary Education or a College of repute.</p> <p>ii. Should preferably be a sportsman of Provincial or National standing.</p> <p>Master's Degree in Physical Education from a recognized University.</p> <p>OR</p> <p>i. Bachelor's degree from a recognized University with diploma in Physical Education with five year experience of organizing and conducting games and sports in a University, Board of Education or College of repute.</p> <p>ii. Should preferably be a sportsman of Provincial or National Standing.</p>	By initial recruitment.	Vice Chancellor	✓


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(x) Estate Management Wing						
67	Director (Estate Management)	BPS-20	Associate Professor shall be appointed as Director (Estate Management) by the Syndicate, on the recommendations of the Vice Chancellor, from amongst the Associate Professors of the University for a period of three years and shall be eligible for re-appointment. i. Master's Degree in 2 nd Division from a recognized University. ii. An Ex-Military man not below the rank of Major or equivalent.	By the Syndicate from amongst the Associate Professors	Syndicate	
68	Chief Security Officer	BPS-19		By direct recruitment.	Syndicate	
69	Security Officer	BPS-17	i. Bachelor's degree in 2 nd Division. ii. An Ex-Military man not below the rank of 2 nd lieutenant.	By direct recruitment.	Syndicate	
70	Estate Officer	BPS-17	M.Sc. (Hons) in Agriculture from a recognized University with 3 year experience in the Estate Management. Preferably in Horticulturist. OR B.Sc. (Hons) in Agriculture from a recognized University with 5 year experience in the Estate Management. Preferably in Horticulturist.	By direct recruitment.	Syndicate	

Part III (1. General Administration)
Eligibility Conditions for appointment of Employees in BS-01 To BS-15 in the Muhammad Nawaz Shareef University of Agriculture Multan

Sr. No.	NOMENCLATURE OF THE POST	BASIC PAY SCALE	PRESCRIBED QUALIFICATION & EXPERIENCE	METHOD OF REQUIREMENT	Appointing Authority	REMARKS
01	Assistant Network Administrator	BPS-14	Bachelor's degree in B.Sc. / BS Computer Science /BS-IT / BCS (at least C Grade) or equivalent (at least 2 nd division) qualification from a recognized University with 3 year experience in the relevant field. PLUS	By direct recruitment.	Vice Chancellor	


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02	Network Technician	BPS-14	CCNA Certification. Intermediate from a recognized Board with diploma in Microsoft Certified System Engineer (MCSE) or equivalent qualifications from a recognized institution and have one year experience of network environment.	By direct recruitment.	Vice Chancellor
03	Accounts Assistant	BPS-14	(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission having three years' experience in (BS-07) as accountant in Government or Semi-Government institution. OR (ii) Intermediate (second division) from a recognized Board having five years' experience in (BS-07) relating to accounts matters in Government or Semi-Government institution.	(i) 75% by promotion on the basis of seniority-cum-fitness from amongst the Accounts Clerks; and (ii) 25% by selection from amongst the Accounts Clerks	Vice Chancellor
04	Assistant Web Developer	BPS-14	B.Sc. Computer Science or equivalent (at least 2 nd division) qualification (14 years education) from a recognized University with 3 year experience in the relevant field. PLUS PHP / ASP Net experience.	By direct recruitment.	Vice Chancellor
05	Assistant System Administrator	BPS-14	B.Sc. Computer Science or equivalent (at least 2 nd division) qualification (14 years education) from a recognized University with 3 year experience in the relevant field. PLUS MCSE Certification.	By direct recruitment.	Vice Chancellor
06	Junior Auditor	BPS-14	B.Com/ BBA (Finance)/ Bachelor Degree with Mathematics/ Economics/ Statistics (2nd division) with 3 year experience in the relevant field.	By direct recruitment.	Vice Chancellor
07	Computer Operator	BPS-14	BCS (C-Grade) or equivalent qualification from a recognized University with 3 year experience in the relevant field.	By direct recruitment.	Vice Chancellor

08	Senior Coach	BPS-14	M.Sc. in Physical Education from a recognized University with 3 year experience of Coaching at University / Board level.	By direct recruitment.	Vice Chancellor	
09	Intercom/ Telephone Supervisor- cum- Technician	BPS-14	First Class Diploma in Telecommunication from a recognized institution with 5 year experience in the relevant field.	By direct recruitment.	Vice Chancellor	
10	Store Keeper	BPS-14	Bachelor's Degree (2nd division) from a recognized University with 5 year experience of store keeping.	By direct recruitment	Vice Chancellor	
11	Stenographer	BPS-14	(a) Bachelor's Degree (2nd division) or equivalent qualification from a recognized University and (b) Shorthand speed of 80 WPM and typing speed of 40 WPM. (c) 3 year experience in the relevant field. Note: - Preference shall be given to those candidates who know Urdu Shorthand at a speed of 60 WPM and Urdu Typewriting at a speed of 25 WPM.	By direct recruitment	Vice Chancellor	The post has been upgraded by the Govt. of the Punjab, Finance Department vide letter No. FD. PC. 14-38/78(Pt.V) dated 12-03-13
12	Senior Clerk	BPS-14	Bachelor's Degree from a recognized University with 03 year office experience as Junior Clerk with Computer knowledge in a Govt. / Semi-Govt. Organization. OR Intermediate with 05 year experience as Junior Clerk with Computer knowledge in a Govt. or Semi-Govt. Organization.	i. 25% by initial recruitment. ii. 75% promotion by selection on merit amongst the Junior Clerks having 5 year service as such. In case of non-availability of Junior Clerks by promotion	Vice Chancellor on the recommendation of Advisory Committee.	The post has been upgraded by the Govt. of the Punjab, Finance Department vide letter No. FD.PC.39-14/77(Pt.IV) (APCA/ 2008) (Provl.) dated: 04-01-2016.

				Junior Clerks by promotion then by direct recruitment.	(APCA/ 2008) (Provl.) dated: 04-01-2016.
13	Senior Laboratory Assistant	BPS-14	Bachelor's degree at least 2 nd division (14 years education) including Matric with Science from a recognized University / Institution. OR First Class Bachelor's degree (14 year education) including Matric with Science from a recognized University/ Institution with 3 year experience in the relevant field.	By initial recruitment.	Vice Chancellor
14	Imam Masjid	BPS-14	Dars-e-Nazami and Hafiz-e-Quran having sound knowledge of the Holy Quran and the Hadith.	By initial recruitment.	Vice Chancellor
15	Photographer	BPS-13	Secondary School Certificate from a recognized Board having seven years' experience of exposing, developing, enlarging, printing and digital Photography in reputed commercial establishment.	By promotion on the basis of seniority-cum-fitness from amongst the Assistant Photographers.	Vice Chancellor
16	Mass Media Producer	BPS-13	Bachelor's degree (second division) Journalism as major subject from a University recognized by Higher Education Commission having two years' experience in mass media production.	By direct recruitment.	Vice Chancellor
17	Security Supervisor	BPS-12	An ex-service man not below the rank of Naib Subedar from fighting arms/ M.P with exemplary Service record.	By initial recruitment.	Vice Chancellor
18	Data Entry Operator	BPS-12	Intermediate at least in 2 nd div. and Diploma in Microsoft Office with three years office experience.	By direct recruitment.	Vice Chancellor
19	Laboratory Assistant	BPS-12	Bachelor's degree including Matric with Science or equivalent qualification from a recognized University / Institution with one year experience.	By direct recruitment.	Vice Chancellor
20	System Assistant	BPS-12	ICS or Intermediate with Diploma in Computer Science / IT or equivalent qualification with 3 year experience of skillful practical knowledge of Network System.	By direct recruitment.	Vice Chancellor

21	Transport Supervisor	BPS-12	First Class Diploma in Mechanical/ Automobile from a recognized Institution with 3 year experience in the relevant field.	By direct recruitment.	Vice Chancellor	The post has been upgraded by the Govt. of the Punjab, Finance Department vide letter No. FD.PC.39-14/77(Pt.iv) (APCA/2008) (Provl.) dated: 04-01-2016 read with S&GAD's letter No. SOR-III (S&GAD) 2-54/2010 dated: 04-04-2016.
22	Junior Clerk	BPS-11	<p>i. Higher Secondary School Certificate (second division) from a recognized Board;</p> <p>ii. A speed of 25 words per minute of typing on computer in English and</p> <p>iii. Proficient in Microsoft Office or any other compatible office application and he/she shall demonstrate such proficiency.</p>	<p>i. 80% by initial recruitment; and</p> <p>ii. 20% by promotion on the basis of seniority-cum-fitness from amongst the University employees of (BS-01 to BS-04)</p>	Vice Chancellor	
23	Accounts Clerk	BPS-11	<p>(i) Bachelor's degree (second division) from a University recognized by Higher Education Commission having computer knowledge.</p> <p>OR</p> <p>(ii) Intermediate (second division) from a recognized Board having two years' audit or accounts experience in Government or Semi-Government Organization.</p>	By initial recruitment.	Vice Chancellor	

24	Game Instructor	BPS-11	(iii) Secondary School Certificate (second division) from a recognized Board having three years' office experience in Government or Semi-Government Organization.	By direct recruitment.	Vice Chancellor	
25	Lab. Technician & Lab. Technician (Field)	BPS-11	<p>Intermediate (second division) from a recognized Board having three years' experience in the relevant field and diploma in Physical Education from a recognized institution. (Preference will be given to a sportsman of National Caliber)</p> <p>i. Lab. Technician: Secondary School Certificate (Science) with 7 years of experience as Junior Lab. Assistant & Lab. Assistant (in service).</p> <p>ii. Lab. Technician (Field): Secondary School Certificate with Diploma in Estate Management or Field Assistant Course with 7 years of experience in service.</p>	<p>i. Lab. Technician: By promotion from amongst Lab. Assistants.</p> <p>ii. Lab. Technician (Field): By promotion from amongst Field Assistants.</p>	Vice Chancellor	
26	Lab Technician	BPS-09	Secondary School Certificate with 7 years of experience as Junior Lab. Assistant & Lab. Assistant (in service)	By direct recruitment.	Vice Chancellor	
27	Senior Searcher	BPS-09	By promotion from amongst Sr. Library Attendant	By direct recruitment	Vice Chancellor	
28	Head Searcher	BPS-09	Secondary School Certificate (Science) with 5 years experience as Searcher	By initial recruitment	Vice Chancellor	
29	Patwari	BPS-09	Matric with Patwar course.	By initial recruitment	Vice Chancellor	

30	Searcher	BPS-07	Secondary School Certificate with 5 years experience as Sr. Library Attendant	By initial recruitment	Vice Chancellor	
31	Telephone Operator	BPS-7	Secondary School Certificate from a recognized Board having three years' experience in the relevant field.	By initial recruitment	Vice Chancellor	
32	Field Assistant	BPS-7	Matric with one year diploma of field assistant or equivalent.	By initial recruitment	Vice Chancellor	
33	Driver	BPS-5	(a) Middle (b) A valid H.T.V/P.S.V License for bus driver. (c) 05-Year Experience.	By initial recruitment	Vice Chancellor	
34	Tractor Driver	BPS-5	(a) Middle (b) A valid tractor driving License. (c) 05-Year Experience.	By initial recruitment	Vice Chancellor	
35	Senior Library Attendant	BPS-05	Secondary School Certificate	By direct recruitment	Vice Chancellor	
36	Assistant Photographer	BPS-05	Secondary School Certificate from a recognized Board having five years' experience of exposing, developing, enlarging, printing and digital Photography in reputed commercial establishment.	By direct recruitment.	Vice Chancellor	
37	Supervisor (Sewerman)	BPS-05	Literate having five years' experience in relevant field.	By initial recruitment.	Vice Chancellor	
38	Budder	BPS-05	Middle pass having three years' experience in budding, grafting and propagation of fruit trees.	By initial recruitment	Vice Chancellor	
39	Dispatcher	BPS-5	Matriculate from a recognized Board.	By initial recruitment	Vice Chancellor	
40	Junior Lab Assistant	BPS-5	Secondary School Certificate with Science, Agriculture or Technical Group	Direct recruitment after advertising post in the National Press.	Vice Chancellor	

41	Meter Reader	BPS-5	Matric (2 nd division) from a recognized Board.	By direct recruitment	Vice Chancellor
42	Head Mali	BPS-5	Literate with seven years' experience as a Mali/Beldar.	By promotion on the basis of seniority-cum-fitness amongst the Malies.	Vice Chancellor
43	Machineman (Photostate)	BPS-5	Secondary School Certificate from a recognized Board having one year experience of working on photostate machine.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness amongst the eligible Gestetner Operators/Daftris/Daftri-cum-Gestetner Operators.	Vice Chancellor
44	Khadim Masjid / Muazzin	BPS-5 And BPS-2	B-2 for those who are not Hafiz-e-Quran. B-5 for those who are Hafiz-e-Quran.	By initial recruitment	Vice Chancellor
45	Daftri	BPS-4	Secondary School Certificate from a recognized Board having experience in the relevant field.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-	Vice Chancellor

46	Gardener	BPS-3	Literate with three years' experience as Beldar or Mali.	fitness amongst the Record men, Naib Qasids and Lady Attendants.	Vice Chancellor
47	Tennis Maker	BPS-3	Literate	By promotion on the basis of seniority-cum-fitness amongst the Beldars and Malies.	Vice Chancellor
48	Qasid	BPS-3	Middle Pass with at least two years experience as Naib Qasid.	By direct recruitment.	Vice Chancellor
49	Apprentice Clerk	BPS-2	Secondary School Certificate from a recognized Board having experience of typewriting and knowledge to operate computer.	By promotion on the basis of seniority-cum-fitness amongst the Naib Qasids (i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness amongst the low paid employees.	Vice Chancellor
50	Photocopier	BPS-2	• Secondary School Examination (2nd Division)	By direct	Vice Chancellor

Operator	• 3-years relevant experience	recruitment.	Vice Chancellor
51	Lab Attendant BPS-2 Matric with Science.	By direct recruitment.	Vice Chancellor
52	Budder BPS-3 Literate with at least 3 years experience as Mali.	By initial recruitment	Vice Chancellor
53	Head Chowkidar BPS-2 Literate with three years' experience as a Chowkidar or Gatekeeper	By promotion on the basis of seniority-cum-fitness amongst the existing Chowkidars and Gatekeepers.	Vice Chancellor
54	Head Cook BPS-2 i. Literate. ii. At least three years experience in the relevant field.	By Promotion	Vice Chancellor
55	Head Beldar BPS-2 Literate with three years' experience as a Beldar.	By promotion on the basis of seniority-cum-fitness from amongst the Beldars	Vice Chancellor
56	Head Sweeper BPS-2 Literate with three years' experience as a Sweeper.	By promotion on the basis of seniority-cum-fitness from amongst the Sweepers.	Vice Chancellor
57	Gate Keeper BPS-2 Literate having experience in the relevant field.	By promotion on the basis of seniority-cum-fitness from amongst the	Vice Chancellor

58	Cook	BPS-1	Literate having experience in the relevant field.		Chowkidars. By initial recruitment	Vice Chancellor			
59	Store Attendant	BPS-1	Literate.		By initial recruitment	Vice Chancellor			
60	Bearer (Rest House)	BPS-1	Literate.		By initial recruitment	Vice Chancellor			
61	Museum/Lab. Attendant	BPS-1	Literate		By initial recruitment	Vice Chancellor			
62	Bus Cleaner/Attendant (Boiler)	BPS-1	Literate		By initial recruitment	Vice Chancellor			
63	Recordman OR Lady Attendant	BPS-1	Middle Pass		By initial recruitment	Vice Chancellor			
64	Book Binder	BPS-1	Literate having five years' experience in book binding		By initial recruitment	Vice Chancellor			
65	Bus Conductor OR Bus Cleaner	BPS-1	Literate.		By initial recruitment	Vice Chancellor			
66	Mali OR Beldar	BPS-1	<u>Mali</u> : Literate having experience in the relevant field. <u>Beldar</u> : Literate.		By initial recruitment	Vice Chancellor			
67	Naib Qasid	BPS-1	Literate, Knowing Motor Cycle riding.		By initial recruitment	Vice Chancellor			
68	Sweeper OR Sewer man	BPS-1	Literate		By initial recruitment	Vice Chancellor			
69	Security Guard	BPS-1	An ex-service man with exemplary service record. OR Middle, Height= 5'7", Chest=32", and good physical appearance.		By initial recruitment (50% ex-service men and 50% civilians.	Vice Chancellor			

Part III (2. Engineering/Medical/Veterinary Sciences) Eligibility Conditions for appointment of Employees in BS-01 To BS-15 in the Muhammad Nawaz Shareef University of Agriculture Multan			
01	Animal House Keeper	BPS-16	Bachelor in Science (AH) or Master in Science (Zology / Botony / Chemistry/) 16 year education from a recognized University with 3 year experience in Animal Nutrition.
02	Assistant Graphic Designer	BPS-14	Bachelor of Fine Arts (BFA) / Bachelor of Design (B.DES) / B.Sc. Computer Science (at least 2 nd division) from a recognized University with 3 year experience in the relevant field.
03	Nurse (Male/Female)	BPS-14	Diploma in Nursing course from a recognized Institution and should be registered with Punjab Medical Faculty with 3 year experience in the relevant field.
04	Supervisor (Construction Maintenance)	BPS-14	First Class Diploma of Associate Engineer in Civil/ Electrical technology from recognized institute with 5 year experience.
05	Plant Superintendent	BPS-14	Diploma of Associate Engineering in Electronics or Electrical Engineering (three years) from a recognized institute having two years' experience in well reputed organization regarding operating, maintenance and running of domestic and commercial type of A.C. Plants.
06	Technician (E.C.D)	BPS-14	Secondary School Certificate from a recognized Board having seven years' experience to run the workshop machines, lathe machine, shapper, milling machine.
07	Cannery Assistant	BPS-11	(i) Diploma of Associate Engineer in Food Technology from a recognized institute having four years' work experience in any Food Processing Industry. OR (ii) F.Sc. (Pre-Medical or Pre-Engineering) from recognized Board having five yeasars' experience of work in the field of Food Processing.
			OR Secondary School Certificate (second division) from a
			By direct recruitment.
			By direct recruitment.
			By initial recruitment.
			By direct recruitment.
			By initial recruitment.
			By initial recruitment.
			(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness from
			Vice Chancellor
			Vice Chancellor
			Vice Chancellor
			Vice Chancellor
			Vice Chancellor
			Vice Chancellor
			Vice Chancellor

08	Sub Engineer	BPS-11	recognized Board having ten years' experience of handling, maintenance and efficient operation, clean, adjusts and assembles of all food pilot plant machinery.	amongst the eligible Lab. Assistants.	Vice Chancellor
09	Veterinary Assistant	BPS-09	First Class Diploma of Associate Engineering in relevant Technology from a recognized Institution with 2 year experience in the relevant field. Secondary School Certificate from a recognized Board with Veterinary Assistant course or equivalent qualifications from a recognized institution.	By initial recruitment.	Vice Chancellor
10	Assistant Research Investigator	BPS-09	Bachelor's degree (second division) from a University recognized by Higher Education Commission having three years' experience in the relevant field.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness amongst the Assistant Investigator.	Vice Chancellor
11	Poultry Supervisor	BPS-09	Secondary School Certificate (second division) with Science from a recognized Board having poultry training course from the reputed institution and one year experience in poultry husbandry from a reputed poultry farm.	By initial recruitment.	Vice Chancellor
12	Dispenser	BPS-09	Matric (Science) with Dispenser course and should be registered with Punjab Medical Faculty.	By initial recruitment	Vice Chancellor
13	Foreman G-II	BPS-8	Secondary School Certificate from a recognized Board having five years' experience in the relevant field. OR Middle pass having eight years' experience in the relevant field.	By initial recruitment	Vice Chancellor
14	Mechanic G-I	BPS-8	Secondary School Certificate from a recognized Board having five years' experience in the relevant field; OR	(i) 25% by initial recruitment; and	Vice Chancellor

			Middle pass having eight years' experience in the relevant field.	(ii) 75% by promotion on the basis of seniority-cum-fitness amongst the Mechanics Grade-II.	
15	Carpenter	BPS-7	Matric with two year Diploma in Carpenter from a recognized Institution.	By initial recruitment	Vice Chancellor
16	Blacksmith	BPS-7	Literate having three years' experience in the relevant field.	By initial recruitment	Vice Chancellor
17	Electrician	BPS-7	Matric with 2 year certificate/ Diploma of Electrician from a recognized Institution.	By initial recruitment	Vice Chancellor
18	Glass Blower	BPS-7	F.Sc. from a recognized Board with command on necessary skills.	By initial recruitment	Vice Chancellor
19	Mechanic	BPS-7	Matric with 2 year certificate/ Diploma of Mechanic from a recognized Institution.	By initial recruitment	Vice Chancellor
20	Technician (Repair Cell)	BPS-7	Secondary School Certificate from a recognized Board having three years' practical experience in the use of workshop machines (Lathe Machine, Shapper, Milling Machine).	By initial recruitment	Vice Chancellor
21	Head Plumber	BPS-7	Matric with two year Diploma in plumbing from a recognized Institution.	By initial recruitment.	Vice Chancellor
22	Fitter (Air Conditioner)	BPS-6	Secondary School Certificate from a recognized Board with Diploma or Certificate (six months) in Air Conditioning from a recognized institute and having two years' experience in well reputed air conditioning firm.	By initial recruitment	Vice Chancellor
23	Radiographer	BPS-6	Secondary School Certificate with Science (second division) from a recognized Board with diploma as X-Ray Technician from recognized institute.	By initial recruitment.	Vice Chancellor

24	Women Dispenser	BPS-06	Secondary School Certificate with Science (second division) from a recognized Board with dispenser's diploma from an institute recognized by Punjab Medical Faculty.	By initial recruitment.	Vice Chancellor	
25	Lift Operator-cum-Mechanic	BPS-06	Secondary School Certificate from a recognized Board having one year experience of running and maintaining a Lift.	By initial recruitment.	Vice Chancellor	
26	Mechanic / Operator	BPS-06	Secondary School Certificate from a recognized Board having five years' experience from well-reputed organization regarding running, maintenance and operation of Diesel Engines and stand by Generators and switching Off and On system of Generating sets.	By initial recruitment.	Vice Chancellor	
27	Sanitary Inspector	BPS-6	Secondary School Certificate from a recognized Board having two years' experience in the relevant field and have passed Sanitary Inspector's course from a recognized Institution.	By initial recruitment	Vice Chancellor	
28	Assistant Investigator	BPS-05	Secondary School Certificate with Science from a recognized Board.	By initial recruitment.	Vice Chancellor	
29	Switch Board Attendant	BPS-05	(i) Secondary School Certificate from a recognized Board having two years' experience in the relevant field. OR (ii) Middle pass having four years' experience in the relevant field	By initial recruitment	Vice Chancellor	
30	Dresser	BPS-05	Secondary School Certificate from a recognized Board and have veterinary assistant diploma or equivalent qualifications from a recognized institution.	By initial recruitment	Vice Chancellor	
31	Mechanic-cum-Boiler-man	BPS-5	Secondary School Certificate from a recognized Board having a Boiler competency certificate from the Board of Examining Engineers, Lahore.	By initial recruitment	Vice Chancellor	
32	Miller	BPS-5	Secondary School Certificate from a recognized Board and having experience in operation of Laboratory Scale Flour Mill.	By initial recruitment	Vice Chancellor	

33	Ferrier	BPS-5	Secondary School Certificate with Science from a recognized Board with veterinary assistant course or equivalent qualification from a recognized institution.	By initial recruitment	Vice Chancellor	
34	Salesman	BPS-5	Secondary School Certificate from a recognized Board having two years' experience in the relevant field.	By initial recruitment	Vice Chancellor	
35	Plumber	BPS-5	Middle pass having three years experience of plumbing.	By initial recruitment	Vice Chancellor	
36	Fitter (Sui Gas)	BPS-5	Secondary School Certificate from a recognized board having five years' experience in the relevant field. OR Middle pass having ten years' experience in the relevant field.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness amongst the Fitter Coolies (Sui Gas).	Vice Chancellor	
37	Head Tubewell Operator	BPS-5	Secondary School Certificate from a recognized Board having one year experience in the relevant field; OR Middle Pass having five years' experience in the relevant field.	By promotion on the basis of seniority-cum-fitness amongst the Tubewell Drivers B-3.	Vice Chancellor	
38	Supervisor (Sewerman)	BPS-5	Literate having five years' experience in relevant field.	By initial recruitment	Vice Chancellor	
39	Supervisor (Watch & Ward)	BPS-5	(i) Secondary School Certificate from a recognized Board having five years' experience as Head Chowkidar or Gatekeeper; OR (ii) Middle pass having ten years' experience as Head Chowkidar or	By initial recruitment	Vice Chancellor	

40	Lathe Turner	BPS-5	Gatekeeper. Secondary School Certificate from a recognized Board having five years' relevant experience.	By initial recruitment	Vice Chancellor
41	Welder	BPS-5	Secondary School Certificate from a recognized Board having five years' relevant experience.	By initial recruitment	Vice Chancellor
42	Painter	BPS-3	Literate having two years' experience in painting field.	By initial recruitment	Vice Chancellor
43	Jr. Electrician	BPS-3	Literate having two years' experience in the relevant field	By initial recruitment	Vice Chancellor
44	Work Mistry	BPS-3	Secondary School Certificate from a recognized Board and having experience of supervising the original works and maintenance of buildings.	By initial recruitment	Vice Chancellor
45	Tubewell Operator	BPS-3	Middle pass having two years experience of Tube-well operating and mechanism of machinery.	(i) 25% by initial recruitment; and (ii) 75% by promotion on the basis of seniority-cum-fitness amongst the Oilmen.	Vice Chancellor
46	Mason	BPS-3	Literate having three years' experience as Mason.	By initial recruitment	Vice Chancellor
47	Head Cattle Attendant	BPS-02	Literate having three years' experience as Cattle, Animal, Dairy or Chick attendant.	By promotion on the basis of seniority-cum-fitness amongst the Cattle, Animal, Dairy or Chick	Vice Chancellor

48	Head (Sewerman)	BPS-2	Literate having three years' experience as a Sewerman.	attendants. By Promotion on the basis of seniority-cum-fitness from amongst the Sewermen	Vice Chancellor
49	Ward Servant	BPS-2	Secondary School Certificate from recognized Board.	By initial recruitment	Vice Chancellor
51	Poultry Attendant	BPS-01	Literate.	By initial recruitment	Vice Chancellor
52	Cattle Attendant OR Animal Attendant OR Dairy Attendant OR Chick Attendant	BPS-01	Literate having five years' experience in relevant field.	By initial recruitment	Vice Chancellor
53	Fisherman	BPS-1	Literate. Proficiency in the trade	By initial recruitment	Vice Chancellor
54	Oilman	BPS-1	Literate.	By initial recruitment	Vice Chancellor
55	Helper for Mason OR Plumber OR Telephone Supervisor OR Technician OR Carpenter OR Electrician OR Sports Instructor	BPS-1	Literate and Skilled Worker.	By initial recruitment	Vice Chancellor

Part III (3. Others/Miscellaneous)
Eligibility Conditions for appointment of Employees in BS-01 To BS-15 in the
Muhammad Nawaz Shareef University of Agriculture Multan

	Composer	BPS-14	Bachelor's (at least 2 nd division) or equivalent qualification from a recognized University with 3 year experience in the relevant field.	By recruitment	direct	Vice Chancellor
01	Composer	BPS-14	Bachelor's (at least 2 nd division) or equivalent qualification from a recognized University with 3 year experience in the relevant field.	By recruitment	direct	Vice Chancellor
02	Press Assistant	BPS-11	Bachelor's degree from a University recognized by Higher Education Commission having three years' experience of modern printing process and maintenance of press machinery in any Government, Semi-Government organization or in private press. OR Secondary School Certificate (second division) from a recognized Board having seven years' experience of modern printing processes, maintenance of press machinery or service in a well-reputed institution or organization.	By recruitment.	direct	Vice Chancellor
03	Urdu Article Writer	BPS-11	Bachelor's degree from a University recognized by Higher Education Commission having one year experience of writing press articles, translation work or in publicity in a Government or autonomous institutions	By recruitment.	direct	Vice Chancellor
04	Equitation Instructor	BPS-11	Secondary School Certificate from a recognized Board with course in Equitation from the Pakistan Army or a recognized institute and having five years' practical experience in riding and management of horses.			
05	Senior Proof Reader OR Proof Reader	BPS-07	Secondary School Certificate from a recognized Board having two years' experience as Proof Reader in a Press or a reputed publishing house.	By recruitment.	direct	Vice Chancellor
06	Machineman	BPS-06	Secondary School Certificate from a recognized Board having 06experience to operate the automatic offset Printing Unit and know the techniques of General Printing. Preference will be given to those possessing five years' experience	By recruitment.	initial	Vice Chancellor

Muhammad Nawaz Shareef
 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

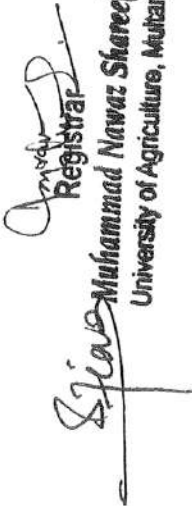
07	Calligraphist (Katib)	BPS-05	of operating offset printing machine. Secondary School Certificate (second division) from a recognized Board having experience of writing Nastaliq in Urdu.	By initial recruitment.	Vice Chancellor
08	Centre Aide	BPS-05	Matric with three years relevant experience.	By initial recruitment.	Vice Chancellor
09	Paper Man	BPS-01	Literate	By initial recruitment.	Vice Chancellor
10	Ink Man	BPS-01	Literate	By initial recruitment.	Vice Chancellor
11	Aaya	BPS-01	Middle	By initial recruitment.	Vice Chancellor


 Syed Muhammad Nawaz Shareef
 Registrar
 University of Agriculture, Multan


PART-IV

(i). QUALIFICATION AND EXPERIENCE FOR APPOINTMENT OF FACULTY MEMBERS IN ALL DISPLINES EXCLUDING ENGINEERING, INFORMATION TECHNOLOGY, COMPUTER SCIENCES, MEDICAL SCIENCES, LAW AND ARTS & DESIGN (STUDIO PRACTICE) IN THE MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE MULTAN


01	Lecturer	BPS-18	First Class M.Phil/MS or equivalent degree awarded after 18-years of education or Master's degree from a Foreign University in the relevant field from an HEC recognized University/Institute with no 3 rd Division in the entire academic career. Furthermore, the candidate with 2 nd division in M.Phil./MS/equivalent degree or Master's degree (Foreign) but holding higher degree i.e. Ph.D. could be considered.	By initial recruitment	Syndicate	As per approved criteria of HEC
02	Assistant Professor	BPS-19	<p>Ph.D. in the relevant field from HEC recognized University/Institution.</p> <p align="center">OR</p> <p>Master's degree (foreign) or M.Phil (Pakistan) or equivalent degrees awarded after 18-years of education as determined by the HEC in the relevant field from an HEC recognized University/Institution.</p> <p>(Revised Minimum Qualifications, w.e.f. 01.01.2018)</p> <p>Ph.D. in the relevant field from HEC recognized University/Institution.</p> <p>Experience upto 31.12.2017</p> <p>No experience required.</p> <p align="center">OR</p> <p>Experience upto 31.12.2017</p>	By initial recruitment	Syndicate	As per approved criteria of HEC


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03	Associate Professor	BPS-20	<p>4-years teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p><u>Experience, w.e.f. 01.01.2018</u> No experience required.</p> <p>Ph.D. in the relevant field from an HEC recognized University/Institution. 10-years teaching/research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>NOTE: After 30th June, 2020, at least 4-years Post-Ph.D. level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization will be required.</p> <p><u>OR</u></p> <p>5-Years post-Ph.D. teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p>	By direct recruitment	Syndicate	<p><u>The applicant must have 08-publications (with at least 02-publications in last 05-years), up till 30th September, 2008, and 10-publications (with at least 4-publications in the last five years) after 30th September, 2008, in the HEC recognized journals.</u></p>
04	Professor	BPS-21	<p>Ph.D. in the relevant field from an HEC</p>	By direct	Syndicate	<p><u>The applicant must</u></p>

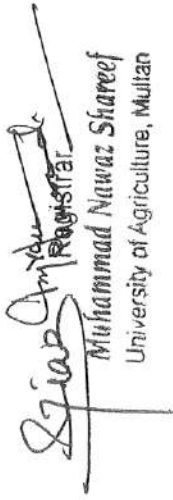

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	<p>recognized University/Institution. 15-years teaching/research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>NOTE: After 30th June, 2020, at least 8-years <u>Post-Ph.D. level experience in an HEC recognized University or post-graduate institution or professional experience in the relevant field in a National or International organization will be required.</u></p> <p>OR</p> <p>10-Years post-Ph.D. teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p>	recruitment	<p>have <u>12-research publications (with at least 03- publications in last 5- years) up till 30th September, 2008, and 15-research publications (with at least 5- publications in the last five years) after 30th September, 2008, in HEC recognized journals.</u></p>
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Ayaz Ahmad
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

(ii). QUALIFICATION AND EXPERIENCE FOR APPOINTMENT OF FACULTY MEMBERS THE DISCIPLINES OF ENGINEERING, INFORMATION TECHNOLOGY AND COMPUTING IN THE MUHAMMAD NAWAZ SHAHEEF UNIVERSITY OF AGRICULTURE, MULTAN


05	Lecturer	BPS-18	Master's degree/B.Sc. (Engr.) (First Class) in the relevant field with no 3 rd Division in the academic career from HEC recognized University/ Institution. Experience: No experience required.	By initial recruitment	Syndicate	As per approved criteria of HEC
06	Assistant Professor	BPS-19	Ph.D. in the relevant field from an HEC recognized University/Institution. Minimum Qualification Ph.D. in the relevant field from Institution recognized by HEC in consultation with PEC.	By initial recruitment	Syndicate	As per approved criteria of HEC
07	Associate Professor	BPS-20	Experience <u>10-years teaching experience with at least 4-years' experience at the post Ph.D. level in HEC recognized University or a post-graduate institution or professional experience in the relevant field in a National or International Organization will be required.</u> OR 5-Years post-Ph.D. teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Minimum No. of Publications 10 research publications with at least 4 publications in HEC/PEC recognized Journals.	By direct recruitment	Syndicate	As per approved criteria of HEC


Syed Amir Raza
Muhammad Nawaz Shareef
University of Agriculture, Multan


08	Professor	BPS-21	<p>Experien Ph.D. degree in relevant field, recognized by HEC in consultation with PEC. Experience <u>15-years teaching/research experience with at least 8-years experience at the Post-Ph.D. level in HEC recognized University or a post-graduate institution or professional experience in the relevant field in a National or International organization will be required.</u> Minimum No. of Publications 15 research publications with at least 5 publications in HEC/PEC recognized Journals.</p>	By direc recruitment	Syndicate	As per approved criteria of HEC
(iii). QUALIFICATION AND EXPERIENCE FOR APPOINTMENT OF FACULTY MEMBERS IN THE DISCIPLINES OF ARTS & DESIGN (STUDIO PRACTICE) IN THE MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE, MULTAN						
09	Lecturer	BPS-18	<p>Minimum Qualification First Class M. Phil./MS or equivalent degree awarded after 18-years of education or Master's degree from a Foreign University in the relevant field from an HEC recognized University/Institute with no 3rd Division in the entire academic career. Minimum Qualification Ph.D. in the relevant field from an HEC recognized University/Institution. OR Master's degree (foreign) or M.Phil OR equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University/Institution. OR First Professional degree (4 years minimum, First Division) from an HEC recognized University/Institution.</p>	By initial recruitment	Syndicate	As per approved criteria of HEC
10	Assistant Professor	BPS-19	<p>Minimum Qualification Ph.D. in the relevant field from an HEC recognized University/Institution. OR Master's degree (foreign) or M.Phil OR equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University/Institution. OR First Professional degree (4 years minimum, First Division) from an HEC recognized University/Institution.</p>	By initial recruitment	Syndicate	As per approved criteria of HEC


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 Registrar
 University of Agriculture, Multan

11	Associate Professor	BPS-20	<p>Experience 4-years teaching/research experience in a recognized University or a post-graduation Institution or professional experience in the relevant field in a National or International Organization.</p> <p>OR 6-years teaching/research experience in a recognized University or a post-graduation Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Minimum Qualification Ph.D. in the relevant field from HEC recognized University/Institution.</p> <p>OR Master's degree (foreign) or M.Phil or equivalent degree awarded after 18-years of education in the relevant field from an HEC recognized University/Institution.</p> <p>Experience 10-years teaching/research <u>including 4 year Post Ph.D. level</u> experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization</p> <p>OR 5-years post-Ph.D. <u>teaching/research</u> experience in HEC recognized University or a post-graduate Institution or professional experience in the</p>	By direct recruitment	Syndicate	As per approved criteria of HEC
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 Muhammad Nawaz Shareef
 University of Agriculture, Multan

			<p>relevant field in a National or International Organization.</p> <p>OR</p> <p>12-years teaching/research experience (with at least 4-years experience after the Masters (Foreign) or equivalent degree in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Publications</p> <p>Outstanding and substantial level of professional art activity (Demonstrated by participation in 6 exhibitions at national or international level with two or more than two new works in each exhibitions or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria.)</p>			
12	Professor	BPS-21	<p>Minimum Qualification</p> <p>Ph.D. from HEC recognized Institution in the relevant field.</p> <p>OR</p> <p>Master's degree (foreign) or M.Phil or equivalent degree in the relevant field from an HEC recognized University/ Institution.</p> <p>Experience</p> <p>15-years teaching/research including 8-year post Ph.D. level experience in an HEC recognized</p>	By direct recruitment	Syndicate	As per approved criteria of HEC


 Muhammad Nawaz Shareef
 University of Agriculture, Multan

				<p>University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>OR</p> <p>10-years post-Ph.D. <u>teaching/research</u> experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or Inter-national Organization.</p> <p>OR</p> <p>17-years teaching/ research experience (with at least 8-years experience after LLM/J.D. or equivalent degree in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or Inter-national Organization).</p> <p>Publications</p> <p>Outstanding and substantial level of professional art activity and a national or international contribution to the development or Art and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria).</p>				

S. Faris

Imdad Raza
 Registered.
 Muhammad Nawaz Sharif
 University of Agriculture, Multan

SCHEDULE
THE FIRST STATUTES
(See Section 32)

FACULTIES

1. (1) The University shall include the following Faculties, Offices and Directorates as well as such other Faculties, Offices, Directorates as may be prescribed:
- (i) Faculty of Agriculture & Environmental Sciences;
 - (ii) Faculty of Basic / Natural Sciences;
 - (iii) Faculty of Agricultural Engineering and Technology;
 - (iv) Faculty of Veterinary & Animal Sciences
 - (v) Faculty of Social Sciences & Humanities;
 - (vi) Faculty of Food and Home Sciences;
 - (vii) Office of Research Innovation & Commercialization (ORIC); and
 - (viii) Directorate of Advanced Studies.


(2) There shall be a Board of each Faculty which shall consists of the members as provided under Section 24 of the Act.

DEAN

2. (1) There shall be a Dean of each Faculty who shall be the Chairman and Convener of the Board of Faculty.
- (2) The Dean of each Faculty shall be appointed by the Chancellor from amongst the three senior most Professors in the Faculty for a period of three years and shall be eligible for re-appointment.
- (3) The Dean shall present candidates for admission to degree (except Honorary Degree) in the courses falling within the purview of the Faculty.
- (4) The Dean shall exercise such administrative and academic powers as may be delegated to him.

TEACHING DEPARTMENTS AND CHAIRMAN

3. (1) There shall be a Teaching Department for each subject or a group of subjects, as may be prescribed by Regulations, and each Teaching Department shall be headed by a Chairman.
- (2) (a) The Director of a Division/Institute shall be appointed by the Syndicate on the recommendations of the Vice Chancellor from amongst the three senior most Professors in the Division/Institute for a period of three years and shall be eligible for re-appointment.
- (b) The Chairman of a Teaching Department of a Faculty or a Division shall be appointed by the Syndicate on the recommendations of the Vice Chancellor from amongst the three senior most Professors of the Teaching Department of the Faculty or


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Muhammad Nawaz Shareef
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the Division, as the case may be, for a period of three years and shall be eligible for re-appointment;

Provided that in a Teaching Department of a Faculty or a Division, where there are less than three Professors, the appointment shall be made from amongst the three senior most Professors and Associate Professors in that Department;

Provided further that in a Teaching Department of a Faculty or a Division in which there is no Professor or Associate Professor, no such appointment shall be made and in such a case the Teaching Department shall be looked after by the Dean of the Faculty or the Director of the Division, as the case may be, with the assistance of the senior most teacher of that Department.

(3) The Chairman of Department shall plan, organize and supervise the work of the Department and shall be responsible to the Dean for work of his Department.

BOARD OF STUDIES

4. (1) there shall be a separate Board of Studies for each subject, as may be prescribed by Regulations.

(2) Each Board of Studies shall consists of-

- (i) all the teachers of the Department concerned;
- (ii) one expert to be appointed by the Dean; and
- (iii) minimum three and maximum five nominations on each Board of Studies would be made from the representatives of industry, Government and NGOs by the respective faculty Board.


(3) The term of office of Members of the Board of Studies, other than ex-officio members, shall be 3 years.

(4) The quorum for meetings of the Board of Studies shall be one-half the number of members, a fraction being counted as one.

(5) The Chairman of the University Teaching Department concerned shall be the Chairman and Convener of the Board of Studies. Where in respect of a subject there is no University Teaching Department the Chairman shall be appointed by the Syndicate.

(6) The function of the Board of Studies shall be:

- (a) to advise the authorities on all academic matters connected with instruction, publication, research and examination in the subject or subjects concerned;
- (b) to propose curricula and syllabi for all degree, diploma and certificate courses in the subject concerned;
- (c) to suggest a panel of names of paper setters and examiners in the subject or subjects concerned; and
- (d) to perform such other functions as may be prescribed by Regulations.


Registrar
Muhammad Naveed Sharif
University of Agriculture, Faisalabad

**MNS-UAM
CONTRACT APPOINTMENT STATUTES
2014**



**MUHAMMAD NAWAZ SHARIEF UNIVERSITY OF
AGRICULTURE, MULTAN**

MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE,
MULTAN

PROPOSED CONTRACT APPOINTMENT STATUTES

1. The statutes may be called "The Muhammad Nawaz Shareef University of Agriculture, Multan Employees Contract Appointment Statutes 2014."
2. Notwithstanding anything contained therein, all instructions, and later on issued by the Punjab Government shall have the same force of law and shall be effective from the date of notification after adoption by the University Syndicate.
3. This statute will be enforced from the date of approval by the Chancellor of the University.
4. "University" means the Muhammad Nawaz Shareef University of Agriculture, Multan.

POLICY GUIDELINES

I. DETERMINATION OF POSTS TO BE FILLED ON REGULAR OR CONTRACT BASIS:

In order to determine as to whether various categories of posts should be filled on regular or contract basis, the appointing authority shall decide and accord approval.

FIXATION OF TERMS AND CONDITIONS FOR CONTRACT APPOINTMENTS:

- (i) The terms and conditions of contract shall be settled by the Syndicate in accordance with the provisions of the guide lines where appointment is made in prescribed scale of the post.
- (ii) Where the appointment is made on a pay package other than the Basic Pay Scales, the terms and conditions for appointment shall be settled by the Syndicate.
- (iii) In all contracts, it shall be clearly be provided that the services of the contract employees are liable to be terminated on one month's notice or one month's pay in lieu thereof, on either side without assigning any cause.
- (iv) Comprehensive guides for fixing terms & conditions of contract appointment are given at Statute-12. The Muhammad Nawaz Shareef University of Agriculture, Multan must strictly abide by these guidelines.
- (v) Appointment/service on contract basis shall be non-pensionable.
- (vi) A contract employee shall, under no circumstances, claim conversion of his contract appointment into regular appointment.

2. PAY PACKAGE:

To attract the best human resource available, the policy envisages better pay package for contract appointments. Two broad categories of pay packages that may be offered are described as under:-

Where appointments is made in the prescribed pay scale of the post

- (i) Package of pay and allowances as per pay scale of the posts
- (ii) 30% of the minimum of pay scale as social security benefit in lieu of Pension. (*provided that* the persons who are already retired and getting pension shall not be eligible for this benefit when re-employed on contract).


Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

- (iii) Any ad-hoc/special relief etc. given to the regular University employees shall also be admissible to the contract employees.

Where appointments are made any package other than pay and allowances prescribed under the basic pay scale.

- (i) A package of pay & allowances commensuration the qualification/experience for the job as approved by the Syndicate on the recommendation of the Selection Board shall be offered.
- (ii) Any ad-hoc/special relief etc; given to the regular University employees, shall not be admissible.
- (iii) Annual increment, shall not be allowed unless specifically provided in the pay package.

3. PERIOD OF CONTRACT APPOINTMENT AND EXTENSION IN CONTRACT:

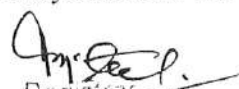
- a) The period of initial contract appointment shall be between 3 to 5 years.
- b) Where the post has been created for a specific period (e.g. Project posts) the period of initial contract appointment shall be 3 years or for which the post has been created, whichever is less.
- c) Contract employee shall not claim extension in his contract appointment as a matter of right.
- d) Extension in contract appointment shall be granted by the Syndicate.
- e) Extension in contract appointments shall not be granted as a matter of routine. The Syndicate shall take into consideration the performance of the contract employee and extension in contract shall only be granted if his performance remained good/very good.
- f) Extension in contract appointment shall generally be granted for a period of 3-5 years and not shall be granted for an indefinite period.
- g) Ban on recruitment shall not be applicable in case of extension in contract period of existing contract employees.
- h) Decision regarding extension in contract appointment must be made by the relevant authority well before expiry of the contract period of an employee.
- i) On expiry of the contract appointment, if no extension is granted, it must be ensured that the contract employee is not allowed to continue. Appointing Authorities concerned and the office of the Treasurer must remain vigilant in this respect and ensure that salaries are not released to a contract employee whose period of contract appointment has expired or whose contract appointment has been terminated.

4. CONTRACT APPOINTMENT TO BE NOT TRANSFERABLE:

Contract appointments shall be post specific and non-transferable. Contract employee shall not under any circumstances, claim any right for transfer from one post to another.

5. MONITORING AND EVALUATION OF PERFORMANCE OF CONTRACT EMPLOYEES:

- a) Appointing / Supervisory Authorities must remain vigilant regarding performance of contract employees. They must monitor their working on regular basis to ensure that inefficient and corrupt elements are not allowed to continue in service.
- b) The performance of contract employees shall be assessed on annual basis by the immediate superior authorities on the prescribed proforma at Annexure-1.
- c) The decision regarding extension in contract appointment shall be made by the Syndicate on the basis of the Performance Evaluation Report of the contract employee.


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Muhammad Naveed Sharif
University of Agriculture, Multan

6. TERMINATION OF CONTRACT APPOINTMENT:

- I) Contract appointment is liable to be terminated on one month's notice or one month's pay in lieu thereof on either side without assigning any cause.
- II) Contract appointment should generally not be terminated before expiry of the contract, unless it is clearly determined that performance of a contract employee is unsatisfactory or he is guilty of inefficiency, misconduct or corruption.

POLICY FRAMEWORK FOR REGULAR UNIVERSITY EMPLOYEES WHO ARE APPOINTED ON CONTRACT BASIS:

1. Eligibility:

- I. A confirmed Regular University employee is eligible to apply for appointment on contract basis against a post in connection with the affairs of the Province in an administrative department attached department/office/institution, autonomous body, corporate body etc. set by the Government of Punjab.
- II. Before applying for such an appointment, a civil servant/University Employee must be obtain prior approval of his appointing authority.
- III. A civil servant/University Employee, retired on superannuation or earlier on any grounds, shall not be eligible for appointment on contract basis after 63 years of his/her age.

2. Pay and Allowances:

A confirmed employee of University / Civil servant when appointed on contract shall draw pay and allowances as per terms and conditions of the contract. During his contract appointment he shall not be entitled to claim any protection of the pay last drawn by him against his substantive post.

3. Terms and Conditions of Contract:

- i. Contract appointment of an employee of University/civil servant shall be governed by the terms and conditions as provided in the contract.
- ii. An employee of the University/civil servant when appointed on contract against any post shall not be ordinarily entitled to claim any benefit as allowed to the University employee, under any rules, unless such rules are specifically applicable to him under the terms and conditions of his contract.

4. RETENTION OF LIEN:

A contract employee of University/civil servant when appointed on contract basis against any government post in connection with the affairs of the government shall retain his lien against his original substantive post.

5. PENSION FOR THE PERIOD SPENT ON CONTRACT:

Period spent on contract basis shall not be counted towards pension.

6. PAY FIXATION ON REPATRIATION TO ORIGINAL SUBSTANTIVE POST:

On return from contract appointment to his original substantive post, the pay of an employee of University shall be fixed by adding the annual increments for the period spent on contract, provided that no arrear on account of re-fixation of pay or increment shall be admissible.

7. SENIORITY AND PROMOTION IN THE ORIGINAL CADRE:

- a) Where University employee, during the period of contract appointment becomes due for promotion in his own cadre of service, shall be deferred for promotion and shall only be eligible for consideration for promotion on his return from the contract appointment.
- b) Where University employee is promoted on his return from contract appointment, shall not be eligible for grant of proforma promotion. However he shall be allowed to retain his original seniority in his cadre.

8. WHERE CONTRACT APPOINTMENT CONTINUES BEYOND 5 YEARS:

- a) The name of such University employee shall be removed from the separate static list. He shall have no claim for promotion or to seniority to seniority over any junior who may have been promoted during the period spent on contract beyond 5 years.
- b) His name shall be brought back on the seniority list only after he resumes duty.
- c) On return, his seniority shall be determined after deducting the period he remained on contract beyond 5 years.
- d) On his promotion, he will not regain his original seniority.
- e) The period spent on contract basis, against an equivalent or a higher post in the cadre, shall count towards experience for the purpose of promotion in the cadre, on repatriation from contract appointment.

9. DISCIPLINARY PROCEEDINGS:

If University employee is found to be inefficient or guilty of misconduct or corruption during the period of his contract appointment, shall be liable to be proceeded against under the prevailing disciplinary law/rules of the University, in addition to the termination of his contract appointment.

10. TERMINATION OF CONTRACT:

Contract appointment of University employee may be terminated as per terms and conditions of his contract, without assigning any reason. On termination of contract, such University employee shall immediately report to parent department/organization.

11. CONTRIBUTION TOWARDS GENERAL PROVIDENT FUND:

A University employee when appointed on contract basis shall not contribute towards G.P Fund.

A University employee when appointed on contract basis shall contribute towards benevolent fund and Group Insurance as per prevailing rules. The rate of contribution of benevolent fund/Group Insurance will be the same as was applicable in him against his substantive post just before appointment on contract basis. He will also be entitled to the benefits admissible under the Benevolent Fund and Group Insurance rules applicable to him.

12. GUIDE LINES FOR FIXING TERMS AND CONDITIONS OF CONTRACT APPOINTMENTS:

(i) Pay package:

Where appointment is made in the prescribed pay scale of the post

- a. Package of pay and allowances as per pay scale of the post.
- b. 30% of minimum of pay scale as social security benefit in lieu of pension

Provided that persons who are already retired and getting pension shall not be eligible for this benefit.

Handwritten signatures and initials are present at the bottom of the page, including a large signature that appears to be 'Sjivas' and another signature to its right.

- c. Any ad-hoc/special relief etc. given to the regular University employee shall also be admissible to the contract employees.
- d. Annual increment as per pay Scale of the post.

(a) Where appointment is made on the pay package other than the pay and allowances prescribed under the basic pay scales.

- a. A pay package and allowances as approved by the Syndicate on recommendations of the Selection Committee keeping in view the specific requirements including qualification, experience etc. of the job.
- b. Any ad-hoc/special relief etc. given to the regular employee of the University shall not be admissible.
- c. Annual increment shall not be allowed unless specifically provided in the pay package.

(ii) Medical fitness certificate:

The selected candidates will appear before the competent Medical Officer as per direction of the appointing authority for medical examination and on having been declared medically fit he will be able to join service.

(iii) Tenure:

The contract shall be generally for a period of 3-5 years from the date of joining. However, the period of contract appointment may be curtailed in the following cases:-

- a) Where the post exists for a lesser period e.g. "Project Post"
- b) Where the tenure of the post is fixed as per provision of law.
- c) Where a person is re-employed as per provision of re-appointment policy.

(iv) Pension:

Appointment/service on contract basis shall be non-pensionable.

(v) CONTRIBUTORY/G.P FUND:

- a) The employee shall not pay any pension or Contributory Provident Fund.
- b) The employee shall also not contribute to General Provident Fund.

(vi) CONTRIBUTION TOWARDS GROUP INSURANCE/BENEVOLENT FUND:

- a) The contract employee shall contribute towards Group Insurance and Benevolent Fund.
- b) An employee of the University employed on contract shall contribute towards Group Insurance and Benevolent fund as per rules.

(vii) LEAVE:

- a) Casual leave not exceeding 24 days per year shall be admissible. More than 10 days leave at one time shall not be allowed.
- b) 90 days maternity leave with pay (in case of female employee only) once in the tenure of 5 years shall be admissible.


Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

- c) Leave on medical grounds without pay shall be admissible for 3 months on production of medical certificate by a competent authority as per Punjab Medical Attendance Rules 1959. However, if medical leave continues beyond 3 months, his contract shall be liable to be terminated.
- d) The person appointed against non-vacational post shall earn 10 days leave per year to be availed by him during the tenure.
- e) Hajj leave for 45 days with full pay may be allowed to contract appointee once during the tenure of 5 years. Further Hajj Leave during the extended period of contract appointment shall generally not be granted. However, the competent authority may allow 30 days Hajj Leave under special circumstances for the 2nd time, but such leave shall be without pay.
- f) Leave for Umra up to 15 days without pay may be allowed to the contract appointee once during his tenure.
- g) Special leave (1) A female contract employee, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.
 - (2) Such leave shall not be debited to her leave account.
 - (3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

(viii) MEDICAL FACILITIES:

Medical facilities as admissible to the regular employees of his scale under the rules.

(ix) TRAVELLING ALLOWANCE/DAILY ALLOWANCE:

- a) TA/DA as applicable to the regular employees of his scale under the rules
- b) Where a person is appointed on a package other than normal pay scale, TA/DA will be admissible as provided in the pay package.

(x) TRANSFER/POSTING:

The contract appointment shall be post specific and non-transferable. Contract appointee shall not under any circumstances claim any right for transfer from one post to another.

(xi) NO RIGHT OF REGULAR APPOINTMENT:

Contract appointment shall not confer any right of regular appointment nor shall such appointment be regularized under any circumstances.

(xii) TRAINING:

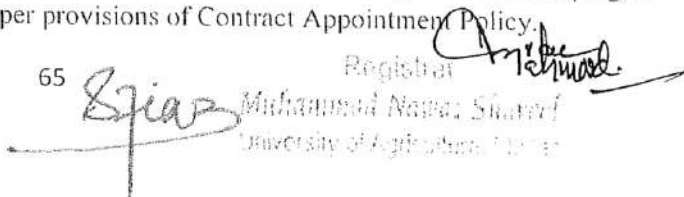
The contract appointee shall have to undergo essential training program, as may be prescribed.

(xiii) MONITORING AND EVALUATION OF PERFORMANCE OF CONTRACT EMPLOYEES:

The performance of the appointee shall be assessed/evaluated on regular basis keeping in view his efficiency and conduct as per provisions of Contract Appointment Policy.

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Registrar
Muhammad Naveed Shaukat
University of Agriculture, Faisalabad



(xiv) APPOINTMENT ON THE BASIS OF FORGED/BOGUS DOCUMENT:

If, at any stage, it is discovered that the person appointed on contract had obtained the appointment on the basis of forged/bogus documents or through deceit by any means, the appointment shall be considered to be void ab-initio and shall be liable to refund all amounts received from the University as a consequence of appointment in addition to such other action as may be taken against him under the law.

(xv) RECOVERY OF LOSS CAUSED TO THE UNIVERSITY:

Recovery of any pecuniary loss caused to the employer shall be affected from the joining of the contract employee.

(xvi) PERFORMANCE OF DUTIES:

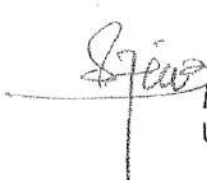
The employee shall be liable to perform duties, in public interest, as may be entrusted to him by the competent authority from time to time.

(xvii) INTERPRETATION OF THE TERMS AND CONDITIONS:

The interpretation of the terms and conditions and the decision of the competent authority in behalf shall be final.

(xviii) TERMINATION OF CONTRACT:

Contract appointment shall be liable for termination on one month's notice or on payment of one month's notice from either side without assigning any cause.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

CONFIDENTIAL

FOR ALL CATEGORIES OF CONTRACT APPOINTMENTMUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE, MULTAN


PERFORMANCE EVALUATION REPORT

_____ Department

Period: From _____ to _____

PART-1

1	Name(in block letters) with Father's name_____
2	Date of birth_____
3	Domicile_____
4	Basic Pay Scale_____
5	Post held during the period_____
6	Academic/Professional qualifications_____
7	Period served_____
8	Signature of the official reported upon with date_____



 Registrar

 Muhammad Nawaz Shareef

 University of Agriculture, Multan

TENURE TRACK STATUTES-2017

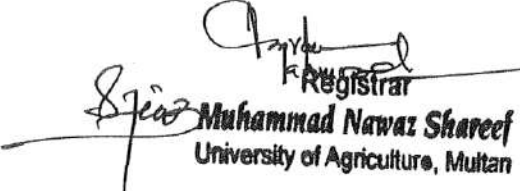
MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE, MULTAN

1. SHORT TITLE AND COMMENCEMENT

- A. These Statutes may be called the Muhammad Nawaz Shareef University of Agriculture, Multan Tenure Track Process Statutes.
- B. They shall come into force with effect from the date that they are approved by the Chancellor, Muhammad Nawaz Shareef University of Agriculture, Multan.

2. DEFINITIONS

- A. The definitions as given in the Muhammad Nawaz Shareef University of Agriculture Service Statutes will apply to these Statutes.
- B. Regular Faculty Member: Is an Assistant Professor, Associate Professor or Professor who has been regularly appointed against the said position in accordance with the rules of the MNSUAM.
- C. Experts: Experts in the relevant field would be academicians and researchers of eminence in the relevant disciplines from institutions of repute preferably in technologically advanced countries.
- D. Publications: For the purpose of appointments on Tenure Track System (TTS) only Higher Education Commission (HEC) recognized publications shall be considered.
- E. Scrutiny Committee: Shall consist of:
 - a. The Registrar
 - b. Dean of the Faculty concerned.
 - c. Chairman of the Department concerned
 - d. One subject specialist nominated by the Vice-Chancellor
- F. Syndicate – means the Syndicate of the MNSUAM University.
- G. Technical Review Panel (TRP): A Technical Review Panel would be a panel of at least three experts in the relevant field chosen by the Vice-Chancellor from the lists of experts of eminent international academicians and researchers, drawn only from technologically advanced countries. This list must be recommended by Departmental Board of Studies.
- H. Tenured Faculty: Is a faculty member who has successfully completed his/her probationary period and got permanent tenure.
 - a. Departmental Tenure Review Committee (DTRC): The committee shall consist of all Tenured Faculty members of the department. The Chairman of the department will be head of the DTRC.
 - b. Till such time as there are less than five Tenured Faculty members, the committee shall consist of:
 - 1. All Professors of the department
 - 2. If the number of Professors in the department is less than five then all the professor and


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Associate Professors shall comprise the committee.

3. If the total number of Professors and Associate Professors is less than 5 then the Vice-chancellor will appoint remaining members from the standing list of experts in that discipline on recommendation of the concerned Dean.
4. Any faculty member whose case is under review in the DTRC will not attend the meeting during the review of his/her case.

3. EXTENT OF APPLICATION

- A. Except as otherwise approved, these Statutes shall apply to all teachers in the positions of Assistant Professors, Associate Professors and Professors in the service of the University whose pay is debit able to the University fund.
- B. These Statutes shall not apply to:
 - a. Any teacher between whom and the University a specific contract or agreement of service subsists.
 - b. Any person in a provincial or federal University or any employee of the Federal or Provincial Government who has been deputed to serve under the University on special terms and conditions.
 - c. Any person associated with the University only as holders of scholarships, fellowship or other kind of stipends.

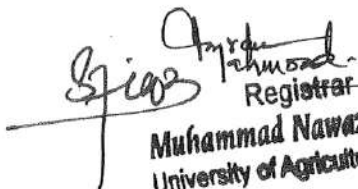
4. POSTS

The posts under the TTS shall be as under:

- A. Assistant Professor
- B. Associate Professor
- C. Professor

5. GENERAL INTRODUCTION

- A. The University may make the following types of appointments of faculty members:
 - a. Temporary appointments
 - b. Tenure Track Appointments:
 1. First Term appointments of Assistant Professors
 2. Second Term (Probationary) appointments of Assistant Professors
 3. Probationary appointments of Associate Professors and Professors.
 4. Tenured Appointments of Associate Professors and Professors
- B. The recommendations for appointments shall be in accordance with the rules and procedures prescribed by the MNSUAM.
- C. Standard Terms and Conditions of appointment shall be framed by the Syndicate.
- D. It is to be understood that appointment of a faculty member on Tenure Track and appointment as a tenured faculty member are two different things. Being on Tenure Track means that one holds promise to be granted permanent tenure. This means that, during the next four years, one has the potential to do good research,


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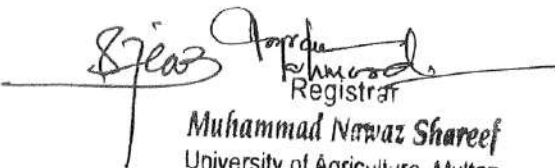
establish a research group and demonstrate research excellence.

In line with this philosophy, it is clarified that only a tenured faculty member can assume responsibility in an administrative capacity of Vice Chancellor. However, a faculty member working under Tenure Track can assume responsibility in an academic administrative position of Director Research, Dean of a faculty and chairman/Head of a Department etc. Regardless of administrative responsibilities, a faculty member on Tenure Track is expected to be actively involved in research. This clause doesn't prevent non-TTS faculty from appointments on the administrative positions.

- E. The seniority of a teacher in each cadre of the University shall be determined on the basis of the date of joining in each cadre irrespective of whether the teacher has joined on BPS or TTS. In case of faculty joining on the same date, seniority shall be determined on the basis of the date of birth.
- F. Any graduate of the University shall not be eligible for appointment on TTS in the same Department of that University where he/she has obtained his/her terminal degree for at least three years following his/her graduation. This condition is relaxed until December 2011, when the matter would be reviewed.
- G. In case Government of Pakistan decides to abolish TTS then those faculty members working in the system as Professors, Associate Professors and Assistant Professors in Tenure or Track would be transferred to BPS in the same cadres.
- H. Total number of appointments on TTS and BPS shall not exceed the number of budgeted positions in a Department/Institute.
- I. As a general rule Assistant Professor/Associate Professor on track/probation, before considered for promotion to the next cadre, must first secure Tenure in their positions in accordance with the prescribed Tenure Track procedures. If a faculty member on tenure track chooses to apply against an advertised TTS/BPS position (before completing his/her track/probation period) in the same university, he/she would be required to resign from the University service before applying for the higher positions. Moreover, if a faculty member on tenure track chooses to apply against an advertised TTS/BPS position, before completion of probation period, he/she can only apply in the same or lower cadre in other universities/DAIs/Research organizations. The relaxation given to existing faculty members (transferred to TTS from BPS) to retain their lien with the BPS positions will be allowed only once during the entire career.
- J. Appointment of a faculty member on TTS shall be deemed continued until the completion of the review process.

6. BASIS FOR APPOINTMENT

- A. **Appointment:** For appointment a candidate should be evaluated in terms of effectiveness in four principal fields:
 - a. Teaching
 - b. Scholarship, research and other creative work
 - c. Service
 - d. Personal characteristics.
- B. **Teaching:** The evaluation of this quality should include:
 - a. A person's knowledge of the field of study.



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- b. Awareness of the latest developments in that field.
 - c. Skill in communicating to students and in arousing their interest.
 - d. Ability to stimulate them to think critically.
 - e. To motivate the students to appreciate the inter-relationship of different fields of knowledge.
 - f. To motivate the students to be concerned with the applications of knowledge to vital human problems.
- C. **Scholarship Research and other Creative Work:** In order to assess the scholarship, research and other creative work of a faculty member, following details will be analyzed:
- a. Has the scholarship research and other creative work of the faculty member made a contribution to the particular field of ~~interest~~.
 - b. Can his achievements be taken to serve as an indication of professional competence?
 - c. What has he published or contributed to other media appropriate to his field.
 - d. Are his achievements reflected in his teaching?
 - e. Number of M. Phil and PhD candidates successfully produced and how many currently being guided.
- D. **Service:** The term Service should include:
- a. Service to the University community in different positions and assignments in addition to class room teaching and guiding the students in research.
 - b. Service to the public at large.
 - c. Service to applicants own profession e.g. time and effort given to professional organizations at the international, national, provincial or local level.
 - d. Service rendered to the local community where the university is located.
- E. **Personal Characteristics:** This category would include:
- a. All traits which contribute to an individual's effectiveness as a teacher, as a leader in a professional area or as a human being.
 - b. The teacher's intellectual depth, mental stability or maturity.
 - c. Vitality and forcefulness to constitute effectiveness.
 - d. A degree of compassion and willingness to cooperate so that the individual can work harmoniously with others while maintaining independence of thought and action.

7. INDICATIVE SOURCES OF INFORMATION FOR CARRYING OUT THE EVALUATION OF A TEACHER:

A. Evaluation of Teaching Abilities:

- a. Consulting colleagues in the candidate's field and those in allied fields.
- b. Seeking out students' opinion. For this purpose, the University must put into position a reliable system for evaluation of courses taught.
- c. Colloquia, seminars etc. given in the Department or elsewhere. For this purpose, the papers read out by the teachers would be relevant.


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- d. Guidance and leadership in student's activities.
- e. Initiation and participation in curriculum development e.g. new courses, new programs etc.
- f. Teaching load at undergraduate and postgraduate level.

B. Scholarship Research and other Creative Work:

- a. Assess published material in terms of its contents and journals in which it has been published.
- b. M. Phil and PhD students produced so far and currently under supervision.
- c. For appointments in Natural, Biological and Social Sciences, ONLY HEC recognized publications will be considered. In case of dispute in the scrutiny committee, the matter shall be referred to a panel of at least two experts in the relevant subject, appointed by the Vice Chancellor.
- d. Evaluate the work that the candidate has done as a consultant.
- e. Take into consideration the papers presented at professional meetings, seminars, conferences, symposia etc.
- f. Specific projects undertaken.
- g. Postdoctoral scholarship is indicative of continuing interest in professional development.
- h. Any other creative work should be assessed in terms of its public presentation and reception.

C. Service:

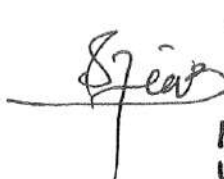
- a. In case of new appointments the judgment of service will depend greatly on the information obtained from letters of recommendations or the record provided by the institution where the person last served.
- b. The Annual Reports of the teacher available in the record of the University administration.

8. SPECIFIC MINIMUM QUALIFICATIONS FOR APPOINTMENT

The qualifications and experience may be revised from time to time in consultation with HEC. To be considered for appointment on TTS, the candidate is required to resign or retire from any position held previously in any public/private institution or organization, except in case that the candidate is incumbent of the MNSUAM.

The qualifications and experience for posts under the TTS shall be as follows:

- A. **Assistant Professor:** To be appointed as Assistant Professor on TTS, the Candidate should possess the following qualifications:
 - a. PhD from a recognized institution
 - b. Excellent written and communication skills to be judged through the university selection process by a written test/seminar/demonstration.
- B. **Associate Professor:** The candidate for the post of Associate Professor should show evidence of knowledge of development in the field of expertise, evidence of research and conscious interest in improving teaching methods. Should possess the following qualifications:
 - a. Ph.D. from a recognized institution in the relevant field
 - b. Six years including at least 4 year post PhD teaching/research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a national or international research organization.
 - c. Ten publications (with at least four publications in the last five years), recognized for the purpose


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of appointment on TTS by HEC.

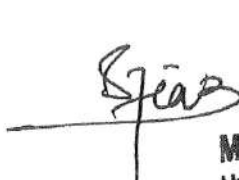
- d. Minimum of nine months continuous postdoctoral research experience from foreign University/Institute in the relevant field or successful supervision (as supervisor) of two PhD thesis or six M. Phil theses, or three M.Phil. plus six M.Sc. thesis where M.Sc. thesis is compulsory and carries a minimum of six credit hours.

C. Professor

- a. A faculty member to be appointed to the rank of Professor is expected to have had an impact on the state of knowledge.
- b. It is expected that the Professor will continue to develop and mature with regard to teaching and research.
- c. Attention should be given to the quality and significance of contribution to the candidate's chosen field.
- d. He/she should be fully conversant with the general problems of University education and its social implications.
- e. To be eligible for appointment as Professor the faculty member is required to have a Ph.D. from a recognized institution in the relevant field.
- f. Eleven years post PhD teaching/research experience in a recognized University or a post-graduate institution or professional experience in the relevant field in a national or international research organization or minimum of 7 years of post-Ph.D. experience with at least 12 years of experience prior to the PhD.
- g. Fifteen publications (with at least five publications in the last five years), recognized for the purpose of appointment on TTS by HEC.
- h. Successfully supervised two PhD OR 10 M.Phil. thesis as supervisor OR have one postdoc experience of nine months duration from a foreign University/Institute. However, candidates coming from R&D organizations, with at least six years of experience, must have produced a PhD OR one patent OR 10 publications above the minimum number required.

9. TEMPORARY APPOINTMENTS

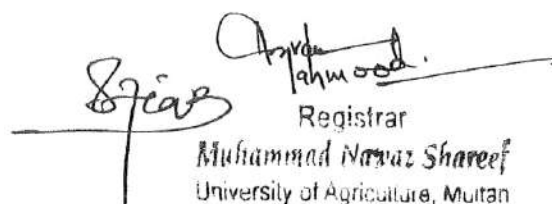
- A. Temporary appointments can be made in the following circumstances:
 - a. To fill the gaps caused by faculty members on leave.
 - b. To fill positions funded by other than Government-appropriated funds.
 - c. An appointment has to be made urgently and normal set procedures cannot be followed.
 - d. Any such appointment would be made following recommendations by DTRC of the Department and Dean of the concerned faculty.
- B. Faculty members on temporary appointments should be appointed initially for a period of one year and such temporary appointee may be reappointed for a second or third year if approved by the Syndicate.
- C. Full time/temporary appointment shall not lead to permanent/tenured position.
- D. Temporary appointments may also be made for
 - a. Postdoctoral fellows working with a research group for a limited period.


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- b. Research Associates working towards their PhD degree.
- E. Lecturer (On Contract): This rank is most appropriate for persons beginning their teaching careers. It should be used by any Department or Faculty which finds it convenient and appropriate to include lectureship within its faculty rankings. It can also be used for persons needed to fill temporary posts under emergency conditions. As with any appointment, the status should be made clear and put in writing at the time of employment.
 - a. Lecturers are appointed with the understanding that they will not be promoted to higher rank. However, lecturers *who earn* PhD degree would be encouraged to apply for higher positions on TTS.
 - b. A person who is primarily a graduate student may not be given a faculty appointment. Such a person may be appointed as a teaching assistant or teaching associate, in accordance with University policies.

10. TENURE TRACK APPOINTMENTS

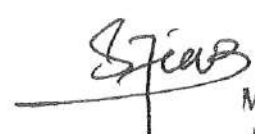
- A. All appointments under the TTS shall be made by the Syndicate on the recommendations of the Selection Board.
- B. The Tenure Track Appointments must serve the needs of the common good of the society in which the University is located. The Tenure Track appointments should:
 - a. Enable the incumbent to have academic freedom to embark upon free search for truth and its free exposition.
 - b. Provide freedom in research.
 - c. Lead to the freedom of the student in learning.
 - d. Provide sufficient degree of economic security to make the profession attractive to men and women of ability.
- C. **The Tenure Track Process** in the case of an Assistant Professor:
 - a. The Tenure Track Process in case of an Assistant Professor would involve an initial term contract appointment of a faculty member for a period of three years.
 - b. This will be followed by second term contract appointment for an additional period of three years on satisfactory performance of mid-term review.
 - c. Tenure decision must be made for an Assistant Professor in the 6th year of the contract appointment.
 - d. If the tenured review for an Assistant Professor is favorable, he/she may be considered Tenured Assistant Professor. In case a vacant post of Associate Professor is not available in the Department, his/her post of Assistant Professor shall be upgraded to Associate Professor.
 - e. The services of a faculty member having tenure shall be terminated only after adequate cause and in accordance with the procedures prescribed by the University for termination of a permanent employee.
 - f. If not given Tenure at the end of the probation, such a person will revert back to his/her substantive appointment in the University, or if he/she has been an employee from outside the University then the services will be terminated upon three months' notice.
 - g. As a general rule, the length of service in the rank of Assistant Professor before being considered for


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promotion to the rank of Associate Professor is six years. However, an Assistant Professor who becomes eligible for Associate Professor may present himself/herself for tenure review after three years. In case of a positive external review he/she may be granted as a Tenure Associate Professorship. In case of an unfavorable external review for Associate Professorship, the person would have to undergo a second review at the end of third year.

D. Tenure Track Process for Associate Professor and Professor

- a. Person appointed on the TTS for the position of Associate Professor or Professor will be on probation for a period of 4 years. However, tenured faculty will not be exempted from probation on promotion from tenured Assistant Professor to Associate Professor and tenured Associate Professor to Professor.
- b. During the 4th year, a Tenure decision must be made for such a faculty member.
- c. If not given tenure at the end of the probationary period, such a person will revert back to his/her substantive appointment in the University or if he/she is an employee from outside the University, then the services will be terminated upon three months' notice.
- d. The services of a faculty member having tenure shall be terminated only for adequate cause and in accordance with the rules framed by the University for permanent employees.
- e. For appointment or promotion to an associate professorship the faculty member is required to have a PhD from a recognized and reputable Institution in the relevant field, with either 6-years post PhD, or minimum of 4-years of post-PhD experience with at least 6 years of experience prior to PhD. (Three years of pre-PhD experience will be counted as one year of post-PhD experience, counting all fractions). The experience to be counted would be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Also required are 10 publications (with at least 4 publications in the last five years), recognized for the purpose of appointment on TTS by HEC, and having produced two PhD or 6 M.Phil. Or three M.Phil. plus six M.Sc. thesis (where M.Sc. thesis is compulsory and carries a minimum of six credit hours) or 9 months continuous postdoctoral research experience from a foreign University/Institute.
- f. As a general rule, the length of probation in the rank of Associate Professor is four years. However, an Associate Professor who becomes eligible may present himself/herself for tenure review after two years. In case of a positive external review he/she may be granted Tenured Associate Professorship. In case of an unfavorable external review for Tenured Associate Professor, the person would have to undergo a second review at the end of the fourth year.
- g. The period between two consecutive reviews shall not be less than one year subject to the favorable external first review. In case of an unfavorable external review, the period between two consecutive reviews shall not be less than two years.
- h. If the review of an Associate Professor for promotion to Professorship is favorable, he/she may be promoted to Professor. In case a vacant post of Professor is not available in the Department, his/her post of Associate Professor shall be upgraded to a Professor.
- i. For appointment or promotion to the rank of Professor, the faculty member is required to have a Ph.D.


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from a recognized and reputable Institution in the relevant field with either 11 years post PhD or minimum of 7 years of post-PhD experience with at least 12 years of experience prior to PhD. Three years of pre-PhD experience will be counted as one year of post-PhD experience, counting all fractions. The experience to be counted would be of teaching/research in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. In addition HEC recognized 15 publications (with at least 5 publications in the last five years), for the purpose of appointment on TTS and have successfully supervised two PhD OR 10 M.Phil. theses as supervisor OR have post doc experience of continuous six months from a foreign University/Institute.

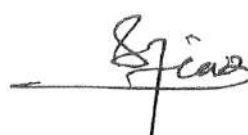

- j. As a general rule, the length of probation in the rank of Professor is four years. However, a Professor with exceptional performance during the probationary period may apply for tenure after two years. In case of a favorable external review he/she may be granted Tenured Professorship. In case of an unfavorable external review for Tenured Professorship, the person would have to undergo a second review at the end of the fourth year.

E. Procedure

- a. All posts under the Tenure Track Scheme should be advertised in the two print media within the country and given on the Internet.
- b. Candidates from within the University and other Institutions within the country and abroad would be free to apply if they fulfill the basic qualifications prescribed in these rules.
- c. The candidates should prepare a comprehensive application dossier that includes letters of reference from eminent academics and researchers in their area of specializations.
- d. The applications must be supported with the copies of HEC recognized publications for the purpose of appointment on TTS.
- e. The dossier of each candidate, other than Assistant Professors, would be sent to an independent Technical Review Panel (TRP).
- f. The lists would be drawn up from amongst eminent international academics and researchers in the relevant field only from technologically advanced countries.
- g. Members of the TRP: a) should not have served as Supervisor/Co-Supervisor of the candidate under review. b) Should not have been a student of the candidate. c) Should not have been a co-author of the candidate on any publication for the last seven years. d) Must have the rank of an Associate Professor or above in a recognized University or equivalent position in a recognized research organization. He/ She also must not have a lower rank than the applicant.
- i. Upon receipt of the recommendation from the Technical Review Panel (TRP), the case will be placed before the Selection Board of the University.

11. UNIVERSITY SELECTION BOARD

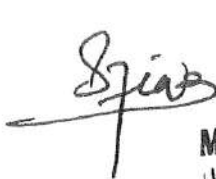
- a. The Selection Board of the University as constituted under the MNSUAM Act will be deemed to be the Selection Board for selection to the TenureTrack.
- b. The Selection Board can make any of the following recommendations on merit:



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- a. Reject the appointment on Tenure Track
- b. Recommend the First Term appointment on Tenure Track at the level of Assistant Professor only for a period of three years.
- c. Recommend the second term appointment of three years for an Assistant Professor after the first review has occurred.
- d. Recommend probationary appointment on Tenure Track at the level of Associate Professor with a final tenure review accruing after a period of four years.
- e. Recommend probationary appointment on Tenure Track at the level of Professor with a final tenure review occurring after a period of four years.
- f. Recommend the grant of Tenure and promotion on the completion of the second term review in case of Assistant Professor, and grant of tenure on completion of the probationary period in the case of Associate Professor and Professor.
- g. Recommend the grant of Tenure and Promotion on successful completion of external review in case of Assistant Professors meeting the minimum requirement of Associate Professor.
- h. Recommend the grant of Tenure to Associate Professors and Professors after two years of probation period and received favorable external review from TRP.
- i. Recommend grant of immediate tenure to those persons who are regularly appointed faculty members of the University and have applied for tenure. These recommendations will only be made by the Selection Board if the TRP has categorically recommended the grant of tenure to such persons. Tenured appointments will be made only on concurrence of the HEC.
- j. Recommend the promotion of Tenured Associate Professor to Professor on successful review from TRP.

12. THE REVIEW PROCESS IN THE CASE OF AN ASSISTANT PROFESSOR APPOINTED ON TENURE TRACK

- a. An Assistant Professor appointed on Tenure Track shall be subject to review as under:
 - a. Annual Review
 - b. Mid Probationary Review at the end of the third year
 - c. Tenure Review
 - a. **The Annual Review:**
 1. Each Assistant Professor appointed on Tenure Track shall be reviewed annually by the Departmental Tenure Review Committee (DTRC), the Dean of the Faculty and the Vice-Chancellor.
 2. Such review shall be forwarded to the University Administration by 30th June each year.
 3. The Vice-Chancellor shall communicate to the faculty member under review any adverse remarks or advice for improvement in areas of weaknesses.
 4. The review shall be done on the basis of the Proforma prepared by the University for carrying out such reviews. Claims mentioned in proforma must be supported with


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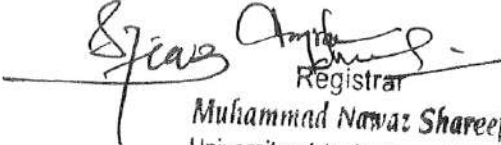
documentary evidences. This Proforma will be filled by the concerned faculty member and after review by the DTRC, countersigned by the Chairperson of the Department, the Dean of the Faculty and transmitted to the University Administration. The Vice-Chancellor will put in his remarks as a second countersigning officer.

b. Mid Probationary Review:

1. The Mid Probationary Review for an Assistant Professor on Tenure Track will take place during the latter part of the third year of appointment.
2. The candidate should prepare a comprehensive application dossier that may include letters of reference from the eminent academics/researchers in his/her area of specialization. The dossier must include CV of the candidate with details of the courses taught, M.Phil and PhD students supervised and under supervision, and details of papers/books that have been written.
3. The dossier must also contain all HEC recognized publications for the purpose of appointment on TTS.
4. While forwarding the dossier of the faculty member seeking the first term review, the Departmental Tenure Review Committee should include its assessment of the teacher in the light of the criteria mentioned in section.
5. The University Administration will forward the comprehensive application dossier to the Technical Review Panel constituted by the Vice-Chancellor from the lists of approved experts in accordance with the procedures of the University.
6. The University will prepare comprehensive guidelines to be sent to the members of the TRP. The guidelines must help the reviewers in identifying the areas of strength and weaknesses of the candidate.
7. On receipt of the written review report of TRP it shall be placed before the Selection Board for a decision.
8. A faculty member cannot be considered for second term appointment if he/she receives a 'Negative' report from the Technical Review Panel.
9. Every person will have some areas of strength and some areas of weaknesses. The Selection Board will identify the areas of weaknesses and the person reviewed will be communicated the negative observations of the Selection Board. The objective would be to bring about improvements in the person reviewed.
10. Where the Selection Board recommends the grant of second three year appointment to an Assistant Professor, the case will have to be put up to the Syndicate for a decision to grant such a person an additional three year appointment on probation.
11. Where the recommendation of the Selection Board is 'unfavorable' the contract of such a person will not be extended.

c. Tenure Review

1. In the 6th year of the Assistant Professor's probationary period, it is mandatory that a full


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review report should be made.

2. The Tenure Review will start with the Departmental Tenure Committee, who shall conduct a thorough review of the person's fitness for tenure following the same procedure as outlined in the mid-probationary review including evaluation by a TRP.
3. The recommendations of the Selection Board shall be put up to the Syndicate for a decision.
4. If awarded, the Tenure shall be effective immediately upon the faculty member's acceptance of the award and joining the University.

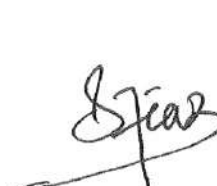
13. REVIEW PROCESS IN THE CASE OF AN ASSOCIATE PROFESSOR OR PROFESSOR APPOINTED ON PROBATIONARY PERIOD

a. Annual Review

- a. There shall be an annual review of the work of an Associate Professor or Professor under the tenure track process. The review shall be done on the basis of the Proforma prepared by the University for carrying out such reviews. Claims mentioned in proforma must be supported with documentary evidences. This Proforma will be filled up by the candidate, and reviewed by the DTRC and countersigned by the Chairperson of the Department, Dean of the faculty and transmitted to the University Administration. The Vice-Chancellor will put in his remarks as a second countersigning officer. The assessment by the DTRC will be based on Students' Evaluation of the teacher, teaching load, M. Phil and PhD students supervised, research papers published. Books published, patents obtained, involvement in University administration in different committees and as indicated in para 6.
- b. The annual evaluation should be forwarded to the University administration and the Vice-Chancellor shall convey the weaknesses and negative remarks to the person concerned with the object of enabling the person in making improvements.

B. Mid Probationary Review:

- a. The Mid Probationary Review for an Associate Professor on Tenure Track will take place during the latter part of the second year of appointment.
- b. The candidate should prepare a comprehensive application dossier that may include letters of reference from the eminent academics/researchers in his/her area of specialization. The dossier must include CV of the candidate with details of the courses taught, M.Phil and PhD students supervised and under supervision, and details of papers/books that have been written.
- c. The dossier must also contain all publications recognized for the purpose of appointment on TTS by HEC.
- d. While forwarding the dossier of the faculty member seeking the first term review, the Departmental Tenure Review Committee should include its assessment of the teacher in the light of the criteria mentioned in section.
- e. The University Administration will forward the comprehensive application dossier to the

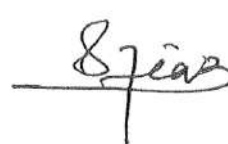

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- Technical Review Panel constituted by the Vice-Chancellor from the lists of approved experts in accordance with the procedures of the University.
- f. The University will prepare comprehensive guidelines to be sent to the members of the TRP. The guidelines must help the reviewers in identifying the areas of strength and weaknesses of the candidate.
 - g. On receipt of the written review report of TRP it shall be placed before the Selection Board for a decision.
 - h. A faculty member cannot be considered for second term appointment if he/she receives a 'Negative' report from the Technical Review Panel.
 - i. Every person will have some areas of strength and some areas of weaknesses. The Selection Board will identify the areas of weaknesses and the person reviewed will be communicated the negative observations of the Selection Board. The objective would be to bring about improvements in the person reviewed.
 - j. Where the Selection Board recommends the grant of second 2nd year appointment to an Associate Professor, the case will have to be put up to the Syndicate for a decision to grant such a person an additional second year appointment on probation.
 - k. Where the recommendation of the Selection Board is 'unfavourable' the contract of such a person will not be extended.

C. Tenure Review

- a. Early in the 4th year of the faculty member's probationary period, it will be mandatory that a full review report should be made.
- b. The comprehensive dossier would be forwarded to a Technical Review Panel constituted under the Rules.
- c. The recommendations of the TRP and the whole dossier would be placed before the Selection Board of the University for a decision. The recommendations of the Selection Board will be placed before the Syndicate for approval.
- d. Where the external Review Panel has not recommended the grant of Tenure, the tenure shall Not be granted.

Sr. No.	Description	Remarks
1.	Self Assessment Report for Annual Increase(for all categories)	Report should reach on completion of each year, in the Human Resource Section.
2.	Mid Term Probationary Review (for Professors and Associate Professors)	Report should reach on completion of two years, in the Human Resource Section.
3.	Mid Term Probationary Review (for Assistant Professors)	Report should reach on completion of three years, in the Human Resource Section.




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4.	Tenure Review (for Professors and Associate Professors)	Report should reach on completion of four years, in the Human Resource Section.
5.	Tenure Review (for Assistant professor)	Report should reach on completion of six years, in the Human Resource Section.

14. TRANSFERRING OF EXISTING FACULTY MEMBERS TO TENURE


TRACK SYSTEM

- a. Existing Lecturers, Assistant Professors, Associate Professors and Professors who are regularly appointed in their respective posts on BPS and are eligible in accordance with these rules can apply for appointment on TTS.
- b. All interested existing faculty members of the University should prepare a comprehensive application dossier which may include letters of reference from eminent researchers in his/her area of specialization, publications recognized for the purpose of appointment on TTS by HEC, details of M. Phil and Ph.D. students supervised
- c. The applications so received will be placed before the Scrutiny Committee to determine the eligibility of the applicant.
- d. The dossiers of the persons, other than for those applying for Assistant Professors, found to be eligible by the Scrutiny Committee will be forwarded to a TRP for opinion along with detailed dossier maintained by the University giving the annual reviews of the teacher concerned.
- e. The opinion of the TRP will be placed before the Selection Board.
- f. The recommendations of the Selection Board shall be placed before the Syndicate for decision.
- g. Where a tenure is not granted, the teacher shall be reverted to the substantive post held by him in the University on BPS before joining TTS.
- h. On selection for Tenure Track, a regular appointed faculty member will be immediately brought on the TTS pay scales.
- i. For existing faculty members, 3 years of pre-PhD teaching at the University will be counted as one year of Post-PhD teaching experience. However, the pre-PhD experience may be counted upto a maximum of (i) 2 years of post-PhD experience for the case of an Associate Professor; (ii) 4 years of post-PhD experience for the case of a Professor. However, the period spent on PhD, up to a maximum of four years, shall not be counted as pre-PhD experience.

15. SABBATICAL LEAVE

A faculty member on tenure track may proceed on Sabbatical Leave to a reputable Post-graduate Institution/R&D Organization for one semester (four and a half months) for every three years of University service on TTS. The leave period shall count towards the TTS probationary period, if applicable.

The existing faculty who opt TTS and will be eligible for sabbatical leave on BPS soon after joining TTS.


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However, the payment during leave should be equivalent to BPS employees. For those existing faculty members who have completed three years of University service on TTS, the payment during leave shall be equivalent to TTS salary.

The period of sabbatical leave will be counted against the probationary period on TTS. Sabbatical leave may not be combined with any other leave.

16. OTHER LEAVES

Faculty members in TTS may avail leaves, except study leave, as per existing rules for BPS faculty. The existing faculty who opted for TTS is allowed to proceed on Post Doctorate as per University rules for the BPS faculty. However, the payment during leave should be equivalent to BPS. This period of Post Doctorate leave, however shall be counted against the probationary period on TTS.

Those faculty members who are directly appointed on TTS cannot avail long leave/sabbatical leave/study leave/deputation or any other leave. However, they could avail leave for Post Doctorate studies up to one year only on completion of at least 3 years University service on TTS. Such faculty members would be required to spend this leave only at reputable International Post-graduate Institution/R&D Organization, recognized by HEC. The payment during leave should be equivalent to BPS salary. This period will be counted towards their probationary period.

The Tenured Faculty could avail all kinds of leave as per rules of the University.

17. RESIGNATION

The faculty members working under TTS are strongly discouraged to resign from TTS. Nevertheless, the existing faculty after joining on TTS can join back on the respective substantive post only if the Tenure appointment is not approved after review. If, in the meantime, a faculty member decides to resign from his/her Tenure Track position, he/she will have no right of absorption back in the University.

If an "existing faculty member" (who has been transferred from BPS to TTS) reverts back to BPS due to unsatisfactory performance under TTS, he/she will not be allowed to rejoin TTS again.

An "existing faculty member" while on TTS cannot revert back to BPS on his/her own accord. The relaxation given to existing faculty members (transferred to TTS from BPS) to retain their lien with the BPS positions will be allowed only once during the entire career.

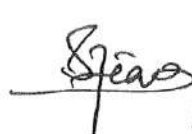

18. TERMINATION OF SERVICE:

A: Termination of Service of Tenured Faculty Members

The services of a faculty member holding tenure shall be terminated only in accordance with the rules of the University applicable to confirmed members of the faculty and in accordance with the procedures prescribed disciplinary rules by the University.

B: Termination of Service of Faculty Members on Tenure Track

If at the end of the tenure track period (i.e. 6 years) for Assistant Professor, or probationary period for Associate Professor and Professor, a faculty member unable to secure the tenure, his/her services shall be terminated. However, those who have permanent service with MNSUAM would be reverted back to BPS. All such persons shall not be considered for appointment on TTS again.



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19. FACULTY REMUNERATION AND BENEFITS

- a. Faculty remuneration shall be in accordance with the scales mentioned in annexure-A to the Statutes or as amended by the University from time to time in consultation with the HEC.
- b. The salary scales are all inclusive and no other allowance (PhD allowance, orderly allowance, etc) or benefit will be admissible to the concerned faculty members, except gratuity equal to one month's pay for each completed year of service. For this purpose, the pay would mean the last pay drawn after each completed year of service. However, medical facility will be provided by the University as per BPS scales. If the person is in occupancy of a University residence, the house rent deductions will be at ceiling for requisition of such houses in each BPS grade.
- c. The faculty members appointed under these scales will be subject to annual review of their performance as provided in the TTS statutes.

d. Initial Pay:

The initial pay of the faculty member appointed to a post shall be determined as a sum of basic pay and a maximum of 4 advance increments.

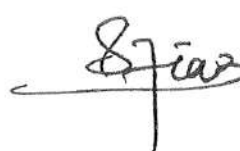
- a. The advance increments shall be based on the following criteria.
 1. Total one increment for publishing 8 papers for Professor and 5 papers for Associate Professor above the minimum requirement, and 3 papers for Assistant Professor as recognized for the purpose of appointments on Tenure Track System (TTS) by Higher Education Commission (HEC).
 2. Total one increment for having Impact Factor + Citation (excluding self-citation) of 100 for Professor, 60 for Associate Professor and 10 for Assistant Professor.
 3. Total one increment for successfully supervising 2 PhDs for Professor, 1 for Associate Professor and 1 for Assistant Professor.
OR
Total one increment for successfully supervising 10 MPhil/MS thesis for Professor, 6 for Associate Professor and 1 for Assistant Professor.
 4. One increment for award for research OR receiving research grants excluding MNSUAM funds.
 5. One increment for community services.
- b. Salary package may change as per HEC decision.

c. Annual Increase

The Syndicate of the MNSUAM is authorized to grant an annual increase in basic pay of TTS faculty members.

d. Determining the date of annual increase for new entrants

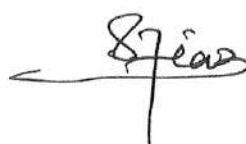

- (a) Those who are employed between January and June may be considered for annual increase with effect from 31st December.
- (b) Those who are employed between July and December may be considered for annual increase with effect from 31st December of the next service year.


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- e. **Procedure for grant of annual increase**
- a. By 15th February each year every faculty member will complete and submit to the respective Department Chairperson/Director of the Institute/Principal of the College a self-assessment report (SAR).
 - b. Completed SAR will be reviewed and verified by the respective Department Chairperson/Director of the Institute or Principal of the College and forwarded with comments to the dean of the respective faculty, Director of division/Vice Chancellor. The Dean/Director of division shall look at the reports from the various departments to ensure parity of assessment methodology and shall forward the reports to the Vice Chancellor after noting his observations. The Vice chancellor will present the reports in a meeting of the Syndicate of the University and any observations and note of dissent in case of his disagreement with the views/assessment of Department/Institute/College Head and/or Dean of faculty/Director of division shall be recorded.
 1. The SAR should contain information about the courses taught, publications/books (published and accepted), research projects in progress and completed, research projects submitted, industrial projects undertaken, details of new courses developed, PhD and MPhil thesis supervised, advisory and administrative services rendered.
 2. Completed report will be verified by the DTRC and forwarded with comments to the Dean of the respective faculty. The Dean shall forward the report to the Vice-Chancellor after noting his observations.
 3. The Vice-Chancellor will make the final decision on assessment of the faculty members and shall forward the reports for record purpose of the Syndicate.
 4. Following allocation of budget to the University the Vice-Chancellor shall recommend to the Syndicate the pay raise, if any, to be granted to the faculty members.

The faculty member shall be entitled to pay raise that may consist of three components.

 - i. One annual increment, subject to the satisfactory performance, determined by the pay scale of the post to which the faculty member is appointed.
 - ii. Performance based pay increment, subject to outstanding performance, determined by an evaluation of the SAR of the faculty member for the previous service year. The performance based pay increments may be based on the factors listed in the annual assessment report. This increment shall be awarded to TTS appointees in each Department/Institute. However, this must be based on quantifiable parameters.
 - iii. Honorarium (one time) to be given shall be based on successful completion of a very special or extra ordinary reason/assignment/service/performance as determined by the Syndicate. An honorarium is applicable only for a particular service year.
 - f. A faculty member appointed under the TTS may not take up any other paid assignment with any other organization, without the approval of the Vice- Chancellor of the MNSUAM.



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GRATUITY AND PENSION FOR TTS FACULTY

- a. Existing faculty members will be entitled to earn pension in accordance with their BPS of the post at the time of retirement. For this purpose pay and post in BPS shall raise on presumptive basis in line with the TTS post.
- b. Existing faculty members who are appointed on TTS after August 25, 2009 and have at least 10 years Government of Pakistan service will be entitled to earn pension.
- c. Existing faculty members will not be entitled to draw annual gratuity.
- d. Faculty members appointed directly on TTS will not be entitled to earn pension.
- e. Faculty members appointed directly on TTS will be entitled to draw annual gratuity equal to one month's pay for each completed year of service. However, they will draw the gratuity at the time of retirement/termination or leaving MNSUAM earlier for another job outside the University.

20. RETIREMENT AGE

The retirement age of the persons on TT will be 60 years.

21. APPEALS

Appeals against decisions of various bodies will be made in accordance with the Rules of the University on the subject.

22. RULES

The MNSUAM Syndicate may frame rules for implementing these Statutes.

23. SALARY SCALE

The Salary Scales for the positions under the Tenure Track System will be as approved by the Finance Division, Government of Pakistan and notified by the HEC.

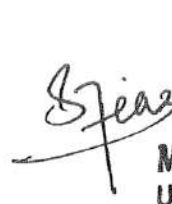
Annexure-1

Post	Salary Package			
	Min	Increment	Maximum	Stages
Professor	292,500	14,300	507,000	15
Associate Professor	195,000	11,375	365,625	15
Assistant Professor	130,000	8,937	264,055	15

(Notified vide HEC No.F.P.2-103/HEC/2014/853, dated 22nd July, 2014)

24. SAVING CLAUSE

Any addition/alteration in the Tenure Track Statutes received from HEC will become the part of these statutes with the approval of the Syndicate..


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Annex - E F

Appendix-E

THE MUHAMMAD NAWAZ SHARIF UNIVERSITY OF AGRICULTURE EMPLOYEES PAY REVISION
STATUTES

1. **Short title, extent and commencement.**— (1) These statutes may be called the Muhammad Nawaz Sharif University of Agriculture Employees Pay Revision Statutes.

(2) They shall apply to all University employees except the following:

- a) University employees paid from contingencies or borne on work charged establishment;
- b) University employees engaged on special terms & conditions of service ;
- c) Any University employee or class of University employees who may be excluded by the Syndicate from the application of these statutes; and
- d) Any person whose whole time is not retained for University service but who is merely paid for work done such as part time teachers and Legal Advisor to the University.

(3) These shall come into force at once.

2. **Definitions.**— In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say—

2.1 **Average pay** means the average monthly pay earned during the 12 complete months immediately preceding the month in which the event occurs which necessitates the calculation of average pay.

2.2 **Compensatory allowance** means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a travelling allowance but does not include a sumptuary allowance nor the grant of a free passage by sea to or from any place outside Pakistan.

2.3 **Competent authority** in relation to the exercise of any power means the Administrative Department concerned of Punjab Government acting in consultation with the Finance Department, or any other authority to which such power may be delegated.

2.4 **Honorarium** means a recurring or non-recurring payment Granted to a university employee from general revenues as remuneration for special work of an occasional character.

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The Vice Chancellor may on his own or on recommendations of any Department Head, Grant Honoraria in a year upto half or one month's basic pay to an employee or to a class of employees for rendering exceptional service or services to the university.

2.5 Officiate—A university employee officiates in a post when he performs the duties of a post on which another person holds a lien. A competent authority may, if it thinks fit, appoint a university employee to officiate in a vacant post on which no other university employee holds a lien.

2.6 Overseas pay means pay granted to a university employee in consideration of the fact that he is serving in a country other than the country of his domicile.

2.7 Pay means the amount drawn monthly by a university employee as:-

- I. the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in a cadre, and
- II. overseas pay, technical pay, special pay and personal pay, and
- III. any other emoluments which may be specially classed as pay by the competent authority.

2.8 Personal pay means additional pay granted to a university employee:-

- (a) To save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (b) in exceptional circumstances, on other personal considerations.

2.9 Presumptive pay of a post, when used with reference to any particular university employee, means the pay to which he would be entitled if he held the post substantively and were performing its duties; but it does not include special pay unless the university employee performs or discharges the work of responsibility, or is exposed to the unhealthy conditions, in consideration of which the special pay was sanctioned.

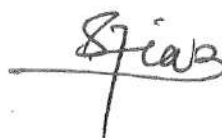
NOTE.-The first part of the definitions is intended to facilitate the use of the term in relation to a university employee who has been absent from a post for some time but still retains a lien on it.


2.10 Special pay means an addition, of the nature of pay, to the emoluments of a post or of a university employee, granted in consideration of

- (a) the specially arduous nature of the duties; or
- (b) a specific addition to the work or responsibility; or
- (c) the unhealthiness of the locality in which the work is performed.

2.11 Subsistence grant means a monthly grant made to a university employee who is not in receipt of pay or leave salary.

2.12 Substantive pay means the pay, other than special pay, personal pay or




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emoluments classed as pay by the competent authority under rule 2.44 (a) (iii), to which a university employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.

Note 1 - Substantive pay includes the pay drawn by a probationer in a post to which he has been appointed on probation.

Note 2 - Substantive pay does not include overseas pay.

2.13 **Technical pay** means pay granted to a university employee in consideration of the fact that he has received technical training in Europe or elsewhere.

2.14 (a) **Time-scale pay** means pay which subject to any conditions prescribed in these rules, rises by periodical increments from a minimum to a maximum.

(b) Time-scales are said to be identical if the minimum the maximum, the period of increment and the rate of increment of the time-scales are identical.

IMPORTANT PROVISIONS OF CIVIL SERVICE RULES (PUNJAB) VOLUME-I

3. The following important provisions of Civil Service Rules (Punjab) Volume-I pertaining to Pay and allowances are applicable on the University employees:-

3.1 DATE OF RECKONING PAY AND ALLOWANCES

Subject to any exceptions specifically made in these rules a university 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 if the charge is transferred before noon of that date, otherwise from the following day, and shall cease to draw them as soon as he ceases to discharge those duties


(See rule 3.21(1) of CSR)

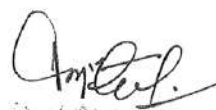
FIXATION OF INITIAL PAY

3.2 The initial substantive pay of a university employee who is appointed substantively to a post on a time-scale of pay is regulated as follows:-

(a) If he holds a lien on a permanent post other than a tenure post, or would hold a lien on such a post had his lien not been suspended:-

(i) when appointment to the new post involves the assumption of duties or responsibilities of greater importance (as interpreted for the purposes of rule 4.13) than those attaching to such permanent post, he will draw as initial pay the stage of the time-scale next above his substantive pay in respect of the old post;




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University of Agriculture, Malak

(ii) When appointment to the new post does not involve such assumption, he will draw, as initial pay the stage of the time-scale which is equal to his substantive pay in respect of the old post, or if, there is no such stage, the stage next below that pay, plus personal pay equal to the difference; and in either case will continue to draw that pay until such time as he would have received an increment in the time-scale of the old post or for the period after which an increment is earned in the new post, whichever is less. But if the minimum pay of the time-scale of the new post is higher than his substantive pay in respect of the old post he will draw that minimum as initial pay.

(iii) When appointment to the new post is made on his own request under Rule 3.19 (a) and the maximum pay in the time-scale of the post is less than his substantive pay in respect of the old post he will draw that maximum as initial pay.

(b) If the condition prescribed in clause (a) are not fulfilled he will draw as initial pay the minimum of the time-scale.

(See rule 4.4 of CSR)

TRANSFER FROM A HIGHER TO A LOWER GRADE OR FROM A HIGHER STAGE TO A LOWER STAGE

3.3 The Authority which orders the transfer of a university employee as a penalty from a higher to a lower grade or post may allow him to draw any pay, not exceeding the maximum of the lower grade or post, which it may think proper.

(See rule 4.11 of CSR)

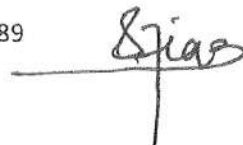
3.4 If a university employee, is on account of misconduct or inefficiency, reduced to a lower grade or post, or to a lower stage in his time-scale, the authority ordering such reduction shall state the period for which it shall be effective and whether, on restoration, it shall operate to postpone future increments and if so to what extent.

(See rule 4.12 of CSR)

PAY OF OFFICIATING UNIVERSITY EMPLOYEE

3.5 Subject to the provisions of rules 4.21 to 4.24 a university employee who is appointed to officiate in a post shall not draw pay higher than his substantive pay in respect of a permanent post, other than a tenure post, unless the post in which he is appointed to officiate is one of those enumerated in the schedule to this rule or unless the officiating appointment involves the assumption of duties and responsibilities of greater importance than those attaching to the post, other than a tenure post, on which he holds a lien or would hold a lien had this lien been not suspended:

(See rule 4.13 of CSR)



DISMISSAL, REMOVAL AND SUSPENSION

3.6 The pay and allowance of a university employee who is dismissed or removed from service cease from the date of such dismissal or removal.

(See rule 7.1 of CSR)

3.7 A university employee under suspension shall remain entitled to the full amount of his salary and all other benefits and facilities provided to him under the contract of service, during the period of his suspension.

(See rule 7.2 of CSR)

3.8 When a university employee who has been dismissed or removed from service, is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty:-

- (a) "if he is honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed or removed and by an order to be separately recorded and allowances of which he was in receipt prior to his dismissal or removal"; or
- (b) "if otherwise, such proportion of such pay and allowances as the revising or appellate authority may prescribe".

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

NOTE- 1: This rule is absolute and unconditional and so the question of lien does not arise in the case of a (university employee who is dismissed from service and reinstated on appeal when the period of unemployment between the date of dismissal and reinstatement is declared by the appellate authority as duty.


Administrative Instruction.-- Post vacated by a dismissed university employee may be filled substantively subject to the condition that the arrangements thus made will be reversed if the dismissed university employee is reinstated on appeal.

NOTE- 2: The "revising authority", as used in this rule includes an authority revising its own orders]

(See rule 7.3 of CSR)

3.9 Leave may not be granted to a university employee under suspension.

3.10 A university employee committed to prison either for debts or on criminal charge should be considered as under suspension from the date of his arrest and should be allowed only those payments as are laid down in Rule 7.2 until the decision of his case by the trial Court, unless,


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however, on being released on bail during the course of trial, the authority concerned reinstates him keeping in view the nature of offence or the grounds for his commitment to prison.

If the university employee is acquitted or is finally released as a result of the decision of his case by the trial Court, an 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 his being acquitted of the blame or, if imprisonment was for debt, of its being proved that the university employee's liability arose from circumstances beyond his control. In other cases, the authority shall decide as to whether any penalty should follow as a result of the decision of the case and if so, he may be punished in accordance with the Rules applicable to him and the punishment should be ordered with retrospective effect from the date of trial Court's order of conviction. If the authority decides not to impose any penalty the university employee shall be deemed to be on extraordinary leave for the period he was unable to perform his functions as a result of his conviction by the trial Court.

(See rule 7.4 & 7.5 of CSR)

INCREMENTS

3.11 An increment shall ordinarily be drawn as a matter of course unless it is withheld. An increment may be withheld from a university employee by a competent authority if his conduct as not been good or his work has not been satisfactory. In ordering the withholding of an increment, the withholding authority shall state the period for which it is withheld, and whether the postponement shall have the effect of postponing future increments.

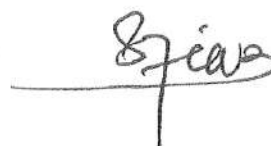
3.12 The following provisions prescribe the conditions on which service counts for increments in a time-scale:-

(a) (i) All duty in a post on a time scale counts for increments in that time-scale.

(ii) Leave other than extraordinary leave counts for increments in the time-scale applicable to the post on which the university employee holds a lien as well as in the time-scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended.

(iii) When a university employee proceeds on leave from a post which he holds in an officiating capacity or from a temporary post, that period of leave, other than extraordinary leave, during which the university employee would have officiated or held the temporary post had he not proceeded on leave, counts towards increments in the time-scale applicable to that post :

Provided that the competent authority, may, in any case in which it is



satisfied that the extra-ordinary leave was taken on account of illness or for any other cause beyond the university employee's control direct that EOL shall be counted for increment under sub clauses (ii) and (iii) of this clause"

(b) Service in another post, whether in a substantive or officiating capacity, and service on deputation count for increments in the time-scale applicable to the post on which the university employee holds a lien, as well as in the time scale applicable to the post or posts, if any, on which he would hold a lien had his lien not been suspended.

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

(See rule 4.7 & 4.9 of CSR)

GRANT OF PRE-MATURE INCREMENT ON APPOINTMENT FROM LOWER TO HIGHER GRADE.

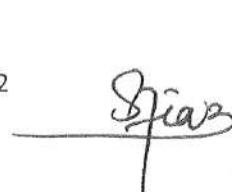
3.13 In case of promotion from a lower to a higher post where the stage in the National Scale of the higher Post, next above the substantive pay in the National Scale of the lower post, gives a pay increase equal to, or less than a full increment, the initial pay in the National Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post.

In the light of foregoing position, the benefit of pre-mature increment is admissible to all Govt. servants / University employees whose promotion / appointment involves assumption of duties and responsibilities of greater importance than those attached to their previous posts in terms of Govt. instructions contained in Govt. of Pakistan, Finance Division (Regulation wing) letter No.F-4(5)-R/4/98 dated 23.05.2001.

PROTECTION OF PAY

3.14(A) In case of a confirmed civil servant or a confirmed university employee, who with the proper concurrence of the competent authority, leaves service under the Federal/Provincial Punjab Government or an University or an autonomous / semi-autonomous organization and seeks absorption/employment on regular basis in the same scale or a higher scale in this University, his pay in the previous scale, with the prior approval of the appointing authority, shall be fixed at a stage in the same scale or a higher scale, if there is no such stage in the higher scale than at a stage next above of his pay in the lower scale.

(B) In case of a confirmed civil servant or a confirmed university employee, who with the proper concurrence of the competent authority, leaves service under the Federal/Provincial Punjab Govt. or an University or an autonomous / semi-autonomous organization and seeks appointment on contract basis in the same scale or a higher scale in this University and on his subsequent appointment on regular basis in this University, his pay in the previous scale will be protected by adding the increments earn during

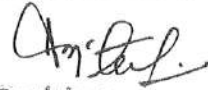

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the period of contract appointment on notional basis with the prior approval of the appointing authority. However, contract period will not count towards pension.

PAY AND ALLOWANCES

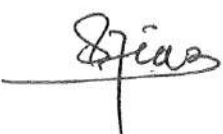
4.1(a) The following Pay Revision Rules and fringe benefits sanctioned by the Punjab Government from time to time shall apply mutatis mutandis to the University employees:-

Serial #	Subject	FD's Notification No. & Date	Appendix No.
01	The Punjab(Non-Gazetted) Civil Services (Pay Revision) Rules, 1972.	FD (SRI)-1-39/70 (Vol. III)- dt:02-06-1972	A-I
02	The Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973.	FD-PR-2-2/72 Dt: 17-12-1973	A-II
03	The Punjab civil Servants Pay Revision Rules, 1977.	FD.PC-2-1/77 Dt: 16-05-1977	A-III
04	Revision of Pay Scales- Scheme of Basic Pay Scales and Fringe Benefits of the Punjab Punjab Government Employees, 1983.	FD.PC.2-1/83 Dt: 25-08-1983	A-IV
05	Revision of Pay Scales and Fringe Benefits of the Punjab Government Employees, 1987.	FD.PC.2-1/87 Dt: 27-07-1987	A-V
06	(i)Revision of Pay Scales and Fringe Benefits of Civil Employees in BS-1 to BS-15 of the Punjab Government (1991). (ii)REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF CIVIL EMPLOYEES IN BS-16 TO BS-22 OF THE PUNJAB GOVERNMENT	FD.PC-2-2/91 Dt: 01-08-1991 FD.PC-2-3/91 Dt: 22-10- 1991	A-VI(A) A-VI(B)
07	Revision of Pay Scales and Fringe Benefits of Civil Employees in (BS1-22) of Punjab Government (1994).	FD.PC-2-2/94 Dt: 18-07- 1994	A-VII


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09	Revision of Basic Pay Scales, Allowances and Pension-2005 of Civil Employees of Punjab Government (BS-1 to 22).	FD-PC-2-1/2005 Dt: 16-07- 2005	A-IX
10	Revision of Basic Pay Scales and Allowances - 2007 of Civil Employees of Punjab Government (BS-1 to 22).	FD-PC-2-1/2007 Dt: 23-07- 2007	A-X
11	Increase in Basic Pay Scales and Allowances - 2008 of Civil Employees of Punjab Government (BS-1 to 22).	FD.PC.2-1/2008 Dt: 11-07-2008	A-XI
12	Revision of Basic Pay Scales, Allowances and Pension - 2011 of Civil Employees of Punjab Government (BS-1 to 22).	FD.PC.2-1/2011 Dt: 11-07-2011	A-XII
13	Revision of Basic Pay Scales and Allowances of Civil Servants of the Punjab Government (2015).	FD.PC.2-1/2015 Dt: 22-07-2015	A-XIII
14	Revision of Basic Pay Scales and Allowances of Civil Servants of the Punjab Government (2016).	FD.PC.2-1/2016 Dt: 18-07-2016	A-XIV
15	Revision of Basic Pay Scales and Allowances of Civil Servants of the Punjab Government (2017).	FD.PC.2-1/2017 Dt: 14-07-2017	A-XV
16	General Principles for Removal of Anomalies-2011	FD.PC.2-1/2001 Dt: 07-10-2011	

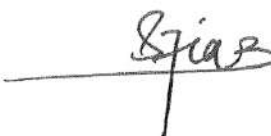
(b) In case of revision of pay scales by the Punjab Government from time to time these shall apply on the University employees on the adoption of the Syndicate.


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 University of Agriculture, Multan

ALLOWANCES

4.2 The following allowances are permissible to the University employees:-

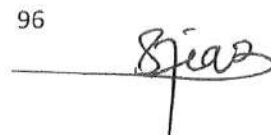
Serial #	Allowances	Admissibility & Rate
01	House Rent Allowance	(i) On such conditions and rates as determined by the Punjab Government from time to time. (ii) House Rent Allowance deduction Tenure Track / Contract / lump sum employees will be made as deduction of total House Rent Allowance plus 5% of basic pay as prescribed in S&GAD.
02	Conveyance Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
03	Medical Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
04	Compensatory Allowances	On such conditions and rates as determined by the Punjab Government from time to time.
05	Qualification Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
06	Deputation Allowance	As per Punjab Government Policy and terms & conditions settled between University and lending authority.
07	Ad-hoc/Special Relief Allowance etc.	On such conditions and rates as determined by the Punjab Government from time to time.
08	Dearness Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
09	Senior Post Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
10	Entertainment Allowance	On such conditions and rates as determined by the Punjab Government from time to time.


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11	Integrated Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
12	Computer Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
13	Senior post Allowance	On such conditions and rates as determined by the Punjab Government from time to time.
14	Additional Charge Allowance	On such rates as determined by the Punjab Government from time to time.
15	Charge Allowance to Dean, HOD, Chairperson, Head of Office/Wing etc.	As per policy of the Government of the Punjab.
16	Overtime Allowance to Drivers, Conductors and Cleaners	As per policy of the Government of the Punjab.
17	Special Conveyance Allowance to Disable Employees	As per policy of the Government of the Punjab.



4.3 The instructions issued by the Finance Department, Govt. of the Punjab regarding up-gradation of various posts, time scale promotion to employees and admissibility of annual increment shall apply mutatis mutandis to the University employees as detailed below:-

Serial #	Subject	FD's Letter No. & Date	Appendix No.
01	Up-Gradation of Clerical Posts	FD.PC.32-7/2007 Dated: 10-09-2007	B-I
02	Up-Gradation of the Posts of Stenographer, Senior Scale Stenographer, Personal Assistant and Private Secretary	FD.PC.14-38/78(Pt.v) Dated: 12-02-2013	B-II
03	Up-Gradation of the Posts of Senior Scale Stenographer and Personal Assistant	FD.PC.14-38/78(Pt.v) Dated: 25-02-2013	B-III
04	Up-Gradation of the Post of Qasid from BS-2 to BS-3 and Daftri from BS-2 to BS-4	FD.PC.39-14/77(Pt.IV)APCA/2008 Dated: 01-01-2016	B-IV
05	Up-Gradation of the Posts of Junior Clerk, Senior Clerk, Assistant/Head Clerk and Superintendent	FD.PC.39-14/77(Pt.IV) (APCA/2008)(Provt.) Dated: 04-01-2016	B-V
06	Time Scale Promotion To Employees in BS-5 to Bs-16	FD.PC.39-14/77(Pt.IV) (APCA/2008)(Provi.) Dated: 04-01-2016	B-VI


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07	Clarification- Time Scale Promotion To Employees in BS-5 to Bs-16	FD.PC.39-14/77(Pt.IV) (APCA/2008)(Provl.) Dated: 04-04-2016	B-VII
08	Time Scale Promotion To Employees in BS-01 to Bs-04	FD.PC.39-14/77(Pt.IV) (APCA/2008)(Provl.) Dated: 21-06-2017	B-VIII
09	Time Scale Promotion to Incumbents of All Promotion/Non-Promotion Posts in BS-5 to BS-15 Where None or Only One Time Promotion in the Entire Service is Prescribed in the Rules	FD.PC.40-80/2015 Dated: 26-07-2017	B-IX
10	Removal of Anomalies Due to Revision of Pay Scales in 2005	FD.PC.2-1/2005 Dated: 16-01-2007	B-X
11	Admissibility of Increments Beyond the Scope of Pay Scales	FD.PC.2-2/2012 Dated: 14-01-2013	B-XI
12	Admissibility of Annual Increment Beyond the Scope of Pay Scales(Above Ceiling)	FD.PC.40-18/2014 Dated: 04-03-2016	B-XII
13	Annual Increment As On 01-12-2015	FD.PC.10-1/78(Pt.II) (846/14) Dated: 02-11-2016	B-XIII
14	Revision of the Rates of Allowances	FD.SR-1/9-28/2016 Dated: 18-07-2016	B-XIV
15	Promotion of the Posts of Lower Grade Employees	FD.PC.39-14/77(Pt.IV) (APCA/2008) Dated: 17-06-2014	B-XV
16	Moving One Scale Up of Employees of BS-01 to BS-04 w.e.f 01.07.2007	FD.PC.2-2/2014 Dated: 18-07-2014	B-XVI
17	Up-Gradation of Different Posts	FD.PC.40-80/2015 Dated: 26-07-2017	B-XVII

4.4 The Syndicate may make broadly additions/alterations in these statutes in conformity with the Punjab Government Rules and instructions issued from time to time on the subject.



 Director General
 Punjab Government
 Chandigarh

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
NOTIFICATION
The 2nd June 1972

No. FD (SRI)-1-39/70 (Vol. III)—In exercise of the powers conferred by Clause 2 of Article 221 and Articles 222 of the Interim Constitution of the Islamic Republic of Pakistan, the Governor of the Punjab is pleased to make the following rules providing for the revision of pay in respect of non-gazetted civil services of the Province of the Punjab and other matters connected therewith, namely:

1. Short title, applications and commencement—(1) These rules may be called The Punjab (non-gazetted) Civil Services (Pay Revisions) Rules, 1972.

(2) They shall have effect from the 1st day of March 1972.

(3) Subject to the provisions of Rule 4, these rules shall apply to all non-gazetted Government servants who are under the rule making authority of the Governor of the Punjab except—

- i. work-charged establishment;
- ii. establishments paid from contingencies; and
- iii. holders of the teaching posts of the Education Department whose revised pay scales have been provided in Government of the Punjab Finance Department's Notification No. F.D. (SRI)-10-7/70, dated the 12th October, 1970 as amended from time to time, and holders of teaching posts of the schools run by the Coal Mines Labour Welfare Organization of the Labour Department provided in Government of the Punjab, Finance Department's notification No.F.D. (SRI) 10-6/71, dated the 14th March, 1972.

2. Definitions—In these rules, unless there is anything repugnant in the subject or contexts:

- a) "Annexure" means annexure appended to these rules;
- b) "consolidated scale" means a scale of pay prescribed under the West Pakistan (non-gazetted) Civil Services (Pay Revision) Rules, 1963;
- c) "existing Government servant" means a non-gazetted Government servant who was in the service of Government on the 29th day of February, 1972 and continued in service after that day;
- d) "Existing pay" means the pay that existing Government servant would have drawn on the 1st day of March, 1972 but for the making of these rules:

Provided that in the case of a post in respect of which it is mentioned in the Schedule that the National Pay Scale includes special pay or the technical pay previously prescribed therefore, the term "existing pay" shall also include such special pay or technical pay, as the case may be;

Provided further that in the case of Government servants who opted to retain the present scales in terms of Rule 9 of the West Pakistan (Non-Gazetted) Civil Services (Pay Revision) Rules 1963, the term "existing pay" shall also include

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the dearness pay and personal pay if any, admissible under rule 9 of the said Pay Revision Rules of 1963;

- e) "Existing pay scale" means the scale of pay to which a Government servant was entitled on the 29th day of February, 1972, in accordance with the rule applicable to him on that day;
- f) "Finance Department" means the Finance Department of the Government of the Punjab;
- g) "Government" means the Government of the Punjab;
- h) "Pay" means the amount drawn monthly by a Government servant otherwise than a special pay, technical pay, personal pay or as an allowance.
- i) "Pay scale" includes a fixed rate of pay;
- j) "National Pay Scales" means the scale of pay specified in Annexure-A.

Note: No addition to or alteration in the National Pay scales shall be made except with the approval of the Governor;

k) "Schedule" means the schedule appended to these rules.

3. Applicability of the National pay scales—(1) Subject to the provisions of rule 4, the National Pay Scales shall apply to all non-gazetted Government servants holding posts, included in the schedules:

Provided that the existing Government servants holding the post of Assistant in the Punjab Civil Secretariat, and office of the Lahore High Court (including circuit in Bahawalpur) and those drawing pay in the consolidated scale of the post of Assistant in the Punjab Civil Secretariat under the instructions contained in the Finance Department's circular letter No. FD-(PC) (1)-63/63 dated the 15th June, 1963, shall, as a special case, allowed to opt for the National Pay Scales No. 11.

(2) If an existing Government servant mentioned in the proviso to sub rule (1) is reverted to a lower post on or after the 1st day of March, 1972, he shall be entitled on subsequent re-appointment to the post of Assistant, to the National Pay Scale No. 10.

4. Right of option—(1) Every existing Government servant shall have the right to opt for the National Pay Scales or existing pay scales.

(2) The option shall be exercised in writing in the Form Annexure "B" and shall be communicated to the Head of the office under whom the Government servant is serving within a period of four months from the date of the notification of these rules; and in the case of post included in the Schedule after the date of notification of these rules within a period of four months of the notification of such inclusion.

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University of Agriculture, Multan

(3) In case an existing Government servant, at the time of notification of these rules, is out of Pakistan or is on leave and has, for some reason not been able to exercise the option, he may exercise the option and communicate it to the Head of his Office within four months of the date of his taking over the charge of his post in Pakistan.

(4) Two identical copies of the option shall be prepared by each existing Government servant concerned; one copy will be returned to him, duly signed by the Head of his office or the latter's nominee, in token of the option having been received and the other copy, also bearing the counter-signature of the head of the office or his nominee, will be pasted in the service book of the Government servant concerned.

(5) If any existing Government servant fails to opt within the period prescribed under sub rules (2) and (3) it will be presumed that he has opted for the National Pay scales.

(6) The option once exercise shall be final.

Explanation I – An existing Government servant can either opt for the National Pay scales or for the existing pay scales. It is not open to him to opt for the National Pay Scales in case of some post or posts and the existing pay scales in the case of other post or posts.

Explanation II – Compensatory allowances and other benefits sanctioned in the Finance Department's letter No. FD (SR-I-39/70 (Vol. III) (A), dated the 2nd June, 1972 shall be admissible only to those existing Government servants who opt for the National Pay scales.

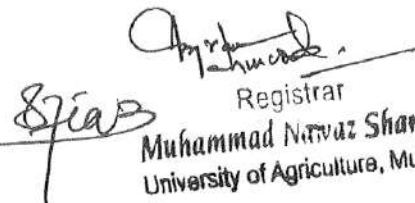
5. Fixation of Pay in the National Pay Scales—(1) The pay of all existing Government servants who do not opt for the existing pay scales shall be fixed in the National Pay scales with effect from the 1st day of March, 1972.

(2) The pay shall be fixed at a stage in the National Pay scales which is equal to or, if there is no such stage, at the stage next above, the aggregate of the following namely:-

- i) the existing pay; and
- ii) an amount of increase, to be determined in accordance with the percentage increase formula given below:

National Pay Scales in which pay is percentage is to be fixed	Percentage increase the existing pay
1 and 2	Forty percent subject to a minimum of Rs. 20 and a maximum of Rs. 40
3 and 4	Thirty percent subject to a minimum of Rs. 20 and a maximum of Rs. 40.
5, 6 and 7	Twenty percent subject to a minimum of Rs. 30 and a maximum of Rs. 60.
8, 9, 10 and 11	Fifteen percent subject to a minimum of Rs. 30 and a maximum of Rs. 60

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12, 13, 14 and 15 _____

Ten percent subject to a minimum of
Rs. 30 and a maximum of Rs. 60

(3) If the minimum of the relevant National Pay Scale is higher than the existing pay of a Government servant plus the percentage increase according to the formula prescribed in sub rule (2) his pay shall be fixed at the aforesaid minimum.

(4) If the aggregates of the existing pay and percentage increase according to the formula prescribed in sub rule (2) exceeds the maximum of the relevant National Pay Scale and the difference shall be allowed as personal pay. The personal pay shall be reduced by any amount by which the pay of the Government servant is increased after the 1st March, 1972 and shall cease to be payable as soon as his pay is increased by an amount equal to his personal pay.

6. Increments in the National Pay Scales—The increments in the National Pay Scales shall fall due on the 1st day of December, following the completion of at least six months service at a stage in the scale--

7. Admissibility of next higher National Pay Scale after reaching the maximum of a lower scale—(1) A Class-IV Government servant, who has reached the maximum of a National Pay Scale, shall be allowed the next higher National Pay Scale with effect from the 1st day of December of the year in which he completes one year of such service, at the said maximum as counts for increments under the rules.

(2) A Class-III Government servant who has reached the maximum of National Pay Scale (lower than the National Pay Scale No. 16) shall be allowed the next higher National Pay Scale with effect from the 1st day of December, of the year in which he completes one year of such service, at the said maximum as counts for increments under the rules, subject to the condition that there is no adverse entry in his annual confidential reports for the last 4 years. If this condition is not fulfilled, he shall wait at the said maximum till he has earned in succession four annual confidential reports without any adverse entry, and his movement to the next higher National Pay Scale shall take effect from the 1st day of December of the year following the year for which he earns the fourth such annual confidential reports.

(3) When a Government servant is allowed to draw pay in the next higher National Pay Scale under sub rule (1) or (2), his pay in the higher scale shall be fixed at a stage equal to the maximum of the lower National Pay Scale and if there is no such stage at the next lower stage with personal pay equal to the difference. The personal pay will be absorbed in future increments.

8. Pay admissible to Apprentices/Stipendiary students—(1) There shall be no special rate of stipend or pay for Apprentices/Stipendiary students. All such persons shall be allowed the minimum of the National Pay Scale of the post to which they would be appointed on successful completion of Apprenticeship/Stipendiary studentship.

(2) The period of apprenticeship stipendiary studentship shall not count towards increments in the National Pay Scale of the post.

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9. Fixation of pay on promotion – (1) In case of promotion from a lower to a higher post, where the stage in the National Pay Scale of the higher post, next above the substantive pay in National Pay Scale of the lower post, gives a pay increase equal to or less than, a full increment, the initial pay in the National Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post.

(2) If by virtue of drawing pay in the National Pay Scale of the higher post at the time of his promotion, he will be allowed one advance increment in that scale with effect from the date of promotion.

(3) All existing rules or orders allowing minimum benefits to the Government servants on promotion from a lower to higher post, in force on the 29th day of February, 1972, shall, with effect from 1st day of March, 1972, cease to be applicable to Government servants drawing pay in the National Pay Scales.

10. Selection Grades – (1) There shall be selection grade in the National Pay Scales:

Provided that the existing Government servants who were drawing pay in the existing selection grade on the 29th February 1972 shall be allowed the appropriate National Pay Scale, on the basis of maximum of the selection grade, in accordance with the scheme of replacement of the Consolidated Pay Scales with the National Pay Scales prescribed in Annexure "A".

(2) The existing Government servants who opt for the existing pay scales shall be entitled to the existing selection grades, subject to the provisions of sub rule (3).

(3) The number of selection grade posts available for the existing Government Servants opting for the existing Pay Scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these rules, on the basis of the total number of the existing Government servants opting of the existing pay scales.

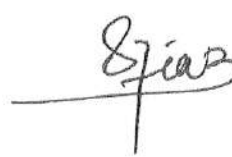
11. Ad hoc Relief—The ad hoc relief sanctioned in the Government of West Pakistan, Finance Department's letter No. 310 (A)-SR-VI/69, dated the 26th February, 1969 as amended from time to time, shall cease to be payable with effect from the 1st day of March, 1972 to the Government servants, to whom these rules apply:

Provided that it shall continue to be payable, as before, to the existing Government servants who opt for the existing scales.

12. Addition to or modification of the Schedule—The Government may, from time to time, add to or modify the Schedule with such conditions as it may deem fit.

13. Relaxation—In case where the operation of these rules causes under hardship to a Government servant, the Government may, for reasons to be recorded in writing relax any of these rules, in his favour.


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ANNEXURE "A"
See Rule 2 (i)

Sr. No.	National Pay Scale	Post to which applicable
1.	2.	3.
		Posts the maximum of the Consolidated scale of which:
1.	100-2-116-EB-3-140	does not exceed Rs.100.
2.	110-3-152-EB-4-160	exceeds Rs.100 but does not exceed Rs.120
3.	120-3-150-EB-5-180	exceeds Rs.120 but does not exceed Rs.140
4.	140-4-170-EB-5-200	exceeds Rs.140 but does not exceed Rs.160
5.	150-6-180-EB-8-220- EB-10-280	exceeds Rs.160 but does not exceed Rs.240
6.	165-8-205-EB-10-255- EB-10 315	exceeds Rs.240 but does not exceed Rs.275
7.	180-10-230-EB-10-280- EB-15 370	exceeds Rs.275 but does not exceed Rs.330
8.	200-12-260-EB-15-335- EB-15 425	exceeds Rs.330 but does not exceed Rs.375
9.	225-15-1300-EB-16-380- EB-20-480	exceeds Rs. 375 but does not exceed Rs. 430
10.	250-18-340-20-EB-440- EB-20-540	exceeds Rs. 430 but does not exceed Rs. 490
11.	275-20-375-EB-20-475 EB-25-600	exceeds Rs. 490 but does not exceed Rs. 550
12.	300-20-400-EB-25-525 EB-25-650	exceeds Rs. 550 but does not exceed Rs. 600
13.	325-25-450-EB-25-575 EB-25-700	exceeds Rs. 600 but does not exceed Rs. 650
14.	350-25-475-EB-25-600 EB-30-750	exceeds Rs. 650 but does not exceed Rs. 700
15.	375-25-500-EB-30-650 EB-35-825	exceeds Rs. 700

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ANNEXURE - "B"
[See RULE 4 (2)]

I, _____ opt/do not opt for the National Pay Scales introduced by the Punjab (Non-gazetted) Civil Services (Pay Revision) Rules, 1972.

I fully understand that the option once exercised is final.

Signature

Name in block letters _____
Father's name _____
Designation _____
Branch/Section _____
Office/Department _____

Dated _____

Attested

Signature
Designation (Stamp of the Head Office)

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Signature
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Appendix A-II

NOTIFICATION
The 17th December 1973

No. FD-PR-2-2/72—In exercise of the powers conferred by Article 241 of the Constitution of the Islamic Republic of Pakistan the Governor of the Punjab is pleased to make the following rules, namely:

**THE PUNJAB (GAZETTED) CIVIL SERVICES
PAY REVISION RULES, 1973**

1. Short title, application and commencement (1) These rules may be called the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973.

(2) Subject to the provisions of rules 4 and 5, they shall be deemed to have come into effect from the 1st day of March, 1972.

(3) Subject to the provisions of rules 4 and 5, they shall apply to all gazetted Government servants holding posts specified in the Schedule and serving in connection with the affairs of the Province of the Punjab, except the holders of teaching posts of the Education Department whose revised pay scales have been provided in the Government of the Punjab, Finance Department Notification No. F.D.(SRI-10-7/70(A), dated the 12th October, 1970, as amended from time to time.

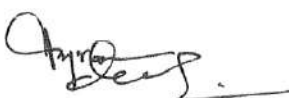

2. Definitions-- In these rules, unless there is anything repugnant in the subject or context;

(a) "Annexure" means an annexure appended to these rules;

(b) "Consolidated Scale" means a scale of pay prescribed under the West Pakistan (Gazetted) Civil services (Pay Revision) Rules, 1964;

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University of Agriculture, Multan

Punjab Estacode 2007

- (c) "Existing Government Servant" means a Government servant who was in gazetted service of Government on the 29th day of February 1972 and continued in service after that date;
- (d) "Existing pay" means the pay that an existing Government servant would have drawn on 1st day of March, 1972 or the date with effect from which he opts for the National Pay Scale Pay Scales, as the case may be;

Provided that in the case of a post in respect of which it is mentioned in the Schedule that the National Pay Scale Pay Scale includes special pay or technical pay previously prescribed therefore, the term "existing pay" shall also include such special pay or technical pay, as the case may be;

Provided further that in the case of Government servants who opted to retain in the present scales, as defined in rule 2 (i) of the West Pakistan (gazetted) Civil Services (Pay Revision) Rules, 1964, the existing pay shall also include the dearness pay admissible under rule 15 of the said Rules;

- (e) "Existing pay scale" means the scale of pay to which a Government servant was entitled immediately before 1st day of March, 1972 or the date with effect from which he opts for the National Pay Scale Pay Scales in accordance with the rules applicable to him before that date;
- (f) "Finance Department" means the Finance Department of the Government of the Punjab.
- (g) "Government" means the Government of the Punjab;
- (h) "Government servant" means a Government servant in the gazetted service of Government;
- (i) "Pay" means the amount drawn monthly by a Government servant otherwise than as special pay, technical pay, personal pay, overseas pay, teaching pay or as an allowance;
- (j) "Pay scale includes a fixed rate of pay"
- (k) "National Pay Scales means the scales of pay specified in Annexure "A".
- (l) "Schedule" means the Schedule appended to these rules.

3. *Applicability of the National Pay Scale*—Subject to the provisions of rule 4, National Pay Scale shall apply to all Government servants holding posts specified in the Schedule.

4. *Right of option*—(1) (a) Every existing Government servant shall have the right to opt for the National Pay Scales or his existing pay scale.

(b) An existing Government servant opting for the National Pay Scales may opt for these scales with effect from the 1st March, 1972 or any date there after up to and including the 28th February, 1974;

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(2) The option shall be exercised in writing in the Form Annexure "B" and shall be communicated to the Audit Officer under registered cover (Acknowledgment due within a period of four months from the publication of the notification due within a period of four months from the publication of the notification of these rules and in the case of posts included in the Schedule after the date of publication of notification of these rules, within a period of four months from the publication of such inclusion).

(3) In case an existing Government servant, at the time of the notification of these rules, is out of Pakistan, or is on leave, and has, for some reason, not been able to exercise the option, he may exercise the option and communicate it to the Audit Officer within four months from the date of his taking over the charge of this post in Pakistan.

(4) If any existing Government servant fails to opt for existing pay scales or National Pay Scales within the period prescribed in sub-rules 2 and 3, it will be presumed that he has opted for the National Pay Scales with effect from the 1st March, 1972.

(5) The option once exercised shall be final.

Explanation-1 An existing Government servant can either opt for the National Pay Scale or for the existing pay scales. It is not open to him to opt for the National Pay Scales in the case of some post or posts and the existing pay scales in the case of their post or posts.

Explanation-II Compensatory allowances sanctioned in the Finance Department's letter No.F.D.PR-2-2/72(A), dated the 17th December, 1973 shall be admissible only to those existing Government servants who opt for the National Pay Scales.

(6) The existing Government servants, who do not opt for the National Pay Scales, shall continue to be governed by the rules, orders, etc. regarding scales of pay allowance etc., that would have been applicable to them but for the making of these rules.

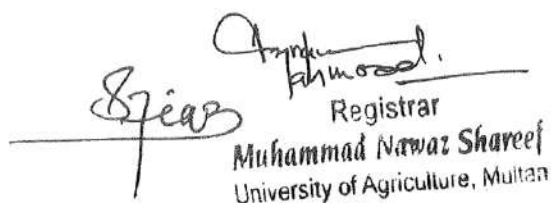
5. *Fixation of pay in the National Pay Scales*-(1) Subject to the provisions of sub-rules 5 and 6 of this rule, the pay of existing Government servants, who opt for the National Pay Scales, shall be fixed in the said scales with effect from the first day of March 1972 or any subsequent date with effect from which they opt for the same under rule 4.

Provided that no arrears will be payable in respect of the period prior to the 1st August, 1973.

(2) In the case of National Pay Scales No. 16 to 18 the pay shall be fixed at the stage equal to and, if there be no such stage, at the stage next above, the aggregate of the following:

- (a) the existing pay and
- (b) an amount of increase, to be determined in accordance with the following formula:

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*National Pay Scales in
which pay is to be fixed*

Increase over existing pay

16	10 per cent subject to a minimum of Rs.30 and maximum of Rs.60.
17 and 18	Rs.60.

(3) Subject to the provisions of rule-II

(a) in the case of National Pay Scales No.19 to 20, the pay shall be fixed at the stage next above the existing pay; and

(b) in the case of National Pay Scales No.21 to 22, the pay shall be fixed at the stage equal to the basic pay and, if there be on such stage, at the next lower stage plus personal pay equal to the difference between the existing pay and that stage.

(4) Fixation of pay in the manner prescribed in sub-rule 2 and 3 of this rule shall be subject to the condition that the maximum of the relevant National Pay Scale is not exceeded.

(5) The benefit of percentage increase mentioned in sub-rule 2 will not be admissible to the Government servants who were eligible, subject to option, to the benefit of fixation of pay under the Punjab (Non-Gazetted) Civil Services (Pay Revision) Rules, 1972. In their case, pay in the relevant National Pay Scale shall be fixed at the stage equal to their existing pay and if there is no such stage, at the next lower stage plus personal pay equal to the difference.

(6) The Government servants, who were appointed to gazetted posts by initial recruitment on or after the 1st March 1972, shall not be allowed the benefit of fixation of pay under sub-rule 2 or 3. They shall be deemed to have been appointed at the minimum of the relevant National Pay Scale.

(7) The personal pay mentioned in sub-rule 3 and 5 shall be reduced by the amount by which the pay of the Government servant is subsequently increased, and shall cease to be payable as soon as the pay is increased by an amount equal to or more than the personal pay.

(8) The pay of every Government servant covered by rule 5 shall be fixed both in the scale of his substantive post and the scale of the post held by him in temporary or officiating capacity.

7. *Increments in the National Pay Scales* The increments in the National Pay Scales shall fall due on the 1st day of December, following the completion of at least six month's service at a stage in relevant National Pay Scale.

8. *Admissibility of next higher National Pay Scale* after reaching the maximum of a lower scale (1) Subject to the provisions of sub-rule (2) a Government servant who has reached the maximum of National Pay Scale No.16 to 17 shall be brought on to National Pay Scale No.17 to 18 respectively, with effect from 1st December of the year in which he completes three years of such service at the above mentioned maximum as counts for increments under the rules, subject to the following conditions:

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That he has earned in succession from the year of reaching of maximum up to the year of moving over (both years included) Annual Confidential Reports without any adverse entry. If this condition is not fulfilled such Government servant shall wait at the maximum till he has earned in succession the requisite number of reports without an adverse entry, and his move over to the next higher scale shall take effect from the 1st of December of the year following the one for which the last such report is earned.

(2) A Government servant, who will be adjusted in, or whose basic pay scale is, National Pay Scale No.16, will be allowed to move over only up to National Pay Scale No.17, and who will be adjusted in or whose basic pay scale is National Pay Scale No.17 will be allowed to move over only up to National Pay Scale No.18.

(3) When a Government servant is allowed to draw pay in the next higher National Pay Scale under sub-rule(1), his pay in the higher scale shall be fixed at a stage equal to the maximum of the lower National Pay Scale and, if there is no such stage, at the next lower stage with personal pay equal to the difference. The personal pay will be absorbed in future increments.

9. *Fixation of pay on promotion* (1) Subject to the provisions of Rule 10, in the case of promotion from a lower to a higher post, where the stage in the National Pay Scale of the higher post, next above the substantive pay of the Government servant concerned in the National Pay Scale of the lower post, gives a pay increase equal to, or less than a full increment in the pay scale of the higher post, the initial pay in the National Pay Scale of the higher post will be fixed after allowing a premature increment in the National Pay Scale of the higher post:

Provided that a Government servant, who is promoted from National Pay Scale No.17 to National Pay Scale No.18 and after the expiry of a period of three years from the date of reaching the maximum of National Pay Scale No.17, shall be allowed a minimum benefit equal to two increments in National Pay Scale No.18.

*Provided further that when a Government servant in National Pay Scale No. 17 is allowed National Pay Scale No. 18 on account of his coming within the orbit of the number of the posts of his cadre placed in National Pay Scale No. 18, he will be given a minimum benefit equal to one full increment in National Pay Scale No. 18:


(2) If, by virtue of the benefit admissible under Rule 8, a Government servant is already drawing pay in the National Pay Scale of the higher post at the time of his promotion, he will be allowed one advance increment in that scale with effect from the date of promotion:

Provided that if the promotion is from a post carrying National Pay Scale No.17 to a post carrying National Pay Scale No. 18, the Government servant shall be allowed two advance increments in the higher scale.

(3) All existing rules or orders allowing minimum benefit to the Government servants on promotion from a lower to a higher post shall cease to be applicable to the Government servants drawing pay in the National Pay Scales with effect from the date he starts drawing pay in the National Pay Scales

*Added vide Notification No. FDP-8-1-74 dated 9th September 1975.

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10. If a Government servant in National Pay Scale No.17 is appointed to a post in National Pay Scale No.18 before he enters the 7th years of service, he shall draw the minimum of National Pay Scale No.18 and the next increment in the scale shall accrue to him on the 1st day of December following the completion of the 7th year of service.

11. *Admissibility of full pay of the post in National Pay Scale No.19 and above*
(1) If a Government servant is appointed to a post shown in Part-II of the Schedule (hereinafter referred to as the said post) on or after the date from which he has opted for the National Pay Scales but has not, on the day of his appointment to the said post, completed the minimum length of Class-I service prescribed for such post in column 5 of the Schedule, he shall be entitled to the minimum of the National Pay Scale prescribed for the said post only from the date he completes the prescribed minimum length of service, and till such time as he completes prescribed minimum length of service, he shall be entitled to:

- (a) the pay admissible to him from time to time in the lower post held by him immediately before his appointment to the said post; and
- (b) the difference between the pay referred to in clause (a) and the minimum of the National Pay Scale of the said post reduced by twenty percent of the difference for every year or part of the year by which his service falls short of the prescribed length of service subject to a maximum reduction of eighty per cent.

Provided that in the case of posts included in Part-II of the Schedule for which the remuneration laid down in that part of the schedule is pay in time scale plus a special pay, the special pay shall not be affected by this rule.

Note—In the case of Government servants appointed to the posts of Secretary to Government, the admissible in the lower post shall be taken as the presumptive pay that such Government servant would have received had he been appointed to a post carry National Pay Scale No. 19 without any restriction regarding minimum length of service.

(2) If a Government servant was holding a post shown in Part-II of the Schedule immediately before the date from which he opts for the National Pay Scales but had not completed the prescribed length of service on that date, his pay shall first be fixed in the next lower National Pay Scale under the relevant provisions of these rules and thereafter, with reference to the pay so fixed, his pay in the National Pay Scale of the post held by him shall be determined in accordance with the provisions of sub rule 1.


Explanation—In computing the length of service for the purpose of this rule


- a) to the length of service in Class-I shall be added half of the service in Class-II and 4th of the non-gazetted service, if any, and
- b) the service rendered under the Federal Government or another Provincial Government shall also be taken into account.

12. *Selection Grades* – (1) There shall be no Selection Grade in the National Pay Scales:

Provided that the existing Government servants, who were drawing pay in the existing selection grades on the 22nd October, 1973, shall be allowed the appropriate National Pay Scale, on the basis of the maximum of the selection

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grade, in accordance with the Scheme of replacement of the consolidated Pay Scales with the National Pay Scales prescribed in Annexure "A".

(2) Subject to the provisions of sub-rule 3, the existing Government servants, who opt for the existing pay scales shall be entitled to the existing selection grades.

(3) The number of selection grade posts available for the existing Government servants who opting for the existing pay scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these rules, on the basis of the total number of existing Government servants opting for the existing pay scales shall be worked out in accordance with the percentage in force immediately before the coming into force of these rules, on the basis of the total number of existing Government servants opting for the existing pay scales.

13. *Technical Pay*—There shall be no technical pay attached to any post in the National Pay Scales, nor shall it be granted to any Government servant drawing pay in the National Pay Scales.

14. *Special Pay*— If a special pay was attached to a post or admissible to certain incumbents of such posts in the existing Pay Scales, such special pays shall, unless otherwise specified in the Schedule, continue to be admissible at the existing rates with the National Pay Scales, without any maximum limit of pay.

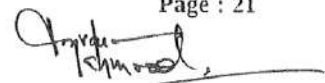
15. All existing rules or orders shall be deemed to have been modified to the extent indicated in these rules. All existing rules and orders not so modified shall continue in force.

16. *Government servants engaged on contract*— The Government servants engaged on contract shall continue to draw their covenanted pay for so long as they hold the post in which they were recruited, but if they are employed in any other post, they shall either draw the pay of the latter post as prescribed in the Schedule or the covenanted pay whichever is more beneficial to them.

17. *Additions to or modifications in the Schedule*—The Government may, from time to time, add to or modify the Schedule with such conditions as it may deem fit.

18. *Relaxation*—In cases where the operation of these rules causes undue hardship to a Government servant, the Government may, for reasons to be recorded in writing, relax any of these rules in his favour.

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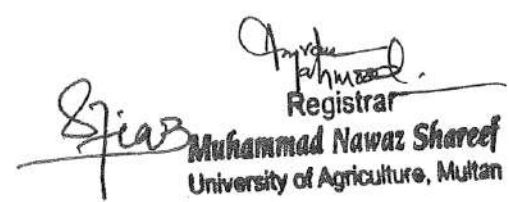
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ANNEXURE "A"

NATIONAL PAY SCALES FOR GAZETTED GOVERNMENT SERVANTS

BS	National Pay Scales	Posts to which applicable	Prescribed length of Class-1 Service
		Posts the maximum of the Consolidated Pay Scales of which—	
16	400-35-75/50-1,000	Does not exceed Rs. 925	
17	500-5-1,000/50-1250 (Junior Class)	Exceeds Rs 925 but does not exceeds Rs. 1,150	
18	1,000-75-1,750 (Senior Class)	Exceeds Rs. 1,150 but does not exceeds Rs. 1,699	
19 years	1,800-80-2200	Exceeds Rs. 1699 but does not exceed Rs. 2,150	12
20 years	23,00-100-2600	Exceeds Rs. 2150 but does not exceed Rs. 2,600	15
21 years	2,750 (fixed)	Exceeds Rs. 2600 but does not exceed Rs. 2750	20
22	3,000 (Fixed)	Exceeds Rs. 2,750	22 years


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ANNEXURE - "B"

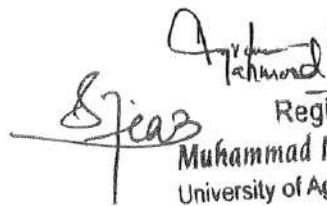
I, _____ opt/do not opt for the National Pay Scales introduced by the Punjab Gazetted Civil Services (Pay Revision) Rules, 1973 with effect from _____.

I fully understand that the option once exercised is final.

Signature _____
Name in block letters _____
Father's Name _____
Designation _____
Branch/Section _____
Office/Department _____

Dated _____

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Amjad Ahmad.

Appendix A-III

NOTIFICATION
The 16th May 1977

No. FD.PC-2-1/77--In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following rules namely:

THE PUNJAB CIVIL SERVANTS PAY REVISION RULES, 1977

1. Short title, application and commencement-
 - (1) These rules may be called the Punjab civil Servants Pay Revision Rules, 1977.
 - (2) They shall take effect from the 1st day of May 1977.
 - (3) Except as provided in rule 4, these rules shall apply to all civil servants holding posts specified in the schedule.
2. Definitions--In these rules, unless there is anything repugnant in the subject or context:
 - (a) "Annexure" means an annexure appended to these rules;
 - (b) "Existing Civil Servant" means a civil servant who was in service on 30th April, 1977, and continued in service after that date;
 - (c) "Existing Pay" means the pay, other than special pay, personal pay, teaching pay or any other pay or allowance, that an existing civil servant would have drawn, on 30th April, 1977;
 - (d) "Existing Pay Scale" means the scale of pay to which a civil servant was entitled immediately before the coming into force of these rules;

*Schedule published separately.

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- (e) "Government" means the Government of the Punjab;
- (f) "National Pay Scale" means a scale of pay prescribed under:
- (i) Punjab (Non-Gazetted) Civil Services (Pay Revision) Rules, 1972 or
 - (ii) Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973;
 - (iii) Punjab (Non-Gazetted) Teaching Staff (National Pay Scales) Rules, 1973 or
 - (iv) Punjab Senior Teaching Posts (National Pay Scales) Rules, 1974.
- (g) "Revised National Pay Scales" means the scales of pay specified in Annexure 'A' and
- (h) "Schedule" means the schedule appended to these rules.

3. Applicability of the Revised National Pay Scales--

- (1) A civil servant appointed on or after 1st May 1977, to a post specified in the schedule shall draw pay in the Revised National Pay Scale as shown against the post.
- (2) Subject to the provisions of rule 4, an existing civil servant opting for these rules shall draw pay in the Revised National Pay Scale as shown against the post held by him provided that an existing Civil servant drawing pay in a national Pay Scale higher than a scale prescribed for the post by virtue of any of the following rules, namely--
 - (i) Rule 7 and 10 of the Punjab (Non-Gazetted) Civil Services (Pay Revision) Rule, 1972;
 - (ii) Rules 8 and 12 of the Punjab (Gazetted) Civil Services (Pay Revision) Rules, 1973;
 - (iii) Rule 8 and 10 of the Punjab (Non-Gazetted) Teaching Staff (National Pay Scales) Rules, 1973;
 - (iv) Rule 7 and 11 of the Punjab Senior Teaching Posts (National Pay Scales) Rules, 1973;

shall draw pay in such Revised National Pay Scale as corresponds to that higher National Pay Scale shown in Annexure 'A'.

4. Right of option--

- (1) An existing civil servant shall have the right to opt for the Revised National Pay Scales or existing pay scales.

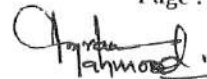
Schedule published separately.

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- (2) The option shall be exercised in writing in the Form at Annexure 'B'.
 - (3) An existing civil servant may exercise option within a period of three months from the issue of these rules and in case of posts included in the schedule after the above date, within a period of three months from the date of such inclusion; provided that such a civil servant was out of Pakistan during the said period of three months and has not been able to exercise the option, he may exercise option within three months of the date of his taking over the charge of his post in Pakistan.
 - (4) In the case of an existing civil servant drawing pay in National Pay Scales No. 1 to 15, the option shall be communicated to the Head of the Office under whom he is serving. Two identical copies of the option form shall be prepared by each civil servant; one copy will be returned to him duly signed by the Head of his Office or the latter's nominee, in token of the option having been received and the other copy, also bearing the countersignature of the Head of the Office or his nominee, will be pasted in the service book of the civil servant concerned.
 - (5) In the case of an existing civil servant drawing pay in National Pay Scales No. 16 to 22, the option shall be communicated to the Audit Office.
 - (6) If an existing civil servant fails to opt within the period prescribed under sub-rule (2), it will be presumed that he has opted for the Revised National Pay Scales.
 - (7) The option once exercised shall be final.
5. (1) Compensatory Allowance and other benefits sanctioned in the Finance Department's letter No. FD-PC 21-1/77, dated 16th May, 1977, shall be admissible only to those existing civil servants who opt for the Revised National Pay Scales.
- (2) An existing civil servant who opts to retain the existing pay scales shall continue to draw the dearness pay/ allowances and the Compensatory Allowances admissible to him immediately before the coming into force of these rules.
6. Fixation of pay in the Revised National Pay Scales-
- (1) The pay of all existing civil servants who do not opt for the existing pay scales shall be fixed in the Revised National Pay Scales with effect from 1st May 1977.
 - (2) The pay shall be fixed at a stage in the Revised National Pay Scales which is equal to or if there is no such stage, at the stage next above the aggregate of the following:

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- (i) the existing pay
- (ii) the amount being received as:
 - (a) Dearness allowance sanctioned by the Government of the Punjab, vide their circular letter No. FD-PR-8-12/73, dated 25th August 1973;
 - (b) Special Dearness Allowance sanctioned by the Government of the Punjab, vide their circular letter No. FD. PR-8-12/73 dated 18th June 1974, to be calculated on existing pay as defined in clause (c) of rule 2;
 - (c) Additional Dearness Allowance sanctioned by the Government of the Punjab, vide their circular letter No. 900-SO (SR-IV)/ 75, dated the 19th April, 1975 and
- (iii) the amount determined at the rate of 10% of the total of (i) and (ii) above;

Provided that if the aggregate of (i), (ii) and (iii) exceeds the maximum of the relevant Revised National Pay Scale, the pay of a civil servant shall be fixed at the maximum of the Revised National Pay Scale.

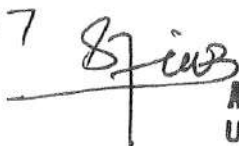
Note: The Existing Dearness Allowance, Special Dearness Allowance and Additional Dearness Allowance shall not be admissible to those who opt for Revised National Pay Scale.

- (3) No specific orders for crossing of efficiency bar will be necessary if by virtue of the formula given in sub-rule (2) above, the pay of a civil servant is fixed at a stage beyond the efficiency bar.
- (4) The pay of every civil servant covered by this rule shall be fixed both in the scale of his substantive post and the scale of the post held by him in a temporary/ officiating capacity or on ad hoc basis.

7. Increments in the Revised National Pay Scales-The increment in the Revised National Pay Scales shall fall due on the 1st day of December following the completion of at least six months service at a stage in the relevant Revised National Pay Scale.

8. Admissibility of next higher Revised National Pay Scales-

- (1) A civil servant holding post in Revised National Pay Scale No. 1 to 15 who has reached the maximum of a Revised National Pay Scale shall be allowed the next higher Revised National Pay Scale with effect from the 1st day of December of the year in which he completes one year of such service at the said maximum as counts for increment under the rules, subject to the conditions that (i) there is no adverse entry in his Annual Confidential Reports for the last four years. If this condition is not fulfilled, he shall wait at the said maximum till he has earned in succession four Annual

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Confidential Reports without any adverse entry. His move over to the next higher Revised National Pay Scale shall take effect from the 1st day of December of the year in which he fulfils this condition.

- (2) (a) A civil servant who has reached the maximum of Revised National Pay scale No. 16 or 17 shall be brought to Revised National Pay Scale No. 17 or 18 respectively with effect from the 1st day of December of the year in which he completes, three years of such service at the aforementioned maximum as counts for increment under the rules subject to the conditions that there is no adverse entry in his Annual Confidential Reports from the year of reaching of maximum up to the year of moving over (both years inclusive). If this condition is not fulfilled he shall wait at the maximum till he has earned in succession four Annual Confidential Reports without any adverse entry. His move over to the next higher Revised National Pay Scale shall take effect from the 1st day of December of the year in which he fulfils this condition.
- (b) A civil servant holding post in Revised National Pay Scale No. 16 shall be allowed to move over only to Revised National Pay Scale No. 17 and the one holding post in Revised National Pay Scale No. 17 shall be allowed to move over only to the Revised National Pay Scale No. 18.
- (3) "Where for a class of posts, apart from ordinary pay scale, a higher pay scale has been provided for a percentage of the number of said posts, i.e. selection grade, the higher pay scale shall be admissible to holders of the posts in BS-1 to BS-16 after a minimum length of two years service in the ordinary pay scale of the posts. In the cases of employees of BS-17 and above, a minimum length of five years service in the ordinary pay scale of the post is necessary. The higher pay scale shall be allowed on Seniority-cum-Fitness basis on the recommendations of the appropriate Departmental promotion Committee or Board."

9. Fixation of Pay on transfer from a lower scale to a higher scale -- When a civil servant is allowed to draw pay in the next higher Revised National Pay Scale under rule 8 or of his post having been upgraded, his pay in the higher scale shall be allowed at a stage next above his pay in the lower scale.

10. Fixation of pay on promotion --

- (1) Subject to the provisions of Rule 11
- (i) When a civil servant is promoted from a lower to a higher post/scale 2 to 19, where the stage in the Revised National Pay Scale of the higher post, next above the pay of the civil servant concerned in the pay scale of the

^{*}Substituted vide notification No.FD.PC-13-1/89, dated 22.11.1995

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lower post, gives a pay increase equal to or less than a full increment of the pay scale of the higher post, the initial pay in the Revised National Pay Scale of the higher post will be fixed after allowing a premature increment in the Revised National Pay Scale of the higher post.

- (ii) When a civil servant is promoted from a lower post to a higher post in scale 20 and above his pay in the scale of higher post shall be fixed at the stage next above his pay in the scale of lower post.
- *(iii) Where a lower and a higher pay scales have been prescribed for the same post, the pay on promotion from the lower to the higher scale shall be fixed in the manner given in sub-rule (1) above.

*(2) if a civil servant:

- (i) at the time of his promotion to a higher post, is already drawing pay under the provisions of Rule 8 in the revised NPS of the higher post, or in a pay scale above the pay scale of the promotion post; or
- (ii) at the time of his promotion to a higher post is already drawing pay in the RNPS of the higher post, while holding the lower post, awarded to him as personal, for cogent reasons such as higher qualification or for removal of any anomaly; or
- (iii) before his promotion to a higher post from a post for which a lower & a higher pay scale has been prescribed, is already drawing pay in the RNPS of the higher post; or
- (iv) is promoted to a post in the same scale in his own line with the only difference that the higher post carries a special pay; or
- (v) is promoted to a higher post where higher and lower posts carry the same scale,

he shall be allowed one advance increment in that pay scale with effect from the date of his promotion."

*(3) If a civil servant before reaching the maximum of a Revised National Pay Scale is promoted to a higher pay scale between the 2nd June and the 30th November of a calendar year and his initial

⁰Substituted vide notification No.FD.PC-13-1/89 dated 26.03.1990 w.e.f. 26.03.1990.

⁰Substituted vide notification No.FD.PC-10-1/78 dated 19.09.1990.

^{*}Substituted vide notification No.FD.PC-19-5/77 Pt-I, dated 10.01.1983, it is for increment on award of Selection Grade.

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pay in the latter scale is fixed with reference to his pay in the former scale, he may, at his option get his pay re-fixed in the higher scale with effect from the 1st day of December of the year of his promotion with reference to his presumptive pay on that date in his pre-promotion scale.

11. Admissibility of increments on promotion to post in Revised National Pay Scale 18 and above--(1) If a civil servant is appointed by promotion to a post in Revised National Pay Scale No. 18 or above, before he completes the length of service prescribed for the higher post in Annexure 'C' he shall be entitled to draw the pay:

- (i) at the minimum of the Revised National Pay Scale of the higher post till such time as he completes the prescribed length of service, and the next increment shall accrue to him on the first day of December following the completion of prescribed length of service; or
- (ii) admissible to him from time to time in the lower post held by him immediately before his promotion to the higher post, if that be more beneficial to him, till such time as he completes the prescribed length of service when his pay shall be fixed in the manner prescribed in rule 10 and the next increment shall accrue to him in the manner prescribed in Rule 7.

Note: In computing the length of service prescribed in Annexure 'C'--

- (a) to the length of service in Revised National Pay Scale No. 17 and above, or in National Pay Scale No. 17 and above or in former Class I, shall be added half of the service in Revised National Pay Scale No. 16 or in National Pay Scale No. 16 or in former Class-II and $\frac{1}{4}$ of the service in Revised National Pay Scale below No. 16 or former non-gazetted service. If any, and
- (b) the Service rendered in the Federal Government or another Provincial Government shall also be taken into account in the manner indicated at (a) above.

12. Special Pay--Except as otherwise specified in the Schedule, if a special Pay was attached to a post in the existing pay scale such special pay shall be admissible at the existing rates with the Revised National Pay Scales.

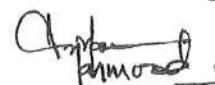
13. All existing rules or orders shall be deemed to have been modified to the extent indicated in these rules.

14. Additions to or modifications of the Schedule --The Government may from time to time, add to or modify the schedule with such additions or modifications as it may deem fit,

15. Relaxation--In cases where the operation of these rules cause undue hardship to a civil servant, the Government may, for reasons to be recorded in writing relax any of these rules in his favour.

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Muhammad Nawaz Shareef
University of Agriculture, Multan


ANNEXURE 'A'

REVISED NATIONAL SCALES OF PAY

No. Existing Scale RNPS w.e.f 01.05.1977 RNPS w.e.f 01.07.1981

1	2	3	4
NPS 1	100-2-116/3-140	250-5-280/6-340	250-5-280/6-340-7-375
NPS 2	110-3-152/4-160	260-6-302/7-365	260-6-302/7-365-8-405
NPS 3	120-3-150/5-180	270-7-326/8-390	270-7-326/8-390-9-435
NPS 4	130-4-170/5-200	280-8-352/9-415	280-8-352/9-415-12-475
NPS 5	150-6-180/8-220/10-280	290-10-350/12-470	290-10-350/12-470-14-540
NPS 6	165-8-205/10-255/10-315	315-12-399/14-525	315-12-399/14-525-16-605
NPS 7	180-10-230/10-280/15-370	335-14-447/16-575	335-14-447/16-575-18-665
NPS 8	200-12-260/15-335/15-425	370-16-514/18-640	370-16-514/18-640-22-750
NPS 9	225-15-300/16-380/20-480	390-20-590/22-700	390-20-590/22-700-24-820
NPS 10	250-18-340/20-440/20-540	410-22-520/24-760	410-22-520/24-760-28-900
NPS 11	275-20-375/20-475/25-600	430-24-550/28-830	430-24-550/28-830-30-980
NPS 12	300-20-400/25-525/25-650	460-28-600/30-900	460-28-600/30-900-32-1,060
NPS 13	325-25-450/25-575/25-700	490-30-790/32-950	490-30-790/32-950-35-1,125
NPS 14	350-25-475/25-600/30-750	520-30-730/35-1,010	520-30-730/35-1,010-40-1,210
NPS 15	375-25-500/30-650/35-825	550-35-900/40-1,100	550-35-900/40-1,100-50-1,350
NPS 16	400-35-750/50-1,000	625-40-825/50-1,325	625-40-825/50-1,325-60-1,625
NPS 17	500-50-1000/50-1250	900-50-1150/60-1750	900-50-1150/60-1750-100-2250
NPS 18	1,000-75-1,750	1350-75-1,650/100-2150	1,350-75-1,650/100-2,650
NPS 19	1,800-80-2,200	2,250-100-2,750	2,250-100-3,050
NPS 20	2,300-100-2,600	2,600-125-3,225	2,600-125-3,600
NPS 21	2,750	3,000-150-3,750	3,000-150-4,200
NPS 22	3,000	3,250-200-4,250	3,250-200-4,850

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 University of Agriculture, Multan

ANNEXURE 'B'
[See Rule 4(2)]
(For Civil Servants in RNPS -1 to 15)

OPTION FORM

I opt/do not opt for the Revised National Pay Scales introduced by the Punjab Civil Servants Pay Revision Rules, 1977.

I fully understand that the option once exercised is final.

Signature _____
(Name in Block Letters)

Father's Name _____

Designation _____

Branch/Section _____

Office/Department _____

-

Dated: _____

ATTESTED: _____

Signature
Designation
(Stamp of the Head of Office)

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Asghar Ahmad

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Registrar

Muhammad Nemat Sharief
University of Agriculture, Multan

Shiraz

ANNEXURE 'B-2'
[See Rule 4(2)]
(For Civil Servants in RNPS -16 to 22)

OPTION FORM

I opt/do not opt for the Revised National Pay Scales introduced by the Punjab Civil Servants Pay Revision Rules, 1977.

I fully understand that the option once exercised is final.

Signature _____
(Name in Block Letters)

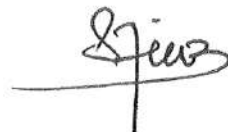
Father's Name _____

Designation _____

Office/Department _____

ATTESTED: _____

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ANNEXURE 'C'

(See Rule 11)

<u>RNPS of the post</u>		<u>Length of service</u>
18	_____	7
19	_____	13
20	_____	15
21	_____	20
22	_____	22

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Amjad Ahmad

87iaz

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University of Agriculture, Multan

Subject: REVISION OF PAY SCALES-SCHEME OF BASIC PAY SCALES AND FRINGE BENEFITS OF THE PUNJAB GOVERNMENT EMPLOYEES (1983)

I am directed to state that the Governor of the Punjab has been pleased to sanction, with effect from 1st July 1983, a Scheme, as detailed below, of the Basic Pay Scales, Allowances and other Fringe Benefits, 1983, for the employees of the Punjab Government.

PART I: BASIC SCALES AND ALLIED MATTERS

2. *Basic Scales of pay:* The Basic Scales of Pay, 1983, as shown in Annexure-I to this letter shall replace the existing Revised National pay Scales.

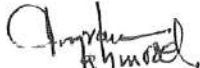
3. *Fixation of pay in Basic Scales:* The initial pay of an existing Government servant, i.e. an employee who has been in Government service since before the 1st July, 1983, shall be fixed at the stage in the relevant Basic Pay Scale (i.e. the Basic Scale that corresponds to the Existing Revised National Pay Scale in Annexure-I) which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Revised National Pay Scale, provided that where the pay so determined does not give the employee concerned a minimum advantage of 10 per cent of his existing basic pay plus Dearness Allowance over and above the present emoluments drawn by him, his pay shall be fixed at the lowest stage in the Basic Scale that gives him that advantage; provided further that the maximum of the relevant Basic Scale shall not be exceeded in any case. In this fixation formula, "emoluments" would mean the sum of pay, Dearness Allowance and Local Compensatory Allowance, if any.

4. *Annual Increment:* Annual increment shall continue to be admissible, subject to existing conditions, on the 1st of December each year under this Scheme. However, the first annual increment of existing employees in the basic Scales shall accrue on the 1st of December 1983.

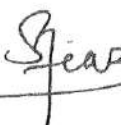
5. *Move-over:*

- (i) The existing provisions regulating the concession of move-over without promotion to the next higher pay scale of employees in Revised National Pay Scale 1(B-1) to Revised National Pay Scale 16 (B-16) shall continue to be applicable in this Scheme.
- (ii) The existing concession of 'move-over' of employees from Revised National Pay Scale 16(B-16) to Revised National Pay scale 17(B-17) and Revised National Pay Scale 17(B-17) to Revised National Pay Scale 18(B-18) shall be extended upto B-20 and regulated as under:
 - (a) The existing conditions of the period of stay of three years at the maximum of pay scales B-16 and B-17 in the

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University of Agriculture, Multan


case of non-technical and non-professional categories shall continue to be applicable.

- (b) No move-over beyond B-18 in the case of the categories of employees mentioned at(a) above shall be permissible.
- (c) The move-over in the case of technical and professional categories, e.g. Doctors, Engineers, Educationists, Economists, Management Accountants, scientists, Archaeologists, Geologists, Meteorologists, Experts of Agriculture, Animal Husbandry and Forestry, shall be permissible up to B-20 without the condition of stay at the maximum for three years.
- (d) Move-over shall be allowed in cases where an employee, who is otherwise considered, fit for promotion to higher post, cannot be promoted for want of a vacancy.
- (e) Normal promotion procedure as is observed in cases of promotion through the competent authority shall be followed in allowing move-over to Basic Scales 19 and 20.

6. (A) *Modification of Scales in case of certain posts:*

- (a) In the case of posts shown in column 1 of Annexure-II, the Basic Scales indicated against each in column 3 shall be allowed instead of the Basic Scales corresponding to their Existing Revised National Pay Scales.
- (b) In the case of posts of artisans, such as Carpenters, Welders, etc., and Storekeepers, which require different level of expertise and responsibilities in different organizations, appropriate Basic Pay Scales may, with the approval of the competent authority, be allowed in different organizations or even in the same organization while taking into account the market value of such artisans and their level of competence.
- (c) In especially meritorious cases, Basic Scale B-21 or B-22 along-with allowances and fringe benefits may be allowed, with the approval of the president, to technical and professional officers without requiring them to move from their technical posts where their expertise is particularly needed. The number of such beneficiaries will not exceed 12.5 per cent of the total number of posts in B-20 in any particular cadre under the Provincial Government.
- (d) In cases where it is necessary for Government to recruit and/or to continue in employment certain officials who have acquired expertise in a highly specialized field, special contract terms may be offered to such 'narrow-narrow specialists'. For this purpose, a Special Standing Committee shall be constituted by Government to

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deal with such cases. The Standing Committee shall take into account the market value of the 'narrow-narrow specialists' and recommend proper remuneration to engage or to retain their services.

(B) *Fixation of Pay in Cases under (A) above:* In cases where the Basic Scales under (A) above higher than the scale which corresponds to the Revised National Pay Scale have been allowed, initial fixation of pay of the employee concerned shall first be made in the Basic Scale corresponding to his existing Revised National Pay Scale in the light of the fixation of pay formula mentioned in para 3 above, and thereafter his pay in the higher Basic Scale shall be fixed at next higher stage.

7. *Special Pays:* The existing special pays admissible to officials of various categories working as Private Secretaries and Personal Assistants shall be revised as under:-

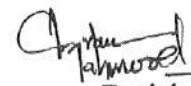
Name of the Post	Existing Rs.	Revised Rs.
Private Secretary to Minister/Chief Secretary/ Chairman, Planning & Development Board/ Additional Chief Secretary:		
i) From the cadre of Private Secretaries in B-16	150	200
ii) From other sources in B-17	220	250
Private Secretaries to Secretaries	100	150
Personal Assistant to Ministers	60	100
Personal Assistant to Chief Secretary/Additional Chief Secretary/ Secretaries/Addl. Secretaries	50	75

PART II: ALLOWANCES

8. (i) *Dearness Allowances, Local Compensatory Allowance and Rest and Recreation Allowance:* As from 1st of July 1983, following allowances shall cease to be admissible to a Government servant who draws pay in the Basic Pay Scales:-
- (a) Dearness allowances sanctioned in this Department's letters No. FD. PC-20-3/77 dated 14th July 1981 and dated 4th July 1982.
- (b) Local Compensatory Allowance, where admissible, sanctioned in this Department's letter No.FD.PC-21-1/77, dated 16th May 1977.
- (c) Rest and Recreation Allowance sanctioned in this Department's letter No.FD.SR-III-13-69/67 dated 1st June 1977.
- (ii) All other existing allowances shall continue to be admissible at the existing rates and under the existing rules and orders.
9. *Entertainment Allowance:* Entertainment Allowance shall be admissible at

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Punjab Estacode 2007

the following fixed rates to officers drawing pay in B-20 to B-22:

(1)	B-20	Rs. 400/- p.m.
(2)	B-21	Rs. 450/- p.m.
(3)	B-22	Rs. 650/- p.m.

10. *Non-Practicing Allowance:* The existing rates of Non Practicing Allowance shall be revised as under:-

Doctors drawing pay in B-17 and B-18.	Rs. 500/- p.m.
Doctors drawing pay in B-19 and above	Rs. 700/- pm.

This allowance shall also be admissible to doctors working on administrative and Secretariat posts. The orders contained in this Department's letter No. 1672-SO(SR) IV/77 dated 27th November 1977, shall be deemed to have been withdrawn with effect from 1st July 1983.

All other existing rules/orders regulating the admissibility of Non-Practising Allowance shall continue to be in force.

11. *Practice Compensatory allowance:* Doctors posted in rural areas below Town Committee level, and allowed private practice, shall be allowed Practice Compensatory Allowance at the following rates:

(i)	Male Doctors	Rs. 200/- p.m.
(ii)	Female Doctors	Rs. 300/- p.m.

12. *Teaching Allowance:*

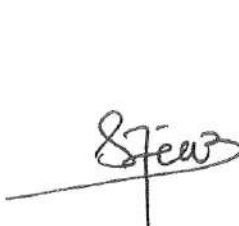
- Secondary School Teachers who hold a Bachelor's degree in basic/natural sciences (including Mathematics) and teach basic/natural science subjects shall be allowed Science Teaching Allowance at the rate of Rs. 100/- p.m.
- Junior Instructors in Polytechnic Institute who possess Technical Teachers Diploma shall be allowed Technical Teaching Allowance at the rate of Rs. 100/- p.m.
- The Teaching Allowance admissible to Doctors who teach basic sciences in Medical Colleges shall be increased to Rs. 500/-.

13. *Charge Allowance:* Charge Allowance to Principals of Colleges and Polytechnic Institutes shall be admissible at the following rates:

- Principals of Degree Colleges/Colleges of Technology.
Rs.200/- p.m.
- Principals of Intermediate Colleges/Polytechnic Institutes.
Rs.100/- p.m.

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10/11/2007


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14. *Warden Allowance:* Teachers who are assigned the duty of Hostel Wardens in Colleges and Polytechnic Institutes shall be allowed a Warden Allowance of Rs.100/- p.m.

15. *Advance Increments to School Teachers on attaining higher qualifications:* Primary, Middle and High School Teachers who possess or acquire while in service higher qualifications shall be allowed advance increments as under:-

I-PRIMARY SCHOOLS

- (i) A teacher who possesses or acquires FA/F.Sc. shall be allowed two advance increments.
- (ii) A teacher who (in addition to FA/F.Sc.) also possesses or acquires C.T. shall be allowed one additional advance increment.
- (iii) A teacher who possesses or acquires a degree of B.A /B.Sc. shall be allowed three additional advance increments.

II-MIDDLE SCHOOLS:

A teacher who possesses or acquires a degree of BA/B.Sc. shall be allowed three advance increments.

III-HIGH SCHOOLS:

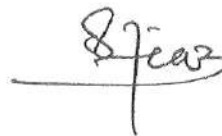
A teacher who possesses or acquires Master's degree shall be allowed three advance increments. In case of a teacher who possesses or acquires Master's degree in Education (M.Ed) and also a Master's degree in any academic subject shall be allowed six advance increments.


Provided that a Primary, Middle or High School teacher, as the case may be, who has already drawn increments for possessing higher educational qualifications shall be allowed increments equal to shortfall in the number of increments, if any, between the increments drawn by him and the increments which have now been prescribed.

16. *Advance Increments to Technical and Professional Categories on possessing/acquiring higher qualifications:* Doctors, Engineers, Educationists, Economists, Management Accountants, Scientists, Geologists, Meteorologists, Archaeologists, Experts in Agriculture, Animal Husbandry and Forestry, working in Universities, Colleges, Research Institutions or technical departments shall be allowed advance increments on possessing/acquiring higher qualifications as under:-

- (i) In case a technical/professional employee of the above category possesses M.Sc/Ph.D degree from a foreign university, he shall be allowed six advance increments on entry into service in B-17.
- (ii) Those of the above categories of officers who possess M.A./ M.Sc./M.S. or equivalent from a foreign university or Ph.D. or M. Phil. from a university in Pakistan will receive four advance increments on induction in service in B-17.
- (iii) Those of the above categories of employees who while in service obtain a degree shall be allowed four increments in case of (i) above and two advance increments in case of (ii) above.

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Muhammad Nawaz Shareef
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Provided that if a Government servant belonging to the above mentioned categories has already drawn advance increments for possessing or acquiring the higher qualifications indicated in (i) and (ii) above, he shall be allowed increments equal to shortfall in the number of increments, if any, between the increments already drawn by him and the increments being sanctioned now.

17. The orders contained in para 16 above shall not affect any other instructions regarding grant of advance increments already in force before the 1st July 1983. All such instructions shall continue to be applicable unless amended or rescinded by the competent authority.

18. *Design Allowance:* Engineers holding university degree in engineering and working full time in the Design Offices shall, in lieu of the existing special pays, if any, be allowed a Design Allowance at the following rates:

(i)	Engineers drawing pay in B-17	Rs. 400/- p.m.
(ii)	Engineers drawing pay in B-18	Rs. 500/- p.m.
(iii)	Engineers drawing pay in B-19	Rs. 600/- p.m.
(iv)	Engineers drawing pay in B-20	Rs. 700/- p.m.

19. *Qualification Allowance:* Audit Officers of the Local Fund Audit Department and Accountants of District Accounts Officers/Treasuries who pass or have passed the SAS Examination shall be allowed a qualification Allowance at the rate of Rs. 100/- p.m. This allowance shall continue to be admissible as a separate entity even after their promotion to higher posts.

20. *Special Research Allowance:* Field officers on their appointment in Research Institutions for doing research work shall be allowed a Special Research Allowance at the rate of 20 per cent of their basic pay.

21. *Daily Allowance:* The pay limits for admissibility of Daily Allowance notified vide this department's letter No.FD.SR.I-8-1/82, dated 4th July 1982, shall be revised as under:

<u>Pay Limits</u>	<u>Special Rates(Rs.)</u>	<u>Ordinary Rates(Rs.)</u>
Rs. 3200 and above	90	75
From Rs. 2100 to Rs 3199 75		65
From Rs. 1001 to Rs 2099 50		40
From Rs. 501 to Rs 1000 40		35
Upto Rs. 500	25	20

PART III: MISCELLANEOUS


22. *Interest on House building advance:* Government servants who do not claim interest on their G.P. fund balances shall not be charged interest on house Building Advance or other advances as admissible under the rules.

23. (a) *Cost of blood Transfusion:* The cost of blood transfusion shall henceforth be reimbursable to the Provincial Government employees and their

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 Muhammad Nawaz Shereef
University of Agriculture, Multan

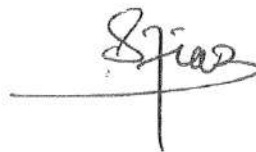
families in accordance with the procedure laid down for reimbursement of cost of medicines, etc.

(b) *Definition of "family"*: The word "family" for the purpose of medical treatment shall also include parents of the Government servant residing with and dependent on him.

24. *Encashment of leave Preparatory to Retirement*: At present encashment of Leave Preparatory to Retirement up to six months is permissible to Government servants provided the Leave Preparatory to Retirement is refused by Government in public interest. Henceforth, the option for encashment of Leave Preparatory to Retirement shall rest with the Government servant concerned. In case a Government servant opts not to take Leave Preparatory to Retirement he shall be allowed leave salary for the period for which Leave Preparatory to Retirement is admissible subject to a maximum of six months.

25. *General*: All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to be in force under this scheme. Amendments in the relevant rules, incorporating the above provisions, and new rules regarding revision of pay scales, shall be issued later.

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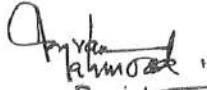

Muhammad Nawaz Shareef
University of Agriculture, Multan

ANNEXURE-I
Finance Department's letter
No.FD.PC-2-1/83 dated the 25th August 1983

BASIC SCALES OF PAY

Sr. No.	Existing/Revised National Pay Scales	Basic Pay Scales		
1.	250-5-280/6-340-7-375	B	1	440-10-640
2.	260-6-302/7-365-8-405	B	2	460-12-700
3.	270-7-326/8-390-9-435	B	3	480-14-760
4.	280-8-352/9-415-12-475	B	4	500-16-820
5.	290-10-350/12-470-14-540	B	5	520-18-880
6.	315-12-399/14-525-16-605	B	6	540-20-940
7.	335-14-447/16-575-18-665	B	7	560-23-1020
8.	370-16-514/18-640-22-750	B	8	590-26-1110
9.	390-20-590/22-700-24-820	B	9	620-29-1200
10.	410-22-520/24-760-28-900	B	10	660-32-1300
11.	430-24-550/28-830-30-980	B	11	700-35-1400
12.	460-28-600/30-900-32-1060	B	12	750-40-1550
13.	490-30-790/32-950-35-1125	B	13	800-45-1700
14.	520-30-730/35-1010-40-1210	B	14	850-50-1850
15.	550-35-900/40-1100-50-1350	B	15	900-55-2000
16.	625-40-825/50-1325-60-1625	B	16	1050-80-2250
17.	900-50-1150/60-1750-100-2250	B	17	1600-120-3040
18.	1350-75-1650/100-2650	B	18	2100-150-3600
19.	2250-100-3050	B	19	3200-160-4480
20.	2600-125-3600	B	20	3800-180-5240
21.	3000-150-4200	B	21	4200-225-6000
22.	3250-200-4850	B	22	4500-250-6500

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Pay Revision Rules

No.FD.PC.2-1/87

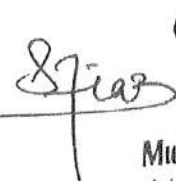
Dated the 27th July 1987

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
PUNJAB GOVERNMENT EMPLOYEES (1987)

I am directed to state that the Governor of the Punjab has been pleased to sanction the Basic Pay Scales for the employees of the Punjab Government as detailed in the following paragraphs.

2. BASIC PAY SCALES: The Basic Pay Scales 1987, as shown in Annex, shall replace the existing Basic Pay Scales of 1983.
3. INITIAL FIXATION OF PAY:
 - (i) The initial pay of an existing employee who has been in Government service since before the 1st of July 1987, shall be fixed on "point -to-point basis", i.e. at the stage in the relevant Basic Pay Scale 1987 which is as many stages above the minimum as the stage occupied by him above the minimum of the existing Basic Pay Scale.
 - (ii) The annual increment shall continue to be admissible, subject to the existing conditions, on the first of December each year. However, the first annual increment of the existing employees in the Basic Pay Scales 1987 shall accrue on the 1st December 1987.
 - (iii) The existing indexed pay sanctioned vide this Department's circular letters No. FD.PC-2-1/85 dated the 15th July 1985 and FD.PC.2-2/86, dated the 10th August 1986 shall cease to be admissible.
 - (iv) The interim relief of Rs.20/- p.m. sanctioned vide this Department's circular letter No. FD.SR-I-9-4/87 dated the 9th April 1987 shall also cease to be admissible.
 - (v) In case of promotions from a lower to a higher post/scale before the introduction of these scales, the pay of the senior employee in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place on 1st July 1987 after the introduction of these scales.
4. GRANT OF SELECTION GRADE TO CLERKS: (i) 33% posts of Junior Clerks (BPS-5) shall be placed in Selection Grade in BPS-7.
(ii) The Senior Clerks (BPS-6) shall be allowed BPS-7. 33% posts shall be placed in Selection Grade in BPS-9.
5. SELECTION GRADE TO ASSISTANTS: 33% of the posts of Assistants in Secretariat and Non-Secretariat Offices shall be placed in Selection Grade in

33.-


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Muhammad Nawaz Shareef
University of Agriculture, Multan

BPS-15 in place of the existing 20% in BPS-14.

6. GRANT OF ADVANCE INCREMENTS TO OFFICIALS POSSESSING/
ACQUIRING HIGHER EDUCATIONAL QUALIFICATIONS:

(i) Advance increments shall be allowed to the officials in BPS-1 to 15 for possessing or acquiring higher educational qualifications (at least in 2nd Division), over and above the minimum qualification prescribed in the relevant rules for recruitment to the posts held by them, to the extent given below:

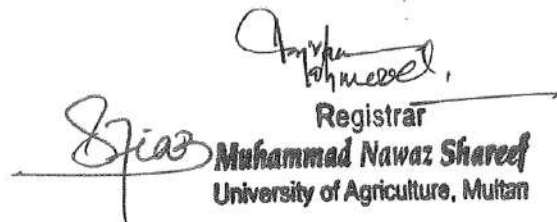
		Number of advance increments for obtaining:			
		Matric	F.A./F.Sc.	B.A./B.Sc.	M.A./M.Sc.
(i)	Where the prescribed qualification is non-Matric	1	1	1	1
(ii)	Where the prescribed qualification is Matric.	Nil	1	1	1
(iii)	Where the prescribed qualification is F.A./F.Sc.	Nil	Nil	1	1
(iv)	Where the prescribed qualification is B.A./B.Sc.	Nil	Nil	Nil	1

(ii) If an employee is in receipt of, or is entitled to, advance increments under any other rules or orders in force for the time being, he shall be entitled to draw advance increments sanctioned in this letter, or the advance increments admissible under other rules or orders, whichever may be more beneficial to him.

(iii) Engineers and doctors holding posts the minimum prescribed qualification for which is lower than a post-graduate degree shall be allowed four advance increments in case they possess or acquire a post-graduate degree in their relevant field for which they have not been allowed any qualification pay/allowance or advance increments.

(iv) The advance increment/increments shall be allowed at the time of recruitment or acquiring higher qualification during service whichever is later. In cases where the employee is already at the maximum of his pay scale, or reaches the maximum by grant of advance increments less than the entitlement, he would be allowed the requisite number of increments or shortfall thereof, as the case may be, as personal pay to be absorbed on moving over/promotion to higher pay scale.

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7. HOUSE RENT ALLOWANCE: (i) All employees not provided with Government accommodation and posted at Lahore, Rawalpindi, Multan and Faisalabad shall continue to be entitled to house rent allowance at the rate of 45% of the minimum of the relevant basic pay scales, 1987.

(ii) At all other places house rent allowance will be admissible at 30% of the minimum of the relevant basic pay scales against the existing rate of 20% of the minimum of relevant pay scales, 1987.

(iii) The indexation of house rent allowance, sanctioned vide this Department's Circular No. FD.SR-I. 9-13/86, dated the 10th August 1986, shall cease to be admissible.

8. CONVEYANCE ALLOWANCE: The conveyance allowance shall continue to be admissible at the following rates:

- | | | |
|------|---|--|
| i) | Government servants drawing pay of Rs.1650/- p.m. and above: | |
| | a) | Those maintaining motor car not registered for commercial purposes. Rs.285/-p.m. |
| | b) | Others. Rs.150/-p.m. |
| ii) | Government servants drawing pay of Rs.850/-p.m. and above but less than Rs. 1650/-p.m. and maintaining motor-cycle/scooter. | Rs.100/-p.m. |
| iii) | Others. | Rs.70/-p.m. |

9. INDEXATION OF CONVEYANCE ALLOWANCE: (i) The following rate of indexation on conveyance allowance shall be admissible in lieu of the existing rate of indexation allowed vide this Department's circular letter No. FD-SR-I-9-13/86(A) dated the 10th August 1986:

- | | | |
|----|---|----|
| a) | Government servants drawing basic pay up to Rs. 1935/- p.m. | 8% |
| b) | Government servants drawing basic pay above Rs. 1935/- p.m. | 7% |

(ii) The indexation will be admissible in addition to the conveyance allowance mentioned in para 8 above.

(iii) In calculating the indexation on conveyance allowance, a fraction of a rupee less than fifty paise will be ignored and that of fifty or more paise will count as one rupee.

10. MEDICAL ALLOWANCE:(i) Employees in BPS-1 to 15 shall be allowed medical allowance @ Rs.50/- p.m. instead of reimbursement of the cost of medicines purchased by the employees as out-door patients. The facility of in-door treatment shall continue to be admissible.

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Muhammad Nawaz Shareef
Registrar

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University of Agriculture, Multan

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*11. RESEARCH ALLOWANCE: (i) ~~It has been decided to allow Research Allowance at the rate of 20% of the pay subject to a maximum of Rs.800/- p.m. to the employees in BPS-16 and above, deployed exclusively on research work, both field officers and those employed exclusively for the research organizations, in lieu of the existing Special Research Allowance.~~

(ii) The allowance would be admissible to employees of such research organizations which are performing purely research work and have been so recognized by the Finance Department.

(iii) In case an officer is in receipt of special research allowance at a rate higher than Rs.300/- p.m., he would continue to get the allowance at the rate admissible on 30th June, 1987, as personal to him in lieu of the research allowance allowed in this circular, till he continues to work in the research organization.

12. SPECIAL ALLOWANCE: (i) A special allowance at the fixed rate of Rs. 300/- p.m. shall be allowed to the Deputy Secretaries to the provincial Government and other officers in BPS-19 serving in the secretariat.

(ii) However, in the case of existing officers drawing special allowance @ 20% of pay in accordance with this Department's circular No. FD.PR.6-16/85, dated the 2nd March, 1986, the amount of their special allowance would be frozen at the rates admissible on 30.06.1987 as personal to them for so long as they remain continuously posted in the secretariat.

13. ANOMALIES: A Committee has been set up to resolve the anomalies, if any, arising out of the issue of these orders.

14. GENERAL: All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to be in force.

15. DATE OF EFFECT: These orders shall take effect from the 1st July 1987.

*"Research Allowance" being allowed was latter discontinued vide Finance Department's letter No. F.D.(FC)20-2/83 (PT.III)(PR) Dated 25.01.2003

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BPS	Existing Scales	New Scales
1	440-10-640	600-13-860
2	460-12-700	625-16-945
3	480-14-760	650-19-1,030
4	500-16-820	675-22-1,115
5	520-18-880	700-25-1,200
6	540-20-940	725-28-1,285
7	560-23-1,020	750-31-1,370
8	590-26-1,110	790-34-1,470
9	620-29-1,200	830-38-1,590
10	660-32-1,300	870-42-1,710
11	700-35-1,400	910-46-1,830
12	750-40-1,550	970-52-2,010
13	800-45-1,700	1,035-58-2,195
14	850-50-1,850	1,100-64-2,380
15	900-55-2,000	1,165-71-2,585
16	1,050-80-2,250	1,350-105-2,925
17	1,600-120-3,040	2,065-155-3,925
18	2,100-150-3,600	2,710-195-4,660
19	3,200-160-4,480	4,130-205-5,770
20	3,800-180-5,240	4,900-235-6,780
21	4,200-225-6,000	5,420-290-7,740
22	4,500-250-6,500	5,800-325-8,400

FD. PC-2-2/1991
Dated: 01-08-1991

Punjab Estacode 2007

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF THE
CIVIL EMPLOYEES IN BS-1 TO BS-15 OF THE PUNJAB
GOVERNMENT

I am directed to state that Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales for the employees of the Punjab Government in BS-1 to BS-15 as detailed in the following paragraphs.

2. **BASIC PAY SCALES:** The existing modified and the revised basic pay scales are detailed in the Annex-I. The Revised Basic Pay Scales shall replace the Basic Pay Scales, 1987 and shall be effective from the 1st of July 1991.

3. **INITIAL FIXATION OF PAY:**

- (i) The initial pay of the existing employees who have been in Government service since before the 1st July, 1991, shall first be fixed in the modified basic scales at the stage having the same pay or if there is no such stage, at the next higher stage. Thereafter, the pay shall be fixed in the revised basic pay scale "on point to point basis", i.e. at the stage in the relevant revised basic pay scale which is as many stages above the minimum as the stage occupied by him above the minimum of the modified basic scale.
- (ii) In the case of those employees whose pay is fixed in the revised basic scales at a stage which gives an increase of less than Rs. 100/- in pay of June, 1991, a minimum increase of Rs. 100/- in pay, over June, 1991 level, shall be allowed and, thereafter, pay fixed at the corresponding stage equal to this pay or if there is no such stage at the next higher stage. The pay fixation formula has been illustrated through examples, I, II & III in Annex-II.
- (iii) The annual increment shall continue to be admissible subject to the existing conditions on the first of December each year. However, the first annual increment of the existing employees in the revised basic pay scales, in which their pay is fixed on the 1st July 1991, shall accrue on the 1st December 1991.
- (iv) The increases allowed since 01.7.1988 as detailed below shall cease to be admissible from 01.07.1991:
 - (a) Indexed Pay sanctioned vide Finance Department's letter No. FD. PC. 2-1/88 dated 19.07.1988.
 - (b) Ad hoc increase of 5% of pay sanctioned vide Finance Department's letter No. FD. PC.2-1/89 (Prov) dated 05.06.1990.
 - (c) Adhoc increase of 10% sanctioned vide Finance Department's letter No. FD.PC.2-3/90, dated 16.07.1990.
 - (d) Dearness Allowance of Rs. 200/- P.M. sanctioned vide Finance Department's letter NO.FD.PC-2-4/90, dated 03.01.1991.

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4. **FIXATION OF PAY ON PROMOTION:** In cases of promotion from a lower to higher post/scale before the introduction of these scales, the pay of the employee concerned in the revised basic scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/ scale had taken place after the introduction of these scales.

5. **GRANT OF ADVANCE INCREMENTS TO OFFICIALS FOR POSSESSING/ ATTAINING HIGHER EDUCATIONAL QUALIFICATION:** (i) From 01.07.1991 onwards, advance increments shall be allowed without the condition of second division to the officials in BS-1 to BS-15 for possessing or acquiring higher educational qualifications over and above prescribed qualifications in the relevant recruitment rules, to the extent given below, for each higher qualification:

		Number of Advance increments for:			
		<u>Matric</u>	<u>FA/FSc</u>	<u>BA/BSc</u>	<u>MA/MSc</u>
a)	Where the prescribed qualification is non-Matric.	2	2	2	2
b)	Where the prescribed qualification is Matric.	Nil	2	2	2
c)	Where the prescribed qualification is FA/FSc.	Nil	Nil	2	2
d)	Where the prescribed qualification is BA/BSc.	Nil	Nil	Nil	2

(ii) If an employee is in receipt of, or is entitled to, advance increments under any other rules or orders in force for the time being, he shall be entitled to draw advance increments sanctioned in this letter, or advance increments under other rules or orders, whichever may be more beneficial to him.

(iii) The advance increments shall be allowed at the time of recruitment or acquisition of higher qualification, whichever is later. In cases where the employee is already at the maximum of the scales, he may be allowed the number of advance increments beyond the maximum of the scale as personal pay to be absorbed at the time of his move-over/promotion. Those employees who had acquired higher qualification in 3rd division prior to 01.07.1991 and were not granted advance increments earlier henceforth would be allowed advance increments w.e.f. 01.07.1991.

The concession of advance increments is extended to the Punjab Govt. employees drawing pay in BS-16 for possessing or acquiring higher educational qualifications over and above the minimum qualification prescribed in the relevant rules for recruitment to the posts held by them vide Circular Letter No.FD-PR-12-3/91, dated 16.04.1997 to the extend given below w.e.f. 01.01.1996:

GRANT OF ADVANCE INCREMENTS TO OFFICIALS FOR POSSESSING/ATTAINING HIGHER EDUCATIONAL QUALIFICATION

		Number of Advance increments for			
		<u>Matric</u>	<u>FA/FSc</u>	<u>BA/BSc</u>	<u>MA/MSc</u>
i)	Where the prescribed qualification is Matric.	Nil	2	4	6

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ii) Where the prescribed qualification is FA/FSc. Nil Nil 2 4

iii) Where the prescribed qualification is BA/BSc. Nil Nil Nil 2

2. These increments will be allowed in accordance with the existing policy requiring fulfilment of the following conditions:

- i) The higher qualification is in the relevant field.
- ii) The incumbent of the post (BS-16) has not availed the benefit earlier, on any lower part/scale.
- iii) The qualification acquired is higher than the one prescribed in respect of the posts for direct recruitment under the service rules.

6. SPECIAL PAYS:(i) The rates of special pays of the personal Assistants shall be enhanced as under:

<u>NAME OF POST</u>	EXISTING		REVISED
	<u>Rs. P.M</u>	<u>Rs. P.M.</u>	
PA to Minister	100	150	
PA to Chief Secretary/A.C.S./ Secretaries./Addl. Secretaries	75	120	

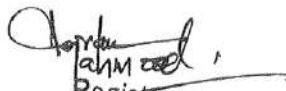
(ii) The existing special pays admissible to those handling cash in Government Organisations shall be revised as under:

- (a) Government servants handling cash up to Rs.5,000/- P.M. Rs.25/- P.M.
- (b) Government servants handling cash from Rs. 5,001/- to Rs. 35,000/- P.M. Rs.50/- P.M.
- (c) Government servants handling cash from Rs.35,001/- to 1,00,000/- P.M. Rs.60/- P.M.
- (d) Government servants handling cash above Rs.1,00,000/- P.M. Rs.75/- P.M.

7. *TEACHING ALLOWANCE*: Existing rates of Teaching Allowance shall be enhanced as under:

- a) For High School Science Teachers From Rs. 100/- P.M. to Rs. 200/- P.M.
- b) For Junior Instructors From Rs. 100/- P.M.

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in polytechnics to Rs.200/- P.M.

8. **MEDICAL ALLOWANCE:** Existing rate of Medical Allowance of Rs.50/- P.M. admissible to the employees in BS-1 to BS-15 shall be enhanced to Rs.60/- P.M. It is further enhanced from Rs.60/- P.M. to Rs.90/- P.M. w.e.f. 01.11.1995 vide circular letter No.FS.SRI-9-8/91 dated 08.01.1996.

9. (A) **MESS ALLOWANCE:** The existing rate of Mess Allowance for nursing cadre (below BS-16) shall be enhanced from Rs.300/- P.M. to Rs.500/- P.M.

(B) **UNIFORM ALLOWANCE:** The existing rate of Uniform Allowance for nursing cadre (below BS.16) shall be enhanced from Rs. 125/- P.M. to Rs. 150/- P.M.

(C) **WASHING ALLOWANCE ADMISSIBLE TO LIVERIED STAFF:** The existing rate of Washing allowance shall be enhanced from Rs. 25/- P.M. to Rs. 30/- P.M.

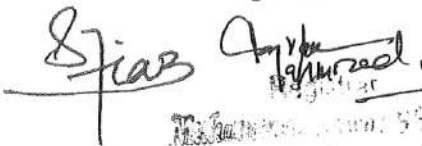
(D) **OVERTIME ALLOWANCE ADMISSIBLE TO STAFF CAR DRIVERS:** Overtime allowance presently admissible @ Rs. 500/- p.m. to the staff car drivers/despatch riders /mechanics working in Punjab Civil Secretariat and drivers attached with the Judges of Lahore High Court and officers in regular BS-21 who are entitled to free private use of staff car will be enhanced to Rs. 600/- P.M.

It is further enhanced to Rs.700/- P.M. with immediate effect vide circular letter No.FD.SRI-9-8/85 dated 27.07.1995.

10. **ANOMALIES:** An Anomalies Committee will be set up in the Finance Department to resolve the anomalies, if any, arising out of the issue of this letter.

11. **APPLICABILITY:** This scheme of revised basic pay scales is applicable to regular Government servants only and not to the employees in work charged establishment, the contingencies paid staff and those who are governed by the industrial Relations Ordinance

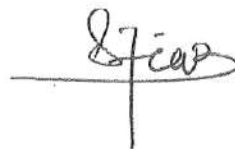
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EXISTING, MODIFIED AND THE REVISED PAY SCALES (BPS-1-15)

BPS No.	Existing BPS- 01.07.1987	Stages	Modified Scale	Stages	Revised BPS- 01.07.1991	Stages
1	600-13-860	20	605-17-860	15	920-26-1310	15
2	625-16-945	20	630-21-945	15	945-32-1425	15
3	650-19-1030	20	655-25-1030	15	975-37-1530	15
4	675-22-1115	20	680-29-1115	15	1005-43-1650	15
5	700-25-1200	20	705-33-1200	15	1035-49-1770	15
6	725-28-1285	20	730-37-1285	15	1065-54-1875	15
7	750-31-1370	20	755-41-1370	15	1095-60-1995	15
8	790-34-1470	20	795-45-1470	15	1140-65-2115	15
9	830-38-1590	20	840-50-1590	15	1185-72-2265	15
10	870-42-1710	20	870-56-1710	15	1230-79-2415	15
11	910-46-1830	20	915-61-1830	15	1275-86-2565	15
12	970-52-2010	20	975-69-2010	15	1355-96-2795	15
13	1035-58-2195	20	1040-77-2195	15	1440-107-3045	15
14	1100-64-2380	20	1105-85-2380	15	1530-119-3315	15
15	1165-71-2585	20	1160-95-2585	15	1620-131-3585	15

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Appendix A-VI(B)

No.FD.PC-2-3/91

Dated the 22nd October 1991

Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS
OF CIVIL EMPLOYEES IN BS-16 TO BS-22 OF THE PUNJAB
GOVERNMENT

I am directed to state that Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales for all Government servants in BS-16 to BS-22 as detailed in the following paragraphs.

2. BASIC PAY SCALES: The existing and revised basic pay scales are detailed in the Annexure. The Revised Basic Pay Scales shall replace the Basic Pay Scales 1987 and shall be effective from the first of June 1991.

3. INITIAL FIXATION OF PAY: (i) The initial pay of an existing employee who has been in Government service since before the 1st June, 1991, shall be fixed in the revised pay scales "on point to point basis", i.e. at the stage in the relevant revised basic pay scale which is as many stages above the stage occupied by him above the minimum of the existing basic pay scale.

(ii) The annual increment shall continue to be admissible, subject to the existing conditions, on the first of December each year.

(iii) The increases allowed since 01.07.1988, as detailed below, shall cease to be admissible from 01.06.1991:

- a) Indexed Pay sanctioned vide Finance Department's letter NO.FD.PC-2-1/88, dated 19.07.1988.
- b) Ad hoc increase of 5% of pay sanctioned vide Finance Department's letter NO.FD. PC-2-1/89 (Provl), dated 05.06.1990.
- c) Ad hoc increase of 10% of pay sanctioned vide Finance Department's letter NO.FD. PC-2-3/90 dated 16.07.1990.

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re, Multan

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- d) Dearness Allowance of Rs. 200/- p.m. sanctioned vide Finance Department's letter NO.FD.PC-2-4/90 dated 10.02.1991.

4. FIXATION OF PAY ON PROMOTION: (i) In cases of promotion from a lower to higher post/ scale before the introduction of these scales, the pay of the senior employees in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

(ii) The existing concession of grant of one premature increment on promotion as admissible to employees in BS-1 to BS-19 shall be extended also to those in BS-20 and above.

5. GRANT OF SELECTION GRADE: From 01.06.1991 onwards the Treasury Accountants in BS-16 in the Treasury Establishment under Finance Department will be allowed 33% selection grade in BS-17.

6. SPECIAL PAYS: The rates of special pays of Private Secretaries will be enhanced with effect from 01.06.1991 as under:

<u>Name of the Post</u>	<u>Existing</u>	<u>Revised</u>
	<u>(Rupees per month)</u>	
Private Secretaries to Ministers /Chief Secretary / Chairman P&D Board / Addl. Chief Secretary:		
i) From the cadre of private Secretaries in BS-16	200/-	300/-
ii) From other sources in BS-17	250/-	350/-
Private Secretaries to Secretaries	150/-	225/-
Private Secretaries to the Judges of Lahore High Court, Lahore	200/-	300/-

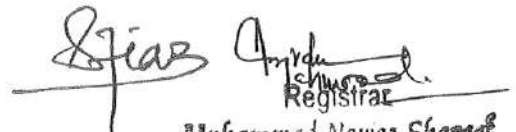
7. QUALIFICATION PAY FOR SENIOR OFFICERS: Qualification pay shall be allowed from 01.06.1991 to those officers who have qualified the following courses at the rates shown against each:

- a) Pakistan Administrative Staff College
National Management Course Rs.500/- p.m.
- b) National Defence College Course Rs.500/- p.m.
- c) Advance Course in Management in NIPA Rs. 100/- p.m.

Note: One qualification pay will be admissible at a time.

The following revised rates of qualification pay for the senior officers have been allowed w.e.f. 01.07.1995 vide circular letter No. FD.SRI-9-10/91 dated 18.09.1995:

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Muhammad Nawaz Shereef
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- a) Pakistan Administrative Staff College
National Management Course Rs.750/- p.m.
- b) National Defence College Course Rs.750/- p.m.
- c) Advance Course in Management in NIPA Rs. 200/- p.m.

Other conditions of admissibility remain unchanged.

8. QUALIFICATION PAY FOR SAS ACCOUNTANTS: The existing rate of Rs. 100/- p.m. shall be enhanced to Rs. 150/- p.m. from 01.06.1991.

The above mentioned rate Rs.150/- p.m. has been enhanced to Rs.200/- p.m. as qualification pay admissible to the S.A.S. qualified Accountants of the Treasuries Establishment and Audit Officers of the Local Fund Audit Department vide circular letter No. PC-3-3/96(FSC) dated 11.11.1996.

9. TEACHING ALLOWANCE: For doctors who teach basic Sciences in Medical Colleges, the existing rate of Teaching Allowance shall be enhanced from Rs. 500/- p.m. to Rs.1,000/- p.m.

10. SENIOR POST ALLOWANCE: The existing rates of Senior Post Allowance shall be enhanced as under:

- a) For Officers in BS-20 From Rs.200/- p.m.
to Rs.600/- p.m.
- b) For Officers in BS-21 From Rs.400/- p.m.
to Rs.800/- p.m.
- c) For Officers in BS-22 From Rs.600/- p.m.
to Rs.1,000/- p.m.

11. ANOMALIES: An Anomalies Committee will be set up in the Finance Department to resolve the anomalies, if any arising out of the issue of this letter.

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Registrar

Muhammad Naveez Shareef
University of Agriculture, Multan

Pay Revision Rules

Annexure

Existing and the Revised Basic Pay Scales (BS-16 to BS-22)

Scale No.	Existing Basic Pay Scales 01.07.1987	Stages	Revised Basic Scales 01.06.1991	Stages
16.	1350-105-2925	15	1875-146-4065	15
17.	2065-155-3925	12	2870-215-5450	12
18.	2710-195-4660	10	3765-271-6475	10
19.	4130-205-5770	8	5740-285-8590	10
20.	4900-235-6780	8	6810-325-10060	10
21.	5420-290-7740	8	7535-405-11585	10
22.	5800-325-8400	8	8075-450-12575	10

No. of stages enhanced to 10 vide circular letter No. FD.PC-2-3/91 dated 31.03.1992

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University of Agriculture, Multan

Subject: REVISION OF PAY SCALES AND FRINGE BENEFITS OF CIVIL
EMPLOYEES (BS 1-22) OF PUNJAB GOVERNMENT (1994)

I am directed to state that Governor of the Punjab is pleased to sanction the revision of Basic Pay Scales for the employees of Government of the Punjab drawing pay in BS-1 to BS-22 as detailed in the following paragraphs.

2. BASIC PAY SCALES: The existing and the revised pay scales are detailed in the Annexure 'A' of this letter. The revised pay scales shall replace the existing pay scales 1991, in respect of those employees who give option for these pay scales, in terms of para 6(b) and shall be effective from the first of June, 1994.

3. INITIAL FIXATION OF PAY: The initial fixation of pay of the employees who have been in Government service since before the 1st June 1994, shall be effected w.e.f. 01.06.1994, in the following manner:

- (i) EMPLOYEES IN BS-1 to 16: By allowing an increase at the rate of 35% of the pay actually drawn on 31.05.1994, the pay of the employees will be fixed at the stage equal to or if there be no stage, at the stage next above.
- (ii) EMPLOYEES IN BS-17 AND ABOVE: Initial fixation of pay shall be made by allowing 35% increase on the pay actually drawn on 31.05.1994, in the following two phases:
 - a) 20% of the increase shall be allowed w.e.f.01.06.1994 by fixing pay in the relevant scale at the stage equal to or if there be no stage, at the stage next above.
 - b) The remaining 15% increase shall be allowed on and from 01.06.1995 by re-fixing pay in the relevant pay scale on 01.06.1994 by allowing 35% increase over pay drawn on 31.05.1994. The new pay so fixed will be drawn from 01.06.1995 without any arrears.
 - c) The annual increment shall continue to be admissible subject to the existing conditions on the 1st of December each Year.
 - d) The ad hoc increases allowed as detailed below shall cease to be admissible from 01.06.1994:
 - (i) Ad hoc relief of Rs. 100/- p.m. sanctioned vide Finance Department, Government of the Punjab's circular letter No.FD.PC. 2-1/92 dated 7th September 1992.
 - (ii) Additional Ad hoc relief of Rs. 100/- p.m. sanctioned vide Finance Department, Govt of the

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Muhammad Nawaz Shareef
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Pay Revision Rules

Punjab's circular letter No.FD.PC.2-3/93 dated 20th September 1993.

- (iii) Ad hoc relief of Rs. 50/- p.m. sanctioned vide Finance Department, Govt. of the Punjab's circular letter NO.FD.PC.2-1/94 dated 7th May 1994.

4. FIXATION OF PAY: In cases of promotion from a lower to higher post/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

5. ALLOWANCES:

(i) Secretariat Allowance- With the introduction of new scales of pay, the Secretariat Allowance is abolished w.e.f. 01.06.1994 and the amount actually drawn on 31.05.1994 will be converted into Personal Allowance. Such Personal Allowance in case of Government Employees in BS-17 to 22 shall be reduced by the amount of annual increments, by which the Government Employee's pay may be increased after 1-6-94, and shall cease as soon as his pay is increased by an amount equal to or more than his Personal Allowance. Those in BS-1 to BS-16 will be exempted from this adjustment to the extent that their Personal Allowance will not be reduced/adjusted.

(ii) OTHER ALLOWANCES, SPECIAL PAYS etc.: Special pays and other allowances including House Rent Allowance will be maintained at the level drawn/admissible at the rates as on 31.05.1994.

6. OPTION:

(a) All existing Government Employees are given option either to draw the existing pay scales plus Secretariat Allowance or the new pay scales plus personal Allowance in the manner as at 5(i) above. Option to retain existing scale with Secretariat Allowance must, however, be given in writing by the employees concerned to the Audit office/Drawing and Disbursing Officer concerned by 30th July 1994. Option once exercised shall be final.

(b) An existing Government Employee who does not exercise and communicate such option within the prescribed time limit, shall be deemed to have opted to be governed by the new scales and abolition of Secretariat Allowance.

7. PENSION & RETIREMENT BENEFITS: In the case of persons retiring from 01.06.1994 onwards in BS-17 to 22, pension will be recalculated on 01.06.1995 on the basis of pay re-fixed with 35% increase in the pay in the second phase. New pension will, however, be admissible from 01.06.1995 and no arrears will be admissible.

8. The following relief to the widows, dependents, retarded and incapacitated children and invalid pensioners shall be allowed w.e.f. 1st June 1994:

- (a) Restoration of commuted value/gratuity portion of families on completion of required period.

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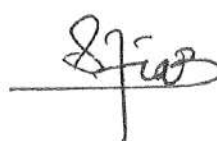
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- (b) Grant of family pension to dependent disabled/retarded children for life without any age limit.
- (c) Elimination of second medical board for the invalidated pensioners for eligibility of commutation.

9. Government servants who have retired on or after 01.06.1993, till the introduction of revised Pay Scales i.e. 01.06.1994, be allowed pension/commutation on the basis of pay that would have been admissible to them, had the pay revision been effected on the date of their retirement, discounted by 12%.

10. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue in force under this scheme.

11. ANOMALIES: A committee will be set up in the Finance Department (Regulations Wing), Government of the Punjab, to resolve the anomalies, if any, arising out of the issue of this order.




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EXISTING AND REVISED PAY SCALES

Sr. No.	Existing Pay Scales 01.06.1991	(Stages)	Revised Pay Scales 01.06.1994	(Stages)
BS-1	920-26-1310	(15)	1245-35-1770	(15)
BS-2	945-32-1425	(15)	1275-44-1935	(15)
BS-3	975-37-1530	(15)	1320-50-2070	(15)
BS-4	1005-43-1650	(15)	1360-58-2230	(15)
BS-5	1035-49-1770	(15)	1400-66-2390	(15)
BS-6	1065-54-1875	(15)	1440-73-2535	(15)
BS-7	1095-60-1995	(15)	1480-81-2695	(15)
BS-8	1140-65-2115	(15)	1540-88-2860	(15)
BS-9	1185-72-2265	(15)	1605-97-3060	(15)
BS-10	1230-79-2415	(15)	1660-107-3265	(15)
BS-11	1275-86-2565	(15)	1725-116-3465	(15)
BS-12	1355-96-2795	(15)	1830-130-3780	(15)
BS-13	1440-107-3045	(15)	1950-144-4110	(15)
BS-14	1530-119-3315	(15)	2065-161-4480	(15)
BS-15	1620-131-3585	(15)	2190-177-4845	(15)
BS-16	1875-146-4065	(15)	2535-197-5490	(15)
BS-17	2870-215-5450	(12)	3880-290-7360	(12)
BS-18	3765-271-6475	(10)	5085-366-8745	(10)
BS-19	5740-285-8590	(10)	7750-385-11600	(10)
BS-20	6810-325-10060	(10)	9195-440-13595	(10)
BS-21	7535-405-11585	(10)	10190-545-15640	(10)
BS-22	8075-450-12575	(10)	10900-610-17000	(10)

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Signature
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Subject: REVISION OF BASIC PAY SCALES AND FRINGE BENEFITS OF
CIVIL EMPLOYEES (BS 1-22) OF PUNJAB GOVERNMENT



I am directed to state that Governor of the Punjab is pleased to sanction with effect from 1st December, 2001 a Scheme of the Basic Pay Scales, Allowances and Pension, 2001 for the employees of Government of the Punjab in BPS-1 to BPS-22 as detailed below:

PART-I: BASIC PAY SCLAES AND ALLIED MATTERS

- (1) **Basic Pay Scales**
The existing basic pay scales and the revised basic pay scales are shown in Annexure-I of this letter. The Revised Basic Pay Scales shall replace the Existing Basic Pay Scales, 1994 and shall be effective from 1st December 2001.
- (2) **Discontinuation of Allowances**
The following allowances shall cease to be payable on introduction of the revised pay scales w.e.f. 01.12.2001.
 - (i) Cost of Living Allowance to BS-1 to BS-22 @ 7% of basic pay
 - (ii) Ad hoc relief of Rs. 300/- p.m. and Rs. 100/- p.m. to BS-1 to 16 (inclusive of BS-17 by virtue of Move Over)
 - (iii) Secretariat/Personal Allowance
- (3) **Special Additional Allowance**
Special Additional Allowance shall be frozen at the level drawn as on date of issue of this Order.
- (4) **Initial Fixation of Pay**
Pay of the employees in service on 30.11.2001 shall be fixed at the stage in the revised pay scales which is as many stages above the minimum of the 1994 Basic Pay Scale.
- (5) **Pay Fixation on Promotion**
The existing provision regulating the fixation of pay in case of promotion from lower to a higher post shall continue to apply.
- (6) **Selection Grade and Move Over**
Selection Grade in the scheme of Basic Pay Scales and Move Over scheme shall stand discontinued w.e.f the date of issue of this circular letter.
- (7) **Pay Fixation of employees in Selection Grade and those who have Moved Over to higher Scale**
Pay of an existing employee drawing pay by move over shall be fixed with reference to the pay scale of the post for the time being held by him in case the employee was drawing pay in a Selection Grade his pay will be fixed in the Selection Grade pay scale. The stage of fixation will be arrived at after allowing increments on notional basis in the original scale of post or the Selection Grade, in 1994 Basic Pay Scales, up to the point of existing pay.

Pay of the employees will then be fixed at the relevant stage in the revised Pay scales, 2001.

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Example-I:

Assistant, BS-11 Selection Grade, BS-15, Moved Over BS-16 and in receipt of Pay of Rs. 5490/-, pay will be fixed in BS-15 i.e. Selection Grade pay scale at Rs. 8320/- as under:

1994 Scale	<u>Stage 15</u> 4845	<u>Stage 16</u> 5022	<u>Stage 17</u> 5199	<u>Stage 18</u> 5376	<u>Stage 19</u> 5553
2001 Scale	7260	7525	7790	8055	8320

Example-II:

Pay fixation of an employee in BS-11 who has moved over to BS-14 and is in receipt of basic pay of Rs. 4480/- will be fixed after allowing notional increments in BS-11 of 1994 Basic Pay Scales up to the stage of basic pay drawn. Pay in revised BPS-11 will be fixed at the corresponding stage of Rs. 6790/- as under:

BS-11 1994 Pay Scale	<u>Stage 15</u> 3465	<u>Stage 16</u> 3581	<u>Stage 17</u> 3697	<u>Stage 18</u> 3813	<u>Stage 19</u> 3929	<u>Stage 20</u> 4045	<u>Stage 21</u> 4161	<u>Stage 22</u> 4277	<u>Stage 23</u> 4393	<u>Stage 24</u> 4509
BS-11 2001 Pay Scale	5215	5390	5565	5470	5915	6090	6265	6440	6615	6790

Example-III:

Pay fixation of an employee in BS-5 who has moved over to BS-11 and is in receipt of basic pay of Rs. 3465/- will be fixed after allowing notional increments in BS-5 of 1994 BPS up to the stage of basic pay drawn. Since basic pay of Rs. 3465/- is beyond the 30 stages in notional BS-5 (1994) BPS and resultantly more than the 30 stage of BPS 2001, therefore, his pay will be fixed at the notional 32nd stage i.e. at Rs. 5300/-. The difference of Rs. 200/- (Rs. 5300-5100) will be personal to him as under:

BS-5 1994	<u>Stage 30</u> 3380	<u>Stage 31</u> 3446	<u>Stage 32</u> 3512
BS-5 2001	5100	5200	5300

In such cases future increments up to a maximum of 3 years will also be allowed as personal to such employees.

(8) **Date of Increment**

Annual increment shall continue to be admissible subject to the existing conditions, on the 1st December each year.

(9) **Special Pays/Allowances for Offices**

The Special Pays/Allowances sanctioned to offices as percentage of Pay shall be discontinued on the introduction of revised pay scales w.e.f. 01.12.2001 and adjusted in future increments.

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University of Agriculture, Multan

(10) Advanced increments.

The existing scheme of advance increments is discontinued w.e.f. 01.12.2001. A fresh scheme, if any, will be introduced in due course.

Part – II Allowances

(11) Conveyance Allowance

The rates of Conveyance Allowance and Motorcycle/Motorcar maintenance allowance presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:

Sr. No.	Existing	Revised
(i)	Civil servants in BS-16 and above and maintaining a motor car not registered for commercial purpose – Rs. 355/- p.m.	BS-16 (Gazetted and above Rs.620/- p.m.
(ii)	Civil servants drawing pay of Rs. 3240/- p.m. and above other than those at (i) above Rs. 193/- p.m.	BS-11 and above Rs. 340/- p.m.
(iii)	Civil servants drawing pay of Rs.1688/- p.m. and above but less than Rs. 3240/- p.m. and maintaining Motorcycle/Scooter Rs. 130/-p.m.	BS-1-10 maintaining Motorcycle /Scooter Rs. 230/- p.m.
(iv)	Others Rs. 96/- p.m.	BS 1-10 Rs. 170/- p.m.

(12) Daily Allowance

Daily Allowance rates presently fixed with reference to pay drawn shall be increased and related to Basic Pay Scales as under:



BPS	Special rates per day (Rs.)	Ordinary rates per (Rs.)
1-4	110	80
5-11	120	100
12-16	200	180
17-18	350	320
19-20	450	400
21-22	550	450

(13) Medical Allowance

Medical Allowance to employees in BS 1-15 shall be increased from Rs. 90/- p.m. to Rs. 160/- pm.

(14) Computer Allowance

The Computer Allowance shall be increased subject to the existing conditions of admissibility as under:



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Pay Revision Rules

Sr. No.	Existing Rate	Revised Rate
(i)	Rs. 300/- per month	Rs. 450/- per month
(ii)	Rs. 1000/- per month	Rs. 1500/- per month

(15) **Special Pays/Allowances**

All the Special Pays and Allowances admissible on certain posts as percentage of Pay are revised subject to the following limits:

		Revised
(a)	Special Pays/Allowances sanctioned @ 20% and above of pay	On existing rates subject to a maximum of Rs. 2000/- per month
(b)	Special Pays/Allowances sanctioned @ 10% - 19% of pay	On existing rates subject to a maximum of Rs. 1500/- per month
(c)	Special Pays/Allowances sanctioned @ 5% - 9% of pay	On existing rates subject to a maximum of Rs. 1000/- per month

PART-III PENSION AND COMMUTATION

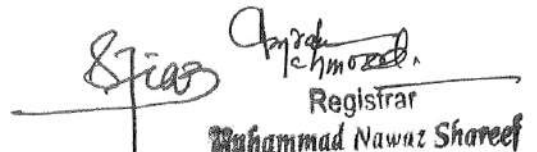
(16) **Pension**

The Government has made the following reforms in pension/commutation scheme w.e.f. 01.12.2001 in respect of civil pensioners of the Punjab Government.

- (a) Commutation Table shall be replaced by the new Commutation Table at Annexure-II to this circular letter.
- (b) Commutation up to 40% of gross pension shall be admissible at the option of the pensioner.
- (c) The additional benefit of 2% - 10% for extra years of service after completion of 30 years of qualifying service in respect of Civil Pensioners shall be discontinued.
- (d) The increase in pension @ 20% - 25% to Civil Pensioners allowed vide this Department's letter No. FD.SRII-4-72/99 dated 27.07.1999 shall be discontinued.
- (e) The benefit of restoration of surrendered option of pension in lieu of commutation/gratuity shall be withdrawn.
- (f) In future the increase in pension to the pensioners shall be allowed on net pension instead of gross pension.
- (g) All the pensioners shall be allowed an increase in net pension (inclusive of dearness increases allowed in the past) as follows:

		Increase in net pension
(I)	Pensioners who retired prior to the introduction of 1991 Basic Pay Scales	15%

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Muhammad Nawaz Shareef
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(II)	Pensioners who retired prior to the introduction of 1994 Basic Pay Scales but on or after the introduction of 1991 Pay Scales	10%
(III)	Pensioners who retired on or after the introduction of 1994 Basic Pay Scales and up to the date of introduction of revised Basic Pay Scales i.e. 01.12.2001	5%

(17) Option

- (a) All the existing civil employees (BPS-1 to 22) of the Provincial Government shall within 45 days from the date of issue of this circular letter, exercise an option in writing, addressed to the Audit Office concerned in the case of employees in BPS-16 and above and to the DDO concerned in the case of employees in BPS-15 and below, either to draw pay in the existing Basic Pay Scales of 1994 or in the Revised Basic Pay Scales and Pension/Commutation Scheme 2001 as specified in this circular letter. Option once exercised shall be final.
- (b) An existing employee as aforesaid, who does not exercise and communicate such an option within the prescribed time limit, shall be deemed to have opted to be governed by the Revised Basic Pay Scales Pension and Communication Scheme 2001.
- (18) The Government servant who will retire w.e.f. 01.07.2001 shall be given the benefit of revised pay scales on presumptive basis discounted by 5% increase in pension if availed, subject to the condition that all those who may like to avail this benefit should opt for the entire package i.e. revised schemes of Basic Pay Scales as contained in Part I of this circular letter and revised package of pension as contained in Part-III of this letter.
- (19) All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue in force under this scheme.

Anomalies

- (20) An Anomalies Committee will be set up in the Finance Department (Regulation Wing), Government of the Punjab to revolve the anomalies, if any, arising in the implementation of this order.

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University of Agriculture, Multan

ANNEXURE-I TO FINANCE DEPARTMENT LETTER NO. FD.PC-2-1/2001
DATED 22ND OCTOBER 2001

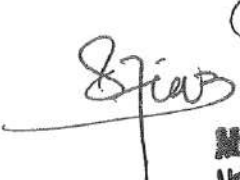
EXISTING AND REVISED PAY SCALES

Pay scales of 1994

Revised pay scales 2001

Scale	Min	Incr	Max	Stgs	Scale	Min	Incr	Max	Stgs
1	1245	35	1770	15	1	1870	55	3520	30
2	1275	44	1935	15	2	1915	65	3865	30
3	1320	50	2070	15	3	1980	75	4230	30
4	1360	58	2230	15	4	2040	85	4590	30
5	1400	66	2390	15	5	2100	100	5100	30
6	1440	73	2535	15	6	2160	110	5460	30
7	1480	81	2695	15	7	2220	120	5820	30
8	1540	88	2860	15	8	2310	130	6210	30
9	1605	97	3060	15	9	2410	145	6760	30
10	1660	107	3265	15	10	2490	160	7290	30
11	1725	116	3465	15	11	2590	175	7840	30
12	1830	130	3780	15	12	2745	195	8595	30
13	1950	144	4110	15	13	2925	215	9375	30
14	2065	161	4480	15	14	3100	240	10300	30
15	2190	177	4845	15	15	3285	265	11235	30
16	2535	197	5490	15	16	3805	295	12655	30
17	3880	290	7360	12	17	6210	465	15510	20
18	5085	366	8745	10	18	8135	585	19835	20
19	7750	385	11600	10	19	12400	615	24700	20
20	9195	440	13595	10	20	14710	950	28010	14
21	10190	545	15640	10	21	16305	1070	31285	14
22	10900	610	17000	10	22	17440	1250	34940	14

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Appendix A-IX

No. FD-PC-2-1/2005
Dated the 16th July 2005


Subject: REVISION OF BASIC PAY SCALES, ALLOWANCES AND
PENSION – 2005 OF CIVIL EMPLOYEES OF PUNJAB
GOVERNMENT (BS-1 TO 22)


I am directed to state that the Governor of the Punjab has been pleased to sanction the revision of Basic Pay Scales, Allowances and Pension – 2005 for civil employees of the Government of the Punjab in BPS-1 to BPS-22, with effect from 01.07.2005, as detailed below:

PART-I: BASIC PAY SCALES

2. **Basic Pay Scales:**
The revised Basic Pay Scales, 2005 shall replace the existing Basic Pay Scales, 2001 as shown in the Annexure.
3. **Fixation of Pay of the Existing Employees:**
 - i) The basic pay of an employee in service on 30.06.2005 shall be fixed in the revised Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2001 Basic Pay Scales.

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- ii) The corresponding stage for fixation of basic pay in the aforesaid manner in respect of an employee whose pay was fixed beyond the maximum of the relevant scale as a result of discontinuation of move-over policy under the 2001 Basic Pay Scale scheme shall be determined on notional extension basis i.e. by treating the amount of personal pay drawn by him on 30th June, 2005, as part of his basic pay scale and the amount beyond the maximum of the prescribed stage in the revised Basic Pay Scale, shall be allowed as personal pay.

4. **Annual increment:**

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales in which their pay is fixed on 01.07.2005, shall accrue on the 1st December, 2005.

PART-II: ALLOWANCES

5. **Special Additional Allowance:**

Special Additional Allowance shall continue to be admissible at frozen level on existing conditions.

6. **Special Relief Allowance and Adhoc Relief:**

Special Relief Allowance and Adhoc Relief sanctioned with effect from 01.07.2003 and 01.07.2004 respectively shall stand frozen at the level of their admissibility as on 30.06.2005 and the amount shall continue to be admissible to the entitled recipients till further orders but it will cease to be admissible to new entrants joining Government service on or after 01.07.2005 as well as to those employees to whom it was ceased to be admissible under the existing conditions.

7. **House Rent Allowance:**

House Rent Allowance shall be admissible with reference to the revised Basic Pay Scales, 2005 subject to the existing conditions.

8. **Medical Allowance:**

Medical Allowance shall be admissible @ Rs.425/- p.m. subject to the existing conditions.

9. **Conveyance Allowance:**

- a) Conveyance Allowance shall be admissible on revised rates as follows:

BPS	RATES
1-4	Rs.340/- p.m.
5-10	Rs.460/- p.m.
11-15	Rs.680 p.m.
16-20	Rs.1240/- p.m.

- b) Conveyance Allowance @ Rs.1240/- per month shall also be admissible to those BPS-21 & 22 officers who are not sanctioned official vehicle.

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10. **Other Special Pays/Special Allowances:**

The rates of Special Pays and Special Allowances shall be revised as detailed below:

i) **Entertainment Allowance:**

BPS	Existing	Revised
19	Nil	Rs.500/- p.m.
20	Rs.480/- p.m.	Rs.600/- p.m.
21	Rs.525/- p.m.	Rs.700/- p.m.
22	Rs.725/- p.m.	Rs.975/- p.m.

ii) **Daily Allowance:**

BPS	Existing		Revised	
	Ordinary	Special	Ordinary	Special
1-4	80/-	110/-	125/-	200/-
5-11	100/-	120/-	155/-	220/-
12-16	180/-	200/-	280/-	365/-
17-18	320/-	350/-	500/-	640/-
19-20	400/-	450/-	625/-	825/-
21-22	450/-	550/-	700/-	1000/-

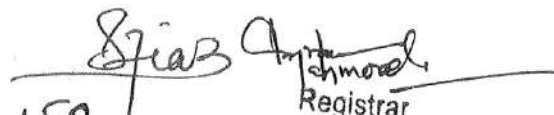
Special rates shall also be allowed at Muzaffarabad & Mirpur AJ&K in addition to those places at which special rates are already admissible.

iii) **Transportation/Mileage Allowance:**

Transportation	Existing	Revised
i) Motor Car	Rs.1.20/- per k.m.	Rs2/- per k.m.
ii) Motorcycle/Scooter	0.40/- per k.m.	Rs.1/- per k.m.
Mileage Allowance		
i) Personal Car/Taxi	Rs.3/- per k.m.	Rs.5/- per k.m.
ii) Motorcycle/Scooter	Rs.1/- per k.m.	Rs.2/- per k.m.
iii) Bicycle/Animal back/foot	Rs.0.75/- per k.m.	Rs.1/- per k.m.
iv) Public Transport	Rs.0.3/- per k.m. (BPS-6 & below) Rs.0.5/- per k.m. (BPS-7 & above)	Rs.1/- per k.m.
Travel By Air	Govt. servants in BPS-17 and those in receipt of pay of Rs.5400/- & above	Govt. servants in BPS-17 & above
Carriage of Personal/ Effects on transfer/ Recruitment	Paisa 0.148 per k.m. per Kilogram (or 2.96 paisa per k.m. per unit of 20 k.g.)	Rs.0.008 per k.m. per k.g.

iv) **Qualification Pay:**

Sr. No.	Qualification	Existing	Revised
i.	SAS Accountant	Rs.200/- p.m.	Rs.400/- p.m.
ii.	Part-III (ICMA/ICWA)	Nil	Rs.400/- p.m.

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iii.	ICMA/ICWA	Nil	Rs.1200/- p.m.
iv.	Chartered Accountant	Nil	Rs.1300/- p.m.
v.	Staff College/NDC	Rs.750/- p.m.	Rs.1000/- p.m.
vi.	Advanced Course in NIPA	Rs.200/- p.m.	Rs.500/- p.m.

v) **Senior Post Allowance:**

BPS	Existing	Revised
20	Rs.850/- p.m.	Rs.1100/- p.m.
21	Rs.925/- p.m.	Rs.1200/- p.m.
22	Rs.1200/- p.m.	Rs.1600/- p.m.

vi) **Deputation/Additional Charge Allowance:**

Allowance	Existing	Revised
Deputation Allowance	@ 20% of the minimum of the Pay Scale of the deputationist irrespective of the pay scale of the post against which he is working on deputation	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.
Additional Charge Allowance	@ 20% of basic pay upto a maximum of Rs.1100/- p.m.	@ 20% of the Basic Pay subject to maximum of Rs.6000/- p.m.

vii) **'Uniform Allowance:**

Nature of the Post	Existing	Revised
Nurses upto BS-16	Rs.150/- p.m.	Rs.300/- p.m.
Nurses/Head Nurses in BS-17	Nil	Rs.300/- p.m.

viii) **PSP Uniform Allowance:**

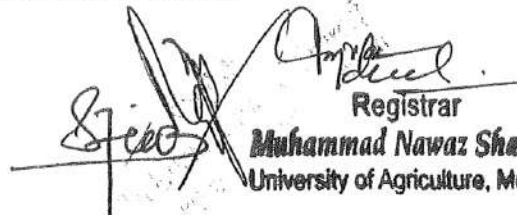
Existing	Revised
Rs.250/- p.m.	Rs.1200/- p.m.

ix) **Special Pay to PSs/PAs:**

	Existing	Revised
Private Secretaries to: Ministers/Chief Secretary/ Chairman, P&D Board/ ACS: i) From the Cadre of Private Secretaries	Rs.300/- p.m.	Rs.400/- p.m.
	p.m.	Rs.500/- p.m.
	p.m.	Rs.300/- p.m.

10. FD.PC-2-1/2005 dated 1st October,

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Pay Revision Rules

PAs to Ministers	Rs.150/- p.m.	Rs.200/- p.m.
PAs to Chief Secretary/ACS/ Secretaries/Addl. Secretaries	Rs.120/- p.m.	Rs.160/- p.m.

x) **Instructional Allowance:**

Existing	Revised
20% of the Basic Pay subject to maximum of Rs.2000/- p.m.	i) 20% of the Basic Pay subject to he maximum of Rs.5000/- p.m. to those Instructors imparting in service training to the offices in BPS-17 & above who are already in receipt of this allowance ii) 20% of the Basic Pay subject to he maximum of Rs.3000/- p.m. to those Instructors imparting in service training to the employees up to BPS-16, who are already in receipt of this allowance.

xi) **Washing Allowance for Police Force:**

Existing	Revised
Rs.50/- p.m.	Rs.100/- p.m.

xii) **Contingent Allowances:**

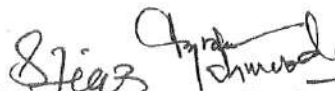
The Integrated Allowance @ Rs.150/- p.m. shall be admissible to Naib Qasids, Qasids, Daftires, Farashes, Chowkidars, Sweepers and Sweepresses, w.e.f 01.07.2005. The Washing Allowance and Dress Allowance admissible to Naib Qasids, Frashes, Chowkidars, Sweepers and Sweepresses shall stand abolished under this scheme.

11. The following allowances in respect of civil employees shall stand abolished under this scheme:

Sr. No.	Name of Allowance	Present Rate
i.	Cash Handling Allowance	Rs.25/- p.m. to Rs.75/- p.m.
ii.	Telecom Allowance	Rs.150/- p.m.
iii.	Copier/Photostat Allowance	Rs.50/- p.m.

PART-III: PENSION

12. Commutation shall be admissible up to a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be increased from the existing 60% to 65% of Gross Pension.
13. An increase @ 10% shall be allowed on the amount of pension being drawn by the existing pensioners as well as to those civil employees who would draw pension under the revised Basic Pay Scales, 2005.


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 Registrar
Muhammad Nawaz Shareef
 University of Agriculture, Multan

Punjab Estacode 2007

14. The increases allowed on pension @ 15% and 8% w.e.f. 01.07.2003 and 01.07.2004 respectively shall not be admissible to the civil employees who would draw pension under the revised Basic Pay Scales, 2005.

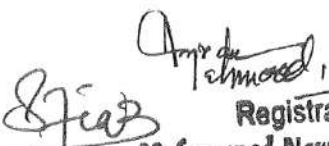
Option:

15. a) All the existing civil employees (BS-1 to 22) of the Provincial Government shall, within 60-days from the date of issue of this notification, exercise an option in writing and communicate it to the Accountant General Punjab/District Accounts Office/DDO concerned, as the case may be either to continue to draw salary in the existing Basic Pay Scales, in which he is already drawing or in the revised Basic Pay Scales and pension/commutation scheme, 2005 as specified in this notification. Option once exercised shall be final.
- b) An exiting employee as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted for the revised Basic Pay Scales-2005.
16. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

Anomalies:

17. An Anomaly Committee shall be set up in the Finance Department (Regulation Wing) to resolve the anomalies if any, arising in the implementation of the revised Basic Pay Scales – 2005.

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University of Agriculture, Multan

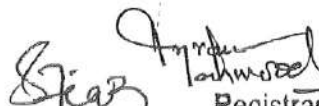
ANNEXURE TO FINANCE DEPARTMENT'S
NOTIFICATION NO. FC.PC.2-1/2005, DATED: 16.07.2005

EXISTING PAY SCALES – 2001					REVISED PAY SCALES – 2005				
BP S	MIN	INCR	MAX	STAGES	BPS	MIN	INCR	MAX	STAGES
1	1870	55	3520	30	1	2150	65	4100	30
2	1915	65	3865	30	2	2200	75	4450	30
3	1980	75	4230	30	3	2275	85	4825	30
4	2040	85	4590	30	4	2345	100	5345	30
5	2100	100	5100	30	5	2415	115	5865	30
6	2160	110	5460	30	6	2485	125	6235	30
7	2220	120	5820	30	7	2555	140	6755	30
8	2310	130	6210	30	8	2655	150	7155	30
9	2410	145	6760	30	9	2770	165	7720	30
10	2490	160	7290	30	10	2865	185	8415	30
11	2590	175	7840	30	11	2980	200	8980	30
12	2745	195	8595	30	12	3155	225	9905	30
13	2925	215	9375	30	13	3365	245	10715	30
14	3100	240	10300	30	14	3565	275	11815	30
15	3285	265	11235	30	15	3780	305	12930	30
16	3805	295	12655	30	16	4375	340	14575	30
17	6210	465	15510	20	17	7140	535	17840	20
18	8135	585	19835	20	18	9355	675	22855	20
19	12400	615	24700	20	19	14260	705	28360	20
20	14710	950	28010	14	20	16915	1095	32245	14
21	16305	1070	31285	14	21	18750	1230	35970	14
22	17440	1250	34940	14	22	20055	1440	40215	14

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No. FD-PC-2-1/2005
Dated the 1st October 2005

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Appendix A-X

No. FD-PC-2-1/2007
Dated the 23rd July 2007

Subject: REVISION OF BASIC PAY SCALES AND ALLOWANCES – 2007 OF
CIVIL EMPLOYEES OF PUNJAB GOVERNMENT (BS-1 TO 22)

I am directed to state that the Governor of the Punjab has been pleased to sanction the Revision of Basic Pay Scales and Allowances for civil employees of the Government of the Punjab in BPS-1 to BPS-22, with effect from 01.07.2007, as detailed below:

PART-I: BASIC PAY SCALES

- a) **Basic Pay Scales:**
The revised Basic Pay Scales, 2007 shall replace the existing Basic Pay Scales, 2005 as shown in the Annexure to this notification.
- b) **Fixation of Pay of the Existing Civil Servants:**
- i) The basic pay of an employee in service as on 30.06.2007 shall be fixed in the revised Basic Pay Scale on point-to-point basis i.e. at the stage corresponding to that occupied by him above the minimum of Basic Pay Scales, 2005.
 - ii) In case of Personal Pay being drawn by an employee as part of his basic pay beyond the maximum of his scale on 30.06.2007, he will continue to draw such pay in the Revised Basic Pay Scales, 2007 at the revised rates.
- c) **Fixation of Pay of the Existing Contract Employees:**
- i) Contract employees whose appointments have been made in the prescribed pay scales of the posts and are drawing salary in the Basic Pay Scales, 2005, their pay shall be fixed in the Revised Basic Pay Scales, 2007 with effect from 01.07.2007 in the prescribed manner.
 - ii) An increase at the rate of 15% on initial of the pay shall be allowed to the contractual appointees as "Special Allowance" who are in receipt of pay package slightly higher than the

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Registrar
University of Agriculture, Multan

Pay Revision Rules

standard pay package prescribed under the Contract Appointment Policy dated 29.12.2004.

- iii) Contract employees who have been allowed Special Pay Package with lucrative pay (i.e. pay considerably higher than the pay scale of the post including Special House Rent Allowance/Utility charges etc.) shall continue to be governed by the existing terms & conditions as laid down in the document of their contract appointment.

- d) **Annual Increment:**
Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales in which their pay is fixed on 01.07.2007 shall accrue on the 1st December, 2007.

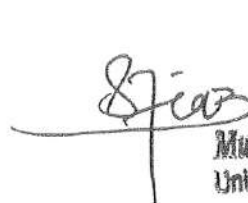
PART-II: ALLOWANCES

- e) **Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief:**
The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief shall continue to be admissible at frozen level on existing conditions.

- f) **Dearness Allowance:**
Dearness Allowance @ 15% sanctioned w.e.f 01.07.2006 shall stand frozen at the level of its admissibility as on 30.06.2007 and the amount shall continue to be admissible to the entitled recipients until further orders but it will not be admissible to new entrants joining Government service on or after 01.07.2007.

2. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under this scheme.

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure A-xi

No.FD.PC-2-1/2008
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 11th July, 2008

From

Mr. Sohail Ahmad,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. All District Coordination Officers in the Punjab.
6. All District Nazims in the Punjab.
7. All Heads of Attached Departments, Government of the Punjab.
8. The Registrar, Lahore High Court, Lahore.
9. All District and Sessions Judges in the Punjab.
10. The Secretary, Punjab Public Service Commission, Lahore.
11. The Secretary, Punjab Provincial Assembly, Lahore.
12. The Director General, Audit & Accounts (Works), Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.
14. The Chief Pilot, VIP Flights, Lahore.
15. The Incharge, Public Policy & Change Management Wing, S&GAD.

SUBJECT: INCREASE IN BASIC PAY SCALES AND ALLOWANCES OF CIVIL EMPLOYEES OF PUNJAB GOVERNMENT (BS-1 TO 22).

Sir,

I am directed to state that the Governor of the Punjab has been pleased to sanction Revision of Basic Pay Scales and Allowances for civil employees of the Government of the Punjab in BPS-1 to BPS-22, with effect from 01.7.2008, as detailed below :-

PART-I - PAY SCALES

2. Adjusted Basic Pay Scales:

The Adjusted Basic Pay Scales, 2008 shall replace the existing Basic Pay Scales, 2007 as shown in Annexure to this Notification.

3. Fixation of Pay of the existing civil employees:

- a. The basic pay of an employee in service as on 30.6.2008 shall be fixed in the Adjusted Basic Pay Scale on point to point basis i.e. at the stage corresponding to that occupied by him above the minimum of 2007 Basic Pay Scales.

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

- b. In case of Personal Pay being drawn by an employee as part of his basic pay beyond the maximum of his scale on 30.6.2008, he will continue to draw such pay in the Adjusted Basic Pay Scales, 2008 at the revised rates.

4. Fixation of Pay of the existing contract employees:

- a. Contract employees whose appointments have been made in the prescribed pay scales of the post and are drawing salary in the Basic Pay Scale, 2007 their pay shall be re-fixed in Adjusted Basic Pay Scales, 2008 with effect from 01.07.2008 in the prescribed manner.
- b. An increase @ of 20% on initial of pay shall be allowed to the contractual appointees as "Special Allowance" who are in receipt of pay package slightly higher than the standard pay package prescribed under the Contract Appointment Policy dated 29.12.2004.
- c. Contract employees who have been allowed Special Pay Package with lucrative pay (i.e. pay considerably higher than the pay scale of the post including Special House Rent Allowance/Utility Charges etc) will continue to be governed by the existing terms and conditions as laid down in the document of their contract appointment.

5. Annual Increment:

Annual increment shall continue to be admissible subject to the existing conditions, on 1st of December each year. However, the 1st annual increment of existing employees in Adjusted Basic Pay Scales, in which their pay is fixed on 01.07.2008, shall accrue on 1st December, 2008.

PART-II - ALLOWANCES

6. Special Additional Allowance, Special Relief Allowance, Adhoc Relief and Dearness Allowance:

The Special Additional Allowance, Special Relief Allowance, Adhoc Relief and Dearness Allowance shall continue to be admissible at frozen level on existing conditions.

7. Medical Allowance:

Medical Allowance shall be admissible @ Rs. 500/- per month to employees in BPS-1 to BPS-16 subject to the existing conditions.

8. Conveyance Allowance:

- (a). Conveyance Allowance shall be admissible on revised rates as follows:-

BPS	Existing Rates	Revised Rates
BPS 1-4	340/- pm	680/- pm
BPS 5-10	460/- pm	920/- pm
BPS 11-15	680/- pm	1360/- pm
BPS 16 -19	1240/- pm	2480/- pm

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Muhammad Nawaz Shareef
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

(b). Conveyance Allowance @ Rs.2480/- per month shall also be admissible to those BPS-20, 21 & 22 officers who are not sanctioned official vehicle.

9. All existing rules/orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules/orders not so modified shall continue to be in force under Adjusted Basic Pay Scales, 2008.

Your obedient servant,


(MUZAFFAR AHMAD)
ADDL: FINANCE SECRETARY (REG.)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:-

1. The Accountant General, Punjab, Lahore.
2. All District Accounts Officers/Treasury Officers in the Punjab.

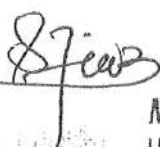

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information to:-

1. Finance Secretary, Government of Sindh, Karachi.
2. Finance Secretary, Government of NWFP, Peshawar.
3. Finance Secretary, Government of Balochistan, Quetta.
4. Finance Secretary, Azad Government of the State of Jammu & Kashmir, Muzaffarabad.
5. Regulation Wing, Finance Division, Government of Pakistan, Islamabad.


(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

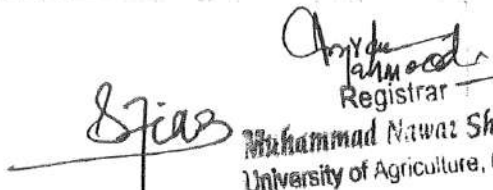


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

ANNEXURE

ANNEXURE TO FINANCE DEPARTMENT'S NOTIFICATION
NO.FD.PC.2-1/2008, DATED: 11.07.2008

<u>EXISTING PAY SCALES - 2007</u>				
<u>BPS</u>	<u>Min</u>	<u>Incr</u>	<u>Max</u>	<u>Stages</u>
1	2475	75	4725	30
2	2530	85	5080	30
3	2615	100	5615	30
4	2700	115	6150	30
5	2780	135	6830	30
6	2860	145	7210	30
7	2940	160	7740	30
8	3055	175	8305	30
9	3185	190	8885	30
10	3295	215	9745	30
11	3430	230	10330	30
12	3630	260	11430	30
13	3870	285	12420	30
14	4100	315	13550	30
15	4350	350	14850	30
16	5050	390	16750	30
17	8210	615	20510	20
18	10760	775	26260	20
19	16400	810	32600	20
20	19455	1260	37095	14
21	21565	1415	41375	14
22	23065	1655	46235	14

<u>ADJUSTED BASIC PAY SCALES - 2008</u>				
<u>BPS</u>	<u>Min</u>	<u>Incr</u>	<u>Max</u>	<u>Stages</u>
1	2970	90	5670	30
2	3035	100	6035	30
3	3140	120	6740	30
4	3240	140	7440	30
5	3340	160	8140	30
6	3430	175	8680	30
7	3530	190	9230	30
8	3665	210	9965	30
9	3820	230	10720	30
10	3955	260	11755	30
11	4115	275	12365	30
12	4355	310	13655	30
13	4645	340	14845	30
14	4920	380	16320	30
15	5220	420	17820	30
16	6060	470	20160	30
17	9850	740	24650	20
18	12910	930	31510	20
19	19680	970	39080	20
20	23345	1510	44485	14
21	25880	1700	49680	14
22	27680	1985	55470	14


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

NO.FD.PC.2-1/2011
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 11th July, 2011

From

Mr. Tariq Bajwa,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: REVISION OF BASIC PAY SCALES, ALLOWANCES AND PENSION OF CIVIL SERVANTS OF THE PUNJAB GOVERNMENT

I am directed to state that the Governor of the Punjab has been pleased to sanction Revision of Basic Pay Scales, Allowances and Pension with effect from 1st July, 2011 for the Civil Servants of the Punjab Government as detailed in the succeeding paragraphs

PART-I (BASIC PAY SCALES)

2. Revision of Basic Pay Scales:

The Basic Pay Scales – 2011 shall replace the Basic Pay Scales – 2008 with effect from 01.07.2011 as contained in the Annexure to this Notification.

3. Fixation of Pay of the Existing Employees (w.e.f. 01.07.2011):

- i) The basic pay of an employee who was in service on 30.06.2011 shall be fixed in the Basic Pay Scales – 2011 on point to point basis, i.e., at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales – 2008.
- ii) In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30.06.2011, he/she shall continue to draw such pay in the Basic Pay Scales – 2011 at the revised rates.

4. Annual Increment:

Annual increment shall continue to be admissible, subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales - 2011, in which their pay is fixed as on 01.07.2011 shall accrue on the 1st of December, 2011.

Tariq Bajwa

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Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

PART-II (ALLOWANCES)**5. Ad-hoc Relief Allowances granted upto 01.07.2009:**

The following Ad-hoc Relief Allowances granted upto 01.07.2009 shall stand discontinued with effect from 01.07.2011 having been merged in the Basic Pay Scales – 2008 so as to introduce Basic Pay Scales – 2011:

Sr. No.	Name of Ad-hoc Allowance	Notification No. & Date	Admissible Rates
i)	Special Additional Allowance -- 1999 (01.07.1999)	FD.PC.2-2/99 dated 27.07.1999	25% (BS 1-16) and 20% (BS 17-22) on BPS – 1994
ii)	Special Relief Allowance – 2003 (01.07.2003)	FD.PC.2-1/2003 dated 11.07.2003	15% of the basic pay on BPS – 2001
iii)	Ad-hoc Relief – 2004 (01.07.2004)	FD.PC.2-1/2004 dated 21.07.2004	15% of the basic pay on BPS – 2001
iv)	Dearness Allowance – 2006 (01.07.2006)	FD.PC.2-1/2006 dated 22.07.2006	15% of the basic pay on BPS – 2005
v)	Ad-hoc Relief Allowance -- 2009 (01.07.2009)	FD.PC.2-2/2009 dated 24.07.2009	20% (BS 1-16) and 15% (BS 17-22) on BPS – 2008

6. Ad-hoc Allowance – 2010 (if admissible):

- i) The Ad-hoc Allowance – 2010 @ 50% of the running basic pay of Basic Pay Scales – 2008 admissible to the Civil Servants (if admissible in that organization) has already been frozen at the level of its admissibility as on 01.07.2010 vide Finance Department's notification No.FD.PC.2-2/2010 dated 11.11.2010 and subsequently through notification No.FD.PC.2-2/2010(1226-10) dated 12.01.2011.
- ii) All the new entrants shall be allowed Ad-hoc Allowance – 2010 @ 50% of the minimum of relevant Basic Pay Scales – 2008 (if admissible in that organization) on notional basis with effect from 01.07.2011, till further orders, and shall stand frozen at the same level.

7. Ad-hoc Relief Allowance – 2011:

- i) An Ad-hoc Relief Allowance – 2011 @ 15% of the running basic pay of Basic Pay Scales – 2008 to all the Civil Servants of the Punjab Government including contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01.07.2011 and shall stand frozen at the same level. This Allowance will not be admissible to contract employees appointed on fixed pay package.
- ii) All the new entrants shall be allowed Ad-hoc Relief Allowance – 2011 @ 15% of the minimum of relevant Basic Pay Scales – 2008 on notional basis with effect from 01.07.2011, till further orders, and shall stand frozen at the same level.
- iii) The Ad-hoc Relief Allowance will be subject to Income Tax.
- iv) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR.
- v) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- vi) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad.
- vii) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

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Registrar

- viii) The Ad-hoc Relief Allowance will be admissible during the period of suspension.
- ix) The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance – 2011 will also include the amount of the personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

8. Medical Allowance:

- i) Medical Allowance admissible to Civil Servants in BS-16 to BS-22 @ 15% of the existing basic pay in Basic Pay Scales – 2008 shall continue to be admissible at the frozen level of its admissibility as on 01.07.2010.
- ii) All the new entrants in BS-16 to BS-22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales – 2008 on notional basis with effect from 01.07.2011, till further orders, and shall stand frozen at the same level.

9. Special Pays and Allowances:

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowances/Special Allowances equal to initial or basic pay granted to any employee of Punjab Government including Punjab Police, Border Military Police, D.G. Khan & Rajanpur, Baluch Levy D.G. Khan, Prisons, Directorate of Reclamation & Probation, Judiciary, MPDD, teaching/non-teaching staff of teaching institutes including employees of Directorate of Special Education and employees of other Departments shall stand frozen at the level of its admissibility as on 30.06.2011.

10. Conveyance Allowance:

- i) Conveyance Allowance shall be admissible to all the civil servants in BS-1 to BS-15 on revised rates as under:

S. No.	BPS	Existing Rate	Revised Rate
i)	BS 1-4	Rs.680/- p.m.	Rs.850/- p.m.
ii)	BS 5-10	Rs.920/- p.m.	Rs.1,150/- p.m.
iii)	BS 11-15	Rs.1,360/- p.m.	Rs.1,700/- p.m.

- ii) All the Civil Servants of the Punjab Government (excluding those who are availing sanctioned official vehicle) shall be allowed Conveyance Allowance at the prescribed rates irrespective of their place/station of duty.
- iii) Those Civil Servants who are already drawing Mobility Allowance (in case of teachers of schools/colleges of Education Department and staff of schools of Mines & Minerals Department) or Car Allowance (in case of members of Lahore High Court Establishment as well as employees of Sub-ordinate Judiciary) in areas other than big cities would have the option either to adopt the new prescribed rates of Conveyance Allowance or to continue the previous allowance under the respective nomenclature.
- iv) Employees of Sub-ordinate Judiciary in areas other than big cities are already drawing Conveyance Allowance at prescribed rates as a special case. They would, henceforth draw the same at revised rates under the existing policy.

[Signature]

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Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

11. Miscellaneous Allowances:

Rates of the following Allowances have been revised as noted against each

Sr. No.	Name of Allowance	Existing Rates	Revised Rates
i)	Integrated Allowance for N/Oasids, Qasids, Daftries, Frashes, Chowkidars, Sweepers & Sweeperesses (Security Guards would also be entitled to the same w.e.f. 1.7.2011)	Rs.150/- p.m.	Rs.300/- p.m.
ii)	Washing Allowance	Rs.30/- p.m.	Rs.100/- p.m.
iii)	Dress Allowance	Rs.35/- p.m.	Rs.100/- p.m.
iv)	Uniform Allowance for Nurses	Rs.300/- p.m.	Rs.600/- p.m.

PART-III (PENSION)

12. Revision of Pension:

All the existing Civil Pensioners of the Punjab Government have been allowed an increase in their pension at the following rate with effect from 1st July, 2011, until further orders:

- i) Pensioners who retired on or after 01.07.2002 @ 15% of the net pension.
- ii) Pensioners who retired on or before 30.06.2002 @ 20% of net pension.

13. On introduction of the Basic Pay Scales – 2011, the increases in pension allowed vide this Department's notifications No.FD.PC.2-1/2005 dated 16.07.2005, FD(SR.III)4-80/2006 dated 22.07.2006 & FD.SR.III.4-104/2009 dated 25.07.2009 shall be discontinued to the new pensioners who would retire on or after 01.07.2011 who opt to draw pension under the Basic Pay Scales – 2011.

14. However, 15% increases in pension allowed vide this Department's notification No.FD.SR.III.4-108/2010(A) dated 15.07.2010 shall continue to be admissible to the new pensioners who would retire on or after 01.07.2011 who opt to draw pension under the Basic Pay Scales – 2011.

15. The 15% increase in pension as mentioned Para 12(i) above shall also be admissible to the pensioners who would retire on or after 01.07.2011.

16. For the purpose of admissibility of increase in pension, for the Civil Pensioners sanctioned in this Notification the term "Net Pension" means "Pension being drawn" minus "Medical Allowance", which shall be continued to be admissible at the level of its admissibility as on 30.06.2011.

17. The increase shall also be admissible on family pension granted under the Punjab Civil Services Pension Rules as well as on the Compassionate Allowance if being drawn by any pensioner.

18. If the gross pension sanctioned by the Punjab Government is shared with any Government in accordance with the Rules of Punjab Government, the amount of the increase in pension shall be apportioned between the Punjab Government and the other Government concerned on proportionate basis.

19. The increase in pension sanctioned in this Notification shall not be admissible on Special Additional Pension allowed in lieu of admissible pre-retirement Orderly Allowance.

20. The increase in pension shall not be admissible during the period of their re-employment, but the same shall be allowed after the termination of the re-employment contract. However, the increase in pension admissible to the pensioners of the Punjab Government before their re-employment on contract basis shall continue to be admissible to them provided that they are not in receipt of any increases allowed as allowances with their pay in lieu of increases in pension.

21. The benefit of increase in pension sanctioned in this Notification shall also be admissible to those Civil Pensioners of the Punjab Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.06.1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (Increases) Acts. The payment shall be made at the applicable rate of exchange.

22. Medical Allowance for the Pensioners:

- i) Medical Allowance admissible to the existing retired Civil Servants in BS-1 to BS-15 and in BS-16 to BS-22 @ 25% and @ 20% of the net pension respectively shall continue to be admissible at the frozen level of its admissibility as on 30.06.2011 and till further orders.
- ii) All the Civil Servants in BS-1 to BS-15 and in BS-16 to BS-22, who shall retire on or after 01.07.2011 onwards, shall be allowed Medical Allowance @ 25% and @ 20% of the net pension respectively and shall stand frozen at the same level.

23. Option:


- i) All the existing Civil Servants (BS-1 to 22) of the Punjab Government shall, within **60 days** from the date of issue of this notification, exercise an option in writing and communicate it to the Account General Punjab/District Accounts Office/DDO concerned, as the case may be, either to continue to draw salary in the Basic Pay Scales- 2008 or in the Basic Pay Scales – 2011 as specified in this notification. Option once exercised shall be considered final.
- ii) An existing employee, as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted for the Basic Pay Scales – 2011.

24. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders not so modified shall continue to be in force under this scheme.

25. Anomalies:

An Anomaly Committee shall be set up in the Finance Department (Regulations Wing) to resolve the anomalies, if any, arising in the implementation of the Basic Pay Scales – 2011 and Pension.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

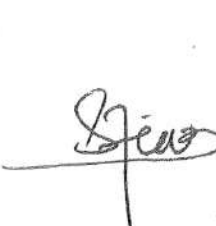
(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)



Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

**Annexure to Notification No.FD.PC.2-1/2011
dated Lahore, the 11th July, 2011**

BASIC PAY SCALES OF THE CIVIL SERVANTS

Basic Pay Scales - 2008					Basic Pay Scales - 2011				
BPS	MIN	INCR	MAX	STG	BPS	MIN	INCR	MAX	STG
1	2,970	90	5,670	30	1	4,800	150	9,300	30
2	3,035	100	6,035	30	2	4,900	170	10,000	30
3	3,140	120	6,740	30	3	5,050	200	11,050	30
4	3,240	140	7,440	30	4	5,200	230	12,100	30
5	3,340	160	8,140	30	5	5,400	260	13,200	30
6	3,430	175	8,680	30	6	5,600	290	14,300	30
7	3,530	190	9,230	30	7	5,800	320	15,400	30
8	3,665	210	9,965	30	8	6,000	350	16,500	30
9	3,820	230	10,720	30	9	6,200	380	17,600	30
10	3,955	260	11,755	30	10	6,400	420	19,000	30
11	4,115	275	12,365	30	11	6,600	460	20,400	30
12	4,355	310	13,655	30	12	7,000	500	22,000	30
13	4,645	340	14,845	30	13	7,500	550	24,000	30
14	4,920	380	16,320	30	14	8,000	610	26,300	30
15	5,220	420	17,820	30	15	8,500	700	29,500	30
16	6,060	470	20,160	30	16	10,000	800	34,000	30
17	9,850	740	24,650	20	17	16,000	1,200	40,000	20
18	12,910	930	31,510	20	18	20,000	1,500	50,000	20
19	19,680	970	39,080	20	19	31,000	1,600	63,000	20
20	23,345	1,510	44,485	14	20	36,000	2,350	68,900	14
21	25,880	1,700	49,680	14	21	40,000	2,600	76,400	14
22	27,680	1,985	55,470	14	22	43,000	3,050	85,700	14

Handwritten signature/initials in the left margin.


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan



NO.FD.PC.2-1/2015
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 22nd July, 2015

From

Mr. Yusuf Khan,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject:

REVISION OF BASIC PAY SCALES & ALLOWANCES OF CIVIL SERVANTS OF THE PUNJAB GOVERNMENT (2015)

I am directed to state that the Governor of the Punjab has been pleased to sanction Revision of Basic Pay Scales & Allowances with effect from 1st July, 2015 for the Civil Servants of the Punjab Government as detailed in the succeeding paragraphs:

PART-I (PAY)

2. Revision of Basic Pay Scales:

The Basic Pay Scales – 2015 shall replace the Basic Pay Scales – 2011 with effect from 01.07.2015 as contained in the Annexure to this Notification.

3. Fixation of Pay of the Existing Employees:

- i) The basic pay of an employee who was in service on 30.06.2015 shall be fixed in the Basic Pay Scales – 2015 on point to point basis, i.e., at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales – 2011.
- ii) In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30.06.2015, he/she shall continue to draw such pay in the Basic Pay Scales – 2015 at the revised rates.

4. Fixation of Pay on Promotion:

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay than would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

S. J. I. S.

Amjad Ahmad
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

5. Annual Increment:

Annual increment shall continue to be admissible, subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales - 2015, in which their pay is fixed as on 01.07.2015 shall accrue on the 1st of December, 2015.

PART-II (ALLOWANCES)6. Ad-hoc Relief Allowances:

The following Ad-hoc Relief Allowances granted w.e.f. 01.07.2011 and 01.07.2012 shall cease to exist with effect from 01.07.2015:

Sr. No.	Name of Ad-hoc Relief Allowance	Notification No. & Date	Admissible Rates
i)	Ad-hoc Relief Allowance-2011 (01.07.2011)	FD.PC.2-1/2011 dated 11.07.2011	15% of the basic pay on BPS-2008
ii)	Ad-hoc Relief Allowance-2012 (01.07.2012)	FD.PC.2-2/2012 dated 18.07.2012	20% of the basic pay on BPS - 2011

7. Ad-hoc Allowance – 2010 (if admissible), 2013 & 2014:

- i) The Ad-hoc Allowance – 2010 @ 50% of the basic pay of Basic Pay Scales – 2008 (where admissible to the civil employees) shall continue to stand frozen at the level of its admissibility/drawn as on 30.06.2015;
- ii) All the new entrants shall be allowed Ad-hoc Allowance – 2010 @ 50% of the minimum of relevant Basic Pay Scales – 2008 (if admissible in that organization) on notional basis with effect from 01.07.2015, till further orders, and shall stand frozen at the same level;
- iii) The Ad-hoc Relief Allowances-2013 & 2014 @ 10% each shall stand frozen at the level of its admissibility as on 30.06.2015;
- iv) All the new entrants shall be allowed Ad-hoc Relief Allowances-2013 and 2014 @ 10% each of the minimum of relevant Basic Pay Scales 2011 on notional basis with effect from 01.07.2015, till further orders, and shall stand frozen at the same level.

8. Ad-hoc Relief Allowance – 2015:

- i) An Ad-hoc Relief Allowance – 2015 @ 7.5% of the running basic pay of BPS – 2015 to the civil servants of the Punjab Government including contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01.07.2015 till further orders. This Allowance will not be admissible to contract employees appointed on fixed pay package.
- ii) The Ad-hoc Relief Allowance will be subject to Income Tax.
- iii) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR.
- iv) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- v) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad.
- vi) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

vii) The Ad-hoc Relief Allowance will be admissible during the period of suspension.

- viii) The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance – 2015 will also include the amount of the personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

9. **Medical Allowance:**

- i) The Governor has further been pleased to sanction 25% increase in the amount of Medical Allowance to the civil employees in the following manner:

BPS	Existing Rate	Revised
1 to 15	Rs.1,200/-	Rs.1,500/-
16 to 22	Increase in the amount of Medical Allowance @ 25% of the existing amount, being admissible/drawn on 30.06.2015	

- ii) All the new entrants in BS-16 to BS-22 shall be allowed Medical Allowance @ 15% of the minimum of relevant Basic Pay Scales – 2008 on notional basis plus 25% of the amount of Medical Allowance, so calculated, w.e.f. 01.07.2015, till further orders, and shall stand frozen at the same level;
- iii) The Medical Allowance, in no case, should be less than Rs.1,500/- per month.

10. **Special Pays and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowances/Special Allowances equal to initial or basic pay granted to any employee of Punjab Government including Punjab Police, Border Military Police, D.G. Khan & Rajanpur, Baluch Levy D.G. Khan, Prisons, Directorate of Reclamation & Probation, Judiciary, MPDD, teaching/non-teaching staff of teaching institutes including employees of Directorate of Special Education and employees of other Departments shall stand frozen at the level of its admissibility as on 30.06.2015.

11. **Orderly Allowance for BPS-20 to BPS-22:**

The rates of Orderly Allowance, admissible to officers in BS-20 to BS-22 working in Secretariat Departments, shall be revised as follows:

Existing Rate	Revised Rate
Rs.7,000/- p.m.	Rs.12,000/- p.m.

(Note: Subject to furnishing a certificate that the officer is not using the services of any official employees at his residence.)

12. **Option:**

- i) All the existing Civil Servants (BS-1 to 22) of the Punjab Government shall, within **30 days** from the date of issue of this notification, exercise an option in writing and communicate it to the Account General Punjab/District Accounts Office/DDO concerned, as the case may be, either to continue to draw salary in the Basic Pay Scales- 2011 or in the Basic Pay Scales – 2015 as specified in this notification. Option once exercised shall be considered final.

[Signature]
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

- ii) An existing employee, as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted for the Basic Pay Scales – 2015.

13. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders not so modified shall continue to be in force under this scheme.

14. Anomalies:

An Anomaly Committee shall be set up in the Finance Department (Regulations Wing) to resolve the anomalies, if any, arising in the implementation of the Basic Pay Scales – 2015.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.


(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

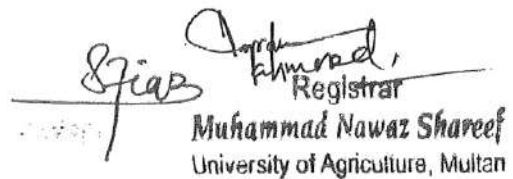

(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

**Annexure to Notification No. FD.PC.2-1/2015
dated Lahore, the 22nd July, 2015**

BASIC PAY SCALES OF THE CIVIL SERVANTS

Basic Pay Scales - 2011					Basic Pay Scales - 2015				
BPS	MIN	INCR	MAX	STG	BPS	MIN	INCR	MAX	STG
1	4,800	150	9,300	30	1	6,210	195	12,060	30
2	4,900	170	10,000	30	2	6,335	220	12,935	30
3	5,050	200	11,050	30	3	6,535	260	14,335	30
4	5,200	230	12,100	30	4	6,730	300	15,730	30
5	5,400	260	13,200	30	5	6,985	340	17,185	30
6	5,600	290	14,300	30	6	7,235	375	18,485	30
7	5,800	320	15,400	30	7	7,490	415	19,940	30
8	6,000	350	16,500	30	8	7,750	455	21,400	30
9	6,200	380	17,600	30	9	8,015	495	22,865	30
10	6,400	420	19,000	30	10	8,275	544	24,595	30
11	6,600	460	20,400	30	11	8,540	595	26,390	30
12	7,000	500	22,000	30	12	9,055	650	28,555	30
13	7,500	550	24,000	30	13	9,700	715	31,150	30
14	8,000	610	26,300	30	14	10,340	790	34,040	30
15	8,500	700	29,500	30	15	10,985	905	38,135	30
16	10,000	800	34,000	30	16	12,910	1,035	43,960	30
17	16,000	1,200	40,000	20	17	20,680	1,555	51,780	20
18	20,000	1,500	50,000	20	18	25,940	1,950	64,940	20
19	31,000	1,600	63,000	20	19	40,155	2,075	81,655	20
20	36,000	2,350	68,900	14	20	46,705	3,050	89,405	14
21	40,000	2,600	76,400	14	21	51,885	3,375	99,135	14
22	43,000	3,050	85,700	14	22	55,755	3,960	111,195	14


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan



NO.FD.PC.2-1/2016
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 18th July, 2016

From Mr. Shoukat Ali,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.
14. The Chief Inspector of Treasuries & Accounts, Lahore.

Subject: REVISION OF BASIC PAY SCALES & ALLOWANCES OF CIVIL SERVANTS OF THE PUNJAB GOVERNMENT (2016)

I am directed to state that the Governor of the Punjab has been pleased to sanction Revision of Basic Pay Scales & Allowances with effect from 1st July, 2016 for the Civil Servants of the Punjab Government as detailed in the succeeding paragraphs:

PART-I (PAY)

2. Revision of Basic Pay Scales:
The Basic Pay Scales – 2016 shall replace the Basic Pay Scales – 2015 with effect from 01.07.2016 as contained in the Annexure to this Notification.
3. Fixation of Pay of the Existing Employees:
 - i) The basic pay of an employee who was in service on 30.06.2016 shall be fixed in the Basic Pay Scales – 2016 on point to point basis, i.e., at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales – 2015.
 - ii) In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30.06.2016, he/she shall continue to draw such pay in the Basic Pay Scales – 2016 at the revised rates.
4. Fixation of Pay on Promotion:

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

Sfiar

Muhammad Nawaz Shareef
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

5. Annual Increment:

Annual increment shall continue to be admissible, subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales - 2016, in which their pay is fixed as on 01.07.2016 shall accrue on the 1st of December, 2016.

PART-II (ALLOWANCES)6. Ad-hoc Relief Allowances:

The following Ad-hoc Relief Allowances granted w.e.f. 01.07.2013, 01.07.2014 and 01.07.2015 shall cease to exist with effect from 01.07.2016:

Sr. No.	Name of Ad-hoc Relief Allowance	Notification No. & Date	Admissible Rates
i)	Ad-hoc Relief Allowance-2013 (01.07.2013)	FD.PC.2-2/2013 dated 19.07.2013	10% of the basic pay on BPS-2011
ii)	Ad-hoc Relief Allowance-2014 (01.07.2014)	FD.PC.2-2/2014 dated 18.07.2014	10% of the basic pay on BPS - 2011
iii)	Ad-hoc Relief Allowance-2015 (01.07.2015)	Para 8 of FD.PC.2-1/2015 dated 22.07.2015	7.5% of the basic pay on BPS-2015

7. Ad-hoc Allowance – 2010 (if admissible):

- i) The Ad-hoc Allowance – 2010 @ 50% of the basic pay of Basic Pay Scales – 2008 (where admissible to the civil employees) shall continue to stand frozen at the level of its admissibility/drawn as on 30.06.2016;
- ii) All the new entrants shall be allowed Ad-hoc Allowance – 2010 @ 50% of the minimum of relevant Basic Pay Scales – 2008 (if admissible in that organization) on notional basis with effect from 01.07.2016, till further orders, and shall stand frozen at the same level;

8. Ad-hoc Relief Allowance – 2016:

- i) An Ad-hoc Relief Allowance – 2016 @ 10% of the running basic pay of BPS – 2016 to the civil servants of the Punjab Government including contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01.07.2016 till further orders. This Allowance will not be admissible to contract employees appointed on fixed pay package.
- ii) The Ad-hoc Relief Allowance will be subject to Income Tax.
- iii) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except during extra ordinary leave.
- iv) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.
- v) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad.
- vi) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.
- vii) The Ad-hoc Relief Allowance will be admissible during the period of suspension.
- viii) The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance – 2016 will also include the amount of the personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales

9.

Qualification Pay:

The rates of Qualification Pays shall be revised as under:

Sr. #	Qualification	Existing Rates (per month)	Revised Rates (per month)
a	SAS/PFA	Rs.800/-	Rs.1,200/-
b	ICMA/ICWA (Part-III)	Rs.800/-	Rs.1,200/-
c	ICMA/ICWA/CIMA/ACCA *	Rs.2,100/-	Rs.3,150/-
d	Chartered Accountant	Rs.2,300/-	Rs.3,450/-
e	Staff College/ NMC/NDC	Rs.2,000/-	Rs.3,000/-
f	NIPA Advanced Course	Rs.1,000/-	Rs.1,500/-
g	Mid Career Mgt Course	Rs.500/-	Rs.750/-
h	Mandatory Training at MPDD for promotion from BS-18 to BS-19	Rs.800/-	Rs.1,200/-
i	Mandatory Training at MPDD for promotion from BS-17 to BS-18	Rs.700/-	Rs.1,050/-
j	Mandatory Training at MPDD for promotion from BS-16 to BS-17	Rs.500/-	Rs.750/-

(*Note: CIMA and ACCA qualified employees may henceforth be allowed Qualification Pay at the same rate as admissible for ICMA/ICWA)

10. **Deputation/Additional Charge Allowance:**

Sr. #	Item	Existing Rates (per month)	Revised Rates (per month)
i	Deputation Allowance	20% of the Basic Pay subject to maximum Rs.6,000/-	20% of the Basic Pay subject to maximum Rs.12,000/-
ii	Additional Charge Allowance	20% of the Basic Pay subject to maximum Rs.6,000/-	20% of the Basic Pay subject to maximum Rs.12,000/-

11. **Special Pays and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowances/Special Allowances equal to initial or basic pay granted to any employee of Punjab Government including Punjab Police, Border Military Police, D.G. Khan & Rajanpur, Baluch Levy D.G. Khan, Prisons, Directorate of Reclamation & Probation, Judiciary, MPDD, teaching/non-teaching staff of teaching institutes including employees of Directorate of Special Education and employees of other Departments shall stand frozen at the level of its admissibility as on 30.06.2016.

12. **Option:**

- i) All the existing Civil Servants (BS-1 to 22) of the Punjab Government shall, within **30 days** from the date of issue of this notification, exercise an option in writing and communicate it to the Accountant General Punjab/District Accounts Office/DDO concerned, as the case may be, either to continue to draw salary in the Basic Pay Scales- 2015 or in the Basic Pay Scales – 2016 as specified in this Notification. Option once exercised shall be considered final.

S. J. S.

Muhammad Nawaz Shareef
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

- ii) An existing employee, as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted for the Basic Pay Scales – 2016.

13. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders not so modified shall continue to be in force under this scheme.

14. **Anomalies:**

An Anomaly Committee shall be set up in the Finance Department (Regulations Wing) to resolve the anomalies, if any, arising in the implementation of the Basic Pay Scales – 2016.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Director General Audit, Lahore.
4. The Director General Works (Accounts), Lahore.
5. The Director General Works (Audit), Lahore.
6. The Director General Audit (District Governments), Punjab, Lahore.

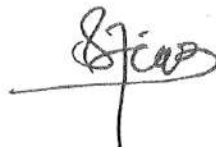

(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)



Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

**Annexure to Notification No.FD.PC.2-1/2016
dated Lahore, the 18th July, 2016**

BASIC PAY SCALES OF THE CIVIL SERVANTS

Basic Pay Scales – 2015					Basic Pay Scales - 2016				
BPS	MIN	INCR	MAX	STG	BPS	MIN	INCR	MAX	STG
1	6,210	195	12,060	30	1	7,640	240	14,840	30
2	6,335	220	12,935	30	2	7,790	275	16,040	30
3	6,535	260	14,335	30	3	8,040	325	17,790	30
4	6,730	300	15,730	30	4	8,280	370	19,380	30
5	6,985	340	17,185	30	5	8,590	420	21,190	30
6	7,235	375	18,485	30	6	8,900	470	23,000	30
7	7,490	415	19,940	30	7	9,220	510	24,520	30
8	7,750	455	21,400	30	8	9,540	560	26,340	30
9	8,015	495	22,865	30	9	9,860	610	28,160	30
10	8,275	544	24,595	30	10	10,180	670	30,280	30
11	8,540	595	26,390	30	11	10,510	740	32,710	30
12	9,055	650	28,555	30	12	11,140	800	35,140	30
13	9,700	715	31,150	30	13	11,930	880	38,330	30
14	10,340	790	34,040	30	14	12,720	980	42,120	30
15	10,985	905	38,135	30	15	13,510	1,120	47,110	30
16	12,910	1,035	43,960	30	16	15,880	1,280	54,280	30
17	20,680	1,555	51,780	20	17	25,440	1,930	64,040	20
18	25,940	1,950	64,940	20	18	31,890	2,400	79,890	20
19	40,155	2,075	81,655	20	19	49,370	2,560	100,570	20
20	46,705	3,050	89,405	14	20	57,410	3,750	109,910	14
21	51,885	3,375	99,135	14	21	63,780	4,150	121,880	14
22	55,755	3,960	111,195	14	22	68,540	4,870	136,720	14

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FAHEEM/PS

Handwritten signature: *Shereef*
 Muhammad Nawaz Shareef
 Registrar
 University of Agriculture, Multan



NO.FD.PC.2-1/2017
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 14th July, 2017

From Mr. Hamed Yaqoob Sheikh,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Secretary to Governor, Punjab, Lahore.
3. The Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All Deputy Commissioners in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.
14. The Chief Inspector of Treasuries & Accounts, Lahore.

Subject: REVISION OF BASIC PAY SCALES & ALLOWANCES OF CIVIL SERVANTS OF THE PUNJAB GOVERNMENT (2017)

I am directed to state that the Governor of the Punjab has been pleased to sanction Revision of Basic Pay Scales & Allowances with effect from 1st July, 2017 for the Civil Servants of the Punjab Government as detailed in the succeeding paragraphs:

PART-I (PAY)

2. Revision of Basic Pay Scales:

The Basic Pay Scales – 2017 shall replace the Basic Pay Scales – 2016 with effect from 01.07.2017 as contained in the Annexure-I to this Notification.

3. Fixation of Pay of the Existing Employees:

- i) The basic pay of an employee who was in service on 30.06.2017 shall be fixed in the Basic Pay Scales – 2017 on point to point basis, i.e., at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales – 2016.
- ii) In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30.06.2017, he/she shall continue to draw such pay in the Basic Pay Scales – 2017 at the revised rates.

4. Fixation of Pay on Promotion:

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

-187-

Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

5. Annual Increment:

Annual increment shall continue to be admissible, subject to the existing conditions, on 1st of December each year. However, the first annual increment of existing employees in Basic Pay Scales - 2017, in which their pay is fixed as on 01.07.2017 shall accrue on the 1st of December, 2017.

PART-II (ALLOWANCES)6. Ad-hoc Allowances 2010:

- i) The Adhoc Allowance – 2010 @ 50% granted w.e.f. 01.07.2010 vide Finance Department's notification No.FD.PC.2-2/2010 dated 15.07.2010, shall cease to exist with effect from 01.07.2017;
- ii) For those who are in receipt of an allowance equal to 100% of basic pay in BPS-2008 as on 30.06.2011 and not in receipt of Ad-hoc Allowance – 2010 @ 50%, the existing amount of 100% allowance (being drawn at frozen level) shall be reduced by 50% w.e.f. 01.07.2017. The remaining amount shall continue to be drawn at reduced frozen level;
- iii) For those who are in receipt of an allowance equal to 100% of basic pay in BPS-2011 as on 30.06.2015 and not in receipt of Ad-hoc Allowance – 2010 @ 50%, the existing amount of 100% allowance (being drawn at frozen level) shall be reduced w.e.f. 01.07.2017 by 50% of the amount to be calculated at the level admissible on 30.06.2011. The remaining amount shall continue to be drawn at reduced frozen level.
(Examples are given in Annex-II)

7. Ad-hoc Allowance – 2016:

- i) The Ad-hoc Relief Allowance – 2016 @ 10% shall stand frozen at the level of its admissibility/drawn as on 30.06.2017.
- ii) All the new entrants shall be allowed Ad-hoc Relief Allowance – 2016 @ 10% of the minimum of relevant Basic Pay Scales – 2016 on notional basis with effect from 01.07.2017, till further orders, and shall stand frozen at the same level.

8. Ad-hoc Relief Allowance – 2017:

- i) An Ad-hoc Relief Allowance – 2017 @ 10% of the running basic pay of BPS – 2017 to the civil servants of the Punjab Government including contract employees employed against civil posts in Basic Pay Scales on standard terms and conditions of contract appointment shall be allowed with effect from 01.07.2017 till further orders. This Allowance will not be admissible to contract employees appointed on fixed pay package.
- ii) The Ad-hoc Relief Allowance will be subject to Income Tax.
- iii) The Ad-hoc Relief Allowance will be admissible during leave and entire period of LPR except during extra-ordinary leave.


The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of Pension/Gratuity and recovery of House Rent.

The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad.

The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them had they not been posted abroad.

The Ad-hoc Relief Allowance will be admissible during the period of suspension.

The term "Basic Pay" for the purpose of Ad-hoc Relief Allowance – 2016 will also include the amount of the personal pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

1000

 Registrar
 Muhammad Nawaz Sharif
 University of Agriculture, Multan

9. **Special Pays and Allowances:**

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowances/Special Allowances equal to initial or basic pay granted to any employee of Punjab Government including Punjab Police, Border Military Police, D.G. Khan & Rajanpur, Baluch Levy D.G. Khan, Prisons, Directorate of Reclamation & Probation, Judiciary, MPDD, teaching/non-teaching staff of teaching institutes including employees of Directorate of Special Education and employees of other Departments shall stand frozen at the level of its admissibility as on 30.06.2017.

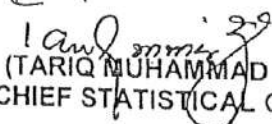
10. **Option:**

- i) All the existing Civil Servants (BS-1 to 22) of the Punjab Government shall, within **30 days** from the date of issue of this notification, exercise an option in writing and communicate it to the Accountant General Punjab/District Accounts Office/DDO concerned, as the case may be, either to continue to draw salary in the Basic Pay Scales- 2016 or in the Basic Pay Scales – 2017 as specified in this Notification. Option once exercised shall be considered final.
- ii) An existing employee, as aforesaid, who does not exercise and communicate such an option within the specified time limit, shall be deemed to have opted for the Basic Pay Scales – 2017.

11. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders not so modified shall continue to be in force under this scheme.

12. **Anomalies:**

An Anomaly Committee shall be set up in the Finance Department (Regulations Wing) to resolve the anomalies, if any, arising out in the implementation of the Basic Pay Scales – 2017.



(TARIQ MUHAMMAD MIRZA)
CHIEF STATISTICAL OFFICER

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Director General Audit, Lahore.
4. The Director General Works (Accounts), Lahore.
5. The Director General Works (Audit), Lahore.
6. The Director General Audit (District Governments), Punjab, Lahore.

(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

NO. & DATE EVEN:



A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(TARIQ MUHAMMAD MIRZA)
CHIEF STATISTICAL OFFICER

FAHEEM/PS

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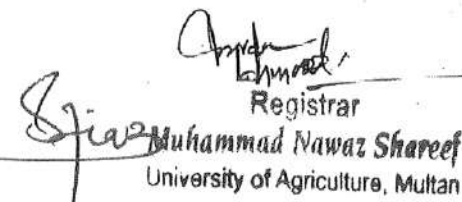


Registrār
Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure-I to Notification No.FD.PC.2-1/2017
Dated Lahore, the 14th July, 2017

BASIC PAY SCALES OF THE CIVIL SERVANTS

Basic Pay Scales – 2016					Basic Pay Scales - 2017				
BPS	MIN	INCR	MAX	STG	BPS	MIN	INCR	MAX	STG
1	7,640	240	14,840	30	1	9,130	290	17,830	30
2	7,790	275	16,040	30	2	9,310	330	19,210	30
3	8,040	325	17,790	30	3	9,610	390	21,310	30
4	8,280	370	19,380	30	4	9,900	440	23,100	30
5	8,590	420	21,190	30	5	10,260	500	25,260	30
6	8,900	470	23,000	30	6	10,620	560	27,420	30
7	9,220	510	24,520	30	7	10,990	610	29,290	30
8	9,540	560	26,340	30	8	11,380	670	31,480	30
9	9,860	610	28,160	30	9	11,770	730	33,670	30
10	10,180	670	30,280	30	10	12,160	800	36,160	30
11	10,510	740	32,710	30	11	12,570	880	38,970	30
12	11,140	800	35,140	30	12	13,320	960	42,120	30
13	11,930	880	38,330	30	13	14,260	1,050	45,760	30
14	12,720	980	42,120	30	14	15,180	1,170	50,280	30
15	13,510	1,120	47,110	30	15	16,120	1,330	56,020	30
16	15,880	1,280	54,280	30	16	18,910	1,520	64,510	30
17	25,440	1,930	64,040	20	17	30,370	2,300	76,370	20
18	31,890	2,400	79,890	20	18	38,350	2,870	95,750	20
19	49,370	2,560	100,570	20	19	59,210	3,050	120,210	20
20	57,410	3,750	109,910	14	20	69,090	4,510	132,230	14
21	63,780	4,150	121,880	14	21	76,720	5,000	146,720	14
22	68,540	4,870	136,720	14	22	82,380	5,870	164,560	14

FAHEEM/PS


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

Annexure-II to Notification No.FD.PC.2-1/2017
Dated Lahore, the 14th July, 2017

- A) Those who are in receipt of an allowance equal to 100% of basic pay in BPS-2008 as on 30.06.2011 and not in receipt of Ad-hoc Allowance-2010 @ 50%, the existing amount of 100% allowance shall be reduced by 50% w.e.f. 01.07.2017

Example

Mr. N, Assistant Director (BS-17), in receipt of basic pay of Rs,48,600/- on 30.06.2017 with the frozen level of an allowance of Rs.14,520/- equal to 100% of basic pay in BS-16 of BPS-2008 will draw a reduced amount of Rs.7,260/- w.e.f. 01.07.2007 calculated as under:

30.06.2017		01.07.2017		
Basic Pay in BS-17	48,600/-	Basic Pay in BS-17		57,970/-
Amount of 100% allowance in BPS-16	14,520/-	-Amount of 100% allowance	14,520/-	
		-Less: amount to be reduced (50% of Rs,14,520/-)	(7,260/-)	
		-Amount admissible on 01.07.2017		7,260/-
Total:	63,120/-	Total:		65,230/-

- B) Those who are in receipt of an allowance equal to 100% of basic pay in BPS-2011 as on 30.06.2015 and not in receipt of Ad-hoc Allowance-2010 @ 50%, the existing amount of 100% allowance shall be reduced w.e.f. 01.07.2017 by 50% of the amount to be calculated on the level admissible on 30.06.2011

Example

Mr. T, Assistant Director (BS-18), in receipt of basic pay of Rs,39,090/- on 30.06.2017 with the frozen level of an allowance of Rs.19,600/- equal to 100% of basic pay in B-17 of BPS-2011 will draw a reduced amount of Rs.13,565/- calculated as under:

30.06.2017		01.07.2017		
Basic Pay in BS-18	39,090/-	Basic Pay in BS-18		46,960/-
Amount of 100% allowance in BPS-17	19,600/-	-Amount of 100% allowance	19,600/-	
		-Less: amount to be reduced (50% of Rs,12,070/-*)	(6,035/-)	
		-Amount admissible on 01.07.2017		13,565/-
Total:	58,690/-	Total:		60,525/-

* 6,035 is 50% of Rs. 12,070/- which is corresponding stage in BPS-2008 against the stage of Rs. 19,600/- in BPS-2011

FAHEEM/PS

Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

Annexure B-I

Page No. : 1893 - CB
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No. FD.PC.32-7/2007
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 10th September, 2007

1455-Ad.
21-9-07

From

Mr. Sohail Ahmad,
Finance Secretary

To

1. All Administrative Secretaries to Government of the Punjab;
2. The Principal Secretary to Governor, Punjab, Lahore;
3. The Principal Secretary to Chief Minister, Punjab, Lahore;
4. The Military Secretary to Governor, Punjab, Lahore;
5. All District Coordination Officers in the Punjab;
6. All District Nazims in the Punjab;
7. All Heads of Attached Departments, Government of the Punjab;
8. The Registrar, Lahore High Court, Lahore;
9. All District and Sessions Judges in the Punjab;
10. The Secretary, Punjab Public Service Commission, Lahore;
11. The Secretary, Punjab Provincial Assembly, Lahore;
12. The Director General, Audit & Accounts (Works), Lahore;
13. The Provincial Director, Local Fund Audit, Punjab, Lahore;
14. The Chief Pilot, VIP Flights, Lahore.

Subject:

UP-GRADATION OF CLERICAL POSTS.

Sir,

I am directed to state that the Governor of the Punjab has been pleased to approve up-gradation of the clerical posts with effect from 01-07-2007 as detailed below:-

Sr. No.	Designation	Existing BPS	Upgraded BPS
1.	Junior Clerk	BPS-5	BPS-7
2.	Senior Clerk	BPS-7	BPS-9
3.	Assistant/Head Clerk	BPS-11	BPS-14

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scales.

The Governor of the Punjab has also been pleased to approve that the employees from BS-1 to BS-4 would move one scale up in their respective pay scales with effect from 1st July, 2007.

Necessary amendments in the existing Service Rules of the ministerial posts mentioned above shall be carried out by the Administrative Departments in consultation with the Regulations Wing of S&CAD in accordance with the laid down procedure.

As a special dispensation, the annual increment falling due on 1st December, 2007 shall be admissible to the above mentioned employees in the upgraded pay scales.

Your obedient servant,

Rukhsana Naheed Bhutta
RUKHSANA NAHEEM BHUTTA
DEPUTY SECRETARY (P)

Muhammad Inam Sharoof
Registrar
Muhammad Inam Sharoof
University of Agriculture, Multan

FROM

FAX NO. :

Sep. 19 2007 03:41AM P1

NO. & DATE EVEN

A copy is forwarded for information and necessary action to

- 1. The Accountant General Punjab, Lahore.
- 2. All District Account Officers/Treasury Officers in the Punjab.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

NO. & DATE EVEN

A copy is forwarded for information to

- 1. Finance Secretary, Government of Sindh, Karachi.
- 2. Finance Secretary, Government of NWFP, Peshawar.
- 3. Finance Secretary, Government of Balochistan, Quetta.
- 4. Finance Secretary, Azad Govt of the State of Jammu & Kashmir, Muzaffarabad.
- 5. Regulation Wing, Finance Division, Government of Pakistan, Islamabad.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

GOVERNMENT OF THE PUNJAB
EDUCATION DEPARTMENT

No. 30 (Admin. I) M. se. / 2007

Dated Lahore, the 15th Sept. 2007

A copy is forwarded for information and necessary action to :-

- 1. All the Heads of Attached Department/Autonomous Bodies.
- 2. Chairman, Board of Intermediate and Secondary Education, Lahore, Multan, Bhawalpur, Okara, Sargodha, Faisalabad, Rawalpindi, MURREE and Gujranwala.

(SECTION OFFICER (ADMIN. I))

Amjad
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

Shareef



NO.FD.PC.14-38/78(Pl.V)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Annexure B(II)

Dated Lahore, the 12th February, 2013

From

Mr. Tariq Bajwa,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

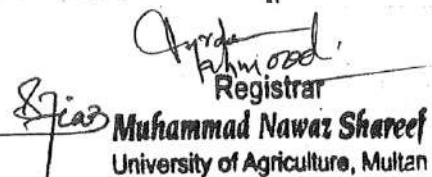
Subject:

UPGRADATION OF THE POSTS OF STENOGRAPHER, SENIOR SCALE STENOGRAPHER, PERSONAL ASSISTANT AND PRIVATE SECRETARY

I am directed to state that the Governor of the Punjab has been pleased to upgrade the posts of Stenographer, Senior Scale Stenographer, Personal Assistant and Private Secretary, in relaxation of ban on upgradation of posts, w.e.f. 23.12.2011:

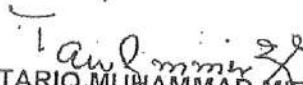
Sr. #	Name of the Post	Existing BS	Upgraded BS	Conditions
1.	Private Secretary	16	17	On upgradation of the post of Private Secretary, the special pay attached with the post will continue to be admissible on the existing rates. The same will be merged/discontinued on promotion/shifting from the post of Private Secretary.
2.	Personal Assistant	15	16	On upgradation of the post of Personal Assistant, the special pay attached with the post will continue to be admissible on the existing rates to make difference amongst the cadres of Senior Scale Stenographer and Personal Assistant.
3.	Senior Scale Stenographer	15	16	-
4.	Stenographer	12	14	-

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scales w.e.f. 23.12.2011.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

2. The expenditure incurred on the above upgradation of posts shall be borne by the respective Administrative Departments/Autonomous Bodies/District Governments. No supplementary grant will be issued in this regard.

3. There would be no change in pay scales of the incumbents holding selection grades in the capacity of Stenographer, Senior Scale Stenographer/Personal Assistant and Private Secretary.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:


1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(GHULAM JILANI)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(GHULAM JILANI)
SECTION OFFICER (PC)

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Muhammad Nawaz Sharif
University of Agriculture, Multan

No.FD.PC.14-38/78 Pt-V
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 25th February, 2013

From

Mr. Tariq Bajwa,
Finance Secretary.

To

- 1) All Administrative Secretaries to Government of the Punjab.
- 2) The Principal Secretary to Governor, Punjab, Lahore.
- 3) The Principal Secretary to Chief Minister, Punjab, Lahore.
- 4) The Military Secretary to Governor, Punjab, Lahore.
- 5) All District Coordination Officers in the Punjab.
- 6) All Heads of Attached Departments, Government of the Punjab.
- 7) The Secretary, Punjab Public Service Commission, Lahore.
- 8) The Secretary, Punjab Provincial Assembly, Lahore.
- 9) The Director General, Audit & Accounts (Works), Lahore.
- 10) The Provincial Director, Local Fund Audit, Punjab, Lahore.
- 11) The Chief Pilot, VIP Flights, Lahore.

SUBJECT: UPGRADATION OF THE POSTS OF SENIOR SCALE
STENOGRAPHER AND PERSONAL ASSISTANT

Younis
I am directed to refer to the subject cited above and to state that Government of the Punjab has recently upgraded the subject posts and following questions have arisen in this regard:

- i) As to whether the upgraded posts from BS-15 to BS-16 are to be treated as Gazetted or Non-Gazetted?
- ii) As to whether the incumbents of the said posts are required to submit their Charge Assumption Reports against the respective upgraded posts or otherwise?

2. The case has been examined in the Finance Department and it is clarified that the term "Gazetted and Non-Gazetted" has since been dispensed with under Rule 5 of the Punjab Civil Servants (Change in Nomenclature of Services & Abolition of Classes) Rules, 1974. Now the terms "Officer and Official" exist and the same are defined in the Punjab Financial Rules Vol-I as under:

1.28-A "Officer" means Government Servant holding a post in National Pay Scale No.16 or higher National Pay Scale.

1.28-B "Official" means a Government Servant holding a post in National Pay Scales No.1 to "

Younis
Shiaz
Shiaz
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

3. In view of the above, the incumbents of the subject posts are Officers and they are required to submit their Charge Assumption Reports against respective upgraded posts accordingly.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

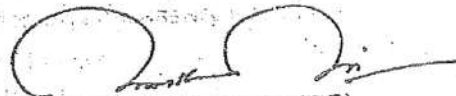
- 1) The Accountant General, Punjab, Lahore.
- 2) All District Accounts Officers in the Punjab.
- 3) The Treasury Officer, Lahore.

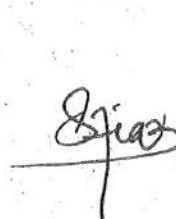
SECTION OFFICER (PC)

NO. & DATE EVEN

A copy is forwarded for information to:

- 1) Finance Secretary, Government of Sindh, Karachi.
- 2) Finance Secretary, Government of Khyber Pukhtoonkhwa, Peshawar.
- 3) Finance Secretary, Government of Balochistan, Quetta.
- 4) Finance Secretary, Azad Government of the State of Jammu & Kashmir, Muzaffarabad.
- 5) Finance Secretary, Government of Gilgit Baltistan, Gilgit.


SECTION OFFICER (PC)


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure - IV



NO.FD.PC.39-14/77(PLIV)APCA/2008
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

PA to DS (Admin.)
Distry No. 23
Date: 4/1/16

Dated Lahore, the 1st January, 2016

From

Dr. Arshad Mahmood,
Finance Secretary.

JOINT NO. 54
Date: 1/1/16
Govt of Punjab,
Finance Department

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

AS (AS) ✓
SLC/B

Q

DS/A

Sob (4)

Subject:

UP-GRADATION OF THE POST OF QASID FROM BS-2 TO BS-3 AND DAFRI FROM BS-2 TO BS-4

I am directed to state that the Governor of the Punjab has been pleased to upgrade the posts of Qasid from BS-2 to BS-3 and Daftri from BS-2 to BS-4, in relaxation of ban on up-gradation of posts, with immediate effect.

Pipalup
with effect
from

The expenditure incurred on the above up-gradation of posts shall be borne by the respective Administrative Departments/Autonomous Bodies/District Governments within existing budgetary provision for the financial year 2015-2016. No supplementary grant will be issued in this regard.

57/1

57(4)

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

O. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

-Annexure B-V 114



NO.FD.PC.39-14/77(Pl.IV)(APCA/2008)(Provl.)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

From

Dated Lahore, the 4th January, 2016

To Mr. Dr. Arshad Mahmood,
Finance Secretary,

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: UPGRADATION OF THE POSTS OF JUNIOR CLERK, SENIOR CLERK, ASSISTANT/HEAD CLERK AND SUPERINTENDENT

I am directed to state that the Governor of the Punjab has been pleased to upgrade the posts of Junior Clerk, Senior Clerk, Assistant/Head Clerk and Superintendent, in relaxation of ban on up-gradation of posts, with effect from 01.01.2016:

Sr. #	Name of the Post	Existing BS	Upgraded BS
1.	Superintendent	16	17
2.	Assistant/Head Clerk	14	16
3.	Senior Clerk	9	14
4.	Junior Clerk	7	11

The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scales with immediate effect.

2. There will be no change in pay of those Superintendents who were granted time scale BS-17 vide this Department's notification No.FD.PC.14-19/2014 dated 04.03.2015. However, they will be entitled to allowances as admissible to other officers in BS-17 as per prevailing instructions.

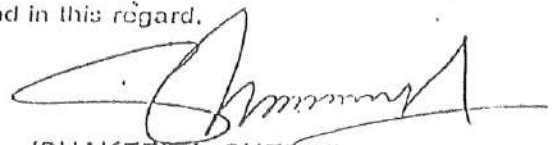
Arshad Mahmood
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

115

The review of required qualification and skills for the *now entrants*, rationalization of different cadres and amendment in the requisite service rules shall be discussed subsequently by the Cabinet Committee, constituted by the Chief Minister for improving the administrative and governance structure.

4. The expenditure incurred on the above up-gradation of posts shall be borne by the respective Administrative Departments/Autonomous Bodies/District Governments. No supplementary grant will be issued in this regard.



(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

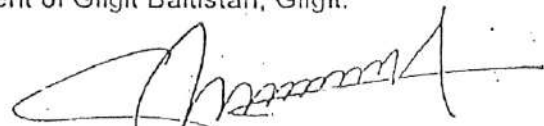
1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)


NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.



(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan



NO.FD.PC.39-14/77(Pl.IV)(APCA/2008)(Provi.)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Annexure (VI)

Dated Lahore, the 4th January, 2016

From

Dr. Arshad Mahmood,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: TIME SCALE PROMOTION TO EMPLOYEES IN BS-5 TO BS-16

I am directed to state that the Governor of the Punjab has been pleased to up-grade all technical / non-technical employees holding posts in from BS-5 to BS-16 which are isolated/stagnant (i.e., having no promotion prospects), and have 10 years' service to their credit in the respective pay scale, to next pay scale with effect from 01.01.2016. The incumbents shall further be promoted to next pay scale after earning each 10-years of service.

2. All the Departments/Attached Departments are requested to take further necessary action to implement the above policy and will strictly observe prescribed procedure for promotion of these employees, i.e., through D.P.C. for ascertaining of service record. However, the immediate up-gradation is without any condition of D.P.C.


3. The above employees are not entitled to premature increment either on up-gradation w.e.f. 01.01.2016 or time scale promotion after each 10 years.

Siaz
Registrar
Muhammad Nawaz Shereef
University of Agriculture, Multan

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

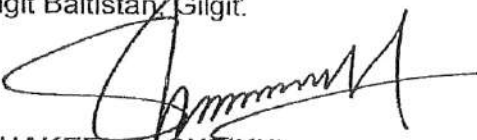
1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.


(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Balochistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

Faheem/



1-21
Date-20-4-16
Annexure-B-V

NO. D.P.C. 35-14/77/PUNJ/APCA/2008/Prom.
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

694
12-4-16

Dated Lahore. the 04th April, 2016

From

Mr. Shoukat Ali,
Finance Secretary.

Copy No. 584
Date 11/4/16
Agriculture Dept
Civil Secretariat
Lahore

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.
14. The Chief Inspector of Treasuries & Accounts.

1458
11/4/16
Date

Subject:

CLARIFICATION - TIME SCALE PROMOTION TO EMPLOYEES IN BS-5 TO BS-16

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11-4-16

I am directed to refer to this Department's notification of even number dated 04.01.2016 and to state that the notification dated 04.01.2016 is equally applicable to all employees in the Punjab (technical/non-technical) which are isolated/stagnant (have no promotion channel) including the surplus employees, posted in different Govt. Departments, Districts, Field Offices and Attached Departments under Section 9 of the Punjab Civil Servants Act, 1974. Surplus employees will be allowed time scale promotion keeping in view their total service in one scale including the service prior to their being rendered surplus.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

- A copy is forwarded for information and necessary action to:
1. The Accountant General Punjab, Lahore.
 2. All the District Accounts Officers in the Punjab.
 3. The Director General Audit, Lahore.
 4. The Director General Works (Accounts), Lahore.
 5. The Director General Works (Audit), Lahore.
 - The Director General Audit (District Governments), Punjab, Lahore.

692
11/4/16

Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

11/4/16

(SHAHID IQBAL)
SECTION OFFICER (PC)



No.E&A (Agri) 6-11/2016 (FD)
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore, the 13.04.2016

Subject: - CLARIFICATION TIME SCALE PROMOTION OF GOVERNMENT
SERVANTS IN BS-05-16, HAVING NO PROMOTION CHANNEL.

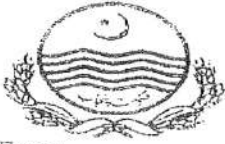
A copy of letter No.FD.PC.39-14/77(Pt-IV)(APCA/2008)(Provl), dated 04.04.2016 received from Deputy Secretary (PC), Government of the Punjab, Finance Department is forwarded for information and further necessary action to the:-

1. All Heads of Attached Departments / Autonomous Bodies, Agriculture Department.
2. All Section Officers dealing with establishment matters.

U/Nawaz Sharif
Multan

Gazalwast
SECTION OFFICER (GENERAL)
Ph. No.99210505

Sjaz
Amjad Ahmad
Registrar
Muhammad Nawaz Sharif
University of Agriculture, Multan



NO.FD.PC.39-14/77(Pt.IV)(APCA/2008)(PROVL.)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 21st June, 2017

From

Mr. Hamed Yaqoob Sheikh,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All Deputy Commissioners in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject:

TIME SCALE PROMOTION TO EMPLOYEES IN BS-1 TO BS-4

I am directed to state that in supersession of this Department's notification (No.FD.PC.39-14/77(Pt.IV)(APCA/2008) dated 17.06.2014, Governor of the Punjab has been pleased to decide that employees in BS-1 to BS-4 may be allowed up-gradation into next pay scales, four times in whole service, instead of two times, on satisfactory completion of 8, 16, 24 and 30 years' service from the date of regular appointment,

2. However, the aforesaid structure would be implemented after fulfillment of following conditions which would also be reflected in the existing service rules through amendment in the respective Service Rules in the prescribed manner:

- i) Recruitment of employees in BS-1 to BS-4 should be made in a transparent manner after due process.
- ii) There should be a proper mechanism to assess job performance.
- iii) Drivers should be skilled, have experience, certification in service or before service. They must be required to pass periodic mandatory tests to ensure safety and security of vehicles and passengers.
- iv) Refresher courses should be conducted periodically for employees in BS-1 to BS-4.
- v) Gardeners (Malis) and Cooks may be got trained from Institutions like PHA and College of Tourism and Hotel Management respectively.
- vi) Administrative Departments should look into the up-grading of skills through methods and modes of their employees in BS-1 to BS-4.

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3. Those who have already availed benefit (one step w.e.f. 01.07.2007 in pursuance of Para 2 of this Department's notification No.FD.PC.32-7/2007 dated 10.09.2007 and second step w.e.f. 01.07.2014 in terms of this Department's notifications No.FD.PC.39-14/77(Pt.IV)(APCA/2008) dated 17.06.2014) would get remaining benefit as per new formula referred to above with immediate effect.

Tariq Muhammad Mirza
(TARIQ) MUHAMMAD MIRZA
CHIEF STATISTICAL OFFICER /
DEPUTY SECRETARY (PC)

R

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

CHIEF STATISTICAL OFFICER /
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
- A 6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

Tariq Muhammad Mirza
CHIEF STATISTICAL OFFICER /
DEPUTY SECRETARY (PC)

-208-

Amjad Anwar
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

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Annexure B(IX)



NO.FD.PC.40-80/2015
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 26th July, 2017

From

Mr. Hamed Yaqoob Sheikh,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Secretary to Governor, Punjab, Lahore.
3. The Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All Deputy Commissioners in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: TIME SCALE PROMOTION TO INCUMBENTS OF ALL PROMOTION / NON-PROMOTION POSTS IN BS-5 TO BS-15 WHERE NONE OR ONLY ONE TIME PROMOTION IN THE ENTIRE SERVICE IS PRESCRIBED IN THE RULES

12/07/17

In supersession of this Department's notification No.FD.PC.39-14/77(PLIV)(APCA/2008)(Provl.) dated 04.01.2016, I am directed to state that the Governor of the Punjab has been pleased to allow time scale promotion to employees in BS-5 to BS-15 holding promotion / non-promotion posts, where none or only one time promotion in the entire service is prescribed in the rules, on satisfactory completion of each 10-years of service, as under with immediate effect:

1)	BS 5-10	3 steps
2)	BS 11-15	2 steps
3)	Auto CAD Operator (BS-12)	3 steps
4)	Data Entry Operator (BS-12)	3 steps
5)	Sanitarian (BS-9)	4 steps
6)	Surveyor (BS-11)	4 steps

2. The employees in BS-16, who availed time scale promotion in BS-17 in pursuance of earlier policy will continue drawing their salaries in BS-17 till such they hold the posts. Henceforth, the employees in BS-16 will not be allowed time scale promotion. All the Departments/ Attached Departments are requested to take further necessary action to implement the above policy.

Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

3. The above employees are not entitled to premature increment on time scale promotion after each 10 years.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
CHIEF STATISTICAL OFFICER

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Balochistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.
7. All Officers of the Finance Department, Government of the Punjab.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
CHIEF STATISTICAL OFFICER

Faheem/P

Muhammad Nawaz Shareef
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure B-X

NO. FD(PC)2-1/2005
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 16th January, 2007

From: Mr. Azmat Ali Ranjha,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab
2. The Principal Secretary to Governor, Punjab, Lahore
3. The Principal Secretary to Chief Minister, Punjab, Lahore
4. The Military Secretary to Governor, Punjab, Lahore
5. All District Nazims in the Punjab
6. All District Coordination Officers in the Punjab
7. All Heads of Attached Departments, Govt. of the Punjab
8. The Registrar, Lahore High Court, Lahore
9. All District and Sessions Judges in the Punjab
10. The Secretary, Punjab Public Service Commission, Lahore
11. The Secretary, Punjab Provincial Assembly, Lahore
12. The Chief Pilot, VIP Flights, Lahore
13. The Director General, Audit & Accounts (Works), Lahore
14. The Provincial Director, Local Fund Audit, Punjab, Lahore

Subject: REMOVAL OF ANOMALIES DUE TO REVISION OF PAY SCALES IN 2005


Sir,

I am directed to refer to the above-mentioned subject and to say that cases of some anomalies relating to revision of Pay-Scales in 2005, referred to this Department have been examined in consultation with the Federal Government. In supersession of this Department's letter No. FD(PC)2-1/2005(700/05), dated 01-07-2006, the following decisions/clarifications have been made: -

A. Benefit of Annual Increment on Notional Basis:

2. All government servants who have exhausted or may exhaust the relevant existing pay scales shall be allowed the benefit of annual increment beyond the existing scope of the pay scales with effect from 01-12-2005 subject to the following conditions: -

- i) There will be no presumptive benefit on account of the aforesaid increment prior to 01-12-2005, therefore, no arrears shall be allowed prior to this date.
- ii) The increment may be treated as personal pay, subject to the condition, that the employee concerned has put in six months or more service which counts for an annual increment, unless withheld under the rules.
- iii) The amount of the personal pay may not be reduced, and shall be treated as part of the pay scale of the concerned government servant for the purpose of fixation of pay, computation of pension, and recovery of House Rent etc.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

B. Admissibility of Special Additional Allowance, Special Relief Allowance & Ad-hoc Relief to Government Servants on their Repatriation from Foreign Posting

3. The Special Additional Allowance, Special Relief Allowance and Ad-hoc Relief Allowance sanctioned vide Nos. FD(PC)2-2/89, dated 27-07-1999, FD(PC)2-1/2003 dated 11-07-2003 and FD(PC)2-1/2004 dated 21-07-2004 respectively, frozen in terms of paras-5 & 6 of the Revision of Pay-Scales, 2005, shall be respectively admissible to government servants on their repatriation from foreign posting at the frozen levels, which would have otherwise been admissible to them had they not been posted abroad.

Your obedient servant,

R. N. Bhutta :-

(RUKHSANA NADEEM BHUTTA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN

A copy is forwarded for information and necessary action to: -

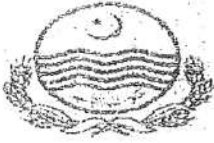
1. The Accountant General Punjab, Lahore.
2. All District Accounts Officers in the Punjab.

(TARIQ MUHAMMAD MIRZA)
SECTION OFFICER (PC)

Muhammad Nawaz Shareef
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure B-X1



NO.FD.PC.2-2/2012
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 14th January, 2013

From

Mr. Tariq Bajwa,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: ADMISSIBILITY OF INCREMENTS BEYOND THE SCOPE OF PAY SCALES:

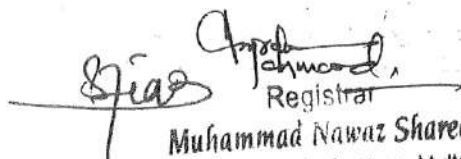
I am directed to refer to this Department notification No.FD.PC.2-1/2005 dated 16.01.2007 wherein it was, inter alia, clarified that all government servants who have exhausted or may exhaust the relevant existing pay scales would be allowed the benefit of annual increment beyond the existing scope of the pay scales w.e.f. 01.12.2005 with no retrospective benefit subject to the condition that the employee concerned has put in six months' continuous service. The said benefit was to be treated as personal pay.

2. I am further directed to refer to this Department another notification bearing No.FD(PC)10-1/78(Pt.II) dated 15.07.2011 whereby benefit of notional increment in the year of retirement (having at-least six months' service in the year of retirement) was allowed w.e.f. 01.06.2011 with no retrospective benefit.

3. In the light of above notifications, question has arisen as to whether the increments admissible in the following cases can also be allowed beyond the scope of the pay scales:

- i) Premature increment on promotion from lower post to higher post if the concerned civil servant is at the maximum stage of pay scale of higher post.
- ii) The benefit of annual increment on notional/presumptive basis in the lower pay scale (at the maximum stage) in case of promotion after 1st June and a civil servant opt for refixation of his pay in terms of Rule 10(3) of Pay Revision Rules, 1977.

-213-


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

4. The matter has been considered in the Finance Department and it has been decided that in the above two cases increments if otherwise due may also be allowed beyond the scope of the pay scales. The increment so allowed shall be treated as personal pay. The amount of the personal pay may be treated as part of the pay scale of the concerned government servant for the purpose of fixation of pay, pension and recovery of House Rent. etc.

5. However, this concession shall be admissible only to those who shall be promoted on or after 01.01.2013. Any claim pertaining to a period prior to this date shall not be entertained.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(GHULAM JILANI)
SECTION OFFICER (PC)

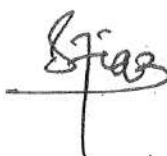
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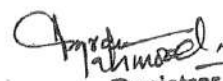
A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Balochistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

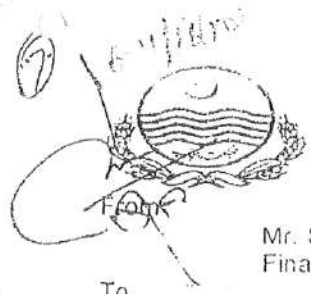

(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

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Registrar
Muhammad Nawaz Sharif
University of Agriculture, Multan

Annexure B-XII
Draft No. 25
Date 27/03/16



Diary No. 223
Date 28-03-16

NO. FD.PC.13 18/2014
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 4th March, 2016

E & A Section (C.R. 3)
Diary No. 591
Date 17-3-16
G.O. No. 1078
Agr. Dep. 2

Mr. Shoukat Ali,
Finance Secretary.

To
Agri

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.
12. The Chief Inspector of Treasuries & Accounts, Punjab, Lahore.

D. 3678
Date 8/3/16

Subject: ADMISSIBILITY OF ANNUAL INCREMENT BEYOND THE SCOPE OF PAY SCALE (ABOVE CEILING)

DS-1

I am directed to state that on discontinuation of the scheme of move over, the government servants were brought back to original scales of the posts and their pay was fixed in the revised Pay Scales, 2001 on notional extension basis. On doing so the pay of some employees crossed the ceiling of the notional extended pay scales. Such category of the government servants was allowed personal pay besides allowing future increments (as personal to them) upto 03 years. A question has arisen as to whether a government servant, who reaches the maximum of his pay scales after 01.12.2001, may also be allowed annual increment as personal pay upto three years, i.e., for 01.12.2002, 01.12.2003 and 01.12.2004 or otherwise.

22/2
16/3/16

2. It is clarified that a government servant who reaches the maximum of his pay scale on or after 01.12.2001 may also be allowed annual increments as personal pay upto three years, i.e., 01.12.2002, 01.12.2003 and 01.12.2004. After that, the benefit of annual increment beyond the pay scales as personal pay has been allowed to all the government servants w.e.f. 01.12.2005 under Para 2 of Finance Department's notification No.FD.PC.2-1/2005 dated 18.01.2007. The increment may be treated as personal pay subject to the condition that the employees concerned has put in six (06) months or more service as counts for an annual increment unless withheld under the rules. The amount of the personal pay may not be reduced but treated as part of pay scale of the concerned government servant for the purpose of fixation of pay, pension and recovery of house rent, etc.

3. The clarifications, already issued in this context, may be treated to have been modified to the extent indicated above ab-initio.

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17/03/16

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

Registrar
Muhammad Nawaz Shareef

AS (P)

- 215 - SU (R&E)

University of Agriculture, Multa

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Director General Audit, Lahore.
4. The Director General Works (Accounts), Lahore.
5. The Director General Works (Audit), Lahore.
6. The Director General Audit (District Governments), Punjab, Lahore.

(SHAHID IQBAL)
SECTION OFFICER (PC)

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

Tariq Muhammad
(TARIQ/MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

No.E&A(Agri) 6-11/2016(F.D)
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore, the 21.03.2016

Subject - ADMISSIBILITY OF ANNUAL INCREMENT BEYOND THE SCOPE OF PAY SCALE (ABOVE CEILING),

A copy of letter No.FD.PC.40-18/20140, dated 04.03.2016 received from Deputy Secretary (PC), Government of the Punjab, Finance Department is forwarded for information and strict compliance to the:-

1. All Heads of Attached Departments/Autonomous Bodies, Agriculture Department.
2. All Section Officers/Senior Law Officer & Assistant Director (Stat.), Stat. Cell, Agriculture Department.
3. PS to Secretary Agriculture.
4. PS to Special Secretary Agriculture.
5. PAs to All Additional Secretaries / Deputy Secretaries, Agriculture Department.

Gajul Muhammad Shaz
SECTION OFFICER (GENERAL)
Ph. No.99210505

Muhammad Nawaz Shareef
Registrar
University of Agriculture, Multan

VCD - 477 Annexure B-XIII
24-11-16

NO.FD.PC.10-1/78(Pl.II)(846/14)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 2nd November, 2016

Diary = 1074
Date = 24-11-16

VCD - 239
24-11-16

Diary No. 22767
Date 3/11
Agriculture Dept
Civil Secretariate
Lahore

To

All Administrative Secretaries,
Government of the Punjab.

Agriculture

Subject: ANNUAL INCREMENT AS ON 01.12.2015

Kindly refer to the subject cited above.

2. Finance Department observes that Para 5 of this Department circular letter No.FD.PC.2-1/2015 dated 22.07.2015 clearly states that the annual increment of the existing employees in Basic Pay Scales - 2015 in which their pay is fixed as on 01.07.2015 shall accrue on the 1st of December, 2015. The employees who were appointed/promoted/up-graded/regularized between 02.06.2015 to 30.06.2015 do come under the above captioned Para 5 of the said circular letter. Hence, all the employees who got their pay fixed in light of aforesaid circular letter on 01.07.2015, as a special relaxation, shall be entitled for the grant of annual increment on 01.12.2015 only.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

Signature
Muhammad Nawaz Shareef
Registrar
University of Agriculture, Multan

✓
Rai

1239/
3-11-16

P.A. to Admn
Diary # 8228
Date 4-11-16

DS (A-1)
Diary # 5214
Date 07/11/16

& A Section
Diary No. 2642
Date 08-11-16
Govt. of the Punjab
Agri. Dept.

RA: 24-11-16
- 217 -



No.E&A (Agri) 6-11/2016
GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore, the 10.11.2016

Subject: - ANNUAL INCREMENT AS ON 01.12.2015

A copy of letter No.FD.PC.10-1/78(Pt.II)(846/14), dated 02.11.2016 received from Deputy Secretary (PC), Government of the Punjab, Finance Department is forwarded for information and necessary action to the:-

1. All Heads of Attached Departments/Autonomous Bodies, Agriculture Department.
2. Bill Assistant Agriculture Department.

Ciaz Ahmed
SECTION OFFICER (GENERAL)

U/Multan

PTO

Syias Ahmad
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure B-XIV



NO.FD.SR-I/9-28/2016
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 18th July, 2016

From

Mr. Shoukat Ali,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. All District & Sessions Judges in the Punjab.
11. The Chief Pilot, VIP Flight, Lahore.
12. The Registrar, Lahore High Court, Lahore.
13. The Provincial Director, Local Fund Audit, Punjab, Lahore.
14. The Chief Inspector of Treasuries & Accounts, Lahore.

Subject: REVISION OF THE RATES OF ALLOWANCES

Sir,

I am directed to this Department's letter No.FD.PC.2-1/2011 dated 11.07.2011 and to state that the Governor of the Punjab has been pleased to sanction revision of the rates of following Allowances with effect from 1st July, 2016 for the Civil Servants of the Punjab Government as detailed below:

Sr. No	Name of Allowances	Existing Rate	Revised Rate
i)	Integrated Allowance	Rs.300/- p.m.	Rs.450/- p.m.
ii)	Washing Allowance	Rs.100/- p.m.	Rs.150/- p.m.
iii)	Dress Allowance	Rs.100/- p.m.	Rs.150/- p.m.

(M. NAWAZ KHALID ARBI)
ADDL: FINANCE SECRETARY(REG.)

Spias
ahmad
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Director General Audit, Lahore.
4. The Director General Works (Accounts), Lahore.
5. The Director General Works (Audit), Lahore.
6. The Director General Audit (District Governments), Punjab, Lahore.

(NADEEM RIAZ MALIK)
SECTION OFFICER (SR.I)

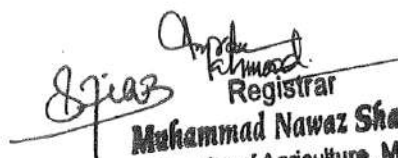
NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

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2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(M. NAWAZ KHALID ARBI)
ADDL: FINANCE SECRETARY(REG.)

FAHEEM/PS


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure B-xv



NO.FD.PC.39-14/77(Pl.IV)(APCA/2008)
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 17th June, 2014

From

Mr. Mohammad Jehanzeb Khan,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject:

PROMOTION OF THE POSTS OF LOWER GRADE EMPLOYEES

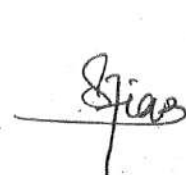
I am directed to state that Finance Division has formulated a policy for providing promotion chances to employees in BS-1 to BS-4 by up-grading their pay scales after certain length of service vide office memo No.1(4)F.1/2009 dated 31.12.2012.

2. In pursuance of the policy of Federal Government, the Governor of the Punjab has been pleased to decide as under with effect from 01.07.2014:

- i) Employees of BS-1 to BS-4 may be entitled to one step promotion to next pay scale twice throughout their service.
- ii) An employee falling in the above category may be given one step promotion in the immediate next pay scale in which he is serving presently after rendering 10 years of satisfactory service from the date of his regular appointment.
- iii) The second one-step promotion to next pay scale may be granted to him after completion of another 10 years of service from the date of first promotion or after rendering satisfactory service of 20 years from the date of regular appointment.
- iv) BS-1 to BS-4 employees, who were moved one step up w.e.f. 01.07.2007 in pursuance of Para-2 of this Department's notification No.FD.PC.32-7/2007 dated 10.09.2007, will be entitled to the second one step promotion to next scale on completion of 20 years satisfactory service from the date of their regular appointment.

2. All the Departments/Attached Departments are requested to take further necessary action to implement the above policy and will strictly observe prescribed procedure for promotion of these employees, i.e, through D.P.C. for ascertaining of record.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:


1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Treasury Officer, Lahore.
4. The Director General Audit, Lahore.
5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.

(MANZOOR AHMAD)
SECTION OFFICER (PC)

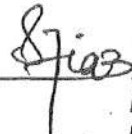
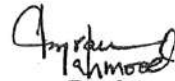
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5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.


(MANZOOR AHMAD)
SECTION OFFICER (PC)

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Annexure B-XVI



NO.FD.PC.2-2/2014
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 18th July, 2014

From

Mr. Mohammad Jehanzeb Khan,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Principal Secretary to Governor, Punjab, Lahore.
3. The Principal Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
7. All Heads of Attached Departments in the Punjab.
8. All Commissioners in the Punjab.
9. All District Coordination Officers in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.

Subject: MOVING ONE SCALE UP OF EMPLOYEES OF BS-1 TO BS-4 W.E.F. 01.07.2007

I am directed to refer to this Department's letter bearing No.FD.PC.32-7/2007 dated 10.09.2007 (copy enclosed) and to clarify that the orders contained in Para 2 of the said letter allow all the existing employees of BS-1 to BS-4 to move one step above (i.e., to next higher pay scale) w.e.f. 01.07.2007 without any discrimination and irrespective of the fact whether they were allowed selection grade or not.

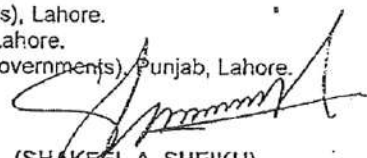
2. The above clarification will take effect from 01.07.2007 and all the clarifications previously made in this regard, shall be deemed to have been modified to the extent indicated above.


(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

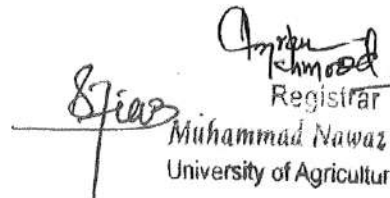
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5. The Director General Works (Accounts), Lahore.
6. The Director General Works (Audit), Lahore.
7. The Director General Audit (District Governments), Punjab, Lahore.


(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

223-


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Finance Secretary, Government of Pakistan, Islamabad.
2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
DEPUTY SECRETARY (PC)

FAHEEM/

- 224 -

S. Fiaz

Muhammad Nawaz Shareef
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan



NO.FD.PC.40-80/2015
GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT
Dated Lahore, the 26th July, 2017

From

Mr. Hamed Yaqoob Sheikh,
Finance Secretary.

To

1. All Administrative Secretaries to Government of the Punjab.
2. The Secretary to Governor, Punjab, Lahore.
3. The Secretary to Chief Minister, Punjab, Lahore.
4. The Military Secretary to Governor, Punjab, Lahore.
5. The Secretary, Punjab Provincial Assembly, Lahore.
6. The Secretary, Punjab Public Service Commission, Lahore.
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8. All Commissioners in the Punjab.
9. All Deputy Commissioners in the Punjab.
10. The Chief Pilot, VIP Flight, Lahore.
11. The Provincial Director, Local Fund Audit, Punjab, Lahore.
12. The Chief Inspector of Treasuries & Accounts, Punjab, Lahore.

Subject:

UP-GRADATION OF DIFFERENT POSTS ON RECOMMENDATIONS OF THE COMMITTEE, CONSTITUTED BY THE CHIEF SECRETARY, TO EXAMINE THE DEMANDS OF EMPLOYEES' ASSOCIATIONS

I am directed to state that the Governor of the Punjab has been pleased to up-grade the following posts, in relaxation of ban on up-gradation of posts, with immediate effect:

Sr. No.	Name of the Post	Existing BS	Upgraded BS	Remarks
1.	Tracer	5	9	
2.	Draftsman	11	13	
3.	Draftsman O/o Chief Architect	13	14	
4.	Head Draftsman / Divisional Head Draftsman	13	15	
5.	Motor Vehicle Examiner	11	14	
6.	Sub-Engineer	11	14	
7.	Signallar/Apprentice Signallar, Irrigation	5	7	
8.	Head Signallar, Irrigation	9	11	
9.	Store Keeper	5/6	7	
10.	Senior Store Keeper	7	9	
11.	Sub-Divisional Clerk (SDC)	9	14	
12.	Accounts Clerk	11	15	Only those incumbents of the post of Accountant Clerk would avail up-gradation who are/were promoted from the post of Senior Clerk or Sub-Divisional Clerk. Those who are in lower scales and directly appointed against the post of Accounts Clerk would remain in the existing pay scales.
13.	Stenographer	14	15	Those who are already in BS-15 by virtue of selection grade would remain in the existing pay scale

224(A)

Signature
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

2. The incumbents of the upgraded posts will also stand upgraded and their pay will be fixed at the stage next above their basic pay in their lower pay scales with immediate effect. No premature increment is admissible on up-gradation of posts in terms of policy of Punjab Government.

3. The expenditure incurred on the above up-gradation of posts shall be borne by the respective Administrative Departments/Attached Departments. No supplementary grant will be issued in this regard.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
CHIEF STATISTICAL OFFICER

NO. & DATE EVEN:

A copy is forwarded for information and necessary action to:

1. The Accountant General Punjab, Lahore.
2. All the District Accounts Officers in the Punjab.
3. The Director General Audit, Lahore.
4. The Director General Works (Accounts), Lahore.
5. The Director General Works (Audit), Lahore.
6. The Director General Audit (District Governments), Punjab, Lahore.

(SHAKEEL A. SHEIKH)
SECTION OFFICER (PC)

NO. & DATE EVEN:

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2. The Finance Secretary, Government of Sindh, Karachi.
3. The Finance Secretary, Government of KPK, Peshawar.
4. The Finance Secretary, Government of Baluchistan, Quetta.
5. The Finance Secretary, Azad State of Jammu & Kashmir, Muzaffarabad.
6. The Finance Secretary, Government of Gilgit Baltistan, Gilgit.
7. All Officers of the Finance Department, Government of the Punjab.

Tariq Muhammad Mirza
(TARIQ MUHAMMAD MIRZA)
CHIEF STATISTICAL OFFICER

FAHEEM/PS

224(B)

Imdad Ahmad
Registrar
Muhammad Nawaz Sharif
University of Agriculture, Faisalabad



Punjab Traveling Allowance Rules

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Contents

Punjab Traveling Allowance Rules

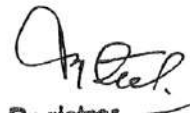
Chapter - I

1. Short title, commencement and application.
2. Definitions.
3. Nature of traveling allowance.
4. Functions of controlling officers.
5. Signature of controlling officer on traveling allowance bill.
6. Bar on delegation of duty of countersignature.
7. Duties of controlling officer.
8. Journey on duty connected with a local authority.
9. Journeys for which traveling allowance may be drawn.
10. Journey within 16 kilometers.
11. Conveyance allowance.
12. Conveyance allowance during leave or joining time.

Chapter - II

13. Definition of tour.
14. Civil servants/University employee who are not entitled to traveling allowance.
15. Distance to be traveled before traveling allowance is admissible.
16. Kinds of traveling allowance.
17. Permanent traveling allowance.
18. Determination of grade of civil servants/University employee in transit.
19. Revision of traveling allowance due to retrospective promotion or reversion.
20. Higher rate of mileage and daily allowance.
21. Mileage allowance.
22. Mileage allowance for journey by sea or by river steamer.
23. Mileage allowance for journeys by road.
24. Borrowed car.
25. Air travel.




Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

26. Mileage allowance for a civil servant/University employee not authorized to travel by air.
27. Daily allowance.
28. Rates of daily allowance.

Chapter - III

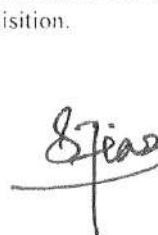
29. Traveling allowance for journeys on transfer.
30. Elements of traveling allowance on transfer.
31. Mileage allowance and transfer grant.
32. Deputation for training.
33. Civil servant/University employee appointed to a new post while in transit.

Chapter - IV

34. Journeys on first appointment to government service and on retirement, dismissal or termination of an appointment.
35. Journey on a course of training.
36. Journey to give evidence in a court to attend an inquiry or conference.
37. Persons attending commissions of inquiry, etc.
38. Journey to give or obtain medical advice.
39. Journey to attend darbars and ceremonial functions, etc.
40. Journey in connection with local fund.
41. Journey during vacation.
42. Journey in attendance on an incapacitated civil servant/university employee.

Chapter - V

43. Traveling allowance when the means of transport are provided wholly or partly free of cost.
44. H.O.R. facilities
45. Free transit otherwise than in accommodation reserved by requisition.


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

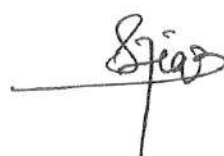

- 46. Civil servant/university employee entitled to travel in a higher class on payment of a lower fare.

Chapter - VI

- 47. Rules governing traveling allowance and hill station allowance.
- 48. Advance of pay and traveling allowance.
- 49. Revision of rates of fixed traveling allowance.
- 50. Revision of rates Daily Allowance while on tour/duty outside Pakistan

History of amendments

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Registrar
Muhammad Nawaz Sharif
University of Agriculture, Faisalabad

NOTIFICATION

The 10th July 1976

No. FD/Accounts/OSD/498 -- In exercise of the powers conferred by Section 23 of the Punjab Civil Servants Act, 1974, the Governor of the Punjab is pleased to make the following Rules, namely:

PUNJAB TRAVELING ALLOWANCE RULES**CHAPTER 1****GENERAL**

1.1 Short title -- These rules may be called the Punjab Traveling Allowance Rules.

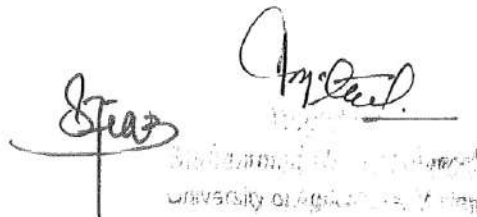
1.2 Commencement -- They shall come into force at once.

1.3 The Traveling Allowance Rules in force in the Punjab immediately before the coming into force of these rules shall stand rescinded.

1.4 Extent of application -- These rules shall apply to --

- i) all *(civil servants/university employee) serving in connection with the affairs of the Punjab Government whose conditions of service the Governor of the Punjab is competent to determine;
- ii) all officers belonging to the All Pakistan Unified Grades in respect of whom the Governor of Punjab has been delegated the powers to

*The words "Government servant" & "Government servants" where ever appearing were substituted by the words "Civil servant" & "Civil servants" respectively vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.



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frame the rules regulating their traveling allowance; and

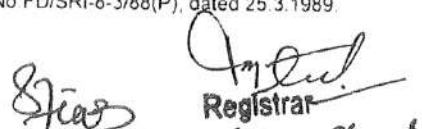
- iii) *(civil servants/university employee) on deputation with the Government of Punjab from the Federal Government or other Provinces of Pakistan, unless otherwise determined in any particular case.

1.5 Definitions -- In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say --

- a) "Audit Officer" means the Head of Office of Audit and Accounts subordinate to the Auditor-General of Pakistan who keeps the accounts of the Province of the Punjab or a part thereof and exercises audit functions in relation to those accounts on behalf of the Auditor-General of Pakistan;
- b) "Authorized Medical Attendant" means a Medical Officer of Government required to attend on a civil servant/university employee or his family under the rules relating to medical attendance on civil servants/university employee;
- c) ** Deleted.
- d) "Competent Authority" in relation to the exercise of any powers means the Administrative Department concerned, acting in consultation with the Finance Department, or any other authority to which such powers may have been delegated;

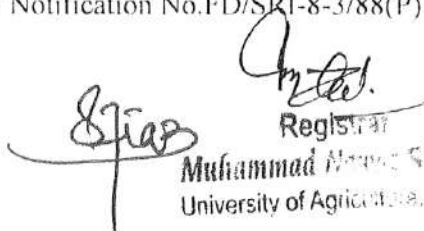
* The word 'officers' was substituted by the words 'civil servants' vide FD's notification No.FD/SR-I-8-3/88(P), dated 25.3.1989.

** Deleted vide Finance Department's Notification No.FD/SRI-8-3/88(P), dated 25.3.1989.


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- e) "Controlling Officer" means an officer declared as such for exercising supervision over the traveling allowance claims of a civil servant/university employee;
- f) "Day" means a calendar day beginning and ending at midnight;
- g) "Family" means a civil servant's//university employee's:
 - i) wife or wives, or husband as the case may be;
 - ii) legitimate children and stepchildren under 12 years of age;
 - iii) legitimate children and step-children (more than 12 years old but) not more than 24 years old, if residing with and wholly dependent upon him; and
 - iv) adopted child not more than 24 years old subject to the following conditions:
 - (a) the civil servant/university employee has no legitimate or step-child of his own;
 - (b) prior approval of the Government is obtained for having adopted the child;
 - (c) Government's liability will be restricted to one adopted child only;
 - (d) adopted child will cease to be a member of the family if after his adoption, the civil servant/university employee has a

* Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

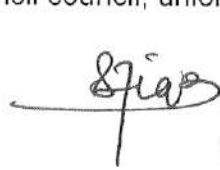

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 Muhammad Arshad Shereef
 University of Agriculture, Multan

legitimate or step-child of his own;
and

(e) adopted child is residing with and is wholly dependent upon him.

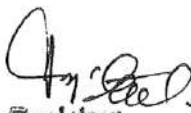

Explanation -- A child not actually residing with a civil servant//university employee but residing in the same station where the headquarters of the civil servant//university employee is situated shall be deemed to be residing with the civil servant//university employee.

- h) "Finance Department" means the Finance Department of the Government of Punjab;
- i) "Government" means the Government of Punjab;
- j) "Head of Department" means any authority whom Government may declare to be Head of Department for the purposes of these rules and includes all secretaries to Government and heads of attached departments;
- k) "Head of Office" means any officer designated as disbursing officer or any other civil servant/university employee declared to be the head of office by the competent authority;
- l) "Headquarters" of a civil servant/university employee is the station which has been declared as such by a competent authority or in the absence of such a declaration, the station where the records of his office are kept;
- m) "Local Authority" means a local council, Municipal Corporation, municipal committee, municipality, zila council, tehsil council, union council, union


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committee, town committee, body of port trustees or commissioners, or other authority legally entitled to, or entrusted by the Government with the control of management of a municipal or local fund;

- n) "Month" means a month reckoned according to the British Calendar;
- o) "Pay" includes special pay, qualifications pay, personal pay, and any other emoluments which may be specially classed as pay by a competent authority, and in case a re-employed civil servant/university employee whose pension is not wholly held in abeyance, pay includes the pension drawn by him provided that if the total of pay and pension exceeds the maximum of the pay scale of the post held during re-employment, the maximum pay of such scale shall be deemed to be the pay;
- p) "Public Conveyance" means a Railway train, steamer, bus or other conveyance which plies regularly on a given course for the conveyance of passengers;
- q) "Personal car" is a car registered in the name of the civil servant/university employee or in the name of any member of his family;
- r) "Prescribed" means prescribed under these rules; and
- s) "Transfer" means the movement of a civil servant/university employee from one headquarters station to another such station either to take duties of a new post or in consequence of a change in his headquarters.


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1.6 Nature of traveling allowance -- (1) Traveling allowance is granted to a civil servant/university employee to cover the expenses which he incurs in traveling in the interest of public service.

(2) A civil servant's/university employee's claim to traveling allowance shall be regulated by the rules in force at the time the journey in respect of which the claim is made, is undertaken.

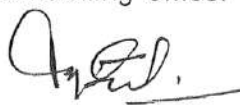
1.7 Functions of controlling officers -- A controlling officer in order to ensure that traveling allowance is not turned into a source of profit and that traveling is resorted to only when it is necessary in the interest of public service may --

- a) issue instructions limiting the extent of touring to be done by a subordinate officer;
- b) if the subordinate officer is in receipt of a conveyance allowance or a permanent traveling allowance and has done inadequate touring may reduce the amount of such permanent traveling allowance or conveyance allowance; and
- c) issue instructions to a subordinate civil servant/university employee to regulate his touring in such a way as to minimize unnecessarily large claims for traveling allowance.



1.8 Signature of controlling officer on traveling allowance bill -- No bill for traveling allowance other than permanent traveling allowance or conveyance allowance shall be paid, unless it is signed or countersigned by the controlling officer.

1.9 Bar on delegation of duty of countersignature -- Unless expressly permitted by a competent authority, a controlling officer may not delegate to a subordinate his duty of countersignature.

1.10 Duties of controlling officer -- Before signing or countersigning a traveling allowance bill, the controlling officer shall --


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- a) scrutinize the necessity, frequency and duration of journey and halts for which traveling allowance is claimed, and disallow the whole or any part of the traveling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary or unduly protracted, or that a halt was of excessive duration;
- b) scrutinize carefully the distances entered in traveling allowance bills and satisfy himself, by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
- c) satisfy himself that, where the actual cost of transporting personal effects, etc., is claimed under these rules the scale on which such personal effects were transported was reasonable and disallow any claim which, in his opinion, does not fulfill that condition;
- d) exercise care that there is no evasion or breach of the fundamental principle of traveling allowance, viz., that the allowance is not to be a source of profit;
- e) observe any subsidiary rules or orders which a competent authority may make for his guidance;
- f) judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow traveling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket; and


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- (g) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

1.11 Journey on duty connected with a local authority -- When a civil servant/university employee paid from the (Provincial Consolidated Fund) travels on duty connected with the affairs of a Local Authority (for which the traveling allowance is payable from the Local Fund), he should prepare a separate bill for such journeys but should forward such bill with the bill for the same month, if any, payable from Provincial Consolidated Fund, to the controlling officer for the latter bill, who will scrutinize the bills, and forward the bill payable by a local body to the local body concerned for necessary action under the rules of the Local Fund.

1.12 Journeys for which traveling allowance may be drawn -- Traveling allowance may be drawn in respect of a journey performed:

- a) for the purpose of tour;
- b) on transfer;
- c) on joining a first appointment;
- d) on retirement, suspension, dismissal or termination of employment;
- e) to attend a course of training or to appear at an examination;
- f) to give evidence in a court or to attend an inquiry or conference;
- g) to obtain or furnish medical advice or treatment;
- h) to attend a darbar or an official function;
- i) in attendance on an incapacitated civil servant/university employee or member of his family; and
- j) ******(for) any other purpose authorized by a competent authority.

* The words "Provincial Revenues" were substituted with the words "Provincial Consolidated Fund" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

** Added vide FD's Notification No.FD/SRI-8-3/88(P) dated 25.3.1989.


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1.13 Journey within (*ten miles) 16-Kilometers -- The pay of a civil servant/university employee is supposed to include the cost of maintaining a conveyance proper to his status, and, therefore, ordinarily he is not to be paid any traveling allowance for journeys within (*ten miles)16-Kilometers of his headquarters, nor is he to be paid for journeys from his residence to his office. A competent authority may, however, sanction a monthly conveyance allowance to a civil servant/university employee under the following circumstances:

- i) when he does intensive touring within (*ten miles)16-Kilometers of his headquarters; or
- ii) when on account of shortage of residential accommodation in a particular locality, **(he) has to reside at a considerable distance from his office.

1.14 Conveyance allowance -- Conveyance allowance is of two kinds:

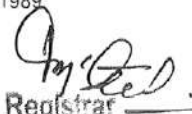
- i) that sanctioned on the condition that a particular type of conveyance will be maintained by the civil servants/university employee;
- ii) that sanctioned without any such condition being imposed.

1.15 Conveyance allowance during leave or joining time -- (1) Conveyance allowance falling under rule 1.14(i) may be drawn only for the period the required conveyance is actually maintained on a certificate being furnished by the officer concerned that this requirement has, in fact, been met.

Such a conveyance allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle and at half rates, in case of any other conveyance:

* The words 'ten miles' were deleted vide FD's notification No.FD/SRI-8-3/88(P), dated 25.3.1989


** The words 'a **Government servant**' were substituted with the word 'he' vide FD's Notification No.FD/SRI-8-3/88(P), dated 25.3.1989.


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 Syed Muhammad Nazam Sharif
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Provided that the post held by the civil servant/university employee immediately prior to the leave or joining time carried the allowance:

Provided further that the conveyance is actually maintained by the civil servant/university employee during the leave or joining time, as the case may be.

(2) Conveyance allowance falling under Rule 1.14(ii) will be admissible only for the period during which the civil servant/university employee held the post to which the conveyance allowance is attached and will not be admissible during leave or joining time.


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CHAPTER II**TRAVELING ALLOWANCE FOR JOURNEYS ON TOUR****SECTION I****GENERAL**

2.1 Definition of tour -- A civil servant/university employee is on tour when he is absent on duty from his headquarters, either within or, with proper sanction, beyond his sphere of duty.

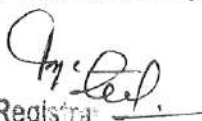
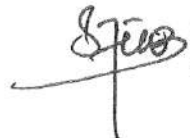
2.2 In doubtful cases, a competent authority may decide whether an absence from headquarters, whether in a particular case or in any specified class of cases, is absence on duty for the purposes of rule 2.1

Note -- When power is exercised under this rule a copy of the sanction briefly giving the grounds of sanction should be sent to the audit officer concerned.

2.3 Civil servants/university employees who are not entitled to traveling allowance for journeys on tour -- Where a competent authority has declared that the pay of a particular civil servant/university employee or class of civil servants/university employees has been so fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or steamer within the civil servant's/university employee's sphere of duty, such a civil servant/university employee may not draw traveling allowance for such journeys though he may draw mileage allowance for journey by rail or steamer.

Such civil servant or servants/university employee(s) may, however, draw traveling allowance calculated under the ordinary rules for the entire journey, including such part of it as is within his sphere of duty, when traveling with proper sanction beyond his or their sphere of duty.

2.4 Distance to be traveled before traveling allowance is admissible -- Traveling allowance may not be drawn for any journey during which a civil servant/university employee does not reach a point


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outside the radius of (*ten miles)16-Kilometers from his headquarters. The radius of (*ten miles)16-Kilometers will be calculated with reference to the nearest practical route.

2.5 Kinds of traveling allowance -- The following are the different kinds of traveling allowance, which may be drawn by civil servants/university employees for journeys on tour:-

- (a) Permanent traveling allowance;
- (b) Mileage and daily allowances.

2.6 Permanent traveling allowance -- A permanent monthly traveling allowance may be granted by a competent authority to any civil servant/university employee whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of traveling allowance for journeys within the civil Servant's/university employee's sphere of duty and is drawn all the year round, whether the civil servant/university employee is absent from his headquarters or not.

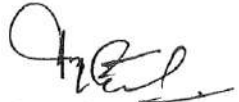
2.7 A permanent traveling allowance may be sanctioned on condition that a particular conveyance is maintained or without the imposition of any such condition.

2.8 Admissibility of permanent traveling allowance -- In case a permanent traveling allowance is sanctioned subject to the condition that a conveyance is maintained, it may be drawn only for the period for which it is certified by the civil servant/university employee concerned that a conveyance was in fact maintained by him.

Such allowance may be drawn during leave or joining time at full rates, if the conveyance in question is an animal or an animal driven vehicle, and at half rates, in case of any other conveyance:

Provided that the post held by the civil servant/university employee immediately prior to the leave or joining time carried the allowance:

* The words 'ten miles' were deleted vide FD's notification No.FD/SRI-8-3/88(P), dated 25.3.1989


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University of Agriculture, Multan

Provided further that the conveyance is actually maintained by the civil servant/university employee during the leave or joining time, as the case may be.

2.9 Permanent traveling allowance which is sanctioned without imposition of any condition as to the maintenance of a conveyance is admissible only for the period during which the charge of a post to which it is attached is held, and is not admissible during leave or joining time.


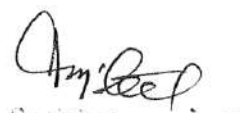
2.10 A civil servant/university employee deputed to undergo a course of training may draw a conveyance allowance or permanent traveling allowance for maintaining a conveyance during the course of training, provided he actually maintains the conveyance and the authority sanctioning the deputation is satisfied that on expiry of the training he is likely to return to the post to which the allowance is attached.

2.11 Permanent traveling allowance for two or more posts

-- When a civil servant/university employee holds, either substantively or in an officiating capacity, two or more posts, to each of which a permanent traveling allowance is attached, he may be granted such permanent traveling allowance, not exceeding the total of the permanent allowances attached to such posts, as the competent authority may consider to be necessary in order to reimburse him for the traveling expenses which he has to incur.

2.12 Permanent traveling allowance to cover cost of all journeys within sphere of duty

-- Permanent traveling allowance is intended to cover the cost of all journeys within the sphere of duty of the civil servant/university employee, who draws it, and such civil servant/university employee may not draw any other traveling allowance in addition to the permanent traveling allowance for any such journey. If, however, the civil servant/university employee travels outside the sphere of his duty, he may draw ordinary traveling allowance for such journeys in addition to permanent traveling allowance.

 
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 University of Agricultural Sciences

* 2.13 Grades of Civil Servants/university employees for the purpose of mile-age and daily allowance

For the purpose of calculating daily allowance and mileage allowance civil servants/university employees are divided into the following grades :-

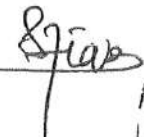
(a)	Civil servants/University employees in BPS-17 and above	First Grade
(b)	Civil servants/University employees in BPS-11 – 16	Second Grade
(c)	Civil servants/University employees in BPS-3 to 10	Third Grade
(d)	Civil servants/University employees in BPS-1 to 2	Fourth Grade

2.14 **Determination of grade of civil servants/University employees in transit** -- (1) A civil servant/university employee in transit from one post to another ranks in the grade to which the holding of the lower of the two posts would entitle him.

(2) If the initial order of transfer is modified while the civil servant/university employee is in transit, his traveling allowance shall be regulated in accordance with the initial or the final orders of transfer, whichever entitles him to rank in the lower grade; provided that if the initial order entitled him to traveling allowance in a higher grade, he may be allowed to claim traveling allowance admissible according to that grade on his certifying that he actually traveled by the mode of conveyance of the class admissible to an officer of the higher grade.

2.15 **Grade of part-time civil servants/university employees** -- A civil servant/university employee whose whole time is not retained for the public service or who is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

* Substituted vide FD's Notification No.FD/SRI-8-11/83 dated 20.01.2003.


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2.16 Revision of traveling allowance due to retrospective promotion or reversion -- The traveling allowance of a civil servant/university employee who, is promoted or reverted or is granted an increased rate of pay with retrospective effect, should not be revised in respect of the period intervening between the date of promotion, reversion (*or increase in pay) and that on which it is ordered, except when the promotion, or reversion or increase in ^{**} pay implies a change of duties. In the case of traveling allowance bills audited before the order is issued, the audit officer should be guided by the facts known officially at the time of the audit, but, in the case of traveling allowance bills not presented or audited before the promotion is ordered, the audit officer should recognize the retrospective effect of the order.


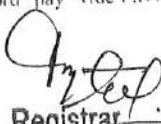
2.17 When a civil servant/university employee is permitted for his own convenience to perform his duties at a station other than his headquarters, he is not entitled to draw any traveling allowance for the journeys to or daily allowance for halts at such station. A competent authority may decide what should be considered to be the place of duty of a civil servant/university employee for the purposes of these rules.

2.18 Higher rate of mileage and daily allowance -- The rate admissible for road mileage and daily allowance shall be 125 per cent of the rate admissible for road mileage under section II, and daily allowance under section III, respectively of this chapter, if the journey is performed in the following areas:-

- (1) Area formerly known as excluded area of Dera Ghazi Khan district.
- (2) Bhangikhel area in Mianwali district.
- (3) (i) Patwari's circles, Islamgarh, Chah Skheer and Khairgarh of Islamgarh Qanungo circle in Rahim Yar Khan district.

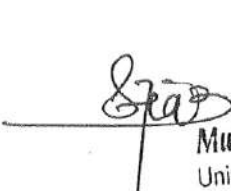
* Added vide FD's Notification No.FD/SRI-8-3/88(P), dated 25.3.1989.

** The word "salary" was substituted with the word "pay" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.



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- (ii) Patwari's circles, Phoolra, Marote and Jamsar of Marote Qanungo circle in Bahawalnagar district.
- (iii) Patwari's circles, Ladamar, Maujgarh, Dingarh and Channanpir of Channanpir Qanungo circles and Derawar, Bijnote and Rukanpur of Derawar Qanungo circle in sub-tehsil Channanpir of Bahawalpur district
- (iv) Patwari's circles, Nawankot and Meerana of Islamgarh Qanungo circle in sub-tehsil Islamgarh of Bahawalpur district.

2.19 Competent authority may prescribe higher rates of traveling allowance for expensive localities -- A competent authority may prescribe a higher rate of daily allowance and mileage for a particular class of civil servants/university employees or generally for traveling in particularly expensive area, or for any other special reasons to be recorded in writing.


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SECTION II**MILEAGE ALLOWANCE**

2.20 Definition and principles of calculation -- A mileage allowance is an allowance calculated on the distance traveled, which is given to meet the cost of a particular journey, and is governed by the following principles:

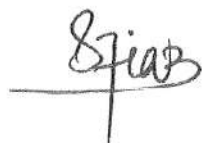
- (a) for the purpose of calculating mileage allowance, a journey between two places shall be deemed to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short;
- (b) the shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling. In case of doubt, a competent authority may decide which shall be regarded as the shortest of two or more routes;
- (c) if a civil servant/university employee travels by a route, which is not the shortest, but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

2.21 Deleted

2.22 Different rates for different classes of journeys -- Mileage allowance is differently calculated according as the journey is, or could be, performed by railway, by sea or river steamer, by road or by air.

The following are the authorized modes of travel:

- (1) Rail;
- (2) Sea or river steamer;
- (3) Road:
 - (i) Car;
 - (ii) Taxi;
 - (iii) Passenger bus;
 - (iv) Motor cycle;
 - (v) Cycle or on foot;
 - (vi) On animal back or in an animal driven carriage;


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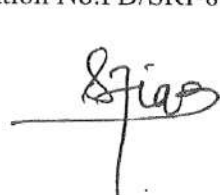
(4) Air.

2.23 Mileage allowance for journeys by railway;

For the purpose of calculating mileage allowance the civil servants/university employee, when traveling by rail shall be entitled to accommodation according to the following scales :-

- | | |
|---|---|
| (a) Civil servants/University employee in BS-17 and above | Accommodation of the highest class by whatever name it be called. |
| (b) Civil servants/University Employee in BS-11 to 16 | First Class (Sleeper) accommodation.
If traveling on a line which does not provide st Class (sleeper) the next lower Class. |
| (c) Civil servants/University Employees in BS-3 to 10 | First Class (Sitter) accommodation if traveling on line which provides no 1 st Class (Sitter) accommodation, the next lower class. |
| (d) Civil servants/University Employee in BS-1 to 2 | Lowest class by whatever name be it called. |

* Substituted vide FD's Notification No.FD/SRI-8-11/83, dated 20.01.2003.


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2.24 The mileage allowance for a journey by Railway admissible to a civil servant/university employee is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class:

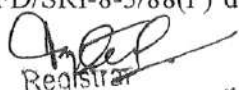
Provided that a civil servant/university employee drawing pay exceeding * (Rs.4,660) per mensem may draw for any journey or part of a journey by rail in respect of which he certifies that he took a private servant with him, an additional 2nd class fare.

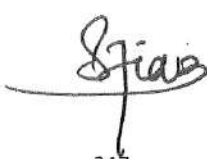
Note (1)-- A civil servant/university employee who reserves his seat in a train for official business but subsequently, due to an unexpected change in programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by railway authorities before refunding the price of the tickets out of contingencies provided that it is certified by the controlling officer that:

- (i) cancellation was unavoidable and in the public interest; and
- (ii) the booking was cancelled at the earliest opportunity.

Note (2)-- The provisions contained in note (1) shall mutatis mutandis apply where a civil servant/university employee, on his transfer, reserves his seat but due to unexpected change in the programme, gets the reservation cancelled. The said provision shall apply and the concession of reimbursement shall be admissible also in the case of cancellation of the reservation of seats for the members of the family of the civil servant/university employee; provided that the reservation of seats for the members of family was made along with the reservation of the seat for the civil servant/university employee concerned.

* The word and figure "Rs.1750" was substituted with the word and figure "Rs.4660" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.


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Note (3)-- Reservation charges and airport embarkation fee, if actually paid by a civil servant/university employee are included in the term "the amount actually paid" in rule 2.24.

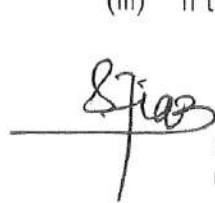
2.25 A civil servant/university employee is required to travel by the class of accommodation for which traveling allowance is admissible to him, but if for any reason he or any other person for whom traveling allowance can be claimed under these rules, travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

2.26 When through booking involves the payment for part of journey of rates for accommodation for a higher class than that to which the civil servant/university employee concerned is entitled, the civil servant/university employee may draw mileage allowance based on the higher rates for that part of the journey.

2.27 Mileage allowance for journey by sea or by river steamer -- For the purpose of calculating mileage allowance by sea or river steamer civil servants/university employees are entitled to the class of accommodation according to the following scale:

- | | | |
|-----|---|--|
| (a) | A civil servant / university employee of the First Grade. | Highest Class

If there be two classes only on the steamer, the higher class, and if there be more than two classes, the second class. |
| (b) | A civil servant / university employee of the Second Grade | (i) If there be two classes only on the steamer, the lower class.
(ii) If there be three classes, the second class.
(iii) If there be |
| (c) | A civil servant /university employee of the Third Grade. | |


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- | | |
|--|-------------------------------|
| | four classes,
third class. |
| (d) A civil servant /
University employee
of the Fourth Grade. | Lowest class. |

2.28 The mileage allowance for journeys by sea or river steamer, admissible to a civil servant/university employee is the amount actually paid, exclusive of diet, for traveling in the class of accommodation to which he is entitled.

2.29 If owing to the arrangements of classes on a steamer, the provisions of rule 2.27, if strictly construed, involve hardship, a competent authority may, in respect of particular journey or journeys generally, decide to what class of accommodation a civil servant/university employee is entitled, and when so deciding, may direct whether the civil servant/university employee should be granted the full or part allowance admissible for the higher class in which he is permitted to travel.

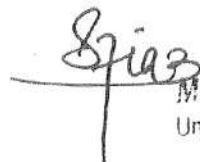
2.30 **Mileage allowance for journeys by road --** For journeys by road mileage allowance is admissible at the following rates according to the different modes of travel:

- | | |
|---|------------------------------|
| (a) Personal car, or by
engaging a full taxi or
any other means of public
transport. | Rs. **5.00 per
kilometer. |
|---|------------------------------|

Note (1)-- Civil servants/university employees of the Second Grade are ordinarily not expected to perform journeys by motor car and no bill for a journey under this clause by such an officer shall be paid unless the controlling officer certifies in each case that it was absolutely necessary in the public interest that the journey should have been performed in a motor car.

* Clause (a) was substituted vide F.D's. Notification No.FD/-SRI-8-3/88(P) dated 25.03.1989.

**In clause (a) for the figure '3', figure '5' was substituted vide circular letter No. FD.PC-2-1/2005, dated 16.07.2005.


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Note (2)-- Where a Government vehicle is provided for use by and made available to civil servant/university employee he shall not be entitled to any road mileage.

Note (3) -- A taxi, for the purpose of this rule, means a motor vehicle plying on hire and authorized to carry not more than eight persons.

Note (4)-- This facility is not admissible to civil servants/university employee of the Third and Fourth Grades.

- (b) Borrowed car -- A civil servant/university employee traveling in a borrowed motor car may charge mileage allowance at the rate of 60 paise per kilometer if he incurs the cost of propulsion himself. In the bill claiming the traveling allowance in such a case, the civil servant/university employee should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.

(Mileage allowance is admissible

- (c) Motor-cycle, scooter or auto-cycle. * Re 2.00 per kilometer.
- (d) Bicycle, animal back or on foot. **Rs. 1.00 per kilometer.


(e) Public transport plying for hire on single seat basis:

i)	For civil servants/university employees in BPS-7 and above.	*** Rs. 1.00 per kilometer.
ii)	for civil servants/university employees in BPS-6 and below.	* Rs. 1.00 per kilometer.

- (f) Animal drawn carriage. 40 paise per kilometer.)

Subject to the provisions of ** (rule 2.32) these rates shall be admissible from the residence at headquarters to the residence at the temporary place of duty of the civil servant/university employee.

* Rates revised vide FD's circular letter No.FD.PC.2-1/2005, dated 16.7.2005.


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Note (1)-- The term personal car means a car as defined in rule 1.5(q) of these rules.

Note (2)-- Where two or more civil servants/university employees travel in the same conveyance, only that officer who either owns the conveyance or has hired it may draw mileage and daily allowance, while others may draw only daily allowance. A note showing the circumstances of such a journey should be made on the traveling allowance bill of each such officer.

Note (3)-- Where a civil servant/university employee, while traveling on duty, is required to pay and pays toll, he shall be entitled to recover the amount in addition to the mileage allowance admissible to him.

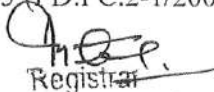
Note (4)-- Mileage allowance shall be admissible from the residence of the civil servant/university employee to the railway station or the airport, or the sea/river port, as the case may be, at his headquarters and from the Railway station *or the bus stop or the airport, or the sea/river port to the place of his temporary residence at the out-station.

** (Note (5) Civil Servants/university employees of the First Grade, who are entitled to travel by air, or by railway accommodation of the highest class, or by personal or borrowed car or by engaging a full taxi, shall also be entitled to travel by air- conditioned public transport and to charge actual fare as mileage allowance.)

Instruction (1) -- Vouchers should be attached to every traveling allowance bill presented for payment particularly in respect of claims for hiring a whole vehicle but where vouchers cannot be obtained, the controlling officer should certify that to the best of his knowledge the claim is correct. But when the whole conveyance is hired a voucher should ordinarily be required.

** Rule 2.32 was deleted vide F.D's No.FD/SRI- 8-8/87 dated 02.05.1989. For original version see Sr.No.6, page 89.

***Rates revised through Pay Revision Rules, 2005 (FD.PC.2-1/2005, dated:16.7.2005)


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A voucher should be attached to every traveling allowance bill in respect of claim for hiring a whole taxi. However a voucher will not be required in the case of a journey between the residence at the headquarters and the residence at the temporary place of duty, and vice versa.



Instruction (2) -- The nature of the conveyance used should be certified on the traveling allowance bill.

Instruction (3) -- All controlling officers should maintain in their office a record of rates of hire of conveyances of all kinds within the tract in which the civil servants/university employees subject to their control ordinarily travel.

Instruction (4) -- Heads of Departments are not required to attach the vouchers to their traveling allowance bills, but should certify that the amount claimed was actually paid by them.

* After the word railway station, the words 'or the bus stop' were inserted vide Notification No.FD.SRI-8-11/83 dated 20.07.1991.

** Added vide FD's Notification No.FD.SRI-8-3/88(P) dated 25.03.1989.


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2.31 Fractions of (*mile) kilometer to be omitted -- In calculating mileage allowance for journeys by road, fractions of a (*mile) kilometer should be omitted from the total of the amount claimed for a complete journey but not from the various items which make up the complete journey.

Explanation -- Each complete journey on tour ends when the civil servant/university employee returns to headquarters or to a place in which his headquarters is situated, whether he halts there or not.

2.32 Deleted vide Notification No. FD SRI-8-8/87 dated 02.05.1989.

2.33 Air travel -- For purposes of these rules, travel by air means journeys performed in the machines of public air transport companies regularly plying for hire. It does not include journeys performed in private aeroplanes or air taxis.

**2.34 Only civil servants/university employees in BS-17 and above and any other officer authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey.

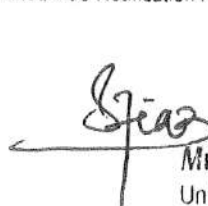
Note (1) -- Civil servants/university employee in BS-17 and above shall be entitled to travel by economy class when undertaking journey within the country or abroad.

*** (Provided that Civil Servants/university employees in BS-22 when traveling outside the country on tour/official duty shall be entitled to travel by business class.)

* The word 'mile' was deleted vide Notification No.FD.SRI.8-3/88(P), dated 25.3.1989.

** Rule 2.34 and Note (1) below the said rule substituted vide Notification No.FD.SRI 8-11/83, dated 20.1.2003.

*** Substituted vide Notification No.FD.SRI.8-1/90, dated 7.6.1990.


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Note (2) -- Wherever available a return ticket at reduced rates should always be purchased when an officer expects to perform the return journey by air within the period for which a return ticket is valid.

Note (3) -- The provisions of the notes below Rule 2.24 also apply in case of air journeys.

*(Note (4) -- Airport embarkation fee, where charged, is included in the term "the fare charged for the air-journey".)

**Instructions.

- i) The cost of air tickets for travel to other countries should be drawn as advance by the administrative departments or the organizations concerned who should purchase the tickets. The PIA should be paid through a cheque issued by the Accountant General, Punjab, or by the concerned organization/agency. The cheque should be accompanied by 'A' form duly completed.
- ii) In a case where a person has been allowed by the Finance Department to travel by an airline other than PIA, or where the services of a travel agent are unavoidable, cheques should be issued in favour of the travel agent.
- iii) The advance for travel abroad in connection with training at the Pakistan Administrative Staff College, National Defence College, National Institute of Public Administration or other training institutions may be drawn and paid to the head of institution who should arrange to purchase the air tickets in accordance with the procedure laid down in these instructions.
- iv) The PIA has been asked by the Finance Ministry to make air tickets non-transferable by & non-refundable to

* Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.


** Added vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989

a passenger. In case of a change in the journey, the refund will be made to the administrative department or the organization.


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- v) In case where a person is entitled to travel by economy class, if the period of stay abroad permits and if a facility to a destination is available, only excursion tickets, by whatever name called, should be purchased.
- vi) Used tickets should be attached to the adjustment T.A. bills. Reasons for failure to do so should be recorded on T.A. bills by the controlling officer of the officer concerned.)

2.35 Mileage allowance for a civil servant/university employee not authorized to travel by air -- A civil servant/university employee who is not authorized to travel by air but performs a journey by air can draw (i) traveling allowance that would have been admissible to him under Rule 2.34 if he had been authorized to travel by air, or allowance for a journey by rail, road, or steamer, whichever is less.


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SECTION III

DAILY ALLOWANCE

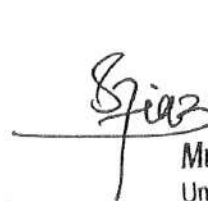
2.36 Daily allowance -- (1) A daily allowance is uniform allowance for each day of absence from headquarters which is intended to cover the extra daily expenditure incurred by a civil servant/university employee in consequence of such absence.

- (2) A day is to be reckoned from midnight.
- (3) *Daily allowance will be admissible at full rate when during the absence from headquarters a night is spent while being on tour.
- (4) **Daily allowance will be admissible at half rate when the absence from headquarters is for more than 4 hours but no night intervenes the said absence.
- (5) A part of day less than ***4 hours is to be ignored for the purposes of daily allowance.
- (6) Deleted vide letter No FD/SRI-8-8/87 dated 25.08.-1988. (Previous version is available at serial No.9, page 90).
- (7) Notwithstanding anything to the contrary contained in sub-rules (3), (4) and (5), an officer availing H.O.R. facilities will be entitled to draw for journey days daily allowance at full rate for a complete day and at half the rate for a half day or less.

* Substituted for the words 'A part of the day at the commencement or end of the tour is to be reckoned as a full day if it is 8 hours or more, and half day if is less than 8 hours but more than 2 hours', vide Notification No. FD.SRI-8-11/83 dated 03.04.1995.

** Substituted vide F.D's. Notification No.FD.SRI-8-11/83 dated 03.04.1995 for the words 'Daily allowance at half rate will be admissible for half day'.

*** Figure '2' was substituted for the figure'4' vide Notification No. FD.SRI-8-11/83 dated 03.04.1995.


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2.37 *(i) Rates of daily allowance -- The rates of daily allowance shall be as follows:

	<u>BPS</u>	<u>Special</u>	<u>Ordinary</u>
		Rs.	Rs.
i)	1 to 4	200	125
ii)	5 to 11	220	155
iii)	12 to 16	365	280
iv)	17 to 18	640	500
v)	19 to 20	825	600
vi)	21 to 22	1000	700

** (ii) A civil servant/university employee in BS-20 and above and Secretary to Government who stays in a hotel, guest house, inspection bungalow or a residential club, shall in addition to the above daily allowance, be allowed reimbursement of actual single room rent including taxes/duties and service charges relating to room rent subject to production of receipts/vouchers up to the following maximum per day:


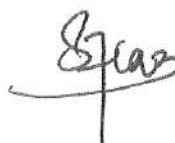
- a) Localities where special amount of daily allowance is admissible 3 times the special daily allowance
- b) Localities where ordinary daily allowance is admissible One and a half times the amount of daily allowance.

*** (iii) A civil servant/university employee (other than in BS-20 and above and secretary to Government) who stays in a Government rest house, guest house, lodge or a residential club shall be

* New rates have been revised through Pay Revision Notification No.FD.PC.2-1/2005, dated 16.07.2005.

** Substituted vide Notification No.FD.SR1.8-8/87, dated 10.4.1991.

*** Substituted vide Notification No. FD.SR1-8-8/87 dated 10th April 1991.


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allowed the actual room rent up to the maximum per day as given in sub-rule(ii) above. Such a civil servant/university employee shall also be allowed reimbursement of actual single room rent, including taxes, duties and service charges relating to room rent, subject to same maximum per day, on stay in a hotel at Divisional Headquarters only.

- (iv) The provincial civil servants/university employees while traveling outside the Province be allowed reimbursement of room rent charges subject to the same maximum as given in sub-rule (ii) above in respect of stay in a hotel besides guest/rest houses, lodges, inspection bungalows and residential clubs.

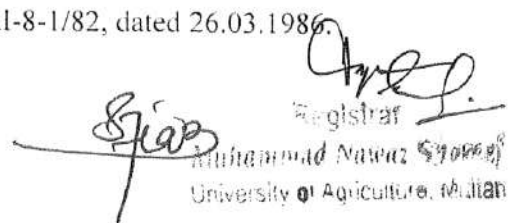
Note (1)-- Special rate of daily allowance shall be admissible at Hyderabad, Islamabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta and Rawalpindi, Muzaffarabad and Mirpur AJ&K.

Note (2)-- For the purpose of calculating the amount of daily allowance the period of absence from headquarters shall commence from the time of departure of the civil servant/university employee from his office or residence, as the case may be, till the time of return to his office or residence, as the case may be.

Note (3)-- The rate of daily allowance of civil servant/university employee who spent part of a day in one locality and part in a locality for which a different rate of daily allowance is admissible should be determined according to the place where he spent the major part of such day.

This principle will also apply in the case of the incomplete days at the beginning and end of a tour, and a civil servant/university employee will be entitled to daily allowance at the higher rate fixed for a locality if his halt at that place was more than half of the period of the incomplete day in question.

* Substituted vide Notification No.FD/SRI-8-1/82, dated 26.03.1986.


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2.38 Period for which daily allowance may be drawn -- Daily allowance may be drawn for the entire period of absence from headquarters, i.e., for the time spent on a journey, a halt, on tour or on a holiday occurring during a tour.

Note (1)-- A civil servant/university employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave.

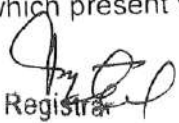
Note (2)-- A civil servant/university employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the out-station to which he would have been entitled had he not proceeded on casual leave.

Note (3)-- A civil servant/university employee who during the course of his tour returns temporarily to headquarters on Friday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at headquarters.

2.39 Maximum period for which daily allowance is admissible --
(1) Daily allowance may not be drawn for a continuous halt of more than ten days at any one place:

Provided that a competent authority may, if it is satisfied that prolonged halts are necessary in the interest of the public service, grant general or individual exemptions from the operation of this rule, on such conditions including reduction in the amount or rate of daily allowance, as it thinks fit.

Note (1) -- In granting exemptions from the operation of this rule the competent authority may impose such conditions as it thinks fit. One such condition is the reduction in the amount of the daily allowance that may be drawn and the principle underlying this reduction is that the expense incurred by a civil servant in respect of a halt at an out-station ordinarily decreases in proportion to the length of his stay at that station. This principle should be borne in mind by the authorities to whom powers, under this rule have been delegated and the rate of daily allowance should be suitably reduced after the first ten days in all cases except those which present very special


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features. Cases in which special treatment can be justified will be generally those in which the halt of a civil servant/university employee at an out-station is of uncertain duration which makes it impossible for him to arrange for more permanent and cheaper accommodation.

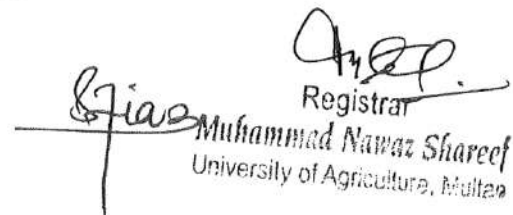
Note (2)-- Casual leave taken during tour may be excluded in computing the period of ten days referred to in this rule.

2.40 For the purposes of these rules --

- (a) After a continuous halt of ten days' duration, the halting place shall be regarded as the Government servant's/University employee's temporary headquarters.
- (b) A halt is continuous unless terminated by an absence on duty at a distance from the halting place exceeding (*ten miles) 16 Kilometers for a period of not less than three nights:

Provided that when a civil servant/university employee returns to his headquarters, the halt is terminated, even though the return be for less than three nights.

* The words "ten miles/" were deleted vide Notification
No.FD/SRI-8-3/88(P) dated 25.03.1989.


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CHAPTER III

TRAVELING ALLOWANCE FOR JOURNEYS ON TRANSFER

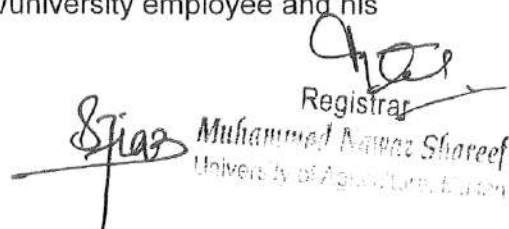
3.1 General conditions of admissibility -- Traveling allowance may not be drawn under this chapter by a civil servant/university employee on transfer from one station to another unless he is transferred for the public convenience and is entitled to pay during the period occupied by the journey. A transfer at his own request should not be treated, as a transfer for the public convenience unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

3.2 When a civil servant/university employee is transferred otherwise than for the Public convenience, a copy of the order of transfer shall be sent to the audit officer with an endorsement stating the reasons for the transfer. In the absence of such an endorsement the audit officer shall assume that the civil servant/university employee has been transferred, for the public convenience. In the case of subordinate civil servant/university employee a certificate from the head of the office may be accepted in lieu of the copy of the order referred to above.

3.3 A competent authority may depute a civil servant/university employee on duty outside his headquarters and order him to reside at a temporary headquarters for a period not exceeding three months. In such circumstances traveling allowance as on transfer will not be admissible and the civil servant/university employee in question will only draw traveling allowance as on tour.

3.4 Elements of traveling allowance on transfer -- Traveling allowance for a journey on transfer is meant to cover --

- (a) the cost of transportation of the civil servant and his family;
- (b) expenditure incidental to the traveling of the civil servant/university employee and his family;
- (c) transportation cost of the personal effects of the civil servant/university employee and his family; and


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- (d) in certain cases the cost of the transportation of conveyance or conveyances of a civil servant/university employee.

3.5 Traveling allowance will be admissible in respect of all items of expenditure specified in rule 3.4 provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the civil servant/university employee took over charge of the new post.

3.6 Traveling allowance for journeys on transfer includes --


- (a) mileage allowance for the civil servant/university employee and his family to cover the cost of their transportation;
- (b) cost of transportation of the personal effects of the civil servant/university employee subject to certain limits; and
- (c) cost of moving motor car or other conveyance under certain circumstances.

3.7 "Mileage allowance and transfer grant" -- Civil servants/university employees shall be granted the following -

(a) **Mileage allowance --**

- * (i) In the case of a journey by rail, mileage allowance for himself and for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.
- (ii) In the case of journey by modes other than rail, one full mileage allowance for himself and one full mileage allowance for each member of his family above 12 years of age and one-half of mileage allowance for every child above the age of 12 months but below 12 years, at the rate to which he is entitled while on tour: Provided that where mileage is charged for journey by personal car or taxi, only a single mileage will be admissible.

* Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.


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(b) Transfer grant --

Civil Servant/university employee		One months pay ([*] subject to a maximum of Rs.4000/-)
possessing a family		
Civil servant/university employee		Half months pay
not possessing a family	-	(^{**} subject to a maximum of Rs.2000)

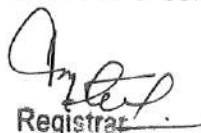
*** Provided that if the civil servant/university employee is transferred within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail, and double the mileage allowance in the case of journey by modes other than rail.

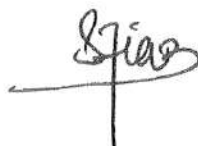
Explanation -- Deleted vide No.FD SRI-8-2/86 dated 03.08.1986.

3.8 Subject to the provision of rule 3.13 a civil servant/university employee is entitled under clause (b) of rule 3.6 to the cost of transportation of his personal effects not exceeding the following maxima:

Grades of Civil servants.		If possessing a family.		If not possessing a family.	
		Maunds	Kg.	Maunds	Kg.
Grade I	I	120	4500	60	2250
Grade II	II	80	3000	40	1500
Grade III	III	40	1500	20	750
Grade IV	IV	15	560	10	375

Note -- Both husband and wife would be entitled to transfer grant and charges for transportation of personal effects in case both are civil servants/university employees and are transferred from one station to a common destination. The wife would, however, be


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required to certify that the weight of personal effects for which transportation charges have been claimed by her was in excess of the limits up to which it was admissible to her husband under these rules.

* 3.9 Subject to the provisions of rules 3.14 & 3.15, a civil servant/university employee entitled under clause (c) of rule 3.6 to draw the cost of moving motor car or other conveyance, may draw the actual cost of transportation by (**rail or steamer) any means of transport at a cost not exceeding the expenditure for E.V.K. transport}, at owner's risk of conveyance at the following scale:

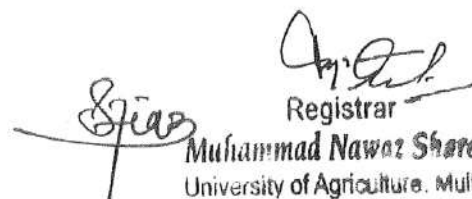
<u>Grade of the civil servant / university employee.</u>	<u>Conveyance which he may transport.</u>
First	Two horses, and in addition a motor car or a carriage or motor cycle or an ordinary cycle.
Second	A horse, and in addition a motor car or carriage or motorcycle or an ordinary cycle.
Third	A horse or a motor cycle or an ordinary cycle.
Fourth	An ordinary cycle.

3.10 For the purposes of these rules, the actual physical weight of personal effects carried by steamer should be taken into account, and not the theoretical weight as arrived at by the shipping companies according to their own formula for calculating the charge.

3.11 Subject to the prescribed maximum number of maunds/kilograms, a civil servant/university employee may draw the actual cost of transporting personal effects to his new station from a place in Pakistan other than his old station (e.g. from a place where they are purchased en route, or have been left on the occasion of his previous transfer) or from his old station to a place in Pakistan other than his new station, provided that the total amount which

* Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

** Substituted vide Notification No. FD.SRI-8-11/83 dated 03.04.1995.


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he may draw for transporting personal effects shall not exceed the amount which would have been admissible had all his personal effects been transported from his old to the new station direct.

3.12 Motor cars and other conveyances shall be deemed a part of personal effect for the purposes of *(these rules) in all cases where a civil servant/university employee is not entitled to traveling allowance for their transport under rule 3.9.

3.13 Cost of carriage of personal effects up to the maximum limits as in rule 3.8 shall be allowed at the rate of Rs.0.008 per km per kg from the residence of the civil servant/university employee at the old station to his residence at the new station, irrespective of the mode by which personal effects are carried (it will not be necessary to call for receipts in support of the claim of cost of transportation of personal effects).

Note -- Civil servant/university employee claiming the cost of transporting personal effects is required inter alia --

- (1) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- (2) to indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.


The controlling officer has also to exercise the usual scrutiny of the claim.


3.14 In the case of transportation of motor car, the cost of transporting a driver or cleaner and in the case of transportation of horses, cost of transportation of syce may be drawn.

3.15 When a civil servant/university employee transports his motor car or motor cycle, horse, or horse and carriage by road between, stations

*The words "this rule" were substituted by the words "these rules" vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

** Substituted vide Notification No.FD/SRI-8-11/83 dated 03.04.1995.


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connected by rail or steamer or partly by rail and partly by steamer, he may draw an allowance of Rs. 1.20 per kilometer in respect of motor car and *40 paisa per kilometer in respect of a motor cycle/scooter):

Provided that if the civil servant/university employee or a member of his family travels by the conveyance, he may draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.


3.16 Procedural matters --A civil servant/university employee who claims higher traveling allowance on the ground that members of his family accompanied him on transfer must support his claim by a certificate showing the number and relationship of the said members.

3.17 Civil servant/university employee taking over charge or handing over charge at a place other than his headquarters -- A civil servant/university employee transferred from one post to another who is permitted to hand over charge of his post or to take over the charge of the new post at a place other than the headquarters is entitled to --

- (i) traveling allowance as on tour for the journey to the place of taking over or handing over and also for the journey from such a place to his new headquarters;
- (ii) traveling allowance as on transfer, except his own mileage allowance for the journeys from his old headquarters to the new headquarters.

3.18 **Deputation for training** -- A civil servant/university employee who, in consequence of his transfer or deputation on a course of training, in which traveling allowance as on transfer is admissible, is obliged to send his family to a station other than his new headquarters or place of training, may draw traveling allowance for his family to that other station, subject to the condition that it does not exceed the traveling allowance which

* Substituted for the words and figures '60 paisa' and '30 paisa' vide Notification No. FD.SR1-8-11/83 dated 03.04.1995.


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would have been admissible if the family had accompanied him to his new headquarters or place of training.

3.19 Civil servant/university employee appointed to a new post while in transit -- A civil servant/university employee appointed to a new post while in transit from one post to another, is entitled to draw traveling allowance as on transfer for so much of the journey as he has accomplished when he receives the fresh orders and for the journeys from the place at which he receives such orders to his new station.



3.20 Civil servant/university employee transferred after enjoying leave -- A civil servant/university employee who goes on leave after he has handed over charge of his old post and before he has taken charge of his new post, is entitled, whether the order of transfer is received before or after the commencement of his leave to traveling allowance as on transfer from his old to his new post.

3.21 When a civil servant/university employee under the administrative control of the Government of Punjab is transferred to the control of another Government, his traveling allowance for the journey to join his post under that Government and for the journey on reversion to a post under the Government of Punjab will be governed by the rules regulating traveling allowance on transfer of that Government.

Note -- The controlling officer for the purposes of traveling allowance for the journey of civil servant/university employee to join his post under another Government as well as for the journey on reversion to a post under the Government of Punjab, shall be the controlling officer in regard to his post under that Government.

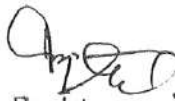
3.22 The traveling allowance of a civil servant/university employee both when proceeding on transfer to a foreign service and when reverting to duty under Government shall be borne by the foreign employer.

Note -- The above rule applies even in case in which a civil servant/university employee in foreign service takes leave before returning to duty under Government.


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3.23 A local body employee transferred to officiate in a post under Government is entitled to traveling allowance for the journey to join his post under Government and also for the return journey under these rules.


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CHAPTER IV

TRAVELING ALLOWANCE FOR JOURNEYS OTHER THAN
THOSE ON TOUR OR TRANSFER

SECTION-I

**Journeys on first appointment to Government service and
on retirement, dismissal or termination of an appointment**

4.1 (1) Unless a competent authority by special or general order so permits traveling allowance is not admissible to any person appointed to a post in Government service, who is not at the time holding any appointment under Government, for the journey to join his post.

(2) Traveling allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to Government service.

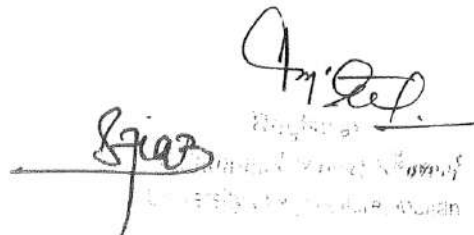
4.2 A person holding a permanent post substantively under another Government, may be granted traveling allowance to join a post under the Government of Punjab, and while reverting to his parent Government:

Provided that no such allowance will be admissible on reversion, if the reversion is at the request of such person.

4.3 Unless a competent authority so permits, no person is entitled to any traveling allowance for a journey made after dismissal from Government service or after termination of his service under Government:

Provided that --

- (i) a civil servant/university employee retiring from Government service may draw traveling allowance as on transfer from his last headquarters to the place where the controlling officer certifies he is due to settle.



Handwritten signatures and official stamps of the Government of Punjab, including the name 'S. J. A.' and the name 'S. J. A.'.

- (ii) the family of civil servant/university employee who dies while in service shall be entitled to traveling allowance as on transfer.

Note -- Deleted vide Notification No.FD-SRI-8-3/88(P) dated 25.03.1989. Previous version is available at Sr.No.18, page 96.

4.4 Traveling allowance under rule 4.3 will be admissible in respect of all items of expenditure provided that the journey and transportation took place either during leave preparatory to retirement or one month before the date of actual retirement but not later than six months of the date of actual retirement from Government service.


4.5 Except as otherwise provided traveling allowance under this section should be calculated as for a journey on tour, but no daily allowance may be drawn for halts. The rate admissible in case of a new recruit is the rate prescribed for the grade to which he will belong after joining his post.

- 4.5-A (a) Where under the rules the dead body can be transported by air, all the family members may be allowed one single economy class fare to accompany the dead body of the deceased employee. The air fare claimed on this account shall be in lieu of the family's normal entitlement for T.A. as admissible on retirement.
- (b) In case the deceased employee is a bachelor, two attendants may be allowed to accompany the dead body if the journey is permissible by air.)

SECTION-II

Journey on a course of training

* Rule 4.6 added vide Notification No.FD/SRI-8-27/87 dated 26th January 1986 was re-numbered as Rule 4.5-A vide Notification No.FD/SRI-8-3/88(P) dated 05.03.1989.


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4.6 When a civil servant/university employee, or a student not already in Government service, is selected to undergo a course of training, a competent authority may decide the scale, if any, on which he shall draw --

- * ((a) traveling allowance for the first journey to, and the last journey from, the place of training and for halts at such place;)
- (b) in the case of training at a school, college or similar institution, traveling allowance for similar journey on the occasion of holidays and vacation; and
- (c) traveling allowance for a journey during the course of training;

Provided that the scale so fixed shall not exceed that admissible to civil servants/university employees of similar status on duty at the place of training.

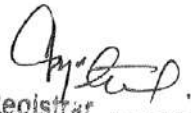
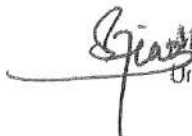
Note -- When a civil servant/university employee is deputed to receive training at any of the Pakistan Army Schools of Instructions, he should be permitted to draw, instead of house rent or local allowance, daily allowance equal to messing charges levied by the Army Institution, in accordance with his status. This note will apply when it is certified by the authorities of the institution concerned that it is compulsory for a trainee to lodge and board at the institution or that it is not possible to make any cheaper arrangement outside.

SECTION-III

Journey to give evidence in a court, to attend an inquiry or conference

4.7 (1) A civil servant/university employee permitted at his request to attend a meeting or conference held in Pakistan, and if any Government

* Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.


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interest is served thereby, may be paid a single return railway fare for the journey without any road mileage or daily allowance.

(2) Mileage and daily allowance, etc., as for a journey on tour, are, however, admissible when an officer is officially deputed to attend a meeting.

- 4.8 (a) A civil servant/university employee appointed as a member of a committee, commission or board constituted by Government, may draw traveling allowance as for journeys on tour.
- (b) A civil servant/university employee ^{*} (who is) appointed to assist at a departmental enquiry or at a preliminary investigation into charges of corruption or misconduct on the part of an official and undertakes any journey in connection with such enquiry or investigation, is entitled to traveling allowance as for a journey on tour.

4.9 (1) **A civil servant/university employee summoned to give evidence --**

- (a) in a civil or criminal case, or a departmental enquiry held by a properly constituted authority in Pakistan or in foreign territory, provided that the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties; or
- (b) before a committee appointed by Government; may draw traveling 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:

Provided that if the court by which he is summoned is situated within ^{**} (ten miles) 16 Kilometers of his headquarters or within municipal limits of the town where his

* Added vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.

** The words "ten miles/" deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.

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headquarters is located, whichever may be farther, he may if not in receipt of any permanent traveling allowance or conveyance allowance, accept such payment of actual traveling expenses as the court may make.

(2) **When a civil servant/university employee draws traveling allowance under sub-rule (1)---**

- (i) If the court or authority by which he was summoned be in Pakistan, he may not accept any payment of his expenses in connection with the journey from such court or authority, and any fees which may have been deposited in the court or with the authority for the traveling and subsistence allowance of the witness must be credited to Government; and
- (ii) If the court or authority by which he was summoned be in foreign territory, he may receive from the court or the authority such payment of his expenses as may be admissible to him under the rules of the court and credit the amount to Government, stating in his traveling allowance bill the amount received, the treasury in which it has been credited and the date of credit, and where no amount is paid to him by the court he should ascertain the reasons therefore and state them in his traveling allowance bill.

Note -- (1) If the court in which he gives evidence is situated within (ten miles)16 kilometers of his headquarters or within municipal limits, whichever may be farther, and no traveling allowance is, therefore, admissible for the journey, he may if he be not in receipt of permanent traveling allowance or conveyance allowance, accept such payment of actual traveling expenses as the court may make.

* The words "ten miles/" deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.


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Note -- (2) A civil servant/university employee summoned to give evidence while on leave or on vacation is entitled to traveling allowance under this rule from and to the place from which he is summoned as if he were on duty.

Note -- (3) When a civil servant/university employee summoned as a witness in a criminal case or a civil case claims traveling allowance under this rule, a certificate from the court should be attached to the bill showing the amount of traveling or subsistence allowance which he has been paid under the rules of the court.


Note -- (4) This rule applies also to a civil servant/university employee in foreign service, provided the facts to which he is to give evidence have come to his knowledge in the discharge of his duties while in the service of Government.

4.10 Other cases -- A civil servant/university employee summoned to give evidence in circumstances other than those specified in rule 4.9 or to attend a court of law as assessor or juror is not entitled, by reason of his position as a civil servant/university employee, to any payment other than that admissible by the rules of the court. If the court pays him any sum as subsistence allowance or compensation apart from payment for traveling expenses, he must credit that sum to Government before drawing full pay for the day or days of absence.

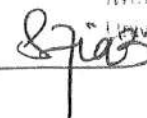
4.11 A competent authority may sanction traveling allowance as for a journey on tour in a case in which a civil servant/university employee has to undertake the journey to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which Government has decided to undertake his defence at public cost.

4.12 Traveling allowance as for a journey on tour is admissible to a civil servant/university employee proceeding in his official capacity to a police station to lodge a complaint or give information of an offence but no allowance is admissible to a civil servant/university employee summoned by a police officer to give evidence before him.

4.13 Persons attending commissions of inquiry, etc.--


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(a) (1) When any person, not being a civil servant/university employee, but including an employee of the Government of Pakistan or other provincial Government is required to attend any meeting of a provincial commission of inquiry or of a board, conference, committee, or departmental inquiry convened under proper authority or is required to perform any public duties in an honorary capacity a competent authority may grant him traveling allowance for the journey calculated under the ordinary rules for the journey of a civil servant/university employee on tour, and for such purpose may declare, by general or special order the grade to which such person shall be deemed to belong:

Provided that a competent authority may, in its discretion, grant to the person concerned his actual traveling, hotel and carriage expenses, instead of traveling allowance, where it considers that such allowance would be inadequate.

- (b) A competent authority may delegate the power conferred upon it by clause (a) of this rule to the civil servant/university employee presiding over the meeting of the commission or other body which the person concerned is required to attend.
- (c) Traveling allowance is not admissible to private legal practitioners employed in case on behalf of Government unless they are officiating as public prosecutors.
- (d) Non-officials may be allowed by a competent authority traveling allowance (including daily allowance and conveyance allowance) according to their status for helping Government in its various activities.

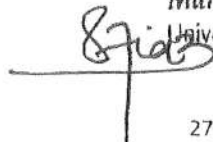
SECTION-IV

Journey to give or obtain medical advice

4.14 (1) When the place at which a civil servant/university employee falls ill is not the headquarters of the authorized medical attendant --


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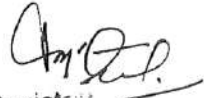


- (a) the patient shall be entitled to traveling allowance for the journey to and from such headquarters; or
- (b) if the patient is too ill to travel and under the rules applicable to him, is, in such circumstances, entitled to the attendance of the authorized medical attendant at his residence, the authorized medical attendant shall be entitled to traveling allowance for the journey to and from the place where the patient is.

(2) A claim for traveling allowance under sub-clause(a) of clause (1) of this rule shall be accompanied by a certificate from the authorized medical attendant stating that medical attendance was necessary, and where the claim is under sub-clause (b) of that clause, that the patient was too ill to travel.

4.15 (1) If the authorized medical attendant is of the opinion that the case of a patient entitled to treatment under the rules relating to medical attendance on civil servants/university employees, and their families is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires antirabic treatment, he may with the approval of the Director of Health Services (which shall be obtained before hand, unless the delay involved entails danger to the health of the patient) --

- (a) send the patient to the nearest specialist or other medical officer in Punjab by whom, in his opinion, medical attendance is required for the patient, and in the case of antirabic treatment, to the nearest station in Punjab where such treatment is available; or
- (b) if the patient is too ill to travel and is under the rules applicable to him entitled to medical attendance at his residence, summon such specialist or other medical officer to attend upon the patient.


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(2) A patient sent to a specialist or antirabic station under clause (1) of this rule shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to traveling allowance for the journey to and from the headquarters of the specialist or other medical officer or, as the case may be, the place of antirabic treatment.

(3) A specialist or other medical officer summoned under sub-clause (b) of clause (1) shall, on production of a certificate from the authorized medical attendant in this behalf, be entitled to traveling allowance for the journey to and from the place where the patient is.

4.16 When a civil servant/university employee is required under the orders of the head of his office to obtain the counter-signature of a medical board or a medical officer upon a certificate pronouncing him fit to return to duty from leave granted on medical certificate, he may draw traveling allowance for the journey undertaken to appear before such board of medical officers.

4.17 If a civil servant/university employee being stationed at a place where there is no medical officer of Government, is required to obtain a medical certificate from a medical officer of Government in support of an application for an initial grant of leave he may draw traveling allowance for the journey undertaken to obtain that certificate.

Note -- Traveling allowance is not admissible for a journey to obtain a medical certificate in support of an application for an extension of leave.

4.18 If a civil servant/university employee, having obtained a medical certificate in support of an application for an initial grant of leave is required to appear before a medical board or to appear before a nominated medical board or to appear before nominated medical officer of Government for further opinion as to the necessity for the leave recommended in that certificate, he may draw traveling allowance for the journey undertaken to obtain that opinion.


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Note -- Traveling allowance is not admissible for a journey to obtain a further medical opinion in support of an application for an extension of leave.

4.19 A civil servant/university employee directed by his official superior, in the interest of the public service, to apply for an invalid pension may, if he be required to undertake journey in order to appear before a medical board, draw traveling allowance as on tour;

Provided that his traveling allowance bill is supported by a certificate that he was directed to apply for an invalid pension in the interest of the public service.

4.20 A civil servant/university employee who has been directed to apply for or is in receipt of a wound or disability pension from Government, may draw traveling allowance for journeys to obtain a certificate from a medical board for the grant of or the continuance of such pension.

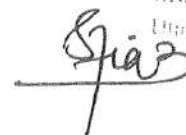
4.21 A competent authority may allow traveling allowance to a civil servant/university employee who voluntarily applies for an invalid pension, provided that the authority is satisfied that the circumstances of the applicant are such as to justify the concession.

4.22 (1) When a civil servant/university employee suspected to be suffering from tuberculosis is required after examination by the District Health Officer of the district in which he is serving or if he is too ill to go to the district headquarters, by the medical officer in-charge of the local or nearest hospital or dispensary, to proceed for X-Ray, laboratory or other examination to the nearest station where such facilities are available, he may, on production of a certificate from the District Health Officer or the medical officer as the case may be, draw traveling allowance for the journey performed by him to and from the place of examination as on tour.

(2) The journey under this rule should not be undertaken without the previous permission of the controlling officer, if such permission can be obtained without risk to the civil servant/university employee.


Registrar

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4.23 Traveling allowance under rules 4.14, 4.15, and 4.20 should be calculated as for a journey on tour; provided that no allowance shall be drawn for halts on the journeys, while traveling allowance under other rules of this section may be allowed as for journeys on tour.

4.24 (1) A medical officer of Government who considers that a civil servant/university employee on whom it is his duty to attend professionally should leave his station to obtain medical advice or treatment or to proceed on leave and that it is unsafe for him to travel unattended, may, if he does not himself accompany him, arrange for an attendant to do so; and the attendant --

- (a) if a civil servant/university employee, shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journey as for a journey on tour; and
- (b) if not a civil servant/university employee, may draw actual expenses.

2. When the medical officer's opinion as to the necessity for the journey and for an attendant during it cannot be obtained before its commencement, a certificate from him that the journey with an attendant was necessary is sufficient for the purpose of this rule.

Note -- An overseer, nurse, or other person, attending on or escorting an insane or sick civil servant/university employee, should, when traveling in the same compartment with him, be allowed to draw the actual fare of the class in which he travels plus daily allowance to which he may be entitled.

SECTION-V

Journeys to attend darbars and ceremonial functions, etc.

4.25 A civil servant/university employee who is required to attend investiture ceremony or darbar or levee elsewhere than at the headquarters may draw traveling allowance for the journey as for a journey on tour.


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Note -- No traveling allowance is admissible to a civil servant/university employee for attending a function with which he is not officially connected though he may have received a courtesy invitation for the same. It is for the head of the attached department concerned or where he is the head of the attached department, the administrative secretary of the department concerned to see, while permitting a civil servant/university employee to be present at a function, if he is really required to attend it in the public interest, and if so whether traveling allowance should be permitted for the journey as for journey on tour. If several civil servants/university employees of one and the same department attend a particular function, it should also be seen whether the same conveyance cannot be shared by all of them.

4.26 When a commissioned officer belonging to the defence forces of Pakistan whether on the active or the retired list, is invited to attend a darbar or levee at a place other than at which he is stationed or has his residence, a competent authority may grant him traveling allowance for the journey subject to the following limits:

- (i) For the journey from his station or place of residence to the place at which the darbar or levee is held and back to his starting point, single railway and steamer fares actually paid, plus actual traveling expenses for journeys by road subject to the maximum admissible to a civil servant/university employee of the first grade when on tour.
- (ii) For halts at the place at which the darbar or levee is held, daily allowance of Rs.5.

4.27 Journey in connection with local fund -- (a) Except as provided in clause (b) the traveling allowance to civil servants/university employees for journeys performed in connection with the affairs of local authority is governed by the rules of the local fund and is payable from the local fund.

(b) When a civil servant/university employee, who is an ex-officio member of a local body travels to attend meeting of the local body or when a civil servant/university employee travels for purposes of supervision or control of the affairs of a local body as part of his regular duties, his


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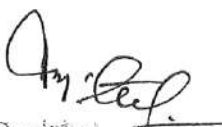
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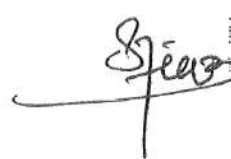
traveling allowance shall be paid by Government and shall be governed by these rules.

Note -- The instructions contained in rule 1.11 should be carefully observed when preparing traveling allowance bills under this rule.

4.28 Journey during vacation -- No traveling allowance is admissible to a civil servant/university employee of a vacation department who is spending his vacation elsewhere than at his headquarters, in the event of his being recalled to headquarters during his vacation.

4.29 Journey in attendance on an incapacitated civil servant/university employee -- If a civil servant/university employee, under the advice of a District Health Officer or other medical officer of Government whose duty it is to attend on him professionally, is required to travel to "another place" either when proceeding on leave or in order to obtain further medical advice, and the medical officer considers that it would be unsafe for him to make the journey unattended, the medical officer may either himself accompany the patient to his destination or arrange that some other person shall do so. In that case, the attendant if a civil servant/university employee shall be deemed to have been traveling on duty and may draw traveling allowance for the outward and return journey as for a journey on tour; if not a civil servant/university employee, he shall be entitled to actual expenses.


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CHAPTER V

TRAVELING ALLOWANCE WHEN THE MEANS OF TRANSPORT ARE PROVIDED WHOLLY OR PARTLY FREE OF COST

5.1 **H.O.R. facilities** -- A competent authority may grant to any civil servant/university employee the general right to reserve by requisition an inspection carriage, an eight wheeled tourist car, an ordinary first class carriage of two compartments or an ordinary first class compartment when traveling by railway on tour.

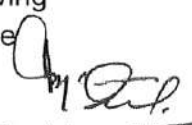
5.2 The procedure to be followed in submitting a requisition for reserved accommodation shall be such as may be prescribed by the Railway authorities.

5.3 When a civil servant/university employee travels in a carriage reserved by requisition, the carriage is entirely at his disposal and may be detached and detained at any railway station at his request.

5.4 When a civil servant/university employee for whom special Railway accommodation is provided, or who is entitled under these rules to reserve Railway accommodation by requisition, travels in such reserved accommodation on tour --

- (i) the entire cost of haulage is borne by Government;
- (ii) unless it be otherwise expressly provided in these rules, and person traveling with the civil servant/university employee in the reserved accommodation must pay the usual fares to the railway by the purchase of first class tickets, and in every bill for traveling allowance in respect of a journey performed in reserved accommodation, the civil servant/university employee reserving the accommodation must specify the number of persons who traveled with him and certify that necessary tickets were purchased by them.

Note -- (1) The civil servant/university employee reserving the accommodation shall, before beginning the journey, have the number and other


Registrar

Muhammad Nawaz Shami
Secretary of Agriculture, Wildlife

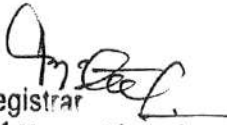
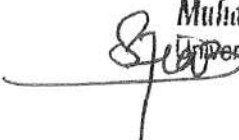
details of the tickets purchased from the persons traveling with him in the reserved accommodation entered on the requisition form by the Station Master of the station from which the journey is commenced, in order to enable an adjustment to be made between the Civil and Railway Departments in respect of the fares realized by the railway.

Note -- (2) Where only debits are received by the audit officer on account of railway requisitions in respect of which no traveling allowance bill has been preferred, the audit officer will obtain a certificate from the civil servant/university employee who has traveled in the reserved Railway accommodation to the effect that the journey covered by the requisition was performed in the interest of public service.

Note -- (3) A Personal Assistant, a Stenographer or a Clerk holding a ticket for the class of accommodation in which he is entitled to travel according to his grade may travel with the high official in his reserved accommodation but in that case the high official will have to certify in the bill for traveling allowance that it was in the interest of the public service that the Personal Assistant, Stenographer or Clerk should have traveled with him in the reserved accommodation and that the Personal Assistant, Stenographer or Clerk actually purchased a ticket for the class of accommodation to which he was entitled. In such a case, the cost of the said ticket will not be deducted from the charge on account of haulage of reserved accommodation payable to the railway.

Note -- (4) A civil servant/university employee who is entitled to reserve by requisition a first class compartment may recover, when traveling by railway in such a compartment, his actual traveling expenses up to maximum of one half of first class fare.

5.5 The amount of luggage which may be transported free of cost by a civil servant/university employee traveling in reserved accommodation is the amount covered by the number of tickets which a member of the public would have to purchase in order to reserve such accommodation.



 Registrar
 Muhammad Nawoz Shareef
 University of Agriculture, Multan


5.6 Free transit otherwise than in accommodation reserved by requisition -- When a civil servant/university employee is entitled to or is allowed free passage by steamer, whether on a free pass or otherwise, or travels by road in a staff car or other conveyance provided by Government or a local authority, he is not entitled to any mileage for the journey but when the journey is performed by rail the civil servant/university employee may draw mileage allowance equal to $\frac{1}{2}$ of the Railway fare he is entitled to.

Note (a) this will not be applicable to --

- (i) Officers and men of Railway Police;
 - (ii) Medical Officers lent to the Railway Department; and
 - (iii) any other civil servant/university employee or class of civil servants/university employees whose duties involve constant traveling by railway except in cases where the competent authority may declare it to be applicable.
- (b) When such a civil servant/university employee makes a journey by Railway on tour --
- (i) he is entitled to a free pass under the Free Pass Rules of the Railway or to the fares for himself and the servants and luggage accompanying with him which a free pass would cover;
 - (ii) he may draw daily allowance for any day on which he is absent from his headquarters for more than 8 consecutive hours;
 - (iii) he may not exchange for mileage allowance the allowances admissible under sub clauses (i) and (ii);
 - * (iv) if he combines with a railway journey the journey by steamer or road, he may, if he travels to a place distant at least 8

* Substituted vide F.D's. Notification No.FD/SRI- 8-3/88(P), dated 25.03.1989.


Registrar
Muhammad Nawaz Sharif
University of Agriculture, Multan

kilometers from the point where he leaves the Railway or returns to the Railway from a place similarly distant, draw mileage allowance for the journey by steamer or road in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration of the absence from his headquarters.

5.7 When a civil servant/university employee in receipt of permanent traveling allowance uses a free pass on a railway or steamer within his sphere of duty, or travels by road in a free conveyance, the amount of the mileage allowance to which he would have been entitled if he had not traveled free, shall be deducted from his permanent traveling allowance for the month during which he so uses a free pass or a free conveyance.

5.8 Civil servant/university employee entitled to travel in a higher class on payment of a lower fare -- When a civil servant/university employee is permitted to travel by railway in a higher class on payment of a lower fare, his mileage allowance must be limited to the amount of the fare actually paid.

5.9 The following rules have been prescribed in respect of the drawing of traveling allowance by civil servants/university employees who accompany the Governor of Punjab --

- (i) If the civil servants/university employees travel in the Governor's Special Train the traveling allowance which they would ordinarily draw shall be reduced by the amount of the fare which, but for such free passage, they would have paid.

Note -- No refund to the Governor's Tour Fund is necessary, as no extra expenditure is incurred out of the grant on this account.

- (ii) If the civil servants/university employees travel in an ordinary train, they should purchase their own tickets and draw the ordinary traveling allowance.

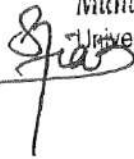

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Muhammad Nawaz Shereef
University of Agriculture, Multan

Note -- No recoveries are necessary in this case unless their fares are in the first instance advanced from the Tour Fund, in which case the accounts of the Fund should be adjusted by the Military Secretary.

- (iii) In all cases where full traveling allowance is claimed by the civil servants/university employees, it should be certified on the bill that the journey was performed by an ordinary train, or in an extra carriage attached to the Governor's Special Train. On the authority of such a certificate and on the understanding that the account of the Governor's Tour Fund will (if necessary) be adjusted by the Military Secretary, the traveling allowance charged by the civil servants/university employees will be passed in full.


Registrar


Muhammad Nawaz Shareef
University of Agriculture, Multan

CHAPTER VI**RULES GOVERNING TRAVELING ALLOWANCE AND HILL STATION ALLOWANCE ADMISSIBLE TO THE OFFICERS AND STAFF OF THE GOVERNOR'S SECRETARIAT ACCOMPANYING THE GOVERNOR TO A HILL STATION IN SUMMER SEASON****SECTION-I**

6.1 The rules in this chapter shall be applicable only to the officers and the staff of the Governor's Secretariat accompanying the Governor to the hill station.

Explanation -- For the purposes of this chapter 'hill station' means Murree or any other hill station specified by the Governor in this behalf.

6.2 A civil servant/university employee, to whom the rules in this chapter apply, who is required to move to a hill station, may draw, for the initial journey to and the final return journey from the hill station, mileage and daily allowance as follow:

- (i) mileage and daily allowance for himself and for each member of his family;
- (ii) one extra mileage allowance, as for himself, to cover miscellaneous expenses of the journey provided that if he is holding a ministerial post and travels with his family, two additional mileage allowance as for himself will be allowed.

Note (1) -- For the purposes of this rule a member of a civil servant's/university employee's family should be held to have accompanied the civil servant/university employee if he/she arrives at the hill station two months before or one month after the civil servant/university employee, or arrives at the headquarters one month before or after the civil servant/university employee.

Note (2) -- Members of the family of the civil servant/university employee moving to the hill station who are entitled to draw traveling


Registrar

Muhammad Nawaz Shaveef
University of Agriculture, Faisalabad

allowance will do so only on the first move to the hill station and the final move down. Beyond these two journeys they will not be entitled to any traveling allowance.

Note (3) -- In case the civil servant's/university employees children are at a school or college of which the term begins or ends more than two months before or one month after the civil servant/university employee moves to the hill station, the limit of two months or of one month as the case may be, may on the production of the following certificate be exceeded to cover the date of beginning or end of the term and for the examinations which may fall immediately or very

soon after the conclusion of the term. * (The certificate shall be recorded by the civil servant/university employee himself if he is holding a post in BPS-16 or above and in any other case by the controlling officer):

CERTIFICATE

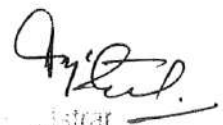
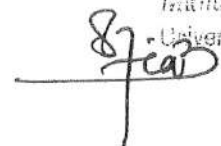
I certify that _____ son/daughter of _____ is a student in _____ school/college which closes on _____ and reopens on _____

2. The last date of his/her examination at the close of the term is/was _____

Signature

Date Drawing/Controlling Officer

* Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.


 District Registrar
 Muhammad Nawaz Sharif
 University of Agriculture, Faisalabad


Note (4) -- The claim for traveling allowance on account of the members of family should be supported by a certificate signed by the ^{**} (civil servant/university employee himself and, in case the civil servant/university employee is in a scale lower than BPS-16) countersigned by the controlling officer stating:

- (a) the number and age of the members of the family and their relationship with the civil servant/university employee;
- (b) that they are wholly dependent on and residing with him; and
- (c) that they accompanied the civil servant/university employee within the meaning of this rule read with note (2), to the hill station and on his final return there from.

Note (5) -- For the special reason to be recorded on the traveling allowance bills the controlling officer may apply these rules to other members of the family as included in the definition of family as given in rule 1.5.

6.3 A military officer on the personal staff of the Governor required to move to the hill station may draw charges for the conveyance of his horses according to his rank under the rules in force for military officers.

6.4 if a civil servant/university employee to whom the rules in this chapter apply for any reason (e.g. having traveled in a special train) does not pay for any of his traveling expenses such as rail fare, cost of conveyance or baggage or personal attendants, etc., the amount of the traveling allowance admissible to him under these rules should be reduced to the extent of the expenses which he would otherwise have incurred on such journey.

6.5 If a civil servant/university employee in cases other than provided in the foregoing rule, or any member of his family for whom traveling allowance is admissible under this chapter, proceeds to the hill station or returns from a hill station to the headquarters, as the

** Substituted for the words "Officer himself and in other cases" vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.


Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

case may be, by a route other than the normal route, he may draw traveling allowance for such journey limited to that normally admissible to him.

6.6 If a civil servant/university employee to whom the rules in this chapter apply while at the hill station obtains leave on medical certificate and is obliged to travel to headquarters for such treatment, he may draw his actual traveling expenses to headquarters and back, limited to what is absolutely necessary, and not exceeding in any case the amount admissible under these rules for the normal journeys.


Registrar


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University of Agriculture, Multan

SECTION-II

HILL STATION ALLOWANCE

* 6.7 A civil servant/university employee to whom the rules in this chapter apply shall be entitled, for the period of his residence at the hill station and for the joining time allowed for moving to and from the hill station, to hill station allowance at the rate of 25 per cent of his basic pay subject to a maximum of Rs.200/- per mensem.

Note - (1) Subject to the condition that he returns to the hill station to resume his residence there, a civil servant/university employee who is in receipt of an allowance under rules may be allowed to draw the allowance admissible under this rule in addition to the traveling allowance admissible under the rules when he accompanies

** [Civil Servants/university employee holding post in BS-16 and above] on tour or on other duties away from the hill station.

Note - (2) A civil servant/university employee in receipt of house rent allowance at the headquarters shall continue to draw that allowance in addition to the hill station allowance during his stay at the hill station.

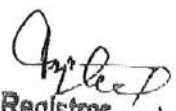
6.8 ***Deleted.

6.9 A civil servant/university employee on leave on medical certificate at hill station may if no extra expense (other than the medical facilities provided under the medical attendance rules) is caused to the Government, draw the hill station allowance in full during such leave.

* Substituted vide F.D's. Notification No.FD/SRI-8-3/88(P), dated 25.03.1989.

** Substituted for the words "Officers" vide corrigendum No. FD/SR.I.8-3/88 (P) dated 3rd August 1989.

*** Vide Finance Department's Notification No.FD.SRI-8-3 /88(P) dated 25.03.1989.


 Registrar
 Muhammad Nawaz Shorrot
 University of Agriculture, Faisalabad

SECTION-III**GENERAL**

6.10 A civil servant/university employee residing at the hill station may draw his pay and the allowances admissible under these rules either at the hill station or his headquarters or partly at the hill station and partly at the headquarters.

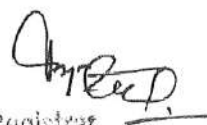
Note -- A last pay certificate is not required to enable pay to be drawn under this rule.

6.11 **Advance of pay and traveling allowance** -- A civil servant to whom the rules in this chapter are applicable, when proceeding to or from the hill station, shall draw advance of Pay/T.A. as follows:

- (a) * (A civil servant/university employee holding a post in BPS-16 or above) may draw an advance of pay (including allowances) for the month in which he leaves the headquarters or the hill station, as the case may be, and of his traveling allowance and that of his family on written sanction of the controlling authority;
- (b) Other civil servant/university employee may draw the pay (including allowances) for the month in which he leaves the headquarters or the hill station, as the case may be and also traveling allowance advance for himself and for his family by or on the countersignature of the head of the office.

Note -- Temporary civil servants/university employee are not entitled to advances of pay, traveling allowance and other allowances under this rule unless the sanctioning authority is satisfied that the advances would be recovered from the civil servant/university employee concerned before his term of appointment expires.

* Substituted for the word "officers" F.D's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.


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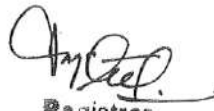
Muhammad Wasim Shumail
University of Agriculture, Malir

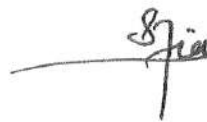
6.12 (1) Advances of traveling allowances under clauses (a) and (b) of rule 6.11 must be adjusted by bill within a fortnight after the civil servant's/university employee's arrival at his destination.

(2) Recovery towards the advance of pay from such civil servant/university employee should be made from their pay in three equal monthly installments.

No.FD/Accounts/OSD/498


dated 10th July 1976


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan



Ancillary Instructions

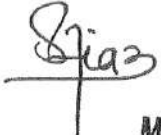

PUNJAB
TRAVELLING ALLOWANCE
RULES


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

Ancillary Instructions

(PUNJAB TRAVELLING ALLOWANCE RULES)

Sr.#	Letter No. & Date	Page #
1.	GRANT OF TRAVELLING/DAILY ALLOWANCE TO GOVERNMENT SERVANTS DURING TRAINING WITHIN THE COUNTRY.	
2.	REVISION OF RATES OF FIXED TRAVELING ALLOWANCE.	
3.	TRAVELLING ALLOWANCE RULES	
4.	SHIFTING OF HEADQUARTERS.	
5.	GRANT OF FINANCIAL ASSISTANCE BY GOVERNMENT IN THE CASES OF DEATHS OF GOVERNMENT SERVANTS AT THE STATION OF DUTY.	
6.	PAYMENT OF T.A. TO GUEST SPEAKERS.	
7.	GRANT OF TRAVELLING / DAILY ALLOWANCES TO GOVERNMENT SERVANTS DURING TRAVELLING WITHIN THE COUNTRY.	
8.	ENTITLEMENT OF TADA TO THE OFFICERS WHO ARE INVITED BY THE NGOs AND OTHER INSTITUTIONS TO ATTEND SEMINARS / CONFERENCES OR TO DELIVER LECTURES.	
9.	PAYMENT OF TADA TO OFFICERS OF PROVINCIAL GOVERNMENT DEPARTMENTS ATTENDING MEETINGS OF AUTONOMOUS BODIES.	
10.	AIR TRAVEL TO FOREIGN COUNTRIES - STREAMLINING OF PROCEDURES.	



 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

No.FD-SR-I-8(6)/81

Dated Lahore, the 23rd September, 1982.


1. SUBJECT: GRANT OF TRAVELLING / DAILY ALLOWANCE TO GOVERNMENT SERVANTS DURING TRAINING WITHIN THE COUNTRY.

Sir,

I am directed to refer to the subject noted above and to state that the issue of admissibility of Traveling/Daily Allowance to civil servants while undergoing training course(s) within the country has been under consideration of the Government. It has now been decided, in supersession of instructions contained in this Department's letter No.FD-SR-I-15-1/79, dated 13.9.80, that;

- a. Traveling/Daily Allowance would be admissible at tour rates for original journey to and last journey from the place of training.;
- b. Traveling/Daily Allowance would be admissible at tour rates during journey (s) in connection with study tour(s) arranged by the Training Institution(s) during the course(s) of training;
- c. Daily Allowance would be admissible at full rates irrespective of the period of training, in relaxation of provisions of Rule 2.39 of the Punjab TA Rules, in case boarding and lodging facilities are not provided during the course of training; and
- d. Daily Allowance would be admissible at half rates where only one facility of either boarding or lodging is provided. The trainee's will have option either to accept available facility and draw Daily Allowance at half rates or make own arrangements and draw Daily Allowance at full rates.

Sd/-
DS(SR)


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

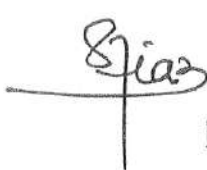

NO.FD/SRI-3-21/74(P)
Dated the 16th February 1987

2. Subject: **REVISION OF RATES OF FIXED TRAVELING ALLOWANCE**

I am directed to refer to this departments letter No.1768-SO (SRIV)/75 dated 24.06.1976, on the subject noted above and to state that it has been decided to revise the rates of Fixed T.A. of the following posts to the extent as shown against each with effect from 01.01.1987:

Name of Department	Name of the post	Revised Rates (Rupees per month)
1.	2.	3
Health Department	Lady Health Visitor	68.00
	Entomological Assistant	158.00
	Sanitary Inspector	128.00
	Sanitary Supervisor (BS-5)	53.00
	Sanitary Patrol	38.00
	Sanitary Inspector B.C.G	68.00
	B.C.G. Clerk	68.00
	B.C.G. Technician	68.00
	B.C.G. Drivers	38.00
	B.C.G. Peons	38.00
	Driver Mobile Dispensary	68.00
	Dispenser, Mobile Dispensary	68.00
	Cleaner, Mobile Dispensary	38.00
	Driver, Assistant Inspectress	
	Health Centres	38.00
	C.D.C. Inspector	68.00
C.D.C. Supervisor	53.00	
*	EPI Vaccinator	53.00

* Sanctioned vide letter No. FD/SR-1-8-2/89 dated 12.04.1990.



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Cooperatives Department Irrigation & Power Department	Inspector of Cooperative Societies, Lahore Circle, Lahore.	105.00
	Sub-Engineer	248.00
	Zilledars	180.00
	Head Vernacular Clerk	
	Vernacular Clerk	
	Asstt: Vernacular Clerk	
	Camp Clerk & Sub-Divisional Clerk	38.00
	Patwari	30.00
	Artificer	30.00
	Peons	30.00
Board of Revenue	Naib Tehsildars	150.00
	Field Kanungo	68.00
	Patwari(BS-5)	30.00
	Naib Patwaris	30.00
	Tehsil Jamadars (Senior Peons)	30.00
	Tehsil Peons	30.00
Livestock & Dairy Development Department	Stock Assistant NPS-5	45.00
	Poultry Supervisor (BS-6)	45.00
Home Department	Bailiff	30.00
	Process Server	30.00
Forestry & Wildlife Department	Game Watcher	30.00
Excise & Taxation Department	Excise & Taxation Sub-Inspectors Working on Excise side	90.00
	Constables	30.00
Housing & Physical Planning Department	Naib Tehsildars	150.00
	Patwaries (BS-5)	30.00

Amir Ahmad
Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

Sherif

No.FD.SR-I. 8-5/86

GOVERNMENT OF THE
PUNJAB
FINANCE DEPARTMENT

Dated Lahore , the 27th July,
1987.

Subject:- TRAVELLING ALLOWANCE RULES

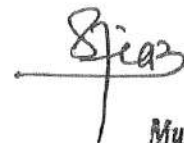
Sir,

I am directed to state that the Governor of the Punjab has been pleased to decide that the rates of transfer grant, transportation of motor car/motor cycle/scooter by road, mileage allowance and daily allowance shall be revised as under with effect from 1.7.1987:-

(I) TRANSFER GRANT

	<u>Existing Rates</u>	<u>Revised Rates</u>
Government servant possessing a family.	One month's pay subject to a maximum of Rs. 2,000/-	One month's pay subject to a maximum of Rs. 4,000/-
Government servant not possessing a family.	Half month's pay subject to a maximum of Rs. 750/-	Half month's pay subject to a maximum of Rs. 2,000/-

(II) TRANSPORTATION OF MOTOR CAR, MOTOR CYCLE OR SCOOTER BY ROAD


Registrar
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University of Agriculture, Multan


	<u>Existing Rates per kilometre</u>	<u>Revised Rates per kilometer</u>
Motor Car	35 paisa	60 paisa
Motor Cycle or scooter	12 paisa	20 paisa

(III) MILEAGE ALLOWANCE

	<u>Existing Rates per kilometer</u>	<u>Revised Rates per kilometer</u>
	Rs.	Rs.
(a) Personal car or by engaging a full taxi.	1.20	2.00
(b) Motor Cycle or Scooter.	0.40	0.65
(c) Bicycle, animal back or foot.	0.30	0.50
(c) Public transport plying for hire on single seat basis:-		
(d) i) For government servants in BPS-7 and above.	0.20	0.32
ii) For Government servants in BPS-6 and below.	0.12	0.20

(IV) DAILY ALLOWANCE

<u>Pay Limits</u>	<u>Special Rates</u>	<u>Ordinary Rates</u>
	Rs.	Rs.
i) Rs. 5,000/- and above per month	150	130
From Rs. 4,000/- to		
ii) Rs. 4,999/- per month.	130	110
From Rs. 2,700/- to		
iii) Rs. 3,999/- per month.	110	95
iv) From Rs. 1,300/- to	70	60
Rs. 2,699/- per month.		
v) From Rs. 700/- to	60	50
Rs. 1,299/- per month.		


 Registrar
Muhammad Nawaz Shareef
 University of Agriculture, Multan



vi) Upto Rs. 699/- per month.

40

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2. All existing rules and orders on the subject shall be deemed to have been modified to the extent indicated above. All existing rules and orders not so modified shall continue to remain in force.

Sd/-
DS(PC)



Registrar
Muhammad Nawaz Sharif
University of Agriculture, Multan

No.FD.SR.IV-8-1/76(Prov)

Dated the 16th March 1988**4. Subject: SHIFTING OF HEADQUARTERS**

It has been noticed that the Administrative Departments and other officers depute a civil servant on duty outside his headquarters for a period exceeding three months to work at places other than those for which the post was originally created. Under rule 3.3. of Punjab T.A. Rules the shifting of headquarters of a civil servant can only be allowed for a period not exceeding three months with the prior approval of Finance Department. Under these circumstances the civil servant in question draws T.A. as on tour and pay and allowances appropriate to the station of his real posting.

2. Shifting of headquarters for a period not exceeding three months without the prior approval of Finance Department is a financial irregularity and involves unnecessary expenditure, I am accordingly to request that in future the provisions of the T.A. Rules should be strictly adhered to. In case of Government servant is required to work at a station other than his headquarters for a period in excess of three months, the proper course for the department would be to approach Finance Department with full justification for creation of the post at the required station and its abolition of the post at the original headquarters.

SD /DS (SR)

Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

No.2(8)-Reg (9)/87-950/88
 GOVERNMENT OF PAKISTAN
 Dated the 11th August 1988

5. Subject: GRANT OF FINANCIAL ASSISTANCE BY THE
 GOVERNMENT IN THE CASES OF DEATHS OF
 GOVERNMENT SERVANTS AT THE STATION
 OF DUTY

The undersigned is directed to refer to this Division's O.M. No.F.2(12)-Reg. (9)/73-917, dated the 20th August 1973, as amended from time to time, on the above subject, and to say that following further amendments shall be made therein with immediate effect:

- i) Charges of creating (Wooden Box).
 The existing maximum rate of Rs.400/- shall be raised to Rs.800/-.
- ii) Cases in which the dead body of the deceased Government servant in BPS-1 to 15 is buried locally.

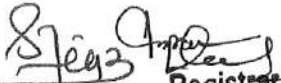
The maximum limit for reimbursement of the amount for local burial shall be raised from Rs.250/- to Rs.500/- per case.

- iii) Cases in which the dead body of the deceased Government servant is transported to home-town by road.

The existing rate of mileage shall be Rs.4/- per kilometer.

Opted by GOVERNMENT OF THE PUNJAB FINANCE
 DEPARTMENT

Vide Endst. No.FD/SRI-8-27/78 Dated the 15th September 1988


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

No.FD/SRI-8-6/81
Dated 29th December 1989

6. Subject: PAYMENT OF T.A. TO GUEST SPEAKERS

Reference U.O.No.STI-10-1/88 dated 27.10.1988 on the subject noted above.

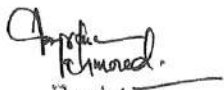
2. In continuation of Finance Department's Memo. of even number dated 28.12.1988 it has been decided that a department may at their discretion disallow a person to deliver a lecture on the request of Staff Training Institute but an employee if so allowed to accept the invitation for delivering a lecture will be entitled to receive normal TA/DA as on attending an official function as admissible under the Punjab T.A. Rules. A copy of this department's circular of even number and date is enclosed.

3. It is however informed that this department is not in a position to increase the budget and that the visiting speakers may be asked that TA/DA will be drawn from their own respective agencies/departments.

4. This issues with the approval of Finance Secretary.

Sd/-
SO (SR-i)

No.FD-SR-I-8-1/98
Dated Lahore, the 26th March, 1998.


Registrar
Muhammad Nawaz Shams
University of Agriculture, Multan

7. SUBJECT : GRANT OF TRAVELLING / DAILY ALLOWANCES TO GOVT. SERVANTS DURING TRAINING WITHIN THE COUNTRY.

Sir,

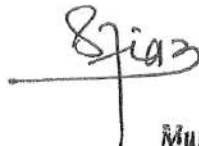

I am directed to refer to the subject noted above and to state that the competent authority has been pleased in order that the existing clause 'd' of this Department's circular letter No.FD-SR-I-8-6/81, dated 23.9.82 shall be substituted by the following :-

"Daily Allowance would be admissible at half rates where the facility of either boarding or lodging is provided/available, irrespective of the fact whether the civil servant avails it or not".

2. These orders will take immediate effect.

Sd/-
DS(SR)

Copy of Federal Government letter No. F.I(9)/2001 dated the 4th April, 2002



Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

No.FD/SRI-8-11/83
Dated the 11th May 2002

8. Subject: **ENTITLEMENT OF TA/DA TO THE OFFICERS
WHO ARE INVITED BY THE NGOs AND OTHER
INSTITUTIONS TO ATTEND SEMINARS/
CONFERENCES OR TO DELIVER LECTURES**


The undersigned is directed to refer to the above subject and to say that this Division is in receipt of queries seeking clarification whether the payment of TA/DA to the officers who are invited by the NGOs and other institutions (Government/Non-Government) to attend Seminar/Conferences or to deliver lectures is the responsibility of their parent department or they may claim such dues from the inviting institutions.

2. It has been decided that the payment of TA/DA, accommodation charges and other expenses involved in the nature of tour as detailed above shall be borne by the inviting organizations.

3. This issues with the approval of the competent authority.

Sd/-
SO(R-9)

No.FD-SR-I-8-1/2000-I
Dated Lahore, the 4th January, 2007.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

9. SUBJECT : PAYMENT OF TA/DA TO OFFICERS OF
PROVINCIAL GOVT. DEPARTMENTS
ATTENDING MEETINGS OF AUTONOMOUS
BODIES.

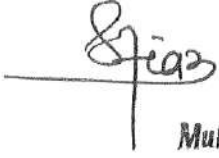
Sir,

I am directed to refer to the above mentioned subject and to say that some autonomous bodies have provision in their TA Rules, to pay TA/DA to the members attending the meetings of the bodies like Senate, Syndicate, Board of Governors and different committees constituted under the relevant Act/Ordinance for disposal of their business. It has been noticed that ex-officio members representing the Government Departments in these bodies also at times, Opt to draw TA/DA from the fund of the autonomous bodies rather than to draw TA/DA from the Government under the Punjab Traveling Allowance Rules.

2. It has accordingly been decided that ex-officio members representing the Government in the meetings of the autonomous bodies shall claim TA/DA under the Punjab Traveling Allowance Rules, only from the Department who has nominated them to attend the meeting.

Sd/-
AFS(R)

Copy of Federal Government Finance Division (Reg. Wing)
letter No. F.I(7)R-10/93-471/07, dated the 30th June, 2007




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Muhammad Nawaz Shareef
University of Agriculture, Multan

10. Subject: AIR TRAVEL TO FOREIGN COUNTRIES –
STREAMLINING OF PROCEDURES.

The undersigned is directed to refer to Finance Division's O.M.No.F.1(17)R. 10/86 dated 24th July, 1986 and to say that due to the newly established system of E-ticketing by the Pakistan International Airlines, booking can also be done through internet service without formal ticketing. In order to streamline the accounting procedure, it has been decided to revise the instructions contained in para 2(vi) of the aforesaid O.M. as under :-

“Under air tickets/E-tickets plus boarding cards, shall be produced along-with the TA adjustment bills However, reasons for failure to do so should be recorded on TA bill by Controlling Officer of the Office ”

Sd/-
SO(R-10)


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University of Agriculture, Multan

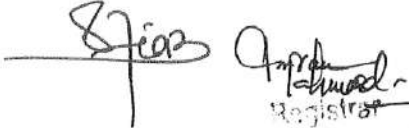
**HISTORY OF AMENDMENTS
(PREVIOUS VERSIONS)**

Notification
The 18th April 1992

No. FD.SRI-8-11/83. In exercise of the powers conferred on him by Section 23 of the Punjab Civil Servants Act, 1974 (III of 1974) the Governor of the Punjab is pleased to direct that in the Punjab Traveling Allowance Rules, 1976, the following amendments shall be made with immediate effect.

1. For Rule 2.13 the following shall be substituted:
 - i) Category I: Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m.
 - ii) Category II: Civil servants drawing pay exceeding Rs. 1275/-p.m. but not exceeding Rs. 3945/-p.m.
 - iii) Category III: All other civil servants excluding those in BS-1 and 2.

2. For Rule 2.23, the following shall be substituted:
 - a) Category-I: Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m. Accommodation of the highest class by whatever name be it called.
 - b) Category-II: Civil servants drawing pay exceeding Rs. 1275/-p.m. but not exceeding Rs. 3945/-p.m. First class (sleeper) accommodation. If traveling on a line which does not provide 1st class (sleeper) the next lower class.


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 Muhammad Nawaz Shaveef
 University of Agriculture, Multan

- c) Category-III: All civil servants excluding those in B-1 and B-2.

First class (Sitter) accommodation. If traveling on line which provides no 1st class (sitter) accommodation, the next lower class.

- d) Category-IV: Civil servants in BS-1 and BS-2.

Lowest class by whatever name be it called.

1. **Rule 2.13**

Grades of Government servants for purposes of mileage and daily allowance -- For the purposes of calculating Daily Allowance and mileage allowance, Government servants are divided into grades as follows:

- a) Civil servants in NPS 17 and above and all other in receipt of pay exceeding Rs.1,325 P.M. First Grade.
- b) Civil servants drawing pay exceeding Rs.575 P.M. but not exceeding Rs.1,325 P.M. Second Grade.
- c) Civil servants drawing pay exceeding Rs.365 but not more than Rs.575 P.M. Third Grade.
- d) Civil servants in NPS 1 and 2. Forth Grade.


This rule was substituted vide Notification No.FD-SRI--8-11/83, dated 09.09.1984 as under:

Rule 2.13

Grades of Government Servants for purposes of mileage and daily allowance -- For the purposes of calculating daily allowance and mileage allowance, Government Servants are divided into grades as follows:

- a) Government servants in Basic Pay Scale 17 and above and all those in receipt of pay exceeding First Grade


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Muhammad Nawaz Shareef
University of Agriculture, Multan

- Rs.2200/- per mensem.
- b) Government servants in receipt of pay exceeding Rs.700/- per mensem but not exceeding Rs.2200/- per mensem. Second Grade
- c) All Government servants in receipt of pay up to Rs.700/- per mensem but excluding those in Basic Pay Scales 1 and 2. Third Grade
- d) Government servants in Basic Pay Scales 1 and 2. Fourth Grade

The above rule was substituted vide Notification No.FD.SRI-8-11 /83, dated 19th October, 1988 as under:

Rule 2.13

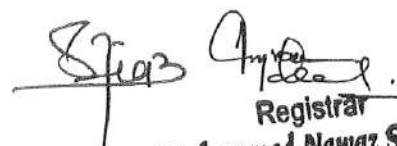
Grades of civil servants for purposes of mileage and daily allowance -- For the purposes of calculating daily allowance and mileage allowance, civil servants are divided into following grades:

- (a) Civil servants in BPS 17 and above and all those in receipt of pay exceeding Rs.2840/- p.m. First Grade
- (b) Civil servants drawing pay exceeding Rs.910/- p.m. but not exceeding Rs.2840/- p.m. Second Grade
- (c) Civil servants excluding those in Third Grade BPS 1 and 2.
- (d) Civil servants in BPS 1 and 2. Forth Grade

Rule 2.13 again substituted vide Notification No. FDSR1-8-11/83 dated 18.04.1992 as under:

Rule 2.13

- (i) Category-I: Civil servants in BPS-17 and above and all those in receipt of pay exceeding Rs. 3945/- p.m.


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- (ii) Category-II: Civil servants drawing pay exceeding Rs. 1275/- p.m. but not exceeding Rs. 3945/- p.m.
- (iii) Category-III: All other civil servants excluding those in BPS 1 and 2

The above rule was again substituted vide Notification No. FD.SR1-8-11/83, dated 15.05.1995 as under:

Rule 2.13

- | | | |
|-----|--|-----------------|
| (a) | Civil servants in BPS 17 and above and all those in receipt of pay exceeding Rs. 5330/- P.M. | First
Grade |
| (b) | Civil servants drawing pay exceeding Rs. 1725/- P.M. but not exceeding Rs. 5330/- P.M. | Second
Grade |
| (c) | Civil servants excluding those in BPS 1 and 2. | Third
Grade |
| (d) | Civil servants in BPS 1 and 2. | Fourth
Grade |

This Notification was again substituted vide Notification No. F.D. SR-I-8-11/83 dated 20.01.2003.

2. Rule 2.23


Mileage Allowance for Journeys by Railway ---

For the purposes of calculating Mileage Allowance Government servants, when traveling by Railway shall be entitled to accommodation according to the following scale:

- | | | |
|----|---|---|
| a) | Officers drawing in NPS 17 or above. | Accommodation of the highest class (including air-conditioned sleeper accommodation). |
| b) | i) Government servants 1 st in NPS 16. | class (sleeper) accommodation |
| | ii) Government servants | |



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 **Muhammad Nawaz Shareef**
University of Agriculture, Multan

in NPS 15 and below
drawing pay in excess
of Rs.575.

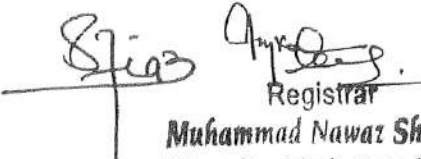
- c) Government servants of the Third and Fourth Grade. 1st class (Sitter) accommodation.

This was substituted vide Notification No.FD.SRI-8-11/83, dated 09.09.1984 as under:

Rule 2.23

Mileage Allowance for journeys by Rail --- For the purposes of calculating mileage allowance, Government servants when travelling by Rail shall be entitled to accommodation according to the following scale :-

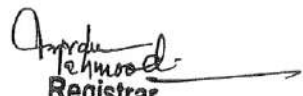
- | | | |
|----|--|---|
| a) | Government servants in Basic Pay Scale 17 and above and all those in receipt of pay exceeding Rs.2200/- per mensem. | Accommodation of the highest class by whatever name be it called. |
| b) | Government servants in receipt of pay exceeding Rs.700/- per mensem but not exceeding Rs.2200/- per mensem. | First Class (Sleeper) Accommodation. If travelling on a line which does not provide First Class (Sleeper) the next lower class. |
| c) | All Government servants in receipt of pay up to Rs.700/- per mensem but excluding those in Basic Pay Scales 1 and 2. | First Class (Sitter) accommodation plus charges for reservation of berth. If travelling on a line which provides no First Class (Sitter) accommodation, the next lower class. |
| d) | Government Servants in Basic Pay Scales 1 and 2. | Lowest Class by whatever name be it called. |


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The above rule was again substituted vide Notification No.FD.SRI-8-11/83, dated 19th October, 1988 as under:

Mileage allowance for journeys by railway. For the purpose of calculating mileage allowance the civil servants when traveling by rail shall be entitled to accommodation according to the following scales:

- (a) Civil servants in BPS 17 and Accommodation above and all those in receipt of pay exceeding Rs.2840/-p.m (First Grade). of the highest class by what ever name be it called.
- (b) Civil servants drawing pay exceeding Rs.910/-p.m. but not exceeding Rs.2840/p.m. (Second Grade). First Class (Sleeper) accommodation. If traveling on a line which does not provide 1st class (Sleeper) the next lower class.
- (c) Civil servants excluding those in BPS 1 and 2 (Third Grade). First Class (Sitter) accommodation. If travelling on a line which does not provide 1st Class (Sitter) accommodation the next lower class.
- (d) Civil servants in BPS-1 and 2 (Fourth Grade). Lowest class, by whatever name be it called.


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The above was again substituted vide Notification No. FDSR1-8-11/83 dated 18.04.1992.

- (a) **Category-I.** Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 3945/-p.m.

Accommodation of the highest class by whatever name be it called.

- (b) **Category-II.** Civil servants drawing pay exceeding Rs. 1275/- p.m. but not exceeding Rs. 3945/- p.m.

First class (sleeper) accommodation. If traveling on a line which does not provide 1st class (sleeper) the next lower class.

- (c) **Category-III.** All civil servants excluding those in B-1 and B-2.

First class (sitter) accommodation. If traveling on line which provides no 1st class (sitter) accommodation, the next lower class.

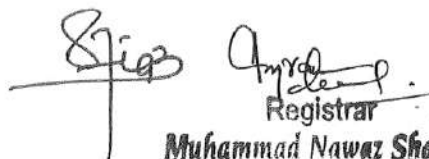
- (d) **Category-IV.** Civil servants in B-1 and B-2.

Lowest class by whatever name be it called.

The above was again substituted vide Notification No. FD.SRI-8-11/83, dated 15th May, 1995 as under:

Rule 2.23

- (a) Civil servants in BPS 17 and above
Accommodation and all those in receipt of pay exceeding of the highest
Rs. 5,330/- P.M. (First Grade) class by whatever name be it called.
- (b) Civil servants drawing pay First Class
exceeding Rs. 1725/- P.M. but (Sleeper)


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University of Agriculture, Multan

not exceeding Rs. 5330/- P.M. accommodation.
(Second Grade).

If travelling on a line which does not provide 1st the next lower class.

- (c) Civil servants excluding those in First Class (Sitter) BPS-1 and 2 (Third Grade).

accommodation. If travelling on a line which does not provide 1st Class (Sitter)

accommodation, the next lower class.

- (d) Civil servants in BPS-1 and 2 (Fourth Grade).

Lowest class by whatever name be it called.

The above Rule again substituted vide Notification No. SR-I-8-11/83 dated 20.01.2003 (see page 11)

3. **Rule 2.30(a)**


- a) Personal car, or by engaging a full taxi or any other means of public transport. Rs.1.30 per mile or 80 paise per kilometer.

The above rate was revised vide circular letter No.FD/SRI-8-1/82, dated 29th December, 1985 from the date of issue, as under:

- a) Revised rates
Personal car or by engaging a full taxi. Rs.1.20 per kilometer.

This clause was substituted vide Notification No.FD/SRI-8-1/82, dated 26th March, 1986 as under:

- Personal car or by engaging a full taxi or any other means of public transport. Rs.1.20 per kilometer.


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This rate was again revised vide circular letter No.FD.SRI-8-5/86, dated 27th July, 1987 as under:

Revised rates

- a) Personal car or by engaging a full taxi. Rs.2.00

Through amendment made vide Notification No.FD/SRI--8-3/88(P), dated 25th March 1989 this clause was substituted as given at page 14.

4. **Rule 2.30 (b)**

Borrowed Car -- A Government servant traveling in a borrowed motorcar may charge mileage allowance at the rate of 65 paise per mile or 40 paise per kilometer if he incurs the cost of propulsion himself. In the bill claiming the traveling allowance in such a case, the Government servant should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.


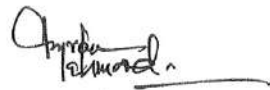
The rate mentioned in this clause was revised from the date of issue vide circular letter No.FD/SRI-8-1/82, dated 29th December, 1985 as below:

- b) Borrowed Car Rs.0.60 per kilometer.

Through an amendment made in this clause vide Notification No.FD/SRI- 8-1/82, dated 26th March 1986 the words and figures "65 paise per mile or 40 paise per kilometer" were substituted with the words & figures "60 paise per kilometer".

5. **Rule 2.30(c)(d)(e) & (f)**

- c) Motor-Cycle, Scooter or Mileage allowance is Auto-Cycle. admissible at the rate of 50 paise per mile or 30 paise per



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 University of Agriculture, Multan


	kilometer.
d) Bicycle animal back or on foot.	25 paise per mile or 15 paise per kilo- meter.
e) Public transport plying for hire on single seat basis --	
Government servants of Grade I & II	20 paise per mile or 13 paise per kilo- meter.
Government servants of Grade III & IV	10 paise per mile or 6 paise per kilo- meter.
f) Animal drawn carriage.	55 paise per mile or 34 paise per kilo meter.

The rates given in the above clauses were revised vide circular letter No.FD.SRI-8-1/82 dated 29th December 1985 as below:

c) Motor Cycle and Scooter.	Rs.0.40 per km.
d) Bicycle, animal back or	Rs.0.30 per km on foot.
e) Public transport plying basis --	for hire on single seat
i) For Government Servants of Grade I & II.	Rs.0.20 per kilometer.
ii) For Government Servants of Grade III & IV.	Rs.0.12 per kilometer.
f) Animal drawn carriage.	Rs.0.40 per kilometer.

The above mentioned revised rates were substituted through Notification No.FD/SRI-8-1/82 dated 26th March 1986 as under:

Mileage Allowance is

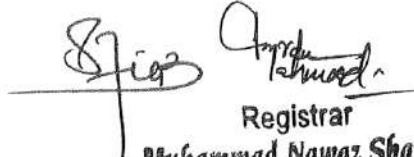

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Muhammad Nawaz Shareef
University of Agriculture, Multan

	admissible at the rate of
c) Motorcycle, Scooter or Auto-cycle kilometer	40 paisa per
d) Bicycle, animal back or on foot.	30 paisa per kilo- meter.
e) Public transport plying for hire on single seat basis --	
i) For Government Servants of Grade I & II.	20 paisa per kilometer.
ii) For Government Servants of Grade III & IV.	12 paisa per kilometer.
f) Animal driven carriage.	40 paisa per kilometer.

The mileage allowance rates were again revised vide circular letter No.FD.SRI-8-5/86 dated 27th July 1987 as under:

MILEAGE ALLOWANCE

Revised Rates <u>kilometer</u>	Existing Rates	
	<u>per kilometer</u>	<u>per</u>
	Rs.	Rs.
a) Personal car or by engaging a full taxi.	1.20	2.00
b) Motor Cycle or Scooter	0.40	0.65
c) Bicycle, animal back or on foot.	0.30	0.50
d) Public transport plying for hire on single seat basis:		


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i) For Government servants in BPS-7 and above.	0.20	0.32
ii) For Government servants in BPS-6 and below.	0.12	0.20

Vide Finance Department's Notification No.FD/SRI--8-3/88(P) dated 25.03.1989 the clauses (c), (d), (e) and (f) were substituted as given at page 14.


6. **Rule 2.32**

Government servants traveling by motor-car or motor-cycle between places connected by rail shall draw mileage allowance by rail or road, whichever is less except in the following cases:

- i) When the journey is performed for the specific purpose of road inspection or road traffic inspection.
- ii) When the Government servant is directed to travel by road by his superior officer who undertakes a journey for the specific purpose of road inspection or road traffic inspection.

Through amendment made vide Notification No.FD/SRI--8-3/88(P) dated 25th March 1989 the following note was added as under:

Note - In the case of a tour, in the course of which a civil servant has to visit, in the discharge of his official duties, one or more places which are not connected by rail, either with his headquarters or with any intervening station visited by him, road mileage may be allowed for the entire journey right from the start from the headquarters up to his return to the headquarters, provided the entire journey, inward and outwards, was performed by motor car.


 Registrar
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7. **Rule 2.34**

Note (1) below Rule 2.34 was as under:

Note (1) Civil servants Grade I shall be entitled to travel by economy class when undertaking journey within the country.

This was substituted through amendment made vide Notification No.FD/SRI-8-8/85, dated 1st March, 1988 as under..

Note (1) -- Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 4000/- p.m. shall be entitled to travel by economy class when undertaking journey within the country or abroad;

The above Note (1) and below rule 2.34 were substituted vide Notification No. FD.SR-I-8/83 dated 20.01.2003 (see page 16)

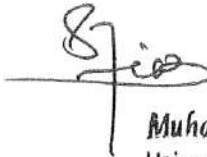
Civil servants in BS-17 and above and all those in receipt of pay exceeding Rs. 4000/- p.m. traveling by air and any other officer authorized by competent authority to travel by air may draw mileage allowance equal to the fare charged for the air journey

8. The **proviso** to Note (1) below rule 2.34 was as under:

Provided that civil servants in grade-20 and above, when traveling outside the country, shall be entitled to travel by first class.

This proviso was deleted vide Notification No.FD/SRI--8-8/85, dated 1st March, 1988. However, a proviso to above mentioned Note (1) was again added vide Notification No.FD/SRI-8-8/85, dated 27th March, 1988 as given below:

"Provided that the Provincial Ministers & those equivalent in status to Provincial Ministers, and Secretaries to the


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Provincial Government holding posts in BS-22 when traveling outside the country on tour/official duty, shall be entitled to travel by first class".

The above proviso was substituted vide F.D. Notification No. SR.I.8-1/90 dated 7th June, 1990 (see at page 16).

9. **Rule 2.36(6)**

In case of journey by rail, no daily allowance shall be admissible for journey days; but for the day of arrival at and of departure from the place of temporary duty, half the normal daily allowance shall be admissible.

The above sub-rule was deleted vide F.D's Notification No.FD/SRI-8-8/87 dated 25.08.1988.

10. **Rule 2.37(i)**

Rates of daily allowance - The rates of daily allowance shall now be as follows:

<u>Pay Limit</u>	<u>Special</u> Rs.	<u>Ordinary</u> Rs.
Rs.3,200 and above. 75		90
From Rs.2,100 to RS.3,199 65		75
From Rs.1,001 to Rs.2,099 40		50
From Rs.501 to Rs.1,000 35		40
Up to Rs.500 20		25

The rates of Daily Allowance were revised w.e.f. 1st July, 1986 vide circular letter No.FD/SRI-8-5/86 dated 4th September 1986 as under:

*Ahmed
Ahmed*

Registrar



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University of Agriculture, Multan

<u>Pay Limit</u>	Special	Ordinary
	<u>rate</u>	<u>rate</u>
	Rs.	Rs.
Rs.3,200 and above.		120/-
100/-		
From Rs.2,100 to RS.3,199		100/-
85/-		
From Rs.1,001 to Rs.2,099		65/-
55/-		
From Rs.501 to Rs.1,000		55/-
45/-		
Up to Rs.500		35/-
25/-		

W.e.f. 01.07.1987 the rates of Daily Allowance were revised through circular letter No.FD.SRI-8-5/86 dated 27th July 1987 as below:

DAILY ALLOWANCE

<u>Pay Limit</u>	Special	Ordinary
	<u>rate</u>	<u>rate</u>
	Rs.	Rs.
i) Rs.5000/- and above		150
130		
per month.		
ii) From Rs.4000/- to		130
110		
Rs.4999/- per month.		
iii) From Rs.2700/- to		110
95		
Rs.3999/- per month.		
iv) From Rs.1300/- to		70
60		
Rs.2699/- per month.		
v) From Rs.700 to		60
50		
Rs.1299 per month.		
vi) Upto Rs.699/- per month.		40
30		



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This clause of rule 2.37 was substituted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989 as under:

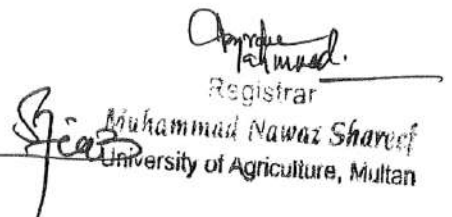
((i) Rates of daily allowance -- The rates of daily allowance shall be as follows:

<u>Pay Limit</u>	<u>Special</u>	<u>Ordinary</u>
	Rs.	Rs.
Rs.4900 and above	150	130
From Rs.4000 to Rs.4899	130	110
From Rs.2700 to Rs.3999	110	95
From Rs.1300 to Rs.2699	70	60
From Rs.700 to Rs.1299	60	50
Up to Rs.699/-	40	30)

The above clause was substituted vide Notification No. FD.SR1-8-11/83 dated 03.04.1995 see at page 18.

A civil servant in *(BPS-20) and above and secretary to Government who stays in a hotel, guest house, inspection bungalow or a residential club shall, in addition to the above daily allowance, be allowed reimbursement of actual single room rent subject to production of receipts/vouchers up to the following maximum per day ~~** (in lieu of the one half extra rail fare):~~

- (a) Localities where Three times the special allowance amount of special is admissible daily allowance .
- (b) Localities where One and a half ordinary daily times the amount allowance is of ordinary daily admissible allowance.


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Original version of Rule 2.37(ii) which was substituted vide Notification No. FD.SRI-8-8/87 dated 10.04.1991.

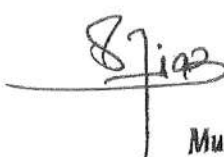
*Letters and figures 'NPS 20' were substituted with the letters and figures 'BPS-20' vide FD Notification No. FD.SR1-8-3/88(P) dated 25.03.1989.

** Deleted vide Notification No. FD.SR1-8-8/87 dated 25th August 1988

11. The following decisions were taken vide circular letter No.FD/SRI-8-1/82 dated 29.12.1985 with effect from the date of issue:

- i) Grade I Officers (other than those in BPS-20 and Secretaries to the Provincial Government) while traveling within the province shall be entitled to reimbursement of actual room rent paid by them in Government rest houses/guest houses, lodges, inspection bungalows or residential clubs but not in hotels, up to the following maximum per day:
 - a) Localities where special daily allowance is admissible. Three times the amount of special daily allowance.
 - b) Localities where ordinary daily allowance is admissible. 1 ½ times the amount of daily allowance.
- i) The above mentioned officers shall not be entitled to one half extra fare if the journey is performed by rail.
- ii) Provincial Government servants, while traveling outside the Province, shall be entitled to reimbursement of room rent charges in hotels also, subject to the same conditions as given in (i) above.

In Rule 2.37 after the sub-rule (ii) the following sub-rule(iii) was substituted vide Notification No.FD/SRI-8-1/82, dated 26.03.1986:


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- iii) Grade I officers (other than those in BPS-20 and Secretaries to Provincial Government) while traveling within the province be allowed reimbursement of actual room rent paid by them in Government Rest Houses/Guest Houses, Lodges, Inspection Bungalows or Residential Clubs but excluding hotels up to the maximum per day shown in sub rule (ii) in lieu of one half extra rail fare in addition to the full Daily Allowance.

The decision taken vide circular letter No.FD/SRI-8-1/82, dated 29.12.1985 mentioned above was substituted vide circular letter No.FD/SRI-8-1/82 dated 23rd September 1986.


- i) Grade-I Officers (Other than those in BPS-20 and Secretaries to the Provincial Government) while traveling within the province shall be entitled to reimbursement of actual room rent paid by them in Government Rest/Guest Houses, Lodges, inspection bungalows or residential clubs, but not in hotels, up to the following maximum per day in addition to the daily allowance admissible under the rules:
- | | | |
|----|--|--|
| a) | Localities where special daily allowance is admissible. | Three times the amount of Special daily allowance. |
| b) | Localities where ordinary daily allowance is admissible. | 1 ½ times the amount of daily allowance. |

Note

One half extra fare if the journey is performed by rail shall not be admissible along with reimbursement of rent.

- ii) Provincial Government servants, while traveling outside the Province, shall be entitled to reimbursement of room rent charges in hotels also


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subject to the same conditions as given in sub-para(i) above, and the note thereunder.

This sub-rule was further substituted vide Notification No.FD/SRI-8-8/87 dated 25.08.1988. For this substitution see page 19.

12. **Rule 3.7(a)(i)**

(a) Mileage Allowance (i) In the case of a journey by rail mileage allowance for himself or for each member of his family equal to the fare actually paid for journey in a class of accommodation to which he is entitled or in a lower class.

The above clause was substituted vide Notification No.FD/SRI-8-3/88(P) 0dated 25.03.1989 as given at page 23.

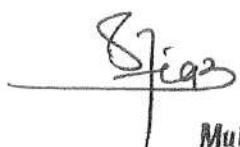
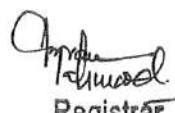
13. **Rule 3.7 (b)**

The proviso below Rule 3.7 (b) was as below:

Provided that if the Government Servant is transferred within one year of the transfer for which he received the transfer grant on the last occasion except in the case of transfer on promotion or transfer to a station within the same district he will not be entitled to receive the transfer grant. In that case he will instead draw two fares of the class of accommodation to which he is entitled in the case of journey by rail and double the mileage allowance in the case of journey by modes other than rail. The restriction of one year stay will, however, not apply to officers of all Pakistan Unified Grades.

The above proviso was substituted vide Notification No.FD/SRI-8-2/86 dated 3rd August 1986 (as given at page 23).

14. The **explanation** below proviso to Rule 3.7(b) was as under:



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Explanation - The Period of one year will be counted from the date on which the Government servant relinquished charge on the occasion of the transfer for which transfer grant was last paid to him.

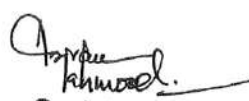
This was deleted vide Notification No.FD/SRI-8-2/86, dated 03.08.1986.

15. **Rule 3.9** Subject to the Provisions of rules 3.14 and 3.15 a Government servant entitled under clause (c) of rule 3.6 to draw, the actual cost of transportation by rail or steamer, at owner risk of conveyance at the following scale:

Grade of the Government Servant	Conveyance which he may transport
First	Two horses, and in addition a motor car or a carriage or Motorcycle or an ordinary Cycle
Second	A horse, and in addition a Motor car or carriage or Motor cycle or an ordinary cycle
Third	A horse or a motorcycle or an ordinary Cycle
Fourth	An ordinary Cycle

This rule was substituted vide Notification No.FD/SRI--8-3/88(P) dated 25.03.1989. (See at page 24).

16. **Rule 3.13** Cost of carriage of personal effects up to the maximum limits as in rule 3.8 shall be allowed at the rate of 3 paise per maund per road mile 5/Paise per hundred Kilogram per Kilometer from the residence of the Government servant at the old station to his residence at the new station, irrespective of the mode by which personal effect are carried. (It will not be necessary to call


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for receipts in support of the claim of cost of transportation of personal effects).

Note - Government servant claiming the cost of transporting personal effects is required inter alia:

- (1) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and
- (2) to indicate, in that certificate, the weight of personal effects actually carried and the amount actually paid for their transport.

The Controlling Officer has also to exercise the usual scrutiny of the claim.



The rate was revised vide circular letter No.FD/SRI-8-1/82 dated 29.12.1985 as under:

Personal effects 0.083 Paisa per Kilogram.

Through amendment made vide Notification No.FD/SRI-8-1/82 dated 26th March 1986 the words and figures "3 Paisa per maund per road mile 5 paisa per hundred kilogram per kilometer" were substituted with the words and figures "0.083 Paisa per Kilogram per Kilometer". See updated text at page 25.

17. **Rule 3.15** When a Government servant transports his motor car or motor cycle, horse, or horse and carriage by road between stations connected by rail or steamer or partly by rail and partly by steamer he may draw an allowance of 37 paisa a Mile 25 Paisa per kilometer in respect of a motor car, 12 paisa a mile/10 Paisa Per Kilometer in respect of motor cycle/scooter or horse, and 19 Paisa a mile/12 Paisa per Kilometer for a horse and carriage:

Provided that if the Government Servant or a member of his family travels by the conveyance, he may



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draw mileage allowance as for journey on tour and no additional allowance under this rule will be admissible.

The above rates were revised vide letter No.FD/SRI--8-1/82 dated 29.12.1985 as under:

Personal Motorcar	Rs.0.60 per Kilometer
Personal Motorcycle	Rs.0.30 per Kilometer

The rates were further revised through an amendment made vide Notification No.FD/SRI-8-1/82 dated 26th March 1986 as under:

The words and figures "37 paisa a mile 25 paisa per kilometer in respect of a motor car, 12 paisa a mile 10 paisa per kilometer in respect of a motor cycle/scooter or horse, and 19 paisa a mile/12 paisa per kilometer for a horse and carriage" were substituted with the words and figures "60 paisa per kilometer in respect of personal motor car and 30 paisa in respect of a personal motor cycle".


However, the above rates for transportation of Motor Car, Motor Cycle/Scooter by road were again indicated in the Finance Department's Notification No.FD/SRI-8-5/86 dated 27th July, 1987 read with F.D's Notification No.FD/SRI-8-5/86, dated 28th December, 1987 as under:

- | | | |
|-----|-----------------------|-----------|
| i) | Motorcar | 60 Paisa. |
| ii) | Motorcycle or Scooter | 30 Paisa. |

18. Note below **Rule 4.3** which was deleted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989.

Note - A transfer grant will not be admissible but instead two fares of the class of accommodation to which Government servant is entitled in the case of journey by rail and double the mileage allowance in the case of journey by modes other than rail will be allowed.

19. **Rule 4.6(a)**


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- (a) traveling allowance for the journey from the place of training and for halts at such place;

The above clause (a) was substituted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989. (See at page 29).

20. **Rule 5.6 - Note-(b)(iv)**

- (iv) if he combines with a railway journey the journey by steamer or road, he may, if he travels to a place distant at least 5 miles 8 kilometers from the point where he leaves the Railway or returns to the Railway from a place similarly distant, draw mileage allowance for the journey by steamer or road in addition to daily allowance, if any, admissible under this rule; provided that the time spent on the journey by steamer or road shall be deducted in calculating the duration from the absence of his headquarters.

The above text was substituted vide Notification No.FD/SRI/8-3/88(P) dated 25.03.1989. (See at page 38).


21. **Rule 6.2**

Note (3) The last sentence in Note (3) in Rule 6.2 was as under:

"The certificate shall be recorded by the officer himself and in any other case by the Controlling officer."

The above text was substituted by the Finance Department's Notification No.FD/SRI-8-3/88(P) dated 25.03.1989 as given at page 40.

22. **Rule 6.7 (1)** A Government servant to whom the rules in this Chapter apply shall be entitled to the following Hill Station Allowance for the period of his residence at the Hill Station and for the joining time allowed for moving to and from the Hill Station:


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i)	Government servants holding posts in National Pay scales No.1 and 2	½ of their	pay
ii)	Other Government servants -		
a)	if without a family	Rs.40	per mensum.
b)	if with a family	½ of the pay, subject to a minimum of Rs.40 per mensum and a maximum of Rs.150 per mensum.	

Note - The total Hill Station Allowance and pay should not exceed Rs.850 per mensum in any case.

(2) When both husband and wife (or wives) are Government servants and both of them move to the Hill Station, each of them shall draw Hill Station Allowance on their respective pay at the rate admissible under sub-rule (1) to a Government servant who has no family.

(3) The higher rate allowance admissible to a Government servant who has a family shall ordinarily be drawn for the period his family or the dependents are actually residing with him at the Hill Station, but it may be drawn for the full period of residence at the Hill Station if his family or the dependents follow or precede him to or from the Hill Station within one month of the move.



Note (1) Subject to the condition that he returns to the Hill Station to resume his residence there, a Government servant who is in receipt of an allowance under rules may be allowed to draw the allowance admissible under this rule in addition to the Traveling Allowance admissible under the rules when they accompany officers on tour or on other duties away from the Hill Station.

Note (2) A Government servant in receipt of House Rent Allowance at the headquarters shall continue to draw that allowance in addition to the Hill Station Allowance during his stay at the Hill Station, provided he certifies that he had to undertake the payments of rent for a house at headquarters which remained unoccupied or that some members of his family or persons wholly dependent on him stayed at headquarters for the period for which the House Rent Allowance is Claimed.

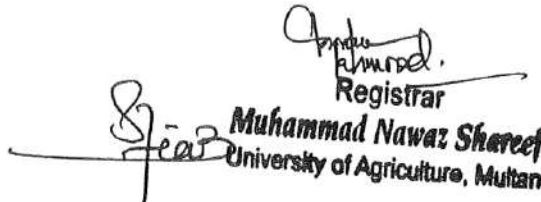
The above Rule 6.7 was substituted vide Notification No.FD/SRI-8-3/88 (P) dated 25.03.1989. (See updated text at page 43).

23. **Rule 6.8** The allowance admissible under rule 6.6. may be drawn for the whole period of residence at the Hill Station and for the joining time allowed for moving to or from the Hill Station, subject as regards joining time, to a maximum of four days in each case. For special reasons of public convenience to be certified by the Controlling Officer, the allowance may be drawn for not more than ten days prior and ten days subsequent to the above dates.

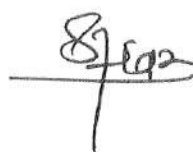
The above Rule 6.8 was deleted vide Notification No.FD/SRI-8-3/88(P) dated 25.03.1989.



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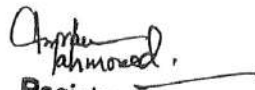
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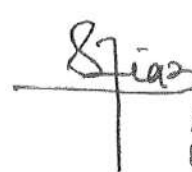

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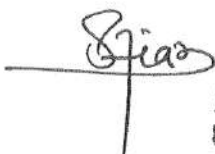
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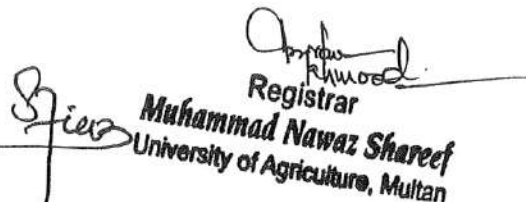
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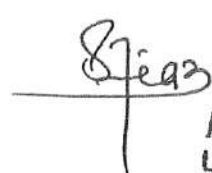
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moving motor car or other conveyance		The advance for travel abroad in connection with training at the ---- 17	
Cost of ----	24	part of day	
Murree	40	A ---- less than 4 hours is to be ignored for the purposes of daily allowance	18
National Defence College		part-time civil servants	
The advance for travel abroad in connection with training at the ---- 17		Grade of ----	9
National Institute of Public Administration		Passenger bus	11
The advance for travel abroad in connection with training at the ---- 17		patient	
Nature of travelling allowance	4	specialist or other medical officer to attend upon the ----	33
new recruit		Pay	3
The rate admissible in case of a ----	28	permanent travelling allowance	
Non-officials		Admissibility of ----	8
---- may be allowed by a competent authority travelling allowance 32		Permanent travelling allowance	7
non-refundable			
The PIA has been asked by the Finance Ministry to make air tickets ---- 17			


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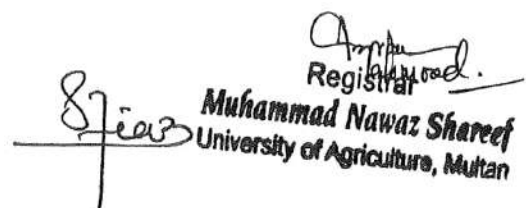
---- for two or more posts	8	refund	12, 17, 39
---- to cover cost of all journeys within sphere of duty	8	reimbursement	
Personal car	3, 13, 55, 56, 57	A civil servant may be allowed ---- of the reservation fee, any deduction made by the railway authorities	12
personal effects		Reservation	
Cost of transportation of --		---- charges	37
--	24	reservation cancelled	12
place of training		A civil servant who reserves his seat, get the ----, may be allowed re-imburement of the reservation fee and any deduction made by railway authorities	12
The first journey to, and the last journey from, the ----	29	Reservation charges	12
police station		residence	
---- to lodge a com-plaint or give information of an offence	31	Mileage allowance shall be admissible from the -- -- of the civil servant	15
Prescribed	3	residential club	19, 61, 62
private servant	12	rest house	19, 61
A civil servant drawing pay exceeding Rs. 4660 per mensem may draw for any journey or part of a journey by rail in respect of which he certifies that he took a ---- with him, an additional 2nd class fare	12	retirement	
Procedural matters	25	Journeys on first appointment to government service on -- --	28
Public Conveyance	3	Travelling allowance on --- -	5
rail	3, 5, 7, 11, 12, 15, 17, 23, 24, 25, 29, 35, 37, 38, 39, 41, 53, 58, 59, 61, 62, 63, 64, 65	retrospective promotion or reversion	
Rail	11, 37, 38, 52, 53	Revision of travelling allowance due to ----	9
Rates of daily allowance	18	Revision of travelling allowance due to retrospective promotion or reversion	9
rates of hire of conveyances of all kinds			
All controlling officers should maintain in their office a record of ----	16		


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road	9, 11, 13, 14, 16, 17, 25, 29, 35, 38, 39, 47, 48, 58, 59, 63, 64, 65		T.A. bills	
Mileage allowance for			Used air tickets should be attached to the adjustment ----	17
journeys by ----	13		taking over charge	26
Road	11		taxi	
road mileage			Definition of ----	14
Where a government vehicle is provided for use by and made available to a civil servant he shall not be entitled to any ----	14		Taxi	11
scooter	14, 25, 64		Temporary civil servant	44
sea or by river steamer			temporary headquarters	
Mileage allowance for			After a continuous halt of ten days' duration, the halting place shall be regarded as the Government servant's ---	21
journey by ----	13		-	21
Sea or river steamer	11		termination of employment	
Second Grade 8, 13, 14, 24, 51, 52, 54, 55, 63			Travelling allowance on ---	5
Civil servants of the ---- are ordinarily not expected to perform journey by motor car	14		-	5
SHIFTING OF			the fare of the class of accommodation actually used	12
HEADQUARTERS	46		the Governor's Tour Fund	39
Short title	1		Third Grade 8, 13, 14, 24, 51, 52, 53, 54, 55, 63	
special daily allowance 3, 10, 19, 20, 22, 28, 32, 33, 37, 41, 61, 62, 66			through booking	13
Special rate of daily allowance admissible	19		title, short	1
step-children			toll	
legitimate children and ---- more than 12 years old but not more than 24 years old, if residing with and wholly dependent upon him	2		Where a civil servant, while travelling on duty is required to pay and pays ----	15
suspension			tour	
Travelling allowance on	5		Definition of	7
			training	5, 8, 17, 26, 29, 65
			Travelling allowance to attend a course of ----	5
			transfer	5, 9, 12, 17, 22, 23, 24, 25, 26, 27, 28, 63, 65
			Elements for the travelling allowance on ----	22


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Travelling allowance may not be drawn by a civil servant on ---- unless he is transferred for the public conveyance and is entitled to pay during the period occupied by the journey	22	between the residence at the headquarters and the residence at the temporary place of duty, and vice versa	15
Travelling allowance on ---	5	Vouchers	
-	5	--- should be attached to every travelling allowance bill	15
Transfer	4	within municipal limits	
TRANSFER		If the court in which he gives evidence is situated within *(ten miles/16 kilometres of his head-quarters or ----	31
Travelling allowance for journeys on ----	22		
transfer at request			
---- should not be treated as transfer for the public convenience unless for special reasons	22		
transfer grant	23, 24, 63		
Transfer grant	23		
transit			
Civil servant appointed to a new post while in ----	26		
transportation			
Cost of ----	24		
travel by air	15, 16, 17, 59		
travelling allowance			
Kinds of ----	7		
Travelling allowance			
---- is granted to a civil servant to cover the expenses which he incurs in travelling in the interest of public	4		
vacation			
Journey during ----	35		
voucher			
---- will not be required in the case of a journey			


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Annex-GH

Appendix-G

MEDICAL ATTENDANCE STATUTES

In compliance with the decision of Syndicate taken in its meeting held on 29th November, 2015 vide item no. 4 where it was decided as under.


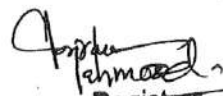
It was decided that medical Statutes prepared by the office may be sent to the Finance Department, Government of the Punjab for vetting and after necessary vetting, the case may be resubmitted to the Syndicate for approval.

The medical attendance statutes of MNS University of Agriculture, Multan were forwarded to the Finance Department, Government of the Punjab accordingly.

The Finance Department, Government of the Punjab directed vide letter No. SO (Univ)26-3/15 dated 20.04.2016 (**Annexure-A**) to get the medical attendance statutes, vetted from Health Department. Specialized Health Care and Medical Educational Department may also be approached for said purpose

The Statutes have been prepared in the light of the Medical Attendance Statutes, Govt. of the Punjab. The Syndicate has the power to frame Statutes and regulations under section 34 (1). It is therefore, proposed that Syndicate may approve the Medical Attendance Statutes, 2016 of the Muhammad Nawaz Shareef University of Agriculture, Multan.

The same are placed before the Syndicate for consideration.



Registrar
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University of Agriculture, Multan



042-99213753

SO (Univ)26-3/15

29/
25.04.16

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

Dated Lahore, the 20th April, 2016

To

The Registrar,
Muhammad Nawaz Shareef University of Agriculture,
Old Shujabad Road, Multan.

**SUBJECT: - MEDICAL ATTENDANCE RULES OF MUHAMMAD NAWAZ SHAREEF
UNIVERSITY OF AGRICULTURE, MULTAN, 2015**

I am directed to refer to the letter No.2335 dated 09.12.2015 on the subject cited above and to advise you to get the Medical Attendance Rules, vetted from Health Department. Specialized Health Care & Medical Education Department may also be approached for the said purpose.

Handwritten notes in Urdu, partially illegible.

Sajid Ahmad
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan 346-

Mulazim

SECTION OFFICER (UNIVERSITIES)

Muhammad Nawaz Shareef University of Agriculture, Multan
(Medical Attendance) Statutes, 2015


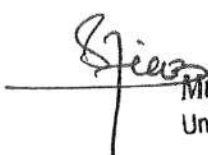
1. Short Title, Commencement and Application:

- (1) These Statutes may be called the Muhammad Nawaz Shareef University of Agriculture, Multan Employees (Medical Attendance) Statutes, 2015.
- (2) They shall come into force at once.
- (3) They shall apply to all University employees except University Employees of class 'IV' service, provided that the University employees are on duty or on leave or under suspension in Pakistan.
- (4) Rule-9 shall apply to University employees of Class-IV service when they are on duty or on leave or under suspension in Pakistan.
- (5) Rule-10 shall be applicable to University employees during the period they are on duty abroad.

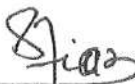
2. Definitions:

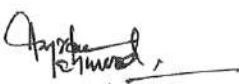
In these Statutes, unless there is anything repugnant in the subject or context:-

- (a) "University" means Muhammad Nawaz Shareef University of Agriculture, Multan.
- (b) "University Employees" means an employee of the University to whom these Statutes are applicable.
- (c) "Family" means wife or husband, legitimate sons and daughters and step-children of a University employee wholly dependent upon him / her. Also includes parents of University employee residing with and dependent upon him / her.
- (d) "Hospital" means a Govt. Hospital, a Govt. Dispensary, a Govt. Dental Hospital, a Govt. Cardiology Hospital, a hospital maintained by local authority and any other hospital with which arrangements have been made by University for the treatment of its employees.
- (e) "Medical Officer" means Medical Officer of the University;


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- (f) Authorized Medical Officer means:-
- (i) All Medical Superintendents, District Health Officers and Civil Surgeons in Pakistan.
 - (ii) All Medical Officers / Assistant Medical Officers (Male and Female) incharge of or attached to all Government Hospitals/Dispensaries in Pakistan.
 - (iii) All Medical Officers/Assistant Medical Officers (Male and Female) Incharge of or attached to all Hospitals/Dispensaries maintained by a local authority in Pakistan.
 - (iv) All Dental Surgeons, Assistant Dental Surgeons and Demonstrators in Dental or any other Hospitals maintained by Government or local authority in Pakistan.
 - (v) All Registrars, Deputy Medical Superintendents and Specialists attached to Government Hospitals in Pakistan.
- (g) "Patient" means a University employee to whom these Statutes apply and who has fallen ill.
- (h) "Treatment" means the use of all medical and surgical facilities available at the hospital in which the University employee is treated and includes:-
- (i) The employment of such pathological, bacteriological, radiological, or other methods or service as are considered necessary by the Authorized Medical Officer.
 - (ii) The supply of such medicines, vaccine, sera or other therapeutic substances as may be considered essential by the Authorized Medical Officer for the recovery of the patient or the prevention of serious deterioration in his / her condition;
 - (iii) Such accommodation as is ordinarily provided in the hospital and is suited to the status of the patient;
 - (iv) Such nursing as is ordinarily provided to in-patients by the hospital; and
 - (v) Such consultation with a specialist or other Medical Officer of a hospital as may be advised by the Authorized Medical Officer; but will not include diet charges.




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3. Health Insurance:

The Syndicate may prescribe the health insurance policy for the employees of MNS-UAM which must not be contrary to Govt. Policy / Rules / Instructions.

4. Free Medical Attendance:

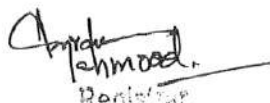

- (1) A University employee, with the prior approval of the Vice-Chancellor, shall be entitled to medical attendance free of charge to medical attendance by Authorized Medical Officer / Medical Officer.
- (2) Where a University employee is entitled under sub-rule(1) free of charge, to treatment or anti-rabic treatment in a hospital, any amount paid by him on account of such treatment shall, on production of a certificate in writing by the Authorized Medical Officer in this behalf, be re-imbursed to him / her by University. The charges for diet, if levied in a Government hospital from patients, shall be borne by the University employee himself / herself.
- (3) If a University employee is not in a fit condition to travel, the Medical Officer shall attend upon him / her at his / her residence, free of charge.

Note: The question whether or not the patient requires attendance at his / her residence subsequently, shall be determined by the University Medical Officer on his / her first visit to the University employee's residence.

- (4) Where the Authorized Medical Officer / Medical Officer is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance by or consultation with a specialist or other Medical Officer, or the patient requires anti-rabic treatment, the Medical Officer with the approval of Vice-Chancellor may refer the patient:-
 - (a) to a Specialist or other Medical Officer of a hospital for diagnosis and treatment, or
 - (b) to the anti-rabic treatment center, if the patient requires such a treatment.

5. Re-imburement of Medical Charges:

- (1) If the medicines prescribed by the Authorized Medical Officer are not available in the hospital, the University employee will himself purchase such medicines.


Syed Ahmad
Registrar

Muhammad Iqbal Sharif
University of Agriculture, Multan

- (2) Where the University employee consults or is treated by a Specialist or a Medical Officer of a hospital under sub-rule (4) of Rule 3, the University employee will pay the fee of the Specialist or the other Medical Officer and purchase the medicines prescribed by him.
- (3) Subject to the provision of Rule 4, a University employee who purchases medicines or pays the fee mentioned in sub-rule (1) & (2) above will be entitled to claim reimbursement of the expenses so incurred by him from the University, if the Authorized Medical Officer certified that the expenses are reasonable and medicines are not available in the Hospital. Before claiming re-imburement, the employee should obtain from the hospital authority, a copy of the printed tariff of the hospital, if possible, a bill in fi " detail and also duly signed receipt in token of his having made the payment. The re-imburement will only be allowed if all the vouchers may be signed by the Authorized Medical Officer and counter-singed by concerned Medical Superintendent.


6. Illness at Out-Station:

If a University employee falls ill at a station outside Multan and is advised in writing by the Authorized Medical Officer of the out-station, or in case there is no hospital at that out-station, by the Authorized Medical Officer of a nearby hospital, not to undertake a journey for treatment at Multan, such employee may receive medical treatment in that hospital.

EXPLANATIONS

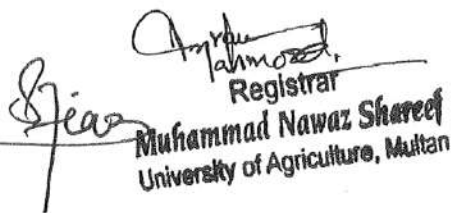
- (i) If a patient is treated in a hospital mentioned in Rule 5, where a composite charge is levied to cover the cost of medical, surgical and nursing services, diet and accommodation, the diet money included in the bill will be ascertained from the hospital and deducted from the bill for the purpose of re-imburement of the medical charges.
- (ii) A University employee shall not be entitled to claim re-imburement of the cost of denture and spectacles.




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- (iii) The University employees are, however, entitled for reimbursement of medical charges on account of consultation fee of the specialist and diagnostic investigations as outdoor patient.
- (iv) Those University employees including employees of class "IV" service and their family members who are suffering from:-
- a. Chronic Pulmonary-Cardiovascular & Circulatory Disorders;
 - b. Tumors, Malignancies, Cancer and chronic blood disorders (Thalassaemia etc);
 - c. Chronic Hepato-Renal Disorders, Organ Failure, Dialysis and Transplants;
 - d. Chronic Neuro-Psychiatric Diseases, Neuropathies, Epilepsy, Paralysis;
 - e. Chronic Inflammatory-infectious Diseases (Rheumatoid Arthritis, Hepatitis, TB, Tetanus etc);
 - f. Chronic Endocrine Disorder (Diabetes, Goiter, Pancreatitis etc);
 - g. Chronic Degenerative Disorders;
 - h. Poisoning, Dog and Snake Bite;
 - i. Drug Abuse, STD, HIV/AIDS, VHF;
 - j. Chronic Skin Diseases Allergies - Chronic Connective Tissue and Autoimmune Disorders;
 - k. Injuries including Orthopedics, Burns, Gunshot, Blast and Head Injuries;
 - l. Day Surgery (Obstetric-Gynaec Disorders, Deliveries, Cataract and Eye/ENT day procedures);
 - m. Shock, Cardiogenic Shock, Stroke and Electrolyte Disorders;
 - n. Treatment for Eye, ENT and Disabilities/Handicaps;
 - o. Dental Treatment;

are entitled for outdoor re-imburement of medical charges from University.


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7. Treatment of Family:

The family of a University employees, with the prior approval of the Vice-Chancellor, shall be entitled to free medical attendance and treatment, on the scale and under the conditions allowed to the University employee himself at a Hospital at which its University employee entitled to receive treatment or at a hospital specially approved by University for the treatment of the families of University employees. This shall include confinement of a University employee's wife in a hospital, but no pre-natal or post-natal treatment at a University employee's residence.

8. Relief Admissible to Retired University Employees:

The University Statutes shall apply to retired University employees, their families and families of deceased University employees who shall be entitled to all such benefits and facilities as are admissible under these Statutes, to serving University employees.

9. Treatment of University Employees of Class "IV" Service:

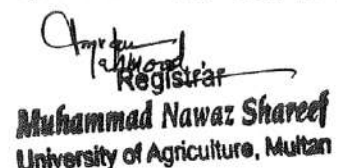
University employees of Class "IV" service and their families, with the prior approval of the Vice-Chancellor, are ordinarily entitled free of charge to medical/surgical/nursing treatment as in-patient in the general wards of a hospital but they shall be entitled to reimbursement of medical expenses incurred by them on their treatment in such general wards; provided they produce written certificates concerning such expenses from the Authorized Medical Officer.

10. Treatment While on Duty Abroad:

The University employees, who are sent abroad on duty by the University, shall be allowed the following facilities for purposes of medical treatment during the period they are on duty abroad:-

- (a) Reasonable cost of treatment will be met by the University, if a University employee actually falls ill while he / she is on duty abroad. The treatment will be on the scale laid down in the above Statutes.
- (b) No routine check up will be permitted at the University expenses nor would the University accept liability for treatment of any disease from which the University employee may have been suffering while in Pakistan and for which he / she may take the opportunity of his / her visit to a




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foreign country to receive treatment. Cases in which a disease, from which a University employee may have suffering while in Pakistan, takes a turn for the worse and requires urgent treatment, may be considered on merits.

- (c) The treatment would be limited to the country and the place to which the University employee has been sent on duty.

11. Treatment in a Hospital other than Govt. Hospital:

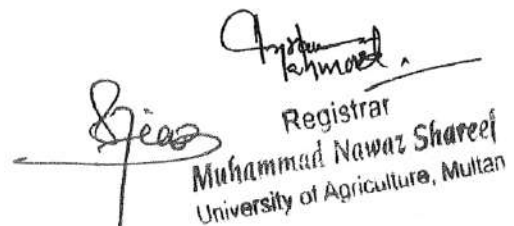
In case of a real emergency, if a University employee including employees of class "IV" treated in a hospital other than Govt. hospital, he / she shall pay the charges of his / her treatment, if any, and claim re-imburement thereof from the university with the approval of Syndicate. Before claiming re-imburement, the University employee shall obtain a bill in full detail in prescribed form and also duly signed receipt in token of his having made the payment from the hospital authority. The re-imburement will only be allowed on the rates permissible in a Govt. hospital duly verified by the Almoner, Nishtar Medical Hospital Multan / Medical Officer of the University and on the basis of bills / vouchers duly signed by the Medical officer concerned.

12. Cases not Covered by these Statutes to be Governed by Government Statutes:

In matters not specifically provided for by these Statutes, the reimbursement of medical charges shall be governed by the Statutes issued by the Government, from time to time.

13. Relaxation:

The Syndicate of the University may relax the provisions of these Statutes in cases of special hardship.


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**MNS-UNIVERSITY OF
AGRICULTURE MULTAN
EMPLOYEES PENSION
STATUTES**

THE MNS-UNIVERSITY OF AGRICULTURE EMPLOYEES PENSION STATUTES

CHAPTER-1

GENERAL

1.1 Short title - These statutes may be called the "Muhammad Nawaz Sharif University of Agriculture Employees Pension Statutes."

1.2 Commencement- These statutes come into force at once.

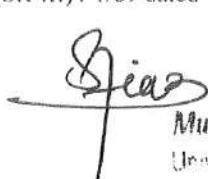
1.3 Extent of application-

- (I) Subject to the provisions of statute 1.5, unless in any case it be otherwise expressly provided, these statutes shall apply to all University employees from BS-1 to BS-22 under the statutes making control of the MNS-University of Agriculture, Multan.

1.4 These statutes shall not apply to-

- i. University employees paid from contingencies or borne on Work-charged Establishment;
- ii. University employees engaged on contract which contains no stipulation for pension under these statutes;
- iii. any person for whose appointment and conditions of service, special provision is made by or under any law for the time being in force;
- iv. any University employee or class of University employees who may be excluded by a competent authority from the application of these rules;
- v. any University employee who holds a post which has been declared by a competent authority to be non-pensionable;
- vi. any person whose whole-time is not retained for public service but is merely paid for work done, such as University Pleaders and Law Officers not debarred from private practice;
- vii. any person who is not paid from the University fund, but is paid from a fund held by Government as a Trustee, or from a local fund or is remunerated by fees for the grant of a tenure of land or of any other source of revenue or of a right to collect money.

*Substituted vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.


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Definitions –

- (i) Unless expressly specified otherwise in these statutes, terms defined in Chapter 1 of the Punjab Travelling Allowance Rules have the same meaning when used in these statutes.
- (ii) Pension - Except when the term 'pension' is used in contradistinction to gratuity, pension includes gratuity.
- (iii) Ordinary Pension- Ordinary pension means pensions other than extra-ordinary pension.
- (iv) Full pension - Full pension means the amount of ordinary pension admissible including [commuted portion of the pension, if any.]
- (v) "Government" means Government of the Punjab.
- (vi) "University" means Muhammad Nawaz Sharif University of Agriculture Multan.
- (vii) "Vice Chancellor" means Vice Chancellor of the University.
- (viii) "Registrar" means Registrar of the University.
- (ix) "Treasurer" means Treasurer of the University.
- (x) "Resident Auditor" means Resident Auditor of the University.

1.5 In any case where pension or gratuity is not admissible under these statutes, a competent authority may grant a pension which will, not save in most exceptional circumstances, exceed* [****Rs.10,000 per month with effect from 01.07.2018] a month or a gratuity not exceeding the equivalent value of that amount; provided that the general spirit of the rules is observed.

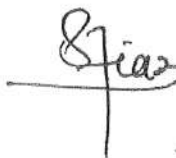

- 1.6 (I) Good conduct is an implied condition of every kind of pension. University may withhold or withdraw a pension or any part of it if the pensioner be convicted of serious crime or be found to have been guilty of grave misconduct either during or after the completion of his service, provided that before any order to this effect is issued,** (the pension sanctioning authority shall give full opportunity to the pensioner to vindicate his position).
- (II) University reserves to themselves the right of recovery from the pension of University pensioner on account of losses found in judicial or departmental proceedings to have been caused to University by the negligence, or fraud of such University pensioner during his service, provided that such departmental proceedings shall not be instituted after more than a year from the date of retirement of the University pensioner.

* Substituted for the words "West Pakistan" vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

** Deleted vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

*** Substituted for the words 1/4th of the surrendered portion of the Pension vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

**** As per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019.



S. Fiaz
M. A. P.
Secretary
University of Agriculture
Multan

** [Note- If the departmental proceedings are not completed within one year after retirement of the University employee, he may be allowed to draw up to 80% or less of full pension so as to ensure that University loss in full is recovered from the balance. In the case of judicial proceedings, judgment of the court may be awaited. If the proceedings are delayed beyond one year after retirement, reduced pension may be allowed as in the case of pensioners facing departmental proceedings.]

(III) In case the amount of pension granted to a University employee be afterwards found to be in excess of that to which he is entitled under the rules, he shall be called upon to refund such excess.

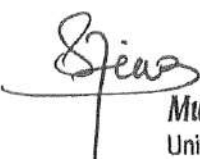
1.7 No pension may be granted to a University employee dismissed or removed for misconduct, corruption, subversive activities or inefficiency, but, if he deserves special consideration he may be granted a compassionate allowance not exceeding 2/3rd of the pension which would have been admissible to him, had he retired on invalid pension.

1.8 Any of these statutes may for reasons to be recorded in writing be relaxed in individual cases by the Chancellor if he is satisfied that a strict application of the statutes will cause hardship to the individual.

1.9 *A pensioner, aggrieved by an order made under Statutes 1.6 may within sixty days of the communication of such order, make a representation against the order to the authority next above the authority making the order provided that where the order is made by the Chancellor, the petitioner may, within the said period, file an application to the Chancellor for the review of the order.

Added vide Notification No. FD (SR-III)4-1/89 dated 1st March 1992.

Added as per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

CHAPTER II

SERVICE QUALIFYING FOR PENSION

2.1 Conditions of Qualifications - The service of a University employee does not qualify for pension unless it conforms to the following three conditions:

First- The service must be under University/Universities/Government.

Second- The service must not be non-pensionable.

Third- The service must be paid by University/Universities/ Government from the University Fund/Provincial Consolidated Fund.

Note (1) Service rendered after retirement on superannuation pension/retiring pension shall not count for pension or gratuity.

2.2 Beginning of service - Subject to any special rules, the service of a University employee begins to qualify for pension when he takes over charge of the post to which he is first appointed.

2.3 Temporary and officiating service - Temporary and officiating service shall count for pension as indicated below:

(i) University employees borne on temporary establishment who have rendered more than five years continuous temporary service shall count such service for the purpose of pension or gratuity; and

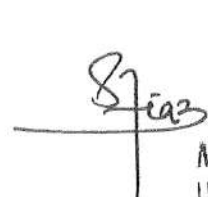
(ii) Temporary and officiating service followed by confirmation shall also count for pension or gratuity.

2.4 Service in a temporary post on abolition of a permanent post - If a permanent post on which a University employee holds a lien, is abolished under circumstances entitling him to get a compensation pension or gratuity, his service thereafter in a temporary post under University qualifies for pension.

2.5 Apprentices and probationers-

I. One-half of the period of apprenticeship qualifies for pension.

II. The service of a probationer who is subsequently confirmed in a permanent post without interruption qualifies for pension.


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2.6 Training - The time spent by a University employee in an approved training shall count as service qualifying for pension.

Note - The period of training before actual appointment to University service shall not count for pension.

2.7 Leave - All leave (other than extraordinary leave) counts as qualifying service for purpose of pension.

2.8 Military service - Military pensionable service, rendered after attaining the age of 20 years, which terminates before a pension has been earned in respect of it, when followed by University pensionable service, counts as part of such service provided that any bonus or gratuity received in lieu of pension on or since discharge from military service shall be refunded in lump sum or in monthly installments not exceeding 36. The military service of the individual concerned and the amount of gratuity paid to him should be verified by reference to the Controller of Military Accounts.

*[(2) Service rendered in the Armed Forces by an officer inducted in Basic Pay Scale 17 on regular basis shall count towards University pension.

(1) Service rendered in the Armed Forces by an officer of the rank of Major and equivalent inducted in Basic Pay Scale 18 after retiring from the Armed Forces on completion of the prescribed age or service shall not count towards University pension. Such officer shall continue to draw his military pension and his service in the University post shall count towards gratuity or pension, as the case maybe.]

2.9 Deputation - Time spent by a University employee, holding pensionable post on deputation to

(1) another University/Government,

(2) foreign service, or

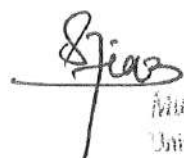
(3) service in a temporary or non-pensionable post under Government counts for pension as if it were a time spent under the University.

(4) subject to payment of proportionate pensionary share by the borrowing agency/organization/institution

2.10 Suspension - If a University employee is suspended from service pending enquiry into his conduct, the period of suspension counts for pension if it is immediately followed by reinstatement, [regardless of the fact whether the University employee was or was not allowed full pay and allowances for the period of suspension. However, if the period of suspension is treated as extraordinary leave, it shall not count for pension.]

*Sub-rule(3)and(4)addedvideNotificationNo.F.D.(SR-III)-4-1/89dated1stMarch1992.

* As per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019.


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2.11 Forfeiture of past service - A University employee forfeits his past service in the following cases:

- (a) Resignation of a post unless it is to take up another post service in which counts for pension;
- (b) Removal or dismissal from service;
- (c) Absence from duty without leave.

Note- (1) The authority which sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.

Note-(2) In case of a University employee, who, with the proper concurrence of the competent authority, leaves service under the University and seeks absorption/employment under the Federal/Provincial Government or another University or an autonomous/ semi-autonomous organization, where service is pensionable, the University, if it is so requested, will be liable to share pensionary liability for the period of service rendered by such University employee under the University. *The proportionate pensionary share, will, however, be paid on the eve of retirement subject to calculation of lending institution.

2.12 Condonation of interruptions and deficiencies - (1) The Administrative Department may for purposes of pension condone all gaps between periods of service of a University employee.

Provided that the gaps are not due to any fault or willful act of the University employee, like unauthorized absence, resignation or removal from service.]

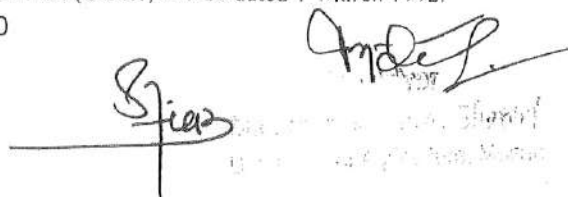
** [Note(1) Condonation of interruptions in service with a view to allowing past non-qualifying temporary/officiating service to qualify for pension/gratuity under statute 2.3 is not permissible. Condonation of interruptions for pension/gratuity in temporary/officiating service is permissible only where the broken period of temporary/officiating service is qualifying, i.e. it exceeds five years or is followed by confirmation. Where neither condition is fulfilled, condonation of interruption is not permissible. To make it more clear, the following illustrations are given:

First illustration -- A University employee has the following broken spells of temporary/officiating service:

- (i) 5 years and one month followed by break.
- (ii) 3 years followed by break.
- (iii) 6years.

* As per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019.

** Substituted for the words "Unless the Government servant is reinstated with forfeiture of a part of his pay or allowances for the period of suspension", vide Notification No. F.D. (SR-III)-4-1/89 dated 1st March 1992.

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First and third spells are qualifying under Rule 2.3 and, therefore, can be counted (as 11 years and one month qualifying service). The second spell of service being not qualifying will not count and will be treated as a part of gap in between the first and the third spell of service.

Second illustration A University employee has the following broken spells of temporary/officiating service:

- (i) 5 years and one month followed by break.
- (ii) 3 years followed by break.
- (iii) 4 years and 5 months.

Only the first spell is qualifying. The second and third spells are not qualifying. Therefore, neither of the two gaps can be condoned.

Third illustration -- A University employee has the following broken spells of temporary/officiating service:

- (i) 5 years and one month followed by break.
- (ii) 3 years followed by break.
- (iii) One year followed by confirmation.

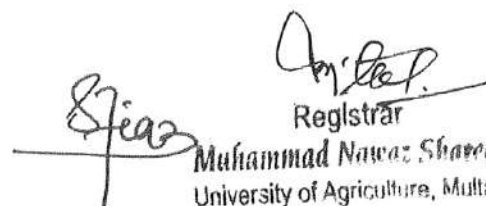
The second spell is not qualifying. First and the third spells are qualifying and the gap in between them can be condoned as in the case of the first illustration.

Note (2) An interruption in service due to removal on account of retrenchment of the post shall be deemed to have been condoned. The period of such interruption shall not, however, count as service qualifying for pension.]

[(2) (a) A deficiency of six months or less in the qualifying service of a University employee shall be deemed to have been condoned.


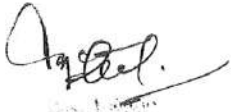
- (b) A deficiency of more than six months but less than a year may be condoned by the Administrative Department if both the conditions mentioned below are satisfied:
 - (i) If the University employee dies while in service or retires under circumstances beyond his control, such as becoming invalid or on abolition of his permanent post and his eventual selection for discharge, and, but for such contingency, he would have completed another year of qualifying service; and
 - (ii) the service rendered by the University employee was meritorious.
- (c) A deficiency of one full year or more shall not be condoned.

*Added after replacing the full stop with the semi-colon vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.


Reglsträr
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Explanation:

Deficiency in service can be condoned under this rule at any stage in service up to the 30th year. For instance, a deficiency of six months or less will be deemed to have been condoned so as to make 4 years and 6 months qualifying service as 5 years qualifying service, 9 years and 6 months qualifying service as 10 years qualifying service and 29 years and six months qualifying service as 30 years qualifying service. Similarly, 25 years and 3 months qualifying service can be treated as 26 years qualifying service through condonation of deficiency of 9 months by the Administrative Department under clause (b) of sub-statute (2) above.]



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CHAPTER III

DIFFERENT KINDS OF ORDINARY PENSION & CONDITIONS FOR THEIR GRANT

3.1 Classifications of pensions - Pensions are divided into four classes:

- (a) Compensation Pension,
- (b) Invalid Pension,
- (c) Superannuation Pension,
- (d) Retiring Pension

3.2 Compensation pension - If a permanent University employee is selected for discharge owing to the abolition of his permanent post or owing to a change in the nature of the duties of that post, he shall, unless he is appointed to another post the conditions of which are deemed to be at least equivalent to those of his own, have the option-

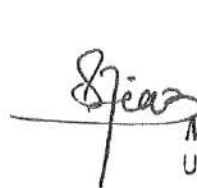
- (a) of taking any compensation pension and/or gratuity to which he may be entitled for the service, he has already rendered; or
- (b) of accepting another post or transfer to another establishment even on a lower pay, if offered and continuing to count his previous service for pension.

3.3 Invalid Pension (1) An invalid pension is awarded on his retirement from University service, before reaching the age of superannuation to a University employee who by bodily or mental infirmity is permanently incapacitated for further service on production of a medical certificate prescribed in sub-rule(3).

(2) A University employee who wishes to retire on invalid pension, should apply to the Registrar of the University through his Head of Office / Department who should direct him to present himself before a Medical Board or an Invaliding Committee or a Medical Officer for obtaining a medical certificate of incapacity for further service in the following form :-

"Certified that I(we) have carefully examined A.B., son of C.D., a in the His age is by his own statement years. I(we) consider A.B., to be completely and permanently incapacitated for further service of any kind (or in the department to which he belongs) in consequence of (here state disease or cause).

Note - (1) If the incapacity does not appear to be complete and permanent, the certificate


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should be modified accordingly and the following addition should be made:

I am (we) are of opinion that A,B, is fit for further service of a less laborious character than that which he has been doing (or may after resting for months, be fit for further service of a less laborious character than that which has been doing).

Note- (2) A medical certificate from a Medical Board or an Invaliding Committee shall be required in the case of a gazetted University employee.

Note- (3) A University employee who has submitted a medical certificate of incapacity for further service should be invalidated for service on receipt of the medical certificate, or from the date of expiry of leave if already on leave, or has been granted leave as a special case.

3.4 Superannuation pension-- A superannuation pension is granted to a University employee who retires on attaining the age of 60years]

3.5 Retiring Pension -A retiring pension is granted to a University employee, who not being eligible for superannuation pension--

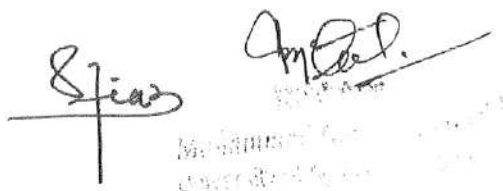
- (i) Opts to retire after 25 years qualifying service or such less time as may for any special class of University employee be prescribed; or
 - (i-a) is compulsorily retired, by the competent authority, after *[20] years qualifying service;
- (ii) is compulsorily retired from service by the authority competent to remove him from service on grounds of inefficiency, misconduct or corruption.

** [Note (1) Subject to the provisions of the Essential Services Maintenance Act, all University employees shall have the right to retire on a retiring pension after completing 25 years qualifying service; provided that a University employee, who intends to

*Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

* For the figure '25' the figure '10' was substituted vide Notification No. F.D. SR- III-4-14/2002 dated 24th June, 2002.

** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992.

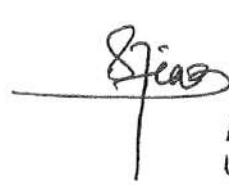


The bottom right of the page contains two handwritten signatures. The first signature is written in blue ink and appears to be 'S. J. ...'. The second signature is written in black ink and appears to be 'Anil ...'. Below the signatures, there are several faint, illegible stamps and markings, including what looks like a date stamp '2002' and some text that is difficult to decipher.

retire before attaining the age of superannuation, shall, at least three months before the date on which he intends to retire, submit a written intimation to the authority which appointed him, indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final; provided that if a University employee withdraws his application for voluntary retirement, or modifies the date of such retirement, before its acceptance by the competent authority, the application or the date of retirement shall be deemed to have been withdrawn or modified, as the case may be.

Note (2) The right given under Note (1) shall not be available to a University employee against whom departmental or judicial proceedings are pending.

Note (3) A University employee can ask for retirement only after completion of 25 years qualifying service. A University employee proceeding on retiring pension shall, as he has been retired under the Efficiency and Discipline Rules, has the right to avail of such leave preparatory to retirement as may be admissible to him. However, the LPR shall not be allowed to him until he has completed 25 years' service qualifying for pension. If a University employee proceeds on LPR before actually completing 25 years of qualifying service, he may be deemed to have proceeded on retirement with effect from the date he completes 25 years of qualifying service, and the leave enjoyed by him before completing 25 years of service may be treated as leave of the kind due to him.]


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**CHAPTER IV
AMOUNT OF ORDINARY PENSIONS**

SECTION I - GENERAL

4.1 (1) The amount of pension that may be granted is determined by length of completed years of qualifying service of a University employee as set-forth in statute 4.4.

(2) Pension is fixed in rupees and should be calculated to the nearest paisa.

***4.2 (Deleted)**

4.3 If a University employee has held more than one post, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him is the sum of the several pensions which would have been admissible to him if he had held each post separately and alone.


SECTION II - AMOUNT OF FULL PENSION

4.4 Amount of full pension – (1) After a qualifying service of not less than 10 years, full superannuation, retiring, invalid or compensation pension may be granted in accordance with the scale laid down in the following table:

PENSION TABLE

Completed years expressed as qualifying service	Scale of Pension expressed as Fraction of average 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

*Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992


Registrar
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27	189/300
28	196/300
29	203/300
30 or above	210/300

Provided that no full pension (inclusive of increase in an indexation of pension sanctioned from time to time) shall be less than *Rs. 10,000/- per month w.e.f. 01-07-2018.

(2) If, for a pensioner with qualifying service of 30 years or more, the amount of pension calculated under sub statute (1) above falls short of the amount of pension (inclusive of adhoc increase, dearness increase, special dearness increase and additional dearness increase sanctioned with effect from 1stJune, 1973, 1stAugust, 1973, 8thJune, 1974 and 7thApril, 1975 respectively) that would have been admissible under the Pension Statutes and rates sanctioned in the Finance Department's circular letter No. SO(SR)-V-257/67, dated 27thApril, 1967, as amended from time to time, or exceeds it by less than Rs45, the amount of pension shall be so increased as to make such difference one or Rs.45 . Where the qualifying service is less than 30 years, but not less than 10 years, proportionate reduction at the rate of Rs.1.50 for each year short of 30 years, shall be made while working out the amount of minimum increase mentioned above.


(3) ** [deleted]

(4) The term "average emoluments" means-

- the last pay/emoluments drawn at the time of retirement if the post from which the University employee has retired has been held by him on a regular basis; and
- in other cases, the average of the pay that the University employee drew, or would have drawn, had he not been on leave with leave salary or on joining time or under suspension which is not adjudged as a penalty during the last twelve months of his service. If during the last twelve months of his service a University employee has been absent from duty or on leave without pay, or has been under suspension as a kind of penalty, the periods so spent shall be disregarded in the calculation of the average emoluments and an equal period before the twelve months shall be included; provided that in case the pay of a University employee is reduced, otherwise than as a penalty under the Government Servants/university employee (Efficiency and Discipline) Rules, the average pay, at the option of the pensioner, be calculated on the basis of the emoluments admissible during the last three years of service.

Modified as per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019.

*As per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019.


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University of Agriculture, Multan

Note (1): Service in autonomous or semi-autonomous body – The pay drawn by a University employee in an autonomous or semi-autonomous body, the authorized capital of which is wholly subscribed by the federal and/or a provincial Government, in a post, appointment to which is, by law, required to be made and the salary of which is required to be fixed by the federal or provincial Government, shall be treated as pay drawn in University service.

Note (2): The term "average emoluments" also includes the senior post allowance (where admissible) and except for the purpose of calculating the amount of pension under sub statute (2) above, the indexed pay.

Note (3): The term "pay" does not include the pay drawn by a University employee in Foreign Service or additional pay for performance of additional duties of another post.

4.5* [deleted]

SECTION III-A Gratuity and Pension Benefits

4.6. ** (1) [deleted]

- (2) *** [(a) If a University employee retires or is selected for discharge owing to the abolition of his permanent post, after completing qualifying service of 5 years or more but less than 10 years, he may be granted a gratuity not exceeding one month's pay for each year of qualifying service.

Provided that if the retirement is due to invalidation, or if the University employee dies in service, the rate of gratuity shall be 1 ½ months pay for each year of qualifying service.

(b) A University employee in pensionable service, who is not employed in a substantive capacity, may be granted pension or gratuity, as the case may be, in accordance with the provisions of statute 4.4, if he retires from service, or if he is discharge after completion of qualifying service of 25 years or more owing to the abolition of his post or replacement by a 'qualified' candidate. If such a University employee is discharged after completing 10 years or more but less than 25 years qualifying service, he may be granted a gratuity not exceeding one month's pay for each completing year of qualifying service.

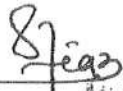

- (3) ****[In the event of death of a University employee who has rendered qualifying service for 10 years or more:

*Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

**Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

*** Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March, 1992

**** Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March, 1992



Registrar
University of Jammu

- (d) If he dies before retirement, his family shall be paid
- (i) a gratuity equal to the commuted value of one-fourth of his full pension calculated as in sub statute (5) on the basis of age next birth day of the deceased, and, in addition,
 - (ii) pension at the rate of 50% and 75% w.e.f. 01-07-2010 of the full pension for a period of 10years;
- (b) If he dies after but within 10 years of retirement, payment shall be made to his family at the rate of 75% of his pension (net pension with increases or full, as the case may be) for the un-expired period of 10years;
 Provided that the family pension granted under clauses (a) and (b) above shall not be less than *****Rs.7500/- w.e.f. 01-07-2018 per month.
- (4) Notwithstanding anything contained in sub statute (3) above and statute 4.10, if the beneficiary of family pension is the widow or widows of the deceased University employee/pensioner, the family pension, irrespective of the date of death of the University employee /pensioner, shall be paid to the widow(s) for life or until remarriage. In the event of death of the widow, her family pension shall be divided equally among the surviving sons not above 24 years and unmarried daughters of the deceased University employee /pensioner from the deceased widow.]
- ** [(5)] In the event of death before retirement pension for the purposes of this statute shall be calculated as if the University employee retired on invalid pension on the date of his death, but it shall be admissible from the day following the death of the University employee.

*** [Note-(1) Deleted]
 [Note-(2) Deleted]

Note-(3) Gratuity payable under sub statute (3)(a) of this statute should be worked out on the fraction of a rupee of the surrendered pension calculated to the nearest paisa.

Note-(4) Anticipatory pension will also be admissible to the family of the University employee in the event of his death before retirement. In such cases the gratuity admissible to the family under sub statute (3)(a) of this statute will be calculated on 25 % of the amount of pension on which the anticipatory pension to the family is based.

Note-(5) This rule will also apply to the compassionate allowance.
 * [Note-(6) Deleted]

* Deleted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992

** Deleted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992

** Substituted vide Notification No. F.D.(SR-III) 4-1/89 dated 1st March 1992

*** Omitted vide Notification No. FD.SR-III/4-89/2010 dated 27th April 2017

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M. Nawaz Shareef
 Registrar

Muhammad Nawaz Shareef
 University of Agriculture, Multan

B - GRATUITY

4.7 (1) The term "family" for the purpose of payment of gratuity under this section shall include the following relatives of the University employees:-

- (a) Wife or wives, in the case of a male University employee;
- (b) Husband in the case of a female University employee;
- (c) Children of the University employee;
- (d) Widow or widows and children of a deceased son of the University employee.

Note-(i) A child means a legitimate child or an "adopted child" if under the personal law of the University employee concerned adoption is legally recognized as conferring the status of a natural child.

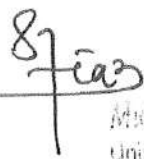

Note-(ii) If it is proved that the wife has been judicially separated from the University employee or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she will no longer be deemed to be a member of the family unless the University employee has himself intimated in writing to the Accounts Officer/Head of the Office that she will continue to be so regarded.

Note-(iii) In the case of female University employee, if the wife intimates in writing to the Accounts Officer/Head of the Office that her husband should not be included as a member of the family, then he will no longer be considered a member of the family unless subsequently she cancels in writing her intimation excluding him.

- (2) A University employee may, as soon as he/she completes 5 years qualifying service, make nomination conferring on one or more members of his/her family, or if he/she has no family, on one or more persons, the right to receive any gratuity that may be sanctioned under statute 4.6 and any gratuity which having become admissible to him/her has not been paid to him/her before death.

Explanation: It is not mandatory for a University employee to make a nomination.

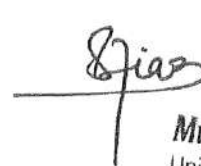
- (3) A nomination in favour of a person not a member of the family made when the University employee had a family shall lapse on the University employee acquiring family;
- (4) If a University employee nominates more persons than one under sub statute (2) above, he/she shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the gratuity mentioned therein.



Anil Singh
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- (5) A University employee may provide in a nomination-
- (a) in respect of any specified nominee, that in the event of his/her predeceasing the University employee the right conferred upon that nominee in sub-statute (2) above shall pass to such other member or members of the University employee's family as may be specified in the nomination.
 - (b) that the nomination shall become void in the even of the happening a contingency specified therein.
- (6) Every nomination shall be in Form 1 (Pen), or Form 2 (Pen) as may be appropriate in the circumstances of the case.
- (7) A University employee may, at any time, cancel a nomination by sending a notice in writing to the appropriate authority, and send a fresh nomination, if he/she so desires, along with such notice.
- (8) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-statute (5)(a) above or on the occurrence of any even by reason of which the nomination becomes void by reason of sub- statute (3) or sub-statute (5) above, the University employee shall send to the appropriate authority a notice in writing formally canceling the nomination together with a fresh nomination, if any.
- (9) Every nomination made and every notice of cancellation given by a University employee under this statute shall be sent by the University employee to his/her Accounts Officer as well as to the Appointing Authority in the case of a Gazetted Officer and to the Head of his/her office in the case of non-gazetted officer. Immediately on receipt of a nomination from a non-gazetted University employee, the Head of the Office shall countersign it indicating the date of receipt and keep it in his custody.
- (10) Every nomination made and every notice of cancellation given by a University employee shall to the extent that it is valid, take effect from the date on which it is received by the authority mentioned in sub-statute (9) above.

4.8 When the amount of gratuity has become payable, it shall be the duty of the Accounts Officer to make payment according to the following procedure:

- (a) The amount of the gratuity or any part thereof, to which the nomination relates, shall become payable to his/her nominee or nominees in the proportion specified in the nomination.
- (b) If nomination relates only to a part of the amount of the gratuity, the part to which it does not relates shall be distributed equally only among the members of the family other than the nominees;


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- (c) If no valid nomination subsists, the whole amount of the gratuity shall become payable to the members of his/her family in equal shares;

Provided that in case of (b) or (c) above no share shall be payable to-

- (i) sons who have attained the age of 24years;
 - (ii) sons of a deceased son who have attained the age of 24years;
 - (iii) married daughters whose husbands are alive; and
 - (iv) married daughters of a deceased son where husbands are alive;
- if there is any member of the family other than those specified in sub-clause (i), (ii), (iii) and (iv) above;

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived that University employee and had been exempted from the operation of the first provision.

- (d) When the University employee leaves no family and the whole or part of the gratuity is not covered by a valid nomination the amount of gratuity shall be payable to the following surviving relatives, if any, of the University employee in equal shares:


- 1) brothers below the age of 21years;
- 2) un-married and widowed sisters;
- 3) father ;and
- 4) mother.

Note - In the absence of any other eligible claimant gratuity would be payable to the sons and daughters of the deceased University employee in equal shares even if the sons are over 24 years old and the daughters are married and their husbands are alive.

4.9 No gratuity will be payable by University after the death of a University employee if he/she does not leave a valid nomination or a family as defined in sub-statute (1) of statute 4.7 or an eligible dependent relative or relatives specified in clause (d) of statute4.8.

C - FAMILY PENSION

- 4.10 (1) Family for the purpose of payment of family pension shall be as defined in sub-statute (1) of statute 4.7. It shall also include the University employee's relatives mentioned in clause (d) of statute4.8.



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University of Punjab, Lahore

(2) (A) A family pension sanctioned under this section shall be allowed as under:

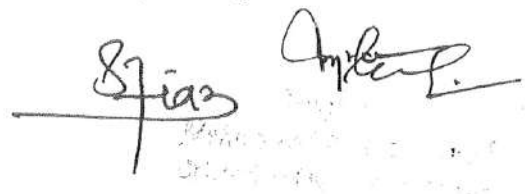
- (i) (a) To the widow of the deceased, if the deceased is a male University employee, or to the husband, if the deceased is a female University employee.
(b) If the University employee had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and eligible children. If the number of surviving widows and children together is more than 4, 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 eligible children. Distribution in the above manner shall also take place whenever the University employee leaves behind surviving children of a wife that has predeceased him in addition to the widow and her children, if any.
(c) In the case of a female University employee leaving behind children from a former marriage in addition to her husband and children by her surviving husband, the amount of pension shall be divided equally among the husband and all eligible children. In case the total number of beneficiaries exceeds four, the husband shall be allowed 1/4th of the pension and the remaining amount distributed equally among the eligible children.
- (ii) Failing a widow or husband, as the case may be, the pension shall be divided equal among the surviving sons not above 24 years and unmarried daughters.

Note - In working out the share of the various heirs under sub-clause (A) (i) and (ii), the amount should be calculated to the nearest paisa.

- (iii) Failing (i) and (ii), to the eldest widowed daughter.
 - (iv) Failing (i) to (iii), to the eldest widow of a deceased son of the University employee.
 - (v) Failing (i) to (iv), to the eldest surviving son of a deceased son of the University employee.
 - (vi) Failing (i) to (v), to the eldest unmarried daughter of a deceased son of the University employee.
 - (vii) Failing these, to the eldest widowed daughter of a deceased son of the University employee.
- (B) If the family pension is not payable under clause(A), it may be granted:


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- (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 21years;
 - (iv) failing (i) to (iii), to the eldest surviving unmarried sister, if the eldest sister married or dies then the next eldest;
 - (v) failing (i) to (iv) to the eldest surviving widowed sister.
- (3) No family pension shall be payable under this section-
- (a) to an unmarried female member of a University employee 's family in the event of her marriage;
 - (b) to a widowed female member of a University employee's family in the event of her re-marriage;
 - (c) to the brother of a University employee on his attaining the age of 21years.
 - (d) to a person who is not member of a University employee's family.
- (4) A family pension awarded under this section shall not be payable to more than one member of a University employee 's family at the same time except as provided for in sub-clause (A)
- (i) and (ii) of sub-statute (2)above.
- (5) (a) If the pension ceases to be granted before the expiry of the period for which it is admissible on death or marriage of the recipient or on account of other causes, to persons falling under sub-clauses (A) (i) and (ii) of sub-statute (2) above, the amount shall be granted to other recipients in equal shares.
- (b) If a family pension awarded under this section other than that mentioned in clause (A) (i) or (ii) of substitute (2) of this statute ceases to be payable before the expiry of the period up to which it is admissible on account of death or marriage of the recipient or other causes, it shall be re-granted to the person next lower in order mentioned in sub-statute (2).
- (6) Government shall have discretion to make such modification in the mode of allotment or conditions of tenure set forth in sub-statutes (2) to (5) above as they may consider desirable to suit the special circumstances of the beneficiaries.
- (7) A family pension sanctioned under this section shall be payable in addition to any extraordinary pension or gratuity that may be granted to the



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members of a University employee's family under any other rules in force for the time being.

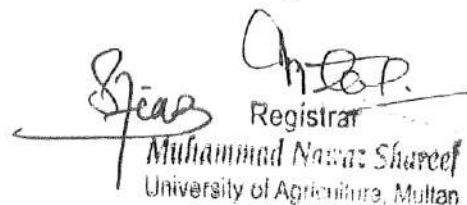
- (8) Further good conduct of the recipient is an implied condition of every grant of a family pension under this section

D - GENERAL

- 4.11 (i) The statutes which apply to the grant of ordinary pension to University employees shall also apply in respect of gratuity and pension that may be sanctioned in favour of their families under this section in so far as such statutes are not inconsistent with the provisions of this section.
- (ii) University shall have the right to effect recovery from such gratuity or pension in the same circumstances as recoveries can be effected from ordinary pension and gratuity granted to University employees.
- (iii) A gratuity or pension to the family may be sanctioned under this section by the authority competent to sanction pension to the University employee concerned after giving due regard to the provisions of statute 4.2.

Note- (1) All the amendments made in the Punjab Civil Services Pension Rules, by the Government from time to time are applicable on the Employees of the University.

Note- (2) The sanctioning authority may allow the payment of family pension and or shares of gratuity admissible to minor children of a deceased University employee to their mother. In case the mother is not alive or was judicially separated from the University 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 shares of gratuity on their behalf. In case the deceased University employee was a female, the sanctioning authority may under similar circumstances allow the payment of pension and/or shares of gratuity of minor children of the deceased to their father, or if the father be not alive to such guardian as may be appointed by the sanctioning authority.


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CHAPTER V

APPLICATIONS FOR GRANT OF PENSION

- 5.1 All authorities dealing with applications for pensions under these statutes should bear in mind that delay in the payment of pensions involves peculiar hardship. It is essential to ensure, therefore, that a University employee begins to receive his pension on the date on which it becomes due.
- 5.2 The responsibility for initiation and completion of pension papers of the employees is that of the Registrar Office of the University.

The action should be initiated one year before a University employee is due to retire*** [and pension papers, complete in all respects, should be sent to the Treasurer/Resident Auditor six months before the date of retirement,] so that pension may be sanctioned a month before the date of his retirement provided that--

- (i) in case in which the date of retirement cannot be foreseen 6 months in advance, the University employee may be asked to submit his pension application immediately after the date of his retirement is known, and
- (ii) a University employee proceeding on leave preparatory to retirement in excess of 6 months may be asked to submit his application at the time of proceeding on such leave.

****University instructions:

- (1) Checking and maintenance of service books—

(a) One of the main reasons for delay in the timely sanction of pensions is incomplete entries and lack of prescribed periodic checks of the Service Books. To avoid delay due to this cause, it has been decided that the Registrar Office should where the workload so justifies, exclusively depute a whole time Assistant Registrar for supervising the maintenance of service books/personal record. In any case, the responsibility in this respect should be clearly defined and assigned. The entries in the service books should be clearly made, verified and attested by the Assistant Registrar so deputed. Deputy Registrar should record an annual certificate in the service book in token of the correctness of the entries made therein.

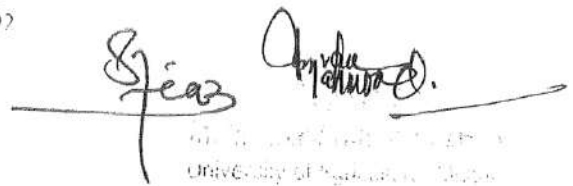
(b) The service book should be got verified from the Resident Auditor immediately after the 10th and 24th year of service of the employee concerned. On the basis of these annual certificates recorded as instructed in sub-para (a) above, the Deputy Registrar

*Substituted for the words "Gazetted Officers" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Substituted for the words "non-gazetted Government servants" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

*** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

**** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992



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should also record a consolidated certificate in respect of the entire service period in the following form:

Service _____ from _____ to _____ verified from _____

There is no known disqualifying spell during the above service except as detailed below:

(The period and nature of spell (s) to be indicated)

1. _____
2. _____
3. _____

This certificate should also be recorded before submission of the case to the audit office as laid down above. The audit office shall accept it as proof of verification of service.

(c) The service book should be maintained in duplicate, the duplicate copy being kept in the custody of the University employee. Entries in the duplicate service book shall, as far as possible, be made simultaneously with those in the original service book. However, this duplicate service book would serve as a means of contemporary evidence, if needed.

(d) In the case of transfer/appointment of a University employee to other organization/department, the original service book, duly completed to the date of transfer/appointment, should be sent to new head of the department/organization and a copy of the entries relating to the office from which transfer takes place shall be maintained in that office; a certificate to this effect shall invariably be recorded in the covering letter under which the service book is transferred.

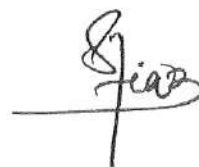
(2) Review of delayed cases: The Deputy Registrar should review the position in respect of outstanding pension cases every 3 months and take such steps for immediate disposal of these outstanding pension cases.

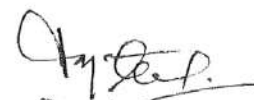
(3) Action in respect of condonation of interruptions and deficiencies in service under statute 2.12 should be completed by the Registrar of the University/competent authority before forwarding pension papers to the audit office.]

5.3 (1) The following certificate shall be recorded by the University employee in the pension application-

"I hereby declare that I have neither applied for nor received any pension or gratuity in respect of any portion of the service included in this application and in respect of which pension or gratuity is claimed herein, nor shall I submit an application hereafter without

quoting a reference to this application and to the order which may be passed thereon."






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- (2) All periods of leave, suspension, etc., which are not reckoned as service qualifying for pension shall be carefully recorded on the form.
 - (3) If the application is for an invalid pension, the requisite medical certificate shall be attached to the application.
- 5.4 (1) After completing the application in the manner prescribed in the preceding statute it shall be forwarded along with the necessary documents to the Resident Auditor through the Treasurer by the authority empowered to sanction the pension.
- (2) The applicant for pension/gratuity shall submit the last pay certificate and no demand certificate as soon as possible after the submission of the application for pension/gratuity.

**[Note (1) Payment of pension should not be held up for want of "No Demand Certificate". It is not necessary to enclose the "No Demand Certificate" with the pension papers when they are sent to the audit office. The Registrar should, while initiating action on pension papers, simultaneously notify to the concerned Offices/Departments which are likely to prefer a demand, to verifying the position in respect of any demand outstanding against the University employee concerned within a period of not more than 3 months and to keep a close supervision of the current demands. The Registrar office should also send the requisite certificate to the audit office 15 days before the prescribed date of issue of PPO. In case of failure of the department to send such certificate before the prescribed date of issue of PPO it should be presumed that there is no demand against the retiring University employee and the PPO should be issued. The Registrar Office should, however, obtain an undertaking from the University employee concerned that the outstanding dues, if any, would be paid by him from his pension provided such demands are preferred within one year from the date of his retirement.

*Deleted vide Notification No. F.D. (SR-III)4-1/89 dated 1st March 1992


** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992



Anil Kumar
Registrar
University of Agricultural Sciences

- (3) The authority competent to sanction the pension shall record on the application after due consideration of the facts of the case his provisional recommendation stating whether the pension claimed should be admitted or not.
- 5.5 (1) A pension/gratuity which is certified by the Resident Auditor shall be sanctioned by the authority competent to sanction the pension.
- * (2) The Resident Auditor shall issue the pension/gratuity payment order to the Treasure who is to pay the pension/gratuity.
- ** [(3) The pension/gratuity payment order shall, as a rule, be issued --
- i) In the case of normal retirement, one month before retirement, and
- ii) In the case of premature, voluntary or compulsory retirement or death, within three months of the date of the event.]
- 5.6 Date of commencement of pension - Apart from special orders, an ordinary pension is payable from the date on which the pensioner ceases to be in University service. A gratuity (other than anticipatory gratuity) shall be paid in a single sum.
- 5.7 Place of payment - A pension/gratuity is payable in rupees at any Schedule Bank in Pakistan.

* Substituted vide Notification No. F.D.(SR-III)4-1/89 dated 1st March 1992

* * Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992


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CHAPTER VI

ANTICIPATORY PENSION/GRATUITY

*[6.1 When a University employee is likely to retire before his pension can be finally assessed and sanctioned in accordance with the statutes, the authority competent to sanction pension may sanction an anticipatory pension equal to the full pension as calculated by pension sanctioning authority.

Note (1) The authority responsible for sanctioning the pension and the Resident Auditor concerned should finalize the pension case quickly so that there is no excess payment and if any, it is adjusted as quickly as possible.

Note (2) If the pension papers are not verified by the Resident Auditor till one month before the retirement of the University employee, action as in this rule shall be taken by the pension sanctioning Authority.]

6.2 The payment of anticipatory pension shall be made only after the declaration given in Form 5(Pen.) has been obtained duly signed from the retiring University employee.

6.3 The authority sanctioning pension shall ensure that pension is finally sanctioned as soon as possible.

6.4 The letter sanctioning the anticipatory Pension in Form 5 (Pen.) shall be addressed by the sanctioning authority to the Resident Auditor. A copy of the sanctioning letter shall also be endorsed to the retiring University employee and the Treasurer who release the payment of pension .

This letter will constitute sufficient authority for drawl of anticipatory pension at the Treasury in question pending finalization of the pension case. The pension payment orders appended to such letter should be dealt with in accordance with the instructions contained in W.P. Subsidiary Treasury Rules and a register of anticipatory pension payment order maintained in the same form prescribed for regular pension.

Note - Before forwarding pension papers to the Resident Auditor for scrutiny, the sanctioning authority should enter brief particulars of the case in a register to be maintained specially for this purpose. The register should indicate the name of the University employee due to retire, the date of his retirement and the amount of pension due to him as per details passed on to the Resident Auditor.

6.5 If the authority competent to sanction pension considers it likely that in a case contemplated in statute 6.1 above the University employee would be entitled to a gratuity, one-sixth of 65 per cent of the amount of such probable gratuity should, upon a similar declaration be disbursed to him monthly for a maximum period of

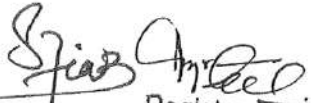
* Substituted vide Notification No. F.D.(SR-III)4-1/89dated 1st March 1992

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six months until the amount is finally settled. Statute 6.2 to 6.4 above would mutatis mutandis apply in such cases.

- 6.6 The payment of the anticipatory pension/gratuity shall be arranged so that it is not delayed beyond the first day of the month following the month in which the University employee is due to retire.
- 6.7 If, upon the completion of regular investigation, it be found that pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payment. Further, if anticipatory gratuity proves to be larger than the amount found actually due upon completion of the enquiries, the University employee shall be required to refund any excess actually paid to him.


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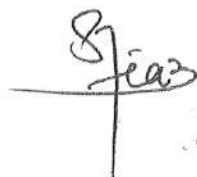
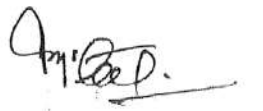
CHAPTER VII
COMMUTATION OF CIVIL PENSIONS

- 7.1 A competent authority may sanction the commutation *[on the option of retiree] for lump sum payment of a portion not exceeding **35% of any pension which under these Statutes.
- 7.2 (1) An application for commutation should be submitted in Part-I of Form 6 (Pen) through the Head of the Office/Department .
- (2) The Head of the Office or the Head of the Department shall forward the application to the Treasurer who is reporting on the title to his pension if he is still in service, or if pension has already been sanctioned.
- (3) The Treasure shall complete Part II of Form 7(Pen.) without delay and transmit it to the authority competent to sanction the commutation.
- *** [(4) If application for commutation is submitted within a period of one year from the date of retirement of the University employee, the commutation shall not be subject to medical certification. In such cases, the Treasurer shall, at their own, authorize payment of commuted value of pension to the pensioners without asking for administrative sanction. In other cases of commutation of pension, the provisions of statutes 7.3 to 7.9 shall be followed.
- (5) In the case of premature retirement on medical grounds the requirement of medical examination shall not be waived, even if the application for commutation is submitted within one year of the date of retirement.]
- 7.3 (1) The authority competent to sanction commutation shall There upon accord its administrative sanction in Part-III of Form 6 (Pen.) and transmit to the applicant on Form 7 (Pen.) a certified copy of the Treasurer certificate contained in Part-II of Form 6 (Pen.) of lump sum payable on commutation in the event of his being reported by the proper medical authority to be fit subject for commutation and one copy of Form 8 (Pen.) Part-I of which is to be filled in by the applicant before his medical examination and handed to the medical authority.
- (2) The sanctioning authority shall further instruct the applicant to appear for examination before the said medical authority within three months from the date of its order, or if he has applied for commutation in advance on the date of his retirement within three months of the date, but in no case earlier than the actual date of retirement.

*As per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019

** By 35% through Pay Revision Scheme, 2005 vide No. FD.PC.2-1/2005 dated 16th July, 2005.

*** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992



Secretary to Government
Agriculture Department

(3) The sanctioning authority shall forward to the Health Department in original the completed Form 6 (Pen) together with a copy of Form 8 (Pen.) and an extra copy of Part- III of that form; and if the applicant has been granted an invalid pension, or has previously commuted any portion of his pension or declined to accept commutation on the basis of an addition of years to his actual age, or has been refused commutation on medical grounds, copies of the previous medical reports or statements of his case.

7.4 The Health Department shall arrange for the medical examination of the applicant by the proper medical authority at the nearest available station to that named by the applicant in Part-I of Form 6 (Pen.) and as early as possible within the period prescribed and inform the applicant direct. The form and other documents should be transmitted by the Health Department to the examining medical authority.

Note - The term 'medical authority' means -


- (i) the Standing Medical Board or the Standing Invaliding Committee in the case of Gazetted University employees and also in the case of non-Gazetted University employees drawing pay not less than Rs.400 at the time of retirement; and
- (ii) the Medical Superintendent/District Health Officer in the case of all other non-Gazetted University employees.

7.5 (1) The medical authority after obtaining from the applicant, a statement in Part-I of Form 8 (Pen.) (which must be signed in its presence) shall subject him to a strict examination, enter the results in Part-II and complete the certificate contained in Part-III of Form 8 (Pen.) and in the case of non-Gazetted University employees other than those specially exempted by Government, obtain in its presence the left hand thumb and finger impressions.

(2) If the examination is conducted by a single medical officer the applicant shall himself pay the Medical Officer's fee for examination.

If he is examined by a Medical Board or Committee he shall pay a fee of Rs.4 into a Government treasury and make over the receipt for the fee to the Medical Board or Committee before examination together with an additional fee of Rs.12 in cash to be retained and divided by the members of the Board or the Committee as the case may be, among themselves. Note - No fee will be payable for medical examination in case the full pension, of the applicant does not or is not likely to exceed Rs. 100 per men sem.

(4) The medical authority shall without delay forward the completed Form 6 (Pen.) and Form 8 (Pen) in original to the Treasurer who gave the certificate contained in Part-II of Form 6 (Pen.), regarding the commutation amount admissible to the applicant, and certified copy of the completed Form 8 (Pen.) to the sanctioning authority. A certified copy of the medical certificate in Part-III of Form 8 (Pen.) should be given to the applicant on the spot after medical examination.


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7.6 If the medical examination does not take place within the period prescribed in the sanctioning order, or if the applicant does not appear for examination before the medical authority within the prescribed period, the sanctioning authority may renew administrative sanction for a further period of three months without obtaining a fresh application for commutation of pension. The applicant may withdraw his application, by written notice dispatched at any time before the medical examination is due to take place, but his option shall expire on his appearance before a medical authority; provided that if the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice dispatched within two weeks from the date on which he received intimation of the revised sum payable on commutation, or, if the sum is already stated in the sanctioning order, within two weeks from the date on which he receives intimation of the finding of the medical authority. If the applicant does not withdraw in writing his application within the period of two weeks prescribed above, he shall be assumed to have accepted the sum offered.

7.7 *[(a)] Subject to the provisions contained in statute 8.8 and to the withdrawal of an application under statute 8.6, the commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue on the date on which the medical authority signs the medical certificate.

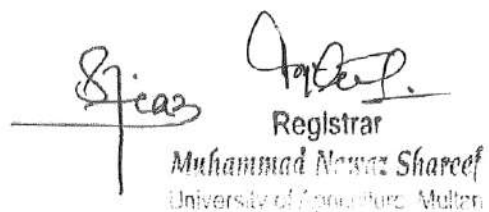
**[(b) In cases where a pensioner asks for commutation of pension by applying to the Treasurer concerned within one year of his retirement, the commutation will become absolute on the date of application for commutation made to the Treasurer and the title to receive the commuted portion of pension will cease on and from that date.]

7.8 If the applicant makes any statement found to be false within his knowledge or willfully suppresses any material fact in answer to any question written or oral put to him in connection with his medical examination the sanctioning authority may cancel the sanction at any time before payment is actually made; and such a statement of suppression may be treated as grave misconduct for the purpose of statute 1.8.

7.9 (1) The Treasurer on receipt of the completed Form 6 (Pen.) and 8 (Pen.) shall arrange forthwith for the payment of the appropriate commuted value and for the corresponding reduction of the pension. He shall also forward to the disbursing officer Form 8(Pen.) containing the signature and thumb and finger impressions of non-Gazetted University employee, taken in the presence of the medical authority, with instructions that they should be verified with those received with the pension payment order.

*Rule 8.7 renumbered as 8.7 (a) vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992


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(2) If the applicant on receipt of the sanctioning order withdraws the application within the period prescribed in statute 7.6 he should intimate his intention in writing to the Treasurer direct and to the sanctioning authority simultaneously.

(3) The payment of the commuted value shall be made in rupees in Pakistan as expeditiously as possible but in the case of an impaired life no payment shall be made till either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn has expired, whatever the date of actual payment, the amount paid and the effect upon the pension shall be the same if the commuted value is paid on the date on which commutation became absolute, the amount drawn shall be deducted from the amount payable in commutation.

7.10 If a pensioner, part of whose pension has been commuted, dies on or after the date on which the commutation became absolute but before receiving the commutation value, this value shall be paid to his family or eligible relatives in the same manner as gratuity is payable under statutes 4.7 and 4.8.

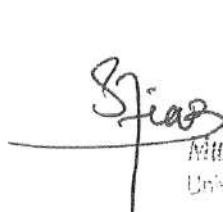
7.11 *[(a)] The lump sum payable on commutation shall be calculated in accordance with the table of present values given below:

**[COMMUTATION TABLE

Age next birthday	Number of years purchased	Age Next birthday	Number of years purchased
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914

* Rule 8.11 renumbered as 8.1 (a) vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Table replaced vide Notification No. F.D. PC.2-1/2001 dated 22.10.2001


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37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4797
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

*[(b) A University employee retiring after attaining the age of 60 years shall be allowed commuted value of pension as applicable at the age of 60 years instead of 61 years, if he applies for commutation while in service.]

Discontinued through para:16(e) of the Pay Revision Scheme, 2001 vide No.FD.PC.2-1/2001, dated 22.10.2001 for civil servants retiring on or after 1.12.2001.

[7.12 (a) The commuted portion of pension *[to the extent of 1/4th of full pension] shall be restored to the pensioners on completion of the number of years for which commuted value is paid.

(b) In restoring the commuted portion of pension under sub-statute (1), the fraction of a year mentioned in the Commutation Table which is less than six months shall be ignored and that of six months or more shall count as one year.

(c) In the case of a pensioner who had surrendered 1/4th of his full pension for gratuity under the rules applicable to him at the time of his retirement, the amount surrendered for gratuity (i.e. 1/4th of full pension) shall be restored on completion of the period for which the gratuity was paid. The rate of gratuity shall be divided by 12 to arrive at the period for which gratuity was paid. For example, if a pensioner had received gratuity at the rate of Rs. 160 for each rupee surrendered, his period of gratuity would work out to 13.33 years.

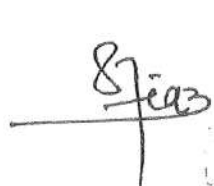
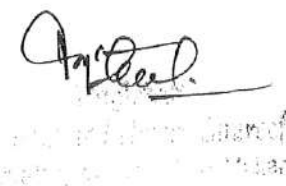
(d) A pensioner who had surrendered 1/4th of his full pension for commutation and 1/4th for gratuity, shall be entitled to the restoration of commuted portion of his pension only at the expiry of the period for which the commutation was allowed.

Note. The benefit of restoration of 1/4th of full pension surrendered for gratuity or commutation is not admissible in the case of family pension.]

* Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

*** As per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019


 
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CHAPTER VIII
RE-EMPLOYMENT OF GOVERNMENT/ UNIVERSITY PENSIONERS
SECTION 1

Re-employment of Civil/ University Pensioners

- 8.1 When a person who was formerly in Government/University employment obtains re-employment, whether temporarily or permanently in Government service or in the service of University or an Autonomous/Semi Autonomous Bodies, it shall be incumbent on him to declare to the appointing authority the amount of any gratuity, bonus or full pension (inclusive of 1/4th of the surrendered portion or commuted portion of the pension) originally granted to him in respect of the previous employment.
- 8.2 The amount of wound or other extraordinary pension sanctioned under these rules and a wound or injury or disability pension or a disability addition to pension awarded under the military rules shall not be taken into account when fixing the pay during re-employment.
- *[8.3 A Government/University pensioner in receipt of compensation or invalid pension or compassionate allowance, on re-employment in service qualifying for pension, may either retain his gratuity/pension in which case his former service will not count for future pension, or refund the gratuity and/or commuted value of pension (if drawn) and cease to draw any part of his pension, and count his previous service. Reduced pension intermediately drawn need not be refunded.]
- 8.4 (1) A Government/University pensioner who is in receipt of a superannuation or retiring pension shall not be re-employed, or continued to be re-employed in the University except on public grounds and with the sanction of the Syndicate.
- *[(2) Re-employment of retired Government servants/University employees shall be made in posts carrying basic pay scales equivalent to the basic pay scales of the posts held by them substantively at the time of retirement or the posts held by them otherwise than in a substantive capacity if held for a period of one year before retirement.]

* Substituted vide Notification No. F.D.(SR-II)4-1/89 dated 1st March 1992


Registrar
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University of Agriculture, Multan

Note (1) A Government servant/University employee who has retired from regular establishment on superannuation or retiring pension cannot be re-employed on work-charged establishment or contingent establishment except on public grounds and in accordance with the Statutes in this Chapter.

****8.5 The pay of Government pensioners/University employees re-employed under the University shall be fixed in accordance with the principles laid down below:

(i) Posts under Government:

- (a) A retired civil servant/university employee re-employed on a civil post equivalent to the post from which he retired, shall be allowed the pay, allowance and perquisites sanctioned for the post. His pay shall be fixed at that stage of the time scale of the post at which he was drawing his pay before retirement plus pension as entitled under Pension Statutes.
- (b) A retired civil servant/university employee re-employed against a higher post may be allowed the last pay drawn with allowances and perquisites sanctioned for the post plus pension.
- (c) In case a re-employed Government servant/ university employee is promoted to a higher post, his pay shall be fixed in such manner as if he was a serving Government servant/University employee.

* Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

*** Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

**** Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

***** Amended vide Notification No. FD.SR.III.4-1/89 dated 29th April 2002

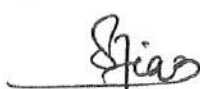

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- (d) If the substantive pay last drawn was more than the maximum of the scale of the post, he shall be allowed the pay fixed at maximum plus pension.
- (e) A re-employed pensioner will earn increments in all cases where his pay has been fixed in a time scale at a stage lower than the maximum.
- (f) In case a re-employed pensioner had been drawing officiating pay in a particular pay scale for the continuous period of three years or more higher than his substantive pay, the officiating pay drawn before retirement may be treated as substantive pay for the purpose of this statute.
- (g) A retired judge of the superior courts on re-employment may be allowed pay, allowances and perquisites sanctioned for the post and his pay may be fixed at the maximum of the pay scale of the post with full pension.

ii) **University or Autonomous or Semi-autonomous bodies:**

- a) A retired civil servant/University employee and a retired judge of the superior courts on re-employment in the University or an autonomous or semi-autonomous body administered or controlled by the Provincial Government may be allowed pay as determined above with allowances and perquisites sanctioned for the post plus full pension as permissible under the Statutes.
- b) Where the terms and conditions of a post are prescribed in a statute or a statutory notification, the provisions of the statute or the statutory notification as the case may be should prevail.

SECTION II


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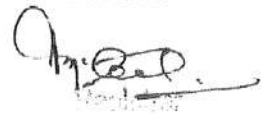
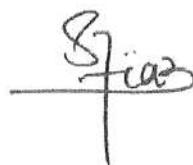
RE-EMPLOYMENT OF MILITARY PENSIONERS

* [8.6 (a) In the case of officers of Armed Services, re-employment shall be made on contract in accordance with the instructions contained in the Federal Establishment Division's Office Memorandum No. 14/5/78-D.III dated 10thFebruary 1980, in the case of civil/University posts and in the light of orders issued in pursuance of the Federal Establishment Division's Office Memorandum No.14/5/78-D.III, dated the 11thFebruary 1980, in the case of autonomous bodies. For this purpose, equivalent pay scale in the civil post shall be determined according to the following formula:

<u>Defence Service Rank</u>	<u>Equivalent Basic Pay Scale</u>
Major General and Equivalent the discretion of the Government	BPS-21 or 22 at
Brigadier and equivalent	BPS-20
Colonel and Lt. Colonel (with 18 to 20 years commissioned service) and equivalent.	BPS-19
Major and equivalent.	BPS-18
Captain and equivalent and Lieutenant and Second Lieutenant and equivalent.	BPS-17

*Substituted vide Notification No, F.D.(SR-III)4-1/89dated 1stMarch 1992

Copies of office memoranda No. 14/5/78-D. III dated 10thFebruary 1980 and NO.14/5/78-D III dated 11thFebruary 1980 have been added as Annexure to this



* (b) **Posts under Government:**


- i) A retired officer of the Armed Forces re-employed against an equivalent post under the Provincial Government may be allowed the pay, allowances, perquisites sanctioned for the post. His pay may be fixed at that stage of the time scale of the post at which he was drawing his pay before retirement plus pension entitled under the rules.
- ** ii) A retired civil servant or a retired officer of the Armed Forces re-employed against a higher post, may be allowed the last pay drawn, provided that if he was drawing pay in a previous pay scale before his retirement, his pay may be fixed in the present scale at the relevant stage plus allowances and perquisites sanctioned for the post.

University/Autonomous/Semi-Autonomous bodies:

- i) A retired officer of the Armed Forces on re-employment in the University or an autonomous or semi- autonomous body administered or controlled by the Provincial Government may be allowed pay as determined above with the allowances and perquisites sanctioned for the post plus pension as entitled under the Statutes.
- ii) Where the terms and conditions of the post are prescribed in a statute or a statutory notification, the provisions of the statutory notification, as the case may be, should prevail.
- When retired junior commissioned officers, non- commissioned officers and other ranks are re-employed under the provincial Government or the University or autonomous/semi-autonomous bodies, they should be asked to exercise an option whether they would like to be re-employed on contract or on permanent basis. The option once exercised shall be final.
 - On re-employment, the pay of junior commissioned officers, non-commissioned officers and other ranks shall be fixed at the minimum of the pay scale of the post on which they are re-employed. In addition, they will be entitled to draw their service pension. However, in the case of those who have opted for re-employment on contract under sub-rule(b), service rendered under the Government or the University or in an autonomous/semi-autonomous body shall not qualify for a second pension. Those re-employed on permanent basis shall be entitled to civil pension/gratuity if permissible under the rules of the employing agency.]

* Amended vide Notification No. FD.SR.III.4-1/89 dated 29th April 2002

** Amended vide Notification No. FD-SR.III-4-53/2005 dated 16.09.2005


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(Referred to in Rule 9.6)

No. 14/5/78-D.III GOVERNMENT OF PAKISTAN

Cabinet Secretariat (Establishment Division)

Rawalpindi, the 10th February 1980

OFFICE MEMORANDUM

Subject: **INDUCTION/RE-EMPLOYMENT OF OFFICERS OF ARMED FORCES OF PAKISTAN IN CIVIL POSTS**

The undersigned is directed to state that the question of institutionalizing the induction and re-employment of officers of the Armed Forces of Pakistan in Civil posts has been under consideration for some time past. The President has now been pleased to decide that induction of officers of the Armed Forces of Pakistan and their re-employment, as the case may be, shall be regulated by the following instructions.

Part-I

2. Induction of young officers of Armed Forces of Pakistan up to 8 years commissioned service in civil posts shall be made in accordance with Part-II.
3. Induction of officers of the rank of major or equivalent who may retire or may have retired on completion of the prescribed age or service limit shall be made in accordance with Part-III.
4. Re-employment of officers of the rank of major or equivalent who may retire or may have retired before completion of the prescribed age or service limit and of retired officers of the rank of Lieutenant Colonel and above equivalent shall be made in accordance with Part-IV.

Part-II

5. Young officers of the Armed Forces up to 8 years of commissioned service will be eligible for induction in grade 17 on regular basis up to 10% of the annual direct recruitment vacancies in the specified occupational groups direct recruitment to which is made through the combined competitive examination held by the F.P.S.C annually.
6. Induction will be made through the high powered Selection Board constituted by the President for the purpose. The high powered Selection Board will also determine the occupational groups to which the officers are allocated. For this purpose, each service Chief may be asked to recommend by the 30th June every year names of officers for induction in grade 17 in various groups, keeping

Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

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Registrar

Assistant Registrar Nawaz Shareef
Multan

- in view their educational qualifications and experience. For each vacancy, a panel of preferably 3 officers may be recommended. The recommendations will be scrutinized by the Ministry of Defence before they are placed before the Board.
7. Officers inducted in various groups will be adjusted against vacancies allocated to the Province or Provinces to which they belong.
 8. The officers will be appointed on regular basis and the probation period shall be deemed to have been waived. On appointment to the civil post, the officers will sever their connection with the Armed Forces.
 9. The officers will receive the same training as given to the probationers appointed on the results of the competitive examination held by the F.P.S.C and will be required to pass completely the prescribed examination during or on conclusion of the training. Their promotion to the higher grade will be governed by normal rules, and will be subject to the further condition that they have completely passed the prescribed examinations during or on conclusion of the training.
 10. The inducted officers will count their seniority from the year in which they are inducted, recruits of the same year retaining their seniority inter se. They will be placed above the competitioners of the year with whom they receive the training.
 11. (a) The pay of the inducted officers in civil grade will be fixed on the basis of their pay in the substantive rank or temporary rank, if held for one year.
(b) Service rendered in Armed Forces will count towards civil pension.

Part-III

12. The officers of the rank of a Major and equivalent who may retire or may have retired on completion of the prescribed age or service limit will be eligible for induction in grade 18 on regular basis up to 10% of the annual vacancies in the various groups and cadres in that grade, as may be specified.
13. Induction will be made through the high powered Selection Board in accordance with the procedure laid down in para 6.
14. In selecting officers for induction, provincial quotas will be kept in view.
15. The inducted officers will count seniority in the grade in which they are inducted from the date of their induction.
16. The pay of inducted officers will be fixed in the civil grade on the basis of their pay of the substantive rank or temporary rank, if held for one year.
17. The inducted officers will continue to draw their military pension. It shall be deducted from the civil pay. In addition to the military pension, the officers will be entitled to a civil pension on their retirement from civil employment if they

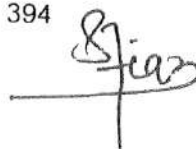

Registrar
Muhammad Noman Shareef
University of Agriculture

have completed the prescribed qualifying service (i.e. 10 years of minimum service). They will be entitled to receive gratuity if they have rendered more than 5 years and less than 10 years of service in the civil post.

Part-IV

18. Officers of the rank of Major/equivalent who retire or may have retired before completion of the prescribed age or service limit and officers of the rank of Lieutenant Colonel and above and equivalent who may retire or may have retired either after completion of prescribed service or age limit or before such completion will be eligible for re-employment on contract for 3 to 5 years, renewable up to the age of 60, up to the maximum of 10% of annual vacancies in various groups and cadres, as may be specified, on the terms and conditions mentioned hereinafter.
19. Re-employment will be made in grade equivalent to their substantive rank, or temporary rank, if held for one year, in accordance with the Army rank-civil grade equivalence formula already approved by the president. However, the officers will be eligible for being considered for a subsequent contract in higher grade.
20. Re-employment on contract basis will be made through the high Powered Selection Board which will also determine the group or cadre in which re-employment is to be made. The procedure for selection will be the same as prescribed in para6.
21. In selection officers for re-employment provincial quotas will be kept in view.
22. Re-employment on contract in various grades shall be made by the authorities competent to make appointment to these grades in accordance with rule 6 of the Civil Servants (Appointment, Promotion and Transfer) Rules, 1973.
23. The re-employed officers will be eligible for such training as is given to their civilian counter parts.
24. Re-employed officers will not have any seniority and will not be placed on the regular gradation list.
25. Pay of the re-employed officers of Armed Forces who retired on completion of the prescribed age or service limit and who are re-employed in civil posts on contract basis in grades equal to the substantive rank or temporary rank, if held for one year, may be fixed at the minimum of the grade in which re-employment is made and full service pension should be paid in addition. Pay of the re-employed officers who retired before completion of the prescribed age or service limit and who are re-employed on contract basis will be fixed under the normal rules issued by the Ministry of Finance from time to time for fixation of pay of retired Government Servants/University employee including retired military personnel re-employed under the Government of Pakistan and in autonomous bodies. In both the cases, service rendered on civil side shall not qualify for a second pension.
26. The Armed Forces officers Re-employed on contract shall be liable to serve

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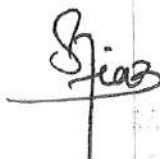



Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

anywhere within or outside Pakistan, in any post under the Federal Government or Provincial Government or local authorities or a corporation or body set up or established by such Government provided that nothing contained in this paragraph shall apply to an officer re-employed specifically to serve in a particular area or region and further provided that where such an officer is required to serve in a post other than the post in which he has been re-employed, his terms and conditions of service as to his pay shall not be less favourable than those to which he would have been entitled if he had not been so required to serve.

27. Termination of contract either on expiry or otherwise will be done through the High Powered Selection Board. For this purpose, the Ministry, Division, Department or office concerned will make a reference to the High Powered Selection Board through the Establishment Division sufficiently in advance or the date on which the contract period is due to expire or proposed to be terminated. The High Powered Selection Board shall consider whether the contract shall be extended or terminated, as the case may be. The recommendations of the Board will be submitted to the authority competent to re-employ the officer on contract which shall pass such orders as it may deem appropriate.
28. In case no orders are received by the date on which contractual period is due to expire, the contract shall be deemed to have been extended until further orders.
29. The conduct of re-employed contract officers shall be regulated by rules made, or deemed to have been made, or instructions issued, by Government or a prescribed authority as for civil servants/University employee under Section 15 of the Civil Servants Act.
30. A re-employed contract officer shall be liable to disciplinary action and penalties in accordance with the rules made or deemed to have been made under Section 16 of the Civil Servants Act, 1973.
31. The Armed Forces officer re-employed on contract shall be governed by the leave rules contained in the Finance Division O.M.No.2-1(2)-Rev.1/78, dated the 21st September, 1978. However, provisions contained in para 3(ii) and (iii), 5, 6, 10, 11 and 17 shall not apply.
32. The leave at the credit of an officer shall be carried forward in case a contract is extended without any interruption. However, all leaves at the credit of an officer shall lapse on the date of final expiry or termination of the contract.
33. The officer will be entitled to T.A. on tour and transfer and to medical attendance and treatment on the scale applicable to civil servants/University employees of corresponding grade.



M. A. Khan
Secretary
Ministry of Education
Islamabad

34. Where a right to prefer an appeal or apply for review in respect of any order relating to the terms and conditions of his service is provided to an officer of Armed Forces re-employed on contract under any rules made applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order.
35. Where no provision for appeal or review exists under the rules in respect of any order or class of orders, a re-employed officer aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation against it to the authority next above the authority which made the order.
36. The existing officers of the category mentioned in this part who have already been appointed on contract in civil posts shall be eligible to elect terms and conditions specified in this part. They shall be required to give their option either to elect their existing conditions of appointment or to elect the terms and conditions laid down in this part for the remaining period of their contract. The option shall be given within two months of the date of issue of this O.M. They will be brought on the terms and conditions laid down in this part with effect from 23rd December, 1979, the date on which the president was pleased to approve the scheme. Those who fail to submit their option by the prescribed date shall be deemed to have selected their existing terms and conditions. Option shall be final.

PART V

37. Any major difficulties in implementing these decisions will be resolved by reference to a committee comprising Establishment Secretary, Finance Secretary and Law Secretary. The reference will be made through the Establishment Division who will initially examine it and in case they are unable to remove the difficulty, the matter will be placed before the Committee.
38. This Office Memorandum issues with the concurrence of the Ministry of Finance.

GOVERNMENT OF PAKISTAN
Cabinet Secretariat Establishment Division
Rawalpindi the 11th February 1980

No. 14/5/78-D.III.

OFFICE MEMORANDUM

Subject: INDUCTION/RE-EMPLOYMENT OF OFFICERS OF ARMED FORCES OF PAKISTAN IN AUTONOMOUS BODIES UNDER FEDERAL GOVERNMENT

The undersigned is directed to state that the question of institutionalizing the

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induction and re-employment of officers of Armed Forces of Pakistan in civil posts had been under consideration for some time past. The President has now been pleased to decide that induction of officers of the Armed forces of Pakistan and their re-employment, as the case may be, shall be regulated by the instructions as


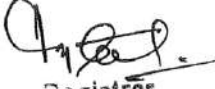
are laid down in the Establishment Division O.M.No. 14/5/78-D-III dated 10.02.1980 a copy of which is enclosed. The President has also been pleased to decide that these instructions will also apply, mutatis mutandis in the corporations and other autonomous bodies set up by the Federal Government or working under their administrative control.

2. All Ministries/Divisions are requested to advise the corporations and other autonomous bodies under their administrative control to draw instructions for induction or re-employment of officers of Armed Forces of Pakistan in various posts in the corporations on the lines of the instructions contained in the enclosed office memorandum and issue them with the approval of the competent authority.
3. A compliance report may be sent to the Establishment Division in respect of the corporations and other autonomous bodies under the administrative control of the Ministry concerned so as to reach the establishment Division by the 31st March, 1980.



Registrar
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Ministry of Defence

EXTRAORDINARY PENSION

- 9.1 (a) The statutes of this chapter apply to all persons in the University service, whether their employment is permanent, temporary or casual and whether remunerated by fixed pay or by piecework rates; provided that in case of a person to whom the Workman's Compensation Act 1923, applies-
- (1) an award shall be paid under the provisions of this chapter only if the authority competent to sanction it considers that the compensation payable under the Act is in the particular case inadequate; and
 - (2) the amount of award paid to any such person shall not exceed the difference between the amount otherwise admissible under the statutes of this chapter and the amount of compensation payable under the Act.
- (b) Pay for the purpose of this chapter means the pay which a person was drawing on the date of his death or injury, provided that in the case of a pension remunerated by piece work-rates, pay means the average earning of the last six months ending with the date of his death or injury.
- 9.2 The extraordinary pension may be granted to a University employee even if he is not invalidated from service as a result of the disability on account of which the award is made. The grant of extraordinary pension to a University employee is no bar to the grant of any ordinary civil pension or gratuity for which he may be eligible under the statutes.
- 9.3 Every grant of extraordinary pension under this Chapter is subject to the provision of statute 1.8.
- 9.4 In case where considerable delay has occurred in applying for an extraordinary pension, the grant, if any, will take effect only from the date of the report by the Medical Board, or, in the case of family pension from such date as the sanctioning authority may decide. Otherwise the grant may be made with effect from the date of wound, injury or death. The family pension granted to a posthumous child should commence from the date of his/her birth.
- 9.5 No extraordinary pension shall be sanctioned by a Pension Sanctioning Authority except with the prior concurrence of the Syndicate.



 Registrar
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 University of Agriculture, Faisalabad

9.6 An *injury/disability] pension to a University employee, or in case of his death, a family pension may be sanctioned under any of the following conditions on the merits of each case

A University employee, who receives injury (including wound) or is killed while performing any particular duty which has the effect of increasing his liability to injury beyond the ordinary risk of the post which he holds.

*[9.6-A. (a) Disability pension and gratuity shall be allowed at the following scale:

*****CHILDREN'S PENSION**


Class of Injury	Pension	Gratuity Child without	Child without own mother	Child with own mother leaving
A	20% of pay subject to a maximum of Rs. 3000 and a minimum of Rs. 500 P.M. (Note—After death it will devolve on the widow).	6 months Pay	5% of pay, subject to a maximum of Rs. 500 and a minimum of Rs. 250 per child.	2.5% of pay subject to a maximum of Rs. 50 and a minimum of Rs. 25 per child.
B	15% of pay subject to a maximum of Rs. 2500 and a minimum of Rs. 375 P.M.	Nil	4% of pay subject to a maximum of Rs. 400 and minimum of Rs. 200 per child.	2% of pay subject to a maximum of Rs. 50 and a minimum of Rs. 25 per child.
C	15% of pay subject to a maximum of Rs. 2500 and a minimum of Rs. 375 P.M.	Nil	Nil	Nil
Death (Special Family) Pension / Gratuity				
D	20% of Pay subject to a maximum of Rs. 3000/- P.M and a minimum of Rs. 500/- P.M.	6 months Pay	50% of Pay subject to a maximum of Rs. 500/- P.M and a minimum of Rs. 250/- P.M as per child	2.5% of Pay subject to a maximum of Rs. 250/- P.M and a minimum of Rs. 125/- P.M per child

(b) The classification of disability and the criteria for determining whether these were attributable to service have been detailed in the Annexure to this chapter.]

*Substituted for the word "injury" vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

*** Modified the amounts in table as per direction of Finance Department, Govt. of the Punjab, communicated by Agriculture Department vide letter No. SO (R&E) 8-6/2016-D dated 05.08.2019


 Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Multan

9.7 For extraordinary family pension, the provisions of ordinary family pension shall be applicable to the extent that they are not inconsistent with statutes in this Chapter.

9.8 (a) When a claim for any injury pension or family pension arises, the Head of the Department in which the injured or deceased University employee was employed shall forward the claim through the usual channel to the Vice Chancellor with the following documents:

- (I) A full statement of circumstances in which the injury was received, the disease was contracted or the death occurred.
- (II) The application for injury pension in Form 9(Pen.) or the application for family pension in Form 10(Pen.).
- (III) In the case of an injured University employee or one who has contracted a disease a medical report in Form 11 (Pen.). In the case of a deceased University employee, a medical report as to the death or reliable evidence as to the actual occurrence of death, if the University employee lost his life in such circumstances that a medical report cannot be secured.

9.9 In making an award under this Chapter, the Syndicate may take into consideration, the degree of default or contributory negligence on the part of the University employee who sustains an injury or dies as a result of an injury or is killed.

9.10 All awards under this Chapter shall be made in Pakistan Rupees.

**ANNEXURE
PART-I
CLASSIFICATION OF DISABILITY**

CLASS 'A'

1. Death /loss of life
2. Loss of a hand and a foot or loss of use of two or more limbs.
3. Total loss of eye-sight.
4. Total loss of speech.
5. Total deafness both ears.
6. Paraplegia or hemiplegia.
7. Lunacy.
8. Very severe facial disfigurement.

*Added vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

9. Advanced cases of incurable disease.
10. Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
11. Emasculation.

Note-- Wounds, injuries or disease of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the University employee has been totally impaired due to the invaliding disability.

CLASS 'B'

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tar some ta tarsal joint.
3. Loss of vision of one eye.

CLASS 'C'

1. Limited restriction of movement of joint due to injuries.
2. Disease of a limb restricting performance of duties.

General Note-- When the wound, injury or illness causing the disability is not entered in the above Schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

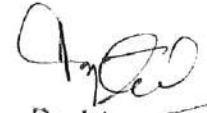
PART-II

PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY TO SERVICE OF DISABILITY

(A) Casualties due to wound or injury--

- (1) It should be established in such cases that the cause of casualty was the result of duty in service.
- (2) Where the injury resulted from the risk inherent in service attribute ability will be conceded.
- (3) An individual will be deemed to be in the performance of duty when-
 - (i) he is physically present in his headquarters;

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Registrar
Muhammad Nawaz Shareef
Director of Agriculture, Multan


- (ii) he is traveling on leave at University expense;
 - (iii) when traveling to or from duty (e.g. from residence to place of duty and back but not whilst he is in his residence);
 - (iv) whilst traveling on duty, i.e. where it is established that but for the duty he would not have been Traveling at all.
- (4) Disability resulting from purely personal act, such as shaving or similar private pursuits would not normally be treated as attributable to service.
 - (5) Disability resulting from violence provoked by performing of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.
 - (6) If circumstances are such that service played no part in the causation of disability, attribute ability will not be conceded.

Illustration-- If a person driving a motor cycle etc., on duty, collides with a truck the injury received may be attributed to service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

(B) Casualties due to disease---

- (a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attribute ability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by, a disease, as well as to the actual circumstances of the case.
- (b) Attribute ability will not be conceded if, though contracted during the period of actual performance of duty, the disease is, in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.
- (c) Where a disease or its aggravation resulted from the risk of duty, attribute ability/aggravation will be conceded.
- (d) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.
- (e) Attribute ability/aggravation in all cases of cardiac disease will be determined in accordance with the guidelines mentioned at the end of

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this part.

- (f) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

**Guidelines for determining attributeability/ aggravation
in cases of cardiac disease**

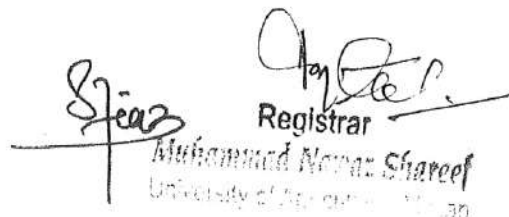
1. There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributeability /aggravation in such cases. For the guidance of medical and administrative authorities some of the facts which may precipitate the attack of heart disease are enumerated below:

(a) Physical Exertion---coronary occlusion is known to have precipitated during or immediately following physical exertion, physical exertion may not necessarily be of an unusual character i.e. lifting of a heavy trunk/bundle, pushing a stalled vehicle or an up-hill climbing have in many instances been followed by an attack of coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributeability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties develops psychiatric problem.

(b) Emotional Strain---The occurrence of coronary disease in persons who had been under an unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

(2) The question of attributeability/aggravation of heart disease on occurrence in otherwise a normal individual who is subject to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.

(3) While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributeability/aggravation depends on their candid opinion.]


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CHAPTER-X

Part-I Financial Assistance to the Family of University Employees who die while in-service

10.1 Financial Assistance:

In order to provide financial relief to the families of University employees who expire during service, the deceased's family shall be granted financial assistance as under:-

Basic Pay Scale	Amount (Rs. in million)
1-4	1.60
5-10	1.90
11-15	2.20
16-17	2.50
18-19	3.40
20 and above	4.00

10.2 For this purpose, basic pay scale means pay scale in which a University employee was drawing his/her pay.

10.3 Financial assistance will be granted to the family as explained in statute 4.10 of the Pension Statutes i.e.

- A.
- (a) Wife or wives in the case of male University employee;
 - (b) Husband in case of a female University employee;
 - (c) Children of the University employee;
 - (d) Widow or widows and children of a deceased son of University employee.

B. In case the financial assistance is not payable under provision-A above, it may be granted;

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

10.4 The Syndicate in respect of the employee for whom it is appointing authority and in other cases, the Vice Chancellor shall have full power to accord sanction the financial assistance.

Part-II Salary

10.5 Salary:

In case of in service death of a University employee, his/her family shall henceforth be granted four months' salary (pay last drawn plus allowances) from the date of his/her death. This will be in addition to other benefits admissible to the family of a deceased University employee under the statutes. The Vice Chancellor shall have power to accord sanction.

Part-III Pension Fund

10.6 Management of the Pension Fund:

The management of the pension fund shall vest in the Syndicate which may, from time to time make rules, issue general or specific directions as may be consistent with these Statutes as to:

- a) The conduct of the business of the Pension Fund;
- b) Any matter pertaining to the Pension Fund or its management of the investment of sum at the credit of the Pension Fund, or the privileges of the depositors not herein expressly provided for, or vary or cancel any rule or direction given.

10.7 Rate of Pension contribution

The monthly rate of pension contribution, payable by the University, shall be 33-1/3% of the mean of minimum and maximum of the basic pay scale held by the University employee concerned plus other emoluments reckonable for pension.


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University of Agriculture, Faisalabad

10.8 Name of Account in which Investments of the Pension Fund are to Stand:

All sums paid into the Pension Fund, under these Statutes shall be credited in the books of the University to an account named "The MNS-UAM Employees Pension Fund Account." All investments of the Pension Fund and the Banking account of the Fund shall be in the name of the Pension Fund.

10.9 Deposit of Fund:

The Treasurer shall from time to time pay into any scheduled Bank selected by the Syndicate, to the credit of the Pension Fund to an account to be opened in the name of the Pension Fund, all moneys received on behalf of the Fund. All moneys to the credit of such account shall be dealt with only in accordance with these Statutes.

10.10. Investments:

All moneys from time to time contributed to the Pension Fund by the University or occurring by way of interest or otherwise to the Pension Fund and not immediately required for the purpose of the Pension Fund shall from time to time be invested in the name of Pension Fund in fixed deposit with a public bank or a schedule bank (out of top seven rated schedule banks), on higher rate, as approved by the Syndicate.

Part-IV

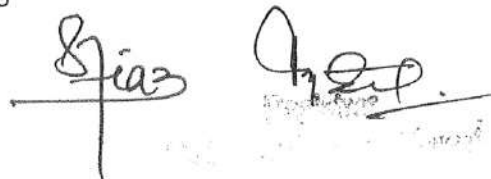
11. Restoration of commuted portion of Pension

A pensioner on his option can get his pension commuted up to a maximum of 35 percent. In such cases, University pays commuted value of such portion of pension for a number of years according to age next birthday after retirement as mentioned in the Commutation Table. The commuted portion of pension to the extent of 35% of gross pension shall be restored in the case of such pensioners who have already completed the number of years for which commuted value of pension was paid.

2. In restoring the commuted portion of pension fraction of a year mentioned in the Commutation Table Which is less than 6 months will be ignored and that of 6 month and more will count as one year.

12. Grant of Annual Increment on Notional Basis to the Retiring University Employee

(1) A University employee retiring on or between 1st June and 30th November in a year, shall for the purpose of calculation of pension only, be notionally allowed annual increment in the relevant pay scale, on the date of retirement subject to condition that he




has completed six months continuous service at a stage in relevant pay scale during that year. This condition shall be admissible w. e. f. 01-06-2000.

(2) The benefit of one increment may also be allowed to all those pensioners who were stuck up in the maximum states of their pay scales and were not allowed increment beyond their maximum pay scales in the year of retirement (having at least six months service in the year of retirement).

13. Authority Competent to Sanction Pension/Gratuity/Commutation:

The authority competent to sanction the pension or gratuity or commutation shall be the Syndicate in respect of the University employees for whom it is appointing authority and the Vice Chancellor in respect of the other University employees. An appeal against the orders of the Vice Chancellor shall lie to the Syndicate and that against the orders of the Syndicate to the Chancellor. The decision of the appellate authority shall be final.

14. Except where express provision has been made in these Statutes, the Punjab Civil Services Pension Rules as amended and instructions thereto issued by the Punjab Government, from time to time shall apply mutatis mutandis to the University employees on adoption of the Syndicate.


Registrar
Muhammad Naveed Sharif
University of Agriculture, Faisalabad

FORM I (PEN)

{Referred to in statute 4.7(6)}

NOMINATION FOR GRATUITY

When the University employee has family and wishes to nominate one member thereof:

I hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the University in the event of my death while in service, and the right to receive on my death any gratuity which having been admissible to me on retirement may remain unpaid at my death--

Name and address of nominee	Relationship with University employee	Age	Contingencies on the happening of which the Nomination Shall Become Invalid	Name and relationship of the person if any, to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the University employee
1	2	3	4	5

Dated this _____ day of _____ 200__ at _____

Witnesses to signature

1. _____
2. _____

Signature of the University employee

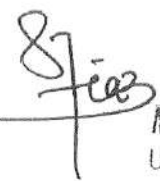
To be filled in by the Head of Office in case of a Non-Gazetted University employee

Nomination by _____ Signature of Head of Office _____

Designation _____ Date _____

Office _____ Designation _____

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 Registrar

 Muhammad Nawaz Shareef

 University of Agriculture, Faisalabad

FORM 2 (PEN)

**{Referred to in statute 4.7 (6)}
NOMINATION FOR GRATUITY**

When the University employee has family and wishes to nominate more than one member thereof

I, hereby nominate the persons mentioned below, who are members of my family, and confer on them the right to receive to the extent specified below, any gratuity that may be sanctioned by the University in the event of my death while in service, and the right to receive on my death to the extent specified below, any gratuity which having become admissible to me on retirement may remain unpaid at my death-

Name and address of Nominee	Relationship With University employee	Age	Amount Or share of gratuity payable to each	Contingencies on the happening of which the Nomination shall become Invalid	Name and relationship of the person if any, to whom the right conferred on the nominee shall pass in the event of the Nominee predeceasing the University Employee
1	2	3	4	5	6

N.B.- The University employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this _____ day of _____ 19____ at _____

Witnesses to Signature

1. _____
2. _____

Signature of University employee

Note - This column should be filled in so as to cover the whole amount of gratuity.

_____ To be filled in by the Head of Office in the case of a non-Gazetted University employee.

Nomination by _____ Signature of Head of Office _____
 Designation _____ Date _____
 Office _____ Designation _____


 Registrar
 Muhammad Nawaz Sharif
 University of Agriculture Mulkhan

****PENSION PAPERS OF**

Mr.

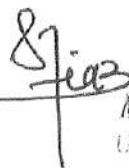
POSTAL ADDRESS:

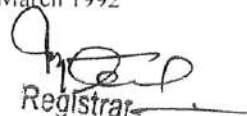
INSTRUCTIONS

1. The head of the Department or Office responsible for initiating the case should start filling in sections (2) to (5) of Part II of the working copy of the Form one year before the expected date of retirement. In case of death of a University employee, while in service, the Head of Department/Office should get the papers completed instead of waiting for the submission of claim by family members.
2. Six months before the date of retirement, the pensioner should be asked to fill in and sign Part I in a fresh copy of the form and submit it along with the required enclosures mentioned in the last paragraph of the application for pension.
3. Part-I of the working copy will then be filled in by copying from Part-I of the signed copy received back from the applicant. Similarly, sections (2) to (5), Part-II of the signed copy will be filled in by copying from Part-II of the working copy. Section (1) of Part II of both the forms should then be filled in.
4. The signed copy should be forwarded to the sanctioning authority after filling in and signing section (6), while the working copy will be retained in the initiating office as an office copy. If any extra enclosures, such as list of family members, Death Certificate, Invalid Certificate, etc., are required by the special nature of a case, these should be attached with the form sent to the Audit Office.
5. The sanctioning authority should fill in section (7) of the form and send it to the Audit Office, along with forwarding letter.
6. The Audit Officer after scrutinizing Parts-I and II and arriving at his own findings about the correct length of qualifying service and amounts of Pension and Gratuity admissible, copy the gist of his findings from his working papers into Part-III. The form will then be filled as a record of the Audit Office.
7. Before filling in the form please read Chapter-V of the Punjab Civil Services Pension Rules.

** Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

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Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

FIRST PAGE
FORM 3 (PEN)
PART I

(To be filled in and signed by the applicant himself)

APPLICATION FOR PENSION AND COMMUTATION

To

The _____

Sir,

I have the honour to say that I *have retired/*have been permitted to retire/ am due to retire from Government service with effect from (Date) I, therefore, request that the pension admissible under the rules may kindly be sanctioned to me.

2. I declare that I have neither applied for nor received any pension or gratuity for any portion of this service, nor shall I submit any application hereafter without quoting a reference to this application and to the orders which may be passed there on.

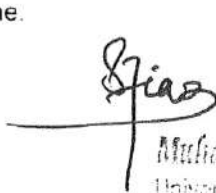
3. Should the amount of the pension and/or gratuity granted to me be afterwards found to be in excess of that to which I am entitled under the rules, I hereby undertake to refund any such excess.

4. I wish to commute my pension to the extent of Rs. _____ out of my full pension.

5. I wish to draw my pension from the District Accounts Office/Treasury/Sub-Treasury at _____ (place).

6. The following documents, duly attested, are enclosed:

- (i) Three specimen signatures of mine.
- (ii) Three photographs of mine.


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University of Agriculture, Multan

*Delete inapplicable alternative.

- *(iii) Two sets of my thumb and finger impressions.
- (iv) Attested copy of my National Identity Card.
- (v) Photo copy of the Computer slip (in case of computerized pay roll only)

Your obedient servant

(Signature with date) _____

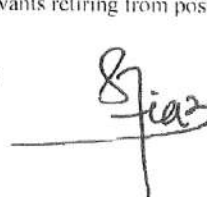
(S/o) _____

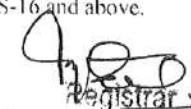
Post held at the time of retirement _____

Postal address _____

*Not required in the case of Government servants retiring from posts in BS-16 and above.

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

**FIRST PAGE (CONTINUED) APPLICATION
FOR FAMILY PENSION**

To

The _____

Dear Sir,

I have the honor to say that my husband/wife^{*}
_____ ex _____ in the office
of _____ has expired on (date) _____, I, therefore,
request that the family pension admissible under the rules may
kindly be sanctioned to me.


2. I declare that I have neither applied for nor received any
family pension.

3. Should the amount of the family pension granted to me
be afterwards found to be in excess of that to which I am entitled
under the rules, I hereby undertake to refund any such excess.

4. I wish to draw my pension from District Accounts
Office Government Treasury/Sub-Try
at (place) _____

5. The following documents, duly attested, are enclosed:

- (i) Three specimen signatures of mine duly attested
/two sets of my thumb and finger impressions on
the prescribed form.
- (ii) Three photographs of mine[@].
- (iii) List and particulars of family members.
- (iv) Descriptive Roll.
- (v) Death Certificate. (From Hospital /Local Council
Authorities).


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University of Agriculture, Multan

* Indicate relationship with the deceased Government servant.

[@] Not applicable in the case of *purdah-observing* lady.

- (vi) Non -remarriage and non-separation certificates
- (vii) Attested photo copy of the National Identity Card.

Yours faithfully,

Signature _____

Widow/Husband/entitled member of the family _____

Postal Address _____

Date _____

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Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

SECOND PAGE

PART II

(To be completed by Office/Department) SECTION (1)
PARTICULARS OF APPLICANT

1. Name of applicant _____
2. Father's name _____
3. Nationality _____
4. Postal address _____
5. Post held on the date of retirement and BPS _____
6. Date of birth of the applicant _____

7. Date of (Commencement of service _____
(Retirement _____
(Application for pension _____)

7-A Computer Personnel No. _____

8. Length of service, including interruptions--

Y. M. D.

From to i.e.
From to i.e.

9. Date of commencement and ending of each spell of military service, if any--

Y. M. D.

From to i.e.
From to i.e.

Total _____

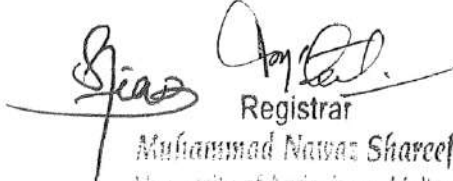
10. Governments under which service has been rendered in chronological order --

Y. M. D.

Government of _____ From to i.e.
Government of _____ From to i.e.
Government of _____ From to i.e.
Total _____

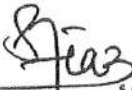
11. Class of pension or gratuity applied for _____
12. Average emoluments/last pay drawn of post held on regular basis _____
13. Proposed full pension/gratuity _____

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Muhammad Nawaz Shareef
University of Agriculture, Multan

14. Proposed family pension _____
15. Proposed value of commutation _____
16. Proposed net pension. _____
17. Place of payment (Government Treasury or Sub-Treasury)/DistrictAccounts Office _____
18. Date from which pension is to commence _____

Office
Signature of Head of _____
Department
Official seal


Registrar
Muhammad Nawaz Shareef
University of Agriculture Multan

THIRD PAGE

Section (2) Calculation of Qualifying Service

Y. M. D.

Total length of service, as per Col. 10 of Section (1)

Less--

- (i) Extraordinary leave.
- (ii) Suspension not treated as duty or as leave.
- (iii) Service rendered before break, if break is not condoned.
- (iv) Service forfeited by resignation.
- (v) Un authorized absence.

Total _____

Net qualifying service _____

Add--

- (i) Periods, if any, of Military Service or War Service allowed to count for pension.
- (ii) Benefit of condonation of deficiency in service.
- (iii) Any other addition to qualifying service.

Total _____

Total qualifying service _____

Sivas
Register
 Registrar
 Registrar
 Registrar



SECTION (3).-CALCULATION OF
AVERAGE EMOLUMENTS
UNDER PARA 3(a)/(b) of L.P.R. 1977

STATEMENT OF EMOLUMENTS DURING THE LAST 36/12
MONTHS

Period		Duration Month &		Monthly rate of		Amount drawn	
From	To	M	D	Rs.	Ps	Rs.	Ps.

The Total emoluments for 36/12 months are;
Therefore "Average Emoluments", work out to

Rs. _____ 36/12=Rs. _____ P.M



Secretary
Department of Public Relations
Government of Karnataka
Bangalore

FOURTH PAGE

SECTION (4)-CALCULATION OF PENSION

Length of total qualifying serviceyears
Emoluments/Average Emoluments/Last Pay
drawn of the post held on regular basis.
Rs.....

Amount of gratuity
(in case where qualifying
service is 5 years or more
but less than 10 years). Rs.....

Amount of gratuity on
discharge from temporary
service where qualifying
service is 10 years or more
but less than 25 years. Rs.....


Full pension calculated up to
30 years qualifying service Rs.....

Benefit to the extent of
2% of full pension for each extra
year of service beyond 30 years
subject to a maximum
of 10% of the full pension. Rs.....

Total Rs.....

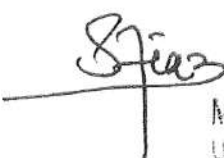
Commutation Rs.....

Net Pension Rs.....


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University of Agriculture, Faisalabad

SECTION (5)-COMMUTED VALUE OF PENSION

- (i) Amount of pension to be commuted Rs.....
- (ii) Age next birthday or 60 in case of Superannuationyears
- (iii) Rate of commuted value for every one rupee. Rs.....
- (iv) Commuted value of pension. Rs.....


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

FIFTH PAGE

SECTION (6) -- REMARKS BY HEAD OF OFFICE/DEPARTMENT

1. Remarks regarding any gratuity or pension received by the applicant (see Chapter IX of Punjab Civil Services Pension Rules).
2. Any other remarks.

Signature of the
Head of the Department/Office

SECTION (7) -- ORDER OF THE SANCTIONING AUTHORITY

1. Sanction is hereby accorded to the grant of pension and/or commuted value of pension/gratuity as calculated in sections (4) and(5).
2. _____ has not been sanctioned anticipatory pension.

The anticipatory pension/gratuity of Rs . _____
_____ sanctioned, vide No. _____
_____ dated _____ may be
adjusted while making payment on the final PPO (score
out which is not applicable).

3. The payment of pension and/or gratuity may commence from _____. Before issuing the pension payment order ,the Audit Officer may kindly ascertain whether the Last Pay and No Demand Certificates have been received by him. In case No Demand Certificate has not been received, the University employee, or his family in the event of his death, may be requested to give his/its consent in writing to any amount outstanding against him on the date of retirement/death being recovered from the pension and/or gratuity in lump sum or in monthly installments.

Signature _____

Designation _____

S. Jais
Registrar
Registrar
University of Punjab
Lahore


SIXTH PAGE PART
III
(FOR USE IN THE ACCOUNTANT GENERAL'S OFFICE)

- I. The calculations contained in the preceding pages have been checked.
- II. Length of qualifying service accepted
In Audit _____ Year
- III. Reasons for difference, if any, between this and the length of qualifying service worked out by the Department.
- IV. Amount of pension. Rs.....
- V. Reasons for discrepancy, if any, between this amount and that calculated by the Department.
- VI. Amount of family pension. Rs.....
- VII. Reasons for discrepancy, if any, between this amount and that calculated by the Department
- VIII. Amount of commutation for
The pension commuted. Rs.....
- IX. Reasons for discrepancy, if any, between this amount and that calculated by the Department
- X. Amount of net pension payable Rs.....
- XI. The pension will
Commence from
- XII. Allocation of the pension/gratuity and commutation.

	Pension	Gratuity
Government of _____		
Government of _____		
Government of _____		
Defence Estimates _____		
Total		_____

- XIII. Anticipatory pension of Rs. _____
(Rupees _____)
per month, granted with effect from _____

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vide P.P.O. No. _____ under rule _____
to be adjusted in the final P P O

XIV. Amount of original pension
commuted. Rs.....


XV. Checked with the L.P.C. and 'No
Demand Certificate'

XIV. P.P.O. issued, vide No. _____ dated _____

TREASURER

FORM 4 (PEN)

*Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992



Registrar
Muhammad Nawaz Shareef
University of Agriculture, Faisalabad

* FORM 5 (PEN)
(Referred to in Statute 6.4)

** From

To

The Accountant General, Punjab, Lahore/ District
Accounts Officer, _____

Subject: GRANT OF ANTICIPATORY PENSION TO

Sir,

***Mr. _____ is due to retire/ has retired from
Government service with effect from _____. The finalization of
his pension case is likely to take some time. To avoid unnecessary hardship
he is granted an anticipatory pension/gratuity, with effect from _____ as
follows:

(1) Anticipatory Pension Rs. _____ (in
words and figures per mensem).

(2) Gratuity Rs. _____ (in word sand figures per
mensem for six months).

Necessary declaration duly signed by him is enclosed. The District
Accounts Officer/Treasury Officer is being requested for disbursement of the
anticipatory pension/gratuity from the Government Treasury/Sub-Treasury at
_____.

* Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Here insert the name of the authority competent to sanction the pension

*** Give the name and designation of the retiring Government Servant

424

Siaz

Ansari

2. His anticipatory pension/gratuity has been sanctioned after careful summary investigation on the basis:

- 1) Name of the Government servant//university employee.
- 2) Father's Name.
- 3) Postal address.
- 4) Post held at the time of retirement and BPS.
- 5) Date of birth.
- 6) Date of first recruitment in Government service.
- 7) Date of beginning of continuous qualifying service (including temporary service over five years without break or temporary and officiating service followed by confirmation).
- 8) Date of ending of service.
- 9) The period of service that ordinarily does not count for pension:-
 - i) the period of service paid from contingencies;
 - ii) extraordinary leave; or
 - iii) period of training before actual appointment to Government service.
- 10) The length of qualifying service (after deduction of the period mentioned in (9) above);
- 11) Class of pension or gratuity (whether compensation; invalid; superannuation or retiring).
- 12) Average emoluments or last pay drawn of the post held on regular basis.
- 13) (i) (a) Whether his service was more than 5 years and less than 10 years, if so--
(b) gratuity admissible to him.
(ii) If his qualifying service is ten years or more and he did not die before retirement, the amount of full pension.

3. The pension/gratuity is chargeable to the Punjab Government provision ally and will commence _____ (the date of the retirement of the government servant/university employee or the day following his death if he died before retirement).

4. This letter will constitute an authority to claim anticipatory pension/gratuity till the finalization of pension case of the Government servant/university employee.

5. A copy of the declaration signed by the retiring Government servant/university employee is attached.

Your obedient servant

Form attached


Authority competent to sanction the pension _____

No. _____ dated _____

A copy forwarded to* _____ for information.

425

Authority competent to


Registrar
Muhammad Nawaz Sharief
University of Agriculture, Faisalabad

sanction the pension

No. _____ dated _____

A copy is forwarded to the District Accounts Officer/Treasury Officer**

_____ for necessary action.

2. Pension payment order No. _____
_____ In favour of _____ for Rs. _____ Per mensem

is attached. I am to request that the pensioner's half of the order may be made over to him after obtaining his signatures on the disburser's half after you have satisfied yourself of his identity and payments noted on both halves as they are made. The slip bearing the _____ left hand thumb and _____ finger impressions***passport _____ size photograph and _____ specimen signatures of the pensioner are also enclosed.

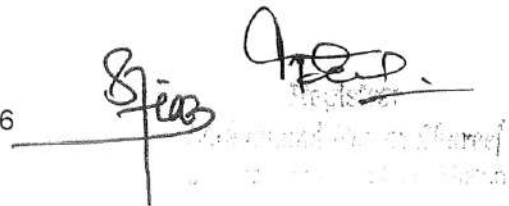
Authority competent to
sanction the pension

* Here insert the name and full address of the Government servant.

** Here insert the name of Treasury.

***In the case of literate ladies and gazetted Government servants thumb or finger impressions are not required.

426

The block contains a handwritten signature in black ink, which appears to be 'S. J. Rao'. Below the signature is a rectangular official stamp with some illegible text and a horizontal line. The number '426' is printed to the left of the signature.

DECLARATION

Whereas* _____ has consented provisionally to pay me the sum of Rs. _____ (in words and figures) a month as anticipatory pensioner Rs. _____ (in words and figures) a month as gratuity equal one-sixth of $3/4^{\text{th}}$ of the gratuity admissible and Rs. _____ as commuted value of anticipatory pension, in anticipation of the completion of the enquiries necessary to enable the Government to fix the amount of my pension/gratuity, I hereby acknowledge that my pension/gratuity/commuted value of pension is subject to revision on the completion of the necessary formal enquiries, and I promise to have no objection to such revision on the ground that the provisional pension/ gratuity/commuted value of pension now to be paid to me exceeds the pension/gratuity which I may be eventually found entitled to. I further promise to repay any amount advanced to me in excess of the pension/gratuity/commuted value of pension to which I may be eventually found entitled.

Signatures of the University employee
with full address and date

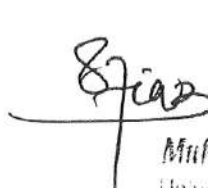
Witness with full address:

1 _____

2 _____

Here state the designation of the authority sanctioning the
anticipatory pension.

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

**ANTICIPATORY PENSION/GRATUITY PAYMENT
ORDER PENSIONER'S PORTION**

CLASSIFICATION

Major000 Function	General	Major Object 600 Administration	Transfer Payments.
Minor020 Function	Fiscal Administration	Minor Object 660	Superannuation Allowance sand Pension.
Detailed028 Function	Superannuation and Pension	Detailed661 Object	Superannuation Retiring and Compensatory Pension.

Debit able to _____
_____ Government

Place for signature of Pensioner's as the first payment is made

Class of pension and date of order sanctioning	Personal identification	Height		Date or approximate date of birth	Sex	Permanent residence showing village, tehsil and ID No.	Amount of monthly pension	
		M	C M				R s.	P s.

OFFICE OF THE
NO. _____

The _____ 200 _____


 Registrar
 Muhammad Nawaz Sharief
 University of Agriculture, Multan

Until further notice, and on the expiration of every month please pay to

Mr. _____ son/daughter of _____ the sum of rupees _____ (less income tax), being the amount of _____ pension, as _____ BPS No. _____ Upon the production of this Order and a receipt in the usual form. The payment should commence from _____.

2. As the late _____ died in service, a gratuity of Rs. _____ Rupees _____ in lieu of his 1/4th pension of Rs. _____ is also payable. The gratuity is debatable to the Head:

Major Object	600	Transfer Payments.
Minor Object	660	Superannuation Allowances and Pension.
Detailed Object	663	Gratuity Value of Pension.

3. A sum of Rs. _____ Rupees _____ on account of commuted value of pension is also payable and debatable to the Head:-


Major Object	600	Transfer Payments.
Minor Object	660	Superannuation Allowances and Pension.
Detailed Object	662	Gratuity Value of Pension.

4. As the service of _____ was less than 10 years _____ was not employed in a substantive capacity and his service was less than 25 years; only a gratuity of Rs. _____ is admissible to him. An amount of Rs. _____ being one-sixth of 3/4th of the gratuity may be paid to him monthly for a period of six-month.

(Signature) _____

(Designation) _____

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Registrar
Muhammad Nasir Shareef
University of Agriculture Faisalabad


To


The Treasury Officer/
District Accounts Officer,

NOTE (1) Payment under this order is to be made only to the pensioner in person, with the following exceptions.

- (a) To persons specially exempted by Government.
 - (b) To females unaccustomed to appear in public and to persons unable to appear on account of illness or bodily infirmity, (Payment in both classes (a) and (b) is made on production of a Life Certificate signed by a responsible officer of Government, or other well-known and trust worthy person).
 - (c) To any person sending a Life Certificate signed by some person exercising the powers of a Magistrate of any class under the Criminal Procedure Code, or by any Registrar or Sub-Registrar under the Registration Act, or by any pensioned officer who before retirement exercised the powers of a Magistrate or any Gazetted Officer of Government or by any person holding a Government title.
 - (d) In all cases referred to in clauses (a), (b) and (c) the Disbursing Officer must at least once a year, require proof, independent of that furnished by the Life Certificate, of the continued existence of the pensioner.
- (2) ~~Strikeout the paragraph(s) not applicable.~~

430





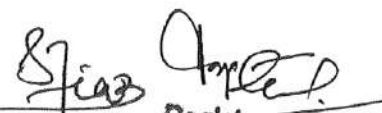
District Accounts Officer
District Accounts Office
Multan

REVERSE OF DISBURSER'S PORTION

⑥ Month for which pension	19	19	19	19	19	19	19	19	19	19	19		
	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	REMARKS
July													
August													
September													
October													
November													
December													
January													
February													
March													
April													
May													
	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	
Note of pensioner's identification													

Amount of pension Rs. _____ (in words _____).
 A gratuity of Rs. _____ (Rupees _____)
 paid vide Treasury Voucher No. _____ dated _____.

⑥ If the payment is by Postal Money Order, identification is required twice a year as prescribed otherwise annually.


Registrar
 Muhammad Nawaz Shareef
 University of Agriculture, Faisalabad

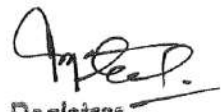
This document is to be retained by the Disbursing Officer so long as the authority remains in force in such manner that the pensioner shall have no access to it. Every separate payment is to be recorded as below:-

^(a) Month for which pension is due	19	19	19	19	19	19	19	19	19	19	REMARKS
	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	
July August September October November December January February March April May June											
	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	
Note of pensioner's identification											


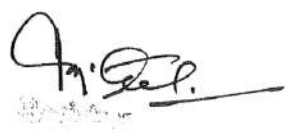
^(a) Month for which	19	19	19	19	19	19	19	19	19	19	

^(a) If the payment is by Postal Money Order, identification is required twice a year as prescribed otherwise annually.

^(a) If the payment is by Postal Money Order, identification is required twice a year as prescribed otherwise annually.


Registrar
 Muhammad Naveed Shareef
 University of Agriculture, Faisalabad

pension is due												
	Date of payment	Disbursing officer's	Date of payment	Disbursing officer's initial	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	Date of payment	Disbursing officer's initials	REMARKS	
July												
August												
September												
October												
November												
December												
January												
February												
	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials		
Note of pensioner's												

FORM 6 (PEN.)

(Referred to in statute 8.2)

COMMUTATION OF CIVIL PENSIONS

PART-I FORM OF APPLICATION

I, _____ desire to commute Rs _____ of my
Superannuation/ Retiring/Invalid/Compensation pension of Rs _____
_____ month. I certify that I have answered correctly each
and all of the questions below-

Place

Date

Signature

Designation

Address

Question

Answer

1. What is the date of your birth?
2. How much of your pension do you wish to commute?
3. (a) Have you already commuted a portion of your pension, if so give particulars.
(b) Has any application from you for commutation of pension ever been rejected, or have you ever accepted/declined to accept commutation of pension on the basis of an addition of years to your actual age recommended by the medical authority? If so, give particulars.
4. From what treasury do you draw or proposed to draw your pension and commutation money?
5. If you are already drawing your pension quote the No. of your Pension Payment Order.
6. Without prejudice to the direction of the sanctioning authority, from what date approximately do you wish this commutation to have effect?
7. At what station (near the area in which you are ordinarily resident) would you prefer your medical examination to take place

Place: and address

Signature

Forwarded for report to

(Here enter designation and address of the Accounts Officer)

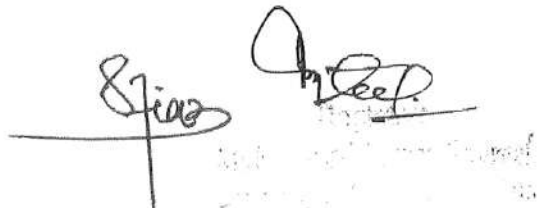
Date:

Office/Department/Attached

Signature

Designation (of Head of Department)

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***[PART-II**

Forwarded to _____ (Here enter the designation and address of the sanctioning authority).

2. Subject to the medical authority's recommending commutation, the capitalized value of Rs. _____ out of the monthly pension of Rs. _____ will be payable as stated below:-

Sum payable, if the commutation becomes absolute before the applicant's next birthday, Rs.) which falls on.	(On the basis of normal age, i.e. years,
--	---


Sum payable if the commutation becomes absolute before the applicant's next birthday, but before the birthday but one.	(On the basis of normal age, years, Rs.)
--	---

3. The sum payable will be debitable to
(i) The Federal Government Rs.
(ii) The Provincial Government(s) of. Rs.

Signature and Designation of
Accounts Officer.

Station _____
Date _____

*Part-II and III substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Faisalabad

Part-III

Administrative sanction is accorded to the above commutation. A certified copy of paragraph 2 of Part-II of the Form has been forwarded to the applicant in Form 7 (Pen).

Signature and Designation
of the Sanctioning Authority


Place _____
Date _____

Forwarded with one copy of Form 8 (Pen) and one extra copy of Part-III of that Form to the Secretary to Government of the Punjab, Health Department, Lahore, in original on _____ with the request that he will arrange for the medical examination of applicant by the proper medical authority as early as possible within three months from the (here enter the date) but not earlier than the _____ (here enter the date of retirement) and inform the applicant direct in sufficient time where and when he should appear for the examination.

The next birthday of the applicant falls on _____ and his medical examination may be arranged before that date, if possible, unless the applicant desires that it should be held after that date but within the period prescribed in the sanctioning order.

Signature and Designation
of the Sanctioning Authority]

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Registrar
Mahmood Nasser Shareef
Government of Punjab, Lahore

FORM 7 (PEN.)
(Referred to in statute 8.7)

COMMUTATION OF CIVIL PENSIONS PART I

Subject to the medical authority's recommending commutation and the conditions prescribed in Part II of this form, the capitalized value of _____ out of the monthly pension of Rs. _____ will be payable as stated below:

Sum payable if the commutation becomes absolute before the applicant's next birthday, which falls on _____ i.e.....years, Rs.....

Sum payable if the commutation becomes absolute age after the applicant's next birthday but before his next birthday but one.

.....years, Rs.....

Station
Date.

Signed
(Designation of Accounts Officer)

PART II

The commutation for a lump-sum payment of the pension of _____ is administratively sanctioned on the basis of the report of the Accounts Officer contained in Part I above. The sum payable will be the sum appropriate to the applicant's age on his birthday next after the date on which the commutation becomes absolute, or, if the medical authority directs that years shall be added to that age, to the consequent assumed age.

2. The Secretary to Government of the Punjab, Health Department, has been requested to arrange for the medical examination and inform Mr. _____ direct where and when he should appear for the examination. He should bring with him the enclosed Form 8(Pen) with the particular required in Part I completed except for the signature.

Station.
Date.

(Signature and designation of
the Sanctioning Authority).

To

(The name and address of applicant)

S. J. Singh
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FORM 8 (PEN)
(Referred to in statute 8.5)
COMMUTATION OF CIVIL PENSIONS

Medical Examination by the _____

(here enter the medical authority)

PART-I

Statement by the applicant for commutation of a portion of his pension. The applicant must complete this statement prior to his examination by the (here enter the medical authority) and must sign the declaration appended thereto in the presence of that authority.

1. Name in full (in block letters).
2. Date of birth.
3. Have you ever been granted leave on medical certificate. If so, state periods of leave and nature of illness.
4. Has any application for insurance on your life ever been declined or accepted at an increased premium?
5.
 - (i) Have you ever been told that you had albumen or sugar in the urine?
 - (ii) Do you rise at night to urinate?
 - (iii) Are you now or have you ever been on special diet for your health?
 - (iv) Has there been any marked increase or decrease in your weight within the past three years? If so, how much?
6. Have you been under the treatment of any doctor within the last three months, if so, for what illness?

DECLARATION BY APPLICANT

(To be signed in presence of the medical authority)

I declare all the above answers to be, to the best of my belief, are true and correct. I will fully reveal to the medical authority all circumstances within my knowledge that concern my health and fitness.



I am fully aware that by willfully making a false statement or concealing a relevant fact I shall incur the risk of losing the commutation I have applied for, and of having my pension withheld or withdrawn under rule 1.8 of the Punjab Civil Services Pensions Rules.

Applicant's Signature

Signed in presence of _____

Signature and designation of medical authority

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FORM 8 (PEN.) - Contd.

PART-II

(To be filled in by the examining medical authority)

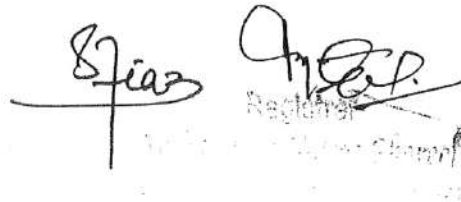
1. Apparent age.
2. Height
3. Weight.
4. Girth of abdomen at level of umbilicus.
5. Pulse rate -
 - (a) Sitting
 - (b) Standing.
 - (c) What is character of pulse?
6. What is condition of arteries?
7. Blood pressure -
 - (a) Systolic.
 - (b) Diastolic.
8. Is there any evidence of disease of the main organs -
 - (a) Heart.
 - (b) Lungs.
 - (c) Liver.
 - (d) Spleen.
9. Does chemical examination of urine show (i)albumen,(ii)Sugar?
State specific gravity.
10. Has the applicant a rupture? If so, state the kind and if reducible.
11. Describe any scars or identify marks.
12. Any additional information.

(Signature and designation of
examining Station medical authority)
Dated

*PART-III

I/We have carefully examined _____
(Name of applicant)
and am/are of opinion that:

*Substituted vide Notification No. FD (SR-III) 4-1/89 dated 1st March 1992


Registrar
Mysore District Medical Officer's Office

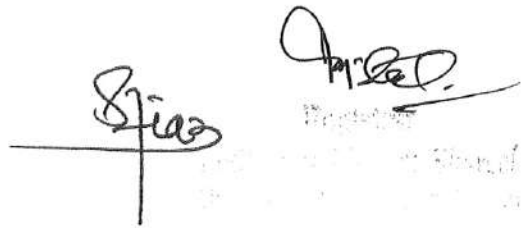
Either he is/is not good bodily health and has the prospect of an average duration of life/is not a fit subject for commutation or (in the case of an impaired life which is yet considered a fit subject for commutation)as _____

_____ Name of applicant is suffering from _____ his age for the purpose of commutation, i.e. his age next birthday should be taken to be _____ years more than actual age.

Left hand and finger impression of non-gazetted Government servants/university employee.

Station _____ (Signature and designation of examining _____ medical authority).
Dated _____

Note - In the case of an impaired life, if the pensioner desires, after the medical examination to record his acceptance of the reduced commutation value without waiting for an intimation of the revised commuted value from the Accounts Officer, he may intimate to that officer an unconditional acceptance which will be treated as final and irrevocable.



FORM 9 (PEN)
(Referred to in statute 10.8)

**FORM OF APPLICATION FOR INJURY PENSION OR
GRATUITY**

1. Name of applicant.
2. Father's name.
3. Residence, showing village/Tehsil & District
4. Present or last employment including name of establishment.
5. Date of beginning of service.
- **6. Length of Service including interruptions-
(a) the service qualifying for pension,
(b) non-qualifying service and interruption.]
7. Classification of injury.
8. Pay at the time of injury.
9. Proposed Pension or Gratuity.
10. Date of injury.
11. Place of payment.
12. Special remarks, if any.
13. Date of applicant's birth by Christian era.
14. Height.
15. Remarks.

Thumb and finger impression

Thumb Fore-finger Middle-finger Ring finger Little finger

16. Date on which the applicant applied for pension.

Signature of Head of Office/
Department/Attached Department.

Note - In the case of ladies, gazetted Government servants/
university employee, Government title holders and other persons who may
be specially exempted by Government, thumb and finger-impression and
particulars of height and personal marks are not required.

* Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992 &
subsequent serial numbers were renumbered.

** Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

FORM 10 (PEN)

(Referred to in statute 10.8)

FORM OF APPLICATION FOR FAMILY PENSION

Application for an extraordinary pension for the family of
_____ killed, or died of (injuries received in the
execution of duty.)
Submitted by the _____

Description of claimants.

- (1) Name and residence showing village, Tehsil and District.
- (2) Age.
- (3) Height.
- (4) Marks for identification.
- (5) Present occupation and pecuniary circumstances.
- (6) Degree of relationship to deceased.

Description of deceased.

- (7) Name.
- (8) Occupation & service.
- (9) Length of service.
- (10) Pay when killed.
- (11) Nature of injury causing death.
- (12) Amount of pension or gratuity proposed.
- (13) Place of payment.
- (14) Date from which pension is to commence.
- (15) Remarks.

* Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992

** Deleted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992 & subsequent Sr. Nos. renumbered.

S. J. S.

M. S. S.

Name

Date of birth by Christianera.

Name and age of surviving
kind red of deceased


Sons
Widows
Daughters
Father
Mother

Note - If the deceased has left no son, widow, daughter, father or mother surviving him, the word "none" or "dead" should be entered opposite to such relative.

Place
Dated

Signature of Head of
Office/Department/ Attached
Department.

Note - Entries 1, 7 and 13 to be entered in Block Capitals.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Faisalabad

*** FORM 11 (PEN)**
(Referred to in statute 10.8)

**FORM TO BE USED BY MEDICAL BOARD WHEN
REPORTING ON INJURIES**

PROCEEDINGS OF MEDICAL BOARD

Proceedings of a Medical Board assembled by order of _____ for the purpose of examining and reporting on the present state of the injury sustained /disease contracted by _____ at (place of injury, etc.) on the (_____ date of injury) etc.

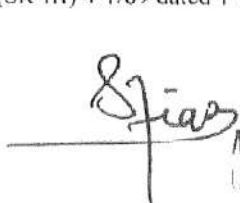
- (a) State briefly the circumstances under which the injury/disease was sustained/contracted.
- (b) What is the Government servant's/university employee's present condition.
- (c) Is the Government servant's/university employee's present condition wholly due to the injury/disease? if not, state to what other causes it is attributable.
- (d) In the case of disease, from which date does it appear that the Government servant/university employee has been incapacitated?

The opinion of the Board is as follows:

**INSTRUCTIONS TO BE OBSERVED BY THE MEDICAL BOARD
PREPARING THE REPORT**

1. The Medical Board before recording their opinion should invariably consult the proceedings of previous medical boards, if any, as also all previous medical documents connected with the Government servants/university employees brought before them for examination.

*Substituted vide Notification No. F.D. (SR-III) 4-1/89 dated 1st March 1992


Registrar
Muhammad Nawaz Shereef
University of Agriculture, Faisalabad

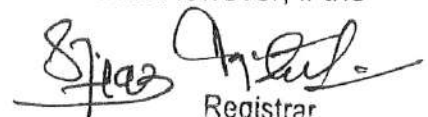
2. The Board should clearly specify the nature of injury/disability and the class in which it falls according to the classification given below.
3. If the injuries be more than one, they should be numbered and described separately and should it be considered that together they have resulted in a disability of class A, B, or C, this opinion should be expressed in the report giving details of the disability.
4. The Medical Board will confine itself exclusively to medical aspect of the case and will carefully discriminate between the Government servant's/university employee's unsupported statements and the medical and documentary evidence available.
5. The Board will not express any opinion, either to the Government servant/university employee examined, or in their report, as to whether he is entitled to compensation, or as to the amount of it, nor will it inform the Government servant/university employee how the injury has been classified.

CLASSIFICATION OF DISABILITY

Class 'A'

1. Death/loss of life.
2. Loss of hand and a foot or loss of use of two more limbs.
3. Total loss of eye sight.
4. Total loss of speech.
5. Total deafness, both ears.
6. Paraplegia or hemiplegia.
7. Lunacy.
8. Very severe facial disfigurement.
9. Advanced cases of incurable disease.
10. Wounds, injuries or diseases resulting in a disability due to which a person become sin capacitated.
11. Emasculation.

Note-- Wounds, injuries or disease of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class. However, if the


Registrar
Muhammad Nawaz Sharif
University of Agriculture, Faisalabad

partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the Government servant/university employee has been totally impaired due to the invalidating disability.



Class 'B'

1. Loss of a thumb or at least three fingers of hand.
2. Partial loss of one or both feet at or beyond tarsometatarsal joint.
3. Loss of vision of one eye.

Class 'C'



1. Limited restriction of movement of joint due to injuries.
2. Disease of a limb restricting performance of duties.

General Note -- When the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.


Registrar
Central Board of Secondary Education


Appendix-I

MUHAMMAD NAWAZ SHAREEF UNIVERSITY OF AGRICULTURE,
MULTAN
GENERAL PROVIDENT FUND RULES



Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

General Provident Fund Rules

As per Section 32 Clause(2) sub clause(1) of the Muhammad Nawaz Shareef University of Agriculture, Multan, act 2013 the following statutes are hereby framed:

"Statues regarding Muhammad Nawaz Shareef University of Agriculture, Multan General Provident Fund Statues"

Part I

General

1. Short Title

The Statues shall be called the Muhammad Nawaz Shareef University of Agriculture, Multan General Provident Fund Statues.


2. Extent of Application

Unless in any case it be otherwise expressly provided Provident Fund statutes shall apply to:

- a. All University employees under the statutes making control of the University of the University of Education who entered University service on or after the statutes approved and come into force.
- b. All University employees who were in service before after the statutes approved and come into force..
- c. All University employees who were absorbed in the University service after the statutes approved and come into force.
- d. This Provident Fund statutes shall not apply to:
 - i. A person who is on deputation to the University from the Government or an autonomous or semiautonomous organization or authority;
 - ii. A perSon who is employed on Work charge basis or who is paid from Contingencies;
 - iii. A person who is employed on contract or assignment basis.

3. Definitions

- a. "**Accumulated Balance due to a member**" means the balance to his Credit. or such portion thereof as may be claimable by him/her under the Statues of the Fund, on the day he ceases to be a regular employee of the University.
- b. "**Annual Accretion**", in relation to the balance to the credit of a Member, means the increase to such balance in any year arising from contribution and interest or profit thereon.
- c. "**Balance to the Credit of a Member**", means the total amount to the credit of a Member's individual account in the Fund at any time.
- d. "**Contribution**", means any sum contributed by or on behalf of any Member out of his salary by Muhammad Nawaz Shareef University of or out of its own money, to the individual account of its Member, but does not include any sum credited as interest or profit.
- e. "**Effective Date**", means the date on which the statutes come into force.
- f. "**Employer**", means the Muhammad Nawaz Shareef University of Agriculture, Multan.
- g. "**Family**", means:
 - (i) in the case of a male subscriber, the wife or wives and children of a subscriber, and the widow, or widows, and children of a deceased son of the subscriber; provided that if a subscriber proves that his wife has been judicially


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separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently indicates by express notification in writing to the Treasurer that she shall continue to be so regarded;

(ii) in the case of a female subscriber, the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber:

Provided that if a subscriber by notification in writing to the Treasurer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these rules relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Explanation 1--"Children" means legitimate children.

Explanation 2--An adopted child shall be considered to be a child only when the Treasurer, or if any doubt arises in the mind of the Treasurer, the Solicitor to Government, Punjab, is satisfied that under the law applicable to the subscriber adoption is legally recognized as conferring the status of a natural child.

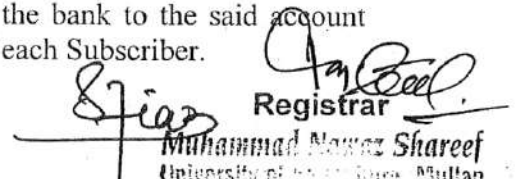
Explanation 3-- In a case in which a person has given his child in adoption to another person and if, under the law applicable to the adaptor, adoption is legally recognized as conferring the status of a natural child, such a child shall for the purposes of these rules be considered as excluded from the family of the natural father.

- h. **"Financial Year"**, means the financial year commencing from the 1" day of July and ending on the 30" day of June.
- i. **"Fund"**, means the Muhammad Nawaz Shareef University of General Provident Fund.
- j. **"Member"**, means an employee of the Muhammad Nawaz Shareef University of Agriculture, Multan who is Contributor to the Fund.
- k. **"Rules"** means the University of Education General Provident Fund Rules as amended from time to time.
- l. **"General Provident Fund Management Board"**, means the board constituted by the University for management and control of the Fund.
- m. **"Treasurer"**, means Treasurer of the University.
- n. **"University"**, means Muhammad Nawaz Shareef University of
- o. **"Vice Chancellor"**, means Vice Chancellor of the University.

Part II

Constitution of Fund

- 4. All University employees in permanent, temporary or officiating service (including probationary service) shall be eligible to join the Fund.
- 5. On completion of 2 years Continuous service University regular employee shall subscribe to the Fund compulsorily.
- 6. The amount at the credit of this fund shall be deposited in any public or scheduled bank in a separate account titled "General Provident Fund, Muhammad Nawaz Shareef University of " and the rate of interest/profit applied by the bank to the said account shall be applied to the General Provident Fund Account of each Subscriber.


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7. Surplus balance of the Fund will be invested at competitive rate of profit from any scheduled bank with approval of Vice Chancellor.

Part III

Nominations

8. A subscriber shall, as soon as may be after joining the Fund sent to the Treasurer, a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his/her death before that amount has become payable.
9. If a subscriber nominates more than one person under Section 8, he shall specify in the nomination the amount of share payable to each of the nominee in such manner as cover whole of the amount that may stand to his credit in the Fund at any time. Every nomination shall be in Form P. F.1.
10. A subscriber may at any time Cancel a nomination by sending a notice in writing to the Treasurer. Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of Section 8 to 9.
11. Every nomination made and every notice of cancellation given by a subscriber, shall, to the extent it is valid, take effect on the date on which it is received by the Treasurer.

Part IV

Subscriber's Accounts

12. An account shall be prepared in the name of each subscriber and shall show the amount of his subscription with interest/profit thereon.
13. In the first week of January each year the Treasurer Office will issue a Certificate to each subscriber showing balance in his/her account and liabilities, if any from time to time.

Part V

Conditions and Rates of Subscriptions

14. A subscriber shall subscribe monthly to the Fund.
15. The subscription shall be at a fixed rate for every University regular employee as given in the following table subject to any subsequent revision by the Punjab Government.

Basic PayScale	Rate of Monthly Subscription (Rs.)
BS-01	400
BS-02	710
BS-03	770
BS-04	830
BS-05	890
BS-06	950
BS-07	1010
BS-08	1070
BS-09	1140
BS-10	1210
BS-11	1290
BS-12	2220
BS-13	2400
BS-14	2620
BS-15	2890

BS-16	3340
BS-17	4270
BS-18	5360
BS-19	7180
BS-20	8050
BS-21	8940
BS-22	9880

16. When a subscriber is transferred to Foreign Service or sent on deputation he shall remain subject to statutes of the Fund in the same manner as if he was not so transferred or sent on deputation,

Part VI
Interest/Profit

17. Interest/Profit shall be credited with effect from the last day in each year on the amount at the credit of a subscriber on the last day of the current year. The total amount of the interest shall be rounded to the nearest whole rupee.
18. Interest/profit shall not be credited to the account of a muslim subscriber if he informs the Treasurer that he does not wish to receive it; but if he subsequently asks for interest/profit it shall be credited on the last day of the year in which he asks for it.
19. When a subscriber intimates in writing to forgo interest/profit already accrued on his deposits in the General Provident Fund, the interest/profit should be withheld and credited to the University account.

Part VII
Advances from the Fund

20. The advances to employees of the University shall be sanctioned by the Treasurer.
21. **Refundable Advance:**

A temporary advance may be granted to the subscriber from the amount standing to his credit in the Fund subject to the following conditions:

Sr. No.	Nature of Advance	Amount of Advance	Refund of Advance
01	To purchase a plot of land for the construction of a house or to construct one for the occupation of the subscriber himself or his family on a piece of a land owned by the subscriber or to make additions to or alteration in an existing house owned by the subscriber.	80% of the amount at the credit of the subscriber in the Fund.	36 equal monthly installments
02	To purchase a conveyance (car, motorcycle or bicycle)	Twelve months pay or half of the balance at the credit of the subscriber in the Fund whichever is less.	36 equal monthly installments
03	To pay expenses incurred in connection with the prolonged illness of the spouse or any person actually dependant upon the subscriber.	Three months pay or half of the balance at the credit of the subscriber in the fund whichever is less.	36 equal monthly installments
04	To perform Hajj/Umra	80% of the amount at the credit of the subscriber in	36 equal monthly

		the Fund.	installments
05	Marriage of His/Her ward	Twelve months pay or half of the balance at the credit of the subscriber in the Fund whichever is less.	36 equal monthly installments
06	To pay for the overseas passage for reasons of health or education of the applicant or any person actually dependent on him	The amount of the advance shall not exceed twelve months pay of the subscriber or 80% of the amount standing to his credit in the fund whichever is more.	36 equal monthly installments

22. Non Refundable Advance:

Nonrefundable advance may be granted to the subscriber from the amount standing to his credit in the fund subject to the following condition. No recovery of an advance granted under this statutes shall be made from the Subscriber and the amount advanced shall be treated as part of the final payment of the amount standing at his credit when the final payment

becomes due.

Sr.No	Nature of Advance	Age	Amount of Advance
01	To purchase a plot of land for the construction of a house or to construct one for the occupation of the subscriber himself or his family on a piece of a land owned by a subscriber or to make additions to or alteration in an existing house owned by the subscriber.	45 years	80% of the amount at the credit of the subscriber in the Fund.
02	Without assigning any reason.	50 years	100% of the amount at the credit of the subscriber in the Fund.

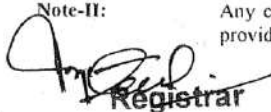
23. The second advance out of the Fund will be granted only if the recovery of 1st advance is completed. However, in exceptional cases, the 2nd advance will be granted while the 1st advance is outstanding but in this case the outstanding amount of 1st advance will be adjusted in 2nd advance.

24. Any advance drawn from Provident Fund Account on refundable basis will be allowed to be converted to a nonrefundable advance if the subscriber has, in the meanwhile attained the age of 45 years.

25. **“Management of the Fund”** The General Provident Fund Management Board” constituted by the University comprising Vice Chancellor, Treasurer, one member each from teaching and nonteaching staff.

Note: All other instructions/directions/terms and conditions of General Provident Fund Rule Govt. of the Punjab will be applicable for the university fund rules.

Note-II: Any changes made by Govt. of the Punjab from time to time will be considered part of the university general provident fund rules after adoption by the syndicate.


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THE MUHAMMAD NAWAZ SHARIF UNIVERSITY OF AGRICULTURE
EMPLOYEES BENEVOLENT FUND STATUTES

1. Short title, extent and commencement.—

- (1) These statutes may be called the Muhammad Nawaz Sharif University of Agriculture Employees Benevolent Fund Statutes.
- (2) They shall apply to all University employees except the following:
 - a) University employees paid from contingencies or borne on work charged establishment;
 - b) University employees engaged on contract or on special terms & conditions of service ;
 - c) Any University employee or class of University employees who may be excluded by the Syndicate from the application of these statutes; and
 - d) Any person whose whole time is not retained for University service but who is merely paid for work done such as part time teachers and Legal Advisor to the University.
- (3) These shall come into force at once.

2. Definitions.— In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say—

- (a) “family” in relation to a University employee means his or her—
 - (i) wife or wives or husband, as the case may be;
 - (ii) legitimate children and step children less than twelve years old;
 - (iii) legitimate children and step children not less than twelve years old, if residing with and wholly dependent upon him or her;
 - (iv) parents, sisters and minor brothers, if residing with and wholly dependent upon him or her.
- (b) “Fund” means the fund constituted under these statutes;

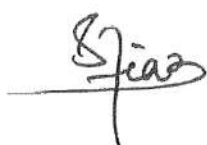
- (c) "Gazetted University employee" means an employee holding a post of BPS-16 and above;
- (d) "Non-Gazetted University employee" means an employee holding a post of BPS-1 to 15;
- (e) "University" means the Muhammad Nawaz Sharif University of Agriculture, Multan;
- (f) "University Employee" means:-
- (i) a person who is a member of a University Service; or
 - (ii) a person who holds any post in connection with the affairs of the University;
- (g) "Pay" means the amount drawn monthly by a University employee as;
- (i) the pay, other than special pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an Officiating capacity or to which he is entitled by reason of his position in a cadre;
 - (ii) Overseas pay, technical pay, special pay and personal pay; and
 - (iii) Any other emoluments which may be specially classed as pay by the competent authority.

3. Fund.—

- (1) As soon as may be, University shall constitute a fund to be known as the University Employees Benevolent Fund.
- (2) The Fund shall consist of:-
- (a) compulsory contributions recovered from the University employees at such rates as Syndicate may, from time to time, prescribe;
 - (b) such grants as may, from time to time, be made by the University;
 - (c) other contributions and donations; and
 - (d) income from investments made under these statutes.

4. Utilization of the Fund.— The Fund shall be utilized for—

- (a) the relief of University employees and their families by—
- (i) giving financial assistance to the families of deceased University employees;


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- (ii) giving financial assistance to University employees invalided out of service;
- (iii) making special grants to University employees in exceptional cases;

Explanation– The benefit admissible under this section will be in addition to the pensions, family pension or gratuities awarded under the statutes regulating the conditions of service of University employees.

5. Rate of Contribution:

The rate of contribution to the fund shall be 3% of pay rounded to the nearest rupee. The rate of contribution shall revise by the Syndicate on the revision of rate by the Punjab Government.

6. Contribution By University Employees Transferred To Foreign Service:

When a University employee is transferred to foreign service, he shall remain subject to these statutes in the same manner as if he was not so transferred, and his/her contribution during such period shall be remitted by the employer to the University in whose jurisdiction he/she was serving immediately before he/she was so transferred.

7. Constitution and Powers of the Boards of Management:

(1) The Board of Management shall consist of the following:-

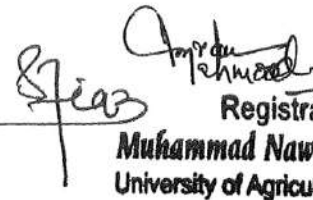
- a) Vice Chancellor (Chairman)
- b) Registrar (Member)
- c) Dean nominated by the Syndicate for a period of three years (Member)
- d) Two members nominated by Syndicate (Member)
- e) One professor nominated by Vice Chancellor (Member)
- f) One female member not below the rank of BS-18
- g) Nominated by the Vice Chancellor (Member)
- h) (Treasurer (Secretary)

(2) The Board of Management shall be responsible for management of the fund and shall have the powers to invest money credited to the fund and to incur expenditure therefrom.

8. Investment. The Board of Management may invest such moneys constituting the fund as are not required for immediate expenditure in fixed deposit with a public bank or a schedule bank (out of top seven rated schedule banks), on higher rate, as approved by the Syndicate.

9. Accounts and audit:

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(1) The Treasurer shall be responsible for:-

- a) All contributions recoverable under clause (a) of sub-section (2) of section 3 shall be deducted at source from the salaries of the University employee concerned.
- b) To maintain accounts of the Fund and registers prescribed for the purpose.
- c) Preparation of bills and disbursement of money from the fund to the University employees at the rates approved by the Board of Management.
- d) To make arrangement of invest of money as approved by the Syndicate.

(2) Audit of the expenditure from the Fund will be conducted by the Resident Auditor.

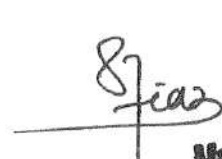
10. The following grants from the MNS-University of Agriculture Employees Benevolent Fund Statutes shall, subject to the provisions of these statutes, be admissible to University employees in BPS-I to 22 (Gazetted and Non Gazetted) who are subscribers to the Fund or to their families, as the case may be, namely:

(a) MARRIAGE GRANT:

For the marriage of each daughter:-

	<u>Gazetted University Employee</u>	<u>Non Gazetted University Employee</u>
i) to a University employee while in-service and for 15 years after his/her retirement:	=Rs. 40,000/-	=Rs. 15,000/-
ii) to the family of a retired University employee in case his/her death occurs within 15 years of retirement for the un-expired period of 15 years from the date of retirement:	= Rs. 50,000/-	=Rs. 20,000/-
iii) to the family of University employee who dies while in service with no time limit:	= Rs. 50,000/-	=Rs. 20,000/-
iv) to an invalidated retired University employee for 15 years from the date of retirement. In case of his/her death within 15 years of retirement, to his/her family for the un-expired period of 15 years from the date of retirement:	= Rs. 50,000/-	=Rs. 20,000/-

Provided that the application for the grant is made by the applicant within 03 months of marriage to the department which shall be submitted to the Treasurer within a week by that department and Treasurer shall make arrangement to release payment within a month after receipt of that application. Applications received after the prescribed period shall not be entertained.


Amjad Ahmad
Registrar
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(b) FUNERAL GRANT:

	<u>Gazetted University Employee</u> = Rs. 10,000/-	<u>Non Gazetted University Employee</u> =Rs.6,000/-
i) On the death of a University employee.		
ii) On the death of a dependant member of the family of a University employee.	= Rs. 10,000/-	=Rs.6,000/-
iii) On the death of a (non gazetted) University employee after retirement.	Nil	=Rs.6,000/-

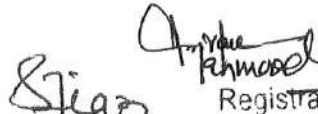
Provided that the application for the grant is made by the applicant within 03 months of the death to the department which shall be submitted to the Treasurer within a week by that department and Treasurer shall make arrangement to release payment within a month after receipt of that application. Applications received after the prescribed period shall not be entertained.

Eligibility

- 1) If a dependent of a University employee expires during the service of the University employee, the employee can apply for the funeral grant.
- 2) If a University employee expires during service, his/her dependents can apply for the grant.
- 3) A gazetted employee/dependents cannot apply for funeral grant after retirement
- 4) A non-gazetted employee cannot apply for funeral grant for dependent after retirement.

(c) EDUCATIONAL SCHOLARSHIPS:

	<u>Gazetted University Employee</u>	<u>Non Gazetted University Employee</u>
i) Primary to Matric level	=Rs. 5,000/- PA	=Rs.1,500/-PA
ii) F.A., B.A. and equivalent classes and diploma classes	= Rs. 14,000/- PA	=Rs.3,000/-PA
iii) M.A. and equivalent classes, BDS, MBBS, BSc. (Engg), DVM, B.Sc (Hons), Agri, B-Pharmacy. etc., M.Phil and Ph.D;	=Rs. 16,000/-PA	=Rs.6,000/-PA


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iv) If children of an in-service, retired/invalidated retired or deceased University employee are studying in Special Education Institutions, scholarship shall be admissible as in the case of invalidated retired and deceased University employees i.e. upto three children and without the condition of class/marks.

Provided that:

i) In case of retired or in service University employee:

(a) grant may be admissible to not more than two children of a University employee who has or have passed all the subjects of matric or post matric examination from a recognized Board of Examination or University securing at least six percent aggregate marks and is or are studying in the next class a recognized educational institution;

(b) If one or more of the children of a University employee are studying in a recognized educational meant for special children, then not more than three children shall be eligible for the grant;

ii) in case of a University employee who has died or retired on grounds of invalidation or incapacitation, the grant may be admissible to not more than three children ;

iii) The Treasurer shall each year invite applications on the prescribed form through Notification/Circular letter.

iv) The application shall be verified by the head of department and accompanied by the following documents:

(a) computerized national identity card of a University employee and/or of the student (if applicable);

(b) result card, detailed marks sheet, certificates and degree pertaining to the preceding educational classes;


(c) certificates of recognition of previous and current education institution and in case of the private educational institution; and :

(v) An application received after the cut off date mentioned in the Notification/Circular letter and not verified and supported by the documents mentioned above shall not be entertained.

(d) MONTHLY GRANT:

The Scale of the monthly grant shall be as under:

<u>BPS</u>		<u>Amount</u>
1 to 10	(Non Gazzeted)	Rs. 1,300/-
11 to 15	(Non Gazzeted)	Rs. 1,700/-
16 & 17	(Gazzeted)	Rs.3, 500/-
18 & 19	(Gazzeted)	Rs.6, 000/-
20 & above	(Gazzeted)	Rs.8, 000/-


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Eligibility:

- (i) If a University employee dies while in service, his widow shall get monthly grant for life provided that she does not remarry. If there are more than one widow grant shall be divided amongst them in equal shares. In the case of a widower, the grant shall be for a period of 15 years provided that he does not remarry and does not have another wife at the time of death of his spouse.
- (ii) If the University employee is not survived by a widow then the monthly grant shall be sanctioned in favour of his family members in the following order of precedence and subject to the conditions as indicated against each:-

Children: For a period of 15 years or till the youngest male child attains the age of 21 years whichever is earlier. In the case of a female child for 15 years or till her marriage, whichever is earlier.

Parents: For a period of 15 years.

Brothers: For a period of 15 years or till the youngest attain the age of 21 years.

Sister: In the case of a sister till her marriage or attain the age 21 years whichever is earlier.

- (iii) If a University employee dies within fifteen years of the date of retirement the grant shall be given to his/her family as the case may be in the following order of precedence subject to the conditions as indicated against each:-

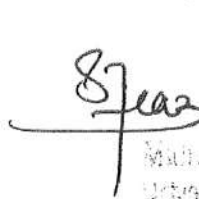

Widow/widower: For the unexpired period of 15 years from the date of retirement subject to the condition that widow/widower does not remarry and the widower does not have another wife at the time of death of his spouse. If there are more than one widow grant shall be divided amongst them in equal shares.

Children: For the unexpired period of 15 years from the date of retirement or till the youngest male child attains the age of 21 years, whichever is earlier. In the case of a female child for the unexpired period of 15 years or till her marriage, whichever is earlier, and

Parents: For the unexpired period of 15 years.

- (iv) If a University employee is invalidated during service,
- (a) he/she shall be entitled to a monthly grant for 15 years from the date of retirement due to invalidation, provided that he/she has been declared invalid by the concerned Medical Board in category-A on account of loss of limbs or complete loss of eye sight or complete loss of speech or complete deafness or paralysis or complete lunacy or advanced terminal disease and the Board of Management after due inquiry is satisfied that he/she is totally incapacitated for any gainful employment in future.
- (b) In case of death of the Invalidated grantee within 15 years of his retirement the grant shall be admissible to his/her family members as the case may be, in the following order of precedence subject to the condition as indicated against each:-

Widow/widower: For the unexpired period of 15 years from the date of retirement subject to the condition that widow/widower does not remarry and the widower does not have



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University of ...

another wife at the time of death of his spouse. If there are more than one widow grant shall be divided amongst them in equal shares.

Children: For the unexpired period of 15 years from the date of retirement or till the youngest male child attains the age of 21 years, whichever is earlier. In the case of a female child for the unexpired period of 15 years or till her marriage, whichever is earlier.

Parents: For the unexpired period of 15 years from the date of retirement.

Brothers: For a period of 15 years or till the youngest attains the age of 21 years.

Sisters: In the case of a sister till her marriage or attains the age 21 years whichever is earlier.

Limitations:

(1) A monthly grant shall be sanctioned:

(a) from the date of death or retirement on the ground of invalidation as the case may be, if the application is made by the concerned family member or the invalid retired Government servant/University Employee within one year of death or such retirement;

(b) from the date of receipt of application if the application is made after one year and within 2 years of death or retirement on the ground of invalidation.

(c) from such date as the Board of Management may deem fit, if the application is made after, two years and within five years of death or retirement on the ground of invalidation and the delay is condoned for the reasons to be recorded by the said Board.

(2) Applications received after 5 years of death or retirement on the ground of invalidation of University employee, as the case may be, shall be submitted by the Board of Management after completing all necessary formalities along with their recommendations to the Syndicate keeping in view the merit of each individual case according to the rules/instructions applicable to each case.

(e) FAREWELL GRANT:

Amount equal to last basic pay:

(a) to a University employee once at the time of superannuation/ retirement on qualifying service/invalided retirement. The grant shall not be permissible to the University employee who compulsorily retired under PEDACT.

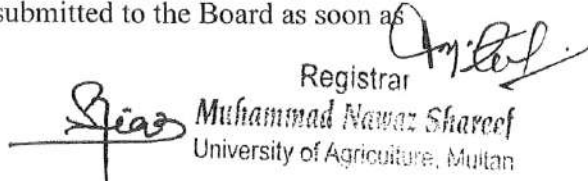
(b) To the family of University employee who dies during service which qualifies him/her for pension

Provided that the application for the grant shall be made by the applicant within 03 months from the date of superannuation, retirement qualifying services, invalid retirement or death during service (which qualifies him/her for pension) to the department which shall be submitted to the Treasurer within a week by that office and Treasurer shall make arrangement for payment to the claimant within a month from the date of receipt of application. Applications received after the prescribed period shall not be entertained.

11. (1) The grants specified in statute 10 shall be sanctioned by the Board.

(2) In case of urgency, the Chairman of the Board may sanction a grant under statute 10 provided that the order sanctioning such grant shall be submitted to the Board as soon as

Registrar


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possible for its EXPOST FACTO approval.

12. If University employee has held both gazetted and non gazetted post at different periods of his service, he shall not be entitled to the benefit of the Funds under the statutes the post held by him at the time of his retirement, or at the time of his death or invalidation during service before retirement was a gazetted post.

13. The benefits admissible under these statutes a University employee or his family as the case may be shall become admissible immediately after the University employee has made his first contribution to the Fund.

14. An Application for a grant under these statutes, shall be made to the chairman of the Board in the form appended with these statutes and shall be submitted by the applicant through the Head of Department in which such University employee was employed at the time of retirement, or at the time of his death or invalidation during service before retirement.

15. A grant in favour of a widow/widower shall be sanctioned subject to the following:-

(a) A widow/widower does not marry and she or he shall furnish a no marriage and life certificate every six months to the Treasure;

(b) In case the certificate mentioned in clause (a) is not furnished or a widow or widower remarries during the period of such grant, the grant shall cease or stop forthwith; and

(c) A grant ceased or stopped due to non submission of the certificate may be restored on application of the widow or widower, from the date of:

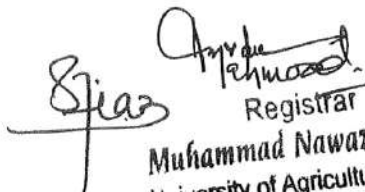
(i) The stoppage of the grant, by the chairman of the Board, if the application is made within a period of two years of the stoppage of the grant;

(ii) The application of restoration, by the Board, if the application is made within a period of five years of the stoppage of the grant; and

(iii) The order of restoration by the Syndicate if the application is made beyond a period of five years of the stoppage of the grant.

16. If a University employee quits the University service for one reason or the other or is forced to leave University service, he shall not be entitled to the refund of the contribution made by him towards the Fund during the period of his service.

17. The Syndicate may make broadly additions/alterations in these statutes in conformity with the Punjab Government Rules and instructions issued from time to time on the subject.


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

APPENDIX-A

**UNIVERSITY EMPLOYEES BENEVOLENT FUND
MARRIAGE GRANT APPLICATION FORM**

1. Applicant Name
2. Relation with University Employee
3. University Employee Name
4. University Employee NIC
5. University Employee Designation/Pay Scale
6. University Employee Designation Status:Gazetted / Non-gazetted
7. Current Address
8. Is University Employee Alive, Disabled or Deceased
9. Is University Employee Permanent Employee
10. Date of Death
11. University Employee BF Deduction Status
12. University Employee BF Deduction Proof
13. Retirement Date (If available)
14. Marrying Daughter's Name
15. Relationship with Applicant
16. Date of Application (Relevant Department)
17. Ledger Number (if getting monthly grant)

Declaration

I do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, further more, if any information found incorrect, I shall be liable for punishment:

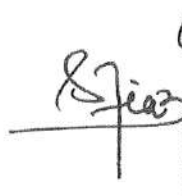
Applicant's Name _____
Signature _____
NIC Number _____
Complete Address _____

ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)

It is declared that Mr./Miss/Mrs./Ms. is a permanent employee of the University and is/was being serving in the department as _____. His designation is/was Gezatted/Non-gezatted. The employee has been paying in the benevolent fund during the deputation as well. His application was received on _____.

Name (Head of Controlling Department) _____
Designation _____, Signature _____
Date _____, Stamp _____

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Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

APPENDIX-B

**UNIVERSITY EMPLOYEES BENEVOLENT FUND
MONTHLY GRANT APPLICATION FORM**

1. Applicant Name
2. Applicant's NIC
3. Relationship with University Employee
4. University Employee NIC
5. University Employee Name
6. University Employee Working Address
7. University Employee Designation/Pay
8. University Employee Designation Status:
Gazetted / Non-gazetted
9. Retirement Date (if available)
10. Date of Death
11. Died in service (Yes/No)
12. Date of Disability
13. Is University Employee Punjab Government's Permanent Employee
14. University Employee BF Deduction Status
15. University Employee BF Deduction Proof
16. Does the Employee has more than one spouse

Declaration

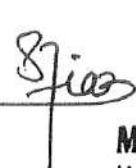
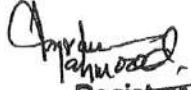
I/we do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, further more, if any information found incorrect, I shall be liable for punishment:

Applicant's Name _____
Signature _____
Complete Address _____

ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)

It is declared that Mr./Miss/Mrs./Ms. is a permanent employee of the University and is/was being serving in the department as _____ and was drawing salary . His designation is/was Gezatted/Non-gezatted. The employee has been paying in the benevolent fund during the deputation as well. His application was received on Date _____.

Name (Head of Controlling Department) _____
Designation _____, Signature _____
Date _____, Stamp _____.



Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

APPENDIX-C

**UNIVERSITY EMPLOYEES BENEVOLENT FUND
FUNERAL GRANT APPLICATION FORM**

1. Applicant Name
2. NIC
3. University Employee Name
4. University Employee NIC
5. University Employee Working Address
6. Deceased Name
7. Deceased Relationship with Employee D/O, S/O
8. Husband Name (in case of married women)
9. University Employee Designation/Pay Scale/Salary
10. University Employee Designation Status:
Gazetted / Non-gazetted
11. Is University Employee Permanent Employee
12. University Employee BF Deduction Status
13. University Employee BF Deduction Proof
14. Retirement Date (if available)
15. Date of Death /Died in Service (Yes/No)
16. Applicant Name
17. Date of Application (Corresponding Department)

Certificate of Dependent

It is declared that Mr./Miss/Mrs./Ms. was residing with me. All information provided above is correct to my knowledge and there is no other application already in process with same credentials, further more, if any information found incorrect, I shall be liable for punishment:

Employee/Applicant's Name _____
Signature _____
Address _____
Date _____

ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)

It is declared that Mr./Miss/Mrs./Ms. is a permanent employee of The University and is/was being serving in the department as _____ His designation is/was Gezatted/Non-gezatted. The employee has been paying in the benevolent fund during the deputation as well. His application was received on _____ after days of his retirement/death.

Name (Head of Controlling Department) _____
Designation _____, Signature _____
Date _____, Stamp _____

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Muhammad Nawaz Shareef
Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

APPENDIX-D

**UNIVERSITY EMPLOYEES BENEVOLENT FUND
SCHOLARSHIP APPLICATION FORM**

1. Student Name
2. Relationship with Employee
3. University Employees NIC
4. University Employee Name
5. University Employee Designation/Pay Scale
6. University Employee Designation Status:
Gazetted / Non-gazetted
7. Is University Employee Alive, Disabled or Deceased
8. Retirement Date (If available) 9. Is
9. University Employee is Permanent Employee
10. University Employee BF Deduction Status
11. University Employee BF Deduction Proof
12. Student Educational Institute
13. Institute Status, Government/Private/Affiliated
14. Class for Scholarship & Session
15. Admission Year
16. Course Duration
17. Previous Qualification
18. Attach attested copy of previous qualification
Total Marks / Marks Obtained / Percentage (%)
19. Name of other children who applied for scholarship this year
Name / Class / Institute
- 20) Ledger Number (If getting monthly grant)
- 21) Scholarship amount transfer details (Student/Applicant/Guardian)
Account No. Bank Name – City Branch Address – Code

Declaration

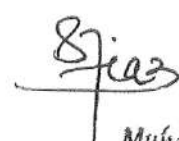
I/we do hereby solemnly declare that all information provided above is correct to my knowledge and there is no other application already in process with same credentials, further more, if any information found incorrect, I shall be liable for punishment:

Student's Name _____, Signature _____
Mother/Father Name _____, Signature _____
Complete Address _____

In case Government Employee/University Employee Retired/Deceased due to disability

- 1) Father/Mother/Guardian Name _____
- 2) Retirement Day _____
- 3) Date of Death _____
- 4) Ledger Number (in case of Monthly Grant) _____
- 5) P.P.O. No. (In case of Pension) _____

Signature (Father/Mother/Guardian) _____


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

ATTESTATION CERTIFICATE (HEAD OF EDUCATIONAL INSTITUTE)

It is declared that Mr. /Miss S/O, D/O _____ is a student of class _____ year _____ Institute _____. This student obtained _____ marks out of total _____ marks from Board/University _____. Further more, he/she is a student on the Institute since _____, total duration of the course is _____ Starting from _____ till _____. And the student is applying for scholarship for education year _____. Institute registration number is (in case of private institute) _____ Head of the Institute _____.

Signature _____
Designation _____
Stamp _____

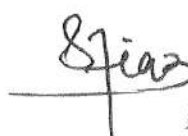
ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)

It is declared that Mr./Miss/Mrs./Ms. _____ is a permanent employee of the University and is/was being serving in the department as _____. His designation is/was Gezatted/Non-gezatted. The employee has been paying in the benevolent fund during the deputation as well.

Name (Head of Controlling Department) _____
Designation _____, Signature _____
Date _____, Stamp _____.

Note:

- 1) Form should be complete in all manners
- 2) Attested copies of all concerned documents should be attached, self Attestation is not acceptable


S. J. Das
Professor
M. S. Swamiji Sanshodhan Mandal
University of Calicut, Kerala, India

APPENDIX-E

**UNIVERSITY EMPLOYEES BENEVOLENT FUND
FAREWELL GRANT APPLICATION FORM**

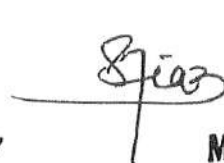
1. University Employee Name
2. University Employee NIC
3. University Employee Designation/Pay
4. Last Basic Salary
5. Joining Date
6. Retirement Date (if available)
7. Date of Death
8. Applicant's Name
9. Applicant's Address
10. Relationship with Employee
11. Applicant's NIC
12. University Employee Designation Status:
Gazetted / Non-gazetted
13. Is University Employee Alive, Disabled or Deceased
14. Is University Employee Permanent Employee
15. University Employee BF Deduction Status
16. University Employee BF Deduction Proof
17. List of Dependents (Attested)

ATTESTATION CERTIFICATE (HEAD OF DEPARTMENT)

It is declared that Mr./Miss/Mrs./Ms. is a permanent employee of the University and is/was being serving in the department as _____ and he/she retires vide Order Number _____ Dated _____.
His/her total duration of employment is _____ years, _____ months and _____ days.
On the date of retirement/death his basic salary was in pay scale _____.
The employee has been paying in the benevolent fund during the deputation as well.

Name (Head of Department) _____
Designation _____ Signature _____
Date _____ Stamp _____

Letter Number _____ Date _____
Signature _____
Name _____
Stamp _____
Date _____


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

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THE MUHAMMAD NAWAZ SHARIF UNIVERSITY OF AGRICULTURE
EMPLOYEES GROUP INSURANCE STATUTES

1. Short title, extent and commencement.— (i) These statutes may be called “ the Muhammad Nawaz Sharif University of Agriculture Employees Group Insurance Statutes”.

(ii) They shall apply to all University employees except the following:

- a) University employees paid from contingencies or borne on work charged establishment;
- b) University employees engaged on contract or on special terms & conditions of service ;
- c) Any University employee or class of University employees who may be excluded by the Syndicate from the application of these statutes; and
- d) Any person whose whole time is not retained for University service but who is merely paid for work done such as part time teachers and Legal Advisor to the University.

(iii) These shall come into force at once.


2. Definitions.— In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say—

(i) “family” in relation to a University employee means his or her—

- (a) wife or wives or husband, as the case may be;
- (b) legitimate children and step children less than twelve years old;
- (c) legitimate children and step children not less than twelve years old, if residing with and wholly dependent upon him or her; and
- (d) parents, sisters and minor brothers, if residing with and wholly dependent upon him or her.

(ii) “Group Insurance Fund” means the fund established under these statutes;

(iii) “Gazetted University employee” means an employee holding a post of BPS-16 and above;


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

(iv) " Non-Gazetted University employee" means an employee other than Gazetted University Employee;

(v) "University" means the Muhammad Nawaz Sharif University of Agriculture, Multan;

(vi) "University Employee" means:-

(a) a person who is a member of a University Service; or

(b) a person who holds any post in connection with the affairs of the University;

(vii) "Pay" means the amount drawn monthly by a University employee as;

(a) the pay, other than special pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an Officiating capacity or to which he is entitled by reason of his position in a cadre;

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

(c) Any other emoluments which may be specifically classed as pay by the competent authority.

3. Group Insurance Fund:

(i) There shall be established a fund to be called as the Group Insurance Fund.

(ii) To credit of the Fund shall be placed:-

(a) All contributions received from the University employees at such rates as Syndicate may, from time to time, prescribe; and

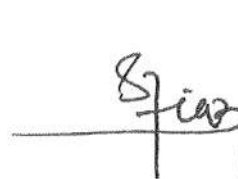
(b) Any interest or profit accruing on such contribution.

(iii) The moneys credited into the Group Insurance Fund shall be kept in such Schedule Bank or Banks as may be prescribed by the Syndicate.

4. Utilization of Group Insurance Fund:

(i) The Group Insurance Fund shall be utilized for meeting the expenses on arrangements to be made with an Insurance Company or other Insurer for the insurance of University Employees.

(ii) The arrangement shall be made with an insurance company or other insurer to the effect that on the death or on retirement on 60 years of age of a University Employee, the assured sum to be paid to him/her or;


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

- (a) to such member or members of his/her family as he/she may have nominated for the purpose, in full or in the shares specified by him/her at the time of making the nomination;
- (b) where no valid nomination by the University Employee exists at the time of his death, the sum assured shall be paid to his/her family, and in the absence of a family, to his/her surviving relatives, if any, in the manner and in the shares in which the gratuity of a deceased University Employee is payable under the Pension Statutes, as in force for the time being and
- (c) in the absence of the persons referred to in clauses (a) and (b), to his heirs.
- (iii) The Syndicate Shall have power to arrange, from time to time, for the insurance of University Employees with an Insurance Company or Insurer on such rates, period and on such terms and conditions for the maximum benefits to the University Employees.

5. Payment of Contribution:

- (i) An University Employee, not being a retired University Employee, shall pay as his contribution in the Group Insurance Fund the sum of money as may be prescribed by the Syndicate and the amount of his/her contribution shall, as far as possible, be deducted at source from his/her pay and the same shall be credited to the Group Insurance Fund.
- (ii) Where the contribution cannot for any reason be deducted from the pay of the University Employee, he/she shall remit to the prescribed officer, the amount of the contribution payable by him.
- (iii) Any contribution remaining unpaid due to inadvertence or negligence of the University Employee or otherwise, shall be recoverable in lump sum from his/her subsequent bill.
- (iv) Where the University Employee is transferred to foreign service he/she shall continue to be governed by these Statutes in the same manner as if he/she was not so transferred and his/her contribution to the Group Insurance Fund during such period shall be remitted by him/her to the Treasurer immediately before he/she was so transferred.

6. If a University Employee, for any reason whatsoever, quite University service or is discharged or dismissed from service, or his services are terminated, he/she neither be entitled to any benefit from the Group Insurance Fund, nor to any claim for the refund of the contributions made by him/her towards the said Fund during the period of his/her service.

7. Within three months of the coming into force of these Statutes:-

- (i) Every University Employee below sixty years of age nominate, in the form set out in Annexure "A", a member of his/her family to whom he desires the sum assured to be paid in the event of his/her death, specifying in case the sum assured to be paid to more than one member of his/her family, the proportion in which such sum is to be paid to them.
- (ii) The Head of Office or the Head of Department concerned shall obtain from every University Employee working under him who is below sixty years of age, two copies of the nomination form duly filled in and complete in all respects and sent

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Registrar

Muhammad Nawaz Shareef
University of Agriculture, Multan

to the Registrar to place the same in the service book of the assured person concerned.

- (iii) In case the nominee is a minor, the University Employee shall nominate one or more person through whom the payment of the share/amount of the minor shall be paid by the Insurance Company.
- (iv) A University Employee may, at any time, cancel a nomination by sending a notice in writing to the Registrar and may also send a fresh nomination along-with such notice.

8. Claims under these statutes shall become payable only upon submission through the Head of Office or the Head of Department concerned by the Registrar to the Insurance Company of ---

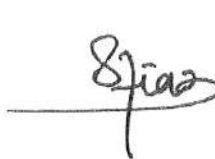
- (i) A certificate in the form set out in Annexure "B" or "C" as the case may be certifying the death of the University employee concerned immediately before his/her death;
- (ii) One copy of the nomination form referred to in clause (b) of statute 7; and
- (iii) Where no valid nomination under statute 7 subsists in respect of a University Employee at the time of his/her death a certificate specifying the names of the members of his/her family, and in the absence of any member of his family, the names of his surviving relatives to whom the sum assured is payable under the provisions of sub statute 2 of statute 4 of these Statutes, and the shares in which the sum is payable to them.

9. (i) On receipt of the documents referred to in statute 8, Insurance Company concerned shall make immediate arrangements for the payment of the sum assured in the manner provided in statute 4.
- (ii) If the nomination relates only to a part of the total sum assured, the part to which it does not relate shall in the event of his/her death, be distributed in accordance with the provisions of clause 2 of statute 4.

10. Maintenance of Accounts:


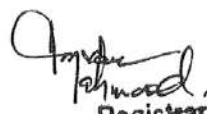
The Treasurer shall be responsible for:-

- i) All contributions recoverable under statute 5 shall be deducted at source from the salaries of the University employee concerned;
- ii) All contribution made under these Statutes shall be credited into the Group Insurance Fund account;
- iii) The contribution towards the Group Insurance Fund shall be checked;


Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

- iv) The accounts of the G.I. Fund and registers prescribed for the purpose shall be maintained.
- v) Preparation of bills and disbursement of money from the G.I. fund to the Insurance Company at the rates as approved by the Syndicate.

11. The Syndicate may make broadly additions/alterations in these statutes in conformity with the Punjab Government Rules and instructions issued from time to time on the subject.



Registrar
Muhammad Nawaz Shareef
University of Agriculture, Multan

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GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENT

Dated Lahore, the 15th May, 2015

NOTIFICATION

NO. SO (R&E) 8-2/2014-G: The Governor/Chancellor has been pleased to approve adoption of the following Act, Rules and Policy of Government of the Punjab as Statutes of Muhammad Nawaz Shareef University of Agriculture, Multan:-

- i. PEEDA Act, 2006.
- ii. Punjab Government Employees Conduct Rules, 1966.
- iii. Punjab Government Leave Rules, 1981.
- iv. Deputation Policy of Government of the Punjab.

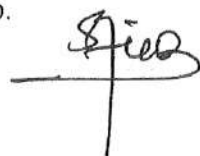
BY ORDER OF THE GOVERNOR/CHANCELLOR


**SECRETARY TO GOVT. OF THE PUNJAB
AGRICULTURE DEPARTMENT**

NO. & DATE EVEN

A copy is forwarded for information and necessary action to the:-

1. Secretary to Chancellor/Governor, Punjab.
2. Secretary to Chief Minister, Punjab.
- ✓ 3. Vice Chancellor, Muhammad Nawaz Shareef University of Agriculture, Multan.
4. Director General Audit (Civil), Punjab, Lahore.
5. Registrar, Muhammad Nawaz Shareef University of Agriculture, Multan with reference to his office letter No. 872 dated 22.12.2014.
6. Superintendent, Government Printing Press. Lahore for publication in the next issue of official gazette.
7. P.S. to Minister for Agriculture Punjab.
8. P.S. to Chief Secretary, Punjab.
9. P.S. to Secretary Agriculture.




**(MUHAMMAD ATTIQUE)
SECTION OFFICER (R&E)**



GOVERNMENT OF THE PUNJAB
AGRICULTURE DEPARTMENTDated Lahore, the 15th May, 2015**NOTIFICATION**

NO. SO (R&E) 8-2/2014-G: The Governor/Chancellor has been pleased to approve adoption of the following Act, Rules and Policy of Government of the Punjab as Statutes of Muhammad Nawaz Shareef University of Agriculture, Multan:-

- i. PEEDA Act, 2006.
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- iii. Punjab Government Leave Rules, 1981.
- iv. Deputation Policy of Government of the Punjab.

BY ORDER OF THE GOVERNOR/CHANCELLOR

SECRETARY TO GOVT. OF THE PUNJAB
AGRICULTURE DEPARTMENT**NO. & DATE EVEN**

A copy is forwarded for information and necessary action to the:-

1. Secretary to Chancellor/Governor, Punjab.
2. Secretary to Chief Minister, Punjab.
- ✓ 3. Vice Chancellor, Muhammad Nawaz Shareef University of Agriculture, Multan.
4. Director General Audit (Civil), Punjab, Lahore.
5. Registrar, Muhammad Nawaz Shareef University of Agriculture, Multan with reference to his office letter No. 872 dated 22.12.2014.
6. Superintendent, Government Printing Press. Lahore for publication in the next issue of official gazette.
7. PSO to Minister for Agriculture Punjab.
8. PSO to Chief Secretary, Punjab.
9. P.S. to Secretary Agriculture.


(MUHAMMAD ATTIQUE)
SECTION OFFICER (R&E)

**PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE
AND ACCOUNTABILITY ACT, 2006**

NOTIFICATION

17th October 2006

No. PAP-Legis-2(32)/2005/871. The Punjab Employees Efficiency, Discipline and Accountability Bill 2005, having been passed by the Provincial Assembly of the Punjab on 2 October 2006, and assented to by the Governor of the Punjab on 13 October 2006, is hereby published as an Act of the Provincial Assembly of the Punjab.

**THE PUNJAB EMPLOYEES EFFICIENCY,
DISCIPLINE AND ACCOUNTABILITY ACT 2006
ACT XII OF 2006**

[First published, after having received the assent of the Governor of the Punjab,
in the Gezette of the Punjab (Extraordinary) dated 17 October 2006.]

**An
Act**

to provide for proceedings against the employees in government and corporation service in relation to their efficiency, discipline and accountability.

Preamble.- Whereas it is expedient and necessary in the public interest and for good governance to provide measures for improvement of efficiency, discipline and accountability of employees in government and corporation service and matters connected therewith or ancillary thereto;

It is hereby enacted as follows:-

1. **Short title, extent, commencement and application.-** (1) This Act may be called the Punjab Employees Efficiency, Discipline and Accountability Act, 2006.

- (2) It extends to the whole of the Punjab.
- (3) It shall come into force at once.
- (4) It shall apply to-
 - (i) employees in government service;
 - (ii) employees in corporation service; and
 - (iii) retired employees of government and corporation service; provided that proceedings under this Act are initiated against them during their service or within one year after their retirement.

2. **Definitions.-** In this Act, unless there is anything repugnant in the subject or context-

- (a) 'accused' means a person who is or has been an employee and against whom action is initiated under this Act;
- (b) 'appellate authority' means the authority next above the competent authority to which an appeal lies against the orders of the competent authority;
- (c) 'appointing authority' in relation to an employee or class of employees means an appointing authority declared or notified as such by an order of the Government or organization or under the rules, etc., as may be applicable to such employee or class of employees;
- (d) 'charge' means allegations framed against the accused pertaining to acts of omission and commission cognizable under this Act;
- (e) 'Chief Minister' means the Chief Minister of the Punjab;
- (f) 'competent authority' means-
 - (i) the Chief Minister; or
 - *(ii) in relation to any employee or class of employees, any officer or authority authorized by the Chief Minister to exercise the powers of competent authority under this Act; provided that such officer or authority shall not be inferior in rank to the appointing authority prescribed for the post held by the employee against whom action is to be taken; or

*Under this clause instructions about 'competent authority' issued, vide letter No. SO R-I (S&GAD) 1-30/2003 dated 16.11.2006 and vide letter No. SO R-I(S&GAD) 1-30/2003 dated 06.02.2007 (original versions are at pages 16 & 17).

- (iii) in relation to an employee of a tribunal or court, functioning under the Government, the appointing authority or the chairman or presiding officer of such tribunal or court, as the case may be, authorized by the appointing authority to exercise the powers of competent authority under this Act:

Provided that where two or more employees are to be proceeded against jointly, the competent authority in relation to senior most employee in rank shall be the competent authority in respect of all the accused:

Provided further that where the competent authority, other than the Chief Minister, has any interest in the result of proceedings under this Act, and does not desire to act as competent authority due to personal reasons, he shall not proceed with the case and shall report the matter to the next higher authority who shall authorize another officer of the corresponding rank and status to act as the competent authority in a specific case;

- (g) 'corruption' means-
 - (i) accepting or obtaining or offering any gratification or valuable thing, directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official act; or
 - (ii) dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing Government property or resources; or
 - (iii) possession of pecuniary sources or property by an employee or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
 - (iv) maintaining standard of living beyond known sources of income; or
 - (v) having a reputation of being corrupt; or
 - (vi) entering into plea bargain under any law for the time being in force and return the assets or gains acquired through corruption or corrupt practices, voluntarily;
- (h) 'employee' means a person-
 - (i) in the employment of a corporation, corporate body, autonomous body, authority, statutory body or any other organization or institution set up, established, owned, managed or controlled by the Government, by or under any law for the time being in force or a body or organization in which the Government has a controlling share or interest and includes the chairman and the chief executive and the holder of any other office therein; and
 - (ii) in government service or who is a member of a civil service of the province or who holds a civil post in connection with the affairs of the province or any employee serving in any court or tribunal set up or established by the Government, but does not include a Judge of the High Court or any court subordinate to the High Court, or any employee of such courts;
- (i) 'Government' means the Government of the Punjab;
- (j) 'hearing officer' means an officer, senior in rank to the accused, appointed by any authority competent to appoint hearing officer, to afford an opportunity of personal hearing to the accused on behalf of the authority concerned;
- (k) 'inefficiency' means failure to-
 - (i) efficiently perform functions assigned to an employee in the discharge of his duties; or
 - (ii) qualify departmental examination in three consecutive attempts;
- (l) 'inquiry committee' means a committee of two or more officers, headed by a convener, as may be appointed by the competent authority under this Act;
- (m) 'inquiry officer' means an officer appointed by the competent authority under this Act;
- (n) 'misconduct' includes—
 - (i) conduct prejudicial to good order or service discipline; or
 - (ii) conduct contrary to the conduct rules, for the time being in force; or
 - (iii) conduct unbecoming of an officer and a gentleman; or
 - (iv) involvement or participation for gain directly or indirectly, in industry, trade or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to private institutions or persons, as may compromise the performance of official duties or functions; or
 - (v) any act to bring or attempt to bring outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister, or any other authority in

respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service; or

- (vi) making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law or rules; or
- (vii) absence from duty without prior approval of leave; or
- (viii) acquittal by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body; or
- (ix) conviction for an offence by a court of law;
- (o) 'prescribed' means prescribed by rules made under this Act; and
- (p) 'section' means section of this Act.

3. **Grounds for proceedings and penalty.-** An employee shall be liable to be proceeded against under this Act, if he is -

- (i) inefficient or has ceased to be efficient for any reason; or
- (ii) guilty of misconduct; or
- (iii) guilty of corruption or is reasonably considered to be corrupt; or
- (iv) engaged or is reasonably believed to be engaged in subversive activities, and his retention in service is prejudicial to national security, or is guilty of disclosure of official secrets to any unauthorized person.

4. **Penalties.-** (1) The competent authority may, notwithstanding anything contained in any law or the terms and conditions of service of the accused, by an order in writing, impose one or more of the following penalties, namely:-

- a) **Minor penalties-**
 - (i) censure;
 - (ii) withholding of increment or increments, for a specific period, subject to a maximum of five years;
 - (iii) fine not exceeding basic pay of one month;
 - (iv) reduction to a lower stage or stages in pay scale, subject to a maximum of five stages; and
 - (v) withholding of promotion for a specific period, subject to a maximum of five years; provided that this period shall be counted from the date when a person junior to the accused is considered for promotion and is promoted on regular basis for the first time;
- (b) **Major penalties -**
 - (i) recovery from pay, pension or any other amount payable to the accused, the whole or a part of any pecuniary loss caused to the Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pay, pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force;
 - (ii) reduction to a lower post and pay scale from the substantive or regular post for a specific period subject to a maximum of five years;
 - (iii) forfeiture of past service for a specific period subject to a maximum of five years;
 - (iv) compulsory retirement;
 - (v) removal from service; and
 - (vi) dismissal from service; and
- (c) **Penalties after retirement -**
 - (i) withholding of pension or any part thereof;
 - (ii) withdrawing of pension or any part thereof; and
 - (iii) recovery from pension or any other amount payable to the accused, of pecuniary loss caused to Government or the organization in which he was employed, and if the amount due from any such person cannot be wholly recovered from the pension or any other amount payable to him, such amount shall be recovered under the law for the time being in force.

(2) Dismissal from service under this Act shall disqualify the employee for future employment under the Government or under any organization to which the provisions of this Act apply.

(3) Any penalty under this Act shall not absolve an employee or accused from liability to any punishment to which he may be liable for an offence, under any law, committed by him while in service.

5. **Initiation of proceedings.**- (1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under this Act, it shall either-

- (a) proceed itself against the accused by issuing a show cause notice under section 7 and, for reasons to be recorded in writing, dispense with the enquiry;

Provided that no opportunity of showing cause or personal hearing shall be given where-

- (i) the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
- (ii) an employee has entered into plea bargain under any law for the time being in force or has been convicted of the charges of corruption which have led to a sentence of fine or imprisonment; or
- (iii) an employee is involved in subversive activities; or
- (iv) it is not reasonably practicable to give such an opportunity to the accused; or

- (b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under section 10;

Provided that the competent authority shall dispense with the inquiry where-

- (i) an employee has been convicted of any offence other than corruption by a court of law under any law for the time being in force; or
- (ii) an employee is or has been absent from duty without prior approval of leave;

Provided further that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, he is satisfied that there is no need to hold an inquiry.

(2) The orders of inquiry or the show cause notice, as the case may be, shall be signed by the competent authority; provided that where the Chief Minister is competent authority, the same shall be signed by such officer as may be authorized by him in this behalf.

6. **Suspension.**- An employee against whom action is proposed to be initiated under section 5 may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:

Provided that the continuation of the period of suspension shall require the prior approval of the competent authority for each period of extension.

7. **Procedure where inquiry is dispensed with.**- If the competent authority decides that it is not necessary to hold an inquiry against the accused under section 5, it shall-

- (a) inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, alongwith apportionment of responsibility and the penalty or penalties proposed to be imposed upon him;
- (b) give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period as the competent authority may determine;
- (c) on receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not;

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, except where the Chief Minister himself is competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons:

Provided further that if the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified.

- (d) afford an opportunity of personal hearing either itself or through the hearing officer, before passing any order of penalty under clause (f), if it is determined that the charge or charges have been proved against him; provided that the hearing officer shall only be appointed where the competent authority is of the rank of Secretary to Government of the Punjab or above; and
- (e) exonerate the accused, by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- (f) impose any one or more penalties mentioned in section 4, by an order in writing, if the charge or charges are proved against the accused:

Provided that –

- (i) Where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery, if any; and
- (ii) Where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.

8. **Action in case of conviction or plea bargain under any law.-** Where an employee is convicted by a court of law or has entered into plea bargain or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body under any law for the time being in force, the competent authority, after examining facts of the case, shall-

- (a) dismiss the employee, where he has been convicted of charges of corruption or has entered into plea bargain and has returned the assets or gains acquired through corruption or corrupt practices voluntarily or;
- (b) proceed against the employee under section 7, where he has been convicted of charges other than corruption; or
- (c) proceed against the employee under section 9, where he has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude or affecting human body.

9. **Procedure to be followed by competent authority where inquiry is necessary.-** (1) If the competent authority decides that it is necessary to hold an inquiry against the accused under section 5, it shall pass an order of inquiry in writing, which shall include-

- (a) appointment of an inquiry officer or an inquiry committee; provided that the inquiry officer or the convener of inquiry committee, as the case may be, shall be of a rank senior to the accused and where two or more accused are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be of a rank senior to the senior most accused;
- (b) the grounds for proceeding, clearly specifying the charges along with apportionment of responsibility;
- (c) appointment of the departmental representative by designation; and
- (d) direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within seven days of the date of receipt of orders or within such extended period as the competent authority may determine.

(2) The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry.

10. **Procedure to be followed by inquiry officer or inquiry committee.-** (1) On receipt of reply of the accused or on expiry of the stipulated period, if no reply is received from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and where any witness is produced by one party, the other party shall be entitled to cross examine such witness.

(2) If the accused fails to furnish his reply within the stipulated period, or extended period, if any, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry ex parte.

(3) The inquiry officer or the inquiry 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, in which case it shall not be of more than seven days.

(4) Where the inquiry officer or the inquiry 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 the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as may be deemed expedient in the interest of justice.

(5) If the accused absents himself from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him, is sanctioned on the recommendation of a Medical Board; provided that the competent authority may, in its discretion, sanction medical leave upto seven days without recommendation of the Medical Board.

(6) The inquiry officer or the inquiry committee, as the case may be, shall submit his or its report, containing clear findings as to whether the charge or charges have been proved or not and specific recommendations regarding exoneration or, imposition of penalty or penalties, to the competent authority within sixty days of the initiation of inquiry:

Provided that where the inquiry cannot be completed within sixty days, the inquiry officer or the inquiry committee, as the case may be, shall seek extension for specific period from the competent authority, for reasons to be recorded in writing.

Provided further that the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of inquiry:

Provided further that the recommendations of the inquiry officer or the inquiry committee, as the case may be, shall not be binding on the competent authority.

11. Powers of the Inquiry Officer or Inquiry Committee.- (1) For the purpose of an inquiry under this Act, the inquiry officer and the inquiry committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908, (Act V of 1908), in respect of the following:-

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents, and receiving evidence on affidavits; and
- (c) issuing commissions for the examination of witnesses or documents.

(2) The proceedings under this Act shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code 1860 (Act XLV of 1860).

12. Duties of the departmental representative.- The departmental representative shall perform the following duties, namely-

- (a) render full assistance to the inquiry officer or the inquiry committee or hearing officer or the authority concerned, as the case may be, during the proceedings where he shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing;
- (b) cross-examine the witnesses produced by the accused and with permission of the inquiry officer or inquiry committee, as the case may be, the prosecution witnesses in case of their turning hostile; and
- (c) rebut the grounds of defense offered by the accused before the hearing officer or the authority concerned.

13. Order to be passed by the competent authority on receipt of report from the inquiry officer or inquiry committee.- (1) On receipt of the report from the inquiry officer or inquiry committee, as the case may be, the competent authority shall examine the report and the relevant case material and determine whether the inquiry has been conducted in accordance with the provisions of this Act.

(2) If the competent authority, is satisfied that the inquiry has been conducted in accordance with the provisions of this Act, it shall further determine whether the charge or charges have been proved against the accused or not.

(3) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing.

(4) Where the charge or charges have been proved against the accused, the competent authority shall issue a show cause notice to the accused by which it shall-

- (a) inform him of the charges proved against him and the penalty or penalties proposed to be imposed upon him by the inquiry officer or inquiry committee;
- (b) give him reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him and to submit as to why one or more of the penalties as provided in section 4 may not be imposed upon him and to submit additional defense in writing, if any, within seven days of the receipt of the notice, before itself or the hearing officer, as the case may be;
- (c) indicate the date of personal hearing or appoint a hearing officer to afford an opportunity of personal hearing on his behalf; provided that the hearing officer shall only be appointed where the competent authority is of the rank of Secretary to Government of the Punjab or above.
- (d) provide a copy of the inquiry report to the accused; and

- (e) direct the departmental representative to appear, with all the relevant record, on the date of hearing before himself or the hearing officer, as the case may be.

(5) After affording personal hearing to the accused or on receipt of the report of the hearing officer, the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defence offered by the accused during personal hearing, by an order in writing-

- (i) exonerate the accused; or
- (ii) impose any one or more of the penalties specified in section 4:

Provided that -

- (i) Where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery, if any; and
- (ii) Where charge of absence from duty for a period of more than one year is proved against the accused, the penalty of compulsory retirement or removal or dismissal from service shall be imposed upon the accused.

(6) Where the Competent Authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of this Act or the facts and merits of the case have been ignored or there are other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as the competent authority may like to give, or may order a de novo inquiry.

(7) After receipt of inquiry report, the competent authority, except where the Chief Minister himself is the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.

(8) If the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period.

14. Personal hearing.- (1) The authority affording personal hearing or the hearing officer on receiving an order of appointment shall, by an order in writing, call the accused and the departmental representative, along with relevant record of the case, to appear before him for personal hearing on the fixed date and time.

(2) After affording personal hearing to the accused, the authority or the hearing officer shall, in relation to the case and the connection of the accused during the hearing, record his remarks in writing and, in case hearing officer, submit a report to the authority so appointed him which shall include:-

- (i) summary of the inquiry report where inquiry was conducted under section 10, or summary of the defence offered by the accused to the show cause notice under section 7, or grounds of appeal or review filed under section 16, as the case may be;
- (ii) summary of defence offered by the accused during the hearing, if any; and
- (iii) views of the departmental representative, if any.

15. Procedure of inquiry against officers lent to other governments, etc.- (1) Where the services of an employee are transferred or lent to any other government, department, corporation, corporate body, autonomous body, authority, statutory body or any other organization or institution, hereinafter referred to as the borrowing organization, the competent authority for the post against which such employee is posted in the borrowing organization may-

- (a) suspend him under Section 6; and
- (b) initiate proceedings against him under this Act:

Provided that the borrowing organization shall forthwith inform the lending organization of the circumstances leading to the order of his suspension and the commencement of the proceedings:

Provided further that the borrowing organization shall obtain prior approval of the lending organization before taking any action under this Act, against an employee holding a post in Basic Pay Scale 17 or above.

(2) If, in the light of the findings of the proceedings taken against the accused in terms of sub-section (1), the borrowing organization is of the opinion that any penalty may have to be imposed on him, it shall transmit the record of the proceedings to the lending organization, and the competent authority in the lending organization shall thereupon take action against the accused under Section 13.

(3) Notwithstanding anything to the contrary contained in sub-sections (1) and (2), the Chief Minister may, in respect of certain employees or class of employees, authorize any officer or authority in the borrowing organization to exercise all the powers of competent authority under this Act.

16. **Departmental appeal and review.**-(1) An accused who has been awarded any penalty under this Act may, except where the penalty has been imposed by the Chief Minister, within thirty days from the date of communication of the order, prefer departmental appeal directly to the appellate authority:

Provided that where the order has been passed by the Chief Minister, the accused may, within the aforesaid period, submit a review petition directly to the Chief Minister.

(2) The authority empowered under sub-section (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned department or office, and on consideration of the appeal or the review petition, as the case may be, by an order in writing-

- (a) uphold the order of penalty and reject the appeal or review petition; or
- (b) set aside the orders and exonerate the accused; or
- (c) modify the orders and reduce or enhance the penalty; or
- (d) set aside the order of penalty and remand the case to the competent authority, where it is satisfied that the proceedings by the competent authority or the inquiry officer or inquiry committee, as the case may be, have not been conducted in accordance with the provisions of this Act, or the facts and merits of the case have been ignored, with the directions to either hold a de novo inquiry or to rectify the procedural lapses or irregularities in the proceedings:

Provided that where the appellate or review authority proposes to enhance the penalty, it shall by an order in writing-

- (i) inform the accused of the action proposed to be taken against him and the grounds of such action; and
- (ii) give him a reasonable opportunity to show cause against the action and afford him an opportunity of personal hearing either himself or through a hearing officer; Provided that the hearing officer shall only be appointed where the appellate or the review authority is of the rank of Secretary to Government of the Punjab or above.

(3) An appeal or review preferred under this section shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection to the impugned order in a proper and temperate language.

17. **Revision.** (1) The Chief Minister, Chief Secretary or the Administrative Secretary or any other appellate authority may call for the record of any proceedings within one year of the order of exoneration or imposition of a penalty, passed by the competent authority or the order of appellate authority, as the case may be, for the purpose of satisfying himself as to the correctness, legality or propriety of such proceedings or order.

(2) On examining the record of the case, such authority may-

- (i) uphold the orders of the competent authority or the appellate authority, as the case may be; or
- (ii) order the competent authority to hold de novo inquiry; or
- (iii) impose or enhance a penalty or penalties:

Provided that no order, prejudicial to the accused, shall be passed under this section unless the accused has been given a reasonable opportunity of showing cause against the proposed action and an opportunity of personal hearing.

18. **Appearance of counsel.**- The accused, at no stage of the proceedings under this Act, except proceedings under section 19, shall be represented by an advocate.

19. **Appeal before Punjab Service Tribunal.** (1) Notwithstanding anything contained in any other law for the time being in force, any employee aggrieved by any final order passed under Section 16 or 17 may, within thirty days from the date of communication of the order, prefer an appeal to the Punjab Service Tribunal established under the Punjab Service Tribunals Act, 1974 (Punjab Act, IX of 1974).

(2) If a decision on a departmental appeal or review petition, as the case may be, filed under section 16 is not received within a period of sixty days of filing thereof, the affected employee may file an appeal in the Punjab Service Tribunal within a period of thirty days of the expiry of the aforesaid period, whereafter, the authority with whom the departmental appeal or review is pending, shall not take any further action.

20. **Act to override other laws.**- The provisions of this Act shall have effect notwithstanding anything to the contrary contained in any other law for the time being in force.

21. **Proceedings under this Act.-** Subject to this Act, all proceedings initiated against the employees having retired or in service, shall be governed by the provisions of this Act and the rules made thereunder:

Provided that in case of retired employee, the proceedings so initiated against him shall be finalized not later than two years of his retirement.

(2) The competent authority may, by an order in writing, impose one or more penalties specified in clause (c) of section 4, if the charge or charges are proved against the retired employee.

22. **Indemnity.-** No suit, prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under this Act or the rules, instructions or directions made or issued thereunder.

23. **Jurisdiction barred.-** Save as provided under this Act, no order made or proceedings taken under this Act, or the rules made thereunder, shall be called in question in any court and no injunction shall be granted by any court in respect of any decision so made or proceedings taken in pursuance of any power conferred by, or under this Act, or the rules made thereunder.

24. **Power to make rules.-** The Government may, by notification in the official Gazette, make rules for carrying out the purposes of this Act.

25. **Removal of difficulties.-** If any difficulty arises in giving effect to any of the provisions of this Act, the Chief Minister may make such order, not inconsistent with the provisions of this Act, as may appear to him to be necessary for the purpose of removing that difficulty.

26. **Repeal.-** (1) The Punjab Removal from Service (Special Powers) Ordinance, 2000 (Ord. IV of 2000), is hereby repealed.

(2) Notwithstanding the repeal of the Punjab Removal from Service (Special Powers) Ordinance, 2000 (Ord. IV of 2000), all proceedings pending immediately before the commencement of this Act against any employee under the said repealed Ordinance or under the Punjab Civil Servants Act, 1974 (Pb. Act, VIII of 1974), and rules made thereunder, or any other law or rules shall continue under that law and rules, in the manner provided thereunder.

***MODEL DRAFT ORDER OF APPOINTMENT OF INQUIRY OFFICER/COMMITTEE TO BE SIGNED/ISSUED BY THE COMPETENT AUTHORITY UNDER SECTION 9 READ WITH SECTION 5(1)(b) OF THE PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT 2006**

ORDER OF INQUIRY

WHEREAS, the undersigned as Competent Authority under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 is of the opinion that there are sufficient grounds to proceed against Mr./M/s. _____ (name/names and designation of the accused) under Section 3 of the Act ibid on the charges (of inefficiency, misconduct, corruption and engagement in subversive activities). I, therefore, order initiation of disciplinary proceedings against the accused under the Punjab Employees Efficiency, Discipline and Accountability Act 2006.

2. AND WHEREAS, I consider that in the light of facts of the case and in the interest of justice, it is necessary to hold an inquiry. I, therefore, appoint Mr. _____ (name & designation) as inquiry officer/ inquiry committee consisting of the following:

- 1) Mr. _____ (Name & Designation/Convener)
- 2) Mr. _____ (Name & Designation/Member)
- 3) Mr. _____ (Name & Designation/Member)

to proceed against the accused in terms of Section 5 read with Section 9 of the Act ibid and to conduct inquiry into the following charge(s):

- i. _____ (give full description of the charge)
- ii. _____ -do-
- iii. _____ -do-

3 The accused official/officials is/are directed to submit his/their written defence to the Inquiry Officer/the Inquiry Committee, within seven days of the date of receipt of this order (or within such extended period as may be determined by the Competent Authority). If he/they fail to submit his/their written defence within the prescribed period, it shall be presumed that either he/they have no defence to offer or he/they have declined to offer the same and he/they have accepted the charge(s).

4. Mr. _____ (name & designation) is appointed as Departmental Representative in terms of Section 9(1)(c) read with Section 12 of the Act ibid.

5. In case the accused official/officials desires/desire to consult any record on which the aforesaid charges are based or is relevant to the aforesaid charge(s), he/ they may do so with prior arrangement with the undersigned or the Departmental Representative within _____ days of the receipt of this order.

6. The Inquiry Officer or Inquiry Committee shall submit his/its report and recommendations to the undersigned within sixty days of the initiation of inquiry in terms of Section 10 (6) of the Act ibid.

SIGNATURE OF THE COMPETENT AUTHORITY
NAME & DESIGNATION

Note: Model is only for guidance and may be modified keeping in view the requirements of the case.

*Model order/notices added vide letter No. SORI(S&GAD)1-30/2003(P-I) dated 13.12.2006.

**MODEL DRAFT SHOW CAUSE-CUM-PERSONAL HEARING NOTICE
UNDER SECTION 13 (4)**

To

(name of the accused)

Subject:- SHOW CAUSE-CUM-PERSONAL HEARING NOTICE UNDER SECTION 13(4)
OF THE PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND
ACCOUNTABILITY ACT, 2006

WHEREAS, disciplinary proceedings were initiated against you by the undersigned /competent authority under the provisions of the Punjab Employees Efficiency, Discipline and Accountability Act 2006, on the charge(s) of (inefficiency, misconduct, corruption and engagement in subversive activities) vide Order No. _____ dated _____.

2. AND WHEREAS, the Inquiry Officer/Committee submitted his/its inquiry report, according to which the following charge/charges have been proved against you:

Sr. No.	Charge No.	Extent to which charge proved
1.		(Fully proved or partially proved)
2.		(Fully proved or partially proved)

The inquiry Officer/Committee has recommended imposition of penalty (give details) upon you in terms of Section 4 of the Act. A copy of the inquiry report is enclosed.

3. AND WHEREAS, after perusal of the inquiry report and other relevant record, I have found no reason to differ/I have reasons to differ (give detailed reasons for differing) with the findings and recommendations of the Inquiry Officer/Committee. Hence the charge/charges leveled vide above referred order have been proved against you for which you are liable to be imposed the following penalty/penalties in terms of Section 4 of the Act:

- | | | |
|------|-------|------------------------------|
| i. | _____ | (specific penalty/penalties) |
| ii. | _____ | -do- |
| iii. | _____ | -do- |

4. NOW, THEREFORE, in exercise of the powers conferred upon me as Competent Authority under Section 13(4) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, you are hereby called upon to show cause within seven days, of the receipt of this notice, as to why the abovementioned penalty/penalties may not be imposed upon you. You are also allowed to submit your additional defence in writing, if any.

5. You are also offered an opportunity of personal hearing and directed to appear before the undersigned (or before Mr. _____ Hearing Officer appointed by the competent authority (in case competent authority is Secretary to the Government of Punjab or above)) on _____ for this purpose.

SIGNATURE OF THE COMPETENT AUTHORITY
NAME & DESIGNATION

Note: Model Notice is only for guidance and may be modified keeping in view the requirements of the case.

**MODEL SHOW CAUSE NOTICE UNDER SECTION 7 (b) READ WITH SECTION 5(1)(a) OF
THE PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT
2006 TO BE ISSUED BY THE AUTHORITY**

Subject: SHOW CAUSE NOTICE

WHEREAS, the undersigned as Competent Authority, under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, in due consideration of the facts of this case is of the view that you, Mr. _____ While posted as _____ during the period from _____ to _____ have committed the following irregularities and there are sufficient grounds to proceed against you:

- i. _____ (give full description of the allegations)
- ii. _____ -do-
- iii. _____ -do-

2. AND WHEREAS, the undersigned is of the opinion that it is not necessary to hold an inquiry into the matter in view of the provisions contained in Section 5 (1)(b) of the Act *ibid*. It is, therefore, proposed to proceed against you under Section 7(b) read with Section 5(1)(a) of Punjab Employees, Efficiency, Discipline and Accountability Act, 2006.

3. NOW, THEREFORE, you are hereby called upon to show cause in writing within seven days (or within such period as may be extended by the competent authority) of the receipt of this notice as to why one or more of the penalties as prescribed in Section 4 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 should not be imposed upon you.

4. Your reply to this show cause notice should reach the undersigned within the said period, failing which it shall be presumed that you have no defence to offer.

5. In case you desire to consult any record, on which the aforesaid charges are based or is relevant to the aforesaid charge(s) you may do so with prior arrangement with the undersigned within _____ days of the receipt of this notice.

SIGNATURE OF THE COMPETENT AUTHORITY
NAME & DESIGNATION

Note: Model Notice is only for guidance and may be modified keeping in view the requirements of the case.

**MODEL DRAFT OF PERSONAL HEARING NOTICE UNDER SECTION 7(d) OF THE
PUNJAB EMPLOYEES EFFICIENCY, DISCIPLINE AND ACCOUNTABILITY ACT, 2006**

To

_____ (name of the accused)

Subject: PERSONAL HEARING NOTICE UNDER SECTION 7(d).

WHEREAS, inquiry proceedings were initiated against you by the undersigned as competent authority under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, on the charge(s) of (inefficiency, misconduct, corruption and engagement in subversive activities) and it was decided to dispense with the inquiry in terms of Section 5(1)(b).

2. AND WHEREAS, a show cause notice was served upon you in terms of Section 7(b) read with Section 5(1)(a) of the Act *ibid*, bearing No. _____ dated _____ to submit your written reply within _____ days.

3. AND WHEREAS, your reply to the said show cause notice has been considered and it has been determined that the following charge(s) as contained in the show cause notice has/have been proved against you:

Sr. No.	Charge No.	Extent to which charge proved
1.		(Fully proved or partially proved)
2.		(Fully proved or partially proved)

Hence, it is proposed to impose to impose the following penalty/penalties upon you in terms of Section 4 of the Act *ibid*:

- i. _____ (specific penalty/penalties)
- ii. _____ -do-
- iii. _____ -do-

4. NOW, THEREFORE, you are afforded an opportunity of personal hearing in terms of Section 7(d) of the Act and directed to appear before the undersigned {or before Mr. _____ Hearing Officer appointed by the competent authority (in case competent authority is Secretary to the Government of Punjab or above)} on _____ for this purpose.

SIGNATURE OF THE COMPETENT AUTHORITY
NAME & DESIGNATION

Note: Model Notice is only for guidance and may be modified keeping in view the requirements of the case.

Copy of Letter No. SO R-I(S&GAD) 1-30/2003 dated 16.11.2006

In exercise of the powers conferred upon him under sub-clause (ii) of clause (f) of section 2 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 the Chief Minister is pleased to authorize the officer/authority shown in column No. 4 of the following Table to exercise the powers of the competent authority under the Act *ibid* in relation to an employee or class of employees shown in column No. 2 of the Table:

TABLE

S. No.	Employee/class of Employees	Holder of the Post	Officer/Authority authorized to exercise powers of competent authority
1.	Employee in the Government in a post, or belonging to a service, group or cadre in the Secretariat Departments controlled by the Government	(i) Deputy Secretary, District Police Officer/Superintendent of Police in BS-18 and Post in BS-19 and above	Chief Minister
		(ii)(a) In BS-16 & 17; and (b) In BS-18 except as provided at (i) above	Appointing Authority
		(iii) In BS-1 to 15	Administrative Secretary
2.	Employee in an attached Department or a subordinate office of the Government or District Government	(i) In BS-19 and above	Chief Minister
		(ii) In BS-1 to 18	Appointing Authority
3.	Employee of a Corporation, Corporate Body, Autonomous Body, Statutory Body, Institution or Organization as defined in sub-clause (i) of clause (h) of section 2 of the Act <i>ibid</i> .	In BS-1 and above	Appointing Authority

Explanation:

BS in the Table means the pay scale originally sanctioned for the post and does not include pay scale of a person on account of officiating/current charge appointment.

Copy of letter No. SO R-I(S&GAD) 1-30/2003 dated 06.02.2007

In exercise of the powers conferred upon him under sub-clause (ii) of clause (f) of section 2 of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 the Chief Minister is pleased to authorize the officer/authorities shown in column No. 4 of the following Table to exercise the powers of the competent authority under the Act ibid in relation to an employee or class of employees shown in column No. 2 of the Table:

TABLE

S. No.	Employee/class of Employees	Holder of the Post	Officer/Authority authorized to exercise powers of competent authority
1.	Employee placed in the Surplus Pool of S&GAD	(i) In BS-1 to 4	Deputy Secretary (Personnel), S&GAD
		(ii) In BS-5 to 15	Additional Secretary (Admin), S&GAD
		(iii) In BS-16 to 18	Additional Chief Secretary, S&GAD
		(iv) In BS-19 and above	Chief Minister
2.	Retired Employees of Government	In BS-1 and above	Appointing Authority at the time of retirement
3.	Retired Employee of Corporation	In BS-1 and above	Appointing Authority at the time of retirement

Explanation:

BS in the Table means the pay scale sanctioned for the post and does not include pay scale of a person on account of officiating/current charge appointment.

Subject: IMPOSITION OF PENALTY OF WITHHOLDING OF INCREMENTS UNDER
E&D RULES, PRSO 2000 AND PEEDA 2006

I am directed to refer to the subject cited above and to state that competent authorities have been empowered to impose one or more of the penalties provided under the E&D Rules, PRSO 2000 and Punjab Employees Efficiency, Discipline and Accountability Act, 2006 (PEEDA). The competent authorities are expected to be cautious enough while exercising powers vested in them under the above mentioned rules/laws in order to discipline the Government employees. However, it has been brought to the notice of the Government that the penalty of withholding of increments is sometimes imposed without considering all aspects of the case, **especially when the employee is drawing pay at the maximum of his pay scale.** In such situation, the penalty of withholding of increments cannot be enforced. Moreover, the penalty of withholding of increments remains effective for specific period and thereafter the withheld increments are restored. An **employee may be at the fag end of his career** and imposition of penalty of withholding of increments may cause undue hardship and eventually it may have a bearing upon his pension case. The competent authorities should, therefore, foresee that such a penalty expires well before the date of retirement/superannuation to save the employee from recurring loss.

2. In view of the above, I am directed to request that the penalty of withholding of increments may be imposed by the competent authorities after considering all aspects of the case.

No.E&A(S&GAD)12(308)/99-A
Dated the 20th June, 2007

NOTIFICATION

In supersession of this Department's Notification of even number dated 18th February, 2002, in exercise of the powers authorized by the Governor of the Punjab as mentioned in table-I(a), Serial No.3, Column-III of Notification No. SOR-III-1-33/94(B), dated 05.11.2001, Additional Chief Secretary being the Competent Authority of Employees in BS-1-15 belonging to a Service, Group or Cadre in Secretariat Departments controlled by the Punjab Government is pleased to designate the Secretary of Administrative Department concerned to exercise powers of Competent Authority to proceed/initiate action as per provisions of Punjab Employees Efficiency, Discipline and Accountability Act, 2006 against the delinquent officials in BS-1-15, working under their administrative control.

**asifqureshi*

**PUNJAB CIVIL SERVANTS
(CONDUCT) RULES, 1966**

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NOTIFICATION

The 1st September 1966

No.S(R)2173/1-10/66-S.O.XIII – In exercise of the powers conferred by paragraph (b) of clause (2) of Article 178 and clause (1) of Article 179 of the Constitution of the Islamic Republic of Pakistan, and of all powers enabling him in that behalf, the Governor of • Punjab is pleased to make the following rules, namely:

THE •PUNJAB GOVERNMENT SERVANTS (CONDUCT) RULES, 1966

1. **Short title and commencement** – (1) These rules may be called the •Punjab Government Servants (Conduct) Rules, 1966.

(2) They shall come into force at once.

2. **Extent of application** – These rules apply to all persons, whether on duty or on leave, within or without •Punjab, serving in connection with the affairs of the Province of •Punjab, including the employees of the Provincial Government deputed to serve ♦ (under the Central Government or) with a Statutory Corporation or with a non-Government employer, but excluding –

(a) members of an All-Pakistan Service serving in connection with the affairs of the Province;

** (b) Deleted.

(c) holders of such posts in connection with the affairs of the Province of •Punjab, as the Provincial Government may, by a notification in the official Gazette, specify in this behalf.

3. **Definitions** – (1) In these rules, unless there is anything repugnant in the subject or context –

- (a) "Government" means the Government of •Punjab;
- (b) "Government servant" means a person to whom these rules apply;
- (c) "member of a Government servant's family" includes –

* (i) his wife, children and step children (whether residing with the Government servant or not); and

• The words 'West Pakistan' substituted with word 'Punjab' vide Notification No. SOR-IV (S&GAD)1-4/978 dated 20.06.1998.

♦ Deleted vide Notification No.SORI(S&GAD)-1-5/69(XIII) dated 27.05.1970.

** Deleted vide Notification No.SORI(S&GAD)-1-5/69 (XIII) dated 27.05.1970. (History of amendment is available at page 12).

* Substituted vide Notification No.SOR-IV(S&GAD)1-6/78 dated 26.12.1982. (Original version is available at page 12).

- (ii) any other relative of the Government servant or his wife, when residing with and wholly dependent upon him;

But does not include a wife legally separated from the Government servant, or a child or step-child who is no longer in any way dependent upon him, or of whose custody the Government servant has been deprived by law; and

- (d) "Province" means the Province of • Punjab.

(2) Reference to a wife in clause (c) of sub-rule (1) shall be construed as reference to the husband where the Government servant is a woman.

4. **Repeal of previous Conduct Rules** – The following rules in so far as they applied to the persons to whom these rules apply are hereby repealed but such repeal shall not affect anything done or suffered under those rules:-

- (i) The Government Servants Conduct Rules, issued by the late N.W.F.P. Government;
- (ii) The Government Servants Conduct Rules 1950, issued by the late Punjab Government;
- (iii) The Bahawalpur State Servants Conduct Rules;
- (iv) The Sind Civil Services Conduct, Discipline and Appeal Rules in so far as they concern the Conduct of Government Servants.

5. **Gifts** – ** (1) Save as otherwise provided in this rule and instructions issued from time to time, no Government servant shall, except with the previous sanction of Government, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to Government for decision as to its disposal.

(2) If any question arises whether receipt of a gift places a Government servant under any form of official obligation to the donor, the decision of Government thereon shall be final.

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

*(4) Officers of the rank of Secretaries to the Central Government may accept gifts offered abroad or within Pakistan by institutions or official dignitaries of foreign Governments of comparable or higher level. If the gift is capable of being used in a Government office or department or at official residence, it should be used

* The words 'West Pakistan' substituted with word 'Punjab' vide Notification No. SOR-IV (S&GAD)1-4/978 dated 20.06.1998.

**Substituted vide Notification No.SOR-IV(S&GAD)1-28/74-A, dated 17.01.1979. (Original version is available at page 12).

^Substituted vide Notification No.SOR-IV(S&GAD)1-28/74-A dated 17.01.1979.

accordingly. If the gift cannot be so used, the Government servant may retain it for his own use. The monetary limits up to which the gifts could be retained by the recipient are as follows:

- *** (a) Gifts up to a value of Rs. 10,000/- (Rupees ten thousand only) may be retained (free of cost) by the recipient. In case of low-paid Government employees (BPS-1 to 10) the gift may be retained by the recipient irrespective of the value assessed.
- (b) Gifts valued above Rs. 10,000/- may be allowed to be retained by the recipient on payment of 15% of the value exceeding Rs. 10,000/-.
- (c) Gifts valuing Rs. 400,000/- more shall not be retained by the recipients. Such gifts shall be deposited in Toshakhana, maintained by the Cabinet Division, Cabinet Secretariat, Islamabad.
- (d) The value of the gifts will be assessed by the Cabinet Division, Government of Pakistan.
- (e) The Head of Account of Toshakhana in which the amounts are to be deposited is 1300000/-Others/Nes/Misc. Receipt Of Darbar Presents (Central).

6. **Acceptance of foreign awards** – No Government servant shall except with the approval of the *Chief Minister of *Punjab accept a foreign award, title or decoration.

Explanation – For the purpose of this rule, the expression “approval of the *Chief Minister” means prior approval in ordinary cases and ex post facto approval in special cases where sufficient time is not available for obtaining prior approval.

7. **Public demonstration in honour of Government servants** – No Government servant shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him.

8. **Gift to medical officers** – Subject to the departmental rules in this behalf, a medical officer may accept any gift of moderate value offered in good faith by any person or body of persons in recognition of his professional services.

9. **Subscriptions** – No Government servant shall, except with the previous sanction of Government, 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.

*** Sub-rule (4) of Rule 5 substituted by inserting (a), (b), (c), (d) and (e), respectively, vide Notification No. SOR-IV(S&GAD)1-28/74 (A) dated 15.09.2001.

*In rule 6 the word “Governor”, was substituted with the words “Chief Minister” vide Notification No.SOR-IV(S&GAD)15-4/85 dated 24.12.1985.

• The word ‘Punjab’ inserted vide Notification No. SOR-IV(S&GAD)1-4/978 dated 20.06.1998.

10. Lending and borrowing – (1) No Government servant shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person within the local limits of his authority or any person with whom he has any official dealings:

Provided that a Government servant may –

- (i) Deal in the ordinary course of business with a Joint Stock Company, bank or a firm of standing or the House Building Finance Corporation;
- (ii) Accept a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a bona fide tradesman.

(2) When a Government servant is appointed or transferred to a post of such a nature that a person from whom he has borrowed money or to whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, the Government servant shall forthwith declare the circumstances, when he is a Gazetted Officer, to Government through the usual channel, and where he is a non-gazetted Government servant, to the Head of his office.

(3) This rule, in so far as it may be construed to relate to loans given to or taken from Co-operative Societies registered under the Co-operative Societies Act, 1925 (*Snd Act VII of 1925*), or under any law for the time being in force relating to the registration of Co-operative Societies, by the Government servants shall be subject to any general or special restrictions or relaxation made or permitted by Government.

*11. Omitted.

11-A. Omitted.

Rule 11 and 11-A shall remain intact for Judicial Officers/Lower Courts Establishment/Lahore High Court Establishment, Lahore (amended vide Notification No. SOR-IV(S&GAD) 1-6/90 dated 18.08.2009).

***12. Declaration of Property** – (1) Every Government Servant shall, at the time of entering Government service make a declaration to Government, ♥in the prescribed proforma through the usual channel, of all immovable and moveable properties including shares, certificates, securities, insurance policies, cash and jewelry having a total value of **Rs.50,000 (fifty thousand rupees) or more belonging to or held by him or by a member of his family individually or collectively and such declaration shall –

- (a) State the district within which the property is situated;

*Rule 11 and 11-A, omitted vide Notification No.SOR-IV(S&GAD)1-6/90 dated 12.05.2005. (Previous versions are available at pages 12 & 13).

♦Rule 12 substituted vide Notification No.S(R)-3110/ 1-19/68-SOXIII dated 24.02.1969. (Original version is available at page 13).

♥In Rule 12, sub rule (1), the words "in the prescribed proforma" added vide Notification No.SOR-IV(S&GAD)1-6/90 dated 12.05.2005.

**In Rule 12, in sub-rule(1) and in its clause(b), for the figure and words "Rs.10,000/- (ten thousand rupees)" the figure and words "Rs.50,000/- (fifty thousand rupees)" substituted vide Notification No.SOR-IV(S&GAD)1-6/78 dated 18.11.1985.

- (b) Show separately individual items of jewelry exceeding ** Rs.50,000 (fifty thousand rupees) in value; and
- (c) Give such further information as Government may, by general or special order, require.

* (2) Every Government Servant shall submit to the Government in the prescribed proforma through the usual channel, an annual declaration of income, assets and expenses for the financial year, ending on 30th June, showing any increase or decrease of property as shown in the declaration under sub rule (1) for the last annual return, as the case may be.

* (3) Declaration of Assets Proforma shall be opened in the concerned section each year and entered into the relevant database.

*13. **Disclosure of assets, immovable, movable and liquid** – A Government servant shall, as and when he is so required by Government by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, immovable and movable, including shares, certificates, insurance policies, cash, jewelry #and expenses during any period specified by such order in the form specified therein.

14. **Speculation and investment** – (1) No Government servant shall speculate in investments. For the purpose of this sub rule, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

(2) No Government servant 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 Government servant shall make any investment the value of which is likely to be affected by some event of which information is available to him as a Government servant 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 Government thereon shall be final.

15. **Promotion and management of companies, etc.** – No Government servant shall, except with the previous sanction of Government, take part in the promotion, registration or management of any bank or company:

Provided that a Government servant may, subject to the provisions of any general or special order of Government, take part in the promotion, registration or

♦ Sub-rule (2) of rule 12 substituted vide Notification No.SOR-IV (S& GAD) 1-6/90 dated 12.05.2005. (Original version is available at page 13).

♣ After sub rule (2), a new sub rule (3) added vide Notification No.SOR-IV (S& GAD) 1-6/90 dated 12.05.2005.

♠ Substituted vide Notification No.S(R)-3110/1-19/68- SOXIII dated 24.02.1969. (Original version is available at page 13).

#Added vide Notification No.SOR.IV (S& GAD) 1-4/92 dated 27.07.1992.

management of a Co-operative Society registered under the Co-operative Societies Act, 1925 (*Sind Act VII of 1925*), or under any similar law.

**** 16. Private trade, employment or work** – (1) No Government servant shall, except with the previous sanction of Government, engage in any trade or undertake any employment or work, other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the 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 obligation as a Government servant; but he shall not undertake or shall discontinue such work if so directed by Government. A Government servant who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of Government:

* Provided further that a non-Gazetted Government servant may, without such sanction, undertake as small enterprise which absorbs family labour and where he does so shall file details of the enterprise along with the declaration of assets.

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

(3) This rule does not apply to sports activities and memberships of recreation clubs.

♦ 16-A. Subletting of residential accommodation allotted by Government – No Government servant shall, except with the prior permission of the Head of the Department, sublet residential accommodation or any portion thereof let to him by Government.

**** 16-B. Government servant not to live beyond his means, etc.** – No Government servant shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

17. Insolvency and habitual indebtedness – (1) A Government Servant shall avoid habitual indebtedness. If a Government servant is adjudged or declared insolvent or if the whole of that portion 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 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.

*** Related instructions may be seen at page 19.*

** Added vide Notification No.S(R)-3110/1-19/68-SO-XIII dated 24.02.1969. Further clarification, may be read with letter No. SOR.I (SGA&ID) 1-35/74 dated 26.08.1974 (page 18).*

♦ Added vide Notification No.S(R)3110/1-19/68-SOXIII dated 24.02.1969.

(2) A Government servant who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Head of the Office or Department or to the Secretary of the Administrative Department, as the case may be, in which he is employed.

18. **Unauthorized communication of official documents or information** – No Government servant shall, except in accordance with any special or general order of Government, communicate directly or indirectly any official information or the contents of any official document to a Government servant not authorized to receive it, or to a non-official person, or to the Press.

19. **Approach to Members of the Assemblies, etc.** – No Government servant shall, directly or indirectly, approach any Member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

20. **Management, etc. of Newspapers or Periodicals** – No Government servant shall, except with the previous sanction of Government, own wholly or in part, or conduct or participate in the editing or management of, any newspaper or other periodical publication.

♥21. **Radio Broadcast, Television Programme and Communication to the Press** – No Government servant shall, except with the previous sanction of Government or any other authority empowered by it in this behalf, 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 any other name, to any newspaper or periodical:

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

Provided further that no such sanction shall be required if such broadcast, television programme, contribution or letter is of a purely literary, artistic or scientific character or, in the case of a member of the teaching profession, relates to his specialized discipline.

*22. **Publication of Information, Public speeches and Television programme capable of embarrassing Government** – No Government servant shall, in any document published, or in any public utterance or radio broadcast delivered, or in any television programme attended by him, make any statement of fact or opinion or act in a manner which is capable of embarrassing the Central or any Provincial Government:

♥ Substituted vide Notification No.SORI(S&GAD)-1-1/71 dated 25.05.1971. (Original version is available at page 14).

* Substituted vide Notification No.SORI(S&GAD)-1-1/71 dated 25.05.1971. (Original version is available at page 14).

Provided that technical staff (both Gazetted and non-Gazetted) may publish research paper on technical subjects, if such papers do not express views on political issues or on Government policy and do not include any information of a classified nature:

Provided further that members of the teaching profession (Gazetted and non-Gazetted) may publish such articles, papers, letters, books and research material on the subjects related to their specialized discipline as do not offend against the provisions of these rules.

23. Evidence before Committees – (1) No Government servant shall give evidence before a public committee except with the previous sanction of Government.

(2) No Government servant giving such evidence shall criticize the policy or decisions of the Central or any Provincial Government.

(3) This rule shall not apply to evidence given before statutory committees which have power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

24. Taking part in politics and elections – (1) No Government servant shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

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

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

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

** (4) No Government servant shall allow any member of his family dependent on him to indulge in any political activity, or form a political association and be its member, or to act in a manner in which he himself is not permitted by sub-rule (3) to act.

(5) A Government servant who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-rule (3) to have taken part in an election to such body.

#Inserted through corrigendum No.S(R)2714/1-10/66-SOXIII dated 17.01.1969.

**Substituted vide Notification No.SOR-IV(S&GAD)1-1/77 dated 18.12.1978. (Original version is available at page 14).

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

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

25. Propagation of Sectarian creeds, etc. – No Government servant shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favouritism 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 Government servants in particular and amongst the people in general.

***25-A. No Government servant shall express views detrimental to the ideology or integrity of Pakistan.**

♦25-B. Government servants not to take part in or assist, any public demonstration against Government decisions, etc. – No Government Servant shall take part in, or in any manner assist, any public demonstration directed against a Government decision or policy or permit any member of his family dependent on him to do so.

26. Nepotism, Favouritism and Victimization, etc. – No Government servant shall indulge in provincialism, parochialism, nepotism, favouritism, victimization or willful abuse of office.

27. Vindication by Government servants of their public acts or character –

(1) A Government servant may not, without previous sanction of Government, have recourse to any court or to the Press for the vindication of his public acts or character from defamatory attacks. When Government grants sanction to a Government servant to have recourse to a court, Government will ordinarily bear the cost of the proceedings, but may leave the Government servant to institute them at his own expense. In the latter case, if he obtains a decision in his favour, Government may reimburse him to the extent of the whole or any part of the cost.

(2) Nothing in this rule limits or otherwise affects the right of a Government servant to vindicate his private acts or character.

28. Membership of Service Associations – No Government servant shall be a member, representative or officer of any association representing or purporting to represent Government servants or any class of Government servants, unless such association satisfies the following conditions, namely:

(a) Membership of the association and its office bearers shall be confined to, a distinct class of Government servants and shall be open to all Government servants of that class.

*Inserted vide Notification No.SOR-IV(S&GAD)-1-22/76 dated 16.12.1980.

♦Inserted vide Notification No.SOR-IV(S&GAD)1-1/77(P) dated 08.04.1985.

- (b) The association shall not be in any way connected with, or affiliated to, any association which does not, or any federation of associations which do not, satisfy condition (a) above.
- (c) The association shall not be in any way connected with any political party or organization, or engage in any political activity.
- (d) The association shall not –
 - (i) issue or maintain any periodical publication except in accordance with any general or special order of Government; and
 - (ii) except with the previous sanction of Government, publish any representation on behalf of its members, whether in the Press or otherwise.
- (e) The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere–
 - (i) pay or contribute towards, any expenses incurred in connection with his candidature by a candidate for such election;
 - (ii) by any means support the candidature of any person for such election; or
 - (iii) undertake or assist in the registration of electors, or the selection of a candidate for such election;
- (f) The association shall not–
 - (i) maintain, or contribute towards the maintenance of, any member of a legislative body, or of any member of local authority or body, whether in Pakistan or elsewhere; or
 - (ii) pay, or contribute towards, the expenses of any trade union which has constituted a fund under Section 16 of the Trade Unions Act, 1926 (*XVI of 1926*).

*(Proviso deleted)

** Note: This rule shall not apply to Unions of non-gazetted staff of Pakistan Western Railways for which separate rules already exist on the subject.

29. Use of Political or other influence – No Government servant shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on Government or any Government servant in support of any claim arising in connection with his employment as such.

*Proviso to sub clause(ii) of clause(f) of Rule 28 was deleted vide Notification No.S(R)725/1-10/66-SOXIII dated 26.05.1967. (Original version is available at page 14).

** Note inserted vide Notification No.S(R)725/1-10/66-SOXIII dated 26.05.1967.

30. **Approaching Foreign Missions and Aid-Giving Agencies** – No Government servant shall approach, directly or indirectly, a foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself invitation to visit a foreign country or to elicit offers of training facilities abroad.

#31. **Delegation of Powers** – Government may, by general or special order, delegate to any officer or authority subordinate to it all or any of its powers under these rules and may, by such order, prescribe the channel through which reports shall be made to Government and the officers receipt by whom of such reports shall be regarded as receipts of the reports by Government within the meaning of these rules.

32. **Rules not to be in derogation of any law, etc.** – Nothing in these rules shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of Government servants.

**ORIGINAL VERSIONS OF AMENDED RULES/HISTORY OF
AMENDMENTS IN THE PUNJAB GOVERNMENT SERVANTS
(CONDUCT) RULES, 1966**

Rule 2 (b)

Original version of clause (b) of Rule 2 which was deleted vide Notification No.SORI(S&GAD)-1-5/69(XIII) dated 27.05.1970.

“employees of the Central Government or other authority deputed temporarily to serve under the Provincial Government; and”

Rule 3(1)(c)(i)

Original version of sub clause (i) of clause (c) of sub rule (1) of rule 3 which was substituted vide Notification No.SOR-IV(S&GAD)-1-6/78 dated 26.12.1982.

“his wife, children and step children, parents, sisters and minor brothers, residing with and wholly dependent upon the Government Servant; and”

Rules 5(1) & 5(4)

Original version of Sub-rule (1), Sub-rule (4) and (a), (b) and (c) under sub rule (4) of Rule 5 substituted vide Notification No.SOR-IV(S&GAD)1-28/74-A dated 17.01.1979.

Sub-rule (1)

“(1) Save as otherwise provided in this rule, no Government servant shall, except with the previous sanction of Government, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If the offer of a gift cannot be refused without giving undue offence, it may be accepted and delivered to Government for decision as to its disposal.”

Sub-rule(4)

“(4) Officers of the rank of Secretaries to the Central Government may accept gifts offered abroad or within Pakistan by institutions or official dignitaries of foreign Governments of comparable or higher level, provided that the value of the gift in each case does not exceed Rs.50. If the gift is capable of being used in a Government office or department or at official residence, it should be used accordingly. If the gift cannot be so used, the Government servant may retain it for his own use.

- (a) Gifts valued up to Rs.1,000 may be allowed to be retained by the recipients;
- (b) Gifts valued between Rs.1,000 and Rs.5,000 may be allowed to be retained by a recipient if he is willing to pay 25% of the value of the gift after deducting Rs.1,000 from its assessed value; and
- (c) Gifts of the value beyond Rs.5,000 may be allowed to be retained by a recipient if he is willing to pay 25% of the value between Rs.1,000 and Rs.5,000 and 15% of the value above Rs.5,000.”

Rule * 11

“Buying and selling of movable and immovable property – (1) A Government servant who intends to transact any purchase or sale or make disposal of any other means of movable or immovable property exceeding in value ** Rs. 1,00,000/- (one hundred thousand rupees) with any person shall apply for permission to the Head of the Department, or in the case where there is no such Head of Department, to the Secretary to Government. When the Government servant concerned is himself Head of the Department or Secretary to the Government, he

* Substituted vide notification No. SOR-I (S&GAD)1-22/76 dated 20.04.1977.

** For the figure brackets & words “Rs. 25,000/- (twenty five thousand rupees)” the figure, brackets & words “Rs. 1,00,000/- (one hundred thousand rupees)” were substituted vide notification No. SOR.IV (S&GAD)1-22/76 dated 28.04.1999.

shall apply for such permission to the Administrative Secretary concerned or the Chief Secretary as the case may be.

(2) Every such applicant shall state fully the circumstances, the price offered or demanded, and, in the case of disposal otherwise than by sale, method of disposal.

(3) The Government servant, then, shall act in accordance with such orders as may be passed by the Government.

@(4) A Government servant who intends to acquire more than one plots from one or more Cooperative Housing Societies or Government Housing Schemes or intends to dispose of any plot acquired by him as such shall obtain prior permission of the Government, as the case may be, in the manner specified in sub rule (1).

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

(Explanation): In this rule, the term "Property" includes agricultural or urban land, bonds, shares and securities, but does not include a plot purchased @@for the first time for building a house from a Cooperative Housing Society or a Government Housing Scheme."

Rule #11-A

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

Rule 12

Original version of Rule 12 which was substituted vide Notification No.S(R)3110/1-19/68-SOXIII dated 24.02.1969.

"12. Declaration of immovable property - (1) Every Government servant shall, at the time of entering Government service, make a declaration to Government through the usual channel, of all immovable properties which may be held by him or by a member of his family dependent upon him. Such declaration shall state the District within which the property is situated and shall give such further information as Government may, by general or special order, require.

(2) All accretions and decrements made subsequent to the declaration filled under sub-rule (1) shall be brought to the notice of Government, through the usual channel, from 15th to 31st December each year. Non-disclosure will be considered to be an offence for disciplinary action.

(3) Non-ability to account for any accretions of wealth should raise presumption against the Government servant concerned."

The above sub rule (2) of Rule 12 was substituted vide Notification No.SOR-IV (S& GAD)1-6/90 dated 12.05.2005 previous version is as under:

"Every Government servant shall, on 31st December of every year, submit to Government through the usual channel, a return showing the increase or decrease that may have taken place during the previous calendar year, in the movable or immovable properties shown by him in the declaration filed under sub-rule (1) or, as the case may be, the last annual return."

Rule 13

Original version of Rule 13 which was substituted vide Notification No.S(R)-3110/1-19/68 - SOXIII dated 24.02.1969.

@Inserted vide notification No. SOR.IV (S& GAD)1-22/76 dated 28.04.1999.

@@Words "for the first time" inserted vide notification No. SOR.IV (S& GAD)1-22/76 dated 28.04.1999.

#Substituted vide notification No. SOR.I (S& GAD)1-22/76 dated 20.04.1977.

“13. Disclosure of assets, immovable and liquid – A Government servant shall disclose all his assets, immovable as well as liquid, when required to do so by the Government.”

Rule 21

Original version of Rule 21 which was substituted vide Notification No.SORI(S&GAD)1-1/71 dated 25.05.1971.

“21. Radio Broadcast and Communications to the Press – No Government servant shall, except with the previous sanction of Government or any other authority empowered by it in this behalf, or in the bona fide discharge of his duties, participate in a radio broadcast 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 such contribution or letter is not, or may not be considered likely to jeopardize the integrity of the Government servant, the security of Pakistan or friendly relations with foreign States, or to offend public order, decency or morality, or to amount to contempt of court, defamation or incitement to an offence:

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

In the above rule 21 the following amendment was made vide Notification No.S(R)3110/1-19/68-SOXIII dated 24.02.1969.

“In Rule 21, after the word "broadcast" wherever occurring, the words "or television programme" shall be inserted.”

Rule 22

Original version of Rule 22 which was substituted vide Notification No.SOR.I (SGA&ID)1-1/71 dated 25th May 1971.

“22. Publication of information and public speeches capable of embarrassing Government – No Government servant shall, in any document published, or in any public utterance, or radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the Central or any Provincial Government:

Provided that technical staff (both Gazetted and non-Gazetted) may publish research papers on technical subjects, if such papers do not express views on political issues or on Government policy and do not include any information of a classified nature.”

The above rule 22 was amended vide Notification No.SO(R)3110/1-19/68-SOXIII dated 24.02.1969. The text of the amendment is given below:

“In rule 22, for the word and comma "utterance" the words and comma "utterance or television programme, or in any" shall be substituted.”

Rule 24(4)

Original version of Sub-rule(4) of Rule 24 which was substituted vide Notification No.SOR-IV(S&GAD)1-1/77 dated 18.12.1978.

“(4) No Government servant shall permit any member of his family to act in a manner in which he himself is not permitted by sub-rule(3) to act.”

Rule 28(f)(ii)

Original version of proviso to sub-clause (ii) of clause (f) of rule 28 deleted vide Notification No.S(R) 725/1-10/66-SOXIII dated 26.05.1967.

“Provided that this sub-clause will not apply to Unions of non-Gazetted staff or Pakistan Western Railways for which separate rule already exists on the subject.”

ANCILLARY INSTRUCTIONS

THE PUNJAB GOVERNMENT SERVANTS
(CONDUCT) RULES, 1966

No.S(R) 1357/1-26-58-SO-XIII
Dated the 21st June 1960

Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES

In supersession of previous instructions on the subject the Punjab Government has decided as under:

- (a) Government servants should not under any circumstances be allowed to attend any classes or courses during office hours.
- (b) Outside office hours, they may attend classes/courses. No formal permission is necessary in such cases. They may only inform the Head of their Department that they are attending such classes/courses. If, however, it is found that by attending such classes/courses the work of the Government servant is suffering the Head of Department, may by an order, stop the Government servant from attending such classes/courses.
- (c) Administrative Secretaries/Heads of Attached Departments are requested to please report after a year the number of Government servants under their control who undertook such studies and how many of them left service after completing the course, and also whether the studies interfered with their efficiency. They may also suggest whether any modifications are necessary in this policy.

_____ No.S(R).1151/1-26/58-SO-XIII
Dated the 27th April 1962

Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES

Reference this Department memorandum No. S(R) 1357/- 1-26/58-SO XIII dated 21st June 1960, on the subject noted above.

2. Government of Punjab has decided that the orders contained in the memorandum under reference should continue. However, the Government servants joining evening classes should inform the Head of the Department in writing the name of the institution he had joined.

_____ No.S(R)/1-26/58-SO.XIII
Dated the 4th February 1963

Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES

Reference correspondence ending with this Department circular No. S(R) 1151/1-26/58-SO.XIII dated the 27th April 1962 on the subject noted above.

2. Since the public interest is paramount in all cases, the fact that a Government servant attending evening classes cannot in itself be a reason for not transferring him. If his transfer can be avoided without causing any loss to the efficiency of the Department then such a Government servant may be allowed to continue at the station of his posting so long as his course of study requires.

3. The competent authorities, while allowing officials serving under them to study in evening classes, should, however, carefully go into the question whether the Official is likely to be transferred from his station, if so, permission in his case should be refused.

Subject: GOVERNMENT SERVANTS ATTENDANCE AT EVENING CLASSES AND TAKING EXAMINATIONS AS PRIVATE CANDIDATES

I am directed to refer to the circular letters No. S(R)1357/1-26/58-SO XIII dated 21st June 1960 and S(R) 1151/1-26/58 SOXIII dated 27th April 1962, on the subject cited above and to say that in a number of cases Government Servants attend Evening Classes at private Institutions or prepare privately for appearing in the University or Board Examination, etc., without informing the Heads of Department. When the time for examination comes they usually ask for long leave for preparation and appearance in the examination. Since the Heads of Departments have no notice it causes administrative inconvenience. Government has, therefore, decided that in future Government servants preparing to take any examination, whether with or without attendance at evening classes, should inform the Head of Department in writing of their intention to do so before beginning preparation or six months in advance of the examination, whichever is earlier.

No.S(R)814/1-2/67(SOXIII)

Dated the 27th April 1968

In pursuance of the provisions of Rule 31 of the Punjab Government Servants (Conduct) Rules, 1966, the Governor of Punjab is pleased to delegate to the authorities mentioned in column 2 of the Schedule hereunder the powers specified against them respectively in column 3 of the said schedule in respect of Government Servants for whom they are such authorities.

SCHEDULE

Sr. No.	Authorities	Powers	Relevant Rules
1	2	3	4
1.	Transferring Authorities	Powers to take cognizance of existing obligations of a Government Servant with someone at his station of posting.	10
2.	Appointing Authorities	(i) Powers to obtain and scrutinize declaration of immovable property by Government servants	12
		(ii) Powers to permit the participation of Government servants in Radio broadcast or contribute any Article or write any letter to any Newspaper or periodical	21
		(iii) Powers to permit Government servants to give evidence before a public Committee	23
		(iv) Powers to permit a Government servant to have recourse to any Court or to the Press for the vindication of his public act or character from defamatory attacks.	27

Subject: EXPLANATION OF THE SECOND PROVISO TO RULE 16(1) OF THE
PUNJAB GOVERNMENT SERVANTS (CONDUCT) RULES, 1966

I am directed to say that under the second proviso to sub-rule (1) of rule 16 of the Punjab Government Servants (Conduct) Rules, 1966, Government Servants of Grade 1 to 15 have been permitted to undertake "small enterprise" which absorbs "family labour" without prior sanction for the purpose. Since the terms "small enterprise" and "family labour" have not been defined in the Conduct Rules, difficulties of interpretation are being experienced, particularly in cases where the Government Servants of Grade 1 to 15 want to make use of their specialized qualifications with small investments. In order to remove ambiguity, I am to clarify that –

- (1) "Small Enterprise" means any business which involves investment not exceeding Rs.5,000/- in each case; and
- (2) "Family Labour" means labour of the Government Servant himself and that of any of the members of his family as per definition of family given in rule 3 (1) (c) of the Conduct Rules.

Subject: PERMISSION TO GOVERNMENT SERVANTS IN BS-1 TO BS-15 TO
UNDERTAKE PART-TIME JOBS AFTER OFFICE HOURS

I am directed to state that according to the first proviso below sub-rule (1) of Rule 16 of the Punjab Government Servants (Conduct) Rules, 1966, Government servants are allowed to undertake honorary work of a religious, social or charitable nature or occasional work of literary or artistic character, subject to the condition that the official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligation as a government servant.

2. The question of allowing Government servants in BS-1 to BS-15 to undertake any paid private employment/work has been engaging the attention of the Government of the Punjab for quite some time. The matter has been considered and it has been decided that Government servants in BS-1 to BS-15 may be allowed to undertake any paid private employment/work subject to fulfillment of the following conditions:

- i) Prior permission for undertaking private employment indicating the nature thereof shall be obtained by the concerned Government employees from the head of the office/organization in writing.
- ii) The official duties of the Government servant concerned do not suffer and such undertaking does not conflict with or is not inconsistent with his official position or obligations as a Government servant.
- iii) No private employment/work is undertaken during office hours.

- iv) Such civil servant shall discontinue the private employment/work if so directed by the Government at any time.
- v) In case of any doubt about propriety of undertaking any employment/work the matter should be referred to head of the department for decision. Such a decision would be final.

3. You are, therefore, requested to kindly inform all concerned under your administrative control for compliance.

Copy of Office Memorandum No. 7/1/79-D.IV, dated 1st September 1979 from the Deputy Secretary, Government of Pakistan, Cabinet Secretariat (Establishment Division), Rawalpindi addressed to all Ministries/Divisions and copy to all Provincial Government, endorsed to Admin. Secretaries Government of the Punjab, etc., vide S&GAD endst. No. SOR.IV(S&GAD) 1-35/74 dated 22.11.1979.

Subject: ENGAGEMENT IN TRADE AND BUSINESS, ETC. BY SPOUSES OF GOVERNMENT SERVANTS

The undersigned is directed to say that under the Government servants (Conduct) Rules, 1964, no Government servant is allowed to engage in any trade or undertake any employment or work, other than his official duties, except with the previous sanction of the Government. There is, however, no bar to the spouses of Government servants taking employment or engaging in any trade or profession. It has come to the notice of government that the wives of some Government servants have been engaging in trade and business where influence of the husband could possibly be misused. In such cases, the possibility of public interest being jeopardized cannot be ruled out.

2. In order to safeguard the public interest in such cases, it has been decided that all Government officials whose spouses have undertaken some private job or are engaged in business and trade may be directed to render a certificate to the Secretary of the Ministry/Division or the Head of the Department concerned that the profession, trade or business in which his or her spouse is engaged is in no way under his/her official influence.

NO. SOR-IV(S&GAD)1-35/74
Dated the 20th January 1980

Subject: ENGAGEMENT IN TRADE AND BUSINESS, ETC., BY SPOUSE OF GOVERNMENT SERVANTS

In continuation of this Department's endorsement of even number dated 22nd November, 1979, on the subject, I am directed to say that the questions (i) whether "agriculture" is included in the profession, trade or business in respect of which the spouse of a Government servant has to render the required certificate and (ii) whether or not the said instructions also apply to major/dependent children of Government servants, have been examined and it has been decided that "agriculture", as long as it is not being undertaken on full-time basis, is generally not considered as "employment in trade or business" for the purposes of rule 16 of the Punjab Government Servants (Conduct) Rules, 1966, as applicable to the Punjab

Province. However, industry like poultry farming, dairy farming, etc., are exceptions and will be governed by the said Rules/instructions.

2. With regard to the question whether the instructions apply to major children of Government servants, it is clarified that the rules/instructions are not applicable to the "major children" of a Government servant, because on taking up a business they are deemed to have become "independent" and not members of a Government servant's family as defined in Rule 3(1)(c) *ibid*.

NO.SOR-IV(S&GAD)1-6/78
Dated the 23rd January 1983

Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY
GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES

Instructions regarding declaration of Property and Assets have been issued from time to time but these have either been insufficiently understood or dealt with in routine with the result that their compliance by the Departments/Corporations/Autonomous Bodies and by the officials themselves has remained sporadic.

2. The instructions on the filing of Declaration of Assets have been revised and consolidated for strict compliance by all concerned as follows:

- I. The Declaration of Assets is to be submitted by—
 - (a) All Government servants of all grades.
 - (b) All re-employed Government servants.
 - (c) all persons employed on contract or on part time basis.
 - (d) Federal civil servants and corporation employees serving on deputation in the Punjab Government.
 - (e) Provincial civil servants who are on deputation with the statutory, autonomous or local bodies.
 - (f) All officers and employees of corporations/autonomous bodies set up and/or controlled by the Punjab Government.
 - (g) Commissioned and non-commissioned officers of the armed forces serving on secondment in civil posts and in corporations/autonomous bodies.

- II.
 - (a) The Declaration of Assets should be submitted in duplicate, by all concerned on first appointment and thereafter annually on 31st December each year, on the attached pro forma which should be filled in and signed by the Declarant himself. However, the Declaration of Assets for the year ending 31st December, 1982 should be submitted by all concerned irrespective of the fact whether they have already declared their assets during the fiscal year 1981-82 or not.
 - (b) Revised pro forma for declaration of assets provides for affixing of photographs of all the Federal/Provincial officers of Grade-17 and above on the first submission of declaration

of assets under these instructions. However, these officers will also affix their photographs on the pro forma with their declaration of Assets for the year ending 31st December 1982.

- III. The Declarations are to be made in respect of property and assets held in the name of Government servant himself and members of his family as defined in Rule 3(1)(c) of the Punjab Government Servants (Conduct) Rules, 1966 (as amended), reproduced in the attached pro forma.
- IV. The Declaration should include the description/details of immovable property such as land, house acquired, built, or under-construction including the property which is under mortgage or which is otherwise encumbered and movable property such as motor vehicles, investment or ownership (part or otherwise) of business enterprises, stocks, shares, securities, certificates, prize bonds, insurance policies and jewelry having a total value of *Rs.10,000/- or more, in terms of Rule 12 of the Punjab Government Servants (Conduct) Rules, 1966. The valuation of movable/immovable property should be declared on purchase value basis.
- V.
 - (a) It will be responsibility of Departments/Corporations/Autonomous Bodies to obtain the declaration of assets in respect of persons serving under them. Failure to file the declarations on the prescribed date or within fifteen days thereof will be construed as misconduct and the defaulters will be liable to disciplinary action under the Rules. Action against the defaulting persons will be taken by the respective Departments/Organizations etc. under whom the official is serving for the time being in accordance with the relevant disciplinary rules.
 - (b) A certificate to the effect that such declarations have been obtained from all officials should be forwarded to the S&GAD (Secret Section) by all departments by 1st March of each year.
- VI.
 - (a) The Declaration of Assets should be maintained and handled in the same manner as the confidential reports. These should be kept on separate files for each individual official and maintained as companion files of the C.R. dossiers of the officials concerned. The declaration of assets of the officials whose C.R. Dossiers are not required to be maintained under the relevant instructions, should be kept in the above manner as companion files to their service books.
 - (b) The Department/Corporation or Autonomous Body which maintains the original C.R. dossiers/Service Books of the officers/staff will be responsible for custody and maintenance of the files of Declaration of Assets in the prescribed manner.
 - (c) For this purpose the Declaration should be forwarded along with lists to the respective Administrative Secretaries/Heads of Attached Departments/Corporations/Autonomous Bodies

*Now Rupees 50,000/- (see rule 12).

who are responsible for the maintenance of the C.R. dossiers of the concerned officials by 1st March of each year.

- VII. The Secretaries of the Departments and Head of Departments etc. are to be held responsible for any case of corruption in the Department/Corporation etc. under them. In case where the Secretary has reasons to believe that the assets have not been correctly reported, or are in excess of known means of income, he may order an investigation through an internal inquiry or by the Anti-Corruption Establishment Punjab to be followed by proceedings under disciplinary rules in the event of such charges having been prima facie established.

3. Federal Government employees serving in the Punjab Government and autonomous/semi-autonomous/local bodies subordinate to it should furnish their declarations in the pro forma prescribed by the Federal Government to the S&GAD (Secret Section) who will retain a copy and pass on the original to the respective Ministry/Division by 31st January each year. (For the year 1982, the time-limit may be enhanced by one month from the date of receipt of form by the A.Ds.)

4. The various instructions issued from time to time regarding filing of Declaration of Assets are deemed to have been modified to the extent stated above.

5. These instructions may kindly be brought to the notice of all employees serving under your administrative control for strict compliance.

NO.SOR-IV(S&GAD)1-6/90
Dated the 13th May 2005

Subject: REVISED PROFORMA FOR DECLARATION OF ASSETS HELD AND ACQUIRED BY GOVERNMENT SERVANTS & CORPORATION EMPLOYEES, TO BE FILED ON THE BASIS OF FINANCIAL YEAR WITH EFFECT FROM JULY 2005

The Competent Authority has been pleased to make amendments in the Government Servants Conduct Rules, 1966 vide notification No. SOR-IV (S&GAD)1-6/90 dated 12.05.2005. Rules 11 and 11-A, pertaining to buying/selling of moveable /immoveable property and construction of building etc., have been omitted. By virtue of substitution of sub rule (2) of Rule 12 every Government Servant shall submit to the Government in the prescribed proforma, through the usual channel, an annual declaration of income, assets and expenses for each financial year, (from 1st July to 30th June), showing any increase or decrease of property as shown in the declaration under sub-rule (1) for the last annual return, as the case may be. According to the new sub-rule (3) of Rule 12, declaration of assets proforma shall be opened in the concerned section each year and entered into the relevant database. In order to meet the requirements of the amended provisions of Rule 12 of the Punjab Government Servants (Conduct) Rules, 1966, a revised Declaration of Assets Proforma, as devised by the Federal Government and adopted by the Punjab Government, is enclosed.

2. Following guidelines may be noted for strict compliance:
- (i) Declaration of **Income, Assets, Expenses** are to be submitted on the new prescribed proforma by all Government Servants of all Basic Pay Scales, including all persons re-employed/employed on contract.
 - (ii) First Declaration of Assets on the revised proforma containing full details of all assets and liabilities shall be submitted by all concerned for the Financial Year ending on 30th June 2005 by 31st July 2005. The Government servants appointed after 30th June 2005 shall submit Declaration of Assets as on the date of their first appointment. Thereafter, every Government Servant is required to submit declaration of his income and assets on close of every Financial Year, i.e., 30th June, by 31st July each year.
 - (iii) The declaration of assets belonging of APUG and OMG only will be forwarded to the Establishment Division.
 - (iv) A certificate to the effect that such declaration has been obtained from all officers/officials should be forwarded to the Confidential Wing of S&GAD by all the Administrative Departments of the Punjab Government by 1st of September each year to the effect that the requisite declarations have been obtained from all officers/officials belonging to/serving under their administrative control. The S&GAD will further submit a certificate to the same effect to the Establishment Division with respect to APUG Officers working under the Government of Punjab.
 - (v) It will be the responsibility of Departments/Corporations/Autonomous Bodies to obtain the declaration of assets in respect of persons serving under them, and take disciplinary actions against the defaulting officers/officials who do not submit such declarations by the prescribed date or within fifteen days thereof.
 - (vi) Departments / Attached Departments / Corporations/Autonomous Bodies, etc., shall also maintain database regarding annual declaration of income, assets and expenses in respect of the officers/officials administratively controlled by them and shall update the database on annual basis.
-

DECLARATION OF INCOME AND ASSETS

Financial Year Ending on 30th June _____

1. Name

 NIC No.

 NT No.

2. Basic Pay Scale

 Occupation Group/
 Service/Department

Present Position Held

3. Present Residential Address

Phone (Res)

Mobile

4. Income (During the Financial year)
 Salary (Rs)

 Rental income (Rs.)

 Agri Income (Rs.)

Other sources (dividend, profit, prize money, gift, loan etc.)

Rs.

Total
 Rs.

5. Expenses Utilities (Electricity, Gas, Telephone, etc.)
 (Approx.) Rs

Total Household Expenses
 Rs.

6. Private Foreign Traveling (Self, Spouse & Children) During F.Y. _____
 Country/Countries Visited _____

Period of stay from _____ to _____ **Aprox. Expenses** Rs. _____

7. Children's Education (inland & abroad) Name(s) of children _____

Educational institutions Attended during F.Y. _____

8. Club Membership Name of Club(s) _____ Membership No. _____

ASSETS & LIABILITIES

9. Immoveable Assets (Agri. & Non-Agri. lands, House, Properties, Commercial & Industrial Properties, open plots of all types)

	Identification & nature of Asset(s)	Mode of acquisition /year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

10. Moveable Assets (Cash in hand, Motor Vehicles, Jewelry, Household items, Equipment, Business capital, etc.)

	Identification & nature of Asset(s)	Mode of acquisition /year	Cost of acquisition
a)			
b)			
c)			
d)			
e)			
f)			
g)			
h)			
i)			
j)			
k)			
l)			
m)			

11. Assets held as Attorney

	Identification & nature of Asset(s)	Nature of Power of Attorney (Revocable/ Irrevocable)	Name & Address of the Legal Owner
a)			
b)			

12. Assets disposed of during the year

	Identification & nature of Asset(s)	Date of disposal	Amount received as sale proceed (Rs.)
a)			
b)			
c)			
d)			

13. Investments (Bonds, Shares, Certificates, Deposits/Advances, Loans granted, etc.)

	Details of Bonds held		Investments	
	Bond No(s).	Denomination Rs.		Rs.
a)				Rs.
b)				Rs.
c)				Rs.
d)				Rs.

14. Bank Accounts (Current, Saving, Deposit A/c & F.C. A/Cs)

	A/c. No. & Bank Branch	Year of opening	Main source of deposits	Balance on 30.06. (Rs)
a)				
b)				
c)				
d)				

15. Total Assets (9-14) Rs. _____

16. Liabilities (Departmental/Bank Loans, Over-drafts, Mortgages secured, Private Loans, etc.)

	Outstanding liabilities (A)		Liabilities paid off during the year (B)	
a)		Rs.		Rs.
b)		Rs.		Rs.
c)		Rs.		Rs.
d)		Rs.		Rs.

(15-16(A)) Net worth As on 30.6. _____ **Rs.** _____

Net worth declared previously As on 30.6. _____ **Rs.** _____

Signature _____
Name _____
Designation _____

Name of the Organization/ Department _____
Place _____
Date _____

INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached/annexed.
 2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
 3. Income declared at Serial No. 4 must include income earned by the spouse & children as well.
 4. Information requested must be completed. No column should be left blank. Columns which are not applicable should be crossed.
 5. All assets owned by the officer & his family members (Family as defined in Rule 3(1) (c) of Conduct Rules, 1966) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
 6. Assets owned by partly or acquired on "Hire Purchase Agreement" or installment should also be declared.
 7. If any exact figure cannot be inserted an estimated/approx figure may be given.
 8. Sale proceeds of assets disposed of during the relevant financial year must be declared under the head "other sources" (Serial No. 4).
 9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial No. 9, 10 & 11) may be marked "As Before".
 10. At Serial No. 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
 11. Expenses against utilities (Serial No. 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse and dependent children.
 12. Notwithstanding the applicability of any other law for the time being in force this declaration is being filed under Conduct Rule, 1966 and any breach thereof (including concealment of assets or giving wrong information) is punishable under PRSO, 2000.
-

Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY
 GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES —
 MONITORING ARRANGEMENTS FOR WATCHING COMPLIANCE
 OF THE INSTRUCTIONS

I am directed to refer to para 2-VII of this Department's circular letter No. SOR-IV(S&GAD)1-6/78 dated the 23rd January 1983, on the above subject and to request you to kindly send consolidated information in respect of your Department in the enclosed proforma to this Department by the 1st of September, each year regularly.

2 The schedule for submission of the return has been fixed keeping in view the fact that certificates to the effect that Declaration of Assets have been obtained from all officials/employees are required to be furnished by 1st of March each year. Thereafter a period of 3-4 months should suffice for checking/scrutiny of Declaration of Assets filed by civil servants/employees of Corporations. Two more months should normally be enough for consolidation of information by Administrative Department.

3. The responsibility for timely collection of information from Attached Departments/Organizations, etc. rests with on the concerned Administrative Department who are requested to ensure that it is sent to this department positively by 1st of September each year.

CONFIDENTIAL

**STATEMENT OF FAILURES TO FILE OR FILING INCORRECT
DECLARATION OF ASSETS BY CIVIL SERVANTS AND EMPLOYEES OF
AUTONOMOUS BODIES DURING THE YEAR _____**

1. Name of (i) Secretariat Department _____
 (ii) Attached Department _____
 (iii) Autonomous Body/Corporation _____

	In Secretariat Department	In Attached Department	In Autonomous Body/Corporation
2. Total number of Civil servants, grade-wise.			
Part I			
3. No. of civil servants, grade-wise, who failed to file the annual declaration of assets.			
4. Reasons, if any, for failure to file the declaration.			
5. Brief detail of action taken against the defaulters.			
Part II			
6. No. of civil servants, grade-wise, whose basic/annual declarations are believed to be incorrect.			

	In Secretariat Department	In Attached Department	In Autonomous Body/Corporation
7. No. of civil servants, grade-wise, whose basic/annual declaration of assets are considered in excess of the known means of income.			
8. No. of cases (out of 6 and 7 above) in which:			
a) Investigation through internal inquiry has been ordered.			
b) Reference has been made to the ACE for investigation.			
Part III			
9. Result of internal investigation into cases of declaration believed to be incorrect, filed in the preceding calendar year.			
10. Result of inquiry by the ACE into cases of declarations believed to be incorrect, filed in the preceding year.			

NO. SOR-IV(S&GAD)1-6/78

Dated the 9th February 1984

Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY
GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES

Continuation this Department circular letter of even number dated 29th December 1983 on the subject noted above.

2. The following further clarifications are made in respect of Declaration of Assets held and acquired by all Government servants and Corporation employees:

- (a) the declaration of assets, in duplicate are required to be sent under sealed covers as before and will be opened by the concerned Administrative Secretaries of the Departments, Head of Attached Departments, Head of Corporations or by the persons authorized by them.
- (b) Each Department/Office/Corporation would be responsible for the filing and maintenance of Declaration of Assets in regard to the posts and services administered by it.

NO. SOR-IV(S&GAD) 1-6/78

Dated the 25th March 1984

Subject: DECLARATION OF ASSETS HELD AND ACQUIRED BY
GOVERNMENT SERVANTS AND CORPORATION EMPLOYEES

It has been noted that some Government Servants, while filing their declarations of assets, are not either sending the first page or deleting it. Since the prescribed pro forma has been approved by the President of Pakistan hence no change in this, can be entertained. All Government Departments/Autonomous and Semi-Autonomous Bodies are requested to please bring this to the notice to all concerned for compliance. These officers/officials who could not send their declarations on the above line should send the first page of declaration to complete their declaration.

2. In order to avoid such discrepancy all Departments/Offices/Corporations are requested to get the prescribed form of declaration of assets printed on both sides of the leaf and supply it to all their employees for filing the declarations on the printed form in future.

NO. FD.SR-IV-3/9-79

Dated the 23rd August 1979

Subject ANTI-CORRUPTION MEASURES – RESTRICTION ON
MAINTENANCE OF MOTORCARS

I am directed to refer to letter No.SOR1(S&GAD) 1/62/71 dated 12th August 1971, and to say that in supersession of all previous orders on the subject, the Provincial Government has decided that no Government servant who is drawing less than Rs.1750/- P.M. as pay plus special pay, if any, will henceforth be allowed to maintain a car.

2. Officers drawing less than Rs.1,750/-P.M. but who actually owned/ maintained a motor car according to existing entitlement policy on 1st July 1979, should intimate the fact of such ownership along with particulars of the motorcar owned by them to S&GAD for exemption from the operation of the present order.

No. SOR-IV (S&GAD)1-62/71
Dated the 10th December 1979

Subject: ANTI-CORRUPTION MEASURES – RESTRICTION ON
MAINTENANCE OF MOTORCARS

I am directed to refer to para 2 of the Finance Department's circular letter No.FD-SR-IV-3/9-79 dated 23rd August 1979, on the subject, and to clarify that cases for exemption from the operation of the present policy may kindly be sent to S&GAD (Services Wing) only for those officers who come under the administrative control of S&GAD. Exemption in the case of non-Secretariat Officers may be granted by the Secretary of the Administrative Department concerned.

No.FD/SR-I-9-2/84
Dated the 13th March 1986

Subject: ANTI-CORRUPTION MEASURES – RESTRICTION ON
MAINTENANCE OF MOTORCARS

I am directed to refer to this department's letter No. FD/SRIV-3-9/79, dated 23.08.1979 on the subject noted above and to say that it has been decided to raise the limit from Rs. 1750/- to Rs. 2320/- as pay plus special pay, if any, for maintenance of motor cars by civil servants. This will have immediate effect.

2. It has also been decided that officers drawing pay less than Rs. 2320/- p.m. but actually maintaining motor cars according to the existing entitlement would be allowed to maintain these cars without seeking any special permission.

3. It has further been decided to authorize all administrative secretaries to Government to grant exemptions in future in suitable cases where an employee drawing a salary of less than Rs. 2320/- is to be allowed to maintain a car. Such exemption may in particular be considered in respect of female employees where the condition may warrant this.

No.FD/SRI-9-13/86
Dated the 13th August 1987

Subject: REVISION OF BASIC PAY SCALES OF CIVIL EMPLOYEES OF THE
PUNJAB GOVERNMENT

I am directed to state that under Finance Department's circular letter No. FD-SRI-9-16/81 dated 14.07.1981, Government servants drawing pay of Rs. 1250/- p.m. and above were entitled to draw Conveyance Allowance at Rs. 150/- p.m. prior to 01.07.1987. On the introduction of the new basic pay scales with effect from 01.07.1987 vide para 8 (i) (b) of this department's circular letter No. FD-PC-2-1/87

dated 27.07.1987 the pay limit for entitlement of conveyance allowance at Rs. 150/- p.m. has been revised from Rs. 1250/- to 1650/- p.m. As the pay of Government servants drawing pay of Rs. 1250/- p.m. and above has now been fixed at less than Rs. 1650/- p.m. in the basic pay scales, it has been decided to allow such Government employees who were actually drawing Conveyance Allowance @ Rs. 150/- p.m. with indexation prior to 01.07.1987 and whose pay has now been fixed in the new basic pay scales between Rs. 1612/- p.m. to draw Conveyance Allowance at Rs. 150/- p.m. as personal and Rs. 1649/- p.m. to them.

_____ No.FD(PR)11-5/80(Vol-II)
Dated the 6th January 1988

Subject: REVISION OF PAY LIMITS FOR THE GRANT OF ADVANCES FOR
THE PURCHASE OF BICYCLES, MOTOR CYCLES/SCOOTERS AND
MOTORCARS

I am directed to state that consequent upon the introduction of Basic Pay Scales, 1987, vide this Department's letter No. FD.PC.2-1/87, dated 27.07.1987, the existing pay limits fixed for the grant of advances for the purchase of Bicycles/Scooters & Motorcars have been reviewed. It has now been decided that the existing advances for the purchase of Bicycles/Motorcycles/Scooters and Motorcars will be admissible on (revised) pay limits as shown below:

<u>NAME OF ADVANCE:</u>	<u>PAY LIMIT:</u>
i)Bicycle Advance	On pay up to Rs.1035/-p.m.
ii)Motorcycle/Scooter	On pay from Rs. 1036/- to Rs. 2709/- p.m.
iii)Motor car advance	On pay of Rs. 2710/- p.m. and above.

2. In the case of Bicycle advance, the number of installments of recovery will be 30 for temporary employees and 48 for permanent employees.
3. In the case of Motorcycle/Scooter and Motorcar advance the number of installments of recovery will be 60.
4. The other conditions on the subject will continue to be in force as heretofore.
5. These orders shall take effect from the 28th December 1987.
6. Rules are being amended accordingly.

_____ No.FD(SR-I)9-2/84
Dated the 10th August 1989

Subject: ENTITLEMENT OF GOVERNMENT SERVANTS TO MAINTAIN
MOTOR CAR/RECEIVE MOTORCAR MAINTENANCE
ALLOWANCE/ RECEIVE MOTORCAR ADVANCE

I am directed to refer to this Department's letter No. FD(SR-I)9-2/84, FD(SR-I)9-13/86 & FD(PR)11-3/80(Vol.II), dated 13.03.1986, 13.08.1987 and 06.01.1988 prescribing pay limits for maintenance of motor car, receipt of motor car maintenance allowance and the motor car advance for the purchase of motor car, and

to say that in order to bring about uniformity in the pay limits for the above mentioned purposes, it has been decided, in supersession of all existing instructions on the subject, that henceforth minimum of the revised Basic Pay Scale-18 shall be the limit for maintenance of motor car, receipt of motor car maintenance allowance and the motor car advance for the purchase of motor car.

2. The officers who are currently maintaining motorcar and are in receipt of motorcar maintenance allowance would, however, continue doing so irrespective of their basic pay.

No. FD.SRI.9-2/84 (PR)
Dated the 8th April 1990

Subject: ENTITLEMENT OF GOVERNMENT SERVANTS TO MAINTAIN
MOTOR CAR/RECEIVE MOTOR CAR MAINTENANCE ALLOWANCE

I am directed to refer to this Department's letter of even number dated 10.08.1989 on the above subject and to state that it has been decided that in case the pay of an officer is less than the minimum of BS-18, the Administrative Secretaries concerned may grant exemption in suitable cases for allowing maintenance of a car. However, this relaxation would not entitle the officer concerned to draw Car Maintenance Allowance.

NO.SORI(S&GAD)11-1/74
Dated the 13th July 1974

Subject: PROMULGATION OF THE PUNJAB CIVIL SERVANTS (CHANGE IN
NOMENCLATURE OF SERVICES AND ABOLITION OF CLASSES)
RULES, 1974- CONSEQUENTIAL ABOLITION OF SERVICES
ASSOCIATION, ETC.

I am directed to state that the Punjab Civil Servants (Change in Nomenclature of Services and Abolition of Classes) Rules, 1974, have been promulgated recently, vide Notification No. SORIII-1-52/73 dated the 3rd July 1974. In line with and in furtherance of the Administrative Reforms already introduced, names of all Services have been changed to Punjab Unified Grades and all classes and classifications of Services and posts as gazetted and non-gazetted have been abolished with effect from the date of notification of the above Rules, i.e. 3rd July, 1974. Consequently all services Associations, whether representing regularly constituted Services or Classes like Class-III Class-IV, and existing prior to 3rd July 1974, have ceased to exist. Recognitions accorded to such Associations prior to this date by any authority should, therefore, be deemed to have been withdrawn and these Associations should be wound up immediately. No resolution passed or action taken in the name of these Associations will be considered valid.

2. The question of formation of Employees Associations in the light of the Administrative Reforms is under consideration and instructions will be issued in due

course under which recognition shall be accorded to fresh Associations formed in accordance with those instructions.

3. Violation of these instructions shall constitute misconduct for purposes of Efficiency and Discipline Rules, 1960. The position stated above may please be brought to the notice of all concerned for information and compliance.

SOR-I(S&GAD) 11-1/74
Dated the 24th October 1974

Subject: RECOGNITION OF THE NEW EMPLOYEES ASSOCIATION —
INSTRUCTION REGARDING FORMATION

In supersession of all previous instructions on the Subject, the Governor of the Punjab has been pleased to order that an Association formed by employees who are Civil Servants within the purview of the Punjab Civil Servants Act, 1974, in order to communicate their representations to Government for consideration, may be recognized by the concerned appointing authority of the Civil Servants forming the Association provided the members/applicants agree to, in writing, to abide by the following conditions:

- (i) Each such Association shall consist of persons in one and the same "functional unit". (Till new "functional units" are formed in the context of Administrative Reforms, an Association may be formed by persons borne on a specific single cadre in or under a Department).
- (ii) Office-bearers shall be elected from amongst members of the Association actually serving persons who retire or are dismissed or removed from service shall cease to be members.
- (iii) The Association shall neither affiliate to any other body or Association nor affiliate any other body or Association to it.
- (iv) The Association shall confine its representations to matters of general interest to it only and shall not involve itself in individual cases of its members. Also the office bearers and members of the Association shall not participate in the activities of the Association at the cost of their official duties.
- (v) The Association shall not engage in any activity or pursue a course of action which the members are individually prohibited to engage in or pursue under any instructions of the Government or any law or rules concerning conduct of civil servants and service discipline.
- (vi) The Association shall not engage in any political activity, or contribute to, or seek the support of any political party.
- (vii) The Association shall get its laws or bye-laws or rules approved from the appointing authority that may at any time require any modification thereto or to a proposed rule or bye-law in a particular manner. The Association shall also submit list of its members, office-bearers and annual statement of accounts to the appointing authority.

2. Government in the Administrative Department concerned shall be competent to order withdrawal of recognition if, in its opinion, an Association has violated any

of the conditions of recognition stated above. Orders passed by the Government regarding withdrawal of recognition shall be final.

3. In case of a cadre which consists of higher and lower grades, the appointing authority for purposes of these instructions shall be the appointing authority of the highest grade and shall exercise powers under these instructions.

4. Each Association shall submit its representations to the concerned appointing authority and decisions on such representations shall also be communicated by the appointing authority which may if it cannot decide the matter itself, obtain orders of the next higher authority or through it refer the matter to Government for decision.

5. A civil servant who deals with establishment matters pertaining to the functional unit or cadre in which he holds a post shall not become office bearer of the Association representing that functional unit nor shall he take part in any activity of such an Association.

6. Nothing in these instructions shall be construed to fetter the discretion of the Government or an appointing authority to refuse to receive a deputation of any Association.

NO.SORI(S&GAD)11-4/74
Dated the 24th December 1974

Subject: RECOGNITION OF THE NEW EMPLOYEES ASSOCIATION —
INSTRUCTION REGARDING FORMATION

I am directed to state that instructions regulating formation of service association by Civil Servants have since been issued, vide this Department's circular letter No.SORI (S&GAD)-11-1/74 dated the 24th October 1974. It has come to the notice of Government that a number of Civil Servants still continue to be Members of Associations/Federations which have not been recognized by the competent authorities in accordance with the instructions mentioned above. Such bodies claim representation either on Provincial basis or on All Pakistan basis and give publicity to service demands through the press or otherwise.

2. There is no ban on the formation of Associations of the type mentioned above but Civil Servants are prohibited to be Members of such Associations. Under Rule 28 of the Government Servants (Conduct) Rules, 1966 there is express prohibition on a Government servant to be member, representative or office bearer of any Association which, inter alia, issues or maintains any periodical publication or publishes any representation on behalf of its members, whether in the press or otherwise except with the previous sanction of the Government. The violation of this stipulation by a Government servant constitutes misconduct under Rule 2(5)(i) of the Punjab Government Servant (Efficiency and Discipline) Rules, 1960.

3. Administrative Departments and subordinate authorities are not authorized to deal with any Association which has not been formed and recognized in accordance with the instructions quoted above. Continued membership by Government Servants of unrecognized Association of the type mentioned above will attract disciplinary

action under the rules. I am to request that all concerned may please be informed of the above position for strict compliance in future.

No. SOR-IV(S&GAD)-1-1/77
Dated the 12th December 1977

Subject: POLITICAL ACTIVITIES – GOVERNMENT EMPLOYEES

Attention is invited to Rule 24 of the Punjab Government Servants (Conduct) Rules, 1966 according to which no Government servant shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

2. It will be observed that participation in any form of political activity, including demonstrations, is prohibited for a Government servant and comes under the definition of misconduct punishable under Efficiency and Discipline Rules.

3. In view of the position stated above, you are requested to ensure that:

- (a) appropriate and prompt action is taken against any government servant under your administrative control who is found indulging in any form of political activity.
- (b) all Government employees under your administrative control are reminded of rule 24 of the Punjab Government Servants (Conduct) Rules, 1966 and its implications.

No. S.O.R.IV(S&GAD)1-1/77(P)
Dated the 9th July 1978

Subject: POLITICAL ACTIVITIES — GOVERNMENT EMPLOYEES

In continuation of this Department's circular of even No. dated 12th December 1977 on the subject noted above. It should again be brought to the notice of all Government Servants that breach of Rule 24 of the Punjab Government Servants (Conduct) Rules, 1966 would be considered an act of grave misconduct and would render them liable for severe disciplinary action. If according to the information available with the Department/Office concerned, a Government servant has been taking part in politics, disciplinary action should be initiated against him on priority basis under intimation to this Department.

2. The Government Servants (Conduct) Rules, 1966, do not apply to employees of Corporations and other Autonomous Bodies and institutions managed by or which function under the administrative control of Government as these employees are not considered civil Servants under the Punjab civil Servants Act, 1974. These Corporations/Institutions etc., might have framed their own Conduct Rules for their employees. In case the Conduct Rules so framed do not already contain a provision corresponding in all respects to Rule 24 of the Punjab Government Servants (Conduct) Rules, 1966, they may be advised to incorporate such a rule and bring it to the notice of all their employees. The employees, including the Chairmen and Members of the Board

of Directors, may further be advised that any violation of the rule would be dealt with severely. The Administrative Secretaries may please obtain confirmation from all Corporations/Institutions and other Autonomous and Semi-Autonomous bodies under their administrative control that either a corresponding provision to Rule 24 *ibid* already exists in their Conduct Rules or it has since been incorporated and that a warning as above has been issued to all employees. Confirmation of this action may please be intimated to this Department by 1st August 1978.

No.SORI(S&GAD)15-11/69
Dated the 8th December 1969

Subject: POWERS TO PERMIT GOVERNMENT SERVANTS TO BROADCAST
OVER RADIO, T.V. AND TO RECEIVE MONEY THERE FROM
ACCORDING TO RULES/INSTRUCTIONS

I am directed to say that according to Rule 21 of the Government Servants (Conduct) Rules, 1966, no Government servant can, except with previous sanction of Government, broadcast over Radio, T.V. and receive money there from. These powers are delegated under Rule 21 *ibid* in full to the Officers in category I, II and III in respect of Officers/Officials working under them.

No.SORI(S&GAD)15-11/69(iii)
Dated the 10th February 1975

Subject: POWERS TO PERMIT GOVERNMENT SERVANTS TO BROADCAST
OVER RADIO, T.V. AND TO RECEIVE MONEY THERE FROM
ACCORDING TO RULES/INSTRUCTIONS

I am directed to refer to this Department's circular letter No.SORI (S&GAD)15-11/69 dated the 8th December 1969, on the subject, and to say that the powers delegated therein, under rule 21 of the Punjab Government Servants (Conduct) Rules, 1966, to officers in categories, I, II and III to permit officers/officials working under them to participate in radio broadcast, television programmes or contribute any article, etc., are to be exercised only in cases of "occasional" nature. All other cases involving permission to undertake such work on "regular part time basis" are not covered by this delegation. Instead, every such case would require prior approval of this Department, which should be obtained through the Administrative Department concerned.

2. As regards sharing of fees in such cases, decision will be taken in each case in accordance with the principles and procedure stated below:

"If the work to be undertaken on regular part-time basis is to be performed after office hours without detriment to official duties, the Civil Servant concerned may be permitted by Services & General Administration Department to do so and may not be required to share remuneration with the Government. If, however, such work clashes to a greater or lesser degree with the call of official duties but there are reasons to justify permission, Finance Department shall invariably be

consulted by Services & General Administration Department regarding sharing of fees between the civil servant concerned and the Government before conveying approval to the referring Department."

No.SOR-IV(S&GAD)-1-19/68
Dated the 16th May 1978

Subject: DIRECTIVE ON PUBLICITY OF GOVERNMENT OFFICIALS

I am directed to refer to this Department's letter No.SORI(S&GAD) 1-19/68(XIII) dated 9th October 1970 on the above subject and to say that instances of breach of instructions contained therein have come to the notice of Government of which serious notice has been taken. All concerned may be directed to strictly observe the instructions and eschew publicity of their personal and private activities or of their wives. Publicity, if at all necessary in the performance of official duties, should be restricted to projection of development activities of the Government.

Copy of letter No. F.14-10.67-HP dated the 22nd August, 1969, from
Deputy Principal Information Officer (Br.) Press Information Department
Government of Pakistan

Subject: DIRECTIVE ON PUBLICITY OF GOVERNMENT OFFICIALS

In supersession of earlier orders on the subject, the Ministry of Information & Broadcast has issued the following directive in respect of publicity of Government officials:

- (a) publicity of personal and private activities of officials should completely be avoided;
- (b) wives of officials, not concerned in any Governmental activity in their own right, should not be mentioned in news-items;
- (c) photographs of officials performing opening ceremonies or laying foundation-stones or engaged in similar ceremonial pursuits should not be used;
- (d) photographs of wives of officials should not be used. This does not apply to group photographs in which some other person is the news-making personality;
- (e) photographs of officials and their wives may only be published in relation to official functions for foreign dignitaries and visiting delegations;
- (f) routine tours and activities of officials should not be published. Designations of officials should be used and not their names.

2. It has been noticed that breaches of the instructions, issued by the Martial Law Authorities putting restrictions on publicity photographs and news items projecting activities of Government officials, are still in evidence. These should be eschewed.

Subject: DIRECTIVE ON PUBLICITY OF GOVERNMENT OFFICIALS

I am directed to refer to the SGA&I Department's circular letter of even number dated 9th October 1970 and 16th May 1978, on the above subject, and to reproduce below, for facility of reference, the instructions issued by the Government, in respect of Government officials:

- (a) Publicity of personal and private activities of officials should be completely avoided.
- (b) Wives of officials, not concerned in any Government activity in their own right, should not be mentioned in news items.
- (c) Photographs of officials performing opening ceremonies or laying foundation stones or engaged in similar ceremonial pursuits should not be used.
- (d) Photographs of wives of officials should not be used. This does not apply to group photographs in which some other person is the news-making personality.
- (e) Photographs of officials and their wives may only be published in relation to official functions for foreign dignitaries and visiting delegations.
- (f) Routine tours and activities of officials should not be published. Designations of officials should be used and not their names.

2. All concerned may be directed to strictly observe the instructions and eschew publicity of their personal and private activities or of their wives. Publicity, if at all necessary in the performance of official duties should be restricted to projection of development activities of the Government.

Copy of letter No. 7/2/79-D.IV. dated the 1st October 1985, received from the Joint Secretary, Government of Pakistan, Cabinet Secretariat, Establishment Division, Rawalpindi addressed to all Ministries/Divisions, Government of Pakistan, Islamabad.

Subject: GOVERNMENT SERVANTS (CONDUCT) RULES, 1964 COMPLIANCE OF ITS PROVISIONS, SPECIALLY OF RULES 21 AND 22

It has come to the notice of the Government that some of Government employees have been contributing newspaper columns occasionally or on a regular basis in their names or under pseudonyms. This practice is against the spirit of the Government Servants (Conduct) Rules, 1964. All such Government employees are advised to abide by the relevant provisions of the Government Servants (Conduct) Rules, 1964, failing which appropriate necessary action will be taken against them under the relevant rules.

Subject: ASSIGNMENT OF WORK/FUNCTIONS TO GOVERNMENT SERVANTS

It has come to the notice of Government that some officers/officials have not been assigned any work either because no post is reported to be available for them or because they happen to be under inquiry. This is unsatisfactory.

2. All Administrative Secretaries are requested to ensure that no officer/official under their administrative control remains without work unless he is under suspension.

No.SOR-IV(S&GAD)1-28/74(A)

Dated the 10th December 1979

Subject: ACCEPTANCE OF GIFTS

I am directed to state that according to the instructions contained in Rule 5 of the Punjab Government Servants (Conduct) Rules, 1966, Government Servants and members of their families have been prohibited from accepting any gift from any person, the receipt of which would place them under any form of official obligation to the donor. These instructions have been further amplified, vide this Department's circular letters of even number dated 24th January 1979 and 9th April 1979 to cover the receipt of gifts from the diplomatic, Consular and other representatives or employees of Foreign Governments stationed in Pakistan.

2. Government of Pakistan in the Cabinet Division have observed, with regret, that in disregard of the spirit and contents of the aforesaid rules and restrictions, gifts are still being freely accepted by government officials, not only from Government Organizations but even from private firms and factories, even in cases where no offence is likely to be caused by a polite refusal to accept them. You are, therefore, again requested that the officials working in the Government Departments/Agencies or in Corporations and other organizations under the control of Government, should exercise much greater caution and restraint in this matter that appears to be the case at present.

3. These instructions may please be brought to the notice of all concerned for necessary compliance.

No.SOR-IV(S&GAD)1-28/74(A)

Dated the 29th November 1982

Subject: ACCEPTANCE OF GIFTS

I am directed to say that it has generally been observed that restraint is not being exercised to the extent it required in accepting the gifts presented to officers by the foreign Government representatives despite instructions to the contrary issued from time to time. It is once again emphasized that Government officials are prohibited from receiving gifts of any kind for their persons or for members of their families from diplomatic, Consular and other foreign Government representatives or their employees, who are stationed in Pakistan. As the Heads of the Missions in Pakistan have been informed of this decision no offence would be caused by the return of the gifts. If, however, due to very exceptional reasons the gift cannot be returned it should invariably be deposited in the Tosha Khana. These instructions, however, would not apply to gifts/donations made to institutions.

2. All concerned may again be informed of the above instructions for strict compliance.

No. SORI(S&GAD)1-19/78(XIII)

Dated the 22nd October 1973

Subject: CODE OF CONDUCT FOR GOVERNMENT SERVANTS

I am directed to refer to this Department's letter of even number, dated the 18th October 1972, in which the need for instilling a sense of discipline in the Government servants and the enforcement of the provisions of the Government Servants (Conduct) Rules, 1966 was re-emphasized. Government servants were also expressly forbidden to wait upon the Chief Minister and other Ministers without prior permission of the competent authority in connection with their personal/official problems or to exert pressure through Members of the Provincial or National Assemblies to secure posting/transfer of their choice, as it amounts to violation of rules 19 and 29 of the Conduct Rules and Rule 42 of the Rules of Business, 1962. I am to clarify that submission of representations, appeals or complaints directly to the Chief Minister and other Ministers, without observance of the prescribed channels is also a serious act of 'misconduct'. The rules on the subject and the instructions issued by Government should therefore be strictly complied with.

2. The type of cases in which a Government servant is allowed to send advance copies of his representations, appeals or complaints are specified in this Department's letter No. SO XII (S&GAD) 2-41/69, dated 02.07.1969 (copy enclosed). Strict compliance of these instructions was last stressed in this Department's letter No. SOR-III (S&GAD)/3-82/70 dated 16th December 1970. It has been noticed that Government servants have started addressing representations direct to the Chief Minister and other Ministers. This practice should be stopped forthwith. If any Government servant feels aggrieved or unhappy about his posting, transfer or other service matters and wishes to represent to the Chief Minister, he must submit his representation through the normal channel of correspondence. Government will be constrained to take disciplinary action against those who submit their representations direct to the Chief Minister/Ministers.

No.SO.XII(S&GAD)2-41/69

Dated the 2nd July 1969

Subject: ADVANCE COPIES OF REPRESENTATIONS AND COMPLAINTS

I am directed to refer to the Circulars mentioned in the *(footnote) and to state that the following revised instructions are issued on a consolidated basis in supersession of the earlier circulars.

2. No Government servant shall send advance copies of his representation, appeal or complaint, unless his case is covered by the following clauses:

- i) Where a representation, appeal or complaint has to be considered by a subordinate authority and that authority does not take any

*Memo No. XOXIP.1.21/57-344 dated 14.09.1957. Letter No. SOXII(S&GAD) 2-245/64 dated 09.05.1965. Letter No. SOXII (S&GAD) 2-11/69 dated 06.05.1960.

decision thereon within a period of two months of the date of submission, the aggrieved person shall be at liberty to send a reminder to the subordinate authority and to forward an advance copy thereof with a copy of his petition to the higher authority soliciting expeditious disposal of his case.

- ii) Where an appeal lies to the higher authority or Government against the order of a subordinate authority, the appellant may forward an advance copy of his appeal to the higher authority at any time.
- iii) Where a Government servant makes a complaint against his immediate officer, he may address such officer's next superior officer. But this permission is subject to the condition that if, on inquiry, the complaint is found to be false, the complainant will be liable to strict disciplinary action.

3. When an explanation of a subordinate official is called for regarding some irregularity or misconduct alleged to have been committed by him, he shall not submit advance copy of his explanation to higher authority.

4. All competent authorities are expected to take final decision on the representations, appeals and complaints of Government servants within a period of two months. On receipt of the advance copies of petitions in accordance with the above instructions, it shall be the duty of the higher authority to look into the matter and ensure that there is no delay in disposal of the case. No subordinate authority should withhold or delay unnecessarily any petition to the higher authority in case decision is to be taken by higher authority.

No.SORI(S&GAD)1-34/75
Dated the 26th May 1977

Subject: SUBMISSION OF JOINT REQUESTS BY THE CIVIL SERVANTS FOR
GRANT OF INTERVIEWS

I am directed to say that a tendency exists amongst Government employees for making joint requests for interview with higher authorities direct in connection with their personal problems.

2. Joint requests for interview can be made only by delegations of recognized service Associations. However, individual employees can approach authorities higher than their prescribed authorities through proper channel in accordance with rules if they have failed to secure redress at the level of prescribed authority.

3. I am to request that all civil servants working under your administrative control may be advised not to submit individual or joint requests for grant of interview to the higher authorities except as explained above.

No. SOR-IV(S&GAD)1-3/82
Dated the 6th June 1982

Subject: EXTRANEOUS INFLUENCE BY GOVERNMENT SERVANTS IN
RESPECT OF SERVICE MATTERS

I am directed to say that in spite of repeated reiteration of the provisions of Rules 19 and 29 of the Government Servants (Conduct) Rules, 1966, instances of violation of these provisions continue to come to the notice of Government. Some

Government servants persist in bringing extraneous pressure on concerned authorities in respect of their posting, transfer and other conditions of service. This amounts to "misconduct" which, as defined in Rule 2(1)(d) of the Punjab Civil Servants (Efficiency and Discipline) Rules, 1975, means conduct prejudicial to good order or service discipline, or conduct unbecoming of an officer and a gentleman. It includes any act on the part of a civil servant to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister, or any Government Officer in respect of any matter relating to appointment, promotion, transfer, punishment, retirement and other conditions of service of a civil servant.

2. The Government has taken serious view of this situation and it has been decided that any Government servant indulging in such activities shall be severely dealt with. As a general rule besides any other action that may be considered necessary in individual cases a note regarding violation of aforementioned rules and instructions, shall be straightway placed in the C.R. Dossier of the concerned officer. Particular care should be taken about violation in matters of posting and transfer and authorities under whom Government servants under transfer are serving should avoid intervening on behalf of their subordinates on the plea of indispensability or provision of a substitute. A very strict view will be taken of such intervention in future.

No. SOR IV(S&GAD) 1-1/86
Dated the 18th March 1986

Subject: EXTRANEOUS INFLUENCE BY GOVERNMENT SERVANTS IN
RESPECT OF SERVICE MATTERS

I am directed to invite your attention to instructions issued vide this Department's letter No. SORIV-1-3/82 dated 6th June 1982 on the subject noted above and to say that these are still being violated by certain Government servants. According to the Punjab Civil Servants (Efficiency & Discipline) Rules, 1975 any act on the part of a civil servant to bring or attempt to bring political or outside influence directly or indirectly to bear on the Governor, Chief Minister a Minister or any Government Officer in respect of any matter relating to appointment, promotion, transfer, posting, punishment, retirement or other conditions of service of a civil servant, constitutes misconduct which is liable to disciplinary action under the Efficiency and Discipline Rules, 1975. It is reiterated that strict observance of instructions should be ensured and any civil servant violating those should be severely dealt with and entry to this effect should be recorded in his Character Roll dossier.

No. SORII(S&GAD)2-76/80.
Dated the 1st January 1981

Subject: APPLICATIONS/REPRESENTATIONS MADE BY THE RELATIVES
OF THE GOVERNMENT SERVANTS

It has come to the notice of Government that applications, representations or appeals are made by the relative/dependents of the Government servants, concerning service matters of the Government servants. This is contrary to the instructions referred to in S&GAD's letter No.53/SR/55/150 dated 7th January 1956 incorporated in the O&M Establishment Manual Vol.II (Revised) at page 263-270.

2. The matter has been considered and it has been decided that no notice should be taken of appeals, representations or applications filed by others on behalf of Government servants and these should be destroyed.

No. SORII(S&GAD)2-76/80
Dated the 2nd September 1982

Subject: APPLICATIONS/REPRESENTATIONS MADE BY THE RELATIVES
OF THE GOVERNMENT SERVANTS

I am directed to refer to this department's letter of even number dated 1st January 1981 on the subject noted above and to say that the instances of breach of instructions contained therein have come to the notice of the Government. It has further been noticed that applications, representations, or appeals by relatives/dependents of Government servants on service matters are on the increase. This is contrary to the instructions. It is requested that all concerned may be directed once again to strictly observe the instructions already issued.

No. SOR-IV(S&GAD)1-22/76
Dated the 7th May 1981

Subject: PROHIBITION ON EXPRESSION OF VIEWS AGAINST THE
IDEOLOGY OR INTEGRITY OF PAKISTAN

I am directed to invite attention to Rule 25-A of the Punjab Government Servants (Conduct) Rules, 1966, promulgated vide S&GAD's notification No. SOR-IV(S&GAD)1-22/76 dated 16th December 1980 which prohibits Government servants from expression of views detrimental to the ideology or integrity of Pakistan. The background in which this provision has been brought on the Statute Book is that civil servants are very important segment of the opinion-makers in the society and it is incumbent on them not to act in any irresponsible manner which may, in its remotest sense, adversely affect the security, solidarity and integrity of the country. Lately, some acts of indiscretion have come to notice. This must be checked scrupulously with a strong hand.

2. I am to request you to draw the attention of all civil servants to the above mentioned Rule to make them conscious of their responsibilities and loyalty towards the country and inculcate in them the habit of being security-minded.

3. The Autonomous/Semi-Autonomous Bodies which have framed their own conduct rules for their employees, may be advised to incorporate corresponding provision in their Rules and ensure strict compliance by their employees.

No. SOR.IV(S&GAD)1-7/90
Dated the 6th December 1990

Subject: FORMATION OF COOPERATIVE HOUSING SOCIETIES BY
GOVERNMENT SERVANTS

I am directed to say that it has come to the notice of Government that there is a growing tendency among Government servants to form Co-operative Housing

Societies and/or take part in management of such Societies. Rule 11 of the Government Servants (Conduct) Rules, 1966 allows Government servants to acquire plots in such Societies without prior permission. Rule 15 of the Rules *ibid* allows them to take part in promotion, registration or management of a Co-operative Society registered under the Cooperative Societies Act, 1925, but this is subject to general or special orders of Government. Acquisition of a plot from a Co-operative Society without prior permission and promotion or management of such Societies does not necessarily imply that a Government servant can take part in management of these Societies even if such work is in conflict or is inconsistent with his position or obligation as Government servants in terms of rule 16 *ibid*. The Government has seriously considered the question of management of Co-operative Housing Societies in the Province by Government servants and has decided that no Government servant should henceforth associate himself with the management of Housing Societies without prior permission of the Government in the concerned Administrative Department. Those who are already on the management Committees of such Societies should seek necessary permission to continue as such as soon as possible.

2. This should be brought to the notice of all concerned for strict compliance.

_____ No.SOR.IV(S&GAD)1-4/92
Dated the 25th November 1992

Subject: INCOME AND EXPENDITURE STATEMENT IN TERMS OF RULE 13
OF THE GOVERNMENT SERVANTS CONDUCT RULES, 1966

I am directed to refer to the subject noted above and to inform you that Rule 13 of the Punjab Government Servants (Conduct) Rules, 1966 has recently been amended to the effect that a Government Servant as and when required by Government, by a general or special order, will furnish information about his income and expenditure etc.

2. As per the amended rule, the statement of income and expenditure has to be obtained from a Government servant as and when required through general or special order on the form specified therein. A copy of the specified form is appended below:

**INCOME AND EXPENDITURE STATEMENT
FOR THE PERIOD 01.01.20_____ TO 31.12.20 _____**

INCOME:

Salary and Allowances: _____
Any other income _____
(give details):

EXPENDITURE:

- a) Household _____
- b) Education of children _____
(give names of children's classes and schools)
- c) Car maintaining and running _____
(even if it is owned by someone else)

- d) Electricity expenses _____
- e) Telephone expenses _____
- f) Marriage and other social functions expenses _____
- g) Foreign trip expenses _____
- h) Club expenses _____
- i) Other expenses (please specify) _____

Signature _____
 Name _____
 Designation _____

**FULL DECLARATION TO BE MADE AFRESH
 IRRESPECTIVE OF DECLARATION MADE EARLIER**

I _____ s/o _____ employed in _____ hereby declare that I and my family members had the following immovable and movable assets and liabilities as on 31.12.1995.

In whose name held (wife, self, children)	Address of the property	Nature of property & extent of interest held	Approximate value of property	How acquired, whether by purchase, gift or by inheritance	Remarks
1	2	3	4	5	6

Assets _____

Liabilities _____

Net worth
 (Assets minus liabilities): _____

Signature _____
 Designation _____

Note:1 If all movable assets value at less than Rs. 50,000/- they need not be declared. Value of all household goods may be lumped together for purpose of declaration of their value. Value of car(s), amount in bank account, jewelry, bonds, shares, certificates, securities, insurance policies may be shown separately.

Note:2 Members of family as defined in Rule 3 (1) (c) of the Punjab Government Servants (Conduct) Rules, 1966.

No. SOR-IV(S&GAD)1-3/2001
Dated the 20th February 2001

Subject: REPRESENTATION — CODE OF CONDUCT FOR GOVERNMENT
SERVANTS

I am directed to invite a reference to this department's circular letter No. SO (R-I) (S&GAD)1-19/78 (XII), dated 18.10.1972 and 22.10.1973 and to state that it has been observed that Government servants have started addressing representations direct to Governor/Ministers in connection with their personal/official matters. I am to clarify that this is violation of the Punjab Government Servants (Conduct) Rules, 1966 amounting to misconduct. This undesirable practice should be stopped forthwith. If any civil servant feels aggrieved or unhappy about his posting, transfer or other service matters and wishes to represent to the Governor, he must submit his representation through the normal channel of communication. Otherwise Government will be constrained to take disciplinary action under the Punjab Removal from Service (Special Power) Ordinance, 2000 against those civil servants who submit their representations direct to the Governor/Ministers.

No. SOR-IV(S&GAD)1-3/2001
Dated the 30th November 2012

Subject: REPRESENTATION — CODE OF CONDUCT FOR GOVERNMENT
SERVANTS

I am directed to refer to this department's circular letter No. SO (R-I) (S&GAD)1-19/78 (XII), dated 18.10.1972 & 22.10.1973 and No. SO-R-IV (S&GAD)1-3/2001, on the subject noted above and to state that it was clarified that making representations by the Government servants directly to the Governor/Ministers in connection with their personal/official matters in violation of the Punjab Government Servants (Conduct) Rules, 1966 which amounts to misconduct, therefore, this undesirable practice should be stopped.

2. It has been observed that the above instructions are not being followed strictly and the Government servants are addressing representation in violation of Rule 19 and 29 of the Punjab Government Servants (Conduct) Rules, 1966 which reads as under:

Rule-19. Approach to Members of the Assemblies, etc.

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

Rule 29. Use of Political or other influence.

No Government servant shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on Government or any Government servant in support of any claim arising in connection with his employment as such.

3. The Chief Minister, Punjab has desired that this undesirable practice should be stopped forthwith. If any civil servant feels aggrieved about his posting, transfer, or other service matters, he must submit his representation through normal channel of communication, otherwise Government will be constrained to take disciplinary action under PEEDA Act, 2005 against the defaulters.

Subject: INITIATION OF DISCIPLINARY ACTION AGAINST GOVERNMENT
SERVANTS

I am directed to refer to the subject noted above and draw your attention to Rules 18, 21 and 22 of the Punjab Government Servants (Conduct) Rules, 1966 that restrict the Government servant:

- i) to enable unauthorized communication of official documentation or information;
- ii) to participate in a radio broadcast, T.V. programme or to make communication to the Press;
- iii) to make communication of information, public speeches and TV programme capable of embarrassing Government.

2. Governor Punjab has taken a serious view of the fact that Government officers are approaching the local Press/Print Media with regard to the matters and policies under consideration with provincial government and issuing Press statements. The act of officers concerned not only embarrasses the Government while taking a decision in public interest but also falls within the purview of misconduct under the rules.

3. The Governor Punjab has further desired that strict disciplinary action may be initiated against the officers found to have violated the above provisions of rules. The instructions may be brought to the notice of officers of your department and they may be advised to comply with the provisions of the Punjab Government Servants (Conduct) Rules, 1966.

No.SOR-I(S& GAD)1-30/2009

Dated the 7th May 2009

Subject: UNAUTHORIZED COMMUNICATION OF OFFICIAL DOCUMENTS
OR INFORMATION

Kindly refer to the subject noted above.

2. It has come to the notice of this Department that official information/contents of official documents are being provided by the staff to unconcerned persons in violation of the relevant rules. The provisions of relevant rules are reproduced below for facility of reference and information of all concerned:

- (i) Para 5.20 of the Manual of Secretariat Instructions:

“All papers received or dealt with in the Secretariat are of a confidential nature and their contents should not be divulged to or discussed with unauthorized persons. This rule applies with greater force to documents specially classified as

Confidential or Secret, and the strictest secrecy should be observed with regard to their contents. Breach of this rule is an offence punishable with imprisonment which may extend to two years or fine or both under Section 5(4) of the Official Secrets Act, 1923, (*Act XIX of 1923*)."

- (ii) Rule 18 of the Punjab Civil Servants (Conduct) Rules, 1966:
"18. Unauthorized communication of official documents or information – No Government servant shall, except in accordance with any special or general order of Government, communicate directly or indirectly any official information or the contents of any official documents to a Government servant not authorized to receive it, or to a non-official person, or to the Press."

- (iii) Section 2(n) of the Punjab Employees Efficiency, Discipline and Accountability Act 2006:
"2(n) 'Misconduct' includes—
 - (i) conduct prejudicial to good order or service, discipline; or
 - (ii) conduct contrary to the conduct rules, for the time being in force; or
 - (iii) conduct unbecoming of an officer and a gentleman; or....."

3. It is requested that above provisions may be brought to the notice of all concerned for strict compliance. Any violation of the above provisions may be seriously viewed and delinquents be proceeded against under the Punjab Efficiency, Discipline and Accountability Act 2006.

Copy of office Memorandum No. 9/8/2004-TK dated 25.06.2007 from Joint Secretary (Admin), Government of Pakistan, Cabinet Secretariat, Cabinet Division, Islamabad, addressed to all Ministries/Divisions and others, which was forwarded for information and compliance, to all concerned by the Cabinet Wing, S&GAD, vide letter No. SO (Cab-I) 3-2/2011 dated 23.07.2011

Subject: PROCEDURE FOR THE ACCEPTANCE AND DISPOSAL OF GIFTS

In supersession of this Division's O.M. No.94/97-TK, dated 21.08.2001 and all other instructions issued on the subject from time to time, the undersigned is directed to state that the Government of Pakistan has made the following procedure for acceptance and disposal of gifts received by Government/Public functionaries:

- (1) The responsibility for reporting the receipt of the gifts shall devolve on the individual recipient. All gifts received by the Government/Public functionaries irrespective of their prices, must be reported and deposited immediately in Toshakhana of the Cabinet Division, Government of Pakistan. If it is found, on checking, that an individual has not reported the receipt of a gift, appropriate action

- will be taken against him under the relevant rules.
- (2) If the Chief of Protocol, Ministry of Foreign Affairs, or his representative has been attached to a visiting dignitary or a foreign delegation, it shall be his responsibility to supply the list of the gifts received, together with the names of the recipients, to the Cabinet Division. In the case of other delegations or visiting dignitaries with whom the Chief of Protocol or his representative is not associated, the Ministry sponsoring the visit shall be responsible to supply the details of gifts received and the list of recipients to the Cabinet Division. In the case of outgoing delegations or visits abroad of our dignitaries, it shall be the responsibility of the Ambassador of Pakistan and/or Head of the Pakistan mission in the country concerned to report the receipt of the gifts, together with the name of the recipients, to the Cabinet Division through the Ministry of Foreign Affairs.
- (3) Government/Public functionaries, except those in BPS-1 to BPS-4, are prohibited from receiving cash awards offered by the visiting foreign dignitaries. Such gifts may be politely refused. In case, however, it becomes impossible to refuse, without causing offence to the visiting dignitary, the amount shall be immediately deposited in the Government treasury and copy of Treasuring Challan shall be provided to the Toshakhana Incharge, Cabinet Division.
- (4) Government/Public functionaries, except the President and the Head of the Government are prohibited from receiving gifts of any kind for their person or for members of their families from diplomats, consular and other foreign government representatives who are stationed in Pakistan or from any public organization or private individual and firm within the country. However, if due to very exceptional reasons the gift cannot be declined, it shall invariably be deposited in the Toshakhana. These instructions do not apply to gifts and donations made to institutions.
- (5) (i) Cabinet Division will get the value of the gifts assessed from Government Sector experts in CBR, Taxila Museum, National Council of the Arts depending upon the nature of the gifts. Cabinet Division will also get the value of gifts assessed by the private appraisers borne on its approved panel.
- (ii) If the difference in value of gifts assessed by two categories of appraisers is less than 2% the high value will be accepted. However, if the difference in value is 25% or more, a Committee to be constituted by the Cabinet Secretary, shall decide the final value.
- (iii) Private Appraisers borne on the approved panel of the Cabinet Division and the nominee of the All Pakistan Jewellery and Gem Stones Association will be paid 2% of the evaluation cost of each gift or Rs. 2,000/-, whichever is less.
- (6) The monetary limits up to which the gifts can be retained by the recipients are as follows:
- (i) Gifts up to a value of Rs. 10,000/- (Rupees ten thousand only) may be retained free of cost by the recipient subject to the provision of these rules.

- (ii) Gifts valued above Rs. 10,000/- may be allowed to be retained by the recipient on payment of 15% of the value exceeding the basic exemption of Rs. 10,000/-
 - (iii) Gifts valued at Rs. 400,000/- or more shall not be retained by the recipient, except the President and the Head of the Government. However, the recipient of gift comprising distinct articles but gifted in a single transaction having collective value of Rs. 4 lac or more shall have an option to retain any article(s) up to the collective value of less than Rs. 4 lac only subject to the condition that part of an article will not be allowed to be taken. This exemption shall, however, not be available in case of antiques and gifts of intrinsic historical value.
 - (iv) Different gift articles given by a single dignitary to a functionary at one occasion will be treated as single gift for the purpose of valuation.
 - (v) The maximum monetary limit to be allowed for retention of gifts in one calendar year for any functionary other than the President or the Prime Minister should not exceed Rupees one million. However, the gifts having value in excess of the limit of rupees one million can be retained by the recipient on payment of 65% of the assessed value of the gifts.
 - (vi) The recipient should collect the gifts after payment of retention price within four months failing which it will become the property of the Toshakhana and will be disposed of as per Toshakhana Rules.
- (7) The Head of Account of Toshakhana in which -the amounts are to be deposited is "1300000-0thers (NES) Misc. receipt of Darbar Presents (Central)". Retention Cost of the gift should be deposited within four months failing which the recipient will lose the right to have it.
- (8) Gifts deposited in the Toshakhana which are fit for display, shall be properly catalogued and then displayed in the public rooms of the Foreign Office/Cabinet Division and in the residences of the Head of the State and the Head of the Government. Such articles shall be properly entered in the Toshakhana register and in the stock registers of the respective offices.
- (9) An annual physical verification shall be carried out in respect of such articles by an authorized officer of the Cabinet Division in the first quarter of each calendar year.
- (10) Gifts which are not fit to be retained or displayed shall be disposed of by periodical sales to be arranged by the Cabinet Division, Government of Pakistan. These sales shall be held once or twice a year. The list of gifts to be sold shall be circulated to all Federal Government officers and officers of the Armed Forces. The articles not purchased in two consecutive auctions by the Government servants should be disposed of to the public through sealed bids.
- (11) Antique items and vehicles shall not be allowed to be purchased by the recipients. Antiques shall be placed in the museums or displayed in official building owned by the Government. Vehicles shall be given to the Central Pool of Cars of the Cabinet Division.

- (12) Gifts, other than those in the nature of antiques or of intrinsic historical value, given to but not retained by the President, the Head of the Government and the Governors, will be sold in accordance with sub-para (10) above. The gifts in the nature of antiques or of intrinsic historical value shall be put on display in accordance with sub-para (8) above.
- (13) The procedure shall apply to the President/Head of the Government and their family members, Chairman Senate, Speaker National Assembly, Chief Justice of the Supreme Court, Governors of the Provinces, Members of the Federal Cabinet, Attorney General for Pakistan, Ministers of State, Deputy Chairman Senate, Deputy Speaker National Assembly, Dignitaries holding ministerial status, Members of Provincial Cabinets, Judges of Supreme Court, Chief Justice/Judges of the High Courts, Parliamentarians and other elected representatives, all Government servants (Civil and Military) as well as employees of the Government controlled corporations, autonomous and semi-autonomous bodies and their spouse/ dependents, members of the Provincial Governments, other members of public visiting abroad as members of official delegation.

2. The above procedure has the concurrence of Finance and Law, Justice & Human Rights Division.

NO.S.O. (Cab-II)6-15/2008
Dated the 24th November 2010

Subject: MAINTENANCE OF SECRECY IN THE OFFICIAL BUSINESS

I am directed to refer to the subject noted above and to state that Chief Minister has observed that proper procedure and instructions are not being followed in handling of sensitive correspondence and procedure laid down in the Manual of Secretariat Instructions for the classification and treatment of Protected Documents and Information and security of government buildings. At times instances have occurred where Government had to face embarrassing situation due to lack of knowledge on the part of dealing officers/officials in maintaining secrecy of official business.

2. I am further directed to state that the Chief Minister has shown his deep concern over such instances and has desired that instructions on the subject be circulated/reiterated to all concerned for strict observance ; and training courses may also be arranged for the concerned officers/officials in Government Departments/ Attached Departments/Autonomous Bodies, etc., to educate them on the subject.

3. You are requested to please ensure compliance of the above mentioned instructions in letter and spirit.

No.SOR-IV(S& GAD)6-8/2010
Dated the 10th February 2012

Subject: USE OF EXTRANEIOUS INFLUENCE BY GOVERNMENT SERVANTS

I am directed to invite your attention towards instructions issued by the Regulations Wing, S& GAD vide circular letter of even number dated 12.05.1991

and rule 19 & 29 of the Punjab Government Servants (Conduct) Rules, 1966, on the subject noted above.

2. It has been observed that Government servants have not stopped bringing political pressures on competent authorities regarding service matters. This practice is clear violation of rules 19 and 29 of the Punjab Government Servants (Conduct) Rules, 1966 as well as the Instructions issued on the subject. Rules 19 & 29 of the rules *ibid* read as under:-

“19. Approach any Member of the National Assembly or a Provincial Assembly or any other non-official person to intervene on his behalf in any matter.

29. No Government servant shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on Government or any Government servant in support of any claim arising in connection with his employment as such.”

3. Attention is also invited to section 2(n)(v) of the Punjab Employees Efficiency, Discipline and Accountability Act, 2006, which reads as under:-

“2(n)(v) Any act on the part of a civil servant to bring political or other outside influence directly or indirectly to bear on the Governor, the Chief Minister, a Minister or any other authority in respect of any matter relating to appointment, promotion, transfer, posting, punishment, retirement and other conditions of service of a civil servant amount to “misconduct” as defined in Section 2(n)(v) of Punjab Employees Efficiency, Discipline and Accountability Act, 2006.”

4. In view of the above, it is requested that provisions of the rules/law should be brought to the notice of all concerned for strict compliance. The violations, if any after issuance of this letter should be taken notice of and proceedings be initiated against the violators under the Punjab Employees Efficiency, Discipline and Accountability Act, 2006 on account of misconduct.

5. This issues with the approval of the Chief Secretary, Punjab.

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Revised Punjab Leave Rules 1981 *(updated)*

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT

NOTIFICATION
The 13th July 1981

No.F.D.SR-III-1-85/78--In exercise of the powers conferred by section 23 of the Civil Servants Act, 1974, the Governor is pleased to make the following rules, namely:

1. Short title, application and commencement-- (1) These rules may be called the **Revised Leave Rules, 1981**.

(2) They shall apply to all civil servants other than those who were employed before the first day of July, 1978, and opted not to be governed by the Revision of Leave Rules issued under the Finance Department's Circular Letter No.FD.SR-III-1-85/78 dated 5th November, 1978.

(3) They shall come into force at once.

2. When leave earned-- (1) All service rendered by a civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.

(2) Any period spent by a civil servant in Foreign Service qualifies him to earn leave provided that contribution towards leave salary is paid to the Government on account of such period.

3. Earning and accumulation of leave-- (1) A civil servant shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".

(2) Duty period of fifteen days or less in a calendar month shall be ignored and that of more than fifteen days shall be treated as full calendar month for the purpose of calculation of earned leave.

(3) If a civil servant 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.

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

4. Civil Servants in Vocation Department-- (1) A civil servant in Vocation Department may earn leave on full pay:

(a) When he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;

- (b) When during any year he is prevented from availing himself of the full vacation as for a civil servant in a non-vocation department for that year; and
- (c) When he avails himself of only a part of the vacation--as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

(2) The provisions under rule 3(2-4) shall also be applicable in the case of civil servants of a Vocation Department.

5. Leave on full pay-- 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 plus |
| (c) | On medical certificate from leave account, in entire service. | 365 days |

Note: Under Leave Rules, 1955, leave on half average pay could be converted into leave on full pay on the strength of Medical Certificate up to a maximum of twelve months in terms of leave on full pay in the whole service. The account of this kind of leave was separately maintained in the leave account under the said Rules. Such leave availed of by the civil servants before the introduction of these rules, shall be debited against the maximum limit of 365 days fixed under this rule.

6. Leave on half pay-- (1) Leave on full pay may, at the option of the civil servant, 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 one half counting as one full day's leave on full pay.

(2) The request for conversion of leave referred to in sub-rule (1) shall be specified by the civil servant 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.

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

8. Carry forward of existing leave-- All leave at credit in the account of a civil servant on the first day of July, 1978, shall be carried forward and expressed in terms of leave on full pay and the leave account in such cases shall, with effect from the first day of July, 1978, or in the case of a civil servant who was on leave on that date, with effect from the date of his return from leave, be recast as under:

- (i) **Leave on full pay--**
 - (a) 1 month 30 days
 - (b) 1 day 1 day

(ii) Leave on half pay--

(a)	1 month	15 days
(b)	2 days	1 day

Note: Fractions, if any, shall be ignored.

9. ♥Extraordinary leave (leave without pay)-- (1) Extraordinary leave without pay may be granted on any ground up to a maximum period of five years at a time, provided that the civil servant to whom such leave is granted, has been in continuous service for a period of not less than ten years, and, in case a civil servant has not completed ten years of continuous service extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the head of his office:

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

(2) Extraordinary leave up to a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether a civil servant is a permanent or a temporary employee. ♦

10. Recreation leave-- Recreation leave may be granted for fifteen days once in a financial year, the debit to the leave account may, however, be for ten days leave on full pay:

Provided that such leave shall not be admissible to a civil servant in a vocation department.

Note: Casual leave (as Recreation Leave) shall however continue to be granted for 10 days only subject to other conditions under the Government instructions.

11. Leave not due-- (1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the civil servant resuming duty on the expiry of the leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary civil servants.

♥See instructions at page 30 to 33.

♦For ancillary instructions about Rule 9 see page 30.

12. Special leave-- (1) A female civil servant, on the death of her husband, may be granted special leave on full pay, when applied for, for a period not exceeding one hundred and thirty days.

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

(3) Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

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

(2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vocation department who may be granted maternity leave without this restriction.

(3) For confinements beyond the third one, the female civil servant (in a non-Vocation Department) would have to take leave from her normal leave account.

(4) The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.

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

(6) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the existing instructions of the Government.

(7) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave, in the event of resumption of duty by such female civil servant.

14. Disability leave-- (1) Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than a civil servant in part-time service, etc., disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

15. Leave ex-Pakistan-- (1) Leave ex-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or

takes leave while posted abroad or is otherwise on duty abroad, and makes a specified request to that effect.

(2) The leave pay to be drawn abroad (in foreign currency) shall be restricted to a maximum of three thousand rupees per month.

(3) The leave pay shall be payable in Sterling if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay (in foreign currency) shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

(5) The civil servants appointed after the 17th May, 1958, shall draw their leave salary in rupees in Pakistan irrespective of the country where they happen to spend their leave.

(6) Grant of leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 5, 6 and 9.

16. Leave preparatory to retirement-- (1) The maximum period up to which a civil servant may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

(2) Such leave 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 civil servant.

17. Encashment of refused leave preparatory to retirement-- (1) If, in case of retirement on superannuation *(or voluntary retirement on completion of twenty six years qualifying service) a civil servant cannot, for reasons of public service 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 a 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 LPR may be made to the civil servant 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 purpose of lump-sum payment in lieu of such refused leave, only the "Senior Post Allowance" will be included in "Leave Pay" so admissible.

*Added vide F.D. No. F.D. SRIII-1-53/83 dated 12.05.1990 (page 28).

Note: Rule 17 & 18 may be read with Finance Department's circular letters at pages 24 to 29.

(5) In case a civil servant 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.

18. Power to refuse leave preparatory to retirement, etc.-- (1) Ordinarily, leave preparatory to retirement on superannuation, shall not be refused.

(2) All orders refusing leave preparatory to retirement to a civil servant and recalling a civil servant from leave preparatory to retirement shall be passed only by the authorities specified below:

- | | | |
|------|---|--|
| (i) | For civil servants
of Grade 17 and above | Chief Secretary personally |
| (ii) | For civil servants
of Grade 16 and below | Secretary of the Administrative
Department concerned personally |

(3) The authorities specified in sub-rule(2) shall not delegate these powers to any other authority.

(4) All proposals regarding refusal of such leave to an officer of Grade 17 and above shall be referred to the Chief Secretary, with detailed justification at least three months before an officer is due to proceed on such leave.

*19. In-service death-- (1) In case a civil servant dies, or is declared permanently incapacitated for further service while in service by a Medical Board, a lump-sum payment equal to leave pay up to one hundred and eighty days out of the leave to his credit shall be made to his family as defined for the purposes of family pension or, as the case may be, to the civil servant.

(2) For the purpose of lump-sum payment under sub rule (1), only the "Senior Post Allowance" will be included in the "Leave Pay" so admissible (These orders shall take effect from 16th September 1985).

20. Reasons need not be specified, etc.-- (1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a civil servant.

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

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

21. Leave when starts and ends-- Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which a civil servant hands over the charge of his post and may end on the day preceding that on which he resumes duty.

*Substituted vide No.FD-SR-II-2-100/87 dated 1st February 1988. (Original version is available at serial No.1, [page 24](#)).

22. Recall from leave, etc.-- (1) If a civil servant is re-called to duty compulsorily with the personal approval of the head of his office 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.

(2) In case, the civil servant is re-called to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one-way journey only.

(3) If the return from leave is optional, the civil servant is entitled to no concession.

23. Overstay after sanctioned leave, etc.-- (1) Unless, the leave of a civil servant is extended by the head of his office, a civil servant who remains absent after the end of his 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.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

24. Any type of leave may be applied for-- A civil servant may apply for any type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example, a civil servant 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.

25. Combination of different types of leave, etc.-- One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the civil servant:

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

26. Civil Servant 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, a civil servant on leave may not return to duty before the expiry of the period of leave granted to him.

27. Leave due may be granted on abolition of post, etc.-- (1) When a post is abolished, leave due to the civil servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

28. Manner of handing-over charge when proceeding on leave, etc.-- (1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in Grade 16 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

(2) If leave ex-Pakistan has been sanctioned on medical grounds, the civil servant shall take abroad with him a copy of the medical statement of his case.

29. Assumption of charge on return from leave, etc.-- (1) A civil servant, on return from leave, shall report for duty to the authority that 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.

30. Accounts Offices to maintain leave account-- (1) Leave account in respect of a civil servant shall be maintained as part of his Service Book.

(2) The Accounts Offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

31. Leave to lapse when civil servant quits service-- All leave at the credit of a civil servant shall lapse when he quits service.

32. 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 pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half-pay is taken, the amounts calculated under clauses (a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

* (3) A civil servant shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of civil servants takes place or an annual increment occurs during the period of leave of the civil servant.

33. Leave earned by civil servant employed in non-continuous establishment-- (1) A civil servant employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to, and subject to the conditions laid

* Added vide Notification No. FD.SR.III-1-85/78 dated 01.01.1995 ([Original version at page 31](#)).

down for, a civil servant employed in a continuous establishment and no other kind of leave shall be admissible to such civil servant.

(2) A civil servant who is transferred from a non-continuous establishment to a continuous establishment and vice versa shall carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation-- In this rule, "non-continuous establishment" means an establishment which does not function throughout the year and "continuous establishment" means an establishment which functions throughout the year.

34. Quarantine leave-- (1) Quarantine leave is in the nature of extra casual leave and a substitute shall normally not be employed during the absence of a civil servant on such leave:

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A civil servant may be granted quarantine leave outside his leave account to the extent that his authorized medical attendant recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

35. Leave application, its sanction, etc.-- (1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a civil servant is employed and, in the case of the head of office, to the next above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) An audit report shall not be necessary before the leave is sanctioned.

(3) When a civil servant submits a medical certificate for the grant of leave, it shall be, by an authorized medical attendant in the form attached to these rules.

(4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of Administrative Department, Attached Department, Office or any other officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.

(5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:

- (i) whether, and how many applicants can, for the time being, best be spared;
- (ii) whether any applicants were last re-called compulsorily from leave; and
- (iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

Punjab Estacode 2007

*36. Hospital Leave and Study Leave-- Subject to these rules, the provisions regarding Hospital Leave and Study Leave contained in the C.S.R. (Punjab) shall continue to apply to the civil servants.

*Provisions regarding Hospital Leave & Study Leave as contained in the C.S.R. are given at pages 15 & 16 respectively.

FORM-I

FORM OF MEDICAL CERTIFICATE

Signature of applicant

**MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR
LEAVE OR EXTENSION**

I, _____, after careful personal examination of the case, hereby certify that whose signature is given above, is suffering from _____ and I consider that a period of absence from duty with effect from _____ is absolutely necessary for the restoration of his health.

Dated, the _____.

Government Medical Attendant

FORM-II

APPLICATION FOR LEAVE

Note: Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government servants of Grade 16 and above.

1. Name of applicant.
2. Leave Rules applicable.
3. Post held.
4. Department or Office.
5. Pay.
6. House Rent Allowance; Conveyance Allowance or other Compensatory Allowances drawn in the present post.
7. (a) Nature of leave applied for.
(b) Period of leave in days.
(c) Date of commencement.
8. Particular Rule/Rules under which leave is admissible.
9. (a) Date of return from last leave.
(b) Nature of leave.
(c) Period of leave in days.

Dated

Signature of applicant

10. Remarks and recommendation of the Controlling Officer.

11. Certified that leave applied for is admissible under Rule _____ and necessary conditions are fulfilled.

Signature
Designation
Dated

12. Report of Audit Officer.

Signature
Designation

Dated

13. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post carrying the compensatory allowances being drawn by him.

Signature
Designation

Dated

Separate form

**EXPLANATORY INSTRUCTIONS FOR FILLING UP
THE LEAVE ACCOUNT FORM**

1. This leave account will be maintained for all civil servants of the Provincial Government who were in service on the 1st July, 1978 including those who were on leave on that date and have not opted to retain the existing leave rules and all others who entered service on or after 1st July 1978.

2. All leave at credit in the account of a civil servant who was in service on the 1st July 1978, shall be converted in terms of leave on full pay at the following rates:

(i) **L.F.P.**

(a)	1 month	30 days
(b)	1 day	1 day

(ii) **L.H.P.**

(a)	1 month	15 days
(b)	2 days	1 day

(Fractions if any to be ignored)

3. The leave account shall commence with an opening entry "due on 1st July, 1978" or in the case of a civil servant, who was on leave on 1st July 1978 with effect from the date of his return from leave. For the purpose of computing the leave at credit, the service up to 30th June 1978 will be taken into account. The leave due in terms of leave on full pay in days will be noted in Column No.21.

4. (1) In calculating the leave earned on full pay at the rate of 4 days for every calendar month the duty period of 15 days or less in a calendar month shall be ignored and those of more than 15 days shall be treated as a full calendar month for the purpose. If a civil servant 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 15 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only. There shall be no maximum limit on accumulation of this leave.

(2) The provision (1) above will not apply to a vocation department. In its case, a civil servant may earn leave on full pay. (a) when he avails himself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered (b) when during any year he is prevented from availing himself of the full vacation as for a civil servant in a non-vocation department for that year, and (i) when he avails himself of only a part of the vacation as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

5. (a) Leave on full pay may be converted into leave on half pay at the option of the civil servant, 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 one half counting as one full day's

leave on full pay. The request for such conversion shall be specified by the civil servant in his application for the grant of leave.

(b) 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.

6. L.P.R. on full pay will be noted in column No.10 while that on half pay in column No.13 and 14.

7. Leave not due may be granted on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the civil servant resuming duty.

8. The grant of Special Leave, Maternity Leave, Disability Leave, Extraordinary Leave, payment of leave pay for refused LPR up to a maximum of 180 days, lump sum payment equal to full pay up to 180 days out of leave at credit made to the family of a Government servant whose death occurs while in service, Seaman Sick Leave, Departmental Leave, Study Leave, Hospital Leave and Quarantine Leave shall be noted in column No.22. Maternity Leave other than three times in entire service shall, however, be debited to the relevant column of the leave account.

9. When a Government servant applies for leave column 2 to 7 shall be filled in showing the period of duty up to the date preceding that on which a Government servant intends to go on leave. The full calendar months to be noted in column 5 shall be worked out on the lines indicated in para 4 above.

10. When a Government servant returns from leave, column 8 to 23 shall be filled in according to the nature of leave. If leave not due to is availed of, the minus balance to be shown in column No.21 should be written in red ink.

**EXTRACTS FROM CSR (PUNJAB) VOLUME-I, PART-I
ABOUT HOSPITAL AND STUDY LEAVE**

HOSPITAL LEAVE

8.89 The *competent authority.....may grant hospital leave to Government servants of the following classes while under medical treatment for illness or injury, if such illness or injury is directly due to risks incurred in the course of their official duties:

- a) Assistant Medical Officer, compounders, dressers, dais, head attendants, deputy head attendants, matrons and assistant matrons of the Punjab Mental Hospital and all Hospital menial servants employed in the Provincialized hospitals in the Punjab and the Mayo Hospital, Lahore.
- b) Government servants employed in Government Presses, whether on fixed pay or at piece rates.
- c) Subordinates employed in Government Laboratories.
- d) Subordinates employed on the working of Government machinery.
- e) Peons and guards in permanent employ.
- f) Syces in the Department of Animal Husbandry.
- g) Linesmen, Oilers and Cleaners employed in the Public Works Department, Electricity Branch.

Note: The grant of hospital leave is subject to the condition that the leave salary is not in addition to the benefits that the employee may be entitled to under section 4(1)(d) of the Workmen's Compensation Act, but is inclusive of them.

8.90 The *competent authority.....may grant hospital leave to Government servants of the following classes while under medical treatment for illness or injury, if such illness or injury is certified not to have been caused by irregular or intemperate habits:

- a) All police officers of and below the rank of Head Constable.
- b) Forest subordinates, other than clerks, in receipt of pay not exceeding Rs.50.

*The authorities competent to sanction leave have been mentioned in the West Pakistan (Civil Services) Delegation of Powers Rules, 1962.

* The authorities competent to sanction leave have been mentioned in The West Pakistan (Civil Services) Delegation of Powers Rules, 1962.

- c) Head warders, warders and orderlies, male and female and matrons of the Jail Department whose pay does not exceed Rs.50 per mensem.
- d) The following staff of the Punjab Mental Hospital:-
 - 1) European warders,
 - 2) Superior warders,
 - 3) Head attendants, and
 - 4) Attendants.

8.91 Hospital leave shall in no case exceed six months in any one term of three years, whether such leave is taken at one time or by installments, full average pay being allowed for the first three months and half average pay thereafter.

*Note: (.....)

8.92 Hospital leave is not debited against the leave account and may be combined with any other leave which may be admissible: provided that the total period of leave, after such combination, shall not exceed 28 months.

STUDY LEAVE

Rules 8.86 and 8.129 of Civil Services Rules (Punjab) Volume-I, Part-I dealing with study leave are reproduced hereunder:

**8.86/8.129. Leave may be granted to Government servants on such terms as may be prescribed by general or special orders of the competent authority to enable them to study scientific, technical or similar problems or to undergo special courses of instruction. Such leave is not debited against the leave account.

Note: For the general orders issued under this rule see Appendix-20 (below).

*This has become redundant.

**The contents of Rule 8.86 & 8.129 are same.

Appendix 20 of CSR (Punjab) Volume-I, Part-II is given below:

***APPENDIX 20**

(REFERRED TO IN NOTES UNDER RULES 8.86 & 8.129 OF CSR
(PUNJAB) VOL-I, PART-I)

STUDY LEAVE RULES PRESCRIBED BY THE GOVERNOR

1. Study leave may be granted as additional leave to Government Servants for the study of scientific, technical or similar problems, or in order to undertake special courses of instructions.
2. These rules are not intended to meet the cases of Government servants deputed to other countries at the instance of Government, either for the performance of special duties imposed on them or for the investigation of specific problems connected with their technical duties. Such cases will continue to be dealt with on their merit under the provisions of **Rule 6.1 of the CSR (Punjab) Vol-I.
3. The rules shall apply to the Departments of Health, Forestry & Wildlife, Agriculture, Education, Communication and Works, Industries & Mineral Development, Irrigation and Power, Livestock and Dairy Development, Housing, Physical & Environment Planning Department and Labour Department.
4. The rules may be extended by the authorities empowered to sanction study leave to any Government servant, including Government servant of a Federal Service, not belonging to any of the departments mentioned above, in whose case if the sanctioning authority is of the opinion that leave should be granted in the public interest to pursue a special course of study or investigation of scientific or technical nature.
5. The powers granted by these Rules to the Government may be delegated to any other authority subject to any condition they may think fit to impose.
6. Extra leave on half pay for the purpose of study may be taken either in or outside Pakistan. It may be granted to a Government servant of any of the Departments named above provided that when a Government servant borne permanently on the cadre of one Department is serving temporarily in another Department the grant of leave will be subject to the conditions:
 - a) that the sanctioning authority can make local arrangements to carry on his work in his absence; and
 - b) that the sanction of the parent Department to which he is permanently attached is obtained before leave is given.

*Appendix 20 was substituted vide F.D. Notification No.FD.SR.II-2-42/88 dated 18th March 1989.

**Rule 6.1. "No deputation of a Government servant out of Pakistan shall be sanctioned without the previous approval of the competent authority".

7. Study leave should not ordinarily be granted to Government servants who have less than five years' service. Such leave shall not be granted to Government servants within three years of the date of superannuation or the date of which they have the option of retiring.

8. Administrative Departments may grant study leave to Government servants under their administrative control subject to such restrictions as may be applicable.

9. The study leave should be granted with due regard to the exigencies of the public service. In no case should the grant of this leave in combination with leave other than extra-ordinary leave or leave on medical certificate, involve an absence of a Government servant for more than 28 months from regular duties, or exceed two years in the entire service of a Government servant; nor should it be granted with such frequency as to remove him from contact with his regular work or to cause cadre difficulties owing to his absence on leave. A period of 12 months at one time should ordinarily be regarded as a suitable maximum and should not be exceeded save for exceptional reasons.

Note 1: The period of two years may be extended to ♦four years on the merit of each case for obtaining a Doctorate, subject to the condition that the extension should not be available for scholars who fail to complete the courses within the prescribed time limit.

Note 2: The limits of absence from regular duties prescribed above include the period of vacation if any, with which study leave and other leave may be combined.

Note 3: Extraordinary leave may be taken in conjunction with study leave without regard to the maximum prescribed above.

10. A Government servant whose study leave is combined with any other kind of leave should be required to take his period of study leave at such a time as to retain at its conclusion, a balance of other previously sanctioned leave sufficient to cover the period spent in returning to duty.

11. When a Government servant has been granted a definite period of study leave and finds subsequently that his course of study will fall short of the sanctioned period to any considerable extent, his absence from duty should be reduced by the excess period of study leave unless he produces the assent of the sanctioning authority in Pakistan to his taking it as ordinary leave.

12. Except as provided in paragraph 13 all applications for study leave should be submitted with the Accountant General's certificate to the head of the department through the prescribed channel, and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly specified therein. If the course of study is outside Pakistan the Head of the Department should also forward to the Embassy of Pakistan a copy of the approved program of study. If it is not possible for the Government servant to give full details

♦The words "three" substituted by the word "four" vide Finance Department's letter No. FD.SR-II/2-124/06 dated 01.03.2007

as above, in his original application, or if after leaving Pakistan he wishes to make any changes in the program which has been approved in Pakistan, he should submit particulars as soon as possible to the Embassy of Pakistan. In such cases, he should not unless prepared to do so at his own risk, commence the course of study, nor incur any expenses in connection therewith, until he receives approval to the course through the Embassy of Pakistan.

13. Government servants on leave outside Pakistan who wish to convert part of their leave into study leave or to undertake a course of study during leave, should before commencing study and before incurring any expenses in connection therewith, submit a program of their proposed course of study to the Embassy of Pakistan. The program should be accompanied by an official syllabus of the course, if one is available and by any documentary evidence that the particular course or examination has the approval of the competent authority in Pakistan. In the absence of such evidence the program may, if approved by the Embassy of Pakistan, be proceeded with but no study leave allowance will be admissible until the concurrence of the competent authority in Pakistan is received.

14. No course of study will be recognized as qualifying for the grant of study allowance, or for study leave for any other purpose unless it has been approved in at least broad outline by the competent authority in Pakistan in accordance with paragraph 12 and 13 above, and unless, in cases where it has not been found possible to submit full particulars to the authorities in Pakistan, it has been approved in detail by the Embassy of Pakistan before it is begun.

15. A study allowance will be granted for the period spent in pursuing a definite course of study at a recognized institution or in any definite tour of inspection of any special class of work, as well as for the period covered by any examination at the end of the course of study. The rates are 25 Shillings per Diem in the United Kingdom, and \$ 4.20 per Diem in the other countries. These rates are liable to revision. During study leave in Pakistan a Government servant shall be allowed study allowance of Rs.300/- p.m. in addition to half average pay or 75% of full pay, whichever is more beneficial. In no case will subsistence allowance be granted in addition to study allowance, and ordinary traveling expenses will not be paid but in exceptional cases claims may be considered on their merits by the competent authority:

*Provided that a Government servant admitted in the Ph.D course shall be allowed full pay during study leave.

16. Study allowance will be admissible up to 14 days for any period of vacation. A period during which a Government servant interrupts his course for his own convenience cannot be considered as vacation. Study allowance will be given at the discretion of the competent authority for any period up to fourteen days at one time, during which the Government servant is prevented by sickness duly certified by a medical practitioner from pursuing the sanctioned course of study. In the case of a Government servant retiring from service without returning to duty after a period of study leave the study allowance will be forfeited and the study leave will

*Proviso added vide Notification No. FD.SR-II-2-42/88 dated 10th September 2002 (original version is at page 33).

be converted into ordinary leave to the extent of the ordinary leave standing to his credit on the date of retirement. Any balance of the period of study leave mentioned which cannot be so converted will be excluded in reckoning service for pension.

Note: A Government servant of vocation department can draw study allowance during vacation if he prosecutes his studies during the period. The period of such a vacation will be taken into account in calculating the maximum period of two years or three years as the case may be for which study allowance is admissible.

17. Government servants granted study leave are ordinarily required to meet the cost of fees paid for courses of study. In exceptional cases the competent authority may waive this condition.

18. On completion of a course of study, a certificate on the proper form (which may be obtained from the Embassy of Pakistan), together with certificates of examinations passed or of special study shall when the study leave has been taken outside Pakistan, be forwarded to the Embassy of Pakistan. In the case of a definite course of study at a recognized institution the study allowance will be paid in such manner as may be prescribed by the Government on claims submitted by the Government servant from time to time, supported by proper certificates of attendance.

19. Study leave will count as service for promotion and pension, but not for leave. It will not affect any leave which may already be due to a Government servant; it will count as extra leave on half average pay but will not be taken into account in reckoning the leave on half average pay taken by the Government servant towards the maximum period admissible under the Revised Leave Rules, 1981.

20. On an application for study leave outside Pakistan being sanctioned by the competent authority, it shall inform the Embassy of Pakistan of the particulars of the case. It will be necessary for each Government servant concerned to place himself in communication with the Embassy, who will arrange any details and issue any letters of introduction that may be required.

CASUAL LEAVE RULES

(Extract taken from CSR (Punjab) Volume I, Part-I)

8.61 A Government servant on casual leave or on quarantine leave is not treated as absent from duty and his pay and allowances are not intermitted, as such leave is not recognized regular leave and is not subject to the rules in this Chapter.

8.62 Rules regulating the grant of casual leave ___ are given in Appendix 17.

APPENDIX 17

(Referred to in rule 8.62)
Rules for the grant of Casual Leave

CASUAL LEAVE RULES

Casual leave may be granted to Government servants for short periods subject to the following conditions:

- i) Casual leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year;
- ii) The sanctioning authority may, however, grant casual leave up to 15 days at a time in special circumstances.
- iii) It may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave or joining time. In case casual leave is combined with holidays the total period should not exceed 15 days at a time. The public holidays which are sandwiched between the casual leave shall be debited to the Casual Leave Account.
- iv) No Government servant may leave his headquarters during casual leave or holidays except with the permission of the sanctioning authority.
- v) Subject to the delegation of powers which has been or may be made by Government from time to time in this behalf, casual leave may be sanctioned to a Government servant by his immediate officer.
- vi) In emergency the Commissioners of Divisions can sanction casual leave up to 10 days to the Regional and Divisional Officers. In such cases the Commissioners shall inform the Heads of the Attached Departments by a teleprinter message. While applying for such emergency leave, the Regional/Divisional Officer is required to observe the following two conditions:

- a) he should certify that the leave applied for is due to him; and
 - b) he should suggest acting arrangements for the disposal of work during his absence.
- vii) The District Officers of other departments while proceeding on casual leave extending beyond 10 days shall inform the Deputy Commissioner of that fact;
- viii) Casual leave shall not be granted to Government servants in conjunction with training period spent abroad.
- ix) The record of the casual leave should be kept in the following manner:
- a) Casual Leave Account of each Government servant should be maintained properly on the prescribed form;
 - b) it should always remain in the custody of the sanctioning authority;
 - c) casual leave should not be granted unless the Casual Leave Account is seen by the sanctioning authority to ensure that (i) the Leave applied for, is due and (ii) it is not excessive vis-à-vis the period of service during the year; and
 - d) Casual Leave Account should be closed on the transfer of a Government servant from the department/office or from one section/branch to another in the same department, signed by the sanctioning authority and transferred immediately to the department/office or section/branch to which the officer is transferred.

(INSTRUCTIONS ABOUT CASUAL LEAVE)

(Extract taken from Manual of Secretariat Instructions)

- (i) Casual leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year. The sanctioning authority may, however, grant casual leave up to 15 days at a time in special circumstances.
- (ii) Casual leave may be granted in conjunction with Fridays or public holidays, but not with any other kind of leave or joining time. When it is combined with holidays, the total period should not exceed 15 days at a time.
- (iii) Subject to the delegation of powers which has been or may be made by Government from time to time in this behalf, casual leave may be sanctioned to a Government servant by his immediate superior of grade 16 and above.
- (iv) Casual leave account of officers and Stenographers of officers of the rank of Deputy Secretary and above should be maintained in the Establishment and Accounts Branch of the Department concerned. Their applications should be marked to the Establishment and Accounts Branch which will add the casual leave account of the applicants and submit the papers to the concerned officers immediately for orders.
- (v) When the officers proceed on leave or tour, their Stenographers should report for duty to the Deputy Secretary in charge of the Wing in the Department.
- (vi) Casual leave account of the ministerial establishment including Section Stenographers should be maintained in the Section in which they are working.
- (vii) No Government servant should leave his headquarters during casual leave or holidays without the permission of the leave sanctioning authority.
- (viii) Government servants are not entitled to casual leave as of right. The casual leave is granted to them by way of grace to enable Government servants to attend to their private affairs of casual nature.

**ORIGINAL VERSION OF AMENDED RULES/
COPIES OF DIFFERENT CIRCULARS**

1. **Original version of Rule 19, which was substituted vide Circular letter No. FD. SR.II-2-100/87 dated 1st February 1988.**

"19. In-service death -- (1) In case a civil servant dies while in service, lump-sum payment equal to full pay up to 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.

(2) For the purpose of lump-sum payment to the family of the civil servant who dies while in-service only the "Senior Post Allowance" will be included in the "Leave Pay" so admissible."

2. **An extract taken from the Finance Department's circular letter No.FD.PC.2-1/83 dated 25th August 1983.**

"24. Encashment of Leave Preparatory to Retirement: At present encashment of Leave Preparatory to Retirement up to six months is permissible to Government servants provided the Leave Preparatory to Retirement is refused by Government in public interest. Henceforth, the option for encashment of Leave Preparatory to Retirement shall rest with the Government servant concerned. In case a Government servant opts not to take Leave Preparatory to Retirement he shall be allowed leave salary for the period for which Leave Preparatory to Retirement is admissible subject to a maximum of six months."

3. **An extract taken from Finance Department's circular letter No.FD.PC.2-1/83 dated 2nd December 1983 by which different provisions of Finance Department's letter No.FD.PC2-1/83 dated 25th August 1983 were clarified.**

"VII--Paragraph 24: Encashment of Leave Preparatory to Retirement:

12. A Government servant who desires to get the benefit of encashment of LPR up to a period of six months must (a) submit his written option to do so at least three months before the date of commencement of his leave preparatory to retirement, and (b) surrender the whole leave preparatory to retirement due to him.

13. The condition mentioned at (a) in para 12 above is not applicable to the Government servants who were due to proceed on LPR before the 25th August 1983 or whose LPR is due to commence within a period of three months from the date of issue of this letter. The following provisions would govern the cases of such Government servants:

- (a) A person whose LPR was due to commence on or before the 25th August 1983 but he did not proceed on LPR would be deemed to have exercised his option for encashment of LPR. However, the actual period of leave for the purpose of encashment will be counted from 1st July 1983.

- (b) A Government servant who proceeded on LPR on or before the 25th August 1983 would be deemed to have exercised his option to proceed on LPR. Thus, he is not entitled to claim encashment of LPR by getting the un-expired LPR cancelled.
- (c) The Government servants who's LPR is due to commence within a period of three months from the date of issue of this letter may exercise their option any time before the commencement of LPR."

**4. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.III-1-53/83, DATED 15TH MAY 1984.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT.

I am directed to refer to Para 12*of FD's circular letter No.FD-PC-2-1/83 dated 02.12.1983, and to clarify that a Government servant who desires to get the benefit of encashment of LPR should submit his written option to the leave sanctioning authority.

**5. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.III-1-53/83 DATED 4TH JUNE 1984.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to refer to this Department's circular letter *No.FD-PC-2-1/83 dated 2nd December 1983, and to say that some doubts have been expressed about the admissibility of pay and allowances, grant of medical leave etc., during the surrendered period of LPR for the purpose of encashment of LPR. These issues are clarified in the following paragraphs:

PAY

♦Pay for the purpose of encashment of LPR includes Basic Pay, Special Pay, Technical Pay, Personal Pay and any other emoluments which may be specifically classed as "Pay" by the competent authority. A civil servant who opts for encashment of LPR may either draw leave pay for the period for which LPR is admissible subject to a maximum of 180 days in lump sum after retirement or on month-to-month basis during such period. The amount of leave pay may be determined at the rate of pay admissible at the time "Leave Pay" is drawn for actual period of such leave.

ALLOWANCES

Senior Posts Allowance will form part of the pay for the purpose of encashment of LPR. No other allowance forms part of pay for this purpose.

* See at Sr. No.3, page 24.

♦Clause "PAY" amended vide letter No. FD.SR.II-1-53/83 dated 20th February 2003

MEDICAL LEAVE

As per para *12(b) of the FD's circular letter No.FD-PC-2-1/83 dated 02.12.1983, a Government servant who desires to get the benefit of encashment of LPR would surrender the entire leave preparatory to retirement due to him. Therefore, no leave of any kind is admissible during the period of surrendered LPR if the benefit of encashment of LPR is to be availed of.

DURATION OF SURRENDERED LEAVE

A Government servant who opts for encashment of LPR and has 365 days or lesser period of LPR on full pay at his credit can have his LPR encashed for the actual period of LPR subject to a maximum of 180 days. He cannot avail of any portion of LPR in that case.

6. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER NO.FD.SR.III-1-53/83 DATED 8TH AUGUST 1984.

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to refer to Para 24[▲]of this Department's letter No.FD-PC-2-1/83 dated 25.08.1983, wherein it has been provided that a Government servant who desires to get the benefit of encashment of LPR up to a period of 180 days must surrender the entire leave preparatory to retirement due to him. This provision debarred those Government servants from availing of the facility of encashment of LPR who, for reasons beyond their control, had to take leave during the period of LPR surrendered by them for the purpose of encashment. This had created hardship in certain cases and it has, therefore, been decided in partial modification of the instructions contained in this Department's circular **letter No.FD.SR.III-1-53/83, dated 04.06.1984, that the competent authority may, where it is satisfied that the leave applied for by a Government servant (during the period of leave surrendered for encashment) is unavoidable or is fully justified, e.g. in cases of illness, supported by medical certificate or for performance of Haj, etc., grant leave to an employee during this period. In such a case, however, the amount of cash compensation shall be reduced by an amount equal to the leave pay for half of the period of leave taken.

2. For example if an employee who has opted for encashment of LPR takes 60 days of such leave, his cash compensation equal to 30 days leave pay will be forfeited.

3. A civil servant who wishes to forego his LPR in favour of cash compensation shall exercise his option to this effect in writing and submit it to the authority competent to sanction LPR, who will accept the option and issue formal sanction for the payment of cash compensation.

*See at Sr. No. 3 page 24.

▲See Sr. No. 2 at page 24.

**See serial No. 5 at page 25.

**7. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.III-1-36/84 DATED 20TH FEBRUARY 1985.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to say that according to rule 17 of Revised Leave Rules, 1981, read with para *24 of FD's circular letter No.FD.PC-2-1/83 dated 25.08.1983, a civil servant on superannuation is entitled to encashment of Leave Preparatory to Retirement subject to the maximum of one hundred and eighty days.

2. A doubt has arisen whether or not a civil servant who proceeds on voluntary retirement after completion of thirty years service qualifying for pension shall be allowed encashment of L.P.R. It is clarified that a civil servant is entitled to encashment of Leave Preparatory to Retirement under Rule 17 of Revised Leave Rules, 1981, read with para 24 of Finance Department's circular letter ** No.PF.PC-2-1/83, dated 25.08.1983 and para 13(a) of the letter of *even number dated 02.12.1983 subject to the conditions that:

- a) he has completed at least 30 years qualifying service on the date of commencement of LPR;
- b) he surrenders the entire LPR due to him.

**8. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD-SR-III-1-89/84, DATED 31ST MARCH 1985.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to state that, in partial modification of the orders contained in paragraph 12 and 13 of this Department's letter ♦No.FD.PC.2-1/83 dated the 2nd December, 1983, letter #No.FD-SR-III-1-53/83, dated the 15th May 1984 and paragraph 2 of letter ##No.FD.SR.III-1-53/83 dated the 8th August 1984, it has been decided that (a) unless a Government servant opts to proceed on Leave Preparatory to Retirement or submits an application for LPR, he may be deemed to have opted for encashment of LPR according to the rules, and (b) on receipt of a request from a Government servant deemed to have opted for encashment of LPR, the authority competent to sanction LPR will issue formal sanction for the payment of cash compensation.

2. All pending or previously decided cases where a Government servant has failed to exercise option for encashment for LPR may be decided in the light of these instructions.

*See serial No. 2 at page 24.

**See serial No. 2 at page 24.

♦See serial No. 3 at page 24.

◆See serial No. 3 at page 24.

See serial No. 4 at page 25.

See serial No. 6 at page 26.

**9. COPY OF FINANCE DEPARTMENT'S CIRCULAR LETTER
NO.FD.SR.II-2(4)/88 DATED 7TH JULY 1988.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to invite a reference to this Department's letter* No.FD.SR.III-1-36/84, dated 20.02.1985 and to state that it has come to the notice of the Government that a doubt has been felt in some quarters about the length of qualifying service required for entitlement to encashment of LPR in case of voluntary retirement. I am to invite your attention to the amendment made in Rule 17 of Revised Leave Rules, 1981 issued vide Finance Department's notification** No.FD.SR.III-1-85/78 of 18.03.1982 (copy enclosed). According to the above amendment the civil servant will be entitled to encashment of LPR in case of voluntary retirement on completion of thirty years qualifying service.

2. Condition No. (a) in this Department's letter •No.FD.SR.III-1-36/84 dated 20.02.1985 may be treated to have been amended and the words "on date of commencement of LPR" occurring therein deemed to have been deleted.

**10. COPY OF CIRCULAR LETTER NO. FD SR.III-1-36/84 DATED
09.08.1989.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to say that according to Rule 17 of Revised Leave Rules, 1981 read with para 24 of Finance Department's circular letter ♦No. FD. PC-2-1/83 dated 25.08.1993, civil servants retiring either on superannuation or after completion of 30 years qualifying service for pension are entitled to encashment of LPR subject to a maximum of 180 days. Presently, encashment of LPR is not admissible to Government servants seeking retiring pension on voluntary basis after completion of 25 years service.

2. The Governor of the Punjab has now been pleased to decide that civil servants who proceed on retirement on voluntary basis after completion of 25 years of qualifying service, without availing LPR, may also be deemed to have exercised the option of not proceeding on LPR, and may be allowed encashment in accordance with the condition applicable to civil servants who retire on superannuation or after completion of 30 years qualifying service for pension.

**11. COPY OF FINANCE DEPARTMENT CIRCULAR LETTER
NO.FD.SR.III.1.53/83 DATED 12.05.1990.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

*See serial No. 7 at page 27.

**Amendment incorporated in the text (page 5).

•See Sr. No. 7 page 27.

♦See Sr. No. 2 page 24.

I am directed to refer to this Department's circular letter *No. FD.SR.III.1.36/84 dated 09.08.1989 on the above-cited subject, wherein civil servants proceeding on voluntary retirement after completing 25 years qualifying service for pension without availing LPR were allowed encashment in accordance with the conditions applicable to the civil servants who retire on superannuation or after completing 30 years service for pension.

2. It is clarified that this benefit will be subject to the following conditions:
 - i) encashment in lieu of LPR shall be admissible in case where service qualifying for pension is less than 25 years;
 - ii) such civil servants shall continue to serve for 365 days after qualifying service of 25 years for the purpose of encashment of LPR.

**12. COPY OF FINANCE DEPARTMENT CIRCULAR LETTER
NO.FD.SR.III.1.53/83 DATED 13.05.1999.**

Subject: ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT

I am directed to refer to this Department's Circular letter of even number dated 04.06.1984 on the subject noted above and to say that it is clarified for the information of all concerned that if a civil servant has leave at his credit for a period of 365 days or more, he can be granted encashment of LPR up to 180 days subject to fulfillment of other conditions. However, if the official has less than 365 days leave at his credit, the Competent authority may grant him encashment of LPR but the period of LPR will proportionately be reduced e.g. if he has 120 days leave at his credit, he can be granted LPR 60 days only and not more.

2. Accordingly, this Department's letter referred to above may be deemed to have been clarified/amended accordingly.

**13. COPY OF FINANCE DEPARTMENT CIRCULAR LETTER
NO.FD.SR.III.1.87/78(P) DATED 17.08.1991.**

Subject: GRANT OF EXTRAORDINARY LEAVE WITHOUT PAY UNDER
RULE 9 OF REVISED LEAVE RULES, 1981

I am directed to refer to the subject cited above and to state that a question has been under consideration whether a Government servant can be allowed extraordinary leave without pay for 5 years at every occasion/time or only once in the entire service under Rule 9 of the Revised Leave Rules, 1981. In consultation with the Federal Government, it is clarified that EOL without pay for five years is admissible to Government servants for each spell of ten years of continuous service. However, if a Government servant has not completed 10 years of continuous service on each occasion/time, EOL without pay for a maximum period of two years may be granted at the discretion of competent authority.

*See at page 28.

2. Maximum leave availed during one continuous spell of ten years should also not exceed five years.

No. SOR.III-6-4/94
Dated the 31st August 1994

Subject: STATUS OF LEAVE GRANTED FROM THE DATE OF AVAILING

I am directed to refer to the subject noted above and to say that a question has arisen as to the status of leave granted by some leave sanctioning authorities from the date of availing. It has been observed that in such cases, the officers assumed entire description to determine the date of commencement of leave. Some civil servants take weeks or months from the date of sanction, and some time the leave is never availed. This practice frustrates the whole process of making alternative arrangements during the sanctioned leave.

2. The matter has been considered. It may be emphasized that the option to determine the date of commencement of leave exercised by the applicant is subject to the approval of the leave sanctioning authority. Sanctioning of leave, therefore, includes the sanctioned period of leave including the date of its commencement and expiry. According to rule 21 of the Revised Leave Rules, 1981, leave commences from the date of availing on which a civil servant hands over the charge of his post and ends on the day proceedings on which he assumes duty. These dates are, therefore, required to be mentioned in the leave sanctioning order explicitly.

3. I am, therefore, to clarify that the above procedure may be followed carefully so that the dates of commencement and ending of the leave are in the knowledge of sanctioning authorities, so as to avoid unpredictable conditions for making alternative arrangements during the period of leave and for arranging the posting of civil servants returning from leave. These instructions may also be brought to the notice of all leave sanctioning authorities for compliance.

No.SR.II-2-56/94
Dated the 1st December 1994

Subject: EXTENSION IN EXTRAORDINARY LEAVE IN RELAXATION OF
RULE 9 OF THE REVISED LEAVE RULES, 1981

I am directed to say that according to the existing Rule 9 of the Revised Leave Rules 1981, EOL is permissible to a civil servant for a maximum period of five years provided that the civil servant has put in more than ten years of continuous service. In case a Government servant has put in less than ten years service, Extra Ordinary Leave for maximum period of two years can be granted at the discretion of the head of the office.

2. With reference to Rule 9 of the Revised Leave Rules 1981, the Chief Minister has now been pleased to authorize the Finance Department to grant

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extension in Extra Ordinary Leave (without pay) on specific recommendations of the Administrative Department for the purpose of higher studies, on health grounds and for the reasons beyond the control of a civil servant; up to maximum limit of five years and three more years combined together in case of those who have put in more than ten years service and five years for those who have put in at least two years continuous service.

3. However, no request for extension in Extra Ordinary Leave beyond this period shall be entertained.

No. FD.SR.III.1-85/78
Dated the 1st January 1995

NOTIFICATION

In exercise of the powers conferred on him under Section 23 of the Punjab Civil Servants Act, 1974 the Governor of the Punjab is please to make the following amendment in the Revised Leave Rules 1981, namely:

AMENDMENT

In the aforesaid Rules, after sub-rule (2) of Rule, 32 the following new sub-rule shall be added, namely:

- (3) A civil Servant shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of civil servants takes place or annual increment occurs during the period of leave of the civil servant.

No. FD.SR.II.2-58/90
Dated the 1st June 1995

Subject: GRANT OF EOL AND REGULARISATION OF STAY ABROAD
/ABSENCE FROM PLACE OF DUTY

I am directed to draw your kind attention to the subject cited above.

2. It has been observed that Administrative Departments forward cases pertaining to grant of EOL/Regularization of stay abroad/absence from place of duty, directly to Finance Department without specifically confirming the extent of adherence and fulfillment of administrative, legal and disciplinary requirements as well as of rules, regulations and prescribed procedures by the concerned Government officials and the administrative departments. Keeping in view the circumstances it has now been decided that in future all such cases shall be forwarded by administrative departments first to SGA&I Department (Regulation Wing) with full facts/data of service along with copies of relevant documents for consideration, scrutiny and clearance. Only when SGA&I Department gives a

certificate of clearance, should such cases be forwarded to Finance Department. Also in cases where summaries are required to be submitted, the same may be routed, first through SGA&I Department (Regulation Wing) and subsequently sent to Finance Department for recording its views thereon.

3. It is requested that the above cited procedure be strictly adhered to while process of the subject cases.

14. COPY OF LETTER NO. F.1(12)R-4/97 DATED 7TH JANUARY 2002 ISSUED BY MINISTRY OF FINANCE, GOVERNMENT OF PAKISTAN, ISLAMABAD.

Subject: CONVERSION OF EXTRAORDINARY LEAVE INTO ANOTHER KIND OF LEAVE

The undersigned is directed to state that Finance Division has been receiving references regarding conversion of Extraordinary Leave (EOL) without pay into other kinds of leave. It is clarified that following special features of the EOL need to be kept in view while dealing with such cases:

- a) Pay and allowances are inadmissible during EOL. Annual increments also are inadmissible under FR-26
- b) The period of EOL is not counted towards pension either under CSR 361
- c) EOL can cover a period of unauthorized absence, either under administrative order vide Rule 9(3) of Revised Leave Rules 1980 or on the courts directions
- d) The period of EOL is not considered as period spent on duty under FR-9(6).

2. Due to the special characteristic of EOL above, no rule has been framed for its conversion into another kind of leave retrospectively because it not only involves payment of salary for the previous EOL period but would also involve change in the direction/orders of the authority. Moreover, a Government servant under rule 24 of Revised Leave Rules, 1980 has been given the option to apply for any kind of leave. Leave sanctioning authority has no power to change the nature of leave. This option, once exercised by the Government servant is considered as final. Sometimes cases for retrospective conversion of EOL into another kind of leave are moved on the basis of CSR 232(3) inspite of the fact that CSR 232(3) does not specifically deal with EOL. Similarly, Government decision (3) under FR-87 cannot be used for conversion of EOL into another kind of leave because the said rule governs the leave salary. In the light of foregoing position, it has been decided that EOL cannot be converted into any other kind of leave retrospectively.

3. Ministries/Divisions of Federal Government are requested to circulate the aforesaid decision to their attached Departments and Subordinate Offices for information and compliance.

No. FD.SR.II.1-85/78(P)
Dated the 12th July 2003

Subject: CONVERSION OF EXTRAORDINARY LEAVE INTO ANOTHER
KIND OF LEAVE

I am directed to enclose herewith letter No.F.D(12)R-4/97 dated 01.01.2002 received from the Ministry of Finance, Government of Pakistan, Islamabad, containing the decision that Extra Ordinary Leave (without pay) cannot be converted into any other kind of leave retrospectively.

2. For information and strict compliance.

No. FD.SR.II.2-42/88
Dated the 10th September 2002

NOTIFICATION

In exercise of the powers conferred upon him under Section 23 of the Punjab Civil Servants Act, 1974 (VIII of 1974), the Governor of the Punjab is pleased to direct that in the Study Leave Rules 1989, the following further shall be made:

AMENDMENT

In Rule 15, full stop at the end shall be substituted by a colon and thereafter the following proviso shall be added:

'Provided that a Government servant admitted in the Ph.D course shall be allowed full pay during study leave'.

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**asifqureshi*



DEPUTATION POLICY

**GOVERNMENT OF THE PUNJAB
FINANCE DEPARTMENT**

No. FD.SR.II/6-13/97
Dated the 13th August 1998

Subject: **DEPUTATION POLICY**

I am directed to refer to the subject noted above and to say that in supersession of all previous policy instructions on the subject, the following standard terms and conditions shall be made applicable in case of officers/officials working on deputation against the post under Autonomous Bodies of the Punjab irrespective of the fact whether the deputation is a Federal or a Provincial Government's employee:

1. **PAY AND ALLOWANCES**

Pay and allowances as admissible in his parent department from time to time under the Government rules.

2. **DEPUTATION ALLOWANCE**

Deputation Allowance @20% of the Basic pay of deputation

3. **RESIDENTIAL ACCOMMODATION**

He is entitled to House Rent Allowance as admissible under the Punjab Government Rules provided he is not already residing in a Government owned accommodation. If accommodation is provided it will be subject to normal deduction of 5% of his pay.

Provided, if a Government servant, while on deputation with an Autonomous Body, continues to retain Government owned accommodation, the Autonomous Body concerned shall be liable to pay House Rent to the Government on behalf of the deputationist @ 45% or 30% (whichever is applicable) of the minimum of the pay scale of the deputationist in his parent Department.

4. **TRAVELLING/DAILY ALLOWANCE**

(i) **T.A./D.A. during incumbency of deputation**

As admissible in accordance with the T.A. Rules of the Borrowing Organization, provided these are not inferior to Government rules.

(ii) T.A./D.A. on transfer to and back to the parent department shall be paid on the Borrowing Organization.

5. **JOINING TIME**

He will be entitled to joining time on his transfer from the Borrowing Organization, and salary for the joining time will be paid by such Organization.

6. **ENCASHMENT OF L.P.R.**

A civil servant on deputation who is due to retire from Government service either on completion of 26 years qualifying service or attaining the age of superannuation may draw the encashment of L.P.R. from the Borrowing Organization, if he continues to work during the entire period of his L.P.R./last year of his service, without repatriation of his services.

7. **LEAVE/LEAVE SALARY**

The leave account of the Government servant during the period of deputation shall remain closed. No leave salary contribution shall be reserved from the Borrowing Organization and the deputationist will be granted leave and paid leave salary by such Organization. The period of service with the Borrowing Organization shall not count towards earning leave under the Government. However, in case a deputationist applied for leave to the Competent Authority in the Borrowing Organization and the leave was refused, the borrowing authority is bound to pay him the encashment of leave/remaining portion of leave earned by the deputationist during the period of his deputation.

8. **DISABILITY LEAVE.**

The Borrowing Organization shall also be liable for leave salary in respect of disability leave granted to the civil servant on account of disability occurred in and through deputation service even though if such disability manifest itself after the termination of service. The leave salary charges, for such leave shall be recovered by the civil servants direct from the Borrowing Organization.

9. **PENSION CONTRIBUTION**

The Borrowing Organization shall be required to pay pension contribution at the rate of 33-1/3% of the mean of minimum and maximum of the pay scale of the officer plus other emoluments reckonable for pension (subject to verification of audit) to the Government during the deputation period.

10. **MEDICAL FACILITIES**

He will be provided medical facilities in accordance with the rules of the Borrowing Organization, provided such facilities are not inferior to those admissible to him under the Government/parent department.

11. **SUBSCRIPTION TO FUNDS**

He will continue to subscribe to G.P. Fund and such other funds as he was subscribing to before deputation at the rates under the relevant rules of the Government.

12. **RESIDENTIAL TELEPHONE**

*As per policy of the Borrowing Organization.

* Substituted vide letter No. SOR.II-6-13/97 dated 10th April ,2002.

13. **CONVEYANCE ALLOWANCE**

The deputationist will be provided conveyance/transport as admissible to Government officers of his status/grade under the rule.

14. **CONDUCT AND DISCIPLINE**

He will be governed by the provisions of relevant E&D/Conduct Rules, applicable to the service/cadre to which he belongs.

15. **CHANGE IN TERMS OF DEPUTATION**

The civil servant on deputation will continue to be under the rules-making control of the lending Government, in matters of pay, leave pension, G.P. Fund etc. The lending Government accordingly will have a right to determine, in consultation with borrowing organization, the terms which shall not be varied by the borrowing organization, without consulting the lending Government.

16. **FRINGE BENEFITS**

*The deputationist shall be entitled to any fringe benefit, attached to the post other than those specifically mentioned above.

17. **PERIOD OF DEPUTATION**

The period of deputation shall not exceed three years. However, Government reserves the right to withdraw/transfer the deputationist at any time without assigning any reason. In case the deputationist retires while on deputation the period of deputation shall stand expired on the date of his retirement.

2. The above terms and conditions will be made applicable by all the Administrative Departments to its employees and there is no need to refer their cases to the Finance Department for approval. However, if an advice of the Finance Department on the specific issue is required, Administrative Department can refer the case with their self-contained comments on the issue.

*Substituted vide letter No. SOR.II-6-13/97 dated 10th April 2002

Ancillary Instructions

(DEPUTATION POLICY)

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No.FD.SR.II.6(57)-73-2785
Dated the 9th February 1974

1. Subject: **DEPUTATION POLICY**

I am directed to state that the Government of the Punjab has decided that with effect from 21st January, 1974, Administrative Departments may prescribe the terms and conditions of deputation of the Government Servants under their administrative control regardless of whether such deputation is to Autonomous or Local Bodies or to another Government or to another Department of the Provincial Government, in accordance with the following guidelines/rules:

- i) In cases where the deputation posts carry pay scales equivalent to those of the posts held by the deputationists in their parent departments, deputation pay may be allowed at the rate of 10 per cent of the basic pay in the parent departments. However, if any special pays are attached permanently to the deputation posts, as part of the pay scales of such posts, the deputationists may be allowed either such special pays or deputation pay (at the rate of 10 per cent of basic pay in their parent departments), whichever be more beneficial to them.

 - ii) In cases where deputation posts carry pay scales higher than those of the posts held by the deputationists in their parent departments, deputation pay may be allowed up to a maximum of 20 per cent of the basic pay in the parent departments, provided that total pay, inclusive of deputation pay, does not exceed the maximum of the pay scale of the deputation post or the maximum of the pay scale of the next higher grade/post in the Government Servants ordinary line of service under the Government, whichever is lower. However, if any special pays are attached permanently to the deputation posts as part of the pay scales of such posts, the deputationists may be allowed either such special
-

pay or deputation pays at the rate of 20 per cent of basic pay in the parent department whichever be more beneficial to them.

- *iii) In cases where the deputations are to Autonomous or Local Bodies, these Bodies are to be required to pay the *leave salary and pension contribution for the periods of deputation in accordance with the existing rules on this subject.

- iv) In cases where the deputations are to Autonomous or Local Bodies, the deputationists are to be required to subscribe to G.P. Fund, Benevolent Fund and Group Insurance Schemes of the Provincial Government in accordance with the rules applicable to them in their parent departments. In cases where the deputations are to the Federal or other Provincial Governments, this aspect of the deputation terms is to be governed by the Federal/Provincial and inter-Provincial agreements on this subject.

- v) In all cases of deputation, Traveling Allowance and Daily Allowance is to be allowed in accordance with the Traveling Allowance Rules of the foreign employers. In respect of other Compensatory Allowances, the deputationists are to be governed by the rules applicable to them in their parent departments:

*Provided that in case of deputation from one Government to another the compensatory allowances as admissible under the rules of the borrowing Government may be allowed to a deputationist in case these are beneficial to him.

*provisions regarding payment of leave salary and pension contribution superseded vide F.D's letter No.FD.SR.II-6-3/82 dated 7th September, 1982. The foreign employer is to grant leave and pay leave salary to the deputation. The pension contribution shall be at uniform rate of 33/3% of the mean of minimum and maximum of the pay scale of government servant concerned at the time of his proceeding on deputation.

*Added vide F. D's. circular letter NO.FD.SR.II-6-28/87, dated 5th October, 1987.

- vi) In all cases of deputation, if residential accommodation owned by the borrowing organizations is allotted to a deputationist, he is to be charged rent for the same at the rate of 7-1/2 percent of pay. As an exception to the above, in the case of Government Servants appointed as Chief Executives of Autonomous or Local Bodies, the facility of rent free unfurnished accommodation at the scale admissible to Government Servants of equivalent rank and status may be allowed provided the facility of rent free accommodation is attached to the post of Chief Executive in the concerned Autonomous or Local Body.

- vii) In all cases of deputation, where the borrowing organization does not have its own residential accommodation or is unable to allow such accommodation to the deputationists even if available, the deputationists may be allowed house rent subsidy up to maximum of 20 per cent of pay in accordance with the instructions contained in F.D.'s circular letter No.PW-II-13 (2)-61(II), dated 7th July, 1966(copy attached). As an exception to the above, deputationists to the Federal Government, posted at Islamabad, may be allowed house rent subsidy in accordance with the rules applicable to the Federal Government Servants stationed at Islamabad.

As per instructions contained in circular letter referred to above, house rent subsidy is admissible only to officers posted at Lahore, Rawalpindi and Karachi.

- viii) In all cases of deputation, deputationists may be allowed medical facilities in accordance with the relevant rules of the foreign employers provided such facilities are not inferior to those admissible under the Government.

- ix) In all cases of deputation, any fringe benefits attached to deputation posts other than those specifically mentioned above, are not to be allowed to the deputationists if such fringe benefits are not admissible to them in their parent departments.

- x) The period of deputation should not exceed three years.

*(On return to the parent department after completing a three years period of deputation, a Government servant shall be required to serve in his parent department for a minimum period of two years before he is allowed to proceed on deputation again.)

2. In cases where the Administrative Departments desire to allow any benefits over and above those covered by the powers delegated to them in paragraph I above, they must obtain prior approval of the Finance Department. References to the Finance Department for allowing benefits, over and above the aforesaid standard terms, should be made only in most exceptional circumstances.

3. I am directed to state further that as already mentioned earlier the period of deputation is not to exceed three years. Before the expiry of the three years period the deputationists should be required to opt between reversion to his parent department and absorption in the borrowing organization. In cases where the deputationists opt for permanent absorption in the borrowing organizations and such organizations are Autonomous or Local Bodies, the deputationists should be required to resign from Government service. On resignation they will be allowed gratuity equal to the balance in their G.P.Fund accounts inclusive of interest. They will be free thereafter to get their pay fixed in the borrowing organizations in accordance with the rules of such organizations. In cases where the deputationists opt for permanent absorption in the borrowing organizations and such organizations are other Governments/ (Departments), the deputationists will not be required to resign but their liens in the parent Government/Department will be terminated. They would be free thereafter to get their pay fixed in the pay scales of the deputation posts according to the rules applicable to such posts. In such cases, the past service of the deputationists in the parent departments will count towards pension and the pensionary liability will be shared between different Governments in accordance with the existing rules on this subject.

*Addition made vide Notification No. FD.SR-II-6(57-73-2116, dated 29th November, 1974.

*Provided that if a Government servant on the expiry of his three years period of deputation with an Autonomous/Local Body, in which service is pensionable, opts for permanent absorption in that Body, he will be required to resign from Government service. On resignation, he will be entitled to receive pension/ gratuity from the Body concerned according to its own rules. The Government will share pensionary liability for the period of service rendered by the Government servant concerned under Government before proceeding on deputation to the Autonomous/Local Body concerned according to its own rules. As for the deputation period the Government will refund to the Body concerned leave salary contributions and pension contribution, if any, already paid by the later to the former. In such a case gratuity equal to the balance in the G.P. Fund account of the Government servant concerned inclusive of interest will not be paid by Government.

4. The deputation policy detailed at paras 1 to 3 above shall be applicable to:
 - i) Further cases of deputation, including cases of Government Servants who have already proceeded on deputation but whose deputation terms had not been decided by the 21st January, 1974.
 - ii) Existing cases of deputation in which the period of deputation has already exceeded 3 years. In such cases the deputationists may be allowed a grace period of 6 months in which to decide whether they wish to be absorbed in the borrowing organizations or to revert to their parent departments (and during which they may continue on their existing terms of deputation).
 - iii) Existing cases of deputation, in which the periods of deputation are less than 3 years at present, as soon as the 3 years period is completed, or six months from 21st January, 1974, whichever is later. In such cases, the Administrative Departments should initiate action immediately to ascertain the option of the deputationists between

*Added vide Notification No.FD.SR.II-6-57/73 dated 22.01.1980

absorption in the borrowing organizations and reversion to their parent departments.

No.FD.SR.II.6(57)-73-1959
Dated the 16th December 1974

2. Subject: **DEPUTATION POLICY**

I am directed to refer to the instructions contained in this department's circular letter NO.FD.SR.II.6(57)/73.2785, dated 9th February, 1974, on the subject noted above, and to say that a question has arisen whether the terms and conditions of deputation in respect of a Government employee who had served in an autonomous or in a local body or in another Government/Government department and had been repatriated to his parent department before the issue of this department's circular letter referred to above, would be governed by the instructions contained in the said circular letter. It has been decided that cases of such Government servants should be treated as closed and need not be taken up with the Finance Department.

No.FD-SR-II-6(57)-73
Dated the 1st January 1975

3..Subject: **DEPUTATION POLICY**

I am directed to refer to the instructions contained in para 3 of this Department's circular letter No.FD.SR-II-6(57)-73-2785, dated 9th February, 1974 which inter alia lay down that before the expiry of the three years period, the deputationists should be required to opt between reversion to his parent department and absorption in the borrowing organization.

2. A case has come to the notice of Government where an official opted for absorption in the borrowing organization, but the borrowing organization was unable for some time to take a decision in the matter. Government has, therefore, decided that in such cases the deputation may be extended for a period up to 3 months in order to enable the borrowing organization to complete the formalities and to take a final decision whether to absorb such an official permanently, as requested by him, or to send him back to his parent department.

3. However, I am to request you kindly to call upon the deputationists to make up their mind and to give their options well in time before the expiry of the prescribed period of deputation, so that it does not become necessary to extend the period of deputation.

No.F.D.SR-II-6(57)73-2785
Dated the 12th July 1975

4.Subject: **DEPUTATION POLICY**

I am directed to state that in partial modification of Finance Department's circular letter No.FD(SR)-II-6(57)-2785, dated the 9th February, 1974, Government has decided that where a Government servant is transferred from the field to the Secretariat, whether to his parent department or to some other department, he should not be treated as on deputation and no deputation

pay should be allowed to him. He may, however, draw such special pay as may be attached to the post to which he is transferred in the Secretariat.

2. I am to request that if deputation pay has already been allowed in such cases, the orders may be withdrawn immediately.

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No.2612-SO(SR)IV/75-(FD)
Dated the 4th December 1975

5. Subject: **PROVISION OF RESIDENTIAL ACCOMMODATION TO DEPUTATIONISTS IN AUTONOMOUS BODIES/CORPORATIONS**

I am directed to say that according to the existing deputation policy circulated with Finance Department's letter No.FD.SR.II-6(57)73-2785, dated the 9th February, 1974, cases where the borrowing organization does not have its own residential accommodation or is unable to provide such accommodation to a deputationist, even if available he is allowed (house rent subsidy (admissible at Lahore and Rawalpindi only) up to a maximum of 20 per cent of his basic pay in accordance with the instructions contained in the Finance Department's circular letter No.PW-II-13(2)-6(II), dated the 7th July, 1966). The question whether deputationists should be allowed the same facilities as are available to the employees of the autonomous bodies in the matter of residential accommodation has been under consideration for some time. It has now been decided that deputationists from Government Departments working in autonomous bodies may be provided with rented residential accommodation at the expenses of the autonomous bodies up to the maximum rent ceiling, fixed for these bodies for their own employees of similar grades. This will, however, be subject to the condition that such deputationists give up their claim for the allotment of Government accommodation or surrender such accommodation already allotted to them.

2. In this connection, the following rent ceilings have been fixed for the employees of the autonomous bodies subject to a deduction of 7-1/2 per cent from their pay:

Officers in NPS 19	--- Rs.1,000/- per month
Officers in NPS 18	--- Rs. 650/- per month
Officers in NPS 17	--- Rs. 375/- per month

3. These ceilings would not apply in respect of existing employees of such bodies who are, according to the terms/ conditions of their employment, not entitled to such facilities or who are entitled to less favourable facilities. I would request that where a higher rent ceiling is being allowed, it may be reduced accordingly.

NO.FD-SR-II-6(57)-73-1148/76
Dated the 21st September 1976

6.Subject: **DEPUTATION POLICY**

In continuation of Finance Department's circular letter No.FD-SR-II-6 (57)-73-2785, dated 12th July, 1975, this is to inform you that it has been decided that:

- i) The deputation pay shall not be admissible in the case of officers in Grade 22; and
- ii) In the case of other officers, the deputation pay may be allowed only after the officer concerned has completed, or is deemed to have completed, * (one year's) continuous service in the Grade in which, but

*Substitution for "two (2) years" made vide F.D. letter No. FD-SR-II-6(57)/73 dated 19th October, 1977.

for his deputation, he would have been employed under the Government.

No.FD(SR)II 6(57)/73 (Prov)
Dated the 19th July 1979

7. Subject: **SCOPE FOR DEPUTATION**

I am directed to refer to the correspondence resting with this Department's circular letter No.FD.SR-II-6-57-73-Part-II, dated 21st December, 1978, on the above subject and to state that it has been decided that if a Government servant is transferred from one Department to another under the Punjab Government, it will not be a case of deputation, and no deputation allowance will be admissible to him. If a Government servant is in receipt of a deputation allowance in such circumstances, it may be discontinued forthwith.

No.FD-SR-II-6-139/78
Dated the 22nd July 1979

8. Subject: **DEPUTATION POLICY**

I am directed to refer to this department's circular Memo. No.FD-SR-II-6(57)/ 73, dated 19th October, 1977, on the above subject and to inform you that in the memo under reference it was decided that deputation allowance would not be admissible to a Government servant who is sent on deputation before completing one year's continuous service in the Grade, in which, but for his deputation, he would have been employed under the Government. It has now been decided that, as in this Province only senior officers are sent on deputation to higher posts, it is not necessary to retain this embargo.

2. I am, therefore, to request that in all such cases where a Government servant has been deprived of the deputation allowance as a result of this embargo he may be allowed to receive this allowance for the actual period of his deputation.

NO.FD-SR-II-6-53/79
Dated the 2nd August 1979

9.Subject: **DEPUTATION OF GOVERNMENT SERVANTS**

I am directed to refer to this Department's circular letter No.FD.SR-II-6- 57/73- 2785, dated 9th February, 1974, read with S&GAD's circular letter No.SORII (S&GAD)2-86/63, dated 16th January, 1979, on the subject noted above and to state that it has been brought to the notice of this Department that a number of Government servants continue to remain on deputation indefinitely without being asked to return to their parent departments after the expiry of 3 years. I am, therefore, to request that all such cases of deputation may kindly be checked up, and where a Government servant has completed 3 years of deputation, he may be recalled, except where specific orders of MLA/Governor have been obtained to extend the period of deputation.

2. I am to add that, in future, before sending a Government servant on deputation, formal orders should be issued fixing the terms and conditions of his deputation in conformity with those permitted by Finance Department's circular letter referred to above; and a commitment may be obtained from the borrowing department/organization that he will be relieved on completion of a period of 3 years. I am also to clarify that the deputation terms are to be determined by the parent department and not by the borrowing department.

No. F.D.SR-II-6-94/78
Dated the 8th August 1979

10.Subject: **DEPUTATION OF GOVERNMENT SERVANTS TO PRIVATE FIRMS/ORGANIZATIONS**

I am directed to refer to this department's letter No.FD.SR-II-6-(57) /73-2785, dated 9th February, 1974 on the subject noted above and to state that it has been brought to our notice that although the circular referred to above did not envisage deputation of Government servants to private Firms/Organizations certain Administrative Departments have allowed their staff to join private firms. This is irregular. I am, therefore, to request you kindly to recall such staff immediately and not to allow such deputation in future.

NO.FD.SR-II-6-84/80
Dated the 29th December 1980

11.Subject: **TERMS AND CONDITIONS OF SERVICE OF PUNJAB GOVERNMENT EMPLOYEES UNDER THE ENSUING ISLAMABAD ADMINISTRATION**

I am directed to state that in the light of the decision taken in the Federal Cabinet meeting held on 3rd and 4th November, 1980, and the meeting held in the CMLA Secretariat Rawalpindi on the 11th November, 1980 under the Chairmanship of COS to the President, the Government of the Punjab has decided that with the take over of complete control of the Islamabad Administration by the Federal Government with effect from 1st January, 1981 all employees of the Punjab Government attached with the existing administration of Islamabad District (under the Punjab Government) except those serving in connection with the subjects of Employees Social Security, Transport and Small Dams Organization, will come under the administrative control of the new Islamabad Administration under the Federal Government. In this capacity they

will be treated as deputationists (from the Punjab Government to the Federal Government). During this deputation period they would be entitled to the grant of deputation allowance at 10% of basic pay uniformly in all cases. They will also be entitled, as a special case, to all compensatory allowances as admissible to Federal Government employees posted at Islamabad for as long as they remain on deputation to the Islamabad Administration.

Government of the Punjab
FINANCE DEPARTMENT

12. Subject: **TERMS AND CONDITIONS FOR SECONDMENT TO THE CIVIL AND APPOINTMENT OF ARMY OFFICERS UNDER THE PUNJAB GOVERNMENT AND ITS AUTONOMOUS BODIES ETC.**

Will the Additional Secretary (Services), Services, General Administration and Information Department kindly refer to the subject noted above?

2. It has been observed that cases of settlement of terms and conditions of secondment (deputation) of the Army Officers on their appointment under the Punjab Government and its Autonomous Bodies etc. are invariably referred to the Finance Department. The Officers on secondment are not paid their salaries by the Audit till their terms and conditions of secondment (deputation) are finally notified by the S&GAD in consultation with the Finance Department. This causes undue hardship to the officers concerned.

3. The Army Officers on their secondment to the Civil are governed by the terms and conditions contained in the Pakistan Army Order No.666/60 of 6th October 1960 as amended from time to time. It has, therefore, been decided that in future the S&GAD may fix terms and conditions of secondment of the Army Officers in accordance with the provision of PAO 666/60, dated 6th October 1960

and reference may be made to the Finance Department only if some deviation from the terms and conditions contained in the said Order is desired to be made.

U.O.No. FD.SR-II-6-94/81

Dated the 19th January, 1982

No.FD.SR.II-6-3/82

Dated the 7th September 1982

13.Subject: **RECOVERY OF LEAVE SALARY AND PENSION CONTRIBUTION IN RESPECT OF PROVINCIAL GOVERNMENT EMPLOYEES ON DEPUTATION TO FOREIGN SERVICE WITHIN PAKISTAN AS WELL AS ABROAD**

I am directed to state that in supersession of all the existing instructions relating to Leave, Leave Salary Contributions and Pension Contributions in respect of Provincial Government's Servants on deputation within Pakistan as well as abroad, it has been decided as follows:

1) **LEAVE/LEAVE SALARY CONTRIBUTIONS**

The Leave Accounts of Government Servants proceeding on deputation within the country or abroad shall remain closed for the period or such deputation. No Leave Salary Contributions shall be recovered from the Foreign Employers and the deputationists will be granted Leave and paid Leave Salary by the Foreign Employers. The

period of service with the Foreign Employers shall not count towards earning Leave under the Government.

2) **PENSION CONTRIBUTIONS**

a) Rate of Pension Contributions.

There shall be a uniform rate of Pension Contribution @ 33-1/3% of the mean of minimum and maximum of the Pay Scale of the Government Servant concerned at the time of his proceeding on deputation, plus other emoluments reckonable for pension, which would have been admissible to him had he not been deputed on Foreign Service.

b) Who to pay in cases of deputation within Pakistan.

The Foreign Employers shall be required to pay to the Government Pension Contributions at the rate mentioned above.

c) Who to pay in case of deputation abroad.

Government Servant concerned himself shall during the period of his Foreign Service pay to the Government through the Pakistan Mission in the borrowing country in Foreign Currency in which he receives his salary from the Foreign Employer Pension Contribution at the rate mentioned above. In cases where a part of Foreign Service Pay is drawable in Pakistan Rupees, a percentage of the monthly amount of the Pension Contribution may be paid in Pakistan Rupees equal to the percentage of the Foreign Service Pay which is drawable in

Pakistan Rupees. Failure to pay Pension Contribution shall result in the period of Foreign Service not being counted towards pension.

2. These orders shall take effect from 01.10.1982. Formal amendments to the relevant rules shall be issued separately.

NO.FD.SR.II-6-57/73
Dated the 24th January 1983

14.Subject: **DEPUTATION POLICY**

I am directed to refer to the subject noted above and to state that with the introduction of an amendment in Rule 2.11 of the Civil Services Pension Rules vide Finance Department's Notification No. FD.SR.III-4-22/80, dated 05.03.1980 (copy enclosed), this Department's circular letter No. FD.SR.II-6-57/73, dated 22.01.1980 (copy enclosed) stands modified to the extent of inconsistency. Accordingly, from 05.03.1980 onwards a civil servant who with the proper concurrence of the competent authority leaves service under the Government of Punjab and seeks absorption/ employment under an autonomous, semi-autonomous/local body where service is pensionable is not required to resign from Government service, and the Government, if it is so requested, is liable to share pensionary liability for the period of service rendered by such a civil servant under the Government in accordance with the Government rules.

No.FD.SR.II-6(94)/81

Dated the 21st October 1985

15. Subject: **TERMS & CONDITIONS OF SECONDMENT TO THE CIVIL AND APPOINTMENT OF ARMY OFFICERS UNDER THE PUNJAB GOVERNMENT AND ITS AUTONOMOUS BODIES ETC**

In continuation of U.O. letter No. FD.SR.II-6-94/ 81 dated 15.05.1985 on the above cited subject and forward a copy of Joint Services Instructions No. 4 dated 04.03.1985 along with corrigendum No. 4 dated 22.08.1985 regarding terms and conditions of Services of Armed Forces Officers seconded to civil Ministries (other than Defence) departments of the Central/Provincial Governments and autonomous/ semi-Autonomous bodies/Corporations etc. is enclosed for information and guidance.

JOINT SERVICES INSTRUCTION NO.4

Dated the 4th March 1985

16. **TERMS AND CONDITIONS OF SERVICE OF ARMED FORCES OFFICERS SECONDED TO CIVIL MINISTRIES (OTHER THAN DEFENCE) DEPARTMENT OF THE CENTRAL/PROVINCIAL GOVERNMENTS AND AUTONOMOUS/ SEMI-AUTONOMOUS BODIES/CORPORATIONS ETC.**

It has been decided that Armed Forces Officers seconded to civil ministries (other than Defence), departments of the Central/ Provincial Governments, autonomous /semi-autonomous bodies and corporations etc. will be governed by the following terms and conditions:

2. **Tenure**

- a) Officers will normally be seconded for a period up to three years extendible, in exceptional circumstances, by one year by the Government, after which the officer will normally either be called to the parent service or released. No extension in service will be

allowed to officers who complete age/ service limits for retirement during secondment.

- b) If the deputation of an officer tends to become indefinitely prolonged, permanent absorption of the officer concerned in the civil cadre by retiring him from the parent service, would be considered.
- c) In case of an emergency, the parent service will have the option of withdrawing a deputed officer without notice, if necessary.
- d) An officer will have the option to request for return to his parent service if he feels that his service career is adversely affected by continued deputation.

3. **Pay & allowances**

- a) The deputationist will be entitled to pay of rank, Command/Staff/Charge Pay, Instructional Pay, Qualification Pay, Flying Submarine Pay/Special Service/Group Pay/Technical Pay/Disturbance Pay, Kit Allowance and Non-Practicing Allowance drawn by them in the Military Service immediately before their secondment in addition to 20% of pay of the rank as Special Compensatory Allowance.
- b) Entertainment allowance
Entertainment Allowance may be allowed according to the equivalence of rank formula/ at the rate admissible on the civil side.
- c) Senior Post Allowance

This allowance will not be admissible in addition to Command/Staff/Charge/Instructional Pay etc.

4. **Pension including Disability/Family Pension**

- a) Pension including disability/family pension will be granted to officers under relevant Military Pension Rules. They will count the period of service with the borrowing ministries/departments etc. as qualifying service for pension in the Army/Navy/Air Force.

- b) The claims that the officers or their families may have in respect of the disability or death during the period of their employment under the borrowing ministry/department etc. or arising out of any disability contracted in such service shall be determined solely in accordance with the relevant Military Pension Rules as amended from time to time and the entire cost of any such pension shall be borne by borrowing ministries/departments etc. These ministries/departments will also be liable to bear proportionate share of any gratuities/pensions that may be admissible to these officers in respect of their service under military Rules. In case of officers on deputation to a Non-Government body, the pension contribution for pension admissible to them under relevant Military Pension Rules, in respect of service rendered by them on deputation will be payable by the borrowing agency.

5. **Leave**

- a) The officers will continue to be governed by Military Leave Rules.
- b) Leave Account of the officers will be maintained by the parent department in consultation with the borrowing organizations and leave will be granted by the appropriate authorities in borrowing organizations under intimation to Service HQ/ CORO/Record of Office concerned. Leave earned in the borrowing organization will be availed of, as far as possible before reversion to the Service.

6. **Rank**

Acting/temporary rank will be retained/ relinquished as if the officers had continued in Military Service in the appointment last held.

7. **Promotion in the Service**

While on secondment they will not be entitled to acting/ temporary promotions. However, substantive/substantive temporary promotions will be made up to the rank held at the

time they were seconded to civil department. This paragraph does not apply to AMC Officers.

8. **T.A./D.A./Conveyance Allowance**

As Admissible under civil rules.

9. **Accommodation etc.**

- a) Government accommodation will be provided under civil rules and rent will be paid under those rules.
- b) Normal water/electricity charges prevalent at the station will be paid.
- c) No Service accommodation/furniture will be provided.

10. **Medical Treatment**

For Medical treatment civil rules will apply. They will not be entitled to treatment in Military Hospitals.

11. Purchase of Rations from the Service Sources and Others Purchases from Canteen Stores Departments/Officers Shops etc.

They will not be entitled to make the above purchases.

12. **Provision of Batman**

Batman will not be provided.

13. Cost of Passage/TA for joining post in the Military/Departments and returning there from

This will be borne by the borrowing ministry/department etc.

14. **Defence Services Officers Provident Fund Contribution.**

The officers will continue to contribute towards DSOP Fund.

15. **Advance**

The officers may be allowed House building Advance/ Motor Car Advance from the relevant Services Budget as permissible under relevant Service Rules.

16. **Discipline**

The officers will continue to be governed by the provisions of their respective Service Act/Rules/ Laws. Day to day conduct and discipline will be governed by the rules of the borrowing ministries/departments etc. concerned.

16. In addition to the above, all other special concessions or prerequisites such as free residential accommodation, use of transport at Government expense etc. which otherwise normally go with a particular appointment to which the officer may happen to be seconded will also be admissible to him.

17. The above prerequisites are without prejudice to any improvements which the borrowing department may sanction in individual cases under special circumstances in consultation with their financial authorities.

18. Government letters containing the above terms and conditions will be issued in individual cases by the borrowing ministries/department etc.

19. The provision of this JSI are not applicable to:

- a) Officers serving in the Civil Armed Forces (who will continue to be governed by their existing rules); and
- b) Officers who are absorbed in the civil departments.

20. This JSI shall take effect from the 14th December 1981.

21. JSI No.46/59.PAO-666/60 and Ministry of Defence letter No. 101/64/PS-3(a)/4005/D-2A dated the 5th June, 1965 may be treated as superseded by this JSI.

No.FD.SR.II-6-57/73-Pt.II

Dated the 9th March 1986

17.Subject: **DEPUTATION OF SAS ACCOUNTANTS/ASSISTANT
ACCOUNTS OFFICERS TO THE PROVINCIAL
GOVERNMENTS**

I am directed to enclose a copy of the Finance Division Government of Pakistan letter No. F-3-(20)R-2/85 dated 22.10.1985 in which the Federal Government has decided to allow deputation pay at the following rates in addition to the pay admissible to the Audit Officers of Pakistan Audit Department while on deputation :

- | | |
|---------------------------------------|-----------------|
| i) SAS Accountants (BPS-16) | at Rs.200/-p.m. |
| ii) Asstt: Accounts Officers (BPS-17) | at Rs.300/-p.m. |
| iii) Officers in BPS-18/19 | at Rs.400/-p.m. |

2. It has been decided that the revised rates of deputation pay may be allowed to the officers of Pakistan Audit Department who have been/will be appointed on deputation to the Punjab Government. This order will take effect from 01.10.1985. List of officers at present on deputation to Punjab Government is enclosed herewith.

No. FD.SR.II/6(A)3/91
Dated the 14th December 1991

18. Subject: **POLICY REGARDING DEPUTATION WITHIN THE COUNTRY**

I am directed to refer to Finance Department's circular letter No. FD.SR-II-6(57)/73-2785, dated 09.02.1974 and to state that it has been decided that in case a civil servant is transferred from one department to a post in another department of the Punjab Government or to Federal Government/other provincial Government, he may not be considered on deputation in the meaning of Rule 15 of the Punjab Civil Servants (Appointment and Conditions of Service) Rules, 1974 and no deputation allowance will be admissible. However, on transfer to federal/other Governments, or from one department of the Punjab Government to another department, against higher post, the civil servant will be allowed pay of the post under Section 16 of the Punjab Civil Servants Act, 1974 in the manner prescribed under rule 4.4 (a) (i) of CSR Punjab, Volume-I, Part-I.

No. FD.SR-II-6-13/97
Dated the 11th August 1997

19. Subject: **DEPUTATION POLICY**

I am directed to refer to this Department's letter No. FD. SR-II-6-57/73-2785 dated 09.02.1974 amended from time to time on the subject noted above and to say that it has been decided to issue standard terms and conditions to be made applicable in case of APUG/Provincial Government officers if allowed to work on deputation against the post under Autonomous Bodies of the Punjab which will be as follows:

1) **PAY & ALLOWANCE**

Pay and Allowances as admissible in his parent department from time to time under the Government Rules.

2) **DEPUTATION ALLOWANCE**

In cases where the deputation posts carry pay scale equivalent to those of the posts held by the deputationists in their parent departments, deputation allowance may be allowed @ 10% of the basic pay in the parent departments.

In cases where deputation posts carry pay scale higher than those of the posts held by the deputationists in their parent departments, deputation allowance may be allowed 20% of the basic pay in the parent departments.

In case the officer has been allowed "move-over" to the next higher pay scale, he shall be allowed the deputation allowance with reference to the maximum of the pay scale of his post in the parent department. However, his/her 'move-over' pay scale shall not be taken into account for the purpose of calculation of deputation allowance in terms of F.Ds letter No. FD. SR-II-5-57/73(P-II) dated 04.09.1986 (enclosed vide page 260).

*Provided if a deputationist is APUG officer/Federal Government employee then he will be paid deputation allowance @ 20% of the minimum of his substantive pay sale irrespective of the fact whether the post against which he is working on deputation carries the same pay scale or the higher pay scale.

3) **RESIDENTIAL ACCOMMODATION.**

*Addition made vide letter No. FD-SR-II-6-13/97 dated May 24, 1998

He is entitled to House Rent Allowance as admissible under the Punjab Government Rules provided he is not already residing in a Government owned accommodation, if accommodation is provided it will be subject to normal deduction of 5% of his pay.

*Provided, if a Government servant, while on deputation with an autonomous body, continues to retain Government owned accommodation, the Autonomous Body concerned shall be liable to pay House Rent to the Government on behalf of the deputationist @ 45% or 30% (whichever is applicable of the minimum of the pay scale of the deputationist in his parent department.

4) **TRAVELLING/DAILY ALLOWANCE**

i) T.A./D.A. during incumbency of deputation.

As admissible in accordance with the T.A. Rules of the Borrowing Organization provided these are not inferior to Government Rules.

ii) T.A./D.A. on transfer to and back to the parent department shall be paid by the Borrowing Organisation.

5) **JOINING TIME**

He will be entitled to joining time on his transfer from the Borrowing Organization and salary for the joining time will be paid by the Borrowing Organisation.

6) **ENCASHMENT OF L.P.R.**

A civil servant on deputation who is due to retire from Government service either on completion of 26 years qualifying service or on

*Addition made vide letter No. FD.SR.II/6-13/97 dated October 1, 1997

attaining the age of superannuation may draw the encashment of L.P.R. from the Borrowing Organisation, if he continues to work during the whole period of his L.P.R./last year of his service, without repatriation of his service.

7) **LEAVE/LEAVE SALARY**

The leave account of the Government servant during the period of deputation shall remain closed. No leave salary contribution shall be recovered from the foreign employer and the deputationist will be granted leave and paid leave salary by the foreign employer. The period of service with the foreign employer shall not count towards earning leave under the Government. Encashment of leave will not be admissible in the case of Government servants on deputation on the basis of rules/regulations of the autonomous bodies/corporations.

8) **DISABILITY LEAVE.**

The borrowing organisation shall also be liable for leave salary in respect of disability leave granted to the civil servant on account of disability occurred in and through foreign service, even though if such disability manifest itself after the termination of foreign service. The leave salary charges, for such leave shall be recovered by the civil servants direct from the borrowing organisation.

9) **PENSION CONTRIBUTION.**

The borrowing organisation shall be required to pay pension contribution at the rate of 33-1/3 of the mean of minimum and maximum of the pay scale of the officer plus other emoluments reckonable for pension (subject to verification of the audit) to the Government during the deputation period.

10) **MEDICAL FACILITIES.**

He will be provided medical facilities in accordance with the rules of the borrowing organisation, provided such facilities are not inferior to those admissible to him under the Government/parent department.

11) **SUBSCRIPTION TO FUNDS.**

He will continue to subscribe to G.P. Fund and such other funds as he was subscribing to before deputation at the rates under the relevant rules of the Government.

12) **RESIDENTIAL TELEPHONE.**

As per policy of the Provincial Government.

13) **CONVEYANCE/TRANSPORT.**

The deputationist will be provided Conveyance/Transport as admissible to Government officers of his status/grade under the rules.

14) **CONDUCT & DISCIPLINE.**

He will be governed by the provisions of relevant E&D/Conduct Rules, applicable to the service/cadre to which he belongs.

15) **CHANGE IN TERMS OF DEPUTATION.**

The civil servant on deputation will continue to be under the rule-making control of the lending Government, in matters of pay, leave pension, G.P. Fund, etc. The lending Government accordingly will have a right to determine, in consultation with the borrowing organisation, the terms which shall not be varied by the Borrowing Organisation without consulting the lending Government.

16) **FRINGE BENEFITS.**

Any fringe benefits, attached to the deputation posts other than those specifically mentioned above will be allowed to the officer if the same were admissible to him in his parent department.

17) **PERIOD OF DEPUTATION.**

The period of deputation shall not exceed three years. However, Government reserves the rights to withdraw/transfer the deputationist at any time without assigning any reason. In case, the deputationist retires while on deputation, the period of deputation shall stand expired on the date of his retirement.

2. The above terms and conditions will be made applicable by all the Administrative Departments for its employees and there is no need to refer their cases to the Finance Department for approval. However, if an advice of the Finance Department on the specific issue is required, Administrative Department can refer the case with their self-contained comments on the issue.

3. Deputation Policy instructions already issued refer to above should be treated to having been withdrawn/modified accordingly.

4. The above instructions should be brought to the notice of all concerned for strict compliance.

No. FD.SR-II/6-3/82
Dated the 3rd April 1998

20. Subject: **ENCASHMENT OF UN-AVAILED PORTION OF LEAVE**
EARNED BY THE DEPUTATIONIST DURING HIS
DEPUTATION PERIOD

I am directed to refer to this department's instructions bearing No. FD.SR-11-6-57/73-2785, dated 09.02.1974, No. FD.SR-II-6-3/82 dated 07.09.1982 (enclosed vide page 254) and No. FD.SR-II-6-13/97 dated 11.08.1997 and to say that as per provisions of Deputation Policy, if an official is deputed to work on deputation with Borrowing Organisation/Department, his leave account in the parent department remains closed, no leave salary contribution is to be recovered from the Foreign Employer/ Borrowing Organisation and the leave earned by the deputationist during the period of his deputation is not to be credited to his leave account in the parent department, after the expiry of his deputation period.

2. Instances have come to notice that the deputationists during the period of their deputation do not avail leave, or the leave is not granted in spite of the fact that they applied for leave and subsequently they requested for the encashment of their leave/un-availed portion of leave earned by them during their deputation period.

3. It has now been decided that if the deputationist applies for grant of leave and the leave so applied is refused by the Competent Authority in the Borrowing Organisation/Department then the Borrowing Organisation/Department is bound to pay him the encashment of the leave/un-availed portion of leave, earned by him during his deputation period. For this purpose no sanction of the Finance Department is required and he/she will be granted encashment of leave with the approval of the Competent Authority/Leave Sanctioning Authority in the Borrowing Organisation/Department. All the relevant instructions on the subject will be deemed to have been amended accordingly.

4. The above instructions may be brought to the notice of all concerned for strict compliance.

No. FD.SR.II/6-13/97
Dated the 25th July 2001

21. Subject: **EXTENSION IN DEPUTATION PERIOD BEYOND THREE YEARS**
IN RELAXATION OF DEPUTATION POLICY

I am directed to refer to the subject noted above and to say that according to Condition No. 17 of the Deputation Policy bearing No. FD.SR-II-6-13/97, dated 13.08.1998, deputation is permissible to a civil servant for a maximum period of three years with the approval of the Head of the Department and under the special circumstances, further extension in deputation can be allowed in favour of deputationists with the approval of the Governor/ Chief Minister.

2. Now, the Governor has been pleased to authorize the Finance Department to grant extension in deputation for a further period up to one year, beyond three years, in relaxation of Deputation Policy dated 13.8.1998, provided that such extension is fully justified and relates to exceptional circumstances.

3. Any extension in deputation beyond three years not converted under par 2 are beyond a period of four years will be continued to be submitted to the Governor for approval in the shape of summary, in relaxation of Deputation Policy.

No. FD.SR.II/6-13/97
Dated the 10th April 2002

22. Subject: **DEPUTATION POLICY**

I am directed to refer to this Department's letter No. FD.SR-II/6-13/97 dated 13.08.1998, on the subject noted above and to say that the Governor of the Punjab has been pleased to amend Clause 12 and 16 of the Deputation Policy, referred above which should now be read as under:

Clause No. 12:

RESIDENTIAL TELEPHONE

As per policy of the Borrowing Organization

Clause No. 16:

FRINGE BENEFITS

The deputationist shall be entitled to any fringe benefit, attached to the post other than those specifically mentioned above.

2. The above instructions may be brought to the notice of all concerned for strict compliance.