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**THE STATE LIFE DIRECTORS (REMUNERATION)
RULES, 1973
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**THE STATE LIFE DIRECTORS (REMUNERATION)
RULES, 1973**

[30th May, 1973]

S.R.O. 750(I)/73.- In exercise of the powers conferred by Article 48 of the Life Insurance Nationalization Order, 1972 (P.O. No. 10 of 1972), the Federal Government is pleased to make the following Rules:—

1. Short title, commencement and application.- (a) These rules may be called the State Life Directors (Remuneration) Rules, 1973.

(b) They shall come into force at once and shall be deemed to have taken effect on the 1st day of January, 1973.

(c) They shall apply to all ¹[x] Directors of the State Life Insurance Corporation of Pakistan:

Provided that they shall not apply to the Chairman and the Directors on deputation who will be governed by the terms of their appointment or deputation.

2. Definitions.- (a) "Chairman" means the Chairman of the State Life Insurance Corporation of Pakistan;

²[(b) "Executive Director" means a Director of the Corporation appointed by the Chairman, with the previous approval of the Federal Government, as an Executive Director to work as a whole-time officer;]

³[x]

(d) words and expressions used but not defined in these rules shall have the same meaning as in the Life Insurance Nationalization Order, 1972 (P.O. No. 10 of 1972).

3. Pay, allowances and other benefits ⁴[of an Executive Director].- (1) A ⁵[Executive] Director shall draw pay in the scale of Rs. 4000-200-5000.

* Published in the Gazette of Pakistan, Extraordinary, Part II, dated 31st May, 1973, at pages 855-856.

¹ Word "full-time" omitted by S.R.O. 1030(I)/75, dated 1.10.1975.

² Subs. *ibid.*

³ Clause (c) omitted *ibid.*

⁴ Added *ibid.*

⁵ Subs. *ibid.*

(2) In addition to the pay admissible under sub-rule (1), a ¹[Executive] Director shall be entitled to:—

- (a) an unfurnished house, maintained by the Corporation, subject to the condition that the total of the house rent and maintenance cost shall not exceed Rs.1500 per month:

Provided that ²[an Executive] Director shall have the option to receive in lieu of a maintained house, house rent at 30% of his pay plus maintenance, subject to the condition that the total of the house rent and maintenance shall not exceed Rs. 1500 per month.

Explanation.- "Maintenance" includes house rent, electricity, gas, water, sanitation charges, pay of one *Mali* and one *Chowkidar*.

- (b) a chauffeur driven car with free running and maintenance,
- (c) free medical attendance in accordance with the regulations of the Corporation,
- (d) ³[all kinds of leave, rest and recreation allowance] Group Insurance and Gratuity under the State Life (Employees) Service Regulations, 1972, and
- (e) Contributory Provident Fund in accordance with the regulations of the Corporation.

⁴[Explanation.- For the purposes of clause (c), (d) and (e) of this sub-rule, an Executive Director shall be deemed to be a confirmed employee of the Corporation.]

4. **Entertainment allowance.-** The Chairman may sanction entertainment allowance not exceeding Rs. 500 per month to a ⁵[Executive] Director.

¹ Subs. *ibid*.

² Subs. by S.R.O. 1030(I)/75, dated 1.10.1975.

³ Added *ibid*.

⁴ Added *ibid*.

⁵ Subs. *ibid*.

¹[5. **Fees of Directors.**- A Director, not being an Executive Director or a retainer or consultant of the Corporation or an officer of the Government, shall be paid fees by the Corporation as follows:—

- (a) for attending meetings of the Board of Directors ²[rupees ³[twenty] thousand] for each meeting; and
- (b) for attending meetings of the Executive Committee or any other Committee set up by the Corporation ⁴[rupees ⁵[five] thousand] for each meeting.]

¹ Added *ibid*.

² Subs. by S.R.O. 202(1)/2001, dated 30.3.2001.

³ Subs. by S.R.O. 1121(1)/2010 and S.R.O. 9(KE)/2011, dated 27th October, 2010.

⁴ Subs. by S.R.O. 202(1)/2001, dated 30.3.2001.

⁵ Subs. by S.R.O. 109(1)/07, dated 7.2.2007.

**THE STATE LIFE EMPLOYEES (SERVICE)
REGULATIONS, 1973**

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**¹THE STATE LIFE EMPLOYEES (SERVICE)
REGULATIONS, 1973**

[1st January, 1973]

S.R.O. 57(I)/73.- In exercise of the powers conferred by Article 49 of the Life Insurance (Nationalisation) Order, 1972 (P.O. No. 10 of 1972), the State Life Insurance Corporation of Pakistan, with the previous approval of the Federal Government, hereby makes the following Regulations:—

PART I

GENERAL

1. Short title, commencement and application.- (1) These regulations may be called the State Life Employees (Service) Regulations, 1973.

(2) They shall come into force on the 1st day of January, 1973.

(3) They shall apply to the employees of the State Life Insurance Corporation of Pakistan, except employees on deputation or on contract to whom they shall apply only to the extent, if any, specified in the terms of their deputation or contract, as altered from time to time [:]²

³[Provided that, in respect of employees posted or appointed outside Pakistan, these regulations shall apply with such modifications as may be determined by the Chairman with approval of the Government.]

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

- (a) "allowance" means a recurring or non-recurring payment other than pay granted to an employee;
- (b) "category" means category of employees specified in regulation 4;
- (c) "employee" means a full time employee of the Corporation on monthly salary, but does not include salaried field officials whose

¹ Published in the Gazette of Pakistan, Extraordinary, Part II, dated 10th January, 1973, at pages 59-76.

² Subs. for full stop by S.R.O. 1032(I)/75, dated 1.10.1975.

³ Added *ibid*.

emoluments are dependent on procurement of business except those who are classed as Area Managers¹ [] by the competent authority;

- (d) "month" means a calendar month;
- (e) "pay" means the amount to be drawn monthly by an employee as pay fixed for him in a pay scale or otherwise and includes special pay and any other emoluments classed as pay but does not include allowances;
- (f) "pay scale" means a pay-scale specified in regulation 4;
- (g) "special pay" means an addition to pay, granted in consideration of—
 - (i) specially arduous nature of duties, or
 - (ii) a specific addition to work or responsibility;
- (h) "service" includes the period of duty and the period of leave duly sanctioned by the competent authority but does not include any period of absence or over-stayal of leave without express permission of the competent authority;
- ²[(hh) "Zonal Head" means an officer in charge of a Zone of the Corporation.]
- (i) words and expressions used but not defined in these regulations shall have the same meanings as are respectively assigned to them in the State Life Insurance Corporation (General) Regulations, 1972.

3. Delegation of powers.- (1) The Board may delegate any of the powers vested in it by these regulations to the Chairman, or any of the³[xx] Executive Directors.

(2) The Chairman⁴[xx] or the Executive Directors may,⁵[] delegate any of the powers vested in them by these regulations to any of the officers subordinate to them.

¹ Words "or Chief Managers" omitted by S.R.O. 1032(I)/75, dated 1.10.1975.

² Added *ibid.*

³ Words "General Managers or" omitted *ibid.*

⁴ Omitted *ibid.*

⁵ Words "with the prior approval of the Board," omitted vide E.C. 157th meeting held on 15/22.10.1991.

PART II

CLASSIFICATION, PAY AND ALLOWANCES

4. ¹[(i) The Grades and pay scales of the posts in the Corporation w.e.f. 1.1.1991 shall be as follows:-

Grade/ Pay Scale No.	Posts	Pay Scales
1	2	3
1.	Sanitary Workers; (Sweeper), Cleaner, Naib Quasid, Security Guard/ Chokidar, Gardener.	693-40-1533
2.	Quasid, Record Sorter, Liftman, Helper, [Head Security Guard].	793-44-1717
3.	Driver, Chauffer, Gestetner Operator	828-46-1794
4.	² [Junior Office Assistant], Typist, Adrema Operator, [Urdu Typist].	911-53-2024
5.	³ [Office Assistant,] Comptist, Punch Operator, ⁴ [Telephone Operator], Telex/Fax Operator	940-59-2179
6.	[Sr. Office Assistant], Stenotypist.	1187-66-2573
7.	Stenographer	1410-92-3342
8(a).	Superintendent, Private Secretary, Stenographer (Selection Grade).	1510-129-3703

¹ Subs. by agreement with CBA dated 12.4.1989 Demand No. 4(vi).

² Subs; Desg. 'Junior Clerk' in Grade 4.

³ 'Sr. Clerk' in Grade 5.

⁴ 'Tele Operator' in Grade 5, vide Demand 4(v) *ibid*.

MAINTENANCE STAFF

MN-I	Assistant Electrician, Assistant Mechanic, Assistant Mason, Assistant Carpenter, Assistant Plumber, Assistant Painter, Assistant Quantity Surveyor.	828-46-1794
MN-II	Electrician, Mechanic, Plumber, Carpenter, Painter, Quantity Surveyor, Garage Supervisor, Security Guard-Incharge, Mason.	940-59-2179
MN-III	Bldg. Supervisor, Civil Supervisor, ¹ {---} Electrical Supervisor, Senior Carpenter, Senior Painter, Sr. Quantity Surveyor, Bldg. Care-taker, Lift Supervisor, Mechanical Supervisor, Senior Plumber. ² [A.C. Supervisor.]	1410-92-3342

³[MOVE-OVER/UP-GRADING

Note I- Where an employee in pay scale 1 to ⁴[8(a)] and MN-I to MN-III has reached the maximum of his scale and out of the last four annual confidential reports grading in two ACRs reports as at least "Good", he shall be allowed to moveover to the next pay scale. In case his confidential reports for at least 2 years out of the last four years of his service in the lower scale are less than "Good", the employee shall have to wait at the maximum of his scale until he earns 2 "Good" reports. Moving over to the next pay scale shall not be deemed to be a promotion to a post in that scale. Nothing shall be construed to be adverse in the annual confidential report unless the adverse remarks are communicated dealt with in accordance with the instructions contained in the booklet. "A guide to performance evaluation" published by the O&M Division, Government of Pakistan.]

¹ Designation "Foreman" omitted vide CBA agreement dated 12.4.1989.

² Inclusion of designation (refer CBA agreement Demand No. 4(vi) *ibid*).

³ Source 3rd Wage Commission Award 1983.

⁴ Source Agreement with the CBA dated 10.3.1991 (Demand No. 4(VI)).

¹[Note 1(a)- [The ED(P&GS)]² will grant move-over to the next higher pay scale to an employee after he/she has remained on maximum of a pay scale for one year provided that grading in the at least 2 annual confidential reports is at least "Good"].

³[Note 2- An employee in pay scale 1 to 3 and MN-I deemed to have earned good confidential reports if no disciplinary action has been taken against him during the last four years and the departmental head recommends his moving over.]

⁴[Note 3 omitted].

Officers Pay Scales

Grade/ Pay Scale No.	Posts	Pay Scales
⁵ 8(b)	Executive Officer	1675-140-3775
9	Assistant Manager	2560-195-4900
10	Deputy Manager	3200-245-5650
10(a)	Area Manager	Special Basis or Ordinary Basis as per clause(ii)
11	Manager	4635-255-7185
12	Assistant General Manager	4960-275-7710
13(a)	Deputy General Manager	5765-285-8615
13(b)	General Manager	6720-360-9600]

¹ Agreement with the CBA dated 12.4.1989 (demand No. 5).

² The word "Corporation" subs. by the words "E.D(P&GS)" 157th meeting to the Executive Committee held on 15/22.10.1991.

³ Third Wage Award 1983.

⁴ Omitted alignment with CBA agreement dated 10.3.1991 demand No. 4(iii).

⁵ Pay Scale of officers revised w.e.f. 1.1.1990 vide Ministry of Finance d.o. letter No. F.1(5)IMP.11/91 dated 22.4.1991.

¹[Note- An officer in pay scale 8 to 11 drawing the maximum pay in his pay scale for one year from the date of last revision/fixation of pay shall be allowed to moveover to the next higher pay scale provided an officer in pay scale 8 or 9 has earned grading at least "Good" in 2 annual confidential reports out of the last 3 ACRs and an officer in pay scale 10 or 11 has earned grading at least "Good" in all the last 3 ACRs and there is no adverse remarks in his ACRs. The moveover shall not be deemed to be a promotion to the post in the next higher scale of pay.]

(ii) Area Manager

Special basis. - (a) An Area Manager on special basis shall draw pay in the scale of Rs. 1000-75-1750: Provided that after the 31st day of March, 1973, no person shall be appointed Area Manager on special basis.

Ordinary basis. - (b) An Area Manager on ordinary basis shall draw a fixed pay of Rs. ²[3200] p.m plus a special incentive bonus of such amount and on exceeding such performance standards as may be prescribed by the Board from time to time.

- (c) (1) An Area Manager shall be required to meet such performance standards regarding new business, persistency and other operational factors as the Board may prescribe from time to time.
- (2) The performance of an Area Manager shall be reviewed by the ³[Zonal head] on a six monthly basis or for such shorter periods as may be deemed necessary by the Board.

If on such review it is found that his performance falls short of the prescribed standards, ⁴[the Zonal Head may terminate his service after giving him three months notice or three months pay in lieu thereof or may take] such measures including, but not limited to, reduction, curtailment or withdrawal of his emoluments or perquisites or all such measures together, shall be taken by the ⁵[Zonal head] as may be generally or specifically prescribed by the Board.

¹ 89th meeting of the Board of Directors held on 22.11.1987.

² Subs. by Chairman's approval dated 2.5.1991, Finance Division's D.O. letter No. F.1(5)IMP.11/91, dated 22.4.1991.

³ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

⁴ Ins. by Notfn. No. Law(L-9)/83, Gaz. of Pak. Pt. VI, dated 13.4.1983.

⁵ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

¹[xx]

COMMENTS

Termination of service for non-achieving target quota of business. Reinstatement in service by Service Tribunal without back benefits. Validity. According to appointment letter, Area manager was supposed to achieve First year premium in four quarters. Employee was issued show-cause notice before expiry of 4th quarter alleging therein his failure to achieve requisite quota. Employee before Tribunal had not produced evidence indicating that when he was out of job, remained idle and had not been making earnings. Tribunal while making directions for reinstatement of employee should have left question of grant of back benefits for decision of department after recording evidence, if produced by him. Supreme Court directed forthwith reinstatement of employee in service enabling him to show performance according to appointment letter within a period of one year [2007 PLC (C.S.) 458].

Respondents were employees of Insurance Corporation and their services were terminated on account of their poor performance, as they failed to achieve requisite targets of business. Service Tribunal allowed appeals filed by employees and reinstated them in service. Validity. Performance standard is in fact the condition prescribed under Regln. 4(ii)(c)(1)(2) of State Life Employees' Service Regulations, 1973. Insurance Corporation is a commercial organization, therefore, its employees are bound to show performance, otherwise it would be difficult for the organization to continue its existence. Where commercial activity was the basis for running of the same, relevant rules/regulations were to be construed/applied and incorporated strictly. Judgment passed by Service Tribunal was set aside by Supreme Court. Appeal was allowed [2010 SCMR 1381 = 2010 PLC (C.S.) 789].

Respondents were employees of appellat corporation and their services were terminated on the basis of average poor performance for previous years. Service Tribunal reinstated respondents in service with back benefits and allowed appellat corporation to re-evaluate performance of respondents according to the criteria fixed by Supreme Court. Validity. It was duty and obligation of public functionaries to decide cases of their subordinates after application of mind in view of Articles 4 and 5(2) of the Constitution. Duty and obligation of competent authority under section 24-A, General Clauses Act, 1897 to decide cases of subordinates after application of mind with reasons. Substantial justice was done by Service Tribunal through its judgments and Supreme Court declined to exercise its discretion in favour of appellat corporation as the corporation failed to raise any question of public importance as contemplated in Article 212(3) of the Constitution. Appeal was dismissed [2010 SCMR 1495].

Statutory regulations. State Life Insurance Corporation has an authority to frame regulations with regard to terms and conditions of their employees with previous approval of Federal Government. State Life Employees Service Regulations, 1973, were framed with previous approval of Federal Government vide notification duly published in official gazette. Article 49 of State Life Insurance (Nationalisation) Order, 1972, mandated the ingredients to be complied with while framing the regulations that previous approval of Federal Government was to be obtained; regulations to be notified in the official gazette and regulations must not be inconsistent with State Life Insurance (Nationalisation) Order, 1972. All such ingredients have been fulfilled and complied with by competent authority, therefore, State Life Employees Service Regulations, 1973, had the status of statutory Regulations [2010 SCMR 1495].

¹ Omitted by S.R.O. 1032(I)/75, dated 1.10.1975.

Services of the petitioners employed as Area Managers in State Life Insurance Corporation were terminated on account of unsatisfactory performance for not achieving the requisite amount of business. Service Tribunal dismissed the petitioners' appeals on the ground that they were not permanent employees, thus, their services could be terminated as contract employees, if their performance was not found to be satisfactory. Contention of petitioners was that their services could not be terminated at the whims of the officers; according to State Life Insurance Employees (Service) Regulations, 1973, such action could be taken, which might be prescribed generally and specially by the Board; and that respondents had not referred to any decision made by the Board for taking action against an Area Manager in such circumstances. Validity. Appointment letters of petitioners as Area Managers showed that it was not an appointment on contract basis. Order of dismissal from service was made on the basis of terms and conditions of their appointment, which did not contain any condition for securing business to a particular unit. Service Tribunal had failed to appreciate the petitioner's case on merits on the assumption that they were contract employees. Supreme Court granted leave to appeal to further examine the case in the light of submissions made by the petitioners [2002 SCMR 950 = 2002 PLC (C.S.) 950].

5. Determination of grade and fixation of pay of employees who were in service on 31st December, 1972.- (1) An employee who was in service on 31st December, 1972, shall be placed in one of the grades specified in clause (i) of regulation 4 and his pay shall be fixed in the pay scale applicable to that grade, on 1st January, 1973, in accordance with the following principles:

- (a) His grade as on 1st January, 1973, will be determined by the General Manager or Executive Director (Administration), as the case may be, or a Committee appointed by them in this behalf, if he is to be placed in category A, B and C, and by the Chairman or a Committee appointed by the Chairman in this behalf if the employee is to be placed in category D. In the event of any doubt or dispute, the decision of the Chairman shall be final and binding.
- (b) After his placement in a grade under paragraph (a), his pay shall be fixed in the scale applicable to that grade in accordance with a fixation formula to be prescribed by the Board in such a way that his total monthly emoluments after fixation are not less than his total monthly emoluments as on 31st December, 1972:

Provided that the pay of an employee so fixed shall not exceed the maximum of the pay-scale applicable to the grade in which he has been placed.

Explanation.- For the purposes of this Regulation, "emoluments" include pay, monthly equivalent of bonus and such allowances and monetary benefits as the Board may decide, and to be computed in such manner as the Board may prescribe. In the event of any doubt or dispute about emoluments, the decision of the Board shall be final.

(2) An employee in category A or B shall have the option to retain the terms admissible to him on 31st December, 1972, in respect of pay, allowances, Provident Fund, Gratuity, Medical and other perquisites as a whole in lieu of the corresponding benefits admissible under the Regulations of the Corporation.

The option shall be exercisable by 28th February, 1973, and once exercised it shall be final. In case no option is exercised by 28th February, 1973, the employee will be deemed to have opted for the benefits admissible under the Regulations of the Corporation.

6. Creation of posts.- (1) The Chairman may create temporary posts within the budget provision for a period not exceeding six months.

(2) The Chairman may, with the prior approval of the Board, create permanent posts.

7. Special pay.- Special pay not exceeding Rs. * [500] p.m. may be granted by the Chairman and special pay exceeding Rs. * [500] but not exceeding Rs. * [750] p.m. may be granted by the Executive Committee of the Board. Special pay exceeding Rs. * [750] p.m. will require the approval of the Board.

¹[7A. Officiating pay, additional charge pay and honorarium to employees.-
(1) Employees in pay scales 1 to 8(a) and MN-I to MN-III may be paid the following remunerations, in addition to pay and allowances, namely:—

- (a) Officiating pay for officiating in higher grade, equal to the difference between his pay in the lower post and the stage in the higher grade which is next above his pay in the lower grade;
- (b) additional charge pay for holding, in addition to his own post, the charge of another post, not exceeding twenty per cent of his own pay for a period not ordinarily exceeding six months except for very special reasons;
- (c) honorarium not exceeding one month's pay in a year for any work done by him which is arduous and occasional in character and for which no overtime has been paid:

* Subs. by E.C. 157th meeting held on 15&22 October, 1991.

¹ Ins. by Notfn. No. 1(5)/78-INS(N). See Weekly Gazette, Part VI, dated 6.1.1982.

Provided that the officiating pay and the additional charge pay may be allowed only if the vacancy required to be filled is of the duration of at least two months.

(2) Employees in pay scales 8 to 13 may be paid the following remunerations, in addition to pay and allowances, namely:—

- (a) Officiating pay (without any allowance) for officiation in a higher grade for a period of not less than two months equal to the difference between his pay in the lower grade and the stage in the higher grade which is next above is pay in the lower grade;
- (b) additional charge pay (without any allowance) for holding additional charge for a period of not less than two months at the following rates:—
 - (i) not exceeding ten per cent of the pay of his own post if he is of the rank of General Manager, or
 - (ii) not exceeding twenty percent of his own post if he is below the rank of General Manager but the additional charge pay so granted shall not exceed the additional charge pay that would be admissible to a General manager at the minimum of his pay scale under clause (i):

Provided that additional charge pay or officiating pay shall not be admissible beyond six months except for very special reasons.

7B. Technical Pay.—[(1)(a) Employees in pay scales 1 to 8(a) who qualify in any of the following professional examinations or courses shall be entitled to a technical pay at the rates indicated against each qualification, namely:—

<i>Examination qualified.</i>	<i>Technical Pay per month</i>
Associateship & Fellowship of C.I.I. on passing each paper.	Rs.50/- p.m.
Associateship of Institute of Actuaries & Society of Actuaries	Rs.800/- p.m.

(complete).

Fellowship of Institute of Actuaries (complete).

Rs.1000/- p.m.

(b) Officers in Pay Scales 8 to 13 who qualify in any of the following professional examinations or courses shall be entitled to a technical pay at the rates indicated against each qualification, namely:

<i>Examination Qualified</i>	<i>Technical Pay per month</i>
(i) Fellowship of the Institute of Actuaries or Facultative of Actuaries	Rs.600/-
(ii) Associateship of the Institute of Actuaries of Facultative of Actuaries	Rs.500/-
(iii) Fellowship of the Chartered Insurance Institute	Rs.400/-
(iv) Associateship of the Chartered Insurance Institute	Rs.300/-]

¹[Note: Effective upto 31.8.1991. Thereafter officers and Unionised staff allowed technical allowance as per Regulation 9(9).

(2) The employees who pass the various sections or subject(s), parts or subject(s) of such section(s), part(s) or subject(s) of the qualification from time to time would be paid the technical pay in a proportion which such section(s), part(s) or subject(s) of such section(s), part(s) or subject(s) bears to the entire course prescribed for acquiring that qualification so that the maximum amount of technical pay does not exceed the rates mentioned in sub-regulation (1). The rate of such proportionate technical pay shall be determined by the ²[Chairman].

Provided that an employee having more than one qualification will be eligible to receive technical pay in respect of one qualification only bearing the highest amount of pay.

Note 1.- The date of commencement of technical pay shall be taken to be the first of the month following the date on which the result of the qualifying examination or course is published or announced. In case of any difficulty in ascertaining the exact date, the decision of the head of the personnel department shall be final.

¹ Note inserted due to revised Office Order No. P&GS/PO/187/91 dated 23.12.1991 reference No. PL-8(6).

² Subs. by E.C. 157th meeting held on 15th and 22 October, 1991, for "Board".

Note 2.- On passing any of the approved examinations, the employee ¹[in pay scale 1 to 8(a) and MN-I to MN-III] will, on production of satisfactory proof, be reimbursed the cost of books purchased and the examination fee paid by him.]

²[*Note 3.-* Officers in pay scale 8 to 13 will be entitled to technical pay w.e.f. 1.11.1982].

³[**7C. Indexation of pay.-** (1) The pay of all full time employees including officers would be indexed in relation to the cost of living. For the fiscal year 1988-89 the index w.e.f. 1.7.1988 will be as follows:

- (a) Employees drawing basic pay upto Rs.1500/- p.m. Rs.1.028
- (b) Employees drawing basic pay above Rs.1500/- p.m. Rs.1.021

Provided that indexed pay of an employee falling in category (b) above will not be less than Rs.1542/- p.m.

(2) The allowance will not be indexed and will not be affected by increase in pay due to indexation.

(3) In calculating the pay, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise or more will count as one rupee].

⁴[*Note-1.* Pay scales of employees in pay scale 1 to 8(a) and MN-I to MN-III have been revised w.e.f. 1.1.1989 and thereafter the index pay ceased to be payable.]

⁵[*Note-2.* Pay scales of employees in pay scale 8 to 3 have been revised w.e.f. 1.1.1990 and indexed pay was absorbed while fixing the pay in the new pay scales. Thereafter ceased to be payable.]

8. Incentives and awards.- An employee who qualifies in any of the []⁶ examinations approved by the Board may be sanctioned cash awards or other incentives on such terms and conditions and on such scale as may be approved by the Board from time to time.

¹ Subs. due to First Wage Commission Award, 1977.

² Ins. vide Ministry of Commerce letter o. 1(7)/78-INS(N), dated 1.12.1982.

³ Finance Division's O.M. No. F.I(34)-IMP.II/88 dated 1.7.1988.

⁴ Agreement with the CBA dated 12.4.1989, effective from 1.1.1989.

⁵ Inserted due to revised pay scale announced by the Govt. for officers w.e.f. 1.1.1990 reference Ministry of Finance O.M. No. F.I(5)IMP.II/91, dated 22.4.1991.

⁶ Omitted by S.R.O. 585(I)/74, dated 13.4.1974.

9. Allowance.-

¹[(1) *House Rent Allowance.-* House Rent Allowance shall be paid to the employees at the following rates:—

- ²(a) To employees in pay scale 1 to 8(a), MN-I to MN-III at the rate of 75% of their pay.]
- ³(b) To other employees, in pay scale 8 (E.O) and above at the rate of 65% of their pay.]]

⁴[Provided that the Board may approve provision of a house to an officer on such terms as it may determine.]

⁵[(2) *Conveyance Allowance/ Motor Car maintenance Allowance:*

- (a) Conveyance Allowance shall be paid to the employees at the following rates:-

- (i) Employees in pay scales 1 to 8(a), MN-I to MN-III 225 p.m.

Provided that employees who have their own Motor-cycle/Scooter will be given conveyance allowance at a higher rate of [Rs.250/- p.m.]

- (ii) Employees in other pay scales. 300 p.m.

- (b) Motor Car Maintenance Allowance in lieu of conveyance Allowance shall be paid to an employee in pay scales 9 to 13 who maintains a car and whose pay exceeds Rs.1250/- per month as specified below, namely:—

	Rs.
Employees in pay scale 9.	270 per month
Employees in pay scale 10.	425 per month

¹ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

² Subs. CBA Agreement dated 12.4.1989, w.e.f. 1.1.1989.

³ Board decision w.e.f. 1.7.1991.

⁴ Subs. by 157th meeting of the E.C. held on 15th to 22nd October, 1991.

⁵ Subs. by Notfn. No. 1(5)/78 INS(N), dated 25.11.1981.

Employees in pay scale 11.	525 per month
Employees in pay scale 12.	625 per month
Employees in pay scale 13.	725 per month

(3) *Entertainment Expenses.*- Actual expenses incurred on approved entertainment will be reimbursed an employee in pay scale 8 to 13 subject to such conditions as may, from time to time, be stipulated by the Chairman.]

¹[(4) Typing Allowance as Special Pay:-

Typing Allowance as Special pay shall be paid to a Typist at the following rates:

- (i) Typist with the minimum speed of 30 words per minute ²[Rs.45/- per month.]
- (ii) Typist with the minimum speed of 40 words per minute ³[Rs.55/- per month.]

⁴[x x]

(6) *Local Compensatory Allowance.*-

(a) Local Compensatory Allowance shall be paid to employees in pay scale 1 to 7 serving in the city of Karachi, Lahore, Rawalpindi, Islamabad, Peshawar, Quetta, Hyderabad, Multan and Faisalabad at the following rates, namely:—

- (i) Karachi and Islamabad. 10% of pay subject to a maximum Rs.200.
- (ii) Lahore, Rawalpindi, Peshawar and Quetta. 5% of pay subject to a minimum of Rs. 25 p.m for employees in pay scale 1 and Rs.35 p.m. for other employees subject to a

¹ 3rd Wage Award Commission 1983.

² Agreement with CBA 10.3.91(para 8 (viii) Rs.30/- revised to Rs.45 w.e.f. 1.1.991.

³ Rs.45/- revised to Rs.55/- w.e.f. 1.1.1991 vide agreement *ibid*.

⁴ Omitted by Notfn. No. 1(5)/78 INS(N), dated 25.11.1984.

maximum of Rs.100.

- (iii) Hyderabad, Multan and Faisalabad. Rs. 25 p.m. for employees in pay scale 1 and Rs.35 p.m. for other employees:

¹[Note.- This allowance has been merged with basic pay of the employees in pay scales 1 to 8 thereafter ceased to be admissible from 1.1.1983.]

- (b) Local Compensatory Allowance shall be paid to employees in pay scale 8 to 13 serving in the cities of Karachi, Lahore, Rawalpindi, Islamabad, Peshawar and Quetta at the following rates, namely:-

- (i) Karachi and Islamabad. 10% of pay subject to a maximum of Rs.200 p.m.
- (ii) Rawalpindi, Lahore, Quetta and Peshawar. 5% of the pay subject to a maximum of Rs.100 p.m.]

²[Note-2.- This allowance ceased to be admissible to employees in pay scales 8 to 13 w.e.f. 1.7.1983.

³[(7) *Fixed Conveyance Allowance:* A fixed conveyance allowance of ⁴[Rs.50/-] per month shall be paid to such Naib Quasids or Messengers who are required to perform Out Door Duties on regular basis provided the individual concerned covers 300 K.M. every month.]

⁵[(8) *Technical Allowance:* Technical Allowance shall be paid to an employee in pay scales 1 to 8(a), MN-I to MN-III as follows:

- (i) Telephone Operator/Telex Operator/Adnema Operator/Computer Operator/Photostat Machine Operator/Electrician/Air-Conditioning Mechanic/Frinking Machine Operator..... Rs.20/- p.m.

Note: This allowance has been abolished by 3rd Wage Commission Award, 1983 but the employees who are already getting this allowance will continue to get it as

¹ Note ins. vide 3rd Wage Award, 1984 (Para 30).

² Added Finance Division letter No. F.1(5)-Imp/83 dated 18.8.1983.

³ 4th Wage Commission Award, 1986 (Refer Para 63).

⁴ Agreement CBA para 8 Demand 8(v) Rs.40/- revised as Rs.50/- w.e.f. 10.1.91.

⁵ CBA Agreement dated 10.3.1991.

personal to them. This allowance will be withdrawn if the incumbent is transferred to another job.

(ii) Key Punch/Terminal Operator Full time basis..... Rs.50/- pm.

Provided that this allowance shall cease to be admissible when an employee is no longer performing any of the above mentioned jobs.]

¹[]

²[(9) *Technical Allowance*: Every employee shall be entitled to technical allowance on completion of certain professional examinations at the rates approved by the Board but not being less than those mentioned below:-

<u>Examination qualified</u>	<u>Technical Allowance</u> <u>(Rs. Per month)</u>
1. <u>CHARTERED INSURANCE INSTITUTE</u> <u>(UK/AUSTRALIA)</u>	
i) On passing of each paper	Rs.125/-
ii) On completing ACII	Rs.1,500/-
iii) On completing FCII	Rs.2,500/-
2. <u>INSTITUTE OF ACTUARY (UK)</u>	
i) On passing of each subject	Rs.325/-
ii) On completing FIA	Rs.3,500/-
3. <u>SOCIETY OF ACTUARIES (USA)</u>	
i) On securing of each credit	Rs.7/-
ii) On completing ASA	Rs.3,500/-
4. <u>FELLOW OF LIFE MANAGEMENT</u> <u>INSTITUTE/CLU (USA)</u>	
i) On passing of each paper	Rs.125/-

¹ Proviso omitted vide Gaz. of Pakistan *ibid* Notification dated 25.11.1981.

² Board decision and Office Order No. P&GS/187/91 dated 23.12.1991 reference PL-8(6) effective from 1.9.1991.

ii)	On completion of FLMI	Rs.1,500/-
iii)	On completion of FLMI/M	Rs.2,500/-
5.	<u>INSTITUTE OF CHARTERED ACCOUNTANTS/ INSTITUTE OF COST AND MANAGEMENT AND ACCOUNTANTS</u>	
i)	Upon acquiring Associateship	Rs.1,200/-
ii)	Upon acquiring Fellowship	Rs.1,500/-
6.	<u>INSTITUTE OF BUSINESS ADMINISTRATION</u>	
i)	Upon acquiring MBA degree:	
	1st year	Rs.600/-
	3rd year	Rs.800/-
	5th year & onwards	Rs.1,000/-
7.	<u>COMPUTER SCIENCE</u>	
i)	Upon acquiring Masters Degree:-	
	1st year	Rs.1000/-
	3rd year	Rs.1100/-
	5th year & onwards	Rs.1,200/-
8.	<u>SYSTEM ANALYSTS/COMPUTER PROGRAMMERS</u>	
	Electronic data programmer with over 5 years experience as Programmer.	
	1st year	Rs.500/-
	2nd year	Rs.600/-
	3rd year	Rs.700/-
	4th year	Rs.800/-
	5th year & onwards	Rs.900/-

Note-1: This would be applicable w.e.f. 1.9.1991.

Note-2: If a person has more than one qualifications, he will be allowed only one technical allowance which is more favourable to him.

¹[(10) *Cash Handling Allowance:* The employees between pay scale 1 to 6 who are required to handle Cash should be designated as "Cashier" and paid this allowance at the rates noted below:]

	² [Cash handled each month	<u>Amount of Allowance</u>
(a)	Employees handling Cash upto Rs.75,000/- average per month.	Rs.75/- p.m.
(b)	Employees handling cash from Rs.75,001 to Rs.150,000/- average per month.	Rs.100/- p.m.
(c)	Employees Handling cash of Rs.150,001 and above average per month].	Rs.150/- p.m.

³[(11) *Winter Allowance:* A winter allowance shall be paid to employees:

- (a) in pay scales 1 to 8(a) and MN-I to MN-III working at such Hill Stations which are exposed to extreme cold climate, as may be approved by the Chairman, at the rate of ⁴[Rs.250/-] per month for the period November to April.
- (b) in pay scales 8 to 13 posted at Muree, Nathiagali and Quetta at the rate of ⁵[Rs.175/-] per month for the period November to April.

Explanation- For the purpose of this sub-regulation part of a month shall be treated as full month.]

⁶[(12) *Education Allowance:* Employees in pay scales 1 to 8(a) and MN-I to MN-III shall be paid Education Allowance at the following rates:-

- (a) Upto Matric Rs.50/- p.m. per child

¹ Inserted vide Gaz. of Pak Part. VI Notification No. 1(5)/78-INS(N) dated 25.11.81.

² CBA Agreement dated 10.3.1991 (Demand No. 8(xi).

³ CBA Agreement 10.3.1991 (Demand No. 8(xii).

⁴ Subs. for "Rs.150/-" vide Finance Division O.M. No. F.3(1)-R-13/84-D/206/85 dated 2.5.1985.

⁵ Inserted vide Gazette of Pakistan dated 6.1.1982 Part-VI.

⁶ CBA Agreement dated 10.3.1991 (Demand No.8(vi).

- | | | |
|-----|------------------------------------|--------------------------------|
| (b) | College Education | Rs.75/- p.m. for one child |
| (c) | Professional & Technical Education | Rs.100 p.m. for one child only |

Education Allowance for Professional and Technical Education also payable for at least 3 years diploma course recognized Government/Directorate of Technical Education in the field of Engineering and Medicine.

The maximum availability of education allowance to the employee is restricted to a total sum of Rs.225/- per month for a minimum of three children.]

PART III

APPOINTMENTS, PROBATION, CONFIRMATION, INCREMENTS AND PROMOTIONS

10. Appointments.-¹[(1) Subject to such general and specific directions as the Chairman may give from time to time,—

- (a) appointments to all posts in²[Pay Scales 1 to 8(a) and MN-I to MN-III] shall be made in a Zone by the Zonal Head and in the Principal Office by the Executive Director,³[holding charge of Personnel and General Services Division]; and
- (b) appointments to all posts in the Corporation in⁴[Pay Scales 8 to 13] shall be made by the Executive Director⁵[holding charge of Personnel and General Services Division].

(2) All appointments shall be made on the recommendations of the appropriate Selection Committee to be constituted by the appointing authority concerned, in accordance with such general and specific directions as the Chairman may give from time to time.

11. Appointments to be made on minimum of Pay Scale.- Appointment to a post shall normally be made at the minimum of the pay-scale of that post. But, if the qualifications and experience of past standing of a person so warrant, appointment may

¹ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

² Subs. 3rd Wage Commission Award, 1983.

³ Subs. vide E.C. 157th meeting held on 15 & 22.10.1991.

⁴ Subs. by Notfn. No. 1(5)/78 INS(N), dated 25.11.1981.

⁵ Subs. vide 157th meeting held on 15th and 22nd October, 1991.

be made at such higher level in a pay-scale as may be deemed fit by the appointing authority.

12. Physical fitness.- No person shall be appointed to a post unless he has been certified by a Medical Officer specified in this behalf by the Corporation, to be physically fit for service. The certificate shall be in such form as may be prescribed by the ¹[Executive Director ²[holding charge of Personnel and General Services Division].]

13. Citizenship.- No person who is not a citizen of Pakistan shall hold any post in the Corporation except with the prior approval of the Board in writing.

14. Qualifications, experience and age.- (1) Qualifications and experience for appointments to various posts in the Corporation may be laid down by the ³[Chairman] from time to time.

(2) The minimum age for entry into Corporation's service shall be 18 years and the maximum age shall be as follows:—

for appointment in ⁴ [Pay Scales 1 to 4 & MN-I]	25 years.
for appointment in ⁵ [Pay Scales 5 to 8(a)]	35 years.
for appointment in ⁶ [other pay scales]	45 years:

Provided that the Chairman may relax the maximum age limit in suitable cases for reasons to be recorded in writing.

15. Probation.- All employees, except those appointed on contract or on deputation or on special terms or on temporary basis, shall on appointment be placed on probation for a period of six months. The appointing authority may, in his discretion, extend the period of any employee's probation but it shall not be extended by more than a further period of three months without notice.

⁷[Provided that the Chairman may, in special circumstances and for reasons to be recorded in writing, reduce or waive the period of probation.]

¹ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

² Subs. vide 157th meeting held on 15th and 22nd October, 1991.

³ Subs. by Notfn. No. LAW(L-9)/83, dated 13.4.1983.

⁴ 3rd Wage Commission Award, 1983.

⁵ 3rd Wage Commission Award, 1983.

⁶ Subs. by Notfn. No. 1(5)/78 INS(N), dated 25.11.1981.

⁷ Inserted vide Gaz. of Pak. dated 13.4.1983 Pt. VI. SLIC Notif. No. LAW(L-9)/83 dated March 83.

If an employee appointed on probation fails to show satisfactory performance during his probationary period the appointing authority may terminate his service.

16. Confirmation.- On satisfactory completion of the period of probation, whether initial or extended, the appointing authority may confirm an employee by an order in writing.

17. Extension of temporary appointments.- Appointment on temporary basis or any subsequent extension of such appointment shall not entitle an employee to an extension or further extension of the same or to confirmation.

18. Increments.- (1) Annual increment in a pay scale shall accrue to an employee on the 1st of January each year, provided the employee has completed on that date at least 6 months service in the said pay-scale. In case of an employee whose service on 1st January in a pay scale is less than 6 months, the increment shall accrue on the 1st January of the next following year.

(2) Subject to an employee's service being satisfactory, the increment shall be granted to him on the date of accrual as aforesaid, under the orders of the officer designated in this behalf. The power to withhold or defer increment for reason of inefficiency shall vest in the authority competent to make appointment in the grade to which the employee belongs.

(3) The Chairman may, for exceptional performances authorize the grant of special increment to an employee.

(4) An employee shall not cross an "Efficiency Bar" unless he is adjudged fit by the competent authority.]

¹**19. Fixation of pay on promotion and moving over to the next higher pay scale.-** (1) On promotion to a pay scale, the pay of an employee shall be fixed in the higher pay scale after allowing one clear increment in such higher scale.

(2) On moving over to the next higher pay scale, the pay of an employee shall be fixed in that pay scale on the next stage above his pay in the lower scale.

²[]

(4) On promotion to a pay scale, the pay of an employee in pay scales 8 to 13 shall be fixed in the higher pay scale at the stage next above his pay before promotion.]

¹ Subs. by Notfn. No. 1(5)/78 INS(N), dated 25.11.1981.

² Omitted 3rd Wage Commission Award, 1983.

PART IV

RETIREMENT, RESIGNATION AND TERMINATION OF SERVICE

¹[20. **Retirement and superannuation.**- An employee shall retire from service-

- (i) on such date after he has completed 25 years of service as the competent authority may, after review of the employee's case by the committee constituted by the ²[Board]; ³[]
- (ii) where no direction is given under clause (i), on completion of the sixtieth year of his age; ⁴[]
- ⁵[(iii) if he is permanently incapacitated for Corporation's service or for a particular branch of it due to bodily or mental infirmity and is declared medically unfit by a Medical Board duly constituted by the competent authority in this behalf;]
- ⁶[(iv) Employees in pay scale 1 to ⁷[8(a)], MN-I to MN-III, after putting in 25 years or more of continuous un-interrupted and loyal service with the Corporation may request for premature retirement. However, acceptance of such request will be at the sole discretion of the Corporation and the Corporation may decline such request without assigning any reason for the same.]

Explanation.- 'Competent authority' means the Board in the case of officers and the appointing authority as prescribed in Regulation 10 in the case of employees other than officers.]

⁸[21. **Resignation.**- (1) A confirmed employee in ⁹[pay scales 1 to 8(a) and MN-I to MN-III] may resign from the service of the Corporation by giving one month's

¹ Subs. by S.R.O. 166(I)/80, dated 5.2.1980.

² Subs. E.C. 157th meeting held on 15 & 22.10.1991.

³ Word "or" omitted by Notfn. No. PL-2(1), dated 30.4.1986 (See Weekly Gaz. Part VI dated 14.5.1986, page 73).

⁴ Omitted E.C. 157th meeting held on 15 & 22.10.1991.

⁵ Added by Notfn. No. PL-2(1), dated 30.4.1986.

⁶ Agreement with CBA dated 12.4.89 effective from 1.1.1989.

⁷ Pay Scale 8(Supdt) graded as 8(a) CBA agreement 10.3.1991.

⁸ Subs. by S.R.O. 585(I)/74, dated 13.4.1974.

⁹ 3rd Wage Commission Award, 1983.

notice in writing. A confirmed employee in ¹[pay scales 8 to 13] may resign from the service of the Corporation by giving three months' notice in writing. The resignation shall become effective on the expiry of the said period of notice.

Provided that no resignation shall become effective during the pendency of any disciplinary proceedings against the employee.]

(2) The employee shall have an option to surrender to the Corporation at any time during the continuance of the notice a sum equal to his pay for the unexpired period of notice, in which case the resignation shall become effective on the date of such payment:

²{Provided that appointing authority may, at the request of the employee, waive the unexpired period of notice and forego any payment in lieu thereof and accept the resignation notwithstanding the pendency of any disciplinary proceedings against such employee whereupon the service of the employee shall stand discontinued.

Provided further that if the appointing authority discontinues the service of an employee before the expiry of the notice period, the employee shall be paid a sum equal to his pay and allowances for the un-expired period of notice.]

(3) Unless the resignation becomes effective in one of the ways mentioned herein, the employee shall not absent himself from duty without leave of absence previously obtained from the Corporation. On wilful contravention of this provision the employee shall forfeit to the Corporation an amount equal to his pay for the unexpired period of notice and may also be liable to dismissal.

(4) An employee who is on probation or has been employed on a temporary basis may resign his service in the Corporation at 7 days notice. The resignation shall not become effective unless accepted by the appointing authority. On such acceptance the service of such employee shall stand discontinued.

22. Termination of service.- ³[(1) The appointing authority may terminate the service of a confirmed employee—

- (a) in pay scales 1 to 8(a) and MN-I to MN-III as a measure of retrenchment by giving him one month's notice in writing or by way of punishment duly awarded in accordance with these regulations;

¹ Subs. by Ntfn. No. 1(5)/78 INS(N), dated 25.11.1981, Gaz. of Pak. Pt. VI, p. 2-9.

² Subs. by Notfn. No. LAW(L-9)/83, Gaz. of Pak. Pt. VI, dated 13.4.1983.

³ Ibid.

- (b) in other pay scales by giving him three months' notice in writing without assigning any reason.

(2) The appointing authority shall have the option to pay to the employee at any time during the continuance of the notice a sum equal to his pay for the unexpired period of notice in which case the termination shall become effective on the date such payment is tendered.

(3) The appointing authority may terminate the service of an employee, employed on probation or on a temporary basis at 7 days notice in writing without assigning any reason.

(4) Notwithstanding anything contained in these regulations, the service of an employee who has absented himself from duty unauthorisedly for more than 10 days, may be terminated without any notice or compensation.

COMMENTS

Back-benefit. Order terminating services of appellant, was set aside in appeal by Service Tribunal and appellant was ordered to be reinstated in service with back-benefits. Back-benefits as granted to appellant by Service Tribunal, having not been paid, appellant had to file present appeal. Relief as prayed for by appellant had already been granted by the Authority to an evenly placed other employee, but appellant had been discriminated and denied that relief. Effect. Appellant was entitled to the same treatment as had been meted out to other employee. By treating intervening period as leave without pay, judgment passed earlier by Service Tribunal, had been violated by the department. Back-benefits, would include annual increments, payment of bonus and consideration for promotion and all said benefits were denied to the appellant. Department, in that manner had not correctly interpreted judgment of Service Tribunal. Accepting appeal, department was directed to decide claim of appellant for grant of pay for intervening period and other benefits which were legally due, would also be granted to appellant [2007 FLC (C.S.) 471].

PART V

RECORD OF SERVICE

23. (1) A record of service of each employee shall be maintained in such form as may be prescribed by the ¹[Chairman].

(2) Confidential Reports on the performance of an employee shall be written in such form and subject to such conditions as may be prescribed by the ¹[Chairman].

(3) An employee shall be informed of any adverse remarks in the record of service or confidential reports so as to afford him an opportunity to explain his position or to correct himself.

PART VI

GENERAL CONDUCT AND DISCIPLINE

24. Compliance with orders.- Every employee shall conform to and abide by these regulations and shall comply with and obey all orders and directions which may from time to time be given by any person or persons under whose jurisdiction, superintendence or control he may for the time being be placed.

25. General conduct of employee.- (1) Every employee shall serve the Corporation honestly, efficiently and faithfully and make his best endeavour to promote the interest of Corporation. He shall conduct himself in a manner calculated to maintain the respect and prestige of the Corporation.

(2) An employee may be called upon to, and on being called upon shall, serve the Corporation anywhere and in any capacity.

¹[**25A. Taking part in politics and elections.-** (1) No employee shall take part in, subscribe in aid of, or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

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

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

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

²[(4) No employee shall allow any member of his family dependent on him to indulge in any political activity, including formation of any political association or being

¹ Ins. by S.R.O. 1462(I)/78, dated 17.12.1978.

² Subs. by S.R.O. 123(I)/79, dated 5.2.1979.

its member, or to act in a manner in which he himself is not permitted by sub-regulation (3) to act.]

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

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

(7) If any question arises whether any movement or activity falls within the scope of this regulation, the decision of the Corporation thereon in consultation with the Federal Government shall be final.

25B. Employees not to express views against ideology of Pakistan.- No employee shall express views detrimental to the ideology or integrity of Pakistan.]

26. Declaration of Fidelity and Secrecy.- (1) Every employee shall, before entering upon his duty, duly execute and deliver to the Corporation a Declaration of Fidelity and Secrecy in such form as may be prescribed and shall from time to time execute any other or Further Declaration of Fidelity and Secrecy as may be prescribed.

(2) At all times and at every place during the continuance of his employment with the Corporation, an employee shall be bound to respect his Declaration of Fidelity and Secrecy and to act upon and adhere to it.

27. Addressing representations and applications.- (1) All representations and applications affecting personal matters shall be addressed by an employee to the ¹[Zonal Head or Executive Director] or the Chairman, as the case may be, through his immediate officer, if any.

²[(2) Any communication in any manner whatsoever written or verbal of service matter including posting and transfers etc. and forwarding advance copies of request to any other agencies/organization within the country or abroad shall not be made by any employee except through his immediate officer. Any breach in this regard shall render the employee liable to disciplinary action.]

¹ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

² Inserted vide approval of 76th meeting of E.C. held on 23.11.1983.

COMMENTS

Non-availing of Departmental remedy. Appeal before Service Tribunal was filed without filing appeal before the Departmental Authorities. Validity. Where appeal against termination from service as not provided in Reglns. 27 & 33 of the State Life Employees (Service) Regulations, 1973, the employee had correctly approached the Service Tribunal for redressal of his grievance. Service Tribunal, after considering each and every aspect of the case, had rightly allowed the appeal of the employee and reinstated him in service with back benefits. Judgment passed by the Service Tribunal was well reasoned and based on the law laid down by Supreme Court and was not open to exception. Question of public importance as contemplated under Art. 212(3) of the Constitution was not involved in the case. Leave to appeal was refused [2002 SCMR 1138 = 2002 PLC (C.S.) 1009].

28. Acceptance of gratification or gift.- (1) No employee shall accept either directly or indirectly any gratification, subscription or reward from any person in his official capacity.

(2) Any gift accepted by an employee in exceptional circumstances shall be reported by him to the ¹[Chairman] as soon as possible for appropriate instructions.

29. Employees to be wholetime servants of the Corporation.- All employees shall be wholetime employees and no employee shall undertake any outside employment or office or engage in any trade, commerce or business activity with remuneration or otherwise on his own account or for any other person, without prior approval of the ²[Chairman]. The ²[Chairman] may, in appropriate cases grant such approval stipulating that such part of any fee or remuneration received by the employee as may be determined by the ²[Chairman] shall be paid to the Corporation.

30. Offences and punishment.- (1) An employee who:

- (a) commits breach of the rules, regulations or orders of the Corporation, or
- (b) commits breach of discipline,
- (c) displays negligence or inefficiency, or
- (d) commits or assists in committing acts of misappropriation or embezzlement of funds which belong to or are meant to belong to the Corporation,
- (e) knowingly does anything detrimental to the interest of the Corporation,

¹ Subs. *ibid*.

² Subs. vide E.C. 157th meeting held on 15 & 22.10.1991, for "Board".

- (f) is convicted of an offence involving moral turpitude or,
 (g) is guilty of any other misconduct,

shall be liable to one or more of the following punishments:

- (i) censure,
- (ii) withholding of increments or promotion for specified period not exceeding one year,
- (iii) reduction to a lower post; or to a lower stage in a pay scale,
- (iv) dismissal without payment or any compensation in lieu of notice.
- (v) recovery from the employee of the whole or part of the amount of loss, if any sustained by the Corporation as a result of his misconduct or any other act.]

(2) Without prejudice to the generality of the term, the following acts and commissions shall be treated as misconduct:—

- (i) wilful insubordination or disobedience, whether alone or in combination with others, to any lawful order of a superior;
- (ii) theft, fraud, or dishonesty in connection with the Corporation's property;
- (iii) wilful damage to or loss of Corporation's goods or property;
- (iv) taking or giving bribes or any illegal gratification;
- (v) habitual absence without leave or absence without leave for more than ten days;
- (vi) habitual late attendance;
- (vii) riotous or disorderly behaviour¹ [] in office premises or any act subversive of discipline;

¹ Words "during working hours" omitted vide Notfn. No. LAW(L-9)/83, dated 13.4.1983.

- (viii) making false or misleading statements;
- (ix) malingering;
- (x) striking or inciting others to strike in contravention of the provisions of any law or rule having the force of law;
- (xi) go-slow ¹[:]
- ²[(xii) tampering with records.]

COMMENTS

Appellant was dismissed from service on certain allegations, such as breach of discipline, rules and regulations, misappropriation or embezzlement of fund etc. Appellant had contended that charge-sheet was issued against him by incompetent Authority and that he was not afforded an opportunity of cross-examining witnesses produced against him. Inquiry though was held against appellant, but he was examined in form of question and answer. Serious allegations levelled against appellant having been denied by him, holding of a regular inquiry giving him full chance to cross examine the witnesses, was absolutely necessary in his case, but authorities having not held inquiry in accordance with law, impugned order of dismissal from service passed against appellant was set aside and case was remanded to Authorities to hold de novo disciplinary proceedings against appellant strictly in accordance with law. Appellant would, in the mean time, be reinstated to his post [2007 PLC (C.S.) 555].

31. Procedure for award of punishment.- (1) The authority competent to award punishment in the case of an employee shall be the authority competent to make appointment in his case.

(2) For the punishment of dismissal, the following procedure shall be compulsory:

- (i) A charge-sheet, alongwith a statement of allegations levelled against the employee, shall be served on him. While serving the charge-sheet, the employee shall be given reasonable time, not being less than 7 days to produce any evidence in his defence. He will also be allowed to be heard in person if he so wishes.
- (ii) An enquiry officer shall be appointed to examine the defence offered by the accused and to give a report thereon indicating whether or not the charges made against the employee are established.

¹ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

² Added *ibid*.

- (iii) The report of the enquiry officer shall be considered by the competent authority who may accept or reject the report or for reasons to be recorded in writing order a fresh enquiry.

On receipt of final report of enquiry the competent authority shall give his decision:

Provided that where the appointing authority happens to be lower than the Chairman, Executive Director or ¹[Zonal Head], prior approval of the Chairman, Executive Director or ²[Zonal Head], as the case may be, shall be obtained before passing an order of dismissal.

The discharge of a person:

- (a) appointed on probation, during the probation;
- (b) appointed, otherwise than under contract, to hold temporary appointment, on the expiry of the period of appointment;
- (c) engaged under contract, in accordance with the terms of his contract. Does not amount to dismissal within the meaning of this regulation.

³[32. **Suspension.**- (1) Where, for the purpose of conducting an enquiry against an employee in pay scales ⁴[1 to 8(a), MN-I to MN-III], the competent authority considers it necessary, it may suspend the employee:

Provided that an employee shall not be suspended for a period of more than fourteen days at a time.

(2) Where, for the purpose of conducting an enquiry against an employee in pay scales 8 to 13, the competent authority considers it necessary, it may suspend the employee:

Provided that continuation of suspension shall require approval of the competent authority after every three months.

¹ Subs. by S.R.O. 1032(I)/75, dated 1.10.1975.

² Ibid.

³ Subs. by Notfn. No. 1(5)/78, See Weekly Gaz. 1982 Pt. VI, Page 2-9.

⁴ Subs. due to 3rd Wage Commission Award, 1983.

(3) The order of suspension shall be in writing and shall take effect immediately on being sent to the employee by hand or by registered post at his last known address. During the period of suspension, the employee shall be paid a subsistence allowance equal to fifty per cent of his pay. If the employee is found not guilty, he shall be deemed to have been on duty during the period of suspension and shall be entitled to the same pay as he would have received if he had not been suspended.

(4) An employee suspended under sub-regulation (2) shall, in addition to the subsistence allowance be entitled to the following payments and facilities, namely:—

- (i) Compensatory allowances as specified below if admissible before suspension:—
 - (a) House rent allowance;
 - (b) Local Compensatory Allowance; and
 - (c) Conveyance Allowance;
- (ii) Residential telephone shall not be removed during suspension; and, while the line rent for the telephone shall be paid by the Corporation, the payment on account of all the calls shall be made by the employee himself;
- (iii) No official transport be provided.]

33. Appeals and applications for revision and review.- (1) An employee shall have the right of appeal or making an application for revision or review, as provided hereunder, against any of the punishments imposed under regulation 30.

(2) An application for review shall lie to the authority imposing the punishment sought to be reviewed and an appeal or application for revision, as the case may be, shall lie:

- (a) In the case of an employee in ¹[pay scales 10 to 13], to the Board which shall refer the same to a Standing Committee or three Directors including the Chairman. The Committee shall consider the application and submit its recommendations to the Board for such final order as the later may deem fit to make;

¹ Subs. by Notfn. No. 1(5)/78-JNS(N), dated 25.11.1981.

- (b) In the case of other employees, to an authority next higher to that which passed the order in question:

Provided that, in every case where the employee concerned so desires, he will have a right to be heard in person before the authority competent to decide the application or appeal (Standing Committee in the case of [pay scales 10 to 13] employees), as the case may be.

(3) Every appeal and application for revision or review shall comply with the following requirements;

- (a) it shall contain all material statements and grounds relied upon and shall be complete in itself;
- (b) it shall specify the relief desired;
- (c) it shall be made within 30 days from the date of the receipt of the impugned order.

(4) An appeal or an application for revision may be withheld by the authority passing the original order, if—

- (a) it does not comply with the requirements of clause (3);
- (b) it deals with a matter which does not concern the employee personally;
- (c) it repeats an appeal or application for revision already rejected by the authority to whom the appeal or application for revision is addressed and does not, in the opinion of the authority passing the original order, disclose any new points or circumstances which afford grounds for reconsideration;
- (d) it is addressed to an authority to which no appeal or application for revision lies under these regulations.

(5) In every case in which an appeal or application for revision is withheld, the authority withholding it shall inform the appellant or applicant, as the case may be, of the fact of withholding it. Simultaneously, the said authority shall also inform the appellate or revising authority of the fact of withholding and such authority may call for any appeal or application admissible under these regulations and may pass such orders thereon as it considers fit.

(6) An appeal which is not withheld under clause (4) shall be forwarded as soon as possible to the appropriate authority with all relevant records, with the comments of the authority against whose order the appeal has been filed.

(7) No appeal shall lie against the withholding of the appeal or application for revision by an authority competent to do so.

PART VII

TRAVELLING EXPENSES

34. Definitions.- In this Part,—

- (a) “day” means the period of twenty-four hours, beginning and ending at mid-night;
- (b) “daily allowance” means a payment to an employee in addition to other emoluments for any day during which he is absent from his station of posting, on duty to cover the expenses incurred by him in consequence of such absence;
- (c) “family” means an employee’s wife and legitimate children dependent on him;
- (d) “fare” means cost of ticket by the class of accommodation by which an employee is entitled to travel or if he travels by a lower class, the cost of ticket of such lower class;
- (e) “mileage allowance” means an allowance calculated on the distance of travel, paid to an employee to meet the cost of a particular journey;
- (f) “personal effects” includes household articles, such as furniture and other luggage;
- (g) “temporary transfer” means transfer for a period not exceeding 3 months;
- (h) “travelling expenses” means the fare as admissible to an employee together with incidental fare, cost of transportation of personal effects and daily allowance.

35. Circumstances in which travelling expenses would be admissible.- Travelling expenses would be admissible to an employee travelling on Corporation's duty or tour or transfer:

Provided that no such expenses would be admissible for transfer made at an employee's own request, unless the authority sanctioning the transfer, for special reasons, so directs.

¹[36. **Journey by rail/ steamer.-** (1) An employee shall be entitled to travel by the following class of accommodation by rail or steamer:—

(i)	If he is in pay scale 9 to 13.	Highest class of accommodation available.
(ii)	If he is in pay scale 8(EO).	First Class.
² [(iii)	Employees in Grade 1 to 3 & MN-I.	Second Class.
(iv)	Employees in Grade 4 & 5 and MN-II.	First Class.
(v)	Employees in Grade 6, 7 and ³ [8(a)] and MN-III.	First Class].

(2) For journey performed on tour or temporary transfer, an employee shall be entitled to one fare for himself.

(3) For journey performed on transfer an employee shall be entitled to:—

(i)	One fare for himself;	
(ii)	<u>Transfer Grant:</u>	
(a)	For employees in Grade 8(EO) and above	⁴ [Equal to one month's pay]
⁵ [(b)	For employees in Grade 1 to 8(a) and MN-I to MN-III.	Equal to one month's pay subject to a maximum of Rs.2,500/-].

¹ Subs. by Notfn. No. 1(5)/78, See Weekly Gaz. 1982, Part-VI, p. 2-9.

² Agreement with the CBA signed on 12.4.1989.

³ Pay Scale 8(Spdt.) graded as 8(a) CBA agreement dated 10.3.1991.

⁴ 157th meeting of the E.C. on 15/22-10-1991.

⁵ Agreement with CBA dated 12.4.1989 w.e.f. 1.1.1989.

- (iii) One fare for each adult member of his family who accompanies him and for whom full fare is actually paid, and one-half fare for each minor member of his family who accompanies him and for whom such fare is actually paid;
- (iv) Cost of transportation by goods train of personal effects up to the following limits irrespective of the mode of transport:—

	<i>If not having a family</i>	<i>If having family</i>
If he is in pay scale 9 to 13.	2250 Kg	4500 Kg
If he is in pay scale 8(EO).	1500 Kg	3000 Kg
If he is in pay scale 4 to 8(a) MN-I to MN-III.	750 Kg	1500 Kg
If he is in pay scale 1 to 3 and MN-I.	375 Kg	750 Kg

Note.- The officers will be eligible for payment of the cost of carriage of personal effects up to the above limits at the rate of paisa 0.083 per Kg per K.M (or paisa 1.66 per unit of 20 Kg per K.M) and will not be required to disclose the means of transport or produce receipts of actual amount paid.

- (v) Cost of transportation by train or a car in case of an employee of pay scale 9 to 13 and a motorcycle or scooter in case of an employee of any other pay scale provided the employee was in possession of car (and was entitled to car maintenance allowance), motor-cycle or scooter at the station from which he was transferred.

37. Journey by road.- (1) For journeys or parts thereof performed by road by public transport plying for hire on single seat basis, an employee shall be entitled to mileage allowance at the following rates:—

- (i) Employees in pay scales 8 to 13. Paisa 15 per kilometer.
- (ii) Employees in pay scales 1 to 8(a) MN-I to MN-III. Paisa 10 per kilometer.

OR

- | | | |
|-----|--|---------------------------|
| (a) | Employees in Grade 1 to 5 MN-I to MN-III | Ordinary Bus fare |
| (b) | Employees in Grade 6, 7 {8(a)} and MN-III. | Air conditioned Bus Fare) |

Provided that for journeys or part thereof performed by engaging a full taxi or motor rickshaw or in the employee's own car a mileage allowance shall be admissible at the following rates:—

<i>Mode of travel</i>	<i>Rate per kilometer</i>
(i) Personal car or by engaging full taxi	Rs. 3.00
(ii) Motor rickshaw	45 paisa;
(2) For journeys performed on transfer, following extra expenses will be paid:	
(i) One additional mileage allowance for family, if the family also travels by road; and	
(ii) Transfer grant as provided in regulation 36-(3)-(ii).	
(iii) Transportation of personal effects as provided in regulation 36-(3)-(iv).]	

38. Journey by air.- (1) Employees in ¹[pay scale 9] and above shall be entitled to travel by air on tour or transfer.

(2) For journeys on tour or temporary transfer performed by air, an employee shall be entitled to one air fare for himself by economy class.

(3) For air journeys performed on transfer, the following extra expenses will be paid:

- (i) one fare for each adult member of the employee's family and actual fare for each minor member of his family, who travels by air.

¹ Subs. by Notfn. No. 1(5)/78, see Weekly Gazette, 1982, Part VI, p. 2-9.

- (ii) transfer grant as provided in Regulation 36(3)-(ii).
- (iii) transportation of personal effects as provided in regulation 36-(3)-(iv) and transportation of car as provided in regulation 36-(3)-(v).

39. **Travelling expenses of servant.**- In the case of an employee in ¹[pay scale 9] and above, the Corporation may also pay one train fare by the lowest class for a servant provided he accompanies the employee or his family and the fare is actually paid for him.

40. **Daily Allowance.**- ²[(1) An employee shall draw daily allowance on tour for the period of absence from his station of posting subject to a maximum period of one month, at a time, at any one station as under:—

Pay limits for officers	Rate of daily allowance.	
1	2	
	<i>Special rate:</i>	<i>Ordinary rate:</i>
	Admissible to Islamabad, Karachi, Lahore, Rawalpindi, Peshawar, Quetta, Multan, Faisalabad and Hyderabad.	Admissible at other places.
FOR OFFICERS		
From Rs. 7500 and above p.m.	Rs. 450 per day	Rs. 390 per day.
From Rs. 5000 to Rs. 7499 p.m.	Rs. 390 per day	Rs. 330 per day.
From Rs. 3000 to Rs. 4999 p.m.	Rs. 330 per day	Rs. 285 per day.
Below Rs.300 p.m.	Rs.210 per month	Rs.180 per day.
<i>Pay limits for unionised employees:</i>		

¹ Subs. by Notfn. No. 1(5)/78, see Weekly Gazette, 1982, Part VI, p. 2-9.

² Subs. by Notfn. No. PL I(3), dated nil.

Between Rs. 1401 and above.	Rs. 70 per day.	Rs. 60 per day.
Between Rs. 701 and Rs. 1400 p.m.	Rs. 60 per day.	Rs. 50 per day.
Up to Rs. 700 p.m.	Rs. 40 per day.	Rs. 30 per day.

Provided that the maximum period for which daily allowance is admissible may be extended beyond one month by the Chairman or the Zonal Head, as the case may be, where it is necessary to do so in the Corporation's interest.]

¹[(2) Officers staying in a hotel or guest house will be eligible for reimbursement of the actual single room rent in addition to daily allowance subject to the following limits:—

- | | | |
|------|--|--|
| (i) | In large 9 cities specified in sub-regulation (1). | Three times the amount of daily allowance admissible in those cities. |
| (ii) | In other places. | One and a half times of the amount of daily allowance admissible there.] |

²[(3) In addition to Daily Allowance as stipulated above the unionized employees in Pay scale 1 to 8(a) MN-I to MN-III on official tour while staying in a Hotel or Guest House will also be eligible for reimbursement of the actual single room rent subject to maximum of one and half time in the amount of daily allowance admissible on production of satisfactory receipt.]

41. Belated travel by family on transfer.- When for unavoidable or climatic reasons, the family of an employee travels separately within 6 months of his departure, fares for the members of the family by the class of accommodation to which the employee is entitled and the cost of transporting the luggage, to the extent specified in these regulations, may be paid by the Corporation subject to the condition that in no case shall the total cost to the Corporation be more than what it would have been if the family had accompanied him.

42. Other journeys.- An employee who is summoned in his official capacity by a court of law or any other authority in Pakistan shall be entitled to travelling

¹ Subs. by Notfn. No. 1(5)/78, see Weekly Gazette, 1982, Part VI, p. 2-9.

² Added due to CBA Agreement dated 12.4.1989.

allowance as on tour, but in every such case in which an employee draws an allowance from the Corporation under these regulations, any payments made by the authority summoning him to meet his travelling expenses shall be refunded to the Corporation.

43. Controlling authority.- Travelling expenses bills shall be approved and countersigned by such authorities as may be designated to be the controlling authorities for the purpose, from time to time. The controlling authority may, where considered necessary in the Corporation's interest, permit travel by a higher class of accommodation.

44. No travelling allowance on first appointment.- Except with the previous sanction of the ¹[Executive Director Incharge (Personnel & General Services)] in writing, no travelling allowance shall be paid to person to join his first appointment in the Corporation.

45. (1) Travelling allowance shall be admissible on the basis of journey by the shortest route, that is to say, the route by which an employee can reach his destination in the shortest possible time by the ordinary mode of travel.

(2) Between places connected by rail no journey is to be undertaken by road, unless specifically permitted by the controlling authority in the interest of the Corporation.

46. Concessional fare to be availed of.- Where concessional return fares, whether ordinary, weekend or seasonal, are allowed by railway, steamship or air companies, an employee travelling on duty, otherwise than on transfer, will, whenever possible, avail himself of the concessional fares and in the event of his doing so, he shall be entitled to claim from the Corporation only the actual cost of such fares.

47. Journeys outside Pakistan.- For journeys outside Pakistan, the Corporation shall follow the rules and orders as applicable to Federal Government servants. For this purpose the Board shall determine the categorisation of employees.

48. For journeys not provided for in these regulations.- For a journey undertaken by an employee for which no provision is made in these regulations, he shall be paid travelling allowance on such scale as may be determined by the ²[Chairman].

49. Travelling allowance not to be a source of profit.- As a general rule travelling allowance paid to an employee is intended to cover his actual travelling expenses and is not supposed to be a source of profit.

¹ Subs. by E.C. 157th meeting held on 15th and 22nd October, 1991.

² Subs. by E.C. 157th meeting held on 15th and 22nd October, 1991, for "Board".

PART VIII**LEAVE**

50. Kinds of leave.- The following kinds of leave shall be admissible to an employee in pay scale 8(EO) to 13:

- (1) Earned Leave.
- (2) Sick Leave.
- (3) Study Leave.
- (4) Casual Leave.
- (5) Maternity Leave.
- (6) Extraordinary Leave.

51. Authorities competent to sanction leave.- The authorities competent to sanction leave in each case will be designated by the Chairman in the case of Principal Office and the ¹[Zonal Head concerned in the case of Zones].

52. Leave not a matter of right.- Leave cannot be claimed as a matter of right. When the exigencies of service so require, the competent authority may refuse to grant leave or cancel leave already granted or change the nature of leave or recall an employee before the expiry of his leave.

53. When leave is earned.- Leave shall be earned during the period of duty only. For this purpose the period spent on deputation shall count as duty.

²**54. Earned Leave.-** Leave on full pay shall be earned at the rate of 1/11th of the period spent on duty, subject to a maximum accumulation of six months at a time. Earned leave on full pay, however, shall not be granted for more than four months at a time except in case of leave preparatory to retirement when it may be granted for six months subject to availability in the leave account.]

55. Sick leave.- (1) Sick leave on full pay shall be accumulated at the rate of 1/18th of the period spent on duty subject to a maximum accumulation of 4 months at a time.

¹ Ins. by S.R.O. 1032(I)/75, dated 1.10.1975.

² Ins. by Notfn. No. 1(5)/78, see Weekly Gazette, 1982, Part VI, p. 2-9.

(2) No sick leave for more than three days shall be allowed without production of medical certificate from the authorised medical attendant.

56. Study leave without pay.- Study leave without pay up to a maximum of two years may be allowed to an employee who has completed at least 5 years continuous service in the Corporation, for studies outside Pakistan in such subjects directly or indirectly related to the trade of life insurance as may be approved by the Board from time to time:

Provided that the study leave shall be admissible to an employee only once during his entire service in the Corporation.

57. Casual leave.-¹[(1) Casual leave may be granted up to a maximum of 15 days in each calendar year, subject to the condition that casual leave on any one occasion shall not be admissible for more than five continuous day.]

(2) Casual leave shall not be entered in the leave account, nor shall it be considered as a discontinuance of duty. But if absence on casual leave exceeds the prescribed limit, the entire period of absence shall be treated as leave other than casual leave according to the entitlement of the employee.

58. Maternity leave.- Maternity leave may be granted to a female employee for a period not exceeding six weeks on one occasion.

59. Extraordinary leave.- (1) Extraordinary leave may be granted to an employee at the discretion of the competent authority when no other leave is due to him. Save in exceptional circumstances, the duration of extraordinary leave shall not exceed 3 months on any one occasion.

(2) No pay or allowances shall be admissible during the period of extraordinary leave and the period spent on such leave shall not count for increment.

60. Leave preparatory to retirement.- An employee due to retire may be permitted by the competent authority to avail himself of leave preparatory to retirement upto a maximum period of six months, subject to availability of leave in his account.

61. Leave after the date of retirement.- If an employee has applied for leave before retirement on superannuation and the leave has been refused to him owing to exigencies of service, such leave not exceeding six months² [or leave salary in lieu thereof] may be granted to him at the discretion of the Chairman with effect from the date of the retirement:

¹ Subs. by S.R.O. 585(I)/74, dated 13.4.1974.

² Ins. by Notfn. No. LAW(L-9)/83, Gaz. of Pak., P.VI, dated 13.4.1983.

¹[Provided that if any employee in pay scale 1 to 8(a) and MN-I to MN-III wishes to go on leave preparatory to retirement he shall be granted such leave or, if such leave is refused, he shall be allowed encashment of the refused leave.]

62. Leave account.- Leave account of each employee shall be maintained in such a form as may be prescribed.

63. Leave salary.- ²[(1)] Leave salary shall be calculated with reference to the pay being drawn by the employee at the time of proceeding on leave:

Provided that any special pay or allowance allowed to him for performing specific additional duties shall not be paid during the period of leave other than casual leave.

³[(2)] While proceeding on leave, an employee in pay scale 1 to 8(a) and MN-I to MN-III shall be entitled to receive in advance gross leave salary, subject to deductions, if any, for the next [two months], adjustable in full against that salary.]

64. Combination of leave of one kind with another.- Leave of one kind, other than casual leave, may be combined with leave of another kind admissible under these regulations, provided that the maximum amount of leave that may be taken at one time shall not exceed two years ⁴[and six months].

65. Combination of leave with holidays.- When the day immediately preceding the day on which an employee's leave begins or immediately following the day on which his leave expires is a holiday or one of a series of holidays, the employee may prefix or suffix the holiday or holidays to his leave with prior permission.

66. Joining time.- Joining time, may be allowed to an employee on transfer from one station to another subject to following conditions, namely:—

- (i) joining time shall not exceed 6 days excluding the time spent on journey;
- (ii) holidays shall be counted in the period of joining time; and
- (iii) joining time may not be combined with leave.

¹ Subs. by Notfn. No. 1(5)/78, see Weekly Gazette, Part VI, p. 2-9.

² Added *ibid.*

³ *Ibid.*

⁴ Ins. by Notfn. No. LAW(L-9)/83, Gaz. of Pak., P.VI, dated 13.4.1983.

PART IX**OTHER BENEFITS**

67. Loans and advances.-¹[Subject to the provisions of the Insurance Act, 1938, and any other law for the time being in force, the] following advances or loans may be granted to an employee to such extent and on such terms and conditions as the Board may, from time to time, by the general order determine:-

- (a) advance of pay.
- (b) advance of travelling allowance on tour or transfer.
- (c) House rent advance.
- ²{(d) House building/ purchase loan.
- (e) Conveyance loan:

³[Provided that installment of repayment of house building loan shall not exceed 45% of gross emoluments of an employee namely pay plus allowances. For loans other than house building loan the installments of repayment of such loan shall not exceed 8 5{50%} of the gross emoluments of an employee].

68. Gratuity.- Employees leaving the service of the Corporation shall be entitled to gratuity on such scale and subject to such terms and conditions as may be approved the Board from time to time.

69. Group insurance.- The Corporation shall provide free group insurance cover to its employees on such scale and on such terms and conditions as may be approved by the Board from time to time.

70. ⁴[**Rest and recreation allowance and leave fare concession.**- An employee will be entitled to half month's pay subject to a maximum of Rs.500/- per year as rest and recreation allowance or avail leave fare concession once in three years from the place of duty to the nearest railway station of his home-town, or upto 500

¹ Added by Notfn. No. 1(5)/78, see Weekly Gazette, Part VI, p. 2-9.

² Added *ibid*.

³ Proviso subs. due to agreement with the CBA signed on 12.4.1989.

⁴ Subs. vide Notfn. No. 1(5)/76-INS, dated 25.11.1981.

miles from the place of duty as per rules prescribed in this behalf of the Board from time to time.]

¹[70A. **Retirement fare concession.**- (1) An employee in pay scale 8 to 13 retiring from the Corporation's service or proceeding to his place of domicile on leave preparatory to retirement shall be entitled to receive from the Corporation the cost of one single fare for himself and for each member of his family if accompanied or preceding or following him within a reasonable time by rail, road, steamer or air, by the class of accommodation to which he is entitled or a lower class by which he and his family actually travel from the place where he retires or proceeds on leave preparatory to retirement to his place of domicile:

Provided that the concession shall be admissible only if any such employee proceeds to his place of domicile within six months of his last day of duty in the Corporation.

(2) An employee in pay scale 8 to 13 retiring from Corporation's service or proceeding to his place of domicile on leave preparatory to retirement shall be entitled to receive from the Corporation cost of transportation of personal effects to his place of domicile in accordance with the provisions of clause (iv) of Sub-regulation (3) of regulations 36.]

²[71. **Uniform/Dress Allowance/Washing Allowance for employees in pay scales 1 to 3, MN-I to MN-II:-**

(a) *Uniform:*³ {Naib Quasid}, Quasid, Driver, Security Guard/Chowkidar and Lift Operator shall be provided with uniforms at the following scales:

- | | | |
|-----|-----------------|---|
| (1) | Winter Uniforms | 2 in 3 years. |
| (2) | Summer Uniforms | 3 in each year. |
| (3) | Shoes | 2 Pairs in each year
one each half yearly. |
| (4) | Socks | 2 Pairs in each year
one each half yearly. |

¹ Added by Notfn. No. 1(5)/78, see Weekly Gazette, Part VI, p. 2-9.

² Regulation 71 substituted as per 3rd Wage Award and anomaly Committee decision.

³ Inserted due to Agreement with CBA dated 10.3.1991.

(5) Cap Cap/P.Cap/Kullah with turban, one each year.

¹[(b) *Dress Allowance:* Following employees will not be provided uniforms and will paid dress allowance at the rate of Rs.40/- per month in lieu of uniform. Daftaries, Record Sorters, Gardeners, Cleaners, Sanitary Workers, Helper Employees in Grade MN-I.]

²[(c) *Washing Allowance:* Drivers, Quasids, Head Security Guard @ Rs.45/- per month. Naib Quasids, Messengers, Farash, Gestetner Operator, Lift Operator, Assistant Mechanics, Assistant Carpenters, Assistant Painters @ Rs.35/- p.m.]

72. **Other Perquisites.**- For exigencies not provided for in these regulations, the Board may, when it is considered necessary for the promotion and development of business, sanction any other perquisite ³[whether in cash or kind].

⁴73. **Payment to nominee in the event of death of an employee.**- (1) An employee may, at the time of Commencement of service or at any time thereafter, nominate the person or persons to whom the amount of gratuity, group insurance, balance of pay and allowances and any other amount due to him as an employee shall be paid in the event of his death. The manner of nomination shall be prescribed by the Board.

(2) Payment to a nominee or any person designated to receive payment on behalf of a minor nominee shall constitute full and complete discharge of the Corporation.]

⁵74. **Grant of Financial Assistance on death of an employee at the duty station:**

(i) In the case, if the dead body of the deceased employee is buried locally then the actual cost of the local burial may be reimbursed by the Corporation to the extent specifically applied for the by the bereaved family subject to a maximum of ⁶[Rs.2000/-] in each case.

¹ Circular No. P&GS/PO/21/91 dated 14.4.1991.

² Agreement with CBA signed on 10.3.1991.

³ Added by S.R.O. 1032(I)/75, dated 1.10.1975.

⁴ Added by Notfn. No. 1(5)/78, see Weekly Gazette, Part VI, p. 2-9.

⁵ Agreement with CBA signed on 12.4.1989.

⁶ Agreement with CBA dated 10.3.1991, w.e.f. 1.1.1991, for "Rs.500".

- (ii) in the case, if the dead body of the deceased employee is transported to home town:
- (a) by rail, the actual cost of transportation of the dead body of the deceased from the last station of his duty to home town shall be borne by the Corporation.
 - (b) by road, the actual cost of such transportation would be borne by the Corporation subject to a maximum of Rs.4/- per kilometer. The distance will be calculated from the residence of the deceased in his last station of duty to his home town.
 - (c) by air, where transportation of dead body by rail or road would involve a trip exceeding 24 hours, actual cost of transportation by air would be met by the Corporation.

EXPLANATION:

- (a) Irrespective of the mode of travel by which the dead body is transported actual cost of transportation of dead body not exceeding Rs.800/- and
 - (b) Where dead body is transported by air one single economy class air fare shall be allowed to attendant, if any accompanying the dead body and this concession is admissible to a member of the family only. For the purposes of this regulation family means spouse, legitimate children and step children of an employee of the Corporation residing with and wholly dependent upon him.
- (iii) In the event of death abroad of an employee who has been deputed out side Pakistan on temporary official duty, the expenditure connected with the burial of the dead body to the extent supported by the relevant voucher the extent supported by the relevant voucher in original and certificates issued by the Head of Pakistan Embassy or Pakistan Mission in the country concerned, shall be borne by the Corporation in a manner as described below:

- (a) If the dead body is buried or cremated locally in the country where the employee was deputed, the total cost of burial or cremation, or
- (b) if the dead body is transported to Pakistan, the total cost of such transportation including incidental expenses incurred for preparation of the dead body for transportation such as, embalming, local transportation charges, etc.

¹[75. Repatriation of family of an employee who dies while service in a Zone other than the Zone of his domicile:

- (i) Actual railway fare(s), or air fare, sea fare, as the case may be of the class of last entitlement of the deceased employee from his last station of posting to his home town in the other Zone, or to such other place in the Zone of domicile of the deceased to which the family may actually like to proceed, shall be paid to the members of the family of the deceased employee.

Provided that the amount to be paid by the Corporation shall not exceed the amount admissible from the last station of position of the deceased to the home town of the deceased:

Provided further that the journey shall be performed by the cheapest route.

- (ii) Actual charges of transportation of the personal effects of the members of the family of the deceased employee by the approved means of transport from the last station of posting of the deceased employee to his home town in the other Zone or to such other place in the Zone of domicile of the deceased to which the family may actually like to proceed, shall be paid to the members of the family of the deceased employee.

Provided that the amount to be paid by the Corporation shall not exceed the amount admissible from the last station of posting of the deceased, and

Provided further that the limit and restrictions as to weight and means of transportation that were applicable to the deceased

¹ Addition due to Agreement with the CBA signed on 12.4.1989.

employee for carriage of personal effects on transfer immediately before his death.

EXPLANATION:

The above concessions should be availed of by the family of the deceased employee within 6 months from the date of death of the employee.)

¹[76. **Transfer Grant.**- The family of the deceased employee shall be entitled to transfer grant to the extent admissible to the deceased employee as on transfer from one station to another.

EXPLANATION:

The amount payable under this regulation shall be paid to the eldest member of the deceased employee's family upon application to the Deputy General Manager (P&GS), Principal Office/Zonal Head, as the case may be. The said application should contain the following particulars:

- (a) Name of the deceased employee.
- (b) His designation and the name of the office or department in which he was working at the time of his death.
- (c) Name and address of the applicant.
- (d) His/Her relationship with the deceased.
- (e) Home town of the deceased employee and the place where the family intends to proceed.
- (f) Names of family members with age of each of them.
- (g) Approximate weight of personal effects to be transported.

The application should be countersigned by a Class I Civilian Gazetted Officer or a Commissioned Armed Forces Officers or an Officer of State Life Insurance Corporation not below the rank of Manager who will record a certificate thereon in the words "Certified that I personally know the above particulars to be correct".]

¹ Agreement with the CBA signed on 12.4.1989.