



# The Sindh Government Gazette

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## PART-I

GOVERNMENT OF SINDH  
CHIEF MINISTER'S SECRETARIAT

NO. So Cc 7 C Ms/N(4)20/13 In exercise of the powers conferred by section 22 read with section 13 of the Sindh Technical Education and Vocational Training Authority Act, 2009, the Government of Sindh are pleased to make the following rules, namely:-

### CHAPTER-I PRELIMINARY

1. (1) These rules may be called the Sindh Technical Education and Vocational Training Authority (Finance, Accounts, Works, Property) Rules, 2013. **Short title, commencement and application.**
- (2) They shall come into force at once.
2. (1) In these rules, unless there is anything repugnant in the subject or context – **Definitions.**
  - (a) "Act" means the Sindh Technical Education and Vocational Training Authority Act, 2009;
  - (b) "accounts" means the accounts of the Authority;
  - (c) "appropriation" means assignment of money for expenditure on a specified item or object or group of item or objects;
  - (d) "contract" means any kind of undertaking, written or verbal, expressed or implied, by a person including a firm for the construction, maintenance or repairs of any work, for the supply of any material or for the performance of any service in connection with the execution of any work, or the supply of any goods or services;
  - (e) "disbursing authority" means the Managing Director or any other officer authorized by him to disburse the moneys out of the Fund as per delegation of powers prescribed under these rules;
  - (f) "Government" means the Government of Sindh;

(g) "re-appropriation" means expenditure on any item or object of group of items or objects out of the surplus allocation in budget for any other item or object or group of items or objects;

(h) "SPPRA" means the Sindh Public Procurement Regulatory Authority;

(2) The words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Act.

## PART-II MAINTENANCE OF ACCOUNTS

### Maintenance of Accounts.

3. (1) All transactions of the Authority having a money value shall, under the supervision of Managing Director or any officer authorized by him, be brought to account in the manner provided by these rules.

(2) Subject to control, direction and policies of the Board, the accounts shall be maintained separately for each financial year in accordance with the directions of the Managing Director.

(3) All figures in accounts shall be in English, and the Accounts register shall be written in English.

(4) All accounts shall be maintained up-to-date and every transaction shall be accounted for as soon as it is made.

(5) The details about all accounts shall be recorded as fully as possible, so as to satisfy any enquiry that may be made into the particulars of any case.

(6) All records relating to accounts shall be clear, explicit, and self-contained.

(7) No erasure shall be made in any account register or form, and if any correction is to be made, it shall be made in red ink and attested by the dated initials of the official concerned.

### Accounts, forms and registers.

4. (1) The accounts of the Authority shall, as far as possible, be kept in the forms, registers and books used by Government or determined by the Authority.

(2) The Director (Finance) shall prepare an annual balance sheet in the manner, prescribed by the Authority.

(3) All accounts books and register shall be substantially bound and paged before being brought into use.

(4) All account forms, register and book shall be kept under proper custody to the satisfaction of the Managing Director.

(5) All account forms, register and books shall be maintained either manually or through computerized system.

## CHAPTER-III CASH BOOK

### Cash book.

5. (1) The receipts of all cash, cheques and book-transfers for credit to the Fund shall be transferred on the receipt side of the Cash Book as soon as the receipt is issued.

(2) The disbursement of all moneys from the Fund shall be entered on the expenditure side of the Cash Book, as soon as the disbursement is made.

(3) At the end of each day, the totals of the amount received and spent during the day shall be worked out, and the balance struck.

(4) The amount remitted to the Bank each day shall be shown in the appropriate column of the Cash Book, indicating the number and date of the Cash Book, indicating the number and date of the Challan with which the amount is remitted.

(5) All entries in the Cash Book shall be checked by the disbursing authority, item by item with reference to the receipts and vouchers, and attested in token of check.

(6) The Cash Book shall, unless otherwise provided, be signed by the disbursing authority daily or monthly.

(7) At the end of each month, the balance shall be struck, and the closing balance verified.

(8) The totals of various columns in the Cash Book shall be carried forward into the next month's account.

#### CHAPTER-IV RECEIPTS

6. (1) All moneys or cheques received at any of the offices of the Authority handling cash or maintaining accounts shall be acknowledged by a receipt. **Receipts.**

(2) All receipts shall be written in figures and words with a copy in duplicate shall be retained by the official using the receipt while the original shall be detached and hand over to the person making the payment.

(3) All receipts shall be signed by such employees as may be authorized by the Managing Director.

(4) No duplicate copy of the receipt shall be issued under any circumstances but if necessary, a certificate may be given by the disbursing authority or the officer authorized in this behalf to the effect that such payment was made by such person on such date.

7. (1) All payments shall be made in accordance with the Schedule appended to these rules. **Manner of Payments.**

(2) All payments shall be made by cheque duly signed by the Managing Director or any officer authorized in this behalf by the Board; provided that the payments of or below the amount specified by the Board may be made in cash.

#### CHAPTER-V FINANCIAL PROPRIETY AND PAYMENTS

8. In incurring or authorizing expenditure from the Fund, the disbursing authority shall observe the following principles of financial propriety, that is to say – **Period and effect of reduction.**

- (a) the same vigilance shall be exercised in respect of the expenditure from the Fund as a person in ordinary prudence would exercise in respect of his own money;
- (b) the expenditure shall not be prima facie more than the occasion demands;
- (c) no authority shall exercise the powers sanctioning expenditure or pass an order which shall be directly or indirectly to its own advantage;
- (d) no expenditure shall be incurred for the personal benefit of a particular person or persons.

- Expenditure within the Budget.** 9. No expenditure shall on any item exceed the amount allocated for such item in the budget.
- Drawal of amounts from the Fund.** 10. The Managing Director may draw any amount from the Fund and place it at the disposal of any officer for day to day expenditure.
- Investment of un-utilized amount.** 11. (1) With the approval of the Board, the Chairman or Managing Director may invest any un-utilized amount from the fixed accounts in stock shares, bank or Government securities.
- (2) The details of all investment excluding investment made from the Provident Fund and Pension account shall be entered in the general ledger in form Annex-I for investment.
- (3) The accounts of the investment made from the Provident Fund and pension shall be kept separately in another register.
- Re-appropriation.** 12. (1) If the disbursing authority considers it necessary to incur expenditure on sanctioned activities in excess of the amount duly sanctioned or provided in the budget by way of re-appropriation, he shall submit such proposal to the Authority for orders.
- (2) No expenditure on any item shall be incurred by re-appropriation if it was specially reduced by the Authority or Government at the time of sanctioning the budget or it has not been included in the budget.
- (3) No saving from the pay of the employees of the Authority shall be spent by re-appropriation nor savings from other units of appropriation shall be re-appropriated for payment of salary to the employees of the Authority.
- Responsibility of the Managing Director.** 13. (1) The Managing Director shall be responsible for preparation of the budget for the next financial year and shall submit alongwith the revised income and expenses of the current financial year to the Board before 31<sup>st</sup> May of the current financial year, including the financial regularity of all transactions relating to all payments, receipts and for the maintenance of their accounts correctly and in accordance with these rules.
- Vouchers.** 14. (1) Every time of expenditure shall be entered in a claim voucher and shall be supported by the claims of supplier, if any.
- (2) Claims and other vouchers presented for payment shall be scrutinized by the disbursing officer and if the claim is admissible, and in order, an order to pay shall be made on the claim and signed by the disbursing authority.
- (3) After the order to pay has been entered in the voucher and passed, the payment shall be made either by cheque drawn in the name of the payee or in cash as admissible under these rules.
- (4) The disbursing Authority shall be personally responsible that the payee actually receives the sum passed and, that the receipt given by him is legal.
- (5) If the payment is made by cheque, the number and date of the cheque by which payment is made shall be recorded on the voucher.
- (6) If the payment is made by cash the voucher shall contain the signature of the payee in token of having received the amount of the voucher and the voucher shall be stamped "paid in cash".
- (7) Vouchers shall be numbered serially for each month and shall be filed in a guard file.

15. (1) The disbursing authority shall have a permanent advance of an amount as may be specified by the Managing Director in the case of each disbursing authority to cover petty expenditure. **Permanent advance.**

(2) All payments of less than five thousand rupees or as may be specified by the Managing Director shall be paid out of the permanent advance.

(3) The account of the permanent advance shall be kept in a register prescribed by the Authority.

(4) All sub-vouchers relating to the expenditure from the permanent advance shall be assigned a serial number which shall be entered in the permanent advance account register.

(5) When the balance of the permanent advance is running low and in any case on the last working day of each month, the account shall be closed and the permanent advance shall be recouped through a bill.

16. The schedule of establishment sanctioned for the ensuing financial year under the relevant rules alongwith the particulars about the emoluments of the officers and staff included therein shall be attached to the budget. **Schedule of establishment.**

17. (1) The pay of the establishment of the Authority shall be drawn on the first working day of the next month, or such other day as may in the special circumstances be fixed by the Authority. **Pay Bills of establishment.**

(2) The pay and travelling allowance of the establishment and officers of the Authority shall be drawn in the form used by the Government or prescribed by the Authority.

(3) The disbursing authority shall personally scrutinize the establishment bill with the Establishment Check Register to be maintained in the form prescribed by the Authority and sign the order of the payment in the space provided at the foot of the bill in token of the correctness of the bill.

#### CHAPTER VI PROPERTY

18. (1) All movable property of the Authority shall be registered in a register in the form prescribed by the Authority. **Movable Property.**

(2) In the case of articles and goods meant for issue, a Stock Register or by a computerized software, shall be maintained in which every transaction shall be recorded as occasion arises, and separate pages shall be assigned to different classes of stock.

(3) In the case of postal stamps, a stamp register shall be maintained which shall be checked by the Managing Director or any officer authorized by him in this behalf at least once a month.

19. (1) All immovable property belonging or vesting in the Authority shall be registered in a register in the form as may be prescribed by the Authority. **Immovable Property.**

(2) No immovable property belonging to or vesting in the Authority shall be –

(a) leased for a period exceeding one year; or

(b) alienated or otherwise disposed of except with the sanction of the Authority.

20. At the end of every year, the Managing Director or the officer authorized by him shall physically verify all movable, immovable property of the Authority and record a certificate to that effect in the Movable and Immovable Property Registers. **Verification of Property.**

Writing off irrecoverable and other dues.

21. No loss exceeding the amount specified by the Board shall be written off as irrecoverable, and no property of value exceeding the amount specified by the Managing Director shall be struck off as unserviceable or lost except with the sanction of the Authority.

#### PART-VII CONTRACTS AND WORKS

Contract.

22. (1) A contract for movable and immovable property may be made by the Managing Director and any officer authorized in this behalf, for a value not exceeding the amount prescribed in each case by the Authority.

(2) All contracts for movable and immovable property for the value exceeding the amount prescribed under sub-rule (1) shall be made with the previous approval of the Board.

(3) All contracts made by or on behalf of the Authority shall be signed by the Managing Director or the officer authorized by the Authority and sealed with the seal of the Authority.

Works.

23. (1) No work shall be executed until a detailed estimate of its cost has been prepared together with the necessary plans, and has been sanctioned by the Authority and included in the annual works programme.

(2) Every estimate shall be framed according to the rates as may be specified by Government from time to time.

Works to be executed departmentally.

24. (1) If any work is executed departmentally, it shall be executed under the direct supervision of the Managing Director or such other officer as may be authorized by him in this behalf.

(2) Where work is executed departmentally, a muster roll of the labour employed shall be maintained and shall be written up daily.

(3) A bill for works shall not be paid unless the officer in charge of the execution of work has certified that the bill is correct and is in accordance with the sanctioned estimate.

Works executed by contract.

25. All works of the Authority shall be executed by agency or department of Government, or a contracting firm in accordance with the Sindh Public Procurement Regulatory Authority Rules.

Works Register.

26. (1) Every work executed whether departmentally or by contract shall be measured and entered in a measurement book under the supervision of the officer in charge of the execution.

(2) All bills shall be checked with the entries in the measurement book before payment.

(3) All works executed shall be registered in the Register of works.

#### PART-VIII SECURITIES TO BE FURNISHED BY THE EMPLOYEES

Securities.

27. (1) Every employee of the Authority who is entrusted with the receipt, disbursement or custody of money or property of the Authority shall furnish of such amount as may be fixed by the Authority.

(2) A security furnished under sub-rule (1) may be in cash, Government paper, or bond hypothecating property or a personal security with two sureties.

(3) A security bond prescribed on properly stamped paper and registered in all cases.

(4) In case where cash security is taken, the amount shall be deposited in a bank so as to earn profit, the amount or profit when allowed, may be paid to the official concerned if claimed by him.

**CHAPTER-IX**  
**AUDIT**

28. All payments shall be made subject to pre-audit by the Internal Auditor of the Authority. **Pre-audit.**

29. (1) In the case of external audit under section 13 of the Act, the Managing Director shall produce or cause to be produced all accounts, registers, documents and papers as may be called for by the auditors, and shall furnish any information in regard thereto as may be asked. **Whole time employee at the disposal of the Authority and observance of rules.**

(2) Within sixty days of the receipt of audit note, from the auditors, the Managing Director shall take action to remedy the defect pointed out in the audit note, annotate the note, and place it before the Board for information and orders, if any.

30. (1) Whenever an embezzlement of money or property of the Authority is discovered, an enquiry shall at once be instituted by or under the orders of the Chairman or the Managing Director as the case may be, and a report shall be submitted to the Authority who may arrange for such further investigation or audit as may be necessary, and initiate proceedings in a court of law. **Embezzlement and surcharge.**

(2) Where-after such enquiry as may be necessary, any member, employee of the Authority or any person charged with the administration of the affairs of the Authority is found responsible for any loss, waste, or misapplication of any money or property belonging to the Authority, a pre-surchARGE certificate setting forth the amount involved, and the circumstances of such loss, waste or misapplication shall be prepared.

(3) On receipt of certificate under sub-rule (2), the Chairman or the Managing Director shall serve a notice of surcharge on the person concerned, and shall call upon him to furnish the explanation if any, within thirty days of the receipt of the notice of surcharge.

(4) After considering the explanation, if any, the Chairman or the Managing Director may drop the proceedings for surcharge or issue an order surcharging the person concerned.

31. In all matters not provided for in these rules, or any other rules, the financial rules applicable to Government or the guidelines and policies issued by the Board shall mutatis mutandis apply to the Authority. **Provision for matters not provided in these rules.**

**SINDH TECHNICAL EDUCATION & VOCATIONAL TRAINING AUTHORITY**  
**SCHEDULE**

See Rule 2 (e)

S.No.	Nature of Powers	Delegation of Powers (up to limit as given against each)							
		Board	Managing Director	Director (Admin)	Director (Finance)	Director (Regional Directorate)	Dy. Director (Finance / Accounts)	Internal Auditor	
1	Abolition or Creation of posts	Full Power	-	-	-	-	-	-	-
2	Payment of Salary, Wages and overtime allowances	-	-	Full Powers	-	-	Full Powers	-	-
3	Research, Survey, Feasibility Studies, & Exploratory operations	-	Full Powers	100,000	-	-	50,000	-	-
4	Bank Fees	-	Full Powers	-	50,000	25,000	-	-	-
5	Legal/Law and Audit Fees/charges	-	Full Powers	100,000	-	50,000	-	-	-
6	Communication (Postage, Telegraph, Telex, Telephone, Fax, Mobile, Internet/Electronic, Courier etc.)	-	Full Powers	250,000	-	100,000	-	-	-
7	Utilities (Electricity, Water, Gas, Hot & Cold Weather Charges etc.)	-	Full Powers	250,000	-	100,000	-	-	-
8	Rent (Buildings, Plant & Machinery, Equipment etc.)	-	Full Powers	250,000	-	100,000	-	-	-
9	Rates & Taxes	-	Full Powers	-	50,000	-	-	25,000	-
10	General Insurance	-	Full Powers	200,000	-	100,000	-	-	-
11	Security Charges	-	Full Powers	100,000	-	25,000	-	-	-
12	Motor Vehicle (Insurance, Registration, Taxes etc.)	-	Full Powers	50,000	-	25,000	-	-	-
13	Consultancy, Contractual Work & Professional Expenses	-	Full Powers	-	-	-	-	-	-
14	Capacity Building / Study Tour / Training Domestic / International	-	Full Powers	100,000	-	25,000	-	-	-
15	Travelling Allowances (TA/DA)	-	Full Powers	25,000	-	10,000	-	-	-





54	Repair & Maintenance-Plant, Equipment & Machinery		Full Powers	100,000	-	10,000	-	-
55	Repair & Maintenance-Furniture, Fittings & Fixtures		Full Powers	100,000	-	10,000	-	-
56	Repair & Maintenance of Hardware, Software, Information Technology & Other Computer Equipment		Full Powers	100,000	-	10,000	-	-
57	Declaration of Unserviceable Stores/Assets	-	Full Powers	100,000	-	25,000	-	-
58	Declaration of Surplus Stores/Assets	-	Full Powers	100,000	-	25,000	-	-
59	Sale of Unserviceable & Surplus Stores	-	Full Powers	100,000	-	25,000	-	-
60	Disposal and Write Off of obsolete Assets	Full Powers	-	-	-	-	-	-
61	All emergency expenses	-	Full Powers	-	-	50,000	-	-
62	Writing off losses	Full Powers	100,000	-	-	-	-	-
63	Investment of Surplus Funds	Full Powers	100,000,000	-	-	-	-	-
64	Reinvestment of Funds on Maturity	Full Powers	100,000,000	-	-	-	-	-
65	Encashment of Invested Funds	Full Powers	100,000,000	-	-	-	-	-
66	Singning of Cheque by Cheque Signatories	-	Full Powers	500,000	Full Powers	Full Powers	200,000 / Full Powers[1]	-
67	Authorization of payment from Finance Department	-	-	-	Full Powers	Full Powers	200,000 / Full Powers[1]	-
68	Audit of expenditures	-	-	-	-	-	-	Full Powers
69	References to legal and tax Advisors	-	Full Powers	-	-	-	-	-
70	Approval for Fixation of Salary	-	Full Powers	-	-	-	-	-

[1] Officers posted in Headquarters shall have Rs. 200,000/- limit and officers posted in Regional Directorates shall have full powers

- 1) All payments shall be subject to pre-audit by Internal Auditor of Audit Division of the Authority  
2) Cheques shall be signed by two signatories and at least one should be from Finance Section

NO. 50/C.1.3/CMS/49/2013 In exercise of the powers conferred by section 22 of the Sindh Technical Education and Vocational Training Authority Act, 2009, the Government of Sindh are pleased to make the following rules, namely:-

**PART-I  
PRELIMINARY**

**Short title,  
commencement  
and application.**

1. (1) These rules may be called the Sindh Technical Education and Vocational Training Authority Employees (Leave) Rules, 2013.
- (2) They shall come into force at once.
- (3) These rules shall apply to all employees except the casual work-charged staff.

**Definitions.**

2. (1) In these rules, unless there is anything repugnant in the subject or context –
  - (a) “Accounts Officer” means the Officer, with whatsoever designation known, dealing with the account matters of the Authority;
  - (b) “Act” means Sindh Technical Education and Vocational Training Authority Act, 2009;
  - (c) “Calendar month” means a calendar month during which no earned leave has been enjoyed by an employee and includes the calendar month during which the earned leave for less than fifteen days has been enjoyed and, if the span of earned leave extends beyond one calendar month and the part of such leave falling severally both in the months of beginning and ending thereof exceeds fifteen days, the calendar month of ending the casual leave;
  - (d) “competent authority” means the appointing authority of an employee and includes other officers of the Authority empowered by the appointing authority to grant leave;
  - (e) “duty rendered” means the period of duty rendered by an employee in terms of calendar months;
  - (f) “earned leave” means the leave earned by an employee in accordance with these rules together with the balance of such leave accumulated or debited to the employee;
  - (g) “employee” means any employee of the Authority;
  - (h) “form” means a form appended to these rules;
  - (i) “leave” means the earned leave applied for or granted to an employee out of his leave account;
  - (j) “leave account” means the account of the earned leave and the leave granted therefrom maintained in Form-II.

**When leave earned.**

3. The duty rendered by an employee shall qualify to earned leave in accordance with these rules.

**Leave to be  
expressed  
in days.**

4. Leave shall be applied for, expressed and sanctioned to an employee by the competent authority in terms of days.

**PART-II  
EARNED LEAVE**

**Calculation and  
accumulation of  
earned leave.**

5. (1) The earned leave shall be calculated at the rate of four days for every calendar month.
  - (2) All leave earned by an employee immediately before the commencing date on average pay and accumulated plus half of the leave earned on half average pay and accumulated shall be brought forward to the leave account as earned leave.
  - (3) The earned leave admissible to an employee shall be calculated upto the date of the grant of leave and at the end of every calendar year and after deducting the leave availed of from the leave admissible, the balance shall be brought forward to the leave account for the calendar year immediately following thereafter.

**Explanation:-** For the purpose of this sub-rule, the leave availed of on full and one half of the leave availed of on half pay shall be deducted from the leave admissible.

6. (1) Except otherwise stated, an application in Form-I for leave or for extension of leave shall be made to the competent authority or to the next below administrative authority. **Leave application.**

(2) An employee may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances.

**ILLUSTRATION:-** An employee may apply for extra-ordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him.

(3) It shall not be necessary to specify the reason for which earned leave has been applied so long as that leave is due and admissible to the employee.

7. (1) On receipt of an application for grant of leave, the admissibility thereof shall, as far as possible, be assessed from the leave account, before the leave is granted. **Grant of leave.**

(2) Leave may be granted by the competent authority.

(3) In case where all the applications for leave cannot, in the interest of public service, be sanctioned simultaneously, the competent authority may consider as to how many applicants can, for the time being, be spared, and shall give priority to -

(a) the applicants who were last recalled compulsorily from leave; and

(b) the applicants who were required to make adjustment in the timing of their leave on the last occasion to the instant time.

8. The maximum period of leave on full pay that may be granted at one time shall be - **Leave on full pay.**

(a) one hundred and twenty days without medical certificate;

(b) one hundred and eighty days with medical certificate;

(c) three hundred and sixty five days on medical certificate from leave account in entire service.

**Explanation:-** The leave without medical certificate and with medical certificate may, subject to the total maximum limit, be granted at a time.

9. (1) Leave on full pay may be converted into leave on half pay on the request of the employee, but the debit to the leave account shall be at the rate of one day for every two days of such leave, fraction of one half counting as one full day's leave on full pay. **Leave on half pay.**

(2) There shall be no limit on the grant of leave on half pay so long as it is available by conversion.

10. Recreation leave for fifteen days may be granted to an employee and in lieu thereof ten days leave on full pay shall be debited to his leave account. **Recreation leave.**

11. (1) Leave may be granted ex-Pakistan on full pay to an employee who applied for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty. **Leave ex-Pakistan.**

(2) The employee shall draw leave salary in rupees in Pakistan, irrespective of the country where he spends his leave.

12. (1) If at any time there is no leave at the credit of an employee and the employee is likely to resume duty after availing leave, such employee may be granted to not due on full pay to be offset against leave to be earned in future for a maximum period of 365 days in the entire period of service, subject to the condition that during the first **Leave not due.**

five years of service such leave shall not exceed 90 days in all, and the aforesaid limit shall subject to conversion in accordance with these rules if the whole or any part of such leave is granted on half pay.

(2) When an employee returns from leave not due, no leave on full pay shall become due to him until the leave not due availed of is balanced by the earned leave.

**Leave on abolition of post.**

13. (1) When a post is abolished, leave due to an employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(2) The grant of leave in such cases shall, so long as such employee does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

**Leave preparatory to retirement.**

14. (1) An employee may be granted leave preparatory to retirement on full pay from the leave account to a maximum of 365 days ending on the date of superannuation or on the date of voluntary retirement on completion of twenty five years qualifying service and convertible partly or wholly into leave on half pay, but the duration of the total leave including the actual period of leave on half pay, if any, shall not exceed 365 days.

(2) Application for leave preparatory to retirement shall be submitted at least 90 days before the date of the proposed commencement of such leave.

**PART-III  
OTHER TYPES OF LEAVE**

**Maternity leave.**

15. A female employee shall besides any other leave be entitled to be granted maternity leave, not debitible to her leave account, on full pay for a maximum period of ninety days ending on the fortieth day of confinement, and the leave after that day or the period exceeding ninety days upto that day shall be treated as leave admissible to and desired by the female employee and debitible to her leave account:

Provided that after the third confinement, earned leave shall be granted in lieu of the maternity leave.

**Special leave to female employee.**

16. (1) A female employee shall, on the death of her husband, be granted special leave when applied for on full pay, for a period not exceeding 130 days, which shall not be debited to her leave account.

(2) The special leave shall commence from the date of the death of the husband of the female employee shall furnish the death certificate issued by the concerned authority to the competent authority either alongwith the application for special leave or, if that is not possible, at any time thereafter.

**Disability leave.**

17. Disability leave may be granted to an employee, other than an employee in part time service, disabled by injury, ailment or disease contacted in the course or in consequence of duty, outside the leave account of each occasion, upto a maximum of seven hundred and twenty days of which 180 days shall be on full pay and the remaining on half pay on such medical advice as the competent authority may consider necessary.

**Quarantine leave.**

18. (1) An employee suffering from any disease which requires his confinement for certain period by way of quarantine may, on the recommendation of the authorized medical officer, be granted quarantine leave for the said period.

(2) The quarantine leave granted under this rule shall not be debited to the leave account, and the employee on such leave shall, for all purpose, be treated on duty.

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

**Extraordinary leave.**

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

(2) Extra-ordinary leave may be granted retrospectively in lieu of absence without leave.

(3) All extra-ordinary leave shall be without pay.

20. Study leave may be granted to an employee on the terms and conditions approved by Government.

**Study leave.**

#### PART-IV MISCELLANEOUS

21. (1) An employee may, before the date of superannuation or voluntary retirement on completion of twenty five years qualifying service be allowed, to encash his leave preparatory to retirement if he undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lesser period which is due and admissible.

**Encashment of L.P.R.**

(2) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time the leave pay is drawn for the actual period of such leave subject to a maximum of one hundred and eighty days.

(3) If at any time during such period leave is granted on account of ill health supported by medical certificate or for performance of Hajj,

the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for half the period of leave so granted.

(4) An employee who does not opt to proceed on leave preparatory to retirement, may be deemed to have opted for encashment of leave preparatory to retirement and in such cases the authority competent to sanction leave preparatory to retirement will issue formal sanction for the payment of cash compensation.

(5) For the purpose of payment in lieu of such leave, only the "Senior Post Allowance" will be included in "leave pay" so admissible.

22. In case an employee on leave preparatory to retirement dies before completing 180 days of such leave, his family shall be entitled to lump sum payment equal to the period falling short of one hundred and eighty days.

**Death during leave preparatory to retirement.**

23. In case of employee dies while in service, the lump sum payment of full pay upto 180 days out of the leave at his credit shall be made to his "family" as defined for the purpose of family pension.

**In-service death.**

24. (1) An employee granted leave on full pay or half pay shall, for the period of leave, draw the pay of half pay, as the case may be, and all allowances admissible to such employee immediately before proceeding on such leave:

**Leave salary**

Provided that only the Senior Post Allowance shall be admissible with the pay for encashment of leave or to the extent of 180 days of leave which could not be availed of due to the death of the employee during service or leave preparatory to retirement.

- Recall to duty during leave.** 25. If an employee is recalled to duty compulsorily, with the personal approval of the competent authority, from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty:
- Provided that if the employee is recalled to duty at the headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.
- Penalty for absence unsanctioned leave.** 26. An employee who remains absent after the expiry of his leave shall not, unless the leave is extended by the competent authority, be entitled to any remuneration for the period of such absence, and, besides any disciplinary action that may be taken against such employee, double the period of such absence shall be debited against the leave account of such employee and such debit shall, if there is insufficient credit in the leave account, be adjusted as leave not due.
- Combination of different types of leave etc.** 27. Any type of leave may be combined with joining time or with any other type of leave otherwise admissible to an employee:
- Provided that leave preparatory to retirement shall not be combined with any other kind of leave.
- Commencement of leave.** 28. Notwithstanding any date or dates mentioned in orders granting any type of leave, the leave shall commence from the day following the day on which the employee hands over charges of the post held by such employee, and end on the day preceding the day on which such employee resumes duty.
- Employee on leave not to join duty without permission before its expiry.** 29. Unless the employee is permitted to do so by the competent authority which sanctioned the leave such employee may not return to duty before the expiry of the period of leave granted to him.
- Manner of handing over charge when preceding on leave, etc.** 30. (1) An employee preceding on leave shall hand over or relinquish the charge of his post, as directed by the competent authority.  
(2) If leave ex-Pakistan has been sanctioned on medical grounds, the employee shall take abroad with him a copy of the medical statement of his case.
- Assumption of charge on return from leave.** 31. An employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assumes charge of the post of which he is directed by that authority unless such direction has been given to him in advance.
- Maintenance of leave account.** 32. Leave account shall be maintained in Form II as part of his Service Book/Record.
- Leave when to lapse.** 33. All leave at the credit of an employee shall lapse when he quits service.
- Accumulation of leave.** 34. In all matters not provided for in these rules, or any other rules, the rules applicable to civil servants shall mutatis mutandis apply to the employees:
- Provided that no financial benefits under such rules shall be admissible to an employee unless specifically sanctioned by the Authority.

**FORM-I**

(See rule 6)

**APPLICATION FOR LEAVE**

1. Name of Applicant:
2. Post held:
3. (a) Nature of leave applied for:
  - (b) Period of leave in days.
  - (c) Intended date of commencement of the leave

4. Particular rule or rules under which the leave is admissible:

5. (a) Date of return from last leave:

(b) Nature of the last leave:

Dated:  
applicant

Signature of

6. Remarks and recommendations of the Immediate Superior Officer.

Dated:  
Immediate

Signature of the

Superior Officer

Designation

7. Report about the admissibility of the leave applied for.

Signature of the  
officer  
Designation

#### SCHEDULE

#### STATEMENT SHOWING POSTS IN VARIOUS CADRES

( See rule 3(1) )

- | Sr # | Post   |
|------|--|
|      | <b>a) Head of Department</b>   |
| 1.   | Managing Director  |
|      | <b>b) Regional / Divisional Heads BS-19 - BS-20</b>  |
| 1.   | Director (Operations)  |
| 2.   | Director (Administration)  |
| 3.   | Chairman Trade Testing Board   |
| 4.   | Director (Finance)   |
| 5.   | Director (Academics)   |
| 6.   | Director (MIS)   |
| 7.   | Director (Works & Services)  |
| 8.   | Director (Audit)   |
| 9.   | Director (Industrial Coordination)   |
| 10.  | Regional Director, Karachi   |
| 11.  | Regional Director, Hyderabad   |
| 12.  | Regional Director, Sukkur  |
| 13.  | Regional Director, Larkana   |
| 14.  | Regional Director, Mirpurkhas  |
|      | <b>c) Technical Officers BS-16 – BS-19</b>   |
| 1.   | Additional Directors BS-19<br>(Apprenticeship/ Operations/ Quality Assurance /<br>General Admin / Services)          |
| 2.   | Secretary, Trade Testing Board BS-19   |
| 3.   | Controller of Examinations / Registrar BS-18   |
| 4.   | Deputy Directors BS-18<br>(Operations / Administration / Finance / Audit /<br>Academics / MIS / Works & Services)    |
| 5.   | Manager BS-18<br>Staff Training Institute or<br>Career Counselling & Placement Centres                               |
| 6.   | Assistant Directors BS-17<br>(Operations / Administration / Finance / Audit /<br>Academics / MIS / Works & Services) |

7. Internal Auditor BS-17
8. Assistant Manager BS-17  
Staff Training Institute or  
Career Counselling & Placement Centres
9. Deputy Assistant Directors BS-16  
(Operations / Administration / Finance / Audit /  
Academics / MIS / Works & Services)

**d) Teaching / Academic Staff BS-06 to BS-20**

1. Principal BS-20
2. Professor BS-20
3. Principal / Vice-Principal BS-19
4. Associate Professor / Industrial Coordinator BS-19
5. Principal / Vice-Principal BS-18
6. Assistant Professor / Chief Instructor BS-18
7. Librarian / Industrial Coordinator BS-18
8. Principal / Vice-Principal BS-17
9. Lecturer / Instructor (PE) / Senior Instructor BS-17
10. Registrar BS-17
11. Librarian BS-17
12. Instructor BS-16
13. Admin Officer BS-16
14. Store Purchase Officer BS-16
15. Accounts Officer BS-16
16. Junior Instructor BS-14
17. Assistant Librarian BS-12
18. Head Mistress BS-11
19. Shop / Trade Instructor BS-10
20. Vocational Teacher BS-08
21. Shop / Lab Assistant BS-06
22. Sewing Teacher BS-06

**Ministerial Staff BS-02 – BS-14**

1. Assistant (Data Processing) BS-14
2. Computer Operator BS-12
3. Senior Storekeeper BS-12
4. Survey Officer BS-12
5. Receptionist BS-12
6. Accountant BS-11
7. Senior Clerk BS-09
8. Storekeeper BS-08
9. Junior Clerk BS-07
10. Cashier BS-06
11. Junior Storekeeper BS-06
12. Dispenser BS-06
13. Driver BS-05
14. Dispatch Rider BS-04
15. Attendant / Shop Attendant BS-02
16. Security Guard BS-02
17. Gardner BS-02
18. Janitor BS-02

**NO.** \_\_\_\_\_ :- In exercise of the powers conferred by section 22 of the Sindh Technical Education and Vocational Training Authority Act, 2009, the Government of Sindh are pleased to make the following rules, namely:-

1. (1) These rules may be called the Sindh Technical Education and Vocational Training Authority Employees (Probation, Confirmation and Seniority) Rules, 2013. **Short title, commencement and application.**

(2) They shall come into force at once.

(3) These rules shall not apply to all employees of the Authority wherever they may be.

2. (1) In these rules, unless there is anything repugnant in the subject or context – **Definitions.**

(a) "Authority" means the Sindh Technical Education and Vocational Training Authority;

- (b) "confirmation" means the declaration of an employee as permanent on a permanent post;
- (c) "employee" means an employee of the Authority;
- (d) "lien" means title of an employee to hold substantively permanent post including a tenure post to which he has been appointed substantively.

(2) Words and expressions used but not defined in these rules shall have the same meaning as assigned to them in the Sindh Technical Education and Vocational Training Authority (General Conditions of Service) Rules, 2013.

#### PART-II PROBATION

3. (1) A person appointed to a post by initial appointment shall be on probation for one year and a person appointed otherwise may, if the appointing authority directs, be on probation for six months. **Probation.**

**Explanation:-** Service on deputation to an equivalent or higher post shall count towards the period of probation.

(2) The appointing authority may, for reasons to be recorded in writing curtail the period of probation.

4. If the work and conduct of an employee during the period of probation has been found unsatisfactory, the appointing authority may, notwithstanding that the period of probation has not expired - **Conduct of employee during the probation period.**

- (a) if the employee has been appointed by initial appointment, dispense with his services without notice;
- (b) if he has been appointed otherwise, revert him to his former post, or, if there be no such post, dispense with his services.

5. If the work or conduct of an employee, on completion of the period of probation, is found unsatisfactory, the appointing authority may - **Conduct of employee on completion of probation period.**

- (a) in case the employee has been appointed by initial appointment dispense with his services without notice; or
- (b) in case he has been appointed otherwise, revert him to his former post, and if there be no such post dispense with his services; or
- (c) extend the period of probation by an additional period of not more than one year at a time and not more than two years in all.

6. (1) Subject to the provisions of sub-rule (2) -

- (a) on completion of the period of probation by an employee, if his work or conduct has not been found unsatisfactory, the appointing authority may pass orders declaring that he has completed his probationary period;

- (b) if no such orders have been made by the appointing authority by the day following the completion by the employee of the initial period of probation, the said period shall be deemed to have been extended by another one year, unless specially terminated earlier by the appointing authority on receipt of a satisfactory performance report regarding the employee from the concerned officer;

- (c) if no order has been made by the date on which the maximum additional period of probation expires, the employee's probationary period shall be deemed to have been terminated with effect from the date on which the period of probation was last extended or deemed to have been so extended.

**Passing of orders by appointing authority on completion of probation period.**

(2) (a) No person shall be declared to have completed the probation period satisfactorily, unless he successfully completes such training and passes such departmental examination as may be prescribed by the Authority.

(b) If the holder of a post fails to complete successfully any training or to pass any departmental examination within such period or in such number of attempts as may be prescribed by the Authority, the appointing authority may -

- (i) in case he has been appointed by initial appointment dispense with his services; or
- (ii) in case he has been appointed otherwise revert him to his prior post and/or if there be no such post dispense with his services.

### PART-III CONFIRMATION

#### Confirmation.

7. (1) A person appointed on probation shall, on satisfactory completion of his probation, be eligible for confirmation in a post.

(2) An employee promoted to a post on regular basis shall be eligible for confirmation after rendering satisfactory service for the period prescribed for confirmation therein.

(3) There shall be no confirmation against any temporary post.

(4) An employee who, during the period of his service, was eligible to be confirmed against any post retires from service before being confirmed shall not, merely by reason of such retirement, be refused confirmation in such post or any benefits accruing therefrom.

(5) Confirmation of an employee in a post shall take effect from the date of occurrence of permanent vacancy in that post or from the date of continuous officiation, in such post, whichever is later.

(6) Save as otherwise, employees who have completed one year of service before commencement of these rules, shall deemed to have been confirmed under these rules.

#### Confirmation in order of seniority.

8. Confirmation of an employee shall be made in the order of seniority in a permanent post of which no other employee holds any lien.

#### Eligibility of confirmation.

9. An employee eligible for confirmation in more than one post, shall be confirmed first in the lower post and then in the higher post from the dates he is due for confirmation in such post.

#### Bar on deferment of confirmation.

10. If an employee becomes due for confirmation, his confirmation shall not be deferred unless a disciplinary action is pending against him or the appointing authority for reasons to be recorded in writing defers his confirmation:

Provided that if during the deferment of the confirmation of an employee his junior becomes due for confirmation, the post in which such senior employee is due for confirmation shall be kept vacant and the junior employee shall be confirmed in the next available post.

#### Termination of lien.

11. On confirmation of an employee in a post, his lien, if any, on any other post shall stand terminated.

#### Confirmation in other office or department.

12. No employee who holds a lien on any post in the Authority shall be confirmed in any post in other office or department unless his consent and the consent of the Authority where he holds such lien, has been obtained in writing.

#### Bar on confirmation.

13. Two or more employees shall not be appointed substantively to the same permanent post at the same time.

**PART-IV  
SENIORITY**

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

(2) Seniority in the cadre or post to which an employee is promoted shall take effect from the date of appointment to a post in that cadre or scale:

Provided that the employees who are selected for promotion to a higher cadre or post in one batch shall, on their promotion to the higher scale, retain their inter-se seniority as in the lower post.

(3) On amalgamation of two or more cadres, the seniority of each incumbent of various posts in the amalgamated cadres will count from the date of his continuous appointment to such post.

15. (1) In each cadre there shall be a separate seniority list of a group of employees doing similar duties and performing similar functions and for whose appointment same qualifications and experience have been laid down. **Preparation of seniority list.**

(2) The appointing authority shall, in the month of January every year, cause to be prepared, or, as the case may be, revise the seniority list under sub-rule (1).

(3) The seniority of an employee shall be reckoned from the date of his appointment.

(4) No appointment made on adhoc basis shall be regularized retrospectively.

16. Inter-se seniority of employee appointed in a batch or on the same date shall be determined – **Inter-se seniority.**

(a) in the case of persons appointed by initial recruitment, in the order of merit assigned by the selection authority, and if such authority is either not competent to assign such order of merit or has omitted to do so and is unable to overcome the omission for reasons beyond its control, the seniority shall be determined by the appointing authority:

Provided that a person selected in an earlier selection shall rank senior to a person selected in a later selection;

(b) in the case of persons appointed by promotion on the basis of their inter-se seniority in the lower post;

(c) in the case of persons appointed by initial recruitment vis-à-vis persons appointed by promotion, on the basis that the person appointed by promotion shall rank senior to the persons appointed by initial recruitment;

(d) in the case of persons not covered by clauses (a) to (c), on the basis that persons older in age shall rank senior to persons younger in age.

17. If an appointment is made by transfer –

(a) a person appointed otherwise than on his own request shall, for the purpose of determining his seniority, be given the benefit of his regular service in other post or posts held by him before his transfer and appointment to the new post: **Seniority in case of transfer.**

Provided that if the regular appointment is made in a batch or on the same day, the older in age shall rank senior to younger in age;

(b) a person appointed on his own request shall rank junior to all other persons appointed before him on the regular basis;

(c) the inter-se seniority of persons appointed on their request in the same batch or on the same day shall be determined in accordance with their respective dates of regular appointment in the posts held by them before their transfer and appointment to the new posts; provided that if the dates of their regular appointment in such other posts are same, the older in age shall rank senior to the younger in age.

**Seniority of employee not promoted on turn.**

18. (1) An employee, who is not promoted on turn on the ground that -

- (i) his seniority is under dispute or is not determined; or
- (ii) he is on deputation, training or leave; or
- (iii) disciplinary proceedings are pending against him; or
- (iv) he is not considered for promotion for any reason other than his unfitness for promotion.

shall, on subsequent promotion, subject to any order made by the competent authority in this behalf for the purpose of inter-se seniority in the higher grade, be deemed to have been promoted in the same batch as his juniors.

(2) An employee declining to avail the benefit of order of his promotion shall on his subsequent promotion, rank junior, in the higher grade, to those who may have been promoted earlier as a result of having declined to avail the benefit of such promotion.

NO. SO (C-1) (MS) (45) 80/12 :- In exercise of the powers conferred by section 22 of the Sindh Technical Education and Vocational Training Authority Act, 2009, the Government of Sindh are pleased to make the following rules, namely:-

**Short title, commencement and application.**

1. (1) These rules may be called the Sindh Technical Education and Vocational Training Authority Employees (General Conditions of Service) Rules, 2013.

(2) They shall come into force at once.

(3) These rules shall not apply to casual work-charged and persons employed on deputation with the Authority who will be governed by the terms and conditions of their appointment, or deputation as the case may be.

**Definitions.**

2. (1) In these rules, unless there is anything repugnant in the subject or context -

- (a) "Act" means the Sindh Technical Education and Vocational Training Authority Act, 2009;
- (b) "appointing authority" in relation to a post means the authority competent to make appointment against that post;
- (c) "basic pay scale" means scale of pay in which a post or group of posts is placed;
- (d) "cadre" means the strength of service or a part of service sanctioned as a separate unit;
- (e) "competent authority" means the authority designated either under the Act or by virtue of delegation or authorization made by the Board to exercise specified powers under these rules;
- (f) "deputation" means the temporary transfer on loan of the services of any person from or to the Authority to or from any office or Department outside the Authority;
- (g) "employee" means any employee of the Authority;

- (h) "Head of Department" means any officer declared or designated as such by the Managing Director; for the purpose of these rules;
- (i) "honorarium" means a recurring or non-recurring payment granted to an employee from general revenues as remuneration for special work of an occasional (or intermittent) character;
- (j) "lien" means title of an employee to hold substantively either immediately or on the termination of period or periods of absence, a permanent post including a tenure post to which he has been appointed substantively;
- (k) "Managing Director" means the Managing Director of the Authority;
- (l) "medical officer" means any medical practitioner appointed or nominated by the Authority to perform functions under these rules;
- (m) "officiating" means performing the duties of a post on which another person holds a lien;
- (n) "pay" means the amount monthly drawn by an employee as pay and includes technical pay, special pay, personal pay and other emoluments declared by the Authority to be pay;
- (o) "personal pay" means additional pay granted to an employee –
- (i) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
  - (ii) in exceptional circumstances, on other personal considerations;
- (p) "permanent post" means a post sanctioned without limit of time;
- (q) "post" means a post sanctioned by the Authority;
- (r) "Regional Head" means any officer declared or designated as such in respect of a region by the Managing Director;
- (s) "schedule of establishment" means the schedule of officers, and other staff approved under section 14 of the Act;
- (t) "service" means the service of the Authority comprising of the posts specified in the schedule of establishment;
- (u) "special pay" means an additional of the nature of pay to the emoluments of an employee granted in consideration of –
- (a) the specially arduous nature of duties;
  - (b) a specific addition to the work or responsibility; or
  - (c) unhealthiness of the localities in which the work is performed;
- (v) "technical pay" means an addition of the nature of pay to the emoluments of an employee granted in consideration of technical qualifications or technical training abroad, in any recognized University or recognized technical institute in Pakistan, of such employee;
- (a) "temporary post" means a post sanctioned for a limited time;
- (b) "tenure post" means a permanent post which may not be held by an employee for more than a limited period;
- (c) "time scale" means the scale of pay in which the pay is, subject to any conditions prescribed in these rules, raised by periodical increment from a minimum to a maximum.

**PART-II**  
**CATEGORIES OF EMPLOYEES AND PAY,**  
**ALLOWANCES AND HONORARIA**

**Classification of service and employees and their pay scales.**

3. (1) The service shall be divided into the following categories of the employees :-

- (a) Technical/Academic Officers;
- (b) Teaching Staff
- (c) Officers performing Secretarial / administrative duties;
- (d) Ministerial staff

(2) Each category of employees shall be divided into cadres as specified in the schedule.

(3) The number of the posts in each cadre shall be determined by the Authority.

**Fixation of pay and allowances.**

4. (1) The basic pay scale of various posts shall be as determined by the Authority with the approval of Board.

(2) All employees shall be entitled to such allowances as may from time to time, be allowed by the Authority with the approval of Board.

(3) An employee shall, on first appointment to a post in a time scale of pay, draw the minimum of that scale plus admissible allowances unless the competent authority for reasons to be recorded fix his initial pay at a higher stage in that scale.

(4) Subject to any exception specially provided in these rules and to the provisions of sub-rule (5), an employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

(5) Persons recruited overseas shall commence to draw pay on first appointment, from such date as may be determined by the competent authority.

**Fixation of initial pay.**

5. The initial pay of an employee, who is transferred by promotion or otherwise to another post on a time scale of pay, shall be regulated as follows:-

Where the appointment to the new post –

- (i) involves the assumption of duties or responsibilities of greater importance than those attached to his previous post, he will draw as initial pay the stage of the time-scale next above his pay in respect of the old post;
- (ii) does not involve the assumption of such duties or responsibilities, he will draw as initial pay, the stage of the time scale which is equal to his pay in respect of the old post, or, if there is no stage new below that pay plus personal pay equal to the difference and in either case will continue to draw the pay until such time as he would have received an increment in the time scale of new post whichever is less but, if the minimum pay of the time scale of the new post is higher than his pay, in respect of the old post, he will draw that minimum as initial pay;
- (iii) is made on his own request and the maximum pay in the basic scale of the post is less than his pay in respect of the old post, he will draw that maximum as initial pay.

**Change of pay of a post.**

6. The holder of a post the pay of which is changed shall be treated as if he was transferred to a new post on the new pay but he may at his option, retain his old pay until the date on which he earns his next or any subsequent increment in the old scale.

**Fixation of pay of employee receiving special pay.**

7. If an employee in receipt of special pay in a post is transferred to another post, his pay in the new post will be fixed under rule 4, subject to the condition that his pay plus special pay, if any, in the new post is not less than his pay plus special pay in respect of the old post.

8. The competent authority may, when ordering the reduction of an employee to a lower post, or time-scale, as a penalty, allow him to draw any pay not exceeding the maximum of the lower post or time scale, which it may think proper.

**Reduction to lower post or penalty.**

9. If an employee is, on account of misconduct or inefficiency, reduced to a lower scale or post or to a lower stage in his time scale, the authority ordering such reduction shall state the period for which it shall be effective and on restoration, it shall not operate to postpone future increments.

**Period and effect of reduction.**

10. When an employee is treated as on duty during a duly authorized course of training or study in Pakistan or abroad, the Authority may allow him to draw the pay of his post:

**Pay during training.**

Provided that where such employee was at the time when he was placed on duty, in receipt of higher pay on account of an officiating appointment, he may during the period of training or study, be allowed to draw pay equivalent to what he would have drawn had he been holding the officiating appointment.

11. (1) An increment shall ordinarily be drawn annually on the first day of December each year as a matter of course if the employee has completed at least six months service and unless it is with-held.

**Increment.**

(2) An increment may be with-held from an employee by the competent authority if his conduct has not been good or his work has not been satisfactory.

(3) In ordering the withholding of an increment, the period for which it is with-held shall be clearly stated; provided that the postponement shall not have the effect of postponing future increment.

12. The condition for counting service for increments in a time-scale shall be as under:-

**Service for increment.**

- (a) All duty in a post on a time scale and periods of leave other than extraordinary leave shall count for increments in that time scale:

Provided that the Authority shall have power, in any case, in which it is satisfied that the leave was taken on account for any other cause beyond the employee's control to direct that extraordinary leave shall be counted for increments.

- (b) Service in another post, whether in a substantive or officiating capacity and service on deputation shall count for increments in the timescale applicable to the post on which the employee holds a lien or would hold a lien had his lien not been suspended.
- (c) If an employee, while officiating in a post on a time-scale of pay, is appointed to officiate in another post which does not carry less pay than the pay of his original post, his officiating service in that post shall, if he is re-appointed to his original post, count for increment in the time-scale applicable to the original post, the period of such service so counted being restricted to the period during which the employee would have officiated in the original post but for his appointment to other post. This clause shall also apply to an employee, who was not actually officiating in the original post at the time of his appointment to the other post, but who would have so officiated had he not been appointed to the other post.

13. An employee who is placed under suspension shall be entitled to such subsistence grant as may from time to time be determined by the Authority.

**Subsistence grant.**

- Dual Charge.** 14. If an employee is required on a written order of the competent authority to hold charge of another post in addition to his own duties, he may be allowed special pay at such rates as may be determined by the Authority by general or special order subject to the following conditions:-
- (i) The appointment orders are issued prior to the actual date of assuming charge.
  - (ii) No special pay will be admissible if the charge of the additional post is held for less than a period of one month.
  - (iii) A special pay for such additional charge will not be admissible beyond the period of twelve months unless prior approval of the competent authority to relax this period is obtained.
- Honorarium** 15. The competent authority may grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional in character and is either so laborious or of such special merit as to justify a special reward.
- Bar on grant or acceptance of honorarium.** 16. Except when special reasons, which should be recorded in writing, exist for a departure from this provision sanction to the grant or acceptance of honorarium should not be given unless the work has been done with the prior consent of the competent authority and its amount has been settled in advance.
- Reemployment of Government pensioners and fixation of their pay.** 17. (1) A Government or military pensioner who is in receipt of a retiring pension shall, normally not be re-employed in the Authority except in the public interest, with prior approval of Board.
- (2) In the case of re-employment of Government or Military pensioner in the Authority, his pay shall be determined in accordance with the orders issued by Government.

### PART-III RETIREMENT

- Retirement.** 18. (1) An employee shall retire from service-
- (i) on such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct; provided that no employee shall be retired unless he has been given an opportunity of showing cause; or
  - (ii) where no direction is given under clause (i), on the completion of the sixty years of age.
- (2) An employee on leave preparatory to retirement shall be deemed to be in the service of the Authority and be liable to retire on completion of sixty years of his age irrespective of the fact whether such leave has or has not expired.
- Explanation:-** In this rule, "competent authority" means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank than the employee concerned.

### PART-IV RE-EMPLOYMENT AND PRIVATE EMPLOYMENT

- Re-employment.** 19. A retired employee shall not ordinarily be re-employed unless such re-employment is necessary in the public interest and is made with the prior approval of Board.
- Private Employment.** 20. An employee may, during leave preparatory to retirement, or after retirement from service, seek any private employment:
- Provided that where employment is sought by an employee while on leave preparatory to retirement or within two years of the date of his retirement, he shall obtain prior approval of the appointing authority.

21. (1) Unless in any case it be otherwise distinctly provided, the whole time employee shall be at the disposal of the Authority and he may be employed in any manner required by the Authority without claim for additional remuneration.

Whole time employee at the disposal of the Authority and observance of rules.

(2) No employee shall absent himself from his duty nor leave his station without first having obtained the permission of the competent authority.

(3) Every employee shall conform to and abide by the rules and regulations of the Authority and shall observe, comply with and abide by all orders and directions which may, from time to time, be given by any person under whose jurisdiction, superintendence or control, he may be.

22. Every employee shall be liable to serve anywhere in connection with the affairs of the Authority: **Posting.**

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

23. (1) Unless his lien is suspended, an employee holding substantively a permanent post retains a lien on that post- **Lien.**

- (a) while performing the duties of that post;
- (b) while on deputation, or holding a temporary post, or officiating in another post;
- (c) during joining time on transfer to another post; unless he is transferred substantively to a post on lower pay, in which case his lien is transferred to the new post from the date on which he is relieved of his duties in the old post;
- (d) while on leave; and
- (e) while under suspension.

(2) The competent authority shall suspend the lien of an employee on a permanent post which he holds substantively if he is appointed in a substantive capacity –

- (i) to a tenure post; or
- (ii) to a permanent post outside the cadre on which he is borne; or
- (iii) provisionally, to a post on which another employee would hold lien had his lien not been suspended.

(3) The competent authority may, at its option, suspend the lien of an employee on a permanent post which he holds substantively and where is deputed outside the Authority, or transferred, whether in a substantive or officiating capacity, to a post in another cadre, and if there is reason to believe that he will remain absent from the post on which he holds a lien, for a period of not less than three years.

(4) Notwithstanding anything contained in sub-rules (2) and (3) an employee's lien on a tenure post may, in no circumstances, be suspended, but if he is appointed substantively to another permanent post, his lien on the tenure post shall be terminated.

(5) If any employee's lien on a post is suspended under sub-rule (2) or sub-rule (3), the post may be filled substantively and the employee appointed to hold it substantively shall acquire a lien on it; provided that the arrangements shall be revised as soon as the suspended lien of the previous employee revives.

(6) An employee's lien which has been suspended under sub-rule (2) shall revive as soon as he ceases to hold a lien on a post of the nature specified in that sub-rule.

(7) An employee's lien which has been suspended under sub-rule (3) shall revive as soon as he ceases to be on deputation or to hold a post in another cadre; provided that a suspended lien shall not revive if the employee takes leave and if there is reason to believe that he will on return from leave, continue to be on deputation or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified in sub-rule (2).

(8) Subject to the provisions of rule 24, the competent authority may transfer the lien of an employee who is not performing the duties of the post to which the lien relates to another post in the same cadre even if that lien has been suspended.

(9) An employee's lien on a post may in no circumstances be terminated even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

(10) In the case of an employee whose lien on a permanent post has been suspended on his appointment in a substantive capacity to a post outside the cadre on which he is borne, the suspended lien may not, except on the written request of the employee concerned, be terminated while the employee remains in the service of the Authority.

(11) Two or more employees shall not be appointed substantively to the same permanent post at the same time.

(12) An employee shall not be appointed substantively, except as a temporary measure, to two or more permanent posts at the same lien.

**Transfer.**

24. (1) An employee may be transferred to another equivalent post:

Provided that –

(a) except on account of inefficiency or misbehavior or on his written request, an employee shall not be transferred substantively to, or, appointed, to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien or would hold a lien had his lien not been suspended under sub-rule (2) of rule 23;

(b) nothing contained in clause (a) or any other provision of these rules shall operate to prevent the re-transfer of an employee to the position on which he would hold a lien, had it not been suspended in accordance with the provisions of sub-rule (2) or sub-rule (3) of rule 23.

**Record of service and confidential report.**

25. (1) A record of service and a confidential annual report about the work of each employee shall be maintained or, as the case may be, recorded in the form and manner specified by the Authority.

(2) An employee shall not have access to his confidential reports; provided that such employee shall be informed of adverse remarks, if any, relating to remedial effect in order to give him an opportunity to explain his position or to correct himself.

(3) A service book/record containing events relating to the service shall be maintained in respect of all employees in such form as may be prescribed by the Authority.

(4) The identification marks of the employee shall be given in the service book/record and a passport size photograph and finger prints of both hands of the employees shall be affixed to the service book/record.

(5) All entries in the service book/record shall be initialed by the Head of the office concerned.

**Appointment of convicted person.**

26. No person convicted for an offence involving moral turpitude shall be appointed as an employee, unless the Authority otherwise directs, be appointed as an employee.

27. (1) An employee against whom an investigation for a cognizable offence is pending or who is challaned in a court of law on a criminal charge or is in police custody may be placed under suspension if the appointing authority considers it necessary.

(2) Where an employee is placed under suspension, the appointing authority shall, on the expiry of three months from the date of suspension, place the matter before the next higher authority regarding the advisability of continuing the person under suspension, and the authority may, if it so deems fit, fix such further period of suspension as it may think necessary and review the case on the expiry of the period so fixed.

(3) In the case of conviction of an employee, he shall be placed under suspension till the question of his further retention in service is finally decided in accordance with these rules.

(4) If an employee under suspension is acquitted honourably, he shall be reinstated and the period of suspension shall be treated as on duty, and he may in the discretion of the appointing authority be given promotion retrospectively in a higher post from the date he would otherwise have been promoted to such post but for his suspension he shall not be entitled to the pay of the higher post retrospectively in which he has not actually worked.

**Explanation:-** When a charge against the accused is dismissed without any suggestion by the Court that the conduct of the accused has been suspicious or any indication that is merely giving the accused benefit of doubt, the acquittal will be treated as honourable acquittal.

(5) If an employee is exonerated in a departmental enquiry or acquitted or discharged in a trial in a Court of law either on purely technical ground or on being given benefit of doubt, or otherwise then honourably acquitted on any other ground, his absence on account of suspension, will not be treated as period spent on duty unless the appointing authority, for reasons to be recorded in writing otherwise directs.

28. An employee appointed to a higher post on adhoc or on temporary or officiating basis shall be liable to reversion to his lower post or basic pay scale without notice. **Reversion to a lower grade.**

29. (1) The services of an employee may be terminated without notice -

- (i) during the initial or extended period of his probation; provided that where the employee is appointed by promotion or, as the case may be, is transferred from one cadre or post to another post or cadre, his service shall not be so terminated so long as he holds lien against his former post in such cadre, but he shall be reverted to his former cadre or post, as the case may be;
- (ii) on the expiry of the initial or extended period of his probation/employment; or
- (iii) if the appointment is made adhoc terminable on the appointment of a person on the recommendation of the selection authority on the appointment of such person.

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

(3) Notwithstanding the provisions of sub-rule (1) but subject to the provisions of sub-rule (2), the services of an employee in temporary employment or appointed adhoc shall be liable to termination on fourteen days notice or pay in lieu thereof.

**Resignation.**

30. (1) A permanent employee shall not resign from his post without giving the appointing authority one month's previous notice in writing failing which he shall be liable to pay to the Authority a sum equal to his substantive pay for three months.

(2) The right to recover pay in lieu of notice may be reviewed by the appointing authority.

**Absence from duty.**

31. Unless the competent authority, in view of any special circumstances of the case, otherwise determines, an employee shall cease to be in the employment after five years absence from duty, elsewhere than on deputation.

**Employee being unfit for service.**

32. (1) The competent authority may require an employee to appear before the Medical Officer for medical examination if, in its opinion the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other employees.

(2) If the Medical Officer certifies, after examining the employee, that the employee requires a period of absence from duty for the purpose of rest and treatment and that there is reasonable prospect of his recovery, the competent authority may grant him, including extra-ordinary leave, for such period as the Medical Officer recommends under the relevant rules as if the employee had himself applied for the leave.

(3) If the Medical Officer after examining the employee, certifies that the employee is permanently incapacitated for service, the finding of the Medical Officer shall be communicated to the employee immediately.

(4) The employee may, within seven days of the receipt by him of the official intimation of the findings of the Medical Officer, apply to the competent authority for a review of his case by a Medical Board and the application shall be accompanied by a fee determined by the Authority.

(5) The competent authority shall then arrange for the convening of a reviewing Medical Board, the personnel of which shall not include the Medical Officer who issued the certificate in the first instance and if the reviewing Medical Board certifies that the employee is permanently incapacitated for further service or the employee fails to apply for review the competent authority may require him to retire from service and may grant him such an amount as may be admissible to him under rules.

(6) In case the reviewing Medical Board holds that the employee is fit for service he shall be reinstated forthwith and the period of his absence will be treated as duty and the fees deposited by him for getting his case reviewed by Medical Board will be refunded to him.

(7) If, the reviewing Medical Board certifies that the employee is not fit but there is a reasonable prospect of his recovery, the case shall be regulated under the provisions of sub-rule (2) and the fees deposited by him for getting his case reviewed shall be refunded.

**Cessation of service.**

33. Service of an employee may cease in the following circumstances:-

(i) by discharging at any stage of a probationary period due to unsatisfactory performance;

(ii) by termination of service on account of his failure in the prescribed departmental examination for the post, unless exempted therefrom;

(iii) by resignation subject to the following:-

(a) the resignation shall, in the case of permanent

competent authority: and in the case of a temporary employee, the expiry of fourteen days notice or forfeiture of fourteen days pay in lieu thereof from either side;

- (b) if a permanent employee leaves service before acceptance of his resignation and without handing over proper charge of his office, he shall be liable to dismissal from service;
- (c) resignation once accepted shall not be withdrawn unless permitted by the competent authority in exceptional circumstances for reasons to be recorded;
- (iv) by retirement on reaching the age of superannuation;
- (v) by compulsory retirement due to permanent disability which in the opinion of the Medical Officer renders him unfit for service;
- (vi) by termination of service or abolition of post;
- (vii) by retrenchment, the junior most employee in a cadre being retrenched first; and
- (viii) by removal, dismissal or compulsory retirement from service as a penalty.

34. (1) Where a right to prefer an appeal or review in respect of any order relating to the terms and conditions of his service is provided to an employee under any rules applicable to him, such appeal or application shall, except as may be otherwise prescribed, be made within thirty days of the date of such order. **Appeal.**

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

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

35. All rules relating to pension, commutation of pension, general provident fund, welfare fund, efficiency and discipline, appeal, traveling allowance, advances for construction or purchase of house and purchase of conveyance and all matters not provided in these rules or any other rule, the rules applicable to civil servants as amended from time to time, shall mutatis mutandis apply to the employees: **Application of Government rules.**

Provided that no financial benefits under such rules shall be admissible to an employee unless specifically sanctioned by the Authority.

SECRETARY TO GOVT. OF SINDH