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PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN
MINISTRY OF COMMERCE
[NATIONAL TARIFF COMMISSION]

NOTIFICATION

Islamabad, the 10th September, 2020

S.R.O. 39(KE)/2020 :

In exercise of the powers conferred by section 18 and 26 of the National Tariff Commission Act, 2015 (XII of 2015), the National Tariff Commission, with the approval of the Federal Government, is pleased to make the following Regulations, namely:-

1. Short title, application and commencement.-(1) These regulations may be called the National Tariff Commission Employees (Service) Regulations, 2020.

(2) They shall apply to all employees in the whole time employment of the National Tariff Commission, except persons appointed on contract, *ad hoc*, contingent paid, daily wages or work-charged basis unless otherwise provided.

(3) They shall come into force at once.

2. Definitions.— (1) In these regulations, unless there is anything repugnant in the subject or context,—

- (a) "Act" means the National Tariff Commission Act, 2015 (XII of 2015);
- (b) "appellate authority" means a person to whom appeal lies under these regulations;
- (c) "appointing authority" means a person or an authority authorized by these regulations to make appointment to a post;
- (d) "authority" means the appointing authority prescribed in these regulations and competent to impose penalty on an employee;
- (e) "authorized officer" means an officer appointed by the authority to perform functions of an authorized officer in disciplinary cases under these regulations and where no such officer is appointed, the authority;
- (f) "employee" means a person who holds a post in the Commission, but shall not include—
 - (i) the Chairman and Members of the Commission;
 - (ii) a person who is appointed on deputation to the Commission; and
 - (iii) a person who is employed on contract, or on work-charged basis or on daily wages paid out of contingencies;
- (g) "deputationist" means a person who is appointed for a specific period by the Commission on such terms and conditions mutually agreed upon by the Commission and the lending department in accordance with the prescribed policy;
- (h) "duty" includes time spent on—
 - (i) work assigned by the Commission;
 - (ii) time spent on authorized tour and leave except extra ordinary leave (EOL);
 - (iii) any extra work to be performed, under the orders of, or with the permission of the, Chairman or appropriate authority;
 - (iv) joining time on transfer;
 - (v) period of training undertaken with prior approval of the Chairman or appointing authority in or outside Pakistan as an employee of the Commission and its regional offices;

- (vi) compulsory waiting for posting; and
- (vii) attending obligatory departmental examination;
- (i) "Executive Director General" means the Executive Director General of the Commission;
- (j) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (k) "misconduct" means—
 - (i) any conduct prejudicial to good order of service or discipline of the Commission;
 - (ii) acts of negligence or inordinate delay in performance of duties;
 - (iii) monetary or financial corruption or any unlawful gain;
 - (iv) disorderly behavior or undue interference;
 - (v) conviction, by a competent court, for a criminal offence of moral turpitude;
 - (vi) willful performance or an act detrimental to the interest of the Commission;
 - (vii) breach or evasion of rules, regulations, legitimate orders or instructions or leaving office or duty either than closing time.
 - (viii) irregular or late attendance of office or duty or leaving office or duty earlier than closing time;
 - (ix) willful tampering with, theft of or destruction of any record, documents or property of the Commission; and
 - (x) disclosure of any fact or record to unauthorized person, department or authority about working of the Commission prejudicial to the interest of the Commission;
- (l) "pay scale" means scales of pay sanctioned by the Government from time to time;
- (m) "penalty" means a penalty specified under these regulations; and
- (n) "promotion and selection committee" means a Committee consisting of such persons as specified in clause 4 for the purpose of recommending a person for initial appointment or promotion or transfer to posts in the Commission;

(2) All other words, terms and expressions used but not defined herein shall have the same meanings as are assigned to thereto under the Act.

3. Appointment.- Appointment to a post shall be made by one or more of the following methods, namely:-

- (a) by initial appointment; or
- (b) by promotion; or
- (c) by transfer; or
- (d) by contract/adhoc basis

4. Appointing authority.- The person specified in column (3) of the Table below shall be appointing authority for appointment to a post specified in column (2) of that Table, namely:-

TABLE

S. No.	Posts in BPS	Appointing authority
(1)	(2)	(3)
2.	BS-20 and above	Prime Minister
3.	BS-16 to 19	Chairman
4.	BS-6 to 15	Member Admin of the Commission
5.	BS-1 to 5	Secretary of the Commission

5. Eligibility for appointment.- (1) No person shall be eligible for appointment to a post unless he is a citizen of Pakistan and not below the age of eighteen years:

Provided that a foreign national may be appointed to a post with prior approval of Federal Government where employment of such person is absolutely essential for enhancement of academic or technological abilities of the Commission.

(2) Except the person specified in proviso to sub-clause (1), no person shall be eligible for appointment to a post whose spouse is a foreign national:

Provided that the condition of foreign national spouse may be relaxed with prior approval of Federal Government, subject to the proviso to sub-clause (1).

6. Method of appointment.— (1) The method of appointment, qualifications and other conditions for appointment to various posts specified in column (2) of the Schedule shall be as specified in columns (3) to (9) of that Schedule.

(2) Appointment to a post shall be made by the appointing authority on recommendation of the appropriate promotion and selection committee.

7. Initial appointment.—No person shall be appointed to a post through initial appointment unless such person possesses the post-qualifications experience and is within the age-limit as specified in the Schedule against that post.

8. Vacancies to be advertised.— The initial appointment to a post on regular or contract basis shall be made through open advertisement in the press.

9. Merit and provincial quotas.— (1) Vacancies in the under mentioned pay scales shall be filled on all Pakistan basis in accordance with the merit, provincial and regional (women, minorities and disabled, etc.) quotas prescribed by the Federal Government from time to time, namely:—

(a) BPS-16 and above and equivalent; and

(b) BPS-3 to 15 and equivalent in offices, which serve the whole of Pakistan:

10. Certificate of good conduct.— (1) No person who is not already in the service of the Federal Government or a Provincial Government shall be considered for appointment unless he produces a certificate of his good moral character issued by an officer in Basic Pay Scale 17 or above in the service of the Federal Government or Provincial Government.

(2) Character and antecedents of a candidate for appointment to a post shall be verified and the appointment shall be made only if in the opinion of the appointing authority his character and antecedents are satisfactory:

Provided that verification of character and antecedents shall not be required in respect of a person who is already in service of the Commission or holding a post under the Federal Government or a Provincial Government and whose character and antecedents have already been verified and found satisfactory.

11. Medical fitness.— A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere in the discharge of his duties. A candidate who after such medical examination as has been prescribed for employees of the Commission is found not to satisfy the requirements shall not be appointed. This provision shall not be applicable in

case of posts reserved for disabled persons whose disability does not interfere in the discharge of his duties on the post to which he is appointed.

12. Date of birth.- A Candidate for initial appointment to a post must be within the age-limit as laid down for the post:

Provided that the date of birth once recorded at the time of joining service shall be final and thereafter no alteration in the date of birth of an employee or the candidate shall be permissible.

13. Appointment by promotion.- (1) An employee possessing the conditions as prescribed in column 5 & 6 of the schedule shall be eligible for promotion to a higher post for the time being reserved for promotion:

- (2) The posts in BS-18 and below shall be non-selection posts, promotion to which shall be made on the basis of seniority-cum-fitness.
- (3) The posts in BS-19 and above shall be selection posts, promotion to which shall be made on the basis of selection on merit.
- (4) The promotion and selection committee shall consider the case of eligible employees for promotion to higher posts in accordance with the criteria specified in the Schedule.
- (5) An employee who is superseded shall not be considered for promotion again unless he has earned one more confidential report for a full year.
- (6) An employee whose case is deferred shall be considered for promotion when the reason for his deferment ceases to exist.

14. Appointment by transfer.- (1) Where no suitable person is found eligible for promotion or initial appointment to a post, the post reserved for promotion or, as the case may be initial appointment shall be filled by transfer.

- (2) Appointment by transfer shall be made from amongst the person holding appointment on a regular basis in posts in the same basic pay scale or equivalent or identical to with the post to be filled.
- (3) Appointment by transfer to a post shall on recommendation of the appropriate promotion and selection committee be made with approval of appointment authority by selection from amongst the persons holding appointment on regular basis under the Federal Government or a Provincial Government, Attached Departments or Autonomous bodies of the Federal Government in the same basis pay scale in which the post to be filled exists, provided that the person concerned possesses the qualifications and experience prescribed for initial appointment to the post concerned.

15. Probation.— (1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year. The period of probation may be curtailed for good and sufficient reasons to be recorded or it may, prior to completion of the initial period of one year, be extended for a period not exceeding one year as may be specified at the time of appointment.

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

(3) If no order is made under sub-clause (2), the period of probation shall be deemed to have been terminated.

16. Appointment on contract.— (1) Appointment to a post on contract for a limited period shall be made on the terms and conditions decided by the Commission.

17. Appointment on deputation.— Appointment on deputation shall be made initially for a period of three years extendable for another two years on the terms and conditions mutually agreed by the Commission and lending department.

18. Appointment on acting charge basis.— (1) Where the appointing authority considers it to be in the public interest to fill a post reserved under these regulations for promotion and the most senior employee who is otherwise eligible for promotion does not possess the specified length of service, the appointing authority may appoint him to that post on acting charge basis.

(2) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made.

(3) Appointment on acting charge basis shall be made on recommendation of the appropriate promotion and selection committee.

(4) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority.

(5) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

19. Additional charge.— (1) Additional charge of a vacant post may be given to an employee in addition to his own duties with approval of the appointing authority.

(2) Additional charge appointment shall not ordinarily be made for a period of less than one month and more than three months extendable for a period of another three months, with approval of the next higher authority.

20. Current charge.- Current charge appointment shall be made with approval of the appointing authority on following conditions:-

- (a) the arrangement should not be made for a period of less than one month and should not exceed three months, however, it may be extended by another three months; and
- (b) in making current charge arrangement, the senior most employee available in the organization and present at the place where the vacancy may have occurred, if he is otherwise fit and eligible for promotion, should be considered.

21. Regularization.- No person appointed on contract, *ad hoc*, contingent paid and work-charged basis shall be entitled to regularization of his service:

22. Seniority on initial appointment.- (1) Persons initially appointed on recommendations of the promotion and selection committee through an earlier open advertisement shall be senior to those appointed through a subsequent open advertisement.

- (2) If two or more persons are recommended in the same open advertisement by the promotion and selection committee their *inter-se-seniority* shall be determined in order of merit assigned by the promotion and selection committee.
- (3) If only one candidate is recommended in open advertisement by the promotion and selection committee, his seniority shall be reckoned from the date of—
 - (a) recommendation by the promotion and selection committee, if he was already holding the same post in any capacity other than regular basis; and
 - (b) his joining the post after being recommended by the promotion and selection committee if he was not already holding the same post.

23. Seniority on promotion.- Seniority in a cadre or post to which an employee is promoted shall take effect from the date of regular promotion to that cadre or posts, provided that—

- (a) employees selected for promotion to higher posts on an earlier date shall be senior to those selected for such promotion on a later date;
- (b) employees selected for promotion to higher posts in one batch shall on their promotion to the higher post, retain their *inter-se-seniority* as in the lower post; and

- (c) employees eligible for promotion who could not be considered for promotion in the original reference in circumstances beyond their control or whose cases were deferred while their juniors were promoted to the higher post, shall on promotion without supersession take their seniority with the original batch.

24. Seniority on appointment by transfer.- Seniority in a cadre or post to which an employee is appointed by transfer shall take effect from the date of regular appointment to the cadre or post in the Commission, provided that persons belonging to—

- (a) the same cadre or post selected for appointment by transfer to a cadre or post in one batch shall, on their appointment, take *inter-se-seniority* in the order of their date of regular appointment in their previous cadre or post and, where such date is the same, the person older in age shall rank senior; and
- (b) different cadres or posts selected for appointment by transfer in one batch shall take their *inter-se-seniority* in the order of the date of their regular appointment to the cadre or post which they were holding before such appointment and, where such date is the same, the person older in age shall rank senior.

25. Posting and transfer.- An employee shall be liable to serve in any office of the Commission in any equivalent or higher post.

26. Casual leave.- The employees shall be entitled to twenty casual leave during the calendar year which shall not be carried forward on expiry of a calendar year.

27. Authorities to sanction casual leave.- Casual leave to employees may be granted by the immediate officer of the employee concerned.

28. Termination of service.- (1) The service of an employee shall be terminated by the appointing authority on the following grounds, namely:-

- (a) during the initial or extended period of probation provided that where the employee is appointed by promotion on probation or is transferred from one post to another post his services shall not be terminated but he shall be reverted to the post held by him on regular basis from which he was promoted or was transferred; or
- (b) where on the abolition of a post or reduction in the number of posts the service of an employee is required to be terminated, the person whose service is terminated shall ordinarily be the one who is the most junior in such cadre;

(2) The service of a person, other than an employee, shall where he was appointed on—

- (a) contract basis, be terminated in accordance with the terms and conditions of his contract;
- (b) *ad hoc* basis, be terminated on fourteen days' notice or payment or forfeiture of his pay for the period falling short of such notice period; and
- (c) contingent paid, daily wages basis or work-charged basis, be terminated without any notice.

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

30. Retirement.— An employee shall retire from service—

- (a) on such date after he has completed twenty years of service qualifying for pension or other retirement benefits as the appointing authority may in public interest direct;
 - (b) where no direction is given under clause (a), on completion of the sixtieth year of his age; and
 - (c) on exercising option for such retirement on completion of twenty years service qualifying for pension or other retirement benefits.
- (2) No direction under clause (a) of sub-clause (1) shall be made unless the employee has been informed in writing of the grounds on which it is proposed to make the direction and has been given a reasonable opportunity of showing cause against such direction.

31. Resignation.— (1) An employee may at any time resign from service of the Commission by writing with prior fourteen days notice under his hand addressed to the appointing authority or payment or forfeiture of his pay for the period falling short of such notice period.

- (2) Where an employee tenders, under sub-clause (1), his resignation from service and withdraws it before it is accepted by the appointing authority or having been accepted but before it becomes effective *i.e.* before the employee concerned is relieved or relinquishes charge of his post, the resignation shall be deemed to have been withdrawn.

32. Efficiency, discipline and conduct.— (1) Where an employee, in opinion of the authority, is—

- (a) inefficient or has ceased to be efficient; or
- (b) guilty of misconduct; or
- (c) engaged or is reasonably suspected of being engaged in subversive activities or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person and his retention in service is prejudicial to national security,

the authority or, as the case may be, authorized officer may impose on him one or more penalties.

(2) The following procedure shall be observed when an employee is proceeded against under sub-clause (1), namely:—

- (a) the authorized officer may require him to proceed on leave or with the approval of the authority suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months;
- (b) the authorized officer shall decide whether in light of facts of the case or the interests of justice an inquiry should be conducted through an inquiry officer or inquiry committee. If he so decides, he shall by order in writing appoint the inquiry officer or, as the case may be, inquiry committee and the procedure of inquiry shall apply;
- (c) if the authorized officer decides that it is not necessary to have an inquiry conducted through an inquiry officer or inquiry committee, he shall—
 - (i) by show cause notice inform the accused of the action; and
 - (ii) give him a reasonable opportunity of showing cause against that action; and
- (d) on receipt of the report of the inquiry officer or inquiry committee or, where no such officer or committee is appointed, on receipt of explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegations served on the accused, the explanation of the accused, the

findings of the inquiry officer or inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

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

(a) Minor Penalties shall be :-

- (i) censure;
- (ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules or orders pertaining to the service or post; and
- (iii) recovery from pay of the whole or any part of any pecuniary loss caused to the Commission or Government by negligence or breach of orders; and

(b) Major Penalties shall be :-

- (i) reduction to a lower post or time pay scale, or to a lower stage in a time pay scale;
- (ii) compulsory retirement;
- (iii) removal from service; and
- (iv) dismissal from service:

(2) The penalty of removal from service does not, but dismissal from service does, disqualify for future employment.

(3) The penalty of removal or dismissal from service does not include the discharge of a person,—

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

34. Procedure for Inquiry.- (1) Where an inquiry officer or inquiry committee is appointed, the authorized officer shall-

- (a) frame charges and communicate to the accused, together with statement of the allegations explaining the charges and of any other relevant circumstances which are proposed to be taken into consideration; and
 - (b) require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charges have been communicated to him, to put before the inquiry officer or, as the case may be, inquiry committee a written defence and to state at the same time whether he desires to be heard in person.
- (2) The inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charges or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witness produced against him.
- (3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day-to-day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons thereof shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- (4) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper, the progress of the inquiry, he or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
- (5) The inquiry officer or the committee, as the case may be, shall conclude the inquiry as soon as possible but not exceeding thirty days or such longer period as may be allowed by the authorized officer and shall within seven days of conclusion of the inquiry submit his or its findings and the grounds thereof to the authorized officer.
- (6) The authority may call for the record of any case pending before, or disposed of by, the authorized officer and pass such order in relation thereto as it may deem fit.

- (7) No order under sub-clause (6) adverse to the interest of the accused shall be passed unless the authorized officer has informed him in writing of the grounds on which it is proposed to make the order and has been given an opportunity of showing cause against it, including an opportunity of personal hearing if requested by the accused or is otherwise necessary in the interest of justice.
- (8) No opportunity under sub-clause (7) shall be given where the authority, for reasons to be recorded in writing, is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such an opportunity.

35. Powers of inquiry officer and inquiry committee.— (1) For the purpose of an inquiry under these regulations, the inquiry officer and the inquiry committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely:—

- (a) summoning and enforcing attendance of any person and examining him on oath;
- (b) requiring discovery and production of documents;
- (c) receiving evidence on affidavits; and
- (d) issuing commissions for examination of witnesses or documents.

- (2) The proceedings under these regulations shall be deemed to be judicial proceedings within the meaning of Sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860).

36. Action in respect of employee required to proceed on leave.— If an employee proceeding on leave in pursuance of an order under clause (a) of sub-clause (2) of clause 32 is not dismissed, removed from service, reduced in rank or compulsorily retired, he shall be required to rejoin duty and the period of such leave shall be treated as duty on full pay.

37. Procedure of inquiry against employees on deputation.— (1) When an employee of the Commission is on deputation outside the Commission and the borrowing department wants to initiate disciplinary proceedings against such employee under these regulations, the borrowing department shall forward to the Commission a report with supporting documents, on the basis of which disciplinary proceedings are proposed, and if considered necessary, it may with approval of the Commission place him under suspension or send him on forced leave. On receipt of report from the borrowing department, the Commission shall take action as prescribed by these regulations.

- (2) Where a person is on deputation to the Commission and it is proposed by the Commission to initiate disciplinary proceedings against such deputationist, the procedure under sub-clause (1) shall apply *mutatis mutandis*.

38. Appeal.- (1) Every employee shall be entitled to appeal to the appellate authority from an order passed by an authority or, as the case may be, an authorized officer imposing upon him any penalty.

- (2) Every employee shall be entitled to appeal to the appellate authority from an order which—

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

(b) interprets to his disadvantage the provisions of any rules, regulations, instructions whereby his conditions of service, pay, allowances, pension or retirement benefits are regulated;

(c) reduces or withholds the pension or retirement benefits admissible to him under these regulations; or

(d) terminates his employment or gives notice of such termination otherwise than—

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

(ii) in accordance with the provisions of these regulations or such other rules, regulations and instructions applicable to him.

- (3) No appeal or review shall lie on matters relating to determination of fitness of an employee or a person to hold a particular post or to be promoted to a higher post or pay scale.

(4) Every appeal shall lie to the officer next above the authority, authorized officer or, as the case may be, or any other officer who passed the order appealable under these regulations.

(5) Every appeal shall lie within thirty days of the date of receipt of the order appealed against.

39. Appearance of Counsel.— No party shall be represented by a counsel in any disciplinary proceedings.

40. Application of other regulations, etc.— For matters not specified in these regulations, an employee shall be governed by the laws, rules, regulations, orders, instructions, etc. with necessary modifications which are applicable to a Civil Servant of the Federal Government of the same status and pay scale held by the employee.

41. Pay scales.—Employees of the Commission shall be governed under basic pay scales scheme and allowances of the Federal Government as revised from time to time.

42. Time-Scale Promotions.—(1) Time-scale promotions to the employees appointed on full time basis shall be provided pursuant to the provisions of Sub-Section (3) of Section 18 of the Act for grant of higher scale as mentioned in Schedule. The benefits of time scale promotion shall be given from the date of eligibility of the incumbent.

- (2) The grant of time-scale promotion, shall be subject to the following terms and conditions:
- (a) the recruitment regulations, nomenclature or tier of the post and seniority of the employees shall not be changed.
 - (b) the incumbent shall have to earn performance evaluation reports (PERs) for at least five years in the existing pay-scale before time-scale promotion to the next pay scale;
 - (c) there should be no adverse remarks in PERs of the employees for last four years;
 - (d) except one, there should be no subsequent grant of higher time scale promotion in the same post.
 - (e) the time-scale promotion shall always be personal to the incumbent employees and the post shall stand down-graded to its original time pay scale as and when it is quitted by the incumbent employee; and
 - (f) the posts of Assistant Private Secretary attached with DGs and Secretary NTC shall be upgraded as Private Secretary as per policy guidelines circulated by the Establishment Division *vide* O.M. No.8/36/2000/R-1 dated 20-01-2001.

43. Power to amend the schedule. — The Commission may amend the schedule so as to omit any entry therefrom, add any entry thereto, or amend any entry therein.

44. Honorarium.-The Commission may sanction a grant as an honorarium to an employee as per policy of the Federal Government.

45. Medical Treatment and Attendance.- The employees of the Commission and other persons in employment of the Commission shall be entitled to such medical facilities as prescribed from time to time by the Commission.

46. Increments.-(1) The annual increment in a pay scale shall accrue only on the 1st day of the month of December following the completion of at least six months of such service at the relevant stage in that scale and shall be allowed in routine unless withheld under a specific order passed under these regulations.

(2) Leave without pay shall not count towards annual increment and increment in the pay of an employee who is granted leave without pay shall be postponed by the period or periods of such leave as per Federal Government rules and instructions.

47. Leave.- An employee shall be allowed leave as prescribed by the Federal Government in the Revised Leave Rules, 1980, as amended from time to time.

48. Pension, Gratuity and Provident Fund.- An employee shall be entitled to the benefits of pension, gratuity, general provident fund and other retirement benefits as provided under the Act.

49. Benevolent Fund and Group Insurance.- Employees and their families shall be entitled to the benefits of Benevolent Fund and Group Insurance as are admissible to the employees of the Federal Government.

50. Establishment of Welfare Fund. – The fee and the charges collected by the Commission in terms of Section 19 of the Act shall be utilized for the general welfare of the employees of the Commission. For this purpose, a fund shall be established and shall be operated by the Commission. The Commission may, by a notification in the official Gazette, prescribe the procedure in this behalf and specify the apportionment of the reward for individual performance or collective welfare of the employees of the Commission.

SCHEDULE

[See sub-clause (1) of clause 6]

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion			Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	
1	Executive Director General BS-21	100%	-	Secretary or Director General	5 years service in BS-20	-	-	-	
2	Secretary BS-20	100%	-	Director	17 years service in BS-17 and above or 12 years service in BS-18 for direct recruits in BS-18, or 5 years service in BS-19 for direct recruits in BS-19	-	-	-	

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3	Director General BS-20	100%	-	Director	17 years service in BS-17 and above or 12 years service in BS-18 for direct recruits in BS-18, or 5 years service in BS-19 for direct recruits in BS-19			
4	Director (Admn/Gen/Coord/IT/Lib/Computer (non-technical) BS-19	75%	25%	Deputy Director (Admn/Gen/Coord/IT/Lib/Computer	7 years service in BS-18 for direct recruits or 12 years service in BS-17 and above	First Class Master's Degree from a recognized national or foreign institution in Economics/Industrial Economics/Business Administration/Public Administration/Social Sciences Or	10 years post degree experience	40 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
							With 12 years post degree experience Or With 10 years post degree experience	

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5	Director (Technical) (BS-19)	75%	25%	Deputy Director (Technical)	7 years service in BS-18 for direct recruits or 12 years service in BS-17 and above	First Class Master's Degree from a recognized national or foreign institution in Economics/Industrial Economics /Business Administration/Commerce Or Bachelor's Degree from a recognized national or foreign institution in Law/ Chemical/Textile Technology/Mechanical/ Metallurgical/Electrical/ Electronic/Mechatronics Engineering Or	With 10 years post degree experience Or With 12 years post degree experience	40 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						Associate ship of Cost and Management and Accountancy, ACCA, CA from a recognized national or foreign institutions.	With 07 years post degree experience	
6.	Dy. Director (Technical) BS-18	75%	25%	Assistant Director (Technical)	5 years service in BS-17.	At least First Class Master's Degree from a recognized national or foreign institution in Economics/ Industrial Economics/Business Administration/Commerce Or Bachelor's Degree from a recognized national or foreign institution in Law/Chemical/Textile Technology/Mechanical/Metallurgical/Electrical/Electronic/Mechatronics Engineering Or	With 03 years post degree experience Or With 05 years post degree experience	35 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic/ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7.	Deputy Director (non-technical) (Admn/Gen/Lib/Coord./IT/Computer) BS-18	75%	25%	Assistant Director (non-technical) (Admn/Gen/Lib/Coord./IT/Computer)	5 years service in BS-17	Associate ship of Cost and Management and Accountancy, ACCA, CA from a recognized national or foreign institutions. At least First Class Master's Degree from a recognized national or foreign institution in Economics/Industrial Economics/Business Administration/Public Administration/Social Sciences Or Bachelor's Degree from a recognized national or foreign institution in Law/Chemical/Textile Technology/Mechanical/Metallurgical/Electrical/Electronic/ Mechatronics Engineering.	With 03 years post degree experience Or With 05 years post degree experience	35 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						<p>Or</p> <p>Association of Cost and Management and Accountancy, ACCA, CA from a recognized national or foreign institutions.</p> <p>Or</p> <p>At least First Class Master's Degree from a recognized national or foreign institution in Computer Sciences/ Information Technology / System Engineering / Computer Engineering/ Software Engineering</p>	<p>Or</p> <p>with 5 years post degree experience</p> <p>Or</p> <p>with 3 years post degree experience</p>	
8.	Assistant Director (Technical) BS-17		100%			<p>At First Second Class Master's Degree from a recognized national or foreign institution in Economics/Industrial Economics/Business Administration/Commerce.</p> <p>Or</p>		28 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
9.	Assistant Director (non-technical) (Admn/Gen/Lib/Coord./IT/Computer) BS-17	50%	50%	Assistant BS-15	7 years service in BS-14 and above including service in Selection Grade	At least First Class Master's Degree from a recognized national or foreign institution in Economics/Industrial Economics/Business Administration/Public Administration/social sciences.		28 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
						<p>Or</p> <p>Bachelor's Degree from a recognized national or foreign institution in Law/ Chemical/Textile Technology/Mechanical/ Metallurgical/Electrical/ Electronic/Mechatronics Engineering.</p> <p>Or</p> <p>Association of Cost and Management and Accountancy, ACCA, CA from a recognized national or foreign institutions.</p> <p>Or</p> <p>At least First Class Master's Degree from a recognized national or foreign institution in Computer Sciences/ Information Technology / System Engineering / Computer Engineering/ Software Engineering.</p>		

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10	Accounts Officer (non-technical) BS-17	-	100%	-	-	First Class Bachelor's Degree in Commerce or Business Administration with Accountancy as a subject or, Associate Membership of the Institute of Cost and Management Accountants, ACCA, CA or qualified SAS/PIFRA accountant.	-	28 years
11	Private Secretary (non-technical) BS-17	100%	-	Assistant Private Secretary (Non-Technical) BS-16	05 Years service in BS-16 and above including service in Selection Grade	-	-	-
12	Assistant Private Secretary (non-technical) BS-16 (Selection Grade) BS-17	75%	25%	Steno typist (non-technical) BS-14.	3 years service in BS-14 and above including service in Selection Grade	(i) Graduation with short hand speed of 100 w.p.m and typing speed of 50 w.p.m (ii) Must be Computer Literate.	-	28 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic/Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
13	Assistant (non-technical) BS-5	5%	25%	LD (non-technical) BS 9	7 years service in BS-9 and above including service in Selection Grade	(i) Graduate/B.C.m. (ii) Must Computer Literate		25 years
14	Stenotypist (Non-Technical) (BS-14)	75%	25%	LD (non-technical)	3 years service in BS-9 and above with shorthand speed of 80 w.p.m and typing speed of 40 w.p.m.	(i) Intermediate with short hand speed of 80 w.p.m and typing speed of 40 w.p.m. (ii) Must be computer literate		25 years
15	Telex Operator/ Telephone Operator (non-technical) BS-9		100%			Matriculate with typing speed of 40 w.p.m and ability to operate the telex machine.		25 years

Ser No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
16	LDC (non-technical) BS-9	75%	25%	Daftri/Qasid (non-technical) BS-2	3 years service in BS-2 and above with typing speed 30 w.p.m	Matriculate with typing speed of 30 w.p.m	-	25 years
17	Driver (non-technical) BS-4	-	100%	-	Holder of a valid driving license with adequate experience and well versed in the traffic rules.	Matriculation.	-	25 years
18	Dispatch Rider (non-technical) BS-4	-	100%	-	Holder of a valid driving license with adequate experience and well versed in the traffic rules.	Matriculation.	-	25 years
19	Daftri/Qasid (non-technical) BS-2	100%	-	Naib Qasid/Farash BS-1 (Non-technical)	3 years service in BS-1 subject to the condition Literate Naib Qasid/Farash.	-	-	-

Ser. No.	Name of the post with BPS	Method of appointment by		Conditions for promotion		Conditions for initial appointment		
		Promotion	Initial appointment	Person eligible	Experience	Qualifications (Academic+ Professional)	Post Qualification Experience	Max. age limit
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
20	Naib Qasid/ Chowkidar/ Farash/ Messenger/ Khakroob/ Sweeper (non-technical) BS-1	-	1005	-	-	Middle Pass	-	25 years

Note: Experience may be relaxed by 3 years for Ph.D. degree holders if the prescribed qualification is Master's Degree and by 5 years if the prescribed qualification is a Bachelor's degree. Where the prescribed qualification is a Bachelor's Degree, experience may be relaxed by 2 years for holders of a Master's Degree. The upper/lower age limit for direct recruitment against any post may be determined by the competent authority at the time of advertisement.

- (i) The post of Private Secretary will be filled with accordance with the unified recruitment rules as notified by Establishment Division.
- (ii) The posts of Assistant Director will be filled in subject to completion of all codal formalities i.e. DPC etc.
- (iii) Failing promotion, the posts reserved for promotion shall be filled in by direct recruitment/deputation.

[No. 3(3)/2015-AOs].

ALI NAWAZ CHANNA,
Deputy Director (AOs).