

**State Life  
Employees  
(Service)  
Regulations,  
1973.**

**Amended upto  
31.12.1991**

# [STATE LIFE EMPLOYEES (SERVICE) REGULATIONS, 1973]

Islamabad, the 1st January, 1973

(Amended upto 31.12.1991)

S.R.O. 57(1)/73. In exercise of the powers conferred by Article 49 of the Life Insurance (Nationalisation) Order, 1972 (P.O. No.X of 1972), the State Life Insurance Corporation of Pakistan, with previous approval of the Federal Government, hereby makes the following Regulations:-

## **PART I ----- GENERAL**

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

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

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

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

2. **Definitions.** In these regulations, unless there is anything repugnant in the subject or context:

(a) "allowance" means a recurring or non-recurring payment other than pay granted to an employee.

(b) "category" means a category of employees specified in regulations 4

(c) "employee" means a full time employee of the Corporation on monthly salary, but does not include salaried filed officials whose emoluments are dependent on prosecution of the business except those are classed as Area Managers <sup>4</sup> [-----] by the competent authority.

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1. Pub-Ext. Gazette of Pakistan, Pt.II Notification No.SRO-57(1)/73, dated 10.1.1973.
  2. "Full stop" subs. by "colon" vide Extr.Ord.Gaz. Pt.II Notifi.No SRO-1032(1)/75 dt. 1.10.75.
  3. Proviso inserted:ibid, Gazette dated 1.10.1975.
  4. "or Chief Manager" omitted:ibid Gazette dated 1.10.1975.

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

3. **Delegation of powers:**(1) The Board may delegate any of the powers vested in it by these regulations to the Chaiman or any of <sup>2</sup>[-----] the Executive Directors.

(2) The Chairman <sup>3</sup>[-----] or the Executive Directors may, <sup>4</sup> [-----] delegate any of the powers vested in them by these regulations to any of the officers subordinate to them.

1. Added-vied Gazette, Extra Pt-II Nonfiction No.SRO-1032(1)/75 dated 1.10.1975.
2. "General Managers " or" omitted ibid Gazette 1.10.1975.
3. "General Managers"omitted ibid Gazette dated 1.10.1975.
4. Omitted "with the prior approval of the Board," vide E. C. 157the meeting held on 15/22.10.1991.

**PART II ----- CLASSIFICATION, PAY AND ALLOWANCES**

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

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

1. Subs: agreement with the CBA dated 12.4.1989 Demand No.4(vi)
2. Subs: Desg."Jamadar" in Grade No.2 vide Circular No. PL-10(30) No.P&GS/14/90 dated 24.4.1990.
3. Subs: Desg."Junior Clerk" in Grade 4.
4. "Sr.Clerk" in Grade 5,
5. "Assistant" in Grade 6 vide Demand No.V(ii) ibid.
6. Insert :Desg:Urdu Typist " in Grade 4
7. "Tele Operator" in Grade5, vide Demand 4(v) ibid

Grade/ Pay Scale No.	P o s t s	Pay Scales
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### MAINTENANCE STAFF

MN-I Assistant Electrician, Assistant Mechanic, 828-46-1794  
Assistant Mason, Assistant Carpenter,  
Assistant Plumber, Assistant Painter,  
Assistant Quantity Surveyor

MN-II Electrician, Mechanic, Plumber, Carpenter, 940-59-2179  
Painter, Quantity Surveyor, Garage Supervisor,  
Security Guard-Incharge, Mason

MN-III Bldg. Supervisor, Civil Supervisor, 1410-92-3342  
1{---} Electrical Supervisor,  
Senior Carpenter, Senior Painter,  
Sr.Quantity Surveyor, Bldg. Care-taker,  
Lift Supervisor, Mechanical Supervisor,  
Senior Plumber. 2[A.C. Supervisor.]

### 3 [MOVE-OVER/UP-GRADING

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

1. Designation "Foreman" omitted vide CBA agreement dated 12.4.89.
2. Inclusion of designation(refer CBA agreement Demand No.4(vi) ibid.
3. Source 3rd Wage Commission Award 1983.
4. Source Agreement with the CBA dated 10.3.1991 (Demand No.4(vi)

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

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

4[Note 3 omitted]

**Officers Pay Scales**

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

1. Agreement with the CBA dated 12.4.1989(demand No.5).
2. The word "Corporation" subs. by the words "E.D(P&GS)" 157th meeting to the Executive Committee held on 15/22.10.1991.
3. Third Wage Award 1983.
4. Omitted alignment with CBA agreement dated 10.3.1991 demand No.4(iii).
5. Pay Scale of officers revised w.e.f. 1.1.1990 vide Ministry of finance d.o. letter No.F.1(5)IMP.IV/91 dated 22.4.1991.

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

(ii) AREA MANAGER

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

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

(c) (1) An Area Manager shall be required to meet such performance standards regarding new business, persistency and other operational factors as the Board may prescribed from time to time.

(2) The performance of an Area Manager shall be reviewed by the 3 [Zonal Head] on a six monthly basis or for such shorter periods as may be deemed necessary by the Board.

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1. 89th meeting of the Board of Directors held on 22.11.1987.
  2. Chairman's approval dated 2.5.1191 in the light of Finance Division's d.o.letter No.F.1(5)IMP.II/91 dated 22.4.1991
  3. Substituted for "General Manager" vide Gaz.Extr Ord. Part.II SRO No.1032(1)/75 dated 1.10.1975.

If on such review it is found that his performance falls short of the prescribed standards, <sup>1</sup>[the Zonal Head may terminate his services after giving him three months notice or three months pay in lieu thereof or may take] such measures including, but not limited to, reduction, curtailment or withdrawal of his emoluments or perquisites or all such measures together, shall be taken by the <sup>2</sup>[Zonal Head] as may be generally or specifically prescribed by the Board.

<sup>3</sup>[(iii) Omitted.]

Determination of grade and fixation of pay of employees who were in service on 31st December, 1972.- (1) An employee who was in service on 31-12-1972, shall be placed in one of the grades specified in clause (i) of regulation 4 and his pay shall be fixed in the pay scale applicable to that grade, on 1st January, 1973, in accordance with the following principles:-

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

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

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

1. Inserted vide Gaz of Pak. Part VI dt.13.4.83 SLIC Notif.No.LAW(L-9)/83 dt.March, 1983.
2. Subs for "General Manager" vide Gaz.Extra Ord. Part.II SRO No.1032(1)/75 dated 1.10.1975.
3. Clause(iii) relating to "Chief Manager" omitted vide Extr.Ord.Gazettee Part II, Notification No.SRO-1032(1)/75 dt.1.10.1975.



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

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

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

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

**7. Special Pay.** - Special pay not exceeding 1[Rs.500/-] p.m. may be granted by the Chairman and special pay exceeding 2[Rs.500/-] but not exceeding 3[Rs.750/-] p.m. may be granted by the Executive Committee of the Board. Special Pay exceeding 4[Rs.750/-] p.m. will require the approval of the Board.

**5[7A. Officiating pay, additional charge pay and honorarium to employees -**

(1) Employees in pay scales 1 to 6[8(a)] and MN-I to MN-III may be paid the following remuneration's, in addition to pay and allowances namely:-

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

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

1. Subs. for Rs.100/- )
2. Subs. for Rs.100/- ) vide E.C. 157 the meeting held on 15th & 22.10.1991.
3. Subs. for Rs.250/- )
4. Subs. for Rs.250/- )
5. Regulation "7A" inserted vide Gazette of Pakistan Part. VI dated 6.1.1982 Notification NO.1(5)/7B-INS(N) dated 25.11.1981
6. Pay Scale 8 (Supdt) Subs. vide CBA Agreement dated 10.3.1991 Demand No.4(vi).

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

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

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

**7B. Technical Pay:-**

z[(1)(a) Employees in pay scales 1 to 8(a) who qualify in any of the following professional examinations or courses shall be entitled to a technical pay at the rates indicated against each qualifications, namely:

<u>Examination Qualified</u>	<u>Technical Pay ; per month</u>
Associateship & Fellowship of C.I.I. on passing each paper	Rs.50/- p.m.
Associateship of Institute of Actuaries & Society of Actuaries(complete)	Rs.800/- p.m.
Fellowship of Institute of Actuaries(complete)	Rs.1000/- p.m

1. Regulation "7B" inserted vide Gazette of Pakistan Part.VI dated 6.1.1982 Notification No.1(5)/78-INS(N) Dt.25.11.81
2. Revised vide agreement with CBA dated 10.3.1991(demand No.15).

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

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

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

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

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

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

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

Note 2- On passing any of the approved examinations, the employee <sup>2</sup>[in pay scale 1 to <sup>3</sup>{8(a)} and MN-I to MN-III] will, on production of satisfactory proof, be reimbursed the cost of books purchased and the examination fee paid by him.

<sup>4</sup>[Note 3- Officers in pay scale 8 to 13 will be entitled to technical pay w.e.f.1.11.1982]

<sup>5</sup>[7C. Indexation of pay: (1) The pay of all full time employees including officers would be indexed in relation to the cost of living. For the fiscal year 1988-89 the index w.e.f. 1.7.1988 will be as follows:

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

1. Subs. for "Board" vide E.C. 157the meeting held on 15th & 22.10.1991.
2. Subs. for "concerned" due to First Wage Commission Award, 1977
3. Agreement with the CBA dt.10.3.1991(demand No.4(vi) Supdt.graded as 8(a).
4. "Note 3" inserted vide M/O Commerce letter No.1(7)/78-INS(N) dt.1.12.1982.
5. Finance Division's OM No.F.1(34)-IMP.II/88 dated 1.7.1988.

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

- (2) The allowance will not be indexed and will not be affected by increase in pay due to indexation.
- (3) In calculating the pay, fraction of a rupee which is less than fifty paise will be ignored and that of fifty paise or more will count as one rupee].

<sup>1</sup>[Note-1. Pay scales of employees in pay scale 1 to <sup>2</sup>{8(a)} and MN-I to MN-III have been revised w.e.f. 1.1.1989 and thereafter the index pay ceased to be payable.]

<sup>3</sup>[Note-2. Pay scales of employees in pay scale 8 to 13 have been revised w.e.f. 1.1.1990 and indexed pay was absorbed while fixing the pay in the new pay scales. Thereafter ceased to be payable.]

**8. Incentives and awards.** An employee who qualifies in any of the <sup>4</sup>[...] examinations approved by the Board may be sanctioned cash awards or other incentives on such terms and conditions and on such scale as may be approved by the Board from time to time.

**9. Allowances:**

- (1) House Rent Allowance:  
House Rent Allowance shall be paid to the employees at the following rates:  
<sup>5</sup>[(a) To employees in pay scale 1 to 8(a), MN-I to MN-III @ of 70% of their pay.]  
<sup>6</sup>[(b) To other employees, in pay scale 8 (E.O) and above at the rate of 65% of their pay.]

<sup>7</sup>[Provided that the Board may approve provision of a house to an officer on such terms as it may determine.]

1. Agreement with the CBA dated 12.4.1989, effective from 1.1.1989.
2. CBA Agreement dated 10.3.1991 supdt. graded 8(a)
3. Inserted due to revised pay scale announced by the Govt. for officers w.e.f. 1.1.1990 refer Ministry of Finance O.M. No.F.1(5)IMP II/91 dated 22.4.1991.
4. The word "Professional" omitted vide Ext.Gazette Pt.II, Notification No.585(1)/74 dated 13.5.1974.
5. Agreement with CBA signed on 12.4.89 w.e.f. 1.1.89[Refer Demand No 8(i)].
6. Board decision effective from 1.7.1991
7. Proviso substituted, 157th meeting of the E.C. held on 15th to 22nd Oct. 1991.

**(2) Conveyance Allowance/Motor Car Maintenance Allowance:**

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

(i) Employees in pay scales 1 to 8(a), MN-I to MN-III <sup>1</sup>[Rs.225/- p.m.] effective from 1.1.1991

Provided that employees who have their own Motor-cycle/Scooter will be given conveyance allowance at a higher rate of <sup>2</sup>[Rs.250/- p.m.]

(ii) Employees in other pay scales <sup>3</sup>[Rs.300/- p.m. effective from 1.7.1991.

(b) Motor Car Maintenance Allowance in lieu of conveyance Allowance shall be paid to an employee in pay scale 9 to 13 who maintains a car and whose pay exceed Rs.1250/- per month at the rate specified below namely:-

<sup>4</sup>[Employees in Pay Scale 9 Rs.270.00 per month.  
Employees in Pay Scale 10 Rs.425.00 per month.  
Employees in Pay Scale 11 Rs.525.00 per month.  
Employees in Pay Scale 12 Rs.625.00 per month.  
Employees in Pay Scale 13 Rs.725.00 per month.

Effective from 16.11.1990]

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

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- 1.&2 Agreement with the CBA dated 10.3.1991(Refer Demand No.8(ii)(a)(b)
  3. Board decision effective from 1.7.1991
  4. Subs.vide finance division O.M.No.F.3(1)R.5/90 dated 18.11.1990 and P&GS Circular No.3/91 dated 6.1.1991.

1[(4) Typing Allowance as Special pay:-  
Typing Allowance as Special pay shall be paid to a Typist at the following rates:

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

4[(5) Omitted.]

5[(6) Local Compensatory Allowance-

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

- (i) Karachi and Islamabad 10% of pay subject to a maximum of Rs.200/= p.m.
- (ii) Lahore, Rawalpindi, Peshawar and Quetta 5% of pay subject to a minimum of Rs.25/- p.m. for employees in pay scale 1 and Rs.35/- p.m. for other employees subject to a maximum of Rs.100/= p.m.
- (iii) Hyderabad, Multan and Faisalabad Rs.25/- p.m for employees in pay scales 1 Rs.35/- p.m. for other employees.]

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

1. 3rd Wage Award Commission 1983.
2. Agreement with CBA 10.3.91(para 8(viii) Rs.30/- revised to Rs.45 w.e.f. 1.1.1991
3. Rs.45/- revised to Rs.55/-w.e.f. 1.1.1991 vide agreement ibid.
4. Omitted vide Gazette dt.6.1.82 part VI ibidi Notification No.1(5)/78-INS(N) dt.25.11.81
5. Subs.vide Gazette ibid.
6. Note inserted to incorporate the decision of the 3rd Wage Award, 1984 (para-30)

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

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

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

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

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

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

Note: This allowance has been abolished by 3rd Wage Commission Award, 1983 but the employees who are already getting this allowance will continue to get it as personal to them. This allowance will be withdrawn if the incumbent is transferred to another job.

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

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

6[Proviso - Omitted].

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1. Subs. vide Gaz. of Pak. dt. 6.1.82 Pt VI Notification No.1(5)/78-INS(N) dt. 25.11.81.
  2. Added Finance Division letter No. F.1(5)-Imp/83 dated 18.8.1983.
  3. 4th Wage Commission Award, 1986(Refer Para 63)
  4. Agreement CBA para 8 Demand 8(v) Rs.40/- revised as Rs.50/- w.e.f.10-1-91
  5. CBA Agreement dated 10.3.1991.
  6. Proviso omitted vide Gaz of Pak ibid Notification dated 25.11.1981.



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

<u>Examination qualified</u>	<u>Technical Allowance (Rs. per month)</u>
1. <u>CHARTERED INSURANCE INSTITUTE (UK/AUSTRALIA)</u>	
i) On Passing of each paper	Rs.125/-
ii) On completing ACII	Rs.1,500/-
iii) On completing FCII	Rs.2,500/-
2. <u>INSTITUTE OF ACTUARY(UK)</u>	
i) On passing of each subject	Rs.325/-
ii) On completing FIA	Rs.3,500/-
3. <u>SOCIETY OF ACTUARIES(USA)</u>	
i) On securing of each credit	Rs.7/-
ii) On completing ASA	Rs.3,500/-
4. <u>FELLOW OF LIFE MANAGEMENT INSTITUTE/CLU (USA)</u>	
i) On passing of each paper	Rs.125/-
ii) On completion of FLMI	Rs.1,500/-
iii) On completion of FLM/M	Rs.2,500/-
5. <u>INSTITUTE OF CHARTERED ACCOUNTANTS/ INSTITUTE OF COST AND MANAGEMENT AND ACCOUNTANTS</u>	
i) Upon acquiring Associateship	Rs.1,200/-
ii) Upon acquiring Fellowship	Rs.1,500/-
6. <u>INSTITUTE OF BUSINESS ADMINISTRATION</u>	
i) Upon acquiring MBA degree:	
1st year	Rs.600/-
3rd year	Rs.800/-
5th year & onwards	Rs.1,000/-
1. Board decision and office Order No.P&GS/187/91 dated 23.12.1991 reference PL-8(6) effective from 1.9.1991	

7. COMPUTER SCIENCE

l) Upon acquiring Masters Degree:-

1st year	Rs.1000/-
3rd year	Rs.1100/-
5th year & onwards	Rs.1,200/-

8. SYSTEM ANALYSTS/COMPUTER PROGRAMMERS

Electronic data programmer with over 5 years experience as Programmer.

1st year	Rs.500/-
2nd year	Rs.600/-
3rd year	Rs.700/-
4th year	Rs.800/-
5th year & onwards	Rs.900/-

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

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

1[(10) Cash Handling Allowance:

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

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

1. Inserted vide Gaz. of Pak Part.VI Notification No.1(5)/78-INS(N) dated 25.11.81
2. CBA Agreement dated 10.3.1991 (Demand No.8(xi).

11) Winter Allowance: A winter allowance shall be paid to employees:

- (a) in pay scales 1 to 8(a) and MN-I to MN-III working at such Hill Stations which are exposed to extreme cold climate, as may be approved by the Chairman, at the rate of 2[Rs.250/-] per month for the period November to April.
- (b) in pay scales 8 to 13 posted at Muree, Nathiagali and Quetta at the rate of 3[Rs.175/-] per month for the period November to April.

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

12) Education Allowance:

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

- |     |                                    |                               |
|-----|------------------------------------|-------------------------------|
| (a) | Up to Matric                       | Rs.50/- p.m. per child        |
| (b) | College Education                  | Rs.75/- p.m. for one child    |
| (c) | Professional & Technical Education | Rs.100 p.m for one child only |

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

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

- 
1. CBA Agreement 10.3.1991 (Demand No.8(xii).
  2. Subs. for "Rs.150/-" vide Finance division O.M. No.F.3(1)-R-13/84-D/206/85 dated 2.5.1985
  3. Inserted vide Gazette of Pakistan dated 6.1.1982 Part-VI ibid.
  4. CBA Agreement dated 10.3.91 (Demand No.8(vi)

**PART - III APPOINTMENTS, PROBATION, CONFIRMATION, INCREMENT AND PROMOTIONS**

**10. Appointments.-** (1) <sup>1</sup>[Subject to such general and specific directions as the Chairman may give from time to time.]

- (a) appointment to all posts <sup>2</sup> [in pay scales 1 to <sup>3</sup> {8(a)} and MN-I to MN-III] shall be made in a zone by the Zonal Head and in the Principal Office by the Executive Director <sup>4</sup>[holding charge of Personal & General Services Division]; and
- (b) appointments to all posts in the Corporation in [pay scales <sup>5</sup>{8 to 13}] shall be made by Executive Director <sup>6</sup>[holding charge of Personnel & General Services Division].

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

**11. Appointments** to be made on minimum of pay scales appointment to a post shall normally be made at the minimum of the pay scale of that post. But, if the qualifications and experience of past standing of a person so warrant, appointment may be made at such higher level in a pay scale as may be deemed fit by the appointing authority.

- 
- 1. Addd vide Extra Gaz.No.SRO-1032(1)/75 dt.1.10.1975
  - 2. 3rd Wage Commission Award, 1963
  - 3. Pay Scale 8(Supdt) subs.as 8(a) Agreement with CBA dated 10.3.91
  - 4. Subs for "Administration" vide E.C. 157th meeting held on 15 & 22-10-91.
  - 5. Subs.vide Gaz dt.6.1.82 PT.VI Notif.No.1(5)/78-Ins(N) dt.25.11.81.
  - 6. Subs. for "Administration" vide E.C. 157th meeting held on 15 & 22-10-91.

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

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

14. **Qualification experience and age :** (1) Qualifications and experience for appointments to various posts in the Corporation may be laid down by the <sup>3</sup>[Chairman] from time to time.

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

For appointment in <sup>4</sup> [Pay Scale 1 to 4 & MN-I]	25 years
For appointment in <sup>5</sup> [Pay Scales 5 to <sup>6</sup> {8(a)} MN-II to MN-III]	35 years
For appointment in <sup>7</sup> [other pay scales]	45 years

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

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

1. Subs.for "Board"vide Extra Ord. Gazette Notifi. No.SRO-1032(1)/75 dt 1.10.75
2. Subs.for "Admn" vide E.C. 157th meeting dt.15& 22-10-91.
3. Subs.vide Extr.Gaz P-VI dt.13.4.83 SRO No.LAW(L-9)/83.
- 4&5 Subs.vide 3rd Wage Commission Award, 1983
6. Pay Scale 8(Supdt) graded as 8(a) supdt vide CBA Agreement dt.10.3.91
7. Subs.vide Gazette of Pak dated 6.1.82 Pt.VI Notf.No.1(5)/78-INS(N) dated 25.11.81.

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

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

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

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

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

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

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

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

- 
1. Inserted vide Gaz. of Pak dt 13.4.83 Pt-VI, SLIC Notif.No.LAW(L-9)/83 dt. Mrch,83
  2. Add: vide Gazette of Pak dated 13.4.83 Part VI, ibid.
  3. Sub.vide Gazetta of Pak dated 6.1.82 Part VI, Notif.No.1(5)/78-INS(N) dt.25.11.81.

## 19. 1[Fixation of pay on promotion and moving over to the next higher pay scale:]

(1) On promotion to a pay scale, the pay of an employee in 2[-----] shall be fixed in the higher pay scale after allowing one clear increment in such higher scale.

(2) On moving over to the next higher pay scale, the pay of an employee 3[-----] shall be fixed in that pay scale on the next stage above his pay in the lower scale.

(3) 4[Omitted.]

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

## Part IV, Retirement, Resignation and Termination of Service

### 5[20. Retirement and Superannuation.

An employee shall retire from service-

(i) On such date after he has completed 25 years of service as the competent authority may after review of the employee's case by the Committee 6[-----] constituted by the 7[Board] 8[-----] 9 [-----].

(ii) Where no direction is given under clause (i) on completion of the sixtieth year of his age 10 [-----].

11[(iii) If he is permanently incapacitated for Corporation's service or for a particular branch of it due to bodily or mental infirmity and is declared medically unfit by a Medical Board duly constituted by the competent authority in this behalf 12[.]

13[(iv) Employees in pay scale 1 to 14[8(a)], MN-I to MN-III, after putting in 25 years or more of continuous, un-interrupted and loyal service with the Corporation may request for premature retirement. However, acceptance of such request will be at the sole discretion of the Corporation and the Corporation may decline such request without assigning any reason for the same].

1. Sub.vide Gazetta of Pak dated 6.1.82 Part VI, Notif.No.1(5)/78-INS(N) dt.25.11.81.
- 2&3 "1 to 8(a) & MN-I to MN-III" omitted because the clause now applicable to all employees
4. Omitted: Not required as Special Pay not allowed with new scales under 3rd Wage Commission Award, 1983.
5. Subs.vide Gaz.Nofi.No.SRO 167(1)/80 dted 5.2.80
6. Omitted "or body" |
7. Subs. for "Federal Govt." | E.C. 157th on 15 & 22-10-91.
8. Omitted "Direct" |
9. Omitted "or" Notifi.No.PL-2(1) dt.30.4.86 Pub.in Pt.vi Gaza. dated 14.5.86.
10. Omitted "." or "EC 157th dated 15/22-10-91.
11. Added"." Notfi.No.PL2(10 dt.30.4.86 pub. in Part-vi Gaz dated 14.5.86.
12. Subs.for "full stop" for making provision of sub regulation(iv)
13. Agreement with CBA dt.12.4.89 effective from 1.1.1989.
14. Pay Scale 8(Supdt) graded as 8(a) CBA agreement 10.3.1991.

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

**21. Resignation.** - 1[(1) A confirmed employee in 2[Pay scales 1 to 3{8(a)} and MN-I to MN-III] may resign from the service of the Corporation by giving one month's notice in writing. A confirmed employee in 4[Pay Scale 8 to 13] may resign from the service of the Corporation by giving three month's notice in writing. The resignation shall become effective on the expiry of the said period of notice.

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

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

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

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

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

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

1. Subs.Regulation (1) subs.vide Extra Gaz. Notif.No.SRO-535(1)/74 dt.13.5.74.

2&3. Pay scales "1 to 7" substituted as per 3rd Wage Comm.Award B3 ,B(Sudpl) Subs.8(a) CBA Agreement dated 10.3.1991.

4. Sub. vide Gazette dated 6.1.1982 Part VI. Notif.No.1(5)/78-INS(N) dt.25.11.81

5. Subs.vide Gazette of Pak Part VI dt.13.4.83 SLIC Notif.No.LAW(L-9)/83 dt.March,83.



22. **Termination of Service:** (1) The appointing authority may terminate the service of a confirmed employee:-

- (a) in [pay scales 1 to 3{8(a)} and MN-I to MN-III] as a measure of retrenchment by giving him one month's notice in writing or by way of punishment duly awarded in accordance with these regulations:
- (b) in other pay scales by giving him three months notice in writing without assigning any reason.]

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

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

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

#### PART V. RECORD OF SERVICE

23(1) A record of service of each employee shall be maintained in such form as may be prescribed by the 4[Chairman.]

(2) Confidential Reports on the performance of an employee 5[----] shall be written in such form and subject to such conditions as may be prescribed by 6[the Chairman].

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

1. Subs. vide Gaz. of Pak dated 6.1.82 Notif.No.1(5)/78-INS(N) dt.25.11.81.
- 2&3 Pay Scale "1 to 7" has been subs.as per 3rd Wage Award 83, Supdt Subs.8(a) CBA Agreement 10.3.91.
4. The word "Board" subs. by the word "Executive Director (Admn)" vide Gaz Notif.No.SRC-1032(1)/75 dated 1.10.75 and therefore subs. by the word "Chairman" vide Gaze Notif. No.LAW(L-9)/83 dt March,83 pub. in Part VI Gazette dt.13.4.1983
5. Pay Scale No."3 to 7" and: above has been removed because the sub-regulation. applies to every employee.
6. The word "Board" subs.by the word "Chairman" vide Gaz. Part-VI Notification No.LAW(L-9) dt.March, 1983 Gazette Notif. dated 13.4.83.

## PART VI. GENERAL CONDUCT AND DISCIPLINE

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

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

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

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

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

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

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

(4) 2[No employee shall allow any member of his family dependent on him to indulge in any political activity, including formation of any political association or being its member, or to act in manner in which he himself is not permitted by sub-regulation (3) to act]

1. Inserted vide Ext.Gaz Part-II dated 19.12.78 Notif.No.SRO.1462(1)/78 dt.17.12.78.

2. Sub-regulation (4) substituted vide Gazette of Pak. Extra Part-II dt.6.2.1979 Notification No.123(1)/79 dt.5.2.79.

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

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

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

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

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

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

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

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

1. Inserted vide Gaz. of Pak dated 6.1.82 Part VI, Notif. No.1(5)/79-INS(N) dated 25.11.81
2. Reg.27 Renumbered as Reg 27(1) for the sake of inserting sub-regulation(2)
3. The word "General Manager" subs.by the word "Zonal Head or Executive Director" vide Ext.Gazette Part-II SRO No.1032(1)/75 dt.1.10.75.
4. Inserted vide approval of 76th meeting of E.C. held on 23.11.1983.

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

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

**29. Employees to be whole-time servants of the Corporation.** All employees shall be whole time employees and no employee shall undertake any outside employment or office or engage in any trade, commerce or business activity with remuneration or otherwise on his own account or for any other person, without prior approval of the <sup>2</sup>[Chairman]. The <sup>3</sup>[Chairman] may, in appropriate cases grant such approval stipulating that such part of any fee or remuneration received by the employee as may be determined by the <sup>4</sup>[Chairman] shall be paid to the Corporation.

**30. Offenses and Punishment:**- (1) An employee who:

- (a) commits breach of the rules, regulations or orders of the Corporation, or
- (b) commits breach of discipline;
- (c) displays negligence or inefficiency or
- (d) commits or assists in committing acts of mis-appropriation or embezzlement of funds which belong to or are meant to belong to Corporation;
- (e) knowingly does anything detrimental to the interest of the Corporation.
- (f) is convicted of an offense involving moral turpitude or
- (g) is guilty of any other mis-conduct shall be liable to one or more of the following punishment:

- (i) Censure;
- (ii) withholding of increments or promotion for a specified period not exceeding one year;
- (iii) reduction to a lower post, or to a lower stage in a pay scale;
- (iv) dismissal without payment of any compensation in lieu of notice;
- <sup>5</sup>(v) recovery from the employee of the whole or part of the amount of loss, if any sustained by the Corporation as a result of his misconduct or any other act.]

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1. The word "Board" sub. vide Ext. Gazette Part-II Notif. No.SRO.1032(1)/75 dated 1.10.75

2,3&4 Subs. vide E.C. 157th meeting held on 15/22-10-91.

5. Inserted vide Ext. Gazette Part.II dated 13.4.83 Notif. No.LAW(L-9)/83 dated March,83.

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

- (i) Willful in-subordination or disobedience, whether alone or in combination with others, to any lawful order of a superior;
- (ii) theft, fraud, or dishonesty in connection with the Corporation's property;
- (iii) willful damage to or loss of Corporation's goods or property;
- (iv) taking or giving bribes or any illegal gratification;
- (v) habitual absence without leave or absence without leave for more than ten days;
- (vi) habitual late attendance;
- (vii) riotous to disorderly behaviour [-----] in office premises or any act subversive of discipline;
- (viii) making false or misleading statements;
- (ix) malingering;
- (x) striking or inciting others to strike in contravention of the provisions of any law or rule having the force of law;
- (xi) Go slow.2[;
- (xii) tempering with records.]

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

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

- (i) A Charge Sheet, alongwith a statement of allegation leveled against the employee, shall be served on him. While serving the Charge Sheet, the employee shall be given reasonable time, not being less than 7 days to produce any evidence in his defense. He will also be allowed to be heard in person if he so wishes.

- 
- 1. Omitted "during working hours" vide Gazette Part-VI Notif. No.LAW(L-9)/83 dated 13.4.83
  - 2. "Full stop" substituted by semi-colon and clause(xii) added vide Gazette Notif. Ni.SRO-1032(1)/75 dated 1.10.1975.

- (ii) An enquiry officer shall be appointed to examine the defence offered by the accused and to give a report thereon indicating whether or not the charges made against the employee are established.
- (iii) The report of the enquiry officer shall be considered by the competent authority who may accept or reject the report or for reasons to be recorded in writing order a fresh enquiry.

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

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

The discharge of a person:-

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

**32.3[Suspension.-** (1) Where, for the purpose of conducting an enquiry against an employee in pay scale <sup>4</sup> 1 to <sup>5</sup>{8(a)}, MN-I to MN-III] the competent authority considers if necessary, it may suspend the employee.

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

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

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

- 1&2 {The word "General Manager" subs. vide Gaz. Not. Ex. ord. No. SRO. 1032(1)/75 dt. 1.10.75.
- 3. Subs. vide Gaz. of Pak. dt 6.1.1982 Pt. VI Notif. No. 1(5)/78-INS (I) dated 25.11.1981.
- 4. Pay Scale "1 to 7" changed as 1 to 8(Supdt), MN-I to MN-III due to 3rd Wage Award, 83.
- 5. Pay Scale 8(Supdt) Graded as 8(a) CBA Agreement 10-3-91.

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

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

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

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

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

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

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1. "Category 'D'" has been substituted by Grade 10 to 13 vide Gazette of Pakistan dated 6.1.1982 Part VI- Notification No.1(5)/78-INS(N) dated 25.11.1981.

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

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

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

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

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

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

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



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

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

### PART VII - TRAVELING EXPENSES

34. **Definitions.**- In this part-

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

**35. Circumstance in which traveling expenses would be admissible:-** Traveling expenses would be admissible to an employ traveling on Corporation's duty on tour or transfer.

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

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

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

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

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

(i) One fare for himself

- 
1. Subs. as a result Agreement with the CRA dated 12.4.1989.
  2. Agreement with the CAB signed on 12.4.1989.
  3. Pay Scale 8(Spudt) graded as 8(a) CAB agreement dated 10.3.91.

(ii) Transfer Grant

(a) For Employees in Grade 8(EO) and above [Equal to one month's pay]

(b) For employees in Grade 1 to 8(a) and MN-I to MN-III. Equal to one month's pay subject to a maximum of Rs.2,500/-]

(iii) One fare for each adult member of his family who accompanies him and for whom full fare is actually paid, and on-half fare for each minor member of his family who accompanies him and for who such fare is actually paid;

(iv) Cost of transportation by goods train of personal effects upto the following limits irrespective of the mode of transport:-

	<u>if not having a family</u>	<u>If having a family.</u>
§If he is in Pay Scale 9 to13	2250 Kg	4500 kg
If he is in Pay Scale 8(EO)	1500 Kg	3000 Kg]
¶If he is in Pay Scale 4 to 8(a) MN-I to MN-III	750 Kg	1500 Kg
If he is in Pay Scale 1 to 3 and Mn-I	375 Kg	750 Kg]

§[Note:- the officers will be eligible for payment of the cost of carriage of personal effects upto the above limits at the rate of paisa 0.083 per kg per KM (or paisa 1.66 per Unit of 20 Kg per KM) and will not be required to disclose the means of transport or produce receipts of actual amount paid.]

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

1. 157 the meeting of the EC on 15/22-201991.
2. Agreement with CBA dated 12.4.1989 w.e.f. 1.1.1989.
3. Subs. due to change of matric system
4. Agreement with CBA dated 12.4.1989.
5. Govt. directives.
6. sub. vide Gazette of Pak dt.6.1.82 Part VI Notif.No.1(5)/78-INS(N) dt.25.11.81.

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

- |      |   |                           |
|------|---|---------------------------|
| (i)  | Employees in pay scales 8 to 13                       | Paisa 15 per Kilometer    |
| (ii) | Employee in pay scales 1 to 2{8(a)}<br>MN-I to MN-III | Paisa 10 per Kilometer    |
|      |   | OR                        |
| (a)  | Employees in Grade 1 to 5<br>MN-I to MN-III           | Ordinary Bus fare         |
| (b)  | Employees in Grade 6, 7<br>3{8(a)} and MN-III         | Air conditioned Bus Fare] |

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

	<u>Mode of Travel</u>	<u>Rate per Kilometer</u>
(i)	Personal car or by engaging full taxi	5[Rs. 3.00]
(ii)	Motor Rickshaw	45 Paisa
(2)	For journeys performed on transfer, following extra expenses will be paid;	
(i)	One additional mileage allowance for family, if the family also travels by road; and	
(ii)	Transfer grant as provided in regulation 36(3)(ii)	
(iii)	Transportation of personal effects as provided in regulation 36(3)(iv)]	

**38. Journey by air -** (1) Employees in 6[Pay Scale 9] and above shall be entitled to travel by air on tour or transfer.

- 1,2&3 Subs. due to Agreement with CBA signed on 12.4.1989 and 10.3.1991
4. Proviso of Regulation 37 substituted vide Gazette of Pakistan dt. 6.1.82 Par VI Notif.No. 1(57)/78-INS(N) dated 25.11.1981.
5. E.C meeting 157the held on 15/22-10-1981
6. Subs. vide Gazette of Pakistan dated 6.1.1982 ibid Notification dated 25.11.1981.

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

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

- (i) One fare for each adult member of the employee's family and actual fare for each minor member of his family who travels by air.
- (ii) transfer grant as provided in regulation 36(3)(ii)
- (iii) transportation of personal effects as provided in regulation 36(3)(iv) and transportation of car as provided in regulation 36(3)(v).

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

- 
1. Grade 12 subs. by Grade 9 vied Gazette of Pak dated 6.1.1982 Part-VI  
Notification No.1(5)/78-INS(N) dated 25.11.1981.

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

PAY LIMIT	RATE OF DAILY ALLOWANCE	
	Special Rate	OrdinaryRate
	Admissible at Islamabad, Karachi, Lahore, Rawalpindi, Peshwar, Quetta, Multan, Faisalabad and Hyderabad.	
		Admissible at other places

**FOR OFFICERS**

From Rs.7500/- per month & above	Rs.450 per day	Rs.390 per day
From Rs.5000/- per month to 7499/- per month	Rs.390/- per day	Rs.330/- per day
From Rs.3000/- per month to Rs.4999 per month	Rs.330/- per day	Rs.285 per day
Below Rs.300/- per month	Rs.210/- per month	Rs.180/- per day]

**Pay limits for unionised employees**

Between Rs.1401/- p.m and above	Rs.70 per day	Rs.60 per day
Between Rs.701/- p.m and Rs.1400 per month	Rs.60/- per day	Rs.50/- per day
Upto Rs.700/- per month	Rs.40/- per day	Rs.30 per day]

1. Subs. by the Board w.e.f. 1.9.91
2. Subc. due to Agreement with CBA signed on 12.4.89.

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

(i) In large 9 cities specified in sub-Regulation(1)

Three times the amount of daily allowance admissible in those cities.

(ii) In other places

One and half time of the amount of daily allowance admissible there]

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

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

**42. Other Journeys.-** An employee who is summoned in his official capacity by a court of law or any other authority in Pakistan shall be entitled to traveling allowance as on tour, but in every such case in which an employee drawn an allowance from the Corporation under these regulations, any payments made by the authority summoning him to meet his traveling expenses shall be refunded to the Corporation.

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

1. Subs. viid Gaz.P-VI dated 6.1.92 Notification No.1(5)/78-INS(N) dt.25.11.81
2. Added due to CBA Agreement dated 12.4.1989.
3. Pay Scale 8(Supdt) graded 8(a) agreement with CBA dated 10.3.91.

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

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

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

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

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

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

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

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1 & 2 Subs. for "Board" vide E.C 157 the meeting held on 15th & 22nd October, 1991.



## PART VIII. LEAVE

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

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

**51. Authorities competent to sanction leave:** The authorities competent to sanction leave in each case will be designated by the Chairman in the cases of Principal Office and [the Zonal Head concerned in the case of Zone.]

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

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

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

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

[(2) No sick leave for more than three days shall be allowed without production of a Medical Certificate from the authorised Medical Attendant.]

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

1. The General Manager concerned in the case of units has been subs. by the words "Zonal Head concerned in the case of Zone" vide Gaz. Ext. Noti.No.1032(1)/75 dt.1.10.75.
2. Reg.54 subs. vide Gaz. of Pak. dt 6.1.82 Part VI Notifi. No.1(5)/78-INS(N) dt.25.11.82.
3. Subs. Notifi.No.LAW(L-9)/83 dt.March, 83 P-VI GAZ. dt.13.4.83.

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

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

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

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

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

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

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

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

[Provided that if an employee in pay scale 1 to 4 [8(a)] and MN-I to MN-III wishes to go on leave preparatory to retirement he shall be granted such leave or, if such leave is refused, the shall be allowed encashment of refused leave.]

1. Subs.vide Extr Gazette Notifi. No.SRO-585(1)/74 dated 13.5.74.
2. Inserted through Notifi. No.LAW(L-9)/83 dt March, 1983 GAZ P-VI dt.13.4.83.
3. Proviso added vide Gaz of Pak dt.6.1.82 Part-VI,Notif.No.1(5)/78-INS(N) dt.25.11.81
4. Pay Scale 8(Supdt) graded as 8(a) agreement with CBA,dated 10.3.91

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

**63. Leave Salary :** <sup>1</sup>[(1) Leave salary shall be calculated with reference to the pay being drawn by the employee at the time of proceeding on leave;]

<sup>2</sup>[(2) While proceeding on leave, an employee in pay scale 1 to <sup>3</sup>{8(a)} and MN-I to MN-III shall be entitled to receive in advance gross leave salary, subject to deductions, if any, for the next <sup>4</sup>[two months], adjustable in full against that salary;

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

**64. Cobination of leave of one kind with another:-** Leave of one kind, other than casual leave, may be combined with leave of another kind admissible under these regulations, provided that the maximum amount of leave that may be taken at one time shall not exceed two years <sup>5</sup>[and six months.]

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

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1. Regu.63 renumbered as Sub-reg.63(1) vide Gaze.of Pak Part.VI Notifi. No.1(5)/78- INS(N) dt.25.11.82.
  2. Sub-Reg.2 added vide Gaz. of Pak Notifi. No. ibid dt.25.11.81.
  3. Pay Scale 8(Supdt) graded as 8(a) CBA Agreement dt.10.3.91
  4. Subs. agreement with CBA 10.3.1991.
  5. Addition through Notifi. No.LAW(L-9)/83 dt. March.83 Gaz. P-VI dt.13.4.83.

REVISED LEAVE RULES - 1983.

(For employees in pay scales 1 to 8(a) and MN-I to MN-III Effective from 1.1.1983.

**65A:1 (i) leave full pay:-** An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on full pay"; duty period of 15 days or less in a calendar month being ignored and those of more than 15 days being treated as a full calendar month for the purpose.

- (ii) If an employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only.
- (iii) There shall be no maximum limit on the accumulation of such leave.
- (iv) The term "Leave on full pay" does not involve any change in the existing manner of the calculation of leave salary.

2. An employee cannot claim leave as a matter of right and the competent authority may, at its discretion, refuse or remove leave of any description.

3. **Grant of leave:**(i) Leave on full pay. The maximum period of leave on full pay that may be granted at one time shall be as following:

(a)	Without medical certificate	120 days
(b)	With medical certificate	180 days
	Plus	
(c)	On medical certificate from leave account in entire service.	365 days

Note :- The maximum prescribed in sub-paragraph 3(i)(a) and (b) above are independent of each other. In other words an employee may be granted, at a time total leave on full pay on medical certificate upto the permissible extent in continuation of leave upto 120 days without a medical certificate, subject to the given conditions.

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- 1. Additional due to 3rd Wage Award, 1983.
  - 2. Pay Scale 8(Supdt) graded as 8(a) CBA Agreement dt.10.3.91.

(ii) Leave on half pay:- (a) Leave on full pay may be converted into leave on half pay, at the option of the employee; the debit to the leave account will be at the rate of one day of the former for every two days of the later, fraction of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the employees in his application for the grant of leave.

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

4. Leave may be applied for, expressed, as sanctioned in terms of days:

5. **Maternity leave:-** A female employee may be granted maternity leave on full pay for the period which may extend upto ninety days from the date of its commencement or forty five days from the date of confinement, whichever is earlier. Maternity leave will not be granted more than three times in the entire service of female employee. For confinement beyond the third confinement the female employees will have to take leave from her normal leave account. The spell of maternity leave already availed of will be accounted for in the "three times" confinement leave admissible under these orders. However, the cases of those female employees who have already availed of the concession of more than three times may not be reopened. The Maternity leave may be granted in continuation of or in combination with another kind of leave (including extraordinary leave as may be due and admissible to a female employee.

6. **Leave preparatory to Retirement:-** The maximum period upto which an employee may be granted leave preparatory to retirement shall be 365 days. Such leave may be taken subject to availability either on full pay, or partly full pay and partly on half pay or entirely on half pay at the discretion of the employee. Where leave preparatory to retirement is availed of entirely on half pay or partly on half pay and partly on full pay, the total period of leave preparatory to retirement will not be any case exceed 365 days.

7. **Enactment of leave:-** (i) In case of retirement on attaining the age of superannuation, an employee shall have the option not to take LPR. In that case, he shall be allowed leave salary for the period for which LPR is admissible subject at a minimum of 180 days.

(ii) In case an employee on leave preparatory to retirement dies before completion 180 days of such leave, his family will be entitled to a lump-sum payment equal to the payment falling short of 180 days.

- (iii) Encashment of leave other than leave preparatory to retirement shall not be permissible.

8. **Death in Service:** In case an employee dies while in service lump-sum payment equal to 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.

9. **Leave not due:** It may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed 90 days in all. Such leave may be converted into leave on half pay. It shall be granted only when there are reasonable chances of the employee resuming duty. "Leave not Due" will not, however, be admissible to a temporary employee.

10. **Special Leave:** A female employee, on the death of her husband, may apply for special leave on full pay for a period not exceeding 130 days. This leave shall not be debited to her leave account. The leave shall commence from the date of the death of husband of the employee and for this purpose she will have to produce a death certificate issued by the competent authority.

11. **Extra-ordinary leave(Leave without pay):** It may be granted on any ground upto a maximum period of five years at a time, provided the employee to whom such leave is granted has been in continuous service for a period of not less than 10 years; in case an employee has not completed ten years of continuous service, extra ordinary leave without pay for a maximum period of two years may be granted at the discretion of the competent authority. The extra-ordinary leave can be granted in combination with leave on full pay and leave on half pay subject to the limit of five years prescribed above. In other words, the period of extra leave plus the period of leave on full pay and on half pay shall not be more than five years if so combined. Extra-ordinary leave may be granted subjects to other conditions laid down in the Staff Regulations irrespective of the fact whether an employee is permanent or temporary.

12. **Carry Forward of the Existing Leave:** All leave at credit in the account of an employee in the service of the Insurance Corporation on the first day January, 1983 shall be carried forward and expressed in terms of leave on Full Pay. The leave account in such cases will, with effect from first day of January, 1983 or in case of an employee who was on leave on that date with effect from the date of his return from leave be recast as under:-

(i)	Leave on Full pay	
	(a) 1 month	30 days
	(b) 1 day	1 day
(ii)	Leave on Half Pay	
	(a) 1 month	15 days
	(b) 2 days	1 day

Note: Fraction, if any shall be ignored.

13. **Disability Leave:** Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to an employee, other than a part time employee who is an employee, other than a part time employee who is disable by injury, ailment or disease contacted in course or in consequence of duty or official position.

The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and to half pay for the remaining period.

14. **Leave Ex-Pakistan:** Leave on full pay may also be granted as leave Ex-Pakistan to an employee who applies for such leave or who proceeds abroad during leave, or is otherwise on duty abroad, and makes a specific request to that effect. Leave salary shall be payable for the actual period of leave spend abroad subject to a maximum of 120 days at a time.

15. **Reasons not be Specified:-** It shall not be necessary to specify the reasons for which leave has been applied, so long as that leave is due and admissible to an employee. Leave applied for on medical certificate, shall not be refused provided however that the competent authority may, at its discretion, obtain a second medical opinion from such doctors/registered medical practitioners as may be decided by the competent authority.

16. **Recall from leave:-** If an employee is recalled to duty compulsory with the approval of the competent authority, from leave of any kind which he is spending away from his headquarters, he may be granted a single return fare plus a daily allowance as is admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. In case he is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

**17. Overstayal after sanctioned leave:-** [Unless his leave is extended by the competent authority an employee who remains absent after the end of his leave shall be paid remuneration for the absence beyond the period of sanctioned leave, provided leave is available at his credit, but double the period of such absence will be debited against his leave account. Such a double debited shall not preclude any disciplinary action that may be considered necessary under the rules:

**18. Leave due may be granted on abolition of post, etc.:-**

- (i) When a post is abolished leave due to the employee whose service are terminated in consequence thereof shall be granted without regard to the availability of a post for the period of leave.
- (ii) The grant of leave in such cases shall, so long as he does not attain the age of superannuation, be deemed automatically to have also extended the duration of the post and the tenure of its incumbent.

**19. Leave to lapse when a employee quits service:-** All leaves at the credit of an employee shall lapse when he quits service.

**20. Pay during leave:-**

- (1) Leave pay admissible during the leave on full pay shall be the greater of :-
  - (a) the average monthly pay earned during the twelve complete months immediately proceeding the month in which the leave begins; and
  - (b) the rate equal to the rate of pay drawn on the pay immediately before the beginning of the leave.
- (2) When leave on full pay is taken the amounts calculated under clauses(a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

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1. Subs. agreement with CAB dated 10.3.1991.



**21. Option:**

- (1) All employees who were in service on the first day of January, 1983 including those who were on leave on that date, shall have the option to retain their existing leave rules. This option shall be valid only if it is exercised in writing and is communicated to the office-in-charge of the concerned office so as to reach him not later than June 30, 1984. If, however, on the date of issue of these orders an existing employee be on leave or on temporary deputation/training etc., he may exercise the option and communicate it to the concerned authority within three months of the date of his return from leave/training/deputation etc. The option once exercised shall be final. An existing employee who does not exercise and communicate such option on or before June 30, 1984 he shall be deemed to have opted to be governed by these revised rules.
- (ii) Those of the existing employees who validly opt to retain the leave rules in force and applicable to them prior to January 1, 1983 shall continue to be governed by the rules, order, etc., which would have been applicable to them.
- (iii) An employee who was in service on January 1, 1983 whether on duty or on leave of any kind and died before he could exercise or dies before exercising his option in favour of the Revised Leave Rules shall be governed by such rules as are beneficial to his case.

22. An employee who elects to be governed by these revised leave rules shall be allowed 20 days Casual Leave during a Calendar year. The maximum amount of Casual Leave that can be allowed at a time to an employee will be 15 days relaxable by the competent authority in special circumstances. Casual Leave may be prefixed or suffixed to a closed holiday and be sandwiched in between to close holidays. However, if a closed holiday falls between two days of Casual Leave it may also be counted as casual leave. Further casual leave can be granted within the prescribed limit at one time in such a manner as to spread it over 2 years (i.e. some portioning one calendar year and the rest in following year in one stretch). But the said Casual Leave will be debited to the Casual Leave Account in such a manner that the leave due during the particular year will be debited to that year's account and the rest of Casual Leave will be debited to the following year account.

[23. An employee shall be allowed to prefix or suffix holidays with their leave.]

[24. Casual leave cannot be combined with any other leave.]

1. Added 4th Wage Award, 1986
2. Revised order issued by GM(PEGS) on 17.11.91 Cir. No.P&GS/PO/42/91 dt 17.11.1991.

**REVISED LEAVE RULES FOR OFFICERS**  
**WITH EFFECT FROM 1.1.1989.**

165(B)

**1. SHORT TITLE APPLICATION AND COMMENCEMENT**

- (1) These rules shall be called State Life Officers(Revised) Leave Rules, 1989.
- (2) These rules shall apply to officers who were employed on or before 31.12.1988 and opted to be governed by these rules except the officers employed on Adhoc/Contract/Part time basis/Commission basis.
- (3) These Rules shall be deemed to be in force with effect from 1.1.1989.

**2. WHEN LEAVE EARNED.**

- (1) All service rendered by an officer qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.
- (2) Any period spent by an officer in foreign service qualifies him to earn leave provided that contribution towards leave salary is paid to the Corporation on account of such period.

**3. EARNING AND ACCUMULATION OF LEAVE**

- (1) An officer shall earn leave only on full pay which shall be calculated at the rate of four days of every calendar month of the period of duty rendered and fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose.
- (2) If an officer proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.
- (3) There shall be not maximum limit on the accumulation of such leave.

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1. Source Finance Div. OM No.F.4(1)-R4/89/1152(II) dt.30.12.1989 and Ministry of Commerce letter No.1(2)/83 INS(I) dated 8.1.1990.

**4. LEAVE ON FULL PAY**

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

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

Plus

- (c) On medical certificate from leave..... 365 days  
account in entire service

**5. LEAVE ON HALF PAY**

(1) Leave on full pay may, at the option of the officer be converted into leave on half pay, the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full days leave on full pay.

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

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

**6. LEAVE TO BE APPLIED, ETC. IN TERMS OF DAYS.**

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

**7. CARRY FORWARD OF EXISTING LEAVE.**

All leave at credit in the account of an officers on the first day of January, 1989 shall be carried forward and expressed in terms of leave on full pay. In the case of an officer who was on leave on that date, with effect from the date of his return from leave.

**8. EXTRAORDINARY LEAVE (WITHOUT PAY)**

(1) Extraordinary leave without pay may be granted on any ground upto a maximum period of five years at a time provided that the officers to whom such leave is granted has been in continuous service for a period of not less than ten years and in case an officer hasn't completed ten years of continuous service, extraordinary leave without pay for a

maximum period of two years may be granted at the discretion of the competent authority.

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

(2) Extraordinary leave upto a maximum period prescribed under sub-rule (1) may be granted, subject to the conditions stated therein, irrespective of the fact whether the officer is a permanent or a temporary employee.

#### 9. LEAVE NOT DUE

(1) Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty five days in the entire period of service, subject to the conditions that during the first five years of service it shall not exceed ninety days in all.

(2) Such leave may be converted into leave on half pay.

(3) Such leave shall be granted only when there are reasonable chances of the officer resuming duties on the expiry of leave.

(4) Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority but it shall not be admissible to temporary officers.

#### 10. SPECIAL LEAVE

(1) A female officer on the death of her husband, may be granted special leave on full pay, when applied, for a period not exceeding one hundred and thirty days.

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

(3) Such leave shall commence from the date of the death of her husband and for this purpose she will have to produce a death certificate issued by the competent authority either alongwith her application for special leave or, if that is not possible the said certificate may be furnished to the leave sanctioning authority separately.

## 11. MATERNITY LEAVE

- (1) Maternity leave may be granted on full pay, outside the leave account, to a female officers to be extent of ninety days in all from the date of its commencement or forty five days from the date of her confinement, whichever be earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female officer.
- (3) For confinements beyond the third one, the female officer would have to take leave from her normal leave account.
- (4) The spells of maternity leave availed for prior to the coming into force of these rules shall be deemed to have taken under these rules.
- (5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female officer.

## 12. DISABILITY LEAVE

- (1) Disability leave may be granted, outside the leave account on each occasion, upto a maximum of seven hundred and twenty days on such medical advice as the competent authority may consider necessary, to an officer, disable by injury, ailment or disease contacted in course or in consequence of duty or official position.
- (2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

## 13. LEAVE EX-PAKISTAN

- (1) Leave Ex-Pakistan may be granted on full pay to an officer who applied for such leave or proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect. Leave pay shall be payable for the actual period leave spent abroad subject to a maximum of one hundred and twenty days at a time.
- (2) Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rules 4,5 and 3.

**14. LEAVE PREPARATORY TO RETIREMENT:**

- (1) The maximum period upto which an officer may be granted leave preparatory to retirement shall be three hundred and sixty five days.
- (2) Such leave may be taken, subject to availability, either on full pay, or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the officer.

**15. ENCASHMENT OF REFUSED LEAVE PREPARATORY TO RETIREMENT**

- (1) If in case of retirement on superannuation or voluntary retirement on completion of 25 years qualifying services(\*) an officer cannot for reasons of office exigencies be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the eighty days leave on full pay.
- (2) Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding on hundred and eighty days.
- (3) The payment of leave pay in lieu of such refused leave may be made to an officer either in lump-sum at the time of retirement or may, at his option, be drawn by him month wise for the period of leave so refused.
- (4) For the purpose of lump sum payment in lieu of such leave, only the "Senior Post Allowance" will be included in "Leave pay" so admissible.
- (5) In case an officer on leave preparatory to retirement dies before completing one hundred and eighty days of such leave his family shall be entitled to lump-sum payment equal to the period falling short of one hundred and eighty days.

**16. POWER TO REFUSE LEAVE PREPARATORY TO RETIREMENT, ETC.**

- (1) Ordinary, leave preparatory to retirement shall not be refused.
- (2) All orders refusing leave preparatory to retirement to an officer and recalling officer from leave preparatory to retirement shall be passed only by the Chairman.

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(\*) subject to approval from Ministry of Commerce

(3) All proposals regarding refusal of such leave to an officer shall be referred to the DGM(P&GS), P.O. with detailed justification at least three months before an officer is due to proceed on such leave.

## **17. ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT**

(1) An officer may fifteen months before the date of superannuation or twenty five years qualifying service(\*) on or after the 1st January, 1989 at his option be allowed to encash his leave preparatory to retirement if he undertake 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.

(2) In lieu of such leave, leave pay may be claimed 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 Haj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the half the period of leave so granted, for example, if an officer who has opted for encashment of such leave, has taken sixty days leave, his cash compensation equal to thirty days leave shall be forfeited.

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

## **18. IN SERVICE DEATH.**

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

## **19. REASONS NEED NOT BE SPECIFIED, ETC.**

(1) It shall not be necessary to specify the reasons or which leave has been applied so long as the leave is due and admissible to an officer.

(2) Leave applied for on medical certificate shall not be refused.

Provided that the authority competent to sanction leave may at the discretion, secure a second medical opinion by requesting the Chief Medical Advisor of the Corporation or Medical Board as the case may be, to have the applicant medically examined.

**20. LEAVE WHEN STARTS AND ENDS.**

Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the date following that on which an officer hands over the charge of his post and may end on the day preceding that on which he resumes duty.

**21. RECALL FROM LEAVE ETC.**

(1) If an officer is recalled to duty compulsorily with the personal approval of the head of his Division/Department from leave of any kind that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

(2) In case the officer is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(3) If the return from leave is optional, the officer is entitled to no concession.

**22. OVERSTAYAL AFTER SANCTIONED LEAVE ETC.**

(1) Unless the leave of an officer is extended by the competent authority and officer who remains absent after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to any disciplinary action that may be taken against him double the period of such absence shall be debited against his leave account.

(2) Such debit shall, if there is insufficient credit in the leave account, be adjusted against future earning.

**23. ANY TYPE OF LEAVE MAY BE APPLIED.**

An officer 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, for example an officer may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may



proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay and without pay.

**24. COMBINATION OF DIFFERENT TYPES OF LEAVE ETC.**

One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the officer.

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

**25. AN OFFICER ON LEAVE NOT TO JOIN DUTY WITHOUT PERMISSION BEFORE ITS EXPIRY.**

Unless he is permitted to do so by the authority which sanctioned his leave an officer on leave may not return to duty before the expiry of the period of leave granted to him.

**26. LEAVE DUE MAY BE GRANTED ON ABOLITION OF POST ETC.**

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

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

**27. LEAVE TO LAPSE WHEN AN OFFICER QUILTS SERVICE.**

All leave at the credit of an officer shall lapse when he quits service.

**28. PAY DURING LEAVE**

(1) Leave pay admissible during leave on full pay shall be greater of :

(a) The average monthly pay earned during the twelve complete months immediately preceding months in which the leave beings: and

(b) The rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) When leave on half pay is taken the amounts, calculated under (a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

## 29. LEAVE APPLICATION, ITS SANCTION, ETC.

(1) Except where otherwise stated an application for leave or for an extension of leave must be made to the Divisional/Departmental Head where an officer is employed and in the case of the Divisional/Departmental Head to the next above administrative authority and the extent of leave due and admissible shall be stated in the application.

(2) When an officer submits a medical certificate for the grant of leave it shall be by an unauthorised medical attendant.

(3) No officer who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.

(4) In cases where all the applications for leave cannot, in the interest of official business, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications, consider:-

- (i) Whether, and how many applicants, can for the time being best be spared.
- (ii) Whether any applicants were last recalled compulsorily from leave; and
- (iii) Whether any applicant were required to make adjustment in the timing of their leave on the last occasion.

**30. Casual Leave:-** An employee who elects to be governed by these revised leave rules shall be allowed 20 days during a calendar year. The amount of casual leave that can be allowed at a time to an employee will be 15 days, relaxable by the competent authority in special circumstances. Casual leave may be prefixed or suffixed to a closed holiday and be sandwiched in between two closed holidays. However, if a close holiday falls between two days of casual leave it may also be counted as casual leave. Further, casual leave can be granted within the prescribed limit at the time in such a manner as to spread it over 2 years (i.e. some portion in one calendar year and the rest in the following year in one stretch). But the said casual leave will be debited to the casual leave account in such manner that the leave due during a particular year will be debited to the year's following year's account.

[Casual leave cannot be combined with any other leave]

### 31. OPTION

(1) All officers who were in service on the first day of January, 1989 including those who were on leave on that date shall have the option to retain their existing leave rules. This option shall be valid only if it is exercised in writing and is communicated to the officer-in-charge of the concerned office, so as to reach him not later than 19th September, 1990. If however, on the date of issue of these orders and existing officer be on leave or on temporary deputation/training etc., he may exercise the option and communicate it to the concerned authority within three months of the date of his return from leave/training/deputation etc. The option once exercised shall be final. An existing officer who does not exercise and communicate such option on or before 19th September, 1990, he shall be deemed to have opted to be governed by these revised rules. However, those officers who retired or proceeded on LPR/LAR before the date of issuance of the circular for revised leave rules shall not be entitled to opt for revised leave rules.

(2) Those of existing officers who validly opt to retain the leave rules enforce and applicable to them prior to January 1, 1989 shall continue to be governed by the rules, orders, etc which would have applicable to them.

(3) An officer who was in service on January 1, 1989 whether on duty or on leave of any kind and died before he could exercise or dies before exercising his option in favour of the revised leave rules shall be governed by such rules as are beneficial to his case.]

### 66. JOINING TIME:

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

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

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1. Revised order issued by P&GS Circular No.P&GS/PO/42/91 dated 17-11-1991.

## PART-IX - OTHER BENEFITS

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

- (a) advance of pay
- (b) advance of travelling allowance on tour or transfer
- (c) House Rent Advance
- <sup>2</sup>[(d) House Building /purchase loan.]
- <sup>3</sup>[(e) Conveyance Loan]

<sup>4</sup>[Provided that installment of repayment of house building loan shall not exceed 45% of gross emoluments of an employee namely pay plus allowances. For loans other than house building loan the installments of repayment of such loan shall not exceed 8 5{50%} of the gross emoluments of an employee.]

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

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

**70. <sup>5</sup>[Rest and recreation allowance and leave fare concession.-** An employee will be entitled to half month's pay subject to a maximum of Rs.500/- per year as rest and recreation allowance or avail leave fare concession once in three years from the place of duty to the nearest railway station of his home-town, or upto 500 miles from the place of duty as per rules prescribed in this behalf of the Board from time to time.

<sup>7</sup>[Note: Ceased to be admissible to officers w.e.f. 1.7.1983 and to staff w.e.f.1.1.83]

1. Addition vide Gaz of Pak dt. 6.1.1982 Part-VI, Notification No.1(5)/76-INS(N) dt.25.11.81
- 2&3 Added vide Gaz. of Pak ibid Notification dated 25.11.81.
4. Proviso subs. due to agreement with the CBA signed on 12.4.1989.
5. Subs.agreement with CBA dated 10.3.1991
6. Subs.vide Gaz. ibid, Notification dated 25.11.81
7. Addition due to 3rd Wage Award decision and pay committee effective from 1.7.83.

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

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

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

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

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

(1)	Winter Uniforms	2 in 3 years
(2)	Summer Uniforms	3 in each year
(3)	Shoes	2 Pairs in each year one each half yearly
(4)	Socks	2 Pairs in each year one each half yearly.
(5)	Cap	Cap/P. Cap/Kullah with turban, one each year

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1. Reg.70(A) inserted vide Get. of Pak ibid Notification dated 25.11.1981.
  2. Regulation 71 substituted as per 3rd Wage Award and anomaly Committee decision.
  3. Inserted due to Agreement with CBA dated 10.3.1991.

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

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

72. **Other perquisites:** For exigencies not provided for in these Regulations, the Board may, when it is considered necessary for the promotion and development of business sanction any other perquisite whether in cash or kind.

73. **Payment to nominee in the event of death of an employee:**

- (1) An employee may, at the time of commencement of service or at any time thereafter, nominate the person or persons to whom the amount of gratuity, group insurance, balance of pay and allowances and any other amount due to him as an employee shall be paid in the event of his death. The manner of nomination shall be prescribed by the Board.
- (2) Payment of nominee or any person designated to receive payment on behalf of nominee shall constitute full and complete discharge of the Corporation.

3[74. **Grant of Financial Assistance on death of an employee at the duty station:**

- (i) In the case, if the dead body of the deceased employee is buried locally then the actual cost of the local burial may be reimbursed by the Corporation to the extent specifically applied for the by the bereaved family subject to a maximum of ₹[Rs.2000/-] in each case.
- (ii) In the case, if the dead body of the deceased employee is transported, to home town:
  - (a) by rail, the actual cost of transportation of the dead body of the deceased from the last station of his duty to home town shall be borne by the Corporation
  - (b) by road, the actual cost of such transportation would be borne by the Corporation subject to a maximum of Rs.4/- per kilometer. The distance will be calculated from the residence of the deceased in his last station of duty to is home town.

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1. Circular No.P&GS/PO/21/91 dated 14.4.1991
  2. Agreement with CBA signed on 10.3.1991.
  3. Agreement with CBA signed on 12.4.1989.
  4. Agreement with CBA dated 10.3.1991 Rs.500/- subs. as Rs.2000/- w.e.f.1.1.91.

- (c) by air, there where transportation of dead body by rail or road would involve a trip exceeding 24 hours, actual cost of transportation by air would be met by the Corporation.

**EXPLANATION:**

(a) Irrespective of the mode of travel by which the dead body is transported actual cost of transportation of dead body not exceeding Rs.800/- and

(b) Where dead body is transported by air one single economy class air fare shall be allowed to attendant, if any accompanying the dead body and this concession is admissible to a member of the family only. For the purposes of this regulation family means spouse, legitimate children and step children of an employee of the Corporation residing with an wholly dependent upon him.

(iii) In the event of death abroad of an employee who has been deputed outside Pakistan on temporary official duty, the expenditure connected with the burial of the dead body to the extent supported by the relevant voucher the extent supported by the relevant voucher in original and certificates issued by the Head of Pakistan Embassy or Pakistan Mission in the country concerned, shall be borne by the Corporation in a manner as described below:

(a) If the dead body is buried or cremated locally in the country where the employee was deputed, the total cost of burial or cremation; or

(b) If the dead body is transported to Pakistan, the total cost of such transportation including incidental expenses incurred for preparation of the dead body for transportation such as, embalming, local transportation charges, etc.

**175. Repatriation of family of an employee who dies while service in a Zone other than the Zone of his domicile:**

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

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

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

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

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

Provided further that the limit and restrictions as to weight and means of transportation that were applicable to the deceased employee for carriage of personal effects on transfer immediately before his death.

**EXPLANATION:**

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

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



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

**EXPLANATION:**

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

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

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

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1. Agreement with the CBA signed on 12.4.1989.