



HANDBOOK
OF
GOVERNMENT REGULATIONS
REGARDING
RECRUITMENT, PLACEMENT AND TRANSFERS,
BENEFITS AND INCENTIVES, AND
TRAINING
FOR
PRIMARY TEACHERS IN NWFP

December 1992

Compiled by: Mrs. Farkhanda A. Bhatti, DEO(F) Primary Chitral

**Office of the Directorate
of Primary Education
NWFP**

TABLE OF CONTENTS

I. General

- | | |
|---|---|
| 1. Criteria for Establishment of Primary/Mosque Schools | 1 |
| 2. Student/Teacher Ratio of Primary Schools | 2 |
| 3. Creation of New Posts | 3 |

II. Recruitment, Placement and Transfers

- | | |
|--|----|
| 4. The West Pakistan Education Department Sub-ordinate Services (District Cadre) (Men's Section) Rules, 1962 | 4 |
| 5. The West Pakistan Education Department Sub-ordinate Regional Service (Teaching & Administration Branch) (Women's Section) Rules, 1965 | 12 |
| 6. Governemnt of Northwest Frontier Province, Services & General Administration Department, Effieiciency & Discipline Rules, 1973 | 26 |
| 7. NWFP Education Department Subordinate Service (District Cadre) (Women's Section) Rules 1974 | 43 |
| 8. Teacher Transfers | 49 |
| 9. Appointing Authority of Primary School Teachers | 50 |
| 10. Policy Regarding Grant of Relaxation in Upper Age Limit for Appointment to Various Posts | 52 |
| 11a. The North West Frontier Province Civil Servants (Appointment, Promotion and Transfer) Rules, 1989 | 57 |
| 11b. Amendment-I to the NWFP (Appointment, Promotion and Transfer Rules), 1989 | 70 |
| 11c. Amendment-II to the NWFP (Appointment, Promotion and Transfer Rules), 1989 | 71 |
| 12a. Appointment of PTC Teachers | 72 |
| 12b. Appointment of PTC Teachers under the New Recruitment Policy | 74 |

III. Benefits and Incentives

-
- | | |
|---|----|
| 13a. Advance Increments to Primary School Teachers on Attaining Higher Quaaification | 75 |
| 13b. Grant of Advance Increments to the Selection Grade Teachers on Possessing/Acquiring Higher Qualification | 76 |
-

14.	Grant of Advance Increments for Possessing/Attaining Higher Educational Qualifications - 3rd Divisioners	77
15a.	Policy for House Rent Allowance	78
15b.	Revision of Policy Regarding Requisitioning of Private Properties by the Provincial Government at Peshawar and Abbottabad	79
15c.	Recovery of Rent of Government Accommodation Provided to Government Servants	81
15d.	Recovery of Rent of Government Accommodation Provided to Government Servants	82
16.	Policy of Conveyance Allowance	83
17.	Policy of Medical Allowance	84
18a.	Rules Regarding Pension, Gratuity and Commutation	85
18b.	Revised Pension Table	89
19.	Teacher's Residences	91
20.	Casual Leave Rules	92
21a.	SWFP Civil Servants Revised Leave Rules 1981	93
21b.	Rate of Earned Leave	105
21c.	Sample of Medical Certificate Form	106
21d.	Sample of Application for Leave Form	107
22.	General Provident Fund Rules	108

IV. Training

23.	Regulations for Male & Female Candidates - B.Ed Examination	119
24.	Conditions for Admission in CT/PTC Short Course	122
25.	Teaching Experience Required for Short Course	125
26.	Allotted Quota for Admission in Elementary Colleges	126

Appendix

1.	Revised Leave Rules, 1981, for Civil Servants, as summarized by MUST	127
----	--	-----

I. GENERAL

1. **CRITERIA FOR ESTABLISHMENT OF PRIMARY SCHOOLS/
MOSQUE SCHOOLS**

ESTABLISHMENT OF PRIMARY SCHOOLS.

- a) Primary school will be established in those places where population of the catchment area is at least 1000.
- b) A Middle/Primary school should not exist within the radius of 1.5 kilometers of proposed site for the Primary School. However, this condition will be waived off if the existing Primary/Middle School does not have accommodation for additional enrolment.
- c) Two kanals land is made available free of cost.
- d) The land should be suitably located and technically acceptable to the C&W Department.

MOSQUE SCHOOLS.

- a) Mosque Schools will be established in those places where the population is between 500 - 999.
- b) There should be no Mosque and Primary School in the same settlement/village, or within one kilometer of the proposed Mosque School.

Source: Government of NWFP, Planning & Development Department

2.

STUDENT/TEACHER RATIO OF PRIMARY SCHOOLS

- (i) The proportion of pupils in average attendance to the number of teachers on the staff shall not exceed 35 to 1.
- (ii) Ordinarily 40 pupils only may be enrolled in any single section of a class, and in no case is the number to exceed 45.¹

Source: The Education code of the NWFP 1935, Edition 1975, article 31, Page 17).

¹ However, the actual practices differs, as follows: A new school is started with two teachers. When the number of students reaches 149, a third teacher is sanctioned. Similarly, for the sanction of a fourth PTC post, the number of students should be between 200 and 249. This same formula is applied for sanctioning further PTC posts as the enrolment of the school continues to increase.

3.

CREATION OF NEW POSTS

1990-91

1991-92

General ban on the creation of new-posts during 1990-91 will remain enforced. However, Finance Department may sanction posts including those for completed development projects on case to case basis.

Source: Government of NWFP order No.BI/5-8/90-91/7D, 1990

I

II. RECRUITMENT,

PLACEMENT,

AND TRANSFERS

4. THE WEST PAKISTAN EDUCATION DEPARTMENT SUBORDINATE SERVICE

(DISTRICT CADRE) (MEN'S SECTION) RULES, 1962

Services and General Administration Department

NOTIFICATION

No. SOXIX-1-36/60(V)___In exercise of the powers conferred by clause (2) of Article 178 of the Constitution of the Republic of Pakistan, the Governor of West Pakistan is pleased to make the following rules regulating recruitment to the West Pakistan Education Department Subordinate Service (District Cadre) (Men's Section) and prescribing conditions of service for the persons appointed thereto, namely:-

PART I - GENERAL

1. Short title and commencement:-

(1) These rules may be called the West Pakistan Education Department Subordinate Service (District Cadre) (Men's Section) Rules, 1962.

(2) They shall come into force at once.

2. Definitions:-

In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

(a) "appointing authority" means the authority specified in rule 4;

(b) "Commission" means the West Pakistan Public Service Commission;

(c) "Department" means the Education Department, West Pakistan;

(d) "District" means a Revenue District;

- (e) "Government" means the Government of West Pakistan;
- (f) "initial recruitment" means appointment made otherwise than by promotion or transfer from another Service/Department/Post;
- (g) "Scheduled Castes" means the castes, races or tribes, or parts or groups within castes, races or tribes, declared to be scheduled castes under any law in force in West Pakistan, or so declared by Government for the purposes of these rules;
- (h) "Service" means the West Pakistan Education Department Subordinate Service (District Cadre) (Men's Section); and
- (i) "Under Developed Areas" means Quetta and Kalat Divisions, Lasbela District of Karachi Division, the Tribal Area of Dera Ismail Khan and Peshawar Divisions, and such other areas as Government may declare to be under-developed areas for the purposes of these rules.

PART II - RECRUITMENT

3. Constitution and Composition of Service:-

- (1) The Service shall consist of district cadres, members of one cadre not being eligible, save as provided in rule II, for appointment to a post borne on any other cadre of the Service.
- (2) Each cadre of the Service shall comprise the posts of Junior Vernacular Teachers, Attendance Assistants and such other posts in the Department as may be determined by Government from time to time.

4. Appointing authority:-

Appointments to the Service shall be made by the District Inspector of Schools incharge of the District where the vacancies occur.

5. Eligibility:-

Only men shall be eligible for appointment to the Service.

6. Method of recruitment:-

(1) Recruitment to the Service shall be made by initial recruitment.

(2) Vacancies in the Service shall be reserved for *bonafide* residents of the district, where they occur.

7. Age:-

(1) No person, who is less than eighteen years or more than twenty-five years of age, shall be appointed to the Service.

Provided that:-

(i) for a period of ten years from the coming into force of these rules, the upper age limit in the case of a candidate from the Scheduled Castes or Under-Developed Area shall be twenty-eight years; and

(ii) in the case of a person where services under Government have been terminated for want of a vacancy, the period of service already rendered by him shall, for the purposes of the upper age limit under this rule, be excluded from his age.

(2) For the purposes of this rule, age shall be reckoned:-

(i) where recruitment is to be made on the basis of a written examination, as on the 1st of January of year in which the examination is proposed to be hold; and

(ii) in other cases, as on the last date fixed for submission of applications for appointment.

8. Qualifications:-

(1) No person shall be appointed to a post in the Service unless he possesses any of the following qualifications:-

1. Primary School Leaving Certificate Examination of the former Province of Sind; or
2. J.V./One Year Certificate or equivalent qualification, or
3. Senior Vernacular Certificate of the former N.W.F.Province.

(2) No person, not already in Government service, shall be appointed to the Service unless he produces a certificate of character from the principal academic officer of the academic institution last attended, and also certificates of character from two other responsible persons, not being his relatives, who are well acquainted with his character and antecedents.

PART III - CONDITIONS OF SERVICE

9. Probation:-

(1) A person appointed to the Service against a substantive vacancy shall remain on probation for a period of two years.

Explanation:-

Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

- (2) If the work or conduct of a member of the Service during the period of probation has been unsatisfactory, the appointing authority may, notwithstanding that the period of probation has not expired, dispense with his services.
- (3) On completion of the period of probation of a member of the Service, the appointing authority may, subject to the provisions of sub-rule (4), confirm him in his appointment, or if his work or conduct has, in the opinion of such authority, not been satisfactory:-
 - (a) dispense with his services, or
 - (b) extend the period of probation by a period not excluding two years in all, and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation I:-

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

Explanation II:-

If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in his appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

- (4) No person shall be confirmed in the Service unless he successfully completes such training and passes such departmental examination as may be prescribed by Government from time to time.
- (5) If a member of the Service fails to complete successfully any training or pass any departmental examination prescribed under sub-rule (4), within such period or in such number of attempts as may be prescribed by Government, the appointing authority may dispense with his services.

10. Seniority:-

The seniority inter-se of the member of the Service in the various grades thereof shall be determined in accordance with the order of merit assigned by the appointing authority provided that persons selected for the Service in an earlier selection shall rank senior to the person selected in a later selection.

Explanation I:-

If a junior official in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of his seniors in the fixation of his seniority in the higher grade.

Explanation II:-

If a junior official in a lower grade is promoted to a higher grade by superseding a senior official and subsequently that official is also promoted, the official promoted first shall rank senior to the official promoted subsequently.

11. Liability to transfer and serve:-

Members of the Service shall be liable to:-

- (a) transfer anywhere in West Pakistan; and
- (b) serve in any department of Government or any local authority or statutory body set up or established by Government.

12. General Rules:-

In all matters not expressly provided for in these rules, members of the Service shall be governed by such rules as have been or may hereafter be prescribed by Government and made applicable to them.

13. Relaxation:-

Any of those rules may, for reasons to be recorded in writing, be relaxed in individual cases, if Government is satisfied that a strict application of the rule would cause undue hardship to the individual concerned;

Provided that wherever such relaxation involves a question on which consultation with the Commission is mandatory, the Commission shall be consulted before the relaxation is made.

14. Delegation:-

Government may delegate all or any of its powers under those rules to any officer subordinate to it.

15. Powers of Governor to safeguard rights of Government Servants:-

Whenever in the application of these rules, the terms and conditions of service of any person serving in connection with the affairs of the Province of West Pakistan, as guaranteed by any law for the time being in force, are likely to be adversely affected, the Governor of West Pakistan shall make appropriate orders to safeguard the constitutional and legal rights of such persons.

Source:- Issued by S&GAD NWFP, Dated 1st January, 1963.

5.

**THE WEST PAKISTAN EDUCATION DEPARTMENT
SUBORDINATE REGIONAL SERVICE (TEACHING
AND ADMINISTRATIVE BRANCH) (WOMEN'S
SECTION) RULES, 1965**

Services and General Administration Department

NOTIFICATION

No. SOXVIII-I-36/60-II__In exercise of the powers conferred on him by clause (2) Article 178 and Article 179 of the Constitution of the Islamic Republic of Pakistan, the Governor of West Pakistan is pleased to make the following rules regulating recruitment to the West Pakistan Education Department Subordinate Regional Service (Teaching and Administrative Branch) (Women's Section) and prescribing conditions of service for the persons appointed thereto, namely:-

PART I - GENERAL

1. Short title and commencement:-

- (1) These rules may be called the West Pakistan Education Department Subordinate Regional Service (Teaching and Administrative Branch) (Women's Section) Rules, 1965.
- (2) They shall come into force at once.

2. Definitions:-

In these rules, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:-

- (a) "Appendix" means the Appendix to these rules;
- (b) "appointing authority" means the authority specified in rule 5;
- (c) "Board" means a Board of Secondary Education established by law in Pakistan or any other educational authority or institution declared by

Government in consultation with the Commission to be a Board for the purposes of these rules;

- (d) "Commission" means the West Pakistan Public Service Commission.
 - (e) "Department" means the Education Department, West Pakistan;
 - (f) "Director" means a Director of Education;
 - (g) "Government" means the Government of West Pakistan;
 - (h) "Initial recruitment" means appointment made otherwise than by promotion or transfer from another Service/Department/Post;
 - (i) "Recognised Institute" means any institute recognised by Government in consultation with the Commission to be a recognised institute for the purpose of these rules;
 - (j) "Recognised University" means any University incorporated by law in Pakistan or any other University declared by Government in consultation with the Commission to be a recognised University for the purposes of these rules;
 - (k) "Region" means the whole of the area under the charge of a Director;
 - (l) "Scheduled Castes" means the castes, races or tribes, or parts or groups within castes, races or tribes, declared to be scheduled castes under any law in force in West Pakistan, or so declared by Government for the purposes of these rules;
-
- (m) "Selection Board" means the Selection Board constituted by or under orders of Government under rule 20 of the West Pakistan Government rules of Business, 1962, for the region where a vacancy in the Service exists or is to be filled;

- (n) "Service" means the West Pakistan Education Department Subordinate Regional Service (Teaching and Administrative Branch) (Women's Section); and
- (o) "Under-Developed Areas" means Quetta and Kalat Divisions Lasbela District of Karachi Division, the Tribal Areas of Dera Ismail Khan and Peshawar Divisions and such other areas as Government may declare to be under-developed areas for the purposes of these rules.

PART II - RECRUITMENT

3. Constitution and composition of Service:-

- (1) The Service shall consist of regional cadres.
- (2) The cadre posts of the Service shall be the posts specified in column 2 of the Appendix and such other subordinate parts in the Department as may be determined by Government from time to time.
- (3) Members of one cadre shall not be eligible, as provided in rule II, for appointment to a post borne on any other cadre of the Service.

4. Eligibility:-

Only women shall be eligible for appointment to the Service.

5. Appointing Authority:-

Appointments to the Service shall be made by the Director incharge of the region where the vacancies occur.

6. Method of recruitment:-

- (1) Recruitment to the Service shall be made by initial recruitment.
-

- (2) Appointment to the cadre posts of the Service shall be made from among the members of the Service only.
- (3) Appointment to the cadre posts in the Service carrying an initial salary of Rs. 215 per mensem and above shall be made on the recommendations of the Selection Board.
- (4) Vacancies in the Service shall be reserved for bonafide residents of the Region where the vacancies occur.

7. Age:-

No person shall be appointed in a post in the Service who is less than eighteen years or more than thirty-five years of age.

- (a) Where recruitment is to be made on the basis of a written examination, on the 1st of January of the year in which the examination is proposed to be held; and
- (b) in other cases, on the last date fixed for submission of applications for appointment.

Provided that:-

- (i) for a period of ten years from the coming into force of these rules, the upper age limit in the case of a candidate from the Scheduled Castes or Under-Developed Areas shall be thirty-eight years; and
 - (ii) in the case of a person whose services under Government have been terminated for want of a vacancy, the period of service already rendered by her shall, for the purpose of the upper age limit under this rule, be excluded from her age.
-

8. Qualifications:-

- (1) No person shall be appointed to a post in the Service unless she possesses the qualifications prescribed for the post in column 3 of the Appendix.
- (2) No person, not already in Government service, shall be appointed to the Service unless she produces a certificate of character from the principal academic officer of the academic institution last attended, and also certificates of character from two other responsible persons, not being her relatives, who are well acquainted with her character and antecedents.

PART III - CONDITIONS OF SERVICE

9. Probation:-

- (1) A person appointed to the Service against a substantive vacancy shall remain on probation for a period of two years if appointed by initial recruitment, and for a period of one year if appointed otherwise.

Explanation:-

Officiating service and service spent on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

- (2) If the work or conduct of a member of the Service during the period of probation has, in the opinion of the appointing authority, not been satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired dispense with her services, if she has been appointed by initial recruitment and if she has been appointed otherwise revert her to her former post, or if there be no such post dispense with her service.

(3) On completion of the period of probation of a member of the Service, the appointing authority may, subject to the provisions of sub-rule (i), confirm her in her appointment, or if her work or conduct has, in the opinion of such authority, not been satisfactory:-

- (a) in case she has been appointed by initial recruitment, dispense with her services; or
- (b) in case she has been appointed otherwise, revert her to her former post, and if there be no such post, dispense with her services; or
- (c) extend the period of probation by a period not exceeding two years in all, and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation I:-

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

Explanation II:-

If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in her appointment.

Explanation III:-

A probationer who has satisfactorily completed her period of probation shall be confirmed with effect from the date of her continuous appointment in the Service in a substantive vacancy; provided that where the period of her probation has been extended under the provisions of clause (c) of this sub-rule, the date of confirmation shall, subject to the other provisions of this rule, be the date on which the period of probation was last extended.

- (4) No person shall be confirmed in the Service unless she successfully completes such training and passes such Departmental examinations as may be prescribed by Government from time to time.
- (5) If a member of the Service fails to complete successfully any training or pass any departmental examination prescribed under sub-rule (4), within such period or in such number of attempts as may be prescribed by Government, the appointing authority may,
 - (a) in case she has been appointed by initial recruitment, dispense with her services; or
 - (b) in case she has been appointed otherwise, revert her to her former post, and if there be no such post dispense with her services.

10. Seniority:-

- (1) The seniority *inter se* of the members of the Service in the various grades thereof shall be determined:
 - (a) in the case of members appointed by initial recruitment in accordance with the order of merit assigned by the Selection Board, if the appointment is made on the recommendation of the Selection Board, and in other cases in accordance with the order of merit assigned by the appointing authority; provided that persons selected for the Service in an earlier selection shall rank senior to the persons selected in a later selection; and
 - (b) in the case of members appointed otherwise, with reference to the dates of their continuous appointment therein; provided that if the date of continuous appointment in the case of two or more members of the Service is the same, the older official if not junior to the younger official or officials in the next

below grade, shall rank senior to the younger official or officials.

Explanation I:-

If a junior official in a lower grade is promoted to a higher grade temporarily in the public interest, even though continuing later permanently in the higher grade, it would not adversely affect the interest of her seniors in the fixation of her seniority in the higher grade.

Explanation II:-

If a junior official in a lower grade is promoted to a higher grade by superseding a senior official and subsequently that official is also promoted, the official promoted first shall rank senior to the official promoted subsequently.

Explanation III:-

A junior official appointed to a higher grade shall be deemed to have superseded a senior official only if both the junior and the senior officials were considered for the higher grade and the junior official was appointed in preference to the senior official.

(2) Seniority in various grades of the Service of the members appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined

(a) in case both the official appointed by initial recruitment and the official appointed otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, with reference to the date of appointment to such vacancy in the case of the official appointed by initial recruitment and to the date of continuous appointment against such vacancy in the case of the official appointed otherwise; provided that if the

two dates are the same; the official appointed otherwise shall rank senior to the official appointed by initial recruitment;

(b) in case the official appointed by initial recruitment has been appointed against a substantive vacancy and the official appointed otherwise has been appointed against a temporary vacancy, the official appointed by initial recruitment shall rank senior to the official appointed otherwise; and

(c) in case the official appointed otherwise is appointed against a substantive vacancy and the official appointed by initial recruitment is appointed against a temporary vacancy, the official appointed otherwise shall rank senior to the official appointed by initial recruitment.

11. Liability to transfer and serve:-

Members of the Service shall be liable to

- (a) transfer anywhere in West Pakistan, and
- (b) serve in any department of Government or any local authority or statutory body set up or established by Government,

12. General Rules:-

In all matters not expressly provided for in those rules, members of the Service shall be governed by such rules as have been or may hereafter be prescribed by Government and made applicable to them.

13. Relaxation:-

Any of these rules may, for reasons to be recorded in writing, be relaxed in individual cases, if

Government is satisfied that a strict application of the rule would cause undue hardship to the individual concerned;

Provided that wherever such relaxation involves a question on which consultation with the Commission is mandatory, the Commission shall be consulted before the relaxation is made.

14. Delegation:-

Government may delegate all or any of its powers under these rules to any officer subordinate to it.

15. Powers of Governor to safeguard rights of Government servants:-

Whenever in the application of these rules, the terms and conditions of service of any person serving in connection with the affairs of the Province of West Pakistan, as guaranteed by any law for the time being in force, are likely to be adversely affected, the Governor of West Pakistan shall make appropriate orders to safeguard the constitutional and legal rights of such persons.

Source:- Issued by S&GAD, West Pakistan Education Department
(Woman's section) Rules 1965, dated 2nd June, 1965.

**Qualifications Prescribed for Appointment
by Initial Recruitment
Appendix Rule 3 (2) and 8 (1)**

Sr.No.	Nomenclature of the posts	Minimum qualifications prescribed for appointment by initial recruitment
1	2	3
1	(a) Assistant Ministers (Senior English) Teachers, Science Teachers, Home Economic Teachers, Commercial Teachers, Industrial Arts Teachers, Assistant District Inspectoresses of schools and Assistant Inspectoresses of Schools).	B.A./B.Sc., and B.Ed./M.Ed, or MA in Education from recognised University or or equivalent qualification preferably with degree in the relevant subject.
	(b) Librarians for Teachers in Pilot Secondary Schools.	B.A.B.Sc.and B.Ed.,M.Ed, of M.A., in Education from a recognised University of equivalent qualifications, preference will be given to the candidates with Diploma of Certificate in Science).
	(c) Assistant District Inspector of Schools for Physical Education Physical Supervisors Peshawar.	Graduate from a recognised University with Diploma in Physical Education from a recognized Institute.
2(a)	Assistant Mistresses (Junior English) Teachers and Under Graduate Assistant Mistresses).	Matric, J.A.V. or F.A./ F.Sc. and C.T. of equivalent qualification from a recognised University or Board.
	(b) Assistant Demonstrators.	F.A.F.Sc and C.T./Diploma in Domestic Science from a recognised University or Board.

- (c) Arts and Craft Teachers. Matric or equivalent qualification from a recognised University or Board, and
- (d) Assistant Instructors in Pilot Schools. (ii) Certificate from a recognized Industrial Institute F.A./F.Sc and C.T. or equivalent qualification from a recognised University.
- 3(a) Senior Vernacular Teacher. S.V. from a recognised University or Board.
- (b) Physical Training Instructors. Matric from a recognized University or Board with J.D.P.E. (Junior Diploma in Physical Education), from a recognised Institution.
- (c) Drawing Mistresses (i) Matriculation from a recognised University or Board with a Certificate in Drawing; or (ii) Intermediate Drawing Grade Examination certificate.
- (d) Sewing Mistresses Middle School Certificate with a certificate or a Diploma in the subject from a recognised Institute.
-
- (e) Gymnasts Matric from a recognized University or Board with training in P.T. Honours in the relevant subject from a recognised University or Board.
- (f) Language Teachers, Oriental Teachers/Arabic Teachers.

- | | |
|---|---|
| (g) Theology Mistresses, Religious Teachers. | Diploma from a recognised Dar-ul-Alum. |
| (h) Music Teachers | Experience in Music. |
| (i) Domestic Science Teachers. | (i) Matric from a recognised University or Board; and
(ii) Diploma in Domestic Science from a recognised Institute. |
| 4. Sister (Senior) | Matric, Trained Nurse with three years experience. |
| 5. Sister (Junior) | Matric, Trained Nurse. |
| 6. Nursing Sister/Nurses. | Matric, Trained Nurses. |
| 7. House Mistresses Queens Mary College, Lahore.
Lahore. | B.Sc. Home Economics from a recognised University. |
| 8. Accompanist Queens Mary College, Lahore. | Experience in Music. |
| 9. Headmistress, Government Vocational School for Women, Peshawar. | (i) Matric from a recognised University or Board; and
(ii) Diploma in Sewing Embroidry, Machine and hand work from recognised Institute, |
| 10. Assistant Mistresses, Government Vocational School for Women, Peshawar. | -Ditto- |
| 11. Workshop Instructoresses. | B.Sc, (Home Economics) from a recognised University. |

12. Assistant, Workshop
Instructroesses

F.Sc Home Economics from
a recognised University.

13. Domestic Science Teachers

(i) Matric from
recognised University or
Board; and
(ii) Three years teaching
and Academic Diploma in
Domestic Science/Home
Economics.

14. Matric.

Matric with First Aid and
House Nursing
Certificate.

Source:- Issued by S&GAD, West Pakistan Education Department
(Women's Section) Rules 1965 dated 2nd June, 1965.

6.

**GOVERNMENT OF NORTH-WEST FRONTIER PROVINCE
SERVICES AND GENERAL ADMINISTRATION DEPARTMENT
EFFICIENCY AND DISCIPLINE RULES, 1973**

NOTIFICATION

No. SOS-III(S&GAD) I-80/73. In exercise of the powers conferred by section 26 of the North-West Frontier Province Civil Servants Act, 1973 (N.W.F.P. Act No. XVIII of 1973), the Governor of the North West Frontier Province is pleased to make the following rules namely:-

1. Short title, commencement and application:-

- (1) These rules may be called the North West Frontier Province Government Servants (Efficiency and Discipline) Rules, 1973.
- (2) They shall come into force at once and shall apply to every person who is a member of the civil service of the Province or is the holder of a civil post in connection with the affairs of the Province and shall also apply to or in relation to a person in temporary employment in the civil service or post in connection with affairs of the Province.

2. Definitions:-

- (1) In these rules, unless the context other wise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say;
 - (a) "accused" means a Government servant against whom action is taken under these rules;
 - (b) "authority" means the Governor or an officer or authority designated by him to exercise the powers of the authority under these rules;

- (c) "authorised officer" means an officer authorised by the authority to perform functions of an authorised officer under these rules;

- (d) "Government" means the Government of North-West Frontier Province;
- (e) "misconduct" means conduct prejudicial to good order or service discipline or contrary to the West Pakistan Government Servants (Conduct) Rules, 1966 or unbecoming of an officer and a gentleman and includes any act on the part of Government servant to bring or attempt to bring political or other outside influence directly or indirectly to bear on Government or any Government Officer in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of a Government Servant;
- (f) "Penalty" means a penalty which may be imposed under these rules; and
- (g) "Province" means the North-West Frontier Province.

(2)* In case two or more Government Servants are to be proceeded against jointly under these rules, the authority or, as the case may be, the authorised officer, designated or authorised, for the Government Servant senior most in rank shall be the authority or, as the case may be, the authorised officer in respect of all such accused".

*Sub-rule (2) of Rule 2 inserted vide S&GAD Notification No. SOR-II(S&GAD)3(4)/78(Vol-II), dated 20th May, 1980.

3. Grounds of Penalty:-

Where a Government Servant, in the opinion of the authority,

- (a) is inefficient or has ceased to be efficient; or
- (b) is guilty of misconduct; or
- (c) is corrupt, or may reasonably be considered corrupt because:-
 - (i) he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he can not reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means; or
 - (iii) he has a persistent reputation of being corrupt; or
- (d) is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any un-authorized person, and his (retention) in service is therefore prejudicial to national security,

the authority may impose on him one or more penalties.

4. Penalties.

(1) The following are the minor and major penalties, namely:-

(a) Minor Penalties:-

- (i) Censure;

- (ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the rules or orders pertaining to the service or post;
- (iii) stoppage for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar.
- (iv) recovery from pay of the whole or any part of any pecuniary loss caused to Government by negligence or breach of order.

(b) Major penalties:-

- (i) Reduction to a lower post, grade or time scale, or to a lower stage in a time scale;
 - (ii) compulsory retirement;
 - (iii) removal from service; and
 - (iv) dismissal from service.
- (2) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (3) In this rule, removal or dismissal from service does not include the discharge of person:-
- (a) appointed on probation, during the period of probation, or in accordance with the probation or training rules applicable to him; or
 - (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
-
- (c) engaged under a contract, in accordance with the terms of the contract.

5. Enquiry procedure:-

The following procedure shall be observed when a Government servant is proceeded against under these rules:-

- (1) In case where a Government servant is accused of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave or, with the approval of the authority, suspend him provided that any continuation of such leave or suspension shall require approval of the authority after every three months.
- (2) The authorised officer shall decide whether in the light of facts of the case or the interests of justice an enquiry should be conducted through an enquiry officer or enquiry committee. If he so decides, the procedure indicated in rule 6 shall apply.
- (3) If the authorised officer decides that it is not necessary to have an enquiry conducted through an enquiry officer or enquiry committee, he shall:-
 - (a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - (b) give him a reasonable opportunity of showing cause against that action:

Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.

- (4) On receipt of the report of the enquiry officer or enquiry committee or, where no such officer or committee is appointed, on receipt of the explanation of the accused, if any, the authorised officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall pass orders accordingly. If it is proposed to impose a major

penalty, he shall forward the case to the authority alongwith the charge and statement of allegations served on the accused, the explanation of the accused, the finding of the enquiry officer or enquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

6. Procedure to be observed by the Enquiry Officer and Enquiry Committee:

- (1) Where an Enquiry Officer or Enquiry Committee is appointed, the authorised officer shall:-
 - (a) frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration;
 - (b) require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence and to state at the same time whether he desires to be heard in person.
- (2) The Enquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.
- (3) The Enquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reason to be recorded in writing. However, every adjournment, with reasons therefore shall be reported forthwith to the authorised officer. Normally no adjournment shall be for more than a week.

- (4) Where the Enquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the enquiry, he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to do substantial justice.
- (5) The Enquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorised officer, submit his or its finding and the grounds thereof to the authorised officer.

7. Powers of Enquiry officer and Enquiry Committee.

- (1) For the purpose of an inquiry under these rules, the Enquiry Officer and the Enquiry Committee shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters namely:-
- (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents;
 - (c) receiving evidence on affidavit;
 - (d) issuing commissions for the examination of witnesses or documents.
- (2) The proceedings under these rules shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV-of-1850).
-

7-A.* Revision:-

The Authority may, in the case of any order passed by the authorized officer, call for and examine the record of any case and may, after making such further enquiry or investigation, if necessary, either personally or through an officer, pass such order as he may deem appropriate:

Provided that in cases where the authorised officer has exonerated an accused and the authority decides to impose a penalty on him or where the penalty imposed by the authorised officer is decided to be increased, the authority shall not impose any penalty or increase the penalty, unless an opportunity is given to the persons concerned to show cause as to why such a penalty should not be imposed or, as the case may be, be increased.

8. Rule-5 not to apply in certain cases:-

Nothing in rule-5 shall apply to a case:-

- (a) where the accused is dismissed or removed from service or reduced in rank, on the grounds of conduct which has led to a sentence of fine or of imprisonment; or
- (b) where the authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

*Rule 7-A inserted vide S&GAD Notification No. SOR-II(S&GAD)-3-4/78, dated 4.5. 1983.

9. Procedure of enquiry against officers lent to other Provincial Governments or the Federation:-

- (1) Where the Services of Government Servant to whom these rules apply are lent to the Federation or to any other Provincial Government or to a local or other authority, in this rule referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these rules:

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter in this rule referred to as to lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be;

Provided further that the borrowing authority shall obtain prior approval of the Governor before taking any action under these rules against a member of such Civil Service of the Province or the holder of such civil post as Government may by notification specify.

- (2) If, in the light of the findings in the proceedings taken against the Government servant in terms of sub-rule (a), the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action as prescribed in these rules.

(3) *Notwithstanding any thing contained in these rules, Government may, by order in writing, authorise the borrowing authority or any subordinate officer to such authority to exercise all or any of the powers of "authorised officer", 'authority' and 'appellate authority' in respect of civil servants whose services have been lent to the borrowing authority".

10. Appeal:-**

A person on whom a penalty is imposed shall have such right of appeal as prescribed in the North West Frontier Province Civil Servants (Appeal) Rules, 1986."

10-A.* Appearance of Counsel:-

No party to any proceedings under these rules before the authority, the authorised officer, an Enquiry Officer or an Enquiry Committee shall be represented by an Advocate.

*Sub-rule 3 of Rule 9 inserted vide Notification No. SOR-1(S&GAD)1-5/80, dated 21st September, 1983.

**Rule 10 substituted vide S&GAD Notification No. SOR-11(S&GAD)3(4)/78, dated 23rd April, 1986

*Rule 10-A inserted vide S&GAD Notification No.SOS-III(S&GAD) 1-80/73, dated 19th April, 1975.

10-B. Exception:-**

Notwithstanding anything to the contrary contained in these rules, in cases where Government servants collectively strike work, wilfully absent themselves from duty or abandon their official work, the Government or the authority may serve upon them, through the newspapers or any other manner, such notice as deemed appropriate to resume duty and in the event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting Government servants any of the major penalties prescribed in these rules.

11. Repeal:-

The West Pakistan Government Servants (Efficiency and Discipline) Rules, 1960, in their application to the Government servants to whom these rules apply are repealed, but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

**Rule 10-B inserted vide S&GAD Notification No. SOR-II(S&GAD)3(4)/78, Vol-II, dated 29th May, 1986.

Source:- Issued by the order of Governor circulated by Chief Secretary to Government of N.W.F.P., dated 30th November 1973.

GOVERNMENT OF N.W.F.P.

SERVICES AND GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

In exercise of the powers conferred by clauses (b) and (c) of rule 2 of the North-west Frontier Province Government Servants (Efficiency and Discipline) Rules, 1973, and in supersession of all previous Notifications issued in this behalf, the Governor of the North-West Frontier Province is pleased to direct that the officers specified in columns 3 and 4 of the table below shall respectively be the 'Authority' and 'Authorised Officer' for the purposes of the said Rules in respect of Government servants specified against each in column 2 of the said table:- (Table on next page)

Source:- No. SOS-III(S&GAD)-1-80/73, dated 28th January, 1975.

TABLE

Serial No.	*Basic pay Scale of Government Servants	Authority	Authorised Officer
1	2	3	4
1.	Secretariat Officer in *Basic Pay Scale 18 and above (other than members of All Pakistan Unified Grade).	Chief Minister	Chief Secretary
2.	Secretariat Officer in *Basic Pay Scale 17 (other than members of All Pakistan Unified Grade).	Chief Minister	Administrative Secretary.
3.	Judicial Officer in *Basic Pay Scale 17 and above.	Chief Minister	Chief Justice
4.	Deputy Superintendent of Police in Basic Pay Scale 17.	Chief Minister	Inspector-General of Police
5.	**Other Officer in *Basic Pay Scale 17 and above (other than members of All Pakistan Unified Grade, Officers serving in the Peshawar High Court and Officers in *Basic Pay Scales 17 to 19 in the Education Department.)	Chief Minister	Chief Secretary

*The words 'Grade' and 'Grades' substituted by the words 'Basic Pay Scale' and 'Basic Pay Scales respectively except in the case of its occurrence after the word "unified" vide Notification No. SOR-II(S&GAD)3(4)/78, dated 8/7/1986.

**The entries against S.No.5 column 2 substituted vide Notification No. SORI-(S&GAD)1-80/73, dated 12th June, 1979.

TABLE

Serial No.	*Basic pay Scale of Government Servants	Authority	Authorised Officer
1	2	3	4
**5-A.	Officers in *Basic Pay Scale 19 in the Education Department.	Chief Minister	Chief Secretary
**5-B.	Officers in *Basic Pay Scale 18 in the Education Department.	Chief Minister	Administrative Secretary.
**5-C.	Officers in *Basic Pay Scale 17 in the Education Department.	Chief Minister	Director of Education concerned.
6.	Secretariat Officers in *Basic Pay Scale 16.	Chief Secretary	Administrative Secretary
7.	Government servants in *Basic Pay Scale 16 or in equivalent *Basic Pay Scale serving in the North-West Frontier Province Public Service Commission.	Chairman of the Commission	Secretary of Commission
8.	Government servants in *Basic Pay Scale 16 or in equivalent *Basic Pay Scale serving in the Board of Revenue, North-West Frontier Province and other offices subordinate to it.	Member-1, Board of Revenue.	Secretary of the Board of Revenue.

~~*The words 'grade' and 'grades' substituted by the words 'Basic Pay Scale' and 'Basic Pay Scales' respectively vide Notification No. SORII(S&GAD)3(4)/78, dated 8/7/1986.~~

**5-A, 5-B and 5-C inserted vide Notification No. SOR-I(S&GAD)1-80/73, dated 12th June, 1979 as amended by S&GAD Notification No. SOR-II(S&GAD) 3(4)/78, dated 31/3/1986.

TABLE

Serial No.	*Basic pay Scale of Government Servants	Authority	Authorised Officer
1	2	3	4
9.	Government servant in *Basic Pay Scale 16 or in equivalent *Basic Pay Scale serving in the offices of the Division at Commissioners and other offices subordinate to them.	Commissioner of the Division	As Authorised by the Authority
10.	Other Government servants in *Basic Pay Scale 16 or in equivalent*Basic Pay Scale (other than those serving in the Peshawar High Court).	Heads of Attached Department	As Authorised by the Authority
11.	Government Servants in *Basic Pay Scales 5 to 15 serving in the Secretariat	Administrative Secretary.	Deputy Secretary Incharge of Administration.
12.	Government Servants in *Basic Pay Scales 1 to 4 serving in the Secretariat	Deputy Secretary, incharge of the Administration in the Department.	Section incharge of Administration
13.	Government Servants in *Basic Pay Scales 5 to 15 serving in the North West Frontier Province Public Service Commission.	Chairman of the Commission	Secretary of Commission
14.	Government servants in *Basic Pay Scales 1 to 4 serving in the North West Frontier Province Public Service Commission.	Secretary of the Commission	As Authorised by the Authority

TABLE

Serial No.	*Basic pay Scale of Government Servants	Authority	Authorised Officer
1	2	3	4
15.	Other Government Servants in *Basic Pay Scales 1 to 15 (other than those serving in the Peshawar High Court and Court subordinate thereto).	Appointing Authority.	As Authorised by the Authority.
**16.	Government Servants in *Basic Pay Scale 16 or in equivalent Basic Pay Scale serving in the Directorate of Local Fund Audit, N.W.F.P.	Secretary Finance.	Director, Local Fund Audit.
***16-A.	Government Servant in *Basic Pay Scale 1 to 15 on the establishment of Civil and Sessions Courts.	Appointing Authority.	As Authorised by the Authority.

*The words 'grade' and 'grades' substituted by the words 'Basic Pay Scale' and 'Basic Pay Scales respectively vide Notification No. SORII(S&GAD)3(4)/78, dated 8/7/1986.

**S.No.16 inserted vide S&GAD Notification No. SOR-II(S&GAD)3(4)/78, dated 16th April, 1980.

*** S.No. 16-A, inserted vide S&GAD Notification No. SOS-III (S&GAD)1-80/73, dated 18/2/1977.

Source:- Issued by Chief Secretary, Government of North-West Frontier Province, GS&PD NWFP 2786 Secy-S&GAD dated 28th January, 1975.

GOVERNMENT OF NORTH-WEST FRONTIER PROVINCE

SERVICES AND GENERAL ADMINISTRATION

SPORTS AND TOURISM DEPARTMENT

NOTIFICATION

No. SOR-II(S&GAD)3-4/78.--In pursuance of the provisions contained in the second proviso to sub-rule (1) of rule 9 of the North-West Frontier Province Government Servants (Efficiency and Discipline) Rules, 1973, the Governor of the North-West Frontier Province is pleased to specify that the Civil Servants holding civil posts in Grade-17 and above are the persons in respect of whom the borrowing authority shall obtain prior approval of the Governor before taking any action against them under the said rules.

Source:- Issued by Hazrat Shah, Deputy Secretary (Services).
Endt: No. SOR-II(S&GAD)3-4/78 dated 9th August, 1982.

7. **NWFP EDUCATION DEPARTMENT SUBORDINATE SERVICE
(DISTRICT CADRE) (WOMEN'S SECTION)
RULES 1974**

In exercise of the power enabling him on this behalf on the Government of NWFP is pleased to make the following rules and regulating recruitment to the NWFP Education Department subordinate service (district cadre) (Women's section) and prescribing conditions of service for the persons appointed thereto, namely :-

PART I - GENERAL

1. Short title and commencement:-

- (1) These rules may be called the NWFP Education Department subordinate service (district cadre) (women's section) rules, 1974.
- (2) That shall come into force at-once.
- (3) That shall apply to the teaching staff holding posts specified in rule-3.

2. Definitions:-

In these rules, unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them, that is to say :-

- (a) "Appointing authority" means the authority specified in rules 41.
- (b) "Department" means the NWFP Education Department.
- (c) "District" means a revenue district.

- (d) "Govt:" means the Government of NWFP.
- (e) "Initial recruitment" means appointment made otherwise than by promotion or transfer from another service/ department/post;

- (f) "Service" means the NWFP Education Department subordinate service (district cadre) (women's section).

PART-II RECRUITMENT

3. Constitution and composition of service:-

The service shall consist of district cadre members of one cadre not being eligible, save as provided in rules-II for appointment to a post borne on any other cadre of the service.

The service shall comprise the posts of junior vernacular teachers/PTC teachers in Primary and middle schools and such other posts in the department as may be determined by government from time to time.

4. Appointing authority:-

Appointments to the service shall be made by the district inspectors of schools where the vacancies occur.

5. Eligibility:-

Only woman shall be eligible for appointment to the service.

6. Method of recruitment:-

(1) Recruitment to the service shall be made by initial recruitment.

(2) Vacancies in the service shall be reserved for bonafide residents of the district where they occur.

7. Age:-

(1) No person, who is less than 18 years or more than 30 years of age, shall be appointed to the service.

Note:- For the purpose of these rules, age shall be reckoned:-

- (a) Where recruitment is to be made on the basis of written examination, and as on the 1st January of the year in which the examination is proposed to be held; and
 - (b) in other cases, as on the last date fixed for submission of application for appointment.
- (2) The appointing authority shall relax the upper age limit up to five years.
- (3) In case of a person whose service under Government have been terminated for want of vacancy or resigned on account of unavailable domestic affairs the period of service for mercy rendered by her shall for the purpose of the upper age limit under this rule be excluded from her age.

8. Qualification:-

No person shall be appointed to a post in the service unless he possesses any of the following qualification :-

- (a) JV/PTC One year certificate or equivalent qualification.
- (b) Special PTC certificate issued by the department.

Note:- No person, not already in government service, shall be appointed to the service unless she produces a certificate of character from the Principal academic officer of the academic institution last attended.

PART III - CONDITIONS OF SERVICE

9. Probation:-

- (1) A person appointed to the service, against a substantive vacancy shall remain on probation for a period of two years.
-

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

- (2) If the work or conduct of a member of the service during the period of probation has been unsatisfactory, the appointing authority may, notwithstanding that the period of probation has not expired, dispense with her service.
- (3) On completion of the period of probation of a member of the service the appointing authority may subject to the provision of sub-rule (4), confirm her in her appointment, or if her work or conduct has, in the option of such authority, not been satisfactory :
 - (a) dispense with her service; or
 - (b) extend the period of probation by a period not exceeding two years in all, and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation 1:- If no orders have been made by the day following the completion of the initial probationary period, the period of probation shall be deemed to have been extended.

Explanation 2:- If no orders have been made by the day on which the maximum period of probation expires, the probationer shall be deemed to have been confirmed in her appointment from the date on which the period of probation was last extended or may be deemed to have been so extended.

- (4) No person shall be confirmed in the service unless she successfully completes such training and passes such departmental examination as may be prescribed by government from time to time.

- (5) If a member of the service fails to complete successfully any training or pass any departmental examination prescribed under sub rule (4) within such period or in such number of attempts as may be prescribed by government the appointing authority may dispense with her service.

10. Seniority:-

- (1) The seniority in case of the members of the service in the various grades thereof shall be determined in accordance with the order of merit assigned by the appointing authority; provided that persons selected for the service in an earlier selection shall rank senior to the persons selected in a later selection.

Explanation 1:- If a junior official in a lower grade is promoted to a higher grade temporarily in the Public interest even though continuing later permanently in the high grade, it would not adversely effect the interest of her seniors in the fixation of her seniority in the higher grade.

Explanation 2:- If a junior official in a lower grade to a higher grade by superseding a senior official and subsequently that official is also promoted, the official promoted first shall rank senior to the official promoted subsequently.

Explanation 3:- The teachers transferred from the bonafide district to other district on her own request is to be placed at the bottom of seniority list of other district and those who are absorbed in other districts in the interest of public service should be taken due place in the seniority list of that district.

11. Liability to transfer and serve:-

Members of the service shall be liable to :-

- (a) Transfer anywhere in Pakistan.
-

(b) Serve in any department of government or any local authority or statutory body set up or established by government.

12. General Rules:-

In all matters not expressly provided for in these rules, members of the service shall be governed by such rules as have been or may hereafter be prescribed by government and made applicable to them.

13. Relaxation:-

Any of these rules may for persons to be accorded in writing be relaxed in individual cases if government is satisfied that a strict application of the rules would cause undue hardships to the individual concerned.

14. Delegation:-

Government may delegate all or any of its powers under these rules to any officer subordinate to it.

15. Powers of Governor to safeguard rights of government servants:-

Whenever in the application of these rules, the terms and conditions of service of any person serving in connection with the affairs of the province of NWFP, as guaranteed by any law for the time being in force are likely to be adversely effected, the Governor of NWFP shall made appropriate orders to safeguard the constitutional and legal rights of such persons.

Source: Order of the Governor of NWFP, no date and number on original document

8.

TEACHER TRANSFERS

Proposals for the transfer of teachers should be made so as to reach the controlling officer before the end of March. Such transfers as are urgent or are rendered necessary by the exigencies of the services of the service can be made during all times of the year.

Source: Education Code 1935, Edition 1975 Page 133, article 326

9. **APPOINTING AUTHORITY OF
PRIMARY SCHOOL TEACHERS**

1. **Grade:-**

c.*3-6 (schools) Teaching, Ministerial & other posts in District Education Officer's office, Middle & High (Schools), (Driver, j/Clerks, S/Clerk, Lab Asstt, Theology Teacher, PTC)

2. **Appointing Authority:-**

District Education Officer concerned

3. **Authority Competent to Suspend, Reduce in Rank, Retire Compulsorily, Remove or Dismiss**

District Education Officer concerned

4. **Authority Competent to Award Other Punishment**

As authorized by the District Education Officer concerned

5. **Appellate Authority in case of Suspension, Reduction in Rank, Compulsory Retirement, Removal or Dismissal**

**Divisional Director Education

6. **Appellate Authority in respect of other Punishment**

District Education Officer concerned

7. **Transferring Authority**

District Education Officer within district, Sub-divisional Education Officer within Subdivision

* Read 4-7 vide Govt. of NWFP Finance Deptt. No.FD(SR-1)1-67/82 dated 24 August, 1983

** Divisional Director in case of Secondary Schools and Director Primary Education in case of Primary Schools from January 1, 1991

8. Controlling Officer for Travelling Allowance

Next Higher Authority

Source: Government of NWFP No. SCRI (S&GAD) 4-15/78 (page 52),
12th June 1979

10.

**POLICY REGARDING GRANT OF
RELAXATION IN UPPER AGE LIMIT
FOR APPOINTMENT TO VARIOUS POSTS**

I am directed to say that under the Government of West Pakistan Delegation of Power (Relaxation of Age) Rules, 1961, the authorities and officers specified below may for reasons to be recorded relax up to FIVE Years, the maximum age limit prescribed for recruitment to any post or service noted against each :-

S.No.	Authority competent to relax maximum age prescribed for recruitment.	Services & posts in respect of which relaxation is permissible.
-------	--	---

1	2	3
---	---	---

- | | | |
|--------------------------------|-----|---|
| 1. Administrative Department. | | All services & posts for which Government is the appointing authority. |
| 2. Head of Attached Department | i. | All services and posts for which Head of Attached Department is the appointing Authority. |
| | ii. | All Services and posts for which an authority lower than the Head of Attached Department is the appointing authority. |
| 3. Commissioners of Divisions. | i. | Services and posts for which the Commissioner is the appointing Authority. |
| | ii. | Services and posts for which an authority subordinate to the Commissioner is the appointing authority. |

2. The aforesaid provisions for the grant of relaxation in the age are to be exercised only rarely and in exceptional cases of hardship for providing relief to the really genuine and deserving candidates. Liberal relaxation in age without sufficient justification creates frustration amongst competent young candidates.

It has, however, been observed during the past few years in most of the cases either relaxations have been allowed by some of the aforesaid authorities themselves as a routine matter when sufficient number of eligible within age candidates were available or have actually appointed overage candidates to services and posts and thereafter referred their cases to the S&GAD for the grant of ex-post relaxation in upper age limit.

3. In view of the growing un-employment of the educated young-men in the country in general and those in the professional cadres in particulars, it has been decided with the approval of the Chief Minister N.W.F.P. that with immediate effect the grant of relaxation in upper age limit shall be regulated in the following manner :-

- a) It may please be ensured that all the vacancies in BPS-5 and above are advertised for recruitment on regular basis and appointments are made on the recommendations of Departmental Selection Committee's concerned. Relaxation in age limits (up to 5 years) may be allowed by the competent authorities in rare and exceptionally genuine cases only for reasons to be recorded and when suitable candidates within the prescribed age limits are not available.
- b) No candidate exceeding the prescribed age limit by more than 5 years be appointed under any circumstances against any post by any department unless prior approval of the S&GAD has been obtained. In future, request for grant of relaxation in age limit, in cases of those appointed without obtaining prior approval of the competent authority or S&GAD as the case may be shall not be considered unless necessary departmental action has been initiated against defaulters under the NWFP Government Servants (Efficiency & Discipline) Rules, 1973.
- c) Relaxation in age may be allowed to candidates who are professionally qualified/trained in particular fields (Engineering, Doctors, Dispensers, Nurses and trained Teachers etc;) up to five years by the competent authorities specified in para-1 above and not more than ten years by S&GAD. All proposals for relaxation in upper age must be accompanied by:

- i) Full justification in support of the proposal: and
- ii) A certificate to the effect that no eligible candidates within the prescribed age limits are/were available.

- d) Relaxation in the upper age limit to candidates appearing in the Competitive Examinations held by the NWFP Public Service Commission for the posts of LACs, Civil Judges, Section Officers, D.S.Ps may be allowed by the Administrative Department concerned for not more than three years, on a case to case basis.

- e) Age relaxation beyond 10 years shall not be allowed to any candidate.

Source: Issued by Farman Ullah, Section Officer (Services-III), No.SO(S.III)S&GAD 2-(91) 86, dated Peshawar the 24th April, 1988.

**REVISED PROFORMA FOR FRESH CANDIDATES
REQUIRING RELAXATION IN UPPER AGE LIMIT**

1. Name in Full (Block letters) _____
2. Father's Name _____
3. Present Address _____

4. Permanent Address _____
5. Name & Grade of Post for which relaxation is required _____
6. Name of Department where the post is to be filled _____
7. Date of Birth (as per Metric Certificate) _____
8. Exact period for which upper age limit Years Months Days
relaxation is required.
9. Whether the post has been advertised
(If so, attach copy of advertisement). _____

(Give date).
10. Date on which the age relaxation is to be counted _____
11. Designation of Appointing Authority _____
12. Attach required educational qualification for the
post (Academic copies of Certificates/Degrees). _____
13. Experience
Office or firms, with full description and address
where the candidate previously worked and the
reasons for leaving.

<u>Office/Firm</u>	<u>From</u>	<u>To</u>	<u>Reasons for leaving</u>
--------------------	-------------	-----------	----------------------------

(to be proved by valid records)

14. If the candidate has previously serviced in the armed forces.

Rank. No.	Name of Force	Period	Reasons for	Also
Attach		(from_to_)	leaving	discharge
certificate			service	

15. (A certificate of character from the head of the educational institution last attended by the candidate to be attached.)

Name of Institution Attended (from ____ to ____)
(Certificate)

16. Name with address of Gazetted Officer, who can testify the candidate's statement recorded above.

<u>Name</u>	<u>Designation/Address</u>	<u>Phone #</u>	<u>Signature & Seal</u>
-------------	----------------------------	----------------	-----------------------------

17. Detail justification in support of age relaxation.

Signature of candidate

Correspondence Address

Certified that:-

1. All codal formalities necessary for filling of the above post have been observed.

2. No other eligible candidate in the prescribed age limit was available.

3. The selection was made purely on merit and against reserved quota.

4. The instructions contained in letter No. SOS-III(S&GAD)2(91)86 dated 24-4-1988 have been duly observed.

5. The above person has not been appointed and the post is vacant so far.

Name, Designation & Signature
of the Appointing Authority,
Tele: No.

**11a. THE NORTH WEST FRONTIER PROVINCE CIVIL SERVANTS
(APPOINTMENT, PROMOTION AND TRANSFER) RULES, 1989**

Government of NWFP, Services and General Administration
Department, (Regulation Wing), Notification, 31st January 1989

No. SOR-I (S&GAD)4-1/80 - In exercise of the powers conferred by Section 26 of the North-West Frontier Province Civil Servant Act, 1973 (N.W.F.P. Act XVIII of 1973) the Governor of the North West Frontier Province is pleased to make the following rules, namely:-

**The North West Frontier Province Civil Servants
(Appointment, Promotion and Transfer) Rules, 1989**

PART - GENERAL

1. Short title and commencement:-

- (1) These rules may be called the North West Frontier Province Civil Servants (Appointment, Promotion and Transfer) Rules 1989.
- (2) They shall come into force at once.

2. Definitions:-

- (1) In these rules, unless the context otherwise requires:-
 - (a) "appointing authority" in relation to a post, means the person authorized under rule 4 to take appointment to that post;
 - (b) "Basic Pay Scale" means the Basic Pay Scales for the time being sanctioned by Government, in which a post or a group of posts is placed;
 - (c) "Commission" means the North West Frontier Province Public Service Commission.
 - (d) "Departmental Promotion Committee" means a Committee constituted for the purpose of making selection for promotion or transfer to posts under a Department, or offices of Government in basic pay scale 16 and below;
 - (e) "Departmental Selection Committee" means a Committee constituted for the purpose of making selection for initial appointment to posts under a

Department, or offices of government in basic pay scale 15 and below;

(f) "post" means a post sanctioned in connection with the affairs of the Province, but not allocated to All Pakistan Unified Grades, and

(g) "Provincial Selection Board" means the Board constituted by Government for the purpose of selection of civil servants for promotion or transfer to posts in basic pay scale 17 and above consisting of such persons as may be appointed to it by Government from time to time.

(2) Words and expressions used but not defined in these rules shall have the same meanings as are assigned to them in the North West Frontier Province Civil Servants Act, 1973 (N.W.F.P. Act XVIII of 1973) or any other statutory order or rules of Government for the time being in force.

3. Method of appointment:-

(1) Appointment to posts shall be made by any of the following methods, namely:-

(a) by promotion or transfer in accordance with the provisions contained in PART-II of these rules, and

(b) by initial recruitment in accordance with the provisions contained in PART-III of these rules.

(2) The method of appointment, qualifications and other conditions applicable to a post shall be such as laid down by the Department concerned in consultation with the Service and General Administration Department and the Finance Department.

4. Appointment Authority:-

The authorities competent to make appointment to posts in various basic pay scales shall be as follows:-

(1) Posts in Basic Pay Scale 17 and above:

- The Chief Minister

(2) Posts in Basic Pay Scale 16:

- a) In the case of Secretariat of the Government of the North West Frontier Province, the Chief Secretary:
 - b) in the case of High Court, the Chief Justice, and
 - c) in the case of Attached Departments -
 - i) the Head of the Attached Department concerned, and
 - ii) in any other case the secretary of the Department concerned.
- (3) Posts in Basic Pay Scales 3 to 15:
- a) in the case of Civil Servants borne on ministerial establishment of civil Courts subordinate to High Court, the officer authorized as such by the Chief Justice, and
 - b) in other cases -
 - i) an officer declared as appointing authority under the relevant Delegation of Powers Rules, which shall to this extent to deemed as operative,; or
 - ii) where no such appointing authority has been declared, the Secretary to Government or the Head of an Attached Department/office, as the case may be.
- (4) Post in Basic Pay Scales 1 and 2:
- Deputy Secretary incharge of Administration or Head of an Attached Department or office, as the case may be.

Note: For the purpose of appointment to a post borne on the ministerial establishment of the Civil Secretariat in basic pay scales 3 to 15 "Secretary to Government" means the Secretary to Government, Services and General Administration Department and in other cases the Secretary of the Department concerned.

5. Departmental Promotion and Selection Committees:-

- (1) In each Department or office of Government there shall be one or more Department Promotion Committee and Departmental Selection Committees, the composition of which shall be determined by the Services and General Administration Department or the Department in

consultation with the Services and General Administration Department.

- (2) Each such Committee shall consist of at least three members, one of whom shall be appointed as Chairman.

6. **Procedure when recommendation of Departmental Promotion or Selection Committee is not accepted:-**

Where an appointing authority for basic pay scale 16 and below does not accept the recommendation of a Departmental Selection or Promotion Committee, it shall record its reasons and obtain orders of the next higher authority.

PART II - APPOINTMENT BY PROMOTION OR TRANSFER.

7. **Appointment by Promotion or transfer:-**

- (1) Except as otherwise specifically provided in any service rule for the time being in force, appointment by promotion or transfer to posts in basic pay scales 2 to 16 shall ordinarily be made on the recommendation of the appropriate Department Promotion Committee and promotion and transfers to posts in basic pay scale 17 and above shall ordinarily be made on the recommendation of the Provincial Selection Board.
- (2) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same basic pay scale, in which the posts to be filled, exists.
- (3) Persons possessing such qualifications and fulfilling such conditions as laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Committee or the Provincial Selection Board for promotion or transfer, as the case may be.
- (4) No promotion on regular basis shall be made to posts in basic pay scales 18 to 21 unless the officer concerned has completed such minimum length of service as may be specified from time to time.

8. Inter Provincial Transfer:-

- (1) Persons holding appointment in B.P.S.1 to 15 under Federal Government and other Provincial Government may, in deserving cases, be transferred to equivalent posts under these rules:-

Provided that:-

- i) the Federal Government or the Government of the Province concerned, as the case may be, has no objection to such a transfer;
 - ii) the person seeking transfer possesses the requisite qualification and experience and the post to which his transfer is intended can, under the rules, be filled by transfer,
 - iii) the person concerned holds appointment to the post in his parent Department on regular basis;
 - iv) the person concerned is a bonafide resident of the North West Frontier Province;
 - v) a vacancy exists to accommodate the request of such a transfer; and
 - vi) provided further that in most deserving cases, the merit of which shall be determined on case to case basis and the decision of the Competent Authority in that behalf shall be final, Government may allow transfer of a civil servant in BPS-16 and above, subject to the aforesaid conditions.
- (2) A person so transferred shall be placed at the bottom of the cadre strength which he joins for the purposes of determining his seniority vis-a-vis other members borne on the cadre.
- ~~(3) It will be the sole discretion of the appointing authority to accept or refuse a request of transfer under this rule and any decision made in this behalf shall be final and shall not be quoted as precedence in any other case.~~

9. Appointment on acting charge or current charge basis:-

- (1) Where the appointing authority considered it to be in the public interest to fill a post reserved under the rules for departmental promotion and the most senior civil servant belonging to the cadre or service concerned, who is otherwise eligible for promotion, does not possess the specified length of service the authority may appoint him to that post on acting charge basis.
- (2) So long as a civil servant holds the acting charge appointment, a civil servant junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.
- (3) In the case of a post in basic pay scale 17 and above, reserved under the rules to be filled in by initial recruitment, where the appointing authority is satisfied that no suitable officer drawing pay in the basic pay scale in which the post exists is available in that category to fill the post and it is expedient to fill the post, it may appoint to that post on acting charge basis the most senior officer otherwise eligible for promotion in the organization, cadre or service, as the case may be, in excess of the promotion quota.
- (4) Acting charge appointment shall be made against posts which are likely to fall vacant for period of six months or more. Against vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time.
- (5) Appointment on acting charge basis shall be made on the recommendations of the Departmental Promotion Committee or the Provincial Selection Board, as the case may be.
- (6) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

PART III - INITIAL APPOINTMENT

10. Appointment by initial recruitment:-

- (1) Initial appointment to posts in basic pay scales 16 to 21 shall be made:-
 - a) if the post falls within the purview of the Commission on the basis of examination or test to be conducted by the Commission; or
 - b) if the post does not fall within the purview of the Commission, in the manner as may be determined by Government.
- (2) Initial appointment to posts in basic pay scale 1 to 15 shall be made on the recommendations of the Departmental Selection Committee after the vacancies in basic pay scales 3 to 15, except vacancies in the posts of drivers, electricians and tub-well operators, have been advertised in newspapers.
- (3) A candidate for initial appointment to a post must possess the educational or technical qualifications and experience and except as provided in the rules framed for the purpose of relaxation of age limit, must be within the age limit as laid down for the post, provided that:-
 - i) where recruitment is to be made on the bases of written examination, age shall be reckoned as on the first of January of the year in which the examination is proposed to be held; and
 - ii) in other cases as on the last date fixed for submission of application for appointment.
- (4) ~~Notwithstanding the procedure prescribed in sub-rule (2), the appointing authority may appoint one of the children of a deceased civil servant, who died during service, to a post in any of the basic pay scales No.1 to 15; provided that the child possesses the minimum~~

qualifications prescribed for appointment to the post. The appointment, as aforesaid, shall be subject to the availability of a vacancy and if two or more vacancies in different pay scales are eligible for appointment to more than one post, he shall ordinarily be appointed to the post carrying higher pay scale.

11. Eligibility:-

- (1) A candidate for appointment shall be a citizen of Pakistan and bonafide resident of the North West Frontier Province.

Provided that for reasons to be recorded in writing Government may, in a particular case, relax this restriction.

- (2) No person who has married a foreign national shall be appointed to a post under these rule:

Provided that this restriction may be relaxed by Government in the case of a person who has married a citizen of India:

Provided further that a person already in Government service shall not marry a foreign national without prior permission of Government obtained in that behalf.

- (3) No person, not already in Government service, shall be appointed to a post unless he produces a certificate of character from the Principal academic officer of the Academic institution last attended and also certificates of character from two responsible persons, not being his relatives, who are well acquainted with his character and precedence.
- (4) Notwithstanding anything contained in sub-rule(3), an appointment by initial recruitment shall be subject to the verification of character and precedence of the candidate or the person appointed, to the satisfaction of the appointing authority.

- (5) No candidate shall be appointed to a post unless he is found, after such medical examination as Government may prescribe, to be in a good mental and bodily health and free from physical defect likely to interfere in the efficient discharge of his duties.

12. Zonal and divisional representation:-

- (1) Except as otherwise specifically provided in any rule for the time being in force, initial recruitment to posts in basic pay scales 16 and 17 and other posts in basic pay scales 3 to 15 borne on Provincial cadre shall be made in accordance with the Zonal quota specified by Government from time to time.
- (2) Initial recruitment to posts in basic pay scales 3 to 15 borne on divisional or district cadre shall be made from amongst bonafide residents of the division or district concerned as the case may be.
- (3) Initial recruitment to posts in basic pay scales 1 and 2 and equivalent shall ordinarily be made on local basis.

PART IV - ADHOC APPOINTMENT

13. Requisition to Commission:-

When under any rule for the time being in force, a post is required to be filled in through the Commission, the appointing authority shall forward a requisition on the prescribed form to the Commission immediately after it is decided to fill in the post, or if that is not practicable and the post is filled on adhoc basis as provided in rule 14, within two months of the filling of the post.

14. Adhoc Appointment:-

- (1) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Commission urgently, it may, pending nomination of a candidate by the Commission, proceeded

to fill in such post on adhoc basis for a period not exceeding six months by advertising the same in accordance with the procedure laid down for initial appointment in Part-III of these rules.

- (2) Short term vacancies in the posts falling within the purview of the Commission and vacancies occurring as a result of creation of temporary post for a period not exceeding six months, may be filled in by appointing authority otherwise than through the Commission on a purely temporary basis after advertising the vacancy.

PART V - PROBATION AND CONFIRMATION.

15. Probation:-

- (1) A person appointed to a post on regular basis shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise; provided that if his work or conduct during the period of probation has, in the opinion of the appointing authority, not been found satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired.
- a) dispense with his services, if he has been appointed by initial recruitment; or
 - b) revert him to his former post, if he has been appointed otherwise, or if there be no such post, dispense with his service; or
 - c) extend the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

Explanation:- Officiating service or service spend on deputation to a corresponding or a higher post may be allowed to count towards the period of probation.

- (2) If no orders have been made by the day following the completion of the initial probationary period, the period or probation shall be deemed to have been extended, and if no orders have been made by the day on which the maximum period or probation expires, the probationer shall, subject to the provision to sub-section (3) of section 6 of the North West Frontier Province Civil Servants Act, 1973, be deemed to have satisfactorily completed his period of probation.

16. Confirmation:-

After satisfactory completion of the probationary period, a civil servant shall be confirmed; provided he holds a substantive post, provided further that a civil servant shall not be deemed to have satisfactorily completed his period of probation, if he has failed to pass an examination, test or course or has failed to complete successfully a training prescribed with in the meaning of sub-section (3) of Section 6 of the North West Frontier Province Civil servants Act, 1973.

PART VI - SENIORITY.

17. Seniority:-

- (1) The seniority *inter se* of civil servants appointed to post in the same basic pay scale in a cadre shall be determined;
- a) in the case of person appointed by initial recruitment, in accordance with the order of merit assigned by the Commission; provided that persons selected for appointment to post in an earlier selection shall rank senior to the persons selected in a later selection, and
- b) in the case of civil servants appointed otherwise, with reference to the dates of their continuous regular appointment in the post, provided that civil servants selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their *inter se* seniority as in the lower post.

Explanation I:- If a junior person in a lower post is promoted to a higher post temporarily in the public interest, even through continuing later permanently in the higher post, it would not adversely effect the interest of his seniors in the fixation of his seniority in the higher post.

Explanation II:- If a junior person in a lower post is promoted to a higher post by superseding a senior person and subsequently that senior person is also promoted the person promoted first shall rank senior to the person promoted subsequently; provided that a junior person shall not be deemed to have superseded a senior person if the case of the senior person is deferred for the time being for want of certain information or for incompleteness of record or for any other reason not attributing to his fault or demerit.

Explanation III:- A junior person shall be deemed to have superseded a senior person only if both the junior and the senior persons were considered for higher post and the junior person was appointed in preference to the senior person.

- (2) Seniority in various cadres of civil servants appointed by initial recruitment vis-a-vis those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post in that cadre; provided that if the two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.

18. General rules:-

In all matters not expressly provided for in these rules, civil servants shall be governed by such rules as have been or may hereafter be prescribed by Government and made applicable to them.

19. Repeal:-

The North West Frontier Province Civil Servants (Appointment, Promotion and Transfer) Rules, 1975 are hereby repealed.

Source: Issued by the Chief Secretary, Government of NWFP, Services and General Administration Department (Regulation Wing), No. SOR-I(S&GAD)4-1/80, dated Peshawar the 20th February 1989.

11b.

**AMENDMENT - I
OF THE NWFP CIVIL SERVANTS
(APPOINTMENT, PROMOTION AND TRANSFER)
RULES, 1989.**

I am directed to say that vide this Department endorsement No.SORI (S&GAD)4-1/80 dated 31st January 1989, the North West Frontier Province, Civil Servants (Appointment, Promotion and Transfer) Rules, 1989 were notified.

2. It is hereby clarified that the provision contained in rule 13 and sub-rule (1) of rule 14 (Part-IV) of the rules shall not be acted upon in view of the fact that under sub-section (1) of section 5 of the North West Frontier Province Civil Servants (Regularization of Services) Act, 1988, recruitment by way of "ad hoc appointment" has been banned for a period of ten years with effect from 23rd January, 1988 i.e., the date of promulgation of the aforesaid Act. Appointment on contractual basis shall, however, continue to be made as heretofore, as per procedure laid down in S&GAD letter No.SORI (S&GAD)4-7/86, dated 9th April, 1988 as modified vide letter of 18th October, 1988.

Source: Issued by Mohammad Shoaib, Deputy Secretary Regulation, No:SORI(S&GAD)4-1/80, dated Peshawar the 20th February, 1989.

11c.

**AMENDMENT - II
TO THE NWFP CIVIL SERVANTS
(APPOINTMENT, PROMOTION AND TRANSFER)
RULES, 1989.**

NOTIFICATION, 17th May, 1989

No.SOR-I(S&GAD)-4-1/80. In exercise of the powers conferred by section 26 of the North West Frontier Province Civil Servants Act, 1973 (N.W.F.P. Act No.XVIII of 1973), the Governor, North West Frontier Province is pleased to direct that in the North West Frontier Province Civil Servants (Appointment, Promotion and Transfer) Rules, 1989, the following amendments shall be made, namely:-

AMENDMENTS

1. In rule 10, for clause (i) of sub-rule (3), the following clause shall be substituted:-

"(i) where recruitment is to be made on the basis of written examination, then, notwithstanding anything to the contrary contained in any other rules for the time being in force, age shall be reckoned on 1st January of the year in which the examination is proposed to be held;"

2. In rule 17, in sub-rule (1) for the words "appointed to posts in the same basic pay scale in a cadre", the words "appointed to a service, cadre or post" shall be substituted.

Source: Issued by the Chief Secretary, Government of NWFP, Services and General Administration Department, No:SORI(S&GAD)4-1/80, dated Peshawar the 17th May, 1989.

12a.

APPOINTMENT OF PTC TEACHERS.

I am directed to forward herewith a copy of the Government of NWFP Services and General Administration Department circular letter No.SOR-I(S&GAD)1-117/91 dated 13th January, 1992 containing the decision of the Provincial Government to the effect that, with immediate, recruitment to the posts of PTC in Education Department in various districts shall be made on constituency wise and that for this purpose:-

- a. The existing districts have been divided into various zones. Each zone shall correspond to the area of the constituency of the Provincial Assembly; and
- b. The appointment to the posts shall be strictly on merit and in accordance with the prescribed rules/ instructions in general and the following in particular:-
 - i. The selected candidates must possess the qualifications and experience prescribed for the post under the relevant rules.
 - ii. The vacancies shall be advertised in leading newspapers.
 - iii. The appointment shall be made on the recommendations of the prescribed Departmental Selection Committee.
 - iv. The selection for appointment shall be made with due regard to the criteria for initial recruitment as laid down by the Government vide S&GAD letter No.SORI(S&GAD) 4-1/75, dated 11.2.1987 (copy enclosed) with the exception that the marks earmarked for Interview shall not be applied for future. However, to ensure physical fitness and availability of the candidates with correct academic/professional record the interviews shall continue to be held as per existing procedure;
 - v. An overage person shall not be selected and appointed when a sufficient number of qualified and within age candidates are available.
 - vi. The appointee should be a citizen of Pakistan and bona fide resident of the Constituency.
- vii. Only quota reserved for disable persons shall be maintained.

viii. The PTC trained/qualified candidates shall be given preference over untrained and shall be absorbed first. In case, no trained/qualified teacher is available only then an untrained teacher shall be appointed on stop gap arrangement.

2. I am to say that it may please be ensured that these instructions be followed in letter and spirit for strict compliance failing which the defaulters concerned would be liable to be proceeded against under the Efficiency and Discipline Rules.

3. Necessary action for filling of the vacant posts of PTC teachers may please be taken at the earliest strictly in accordance with the aforesaid policy instructions.

Source: Issued by Deputy Secretary, Government of NWFP, Education Department, No:SO(PE)6-1/91, dated Peshawar the 18.1.992.

12b.

**APPOINTMENT OF PTC TEACHERS
UNDER THE NEW RECRUITMENT POLICY**

In a meeting chaired by the Chief Minister NWFP attended by Minister Education, NWFP, Chief Secretary NWFP and Secretary Education on 1.3.1992, it was decided that:-

- (i) Recruitment of PTC teachers under the New Recruitment Policy shall be strictly on the basis of merit and only PTC trained persons will be recruited for vacancies within a provincial constituency from among candidates belonging to the constituency;
- (ii) If no trained teachers are available within the constituency for certain vacancies then trained PTC candidates from the rest of the said district will be accommodated;
- (iii) In no case will untrained be appointed if trained PTC teachers are available any-where in the district.

2. The above instructions shall be issued immediately for strict compliance by all concerned. It must be reiterated that appointment must be strictly made on merit basis and as per policy and rules. Any violation will invite strict action against the concerned officers/officials.

Source: Issued to the Director of Education (Primary) by NASRULLAH JAN, Additional Secretary Education Government of N.W.F.P., Education Department No.SO(PE)6-1/91, dated Peshawar the 2nd March, 1992

III. BENEFITS AND
INCENTIVES

13a.

**ADVANCE INCREMENTS TO PRIMARY SCHOOL
TEACHERS ON ATTAINING HIGHER QUALIFICATION**

Primary School.

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

Source: Government of NWFP No.7D(SR-1)1-67/83,
dated 24th August 1983

13b.

**GRANT OF ADVANCE INCREMENTS TO THE
SELECTION GRADE TEACHERS ON
POSSESSING/ACQUIRING
HIGHER QUALIFICATION**

1. Those who possessed higher qualification before 1.7.1983 shall first be allowed advance increments in Basic Pay Scales of the employees concerned viz BPS 7, 9 and 15 and thereafter selection grade be allowed.
2. Those who acquired or would acquire higher qualifications and were/are drawing pay in selection grade shall be allowed advance increments in pay scale of selection grade with effect from 1.7.1983 or from the date of acquiring higher qualification (as the case may be).

Source: Government of NWFP No.FD12(SR-II)2-123/83 Vol:IV dated Peshawar the 11th February, 1989

**14. GRANT OF ADVANCE INCREMENTS FOR POSSESSING/ATTAINING
HIGHER EDUCATIONAL QUALIFICATIONS**

3RD DIVISIONERS

For every stage of higher qualification from Matric to Post-graduation at least in second division, only one Advance Increment shall be admissible. To illustrate if any employee in whose respect qualification for initial recruitment is Matric and who possesses or acquires degree in B.A./B.Sc. in second division but F.A/F.Sc. in third division he will be entitled to one Advance Increment for B.A./B.Sc. in second division and not for F.A./F.Sc. in third division.

Source: Government of NWFP No.FD(SR-II)2-145/87 Dated Peshawar the 20th February 1989

15a.

POLICY FOR HOUSE RENT ALLOWANCE

All employees not provided with Government accommodation and posted at Peshawar as indicated in para 1 (a) of Finance Department's circular letter No.FD(SR-II)2-1/78(P)-II dated 6.7.1981 shall continue to be entitled to House Rent Allowance at 45% of the minimum of the relevant Basic Pay Scales without indexation sanctioned vide Finance Department's circular letter No.FD(SR-II)2-1/78(Vol.V) dated 2.8.1986. At all other places this allowance will be allowed at 30% of the minimum of relevant basic pay scale without indexation against the existing rate of 20% of the minimum of the relevant Basic Pay Scale.

Source: Government of NWFP No.FD(PRC)1-1/87-VIII, dated Peshawar July 22nd, 1978.

15b.

**REVISION OF POLICY
REGARDING REQUISITIONING OF PRIVATE PROPERTIES
BY THE PROVINCIAL GOVERNMENT
AT PESHAWAR AND ABBOTTABAD**

I am directed to refer to Finance Department letter No.FD.SO(SR-IV)1-27/78-Vol:II dated 22.3.1983, on the subject cited above and to state that the matter regarding revision of existing rental ceiling for hiring of private residential houses for Provincial civil servants has been under consideration for some times past. It has been decided to fix the following rental ceiling or the assessed rent of the house whichever be less, with effect from 1.7.1986:-

Basic Pay scale of civil servant	<u>Entitlement of rental ceiling at</u>	
	Peshawar Rs.	Abbottabad Rs.
22	5000/- P.M.	3250/- P.M.
21	4000/- P.M.	2600/- P.M.
20	3250/- P.M.	2100/- P.M.
19	2600/- P.M.	1730/- P.M.
18	2000/- P.M.	1300/- P.M.
17	2000/- P.M.	1300/- P.M.
16	1500/- P.M.	1000/- P.M.
15	1500/- P.M.	1000/- P.M.
14	1500/- P.M.	1000/- P.M.
13	1170/- P.M.	780/- P.M.
12	1170/- P.M.	780/- P.M.
11	1170/- P.M.	780/- P.M.
10	780/- P.M.	520/- P.M.
09	780/- P.M.	520/- P.M.
08	780/- P.M.	520/- P.M.
07	780/- P.M.	520/- P.M.
06	520/- P.M.	350/- P.M.
05	520/- P.M.	350/- P.M.
04	520/- P.M.	350/- P.M.
03	520/- P.M.	350/- P.M.
02	350/- P.M.	220/- P.M.
01	350/- P.M.	220/- P.M.

2. The above rates shall be applicable in cases of fresh hiring only. In regard to houses already requisitioned/hired by the Provincial Government, increase of 10% per annum over the amount of subsidy admissible at the time of hiring may be allowed

on the expiry of lease agreement, or in those case where there is no lease agreement or that the lease is for unspecified period, after the expiry of three years, provided that the housing subsidy so increased does not exceed the ceiling fixed in para-1 above.

3. The new maximum ceiling would be applicable both in case of requisitioned houses as well as own houses. However, in case monthly rent of existing requisitioned houses, on the basis of 10% and 50% of the basic pay at Peshawar and Abbottabad respectively exceeds the above ceiling, the same shall stand protected till the house remains in occupation of the present allottee. The civil servants concerned shall pay the usual house rent to Government at the rate of 5% of the emoluments as detailed in FR 45 C.

Source: Issued by Mohammad Umar Afridi, Section Officer (SR-IV), Government of NWFP, on behalf of Secretary Finance Department,
No.FD.SO(SR-IV)1-27/78-Vol:II, dated 2nd October, 1986.

15c.

**RECOVERY OF RENT OF GOVERNMENT ACCOMMODATION
PROVIDED TO GOVERNMENT SERVANTS**

I am directed to refer to this Department letter of even number, dated 15.2.1987 on the subject cited above and to state that all the low paid Government Servants residing in one room Government Residential Accommodation and paying House Rent @ Rs.5% of Basic Pay, shall be exempted from the payment of House Rent w.e.f. the 1st July, 1988.

Source: Issued by Mian Sahib Jan, Deputy Secretary (Regulations), Government of NWFP, Finance Department, No.FD(SR-II)2-1/78-Vol.V, dated Peshawar 1st August, 1988

15d.

**RECOVERY OF RENT OF GOVERNMENT ACCOMMODATION
PROVIDED TO GOVERNMENT SERVANTS.**

I am directed to refer to this Department letter of even number, dated 15.2.1987 on the subject cited above and to state that the Government Servants residing in two rooms Government Residential Accommodation and paying House Rent @ Rs.5% of Basic Pay, shall be exempted from the payment of House Rent w.e.f. the 1st day of February, 1989.

Source: Issued by Ghulam Mohammad Khan, Addl:Secretary-IV,
No.FD.(SR-II)2-1/78-Vol:IV, dated Peshawar 22.9.1989.

16. REVISION OF RATES OF RESIDENCE-OFFICE CONVEYANCE ALLOWANCES OF THE PROVINCIAL CIVIL SERVANTS

I am directed to refer to paras 8 and 9 of this Department Circular letter No.FD/PRC-1-1/87/Vol:III dated 22.7.1987 under the provision of which conveyance allowance with indexation is admissible to the Government servants posted at Peshawar and not residing within their work premises and to say that the Provincial Government has been pleased to allow 20% increase in the existing rates of conveyance allowance with effect from 1.12.1990 subject to a minimum of Rs.20/- per month and maximum of Rs.50/- per month. On the basis thereof, the revised rates of conveyance allowance will be as under:-

- (I) Government servants drawing pay
of Rs.1650/- P.M. and above.
- (a) Those maintaining motor car not registered for commercial purposes. Rs.355/- P.M.
- (b) Others Rs.193/- P.M.
- (II) (a) Government servants drawing pay of Rs.850/- per month and above but less than Rs.1650/- per month and maintaining motor cycle/scooter. Rs.130/- P.M.
- (b) Others Rs. 96/- P.M.

Source: Issued by Additional Secretary (Coordination), Finance Department, Government of NWFP, No.FD.SO(SR-IV)4-14/80 Vol:III, dated Peshawar, 8-1-1991.

17.

POLICY OF MEDICAL ALLOWANCE.

Medical allowance @ Rs.50/- P.M. shall be allowed to the employees in BPS-1 to 15 instead of the reimbursement of the cost of medicines purchased by the employees as out-door patients. The facility of in-door treatment shall continue to be admissible.

Source: Government of NWFP No.FD(PRC)1-1/87-VIII, dated Peshawar July 22, 1978.

**RULES REGARDING PENSION,
GRATUITY AND COMMUTATION.****1. Conditions**

- 1.1. The service must be under Government, pensionable and be paid by Government from the Provincial consolidated fund.
- 1.2. The time spent by a Government Servant in approved training shall count as service qualifying for pension if granted any leave or any other leave except extra ordinary leave.
- 1.3. All leaves other than extraordinary leave count a qualifying service.
- 1.4. If a Civil Servants expires during service, this length of service is more than 10-years, the legal heirs are entitled to get pension. Similarly if a Civil Servant is invalided, rendered minimum 10-years qualifying service or is entitled to pension.
- 1.5. A civil servants having 25 years qualifying service can get pension.

2. Classification of Pension

- 2.1. **Compensation Pension:** If a permanent Government Servant with qualifying service between 5 to 10 years retires or is selected for discharge from service due to the abolition of his permanent post he is entitled to gratuity not exceeding one month's pay for each completed year. If however, retirement is due to invalidation, or if a civil servant dies in service, the rate shall be 1 & a half months of pay for each completed year of service. In case the service is 10 years or more, he is entitled to pension and gratuity.
-

2.2. Invalid Pension: Is awarded to a Government Servant before reaching the age of superannuation, who by bodily or mental infirmity is permanently incapacitated for further service on production of a medical certificate. Entitled to pension if his length of service is 10 years. Gratuity is awarded as 1 & a half months pay for each year of service.

2.3. Superannuation Pension:

Attaining the age of 55/58/60 years.

2.4. Retiring Pension: Admissible after completing 25 years qualifying service or has been compulsorily retired.

2.5. Family Pension: Is admissible to the family of deceased Government Servant. If dies while in service before retirement. It will be 50 percent of the full admissible pension while gratuity will be paid in full but commutation is not admissible.

2.6. Anticipatory Pension/Gratuity: In case there is likelihood delay in finalization of pension case the sanctioning authority is authorized to sanction 80% pension and 75% Gratuity, which would be adjusted at the time of final payment of pension.

3. Evaluation of Pension:

Formula:

$(\text{Last pay drawn} + \text{Index Pay} \times \text{Length of Service} \times 7) / 300$

4. Communication:

A Civil Servant can surrender up to 50 percent of his pension and can get lumpsum amount against the halt portion of his pension. The rate per rupee has been fixed and a Table is annexed herewith.

For example a Civil Servant gets Rs.980/- Pension. He can surrender half of the portion i.e. Rs.490/-. His age is 56 years. The rate per Rupee is Rs.218.4024 so he will get

(56 x 218.4024) Rs.12230/50 as lumpsum and will receive Rs.490/- as Net Pension each month.

5. Explanation:

- 5.1. Increment during LPR, is admissible for pension but not to be drawn.
- 5.2. The family pension is admissible to widow for life or until remarriage and to the children (son/daughter) until attaining the age of 21-years or married whichever is earlier.
- 5.3. In case of death length of service is countable up to one day before of the death and pension is permissible next day of the death.
- 5.4. During LPR House Rent is admissible for four months.
- 5.5. For the purpose of commutation after one year of the retirement appearing before the Medical Board is compulsory.
- 5.6. In case of death family is entitled for getting TA/DA Transportation and Luggage charges.
- 5.7. In case of death 6 months lumpsum pay is admissible to the family if leave is on credit.
- 5.8. Interruption and Deficiencies:
 - All interruptions in the services of a Government Servant may be condoned by the authority competent to fill appointment subject to conditions.
 - A deficiency of 5 months or less in the qualifying service of a Government Servant shall be deemed to have been condoned. The competent authority may condone any deficiency exceeding 6 months but less than one year subject to the following conditions:-

- i) If the Government Servants dies while in service or retire under the circumstances beyond his control such as Invalidation or abolition of his post and, but for such contingency, he would have been completed another year of qualifying service and
- ii) The service rendered by the government Servant was meritorious.

5.9. A Civil Servant wishes to not avail of the LPR and continue his services until the retirement date, is entitled to get encash to LPR (Leave Salary) up to 180 days subject to the credit of earned leave.

This page should have the Commutation Table, from separate file

18b.

REVISED PENSION TABLE

Completed years of qualifying service	Scale of pension expressed as fractions of average emoluments
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	161/300
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300

Source: Section Officer Regulations, Finance Department,
Government of NWFP

COMMUTATION TABLE

Age next birth day	Number of years purchased	Rate per Rupee	Age next birth day	Number of years purchased	Rate per Rupee
20	50.6304	607.5648	50	22.8911	274.6932
21	49.6676	596.0112	51	22.0658	264.7896
22	48.7066	584.4792	52	21.2563	255.0756
23	47.7467	572.9604	53	20.4638	245.5656
24	46.7884	561.4608	54	19.6096	235.3152
25	45.6314	549.9768	55	18.9438	227.2176
26	44.6758	538.5096	56	18.2002	218.4024
27	43.9215	527.0580	57	17.4860	209.8320
28	42.9688	515.6256	58	16.7925	201.5100
29	42.0179	504.2148	59	16.1191	193.4292
30	41.0089	429.1068	60	15.4649	185.5788
31	40.1218	481.4616	61	14.8220	177.9480
32	39.1967	470.1204	62	14.2105	170.5260
33	38.2336	458.8032	63	13.6090	163.3080
34	37.2929	447.5148	64	13.0239	156.2868
35	36.3551	436.2612	65	12.4549	149.4588
36	35.4203	425.0436	66	11.9017	142.8204
37	34.4885	413.8620	67	11.3643	136.3716
38	33.5693	402.7236	68	10.8423	130.1136
39	32.6361	391.6332	69	10.3371	124.0452
40	31.7160	380.5920	70	9.8472	118.1664
41	30.8007	369.6084	71	9.3729	112.4748
42	29.8907	358.6884	72	8.9142	106.9704
43	28.9800	347.7600	73	8.4708	101.6496
44	28.0891	337.0692	74	8.0427	96.5124
45	27.1990	326.3880	75	7.6299	91.5588
46	26.3172	315.8064	76	7.2322	86.8764
47	25.4444	305.3328	77	6.8496	82.1952
48	24.5816	294.9792	78	6.4818	77.7816
49	23.7301	284.7632	79	6.1287	73.5444
			80	5.7901	69.4812

Source: Prepared by MUST, from Government of NWFP, FD No.SOSR-III(FD)4-132/86(II), dated Peshawar, 2nd August 1986.

Save as the Government may permit, the buildings of an aided college or school may not be used for other than educational purpose, except with the permissions of the Government.

Source: Education Code 1935, Edition of 1975, page 23, Article 44.

CASUAL LEAVE

1. (a) Casual leave should not ordinarily exceed 10 days at a time and 25 days during any one calendar year. The sanctioning authority, may, however, grant casual leave up to 15 days at a time in special circumstances.
- (b) It may be granted in conjunction with Sundays or public holidays, but not with any other kind of leave or joining time. In case casual leave is combined with holidays, the total period should not exceed 15 days at a time.
2. No Government servant may leave his headquarters during casual leave or holidays except with the permission of the sanctioning authority.
3. Subject to the delegation of powers which has been or may be made by Government from time to time in this behalf, casual leave may be sanctioned to a Government servant by his immediate superior of gazetted status.

Source: Government of NWFP, SO-XII-21-21/58, 1958

21a.

**NORTH-WEST FRONTIER PROVINCE
CIVIL SERVANTS REVISED LEAVE RULES 1981**

Notification, 17th December, 1981

No.FD.SO(SR-IV)5-54/80 (Vol II)-In exercise of the powers conferred by section 26 of the North-West Frontier Province Civil Servants Act, 1973 (N.W.F.P. Act XVIII of 1973), and in supersession of this Department's Notification No.FD.SO(SR-IV) 1-17/78, dated the 20th November, 1979, the Governor of the North-West Frontier Province is pleased to make the following rules namely :-

1. Short title, commencement and application:-

- (1) These rules may be called the North-West Frontier Province Civil Servants Revised Leave Rules, 1981.
- (2) They shall come into force at once .
- (3) They shall apply to all Civil Servants under the rule making authority of the Governor except those who opted not to be governed by the North-West Frontier Province Civil Servants Leave Rules, 1979.

2. Admissibility of leave to civil servant:-

Leave shall be applied for, expressed and sanctioned in terms of days and shall be admissible to a civil servant at the following rate and scale :-

- (i) A Civil Servant shall earn leave only on full pay. It 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. If a civil servant proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 15 days, the leave to be credited for both the incomplete

months will be restricted to that admissible for one full calendar month only.

(ii) The provisions of clause (i) will not apply to vacation departments. A civil servant of a vacation department may earn leave on full pay as under :-

- | | |
|--|---|
| (a) When he avails himself of vacation in a calendar year. | At the rate of one full day for every calendar month of duty rendered. |
| (b) When during any year he is prevented from availing himself of the full vacation. | As for a civil Servant in Non-vacation Department for that year; and |
| (c) When he avails himself of only a part of the vacation | As in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation. |

(iii) There shall be no maximum limit on the accumulation of such leave.

3. When leave earned:-

- (a) All Service rendered by a civil servant qualifies him to earn leave in accordance with these rules but shall not be earned during the period of leave.
- (b) Any period spent by a civil servant in foreign service qualifies him to earn leave provided that a contribution leave salary is paid to the Government on account of such period.

4. Grant of leave on full pay:-

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

(i) Without medical certificate 120 days

(ii) With Medical certificate 180 days
PLUS

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

(2) The maximum prescribed at (i) and (ii) of sub-rule (1) are independent of each other. In other words a civil servant may be granted, at a time, total leave on full pay on medical certificate up to the permissible extent in continuation of leave up to 120 days without medical certificate, subject to given conditions.

5. Grant of leave on half pay:-

(1) Leave on full pay may be converted into leave on half pay, at the option of the civil servant.

(2) Debits to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

(3) The request for such conversion shall be specified by the civil servant in his application for the grant of leave.

(4) 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. Conversion of leave account:-

(1) All leave at credit in the account of a civil servant who was in service on the 1st day of July 1978, shall be carried forward and expressed in terms of leave on full pay. The leave account in such cases shall, with effect from 1st July, 1978, or in the case of a civil servant who was on leave on that date with effect from the date of his return from leave, be recast as under, ignoring the fraction if any:

- (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 month

- (2) In carrying forward the leave, the leave at credit of a civil servant in columns, 7 and 8 and half of the leave at credit in column 9 of the existing leave account shall be carried forward to the new leave account of the civil servant.

- (3) The leave availed under the existing rules from column 13 (a) of the leave account shall be debited against the maximum limit of 365 days fixed under rule 4 (1) (iii).

7. Leave not due:-

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

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

- (3) Such leave shall be granted only when there are reasonable chances of the Civil Servants resuming duty on the expiry of the leave.

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

8. Leave Salary:-

- (1) Leave pay admissible during leave on full pay shall be the greater of -
 - (a) the average monthly pay earned during the twelve complete months immediately proceeding the month in which the leave begins; 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 amount calculated under clause (a) and (b) of sub-rule (1) shall be halved to determine the greater of the two rates.

9. Special leave to female civil servants:-

A female, civil servant may, on the death of her husband, be granted special leave on full pay not exceeding 130 days. This shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose she will have to produce death certificate issued by competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

10. Maternity leave:-

- (1) Maternity leave may be granted on full pay, outside the leave account, to a female civil servant to the extent of ninety days in all from the date of its commencement or forty five days from the date of her confinement, whichever be earlier.
- (2) Such leave may not be granted for more than three times in the entire service of a female civil servant except in the case of a female civil servant employed in a vacation department who may be granted maternity leave without this restriction.
- (3) For confinement beyond the third one, the female civil servant would have to take leave from her normal leave account.
- (4) The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.
- (5) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extra ordinary leave as may be due and admissible to a female civil servant.
- (6) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the formula provided in rule 8.
- (7) The leave salary to be paid during maternity leave will, therefore, remain un-affected even if any increment accrues during such leave and the effect of such an increment will be given after the expiry of

maternity leave.

11. Disability leave:-

- (1) Disability leave may be granted outside leave account on each occasion up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a civil servant, other than civil servant in part time service, disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.
- (2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

12. Extraordinary leave (leave without pay):-

- (1) Extraordinary leave may be granted on any ground up to maximum period of five years at a time; provided that the civil servant to whom such leave is granted has been in continuous service for a period of not less than ten years. In case a civil servant has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the leave sanctioning authority. This leave can be granted irrespective of the fact whether the civil servant is permanent or temporary employee.
- (2) The maximum period of extra ordinary leave without pay combined with leave on full pay and leave on half pay shall be subject to the limit of 5 years prescribed in FR-18, i.e. the maximum period of extraordinary leave without pay that would be admissible to a civil servant who has rendered continuous service for a period of not less than 10 years shall be 5 years less the period of leave on full pay and leave on half pay so combined.
- (3) Extraordinary leave may be granted retrospectively in lieu of absence without leave.

13. Leave on medical certificate:-

Leave applied for on medical certificate shall not be refused. The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion by requesting the Civil Surgeon or the Medical Board to have the applicant medically examined. The existing provisions contained in Supplementary Rules 212, 213 and Rules 220 to 231 for the grant of leave on medical grounds will continue

to apply.

14. Leave preparatory to retirement:-

The maximum period up to which a Civil Servant may be granted leave preparatory to retirement shall be 365 days only it may be taken subject to availability in the leave account, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the Civil Servant and it will not extend beyond the age of superannuation.

15. Recreation leave:-

Recreation leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay:

Provided that such leave shall not be admissible to a Civil Servant in a vacation department.

Note: Casual leave (as Recreation leave) shall, however, continue to be granted for 10 days only subject to other conditions under Government instructions.

16. Leave Ex-Pakistan:-

- (1) Leave Ex-Pakistan may be granted on full pay to a civil servant who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.
- (2) The leave pay to be drawn abroad shall be restricted to a maximum of three thousand rupees per month.
- (3) The leave pay shall be payable in sterling, if such leave is spent in Asia other than Pakistan and India.
- (4) Such leave pay shall be payable for the actual period of leave spent abroad subject to maximum of one hundred and twenty days at a time.
- (5) The Civil Servants appointed after 17th May, 1958, shall draw their leave salary in rupees in Pakistan irrespective of the country where they spend their leave.
- (6) Leave Ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rule 4, 5 and 12.

17. Assigning reason for leave:-

It shall not be necessary to specify the reason for which leave has been applied, so long as that leave is due and admissible to a Civil Servant.

18. Commencement and end of leave:-

Instead of indicating whether leave starts/ends in the forenoon or afternoon, leave shall commence from the day following that on which a Civil Servant hands over the charge of his post. It shall end on the day preceding that on which he resumes duty.

19. Absence after the expiry of leave:-

Unless his leave is extended by the leave sanctioning authority, a Civil servant who remains absent (except for circumstances beyond his control) after the end of his leave shall not be entitled to any remuneration for the period of such absence, and double the period of such absence shall be debited against his leave account. Such debit shall if there is insufficient credit in the leave account, be adjusted against future accumulations. Such double debit shall not preclude any disciplinary action that may be considered necessary under any rule for the time being in force, after affording a reasonable opportunity to the Civil Servant concerned to indicate his position.

20. Encashment of refused leave preparatory to retirement:-

(1) If in case of retirement on attaining the age of superannuation or on voluntary retirement on completion of 30 years of service qualifying for pension or other retirement benefits a Civil servant cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of 180 days leave on full pay. For the purpose of lump-sum payment in lieu of refused leave preparatory to retirement only the senior post allowance will be included in the leave pay so admissible. The payment of leave pay in lieu of refused leave preparatory to retirement may be made to the Civil Servant either in lumpsum at the time of retirement or may at his option, be drawn by him month-wise, in arrears, for and during the period of leave so refused.

(2) Ordinarily leave preparatory to retirement on superannuation or on volunteer retirement on completion of thirty years of service qualifying for pension or

other retirement benefits shall not be refused. All orders refusing leave preparatory to retirement to a civil servant and recalling Civil servant from leave preparatory to retirement shall be passed only by the authorities specified below:-

- (i) For Civil Servants of Grade-17 and above Chief Secretary
 - (ii) For Civil Servants of Grade-16 and below Administrative Secretary
- (3) Such leave can be refused partly, and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding one hundred and eighty days.
- (4) All proposals regarding refusal of such leave to an officer of a grade-17 and above shall be referred to the Chief Secretary with detailed justification at least three months before an officer is due to proceed on such leave.

21. Death while in service:-

- (1) In case a Civil servant dies while in service, lump-sum payment equal to full pay up to 180 days out of the leave at his credit shall be made to his "family" as defined for purposes of family pension.
- (2) For the purpose of lump-sum payment to the family of the civil servant who dies while in service only the "Senior Post Allowance" will be included in the "Leave pay" so admissible.

22. Recall from leave:-

If a Civil Servant is recalled to duty compulsorily with the approval of the leave sanctioning authority, from leave of any kind, which he is spending away from his headquarters, he may be granted 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. 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. If the order of recall to the Civil Servant is optional then the concession above mentioned will not be admissible.

23. Any type of leave may be applied:-

A civil servant 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, a civil servant may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than 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 civil servants.

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

25. Civil servants on leave to join duty without permission before its expiry:-

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

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

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

27. Manner of handing over charge when proceeding on leave, etc-

- (1) A civil servant proceeding on leave shall hand over the charge of his post, and if he is in grade-16 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.
- (2) ~~If leave Ex-Pakistan has been sanctioned on medical grounds, the civil servant shall take abroad with him copy of the medical statement of his case.~~

28. Assumption of charge on return from leave, etc:-

- (1) A civil servant, on return from leave, shall report for duty to the authority that sanctioned his leave and

assume charge of the post of which he is directed by that authority unless such direction has been given to him in advance.

- (2) In case he is directed to take charge of a post at a station other than that from where he proceeded on leave, travel expenses as on transfer shall be payable to him.

29. Account office to maintain leave account:-

- (1) Leave account in respect of a civil servant shall be maintained as part of his service book.
- (2) The accounts offices shall maintain the leave accounts of civil servants of whom they were maintaining the accounts immediately before the coming into force of these rules.

30. Leave to lapse when civil servant quits service:-

All leave at the credit of a civil servant shall lapse when he quits service.

31. Leave application its sanction, etc:-

- (1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a civil servant is employed and in the case of the head of office to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.
- (2) An audit report shall not be necessary before the leave is sanctioned.
- (3) When a civil servant submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant in the form attached to these rules.
- (4) Leave as admissible to a civil servant under these rules may be sanctioned by the head of a Department, attached Department, Office or any other officer authorized by him to do so and, when so required, leave shall be notified in the official Gazette.
- (5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications consider-

(i) Whether, and how many applicants, for the time being, best be spared.

(ii) Whether any applicants were last recalled compulsorily from leave; and

(iii) Whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

Source: Issued by order of the Governor, NWFP, Mian Tayyab Hassan, Secretary to Government of NWFP, Finance Department, SR-IV Section, No.FD.SO (SR-IV) 5-54/80 (Vol.II), dated Peshawar 17th December 1981.

21b.

RATE OF EARNED LEAVE

- 4 days in a month (Non vacation)
- 1 day in a month (vacation)

Source: Government of NWFP Leave Rules 1978 for Civil Servants
(Revised)

21c.

SAMPLE OF MEDICAL CERTIFICATE FORM

FORM I

FORM OF MEDICAL CERTIFICATE

Signature of applicant _____

MEDICAL CERTIFICATE FOR CIVIL SERVANTS RECOMMENDED FOR LEAVE OR EXTENSION.

I, _____ after careful
_____ personal examination of the
case hereby certify that _____ whose
signature is given above is suffering from _____
and I consider that a period of absence from duty of -----
-----more with effect from _____ is
absolutely necessary for the restoration of his/her health.

Dated the _____ Government Medical Attendant

21d.

SAMPLE APPLICATION FOR LEAVE FORM

APPLICATION FOR LEAVE, FORM-II

Notes :- Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government servants of grade 16 and above.

1. Name of applicant.
2. Leave Rules applicable.
3. Post held.
4. Department or office.
5. Pay.
6. House Rent Allowance/conveyance allowance or other compensatory allowances drawn in the present post.
7. (a) Nature of leave applied for.
(b) Period of leave in days.
(c) Date of commencement.
8. Particular Rule/Rules under which leave is admissible.
9. (a) Date of return from last leave.
(b) Nature of leave
(c) Period of leave in days.

Signature of applicant

10. Remarks and recommendation of the Controlling Officer.
11. Certified that leave applied for is admissible under Rule..... and necessary conditions are fulfilled.

Signature

Designation

12. Report of Audit Officer.

Signature

Designation

13. Orders of the sanctioning Authority certifying that on the expiry of leave the applicant is likely to return to the same post carrying the compensatory allowances being drawn by him.

Signature

Dated.....

Designation

22.

**GENERAL PROVIDENT FUND RULES
(AS SUMMARIZED BY MUST)**

1. Commencement:-

These rules came into force with effect from 1st April, 1935.

2. Eligibility to Fund:-

All Government Servants are eligible to join the fund, either they are in permanent, temporary, officiating, pensionable or in non pensionable capacity, when they completed two years continuous service. Other Government Servants may elect to be the subscribers in optional.

3. Subscribing:-

(a) Procedure

Procedure on a prescribed form "A" is required to be submitted to the Audit Office. The Account Officer shall allot account number and the subscription shall be paid in to Head "1502-General Provident Fund (Civil)" by deduction in the paybill on the proper schedule i.e. GPF Schedule 1502 "B".

(b) Rate of Subscription.

<u>Pay Range P.M.</u>	<u>Minimum Rate of Subscription</u>
- Up to Rs.500/-	Three paisa per rupee
- Rs.500/- to Rs.1000/-	Five paisa per rupee
- Above Rs.1000/-	Eight paisa per rupee

The above rate is the minimum and a Government Servant can subscribe as much as desires, but any addition or alteration shall made during the month of June.

(c) Interest

(i) Rate

Interest is paid to the credit of a subscriber according to the rate as determined by Government.

(ii) Calculation

- Amount at the credit of the last day of the proceeding year less any sums withdrawn interest for 12 months.

- Sums credited after the last day of the proceeding year interest from the date of deposit up to the end of the current year.

(d) Interest free credit/loan

If a muslim subscriber wishes that interest may not be calculated on his GP Fund accumulation, no interest will be charged on the house building and conveyance advances subject to the following conditions.

- 1) The employee has not received interest on his credit prior to the drawl of the advance.
- 2) If in future the employee who has availed of the concession, desires to take interest on credit, will be required to pay in full the interest occurred on such advances.

4. Nominations:-

- After joining the fund the subscriber should sent the nomination to the Audit office conferring on one or more persons to receive the amount in the event of his death. (Form "C").
- At the time of nomination the subscriber can not make nomination of any person if there is family.

- Nomination can be canceled at any time by sending a written notice to the Account Officer. (Form "D").
- Specification of share payable for every nominee is essential.

5. Definition of Family:-

- (a) Wife or wives and children of the subscriber.
- (b) Widow or widows and children of the deceased sons of the subscriber.
- (c) The husband and children of the subscriber.

6. Advances:-

(a) Rules 15(1)a (temporary basis)

Purpose

- Prolonged illness of the subscriber or any family member dependent on him.
- Overseas passage (Health, Education).
- Marriages, funerals & ceremonies.
- Other expenditure as essential and unavoidable.

Conditions

- The amount shall not exceed three months pay or half the amount at credit which ever is less.
 - Recoverable in 12 to 36 equal instalments.
 - Can be postponed during leave or suspension.
-

(b) Rules 15(1)b (temporary basis)

Purpose

- For specific reasons and purpose.

Conditions.

- As required under Rule 15 (1) c (ii)

(c) Rule 15(1)C (ii)

Purpose

- Special case.

Conditions

- Exceeds three month pay or 50% of the credit which ever is less,

(d) Rule 16 (temporary advance)

Purpose

- Construction or purchase of house.
- Additions to or alterations in the existing house.

Conditions

- 24 months pay or 80% against the credit which ever is less.
- Payable in 2 equal installments for construction while in one instalment for addition to or alterations.
- Refundable if the first instalment is not utilized within eight months of the drawal.
- Utilization certificate for the drawal of second instalment.

- Can not dispose of the house until the refund of advance or retirement from service.
- Recovery shall be required from the 4th issue of pay after the drawl of first instalment @ 7% of the subscriber pay.

(e) Rule 16-A (a)

Attaining the age of 50 years, the subscriber can draw advances.

Purpose

- Construction of a house on a piece of land owned by the subscribed wife/children.

Conditions

- Conditions as required under Rule 16.
- No recovery of the advance be made and be treated as part of the final payment.
- Agreement is required to be executed on the prescribed Form i.e. Eighth schedule, (E).
- Repayable the advance with interest if the house is sold or alienated before the retirement of the subscriber.

(f) Rule 16-A (b)

Purpose

- Purchase of house for own residence.

Conditions

- Advance up to 80% of the credit.
- Refundable of the advance with interest if the house could not be purchased within the three

months of the drawal.

- To be drawn in full and a duly executed receipt is required to be produced to the Audit Office.
- Execution of agreement on the prescribed form i.e. "Ninth schedule", (F).

(g) Rule 16 A (c)

Purpose

- Purchase of Agricultural land from Government.

Conditions

- Advance up to 80% of the credit.
- Can be drawn in lump sum.
- Execution of agreement on the prescribed form i.e. "Tenth Schedule" (G).

(h) Rule 16 A (d)

(1) Rule 16-A (d) (i)

Purpose

- Prolonged illness of the subscriber or a member of his family dependent upon him.

(2) Rule 16-A (d) (ii)

Purpose

- Overseas passages of the subscriber for ~~reason of health or for the performance.~~

(3) Rule 16-A (d) (iii)

Purpose

- Overseas passages for reason of education of any family member dependent on him and such other lump sum expenditure as admission/ tuition fees etc:

(4) Rule 16-A (d) (iv)

Purpose

- Funerals, ceremonies and marriage of any member dependent on him.

Conditions (i-iv)

- Advance up to 25% of the credit or 4 months pay which ever is less.
- No refund and it will be treated as final payment.

(i) Rule 16-B.

Purpose

- Grant of special advance on attaining the age of 55 years.

Conditions

- 80% of the credit
- No recovery and the advance shall be treated as final payment.

7. Rule 18: Payment towards Insurance Policies and Family Pension:-

Conditions

- (1) Payment towards a policy of life insurance.
- (2) Purchase of a single payment insurance policy.

- (3) Payment of a single premium or subscription to a family pension fund.

Procedure

The subscriber can take insurance policy on his own life and shall pay the premium from G.P.Fund. For the purpose the Audit office requires the acceptance letter from the insurance company and if the audit office agrees, an authority letter is issued for the withdrawal of the amount from the G.P.Fund. The policy transmitted to the Audit Office and the premium is paid as and when demanded by the company. After registration of the policy by the Audit office it is returned to the subscriber for safe custody. When the policy become mature, a pre discharged voucher is sent by the Insurance Corporation to this Audit Office. It is countersigned by the Audit Office sent back to the Insurance Corporation and cheque is issued to be credited in the G.P.Fund accumulation.

When the subscriber proceeds on LPR or retires before the maturity of the policy, is re-assigned to him by the Audit Office.

8. Rule 30: Final Withdrawal of the Fund:-

Conditions:

When a subscriber:-

- Proceeds on LPR
 - Quits the service
 - Six months before the retirement.
 - Desires payment, when declared unfit for service.
-
- has died

Procedure for withdrawal

(a) Except death case.

The amount outstanding to the credit shall become payable to the subscriber.

A prescribed form duly filled in i.e. Form 10, (H) is required to be sent to the Audit Office through the competent authority and the amount is released directly to the subscriber.

(b) Death case.

(1) When a subscriber leaves a family the payment shall be made to the nominee or nominees according to the shares fixed by the subscriber.

(2) If there is no nomination the amount shall be payable in equal shares to the family members except:-

(a) Sons who have attained legal majority.

(b) Sons of a deceased son who have attained legal majority.

(c) Married daughters whose husbands are alive.

(d) Married daughters of a deceased sons whose husbands are alive, provided that the widow/ widows and child/children of a deceased son shall entitle to get the share as the deceased would have received had he been alive.

(3) When the subscriber leaves no family, the payment will be made to the nominee/nominees.

(4) If the person to whom the payment is to be paid is lunatic, the amount will be paid to a manager rather than him.

9. Missing of Credit

Missing of any subscription is occurred usually due to showing incorrect G.P.Fund Account number of a subscriber and consequently the amount is credited in to "Difference sheet" by the Audit Office.

10. Adjustment of Missing Credit

After the closing of every financial year the Audit Office supplies a balance sheet to the subscribers showing the opening balance, credit during the year, refund of advance if any and interest etc: it is essential to check to balance sheet and if there is any missing occurred the following procedure is required to be adopted.

- (1) If another account number has been shown instead of actual number, the matter should be brought to the notice of the Account Officer.
- (2) The Account number intimated, one photo copy of the G.P.Fund schedule duly attested by the Drawing Disbursing Officer, be furnished to the Account Officer. After verification when the Audit Officer is satisfied, the missing amount is adjusted.

11. Transfer of Account

In case of transfer of a subscriber to another district or agency or province, the subscriber shall intimate the Account Officer about his transfer and make request for the transfer of his account to the office concerned.

12. Procedure Rules

- (1) All sums are paid in to Head "1502 G.P.Fund (Civil)" under proper account.
- (2) After the close of each financial year the audit office shall send the statement to each subscriber showing the detail of the total credit and interest etc:
- (3) The subscriber can make any alteration in nomination

during July each year.

- (4) Any fresh nomination can be made.
- (5) The subscriber can bring any errors in the account to the notice of account officer.
- (6) G.P. Fund advance Form (for Temporary Advance) is required to be filled in for the grant of advance on non refundable basis. (i)
- (7) It is essential to submit the Forms of agreement with pay bill as required under Rule 16-A (a), (b) & (c), to the Account Officer.

Source: Document was collected from MUST, on the document the original source is not indicated, nor is the document itself dated.

IV. TRAINING

23.

REGULATIONS FOR MALE AND FEMALE CANDIDATES

B. ED. EXAMINATION

I. Private Male Candidates

The candidates must fulfil the following conditions:

- (1) A regular certificate of C.T. or its equivalent examination.
- (2) A degree of B.A./B.Sc/B.Th from a recognised University with full subjects and not less 2nd class marks. 3rd Division graduates with M.A/M.Sc. in 2nd Division will also be eligible.
- (3) Two year continuous teaching experience in a recognised school after successful completion of the C.T. course and by the last date (without late fee) of the submission of Admission form for B.Ed.Examination.

II. Private Female Candidates

- (4) A degree with full subjects of B.A./B.Sc./B.Th.Home Economics or equivalent in 1st or 2nd Division.
- (5) One year continuous teaching experience in a recognized school by the last date (without late fee) for the submission of Admission Form for the B.Ed.Examination of the year in which the candidate intends to appear.
- (6) 3rd Division graduates with M.A./M.Sc.in 2nd Division will also be eligible.

ADDITIONAL REGULATION

B.Ed. Examination 1982 (Annual) and onward.

I. Private Male Candidates

- in
- (7) Those having passed Bachelor Degree in the 3rd division Arts/Science/Theology in full subjects.
 - (8) Candidates holding Bachelor's Degree in English only (on ~~the strength of having passed some oriental title Examination~~) must have qualified two additional/elective subjects of B.A./B.Sc. standard after English.
 - (9) Passed C.T.Examination or its equivalent.

- (10) Have served for five years (continuously or in aggregate) as a teacher in any recognised school by the last date fixed for receipt of examination Admission form/Fee in the University Office without late fee of the year of examination.
- (11) At the time of submission of examination admission form to the University, the candidate (teacher) must be in service within the jurisdiction of the University of Peshawar.

II. Private Female Candidates

- (12) Those having passed Bachelor's Degree in third division in Arts/Science/Theology/Home Economics in full subjects.
- (13) Candidates holding Bachelor's Degree in English only (on the strength of having passed some oriental Title Examination) must have qualified two additional/ elective subjects of B.A./B.Sc. standard after English.
- (14) Have served for five years (continuously or in aggregate) as a teacher in any recognised school by the last date fixed for receipt for Examination Admission Form/Fee in the University office without late fee of the year of Examination.
- (15) At the time of submission of Examination Admission Form to the University the candidate (teacher) must be in service within the jurisdiction of the University of Peshawar.

These Regulation; will be applicable to the candidates (Teachers) appearing in Annual Examination 1982 and onwards.

III. General Regulations for Private Candidates

- (16) That the candidate has his permanent residence within the territorial jurisdiction of the University of Peshawar.
 - (17) That the candidate has not been on the rolls of the College of Education University of Peshawar or an affiliated College or a University Teaching Department at any time during the academic year proceeding the B.Ed. Examination.
-
- (18) Candidates holding Bachelor's degree in English only (on the strength of having passed some Oriental Title Examination) must have qualified two additional/ elective subjects of B.A./B.Sc standard after English

shall be required to satisfy the following:

- (a) has secured 45% (i.e. 2nd Division or more marks in the aggregate of three B.A. compulsory subjects) including English.
- (b) Such candidates having obtained 3rd Division marks in three subjects (i.e. English with two additional/elective subjects) with 2nd Division Master's degree in Arts/Science will also be eligible.
- (c) Such male candidates must have completed two years continuous teaching experience and female candidates one year continuous teaching experience in a recognised school by the last date (without late fee) of the submission of Admission Form for B.Ed. Examination.
- (d) The Candidates from private recognised School seeking permission to appear in the B.Ed. examination in private capacity should produce the service Books entries which should be countersigned by Director of Education (Schools) (Male & Female) respectively.

Source:- Issued by University of Peshawar, printed on the back side of the B.Ed Admission Form, not dated.

**MANUAL OF INSTRUCTIONS FOR CHIEF INSTRUCTORS/
CONDITIONS FOR ADMISSION IN CT AND PTC
SHORT TERM TRAINING COURSES**

1. The duration of the course will be full three months just conducting it from the date of commencement.
2. 95 percent attendance of the participant is must during the course.
3. The conduct of the course may be strictly supervised by the concerned Divisional Directors, DEOs and the efficient instructional work on the part of instructors appointed may be ensured.
4. An efficient team of the Instructors according to the subjects offered in the course may be selected from among the local Senior English Teachers and preference may be given to the subject of their choice.
5. The contents of the course have already been condensed, therefore, irtensive treatment may be given to the items retained.
6. The Instructors are required to develop the skills of lessons planning by the trainees besides acquainting them with theoretical knowledge of pedagogy.
7. The Instructors are expected to demonstrate three model lessons with the help of teaching aids/teaching kits in each subject so as to acquaint the trainees with appropriate teaching skills.
8. The trainees on their turn are also required to give 12 practical lessons at the end of the course in the real class room situation under the observation of the concerned Instructors after the re-opening of schools within week time. Proper record of lesson planning duty observed and that of each activity of the course may be maintained and kept in the office of the concerned Chief Instructor.
9. The heads of the Institutions where such courses are to be conducted will act as the Chief Instructors.
10. ~~At the end of the course the Chief Instructor concerned~~ is required to issue attendance certificate to each of the trainee indicating dates of attendance and the percentage of attendance acquired by him.

11. A working day will consist upon seven periods of forty minutes each as required under the rules.
12. The weightage given to each subject is six periods a week and one period a day.
13. At the time of admission, length of service should be verified from the service book of the participant concerned, along with other required conditions by the Chief Instructor personally. If the candidate does not fulfill the conditions may not be allowed admission at all.
14. After the completion of three months short term courses, the participants will be examined by the Registrar Departmental Examinations. The dates fixed for examination will be conveyed by him to the Chief Instructors.

The qualifications/conditions required for admission in the said courses shall be as under:-

I CT SHORT TERM COURSE.

- i) A candidate must have passed FA/FSc examination with full subjects.
- ii) Must have passed his PTC Examination.
- iii) Must have served the Education Department NWFP, as a teacher for more than three years continuously and satisfactorily.
- iv) The untrained teachers working against CT/SV posts are also eligible and can participate in the short term course.

II. PTC SHORT TERM COURSE.

- i) Must have passed FA/FSc examination.
- ii) Must have served the Education Department of NWFP, as teacher for more than 3 years continuously and satisfactorily.

15. No TA/DA will be allowed to the participants.
16. No untrained teacher should be given admission without the recommendation of DEO/SDEO and approval of the Director Bureau.

17. Only those teachers are eligible for these courses whose schools are closed for winter/summer vacation.

18. The admission should be completed within a week and in no case it may be granted without the notice of Director Bureau.
19. The Chief Instructor should submit the list of trainees within 10 days after commencement of the course.
20. The Chief Instructor can not appoint any extra Instructor without the prior approval of Director Bureau, otherwise the remuneration of the said Instructor will not be paid to him.
21. The trainees who produce false information will be proceeded against under efficiency and discipline rules, 1973.
22. The names of such trainees who remain absent for 5 days continuously should be struck off from the rolls and report should be submitted to DEOs/SDEOs concerned under intimation to Bureau.
23. The Chief Instructor will maintain complete record of admission register, attendance register and other relevant papers for checking at any time.

INSTRUCTIONS ABOUT DUTY.

24. Arrangement of boarding will be made by the Chief Instructor. The lists of Boarders duly signed by the Boarders and Counter signed by the Chief Instructor should be submitted to Director Bureau within 10 days after the date of admission.
25. Expenses of Boarding and lodging will be born by the trainees themselves.
26. 3 Class IV servants are allowed to be engaged during the course at the most.
27. Rs.60/- are allowed to be spent on stationery i.e. Registers, Chalk, Duster etc; Proper certificate by the C.I. be provided for its payment.

25.

**TEACHING EXPERIENCE REQUIRED
FOR SHORT COURSE**

It has been decided to fix the minimum length of service for teachers seeking admission in C.T. and P.T.C. courses as three years. This order shall take effect from the next academic session.

Source: Order of Prof. Rashid Ahmad, Secretary to the Government of NWFP Education Department, NO.S.O.(S)D-4/86/VII, dated 2.4.1987.

26. ALLOTTED QUOTA FOR ADMISSION IN ELEMENTARY COLLEGES

FOR PTC TEACHERS:

Open Merit.	50%
Teachers Son/Daughter	20%
Education Employees (Son/Daughter)	5%
Ex-Service Men	5%
Military Personnel (Son/Daughter)	5%
Minorities Communities	5%
Disabled persons	1%
Untrained teachers (Inservice)	9%

Source: The Government of NWFP, letter No.SO(EP&T)3-9/89-T.T.,
Dated 23.8.1989.

APPENDIX

APPENDIX**REVISED LEAVE RULES-1981
FOR CIVIL SERVANTS (w.e.f. 17.12.1981)****1. Requirements:-**

Gazetted	Non-gazetted
<ol style="list-style-type: none">1. Application on the prescribed form2. Admissibility Report from the Accountant General/District Accounts Office concerned.3. Sanction of the competent authority.	<ol style="list-style-type: none">1. Application on plain paper.2. Service Book.3. Leave Account form4. Sanction of the competent authority.

2. Rate of Leave:-**(i) Before 1.7.1978**

- (a) 1/22 per month/year with full pay for IV Servants
- (b) 1/11 per month/year with full pay for Non-vacation/department.
- (c) 1/12 per month with half pay for vacation department.

(ii) After 1.7.1978

- (a) 1 day in a month (if one avails full vacation)
- (b) 4 days in a month (if prevented to avail full vacation.
- (c) In case if one avails himself of only a part of vacation, then as in (a) above plus such proportion of thirty days as the No. of days of vacation not taken bears to the full vacation.

- Maximum limit = 720 days
- Leave salary equal to full pay = 180 days (1st)
- Half pay = Balance period
can be combined with any other leave

3.7 Extra Ordinary Leave (Leave without Pay) R-12

- Against less than 10 years of continuous service. = 2 years at description of the leave sanction.
- Against more than 10 years of continuous service. = 5 years

3.8 Leave on Medical Certificate (R-13)

Shall not be refused. Second medical opinion of the Civil Surgeon or Medical Board may be obtained.

3.9 Leave Preparatory to Retirement (R-14)

full pay/half pay/full & half pay = 365 days (maximum)

3.10 Leave Ex-Pakistan (R-16)

At a time on full pay. = 120 days
(limit of leave pay is up to Rs.3000/-PM) (at a time)

3.11 Encashment of Refused Leave Preparatory to Retirement (R-20)

Leave salary including Senior Post Allowance in lumpsum at the time of retirement or may at option, be drawn ~~month-wise in arrears, is in admissible to a civil servant when opts not to avail the LPR admissible to him under Rule, 14.~~ = 180 days

3.12 Death while in Service (R-21)

Pay plus Senior Post Allowance out of = 180 days
leave on credit to the family members.

(Note: one paragraph on the original form is not legible, and could therefore not be included here. The matter will be clarified with MUST, and then the text will be added)

3.14 Study Leave

- Admissible in each case for teaching staff whether temporary/permanent/trained or untrained.
- Minimum period of service required is two years.
- Sanction is granted by the appointing authority.
- Not debitable to leave account.
- Can be granted in/out of the country.

Study Allowance

- Half pay plus Rs.300/- should not exceed full pay or 75% of the full pay.
- Debitable under the Head "6-400-Social Services, 6-410-Education-030, other Allowances (excluding T.A.) 039-other Allowance (Study Allowance).

3.15 Casual Leave

- Casual leave is not a right. The immediate superior can grant sanction or refuse.
- No. of maximum Casual Leave :-

(a) during a calendar year	= 25
(b) at a time	= 10
(c) at a time in special circumstances.	= 15

- Public holidays between the casual leave are debitable into casual leave account.
- May be granted in conjunction with Friday or public holidays but not with any other kind of leave or joining time.
- Can be combined with holidays but the total period should not exceed 15 days at a time.
- Shall not be prefixed or suffixed to summer, winter or spring vacations.
- Can not be sanctioned in conjunction with the training period spend abroad or with in country.
- Causal leave account is required to be maintained on the prescribed form.

4. Explanation

- 4.1 The following leave can be granted in conjunction with other leave:
- Disability leave plus any leave.
 - Study leave plus Extra ordinary leave.
 - Maternity leave plus other leave.
- 4.2 Government servants compulsorily retired under E&D Rules, 1973 are not entitled for the grant of LPR.
- 4.3 A civil servant is not entitled to accept any employment during leave while he can seek employment during LPR but the leave salary during such period will be equal to the amount of pension.
-
- 4.4 Leave on medical certificate can not be refused.
- 4.5 When a person remains absent after the expiry of leave, will not be entitled to receive any remuneration while the period will be debited in double.
-

- 4.6 Single return fare & DA at other station while only fare for one way journey is allowed at headquarter when leave is canceled.
- 4.7 Extra ordinary leave can be granted to a Civil Servant either permanent or temporary employee.

Source: Revised leave rules 1981, as summarized by MUST. The official version of the Revised Leave Rules is included in this Handbook under 18a, page 52. However, this summary has been included in an appendix, because some of the information contained in this summary is not included in the official original Revised Leave Rules Document.