



**GOVERNMENT OF THE PUNJAB
BAB-E-PAKISTAN FOUNDATION**

September 2014

NOTIFICATION

No. In exercise of the powers conferred under section 25 of the Bab-e-Pakistan Foundation Act 2014 (XVIII of 2014), the Board of Governors is pleased to make the following regulations:

1. Short title and commencement.– (1) These regulations may be cited as the Bab-e-Pakistan Foundation Employees (Service) Regulations 2014.

(2) They shall be come into force at once.

2. Definitions.– In these regulations:

- a) "Act" means the Bab-e-Pakistan Foundation Act 2014 (XVIII of 2014);
- b) "Authority" means the Authority as prescribed under the rules;
- c) "Appointing Authority" means the appointing authority mentioned in column four of First Schedule;
- d) "Board" means Board of Governors of the Bab-e-Pakistan Foundation;
- e) "Chairperson" means the Chairperson of the Board ;
- f) "Foundation" means the Bab-e-Pakistan Foundation;
- g) "department" means Information and Culture Department, Government of the Punjab or any other administrative department subsequently notified by the Government;
- h) "employee" means the employee of the Foundation;
- i) "Government" means the Government of the Punjab;
- j) "pay" means the amount drawn monthly by an official or officer of foundation;
- k) "prescribed" means prescribed under the rules notified by the Government or regulations formulated by the Board;
- l) "regulations" means the Bab-e-Pakistan Foundation Employees (Service) Regulations 2014;
- m) "rules" means the Bab-e-Pakistan Foundation (Conduct of Business) Rules 2014; and
- n) "Schedule" means the Schedule appended with the regulations.

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

3. Terms and conditions of service of the employees.- (1) The employees of the Foundation shall be appointed and promoted on the following terms and conditions:

- a) No person shall be appointed to a post unless he is a citizen of Pakistan;
- b) Appointment on the post may be made on a permanent, temporary, contract, or daily wages basis; or on terms and conditions of deputation as approved by the Authority;
- c) Appointment on a temporary or casual basis shall not entitle an employee to an extension or confirmation for such service in the Foundation without prior approval of the Authority;
- d) All appointments or promotions against created or vacant posts shall be made through proper Human Resource Committees to be constituted or notified by the Competent authority from time to time as provided in the First Schedule. A vacancy in the higher post shall normally be filled in prescribed manner;
- e) All recruitments shall be made subject to observance of quota allocated for marginalized persons by the Government;
- f) Further line of promotion, if not available, for any post, the same may be upgraded to next pay scale personal to the employee provided a regular employee has reached the last stage of his scale of recruitment, and has earned satisfactory reports during the last 5 years;
- g) A candidate for appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who after such medical examination as the Authority may prescribe is found not to satisfy these requirements shall not be appointed unless he claims to be a disabled person;
- h) All vacancies shall be advertised in two national daily newspapers as per Government instructions;
- i) There shall be no confirmation against any temporary post;
- j) The services of an employee recruited against a temporary post may be terminated by the Authority on a prior notice of one month or payment of salary for one month in lieu thereof;
- k) A person in service of the Foundation may resign anytime subject to notice of one month or deposit of salary for one month in lieu thereof;

4. Salary on commencement of service.- The pay and allowances shall accrue from the date on which an employee reports for duty in writing at the place and time intimated to him by the Authority.

5. Probation and confirmation.- (1) All initial appointments except those made on contract or deputation shall be made on probation for a minimum period of one year.

(2) If an employee fails to show satisfactory progress during the probationary period, the duration of probation may be extended to a further period of one year or his services may be dispensed with as the case may be.

(3) The services of an employee may be, during the period of probation, terminated by the Authority or the employee may leave employment without assigning any reason.

(4) Any employee who leaves or his services are terminated by the Foundation, as the case may be, shall not be absolved of the obligations to obtain No Demand Certificate from the Authority.

(5) On satisfactory completion of the period of probation, the Authority may confirm the employee in service and upon such confirmation the employee shall be:

- (a) deemed to be in the regular service of the Foundation; and
- (b) entitled to all the privileges and rights accruing to him from the date of his joining the service.

6. Increments and promotions.- (1) The annual performance of every regular or contractual employee shall be assessed at least once in a year, according to the performance appraisal procedure prescribed by the Government.

(2) The annual assessment shall be made in the first instance by his immediate superior/reporting officer (having posting not less than three months) and to be countersigned by the next higher authority.

(3) Any remarks recorded by the reporting officer and accepted by the countersigned authority which reflect adversely on the performance and conduct of any employee, shall be communicated to the employee and he may prefer appeal against these adverse remarks before the Appellate Authority defined in Second Schedule.

(4) Every employee shall be entitled to get one prescribed increment in his basic pay of scale on the first day of December:

Provided that the last annual increment was granted on or before the first day of July of the year or as amended by the Government from time to time.

(5) No increment shall be withheld except as a disciplinary measure taken after the due process of law.

(6) The Chairperson and the Secretary may grant, to employees in BS-19 and above and in BS-1 to BS-18 respectively, up to three special advance increments upon their extraordinary performance and recommendation of their reporting officer.

7. Training.- (1) The Foundation may require any employee to undergo training within Pakistan or abroad at any time and for any duration under such terms and conditions as it may prescribe from time to time:

Provided that such terms and conditions shall not be less favourable than the terms and conditions of his appointment.

(2) The effective date of training shall be deemed to commence on the date succeeding that on which he is relieved by the Foundation for training and to conclude on the date on which he reports on duty to the Foundation.

8. Overtime and compensatory holidays.- (1) All employees are expected to complete their work within the specified working hours.

(2) The overtime allowance may be granted when completion of work is not possible during the normal duty hours.

(3) The Authority for recommending the overtime to the employees shall be vested to the heads of the sections in the Foundation.

(4) The claims for overtime shall be, by the employees, submitted before the Authority as define in sub-regulation (3) on prescribed forms and supported by valid authorization. The claim forms for overtime for the month shall be submitted within first week of the following month.

(5) The Board may fix rates of overtime emoluments for all categories of employees.

9. Transfer.- An employee may be transferred from one post to any other post of the same scale within the Foundation or anywhere in the Government of the Punjab.

10. Medical facilities.- (1) The employees in BS-17 and above shall be entitled to:

- (a) fixed medical allowance as per Government rules;
- (b) re-imburement of medical charges on production of prescription from any assigned hospital or clinic supported by medicine prescriptions and vouchers; and
- (c) all tests i.e. pathological, laboratory tests, X-rays, MRI etc. prescribed by the medical officer or doctor.

(2) The employees of the Foundation shall be entitled to draw three running basic pays per annum as medical allowance in addition to monthly medical allowance.

11. House rent.- The employees on regular, contractual or on deputation basis in the Foundation shall only be entitled to draw house rent @ 75% of their running basic pay.

12. Complex allowance.- The employees on permanent, contract or deputation basis shall be entitled to 40% complex allowance of the running pay.

13. Discipline.- The provisions of Punjab Employees Efficiency, Discipline, Accountability Act, 2006 and rules made thereunder, as amended from time to time and instructions issued in this behalf by the Government shall be mutatis mutandis applicable employees of the Foundation.

14. Retirement.- (1) The employees of the Foundation shall be retired from service on completion of 60 years of age or may apply for pre-mature retirement after qualifying service of 25 years.

Provided that any officer or official may be compulsorily retired by the competent authority at any time, if so recommended by the enquiry officer or the enquiry committee, as the case may be after conducting an enquiry under PEEDA Act, 2006 and after affording an opportunity of personal hearing .

(2) One family member of the employee, upon his retirement or death during service may be appointed in the Foundation against a vacant post in BS-1 to BS-7, provided that such family member shall have the requisite qualification for the post.

15. Pension and GP Fund.- All permanent employees of the Foundation shall be entitled for pension benefits as well as GP Fund after retirement as per Government policy and rules.

16. Resignation from service.- (1) A permanent employee may resign from the post by giving 30 days prior notice or in lieu thereof, depositing a sum equal to the one month salary.

(2) The period of notice shall commence from the date on which notice is received to Authority.

(3) No resignation, however, shall be deemed effective during the pendency of any disciplinary proceedings against the employees.

17. Service book.- The service book shall be maintained for all employees (permanent or contractual) by the concerned head of office in accordance with the rules 12.2 to 12.8 of the Hand Book No.2, contained in Volume II of Punjab Financial Rules.

18. Age relaxation.- The Appointing Authority may, in suitable cases, after reasons to be recorded in writing, relax the upper age limit by a maximum of five years and the Board may relax the upper age limit beyond five years but not exceeding eight years.

19. Pay and allowances.- The employees of the Foundation shall be entitled to draw pay and allowance as fixed by the Government except medical allowance, house rent, complex allowance and any other special allowance shall be drawn as per regulations.

20. Revision of pay scale.- The provisions of revision of pay scale as issued by the Government shall be applicable, mutatis mutandis to the employees of the Foundation.

21. Conduct.- The provisions of Punjab Government Servants (Conduct) Rules, 1966, as amended from time to time, shall be applicable to the employees of Foundation mutatis mutandis.

22. Appointing Authority, qualification, age, and method of recruitment or promotion for the post.- The Appointing Authority, qualification, age, and method of recruitment or promotion for the post shall be same as define in the First Schedule.

23. Authority for creation and abolition of posts.- The authority for creation and abolition of posts shall be vested as per Second Schedule.

24. Authority competent to sanction leave.- The authority competent to sanction leave shall be vested as per Third Schedule.

25. Posts in the Foundation.- The number of posts vested in the Foundation and their job description shall be as per Fourth Schedule.

26. Contract appointments.- (1) The Secretary and Director (F&A), for posts of BS-16 and above; and posts of BS-1 to BS-15 respectively, may appoint any person on contract on the post as per required qualification for a period of three years and may extend for further prescribed period.

(2) The employees on contract may be, after three years satisfactory service inducted into regular service subject to the availability of vacancy and suitability for the post.

27. Service record.- The service record of all officers or officials shall be maintained by the administration wing of the Foundation.

28. Honorarium.- The Foundation may, in recognition of efficient performance or good and hard work done, grant efficiency honorarium and two bonuses on the Eid festivals, subject to provision of funds, to his employees as approved by the Secretary, within the budget provision.

29. Relaxation in rules.- The Board may, in individual cases of hardship or where the public interest so requires and after reasons to be recorded in writing, relax the provision of any of these regulations.

30. Regularization of service.- The fresh employee may be, who is initially appointed on contract basis after completion of all codal formalities, regularized subject to the conditions that he has three years satisfactory service at his credit.

31. Additional charge.- The Secretary in case of employees in BS-17 and above and Director (Finance & Admin), in case of employees in BS-16 or below may appoint an employee to hold charge of more than one post.

32. Seniority.- The seniority of employees shall be determined in accordance with the instructions issued by the Government.

33. Selection and promotion of the employee.- The selection and promotion to the employees of the Foundation shall be granted as prescribed in the regulations on the recommendation of the Human Resource Committee constituted for the purpose as under:

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| 1. | Mr. Sohaib Bin Aziz | Chairman |
| 2. | Mian Naseer Ahmed, MPA | Member |
| 3. | Director (Finance & Admin) | Member/Secretary |
| 4. | Deputy Director (Admin); | Member |

34. Medical fitness.- The person shall not be appointed to a post in the service by initial recruitment unless he produces a certificate of fitness from the District Head quarter Hospital of Government of the district from which he has domicile.

35. Maintenance of Performance Evaluation Reports (PER).- (1) Performance Evaluation Reports of the employees shall be completed by the heads of sections of the Foundation in the manner prescribed by the Government and forwarded to administration wing by the end of January of the following year.

(2) The Performance Evaluation Reports from BS-19 and above shall be written by the Secretary and counter signed by the Chairperson

(3) The Performance Evaluation Reports of Secretary shall be written by Chairperson and counter signed by the concerned administrative head of the department.

36. Transport facilities.- (1) The transport facilities to the officers of Foundation to the rank of Deputy Directors in BS-18 shall be allowed to use one car with driver upto 1000cc or depending upon availability of transport in the pool alongwith 200 liters petrol.

(2) The BS-19 and above officers shall be allowed to use a 1300cc car with driver and 300 liters petrol in a month.

(3) The Private Secretary or PSO of the Foundation shall also use official car alongwith 110 liters petrol subject to availability in the pool.

37. Encashment of earned leave.- (1) The regular employees shall be entitled to encashment of their earned leave on completion of five years of continuous service, subject to a maximum of 90 days in a calendar year provided that such leave is on credit in their leave account.

38. Classifications of employees.- The employees are classified as follows:

- (a) Regular employees;
- (b) Deputationist;
- (c) Contract employees;
- (d) Daily wages employees; and
- (e) Adhoc employees:

(i) "Regular employee" means an employee of Foundation who is employed on regular basis against permanent post;

(ii) "Deputationist" means an employee whose services have been obtained on loan by the Foundation from the Government or from any other organization and who is governed by the terms and conditions of his deputation;

(iii) "Contract employee" means an employee with whom a specific contract of employment has been executed. Contract employee shall be bound by the terms stated in the contract or agreement;

(iv) "Daily wages employee" means an employee who has been employed for 89 days on emergent basis and whose services may be terminated without notice or without assigning any reason. The rates of daily wages as approved by the Government shall be applicable; and

(v) "Adhoc employee" means an employee whose appointment is for a specified period not exceeding six months and subject to replacement by a regular employee.

39. Entertainment allowance.- The officers of Foundation shall be allowed entertainment allowance on the following rates:

BS-18 & 19 Rs 5000/- per month

BS-20 and above Rs 10000/- per month

40. Modes of recruitment.- (1) The appointment on posts in the Foundation shall be made:

- (a) by initial recruitment;
- (b) by promotion; or
- (c) by transfer

on such terms and conditions as may be prescribed by the Authority.

**CHAIRPERSON
BAB-E-PAKISTAN FOUNDATION**