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## GOVERNMENT OF SINDH UNIVERSITIES & BOARDS DEPARTMENT

### BENAZIR BHUTTO SHAHEED HUMAN RESOURCE RESEARCH & DEVELOPMENT BOARD

Karachi dated the \_\_\_\_, 2026.

#### NOTIFICATION

**NO.** \_\_\_\_\_ :- In exercise of the powers conferred by section 26 of the Benazir Bhutto Shaheed Human Resource Research and Development Board Act, 2013, the Benazir Bhutto Shaheed Human Resource Research and Development Board is pleased to make the following regulations, namely;

#### **PART-I PRELIMINARY**

1. (1) These regulations may be called the Benazir Bhutto Shaheed Human Resource Research and Development Board Employees (Service) Regulations, 2026. **Short title, commencement and application.**
- (2) They shall come into force at once.
- (3) They shall apply to all employees of the Board wherever they may be, but shall not apply to casual or work-charged staff and persons employed on contract or on deputation with the Benazir Bhutto Shaheed Human Resource Research and Development Board, who will be governed by the terms and conditions of their contract or deputation as the case may be.
2. (1) In these regulations, unless the context otherwise requires; **Definitions.**
  - (a) “Act” means the Benazir Bhutto Shaheed Human Resource Research and Development Board Act, 2013 (**Sindh Act No. XXXV of 2013**);
  - (b) “Appendix” means the Appendix to these regulations;
  - (c) “Appointing authority” means the authority in relation to a post mentioned in regulation 6;
  - (d) “Basic pay scale” means scale of pay in which a post or group of posts is placed;
  - (e) “Board” means the Benazir Bhutto Shaheed Human Resource Research and Development Board constituted under section 3 of the Act;
  - (f) “cadre” means the strength of service or a part of service sanctioned as a separate unit;
  - (g) “Chairperson” means the chairperson of the Board;

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- (h) “Competent authority” means the authority by virtue of delegation or authorization made by the Board to exercise specified powers under these regulations;
- (i) “Contract appointment” means an appointment of a duly qualified person made against a permanent or temporary or a project post for a limited period in accordance with the prescribed method of recruitment;
- (j) “Deputation” means the temporary transfer on lien of the services of any person from or to the Board;
- (k) “Employee” means the person employed by the Board;
- (l) “Government” means the Government of Sindh;
- (m) “Initial appointment” means appointment made otherwise than by promotion or transfer;
- (n) “Head of office” means any officer declared or designated as such by the Board;
- (o) “Lien” means employee's legal right or title to hold a substantive (permanent) post, even while temporarily absent (on leave, deputation, or training) or holding another charge, ensuring they retain their claim to that original permanent position until they are substantively appointed to another post or their lien is suspended/terminated. Essentially, it's their permanent "seat" in the service they can return to;
- (p) “pay” means the amount monthly drawn by an employee as pay and includes technical pay, special pay, personal pay and other emoluments declared by the Board to be pay;
- (q) “Permanent post” means a post sanctioned without limit of time;
- (r) “Personal pay” means the additional pay granted to an employee;
  - (i) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
  - (ii) in exceptional circumstances, on other personal considerations;
- (s) “post” means a post sanctioned on the strength of Board;
- (t) “Promotion Committee” means a committee constituted for the purpose of selection for promotion to a post;
- (u) “Secretary” means the Secretary of the Board;
- (v) “Secretariat” means the principal seat of the office of the Secretary appointed under the Act;
- (w) “Selection Committee” means a committee constituted for the purpose of making selection for initial appointment;

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- (x) “Temporary post” means a post sanctioned for a limited time;
- (y) “Tenure post” means a permanent post which may not be held by an employee for more than a limited period.

(2) The words and expressions used but not defined in these regulations shall have the same meanings as assigned to them in the Act or any law passed by the Government of Sindh.

## CHAPTER-II METHOD OF APPOINTMENT

3. No appointment to a post shall be made except in accordance with these regulations. **Appointment to be made under these regulations.**

4. (1) Appointment to a post or class of posts shall be made in any of the following manner: **Method of Appointment.**

- (a) by initial appointment;
- (b) by promotion; or.
- (c) by transfer (subject to regulations)

(2) The method of appointment and the qualifications and other conditions applicable to a post including the age limit shall be as laid down in **Appendix-A:**

*Provided that where a percentage has been specified for departmental promotion and initial appointment, promotion against the post reserved for departmental promotion shall be made first:*

*Provided further that if no suitable person is available for promotion, the vacancy may be filled by initial appointment.*

(3) Subject to the other provisions of these regulations, no appointment to a post shall be made on regular basis except on the recommendations of the Selection or Promotion Committee.

5. (1) There shall be one or more selection or promotion committees as may be determined by the Board. **Selection and Promotion Committees.**

(2) Each such committee shall consist of odd number of members (not less than three), one of whom shall be appointed as Chair.

6. (1) The appointing authority in respect of posts in the Board shall be such as mentioned in **Appendix-B.** **Appointing Authority.**

(2) The Board may authorize any officer of the Board to exercise powers of appointing authority in respect of the specified posts.

7. The appointing authority shall not be bound to accept the recommendations of the selection or promotion committee, but in all such cases the reasons for non-acceptance of the recommendations shall be recorded: **Appointment on the recommendations**

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*Provided that where the appointing authority is other than the Chairperson, the case shall be referred to the Chairperson whose orders shall be final but no such orders will be passed unless the selection or promotion committee has been given an opportunity to justify its recommendations.*

## PART-III APPOINTMENT BY PROMOTION AND TRANSFER

8. (1) Promotions to all posts shall be made on the recommendations of a promotion committee. **Promotion.**

(2) Appointment by promotion shall be made on the basis of seniority-cum-fitness, that is the senior most employee in a cadre will be promoted subject to his being fit.

(3) Persons possessing such qualifications and fulfilling the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the promotion committee:

*Provided that no promotion on regular basis shall be made to posts in Basic Pay Scales 18 and above unless the officer concerned has completed such minimum length of service as specified by regulations.*

(4) An employee declining to avail the benefit of order of his promotion shall not be considered for such promotion for the next two years from the date of such order and he shall stand superseded permanently on his foregoing such promotion for second time.

9. (1) Where the appointing authority considers it to be in the public interest to fill a post by promotion and the most senior employee who is otherwise eligible for promotion does not possess the specified length of service, the competent authority may appoint him to the post on acting charge basis. **Promotion on acting charge basis.**

(2) So long as an employee holds the acting charge appointment, the employee junior to him shall not be considered for regular promotion but may be appointed on acting charge basis to a higher post.

(3) Where the appointing authority is satisfied that no suitable person is available for a post in BS-16 or above to be filled by initial appointment and it is expedient to fill the post immediately, it may appoint to the post on acting charge basis the most senior employee otherwise eligible for promotion in the cadre.

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

(5) Appointment on acting charge basis shall be made on the recommendations of the promotion committee.

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(6) Acting charge appointment shall not amount to appointment by promotion on regular basis for any purpose including seniority, nor shall it confer any vested right for regular promotion to the post held on acting charge basis.

(7) The employee appointed on acting charge basis shall be entitled to draw fixed pay equal to the minimum pay at which his pay would have been fixed had he been appointed to that post on regular basis.

**Explanation:** Service rendered on acting charge basis in the basic pay scale applicable to the post shall not count for purpose of drawl of increments in that scale but such service shall count towards increments in the basic pay scale held immediately before appointment on acting charge basis.

(8) The employee appointed on acting charge basis assumes duties and becomes responsible for the duties of new post.

10. (1) Appointments by transfer shall be made from amongst the persons holding appointment on a regular basis in the same basic pay scale in which the posts to be filled exist for a specified period which may, if it is expedient in the public interest, be extended or curtailed by the competent authority.

**Appointment by transfer.**

(2) The appointing authority may repatriate the officer appointed by transfer to his parent department or original post even before the expiry of his tenure of such appointment.

(3) Every employee of the Board shall be liable to serve anywhere within or outside the Province of Sindh, in any post under the Government of Sindh, the Federal Government, any other Provincial Government, local authority, statutory body, corporation, or organization set up, established, owned, controlled, or managed by any such government or authority.

*Provided that nothing contained in this sub-regulation shall apply to an employee who has been specifically appointed or recruited to serve in a particular project, area, or region.*

*Provided further that, where an employee of the Board is required to serve on deputation, transfer, or placement to a post outside his/her service or cadre, the terms and conditions of service, particularly with respect to pay, allowances, and other admissible benefits, shall not be less favourable than those to which he/she would have been entitled had such deputation or transfer not taken place.*

During the period of deputation or transfer, the employee's lien on the substantive post in the Board shall remain intact, unless suspended or terminated under the relevant regulations, and shall revive automatically upon return from deputation or repatriation to the Board.

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

**Transfer.**

Provided that;

- (a) except on account of inefficiency or misbehaviour or on his written request, an employee shall not be transferred substantively to or appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien or would hold a lien had his lien not been suspended under sub-regulation (2) of regulation 18;
- (b) nothing contained in clause (a) or any other provision of these regulations shall operate to prevent the re-transfer of an employee to the position on which he would hold a lien, had it not been suspended in accordance with the provisions of sub-regulation (2) or (3) of regulation 18.

## PART-IV INITIAL APPOINTMENT

12. (1) Initial appointment to a post shall be made on the recommendations of, and on the basis of interview or test to be held by the Selection Committee, after the vacancies have been advertised in the Sindhi, Urdu, and English newspapers:

**Initial appointment.**

(2) While making recommendations under sub-regulation (1), the Selection Committee may also assign position of merit to the candidates so recommended and the vacancies shall be filled in accordance with the position of merit.

(3) The vacancies shall be filled on provincial, divisional and district basis in accordance with Government Policy for civil posts and in accordance with the ratio fixed by Government (Urban / Rural) from time to time.

13. (1) A candidate for initial appointment to a post must possess the required educational qualifications and experience and be within the age limit as laid down for the post:

**Qualification, age limit etc.**

*Provided that for persons already in service of Government or statutory body including the Boards, maximum age limit shall be relaxable up to the age as applicable to the civil servants of Government.*

(2) For the purpose of sub-regulation (1), the age shall be reckoned as on the last date fixed for submission of application for appointment.

(3) Every person appointed by initial appointment shall declare the date of his birth with the documentary evidence, such as matriculation certificate, school leaving certificate or birth certificate, issued by the educational institution concerned, hospital, municipal/local authority or National Database & Registration Authority; and in the absence of any

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such documentary evidence, it shall be determined by the appointing authority on the basis of medical certificate issued by the Medical Board.

14. (1) No person shall be appointed by initial appointment to a post unless he is a citizen of Pakistan and domiciled in any district in the Province of Sindh.

**Nationality and domicile.**

(2) The domicile declared by an employee and accepted by the appointing authority at the time of entry into the service shall not be allowed to be changed.

15. The Board shall be the competent authority to relax maximum upper age limit; provided that the provisions for the relaxation of maximum upper age limit applicable to the posts of civil servants of Government shall mutatis mutandis apply to the posts of the Board.

**Relaxation of age.**

16. The appointment of differently abled and minority persons and women shall be made against the quota as reserved by Government from time to time;

**Appointment of differently abled, minority persons and women.**

*provided that if such suitable candidate is not available, the appointment shall be made from other candidates on merit.*

17. No person, not already in the service of Government or statutory body, shall be appointed to a post unless;

**Character Certificate.**

- (i) he produces certificates of character from two responsible persons (not being his relatives) who are well acquainted with such person;
- (ii) he is found medically fit by the Civil Surgeon concerned:

*Provided that blindness or any other physical defect shall not be a bar to the appointment, if the Civil Surgeon or Medical Board conducting the medical examination, certifies that such defect shall not interfere with his duties.*

18. (1) Unless his lien is suspended, an employee holding substantively a permanent post retains a lien on that post;

**Lien.**

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

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

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

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

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

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

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

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

(8) Subject to the provisions of regulation 11, the competent authority may transfer the lien of an employee who is not performing the duties of the post to which the lien relates to another post in the same cadre even if that lien has been suspended.

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

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

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

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

## PART-V CONTRACT, CONTINGENT AND TEMPORARY APPOINTMENTS

19. (1) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Selection Committee on urgent basis, it may proceed to fill in such post on contract basis for a period not exceeding one year.

**Contract,  
Contingent and  
Temporary  
Appointments.**

(2) The posts shall be advertised and the procedure laid down for initial appointment shall be followed.

(3) Temporary posts falling within the purview of the Selection Authority and occurring as a result of creation of temporary posts for a period not exceeding twelve months may be filled by the appointing authority otherwise than through the Selection Committee on a purely temporary basis.

(4) The contingent appointment against regular vacant posts for a short period may be made by the respective appointing authorities. The salary of such contingent employees may be fixed keeping in view the requirements of the work of the position and qualifications as well as experience of the staff being appointed on basic pay scale or lumpsum basis. However, it will be ensured that the employee gets reasonable salary comparable to his counterpart in regular service.

(5) The contingent staff will be provided medical cover and logistic facilities, as provided to regular staff.

(6) The appointment of Specialists, Consultants and Experts in the Board shall be made in accordance with **Appendix-B**. The appointment to such posts shall be made with the approval of the Board.

20. Notwithstanding anything contained in these regulations, any person holding any post in the Board, immediately before the coming into force of these regulations, shall continue in service and be deemed to have been appointed in accordance with these regulations.

**Saving.**

## PART-VI PROBATION, CONFIRMATION AND SENIORITY

21. (1) A person appointed to a post by initial appointment shall be on probation for two years and a person appointed otherwise may, if the appointing authority so directs, be on probation for one year.

**Probation.**

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

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(2) The appointing authority may, for reasons to be recorded in writing -

- (a) curtail the period of probation;
- (b) extend the period of probation by a period not exceeding one year at a time, and during or on the expiry of the extended period, pass such orders as are passed during or on the expiry of the initial probationary period;

*provided that if no orders are passed by the day following the completion of;*

- (i) the initial probationary period, the period of probation shall be deemed to have been extended by one year;
- (ii) the extended period of probation, the appointment shall be deemed to be continued until further orders.

22. (1) Confirmation of an employee shall be made in the order of seniority in a permanent post of which no other employee holds any lien. **Confirmation.**

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

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

(4) An employee eligible for confirmation in more than one posts, shall be confirmed first in the lower post and then in the higher post from the date he is due for confirmation in such posts.

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

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

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

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

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

23. (1) In each basic pay scale, there shall be a separate seniority list of a group of employees doing similar duties and performing similar **Seniority.**

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functions and for whose appointment same qualifications and experience have been laid down.

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

(3) Subject to sub-regulation (5), the seniority of an employee shall be reckoned from the date of his regular appointment.

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

(5) Intra-se seniority of an employee appointed in a batch or on the same date shall be determined;

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

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

- (b) in the case of persons appointed by promotion on the basis of their inter or intra-se seniority in the lower post;
  - (c) in the case of persons not covered by clauses (a) and (b), on the basis that persons older in age shall rank senior to persons younger in age.
- (6) An employee, who is not promoted on turn on the ground that;
- (i) his seniority is under dispute or is not determined; or
  - (ii) he is on deputation, training or leave; or
  - (iii) disciplinary proceedings are pending against him; or
  - (iv) he is not considered for promotion for any reason other than his unfitness for promotion, shall, on subsequent promotion, subject to any order made by the competent authority in this behalf for the purpose of inter-se seniority in the higher grade, be deemed to have been promoted in the same batch as his juniors.

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

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- (8) Inter-se seniority for employees of different service cadres or organizations or governments for the purpose of posting or as the case may be, chairing a committee meeting etcetera shall be determined on the basis of length of service in BPS-17 and above.

*Provided that the inter se- seniority will be determined for equal grade employees, otherwise, the employee in senior grade will be considered senior.*

## **PART-VII RETIREMENT, RE-EMPLOYMENT AND PRIVATE EMPLOYMENT**

24. (1) An employee shall retire from service;

**Retirement.**

- (i) on such date after he has completed twenty-five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct;

*provided that no employee shall be retired unless he has been given an opportunity of showing cause against such action; or*

- (ii) where no direction is given under clause (i), on the completion of the sixty years of age.

(2) An employee on leave preparatory to retirement shall be deemed to be in the service of the Board and be liable to retire on completion of sixty years of his age irrespective of the fact whether such leave has or has not expired.

**Explanation:** In this rule, “competent authority” means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank than the employee concerned.

25. A retired employee shall not ordinarily be re-employed unless such re-employment is necessary in the public interest and is made with the prior approval of competent authority.

**Re-employment.**

26. An employee may, during leave preparatory to retirement, or after retirement from service, seek any private employment.

**Private  
Employment.**

*Provided that where employment is sought by an employee while on leave preparatory to retirement, he shall obtain prior approval of the appointing authority, if there is a chance of use of government secrets, and in such a case a non-disclosure statement shall be submitted by the employee to his previous and new authority.*

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

**Whole time  
employee at the  
disposal of the  
Board and  
observance of  
rules/regulations.**

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

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

28. Every employee shall be liable to serve anywhere in connection with the affairs of the Board:

**Employee to Serve anywhere.**

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

29. (1) The services of an employee may be terminated after notice:

**Termination of service.**

(i) during the initial or extended period of his probation;

*provided that where the employee is appointed by promotion or, as the case may be, is transferred from one cadre or post to another post or cadre, his service shall not be so terminated so long as he holds lien against his former post in such cadre, but he shall be reverted to his former cadre or post, as the case may be;*

(ii) on the expiry of the initial or extended period of his probation or employment; or

(iii) if the appointment is made on contract, terminable on the appointment of a person on the recommendation of the selection authority of the appointment of such person.

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

(3) Notwithstanding with the provisions of sub-regulation (1) but subject to the provisions of sub-regulation (2), the services of an employee in temporary employment or appointed on contract shall be liable to termination on one month's notice or pay in lieu thereof.

30. An employee appointed to a higher post on contract or on temporary or officiating basis shall be liable to reversion to his lower post or basic pay scale without notice.

**Reversion to a lower grade.**

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

**Conviction and suspension.**

(2) Where an employee is placed under suspension, the appointing authority shall, on the expiry of three months from the date of

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suspension, place the matter before the next higher authority regarding the advisability of continuing the person under suspension, and the authority may, if it so deems fit, fix such further period of suspension as it may think necessary and review the case on the expiry of the period so fixed.

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

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

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

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

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

**Resignation.**

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

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

**Absence from duty.**

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

**Employee being unfit for service.**

(2) If the Medical Officer certifies, after examining the employee, that the employee requires a period of absence from duty for the purpose of rest and treatment and that there is reasonable prospect of his recovery, the competent authority may grant him leave, including extra-ordinary

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leave, for such period as the Medical Officer recommends under the relevant regulations as if the employee had himself applied for the leave.

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

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

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

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

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

35. Service of an employee may cease in the following circumstances: **Cessation of service.**

- (i) by discharging at any stage of a probationary period due to unsatisfactory performance;
- (ii) by termination of service on account of his failure in the prescribed departmental examination for the post;
- (iii) by resignation subject to the following:
  - (a) the resignation shall, in the case of permanent employee, be effective on its acceptance by the competent authority; and in the case of a temporary employee on the expiry of one month's notice or forfeiture of one month's pay in lieu thereof from either side;
  - (b) if a permanent employee leaves service before acceptance of his resignation and without handing over proper charge of his office, he shall be liable to dismissal from service;
  - (c) resignation once accepted shall not be withdrawn unless permitted by the competent authority in exceptional circumstances for reasons to be recorded;

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- (iv) by retirement on reaching the age of superannuation;
- (v) by compulsory retirement due to permanent disability which in the opinion of the Medical Officer or Medical Board renders him unfit for service;
- (vi) by termination of service or abolition of post;
- (vii) by retrenchment, the junior most employee in a cadre being retrenched first; and
- (viii) by removal, dismissal or compulsory retirement from service as a penalty.

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

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

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

(3) The authorities to hear appeals shall be such as mentioned in **Appendix-C.**

## **PART-VIII EMPLOYEES PAY, ALLOWANCES AND HONORARIA**

37. (1) The basic pay scale of various posts shall be as determined with the approval of the Board. **Fixation of pay and allowances.**

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

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

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

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

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

**Fixation of initial pay.**

Where the appointment to the new post:

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

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

**Change of pay of a post.**

40. If an employee in receipt of special pay in a post is transferred to another post, his pay in the new post will be fixed under regulation 38, subject to the condition that his pay plus special pay, if any, in the new post is not less than his pay plus special pay in respect of the old post.

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

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

**Reduction to lower post or penalty.**

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

**Period and effect of reduction.**

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

**Pay during training.**

*Provided that where such employee was at the time when he was placed on duty, in receipt of higher pay on account of an officiating appointment, he may during the period of training or study, be allowed*

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*to draw pay equivalent to what he would have drawn had he been holding the officiating appointment.*

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

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

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

45. The condition for counting service for increments in a time-scale shall be as under: **Service for increment.**

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

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

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

46. An employee who is placed under suspension shall be entitled to full pay **Subsistence grant.**

47. If an employee is required on a written order of the competent authority to hold charge of another post in addition to his own duties, he may be allowed special pay at such rates as may be determined by the Board by general or special order subject to the following conditions: **Dual Charge.**

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- (i) The appointment orders are issued prior to the actual date of assuming charge.
- (ii) No special pay will be admissible if the charge of the additional post is held for less than a period of one month.
- (iii) A special pay for such additional charge will not be admissible beyond the period of twelve months unless prior approval of the Board to relax this period is obtained.

48. The competent authority may grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional in character and is either so laborious or of such special merit as to justify a special reward.

**Honorarium.**

49. (1) Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant or acceptance of honorarium should not be given unless the work has been done with the prior consent of the Chairperson and its amount has been settled in advance.

**Bar on grant or acceptance of honorarium.**

(2) The honorarium will ordinarily be one basic pay in a year only. However, the Board may allow more honoraria to reward the work done.

50. (1) A record of service and an annual performance report about the work of each employee shall be maintained or, as the case may be, recorded in the form and manner specified by the Board.

**Record of service and performance report.**

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

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

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

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

## **PART-IX REMUNERATION AND OTHER FACILITIES TO THE STAFF**

51. (1) The officers and staff appointed in the Board may be granted such additional remuneration and special allowances in addition to the salary and allowances as admissible to civil servants of Government working in the same pay scale as the Board may determine from time to time.

**Remuneration and other facilities of the staff of Board.**

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(2) Subject to these regulations, the rules or orders or instructions for the time being in force applicable to the civil servants of Government shall regulate the terms and conditions of service of the employee of Board including the following matters:

- (1) Advances;
- (2) Leave;
- (3) General Provident Fund;
- (4) Retirement, Pension and commutation and employment after retirement or appointment on contract basis;
- (5) Group Insurance;
- (6) Benevolent Fund;
- (7) Selection Grade;
- (8) Travelling Allowance / Daily Allowance;
- (9) Medical facilities;
- (10) Residential accommodation;
- (11) Record of service and confidential report;
- (12) Honoraria;
- (13) Any matter not provided in these regulations:

*Provided that the powers exercisable by Government or competent authority subordinate thereto under the said regulations shall be exercisable by the Board or by such person as may, by general or special order, be directed by the Board;*

*Provided further that all powers exercisable by the Director General or Secretary of the Board under these regulations shall, in his absence, be exercisable by such officer as may be authorized by the Chairperson or the Board.*

## CHAPTER-XI MISCELLANEOUS PROVISIONS

52. Where the Chairperson is satisfied that the interpretation of any provision of these regulations causes undue hardship in any particular case, he may, with the prior approval of the Board, by order, dispense with or relax the requirements of that provision to such extent and subject to such conditions as he may consider necessary for dealing with the case in a just and equitable manner.

**Relaxation of regulations.**

53. (1) Until the Board frames the rules or regulations governing the appeal, leave and the matters relating to the conduct of employees of the Board, the Sindh Civil Servants (Appeal) Rules, 1980, the Sindh Civil Servants (Leave) Rules, 1986 and the Sindh Civil Servants (Conduct) Rules, 2008 shall mutatis mutandis apply to the employees.

**Application of Government rules.**

(2) In all matters not provided in these regulations or any other rules, the law applicable to civil servants as amended from time to time, shall mutatis mutandis apply to the employees of the Board:

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

## SECRETARY TO THE BOARD

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## APPENDIX-A (See regulation 4(2))

### METHOD OF APPOINTMENT TO VARIOUS POSTS IN THE BOARD

Sr. #	Post	Mode of Appointment	Qualification & Experience	AGE LIMIT MIN- MAX (In years)
1.	Chairperson	By Controlling Authority i-e Chief Minister	Eminent scholar, <b>OR</b> industrialist, having at least ten years' experience of vocational training field	--
2.	Vice-Chairperson	By the Board from non- official members	--	--
3.	Director General (DG) (BPS-20)	(i) By transfer from SGA&CD from amongst officers of Ex-PCS/Ex- PSS/PMS/PAS services <b>OR</b> (ii) By promotion from amongst directors / secretary of the Board, on the recommendation of the Promotion Committee.	--	--
4.	Secretary of the Board (BPS-19)	By the Board from amongst Board employees	16 years' education recognized by the HEC, Pakistan.	--
5.	Regional Consultant (Contractual)	By initial appointment.	Master's degree in Finance/ Business Administration/Human Resource Management/Public Administration/Economics or equivalent at least in Second Division, from HEC recognized University/Institution, with five years' experience in the relevant field.	--

# DRAFT

Sr. #	Post	Mode of Appointment	Qualification & Experience	AGE LIMIT MIN- MAX (In years)
6.	Director (BPS-19)  [Admin, Finance & HR, Training, Research & Development], 03 in number.	By promotion from amongst the Deputy Directors (BPS-18) on seniority-cum-fitness basis.	Having at least seven years' service in BPS-18 or twelve years' or above service in BPS-17	--
7.	Director (IT) (BPS-19)	By promotion from amongst the Deputy Directors (IT) (BPS-18), on seniority-cum-fitness basis.	Having at least seven years' service in BPS-18 <b>OR</b> twelve years' or above service in BPS-17	--
8.	Deputy Director (BPS-18)  [Admin, HRM & Finance, Training, M&E, Procurement, Research Development, Employment & Curriculum], Divisional Deputy Directors [Hyderabad, Larkana, Mirpurkhas, Shaheed Benazirabad, Sukkur],  10 in number.	By promotion from amongst the Assistant Directors (BPS-17), on seniority-cum-fitness basis.	Having at least five years' service as such	--
9.	Deputy Director (IT) (BPS-18)	By promotion from amongst the Assistant Directors (IT) (BPS-17), on seniority-cum-fitness basis.	Having at least five years' service in BS-17 or equivalent	--
10.	Assistant Director (BPS-17)	(i) Fifty percent by initial appointment.	16 years' education from HEC recognized institute	21-28

# DRAFT

Sr. #	Post	Mode of Appointment	Qualification & Experience	AGE LIMIT MIN- MAX (In years)
	<p>[Head Office, Private Sector Training (1) Karachi + Shaheed Benazirabad (2) Larkana+ Mirpukhas, (3) Hyderabad+ Sukkur) 03 in number.</p> <p>[Head Office, Public Sector, Admin &amp; HR, Finance &amp; Accounts (2), R,D, E&amp;C, Media Procurement, M&amp;E], 08 in number. 3+9=12</p> <p>[District Monitoring Units (DMUS), 1. Badin 2. Dadu 3. Ghotki 4. Hyderabad 5. Jacobabad 6. Jamshoro 7. Karachi Central 8. Karachi East 9. Karachi Kemari 10. Karachi Korangi 11. Karachi Malir 12. Karachi South 13. Karachi West 14. Kashmore 15. Khairpur-I 16. Khairpur-II 17. Larkana 18. Matari 19. Mirpurkhas 20. Naushahro Feroze</p>	<p>(ii) Fifty percent by promotion from amongst the Assistants (BPS-16)/, on seniority-cum-fitness basis</p>	<p>Having at least five years' service as such,  Experience will be preferred</p>	

# DRAFT

Sr. #	Post	Mode of Appointment	Qualification & Experience	AGE LIMIT MIN- MAX (In years)
	21. Qambar Shahdadt 22. Sanghar 23. Shaheed Benazirabad 24. Shikarpur 25. Sujawal 26. Sukkur 27. Tando Allahyar 28. Tando Muhammad Khan 29. Tharparkar 30. Thatta 31. Umerkot  26 in number. 11+26=37			
11.	Assistant Director (IT) (BPS-17)  1. Database 2. Networking	By initial appointment  <u><b>OR</b></u>  promotion	16 years' education in IT/computer science and equivalent from HEC recognized institute.  Experience will be preferred	21-28
12.	Internal Auditor (BPS-17)	By initial appointment  <u><b>OR</b></u>  promotion	16 years' education in chartered accountancy and equivalent from HEC recognized institute.  Experience will be preferred	21-28
13.	Law Officer  On contract or on retainership or intermittent basis	By initial appointment  <u><b>OR</b></u>  Contingent basis	Law graduate with license to practice in courts.  Experience will be preferred	21-28

# DRAFT

Sr. #	Post	Mode of Appointment	Qualification & Experience	AGE LIMIT MIN- MAX (In years)
14.	Assistant (BPS-16)	(i) Fifty percent by initial appointment; (ii) Fifty percent by promotion from amongst the senior clerks on seniority-cum-fitness basis	14 years' or above education from HEC recognized University/Institute  Experience will be preferred	21-28
15.	Electrical Supervisor (BPS-16)	On initial appointment or on contract	B.E/DAE in electrical engineering or technology	21-28
16.	Senior Clerk (BPS-14)	By promotion from amongst junior clerks	--	--
17.	Junior Clerk (BPS-11)	(i) Seventy-five percent by initial appointment; <b>OR</b> (ii) Twenty-five percent by promotion from amongst the employees of the Board in BS-01-05 on the basis of common seniority list prepared w.e.f. the date of qualification acquiring for promotion	Intermediate from recognized institution.  Knowledge of office suite [word, excel (spreadsheets), power point presentations, and email.  Minimum acceptable computer typing speed: 30–35 words per minute (wpm)	18-28
18.	Daftri/Record Keeper (BPS-07)	By promotion from amongst the officials of BPS-01 to BPS-04, on the basis of combined seniority list prepared in the light of date of appointment and qualification	Matric with three years' service  Computer literate with a typing speed of minimum 30 w.p.m.	

# DRAFT

Sr. #	Post	Mode of Appointment	Qualification & Experience	AGE LIMIT MIN- MAX (In years)
19.	Dispatch Rider (BPS-04)	By initial appointment.	Middle Certificate with valid motorcycle driving license.  Experience will be given preference.	18-28
20.	Driver (BPS-04)	By initial appointment.	Minimum Primary Pass or Middle Pass from recognized institution  (i) Must have a valid LTV license. (ii) Ability to maintain a log-book (iii) Familiarity with traffic rules (iv) Preference will be given to those having driving experience	18-28
21.	Naib Qasid (BPS-01)	By initial appointment.	Primary School Certificate.	18-28
22.	Mali / Helper / Farash / Sanitary Worker (BPS-01)	By initial appointment.	Literate.	18-28
23.	Security Guard (BPS-01)	By initial appointment.	Literate	18-28

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## APPENDIX-B (See regulation 6(1))

No.	Post	Appointing Authority
1.	Posts in BS-16 and above <b>OR</b> Experts/Specialists/Consultants	Chairperson of the Board
2.	Posts in BPS-1 to 15	Director General <b>OR</b> Secretary of the Board

## APPENDIX-C (See regulation 36(3))

(1) The Authorities and Authorized Officers for the purpose of efficiency and discipline rules in respect of the employees shall be:

Serial No.	Basic Pay Scale	Authority	Authorised Officer
1.	2.	3.	4.
1.	1 to 15	Director General <b>OR</b> Secretary of the Board	Director Administration and Finance
2.	16 and above	Chairperson	Director General <b>OR</b> Secretary of the Board

(2) The authorities competent to hear appeals under the efficiency and discipline rules and service matters in respect of the employees shall be as under:

Serial No.	Authority making the order	Authority competent to hear appeals and entertain representation
1	2	3
1.	Director Administration and Finance	Director General <b>OR</b> Secretary of the Board
2.	Director General <b>OR</b> Secretary of the Board	Chairperson
3.	Chairperson	Review by the Chairperson and appeal before the Board

SECRETARY TO THE BOARD