

THE KHYBER PAKHTUNKHWA INFORMATION TECHNOLOGY  
BOARD SERVICE (AMENDMENT) REGULATIONS, 2022

CHAPTER-1  
PRELIMINARY

Regulation 1

**Short title, commencement and application.**--- (1) These Regulations shall be called the Khyber Pakhtunkhwa Information Technology Board Service (Amendment) Regulations, 2022.

Regulation 1(3)

Except as otherwise provided by the Act, they shall apply to the regular employees of the Board and where applicable to the contingent staff of the Board.

Regulation 2 (a)

“accused” means a Board employee or staff against whom action is initiated under these regulations:

Regulation 2 (b)

“Act” means the Khyber Pakhtunkhwa Establishment of the Information Technology Board Act, 2011 (Act No. XI of 2011) and the amendments made thereto;

Regulation 2 (n)

“gross pay” means the monthly pay offered at the time of appointment or for the time being paid to the employees inclusive of all taxes;

Regulation 2 (dd)

“post-qualification experience” means the experience gained in a full time paid job including experience of daily wages/contingent services and that of the onjob training subject to its relevancy acquired after attaining the requisite/minimum advertised educational qualifications. Period reckonable as post qualification experience is from date of commencement of experience which essentially shall be after date of attaining the qualification (counted after the result of requisite qualification is officially announced by the Controller of Exam of a Board/University concerned) till the closing date of advertisement for a post. The experience as part time, honorary/self-employed and apprentice/intern shall not be considered/ counted as experience.

Regulation (jj) deleted.

CHAPTER- 2  
TERMS AND CONDITIONS OF SERVICE

Regulation (11)

**Transfer by location.**---(1) The transfer by location of an employee of the Board to any regional office on the same post and pay shall be made upon the recommendation of the Director concerned and approval of the Managing Director.

(2) It shall be the sole discretion of the Managing Director to accept or refuse a request for relocation from an employee under these regulations and any decision made in this behalf shall be final.

Regulation 15 (3)

When a resignation tendered by a regular employee has been accepted by the Managing Director, it becomes final and resignation cannot be withdrawn.

**Terminal benefits.**---Upon exit from service, a regular employee shall be entitled to the terminal benefits sanctioned for the post as prescribed under these regulations.

**Regulation 21 (1)**

**Exit administrative procedures.**---(1) In case of resignation, the line supervisor of the exiting employee shall notify the Functional Organ Human Resource of the employee's resignation and forward the resignation letter within three working days from the date of resignation to the Director concerned, as may be applicable, for the approval of the Managing Director.

**Regulation 21 (2)**

In case of exit from service, the last month's pay or pay against notice period may be withheld and paid through final settlement, as applicable.

**CHAPTER- 3  
APPOINTMENT BY PROMOTION, TRANSFER  
AND INITIAL RECRUITMENT**

**Regulation 22 (4) (a)**

by promotion or transfer of employees in accordance with the provisions contained under these regulations; or

**Regulation 22 (4) (b)**

by initial recruitment in accordance with the provisions contained under these regulations;

**Regulation 23**

**Appointment by promotion.**---(1) Appointment by promotion to posts in pay grade M3 and below shall be made on the recommendation of the Human Resource and Remuneration Committee and approval of the Appointing Authority:

Provided that the appointment by promotion to posts in pay grade M2 shall be made on the recommendation of the Selection Committee constituted for the appointment of posts in pay grade M2 and approval of the Appointing Authority. Such cases for promotion shall be initially reviewed by the Human Resource and Remuneration Committee that shall then put forth the recommendations to the Selection Committee concerned.

**Regulation 23 (2)**

No promotion in any grade shall be considered unless a post in higher pay grade in the same Functional Organ is vacant:

Provided that, in case of upgradation of original post of Management Trainee, as may be re-titled as Assistant under these regulations, on completion of two years of service from the date of initial appointment, the post along with incumbent occupying the post shall be upgraded to next higher pay grade of Officer (M7) upon the approval of the Appointing Authority. The original post of Management Trainee shall then cease to exist. In case the incumbent ceases to remain on Officer post, the post shall revert back to Management Trainee.

Furthermore, upon upgradation, the incumbent shall be entitled to receive the pay and other emoluments, and shall also be entitled to the nomenclature of the officer pay grade as may be approved by the Appointing Authority.

**Regulation 23 (5)**

No promotion shall be made unless the employee concerned has completed such minimum length of service and fulfill the qualifying criteria of education and experience as per Schedule I

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Provided that, for promotion to posts in S1 and S3, no promotion shall be made unless the employee has completed such minimum length of service and fulfill qualifying criteria of education as per Schedule I appended to these regulations.

**Regulation 23 (6)**

No promotion shall be made to vacant posts in a Functional Organ or section other than the employee's own Functional Organ except as may be prescribed under these regulations.

**Regulation 23 (7)**

Board shall have the following Functional Organs, namely:

- (i) Functional Organ Project Planning;
- (ii) Functional Organ Technical;
- (iii) Functional Organ Finance and Accounts;
- (iv) Functional Organ Operations; and
- (v) Functional Organ Legal.

**Regulation 23 (8)**

The Monitoring section shall function independently and directly report to the Managing Director. The Audit section shall also function independently and shall directly report to the Audit Committee.

Provided that, for the purpose of promotion, the posts of the Monitoring section shall be considered under the Functional Organ Technical.  
 Provided further, for the purpose of promotion, posts of the Audit section shall be considered under the Functional Organ Finance and Accounts.

**Regulation 24 (1)**

(1) For promotion to a higher post in a Functional Organ, the senior most employees shall meet the eligibility criteria of-

Regulation 24(1)(b)  
 possess the qualifications required for promotion to a higher post under sub-regulation (5) of regulation 23 under these regulations.

**Regulation 25 (1)**

(1) A panel of not more than three senior most employees that fulfill the eligibility criteria for each vacancy in respect of promotion to pay grade M3 and below shall be placed before the Human Resource and Remuneration Committee and the recommendations shall be placed before the Appointing Authority for the approval; Similarly, a panel of not more than three senior most employees that fulfill the eligibility criteria for promotion to pay grade M2 shall be placed before the Selection Committee constituted for the appointment of posts in pay grade M2 and the recommendations shall be placed before the Appointing Authority for approval.

**Regulation 25 (4) Table with S.No. 1**

S.No	Factor	Weightage
1.	For positions below Director level, quantification of Performance Evaluation done by line supervisor, recommended by Functional Organ Director and approved by the Managing Director relating to current	70%



<p>previous financial year performance evaluation @ 60% : 40%. (In absence of Performance Evaluation System, the recommendation of the line supervisor and Director concerned and approval of the Managing Director shall be considered.)</p>	
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**Regulation 26(1)**

Promotion pay shall be paid in accordance with the pay structure given under Regulation 60 of these regulations;

Provided that if the difference between the current pay and pay of the higher pay grade is less than sum of three steps value of the higher pay grade then sum of three steps value of the higher pay grade shall be added in the step of the higher pay grade to be given to the employee.

**Regulation 27(1)(b)**

disciplinary proceedings are pending against him; or

**Regulation 29**

**Change of nomenclature.**---Change in nomenclature of a post shall be made with the approval of the Board or the Managing Director, as the case may be. For Management Trainees, the nomenclature shall automatically change to "Assistant" on successful completion of six months service from the date of initial appointment as Management Trainee.

**Regulation 30(1)**

A regular employee holding appointment under the Board, in justifiable cases, may be appointed by transfer to a vacant post in the same pay grade that can be under the Schedule I of these regulations filled by transfer subject to approval of the Appointing Authority:

Provided that, the employee appointed shall fulfill the requisites of education, experience and other conditions of the vacant post to which his transfer is intended as laid down in Scheduled I appended to these regulations.

Provided further that, the employee appointed by transfer in posts from S1 to S3 shall fulfill the requisite education of the vacant post to which his transfer is intended as laid down in schedule I appended to these regulations.

**Regulation 31**

**Mutual Transfer.**---The Managing Director may, on the request of the employees and the recommendation of the Director concerned, order mutual transfer of the said employees:

Provided that, the pay grade of both the employees shall be the same:

Provided further that, both the employees shall fulfill the requisites required for transfer to the post to which their transfer is intended as given under regulation 30(1).

**Regulation 33 (6)**

A candidate for initial appointment to a post shall possess the minimum qualifications as prescribed under the Schedule I of these regulations and shall be within the age limit as laid down for the post reckoned on the last date fixed for submission of applications for appointment.

**Regulation 33 (7)**

The upper age limit laid down for initial appointment to the regular posts shall be as per Schedule II appended to these regulations.

**Regulation 34 (i)**

lists shall be prepared of the shortlisted candidates who shall be called for test (if applicable) and interview. Reasonable time may be given to the candidates to appear for interview. The names of

selection process. Where applicable, applicants shall be called for written test and subsequently screened for the relevancy against the post.

**Regulation 35 (a) (ii)**

- i. **Selection Committee**--- The composition of Selection Committee for appointment to posts in pay grade M2 shall be as follows, namely:

1.	Managing Director, Khyber Pakhtunkhwa Information Technology Board;	Member-cum-Chairman
2.	Four of the Board members appointed under section 4, sub-section(1), clause (h) of the Act to be nominated by the Chairman of the Committee	Member
3.	Subject Specialist (shall be from the relevant field as Head of an organization /department with extensive work experience in a leading public or private sector organization, as nominated by the Chairman of the Committee;	Member
4.	HR Specialist nominated by the Chairman of the Committee as he may deem fit.	Member

**Regulation 35 (v) deleted.**

**Regulation 36 (b)**

the qualifying marks in the subject specific test shall be sixty percent (60%) and may be reduced to fifty percent (50%) if less than three candidates qualify the test;

**Regulation 37**

**Scorecard for the shortlisting and selection of candidates against the posts.**---The shortlisting and selection of applicants for appointment in regular posts shall be carried out against the scorecards that have been set forth in Schedule III appended to these regulations.

**CHAPTER- 4  
CONTINGENT APPOINTMENT**

**Regulation 38 (2)**

The Managing Director may appoint staff on contingent basis, as he may deem fit.

**Regulation 38(3) (a)**

to hire a contingent staff, the Director of the Functional Organ concerned shall send a request for approval of the Managing Director:

**Regulation 38(3) (b)**

the Functional Organ concerned shall identify the candidates from the market that shall meet the eligibility criteria and other conditions laid down for the budgeted post. In case of non-budgeted post, the minimum requirements given under Schedule II of these regulations shall be referred to.

**Regulation 38 (6)**

The contingent appointment against a vacant budgeted post shall only last till the recommendation of the Selection Committee has been received and the Appointing Authority has approved the selection of a candidate for the vacancy or in case of end of the contingent contract,

whichever comes earlier. On this, the services of contingent appointee shall be terminated without any notice.

**Regulation 38 (7)**

The contingent appointment against a non-budgeted post shall only last till of the end of the contingent contract. On this, the services of contingent appointee shall be terminated without any notice. In case of urgency to fill a vacant post that is already budgeted or approved by the Board, the Managing Director may approve the hiring of contingent staff for a reasonable period of time required to fill that post on regular basis. The Director of the Functional Organ concerned shall put up a request for appointment on regular basis to the post, if not already done. The Director concerned may recommend extension of the contingent contract up to a maximum period of one year for the approval of the Managing Director by giving cogent reasons.

**Regulation 38 (8)**

If a post is not budgeted, the Managing Director may hire staff on work charge basis. For extension of the contingent staff beyond one year, an extension may be given subject to review by the Human Resource and Remuneration Committee.

**CHAPTER- 5  
APPOINTMENT ON ACTING, CURRENT, INTERIM AND ADDITIONAL CHARGE  
BASIS**

**Regulation 39 (1)**

Where a post is vacant, reserved under the regulations for promotion, and the most senior employee belonging to the Functional Organ concerned who is otherwise eligible for promotion as per eligibility criteria as prescribed under the Schedule I appended to these regulations and does not possess the specified length of service, the Appointing Authority may appoint him to that post on acting charge basis:

Provided that no such appointment shall be made, if the prescribed length of service for promotion is short by more than three years.

**Regulation 39 (7)**

For vacancies to be filled by initial appointment, current charge appointment may be made according to the orders issued from time to time by the Managing Director.

**Regulation 41 (1)**

An employee may be given an additional charge of a second post but only of a post in an equivalent pay grade until the post is formally filled in by the prescribed manner subject to the approval of the Managing Director.

Provided that, the Managing Director, as may deem necessary, allocate work distribution among his team, assign roles and responsibilities keeping in view the skill-set, abilities and qualifications and experience of team members vis-à-vis the functions to be performed.

**CHAPTER - 6  
PROBATION AND CONFIRMATION**

**Regulation 42 (3)**

On the successful completion of probation period, the Appointing Authority shall, by specific order, conclude the probation:

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Provided that if no specific order is issued on the expiry of the first six months of probation period, the period of probation shall be deemed to have been extended under the sub-regulation(2):

Provided further that if no specific order is issued on the expiry of the extended period of probation, the period of probation shall be deemed to have been successfully completed.

#### CHAPTER-7 SENIORITY

##### Regulation 43 (3)

An employee appointed by initial appointment or promotion to a post in a pay grade shall take seniority from respective date of their initial appointment or promotion to that post in a pay grade:

#### CHAPTER-9 DISCIPLINARY REGULATIONS

##### Regulation 49 (2)

The authorized officer shall decide whether in the light of facts of the case or interests of justice an inquiry shall be conducted through an inquiry officer or inquiry committee. If he so decides, the procedure indicated in regulation 50 shall apply.

#### CHAPTER - 10 PAY STRUCTURE

##### Regulation 60 (2)

The provisions under the pay structure for initial appointment, promotion and conversions into this pay structure are in the following manner, namely:

##### Regulation 2 (ii)

beyond minimum step, each step on the pay range is equivalent to one year that is twelve months of additional relevant experience. In case of additional experience, the new hire or an employee shall be awarded one additional step for each year of additional experience;

##### Regulation 2 (iv)

the new hire who fulfill the minimum experience requirement of the post and have no additional experience shall be placed on the minimum step of the respective pay grade. They shall not be paid less than the minimum step of his pay grade; and

##### Regulation 63

**Payadvance---**Employees who have completed one year of service at the Board shall be eligible for pay advance. An employee shall be entitled to a number of pay advances equivalent to the number of years of completed service. The pay advance shall be secured against the gratuity or any other terminal benefit. The number of pay advances shall be determined after accounting for any other liabilities of employees already secured against terminal benefits, provided that one year of gratuity will be pledged against the notice period in lieu of resignation in any case.

**CHAPTER-11  
SERVICE BENEFITS**

**Regulation 64(a) (iv)**

Pay grade	Room Rent Limit (PKR)
Pay Grade S1 to S3	PKR.3,500

**CHAPTER- 12  
LEAVE REGULATIONS**

**Regulation 75 (1)**

Leave not due---(1) Leave not due may be granted on full pay to a regular employee, to be offset against leave to be earned in future, for a maximum period of fifteen days during a calendar year.

**Regulation 82 (5)**

Casual leave shall not be excessive of the casual leave balance.

**Regulation 82 (6)**

Any balance of casual leave not availed shall lapse on the termination of the calendar year.

**Regulation 84 (2)**

Extraordinary leave may be granted on any ground up to a maximum period of five years at a time, provided that the regular employee to whom such leave is granted has been in continuous service for a period of not less than ten years. Provided that, extraordinary leave may be granted on any ground up to a maximum period of two years if employee has completed five years of continuous service.

**Regulation 98 (1)**

Leave application, its sanction.--- (1) Leave applied for may be on the prescribed form stating the kind of leave required. In addition, Medical Certificate issued by Medical Officer shall be submitted, in case leave on medical grounds is required.

**Regulation 98 (3)**

Deputy Director shall grant leave (other than study leave, disability leave, quarantine leave, maternity leave and extraordinary leave) to employees in Pay Grade M6 and below or the next higher administrative authority in case of leave or nonexistence of post of Deputy Director concerned.

**Regulation 98 (4)**

Functional Organ Director concerned shall grant leave other than study leave, disability leave, quarantine leave, maternity leave and extraordinary leave to employees in Pay Grade M3 to M5.

**Regulation 98 (6)**

Managing Director shall grant study leave, disability leave, quarantine leave, maternity leave and extraordinary leave to employees on recommendation of the Functional Organ Director concerned.

**Regulation 98 (9)**

the line supervisor shall recommend or approve the leaves, as may be applicable and ensure the leaves of employees are reported to the Functional Organ Human Resources.



**Schedule II.**  
[See Regulation 20(2) and Regulation 55]  
**Classification of posts; and Pay Structure**

Pay Grade	Equivalency	Nomenclature of posts	Minimum Education	Minimum Experience	Upper-age Limit
S2	BPS(5-8)	Skilled: Driver, Cook, Generator Mechanic /Operator, Maintenance-Man, Electrician and equivalent post.	Driver/Cook: MatricGenerator Operator/Mechanic, Electrician: Matric with relevant diploma /relevant training from Technical Training Centre	-Nil	45years
S3	BPS (1-4)	Non Skilled: Cleaner, Peon and equivalent position.  Non-Skilled: Security Guard and equivalent position.	b)Cleaner: Primary Pass	Nil	a)Peon:35years b)Cleaner:35year c)Security Guard:45years

**Schedule III**

**(8) Criteria for the Appointment (Shortlisting & Selection) of staff in supporting roles, that is, Pay Grade S2 and S3 and other similar level positions:**

**Shortlisting:-**

The applicants for the posts in pay grade S2 and S3 shall be shortlisted by the Shortlisting Committee concerned based on the advertised eligibility criteria.

**Selection:-**

The supporting staff in pay grade S2 and S3 shall be appointed on the basis of professional judgment of the interview panel, in terms of candidate's expertise/skill level, personality, behavior & attitude or any other criteria laid down by the interview panel or selection committee, subject to the fulfillment of advertised criteria.

**(10) Shortlisting and selection of Internee and similar post.---** A list of students, with required education shall be requested from reputed Universities or Colleges. In stage 1, the applications received shall be screened and shortlisted based on the eligibility criteria by the shortlisting committee, constituted for the purpose by the Managing Director. Screening/written test may be taken, as may be deemed fit. In stage 2, the candidates shortlisted shall be interviewed and recommended for internship by the Selection Committee, duly constituted for the purpose by the Managing Director. The selection criteria may be fixed by the Selection Committee constituted for the purpose.