



**Khyber Pakhtunkhwa Information Technology Board
Service Regulations, 2018**

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**KHYBER PAKHTUNKHWA INFORMATION TECHNOLOGY
BOARD REGULATIONS, 2018**

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**THE KHYBER PAKHTUNKHWA INFORMATION
TECHNOLOGY BOARD**

NOTIFICATION

Peshawar, Dated the. 29.05.2018

No. KPITB/MD/2018/11328 - In exercise of the powers conferred by Section 18 of the Khyber Pakhtunkhwa Establishment of Information Technology Board Act, 2011, the Khyber Pakhtunkhwa Information Technology Board is hereby, pleased to make the following Regulations, namely:

**THE KHYBER PAKHTUNKHWA INFORMATION TECHNOLOGY
BOARD SERVICE REGULATIONS, 2018**

**CHAPTER-I
PRELIMINARY**

1. **Short title, commencement and application.**--- (1) These Regulations shall be called the Khyber Pakhtunkhwa Information Technology Board Service Regulations, 2018.

(2) It shall come into force at once.

(3) They shall apply to the regular employees of the Board and where applicable to the contingent staff of the Board.

2. **Definition.**--- In these regulations, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

- (a) "accused" means a Board employee or staff against whom action is taken under these regulations;
- (b) "Act" means the Khyber Pakhtunkhwa Establishment of the Information Technology Board Act, 2011 (Act No. XI of 2011);
- (c) "Appointing Authority" means the Board established under section 3 of the Act:

Provided that the appointments made by the Managing Director shall be placed before the Board for its approval and final authentication as required under sub-section (4) of section 9 of the Act:

Provided further that if the powers of appointment are delegated by the Board to the Managing Director then he shall be the final Appointing Authority;


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- (d) **“appointment date”** means the date on which an employee becomes eligible to receive full emoluments of the post, i.e., the date on which he assumes duty.
- (e) **“authority”** means the Board or the Managing Director authorized by the Board to exercise the powers of the authority under these regulation;
- (f) **“authorized officer”** means the Managing Director or an officer authorized by the authority to perform functions of an authorized officer under these regulation;
- (i) in case two or more employees or staff are to be proceeded against jointly under these regulations, the authority or, as the case may be, the authorized officer, designated or authorized, the senior most in rank shall be the authority or, as the case may be, the authorized officer in respect of all such accused employees; and
- (ii) the inquiry officer or the members of inquiry committee as the case may be shall be the officer(s) senior in rank to the accused employee.
- (g) **“basic pay”** means the amount paid to the employees excluding the other allowances;
- (h) **“Committee”** means the Human Resource and Remuneration Committee, Projects Planning and Technical Committee, Finance and Risk Management Committee constituted by the Board;
- (i) **“Competent Authority”** means the Board established under Section 3 of the Act;
- (j) **“contingent staff”** means a person engaged on work charge basis or who is paid from contingencies;
- (k) **“dependents”** means dependent parents, spouse(s) and dependent children up to the age of twenty five years and unmarried dependent daughter. Provided that the special children shall be considered as dependents for life;
- (l) **“family”** means the family of the employee including spouse(s), children, dependent parents.
- (m) **“Functional Organ”** means a group of posts or units with similar functions, headed by a Director, responsible for the conduct of business of the Board in a distinct and specified sphere;
- (n) **“gross pay”** means the monthly pay offered at the time of appointment or for the time being paid to the employees inclusive of income tax;

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- (o) **“initial appointment”** means an appointment made through initial recruitment in accordance of the terms and conditions prescribed by these regulations otherwise than by promotion or transfer;
- (p) **“inquiry committee”** means a committee of two or more officers headed by a convener, as are appointed by the Competent Authority under these regulations;
- (q) **“inquiry officer”** means an officer senior in rank to the accused officer, appointed by the authority under these regulations;
- (r) **“line supervisor”** means a person to whom the employee directly reports;
- (s) **“maximum step”** means the highest point in the pay range;
- (t) **“mid-point”** in relation to pay grade is the middle point of the pay range;
- (u) **“minimum step”** means the first step and the lowest pay for pay range;
- (v) **“misconduct”** means conduct prejudicial to good order or service discipline or contrary to the rules and regulations of the Board or unbecoming of an employee and a gentleman and includes any act on the part of the employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on Board or any employee of the Board in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service:

Explanation: Willful absence without leave even for a single day is also misconduct and makes the employee liable to disciplinary action;

- (w) **“Net Pay”** means the pay received by an employee and computed by subtracting any deductions and contributions from the gross pay total.
- (x) **“pay”** means the amount drawn monthly by an employee and includes special pay, personal pay and any other emoluments declared by the Appointing Authority to be paid;
- (y) **“pay grade”** means the pay grade for the time being sanctioned by Board in which a post or a group of posts of the same or similar nature are put together within the same pay range;
- (z) **“pay range”** is assigned to each pay grade with a minimum and maximum pay;

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- (aa) **“pay structure”** consists of multiple pay grades and each pay grade has a pay range;
- (bb) **“penalty”** means a penalty which may be imposed under these regulations;
- (cc) **“post”** means a post sanctioned by the Competent Authority in connection with the affairs of the Board;
- (dd) **“post-qualification experience”** means the experience gained in a regular full time paid job including experience of daily wages/contingent services and that of the on job training subject to its relevancy acquired after attaining the requisite/minimum advertised qualifications. Period reckonable as post qualification experience is from date of commencement of experience which essentially must 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. The experience as part time, honorary/self-employed and apprentice/internee shall not be considered/ counted as experience.
- (ee) **“regular employee”** means an employee of the Board, appointed against a regular post and does not include,—
- (i) a person who is employed on work charge basis or who is paid from contingencies; and
- (ii) a person who is employed under a project, employed as consultant or expert or employed against a temporary post for a fixed period of time for a specific assignment;
- (ff) **“regular post”** means a permanent post sanctioned by the Board;
- (gg) **“Schedule”** means the Schedule appended to these regulations;
- (hh) **“Selection Committee”** means a committee, with a composition as prescribed under these regulations, on the recommendations of, or in consultation with which any appointment or promotion, as prescribed under these regulations, is made;
- (ii) **“Shortlisting Committee”** means a committee constituted with a composition as prescribed under these regulations to shortlist the applicants for the selection process;
- (jj) **“sub-committee”** means the Shortlisting Committee, Selection Committee or any other sub-committee constituted by the Managing Director;

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(kk) “superannuation age” means the retirement age as declared by the Government of Khyber Pakhtunkhwa;

(ll) “Talent Acquisition Form” means the form designed for the purpose.

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

3. For the purpose of these regulations, appointments to the regular post, whether by promotion or otherwise, shall be deemed to have been made on regular basis if it is made in the manner provided under these regulations.

CHAPTER-2 TERMS AND CONDITIONS OF SERVICE

4. **Terms and Conditions of Service.**--- The terms and conditions of service of employees shall be such as provided under these regulations.

5. **Tenure of office of employees.**--- All regular employees of the Board shall hold office until the superannuation age unless he resigns or is terminated by the Competent Authority.

6. **Appointment.**--- Appointment to a regular post in connection with the affairs of the Board shall be made by promotion, transfer or initial recruitment as determined by the Appointing Authority.

7. **Probation.**--- (1) An initial appointment to a regular post shall be on probation as given under these regulations.


(2) Any appointment of a regular employee by promotion or transfer to a post may also be made on probation as given under these regulations.

(3) There shall be no probation against any temporary post.

8. **Confirmation.**---(1) A person appointed on probation shall, on satisfactory completion of his probation, be confirmed in service.

(2) Confirmation to a post shall take effect from the date of his appointment to such a post.

(3) A regular 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 to such service or post or any benefits accruing therefrom.


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

9. **Seniority.**--- The seniority of a regular employee shall be reckoned in accordance with the procedure given in chapter 7 of these regulations.

10. **Promotion.**--- Appointments by promotions to posts in various pay grades shall be made in accordance with the regulations hereinafter prescribed.

11. **Transfer.**--- The transfer of an employee of the Board to any regional office shall be in accordance with the procedure hereinafter prescribed in Regulations 27 and 28.

12. **Termination of service:**- (1) The service of regular employee may be terminated-

(i) on one month's notice or pay in lieu thereof during the initial or extended period of the employee's probation:

Provided that, where such employee is appointed by promotion and is on probation or is transferred (in permanent absorption cases) from one post or Functional Organ to another post or Functional Organ, he shall be reverted to his former post. In case of promotion or absorption against the post on which the employee is transferred, the former post shall remain vacant until the completion of probation of the promoted or transferred employee; and

(ii) in accordance with chapter 10 of these regulations.

(2) The services of contingent staff engaged on work charge or contingent basis shall be liable to termination with neither notice period nor pay in lieu thereof.


13. **Reversion to post.**--- An employee appointed on Interim Charge Basis or Current Charge basis shall be liable to reversion to his lower post without notice.

14. **Retirement from service.**--- A regular employee shall, without any notice period, retire from service on attaining superannuation age.

15. **Resignation from service.**---(1) A regular employee is required to serve a written notice period of thirty days on tendering a resignation from service.

(2) If a regular employee resigns without serving the notice period, deductions shall be made in lieu of notice period from the final settlement of the employee.

(3) When a resignation tendered by a regular employee has been accepted, it becomes final and resignation cannot be withdrawn.


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(4) Where a regular employee who has tendered resignation withdraws it before it is accepted by the Managing Director, he is allowed to withdraw the resignation at the discretion of the Managing Director and he may continue in the post held by him without a break.

(5) If a regular employee resigns and his resignation has been accepted, he cannot be re-instated to the post except that he may apply afresh for any vacant post and, if appointed to service thereafter, such appointment shall be regarded as a fresh appointment. The seniority, pension, leave, etc., of such a regular employee shall be fixed in accordance with the regulations applicable to him as if this appointment was his first appointment to service.

16. Pay.--- An employee appointed to a post shall be entitled in accordance with these regulations to the pay as sanctioned for such post:

Provided that, when the appointment is made on acting charge or by way of additional charge basis, his pay shall be fixed as decided by the Human Resource and Remuneration Committee:

Provided further that where a regular employee has, under an order which is later set aside, been dismissed or removed from service or reduced in rank, he shall, on the setting aside of such order, be entitled to such arrears of pay as the authority setting aside such order may determine.

17. Leave.--- A regular employee and contingent staff shall be allowed leave in accordance with the leave regulations and grant of leaves shall be sanctioned at the discretion of the leave sanctioning authority as prescribed under these regulations.

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

19. Health and life insurance.--- A regular employee and his dependents shall be entitled to the benefits as admissible under the Health and Life Insurance coverage under these regulations.

20. Right of appeal or apply for review.--- (1) A right to appeal or apply for review in respect of any order relating to the terms and conditions of service is provided to an employee and contingent staff, and such appeal or application shall be made in written within thirty days of the date of such order received by the aggrieved person.

(2) The first level of appeal shall be filed with the authority that is higher than the authority that had passed the initial order. If the employee or staff member disagree with the decision made by the higher authority he may file for review to the same higher authority or to the Board. The decision of the Board shall be considered final.

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21. 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.

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

(3) The exiting employee must complete the exit clearance form designed to serve the purpose and get all the required signatures. The completed exit clearance form must be handed over to the Functional Organ Accounts to process the final settlement and to receive outstanding pay, allowances and other accrued benefits, if any.

(4) Any other outstanding debt including pay advances, or value of any items or assets of the Board that are lost or damaged by the employee or any losses suffered by the Board as a result of employee's negligence or breach of regulations by the employee shall be deducted from the final payment of the exiting employee.

(5) A regular employee on leaving the Board shall be removed from the health and life insurance coverage and any benefits applicable to him during the service shall cease to exist.

CHAPTER- 3 APPOINTMENT BY PROMOTION, TRANSFER AND INITIAL RECRUITMENT

22. General.--- (1) For a regular post equivalent to and below pay grade M2, the post description including pay grade, method of appointment and job responsibilities, and the post specifications including education, certifications, experience, age limit and other conditions of the post shall be recommended by the Human Resource and Remuneration Committee and sanctioned by the Appointing Authority:

Provided that in respect of post of Managing Director whereof the Appointing Authority is the Board, the minimum qualifications of the post shall be sanctioned by the Board.

(2) Creation of new posts: - any new regular post(s) for creation shall be recommended by the Human Resource and Remuneration Committee and approved by the Competent Authority.

(3) Classification of posts: - posts are categorized into pay grades in a pay structure based on the nature of work, amount of supervision required, education, experience, age limit and other conditions needed to perform the work, as given in Schedule II appended to these regulations.

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

- (a) by promotion and transfer of employees in accordance with the provisions contained in Regulation 23, 24, 25, 30 and 31 of these regulations; and
- (b) by initial recruitment in accordance with the provisions contained in Regulation 33 and 34 of these regulations;

(5) The method of appointment shall be such as laid down in Schedule I and shall be followed in the order as given to each category in column 6 of Schedule I appended to these regulations.

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 subject to 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 subject to approval of the Appointing Authority. Such cases for promotion shall be initially reviewed by the Human Resource and Remuneration Committee and it shall then put forth to the Selection Committee concerned.

(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 respect of original post of Management Trainee, on completion of three years of service from the date of initial appointment, the post shall be upgraded to pay grade M7 i.e. officer level and the Management Trainee shall be promoted to officer post irrespective of the vacancy.

(3) No regular promotion shall be considered unless the employee has served at least three years in current pay grade.

(4) Promotion shall be applicable to regular employees.

(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 appended to these regulations.

(6) No promotion shall be made to vacant posts in a Functional Organ other than the employee's own Functional Organ.

(7) Board shall have the following Functional Organs, namely:

- (i) Functional Organ Project, Technical and Monitoring;


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- (ii) Functional Organ Business Development, Marketing and Event Management;
- (iii) Functional Organ Finance, Accounts and Internal Audit;
- (iv) Functional Organ Administration, Procurement, Operations and Human Resources; and
- (v) Functional Organ Legal.

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

- (a) required length of service; and
- (b) possess the required qualification or/ and experience for selection to a higher post for the time being reserved for promotion in a Functional Organ as per Schedule I appended to these regulations.

25. Promotion procedure.--- (1) A panel of not more than three senior most employees shall be placed before the Human Resource and Remuneration Committee for each vacancy in respect of promotion to pay grade M3 and below. Similarly, a panel of not more than three senior most employees that fulfill the qualifying criteria for promotion shall be submitted to the Selection Committee constituted for the appointment of posts in pay grade M2.

(2) The Human Resource and Remuneration Committee or the Selection Committee concerned for appointment of posts in pay grade M2, as applicable, shall evaluate the panel of senior most employees using the Cumulative Competency Index, as given below.

(3) The minimum qualifying marks required in Cumulative Competency Index for promotion to respective pay grades shall be determined by the Human Resource and Remuneration Committee subject to the approval of authority.

(4) Under the Cumulative Competency Index (CCI), as given below, seventy percent marks shall be assigned to the quantified score of Performance Evaluation and thirty percent marks shall be at the disposal of the Human Resource and Remuneration Committee, or the Selection Committee concerned, as the case may be.

S.No	Factor	Weightage
1.	Quantification of Performance Evaluation done by line supervisor duly approved by Functional Organ Director relating to current financial year performance evaluation and previous financial year performance evaluation @ 60% : 40% (In case Performance Evaluation System is not in place then the Director's recommendation shall be considered.)	70%


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2.	Evaluation by Human Resource and Remuneration Committee or Selection Committee concerned for appointment to pay grade M2, as the case may be.	30%
	Total	100%

(5) The employee on the panel securing the qualifying marks and the maximum marks on the Cumulative Competency Index shall be recommended for promotion.

26. Promotion Pay.--- (1) A promotion shall result in a pay on step one of the higher pay grade. However if the difference between current pay grade and pay of step one of the higher pay grade is less than three steps of the higher pay grade, then three steps of the higher pay grade shall be added in the current pay of the employee.

27. Deferment of promotion.--- (1) Promotion of an employee shall be deferred, if-

- (a) an employee who has resigned shall not be considered for promotion no matter the resignation is yet to be accepted;
- (b) disciplinary proceedings are pending against him; and
- (c) performance evaluation dossier is incomplete or any other document or information required by the Human Resource and Remuneration Committee or the Selection Committee concerned for determining his suitability for promotion is not available.

(2) The employee whose promotion has been deferred shall be considered for promotion as soon as the reasons for deferment cease to exist.

(3) If an employee is otherwise eligible for promotion but has been inadvertently omitted from consideration in the original reference due to clerical error or plain negligence and is superseded, the case may be referred to the Human Resource and Remuneration Committee for consideration.

28. Notional Promotion.--- (1) In respect of employees who retire (or expire) after recommendation of their promotion by the Human Resource and Remuneration Committee or Selection Committee concerned, as applicable, but before its approval by the Appointing Authority, their promotion shall be deemed to have taken effect from the date of recommendation of the Human Resource and Remuneration Committee or Selection Committee concerned and their terminal benefits (pension or gratuity) shall be calculated as per pay which they would have received had they not retired or expired;

(2) Any minor penalty shall not be a bar to promotion of employees to higher pay grade.

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.


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30. Appointment by transfer.--- (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 or higher pay grade with own pay upon the consent of the Functional Organ Director concerned and discretion of the Appointing Authority:

Provided that where the employee occupy a higher post by transfer cannot be absorbed (permanently posted) against the said post:

Provided further that, the employee appointed shall fulfill the requisite qualification, experience and other conditions of the vacant post to which his transfer is intended.

(2) A transfer may be initiated by the Appointing Authority or by the employee.

(3) It shall be the sole discretion of the Appointing Authority to accept or refuse a request for transfer from an employee under these regulations and any decision made in this behalf shall be final.

(4) In cases where more than one employee raises a request for a transfer to same post, the employee who placed the request first shall be considered first on the list of requestors.

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 requisite qualification, experience and other conditions required for the post to which their transfer is intended.

32. Appointment by initial recruitment.--- Initial appointment to regular posts shall be made in accordance with the procedure hereinafter prescribed.

33. Eligibility for initial appointment.--- (1) A candidate for appointment shall be a citizen of Pakistan.

(2) Candidates for appointment to posts in pay grade S1 and above shall produce required degree(s) duly verified from the Higher Education Commission of Pakistan;

(3) A person shall not be appointed to a post unless he produces a police clearance certificate and a medical fitness certificate from a government hospital.


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(4) An appointment by initial recruitment of a candidate shall be subject to verification of work experience(s) against the required years of experience for a post, where applicable, to the satisfaction of the Appointing Authority.

(5) The appointment shall be made on the recommendations of the Selection Committee.

(6) A candidate for initial appointment to a post shall possess the minimum qualifications 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.

(7) The upper age limit laid down for the regular posts shall be as per column 5 of Schedule I and Schedule II appended to these regulations.

34. Procedure for initial appointment.--- For the initial appointment of regular posts the following procedure shall be followed, namely:

- (a) line supervisor shall initiate the Talent Acquisition Form for approval of the Managing Director;
- (b) applications for the posts shall be invited through wide publicity in print media. The advertisement shall be published in at least two newspapers and through official website;
- (c) reasonable time not less than fifteen calendar days from the date of advertisement shall be given inviting applications for the posts to provide adequate opportunity to eligible candidates to apply and to ensure maximum competition. However, in urgent cases, time for inviting applications shall not be less than seven days from the date of publication of the advertisement. In case the last date for receipt of applications falls on a public holiday, the last date shall stand extended to the next working day;
- (d) Shortlisting Committee may decide on the late applications received through courier after the closing date;
- (e) in situations where the vacant post is advertised but the screening and interview process has not initiated within one year of the closing date, the post shall be re-advertised and the interested candidates may re-apply;
- (f) applications received for the post shall be scrutinized by the Shortlisting Committee constituted for the purpose. The scrutiny shall be carried out in the light of record furnished by the applicant with particular reference to eligibility criteria and other conditions advertised for the post. In case of missing, incomplete or unclear record provided by the applicant, the Shortlisting Committee is authorized to reject the application(s);

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- (g) work experience in a calendar month shall be considered as “one month” if the duty period is sixteen days or more of the calendar month for the purpose of calculation of work experience;
- (h) applications that meet the eligibility criteria shall be scored in accordance with the Scorecard for shortlisting and selection of candidates, as appended to these regulations, to finalize the shortlisted candidates for the interviews. A maximum number of fifteen shortlisted applicants against a post, except for posts in pay grade S2 and S3, in order of merit shall be called for an interview:

Provided that if less than three candidates are shortlisted for interviews, the case may be forwarded to the Human Resource and Remuneration Committee for review. The Human Resource and Remuneration Committee may either relax the scorecard or may decide to re-advertise the post(s), as may deem necessary;

- (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 those candidates who do not appear for interview shall be dropped from the selection process;
- (j) Selection Committee shall have at least three members to form the quorum of the Committee;
- (k) interviews shall be conducted face-to-face with the candidates; however interview via video conferencing or skype call may be conducted subject to the approval of the Chairman of the Selection Committee;
- (l) Selection Committee shall interview the qualified candidates and prepare a merit list on the basis of academic qualification, experience, professional skills and other conditions, as may be applicable; and as well as marks obtained in the interview:

Provided that the candidates securing less than fifty percent (50%) marks in the interview shall be considered failed:

Provided further a merit list of top three candidates may be prepared, as may deem fit;

- (m) Merit list shall be prepared keeping in view the aggregate marks secured by the candidates.

Provided that when two or more than two candidates have secured equal marks in aggregate, the candidate who has secured higher marks in the interview shall rank higher.


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- (n) the list containing order of merit of the candidates shall be signed by the members of the Selection Committee including Chairman and shall be forwarded for approval of the Appointing Authority;
- (o) the Appointing Authority shall approve appointment, in order of merit, on the recommendations of the Selection Committee and orders shall be issued accordingly; and
- (p) a waiting list duly signed by the members of Selection Committee shall be maintained which shall remain valid till six months and any candidate on merit can be appointed during the period from the list if the candidate offered either declines the job offer or his post falls vacant in case of resignation or termination or any other reasons.

35. **Composition of Shortlisting and Selection Committees.**--- Composition of Shortlisting and Selection Committee for appointment to posts in different pay grades shall be as under-

- (a) Composition of Shortlisting and Selection Committee for appointment to regular posts in pay grade M2—
 - i. **Shortlisting Committee**--- Shortlisting for appointment to posts in pay grade M2 shall be carried out by the Human Resource and Remuneration Committee.
 - ii. **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 nominated under section 4, sub-section(i), clause (h) of the Khyber Pakhtunkhwa Establishment Information Technology Board Act 2011;	Member
3.	Subject Specialist (shall be from the relevant field with extensive work experience of at least 15 to 20 years as a Head of the organization or second most senior officer in a reputed public sector organization or a listed company preferably categorized in 100 index on PSX);	Member
4.	HR Specialist.	Member

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- iii. The Chairman of the Selection Committee shall nominate the members of the Selection Committee.
 - iv. The Chairman of the Selection Committee may nominate additional members for the Selection Committee, as he may deem fit.
 - v. The Subject Specialist's evaluation of the candidates shall be given due consideration in finalizing the candidate for the post.
- (b) Composition of the Shortlisting and Selection Committee for appointment to regular posts in pay grade M3 to M7 shall comprise of the Human Resource and Remuneration Committee and the Director of the Functional Organ concerned. The Chairman of the Human Resource and Remuneration Committee may appoint co-opted members, as he may deem fit.
- (c) Composition of Shortlisting and Selection Committee for appointment to regular posts in pay grade S1 to S3 shall be as given hereunder. The Chairman of the Selection Committee may appoint co-opted members, as he may deem fit:-

1.	Chairman (Nominated by Managing Director, Khyber Pakhtunkhwa Information Technology Board).	Member-cum-Chairman
2.	Subject Specialist (not below the rank of BPS-17) or from a managerial level from a private organization).	Member
3.	Representative of the Secretary Establishment, Government of Khyber Pakhtunkhwa (not below the rank of BPS-17).	Member
4.	Advisor (Eminent in the field of Human Resource Management, to be nominated by the Chairman of the Selection Committee).	Member
5.	Director of the Functional Organ concerned (or his representative not below the pay grade of M4).	Member-cum-Secretary

36. Screening process through testing agency or in-house testing system .--- The preliminary screening of applications for initial appointment to regular posts except for the posts in pay grade M1, M2, M3, M4, S2, and S3 shall be done through a Testing Agency or In-House Testing System established for the purpose. The screening through

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the Testing Agency or In-House Testing System shall take place in the following manner, namely:-

- (a) applications for the posts shall be shortlisted through subject specific test by the Testing Agency or In-House Testing System;
- (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 are shortlisted;
- (c) the marks obtained through the test shall be given thirty percent (30%) weightage of the total marks for shortlisting and selection scorecard; and
- (d) after the written or skill test by Testing Agency or In-House Testing System, the Shortlisting Committee shall review the applications of the applicants who obtain qualifying marks to check relevancy in terms of education and experience, where applicable, and other conditions for the post. The procedure for assessment of subjective criteria like relevancy, in terms of education and experience shall be ascertained by the Shortlisting and Selection Committee. The list of shortlisted candidates shall be then finalized for interviews using the scorecard, as given under these regulations, for the shortlisting and selection of candidates.

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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. A decimal fraction of 0.5 marks and above shall be considered one mark while less than that shall be ignored. To elaborate, a candidate securing 19.5 marks shall be considered to have secured 20 marks.

CHAPTER- 4 CONTINGENT APPOINTMENT

38. Contingent appointment.--- (1) The Managing Director in case of urgency may appoint such officers, servants, experts or consultants, as he may deem fit, and shall report every such appointment made, to the notice of Board without unreasonable delay as is required under sub-section (4) of section 9 of the Act and the decision of the Board in respect of any or all such appointments shall be final.

(2) Where the Managing Director considers it to be in the public interest to fill a post urgently, he may proceed to fill such post with direct recruits on contingent basis.

(3) The following procedure shall be observed strictly in contingent appointments:-

- (a) to fill a post on contingent basis, the Director of the Functional Organ concerned shall send a request for approval to the Managing Director;
- (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 post, as determined by the Director concerned;
- (c) the Director of the Functional Organ concerned, upon satisfactory scrutiny of the qualifications of the individual, shall forward his recommendation to the Managing Director for hiring of the contingent staff.

(4) The contingent appointments shall not confer either any right on the contingent staff in the matter of regular appointment to the same post nor shall the service count towards seniority.

(5) Service in contingent capacity shall count as experience for the purpose of minimum qualification of a post.

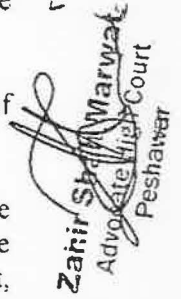
(6) The contingent appointment shall only last till the recommendation of the Selection Committee has been received and the Appointing Authority has approved the selection of a candidate for the vacancy or in case of end of the contingent contract, whichever comes earlier. On this, the services of contingent appointee shall be terminated without any notice.

(7) In case of urgency to fill a vacant post that is already budgeted or approved by the Appointing Authority, 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.

(8) If a post is not budgeted, the Managing Director may hire staff on work charge basis. If the post is required for more than one year then further extension may be subject to the review of the Human Resource and Remuneration Committee.

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

39. Appointment on acting charge basis or current charge basis.--- (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


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promotion as per eligibility criteria, 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 is short by more than three years.

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

(3) Acting charge appointment shall be made against posts which are likely to fall vacant for period of six months or more.

(4) Appointment on acting charge basis shall be made on the recommendation of the Human Resource and Remuneration Committee:

Provided that appointment on acting charge basis to pay grade M2 shall be made on the recommendation of the Selection Committee for appointments to pay grade M2.

(5) Acting charge allowance shall be determined by the Human Resource and Remuneration Committee for the approval of the Appointing Authority.

(6) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.

(7) For vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time by the Managing Director.

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40. Interim charge appointment to a higher post.--- the Managing Director may appoint an employee on interim charge basis against a higher post in the same Functional Organ where an employee in a higher post is unavailable because of extended work related travel, leave or medical reasons, or any other reason other than post vacancy.

41. Additional Charge appointment of an equivalent post.--- (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 Appointing Authority.

(2) Additional charge allowance shall be determined by the Human Resource and Remuneration Committee for the approval of the Appointing Authority.

CHAPTER - 6
PROBATION AND CONFIRMATION

42. Probation and Confirmation.--- (1) A regular employee appointed to a post by initial recruitment, promotion or transfer (in absorption cases) shall be on probation for a period of six months.

(2) The Appointing Authority, if considers necessary, may extend the probation up to six months as may be specified at the time of appointment.

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

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:

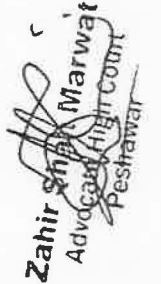
Provided further that if no specific order is issued on the expiry of the extended period of probation, the period of probation shall be deemed to have been successfully completed.

(4) Where, in respect of any regular post, the satisfactory completion of probation includes the successful completion of the objectives set forth for the probation period:

Provided that if an employee appointed on probation to such post who, before the expiry of the original or extended period of probation, has failed to meet the expectations set forth for the probationary period-

- (a) if he was appointed to such post by initial recruitment, be discharged; or
- (b) if he was appointed to such post by promotion or transfer be reverted to the post from which he was promoted or transferred:

Provided that, in the case of initial appointment to a post, an employee shall not be deemed to have completed his period of probation satisfactorily until his work experiences, where applicable, have been verified as satisfactory in the opinion of the Appointing Authority and he has provided the required degrees, where applicable, duly verified from the Higher Education Commission.


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CHAPTER-7 SENIORITY

43. **Seniority.**--- (1) For proper administration of a service or post, the Managing Director shall circulate a preliminary seniority list of the employees in same pay grades of the Functional Organs and after having objections of the employees, if any and recommendations by the Human Resource and Remuneration Committee, final seniority list shall be issued by the Managing Director:

Provided that employees shall be given one month time after circulation of preliminary seniority list to file the objections (if any).

(2) The seniority lists prepared under sub-regulation (1) shall be revised and notified at least once in a financial year.

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

Provided that if the date of regular appointment of two or more employees in the lower post is the same, the employee older in age, shall be treated senior.

(4) In the event of merger or restructuring of the Functional Organs, the seniority of employee affected by the merger or restructuring shall be determined in accordance with above sub-regulation (3) of this regulation.

(5) The appointment with regard to appointment on acting charge, current charge or interim charge basis in a higher post shall not be construed to confer any right in the matter of seniority in the higher post.

CHAPTER-8 WORKING HOURS AND TIME & EFFORT REPORTING

44. **Working hours.**--- (1) The work days shall be from Monday to Friday and the office timings shall be from 9.00 AM to 5:00 PM.

(2) The office shall remain closed on Saturday and Sunday, unless otherwise required.

(3) An employee is expected to work for additional hours, as may be required, to carry out the tasks assigned.

(4) In the month of Ramadan, the office timings may change as may be notified from time to time.

(5) An employee is required to work at least forty hours per week.

(6) Contingent staff may work as per schedule assigned.

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45. **Time and effort reporting.**--- Staff may be registered in biometric, as the case may be, and enter the attendance on daily basis. Due to unavoidable circumstances, the employee may be required to record the attendance on the time and effort reporting sheet as may be designed to serve the purpose.

CHAPTER-9 DISCIPLINARY REGULATIONS

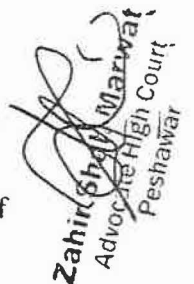
46. **Disciplinary action.**--- Disciplinary action against a regular employee or staff of the Board shall be regulated in the manner hereafter prescribed.

47. **Grounds for proceedings.**--- An employee shall be liable to be proceeded against under these regulation, if he is, in the opinion of the authority-

- (a) inefficient or has ceased to be efficient; or
- (b) guilty of misconduct; or
- (c) guilty of habitually absenting himself from duty without prior approval of leave; or
- (d) corrupt, or may reasonably be considered corrupt because-
 - (i) he is, or any of his dependents or any other person through him or on his behalf is, in possession of pecuniary resources (for which he cannot reasonably account) or of property disproportionate to his known sources of income; or
 - (ii) he has assumed a style of living beyond his ostensible means; or
 - (iii) he has a persistent reputation of being corrupt; or
- (e) engaged, or is reasonably believed to be engaged in subversive activities, or is reasonably believed to associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service of the Board is prejudicial to national security or detrimental to the larger interest of the Board.

48. **Penalties.**--- (1) The authority or authorized officer, as may be applicable, may impose on an employee, on the grounds mentioned in regulation 47 under these regulations, one or more of the following minor and major penalties, namely:

- (a) **Minor penalties:-**
 - (i) censure;
 - (ii) withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial


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advancement, in accordance with the regulations or orders pertaining to the service or post:

Provided that the penalty of withholding increments shall not be imposed on an employee who has reached the maximum of his pay grade;

- (iii) recovery from pay of the whole or any part of any pecuniary loss caused to the Board by negligence or breach of order;

(b) Major penalties:-

- (i) reduction to a lower post, grade or to a lower stage in a time scale for a minimum period of one year;
- (ii) compulsory retirement;
- (iii) removal from service; and
- (iv) dismissal from service.

(2) Removal from service does not, but dismissal from service does, disqualify the employee for future re-employment:

(3) In these regulations, removal or dismissal from service does not include the discharge of person:-

- (a) appointed on probation, during the period of probation, or in accordance with the probation regulations applicable to him; or
- (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
- (c) engaged under a contract, in accordance with the terms of the contract.

49. Inquiry procedure.--- The following procedure shall be observed for an inquiry against an employee of the Board under these regulations-

(1) In case where an employee is accused of subversion, corruption or misconduct, the authorized officer shall require him to proceed on leave or, with the approval of the authority, suspend him for a period of ninety days, if in the opinion of the authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated.

(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 47 shall apply.

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(3) If the authorized officer decides that it is not necessary to have an inquiry conducted through an inquiry officer or inquiry committee, he shall:-

- (a) document the findings;
- (b) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
- (c) give him a reasonable opportunity of showing cause against that action:

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

Provided further that, if the authorized officer is satisfied in view of the preliminary inquiry report of any Authorized Government Agency or any other inquiry committee or inquiry officer, that responsibility has been fixed on the specified employee(s) involved in the case and quantum of loss incurred by the Board: is also indicated therein, the authorized officer may dispense with formal inquiry under these regulations and serve a show cause notice upon the accused employee (s)/staff, stating therein the grounds of action to be taken and giving to the accused a reasonable opportunity of written defense and personal hearing.

(4) On receipt of the report of the inquiry officer or inquiry committee, or where no inquiry officer or committee is appointed, on receipt of written defense or explanation of the accused to the show cause notice, the authorized officer shall determine whether the charge has been proved, and if so, shall also tentatively decide the imposition of major or minor penalty in relation to the accused in the light of the inquiry report or the defense or explanation of the accused, as the case may be, and serve him with a final show cause notice, communicating him the penalty to be imposed, along with a copy of the inquiry report, if any, giving him a reasonable opportunity, which shall not be less than seven days or more than fifteen days, to defend himself against the proposed action;

(5) If on receipt of the final show cause notice, and after hearing the accused if he so desired, it is proposed to impose a minor penalty, the authorized officer shall pass orders accordingly. If it is proposed to impose a major penalty, he/she shall forward the case to the authority along with the charges and statement of allegation(s) served on the accused, the explanation of the accused to the show cause notice, the findings of the inquiry officer or inquiry committee, if appointed, and his/her own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper; and

Provided that the accused shall be given the option to be heard in person and a copy of inquiry report shall be provided to him, if he demands;

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(6) While imposing a penalty under these regulations, the authorized officer, or the authority, as the case may be shall ensure that the penalty corresponds to the degree of involvement of the accused employee/staff with particular reference to the nature of guilt, i.e. corruption, negligence, inefficiency or misconduct and shall make a judicious decision, according to the facts, of the case and extent of the employee's involvement in it:

Provided that if the authorized officer or the authority is not in agreement with the findings of the inquiry officer or inquiry committee, he may order a fresh inquiry through another inquiry officer or inquiry committee as deemed appropriate.

50. Procedure to be observed by the inquiry officer and inquiry committee.---

(1) Where an inquiry officer or inquiry committee is appointed, the authorized officer shall-

- (a) frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and if any other relevant circumstances which are proposed to be taken into consideration; and
- (b) require the accused within a reasonable time, which shall not be less than seven days or more than fifteen days from the day the charge has been communicated to him, to put in a written defense to the inquiry officer or the inquiry committee, as the case may be, and to state at the same time whether he desires to be heard in person.

(2) The inquiry officer or the inquiry committee, as the case may be, shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.

(3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefor shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week:

Provided that the inquiry committee or inquiry officer, as the case may be, shall submit its/his report within the shortest possible time which shall not be more than one month after receipt of reply to the charge sheet/statement of allegation.

(4) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the inquiry, he or it shall administer a warning, and if thereafter he or it is satisfied that the accused is acting in disregard of the warning he or it shall record a finding to that effect

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and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.

(5) The inquiry officer or the inquiry committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.

51. Powers of inquiry officer and inquiry committee.---For the purpose of an inquiry under these regulations, the inquiry officer and the inquiry committee shall have the powers in respect of the following matters, namely-

- (a) inquire any person;
- (b) requiring the discovery and production of documents;
- (c) receiving evidence on affidavit;
- (d) examination of witnesses or documents; and
- (e) seek assistance of any third party or seek expert opinion.

52. Revision.--- The authority may, in the case of any order passed by the authorized officer, call for and examine the record of any case and may, after making such further inquiry or investigation, if necessary, either personally or through an officer, pass such order as it may deem appropriate:

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

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53. Regulation 49 not to apply in certain cases:-Nothing in Regulation 49 shall apply to a case:-

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

54. Procedure in case of willful absence.--- (1) Notwithstanding anything to the contrary contained in these regulations, in case of willful absence from duty by an employee, a notice shall be issued by the authorized officer through official email or "registered acknowledgement" due cover on his home address directing him to resume duty forthwith. If the same is received back as undelivered or no response is received from the absentee within the stipulated time, a notice shall be published in at least two

leading newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision will be taken against him. On expiry of the stipulated period given in the notice, the authorized officer shall recommend his case to the authority for imposition of major penalty of removal from service. Absence without leave even for a single day is also misconduct and makes the employee liable to disciplinary action.

55. **Appearance of Counsel.**---No party to any proceedings under these regulations before the authority, the authorized officer, an inquiry officer or an inquiry committee shall be represented by an Advocate.

56. **Exception.**--- Notwithstanding anything to the contrary contained in these regulations, in cases where employees collectively strike work, willfully absent themselves from duty or abandon their official work, the authority may serve upon them, through the newspapers or any other mean, such notice as deemed appropriate to resume duty and in event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting employees any of the major penalties prescribed in these regulations.

57. **Indemnity.**--- No suit, prosecution or legal proceedings shall lie against the authority or authorized officer or any other authority for anything done or intended to be done in good faith under these regulations or the instructions made or issued there-under.

CHAPTER - 10 PAY STRUCTURE

58. **Pay structure for regular employees.**--- (1) The pay structure for the regular employees is as given in Schedule II appended to these regulations.

(2) Any revision in the pay structure shall be subject to the approval of the Competent Authority.

59. **Gross pay break-up.**--- A uniform break-up for gross pay for regular posts in pay grade M2 and below is given hereunder-

Gross Pay Break-up	Percentage of Gross Pay
Basic Pay	60%
House Rent	25%
Utilities	10%
Dearness allowance	5%

60. **Pay structure.**--- (1) For the time being, as sanctioned by the Board, the pay structure for regular employees is based on ten pay grades based on nature of work and

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level of supervision required. The pay grades have been further classified into seven management grades (M grades) and three non-management support grades (S grades).

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

- (i) each pay range has a minimum, mid-point and maximum point. The difference between maximum and minimum point is defined as spread. The spread is further divided into steps or increments;
- (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 shall be awarded one additional step for each year of additional experience;
- (iii) the experience documented at the time of initial recruitment shall be referred for the purpose of calculating the total years of relevant experience prior to joining the Board;
- (iv) those 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
- (v) a new hire or an employee shall be placed between minimum step and midpoint and in case he exceeds midpoint, the case may be taken up with the Human Resource and Remuneration Committee for consideration.

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61. Pay calculations.--- Pay calculations are based on each calendar month. Deductions may be made for income taxes, pay advances, extraordinary leaves and other applicable deductions, and additional payments as may be applicable, shall be made by the end of each month.

62. Wages for contingent staff.--- In case of contingent hiring, the Director concerned shall send the recommendation for the market based wage rate to the Managing Director for approval.

The payment may be calculated as a fixed amount for each task completed or at a daily rate for the work assigned or the days worked, as may be applicable.

63. Pay advance.--- Employees who have completed one year of service will at the Board will 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.

The pay may be recovered in installments over a number of year's equivalent to the number of pay advances withdrawn; provided that the number of years shall not be more than the remaining service of the employee till the age of superannuation. No pay advance shall be released until the previous pay advance, if any, has been recovered.

**CHAPTER-11
SERVICE BENEFITS**

64. Health insurance.--- Health Insurance shall be applicable to the employees holding appointment on regular basis and to their dependents as defined under these regulations. For the time being, as sanctioned by the Competent Authority, the health insurance consists of the provisions given hereunder: -

(a) In-Patient-Department Medical Cover—

- (i) Board shall procure services of an insurance company through competitive bidding process to provide in-patient-department services through panel hospitals to the employees;
- (ii) selected insurance company shall provide medical coverage against hospitalization, day-care surgeries, maternity cases and other in-patient medical expenses;
- (iii) the confinement ceiling for medial cover shall be fixed for the employee and his dependents as defined under these regulations. The ceiling may be reviewed by the Human Resource and Remuneration Committee and may change from time to time, when required, subject to approval of the authority. If the limit depletes, the individual case may be taken up with Managing Director. For the time being, as sanctioned by the Competent Authority, the approved limits per confinement for hospitalization (including all expenses of hospitalization and day care surgeries and procedures) and annual limits for normal and cesarean section delivery are as given hereunder:-

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Pay Grade	Health insurance coverage per confinement per employee/dependent	Annual limit for all pregnancy related hospitalization (normal delivery)	Annual limit for all pregnancy related hospitalization (cesarean section)
Pay Grade M1 and M2	PKR.500,000/-	PKR.100,000/-	PKR.150,000/-

Pay Grade M3 to M7	PKR.400,000/-	PKR.80,000/-	PKR.120,000/-
Pay Grade S1,S2 and S3	PKR.300,000/-	PKR.50,000/-	PKR.90,000/-

- (iv) the approved limit for room rates may be reviewed by the Human Resource and Remuneration Committee and may change from time to time, when required, and subject to approval of the authority. For the time being, as sanctioned by the Competent Authority, the approved limits for room rent rates under the hospitalization cases as are given hereunder:-

Pay grade	Room Rent Limit (PKR)
Pay Grade M1 and M2	PKR.10,000
Pay Grade M3 to M7	PKR.6,500
Pay Grade S1 and S2	PKR.3,500

- (v) in case the premium for reasonable confinement limits exceeds the budget, the case may be referred to Finance and Risk Management Committee.
- (b) **Out-Patient-Department medical cover**— A regular employee and his dependents shall be entitled to out-patient-department medical coverage of PKR.4000 per month per employee and may be reviewed by the Human Resource and Remuneration Committee and change from time to time, when required, subject to approval of the authority. If the limit depletes, the individual case may be taken up with Managing Director. For the time being, as sanctioned by the Competent Authority, the Out-Patient-Department medical cover of employee and his dependents shall be administered through insurance company.

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65. Life insurance.--- This shall apply to the employees holding appointment on regular basis. For the time being, as sanctioned by the Competent Authority, the life insurance consists of the provisions given hereunder-

- (a) life insurance shall be through a selected insurance company to compensate employees for death, total or partial disablement, loss of limbs or other disabilities. The decision on payment shall be in accordance with the insurance policy;
- (b) the approved limit for life insurance coverage against normal and accidental deaths may be reviewed by the Human Resource and Remuneration Committee and may change from time to time, when

required, subject to approval of authority. For the time being, as sanctioned by the Competent Authority, the approved limits for life insurance coverage are as given hereunder:-

Pay Grade	Insurance coverage limit for normal death of employee	Insurance coverage limit for accidental death of employee
Pay Grade M1 and M2	PKR.3,000,000/-	PKR 6,000,000/-
Pay Grade M3 to M7	PKR.2,500,000/-	PKR 5,000,000/-
Pay Grade S1,S2,S3	PKR.2,000,000/-	PKR 4,000,000/-

- (b) in case of death of an employee, the insurance amount shall be paid to the family of the deceased employee as prescribed under these regulations.

66. **Official vehicle entitlement.**--- (1) The official vehicle entitlement is applicable only to the employees appointed in regular posts in Pay Grade M5 and above.

(2) The vehicle entitlement limit may be reviewed by the Human Resource and Remuneration Committee and may change from time to time when required subject to approval of the authority. For the time being, as sanctioned by the Competent Authority, the official vehicle entitlement to each pay grade is as follows, namely:

Pay Grade	Vehicle Entitlement Limit
Pay Grade M1	as approved by the Competent Authority
Pay Grade M2	1600CC
Pay Grade M3	1300CC
Pay Grade M4	1300CC
Pay Grade M5	1000CC

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(3) The purchase of vehicles for each pay grade listed above is subject to budget provision.

67. **Fuel entitlement.**--- Regular employees in Pay Grade M5 and above shall be entitled to fuel. The approved fuel limits may be reviewed by the Human Resource and Remuneration Committee and may change from time to time when required subject to approval of the authority. For the time being, as sanctioned by the Competent Authority, the approved fuel limits are as given hereunder:-

Pay Grade	Monthly fuel entitlement limit
Pay Grade M1	as approved by the Competent Authority
Pay Grade M2	250Litre
Pay Grade M3	200Litre
Pay Grade M4	150Litre
Pay Grade M5	120Litre

68. **Communication allowance.**--- (1) The staff in pay grade equivalent to and above Pay Grade M5 with appointment in regular posts shall be eligible for monthly communication allowance. The approved limit for communication allowance may be reviewed by the Human Resource and Remuneration Committee and may change from time to time when required subject to approval of the authority. For the time being, as sanctioned by the Competent Authority, the approved limits are as given hereunder:-

Pay Grade	Monthly Communication Allowance Limit
Pay Grade M1	as approved by the Competent Authority
Pay Grade M2	Pak.Rs.5000 per month
Pay Grade M3	Pak.Rs.4000 per month
Pay Grade M4	Pak.Rs.3000 per month
Pay Grade M5	Pak.Rs.2000 per month


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(2) The communication allowance shall be paid in fixed amount per month through payroll.

69. **Retirement benefits.**--- They provisions of this regulation shall be applicable to the regular employees in the following manner, namely:

(a) **Gratuity:-**

- (i) a regular employee must have completed at least six months from the date of initial appointment to a regular post to be eligible for gratuity. In case of dismissal, the disciplinary regulations shall be referred as given under these regulations;
- (ii) gratuity is paid to the eligible employees on attaining superannuation age, at the end of service or on voluntary exit, whichever comes earlier;

- (iii) gratuity is paid at the rate of last month's drawn gross pay and calculated against each year of service on pro-rata basis.
- (iv) gratuity benefit is effective as of November 01, 2017 or from date of appointment, whichever comes later. However, the regular employees who were appointed on Management Pay Scale shall be eligible for gratuity effective from the date of initial appointment and those who were converted to Management Pay Scale during the service at Board shall be eligible for gratuity effective from the date of conversion to Management Pay Scale.

(b) **Employee Old-Age Benefits (EOBI)--**

- (i) under the EOBI Act 1976 constituted by the Parliament of Pakistan, the regular employees shall be registered with the Employee Old Age Benefits Institution (EOBI);
- (ii) in accordance with the Employee Old Age Benefits Institution regulations, contribution of defined percentage of the minimum wage rate shall be made on monthly basis by the employee and the Board on behalf of the employee; and
- (iii) the benefits of the scheme shall be applicable as may be defined by the Employee Old-Age Benefits Institution.

70. Annual increment.--- (1) For the time being, as sanctioned by the Board, the annual increment shall be applicable to the regular employees of the Board under the provisions given hereunder: -

- (a) annual increment shall be paid at a fixed rate of 5% of the basic pay;
- (b) regular employees hired before 1st June during a year shall be eligible for annual increment that shall be paid through payroll of the month of December;

(2) **Contingent staff:** - Annual increment shall not be applicable to contingent staff or those hired on work charge basis.

71. Pay increase.--- (1) A pay increase shall be applicable to the regular employees of the Board.

(2) Pay increase percentage shall be reviewed each year by the Human Resource and Remuneration Committee and referred to the Finance and Risk Management Committee for budget review and approval of the authority.

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CHAPTER- 12
LEAVE REGULATIONS

72. Application and commencement.--- (1) Leave regulations from Regulation 72 to Regulation 98 shall apply to the regular employees of the Board. A regular employee shall be allowed leave in accordance with the leave regulations applicable to him, provided that leave shall depend on the exigencies of service and granted at the discretion of the leave sanctioning authority.

(2) For the purpose of computing the leave at credit, the service from 1st July, 2017 or date of employment, whichever comes later shall be taken into account.

73. Earning and accumulation of leave.---(1) A regular employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay". All service rendered by a regular employee qualifies him to earn leave but shall not be earned during leave except casual leave.

(2) Duty period that of more than fifteen days in a month shall be treated as full calendar month for the purpose of calculation of earned leave.

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

74. Leave on full pay.---(1) The maximum period of leave on full pay that may be granted to a regular employee at a time by the leave sanctioning authority shall be as follows—

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

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

75. 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 year.

(2) Such leave shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of the leave.

(3) Such leave shall be granted sparingly and to the satisfaction of the leave sanctioning authority.

(4) Such leave is shown by (-) minus entry in leave account


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76. **Pay during leave.**---(1) Leave pay admissible during leave on full pay shall continue to remain the same as drawn on the day immediately before the beginning of the leave:

Provided that a regular employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of regular employees takes place or an annual increment occurs during the period of leave of the regular employee.

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

78. **Maternity leave.**--- (1) Maternity leave may be granted on full pay, outside the leave account, to a female regular employee to the extent of ninety days in all.

(2) Such leave may not be granted for more than three times in the entire service of a female regular employee.

(3) For confinement beyond the third one, the female regular employee would have to take leave from her normal leave account.

(4) Maternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible.

(5) Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with regulation 76 of these regulations.

(6) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if any increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

(7) Flexible working hours and in-house day-care facilities may be provided to the female employees.

79. **Disability Leave.**---(1) Disability leave may be granted outside the leave account on each occasion up to a maximum of seven hundred and twenty days on such medical advice as the Managing Director may consider necessary, to a regular employee, disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

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

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80. Study Leave.--- (1) Study leave up to a maximum of two years on may be granted in the entire service to a regular employee having five years' service to study scientific, technical or similar problems, or to undergo special courses of instruction.

(2) Such leave shall be taken as extraordinary (unpaid) leaves.

81. Recreation Leave.--- (1) Recreation leave may be granted for fifteen days once in a financial year to a regular employee, the debit to the leave account may, however, be for ten days leave on full pay.

82. Casual Leave.--- (1) Casual leave is granted to regular employees to enable them to attend to their private affairs of casual nature. A regular employee on casual leave is not treated as absent from duty and his pay and allowances are not intermitted.

(2) Casual leave up to maximum of 25 days in a calendar year may be granted outside the leave account.

(3) Casual leave may be granted in conjunction with public holidays but not with any other kind of leave or joining time.

(4) The public holidays which are sandwiched between the casual leaves shall be debited to the Casual Leave Account.

(5) Casual leave shall not be granted unless the casual leave account is seen by the sanctioning authority to ensure that (i) the leave applied for, is due and (ii) it is not excessive of the leave balance earned.

(6) Any balance of casual leave not availed shall lapse on the termination of the financial year.

(7) Leave is earned during casual leave.

83. Quarantine Leave.--- (1) Quarantine leave is in the nature of extra casual leave and granted to regular employees on account of absence from duty necessitated by order not to attend office in consequence of infectious disease. A substitute shall normally not be employed during the absence of a regular employee on such leave:

Provided that where the exigencies of service are compelling, the head of the office may employ a substitute for reasons to be recorded in writing.

(2) A regular employee may be granted quarantine leave, duly certified by his authorized medical attendant up to a maximum of 21 days but in exceptional circumstances up to 30 days outside his leave account.

(3) Quarantine leave is not treated as absence from duty and pay and allowances are not intermitted.

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84. Extraordinary leave (Leave without pay).---(1) Pay and allowances and any other benefits are inadmissible during extraordinary leave. The annual increments are also inadmissible during extraordinary leave.

(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 and in case a regular employee has completed five years of continuous service extraordinary leave (without pay) for a maximum period of two years may be granted at the discretion of the Managing Director:

(3) The maximum period of extraordinary leave without pay combined with leave on full pay shall be subject to the limit of five years. The maximum period of five years shall be reduced by the period of leave on full pay, if granted in combination with the extraordinary leave.

(4) The extraordinary leave may be granted retrospectively in lieu of absence without leave.

(5) The period of extraordinary leave is not considered as period spent on duty.

85. Leave on Medical Certificate.--- (1) Leave applied for on medical certificate to a regular employee shall not be refused. The authority competent to sanction leave may, at its discretion, secure a second medical opinion to have the applicant medically examined.

(2) When an employee of the Board submits a medical certificate for the grant of leave, it shall be by a government hospital or any of the panel hospitals of the insurance provider.

(3) Leave on medical certificate of three days or more shall require a medical certificate.

(4) Certificate of fitness will be required to resume duty on return from medical leave.

86. Leave preparatory to retirement.--- The maximum period up to which a regular employee may be granted leave preparatory to retirement shall be three hundred and sixty five days. It may be taken subject to availability in the leave account at the discretion of the employee and it shall not extend beyond the age of superannuation. Leave preparatory to retirement shall not be combined with any other kind of leave.

87. Overstay after sanctioned leave.--- Unless, the leave of a regular employee is extended by the leave sanctioning authority, a regular employee who remains absent(except for circumstances beyond his control) after the end of his leave shall not be entitled to any remuneration for the period of such absence, and without prejudice to

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any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account.

88. In service death or permanent disability.--- (1) In case an employee dies, or is declared permanently incapacitated for further service by a Medical Board, while in service, a lump sum payment equal to leave pay up to three hundred and sixty five days out of the leave at his credit shall be made to his family as defined for the purposes of family pension or, as the case may be, to the employee of the Board.

89. Combination of different types of leave etc.---One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the regular employee of the Board:

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

90. Regular Employee on leave not to join duty without permission before its expiry.--- Unless he is permitted to do so by the authority which sanctioned his leave, a regular employee on leave may not return to duty before the expiry of the period of leave granted to him.

91. Reasons need not be specified, etc.-- (1) It shall not be necessary to specify the reasons for which leave has been applied so long as that leave is due and admissible to a regular employee.

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

Provided that the authority competent to sanction leave may, at its discretion, secure a second medical opinion by requesting an authorized medical officer, as the case may be, to have the applicant medically examined.

92. Leave when starts and ends.--- (1) Instead of indicating whether leave starts or ends in the forenoon or afternoon, leave may commence from the day following that on which a regular employee hands over the charge of his post and may end on the day preceding that on which he resumes duty.

(2) The public holidays sandwiched between the leaves or holidays falling within the period of any kind of leave shall be counted as leave and shall be debited to the Leave Account.

93. Leave to be applied etc., in terms of days.--- Leave shall be applied for, expressed, and sanctioned, in terms of days.

94. Manner of handing-over charge when proceeding on leave, etc.--- (1) It shall be the duty of the applicant to make sure that the leave applied for has expressly been sanctioned. A regular employee proceeding on leave, except casual leave, shall hand over the charge of his post. It shall also be the duty of the employee to leave behind all papers, cash, and keys in his custody in the manner determined by his immediate supervisor.


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95. Assumption of charge on return from leave, etc.-- (1) A regular employee, on return from leave, shall report for duty to the leave sanctioning authority and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

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

96. Employment during leave.--- A regular employee is not permitted to accept employment elsewhere during leave unless permitted by the Managing Director.

97. Leave to lapse when regular employee quits service.--- All leave at the credit of a regular employee shall lapse on end of service or when he quits service.

98. Leave application, its sanction.--- (1) Leave applied for must 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.

(2) An application for leave or for an extension of leave shall be submitted to the line supervisor sufficiently in advance, who shall forward the same for the approval of the leave sanctioning authority, with his remarks and the arrangements proposed during the absence of the applicant.

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

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

(5) Leave to Functional Organ Director shall be granted by the Managing Director.

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

(7) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall decide the priority of the applications under consideration.

(8) In case of sickness or emergency, the employee shall inform the line supervisor before 11:00am of the work day through phone, message or email and get approval for leave. If the employee fails to inform the supervisor of his leave, the leave may be considered as unauthorized absence from work and disciplinary action can be taken.


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(9) the line supervisor shall ensure the leaves of employees are reported to the Functional Organ Human Resources.

99. Leave on full pay to Contingent staff.---(1) Contingent staff hired on a contingency contract on full time basis with 30days contract period or more shall earn leave on full pay which shall be calculated at the rate of two days for every calendar month of duty rendered and credited to the leave account as "Leave on full pay".

(2) The public holidays which are sandwiched between the leaves shall not be debited to the Leave Account.

(3) Leave shall not be granted unless the leave account is seen by the sanctioning authority to ensure that (i) the leave applied for, is due and (ii) it is not excessive of the leave balance earned.

CHAPTER- 13 OVERTIME

100. Overtime.--- (1) Employees in pay grade S2 and S3 are eligible for overtime pay.

(2) Overtime shall be assigned and approved in advance by the Managing Director.

(3) Overtime is payable at one fifty percent of the ordinary rate of hourly gross salary and is applicable for approved hours work in excess of eight hours in one working day and for approved hours worked on official gazette holidays.

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CHAPTER- 14 MISCELLANEOUS

101. Application of Government Rules and Regulations.---The following Rules and Regulations of the Government as amended from time to time, shall apply mutatis mutandis to the regular employees of the Board--

- (a) Government of Khyber Pakhtunkhwa Travelling Allowance Rules, 1980
- (b) All other laws, rules, regulations and administrative instructions pertaining to the civil servants not provided herein these regulations.

Provided that:

- i. any reference to a Government servant or civil servant or regular employee shall be construed to be a reference to the regular employee of the Board.

- ii. any reference to the Head of Department shall be construed to be a reference to the Director of Functional Organ concerned.
- iii. any reference to Secretary of the Government shall be construed to be a reference to the Managing Director.
- iv. any reference to the Government shall be construed to be a reference to the Board.

102. Amendment in the Regulations.--- An amendment or addition to the regulations shall be approved by the Board.

103. Issuance of procedural instructions.--- The Managing Director for the conduct of its day-to-day business may issue procedural instructions in respect of the matters not explicitly covered under these Regulations.

BY ORDER OF THE BOARD



**MANAGING DIRECTOR CUM SECRETARY,
KHYBER PAKHTUNKHWA INFORMATION
TECHNOLOGY BOARD**