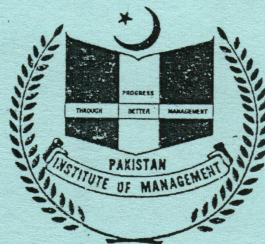


PIM's SERVICE RULES

(AS APPROVED BY PIM BOARD OF GOVERNORS)



GOVERNMENT OF PAKISTAN, MINISTRY OF INDUSTRIES

PAKISTAN INSTITUTE OF MANAGEMENT

SERVING BUSINESS AND INDUSTRY SINCE 1954



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SERVICE RULES

CHAPTER - I

GENERAL :

These rules have been framed in pursuance of the Ministry of Production, Government of Pakistan S.R.O. No. 1113(I)/76, dated 15th November 1976, and the Board of Governors has been pleased to approve the following Service Rules for the employees of Pakistan Institute of Management :

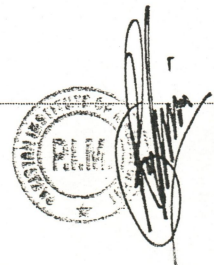
1. Title, Commencement and Application :

- a) These Rules shall be called the Pakistan Institute of Management Service Rules.
- b) These Rules shall come into force with immediate effect.
- c) These Rules shall apply to all officers and members of the staff where applicable, borne on the strength of the Institute.

2. Definitions :

In these Rules unless there is anything repugnant in the subject or context :

- a) "Appellate Authority" means the authority or the officer next above the authority or the officer by whose order the appellant employee feels aggrieved.
- b) "Board" means the Board of Governors of the Institute.
- c) "Competent Authority" means the Authority, as defined in the Schedule of Authorities under Rule:27 and include the Director, PIM as the Chief Executive of the Institute or other officer of the Institute to whom the relevant powers are delegated by the Director, PIM.
- d) "Contract Service" means service under specific contract for a specified period.
- e) "Institute" means the Pakistan Institute of Management.
- f) "Employee" means a person who has been directly recruited as an employee of the Institute including the person who stands transferred to or has become an employee of the Institute.





- g) "Family" means wife or husband and dependent children.
- h) "Period of duty" includes the following:
- i. Joining time;
 - ii. Service on probation;
 - iii. Period of training in or outside Pakistan after joining service of the Institute; and
 - iv. Period spent on attending academic or professional examinations recognized by the Federal Government or a Provincial Government.
- i) "Period of Service" means the period during which an employee is on duty, or on leave authorized by competent authority.
- j) "Proper Channel" means the ascending or descending order of placement of employees according to authority in the administrative set up in Departments or Branches of the Institute.
- k) "Basic Pay" means the pay to which an employee is entitled in the scale of pay of the grade of the post to which he has been appointed, but does not include special pay, personal pay and other emoluments classified as pay or allowances.
- l) "Salary" means Basic Pay, allowance and any other emoluments classified as pay by the Institute.

3. Service Grades :

The employees of the Institute shall consist of the following grades :

- a) Management/Director Grade includes officers of rank of General Manager/ equivalent and above in Grades D-I to D-III.
- b) Executive Grade includes officers in Grades E-V to E-I.
- c) Staff Grade includes subordinate employees.

4. Conditions of Eligibility for Appointment :

- a) Be a Pakistan National.

Provided that in case a Pakistani National is not available for appointment to any particular post a person other than a Pakistan national may be appointed to it on such terms and conditions and for such period as the Competent Authority may determine;



- b) Be declared medically fit by the Medical Officer/Incharge of the PIDC Medical Center at Karachi or Medical Officer at PIM Branch Office Lahore or by a Registered Medical Practitioner designated by the Institute.
- c) Produce, on fresh appointment, certificates of good character from two officers in the Basic Pay Scale 17 or above in the Federal or Provincial Governments, or Local Authority, or in the equivalent post in any Autonomous or Semi-Autonomous Body under the control of the Federal or the Provincial Governments.

CHAPTER – II

EMPLOYMENT PROCEEDURE


5. Creation and Abolition of Posts :

The Competent Authority may, at any time, create or abolish any post in any grade, whether temporary or permanent, in the interest of the Institute, subject to such conditions as the Government of Pakistan in the Administrative Ministry may impose from time to time.

Provided that a new post can be created only if funds are available for the same in the approved budget.

6. Appointment / Promotions :

- a) All initial appointments and promotions against sanctioned posts shall be made in consultation with the Selection Committee constituted by the competent authority for the purpose in relation to each post or grade as the case may be.
- b) Other things being equal, promotion in Grade E-I and above will be by selection i.e. merit cum seniority. In the rest of the cases below Grade E-I, promotions will be on seniority-cum-merit.
- c) In making promotion to Grade E-I and above, cases of eligible and qualified employees of the Institute shall be given due consideration. In case no employee is considered suitable for such promotion, the post shall be filled in through advertisement in the press.
- d) Rating as "Above Average" for three consecutive previous years shall be the principal criteria for consideration of promotion. Assessment of fitness for promotion shall, however, be in the discretion of the Selection Committee.



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- e) Technical Experts and Advisors of non-Pakistan nationality, if and when employed, shall be governed by the terms of contract of service entered into with them.
- f) The final decision about suitability of any person for any post shall rest with the competent authority, subject to the overall recruitment policies prescribed by the Federal Government.

6-A. Appointment / Promotions in Management Grades :

The Board of Governors of the Institute shall act as a Selection Board for promotion from Executive to Management Grade and from lower to higher Management Grade. Rating as "Good/Above Average" for three consecutive previous years out of last five (05) years shall be the principal criteria for consideration of promotion. Assessment of fitness for promotion shall, however, be in the discretion of the Selection Committee.

CHAPTER – III

GENERAL TERMS & CONDITIONS OF SERVICE

7. Salary on Commencement of Service:

Pay and allowances shall accrue to an employee from the day on which he reports for duty in writing at the place and time intimated to him.

8. Annual Increment:

In the case of employees appointed on an incremental scale of pay, the annual increment shall accrue to the officers in the Grade E-I and above on the first day of January and to staff grade on the first day of July, provided that in either case the employee should have rendered at least six months' continuous service.

9. Honorarium :

The Competent Authority shall have the powers to grant honorarium to the employees of the Institute for work done outside their normal sphere of duties of arduous and occasional character, subject to the condition that such an honorarium:



- a) Shall not exceed two months' basic salary of an employee in any one year.
- b) Shall not be payable for any work for which overtime is payable; and
- c) Shall not be payable to officers in the Grades of Managers and above.

10. Probation and Confirmation :

- a) All initial appointments and promotions shall be on probation for a period of three months in the case of officers and staff unless otherwise specified in the terms of appointment in any case. The probationary period can be extended for a further period of one year in the case of officers on the discretion of the competent authority, and shall be construed to have been so extended if no order of extension of probation is issued, or his services are dispensed with. However, probationary period on promotion of employees to the next higher grade may be waived of / reduced at the discretion of the competent authority.
- b) An employee in service may apply in writing for the termination of his probation at least one month in advance of the end of the period for which he is on probation.

11. Seniority :

- a) Seniority of an employee in his grade shall count from the date of his joining service in the grade subject to the following conditions :
 - i. Temporary or probationary service rendered by an employee shall be counted for the purpose of seniority where it is followed by confirmation on a regular basis;
 - ii. Where two or more persons are appointed in the same grade on the same date, their inter-se seniority shall be fixed on the basis of the merit determined by the Selection Committee. In case they are bracketed at the same level by the Selection Committee, seniority in age will also determine seniority in service;
 - iii. Seniority in the next higher grade shall be determined where more than one person is promoted on the same date, in accordance with the inter-se seniority in the lower grade from which the promotion is made.
- b) Grade-wise seniority lists in respect of all grades in the Institute shall be maintained separately. The lists shall be reviewed and brought upto date annually.



12. Training :

- a) The Institute may require any employee to undergo training within or out of country at any time for any duration on such terms and conditions as it may lay down from time to time. This may include execution of surety bond for serving the Institute on return from training for a stipulated period. The amount of surety bond shall not be less than the actual expenditure incurred on the training of an employee.
- b) The following procedure shall be observed for execution of bonds and / or securities by employees before proceeding abroad on scholarship, fellowship or study leave on Institute's account:
 - i. Every employee who is selected for training for a period of two months or more shall be required to execute a surety bond for serving the Institute in the amount equivalent to expenditure incurred on training and the total emoluments paid to him during the period of training. The said period of serving the Institute will be three years after rejoining the Institute or completion of training;
 - ii. In case a bonded employee leaves service before the expiry of the stipulated period, he would normally be required to pay only that amount of bond which is proportionate to the unexpired portion of such period;
 - iii. In case of an officer proceeding abroad on study leave without pay and without any financial obligation on the part of the Institute, the condition of surety bond may be waived.
- c) The above conditions of Bond and / or securities may also be made applicable to training within the country to an extent and in a manner deemed appropriate by the competent authority.

13. Termination of Service and Resignation from Service:

- a) During Probation:
 - i. Service can be terminated at any time without assigning any reasons;
 - ii. In case of employee in Management/Executive cadre, by giving 30 (thirty) days notice or pay in lieu thereof;
 - iii. In the case of an employee in the staff cadre, no notice or pay in lieu of notice shall be required on either side.



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b) After Confirmation:

Services may be terminated without assigning any reason:

- i. In the case of executive / management grade personnel in regular service by giving 90 (ninety) days notice on either side;
- ii. In the case of staff cadre in regular service by giving one month notice in writing on either side;
- iii. In either of the above two cases, by paying a sum equal to the Basic Pay of the employee concerned for the period of notice or a sum equal to the proportionate Basic Pay for the unexpired portion of the notice. The period of notice shall commence from the date on which notice is served to the employee or the Institute, as the case may be.

14. Transfers :

Officers in the management / executive cadre and the staff cadre shall be liable to be transferred to Branch Offices or vice versa.

15. Retirement:

- a) The retirement age of the employees of the Institute shall be as prescribed by Government for its employees from time to time.
- b) The competent authority may retire an employee at any time after completion of 25 years of service in the interest of Institute. No direction under clause (a) of Rule 15 above shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction as per following procedure:
 - i. When it comes to the notice of the competent authority that an employee has, prima facie, ceased to be efficient and that action is warranted against him under Rule:22 below, he shall cause the case to be referred to the appointed Review Committee stating the facts of the case along with supporting documentary evidence, if any, service record of the person in the form attached herewith as Annex 'A' and such other record as may be considered relevant to a case for the purpose of making a recommendation about his suitability for further retention in service.
 - ii. The appointed Review Committee shall examine the cases referred to them, and the Committee may recommend retirement in the following cases :

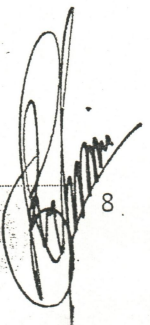




- a. Where two or more penalties under Rule: 23 below have been imposed on an employee.
- b. Where grading of the ACRs for the five consecutive previous years is average, and/or where adverse remarks in regard to acceptance of responsibilities, reliability, output of work and behavior were recorded in the ACRs (duly conveyed to the concerned employee and his representation against it, if any, finalized as per rules).
- c. Where an employee is twice recommended for supersession by the Selection Board / Departmental Promotion Committee and whose recommendation is approved by the competent authority.
- d. Where other specific and cogent grounds, including the following, may warrant retirement of an employee :
 - i. Persistent reputation of being corrupt;
 - ii. Possessing pecuniary resources and/or property etc. disproportionate to his known sources of income; and
 - iii. Frequent unauthorized absence from duty.
 - iv. Persistent late coming for a period of over 180 days and ignoring of repeated warning to come on time.

Where the appointed Review Committee recommends retirement of an employee, specific reasons for doing so shall be given. The recommendation of the Committee shall be submitted for the approval of the competent authority. If the competent authority agrees with the recommendation of the Committee, a show cause notice shall be issued to an employee. After receipt of reply to the show cause notice by the employee concerned, which he would prefer within 15 days from the date of receipt of Show Cause Notice, the competent authority shall take the final decision within sixty days thereof.




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PROFORMA FOR REVIEW OF SERVICE
RECORD OF AN EMPLOYEE, ON COMPLETION
OF 25 YEARS QUALIFYING SERVICE

1)	Name			
2)	Date of Birth			
3)	Educational Qualifications			
4)	Name of the Post/Department			
5)	Name of the Grade/Group of Service			
6)	Date of Joining			
7)	Details of Pre-service & in-service training.			
8)	Date of promotion to the present post.			
9)	Date of completion of 25 years service qualifying for gratuity.			
10)	<u>Details of Service Record.</u>			
a)	Synopsis of ACR.			
	Assessment made in the ACR			
Year	Overall Assessment	Quantity & output of Work	Integrity	Fitness for Promotion
b)	Pen picture recorded in the ACRs during last five years.			
c)	Particulars of penalties imposed under Disciplinary Rules:			
	Name of Penalty	Grounds of Penalty	No. & Date of penalty imposing order	
d)	Particulars of adverse remarks in regard to acceptance of responsibility, integrity, reliability, output of work and behavior with the public recorded in the ACRs (duly conveyed to the concerned an employee and his representations against it finalized, as per rules).			
e)	Particulars of suppressions in which Selection Board / Departmental Promotion Committee twice recommended suppression of an employee and the recommendation of the Selection Board/DPC was approved by the competent authority.			

Signature:
Name:
Designation of the officer authenticating
The information.



16. Marriage with Foreigner:

Conditions prescribed by Government of Pakistan on this subject from time to time, shall also apply to the employees of the Institute.

CHAPTER – IV

LEAVE

17. The employees of the Institute will be entitled to such leave as may be admissible to them under the Leave Rules framed by the Institute and amended from time to time. The existing Leave Rules are attached as Annexure 'B'.

CHAPTER - V

MEDICAL FACILITIES

18. The employees of the Institute will be entitled to such medical facilities as may be admissible to them under the Medical Rules framed by the Institute and amended from time to time.

CHAPTER – VI

PROVIDENT FUND

19. The employees of the Institute will be governed in matter of Provident Fund by the Rules on the subject approved by the Board of Governors under relevant law.

CHAPTER – VII

GRATUITY

20. The employees of the Institute will be governed by the PIM Employees Gratuity constituted and established under Part-III of the sixth schedule to the Income Tax Ordinance 1979 and Rules framed thereunder.

CHAPTER – VIII

TRAVELLING AND DAILY ALLOWANCE

21. Traveling allowance and daily allowance as per rules approved by the Board from time to time shall be applicable to the employees of the Institute.





CHAPTER – IX

22. Conduct and Discipline:

- 1) The following shall be deemed to constitute misconduct or breach of discipline:
 - a) Negligence, inefficiency, inattention or inordinate deliberate delay in the performance of duty;
 - b) Impertinence, insubordination, disorderly behavior, whether alone or in company with another person, against any lawful or reasonable order of a superior;
 - c) Willful omission or commission against the interest of or resulting in loss to the Institute;
 - d) Theft, fraud or dishonest dealing in connection with the business or property of the Institute;
 - e) Breach or evasion of rules, regulations, orders or instructions of the Institute;
 - f) Irregular, unpunctual or habitual late attendance or habitual absence from duty or absence from duty unauthorizedly for more than 10 (ten) consecutive days;
 - g) Conviction for a criminal offence involving moral turpitude;
 - h) Unauthorized photo copying and official / disclosure of any official / confidential or secret information and using them for personal benefit / advantage or handing over to any unauthorized person of any official / confidential or secret documents or copies thereof relating to the affairs of the Institute;
 - i) Acceptance by the employee or any one on his behalf of any financial or material gain or gift for extending favor in the discharge of official duties.
 - j) Withholding of any information or work from an officer which he is normally entitled to have in the normal performance of his duties or preventing an officer from performing his duties and functions;
 - k) Willful tampering with, forgery, theft or destruction of any record, documents or any property of the Institute;
 - l) Borrowing money from or in any way placing himself under a pecuniary obligation to any employee of the Institute or any person or firm having or intending to have dealings with the Institute, except from a Bank or other lending institution in the normal course of its business;



- m) Resorting to favoritism or nepotism;
- n) Making representation or submission whether personal or official either written or verbal to a higher authority except through proper channel.
- o) Withholding of representation without due authority;
- p) Making statement or addressing letter to the press or deliver speech on Radio, T.V. etc. concerning the affairs of the Institute unless duly authorized to do so by the Competent Authority;
- q) Resorting to illegal strike or inciting others to such strike or go slow work.
- r) Riotous or disorderly behavior during working hours or committing any act subversive of discipline in the Institute;
- s) Entertaining visitors for personal business during working hours without permission of the Departmental Head;
- t) Leaving the office premises during the working hours without the permission of Competent Authority;
- u) Associate by himself in any way with any organization political or otherwise engaged in subversive activities or any other activities detrimental to the interests of the Institute and the country;
- v) Permitting any person dependent on him or under his care or control to take part in, or in any way assist, any movement or activity which is, or tends directly or indirectly to be subversive to the Government as by law established in Pakistan.
- w) Undertaking any other trade, business or calling during his employment with the Institute without the prior written permission of the Competent Authority, directly or indirectly for or without remuneration;
- x) Avoiding to put on uniform of the Institute if supplied to him officially in a proper and befitting manner while on duty;
- y) Doing any other act of omission or commission, which the Competent Authority may hold tantamount to misconduct or indiscipline, including the following:
 - a) Has ceased to be efficient for any reason.
 - b) Conduct unbecoming of an officer and a gentleman.
 - c) Abusing and misusing the official position to gain undue advantage
 - d) Corrupt or may reasonably be considered as corrupt because:



- i) For possessing pecuniary resources or property either in the name of employee or in the name of his dependents or any other person on his behalf, which can not reasonably be accounted for and which are disproportionate to his known source of income.
 - ii) He has assumed a style of living beyond his known sources of income.
 - iii) Having a persistent reputation of being corrupt.
 - iv) Found to have been appointed or promoted on extraneous grounds in violation of law and the relevant rules.
- 2) If any question arises whether any movement or activity falls within the scope of this Rule, the decision of the competent authority thereon shall be final.

CHAPTER – X

23. Punishment for Misconduct or Indiscipline:

- 1) The following types of punishments, or any other punishment as the competent authority may determine, depending on the nature of each offence or charge, may be imposed for misconduct or indiscipline, namely”
- a) Minor Punishments:
 - i. Censure;
 - ii. Withholding of increments for a specified period;
 - iii. Fine (recovery from pay of the whole or any part of any pecuniary loss caused to Institute by negligence or breach of order);
 - b) Major Punishments:
 - i. Reduction to a lower post or time scale or to a lower stage in a time scale;
 - ii. Compulsory retirement;
 - iii. Removal from service, i.e., termination with service benefits and
 - iv. Dismissal from service, i.e., termination without any service benefits.
- 2) In the event of an employee being accused of committing an act of misconduct or indiscipline, the following procedure shall be adopted for taking disciplinary action against him:
- a) An authorized officer shall decide whether in the light of facts, case or in the interest of justice if an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in Rule 25 shall apply.



- b) If the authorized officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee; he shall:
- i) By order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of action; and
 - ii) Give him a reasonable opportunity of showing cause within 07 (seven) days 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.

- c) On receipt of the report of the Inquiry Officer or Inquiry Committee or where no such Officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall forward the case to the authority along with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee if appointed, and his own recommendations regarding the penalty to be imposed, the authority shall pass such orders which in his opinion shall be deemed proper after recording reasons thereof.
- d)
 - i) No order of dismissal, removal or reduction in rank shall be passed against an employee, except where such order is based on a conviction by the Court of Law, unless he has been informed in writing of the grounds on which it is proposed to make such order, and has been afforded an opportunity of defending himself under Rules.
 - ii) The grounds on which it is proposed to make such order as aforesaid shall be reduced to the form of a definite charge or charges which shall be delivered to the employee together with a statement of the allegations on which each charge is based and of any other circumstances which it is proposed to take into consideration and the employee shall be required to put in writing, within 15 days from the date of receipt of charge sheet, a statement of his defence and an opportunity shall also be given to him to be heard in person, if he so desires, and to make any oral statement.
- e) The provisions of regulation 23(2)(d) shall not apply if the employee has absconded or if, for any other reason, it is not practicable to communicate with him.



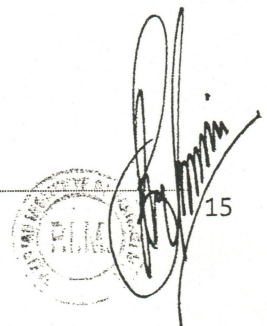
- f) Officer(s) senior in status to the accused employee shall be appointed to hold open domestic inquiry into the allegations and submit his/their report to the Competent Authority within 30 (thirty) days.

24. Suspension Pending Inquiry:

- a) In case where an employee is accused of subversion, corruption, or misconduct, the authorized officer may require him to proceed on leave or with the approval of the competent authority, suspend him, provided that any continuation of such leave or suspension shall require approval of the competent authority after every three months.
- b) During the period of suspension as aforesaid the accused employee shall be entitled to receive his salary.
- c) While under suspension the accused employee shall not leave his headquarters without the written permission of the Inquiry Officer or Committee, as the case may be, and shall daily report his attendance till the close of working hours.
- d) An employee who has been charged for a criminal offence or debt and is committed to prison shall be considered as under suspension from the date of his arrest. In case such an employee is not arrested or is released on bail, the competent authority may suspend him, by specific order, if the charge against him is connected with his position as an employee of the Institute or is likely to embarrass him in the discharge of his duties or involves moral turpitude. During suspension period such employee shall be entitled to subsistence allowance at the rate mentioned in sub-rule (b) of Rule-24 above.

In perspective of above Rules, following instruction/clarification is conveyed for future guidance :

- i) There shall be no bar to the holding of a departmental inquiry against an employee who is being prosecuted in a criminal court. However, departmental inquiry can be deferred till the termination of criminal proceedings where the holding of departmental inquiry may effect impeding of the course of justice or of prejudicing the trial.
- ii) In case the accused employee has been acquitted from a criminal case on technical grounds, the departmental proceedings on the same facts can be started.
- iii) In case the accused employee can not be criminally prosecuted in a court of law for some reasons or others, it does not bar the Institute for inquiring into the truth of a charge against an employee by means of departmental inquiry.





25. Procedure to be observed by the Inquiry Officer and Inquiry Committee:

- a) Where an Inquiry Officer or the Inquiry Committee is appointed, the authorized officer shall frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
- b) Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him to put in a written defence and to state at the same time whether he desires to be heard in person.
- c) The Inquiry Officer or the Committee, as the case may be shall inquire into the charges and may examine such oral or documentary evidence in support of the charge(s) or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.
- d) The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with the reasons therefor shall be reported forthwith to the Authorized Officer. Normally no adjournment shall be for more than a week.
- e) Where the Inquiry Officer or the 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 and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice.
- f) The Inquiry Officer or the Committee, as the case may be shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and grounds thereof to the authorized officer.

NOTE: The competent authority may lay down detailed instructions in writing for recording of evidence and submission of Inquiry Report to the authorized officer.

26. Re-instatement:

When an employee is reinstated after suspension, he shall be entitled to payment as follows :-

- a) If he is honorably acquitted of the charge(s), the full salary to which he would have been entitled had he not been suspended.



- b) If otherwise, he will not be entitled to receive salary except the subsistence allowance for the period of suspension as provided under sub-rule (b) of Rule 24 above.

CHAPTER – XI

APPEALS

27. Right of Appeal:

- a) In every case of punishment, grievance or complaint on the matter arising from Rule 23 above, an employee shall have right of appeal, which has to be exercised within 30 days from the date of communication of order to him through proper channel, to the Appellate Authority as in the Schedule given below, which may be changed from time to time with the approval of the competent authority. However, no appeal or representation shall lie against order issued for administration of any affair of the operation of the Institute.

Sl. No.	Category of Institute's Employees	Authority	Authorized Officer	Appellate Authority
1.	Director, PIM	Prime Minister / President	Secretary, Industries & Production	Prime Minister / President
2.	Director/GMs and other Management Grade Officers of equivalent rank in Grade M-III, M-II and M-I.	Prime Minister / President	Chairman of the PIM Board of Governors.	Prime Minister / President
3.	Managers/DGMs/Senior Managers in Grade E-IV & E-V.	Chief Executive of the Institute.	General Manager	Board of Governors of the Institute
4.	Dy. Managers/Asst. Managers & below rank officers in the executive cadre in Grade E-III and below.	General Manager	Incharge of the Department concerned.	Chief Executive of the Institute.



- b) An employee aggrieved by the orders of the Appellate Authority shall have the right of submitting petition for revision to the Appellate Authority within 15 days from the date of communication of the order. Similarly, the Authorized Officer shall also have the right of referring the case back to the Appellate Authority for review and reconsideration if, in his opinion, certain provisions of law, rules, material facts, cogent grounds, etc., were not taken into consideration before passing his order. The Appellate Authority, on consideration of the representation, review petition and any other relevant material, confirm, set aside, vary or modify the order in respect of which such representation or review petition is made, within 30 days thereof. This right can be exercised only once.

28. With-holding Appeals:

- a) Appeals or genuine representations regarding grievances and complaints against punishment shall not be with-held in ordinary circumstances by any officer provided that no decision or ruling has already been given in the matter by the appropriate higher authority.
- b) An appeal or representation, which merely repeats a previous appeal/representation or which has already been rejected or finally decided by the higher authorities, shall not be entertained. Submission of appeal/representation repeatedly by an employee on the settled/decided issues shall be construed as misconduct/breach of discipline and shall lead to disciplinary proceeding against him.

29. Disposal of Appeals:

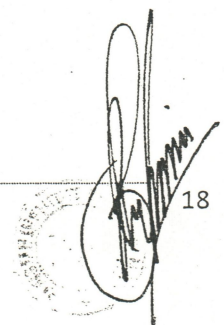
In every case of appeal against an order imposing any penalty or any representation of grievance or complaint under rule 28(a), the appellate authority shall inform the employee about the orders passed in writing and the reasons thereof.

CHAPTER – XII

MISCELLANEOUS

30. Working Hours:

Every employee of the Institute shall be deemed to be on duty all the twenty-four hours of each day. However, for the sake of convenience and regularizing work, the Institute shall fix daily working hours in its discretion. These may be modified or rearranged from time to time according to the exigencies of the situation.





31. Overtime:

- a) Notwithstanding any thing contained in Clause 30 above, an employee may be required to perform overtime duty if and when the exigency of work so demands.
- b) The employee performing the overtime shall be entitled to remuneration at the rate prescribed by the Institute.
- c) Refusal to perform overtime work, if asked for, shall tantamount to misconduct warranting punishment in accordance with the Rules of the Institute.

32. Attendance and Punctuality:

- a) No employee shall leave the Institute's premises during working hours without obtaining prior permission from the Competent Authority.
- b) Employees will report for duty punctually and regularly and will record their attendance in the Register provided for this purpose or by any other method, which may be prescribed by the Institute from time to time.
- c) All employees shall be at their respective place of duty at the time fixed and notified in this regard.
- d) Employees attending late shall be liable to proportionate deduction in salaries besides disciplinary action as laid down in these Rules.
- e) Drivers and attendants shall be required to perform any other reasonable duty if asked for by their superior officers in the exigencies apart from their normal duties, which will not be below their dignity.

33. Discharge on Medical Grounds:

An employee shall be discharged from the service of the Institute for his mental or physical incapability or continued ill health for which purpose he/she would be required to appear before a Medical Board to be constituted by the Competent Authority.

Provided that a permanent employee so discharged or retired as specified above will be entitled to receive one month's extra pay at the time of his discharge besides other benefits he may be entitled to receive under the provisions of these Rules.



34. Deduction from Salary:

- a) The Institute may recover from any officer or other employee by deduction from his salary or pay or from any other sums that may be due to him, for any loss or damage sustained by the Institute by reason of negligence or misconduct of such officer or employee, or for adjustment of any dues outstanding against an officer or employee.
- b) For the purpose of the recovery under Sub-Rule (a) of Rule 34 above, the decision of the Board in respect of the monetary valuation of the loss or damage or of the outstanding dues shall be final and binding on the officer or employee concerned.

35. Delegation of Powers, Duties and Responsibilities:

The Director of the Institute may, by a general or special order in writing, direct that any of the powers vesting in him under these Rules shall, in such circumstances and subject to such conditions as may be specified in the order, be exercised by an officer or class of officers of the Institute specified in the order.

36. Amendment and Interpretation:

- a) The Board may, subject always to the provision of the Law for the time being in force, change, modify, alter or amend these Rules as and when considered necessary.
- b) The Board shall be the final authority for the interpretation of these Rules and the decision of the Board on the interpretation of any provision thereof shall be final and binding.

37. Application of Law:

In case there is anything inconsistent between these Rules and any provisions of the Laws for the time being in force in Pakistan, the latter shall apply to the employees of the Institute.

38. Rules subject to Instruction of the Federal Government:

These Rules shall have effect subject to the instructions already issued or which may be issued in future by the Federal Government from time to time.

39. Matters not provided for in the Rules:

In all matters not provided in these Rules, the decision of the Board shall be final.



LEAVE RULES

- A) Leave shall not be claimed by any employee as a matter of right, grant of which shall be subject to the exigencies of the Institute's business. The submission of an application shall not be sufficient for proceeding on leave until formally sanctioned by the competent authority.
- B) Extension of leave shall be allowed in special circumstances only, subject to the employee's entitlement.
- C) The types of leave admissible to the employees are:
- i) Casual Leave
 - ii) Earned Leave
 - iii) Sick Leave
 - iv) Special/Accident Leave
 - v) Maternity Leave
 - vi) Leave without pay
 - vii) Leave ex-Pakistan
 - viii) Study Leave

1. Casual Leave

- 1.1 Casual leave may be granted upto the maximum of 20 days in each calendar year in respect of officers in executive and staff grades. The Management Grade Officers would be granted 10 days' C/L.
- 1.2 Casual leave may be granted upto half of the maximum admissible at a time, inclusive of gazetted holidays.
- 1.3 If an employee has been appointed in service at any time during the third or fourth quarter of any calendar year, the casual leave quota shall be proportionately reduced.
- 1.4 Un-availed casual leave shall lapse automatically at the end of every calendar year.
- 1.5 Casual leave can not be combined with any other type of leave.

2. Earned Leave.

- 2.1 An employee during his period of probation shall not be entitled to earned leave. The period of probation shall, upon confirmation, be included in the period of service when computing entitlement of earned leave.



- 2.2 Earned leave shall be computed at the rate of one day for every 11 days on duty for the staff and officers in executive grades and one day for every 12 days on duty for Management/Director Grade Officers, which shall be credited to the account of officers on 1st January after close of each calendar year.
- 2.3 Full salary, allowances shall be admissible during earned leave.
- 2.4 Earned leave may be accumulated upto a maximum period of 120 days in respect of staff and officers in Executive grades and 90 days in respect of officers in Management/Director grade.
- 2.5 Staff desirous of encashment of earned leave sanctioned may be allowed full encashment of earned leave applied for on gross salary subject to minimum 15 days and maximum 30 days in a year. The officers in executive and management grade may be allowed encashment subject to the same conditions on running basic pay.
- 2.6 When earned leave accumulated over and above the accumulation ceiling or when the leave applied for is refused by the competent authority due to exigencies of work and in the interest of the Institute, it may be encashed.
- 2.7 Total earned leave granted comprising leave actually availed of and leave encashed, will be considered as the leave availed and debited to the leave account of the employee concerned.
- 2.8 The entire accumulated Earned Leave shall be encashed on resignation or retirement or termination (other than on misconduct) of services of an employee (including retirement under GHS/VSS). In case of a deceased employee, payment thereof will be made to his/her nominee. The notice period can be adjusted against the accumulated earned leave to his/her credit, if so desired by an employee.

3. Sick Leave.

- 3.1 Sick leave with full pay shall be admissible to the confirmed employees as under :
 - a) In respect of staff and officers in executive grades, for a period not exceeding 15 days for each completed year of service, which may be accumulated for a maximum period of 90 days.





- b) In respect of officers in Management/Director grade, for a period not exceeding 60 days in a calendar year.

It shall be admissible only after sanction is accorded on the submission of a Medical Certificate from the relevant Medical Officer. On return from sick leave, an employee shall produce a Medical Fitness Certificate from the authorized medical officer if sick leave period is in excess of 14 days.

- 3.2 Sick leave may be accumulated for a maximum period of 90 days. In cases where hospitalization renders it necessary, sick leave, if in excess of accumulated sick leave, may be treated as leave not due to be granted at the discretion of the competent authority adjustable against future sick leave accruals.
- 3.3 Sick leave for additional period of six months shall be admissible to cover up exceptional cases.

4. Special / Accident Leave:

Special/Accident Leave shall be admissible to the employees in the officers' cadre and staff cadre suffering from T.B., Cancer, Paralysis, Mental Illness, Cardiac disease, renal diseases, other complicated/high risk diseases and serious accident, disabling injuries resulting in complete bed rest for a period of six months with full pay on the recommendations of the concerned Medical Officer once in the entire period of service, if the earned leave and sick leave of the employee concerned has been fully exhausted. This leave can be granted at one stretch or in installments depending on nature and seriousness of illness and incorporated by medical advice.

5. Maternity Leave

- 5.1 Maternity leave with full pay shall be granted once in two years to female married executives on regular service but for a period not exceeding 90 days (45 days before confinement and 45 days after confinement), subject to following provisions :
- a) Maternity leave will be restricted to a maximum of three times in the entire period of service of female executives.
- b) For confinements beyond the third one the female executive would have to take leave from her normal leave account.
- c) The spells of maternity leave availed of prior to the coming into force of these rules shall be deemed to have been taken under these rules.



- d) Maternity leave may be granted in continuation of or in combination with any other kind of leave including extra ordinary leave as may be due and admissible to a female employee.
- e) Leave salary to be paid during maternity leave shall be regulated as for other leave.
- f) The leave salary to be paid during maternity leave will, therefore, remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

6. Leave without pay:

Extra ordinary leaves without pay may be granted on any ground at the discretion of the competent authority in special circumstances involving absence from duty upto a maximum period of three years at a time, only to regular employees who have been in continuous service of the Institute for a period not less than ten years. In case an employee has not completed ten years of continuous service, extra-ordinary leave without pay for a maximum period of two years may be granted at the discretion of the competent authority, provided that the maximum period of three years shall be reduced from the period of leave on full or half pay at his credit.

7. Leave Ex-Pakistan

Earned leave, sick leave or maternity leave ex-Pakistan may be granted to a regular employee subject to entitlement and for such duration as the competent authority may decide without payment of travel expenses or leave salary in foreign exchange. Period exceeding the earned leave due to the employee shall be treated as leave without pay.

8. Study Leave:

- 8.1 Study leave may be granted to an employee to acquire higher qualifications abroad provided the executive has put in three years service in the Institute. The period of study leave shall be equal to the duration of the course but shall not exceed two years. The employee shall submit proof of his admission in the concerned instruction to the Institute for this purpose.



- 8.2 The Institute shall not be liable to incur any financial obligation in respect of the employee during the period of study leave. The employee shall not be entitled to salary, etc., during the period of study leave except to the extent of accumulated earned leave credited to his account.

9. Procedure for applying and availing of leave.

- 9.1 Leave, other than casual leave, shall be sanctioned by the Director, PIM or any other officer authorized in this behalf, after title to leave has been verified.
- 9.2 An employee, who desires to obtain leave of absence, shall apply to the competent authority through proper channel.
- 9.3 If the leave is refused or postponed, the reasons therefor shall be recorded.
- 9.4 Applications for leave of absence for three days or over shall normally be made well in advance of the date from which the leave is required except in cases of sickness and emergency.
- 9.5 An employee before availing of leave shall inform the competent authority in writing of his address while on leave.
- 9.6 Application for extension of leave shall be submitted by the employee to the competent authority before the expiry of the leave already granted and well in time for the orders to be communicated to him before the expiry of the leave sanctioned.
- 9.7 The application for leave on medical grounds shall be supported by a certificate from the Medical Officer of the Institute but at place where such Medical Officer is not available certificate from any registered medical practitioner may be submitted together with the application for extension of leave.
- 9.8 An employee who remains absent in excess of the period of leave originally sanctioned or subsequently extended shall be liable to disciplinary action unless he is able to explain his overstay in a manner satisfactory to the competent authority; breach of this provision of the rules shall be treated as misconduct and the executive shall be liable to punishment in accordance with disciplinary rules in force.



- 9.9 The Institute shall maintain leave Account of each employee.
- 9.10 The competent authority may refuse return from leave before expiry of sanctioned earned leave.
- 9.11 An employee may be recalled to duty during the period of sanctioned earned leave in the exigencies of service but the Institute shall pay travel expenses in case of such a recall before expiry of sanctioned earned leave.
- 9.12 Before proceeding on sanctioned earned leave an employee shall indicate his full address during leave period and if he intends spending earned leave away from duty station, he shall also obtain permission to leave the station.
10. Miscellaneous Instructions regarding all kinds of leave.
- 10.1 Except with the prior permission of competent authority, Sundays or holidays shall not be prefixed or suffixed to any type of leave. They shall not be counted as part of the leave when so permitted. A Sunday or holiday falling between the first and the last days of any leave period shall count as part of the leave.
- 10.2 An employee shall cease to earn any leave from the date of notice of termination of service being served on either side.
11. Leave Fare Assistance (For Officers)
- 11.1 The officers will be allowed Leave Fare Assistance (LFA) at one running basic pay and the staff members on gross salary once in each financial year, subject to their proceeding on casual leave for a minimum period of 15 days. The Competent Authority may, however, reduce/disallow such leave if so warranted due to exigency of service. If leave is not granted in case where LFA has also been applied for, the LFA shall be paid.
- 11.2 The minimum period of service for entitlement of Leave Fare Assistance will be one year. However, an employee may be allowed to draw LFA if he is likely to remain in service for atleast six months during a particular year.
- 11.3 An employee who draws Leave Fare Assistance need not necessarily travel during leave.
- 11.4 Minimum interval between successive utilization of the Leave Fare



Assistance will be six months.

- 11.5 The Leave Fare Assistance shall be admissible to the retiring employee if in the particular year he renders or it is certified that he is likely to render six months of service excluding the period of LPR.
- 11.6 Recovery of Leave Fare Assistance will be made if on resignation from service it is found that the total service rendered by an employee in that year is less than nine months.
- 11.7 In case Leave Fare Assistance cannot be drawn in a financial year, it can be allowed next year in arrears.
