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PART I

SINDH POULTRY VACCINE CENTRE (APPOINTMENT, PROMOTION AND TRANSFER) REGULATION 1997

NOTIFICATION

Karachi, dated the 17th Sept, 1997

No. SO(ADMN)L&F/9-3/97: In exercise of powers conferred by section 21 read with section ii of the (Sindh Poultry Vaccine Centre) Act, 1995 the Centre is pleased to make the following regulations namely:-

PART-I

GENERAL

(1) Short title, commencement and application:- (1) These regulations may called the Sindh Poultry Vaccine Centre Employees (Appointment, Promotion and transfer.) regulation 1997.

(2) They shall come into force at once.

(3) these regulations shall not apply to worked-charged, staff and the persons employed on contract or on deputation who will be governed by the terms and conditions of their appointments or deputation as the case may be.

Definitions:- In these regulation, unless there is anything repugnant in the subject or context:-

(i) "Act" means the Sindh (Poultry Vaccine Centre) Act, 1995;

(ii) "Adhoc appointment" means appointment of a duly qualified person made otherwise than in accord; with the prescribed method of recruitment, pending recruitment in accordance with such method;

- (iii) "appointing authority" in relation to a post means the authority referred to in clause 7;
- (iv) "basic pay scale" means scale of pay in which a post or group of posts is placed;
- (v) "Director" means an employee of the Centre.
- (vi) "employee" means an employee referred to in section 11 of the Act;
- (vii) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (viii) "post" means a post sanctioned by the Centre;
- (ix) "promotion committee" means a committee constituted for the purpose of selection or promotion or transfer to a post;
- (x) "selection authority" means the Promotion Committee, and Selection Committee when referred to jointly;
- (xi) "selection committee" means a Committee for the purpose of making selection for initial appointment to a post;
- (xii) "tenure post" means a permanent post which an employee may not hold for more than a limited period.

PART - II

CADRES

3. There shall be as many cadres in the service of the Centre and each such cadre shall consist of such posts as may be determined by the Centre.

PART - III

METHOD OF APPOINTMENT

4. Appointment to be made under these regulations:- No appointment to a post shall be made except in accordance with these regulations.
5. **Method of appointment:-** (1) Appointment to a post or class of posts shall be made in any of the following manner:-
 - (a) by promotion or transfer;
 - (b) by initial appointment;(2) The method of appointment, the qualifications and other conditions applicable to a post including the age limit shall be as laid down by the Board.
6. Appointment to be made on the recommendations of the selection authority. Subject to other provisions of these regulations appointment to a post shall be made except on the recommendations of the selection authority.
7. **Appointing Authorities:** (1) The Board shall be the appointing authority in respect of the posts in basic pay scale 17 and above.

- (2) The Chairman, shall be the appointing authority for the posts in basic pay scale 12 to 16.
 - (3) The Director, shall be the appointing authority in respect of the posts in basic pay scale 1 to 11.
8. **Selection promotion Committee etc:-** (1) There shall be one or more promotion Committees and Selection Committees as may be determined by the Board.
- (2) Each such Committee shall consist of Chairman and two other members appointed by the Board in respect of the Committees constituted for posts in basic pay scale-17 or above and by the Chairman in other cases.
9. Appointment on the recommendations of the Selection Committee:- The appointing authority shall not be bound to accept the recommendations of the selection authority but all such cases with reasons for non-acceptance of the recommendations shall be submitted for final orders to the Board if the Chairman, Executive Committee is the appointing authority and other cases to the Chairman.

PART - IV

INITIAL APPOINTMENT

10. **Initial appointment:-** (i) for initial appointment to a post Selection Committee shall be made its recommendations on the basis of interview or test held by it after the vacancies have been advertised in newspapers; provided that no recommendation shall be necessary for appointment to posts in basic pay scale 1 to 3.
- (2) While making recommendations under sub-clause (i), the Selection Committee may also assign position of merit to the candidates so recommended.
11. **Qualifications, age limit etc:-** (i) A candidate for initial appointment to a post must possess the educational qualifications and experience and must be within the age limit as laid down for the post.
- (3) Every person appointed by initial appointment shall at the time of appointment, declare the date of his birth with the documentary evidence, such as a Matriculation certificate, a School leaving certificate or a municipal birth certificate and in the absence of any such document, the age of the appointee shall be determined by the appointing authority in consultation with the recognized medical authority.
12. **Relaxation of Age:-** The age limit laid down for appointment to a post may be relaxed by the Chairman and Director upto the extent mentioned by the Board.
13. **Nationality and Domicile:-** (i) No person shall be appointed by initial appointment to a post unless he is a citizen of Pakistan and domiciled in the Province of Sindh; provided this recruitment may be relaxed in exceptional cases with the approval of the Government.
- (2) The domicile declared by an employee and accepted by the. appointing authority at the time of entry into service shall not be allowed to be changed.

14. No person, not already in the service of Government or character and medical certificate statutory body shall be appointed to a post unless - he produces a certificate of character from two responsible person (not being his relatives) who are well acquainted with such person; after such medical examination as the Board may prescribe is found to be in good mental and physical health and free from any physical defect likely to interfere with the discharge of his duties; provided that blindness or any other physical defect shall not be a bar to the appointment, if the Medical Officer or Medical Board conducting the medical examination certifies that such defect shall not interfere with his duties.

PART - V

APPOINTMENT BY PROMOTION OR TRANSFER

15. **Promotion & Transfer:-** (i) Promotion or transfer to a post in basic pay scale 2 to 3 shall be made on merit while promotion or transfer to a post in basic pay scale 4 and above shall be made on the recommendations of the appropriate Promotion Committee.
- (2) Appointment by promotion shall ordinarily be made on the basis of seniority cum-fitness, that is, the senior most employee in a cadre will be promoted subject to his being fit; provided that in the case of a selection post the promotion will be made on the basis of merit, seniority playing its part only when all other things are equal.
- (3) No promotion on regular basis shall be made on posts in basic pay scales 18 and above unless the officer concerned has completed such minimum length of service as may be prescribed by the Board.
- (4) Where an employee declines to avail his first promotion he shall not be considered for such promotion for the next four years from the date of such order and he shall stand superseded permanently on his foregoing such promotion second time.
16. **Conditions of Transfer:-** (1) Appointments by transfer shall be made from amongst the persons holding appointments on regular basis in the same basic pay scales in which the post to be filled exist.
- (2) Appointment by transfer shall be made on a tenure basis for the period specified by the appointing authority which may, from time to time, if necessary, be extended.
- (3) The officer appointed by transfer may be reverted to his parent Department or original post even before the expiry of the period of his tenure.
- (4) The orders under sub clause (2) or sub clause (3) shall be passed by the Board.

PART VI

ADHOC AND TEMPORARY APPOINTMENTS

17. **Adhoc Appointments:-** (i) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Selection Committee, urgently it may proceed to fill in such on adhoc basis for a period not exceeding six months.
- (2) The post shall be advertised and the procedure laid down for initial appointment shall be followed.
- (3) Short-term vacancies in the post falling within the purview of the Promotion Committee and vacancies occurring as a result of creation of temporary posts for a period not exceeding six months, maybe filled by the appointing authority otherwise than through the promotion on a purely temporary basis after advertising the post.
18. Notwithstanding anything contained in these regulations any person who was holding any post in the Centre immediately before the coming into force of these regulations shall continue in service.

By order of
(Dr. Muhammad Nawaz Balouch)
Secretary to Government of Sindh /
Chairman Board of Management
Sindh Poultry Vaccine Centre
Korangi, Karachi

**SINDH POULTRY VACCINE CENTRE
(EFFICIENCY AND DISCIPLINARY)
REGULATION 1997**

No. SO(AMDN)L&F/9-3/97: In exercise of powers conferred by section 21 read with section 11 of the Sindh (Poultry, Vaccine Centre). Act 1995 the Centre is pleased to make the following regulations namely:-

1. (1) Short title, commencement and application:- (i) These regulations may be called the Sindh Poultry Vaccine Centre (Efficiency and Discipline) Regulations, 1997.

(2) These regulations shall come into force at once, and shall apply to all employees wherever they may be provided that the employees of such category or grade as may be specified by the Board shall be excluded from the purview of these regulations.

2. **Definitions:-** In these regulations, unless the context otherwise requires:-

- (1) "Act" means the Sindh(Poultry Vaccine Centre) Act, 1995;
- (2) "accused" means an employee against whom action is taken under these regulations;
- (3) "authority" means the Board or any officer or authority of the Centre designated by it to exercise the powers of the authority under these regulations;
- (4) "authorized Officer" means or any officer of the Centre authorized by the authority to perform the functions of an authorized officer under these regulations;
- (5) "Director" means the Director of the Centre.
- (6) "employee" means the an employee of the Centre referred to in section 11 of the Act;
- (7) "Misconduct" means conduct prejudicial to good order of service discipline or contrary to the Sindh Poultry Vaccine Centre (conduct) Regulation 1997 or unbecoming of an officer and gentleman and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Government the Centre or any functionary of the Centre in respect of any matter retirement or other conditing of service of an employee and "

penalty" means a penalty which may be imposed under these regulations.

Grounds for penalty----- where an employee, in the opinion of the authorities.

- (a) is inefficient or has ceased to be efficient or.
- (b) is guilty of misconduct; or
- (c) is corrupt, or may reasonably be considered corrupt because-
 - (i) He/her has or any of his dependents or any other person through him, or on his behalf is, (account) of pecuniary resources or of property income; or
 - (ii) he/her has assumed a style of living beyond his/ ostensible means; or
 - (iii) he/her has a persistent reputation of being corrupt; or
- (d) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is therefore, prejudicial to national security, the authority may impose on one of more penalties.

4. **Penalties.**---- (1) The following are the 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 advancement, in accordance with the regulations or orders pertaining to the service or post;
- (iii) stoppage, for a specific period, at a stage in the time-scale, otherwise than for unfitness to cross such stage and
- (iv) recovery from pay of the whole or any part of any pecuniary loss caused to Sindh Poultry Vaccine Centre by negligence or breach of orders;

(b) Major Penalties:

- (i) reduction for a specific period to a lower post or time-scale, or to a lower stage in a time-scale;
 - (ii) compulsory retirement;
 - (iii) removal from service; and
 - (iv) dismissal from service.
- (2) Removal from service does not, but dismissal from service does, disqualify for future employment.
- (3) Removal or dismissal from service does not include the discharge of an employee
- (a) appointed on probation, during the period of probation or in accordance with the probation or training 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.
5. **Procedure for initiating action.--** (1) If in the opinion of the authorized officer, there are sufficient grounds for proceeding against an employee under these regulations he shall take action in accordance with clause 6.
- (2) Notwithstanding anything contained in these regulations the authority may in any case exercise all powers of the authorized officer or give any direction to the authorized officer as it may deem fit:
- provided that such directions shall be given by the Chairman alone if the Director is the authorized officer.
6. **Inquiry procedure:-** The following procedure shall be observed when an employee is proceeded against under these regulations --
- (1) in the 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 authority, suspend him, provided that any continuation of such leave or suspension shall require approval of the authority after every three months;
 - (2) the authorized officer shall decide whether in the light of facts of the case or the interest of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee and if he so decides, the procedure indicated in regulation shall apply;
 - (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--
 - (i) 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
 - (ii) 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.
 - (4) 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 and--
 - (i) if it is proposed to impose a minor penalty, he shall pass orders accordingly;

- (ii) if it is proposed to impose a major penalty, he shall forward the case to the authority alongwith the charges 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, and the authority shall pass such orders as it may deem proper:

Provided that the authorized officer shall, subject to proviso to clause (b) before imposing minor penalty or recommending imposition of a major penalty, as the case may be, by notice accompanied by a copy of the enquiry report, if any, intimate the accused of the aforesaid penalty and grounds therefore and call upon him to show cause within a fortnight of the notice why the proposed penalty should not imposed or, as the case may be, recommended and the reply, if any, to the said notice shall be taken into consideration before imposing or recommending a penalty.

- (5) The orders passed by the authority or the authorized officer shall, be communicated to the accused within fifteen days of such orders.
- (6) If two or more employees are proceeded against jointly, the authority or authorized Officer in respect of the senior most employee amongst them, shall be the authority of authorized Officer, as the case may be, in respect of all such employees.

7. 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 the 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.
- (2) The Inquiry Officer or the Committee, as the case be, shall enquire into the charge and may examine oral or documentary evidence in support of the charges or in defence of the accused as may be consider necessary and the accused shall be entitled to cross examine the witnesses against him.

- (3) 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 and where any adjournment is given:-
 - (a) it shall not be for more than a week and
 - (b) the reasons therefore shall be reported forth with to the authorized officer.
 - (4) 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 enquiry 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 enquiry in such manner as he/she or it thinks best suited to do substantial justice.
 - (5) The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceeding 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.
- 8. Powers of Inquiry Officer and Committee:-** (1) For the purpose of an inquiry under these regulation, the Inquiry Officer and the Inquiry Committee shall have the power of a civil court, trying a suit under the Code of Civil procedure, 1908 (Act V of 1908) in respect of the following matters, namely:-
- (a) summoning and enforcing the attendance of any person and examining him an oath;
 - (b) requiring the discovery and production of documents;
 - (c) receiving evidence on affidavits; and
 - (d) issuing commissions far the examination of witnesses or documents.
- (2) The proceedings under these judicial proceedings within the meaning of sections 193 and 220 of the Pakistan penal Code.
- 9. Treating leave or suspension as duty on re-instatement:**
- If an employee who proceeds on leave or is suspended under sub-clause (1) of clause 6 is exonerated of the charge of charges or no action has been taken against him shall be reinstated in service and the period of leave or, as the case may be, suspension shall be treated as duty.
- 10. Certain provisions not to apply, in certain cases:-** Nothing in clause 6 shall apply to a case -
- (a) where the accused has been convicted by a account and sentenced to imprisonment or fine on charge (s) involving moral turpitude, in which case the competent authority shall on receipt of intimation of the conviction, make an order dismissing or removing the accused from service or reducing him/her in rank as it deems fit provided that in the case of conviction on charge (s) of corruption the accused shall be dismissed from service;

- (b) where the authority competent to dismiss or remove an employee from service, or to reduce an employee in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not seasonably practicable to give the accused an opportunity of show cause.

11. Procedure of inquiry against employees lent to other Government or other agency.

- (1) Where the services of an employee to whom these regulations apply are lent to any other Government or to a local or other agency, in these regulations referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these regulation:-

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter in these regulation referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be:

Provided further that the borrowing authority shall obtain prior approval of the authority before taking any action under these rules against an employee holding a post in basic scale of pay 17 or above.

- (2) If, in the light of the findings in the proceeding taken against the employee in terms of sub-clause (1) the borrowing authority is of the opinion that any penalty should be imposed on him/her it shall transmit to the leading authority the record of the proceedings and there upon the lending authority shall take action as prescribed in these regulations.
- (3) Notwithstanding anything contained in these regulations, the Chairman may by an order in writing, authorize the borrowing authority or any subordinate officer to such authority to exercise all or any of the powers of "authorized officer", authority or appellate authority in respect of the employees, whose services have been lent to the borrowing authority.

12. **Appeal or review:-** (1) An employee aggrieved by an order of the authorized officer or authority may, within thirty days from the date of the order appeal to the officer or the authority next above under whom the officer of authority making the order is working;

- (1) Provided that where the penalty is imposed by order of the Chairman there shall be no appeal but the employee may apply for review of the orders.

Explanation:- For the purpose of this sub-regulation the period of thirty days shall be reckoned with effect. form the day following the day on which the order appealed against is communicated to the employee.

- (2) The appellate or the reviewing authority shall, on receipt of the appeal or review petition, call for the record of the case from the authorized officer or the authority, as the case may be, and after perusal of such record and if considered necessary hearing the appellant or the petitioner and the representative of the authorized officer or the authority, as the case may be, make such order as it may deem fit:

Provided that if the appellate or reviewing authority proposes to enhance the penalty, it shall. give the appellant reasonable opportunity to show cause against the proposed enhancement of the penalty.

- 13. Correctness or propriety of a finding.---** (1) The Chairman or any officer or authority empowered by him may call for and examine the record of any proceeding under these regulations for the purpose of satisfying himself as to the correctness, or propriety of any finding, penalty or any finding, penalty or order in, or irregularity of, such proceedings.

- (2) After examining the record under sub-clause (1), the Chairman or any officer or authority, empowered by him as the case may be, may direct further inquiry into the charges from which the employee has been exonerated, or may exercise any power of the appellate authority:-

Provided that an order made under this clause if prejudicial to the employee, shall not be passed unless he/she has been given opportunity of showing cause:

Provided further that an order imposing penalty shall not be revised after the period of six months from the date of its communication to the employee if, no appeal or review petition is preferred.

- (3) No proceeding under this clause shall be entertained at the instance of the employee who has not filed the appeal or review petition.

- 14. Appearance of counsel:-** No party shall be represented by a lawyer in any proceeding under these regulations.

By order of
(Dr. Muhammad Nawaz Baloch)
Secretary to Government of Sindh /
Chairman Board of Management
Sindh Poultry Vaccine Centre
Korangi, Karachi

**SINDH POULTRY VACCINE CENTRE
(PROBATION, CONFIRMATION AND
SENIORITY) REGULATION 1997**

NO.SO(AMIN)LIW/93/97: In exercise of powers conferred by section 21 read with section 11 of the Sindh (Poultry Vaccine Centre) Act 1995. The Centre is pleased to make the following regulations namely.

PART - I

GENERAL

1. (1) Short title and commencement:- These regulations May be called the Sindh Poultry Vaccine Centre Employees (Probation, Confirmation and Seniority) Regulation 1997,

(2) They shall come into force at once.
2. **Definitions:-** (1) In these regulations unless there is anything repugnant in the subject or context:
 - (a) "employees" means an employee of the Centre referred to in section 11 of the Act;
 - (b) "initial Appointment" means appointment made by otherwise than by promotion or transfer;
 - (c) "Lien" means the title of an employee to hold substantively a permanent post including a tenure post.
 - (d) "Post" means a post sanctioned by the Centre.

PART - II

PROBATION

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

Explanation:- Service on deputation to an equivalent or higher post shall count towards the period of probation.
4. The appointing authority may for reasons to be recorded in writing.

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

Provided that if no orders are passed by the day following the completion of--

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

PART-III

CONFIRMATION

- 5. **Confirmation:-** Confirmation of an employee shall be made in the order of seniority in a permanent post on of which no other employee holds any-lien.
- 6. **Termination of lien:-** On confirmation of an employee in a post in his lien, if any, or any other post shall stand as terminated.
- 7. **Confirmation outside Centre:-** No employee who holds a post or any post in the Centre shall be confirmed in any post in any other department of organization unless his consent and the consent of the Centre where he holds such lien, has been obtained, in writing.
- 8. Provided that if during the determent of the confirmation of an employee his junior becomes due for confirmation, the post for which such senior employee is due for confirmation shall be kept vacant and the junior employee shall be confirmed in the next available post.
- 9. **Confirmation in more than one posts:-** An employee eligible for confirmation in more than one posts, shall be confirmed first in the lower post and then in the higher post from the dates due for confirmation in such posts.
- 10. **Deferment of Confirmation:-** If an employee becomes due for confirmation, his confirmation shall not be deferred unless a disciplinary action is, pending against him or the appointing authority for reasons to be recorded in writing defers his/her confirmation:

PART-IV

SENIORITY

- 11. **Seniority list:-**
 - (i) In each cadre there shall be separate seniority list of a group of employee doing similar duties and performing similar functions and for whose appointment same qualifications and experience have been laid down.
 - (2) The appointing authority shall, in the month of January of each year, cause to be prepared, on as the case may be, revised, the seniority list under sub clause (1).
 - (i) Subject to clause 12 the seniority of an employee shall be reckoned from the date of his regular appointment.
 - (ii) No appointment made on adhoc basis shall be regularized retrospectively.

12. Provided that a person selected in earlier selection shall rank senior to a person selected in a later selection.
- (a) in the case of persons appointed by promotion on the basis of their inter-se-seniority in the lower addition post.
 - (b) in the case of persons appointed by initial appointment vis-a-vis persons appointed by promotion, on the basis., that the persons appointed by promotion shall rank senior than the persons appointed by initial appointment;
 - (c) in the case of persons not covered by sub-clauses (a) to (c) on the basis that the persons older in age shall, rank senior to the persons younger in age.
13. If an appointment is made by transfer----
- (a) A person appointed otherwise than on his own request shall for the purpose of determining his seniority, be given the benefit of his regular service in other posts or post by him before his transfer and appointment to the new post.

Provided that if the regular appointment is made in a batch or on the same day, the older in age shall rank senior to younger in age:
 - (b) a person appointed on his own request shall rank junior, to all other persons appointed before him on the addition regular basis and the persons appointed with him in the same hatch or on the same day by promotion or initial appointment;
 - (c) the inter-se-seniority of persons appointed on their request in the same batch or on the same day shall be determined in accordance with their respective dates of regular appointment in the posts held by them before transfer and appointment to the new posts; provided to the dates of their regular appointment in such other posts are same, the older in age shall rank senior to the younger in age.
14. **Effect of non-promotion on turn.** (1) An employee, who is not promoted on his turn on the ground that---
- (i.) his seniority is under dispute or is not determined; or
 - (ii.) he is on deputation, training or leave; or

- (iii) disciplinary proceedings are pending against him; or
 - (iv) he is not considered for promotion for any reason other than his unfitness for promotion, shall on subsequent, promotion, subject to any order made by the competent authority in this behalf for the purpose of inter-se-seniority in the higher post be deemed to have been prompted in the same batch as his juniors.
- (2) An employee decline to avail of benefit of order of his promotion shall, on his subsequent promotion, rank, junior, in the higher pest to those who may have been promoted earlier as a result of his having declined to avail the benefit of such promotion.

By order of
(Dr. Muhammad Nawaz Baloch)
Secretary to Government of Sindh /
Chairman Board of Management
Sindh Poultry Vaccine Centre
Korangi, Karachi

**SINDU POULTRY VACCINE CENTRE
(PENSION) REGULATION 1997**

Karachi dated the 6th December.1997

No. SO(ADMN)L&F/9-3/9: In exercise of powers conferred by section 70 read with section 11 of the (Sindh Poultry Vaccine Centre) Act, 1995, the Sindh Poultry Vaccine Centre is pleased to make the following regulations:-

1. Short title Employees & commencement:
 - (1) These regulations may be called the Sindh Poultry Vaccine Centre. (Pension) Regulations 1997.
 - (2) They shall come into force at once.
2. **Definitions:** In these regulations unless the context requires otherwise:
 - (a) "employee" means an employee of the Centre to whom these rules apply;
 - (b) "Fund" means the fund established under clause 4;
 - (c) "Pension" means any kind of pension admissible under these regulations;
3. **Application of Civil Servants Pension Rules.** Except as otherwise provided in these regulations the Pension and Gratuity Rules applicable to the Civil servants amended from time to time shall be applicable to the employers subject to the following modifications:-
 - (i) any reference in the said rules to a Civil servant or Government Servant shall be deemed to be a reference to an employee;
 - (ii) any reference in the said rules to Government Services shall be deemed to be a reference to the Centre;
 - (iii) any reference in the said rules to the Government services shall be deemed to be a reference to the Centre's services;
 - (iv) any reference in the said rules to the Administrative Department shall be deemed to be a reference to the Centre.
 - v) reference in the said rules to the Accountant General or Accounts Officer in the said rules shall be deemed to be a reference to the Officers of the Centre nominated by the Chairman.

4. (1) There shall be a fund known as the Employee's Fund Pension Fund.
- (2) The Fund shall be utilized for grant of Pension; and gratuity under these regulations.
5. Application or Pension Fund:
 - (1) The Pension fund shall be administered by a Committee consisting of the following:-
 - 1) The Chairman of the Committee.
 - 2) The Director
 - 3) The Senior most SRO of Centre
 - 4) The Accounts Officer of the Centre who shall act as Secretary of the Committee.
 - 5) Any member of the Centre's service nominated by the Chairman of the Committee.
 - (2) The Committee shall have the Power to sanction expenditure incurred on the administration and management of the fund and may do or cause to be done such other things as are ancillary to the purpose of the fund.
 - (3) The meeting of the Committee shall be called and held at least once in three months in such manner as directed by the Chairman of the Committee.
 - (4) All decisions of the Committee shall be recorded in a minutes book to be maintained by the Secretary.
 - (5) Subject to the general supervision and control of the Chairman, the Director shall be responsible for the maintenance of the record of the Committee, the disbursement of money from the funds and the maintenance of the accounts.

By order of
(Dr. Muhammad Nawaz Baloch)
Secretary to Government of Sindh /
Chairman Board of Management
Sindh Poultry Vaccine Centre
Korangi, Karachi

**SINDH POULTRY VACCINE CENTRE
(GROUP INSURANCE) REGULATIONS
1998**

Karachi, dated: 27th May, 1998

No. SO(ADMN)/L&F/9-3/97, In exercise of the powers conferred by section 21 read with section 11 of Sindh (Poultry Vaccine Centre) Act 1995, the Center is pleased to make the following regulations, namely:

1.
 - (1) Short title, commencement and extent: These regulations may be called the Sindh Poultry Vaccine Centre Group Insurance Regulations, 1998.
 - (2) They shall come into force on such date as the Centre may by Notification appoint.
 - (3) They shall apply to all employees, provided that the Centre may exclude any employee or class of employees from the operation of these regulations.
2. **Definition:** In these regulations, unless there is anything repugnant in the subject or context.
 - (a) "BPS" means a Scale of Pay sanctioned by the Centre in which a post or group of posts is placed;
 - (b) "Committee" means the Committee appointed under clause 14.
 - (c) "employee" means an employee of the Centre but does not include a contingent or work-charged employee.
 - (d) "family" means family of an employee which includes his or her:
 - (i) wife (or wives) or widow (or widows) or husband as the case may be;
 - (ii) legitimate children including step children, namely unmarried daughters, and sons, not more than twenty one year old, if residing with or wholly dependent upon him or her, and
 - (iii) parents, unmarried sisters minor brothers and children of deceased son if residing with an wholly dependent upon him or her.
 - (e) "Pay" means the amount drawn monthly by an employee as:
 - (i) pay which is sanctioned for a post whether held by such employee in substantive or officiating capacity;
 - (ii) overseas pay, technical pay, personal pay and special pay and
 - (iii) any other emolument which may specifically be classed as pay by the Chairman.
 - (f) "welfare fund" means the funds referred to in clause 3.
3. **Employees Welfare Fund:**
 - (1) There shall be welfare fund for the welfare of the employees.
 - (2) The welfare fund shall consist of two parts, one for the employees in BPS-16 and above and other for the employees in BPS-15 and below and each part shall be maintained and administered separately.

- (3) Each part of the fund shall include:-
 - (a) contributions made by the employees in BPS-16 and above in case of part I and employees in BS-15 and below in case of part-II;
 - (b) contributions made by the Centre;
 - (c) profits or interest accruing on the amount of the welfare fund.
4. **Deposit of Amounts:-** The moneys of the Welfare fund shall be deposited in such bank or banks as the Centre may direct.
5. **Contribution:-**
 - (1) Every employee in BPS-5 or above shall contribute towards the welfare fund a sum of Rs. $3.63+0.50+0.80=4.93$ (Rupees four and paisa ninety per annum per thousand of the sum in which he is insured, and the contribution in respect of the employees up to BPS-4 shall be made by the Centre.
 - (2) The contribution under sub-clause (1) shall be made in twelve equated monthly installments and shall be far as possible be deducted at the sonfee from the pay of the employee.
 - (3) Where the contribution cannot, for any reason, be deducted from the pay of the employee, he shall remit the amount payable by him to the Centre and the same shall be credited to the Welfare fund.
 - (4) When any contribution remains unpaid due to inadvertence or negligence of the employee, or such other reason, it shall be recoverable from him together with interest thereon.
 - (5) Where any contribution becomes recoverable under sub-clause (4) the same shall be recovered from the sub-sequent pay bill of the employee.
 - (6) Where an employee is transferred on deputation to a foreign service he shall continue to contribute to the welfare fund-during the period of deputation and the contribution shall be remitted by him to the Centre.
6. **Insurance of employees:-** An employee who is under the age of sixty years shall be insured in the sum as specified in clause, 7.
7. **Utilization of the welfare fund:-**
 - (1) The welfare fund shall first be utilized for paying the premia for insurance of the employees to the insurance company or any other insurer and meeting other expenses on the arrangements made with such company or insurer.
 - (2) The Committee-
 - (a) Shall arrange for insurance of the employees in the sums specified in the schedule or in the sums as may from time to time be notified by the Government in respect of its own employees with such insurance company or any other insurer, as the Committee deems fit;
 - (b) Shall have the power to sanction expenditure incurred on the administration and management of the Fund; and
 - (c) May do or cause to be done such other things as are ancillary or incidental to any of the afore aid powers or to the purposes of the Fund.

8. Arrangement with insurance Company:- Where the arrangement has been made with the insurance company or other insurer the sum in which an employee is insured shall, on his or her death be paid;
 - (a) to such member or members of his or her family as is or are nominated by him or her in full or in such shares as are specified by the deceased employee at the time of making the nomination; or
 - (b) where no valid nomination of the employee exists at the time of his or her death, to his family, and in the absence of the family, to his surviving relatives, if any, in the manner and in the shares in which the gratuity of a deceased employee of Government of Sindh is payable under the pension Rules applicable to such employee; or
 - (c) in the absence of the persons referred to the clauses (a) and (b) to the holder of succession certificate obtained from a court of competent jurisdiction.
9. The assured sum to be paid on the death of an employee shall be the sum prescribed for the time being in respect of the BPS in which he was placed immediately before his death.
10.
 - (1) Within three months of the coming into force of these regulations every employee below-sixty years of age shall nominate, in the form set out in Annexure "A" a member or members of his family to whom he desires the sum assured to be paid in the event of his death specifying in case the sum assured is to be paid to more than one member of his family, the proportion in which such sum is to be paid to them, and in case the nominee is a minor the employee shall further nominate a person or persons through whom such sum should be paid.
 - (2) An employee in Bps-16 or above shall forward the nomination form to the insurance company with whom the employee is insured where upon the company shall assign a nomination number and furnish a receipt for the record of the employee.
 - (3) An employee BPS-15 or below shall submit the nomination to the Chairman or the officer authorized by him in this behalf, as the case may be, who shall place the same in the service book of such employee.
 - (4) An employee may, at any time, cancel a nomination by sending a notice in writing to the appropriate authority and submitting revised nomination.
11. If the nomination submitted by the employee relates only to a part of the total sum assured the part to which it does not relate shall, in the event of his death, be paid in accordance with the provisions of sub-clauses (a) or (c) of clause 8.
12.
 - (1) As soon as may be after the death of an employee, the Chairman shall furnish to the insurance company:-
 - (i.) a certificate in the form set out in Annexure "B" or "C" as the case may be certifying the death of the employee indicating the BPS in which he was placed immediately before his death;
 - (ii.) where the deceased was an employee in BPS-15 or below one copy of the nomination form referred to in sub-clause (3) of clause 10;
 - (iii.) a certificate specifying, the names of the members of his family, and in the absence of any member of his family, the names of his surviving relatives, to whom the sum assured is payable under the provisions of (sub-clause (b) of clause 8 and the shares in which the sum is payable to each member of the family or surviving relatives as, the case may be and

- (iv) in the absence of the persons referred to in sub clause (ii) and (iii) a certificate specifying the name of the holder of succession certificate obtained from the court of competent jurisdiction.
- (2) On receipt of the documents referred to in sub clause
 - (1) the Insurance Company shall make arrangement for immediate payment of the assured sum.
- 13. If an employee, for any reason whatsoever quits the service or is discharged or removed or dismissed from service he shall not be entitled to any benefit from the welfare fund or to any claim for the refund of the contribution made by him towards the welfare fund during the period of his service.
- 14. **Constitution of the Committee:**
 - (1) The Chairman shall appoint a Committee including a senior officer of the Committee nominated by the the Centre who shall be the Chairman of the Committee for administration of both the parts of the welfare fund.
 - (2) Not less than two members of the Committee shall be appointed from amongst the employees in BPS-15 and below and in BPS-16 and above giving equal representation to each class of the employees.
 - (3) The Chairman of the Committee may coopt one or two members for any special subject which the committee may be called upon to deal with.
 - (4) No member of the Committee shall be entitled to any remuneration.
 - (5) The Chairman of the Committee may appoint any officer of the centre to act as Secretary to the Committee and he shall be responsible for:
 - (i) the maintenance of records relating to the welfare fund;
 - (ii) the disbursement of money from the welfare fund.
 - (iii) the maintenance of accounts of the welfare fund;
 - (iv) the preparation of the agenda of the meetings of the committee and giving advance notice of such meeting to the members of the committee.
 - (v) drawing up the minutes of the meeting;
- 15. **Procedure of the Committee:**
 - (1) The Committee may do or cause to be done such things as are ancillary or incidental to any of the aforesaid powers or to the purposes of the welfare fund.
 - (2) There shall be held at least one meeting of the Committee in every three months period, provided that a special meeting may be called by the Chairman of the Committee at any time if in his opinion it is expedient to do so.
 - (3) The Chairman of the Committee and any two members of the Committee shall from the quorum at the meeting.
 - (4) The decisions by the Committee shall be taken by majority of votes, and in case of equality of votes, the Chairman of the Committee shall have a second vote;

16. **Drawls:-** Any amount required to be drawn from the welfare fund shall be drawn through a cheque signed by the Secretary of the Committee provided; that where the amount to be drawn exceeds fifty thousand of rupees, the cheque shall also be signed by the Chairman of Committee.
17. (1) The accounts of the welfare fund shall be kept in rupees and all payments from it shall be made in rupees.
 (2) The accounts of the welfare fund shall be audited annually by the Auditors of the Authority.
17. No appeal shall against any decision of the Committee.

**SCHEDULE
(Sec clause-7)**

Employee (1)	Sum assured (2)
Basic Scale-20 and above	Two hundred thousand
Basic Scale-19	One Lac & Seventy five thousand
Basic Scale-18	One Lac fifty thousand
Basic Scale-17	One Lac rupees
Basic Scale-16	Seventy five thousand
Basic Scale-11 to 15	Fifty thousand
Basic Scale-05 to 10	Twenty five thousand
Basic Scale-01 to 05	Twenty thousand

**ANNEXURE-"A"
FORM OF NOMINATION
(Sec sub-clause (1) of clause 10)**

I _____ Son/Daughter/Wife of the _____
 an employee of the Sindh Poultry Vaccine Centre hereby nominate the person/persons mentioned below, who is are member /members of my family as defined in the SPVC employees welfare Fund Regulations, 1995 to received the sum in which I am insured, in the event of my death.

Name and address of Nominee	Relationship	Proportion Age of the amount to be paid	If the nominee is minor name of the person or persons to whom payment to be made on his/her behalf
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Attested _____

Dated the _____ day of 19____

Signature of subscriber
 Seal of Officer

The signature of the subscriber should be attested by an officer in BPS-17 or above who should affix his seal of Officer below his signature.

ANNEXURE "B"
BPS-16 AND ABOVE OFFICERS
(See Clause 12)

SINDH POULTRY VACCINE CENTRE, KARACHI
Dated the _____

To,

_____(Address of the Insurance co.)

Reference:- **Group Insurance Scheme.**

Dear Sir,

With reference to the above noted scheme. I have to report that Mr./Mrs./Miss. _____
aged _____ years, died on _____

It is therefore, requested that the payment of Rs. _____ (Rupees _____
only), the amount for which the deceased was insured, may be made in favour of the nominee /
nominees / surviving relatives / holder of succession certificate of the deceased.

It is hereby certified:

- (1) That the deceased was subscriber to the welfare Fund.
- (2) That at the time of the death the deceased was a BPS _____ employee.
- (3) That the deceased was not a contingent or work charged employee.
- (4) That the employee died while in service and his age at the time of death did not exceed sixty years.
- (5) That the information given by client has been verified and found correct.

As there is no valid nomination of the deceased the amount may be paid to the following
surviving relatives/succession certificate holders namely: "

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Score out if out necessary.

Yours Faithfully,

CHAIRMAN
Welfare Fund Committee

ANNEXURE "C"
BPS-01 TO OFFICIALS
(See Clause 12)

SINDH POULTRY VACCINE CENTRE, KARACHI
Dated the _____

To,

_____(Address of the Insurance co.)

Reference:- Group Insurance Scheme.

Dear Sir,

With reference to the above noted scheme. I have to report that Mr./Mrs./Miss. _____
aged _____ years, died on _____

It is therefore, requested that the payment of Rs. _____ (Rupees _____
only), the amount for which the deceased was insured, may be made in favour of the nominee /
nominees / surviving relatives / holder of succession certificate of the deceased.

It is hereby certified:

- (1) That the deceased was subscriber to the welfare Fund.
- (2) That at the time of the death the deceased was a BPS _____ employee.
- (3) That the deceased was not a contingent or work charged employee.
- (4) That the employee died while in service and his age at the time of death did not exceed sixty years.
- (5) That the information given by client has been verified and found correct.

As there is no valid nomination of the deceased the amount may be paid to the following
surviving relatives/succession certificate holders namely: "

- (i)
- (ii)
- (iii)
- (iv)
- (v)

Score out if out necessary.

Yours Faithfully,

CHAIRMAN
Welfare Fund Committee

By order of
(Dr. Muhammad Nawaz Baloch)
Secretary to Government of Sindh /
Chairman Board of Management
Sindh Poultry Vaccine Centre
Korangi, Karachi

**SINDU POULTRY VACCINE CENTRE
(CONDUCT) RULES, 1996.
Karachi, dated the 14th January, 1997.**

NO: SO(ADMN)/L&F/9-3/97, In exercise of powers conferred by section 21 read with section 11 of the Sindh Poultry Vaccine Centre Act, 1995, the Sindh Poultry Vaccine Board is pleased to direct that the Sindh Government Servants (Conduct) Rules, 1996 and instructions issued in respect of the rules shall mutatis mutandis-apply to all employees of the Centre subject to the following modifications:

- (1) Any reference in the said rules to Government shall be deemed to be a reference to the Sindh Poultry Vaccine Centre;
- (2) Any reference in the said rules to Government Servants or Civil Servants shall be deemed be a reference to an employee of the Centre;
- (3) Any reference in the said rules to Secretary to Government or Administrative Secretary shall be deemed to be a reference to the Chairman of the Board;
- (4) Any reference in the said rules to the Head of Department shall be deemed to be a reference to the Director of the Centre;
- (5) Any reference in the said rules to a non gazetted Government Servant gazetted Government Servant shall be deemed to be a reference to an employee of the Centre in grade 16 or above respectively.

By order of
(Dr. Muhammad Nawaz Baloch)
Secretary to Government of Sindh /
Chairman Board of Management
Sindh Poultry Vaccine Centre
Korangi, Karachi