



# The Sindh Government Gazette

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## PART-I

### SINDH INSTITUTE OF OPHTHALMOLOGY AND VISUAL SCIENCES

Hyderabad dated the 20<sup>th</sup> September, 2021.

### **NOTIFICATION**

**No. 3391/SIOVS/(Reg.)2021:-** In exercise of the powers conferred by section 24 of the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (as amended from time to time), the Board of Directors of the Institute with the approval of Government of Sindh, are pleased to make the following regulations, namely:-

1. **Short Title.-** These regulations may be called the Sindh Institute of Ophthalmology and Visual Sciences (Students Discipline, Conduct, Welfare and Code of Honor) Regulations, 2021.
2. **Date of Commencement and application.-** (1) The regulations shall come into force with immediate effect.  
(2) These regulations shall apply to the all students of Sindh Institute of Ophthalmology and Visual Sciences, Hyderabad.
3. **Definitions.-** (1) In these regulations, unless the context otherwise requires -
  - (a) "Act" means the Sindh Institute of Ophthalmology and Visual Sciences Act, 2013 (Sindh Act No.XXVI of 2013);
  - (b) "Director Academics" means an officer appointed by the Institute as a Director Academics;
  - (c) "Discipline Committee" means the Committee established under section 9 (2) of the Act;
  - (d) "Director Student Affairs" means an officer appointed by the Board/ Executive Director as a Director Student Affairs;
  - (e) "Executive Director" means Executive Director of the Institute;
  - (f) "In charge Sports" means an officer appointed by the Executive Director as an in charge Sports;
  - (g) "Institute" means Sindh Institute of Ophthalmology and Visual Sciences, Hyderabad
  - (h) "Provost" means an officer appointed by the Executive Director as a Provost;



- (i) "Warden" means an officer appointed by the Executive Director as a warden for a hostel.

(2) All other expressions used but not defined in these regulations shall have the same meanings as assigned to them in the Act and the Sindh Institute of Ophthalmology and Visual Sciences Employees (Terms and Conditions of Service) Rules, 2021.

**4. General Discipline and Code of Honor.-** Every student including students residing in a hostel shall observe the following Code of Honor:-

- (i) respect for order, morality, personal honor and rights of others;
- (ii) he must be faithful in his social duties and respect the convictions of others in matters of religion, culture and custom;
- (iii) he must be loyal to his country and refrain from doing anything which tends to lower its honor and prestige;
- (iv) he shall be truthful and honest in his dealings with all people;
- (v) he must respect the elders and be polite to all, especially to women, children, old people, the weak and the helpless;
- (vi) he must respect his teachers, officers and authorities of the Institute;
- (vii) he must keep clean in body and mind, standing for clean speech, clean sports and clean habits;
- (viii) he shall help his fellow beings especially those in distress;
- (ix) he must devote himself faithfully to his studies;
- (x) he must observe austerity and protect public property.

**5. Acts of indiscipline.-** The following among others, shall constitute acts of indiscipline, for which actions may be taken against a student or students concerned by the officers mentioned in these regulations:-

- (i) Breach of public morals, such as -
  - (a) use of indecent or filthy language;
  - (b) use of immodest dress;
  - (c) use of undesirable remarks or gestures;
  - (d) disorderly behavior, such as shouting, abusing, quarrelling, fighting and insolence;
- (ii) defiance of any Institute authority;
- (iii) false personification or giving false information or willful suppression of facts, information, cheating or deceiving;
- (iv) visiting places declared 'out of bounds' for students;
- (v) visiting without a pass, places which are not to be visited without a pass issued by an officer or authority of the Institute entrusted for the purpose;
- (vi) inciting or staging a walkout, strike or an unauthorized procession in the Institute Campus/hostels/examination hall(s);
- (vii) shouting of slogans derogatory to the prestige of the Institute or the reputation of its officers or teachers;
- (viii) consumption of alcoholic liquor, drugs or other intoxicants within the premises the Institute Campus;
- (ix) violation of known standards of immorality;
- (x) action defamatory of and derogatory to anyone's faith, culture, tradition and customs;
- (xi) smoking in a class room, laboratory, workshop, Library, examination hall, convocation hall or during academic functions;
- (xii) organizing or taking part in any function within the Institute Campus or a hall of residence or organize any club or society of students except in accordance with the prescribed rules and regulations;



- (xiii) collect money or receive donation(s) or pecuniary assistance for or on behalf of the Institute or any Institute organization except with the written permission of the Executive Director;
- (xiv) neglect his work habitually or absents from class without reasonable cause or permission of the relevant officer of the Institute;
- (xv) damage Institute property or the property of a fellow student or teacher or employee of the Institute;
- (xvi) do not pay fees, fines or other dues levied, within due time, under the Institute Rules and Regulations;
- (xvii) do not comply with the Rules or Regulations relating to residence in the hostels or hall of residence or the Rules or Regulations relating to the wearing of prescribed uniform or academic dress; and
- (xviii) commit criminal, immoral or dishonorable act within or outside the Institute Campus prejudicial to the interest and reputation of the Institute.

**6. Officials Responsible for the maintenance of Discipline.-**

Member of the teaching staff, Director Academics and Director Students Affairs in general and Provost, Warden and the in charge of Sports of the Institute shall be responsible for the maintenance of order among the students, while under their charge, and disorderly behavior must be dealt with promptly.

**7. Penalties.-** (1) Punishment or penalty for any of the offence mentioned under the preceding Regulations shall be awarded according to gravity of the case, and may be any one or more of the following:-

- (i) record an adverse remark in the Black Book maintained by the Provost;
- (ii) fine which may amount to a maximum of Rs.1,000/- or as may be determined by the Executive Director;
- (iii) expulsion from the class, hall or hostel for a specified period not exceeding six months.
- (iv) exclusion from examination.
- (v) cancellation of examination results or withdrawal of a certificate granted.
- (vi) withdrawal of the concession of free or half free-ship and or cancellation of scholarship granted by Institute; and
- (vii) expulsion or rustication from the Institute for a specified period or for good.

(2) No penalties shall be imposed without giving an opportunity to the student concerned to show cause and an opportunity of being heard in his defence.

**8. Authorities competent to impose penalties.-** The authority to impose penalty shall be exercised by the officers to the extent given in the rules hereinafter appearing and shall be recorded in the Enrolment Register maintained by the Director (Administration) of the Institute.

(2) The Executive Director may -

- (i) fine a student up to Rs.5000/- for each offence and deprive him of privileges and positions open to students;
- (ii) detain a student from appearing in an Institute examination;
- (iii) cancel the admission of a student or refuse to admit a student without giving any reason;
- (iv) direct a Principal of affiliated college to cancel the admission or not to admit a student;
- (v) cancel the Institute Scholarship; and



(vi) expel or rusticate a student for a specified period or for good.

(3) The Provost may -

- (i) fine a student up to Rs.1000/- for each offence; and
- (ii) expel a student from a Hall or Hostel for a specific period or for good.

9. **Functions of the Discipline Committee.-** The Discipline Committee shall deal with such serious cases of indiscipline of students as may be referred to it by the Executive Director and punishment in such cases shall be imposed on consideration of the recommendation of the Committee.

*Provided that no punishment shall be imposed without giving an opportunity to the student concerned to Show Cause and an opportunity of being heard.*

10. **Welfare Committee for Students.-** The Institute shall set up a Welfare Committee to keep in touch with the students and deal with their problems and look after their welfare in general. The members of this Committee shall be nominated by Executive Director.

11. **Hostel and Mess Rules.-** (1) For the purpose of admission to the hostel, allotment of accommodation, arranging and organizing messes, the following regulations as laid down hereinafter shall be followed.

(2) These regulations shall apply to the students of all degree programmes.

**A. Conditions for Allotment of accommodation in the Hostel.**

- (i) Allotment in the hostel shall not be claimed as a matter of right even when a person is a bonafide student of the institute.
- (ii) Allotment of accommodation in the hostel will be made on availability.
- (iii) Allotment of accommodation in the hostel will be for first two consecutive academic years, after this, allotment shall be renewed per year. And if student want to leave the hostel, he shall inform hostel authorities before fifteen (15) days leaving the room by making his allotment cancelled.
- (iv) Maximum period of stay in hostel shall under no circumstances be more than 4-academic years for FCPS/MS and 4-Academic years for B.Sc. (Visual Sciences), 2-Academic years for MCPS/ Diploma (Ophthalmology); provided that fresh allotment is made in each year by the competent authority in accordance with the allotment policy.
- (v) Hostel accommodation shall not be provided to those students who belong to the District of Hyderabad and Jamshoro city.
- (vi) Hostel accommodation will be provided with bed, study table, Chair and fan.

**B. Conditions of Ineligibility.**

The following shall be ineligible for allotment of accommodation in the hostel:-

- (i) A student enrolled in the Institute for a diploma, certificate courses.
- (ii) A student rusticated, expelled or debarred from the institute or any other educational institution inside or outside Pakistan.
- (iii) A student wanted by the police or any other law-enforcing agency (is) in criminal case(s), or against whom case(s) is/are pending in any court of law of the country on account of anti- social activities or for criminal offences(s) involving moral turpitude or



- (viii) Where an employee is not transferred from one post to another, but is transferred from a lower to a higher scale, initial pay in the high scale will be fixed at the stage next above, the pay admissible in the lower scale as on the eve of transfer to the higher scale.

**5. Fixation of pay on the change of scale of a post.-** (1) If the scale of pay of a post is changed the holder of the post is treated as having been transferred to another post on the new pay and his pay is re-fixed under rule 4 as if the transfer to the new post did not involve assumption of higher responsibilities. In such cases where the pay of a post is changed, the employee concerned has an option to retain his old pay until the date on which he earns his next increment or any subsequent increments in the scale which he holds, or until he vacates his post or ceases to draw pay in the time-scale. The option once exercised is deemed as final.

(2) A very important point which has to be borne in mind in the context of these rules is that the substantive part of these rules and its provision cannot be operative at once and the same time. During the period the option exercised under provision operates the substantive position of these rules remains inoperative. Any failure to exercise the option from whatever cause entail forfeiture of the benefit of these rules.

(3) The provisions of this rule apply to officiating as well as substantive holder of a post. The expression 'subsequent increment in the old scale' includes grade promotion in cases in which time-scale of pay has been substituted by a graded scale of pay.

(4) If the maximum of pay of a post is changed without affecting the minimum and the rate of increment the fixation of pay should be done as if the employee was transferred to a post which did not involve assumption of higher responsibilities even if the employee might be holding the post substantively.

**6. Admissibility of Annual increment beyond the scope of pay scale (above ceiling).-** The employee who reaches the maximum of his pay may also be allowed annual increment as personal pay up to three years, subject to the approval of the Board. Such an increment may be treated as personal pay subject to the condition that the employee concerned has put in six (06) months or more service as counts for an annual increment unless withheld under the rules. The amount of the personal pay may not be reduced but treated as part of pay scale of the concerned employee for the purpose of fixation of pay, pension and recovery of house rent etc.

**7. Grant of advance increments on acquiring/ possessing higher technical qualification.-** The advance increment(s) shall be allowed on acquiring/possessing higher, technical as well as non-technical qualification irrespective of the fact whether the employee concerned is employed against a technical post or a non-technical post, subject to approval of the Board and availability of funds.

**8. Protection of pay of contract employees on regularization/appointment on regular basis.-** Contract employee on his regularization will be protected subject to the following conditions: -

- (i) That the contract appointment has been made on standard terms and conditions circulated by Establishment Division as amended for time to time.
- (ii) That the contract employee has applied through proper channel and has been properly relieved by the appointing authority. This condition shall not apply in case of regularization on the same post.
- (iii) That regularization/regular appointment has been made with the approval of competent authority.
- (iv) That there is no break/interruption between contract service and regular service.
- (v) That the service rendered on contract basis shall not qualify for pension/gratuity.
- (vi) That in case of regular appointment in lower grade pay shall not be protected.



9. **Withdrawal of increment.-** The increment in time scale is drawn as a matter of course, unless it is withheld by the competent authority as a disciplinary measure due to misconduct or unsatisfactory work. Whenever an increment is withheld, the authority withholding the increment should state the period for which the increment has been stopped.

10. **Conditions of Service for Increments.-** The service in a time-scale post counts for increments, as follows: -

- (i) All duty in a post on a time-scale and periods of leave other than extraordinary leave count for increments in that time-scale.
- (ii) If an employee holds a lien or a suspended lien against a post, the service in another post, whether in a substantive or officiating capacity, service on deputation count for increment in that post. If the Board is satisfied that extraordinary leave was taken on account of illness or for any other cause beyond the employee's control, he can direct that the extraordinary leave may count towards increment.
- (iii) If an employee officiating in a post or holding a temporary post in a time-scale is appointed to officiate in another post which does not carry less pay than the pay of his original post, then on reappointment to the lower post the service in the higher post counts for increments in the lower post. But the period officiating service in the higher post which would count for increment in the lower post would be restricted to the period during which the employee would have held the lower post but for his appointment in the higher post. This also covers the case of an employee who might not actually have been officiating in the lower post at the time of his appointment to the higher post, but they would have officiated as such but for appointment to the higher post.
- (iv) Foreign employment counts for increments in the time-scale of the post in service on which the employee holds a lien or a suspended lien. If the employee services any officiating promotion while he is on foreign employment, the period counts for increment for the duration of such promotion the foreign employment counts for increment in a temporary post also, if the employee returns to the temporary post.

11. **Calculation of increments.-** When an employee officiating in a post is transferred to officiate in another post, the period of joining time should be treated as duty in that post, the pay of which is drawn by the employee during the joining time and it is to count for increment in the same post.

(2) If an employee is allowed to draw his officiating pay during a course of instruction or training, the period of training will count towards increment in the time-scale of the post.

(3) If a probationer is confirmed at the end of a period of probation exceeding twelve months he is entitled to claim retrospectively the increments which but for his probation, he would have received in an ordinary course.

(4) The concession contemplated in F.R 26(c) is admissible irrespective of the fact whether the higher post is within or outside the Department to which the employee belongs.

12. **Grant of Advance Increments.-** (1) The authority competent to create a permanent post in the same cadre on the same scale of pay can grant premature increment to an employee on a time-scale of pay.

(2) In regard to the grant of advance increment, usually the intention is that the officer should be entitled to the increments in the same manner as if he had reached his position in the scale in the normal course, and unless there are orders otherwise, he should be placed on exactly the same footing as an officer who has so risen. It would mean that normally an officer will get the next increment after completion of duty for one year at the stage from the date the advance increment was granted. However, if the orders envisage that the original date of increment will not be disturbed, the increment may be allowed accordingly.



(3) The expression "scale of pay" represents the maximum of the scale which is to be taken into consideration for determining the authority competent to sanction increments rather than the stage to which the advance increment has been given.

**13. Fixation of Pay on Reversion to a Lower post or reduction of stage.-** (1) If an employee is transferred from a higher grade to a lower grade or post as measure or punishment, the competent authority may allow him to draw any pay as it may deem proper subject to the condition that it should not exceed the maximum of the scale of pay of the lower grade or post.

(2) In a case where an employee on account of misconduct or inefficiency is reduced to a lower grade or post or to a lower stage in the time-scale, the competent authority should clearly state the period for which the punishment would be effective and whether, on restoration it should operate to postpone future increments and, if so, to what extent. The authority concerned should specifically mention whether the reduction would have the cumulative effect and if the increments would be admissible during the period the reduction was in force. In short the contents of the orders in this respect should be specific and leave no room for any doubt or equivocation.

**14. Presumptive Pay of the post.-** (1) An employee officiating in a post draws the presumptive pay of the post except in those cases where the pay has been restricted under F.Rs 30 and 35 but if any stage the presumptive pay of the post on which the employee holds a lien or suspended lien is greater than the presumptive pay of the officiating post, he draws the presumptive pay of the permanent post. The cases of those employees who have been appointed to certain posts at their own request under F.R 15 are, however, excluded from the provision of the latter part of the Rules.

(2) As an officiating employee on proceeding on leave is reverted to his substantive post, he is entitled to get his pay re-fixed in the higher post on return from regular leave. It happened sometimes that their substantive pay had increased in the meantime and when the re-fixation of pay was done on return from leave the pay was fixed at a higher stage than what they had been drawing prior to their proceeding on leave. The Institute had an impression that some employees proceeded on regular leave deliberately merely to avail themselves for the aforesaid benefit. In order to put the check against this manipulation of rules, the Institute have decided that when an employee applies for leave and there is reason to believe that the leave was being applied for in order to secure the benefit of the re-fixation of pay, the grant of regular leave may be refused under F.R.67.

(3) In cases where this position is not realized in advance or the leave is granted on genuine grounds, then on re-fixation, the officiating pay may be restricted under F.R35 so as to limit it to the pay the employee would have drawn, had he not proceeded on regular leave. In short, the re-fixation of pay on return from regular leave should be done in such a way so as to disallow an increase in the officiating pay over the pay the employee was drawing prior to his proceeding on leave.

**15. Personal Rate of Pay.-** If an employee is appointed to officiate in a post the pay of which was fixed at a rate personal to another employee, the competent authority may fix his pay at any rate, but not more than the pay already fixed. If the post carries a time-scale the pay should be allowed at the minimum of the scale and increments as stipulated therein.

**16. Restriction on Officiating Pay.-** (1) The pay of an officiating employee can be fixed by a competent authority at an amount less than that admissible under these Rules.

(2) One class of cases falling under F.R.35 is that in which employee merely holds charge of the current duties and does not perform the full duties of the post.

(3) An officer appointed to hold current charge of a higher post is allowed, in terms of F.R.35 and provisions of the Sindh Institute of Ophthalmology and Visual Sciences Employees (Terms and Conditions of Service) Rules, 2021, the pay in his own grade plus additional pay equal to 20% of his grade pay.

(4) The powers conferred under the above rule can be exercised in individual cases by a special order. The general application of this rule will be ultra-vires of F.R.35. In financial emergencies and on administrative consideration the Institute have, however, resorted to this rule in a general way.



17. **Acting Promotion.-** With reference to the provisions of Sindh Institute of Ophthalmology and Visual Sciences Employees (Terms and Conditions of Service) Rules, 2021, an employee, on appointment to hold a post on acting charge basis, shall –

- (i) assume full duties and responsibility of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post; and
- (ii) during the period of such appointment, be entitled to draw fixed pay equal to the minimum stage of the pay at which his pay would have been fixed had he been appointed to that post on regular basis. Service rendered on acting charge basis in the scale applicable to the posts shall not count for purposes of withdrawal of increments in that grade. It shall, however, count towards increments in the scale of pay held immediately before appointment on acting charge basis so that on reversion from acting charge appointment his pay in the lower grade should be fixed at the same stage which he would have reached, but for appointment to the higher grade:

*Provided that if at any time during his appointment on acting charge basis, his substantive pay exceeds his pay fixed on acting charge appointment, he will draw his substantive pay.*

**Explanation:-** For the purpose of this provision, officiating pay drawn in a post held on regular basis continuously for three years (including period of leave) or which would have been drawn for that period but for appointment on acting charge basis shall be treated as substantive pay.

18. **Absorption of Personal Pay.-** Unless there are orders of the contrary by the competent authority, the personal pay is reduced by any amount by which the recipient's pay is increased. As soon as the increase is equal to the personal pay, it is ceased to be drawn.

19. **Pay of a Temporary Post.-** When temporary post is created and it is to be filled by a person who is not already an employee, he should be allowed the minimum pay that would be necessary to secure the services of a person capable of discharging efficiently the duties of the post.

20. **Special Pays.-** (1) The existing special pays admissible to officials of various categories working as Private Secretaries, Personal Assistants and to those handling cash in has been revised and be allowed at the existing rate of Sindh Government/ Federal Government rules.

("Special Allowance" admissible to the Assistants-in-Charge will be changed to "Special Pay" under F.R.9 (21) and reckoned as part of emoluments for pension.)

(2) In case the temporary post is such as is to be filled by a person who is already in Institute service, its pay should be fixed after taking into consideration the character of responsibility of the work to be performed and the existing pay of the employee of a status sufficient to warrant his selection for the post.

(3) While dealing with the fixation of pay in such cases, it should be borne in mind that temporary posts may be divided into two categories – (1) post created to perform the ordinary work for which permanent posts already exist in a cadre and (2) isolated posts created for the performance of special tasks unconnected with the ordinary work which a service is required to perform. The posts in the first category should be treated as temporary addition to the cadre of a service and the holders of this post should draw pay in the time-scale of the post without any extra remuneration. If any of these posts involve decided increase in work and responsibility in comparison with the duties of the parent cadre generally, a special pay may be sanctioned in addition.

(4) For the second category of posts, if these involve greater responsibilities or increase in work as compared to those of the posts in the regular line, extra remuneration may be sanctioned, but it, in no case, should exceed, without the specific sanction of the Finance & Planning Committee, one-fifth of substantive pay or and any prescribed amount per day, whichever is less.



**21. Compensatory Allowance.-** (1) Compensatory allowance means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed. It includes a traveling allowance but does not include a sumptuary allowance nor the grant of free passage by sea to or from any place outside Pakistan.

(2) The circumstances which justify the grant of special pay to an officer are entirely different in character from those which justify the grant of a compensatory allowance, a difference emphasized in the definitions of those terms embodied in the F.Rs. these definitions should be strictly construed, and an exact compliance required with the conditions stated in them as antecedent to the grant of either special pay or compensatory allowance.

(3) In view of the importance attached to the correct classification of additions to pay such as special pay and compensatory allowance, the reasons for the grant of such additions to pay should be briefly recorded in the letter conveying the sanction.

**22. Grant of PH.D/M. PHIL/L.L.M Allowance.-** PH,D/M.PHIL/L.L.M allowance shall be allowed to an employee holding such degrees Ph.D. Degree holders will be entitled to draw rupees ten thousand per month as Ph.D. Degree allowance and M.Phil./L.L.M. Degree holders will be entitled to draw rupees five thousand per month as M.Phil./L.L.M Allowance.

(2) Ph.D/M.Phil/L.L.M Degree Allowance will be admissible from the date of notification of the final result issued by the university concerned for those already in service and with effect from the date of joining service for new entrants already in possession of the degree.

(3) Those employees who are or had been in receipt of M.Phil./L.L.M. Allowance and had/have subsequently acquired Ph.D. Degree would be entitled to the allowance on the basis of their degree, i.e. Ph.D. only, and the allowance having been/being drawn on the basis of previous degree i.e. M.Phil./L.L.M. shall be discontinued with effect from the same date.

(4) Ph.D./M.Phil./L.L.M. Degree Allowance will be allowed only if the degree had been/is acquired from the Higher Education Commission (HEC) recognized university.

(5) In case of claim of equivalence of a degree, Ph.D./M.Phil./L.L.M. Degree Allowance will be allowed only if the Equivalence Certificate has been/is issued by the Higher Education Commission upon the request of the Institute.

**23. Travelling and Mileage Allowance:- Daily Allowance on Official Duty within Country.-** (1) All employees including contractual employees of Institute shall be entitled to draw daily allowance on official duty at rate of existing rules of Government of Sindh and Federal Government.

(2) Specified stations for special rates as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad & Mirpur AJ&K.

(3) Actual Hotel Accommodation charges within the prescribed limit shall be admissible only on production of receipts as per existing rules.

(4) The proposed rates shall not apply where 20% fixed D.A for operational duties are being paid within salary which will be admissible on existing rates.

(5) Rate of accommodation charges will be admissible @ 2 times of the daily allowance where no hotel accommodation receipt is produced.

(6) The other terms and conditions of admissibility of D.A will remain as usual.

**24. Medical Allowance.-** All regular employees shall be entitled to draw medical allowance at following rates to cover out patients charges:

- |                                 |                      |
|---------------------------------|----------------------|
| (i) Employees BPS-1 to BPS-15   | Rs. 4000/- per month |
| (ii) Employees BPS-16 to BPS-22 | Rs. 3000/- per month |

**Note:-**The rate of above allowance shall be liable to change from time to time with approval of Board.



25. **Telephone Allowance.-** The Institute regular officers and faculty members are entitled to draw Telephone Allowance as under:-

(i) Employees BPS-17	Rs. 1600/- per month
(ii) Employees BPS-18	Rs. 1700/- per month
(iii) Employees BPS-19	Rs. 1750/- per month
(iv) Employees BPS-20 and above	Rs. 2000/- per month

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

26. **P.G. Incentive Allowance.-** The regular Teaching Faculty of this Institute are allowed P.G. Incentive Teaching Allowance at following rates:-

(i) Professor	Rs. 25,000/- per month
(ii) Associate Professor	Rs. 20,000/- per month
(iii) Assistant Professor	Rs. 17,000/- per month

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

27. **Orderly Allowance for BPS-20 to BPS-22 to bring it at par with minimum wage:**

Existing Rate	Revised Rates
Rs. 7000/- p.m	Rs. 17500/- p.m

**Note:** Subject to furnishing a certificate that the officer is not using the services of any official employee at his residence and according to the minimum wage rate as prescribed by the Government.

28. **Holding of Additional Charge/Duties.-** (1) An employee appointed to hold additional charge, with discharge of full duties and responsibilities, of a post, shall be entitled to an additional pay at the rate of 20% of his basic pay:

Provided that where the additional post is a higher post, the employee may be allowed as additional pay of the higher post, if the difference between the pay admissible to him in the higher post is more than in the lower post, or whichever is more beneficial to him.

(2) Where an employee holds the current charge of an additional post the additional pay shall not exceed 40% of the presumptive pay of the additional post:

Provided that where the additional post is a higher post, the employee may be allowed as additional pay of the higher post, if the difference between the pay admissible to him in the higher post is more than in the lower post, or whichever is more beneficial to him.

(3) The duration of dual charge shall not be less than one month and shall not ordinarily exceed from six months:

Provided that it is not feasible to fill in either post, the Executive Director with the concurrence of the Board may allow the extension of the dual charge as he may consider necessary for the smooth running of the business of the quarter concerned.

(4) Additional pay shall not be admissible without prior orders in writing of the competent authority. The authority has to clarify whether the employee would be in charge of the current duties or full charge of the additional post.

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board

29. **Entertainment Allowance: -** For Institute employees in:

(i) BPS-20	Rs. 3000/=
(ii) BPS-21	Rs. 4000/=
(iii) BPS-22	Rs. 5000/=

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board

30. **Computer allowance to Computer Personnel.-** Computer allowance is allowed to computer personnel who fulfill the criteria as under:-

- (a) Computer Personnel should be employed whole timely on Computer, in a full-fledged computer center cell, manned by a team of computer personnel who hold appointments under the prescribed recruitment rules;



- (b) Persons using computer as a tool for other work will not be eligible for computer allowance.

(i) BPS-01 to BPS-22 Rs. 1500/= p.m

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**31. Health Professional/Special Health Care Allowance: -** Health Professional Allowance and Special Health Care Allowance shall be admissible to all the Doctors employed at Institute from BPS-17 to BPS-22 as under:-

Sr.#	Doctors in BPS	Particulars	Existing Rate p.m	Revised Rate p.m
1	BPS-17	Health Professional Allowance	Rs. 15,000/-	Rs. 28,472/-
		Special Health Care Allowance	-	Rs. 10,000/-
2	BPS-18	Health Professional Allowance	Rs. 10,000/-	Rs. 19,175/-
		Special Health Care Allowance	-	Rs. 10,000/-
3	BPS-19	Health Professional Allowance	Rs. 10,000/-	Rs. 19,100/-
		Special Health Care Allowance	-	Rs. 5,000/-
4	BPS-20	Health Professional Allowance	Rs. 10,000/-	Rs. 19,192/-
5	Post Graduate Trainees	FCPS	Rs. 65,000/-	Rs. 75,000/-
		M.S	Rs. 65,000/-	Rs. 75,000/-
		MCPS	Rs. 32500/-	Rs. 37500/-
		D.O.	Rs. 32500/-	Rs. 37500/-

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**32. Health Professional Allowance.** Health Professional Allowance @20% of the running basic pay shall be admissible to the Para Medical/Supporting Staff and those employees who are working/serving the patients at the Sindh Institute of Ophthalmology and Visual Sciences (SIOVS) Hyderabad.

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**33. Nursing Category (BPS-16 & BPS-17) Allowance.-** Nursing Category Allowance for all the Nurses working in BPS-16 and BPS-17 & above in Sindh Institute of Ophthalmology and Visual Sciences shall be admissible on the following criteria:

Allowances	BPS-16	BPS-17 & above
Uniform Allowance	Rs. 3,100/=	Rs.2,100/=
Mess Allowance	Rs.8,000/=	Rs.6,500/=
Nursing Allowance	Rs.10,000/=	Rs.10,000/=

**Note:** The rate of above allowance shall be liable to change from time to time with approval of Board.

**34. Conveyance Allowance.-** Conveyance allowance shall be admissible to the employees of BPS-1 to BPS 22 as admissible at the rate of civil servants of Sindh Government/Federal Government as per rules revised from time to time.

**35. Overtime Allowance to the Staff Car Drivers and Dispatch Riders.-** Overtime allowance admissible shall be allowed to staff car drivers/dispatch riders from Rs.20/- per hour to Rs.50/- per hour subject to a maximum limit of Rs.350/- per day. The existing condition that the overtime allowance to staff car drivers/ dispatch riders will only be paid if it has been verified by the officer concerned will continue to apply.

**36. Financial assistance to the family of Institute deceased employee.-** All the families of Institute deceased employees shall be entitled to the financial assistance as per decision of Board vide Resolution NO.5:9 in its 5<sup>th</sup> Meeting held on 16<sup>th</sup> August 2018 to be paid to the family of employees who died while in service as under:-



BASIC SCALE			AMOUNT
01	to	04	Rs. 600,000/-
05	to	10	Rs. 900,000/-
11	to	15	Rs. 1200,000/-
16	to	17	Rs. 1500,000/-
18	to	19	Rs. 2400,000/-
20	to	above	Rs. 30,00,000/-

**Note:** The rate of above rates of the allowance shall be liable to be revised from time to time with approval of Board as per applicable to the civil servants of Government.

37. **Recoveries.-** House Rent at the rate of 5% shall be recovered from the pay of an employee to whom residential accommodation has been provided by the Institute.

38. **Anomalies.-** An Committee to be called the Redressal of Anomaly Committee shall be set up by the Executive Director to resolve the anomalies, if any, arising in the implementation of these rules as well as Pension Rules.

39. **Applicability of Sindh/Federal Government Relevant Rules:-** (1) In all matters not provided for in these rules, the relevant rules of the Sindh/Federal Government shall mutatis mutandis apply.

(2) Whenever, any subsequent change(s) or revision(s) in respect of "Terms and Conditions of Services" including pay scales and other fringe benefits of Government employee is/are made and announced by the Government of Sindh/Government of Pakistan/Higher Education Commission, the same shall be applicable, mutatis-mutandis to the Institute employees also, provided and to the extent approved by the competent authorities of the Institute.

EXECUTIVE DIRECTOR