

**THE KARACHI WATER AND SEWERAGE BOARD EMPLOYEES**  
**(APPOINTMENT, PROMOTION AND TRANSFER) RULES, 1987.**

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**GOVERNMENT OF SINDH**  
**HOUSING, TOWN PLANNING, LOCAL GOVERNMENT AND**  
**RURAL DEVELOPMENT DEPARTMENT.**

**NOTIFICATION**

Karachi, dated the 13<sup>th</sup> October , 1987.

NO. SOI(KDA)11-9/84. In exercise of the powers conferred by section 103 read with section 138 of the Sind Local Government Ordinance, 1979, the Government of Sind are pleased to make the following rules, namely:-

**CHAPTER-I**  
**PART-I GENERAL.**

1. Short title, commencement and application:

- (1) These rules may be called the Karachi Water and Sewerage Board Employees (Appointment, Promotion and Transfer) Rules, 1987.
- (2) They shall come into force at once.
- (3) These rules shall not apply to casual work-charged staff with less than three years' service and persons employed on contract or on deputation with the Board, who will be governed by the terms and conditions of their appointment, or deputation, as the case may be.

**Definitions:**

2. (1) In these rules, unless there is anything repugnant in the subject or context:-
- (i) "ad hoc appointment" means appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment, pending recruitment in accordance with such method;
  - (ii) "Appendix" means the Appendix to these rules;
  - (iii) "appointing authority" in relation to a post means the authority mentioned in rule 6;
  - (iv) "basic pay scale" means a scale of pay in which a post or group of posts is placed;
  - (v) "Board" means the Karachi Water and Sewerage Board;
  - (vi) "Department" means the Department of the Board;
  - (vii) "deputation" means the temporary transfer on loan of the services of any person from or to the Board or from any office or Department outside the Board;

- (viii) "employee" means an employee of the Board;
  - (ix) "Head of Department" means any officer whom the Board declares to be Head of Department for the purpose of these rules;
  - (x) "initial appointment" means appointment made otherwise than by promotion or transfer;
  - (xi) "Managing Director" means the Managing Director of the Board;
  - (xii) "Promotion Committee" means a Committee constituted for the purpose of selection for appointment by promotion or transfer to a post;
  - (xiii) "Selection Committee" means a Committee for the purpose of making selection for initial appointment to a post;
  - (xiv) "Service" means service of the Board.
- (2) The words and expressions used but not defined in these rules shall have the meanings assigned to them in the Karachi Water and Sewerage Board Rules, 1987.

## **PART-II CADRES**

### **Cadre.**

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

## **CHAPTER-II PART-I METHODS OF APPOINTMENT.**

### **Appointment to be made under these rules.**

4. No appointment to a post shall be made except in accordance with these rules.

### **Method of appointment.**

5. (1) Appointment to a post or class of posts shall be made by any of the following methods namely--
- (a) by promotion or transfer;
  - (b) by initial appointment.

- (2) The method of appointment and the qualifications and other conditions applicable to a post shall be as laid down by the government.

### **Appointing Authorities.**

6. (1) The Board shall be the appointing authority in respect of the posts in basic pay scale 17 and above; provided that appointments to posts in basic pay scales-18 and above shall be made with the approval of Government.

(2) The Managing Director shall be the appointing authority in respect of the posts in basic pay scales 1 to 16.

### **Delegation of Powers.**

7. The Managing Director may, with the approval of the Board, authorize the Head of Department to exercise his powers under rule 6.

### **Selection Committee, Promotion Committee etc.**

8. There shall be one or more Promotion Committees and Selection Committees as may be determined by the Board.

### **Acceptance of the recommendations of the Selection Committee or Promotion Committee.**

9. The appointing authority shall not be bound to accept the recommendations of the Selection Committee or Promotion Committee but the appointing authority shall give reasons for non-acceptance of the recommendations and obtain orders of Government in case the appointing authority is the Board, and in order cases of the Board.

## **PART-II- INITIAL APPOINTMENT**

### **Initial Appointment.**

10. (1) For initial appointment to a post, the Selection Committee shall make its recommendations on the basis of interview or test held by it in the manner as may be determined by the Board after the vacancies advertised in newspapers.

(2) While making recommendations under sub-rule (1), the Selection Committee may also assign position of merit to the candidates so recommended for each vacancy and the vacancy shall be filled in accordance with merit.

### **Qualifications, age limits, etc.**

11. (1) 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.

(2) Age for the purpose of initial appointment shall be reckoned as on the last date fixed for submission of applicant for appointment.

(3) Every person appointed by initial appointment shall at the time of appointment, declare the date of his birth with documentary evidence, such as a Matriculation Certificate, or a municipal birth certificate.

(4) In the absence of any such document, the age of the appointee shall be determined by the appointing authority in consultation with the Chief Medical Officer of the Board.

### **Relaxation of Age.**

12. The age limit laid down for appointment to a post may be relaxed by the authorities and upto the extent mentioned in Appendix "A".

13. (1) No person shall be appointed to a post unless he is a citizen of Pakistan and domiciled in the province of Sindh; provided that this requirement may be relaxed in exceptional cases with the approval of the Government.

(2) If the domicile declared by an employee and accepted by the appointing authority at the time of entry into service is changed without the approval of the Board he shall be liable to removal from service.

### **Character and medical certificate.**

14. No person, not already in the service of Government or statutory nobody shall be appointed to a post unless----

- (i) he produces a certificate of character from two responsible persons (not being his relatives) who are well acquainted with such persons;
- (ii) after such medical examination as the Board may prescribe is found to be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties.

## **PART-III APPOINTMENT BY PROMOTION OR TRANSFER**

### **Promotion and transfer.**

15. (1) Appointments by promotion or transfer to posts in basic pay scales 4 and above shall be made on the recommendations of the 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) Persons as possess such qualifications and fulfill the conditions laid down for the purpose of promotion or transfer to a post shall be considered by the Promotion Committee;

Provided that no promotion on regular basis shall be made unless the employee has completed such minimum length of service as may be prescribed by Government.

(4) The post referred to in sub-rule (3) may be filled in by the appointing authority in public interest by a suitable person belonging to the cadre who is otherwise eligible for promotion on acting charge basis.

(5) An employee declining to avail of benefit of order of his promotion. shall not be considered for promotion for such period as may be specified by the Board.

#### **Conditions of transfer.**

16. (1) Appointment by transfer shall be made from amongst the persons holding appointment on a regular basis in the same basic pay scale in which the posts to be filled exist.

(2) Appointment by transfer shall be made on the tenure basis for the period specified by the appointing authority which may, from time to time, if necessary, be extended.

(3) The appointing authority may revert the officer appointed by transfer to his parent Department or original post even before the expiry of the period of his tenure.

(4) Employees serving in one Department may be transferred to another Department either on their own request or in the exigency of service; provided that, in the case of transfer to a Department in which a separate seniority list is maintained if the employee is transferred at his own request, his seniority in new Department will counts from the date of his joining that department and in any other case his seniority in the original Department would not be affected by such transfer.

### **PART-IV ADHOC APPOINTMENT**

#### **Adhoc appointment.**

17. 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 pending selection of a candidate by the Selection Committee, proceed to fill in such post on adhoc basis for a period not exceeding six months.

**APPENDIX 'A'**  
(See rule 12)

S.No.	Post in basic pay scale	Upto two years	Upto five years	More than five years.
1.	2.	3.	4.	5.
1.	1 to 16	Managing Director	Chairman	Board.
2.	17 and above.	Chairman.	Board	Government.

Additional Chief Secretary to Government of Sindh