

SINDH SEED CORPORATION

RULES & REGULATIONS

SERVICE REGULATIONS OF THE SINDH SEED CORPORATION, 1976

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In exercise of the powers conferred by Section 22 of the Sindh Seed Act, XXIX, 1976 the Board of Members of the Sindh Seed Corporation is pleased to make the following Service Regulations.

1 SHORT TITLE, APPLICATION AND COMMENCEMENT.

- 1.1 These Regulations shall be called Sindh Seed Corporation Service Regulations.
- 1.2 They Shall apply to:
 - 1.2.1 All employees in the whole time employment of the Corporation project concern or establishment which may be acquired and / or be merged with/attached to the Corporation by the Government order / legislation.
 - 1.2.2 Those employees in contractual agreement with the Corporation to the extent not otherwise specified in the contract.
 - 1.2.3 All employees whose appointments are governed by any Government Act of ordinance having currently enforce of law to the extent not specified in such appointment and 10 employees on deputation to the extent not specified in the terms and conditions of deputation.
 - 1.2.4 They shall also apply to the deputationists from Government or other Organization, except as otherwise provided in the terms and conditions of service applicable to them while on deputation.

2. DEFINITIONS:

- 2.1 In these Regulations, unless there is any thing repugnant in the subject or context.
- 2.2 "Corporation" means the Sindh Seed Corporation.
- 2.3 "Board" means the Board constituted under Section 4 of the Sindh Seed Corporation Act,1976.
- 2.4 "Competent Authority" means the Chief Executive of the Corporation and/or such Director, or Officer of the Corporation to whom the relevant powers have lawfully been delegated by the Chief Executive to the extent authorized by the Board.
- 2.5 "Duty" means and includes:
 - 2.5.1 Actual duty as an employee of the Corporation.
 - 2.5.2 Joining time.
 - 2.5.3 Period of Training in or outside Pakistan after becoming an employee.
 - 2.5.4 Period occupied in attending authorized and obligatory examinations.

- 2.5.5 Period during which an employee is on duty (including Rest days and official Holidays) as well as on leave authorized by the competent Authority. However authorized leave without pay shall be excluded from the period of duty for the purpose of Earned leave.
- 2.6. "Contract Service" means service under a specific contract.
- 2.7. "Employees" means any person on the pay roll of the Corporation, Head Offices or on the pay Roll of its Branch offices or Projects.
- 2.8. "Authority" means the competent authority of any officer or authority designated by him to exercise the powers of the authority under these rules.
- 2.9. "Authorized Officer" means the Competent Authority or an officer authorized by the authority to perform functions of an authorized officer under these rules.
- 2.10 "Deputationist" means a Government Servant or an employee of Statutory Body, appointed on deputation to the service of Sindh Seed Corporation.
- 2.11. "Government Servant" means the Government Servant of Federal or Provincial Government.
- 2.12. "Head Office" means the Head office of the Sindh Seed Corporation.
- 2.13. "Accused" means an employee against whom action is taken under these rules.
- 2.14. "Non-Official Member" means other than an Official member.
- 2.15. "Family" means wife/husband, legitimate un-married children and step-children and parent wholly dependent on the employee.
- 2.16. "Project" means any project under-taken and managed by Corporation.
- 2.17. "Proper Channel" means the increasing or decreasing order of placement of officers according to Authority in the Administration set- up in division / department / departments / branches of the Corporation.
- 2.18. "Initial Recruitment" means fresh recruitment on temporary basis by the Competent Authority.
- 2.19. "Temporary Post" means a post other than permanent post. .
- 2.20. "Regular Service" means service after satisfactory completion of probation period,
- 2.21. "Pay" means the amount drawn monthly by a Government servant as:
- 2.21.1 Specially pay and personal pay.
- 2.21.2 Any other emoluments which may be specially classed as pay by the Competent Authority.
- 2.21.3 The pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in officiating capacity or to which he is entitled by reason of his position in a cadre.
- 2.22 "Deputation Allowance" means the allowance at fixed rate payable to the Deputationist.

3. CLASSIFICATION OF SERVICE.

31. Employees of the Corporation shall be classified as following:

Approved By Sindh Seed Corporation Board In The Third Meeting Held On 4th April, 1978, Vide Item 16(c)

S No.	Group	
1.	Senior Executives	Managing Director, Directors and Secretary Sindh Seed Corporation.
2.	Junior Executive-I	Covering all employees getting initial pay of Rs. 1350.00 P.M. and above.
	Junior Executive-II	Covering all employees getting initial pay of Rs. 625.00 P.M. and less than Rs.1350.00
3.	Sub-Staff	Covering all employees getting initial pay of Rs. 410.00 P.M. and less than Rs. 625.00
4.	Minor Staff and Labours	Covering all employees getting initial pay of Rs. 270.00 P.M. and less than Rs. 410.00

3.2 The designations assigned from time to time are intended to describe the nature of responsibility attached to the job in a general manner. The Corporation, however, may assign a designation not stated in the group as the employees scale if such designation is considered more appropriate. However, the salary of an employee is dependent only upon the group of scale and not necessarily on the designation assigned to him.

4. ELIGIBILITY FOR APPOINTMENT.

- 4.1 No person shall be eligible for appointment in the Corporation unless he possesses the minimum qualifications prescribed in II Sindh Seed Corporation Recruitment Rules, 1976 ".
- 4.2 No dismissed / Compulsorily retired person or convicted of criminal offence shall be eligible for appointment to the service of Corporation.
- 4.3 Any person applying for any post in the Corporation who hides the information about his previous dismissal compulsory retirement, or conviction of criminal offence shall be liable for removal from the service of Corporation in addition to the other legal action which the Corporation may decide to take against him.

5. CREATION AND ABOLITION OF POSTS.

5.1 The Board may, at any time, in the best interest of the Corporation create or abolish any post or posts in any class or classes. Such powers may be delegated by the Board to such person / persons as are duly authorized by the Board in writing for this purpose.

6. APPOINTMENTS.

6.1 All appointments shall be made from time to time as may be considered necessary by the Corporation to implement the aims and to promote efficiency in the affairs of the Corporation.

6.2 Appointments will be made on temporary basis, on contract or on terms and conditions of deputation. The employees initially recruited will be brought on regular service after satisfactory completion of probation period.

7. SALARY ON COMMENCEMENT OF SERVICE.

7.1 Pay and allowances shall accrue from the date on which an employee reports for duty in writing at the place and time intimated to him, provided that he reports within the first half of the official, working hours, otherwise salary will accrue from the next following day.

8. SENIORITY.

8.1 For proper administration of a service cadre of grade, the appointing Authority shall cause a seniority list of the members for the time being of such service cadre or grade to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or grade as the case may be.

8.2 Subject to the provisions of sub-section(i) the seniority of employees of Corporation shall be reckoned in relation to other employee belonging to the same service or grade.

8.3 Seniority on initial appointment to the service of Sindh Seed Corporation in any grade or post shall count from the date of joining the service.

8.4 Seniority in the grade to which a Sindh Seed Corporation employee is promoted shall take effect from the date of regular appointment to a post in that grade but the employees selected for promotion to a higher grade shall be entitled to retain his original seniority in the lower grade also.

9. INCREMENTS AND PROMOTIONS.

9.1 The performance of every employee shall be assessed at least once each year, according to the performance appraisal procedure laid down from time to time. The annual assessment shall be made in the first instance by his immediate superior and reviewed by the higher authority nominated for this purpose for each group.

9.2 Any remarks recorded by the reporting superior and accepted by the reviewing authority which reflect adversely on the performance and conduct of any employee shall be communicated to the employee.

9.3 Every employee of the Corporation whether on deputation or appointed on temporary basis shall be entitled to one increment in his pay within his pay scale on the first day of each fiscal year of the Corporation, provided the last annual increment was granted on or before the first January of that year.

9.4 No increment shall be withheld except as a disciplinary measure.

9.5 The Chief Executive of the Corporation may in exceptionally deserving cases grant an employee one or more special increments.

- 9.6 An employee of the Corporation may be promoted on merit / seniority by the Competent Authority to the higher grade of the service. Promotion cannot be claimed as of right.
- 10.10.1 Any employee of the Corporation appointed / promoted to higher post grade shall be liable for reversion to the lower post or grade by the Competent Authority on the ground of in-efficiency, in discipline, etc.

11. TRAINING.

- 11.1 The Corporation may require any employee to undergo training within Pakistan or outside Pakistan by any time and for any durations under such terms and conditions as it may prescribe from time to time provided that such terms and conditions are not less favorable than the terms and conditions of his appointment.
- 11.2 Employees proceeding on scholarships or study abroad shall observe the following procedure / rules for execution of bonds and surety etc.
- 11.3 Employees who are sent for training abroad either under any aided programme or at Corporation's expenses shall before departure, execute a surety bond to serve the Corporation on return from training as under:-

Period of Training	Amount of Surety Bond	Bond Period of Service
Upto three calendar months	Rs. 20,000.00	Two Years
More than three calendar months but less than six calendar months	Rs. 30,000.00	Three Years
Six calendar months or more	Rs. 50,000.00	Five Years

- 11.4 The effective date of training shall be deemed to commence on the date following that on which he is relieved by the Corporation for training and to conclude on the date proceeding that on which he reports on duty to the Corporation.
- 11.5 In case a bonded employee leaves service before the expiry of the specified period, he would normally be required to pay only that amount of bond which is proportionate to the unexpired period.

12. POSTING AND TRANSFERS.

- 12.1 All employees of the Corporation are liable to be transferred to any office or project of the Corporation anywhere within the Province.
- 12.2 Allowances admissible during transfer shall be as per the table Annexure "B".

13. OVERTIME AND COMPENSATORY HOLIDAYS.

- 13.1 All employees are expected to complete their work within the specified working hours.

- 13.2 Managerial cadre of employees and Supervisors shall not be entitled to overtime.
- 13.3 In the case of workers governed by labour laws overtime and / or compensatory holidays shall be given according to labour laws prevailing.
- 13.4 Overtime when necessary shall be restricted to emergencies or where work is clearly outside the normal daily routine.
- 13.5 The Managing Director will be the Authority for sanctioning overtime when ever necessary on the recommendation of the Director Concerned. The prior approval of Managing Director shall invariably be obtained except in emergency in which post facto approval may be given by the Managing Director if deemed fit.
- 13.6 The effective rates of claim for overtime shall be as follows:
 - 13.6.1 For any overtime in excess of the total working hours of the Corporation but not exceeding 48 hours per week, the effective rates shall be at the hourly rate computed on the basis of the claimants salary for the calendar month to which such overtime relates.
 - 13.6.2 For overtime worked in excess of 48 hours per week, the effective rates shall be double the hourly rates computed on the basis specified in sub-clause 13.6.1
- 13.7 All claims for overtime shall be submitted in prescribed forms, supported by valid authorization. The overtime claims forms for the month must be submitted within first week of the following month.
- 13.8 All employees excluding those in Managerial cadre who are required to work on any off-day or a gazetted holiday shall be allowed one day off as a substituted holiday in lieu of that off-day or gazetted holiday. The officers of Managerial cadre shall not be entitled to this benefit.

14 LEAVE.

- 14.1 Leave shall not be claimed by any officer or employees as a matter of right, grant of which shall be subject to the exigencies of the Corporation business. .
- 14.2 The types of leave available to employees are:
 - 14.2.1 Casual Leave.
 - 14.2.2 Earned. Leave.
 - 14.2.3 Maternity Leave .
 - 14.2.4 Leave without Pay.
 - 14.2.5 Leave Ex-Pakistan.

14.3 **CASUAL LEAVE**

- 14.3.1 Casual leave may be granted upto the maximum of 25 days in each calendar year. For unionized employees, the entitlement shall be according to the relevant Labour Laws.
- 14.3.2 The sanctioning authority may allow casual leave upto half of the maximum admissible available at one time and balance.
- 14.3.3 Employees on probation shall be entitled to casual leave not exceeding 05 days in the case of subordinate staff (covering all employees from grade 03 to 10) and 10 days in the case of employees from grade 11 and above.
- 14.3.4 If the employee has been appointed in service at any time during the second or third quarter or any calendar year, the casual leave quote shall be proportionately reduced.
- 14.3.5 Un-availed casual leave shall lapse automatically at the end of every calendar year.
- 14.3.6 Casual leave can not be combined with any other type of leave.

14.4 **EARNED LEAVE.**

14.4.1 **Eligibility:** Every employee shall be eligible for earned leave upon satisfactory completion of probation period. However, the period of probation shall be included in the period of service when computing entitlement of the earned leave.

14.4.2 **Entitlement.**

14.4.2.1 All employees shall be entitled to avail earned leave at one day for every 11 day on duty, at the rate of the last pay drawn. Workers governed by Labour Laws shall be entitled to Earned leave/Annual Holidays according to the relevant provision of the Labour Laws prevailing and applicable.

14.4.2.2 Full salary and allowance shall be admissible is encashed as provided herein after.

14.4.3 **Approval:** The sanctioning Authority for Earned leave shall be:

14.4.3.1 In the case of employees Supervisory/Clerical/and subordinate staff the Director concerned in writing upon the recommendation of the employees reporting superior/or immediate superior.

14.4.3.2 In the case of Managerial, the Managing Director may sanction Earned leave upon the recommendation of the Director concerned.

14.4.4 **Right of sanction:** The Competent Authority reserves the right to suspended or refuse leave if the needs of the Corporation so demand. The Competent Authority may, however, require the employee to make such responsible adjustments in the proposed period of leave as may be mutually convenient.

14.4.5 Accumulation: Earned Leave may be accumulated upto a maximum period of 120 days, except in the case of workers where accumulation shall be according to the provisions of the Labour Laws prevailing and applicable.

14.4.6 Encashment: Earned Leave accrued and sanctioned may be encashed as below:

14.4.6.1 Full encashment upto 30 days in anyone calendar year.

14.4.6.2 Partial Encashment upto 50% of the leave shall not exceed total of 120 days whether availed or not during the period of accrual.

14.4.6.3 Encashment of Earned leave for workers shall be according to the provisions of the labour Laws prevailing and applicable.

14.5 MATERNITY LEAVE:

14.5.1 Maternity Leave shall be granted once on three years to female married employees, for a period not exceeding three months at a time commencing approximately six weeks before confinement. This leave will be restricted to a maximum of three times in the entire period of service in the Corporation.

14.6 LEAVE WITHOUT PAY:

14.6.1 Extra-ordinary leave without pay may be granted at the discretion of the Competent Authority in special circumstances but such leave shall not be counted as duty.

17.7 LEAVE EX-PAKISTAN:

14.7.1 Employees of the Corporation may draw 45 days Earned leave salary in foreign exchange once in three years provided they are granted leave Ex-Pakistan. However, application for leave salary Ex-Pakistan will be considered on merit basis, subject to the availability of foreign exchange and other regulations of the State Bank in force from time to time.

15. MEDICAL FACILITIES.

15.1 Eligibility:

15.1.1. All employees of the Corporation Whether employed on temporary / contract / regular basis or on deputation shall be entitled to the medical facilities described hereunder. However the employees covered by the social security scheme or those employed on daily / weekly wages shall be excluded.

15.1.2. Family members of the employees as defined in clause 2.1.5 shall also be entitled to equivalent facilities.

- 15.1.3. The employees retired on superannuation and their families shall be entitled to similar medical facilities, but such employees will have to furnish the certificate to this effect that they have not been employed any where after retirement.

15.2 Extent of Medical Facilities.

- 15.2.1 Free Medical consultation, attendance and treatment by the Medical Officer panel of doctors approved by the Corporation from time to time. Where no Medical Officer has been appointed by the Corporation the Medical Superintendent / Assistant Medical Superintendent of the Station may be regarded as the Medical Officer.
- 15.2.2 Supply of medicines etc. free of cost from the Corporation's Dispensary wherever established or from the appointed Chemists on prescriptions / authorizations issued by the Medical Officer of the Corporation
- 15.2.3 Reimbursement of the cost of medicines purchased by the employees directly is not allowed under 'ordinary circumstances. However, in the case of medical treatment obtained by an employee or his family members in emergency cases only from a Physician / Surgeon / Recognized Hospital other than the approved ones in Hyderabad and Sakrand outstations, the expenses will be reimbursed at actual, on the production of vouchers / receipts duly attested / approved by a valid prescription signed by the Medical Officer of the Corporation. This will be restricted to emergency cases where it was not possible to have immediate treatment from the Corporation Medical Officer and the report is made soon after for further treatment to the Medical Officer of the Corporation.
- 15.2.4 Reimbursement of the cost of Specialist or Expert consultation, attendance and treatment if considered essential by the Medical Officer.
- 15.2.5 Free Medical attendance at residence to the employees only in emergency cases, but not for their family members.
- 15.2.6 Reimbursement of hospitalization of the employees and their family members in recognized hospitals, when Hospitalization is prescribed as essential by the Medical, Officer. Treatment in hospital/dispensaries, local or at out station other than those recognized by the Corporation will be allowed provided it is found to the satisfaction of Medical Officer that treatment in such a hospital or dispensary was either unavoidable or was advisable in order to get special treatment for a specific disease / disability.

For the purpose of the entitlement of accommodation in the recognized hospital, the following basis will be applied:

- | | |
|--|--------------|
| a) Employees drawing a basic salary of Rs. 700.00 and above. | Private Ward |
| b) Supervisory & Clerical! Technical staff drawing basic salary of less than Rs. 700.00 P.M. | General Ward |
| c) Subordinate staff including skilled and unskilled worker | General Ward |

In additional to those facilities, the Corporation shall bear diet charges where payment of such charges is compulsory in accordance with hospital rules.

- 15.2.7 Payment of cost of Dental Treatment, excluding denture, from any qualified Dental Surgeon shall be made by the Corporation if such treatment is considered essential and the bills/receipts are verified by the Medical Officer of the Corporation.
- 15.2.8 Reimbursement of the cost of pathological and laboratory tests and X-rays if considered essential by the Medical Officer of the Corporation.
- 15.2.9 Eyes Treatment.
Cost of eye treatment! test for glasses by a Specialist! from a hospital excluding the cost of spectacles
- 15.2.10 Maternity Cases.
- | | |
|-----------|--|
| 15.2.10.1 | Cost of Maternity cases in recognized hospitals, in accordance with the entitlements given in clause 15.2.6(a.b.c) |
| 15.2.10.2 | If confinement is arranged at residence or in unrecognized private nursing home and hospital, the actual - cost of the same will be reimbursed upto a maximum of Rs. 500.00. |
- 15.3. Every employees is required to communicate full particulars of his/ her family including dependents as mentioned here above stating their names, relationship and age. ~
- 15.4. These facilities are subject to modification at the discretion of the Board. If benefits similar to any of those described above become available to the employees through any other scheme, statutory or otherwise, the Board may at its discretion discontinue any part of the medical rules and / or integrate the provisions of these rules with the statutory so scheme in such manner that the Corporation medical rules make up the difference between what the statutory scheme provides and the greater benefits, if any, provided by the Corporation.
- 15.5. The foregoing regulations shall apply in those places where the Corporation has appointed or nominated a medical officer. The Board may frame regulations from

time to time in order to extend equivalent facilities located at or posted to places where no Medical Officer has been appointed or nominated.

- 15.6. In the case of Medical Facilities at hospitals other than those run by the Corporation, payment will be made to the authorities of the Hospitals in which the employee of the Corporation is given medical attendance etc. and not to the employees directly.

Amendments in Medical Facilities Approved by Sindh Seed Corporation Board.

EXTRACT OF THE DECISION OF ITEM NO.08 OF THE 4TH MEETING OF SINDH SEED CORPORATION BOARD HELD ON 29.06.1978.

Decision: It was decided that employees of the Corporation should be allowed 10% of their pay as fixed medical allowance with the minimum of Rs. 50.00 and not exceeding Rs. 200.00 P.M. in addition to the reimbursement of charges for Hospitalization on account of surgical contingencies! Maternity! emergency cases.

EXTRACT OF THE DECISION OF ITEM NO. 12 OF THE 5TH MEETING OF SINDH SEED CORPORATION BOARD HELD ON 15TH JANUARY,1979.

Decision: It was decided that the words " on account of surgical contingencies " should be added between Hospitalization & Maternity.

16. DEPUTATION ALLOWANCE.

16.1 The deputationist shall be entitled to deputation allowance on the personal pay as may be determined by the Competent Authority.

17. HOUSE RENT ALLOWANCE.

17.1 An employees in the service of the Corporation shall be entitled to house rent up to the rate of 30% or his pay, provided he has not been provided any residential accommodation by the Corporation.

18. CONVEYANCE ALLOWANCE.

18.1 Conveyance allowance shall be admissible to the employees of the Corporation as shown in Annexure "C".

19. PROVIDENT FUND.

19.1 Provident fund Trust shall be created and rules will be framed separately for the purpose. The employees of the Corporation excepting deputationist after satisfactory completion of the probation period and further continuance in the regular service of Corporation shall be entitled to become members of the Provident Funds Scheme.

19.2 The contribution by employees as well employer will be at the rate not exceeding 10% of the basic salary.

20. GRATUITY.

20.1 Employees whose services are governed by Labour laws shall be entitled to such gratuity as provided in the relevant enactment law.

20.2 Gratuity at the rate of 20 days pay, on the basis of last basic pay drawn for each completed year of service in the Corporation shall be payable to every employee who resigns, retires or is discharged for reasons other than those of misconduct by the Corporation, provided that an employee should have put in five years of service in the Corporation to become entitled to Gratuity.

21. TRAVEL ON CORPORATION BUSINESS.

2.1 The Corporation may require any employee whether employee on Probation / Temporary Service / Regular Service or on deputation to undertake journey either in or outside the station of posting as it may deem necessary for its business. The rules regulations and the procedure for travel on official business are given hereunder:

21.1.1 Persons other than those defined in 21.1 may be eligible for and allowed Travelling Allowance (including transport on tour and or daily allowance), by the Competent Authority according to their status, for assisting the Corporation in its activities.

21.2 The journey shall be classified as:

21.2.1 Travel within station:

21.2.2 Travel Outstation:

21.2.3 Travel on Transfer:

21.2.4 Travel Abroad:

21.3 Travel within Station:

21.3.1 Any employee or eligible person required to travel within Municipal limit or his station or posting shall be entitled to avail of and claim reimbursement of expenses for transport / conveyance incurred by him at the following rates.

REVISED SCHEDULE OF ENTITLEMENT OF PUBLIC TRANSPORT / OWN OR BORROWED TRANSPORT (TRAVEL WITHIN STATION) APPROVED BY SINDH SEED CORPORATION BOARD IN THE THIRD MEETING HELD ON 4TH APRIL, 1978 VIDE ITEM NO: 16 (d).

S No.	Public Transport	Own/Borrowed transport
01	<u>SENIOR EXECUTIVES</u> Managing Director, Directors and Secretary Sindh Seed Corporation.	Taxi fare at actual. Re-imburement @ Rs. 1.35 per mile
02	<u>JUNIOR EXECUTIVE-I</u> Employees getting initial pay of Rs. 1350.00 P.M. and above. <u>JUNIOR EXECUTIVE-II</u> Employees getting initial pay of Rs. 625.00 P.M. and less Rs. 1350.00.	Taxi fare at actual. Re-imburement @ Rs. 1.00 per mile Auto Rickshaw fare at actual. Motor Cycle / scooter @ Rs. 0.40 per mile.
03	<u>SUB-STAFF</u> Employees getting initial pay of Rs. 410.00 and less than Rs. 625.00.	Auto Rickshaw fare at actual. _____
04	<u>MINOR STAFF & LABOUR</u> Employees getting initial pay of Rs.270 and less than Rs 410	Bus fare at actual. Bicycle @ Rs. 0.15 per mile

21.3.2 If the conveyance in accordance with the entitlement is not available, the Competent Authority may, at its discretion, permit use of any other transport of a next higher category than the one to which the employee would have normally been entitled.

21.3.3 Where two or more employee travel in the same conveyance, only the employee who owns conveyance or has hired it may claim the conveyance expenses.

21.3.4 The Corporation will not accept any responsibility financially or otherwise beyond reimbursement payment of the conveyance expenses. In case an employee uses his transport whether owned or borrowed by him, the employee is expected to maintain / obtain adequate insurance cover against all normal risks.

21.4 Travel Outstation.

21.4.1 Whenever possible the Corporation shall make necessary travel arrangements and arrange payment of such advance as is necessary to meet the anticipated tour expenses.

21.4.2 The travel authorization shall be valid only if approved by the Competent Authority.

21.5 Transport Tour.

21.5.1 The entitlement for transport on tour shall be as under:

REVISED SCHEDULE OF ENTITLEMENT OF TRANSPORT ON TOUR APPROVED BY SINDH SEED CORPORATION BOARD IN THIRD MEETING HELD ON 04.04.1978 VIDE ITEM NO. 16(E)

S No.	GROUP	By Air	Rail	Road	Local conveyance at out station
1.	<u>SENIOR EXECUTIVES</u> Managing Director, Directors, and Secretary Sindh Seed Corporation.	Economy Class.	1 st class ACC	Own transport / Borrowed transport @ Rs. 1.30 per mile.	Taxi or own / Borrowed transport @ Rs. 1.30 per mile
2.	<u>JUNIOR EXECUTIVE-I</u> Employees getting initial of Rs. 1350.00 P.M. & above	--	1 st class ACC	Own transport / Borrowed Transport @ Rs. 1.00 per mile	Taxi or own / Borrowed transport @ Rs. 1.00 per mile
	<u>JUNIOR EXECUTIVE-II</u> Employees getting initial pay of Rs. 625.00 P.M. & less than Rs. 1350.00 P.M.	--	1 st class ACC	Wagon / Bus	Taxi at actual fare.
3.	<u>SUB STAFF</u> Employees getting initial pay of Rs. 410.00 P.M. & less than Rs. 625.00 P.M.	--	1 st class ACC	Wagon / Bus	Rickshaw / Bus fare at actual
4.	<u>MINOR STAFF AND LABOUR</u> Employees getting initial pay of Rs. 270.00 P.M. & less than Rs. 410.00 P.M.	--	2 nd class ACC	Bus	Bus

21.5.2 Journeys on tour shall be performed by the shortest practicable route, as may be decided by the Competent Authority whose decision shall be final. The claim shall in such case be restricted to the amount so admissible.

21.5.3 Conveyance expenses shall be admissible from the residence of the employee to the bus / railway station / airport at his headquarter on both the outward and return journeys, to and from the bus / railway station / airport to and from his temporary residence at the outstation to the place of duty and back.

21.6 Accommodation on Tour.

21.6.1 The entitlement for accommodation on tour shall be as under, provided it is not possible to get accommodation at Rest House.

REVISED SCHEDULE OF ENTITLEMENT OF ACCOMMODATION ON TOUR (CLAUSE 21.6 of SERVICE REGULATION) APPROVED BY SINDH SEED CORPORATION BOARD IN THIRD MEETING HELD ON 04.04.1978 VIDE ITEM NO. 16 (F)

S No.	GROUP	HOTEL / INN
1.	<u>SENIOR EXECUTIVES</u> Managing Director, Directors, and Secretary Sindh Seed Corporation.	Four Star with ACC
2.	<u>JUNIOR EXECUTIVE-I</u> Employees getting initial of Rs. 1350.00 P.M. & above	Three Star.
	<u>JUNIOR EXECUTIVE-II</u> Employees getting initial pay of Rs. 625.00 P.M. & less than Rs. 1350.00 P.M.	Two Star.
3.	<u>SUB STAFF</u> Employees getting initial pay of Rs. 410.00 P.M. & less than Rs. 625.00 P.M.	One Star.
4.	<u>MINOR STAFF AND LABOUR</u> Employees getting initial pay of Rs. 270.00 P.M. & less than Rs. 410.00 P.M.	Hotel with daily rent not exceeding @ Rs.15.00

The grading of Hotels in Annexure "A" in for Karachi, Lahore, Rawalpindi, Islamabad, Quetta and Peshawar. The entitlement of accommodation at other places will be subject to the availability of the types of Hotels within the maximum entitlement of accommodation. The grading of the hotels is according to the current rating by the Pakistan Hotel Guide which is summarized as Annexure "A". It is subject to such changes as may occur in the future according to circumstances prevailing at the time.

21.6.2 No employee shall be entitled to stay at intercontinental or other Five Star hotels while in tour.

21.6.3 They claims for actual hotel expenses incurred by the employees shall be admissible only if supported by hotel Bills and receipts to be submitted alongwith the T.A. Bill. The hotel expenses will include room rent, service charges and taxes lavied by the Government thereon from time to time.

21.7 DAILY ALLOWANCE.

21.7.1 A daily allowance to cover expenses such as meal, laundry, gratuities, refreshment and other incidental expenses shall be admissible as follows.

REVISED SCHEDULE OF ENTITLEMENT OF DAILY ALLOWANCE AND OTHER INCIDENTAL EXPENSES (CLAUSE 21.7.1 OF SERVICE REGULATIONS) APPROVED BY THE SSC BOARD IN THIRD MEETING HELD ON 04.04.1978 VIDE ITEM NO. 16 (G).

S No.	GROUP	Daily allowance for Karachi, Lahore, Rawalpindi, Islamabad, Peshawar and Quetta.		Daily allowance for Karachi, Lahore, Rawalpindi, Islamabad, Peshawar and Quetta.	
		Where Room rent is not claimed	Where Room rent is claimed	Where Room rent is not claimed	Where Room rent is claimed
1.	<u>SENIOR EXECUTIVES</u> Managing Director, Directors, and Secretary Sindh Seed Corporation.	Rs. 100.00	Rs. 50.00	Rs. 75.00	Rs. 35.00
2.	<u>JUNIOR EXECUTIVE-I</u> Employees getting initial of Rs. 1350.00 P.M. & above <u>JUNIOR EXECUTIVE-II</u> Employees getting initial pay of Rs. 625.00 P.M. & less than Rs. 1350.00 P.M.	Rs. 65.00	Rs. 30.00	Rs. 40.00	Rs. 20.00
3.	<u>SUB STAFF</u> Employees getting initial pay of Rs. 410.00 P.M. & less than Rs. 625.00 P.M.	Rs. 40.00	Rs. 20.00	Rs. 30.00	Rs. 15.00
4.	<u>MINOR STAFF AND LABOUR</u> Employees getting initial pay of Rs. 270.00 P.M. & less than Rs. 410.00 P.M.	Rs. 25.00	Rs. 10.00	Rs. 20.00	Rs. 10.00

21.7.2 For the purpose of calculation a day is to be reckoned from mid-night.

21.7.3 A part of day, at the commencement of the tour is to be reckoned as a full day, if it is 08 hours or more, and half day, if it is less than 08 hours but more than 02 hours.

21.7.4 The period of absence from Head Quarter shall commence from the time of departure of the employee from his residence or office, as the case may be, till the time of his return to his office or residence as the case may be.

21.7.5 Daily allowance at full rate shall be admissible for the entire period of continuous halt on temporary duty subject to a maximum period of 15 days without any special sanction or subject to reduction in rate.

- 21.7.6 Daily allowance shall be admissible on Sunday and public holidays falling during the period of an employee's temporary duty at an outstation.

21.8 Official Travel in Other Cases:

21.8.1 Competent Authority may sanction travelling allowance in cases other than for the circumstances specified in above rules, it may include travel:

- 21.8.1.1 On recall from leave
- 21.8.1.2 To obtain medical advice and treatment, if considered essential by the Medical Officer of the Corporation.
- 21.8.1.3 On retirement (excluding dismissal or termination of service.)
- 21.8.1.4 Travelling allowance under this rule shall be calculated as for journey on tour provided no daily allowance shall be drawn for halts at out stations, except where specifically sanctioned.

21.9 Other Re-imbursable Expenses:

- 21.9.1 Telephone calls (both local and long distance), telegrams and telex expenses in connection with official work, shall be reimbursed at actual subject to the production of documentary evidence / receipts.
- 21.9.2 Any excess baggage charges and or Octorol incurred by an employee incurred be an employee taking Corporation baggage shall be reimbursable at actual.
- 21.9.3 Reservation charges of seats shall be reimbursable.
- 21.9.4 Cancellation charges of seats shall be reimbursed provided that it is certified by the Controlling officer that the cancellation was unavoidable and in the interest of the Corporation and the booking was cancelled at the earliest opportunity.
- 21.9.5 No overtime shall be claimed for the period of tour.

21.10 Foreign Tour:

- 21.10.1 Any employee who is required by the Corporation to go outside Pakistan on Official Business or on training shall be entitled to the actual cost of passage for transport. .
- 21.10.2 During such travel the employee shall be permitted to carry sych baggage as is permitted by the respective authority controlling the conveyance used. Any excess beyond the allowable limits shall be at the employee's expenses unless specifically permitted by the Corporation.

21.11 Re-imbusement:

- 21.11.1 Re-imbusement shall be made to the employee upon submission of the Travelling Allowance Bill which should be prepared by the employee upon completion of his tour. The T.A. Bill should cover the period from the time of departure from the station of posting upto the time when the employee reports back to his station of posting.
- 21.11.2 All T.A. Bill shall be supported by relevant receipts, cash memos, vouchers and counterfoils of Air Travel etc., complete in every respect within a maximum of two weeks from the date of return to the station of posting and any balance due to the Corporation out of any expended advance refunded.
- 21.11.3 Any claims for reimbursement in respect of transfer shall be submitted complete in all respect, in the case of employee within two weeks of the date of reporting at the station of posting, and in case of his family member / members / dependants within a period of one month from the date of the Journey. The latter is subject to the provision that the family join the employee within six months from the transfer order.
- 21.11.4 Any inadmissible expenditure, either in excess of the limits specified above or for want of documentary evidence, shall not be paid by the Corporation.

21.12 On Transfer:

- 21.12.1 Admissibility: The principle governing the transfer shall be the interest of the Corporation. The transfer on the request of the employee shall not be treated as transferred in the interest of Corporation work unless the authority sanctioning transfer so directs in writing.
- 21.12.2 Temporary posting: A Competent Authority may depute an employee on duty outside his Head Quarters and order him to reside at a temporary Head Quarter for a period not exceeding 15 days. In such circumstances, travelling allowance as 'on transfer' will not be admissible and the employee in question will draw only travelling allowance as on tour and daily allowance as authorized by the Competent Authority.
- 21.12.3 Transfer Allowance: An allowance for the journeys on transfer shall be admissible as per entitlement specified in annexure "8".

22. DISCIPLINE.**22.1. Particioation on political Activity and / or Election.**

- 22.1.1 No employee of the Corporation shall take part in or subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

- 22.1.2 No employee of the Corporation shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere.
- 22.1.3 Provided that an employee of the Corporation who is qualified to vote at such election may exercise his right to vote but if he does so he shall give no indication of the manner in which he proposes to vote or has voted

22.2 Misconduct or Breach of Discipline:

The following shall be deemed to constitute misconduct or breach of discipline:

- 22.2.1 Negligence, in efficiency, inattention or inordinate delay in the performance of duty ..
- 22.2.2 Impertinence, insubordination, disorderly, behavior or intemperance.
- 22.2.3 Willful commission against the interest of or resulting in loss to the Corporation.
- 22.2.4 Breach and evasion of rules regulation, orders, instructions.
- 22.2.5 Conviction for a criminal offence involving moral turpitude.
- 22.2.6 Irregular, late attendance and habitual absence from duty.
- 22.2.7 Unauthorized disclosure of any confidential information or handing over confidential documents or copies thereof relating to the affairs of the Corporation / Projects or associated Corporations sponsored or managed by the Corporation.
- 22.2.8 Acceptance from a subordinate employee of the Corporation or from any associated Corporation sponsored or managed by the Corporation or from persons having or candidates for employment in the Corporation likely to have dealings with the Corporation or from such Corporations of any gifts, gratifications, gratuities, rewards, loans or financial benefits whatsoever directly or indirectly, in his behalf or on behalf of any other person of his family.
- 22.2.9 With-holding of any information or work from an officer which he is normally entitled to have in normal performance of his duties or preventing an officer from performing his duties and functions.
- 22.2.10 Willful tampering with, theft or destruction of any records, documents and any property of the Corporation or its associated Corporations.
- 22.2.11 Speculating in shares and securities of Corporation under the managing agency of the Corporation.

- 22.2.12 Borrowing money from or in any way placing himself under a pecuniary obligation to any employee of the Corporation or any person or Firm having or to have dealings with the Corporation except Bank in the normal course of its business.
- 22.2.13 Favoritism and nepotism.
- 22.2.14 Representing or submission whether personal or official either written or verbal to higher authority except through proper channel.
- 22.2.15 With-holding of representation without due authority.
- 22.2.16 No employee shall make any statement, or address letters to the press or deliver a speech on Radio / TV etc., concerning the affairs of the Corporation unless duly authorized by the Competent Authority.
- 22.2.17 Striking work or inciting others to strike work or go slow
- 22.2.18 Any other act of commission or commission or commission which the Board or the Competent Authority may hold to be misconduct.

23. PENALTIES.

The following are the minor and major penalties, namely:-

23.1 Minor Penalties:

- 23.1.1 With-holding, for a specific period promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the rules or orders pertaining to the service or post.
- 23.1.2 Censure
- 23.1.3 Stoppage for a specific period, at an efficiency bar in the time-scale, otherwise than for unfitness to cross such bar.
- 23.1.4 Recovery from pay of the whole or an part or any pecuniary loss caused to Corporation by negligence or breach of orders.

23.2 Major Penalties.

- 23.2.1 Reduction to a lower post or time-scale or to a lower stage in a time-scale'
- 23.2.2 Compulsory retirement.
- 23.2.3 Removal from service; and
- 23.2.4 Dismissal from service.
- 23.3 Removal from Service does not, but dismissal from service does disqualify for future employment.

24. INQUIRY PROCEDURE.

- 24.1 The following procedure shall be observed when an employee of the Corporation in proceedd against under these rules:-
- 24.1.1 In case where an employee of the Corporation in 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.

- 24.1.2 The authorized officer shall decide whether in the light of facts of the case or the interests of justice an Inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in clause 25 shall apply
- 24.1.3 If the authorized officer decides that it is not necessary to have an Inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall;
- 24.1.3.1 By order in writing, inform him of the action proposed to be taken against him and the grounds of the action, and
- 24.1.3.2 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.
- 24.1.4 On receipt of the reports 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;
- 24.1.4.1 If it is proposed to impose a minor penalty, he shall pass orders accordingly.
- 24.1.4.2 If it is proposed to impose a major penalty, he shall forward the case to the authority along-with the charge and statement of allegation 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 authority shall pass such orders as it may deem proper.
- 24.1.5 The orders passed by the authority will be communicated to the accused or notified in the official gazette by the authorized officer concerned
- 24.1.6 If two or more employees of the Corporation are proceeded against jointly, the authority or authorized officer in respect of the senior most employee of the Corporation amongst them shall be the authority or authorized officer as the case may be, in respect of all such employees.

25. PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE.

- 25.1 Where an inquiry officer or inquiry committee is appointed the authorized officer shall.
- 25.1.1 Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and of any other relevant circumstances which are proposed. to be taken into consideration.
- 25.1.2 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 defense and to state at the same time whether he desires to be heard in person;
- 25.2 The inquiry officer or Committee, as the case may be shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.
- 25.3 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.
- 25.3.1 It shall not be for more than a week, and
- 25.3.2 The reasons therefore shall be reported fourth with to the authorized officer.
- 25.4 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 is 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 or it thinks best suited to do substantial justice.
- 25.5 The inquiry officer or the Committee, as the case may be, shall within ten days. of the conclusion of the proceedings or such longer period as may be. allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.
- 25.6 Powers of inquiry officer and Inquiry Committee.
- 25.6.1 For the purpose of an inquiry under these rules, the .Inquiry Officer and the Inquiry Committee shall have powers 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.
- 25.6.1.1 Summoning and enforcing the attendance of any person and examining him on oath.
- 25.6.1.2 Requiring the discovery and production of documents.
- 25.6.1.3 Receiving evidence on affidavits .
- 25.6.1.4 Issuing commissions for the proceedings of evidence or

25.6.2 The proceedings under these rules shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1960).

25.7 Clause 24 is not to apply in certain cases- Nothing in clause 24 shall apply to a case.

25.7.1 Where the accused is dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment or

25.7.2 Where authority competent to dismiss or remove a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

25.8 Re-instatement.

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

25.8.2 If he is found not guilty of misconduct indiscipline the full salary to which he would have been entitled had he not been suspended.

25.8.3 If otherwise he will not be entitled to receive any salary for the period of suspension or such proportion of pay and allowances as the Competent Authority may prescribe at its discretion.

25.9 Deduction from Salary or Pay.

25.9.1 The Corporation may recover from any Officer or Employee by deduction from his salary or payor from any other sum that may be due to him, for any loss or damage sustained by the Corporation by reasons of negligence or misconduct of the officer or the employee and the decision of the Board in respect of the monetary valuation of the loss shall be final and binding on the officer or employee concerned.

26. APPEALS & REVISIONS.

26.1 Appeal against Penalty: Any employee of the Corporation on whom a penalty has been imposed under these regulations, may within 30 days from the date of the communication of the order, appeal to such authority as may be prescribed.

26.2 Provided of the appellate authority is satisfied that there is sufficient ground for extending the time it may entertain the appeal at any time.

26.3 Petition of Appeal: Every appeal preferred under these regulations shall be made in the form of petition, in writing, and shall set forth concisely the grounds of objection to the order appealed from, and shall not contain disrespectful or improper language and shall be filed with the authority which or the authorized officer who as the case may be, passed the original order. The authority or the authorized officer, receiving the appeal, shall forward the same alongwith the comments within a fortnight, to the appellate authority.

26.4 Determination of Appeal:

26.4.1 The appellate authority shall cause notice to be given to the appellant and the authority or the authorized officer imposing penalty. Of the time and place at which such appeal will be heard. The appellate authority shall send for the record of the case, if such record is not already with it. After perusing such record and hearing the appellant, if he appears, and the representative of the punishing authority may, if it considers that there is no sufficient ground for interfering, dismiss the appeal or may: .

26.4.1.1 Reverse the finding and acquit the accused; or

26.4.1.2 Order and direct the further or fresh inquiry be made; or

26.4.1.3 After the finding maintaining the penalty or without altering the finding, reduce the penalty

26.5 Enhancement of Penalty:

Where the appellate authority proposes to enhance the penalty, it shall:

26.5.1 by order, in writing, inform the accused of the action proposed to be taken and the grounds of the action; and

26.5.2 give him a reasonable opportunity to show cause against that action.

26.6 In dealing with an appeal, the appellate authority if it thinks additional evidence to be necessary may either take such evidence itself or direct it to be taken by the authorized officer and when such evidence has been taken the appellate authority shall there upon proceed to dispose of the appeal.

26.7 Review and not Appeal in Certain Cases: Where the original order has been passed by the Board, no appeal shall lie, and instead, a review petition shall lie to the Board and the Board may, in its discretion, exercise any of the powers conferred on the appellate authority.

26.8 Provided that it shall not be necessary for the Board to afford the accused and opportunity to be heard in person except where the Board proposes to increase the penalty in which case he shall, by order in writing, inform the accused of the action proposed to be taken and the ground of the action and give him a reasonable opportunity to show cause against that action.

26.9 No. Second Appeal Except in Certain Cases:

26.9.1 No appeal shall lie against any order made by the appellate authority except in case appellate authority enhances the penalty.

26.9.2 In every case, in which the appellate authority enhances the penalty imposed by the authority or the authorized officer, the accused may, within 30 days of the communication of the orders appeal to the authority next higher there to:

26.9.3 Provided if the second appellate authority is satisfied that there is sufficient ground for extending the time, it may entertain the appeal at any time.

26.10 Revision.

26.10.1 The Government may call for an examine the record. of any proceeding before any authority for the purpose of satisfying as to the correstness, legality or propriety of any finding, penalty or order recorded or passed and as to the regularity of any proceeding of such authority.

26.10.2 On examining any record under this rule, the Board may direct the authority to make further inquiry into the charges of which the accused has. been acquitted and discharged and may, in its discretion, exercise any of the powers conferred on an appellate authority

26.10.3 Provided any order under this rule made prejudiciai to the accused shall not be passed unless he has been given an opportunity to show cause against the proposed action

26.10.4 Provided further that an order imposing punishment shall riot be revised suo-mote or other wise after the lapse of a period of three months from the date of its communication to the accused if no appeal is preferred

26.10.5 No proceeding by way of revrsion shall be entertained at the instance of the accused who has a right of appeal under these rules and has not brought the appeal

27. UNIFORMS FOR CERTAIN EMPLOYEES.

27.1 Staff car drivers and such Grade-S employees as may be specified from time to time shall be given uniforms on the following scale subject to revision from time to time.

- | | | |
|--------|---|-------------------------|
| 27.1.1 | Winter Uniforms for Drivers. | Two sets in three years |
| 27.1.2 | Summer Uniforms for Drivers. | Two sets in three years |
| 27.1.3 | Winters Uniforms for Grade-3 employees. | One set in three years |
| 27.1.4 | Summer Uniforms for Grade-3 employees. | Two sets in each year. |
| 27.1.5 | Shoes. | One pair in each year |
| 27.1.6 | Cap. | One each year |

27.2 Research Assistants, Testers Laboratory Attendant and workshop workers of the Corporation shall be given Laboratory Coats and aprons on such scales may be specified by the Corporation from time to time.

28. GRANT OF SPECIAL PAY FOR CASH DEALINGS.

- 28.1 The Corporation may grant special pay as may be decided from time to time to the Cash dealing staff.
- 28.2 The cash dealing staff shall furnish one surety for the amount as the Corporation may decide.
- 28.3 The cash dealing staff and their respective sureties shall be responsible jointly and severally, for the amount of defalcation or any defalcated amount in excess of the surety in addition to the other disciplinary / legal action which the Corporation may decide to take.
- 28.4 In case of default in payment of the amount defalcated or any portion thereof within the period allowed for the purpose it shall be recovered as Land Revenue arrears.

29. APPROVED BY SINDH SEED CORPORATION BOARD IN 7TH MEETING HELD ON 10TH OCTOBER, 1979 VIDE ITEM NO. OG.

Below letter No. FD (SR-III)4/1-76, dated the 18th April, 1979 from Government of Sindh, Finance Department, Addressed to All Administrative Secretaries to Government of Sindh, Karachi.

Subject:- **GRANT OF REST AND RECREATION ALLOWANCE.**

I am directed to refer to this Department's letter No. FD (SR-III)4/1-74 dated 10th August, 1975, on subject noted above, and to state that in partial modification thereof it has been decided that Rest & Recreation Allowance equal to half month's pay or Rs. 500.00 whichever is lower, shall be granted to a civil servant once in a year. This will be in replacement of the existing concession of Rest and Recreation Allowance admissible once in three years.

- 2. The concession of Rest and Recreation Allowance, as modified in para 1 above, is effective from the calendar year 1979 but will be availed of after the 30th June, 1979. Steps have already been taken to provide funds for meeting additional expenditure through the Budget Estimates, 1979-80.
- 3. the current three years cycle has already commenced which effect from 1st Jan, 1979. In view of this, those civil servants who have availed of the concession of the Rest and Recreation allowance equal to one month pay subject to maximum of Rs. 1000.00 shall be entitled to draw the allowance being sanctioned hereunder after the completion of two years from the date of commencement of the current cycle of 03 years i.e. 1st January, 1979.
- 4. The following procedure / instructions shall regulate the grant of Rest and Recreation Allowance: .
 - i. Rest and Recreation Allowance will be admissible to a civil servant who has put in at least 12 months service.
 - ii. The maximum interval between successive utilizations of the Rest and Recreation Allowance will be six months.

- iii. If a civil servant applies for Rest and Recreation Leave or Casual Leave which is refused by the Competent Authority as defined in F. D's letter No. FD.(SR-III) 04.01.1978, dated the 13th March, 1979 in public interest and it is certified that the applicant cannot be granted leave during the remaining part of the calendar year, an allowance equal to the amount of R&R allowance may be sanctioned to him notwithstanding the fact that leave was not availed of by him.
- iv.
 - a) Rest and Recreation Leave may be sanctioned in such a manner by Departments other than Vacation Departments as to grant the facility to not more than one fourth of the number of employees in each grade during each quarter of a calendar year.
 - b) Rest and Recreation Allowance may be sanctioned in Vacation Department in such a manner as to grant the facility to equal number of employees in each grade during each calendar month of the duration of vacation. If the duration of vacation is equal to or less than one calendar month, all the employees may be allowed to draw the Allowance simultaneously.
 - c) No Rest and Recreation Allowance will be sanctioned in the month of December of each calendar year.
- v. The Rest and Recreation Allowance shall be admissible to a retiring civil servant if in the particular calendar year he renders or it is certified that he is likely to render months of service excluding the period of LPR.
- vi. No Rest Recreation Allowance will be admissible to a civil servant in respect of the calendar year in which he resigns his job. In case such allowance is drawn by him, it will have to be refunded before his resignation is accepted.
- vii. The re-employed civil servants in Government Department will also be eligible to draw Rest and Recreation Allowance subject to condition mentioned at (ii) above provided the service on re-employment is in continuation of previous service, in other cases, Rest and Recreation Allowance will be admissible after a re-employed civil servant has put in twelve months service.
- viii. Rest and Recreation Allowance to persons appointed on contract basis will continue to be governed by General or specific terms of contract. If it is proposed to be availed of on annual basis, it may be allowed where the contract is at least for a period of 02 years. As for other employees the concession will not be admissible in the first year of the contract service unless it is in continuation of previous service in which the concession was admissible.
- ix. The civil servants who are on deputation to other Government Autonomous Bodies will be entitled to draw this allowance from the Government Autonomous Bodies where they are on deputation in the same manner as they would have drawn in their parent departments.
- x. For the purpose of paragraph 01 above, the term pay means pay as defined in the West Pakistan Travelling Allowance Rules.

xI. All Claims will be entertained subject to the availability of funds.

5. The event relating to grant of Rest and Recreation Allowance will be recorded in the Service Books / Audit Registered of the official / Officer concerned. The fact should invariable be mentioned while issuing last pay certificate.

30. RETIREMENT.

30.1 An employee shall retire service _____ on such date after he has completed 25 years of service or other retirement benefits or the Competent Authority may, in the public interest, direct or

30.2 The employees of the Corporation will retire from service on completion of 60 years of age.

31. TERMINATION SERVICE.

31.1 The Corporation may terminate the service of any temporary employee without assigning any reason by giving him 15 days notice or pay sum equal to the salary for that period of sum equal to the proportionate salary for un-expired period of notice.

31.2 The Corporation may terminate service of any employee in regular service without assigning any reason by giving him 30 day notice or pay a sum equal to the salary for that period or sum equal to proportionate salary for un-expired or sum equal to the notice.

31.3 The Service of an employee on contractual basis may be terminated by the Corporation without assigning any reasons by giving him such notice or paying such sum as stipulated in the contract.

31.4 Any employee of the Corporation appointed on temporary basis may resign / leave the services of the Corporation by giving 15 days notice or pay a sum equal to the salary or sum equal to the proportionate salary for un-expired period of the notice.

31.5 Any employee of the Corporation appointed on regular basis may resign / leave the services of the Corporation by giving 30 days notice or paying a sum equal to the salary for that period or sum equal to the proportionate salary for un-expired period of the notice.

31.6 Any employee on contractual basis may resign / leave the services of the Corporation by giving notice or paying such sum as stipulated in the contract

31.7 Employees on Deputation to the Service of Corporation.

The Corporation may at any time by assigning reasons place back the services of any deputationist at the disposal of the Government / statutory body from where he was deputed to the service of the Corporation.

31.8 In case any deputationist wants to leave the Corporation to re-join his parent department he shall have to route his application through proper channel and obtain "No Objections certificate" from the Corporation.

31.9 No Demand Certificate.

It will be obligatory for the employees covered by clause (31.1 to 31.8) to obtain " No Demand Certificate" from the Corporation.

**REQUIREMENT RULES
OF
SINDH SEED CORPORATION**

RECRUITMENT RULES NOTIFICATION

In exercise of the powers conferred by Section 21 of the Sindh Seed Corporation Act XXIX. 1976, Government of Sindh, Agriculture, Livestock, and Fisheries Department is pleased to make the following Sindh Seed Corporation Recruitment Rules:-

1. Short Title, Application and Commencement.

- 1.1 These Rules shall be called" Sindh Seed Corporation Recruitment Rules 1976 "
- 1.2 These Rules shall come into force at once.
- 1.3 They shall apply to:-
 - 1.3.1 All employees in the whole time employment of the Corporation. Project, Concern or Establishment which may be acquired and / or merged with / attached to the Corporation by the Government Order / Legislation.
 - 1.3.2 Those employees in contractual agreement with the Corporation to the extant, not otherwise specified in the contract.
 - 1.3.3. All employees whose appointments are governed by any Government Act or Ordinance having currently a force of Law to the extent not specified in the terms and conditions of Deputation.
 - 1.3.4 These Rules shall also apply to the employees recruited to the service of Corporation on deputation from Government Departments and Statutory Bodies except as otherwise provided in the terms and conditions of service applicable to them on deputation.

2. DEFINITIONS.

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

- 2.1 "Government" means the Sindh Government.
- 2.2 "Corporation" means the Sindh Seed Corporation.
- 2.3 "Competent Authority" means the Chief Executive of the Corporation / or such Director, or Officer of the Corporation to whom the relevant powers have been lawfully delegated by the Chief Executive.
- 2.4 "Contract Service" means service under a specific contract.
- 2.5 "Employee" means any person on the pay roll of the Corporation, Head Office or on the pay Roll of the Branch Offices of Project.
- 2.6 "Deputationist" means a Government Servant or an employee of Statutory Body, appointed on deputation to the service of Sindh Seed Corporation.
- 2.7 "Government Servant" means a Government of federal or Provincial Government.
- 2.8 "Head Office" means the Head Office of the Sindh Seed Corporation at Hyderabad.
- 2.9 "Temporary Post" means the post other than permanent post
- 2.10 "Pat means the amount drawn monthly by a Government Servant as:

- 2.11 Special pay and personal pay.
- 2.12 Any other emoluments which may be specially classed as pay by the Competent Authority.
- 2.13 The pay other than special payor pay granted in view of the personal qualifications, which has been sanctioned for a post held by him substantively or in officiating capacity or to which he is entitled by reason of his position in a cadre.

3. CONSTITUTION AND COMPOSITION OF SERVICE.

The Service of the Sindh Seed Corporation shall comprise of the posts and groups specified in Column .02 of Appendix "A" and such other posts as may be determined by the Competent Authority from time to time.

4 . METHOD OF RECRUITMENT.

- 4.1 Recruitment to the service of Sindh Seed Corporation shall be made through advertisement or otherwise by "Initial Recruitment" and by deputation of Government servants or Employees of Statutory Body.
- 4.2 The appointments already made prior to coming into force of these Rules shall be regularized by the Appointing Authority. However the Officer / Staff so recruited will be governed by the Sindh Seed Corporation Service Regulations.
- 4.3 The employees recruited to the service of the Corporation on contractual basis shall execute an agreement of contract with the Corporation to be decided by Competent Authority.
- 4.4 The employees on contractual basis shall be governed by the specific terms and condition of the contract.
- 4.5 The initial appointment in the Corporation shall in the first instance be made on temporary basis.
- 4.6 The initial recruits upto the cadre of Assistants shall remain on probation for a minimum period of 03 months. This duration may be extended for a further period of 03 months in the event of an employee failing to show satisfactory progress during the probationary period.
- 4.7 The initial recruits upto the cadre of Assistants shall be brought on regular establishment after satisfactory completion of probationary period and the verification of their character and antecedents.
- 4.8 The persons appointed by initial recruits for the posts higher than the post of Assistant shall also be appointed on temporary basis and remain on probation for a period of 06 months which duration may further be extended for a period of 06 months in case of an employee who does not show satisfactory progress during the probationary period.
- 4.9 The employees recruited by initial appointment for the post higher than the post of . Assistants shall be brought on regular establishment after completion of satisfactory probationary period and verification of the character and antecedents.
- 4.10 **Nationality:-** No person shall be eligible for appointment in the Corporation unless he is Pakistani National and Domiciled in the Province of Sindh.

- 4.11 A person who has married a person who is not a citizen of Pakistan shall be not be eligible for appointment to the service by " Initial Recruitment" except as may be authorized by the Competent Authority at the time of Selection, subject to the policy of the Government.
- 4.12 No dismissed / Compulsory retired person shall be eligible for appointment in the Corporation.

5. AGE LIMIT.

- 5.1 A candidate shall not be less than 18 years or more than 28 years of age. The age limit of technical staff will be from 21 years to 35 years.
- 5.2 The age limit prescribed in the above sub-clause shall not apply to the officer! staff recruited by deputation.
- 5.3 The age in respect of the posts of Managing Director and the Executive Directors of the Corporation shall not be less than 35 years and more than 55 years.

6. QUALIFICATIONS.

- 6.1 No person shall be appointed to a post in the service of the Corporation unless he possesses the minimum qualifications prescribed for the post as 'shown in Appendix "A" column 3 of Appendix"A".
- 6.2 No person not already in Government service shall be appointed to the service unless he produces a certificate of character from the Principal! Academic! Officers of the academic institutions, last attended and also certificate of character from two other responsible persons not being his relatives, who are well acquainted with his character and antecedents.

7. RECRUITMENT OF EMPLOYEES TO THE SERVICE OF CORPORATION ON DEPUTATION.

- 7.1 Employees already serving in Government Departments and Statutory Bodies may be recruited to the service of the Corporation on deputation by mutual consent of the borrowing and lending authorities.
- 7.2 The terms and conditions of deputationists will be decided by their respective Competent Authorities.
- 7.3 The Corporation may allow the deputationists to opt of pay scales and fringe benefits in respect of the posts against which they have been employed in the Corporation.
- 7.4 The Corporation may repatriate by assigning reasons any deputationist to his respective parent department.
- 7.5 If any deputationist wants to be repatriate to his parent department, he shall have to submit his application through the Corporation and obtain "No objection Certificate"

8. SENIORITY.

- 8.1 Seniority of persons appointed by initial appointment vis-a-vis those appointed on deputation in particulars cadre/ pay scale in the Corporation shall be determined from the date of joining the Corporation.
- 8.1 The Corporation shall cause a seniority list of the members for the time being of such service cadre on pay scales to be prepared, but nothing herein contained shall constitute to confer any vested right to a particular seniority in such service cadre or scale as the case may be.

9. MEDICAL FITNESS.

- 9.1 The persons appointed in the Corporation shall produce a Medical Fitness Certificate from such Medical Authority as the Corporation may specify. This condition shall not however apply to the deputationists who have already given Medical Fitness Certificate in their respective Department / Statutory Bodies prior to their deputation to the Corporation .

10. COMPOSITION AND POWERS OF SELECTION COMMITTEE.

- 10.1 Selection for the posts with starting pay from Rs. 270.00 to Rs. 900.00 per month will be made by selection Committee as shown in Annexure "An. The decision of the Selection Committee shall be final for appointment of candidates for the posts as shown at Annexure "An.

11. COMPOSITION AND POWERS OF SELECTION BOARD.

- 11.1 Selection for the posts with starting pay from Rs. 1350.00 and above per month will be made by the Selection Board as shown at Annexure "B".
- 11.2 The Selection Board will forward recommendations for the posts of Senior Executive viz: Managing Director, Directors and Secretary Sindh Seed Corporation to World Bank Through Ministry of Food and Agriculture, Government of Pakistan for final approval.
- 11.3 The decision of Selection Board shall be final for appointment of candidates for the posts other than posts of Senior Executives.

12. GENERAL RULES.

- 12.1 In all matters not expressly provided in these Rules, employees of the Corporation shall be governed by such other Rules and Regulations as have been or may hereafter be prescribed by the Competent Authority and made applicable to them.

13. EXEMPTIONS.

- 13.1 The Competent Authority may exempt the enforcement of any or all of the Rules in the interest of the Corporation excepting in respect of the posts of Senior Executives.

ANNEXURE 'A'

COMPOSITION OF SELECTION COMMITTEE FOR THE POSTS WITH
STARTING PAY FROM RS.270.00 TO RS. 900.00. p.m.

SELECTION COMMITTEE.

- | | |
|---|----------|
| 1. Managing Director, Sindh Seed Corporation. | CHAIRMAN |
| 2. Director Concerned. | MEMBER |
| 3. Secretary, Sindh Seed Corporation. | MEMBER |
| 4. Incharge of Section Concerned. | MEMBER |

COMPOSITION OF SELECTION BOARD FOR THE POSTS WITH MONTHLY STARTING PAY FROM RS. 1350.00 AND ABOVE.

SELECTION BOARD.

- | | |
|---|----------|
| 1. Secretary Agriculture Sindh | CHAIRMAN |
| 2. Managing Director, Sindh Seed Corporation. | MEMBER |
| 3. Director Concerned | MEMBER |

NOTE:-

Any other member may be nominated as co-opted member by the Chairman of the Selection Board.

APPENDIX "A"

S No.	Designation	Pay Scale	Qualification
01.	Managing Director	Rs. 4000.00 fix.	<p>Be not less than 35 and not more than 60 years of age have a University Degree or equivalent in Agriculture Economic, Business Administration of Finance and Accounting.</p> <p>have not less than ten years experience in business management or Public Administration of which he should have served a minimum of five years in the capacity of Chief Executive of a recognized Agricultural, Industrial or Commercial Institutions;</p> <p>be experienced on personal management and;</p> <p>be able to undertake frequent travel within the Project Area.</p> <p>Age relaxable eitherway in case of candidates with long experience, good health and mental alertness:</p>
02.	Director Production & Processing	Rs. 2600-125-3225	<p>Be not less than 35 and not more than 60 years of age have University Degree in Agriculture.</p> <p>have not less than ten years experience in Agriculture and farm management with at least three years at the level of Manager or Director, have experience in Farm Development, machinery utilization, budget preparation, work planning, field cost records and staff training,</p> <p>have experience in machinery maintenance, Production control work planning, budget preparation industrial cost records and training of factory staff; and</p> <p>be able to undertake frequent travel to project areas visiting Research Institute, Corporation Farms, contract growers and their farms.</p> <p>Age relaxable either way in case of candidates with long experience, good health and mental alertness.</p>

03. Director Marketing Rs. 2600-125-3225 Be not less than 35 and more than 60 years of age have a University Degree;
- Have not less than ten years experience in marketing of which a minimum of five years should have been as Manager or Director Incharge of Marketing; preferably in agro-industrial business and
- Have experience in marketing including market research marketing methods, advertising and publicity, sale promotion, distribution, and staff training. Age relaxable either way in case of candidates with long experience, good health and mental alertness.
04. Director Finance. Rs. 2600-125-3225 Be not less than 35 and more than 60 years of age,
- Be member of a recognized professional accountancy institute e.g. Institute of Chartered Accountants or Certified Public Accountants preferably with a University Degree or equivalent in business administration / economics or cost / industrial Accounting,
- Have at least ten years post qualification experience in financial and management accounting of which at least three years gained from working in a large, preferably agro-industrial company,
- Have experience in procurement procedures and inventory management; and
- Be able to travel frequently to farm and processing plants in the project area.
- Age relaxable eitherway in case of candidates with long experience good health and mental alertness.

05.	Secretary SSC	Rs. 2250-100-2750	Graduate in 2 nd Division or B.A. Hons from a recognized University with at least 20 years experience of Revenue, Agriculture, General Administration, Magisterial and Administrative Departments.
06.	Plant Manager.	Rs. 2250-100-2750	B.Sc. Engineering in mechanical Engineering with at least five years experience in plant machinery and Maintenance.
07.	Cost Accountant.	Rs. 2250-100-2750	Chartered Accountant from any recognized institute, should be a member of recognized professional accountants institute, e.g. institute of Chartered Accounts or certified public Accountants. Should have at least five years experience of accounts in any Government / Bank / Private Institute.
08.	Public Relation Officer.	Rs. 1350-75-1650 / 100-2150.	M.A. in English / Journalism in 2 nd Division having 10 years experience in public Relation / Journalism in any Government organization or some firm of repute.
09.	Farm Manager.	Rs. 1350-75-1650 / 100-2150.	B.Sc. (Agri.) / M.Sc. (Agri.) form a recognized University in Agronomy with diploma, merit certificate or associateship in Crop production / Farm Management / Agronomy from a foreign recognized Institute awarded after at least one years academic study. Indian Institute shall not be deemed to be foreign Universities for the purpose of these Qualifications. (ii) M.Sc. (Agri.) Agronomy / Farm Management from a recognized University with at least 10 years experience of Farm Management / Crop production.

- | | | | |
|-----|---|------------------------------|--|
| 10. | Agronomist. | Rs. 1350-75-1650 / 100-2150. | <p>M.Sc. (Agri.) from a recognized University in Agronomy with a diploma merit certificate of Associateship in Agronomy / Crop production from a foreign recognized institute awarded after at least one years academic study. Indian Institutes shall not be deemed to be foreign Universities for the purpose of these qualifications. Specialization relaxable in case of foreign trained candidates having training in production of Wheat / Cotton / Rice Crop.</p> <p>(b) M.Sc. (Agri.) Agronomy / Crop production on from recognized University with at least 10 years or Research Crop production / Seed production / Extension.</p> |
| 11. | Seed Analyst. | Rs. 1350-75-1650 / 100-1250. | <p>Doctorate in Agronomy / Botany / Seed physiology from recognized University.</p> <p>M.Sc. (Agri.) in Agronomy or M.Sc. Botany with seed physiology as one of the subject from a recognized / University with 05 years experience in Seed Testing Seed Technology, Seed Physiology. Minimum three years experience in any Government or Semi Government Seed Testing Laboratory.</p> |
| 12. | Plant Superintendent (Deputy Plant Manager) | Rs. 1350-75-1650 / 100-2150. | <p>B.E. in Mechanical Engineering or B.Tech. in 2nd Division from a recognized University with 03 years working experience in some big Government plant or industrial plant.</p> <p>B.Tech in 2nd Division with 05 years experience of working in some big mechanical plant.</p> |
| 13. | Manager Sales Promotion. | Rs. 1350-75-1650 / 100-2150. | <p>M.Sc. (Agri.) M.A. from a recognized University with a diploma merit certificate or associateship in business Administration from a foreign recognized institute awarded after at least one years academic study-Indian Institutes shall not be deemed to be foreign Universities for the purpose of these qualifications.</p> <p>(b) M.Sc. (Agri.) M.A. from a recognized University with at least 05 years experience as Sales Manager in any recognized organization / firm of repute.</p> |

14.	Senior Accounts Officer.	Rs. 1350-75-1650 / 100-2150.	M.Com. in 2 nd Division with three years experience in accounts in Bank / Government organization / Firm of repute.
15.	P.A's.	Rs. 900-50-1150 / 60-1750.	Graduation in 2 nd division from any recognized University knowing shorthand and typing with 120 and 50 works speed per minute respectively Minimum 03 years experience in any Government Department / Autonomous body.
16.	Publicity Officer.	Rs. 900-50-1150 / 60-1750.	M.A. English / Journalism in 2 nd division having 03 years experience in Public Relations, Journalism in any Government organization or some firm of repute.
17.	Office Superintendent	Rs. 900-50-1150 / 60-1750.	Graduate from a recognized University with minimum 05 years experience in any Government Department / Autonomous Body. Preference will be given to better qualified and experienced candidates.
18.	Assistant Farm Manager.	B.Sc. (Agri.) or B.Sc. (Agri.) Hon: BPS-16, M.Sc. (Agri.) BPS-17.	B.Sc. (Agri.) 2 nd division or B.Sc. (Agri.) Honors in in Agronomy as Major subject with 03 years experience preferably in Farm Management / Crop production.
19.	Assistant Agronomist.	B.Sc. (Agri.) or B.Sc. (Agri.) Hon: BPS-16, M.Sc. (Agri.) BPS-17.	B.Sc. (Agri.) 2 nd Division or B.Sc. (Agri.) Honors with Agronomy as Major subject from a recognized University with 05 years research experience in Crop production / Farm Management.
20.	Assistant Seed Analyst	B.Sc. (Agri.) or B.Sc. (Agri.) Hon: BPS-16, M.Sc. (Agri.) BPS-17.	M.Sc. (Agri.) in 2 nd division from any recognized University with 05 years experience in Seed Testing / Seed Technology / Seed Physiology. Minimum three years experience in any Government or Semi Government Seed Testing Laboratory.
21.	Marketing Research Officer	Rs. 900-50-1150 / 60-1750.	M.Sc. (Agri.) Economics with basic degree in Agriculture with 03 years experience of Methods of Marketing / Marketing Survey in Government Organization or in some firm of repute.
22.	Marketing survey Officer	Rs. 900-50-1150 / 60-1750.	M.A.in Economics / M.Sc. Agriculture Economics in 2 nd division. Eight years experience of Market survey / Market Research in some Government Organization or 10 years experience as salesmen in some government or private firm of repute after graduation.

23.	Accounts Officer.	Rs. 900-50-1150 / 60-1750.	Should be B.Com. and Intermediate of C.A. or intermediate of ICMA with three years practical experience of reputable industrial / Commercial Organization.
24.	Audit Officer.	Rs. 900-50-1150 / 60-1750.	M.Com / B.Com from a recognized University in 2 nd division. Diploma in Auditing from any recognized institute with minimum 5 years experience in auditing in any Government Department / Autonomous body Preference will be given to better qualified and experience candidates.
25.	Artist.	Rs. 900-50-1150 / 60-1750.	Matriculate with diploma in Firm / Commercial Art / Drawing. Preference would be given to those knowing photography. 03 years experience Fine Arts in government or Commercial organization.
26.	Stenographer	Rs. 625-40-825 / 50-1325.	Graduate of a recognized University. Diploma in shorthand and typing having 100 and 50 words speed per minute respectively, having at least 03 years experience in any Government / Public and Private organization.
27.	Photographer.	Rs. 625-40-825 / 50-1325.	Matric with diploma in photography from any recognized institute with minimum three years experience in photography in Government or Semi Government. Preference in commercial organization.
28.	Foreman.	Rs. 550-35-900 / 40-1100.	Three years diploma (Poly Tech) of from any recognized Technical Institute / Associate Engineer with minimum one year experience.
29.	Assistant Marketing Research Officer	Rs. 625-40-825 / 50-1325.	M.A. in Economics / M.Sc. Agri. Economics at least in Second Division. 03 years experience of Market survey / Market Research in some Government organization or 05 years experience as salesman in some Government or private firm of repute after graduation.
30.	Office Assistant	Rs. 550-35-900 / 40-1100.	Graduate of a recognized University. Minimum five years experience in any Government or Semi Government / Firm / Commercial organization. Candidates better qualified and experienced will be preferred.
31.	Store Assistant	Rs. 550-35-900 / 40-1100.	B.Com / Graduate in statistics and Mathematics in 2 nd Division from a recognized University. Having at least three years experience in store maintenance on Government organization / Firm of Repute.
32.	Store Keeper	Rs. 550-35-900 / 40-1100.	Graduate with at least eight years experience as Store Keeper / Supervisor in Government / firm of repute after graduation. Must have dealt Machinery and Agriculture commodities.

33.	Accountant	Rs. 550-35-900 / 40-1100.	B.Com / Graduate of a recognized University in 2 nd division. Minimum 05 years experience in Accounts and Cash dealing duties in any Government or Semi Government / Firm / Commercial organization.
34.	Audit Assistant. Accounts Assistant	Rs. 550-35-900 / 40-1100.	B.Com. in 2 nd division from a recognised University having three years experience in Auditing accounts any Government or private organization.
35.	Air Conditions Technician.	Rs. 550-35-900 / 40-1100.	Certificate / Diploma of Air Conditioning & Refrigeration / from any Government recognized Institute after Matriculation. Duration of course should not those who have two years. Preference would be given to those who have experience in any recognized firm / organization.
36.	Typist	Rs. 460-28-600 / 30-900.	Matric 2 nd Division with two years experience in typing having at least 40 words speed per minute. The candidate better qualified and experienced will be preferred.
37	Field	Rs. 460-28-600 / 30-900.	Matric in 2 nd division and diploma in Agriculture. Candidate better qualified and experienced will be preferred.
38.	Clerk.	Rs. 430-24-550 / 25-830.	Intermediate in 2 nd Division, having at least 03 years experience in any Government / Statutory body.
39.	Lab Assistant.	Rs. 430-24-550 / 25-830.	Intermediate in Science in 2 nd Division with two years experienced in Laboratory work.
40.	Mechanic.	Rs. 410-22-520 / 24-760.	Certificate of any recognized Technical Institute minimum two years experience in any Government / Commercial organization. Better qualified and experienced candidate will be preferred.
41.	Gate Keeper	Rs. 410-22-520 / 24-760.	Middle pass, should have worked as gate keeper Three years experience in any commercial or Industrial organization.
42.	Electrician.	Rs. 410-22-520 / 24-760.	Minimum Two years polytechnic Certificate / Diploma after matriculation of any recognized Technical Institute, with minimum two years experience. Preference will be given on better qualification and Experience.
43.	Truck Driver.	Rs.315-12-399 / 14-525.	Literate, should have Driving License of Heavy Load and other vehicles. Having worked at least for five years, continuously in any Government or Commercial organization.
44.	Driver.	Rs.290-10-350 / 12-470.	Literate, should have Driving License of Heavy Load and other vehicles. Having worked at least for five years, continuously in any Government or Commercial

			organization.
45.	Tractor Driver.	Rs.290-10-350 / 12-470.	Preferably certificate course of Tractor driver from any recognized institute, minimum two years experience in Tractor driving in Government Department / Institute.
46.	Greecer cum Tractor helper	Rs. 270-07-326 / 08-390.	Two years experience as a helper to Driver in any Government or Semi Government Department / private concern.
47.	Thresher cum Ridger operator.	Rs.290-10-350 / 12-470.	Certificate course of Agriculture Engineering (i.e. Thresher / Rig. Machine operator) with experience of two years. Better qualified and experienced of candidates will be preferred.
48.	Tube well Operator.	Rs.290-10-350 / 12-470.	Reasonably literate and should have know how and experience of running and maintaining electric operated tubewell.
49.	Plant Operator.	Rs. 280-08-352 / 09-415.	Reasonably literate and should have know how and experience of running and maintaining electric operated tubewell.
50.	Dispatch Ridger.	Rs. 270-07-326 / 08-390.	The candidates with good physique and previous experience will be preferred.
51.	Peon.	Rs. 270-07-326 / 08-390.	The candidates with good physique and previous experience will be preferred.
52.	Chowkidar.	Rs. 270-07-326 / 08-390.	The candidates with good physique and previous experience will be preferred.
53.	Mali.	Rs. 270-07-326 / 08-390.	The Candidates with goods physique and previous experience will be preferred.
54.	Field Man.	Rs. 270-07-326 / 08-390.	The Candidates with goods physique and previous experience will be preferred.
55.	Laboratory Assistant	Rs. 270-07-326 / 08-390.	The Candidates with goods physique and previous experience will be preferred.
56.	Cleaners.	Rs. 270-07-326 / 08-390.	The Candidates with goods physique and previous experience will be preferred.
57.	Guards	Rs. 270-07-326 / 08-390.	The Candidates with goods physique and previous experience will be preferred.
58.	Sweeper.	Rs. 270-07-326 / 08-390.	The Candidates with goods physique and previous experience will be preferred.
59.	Labour (Permanent)	Rs. 335-14-447 / 16-575.	The Candidates with goods physique and previous experience will be preferred.
60.	Labour (Casual)	Rs. 300 P.M. (Fixed)	The Candidates with goods physique and previous experience will be preferred.

THE DELEGATION OF ADMINISTRATIVE AND FINANCIAL POWERS TO THE MANAGING DIRECTOR, SINDH SEED CORPORATION, BY THE SSC BOARD IN ITS THIRD MEETING HELD ON 04.04.1978.

The Board after through discussion approved the administrative and Financial powers etc., to the Managing Director, Sindh Seed Corporation as under on the pattern of Punjab Seed Corporation. (copy of Punjab Government Notification Attached).

1. ADMINISTRATIVE POWERS.

1. To create and abolish posts upto the level of assistant Managers/equivalent.
2. To make appointments, promotions and internal arrangements against all posts upto the level of the Managers/equivalent.
3. To grant increment allow crossing of efficiency bars and to sanction leave to the employees of the Sindh Seed Corporation upto the Managers level/equivalent.
4. To suspend and hold departmental enquiries in respect of the Corporation employees upto Managers level or equivalent.
5. To hear the appeals against the major penalties as defined in the Service Rules of the Corporation.

2. FINANCIAL POWERS.

6. To sanction expenditure on items specifically shown in the budget estimates, any new expenditure approval of the Board would be necessary.
7. To sanction all types of advances to the employees of the Corporation subject to the budget allocation.
8. To sanction re-appropriation of fund in minor heads within the provision of the budget.
9. Acceptance of tenders-Full powers, subject to the following conditions
 - a) The Managing Director shall got plans / Designs / Estimates of Civil works etc., cleared from the Board in advance.
 - b) The Managing Director will constitution a Committee of 04 Members headed by him for exercising these powers.

3. WRITING OF LOSSES.

10. Property belonging to the Corporation, the book value of which does not exceed Rs. 50000.00 provided there is no negligence or fraud.
11. To dispose of through public auction the left-over stock of the seed to the highest bidder.
12. Sign contracts on behalf of the Corporation.
13. To sanction sale of Corporation's property by auction, the value of which does not exceed Rs. 20000.00

14. To Sanction investigation of claims of Corporation employees arrears of pay allowances etc.
15. To Institute, defend or withdraw from legal proceedings under the Sindh Seed Corporation Act.
16. To compound any offence against the Sindh Seed Corporation Act.
17. To obtain such legal advice and assistance as he may from time to time deem necessary or expedient to obtain, or as he may be desired by the Corporation to obtain for any of the purpose referred to in the foregoing items, or for securing the lawful exercise of discharge or any power or duty vested in or imposed upon the Corporation or any officer or employee of the Corporation.
18. To cancel the bargains and forfeits the whole or part of the earnest money on account of breach of condition of sales, refund excess payment and to revive the bargains subject to the policy of the Corporation
19. To give bonus to the employees of the Corporation subject to the policy of the Corporation / Budget provision.

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|----|---|---|--|
| 20 | Hiring of the building for Office / residence | } | Full Powers subject
to Govt. Policy |
| 21 | Sanction of Residential telephone | | |
| 22 | Declaring the vehicle / Machinery as condemned. | | |

NOTIFICATION.

No. S.O. (A-II)/8-47/75- The Governor of the Punjab has been pleased to delegate the following administrative / financial powers to the managing Director, Punjab Seed Corporation with immediate effect:-

I. Administrative Powers:-

1. To create and abolish posts upto the level of Assistant Managers.
2. To make appointments, promotions and internal arrangements against all posts upto the level of the Manager or equivalent.
3. To grant increment, allow crossing of efficiency bars and to sanction leave to the employees of the Punjab Seed Corporation upto the Managers level.
4. To suspend and hold departmental enquiries in respect of the Corporation employees upto Managers level.
5. To hear the appeals against the major penalties as defined in the service Rules of the Corporation.

II. Financial Powers:-

6. To sanction expenditure on items specifically shown in the budget estimates, any new expenditure approval of the Board would be necessary.
7. To sanction all type of advances to the employees of the Corporation subject to the budget allocation.
8. To sanction re-appropriation of fund in minor heads within the provision of the budget.
9. Acceptance of tenders – full powers.

WRITING OFF LOSSES:-

10. Property belonging to the Corporation, the book value of which does not exceed Rs. 50,000.00 provided there is no negligence or fraud.
11. To dispose of through public auction the left-over stock of the seed to the highest bidder.
12. Sign contracts on behalf of the Corporation.
13. To sanction sale of Corporation's property by auction the value of which does not exceed Rs. 20,000.00.
14. To sanction investigation of claims of Corporation employees arrears of pay allowance etc.
15. To institute, defend or withdraw from legal proceedings under the Punjab Seed Corporation Act.
16. To compound any offence against the Punjab Seed Corporation Act. To obtain such legal advice and assistance as he may from time to time deem necessary or expedient to obtain * / for any of the purpose referred to on the foregoing such items any of purpose referred to on the foregoing items of for securing the lawful exercise of discharge or any powers or duty vested in or imposed upon the Corporation or any officer or employees of the Corporation.

17. To give loan to the employees of the Corporation subject to the policy of the Corporation/Budget provision
- xviii. Hiring of the buildings for Office / Residences Full Powers subject to Govt:
- xix. Sanction of residential telephones.
Declaring the vehicles / machinery as condemned Policy

Dated Lahore, the
18th January, 1977.

DR. MUHAMMAD NASEEM
Secretary to Government of the Punjab,
Agriculture Department.

—

No. S.O. (A-II)/S-47/75, dated. Lahore, the 18th January, 1977.

A copy is forwarded for information and necessary action to:-

1. The Managing Director, Punjab Seed Corporation, Lahore.
2. The Director General of Agriculture (Field) Punjab, Lahore.
3. The PA / Secretary Agriculture Punjab.
4. The Superintendent, Government Printing Press, Punjab, Lahore with the request that the above notification may kindly be published in the next issue of Government Gazette and 50 copies thereof be supplied to this Department.

Sd/
(IMTIAZ AHMED)
SECTION OFFICER A-II
For Secretary to Government.

SINDH SEED CORPORATION HYDERABAD

PURCHASE PROCEDURE.

1. INTRODUCTION:

The purchases in Sindh Seed Corporation are at present being made under various Circulars and instructions issued in the past. As compared with the last three years, the volume of purchase has now increased manifold. The Corporation has now taken a definite shape. Development work at Site has started. Seed procurement, processing and ultimate disposal is under financial control system has been successfully established. It is therefore necessary that the system for purchase should also be streamlined and standardized.

2. PURCHASE CATEGORIES:

The purchase for all practical purpose can be categorized as under. The approving authority for each category and the procedure to be followed shall be according to following instructions:-

- I). Petty Purchases These include items of very small amount .
- II). Spot Purchase These can be purchased without obtaining the quotations.
(upto Rs. 250/-) The purchase can be approved by the Director concerned in case it is meant for Head Office and by the Farm Manager or Plant Manager if the purchases are meant for their respective Projects. Any person duly authorized by the Director, Farm Manager or Plant Manager (as the case may be) can be allowed to purchase without obtaining the quotation. He will just have to submit the Cash Memo duly verified by the authorizing Director / Officer. The Stores Receiving Reports / Store and Inspection Memo must be attached with the cash memo where applicable as per relevant accounting instruction issued by the finance division. Such purchases, however, shall not be very frequent.
- III). Spot Purchase Such purchases can also be approved by the Director
(over Rs. 250/-) concerned, Plant Manager and Farm Committee of at least
(upto 1000) two persons nominated by the approving authority of this category. The Committee shall certify that the purchase was made at the most competitive price and obtaining of the quotations was not possible. The expenditure shall remain restricted within the budget provision and the operation plan.

- IV). Emergency Purchase (upto Rs.2000/-) Such purchases are necessary only in case the entire shut down of the work is apprehended. The maximum value of such purchases shall be restricted to Rs. 2000.00. The approving authority and the procedure to be followed for such purchases will under Category (iii) subject to relevant Accounting Instructions. Authorizing the frequent emergency purchases shall be treated as in-efficiency caused by defective planning.
- V). Purchase of Special Items (upto Rs. 5000/-) These items are of non-recurring nature. The approving authority & the purchase procedure of such items will be the same as laid-down above under categories (i) to (iv) if their value is within the limits of these categories. In case of value is more then case shall be referred to the Director concerned who will be the approving authority upto Rs. 5000.00 Quotations will be obtained from three reputable Firms. These shall be scrutinized in the Finance Division. A purchase order in proper form shall be issued to the supplier.
- VI). Purchase of Recurring Items (upto Rs. 20000/-) Such purchases include Raw-materials, Fertilizers, Chemicals, Packing materials and other Stores needed for the operation of the Project. Proper procedure of obtaining quotations and the scrutiny in Finance Division will be observed. The Director concerned will obtain prior approval of the Managing Director for indenting such purchases. However the quotations for the proprietary and Government controlled items would not be necessary. All purchases shall be restricted to budgetary allocation for the Projects.
- VII). Indents for over Re. 20000/- upto Rs. 50000/- Quotations shall be invited from the Registration Suppliers (if any) or from other suppliers and shall be opened by a Purchase Committee to be headed by the Director Production & Processing. Proprietary articles can be purchased by issue of a single tender. The quotations shall be scrutinized in the Finance Division and shall be finally approved by the Managing Director. Proper purchase order shall be issued.

- VIII). All Purchases over 50000/- A press tender may be floated and shall be opened in presence of the Managing Director. One Officer from the Finance Division and Production Division shall also be available at the time of opening the tender.
- IX). Purchase of Seeds and Seed Cotton. These purchases involving large expenditure shall be subject to approval of Managing Director. Seed will be needed for multiplication at Farm and for processing in the Plant. All Such purchases shall be restricted to the amount available in the approved Budget of the Corporation for such purchases. The Budget shall be adjustable according to short-term Procurement plan which shall be prepared by the Division concerned and should be agreed upon with the Finance Division. The Director concerned will finalize the purchase price. The Finance Division while giving concurrence will ensure the availability of Funds and provision in the Budget.
- X). Purchase of Capital goods. Such purchases include those items which have a relatively long life, not needed for sale and are used over and over again in order to produce goods or render services. The approving authority for the purchase of Capital items will be the Managing Director in concurrence with the Director Finance provided that the item to be purchased is available in PC-I and also is specifically available in the Budget Estimates approved by the Board. Any new expenditure on Capital items will however require prior approval of the Board.

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| XI) | Purchase through Imports. | Subject to Import Procedure dealt with separately. |
| XII). | Purchase through repeat order. | Repeat order may be issued on the basis of a recent quotation obtained for a similar purchase provided that the prices have not fallen since the last purchase. In such case a fresh quotation or tender is not necessary. However, prior approval should be obtained for issuing the repeated order. |

3. BUDGET CONTROL ON PURCHASES.

3.1 The Purchase Budget is a part of the over all Budget of the Corporation. Its significance can not be over emphasized as it is directly linked with the production and operating efficiency at one end and with the cash resources of the Corporation on the other. It is therefore vital that very careful attention be paid at the time of preparation of the Purchase Budget.

3.2 All the Departmental Heads of the Corporation, the Plant Manager and Farm Manager should contribute utmost efforts in preparing the Purchase Budget. Stocks at the beginning and closing of the year to which the Budget pertains must be kept in view. Before the overall Budget of the Corporation is finalized by the Finance Division, a purchase Budget schedule shall be prepared as per proforma PB-42 incorporating the total inventory available or to be purchased.

3.2 After finalization of the over-all Budget for the next year, the Finance division shall prepare detailed Departmental allocations of the amount provided in the Budget on behalf of and for the control of the Departmental Heads as per proforma DBA-43.

3.4 The over-all responsibility for control of expenditure within the Budget limits shall rest with the Director / Manager concerned. However, the tendency to utilize the Budget in full without any productive justification should be avoided.

4. REAPPROPRIATIONS UNDER THE BUDGET.

The amounts allocated under individual items of expenses can be diverted from one head to the other in accordance with the following instructions:-

- i. The allocation available under a Capital item shall under no circumstances be diverted to revenue item or vice versa.
- ii. The allocation available under revenue items against variable expense (such as Seed, Raw material, Fertilizer, Gas, Electricity) can only be diverted to a variable expense with the approval of the Finance Division. Proper intimation shall be given to Finance Division to enable them to carry out necessary correction in the Budget Register.

- iii. The allocation available under a Fixed expense Head can also be diverted to an other Fixed expense Head with the approval of the Finance Division.
- iv. The diversion from a variable Head of expense to Fixed Head Shall not be allowed under normal circumstances.
- v. Similarly the allocation available under one Project / Department can be diverted to the other under variety special circumstances with the approval of the Finance Division and Managing Director. Full justification for this action will be furnished.

5. BUDGET REGISTER:

As soon as the Budget is finalized, the Finance Division at Head Office shall maintain the Master Budget and the departmental budget in the Budget Register. The Register shall be duly page marked, Each item of expense provided in the Budget shall be pre-entered in sequence of the items in the Budgetary allocation and the actual expenditure shall be recorded as and when incurred against the budgetary provision of each item.

6. PURCHASE THROUGH IMPORTS:

After completion of Processing Plant further imports by Sindh Seed Corporation would be very little. Any Import whether it is a capital item or revenue shall be dealt with as under:-

- i. All imports shall be channelized through Finance Division.
- ii. The initiating Department should ensure, before finalizing the Foreign purchase, that necessary Budget provision is available, and also that the materials to be imported are properly categorized under Pakistan Customs, Tariff, and the amount of Customs Duty and Sale Tax is assessed.

- iii. The purchase order for import items should clearly contain the information
 - Full description of the Goods, Quantity, Rate and value (FOB) Freight, Insurance etc;
 - Country of Origin;
 - Period of Shipment;
 - Port of Destination & Consignee;
 - Shipping Line and their Addresses;
 - Instruction regarding Invoicing and Shipping Documents such as number of copies needed, Advance Documents, Freight, etc;
 - Insurance and Inspection Arrangements; Guarantee Certificates;
 - Terms of Payment.

- iv. The arrangement of Import License, Letter of Credit and Foreign Exchange(if any) shall be made by Finance Division on receipt of complete information from the initiating Department.

- v. All correspondence regarding import shall however be made by the initiating Department where a complete file of all imports shall be properly maintained. The non-negotiable documents shall be handed-over to the Finance Division as soon as they are received so that arrangement of funds may be made for the retirement of the negotiable documents from the Bank.

- vi. The initiating Department should ensure necessary arrangement for watching the arrival of the Ship, Clearing and Transportation of the Goods.

- vii. Goods when cleared from the port & received at the destination shall be subjected to inspection and delivered to Stores. At this stage proper procedure of store Accounting shall be followed.

- viii. After arrival of the goods, landed cost will be calculated in the proforma LCS-444 in the Finance Division. The landed cost so worked-out shall be the value for store accounting purpose. The Store Keeper of the Project shall be informed through a copy of the landed Cost Statement.

7. PURCHASE OF STATIONERY ARTICLES.

- i. The supply of main stationary articles and office equipment shall be supplied by the Head Office to the Projects. The Indents for purchase of stationery items of general use shall be initiated by the Projects on the Proforma IFS-45. A minimum quantity of such items shall be kept in the Stores of the Project. The stationery shall however be subjected to usual Stores control procedure.
- ii. Monthly requirements of Stationery articles shall be sent to the General Administrative Department at Head Office who will arrange purchases as per procedure prescribed above.
- iii. In case the Stationery articles are of special nature such as Printing of Special Forms, Registers or Pamphlets etc, such material can be procured by the Division concerned and supplied to the project.
- iv. The Finance Division shall be responsible for storage, issue and accounting of stationery articles to various Divisions of the Head Office as per the reasonable demands.
- v. The piling of Stock in the Division also, or wasteful purchases of Stationery shall not be allowed. Complete record of each and every item purchased, issued and Balance in hand shall be kept by each Division.

SINDH SEED CORPORATION EMPLOYEES LEAVE RULES.

1. These Rules shall be called as " Sindh Seed Corporation Employees Leave Rules 1980".
2. These Rules shall come into force at once.
3. These Rules are applicable to all the employees whether on contract or otherwise of the Sindh Seed Corporation including employees of other semi Government or Government establishments organizations and statutory bodies which may .be merged in this Corporation hereafter by order of Government..
4. In these Rules unless there is anything repugnant in the subject or context- The Definition of the " Terms" used hereunder shall have the same meaning as laid down in paragraph No. 2.1 to 2.22 of the Service Regulations of the Sindh Seed Corporation with the exception as follows:-
 - a) "Sanctioning Authority"
 - i. In case of Casual Leave upto 05 days, the sanctioning Authority shall be the Secretary / Director concerned of the Corporation and over 05 days it shall be within the competence of Managing Director.
 - ii. In case of Field Staff of Processing Plant Operation and contract growing the Plant Manager shall be sanctioning Authority of 05 days C.L. while the Farm Manager shall be Sanctioning Authority of 05 days C.L. for Farm Staff.
 - iii. In case of Earned Leave the sanctioning Authority shall be the Managing Director upon the recommendation of Director of concerned Division / Department.
5. Casual Leave may be granted upto the maximum of 25 days in each calendar year. For unionized / Industrial workers / employees, the entitlement shall be according to the relevant Labour Laws.
6. The. sanctioning authority may allow casual leave upto half of the maximum admissible at one time and only in special cases upto 3/4th of the total leave admissible.
7. Employees on probation shall be entitled to casual leave not exceeding 05 days in at a time in the case of subordinate staff (covering all employees from grade 03 to 10) and 10 days in the case of employees from grade 11 and above.
8. If the employees has been appointed in service at any time during the second or third quarter or any calendar year, the casual leave quota shall be, proportionately reduced.
9. Un-availed casual leave shall lapse automatically at the end of every calendar year.

10. Casual Leave shall not be combined with any other type of leave.

11. CALCULATION OF EARNED LEAVE.

- i. An employee of Sindh Seed Corporation shall earned leave on full pay at the rate of four days for every calendar month for the period of duty rendered and credited to the leave account as " leave on full pay".- Duty period of 15 days or less in a calendar month shall be ignored and period of duty rendered for more than 15 days shall be treated as a full calendar moth for the purpose .
- ii. If any employee of Sindh Seed Corporation proceeds on leave during a calendar month and returns from it during an other / calendar rmonth and the period of duty in either month is more than 15 days,the creditable leave for both the incomplete months shall be restricted to leave admissible for one full calendar month.
- iii. There shall be no maximum limit on the accumulation of leave.
- iv. Leave shall be applied Tor and sanctioned in days.
- v. It shall not be necessary to specify the reasons for which leave has been applied so long as leave is due Leave applied for on medical certificate of Civil Surgeon / Medical Superintendent or any registered medical practioner . duly countersigned by civil surgeon or Medical Superintendent shall not be refused. The authority competent to sanction leave may at his discretion secure a second medical opinion by requesting the Civil surgeon / Medical Board for applicant's conditions of health.
- vi. The leave applied for cannot be claimed as a matter of right, On refusal of leave an exigency in the interest of Public work, the applicant may be granted lumsum leave pay for the leave refused to him subject to a maximum of 120 days leave on full pay if available at his credit.

12. LEAVE ON FULL/PAY.

The maximum period of leave on full pay which may be granted at a time shall be as follows.

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

13. LEAVE ON HALF PAY.

- a) Leave on full pay may be converted into leave on half pay at the option of the Corporation employee. The debit to the leave account will be at the rate of . one day of the full pay leave to two days of half pay leave, but the fraction of one half shall be counted as one full day's leave on full pay. The request for such conversion shall be specified by the Corporation employee in his application for leave applied for.
- b) There shall be no limit on the grant of leave on half pay as long as it is available by conversion in the leave accounts.

14. LEAVE PREPARATORY TO RETIREMENT.

- a) The maximum period of leave which may be granted to a Sindh Seed Corporation employee shall be 365 days subject to the availability 'either on full payor partly on half payor entirely on half pay at the discretion of the employee.
- b) Encashment: Earned leave accrued and sanctioned may be encashed as below:
Full encashment upto 30 days in anyone calendar year.
Partial Encashment upto 50% of the leave shall not exceed total of 120 days whether availed or not during the period of accrual.
Encashment of Earned leave for workers shall be according to the provisions of the labours laws prevailing and applicable.
- c) Encashment of Refused Leave.
If in case of retirement after attaining the age of superannuation, and employee of Corporation cannot for reasons of Public Service, be granted leave duly applied for, he may at the discretion of Corporation and subject to his record of service on lieu there of be granted lump sum leave pay for the leave refused to him to a maximum of 180 days leave on full payor on half pay as the case may be.

15. REST & RECREATION LEAVE.

It may be granted for 15 days in a calendar year. The debit to the leave account may however be for 10 days subject to the exigencies.

16. LEAVE NOT DUE.

It may be granted on full pay to be adjustable against leave to be earned in future, for a maximum period of 365 days in the entire period of Service, subject to the condition that during the first five years of Service it shall not exceed 90 days in all. This leave may be granted at the discretion of leave sanctioning authority keeping in view that the period of leave applied for which could be adjusted against leave to be earned in future. Further, this leave may also be converted into half pay and shall only be granted when there are reasonable chances of the employee resuming duty.

17. DISABILITY LEAVE.

Leave salary during disability leave, if due shall be equal to full pay for the first 180 days and half pay for the balance period.

18. SPECIAL LEAVE.

A female employee, on the death of her husband may be granted special leave on full pay when applied for not exceeding 130 days. This leave shall not be debited to her leave account.

19. MATERNITY LEAVE.

Maternity Leave shall not be granted for more than three times in the entire service of a female employee of Corporation. For confinement beyond third time the female employee of Corporation shall have to take leave from her normal leave account.

20. EXTRA-ORDINARY LEAVE. (LEAVE WITH OUT PAY)

It may be granted without pay on any cogent reason at the discretion of Corporation upto a maximum period of 365 days at a time provided the employee has been in continuous service of Corporation for a period of not less than 10 years .

21. IN SERVICE DEATH.

In case an employee of Corporation dies while in Service a lump sum payment of full pay upto 180 days out of the leave at his credit shall be made to his "Family ".

22. COMMENCEMENT OF LEAVE.

The leave shall commence from the day following on which employee hands over the charge of the posts. It shall end on the day preceding on which he resumes duty.

23. RECALL TO DUTY DURING LEAVE.

The Sanction Authority may cancel any kind of leave at any time without assigning reasons. If an employee is recalled to duty compulsorily, with the personal approval of Managing Director from leave of any kind that he is spending away from his head quarter, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty. In case, he is recalled to duty at the headquarter and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

24. PENALTY FOR-AVAILING UNAUTHORIZED LEAVE.

Unless leave is granted or extended by the competent authority the employee who remains absent from duty shall not be entitled for any remuneration for the period of such absence and double the period of such absence shall be debited against his leave account. Such debit shall, if there is insufficient credit in the leave account be adjusted against further earning. Such double debit shall not preclude any disciplinary action that may be considered necessary under the rules / regulations.

25. LEAVE EX-PAKISTAN.

Leave on full pay may also be granted as leave Ex-Pakistan to an employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect. The leave pay to be drawn abroad in foreign exchange shall be restricted to a maximum of Rs. 3000.00 per month. Such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of 120 days at a time.

26. The existing Rules and orders on the subject shall be deemed to have been modified to the extent indicated in the preceding paragraphs.

SINDH SEED CORPORATION EMPLOYEES PROVIDENT FUND.**DEED OF TRUST**

This INDENTURE MADE the 1st day of July-1981 between SINDH SEED CORPORATION having its Head Office at Hyderabad hereinafter called the "Corporation" of the one part through Managing Director of the Corporation, Finance Director, Superintendent Establishment and Accounts Officer herein called the "Trustee" (Which expression shall, where the context so admits or requires include the trustee or Trustees hereof, for the time being) of the other part.

WHEREAS the Corporation has determined to institute a Provident Fund for the benefit of its Employees employed in or in connection with the work of the Corporation upon the terms hereinafter appearing, to the intent that the same should be recognized Provident Fund within and for the purpose of Income Tax Law and Rules for the time being in force.

Now THIS INDENTURE WITNESSED and it is hereby AGREED AND DECLARED that a Provident Fund entitled " SINDH SEED CORPORATION EMPLOYEES PROVIDENT FUND" is hereby established and constituted as on and from the First day of January, 1979 according to the rules attached here to which the parties here to respectively agree to observe and be bound by.

IN WITNESS WHEREOF the Corporation has fixed its common Seal and the trustees have set and prescribed their respective hands in the manner hereinafter appearing.

The Common scale of SINDH SEED CORPORATION has been affixed by Mr K.B. Dodani Managing Director of the Corporation as authorized in this behalf by Item No. _____ of the Minutes of the Meeting of the Board of Sindh Seed Corporation held on _____ who has set and subscribed his hand in the presence of:

Signed by the before named Trustee Mr. Mahmood Hussain in the presence of.

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.....

Signed by the before named Trustee Mr. Saifullah Bhatti in the presence of.

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.....

Signed by the before named Trustee Mr. Iftikhar Mohammad Khan in the presence of.

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.....



K.B. DODANI
MANAGING DIRECTOR

MEHMOOD HUSAIN
Trustee

SAIFULLAH BHATTI
Trustee

IFTIKHAR MOHAMMAD KHAN
Trustee

SINDH SEED CORPORATION

EMPLOYEES PROVIDENT FUND RULES

1. These Rules may be called provident Fund Rules, 1979.
2. These Rules shall take effect as from the first day of
of January, 1979. Effective Date
Rules.
3. In these Rules unless there is something in the subject or
Context inconsistent with the meanings assigned:-
 - a) "The Fund" means the Sindh Seed Corporation, Employees Provident Fund constituted under these Rules or other rules for the time being. in force with respect thereto.
 - b) "The Rules" means these Rules or other rules for the time being in force with respect to the Fund.
 - c) "The Corporation " means Sindh Seed Corporation, and shall include any company or Corporation acquiring or succeeding to the business of the Corporation and undertaking to be bound by these Rules.
 - d) "The Board" means the Board of Directors of the Corporation.
 - e) "Employees" means a person who is employed for salary or wages, by the Corporation in any kind of work, manual or otherwise, in or in connection with the work of the Corporation and is on the pay roll of the Corporation's Head Office, at Hyderabad or at any project under the Management of the Corporation .
 - f) "The Trustee" shall be and include the Trustees of the Fund for'the time being appointed as hereinafter provided.
 - g) "Member" means a member of the Fund.
 - h) "Continuous Service" means uninterrupted service in the employment of the Corporation and includes service which is interrupted by sickness, accident, authorized leave, or cessation of work not due to the employee's fault.
 - i) "Salary" or " Salary or Wages " means only the fixed monthly salary or wages received by each employee engaged in piece or time work, the actual amount of the wages received by him in any month in respect of the amount of work done or of the number of hours worked respectively and does not include any acting, officiating, personal or dearness allowance, overtime payment, bonus, commission or other remuneration or profit whatever derived by an employee by any means outside his fixed ascertained salary or wages.

- j) “ Children “ means legitimate children and includes adopted children if the Trustee are satisfied that under the personal law of the member adoption of a child is legally recognized.
- k) “ Family “ means
- i. In the case of a male member, the wife wives and children of the member, and the widow or widows, and children of a deceased son of the member, Provided that if a member proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the member’s family in matters to which these Rules relate, unless the member subsequently indicates by express notification in writing to the Trustees that she shall continue to be so regarded.
 - ii. In the case of a female member, the husband and children of the member, and the widow or widows and children of a deceased son of the member. Provided that if a member by notification in writing to the Trustees expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the member’s family in matters to which these Rules relate, unless the member subsequently cancels formally in writing her notification excluding him.
- l) “ Dependent “ means any of the following relative of a deceased member namely, wife, husband, parent, child, minor brother, un-married sister, deceased son’s widow and child and a deceased daughter’s widow and child and a deceased daughter’s child in case the deceased daughter was a widow at the time of her death, and where no parent of the member is alive, a paternal and a maternal grand parent.
- m) “ Financial Year “ means the period beginning on the First day of July and ending on the Thirtieth day of June.
- n) Words of the masculine gender shall, unless a contrary intention appears, be taken to include the singular and vice versa.

INTERPRE
TATION
RULES

4. The Fund shall governed by these Rules or other such Rules as shall for the time being be in force and shall be interpreted by the Trustees whos decision shall be final and binding upon all members.

TRUSTEES AND MANAGEMENT OF FUND.

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| TRUSTEES | 5. | The management of the Fund and the control of its funds shall be vested in a Board of four Trustees to be appointed from time to time by the Managing Director of the Corporation. At least one Trustee shall be a Director of the Corporation . |
| SECRETARY | 6. | The trustees may from time to time appoint one of the Accounts Officers of the Corporation to be the Secretary of the Fund who may receive all notices documents and other correspondence on behalf of the Fund and exercise such powers and authorities as may be conferred on him by the Trustees. The Secretary may be paid a remuneration as approved by the Managing Director for the work of the Fund. |
| REMUNERATION OF TRUSTEES. | 7. | The Trustee will be entitled to no remuneration or such remuneration as the Corporation may in its uncontrolled discretion from time to time fix which shall be paid by the Corporation and not out of the Trust Fund. |
| FUNCTIONS OF TRUSTEES | 8. | The Trustees shall have complete control over the management of the Fund and shall be vested with all powers authorities and discretions necessary or expedient for the purpose in addition to any express power conferred by these Rules. |
| FIRST TRUSTEES | 9. | The following persons shall be the first Trustees of the Fund. <ul style="list-style-type: none"> i. Mr. K.B. Dodani, Managing Director of the Corporation. ii. Mr. Mahmood Hussain, Finance Director of the Corporation iii. Mr. Iftikhar Mohammad Khan, Accounts Officer. iv Mr. Saifullah Bhatti. Superintendent. |
| CHAIRMAN AND PROCEEDINGS OF MEETINGS OF TRUSTEES. | 10 | a) The Managing Director of the corporation will be Chairman of the Board of Trustees. The Trustees may meet together for the dispatch of business adjourn and other wise regulate their proceedings as they think fit and determine the quorum necessary for the transaction of business. Until otherwise determined, two Trustees shall form a quorum. Any Trustee may at anytime convene a meeting of the Trustees to be held either at the Registered Office of the Corporation or elsewhere from time to time they may determine. Question arising at any meeting shall be decided by a majority of votes the Chairman shall have a second or casting vote. In the absence of the Chairman, the Trustee nominated by the Chairman shall preside. |

- b) A meeting of the Trustees at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by these rules vested in the Trustees.
- c) The Trustees shall cause proper minutes to be kept and entered in a minute book of all their resolutions and proceedings the Trustees if purporting to be signed by the Chairman of such meeting or by the Chairman of the next succeeding meeting shall be received as prime facie evidence of the matters stated in such minutes.
- d) A resolution in writing signed by all the Trustee shall be vacated if he dies, or voluntarily resigns, or is found to be of unsound mind, or is adjudged as insolvent, or is convicted of and offence involving moral turpitude, or if he is removed from service or transferred from Corporation. The expense incidental to the appointment, resignation or removal of a Trustee shall be borne by the Corporation.

CESSATION,
DISQUALIFICA
TION,
REMOVAL AND
APPOINTMENT
OF TRUSTEES.

- 11 a) The office of a Trustee shall be vacated if he dies, or voluntary resign, or is found to be of unsound mind, or is adjudged an insolvent, or is convicted of an offence involving moral turpitude, or if he is removed from service or transferred from Corporation. The expense incidental to appointment, resignation or removal of trustee shall be borne by the Corporation.

REMAINING
TRUSTEES
COMPETENT
TO ACT.

- b) Notwithstanding any vacancy in the Board of Trustees the surviving or continuing Trustees shall be competent to act provided their number does not fall below two.

PROPERTY OF
THE FUND
DEEMED TO
BE
TRANSFERRE
D TO NEW
TRUSTEES

- c) Upon the death, resignation or removal of any one or more of the Trustees for the time being or upon his or their vacating the office of a Trustee for any other cause and or upon any vacancy in the Board of Trustees being filled up or upon a new Trustee or Trustees being appointed under the provisions herein contained, the properties and securities belonging to and forming part of the Fund shall be deemed to be transferred from the late Trustees to the remaining or continuing Trustees and any newly appointed Trustees without any formal instrument of transfer being executed.

LIABILITY AND
INDEMNIFICATI
ON OF
TRUSTEES.

- 12 a) Every Trustee shall be indemnified out of the Fund in respect of any loss arising from or contingent upon any investment made of any of the moneys of the Fund unless such loss shall have been occasioned directly by his own willful neglect or fraud. Every Trustee shall also be indemnified out of the Fund against all proceedings, suits, claims, costs, damages and expenses occasioned by any claim in connection with the Fund not arising out of his own willful neglect or fraud.

- b) No trustee shall be liable for any loss not directly attributable:
 - i. To his own dishonesty, or
 - ii. To the willful commission by him of an act which he knows to be breach of Trust.

And in particular he shall not be bound to take any proceedings against a co-trustee for any breach or alleged breach of Trust committed by such co-trustee.

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|----------------------------|----|--|
| EXPENSES OF THE MANAGEMENT | 13 | The Corporation will pay the expenses of Management of the Fund, including Auditor's fees, clerical staff, cost of account books entitled to charge to the Fund costs, charges expenses to which the Trustees shall be put in connection with any claim against the Fund. |
| INVESTMENT | 14 | The Trustees shall from time to time, invest in suitable securities the moneys of the Fund nor immediately required for the purposes of the Fund, and shall be at liberty at their discretion, to realize and sell any investment and to re-invest the proceeds. These securities shall only be those authorized under clauses (a), (c), (d) or (e) of Section 20 of the Trust Act 1882 as adopted by Pakistan, or in such other securities as may from time to time be permitted under the Income Tax Ord. 1979 or under any statutory modification or re-enactment thereof for the time being in force. |
| ELIGIBILITY | 15 | <ul style="list-style-type: none">a) All employees of the Corporation (who are nationals of Pakistan) other than those employed on probation or as apprentice or on temporary basis, those who subscribe to any other Provident Fund, or to a Provident Fund to which the Provident Funds Act. 1925, applies and those on whose behalf the Corporation has to make a contribution for pension and or Provident Fund to the Government or any other employer, shall be eligible to become members of the Fund.b) Notwithstanding any thing contained in this Rule, the Corporation may, if it thinks fit, at any time admit Directors of the Corporations other than those who subscribe to any other Provident Fund or to a Provident Fund to which the Provident Funds Act. 1925, applies to the benefits of the Fund. |

- MEMBERSHIP 16 a) Subject to the provisions of the last proceedings Rule, every employee being in the service of the Corporation on the 1st day of January, 1979 may at his option, and every employees being appointed to the service of the Corporation after the 1st day of January,1979, shall sign an agreement in the Form set-forth in the First Schedule hereto or such other Form as from time to time shall be prescribed. Provided that a subscriber to a provident Fund recognized under the Income Tax Law or to which the Provident Funds Act, 1925 applies may elect to discontinue as a subscriber thereto and if he does so, he shall be required and be entitled to become a member of the Fund.
- b) Any question as to whether an employee is or is not entitled to become a member of the Fund shall be referred to the Corporation whose decision shall be conclusive and binding upon all parties.
- c) A member once having joined the Fund shall not be permitted to resign his membership of the Fund whilst he shall be in the service of the Corporation.
- TERMINATION OF MEMBERSHIP d) Any member of the Fund ceasing for any reason whatever to be in the service of the Corporation shall thereupon cease to be a member of the Fund. A membership of the Fund whilst he shall be in the service of the Corporation.
- e) A member shall be bound by the Rules and shall be entitled to a copy thereof free of charge in the case of the first copy supplied to him and on payment of such sum as the Trustees may from time to time determine for each subsequent copy.
- EMPLOYEES CONTRIBUTION 17 a) Each member shall subscribe to the Fund a sum equivalent to ten percent of his salary.
- b) The subscription payable by a member shall be deducted from his salary at each monthly payment and shall be credited to the personal account of each member of the Fund
- CORPORATION'S CONTRIBUTION 18 The Corporation shall contribute each month to the Provident Fund of each member of the Fund an amount equal to his actual subscription.

LOANS AND
WITHDRAWAL
S.

- 19 a) Advance by way of loans may be made to members in following circumstances or circumstances of similar nature:-
- i. To pay expenses incurred in connection with the illness of a subscriber or a member of his family.
 - ii. To pay for the passage over the sea or by air of a subscriber or any member of his family.
 - iii. To pay expenses in connection with a marriage, funeral, or ceremonials, which by the religion of the subscriber it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.
 - iv. To meet the expenditure on building or purchasing a house or a site for a house, provided that such house or site is assigned to the Trustees of the Fund. Provided , however, that at the discretion of the Trustees this condition may be waived.
 - v. To pay-premia on policies of insurance on the life of the subscriber or his wife provided that the policy is assigned to the Trustees of the fund or at their discretion deposited with them and that the receipts granted by the insurance company for the premia are from time to time handed over to the Trustees for inspection by the Income Tax Officer. The word family in this rule shall have the meaning assigned thereto by the Income Tax Provident Fund Relief Rules.
- b)
- i. The amount of such advance shall in no case exceed (1) the pay of the employee for three months or, in case of advance for the purpose specified in clause (iv) or clause (v) of sub rules (a) 18 months at the time when the advance is granted, or (2) the total of accumulations of the member's own subscriptions to the Fund and interest thereon standing to the credit of the member, whichever is less.
 - ii. In the case of advance for the purpose specified in clause (v) of sub rule (a), the restriction imposed by clause (i) of this sub rule shall apply to each advance and not to the total advances.

- c)
 - i. Save as provided in clause (ii), (iii) and (iv) of sub rule (a), a second advance shall not be made until the sum first withdrawn has been fully re-paid.
 - ii. An advance may be made for the purpose specified in clause (v) of sub rule (a), not with standing that the sun advanced for any of the purpose has not been repaid.
 - iii. Subsequent advances for the purpose specified in clause (v) of sub rule (a) may be made not with standings that sums previously advanced for the same purpose have not been repaid.
 - iv. An advance for any of the purpose of sub rule (a) other than that specified in clause (v) of that sub rule may be made not with standing that sums advanced for the purpose of clause (v) of the same sub-rule have not been repaid.
 - v. An advance for any of the purpose of sub-rule (a) other than these specified in clause (iv) and (v) of that sub rule may be made mot with standing that the sum advance for the purpose has not been repaid.
- d)
 - i. When an advance is made for a purpose specified in clause (iv) or (v) of sub rule (a) of rule 19, the amount advance need not be repaid.
 - ii. When an advance is allowed for any other purpose, the amount advanced shall be repaid not more than 24 equal monthly installments with interest in accordance with clause (iii) of this sub rule, and subject to the provisions of sub rule (iii) of rule 19, no further advance shall be made until repayment has been effected in full.
 - iii. In respect of with drawl which are repaid in not more than 12 monthly installments, an additional installment of 4 % of the amount with draw shall be paid on account of interest; and in respect of with drawls which are repaid in more than 12 monthly installments two such installments of the four percent each of the amount withdrawn shall be paid on account of interest.

NOMINATION

- 20 a) A subscriber shall, as soon as may be after joining the Fund, submit to the Trustees a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his credit in the Fund in the event of his death. Provided that if, at the time of making the nomination, the subscriber has in existence any members of his family, the nomination shall not be in favour of any person or persons other than the members of his family.

- b) If a subscriber nominates more than one persons under clause (a) above, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to the whole of the amount that may stand to his credit in the Fund at any time.
- c) A subscriber may at any time cancel a nomination by sending a notice in writing to the Trustees, provided that the subscriber shall along with the notice send a fresh nomination made in accordance with the provision of clauses (a) and (b).
- d) Every nomination made, and every notice of cancellation given by a subscriber, shall, to the extent that it is valid, take effect on the date on which it is received by the Trustees.

CLOSING OF
MEMBER'S
ACCOUNTS

- 21 . a) One the death of any member leaving any moneys standing to his credit in the books of the Fund such moneys shall become payable as under
- i. If a nomination made by the subscriber in accordance with the provision of Rule 20 subsists, the amount standing to his credit in the Fund or the part thereof the which the nomination relates shall be paid to his nominee(s) in the proportion / specified in the nomination, and such payment will be good discharge against all claims what so ever in respect of the said Fund by any one, whom so ever claiming through the said member or otherwise.
 - ii. If no such nomination subsits or such nomination relates only to a part of the amount standing to the credit of the subscriber the balance shall be paid to the members of his family in equal shares.

PAYMENT TO
MEMBERS.

- 22 . a) i. Whim a member ceases to be an employee of the Corporation on ground so ever it may be, he shall be entitled to receive the amount standing to his credit in the Provident Fund in his own contribution A/C.
- ii. If he ceases to be an employee of the Corporation after completing one year's service, he shall be entitled to receive the amount standing to his credit on " Corporation Contribution Account " also.
 - iii. Any member who retires from the Corporation Service on attaining Retirement ago, shall also be entitled to receive amount standing on Corporation Contribution A/c toward his Provident Fund. Provident always that the Corporation in his sole discretion may allow payment of Corporation Contribution also if in their opinion any member ceases to be in the employment of the Corporation due to a cause which is beyond his own control.

- b) Which a member who is serving in one office / organization of which these rules apply, is transferred, in the interest of Sindh Seed Corporation to another, which has provident Fund, the sum standing to his credit in his provident fund Account in the former office / organization shall be transferred to his Provident Fund in his new office / organization. If his new office / organization has no Provident Fund of its own, the sum shall be paid to him.1
- c) The money payable to any member from the Fund under these Rules shall be paid to him or to the person or persons under these Rules entitled thereto, and subject to the provisions of these Rules such moneys shall become due on the day on which such member ceases to be in the service and shall be paid within two months from the date of the receipt by such member or in the case of a deceased member from his legal representatives demanding payment.

UNPAID
DEPOSITS

- 23 Any sums standing to the credit of any member the title to which is not established within three years after his death, or which remains unclaimed within three years after his resignation, removal or dismissal, may in the discretion of the Trustees be forfeited to the Fund, and in that event shall be dealt with as a credit to the Revenue Account of the then financial year and disposed of accordingly.
- 24 No member shall be entitled to assign, whether by way of security or otherwise his interest or any part thereof in the funds, or attempt or purport so to do and no such assignment or dealing or attempted or purported assignment or dealing shall be valid and effectual, and neither the Trustees nor the Corporation shall recognize or be bound by notice to them of any such assignment or dealing or attempted assignment or dealing.
- 25 a) One of the official Bankers to the Corporation shall also be the Bankers to the Fund.
- b) The Account with Bank shall be operated jointly by the Secretary and one of remaining Trustees of the Fund.
- 26 A separate account shall be opened for each member in the books of the Fund.

- a) On or as soon as may be after the 30th day of June in each year commencing with the 30th day of June 1980, the Trustees shall prepare a balance sheet as at that date and a Revenue Account.
- b) After all debits and credits having been made in the Revenue Account, the Trustees shall debit or credit each member in proportion to the amount standing to his credit on the days on which standing to his credit on the days on which the accounts are being closed with his share of the debit or credit balance of the amount. The share of each member of such debit or Credit balance shall be deemed to be debited or proportion member's own subscription and the Corporation contributions in respect of such member as on the date on which the account are being closed.
- c) The accounts shall be open to inspection at all reasonable time be Income Tax authorities, and the Trustees shall furnish to the Income Tax Officer such abstracts thereof as the Central Board of Revenue may prescribe.
- d) As soon as possible after such Balance Sheet and Revenue Accounts have been prepared, each member shall be furnished with a statement showing the position of his account.

AUDIT

27 The Account of the Fund shall be audited annually by the Corporation or by any other firm of Chartered Accountants appointed by the Trustees in consultation with the Corporation.

CORPORATION ACTS BY ITS MANAGING DIRECTOR LAPSES AND FORFEITURE

28 Any power, discretion or authority given to the Corporation by these Rules shall be exercisable by the Managing Director for the time of the Corporation.

29 Amount is any, standing to the credit of a member on his ceasing to be a member and not Payable or paid to him or to the Corporation shall be credited to the Lapses and Forfeitures Account.

Provided always that the Corporation shall have a first charge upon the amount not exceeding the amount standing to the credit of any member in Corporation and for satisfaction of any claims by the Corporation in respect of losses, damages, costs and expenses which the Corporation may have sustained due to willful negligence, act omission or fraud committed by such member. The trustees shall pay to the Corporation such amounts upon a demand received by the Trustees well before payment to the member. The Trustees shall pay to the Corporation such amount upon a demand received by the Trustees well before payment to the member. The receipt of the Corporation for any sum paid to the Corporation shall be a due discharge to the Trustees in respect of such payments.

- WINDING-UP. 30 The Trustees may at any time with the consent of the Corporation and shall if so directed by the Corporation on giving at least six months notice in writing to each member personally or by sending the same by registered post to his last known address, or by posting such written notice in a prominent place in the office of the corporation wind-up the Fund and pay out of its assets to each member the sum then standing to his credit after paying and discharging the costs charges and expenses of and incidental to the realization winding up and distribution of the assets and after the accounts shall have been finally closed in accordance with the rules of the Fund shall cease to have any effect other than for the purposes of determining any right or title or exercising any power or discretion of the assets. No person not already a member of the Fund shall be admitted as a member of the Fund after the issue of such notice as aforesaid. In the event of the Corporation going into liquidation whether voluntary or compulsory (Save for the purpose of reconstruction or amalgamation), the fund shall automatically cease and determine and Trustees thereupon wind-up the Fund and distribute its assets in the manner hereinbefore in this rule provided.
- DISPOSAL OF SURPLUS. 31 If on closing and winding up of the Fund after payment to each member the sum then standing to his credit any surplus to the credit of " Lapses and Forfeitures Account " shall remain in the hands of the Trustees, the Trustees shall to the Corporation there out such amounts as had at any time been taken to the " Lapses and Forfeitures Account " from the accounts of a member or members and were recoverable by the Corporation under provisions of the Income Tax Ord. 1979, or these Rules but which had not been recovered. Any surplus in either of such accounts remaining in the hands of the Trustees after such payment as aforesaid shall be payable to the members of the Fund, at the date of its closing in proportion to the total amount standing to the credit of each member's account on such date. The Trustees accounts shall thereafter be audited and closed.

**APPLICATION FOR ENROLMENT AS MEMBER
SINDH SEED CORPORATION EMPLOYEES PROVIDENT FUND
240-A G.O.R. COLONY, HYDERABAD**

I _____ Son of _____
an employee of Sindh Seed Corporation working as _____ do
hereby declare that I have read and understood the rules of the Fund and agree to become a
member thereof and to be bound in all respects by the rules of the same for the time being in
force.

I hereby authorize Corporation to deduct the subscription to the Fund from my monthly
Salary / Wager which may from time to time be liable to pay under and in accordance with the
rules, and to pay to the Trustees of Fund.

I have received a copy of Rules of Sindh Seed Corporation Employees Provident Fund.

I declare that I am not subscribing to any other Provident Fund or to a Provident Fund to
which Provident Fund Act, 1925 applies.

Full Name _____ S/O _____

Residential Address _____

Date of Birth _____ Post Held _____

Division / Section _____ Date of Joining the Corporation _____

Present Salary / Wages _____

Witness to the Signature

Signature of Applicant

Forwarded to the Trustees

Applicant joined Corporation 's Service
on _____ and is eligible to become
a member.

Gen: Administration Division

Membership accepted and Admitted to the benefits

of the Funds w.e.f. _____

Dated: _____

SECRETARY OF THE FUND.

No. _____

**SINDH SEED CORPORATION EMPLOYEES PROVIDENT FUND
FORM OF NOMINATION
(RULES 16(A)).**

I _____ S/o _____
hereby nominate the person (s) mentioned below, who is / are member / not member of my family to receive in the event my death or disability, the amount that may stand to my credit in the Fund, in the amount that may stand to my name(s)

I hereby appoint the person(s) named in column 05 to receive the payment on behalf of nominee(s) who is / are suffering from a legal disability.

Name and Address of the nominee	Relationship with the member.	Whether major or minor or suffering form other legal disability If minor, state his age	* Amount or share of accumulations to be paid to each.	Name and address of the person to whom payment is to be made on behalf of the minor or the person suffering from other legal disability.	Sex and parentage of person mentioned in col.05

Dated: this _____ day of _____ 19, at _____

SIGNATURE OF MEMBER

No.

The witness to signature of the member who must _____ then _____ of each othe and in that of the member _____ being present at the same time.

- Signature _____
Address _____
Designation _____

Registered

Secretary of the Fund

Note: * this column should be filled in so as to cover the whole amount that may stands to the credit of the member in the Fund at any time.