



The Sindh Government Gazette

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Separate Paging is given to this Part in order that it may be filed as a separate compilation.

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PART-I

NOTIFICATIONS BY THE GOVERNMENT OF SINDH

LOCAL GOVERNMENT AND
HOUSING TOWN PLANNING
DEPARTMENT

No.RO(LG)/MISC:/4(74)/2016: In exercise of the powers conferred by section 138 of the Sindh Local Government Act, 2013 read with section 124 and entry 12 of Schedule VII thereto, the Government of Sindh are pleased to make the following rules, namely:-

PART-I
GENERAL

1 Short title and commencement. (1) These Rules may be called the Sindh Local Councils Employess (Service Rules, 2017).

(2) They shall come into force at once

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Price Rs. 80.00

(3) They shall apply to all employees of the Council wherever they may be, but shall not apply to casual or work-charged staff and persons employed on contract or on deputation with the Council, who will be governed by the terms and conditions of their contract or deputation as the case may be.

2. Definitions. (1) In these rules, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them that is to say -

- (a) "Act" means Sindh Local Government, Act, 2013
- (b) "appointment" means the appointment made by initial appointment or by promotion;
- (c) "appointing authority" in relation to a post means the appointing authority specified in rule 6;
- (d) "basic pay scale" means scale of pay in which a post or group of posts is placed;
- (e) "cadre" means the strength of a service or a part of a service sanctioned as a separate unit;
- (f) "competent authority" means the authority designated by virtue of these rules or delegation or authorization made by Government;
- (g) "Commission" means the Sindh Public Service Commission;
- (h) "contract appointment" means an appointment of a duly qualified person made against permanent post for a limited period, in accordance with the prescribed method of recruitment;
- (i) "Council" means the Council as defined under section 3(xvii) of the Act;
- (j) "deputation" means the temporary transfer on lien of the services of any person from or to the Council;
- (k) "Department" means departments as prescribed in the Sindh Councils (Budget) Rules, 2016;
- (l) "Departmental Promotion Committee" means a Committee constituted for the purpose of making promotion to the posts under a Department or Office of a Council;
- (m) "Departmental Selection Committee" means a Committee constituted for the purpose of making selection for initial appointment to the posts under a department or office of a Council;
- (n) "employee" means an employee of the Council;
- (o) "Government" means the Government of Sindh;
- (p) "initial Recruitment" means appointment made other than by promotion or transfer;
- (q) "pay" means the amount monthly drawn by an employee as pay and includes technical pay, special pay, personal pay and other emoluments or allowances declared by the Council to be pay;
- (r) "personal pay" means additional pay granted to an employee -

- (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
- (b) in exceptional circumstances, on other personal considerations;
- (s) "post" means a post mentioned in the sanctioned Schedule of Establishment of a Council;
- (t) "recognized university" means any University incorporated by the Law in Pakistan and recognized by the Higher Education Commission or any other University declared by Government to be a University for the purpose of these rules;
- (u) "Schedule of establishment" means the Schedule of establishment prepared by a Council and approved by the Government under Section 123 of the Act;
- (v) "Secondary Board" means a Board of Secondary Education established under any law for the time being in force in Pakistan or any other authority or institution declared by Government as such;
- (a) "service" means a Service constituted for a Council under these Rules.

3. Constitution of the Service: (1) For every Council there shall be a Service to be known by the name of the Council concerned.

(2) Each service shall comprise of such cadres, basic pay scales and shall consist of such number of posts as may be specified by the Council with the approval of Government.

(3) The members of one cadre of service shall not be eligible for appointment to a post borne on any other cadre of the service.

PART-II

APPOINTMENT, PROMOTION AND TRANSFER

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

5. Method of Appointment. Appointments to the posts shall be made by any of the following methods, namely: -

- (a) by promotion or transfer; or
- (b) by initial appointment

(2) The method of appointment and the qualification and other conditions applicable to a post shall be laid down by the Council concerned with the approval of Government.

(3) Subject to other provisions of these rules, no appointment to a post shall be made except on the recommendations of the Selection Committee.

6. Appointing Authority. (1) The Council shall be the appointing authority in respect of all posts as approved by the Government in the Schedule of Establishment; provided that the appointments to posts in basic pay scales 16 and above shall be made in case of initial appointment by the Commission and in case of promotion with the approval of Government.

(2) The Council may authorize any officer to exercise its powers of appointing authority in respect of the posts specified by it.

7. Selection and Promotion Committees. (1) In each Council there shall be one or more Departmental Promotion Committees and Departmental Selection Committees.

(2) Each such committee shall consist of at least three members one of whom shall be appointed as Chairman.

PART-III INITIAL APPOINTMENT

8. Initial appointment. (1) Initial appointment to the posts in all basic pay scales shall be made if these posts -

- (a) fall within the purview of the Commission, on the basis of examination or test to be conducted by the Commission;
- (b) do not fall within the purview of the Commission, in the manner provided in rule 6.

(2) Initial appointment to a post not falling within the purview of the Commission shall be made on the recommendations of the Selection Committee on the basis of interview or test to be held by the Selection Committee after the vacancies have been advertised in leading newspapers in Urdu, Sindhi & English Languages;

(3) While making recommendations under sub-rule (1), the Selection Committee may also assign position of merit to the candidates so recommended.

(4) no person shall be appointed who has been convicted for an offence by any Court of Law or involved in plea bargain with National Accountability Bureau Authorities or removed under the provisions of the removal from service (Special Powers) Sindh Ordinance, 2000.

9. Appointment of women, disabled and minority persons. The appointment of disabled and minority persons shall be made against the quota as reserved by Government from time to time; provided that if such suitable candidate is not available the appointment shall be made from other candidates on merit.

10. Qualification, age limit etc. (1) A candidate for appointment by initial recruitment must possess the educational qualifications and experience and be within the age limit laid down for that appointment;

Provided that for persons already in service of Government or statutory body including the Council, maximum age limit shall be relaxable upto the extent of five years by the Mayor or, as the case may be, the Chairman of the Council in cases where no suitable candidate within the prescribed age limit is available.

Provided further that the upper age limit in respect of a disabled person as defined in the Disabled persons (Employment and Rehabilitation) Ordinance, 1981, shall stand relaxed up to ten years in addition to the relaxation of five years which may be granted by the Mayor or, as the case may be, the Chairman of the Council.

(2) For the purpose of sub-rule (1), the age shall be reckoned as on the last date fixed for submission of application for appointment.

(3) Every person appointed by initial appointment shall declare the date of his birth with the valid documentary evidence, such as matriculation certificate, school leaving certificate or a municipal birth certificate and in the absence of any such documentary evidence it shall be determined by the appointing authority on the basis of medical certificate issued by the Medical Board.

11. Nationality and domicile. (1) No person shall be appointed by initial appointment to a post unless he is a citizen of Paksitan and domiciled in any district in Sindh Province.

(2) The vacancies in -

- (a) basic pay scales 11 and above shall be filled on provincial basis;
- (b) basic pay scale 6 to 10 in the offices which serve only a particular region or district shall be filled on regional and district basis;
- (c) basic pay scale 1 to 5 shall ordinarily be filled on local basis; provided that this requirement may be relaxed in exceptional cases with the approval of Government.

(3) the domicile declared by an employee and accepted by the appointing authority at the time of entry into the service shall not be allowed to be changed.

12. Production of Character and Medical Cetificates. (1) No person, not already in the service of Government or statutory body shall be appointed to a post unless -

- (i) he produces certificates of character from two responsible persons (not being his relatives) who are well acquainted with such person:
- (ii) he produces a medical certificate issued by the Medical Board:

Provided that blindness or any other physical defect shall not be a bar to the appointment, if the Medical Officer or Medical Board, certifies that such defect shall not affect his performance

- (iii) the antecedents of the candidate like academic qualifications, technical and professional qualification, experience, age and place of domicile etc should be collected and got verified/confirmed by the concerned authority.

PART-IV

APPOINTMENT BY PROMOTION OR TRANSFER

13. Promotion. (1) Promotions to all posts shall be made on the recommendations of a Promotion Committee.

(2) appointment by promotion shall be made on the basis of seniority-cum-fitness, but in the case of Selection post the promotion will be made on the basis of merit;

Provided that no promotion on regular basis shall be made to posts in Basic Pay Scales 16 and above unless the officer concerned has completed such minimum length of service as specified by Government.

(3) An employee declining to avail the benefit of order of his first promotion shall not be considered for such promotion for the next four years from the date of such order and he shall stand superseded permanently on his foregoing such promotion for second time.

(4) An employee shall be considered for promotion to a post subject to his suitability and assessment of the following aspects by the Departmental Promotion Committee: -

- (a) seniority position;
- (b) must have satisfactorily completed the probationary period;
- (c) should possess the qualification and experience and fulfill other conditions prescribed for the post;
- (d) should possess the minimum length of service as prescribed by the Government for the post or pay scales;
- (e) service record comprising of Performance Evaluation Report (PERs);
- (f) details of minor or major penalties;
- (g) details of anticorruption, NAB and other law enforcing agencies enquiries/cases/investigations;
- (h) any other condition laid down with the approval of the competent authority for a specific category of officers/officials.

14. Appointment by transfer. (1) Appointment by transfer shall be made on a tenure bases for the period specified by the appointing authority which may, from time to time, if necessary, be extended.

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

CHAPTER-V CONTRACT AND TEMPORARY APPOINTMENTS

15. Contract Appointment. (1) When the appointing authority considers it to be in the public interest to fill in a post falling within the purview of the Selection Committee on urgent basis, it may proceed to fill in such post on contract basis:

(2) The posts shall be advertised and the procedure laid down for initial appointment shall be followed.

(3) Temporary posts falling within the purview of the Promotion or Selection Committee and occurring as a result of creation of temporary post for a period not exceeding twelve months may be filled by the appointing authority otherwise than through the promotion or Selection Committee on a purely temporary basis after advertising the posts.

PROBATION, CONFIRMATION AND SENIORITY

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

Explanation:- Service on deputation to an equivalent or higher post shall count towards the period of probation.

(2) The appointing authority may, for reasons to be recorded in writing -

- (a) curtail the period of probation;
- (b) extend the period of probation by a period not exceeding one year at a time, and during or on the expiry of the extended period, pass such orders as are passed during or on the expiry of the initial probationary period; provided that if no orders are passed by the following the completion of -
 - (i) the initial probationary period, the period of probation shall be deemed to have been extended by one year;
 - (ii) the extended period of probation, the appointment shall be deemed to be continued until further orders.

17. Confirmation. (1) Confirmation of an employee shall be made in the order of seniority in a permanent post of which no other employee holds any lien.

(2) On confirmation of an employee in a post, his lien, if any, on any other post shall stand terminated.

(3) No employee who holds a lien on any post in any department shall be confirmed in any post in any other department unless his consent and the consent of the department, where he holds such lien, has been obtained in writing.

(4) An employee eligible for confirmation in more than one posts, shall be confirmed first in the lower post and then in the higher post from the date he is due for confirmation in such posts.

(5) If any employee becomes due for confirmation, his confirmation shall not be deferred unless a disciplinary action is pending against him or the appointing authority, for reasons to be recorded in writing, defers his confirmation:

Provided that if during the deferment of the confirmation of an employee his junior becomes due for confirmation the post in which such senior employee is due for confirmation shall be kept vacant and the junior employee shall be confirmed in the next available post.

(6) There shall be no confirmation against any temporary post.

(7) An employee who, during the period of his service, was eligible to be confirmed against any post retires from service before being confirmed shall not, merely be reason of such retirement, be refused confirmation in such post or any benefits accruing therefrom.

(8) Confirmation of an employee in a post shall take effect from the date of occurrence of permanent vacancy in that post or from the date of continuous officiation, in such post, whichever is later,

(9) Notwithstanding the provisions of this rule, no employee shall be confirmed unless he has successfully completed such training and passed such departmental examination as may be prescribed by Government or Council, as the case may be.

18. Seniority. (1) In each basic pay scale there shall be a separate seniority list of a group of employees doing similar duties and performing similar functions and for whose appointment same qualifications and experience have been laid down.

(2) The appointing authority shall, in the month of January every year, cause to be prepared, or, as the case may be, revise the seniority list under sub-rule (1) but nothing herein contained shall be construed to confer any vested right to a particular seniority in such cadre or post.

(3) Subject to sub-rule (5), the seniority of an employee shall be reckoned from the date of his regular appointment.

(4) No appointment made on contract basis shall be regularized retrospectively.

(5) Inter-se seniority of employee appointed in a batch or on the same date shall be determined -

(a) in the case of persons appointed by initial appointment, in the order of merit assigned by the selection committee, and if such authority is either not competent to assign such order of merit or has omitted to do so and is unable

to overcome the omission for reasons beyond its control, the seniority shall be determined by the appointing authority:

Provided that a person selected in an earlier selection shall rank senior to a person selected in a later selection;

- (b) in the case of persons appointed by promotion on the basis of their inter-se seniority in the lower post.
 - (c) in the case of persons appointed by initial appointment vis-a-vis persons appointed by promotion, on the basis that the person appointed by promotion shall rank senior to the persons appointed by initial appointment;
 - (d) in the case of persons not covered by clauses (a) to (c), on the basis that persons older in age shall rank senior to persons younger in age.
- (6) An employee, who is not promoted on turn on the ground that -
- (i) his seniority is under dispute or is not determined; or
 - (ii) he is on deputation, training or leave; or
 - (iii) disciplinary proceedings are pending against him; or
 - (iv) he is not considered for promotion for any reason other than his unfitness for promotion,
- shall, on subsequent promotion, subject to any order made by the competent authority in this behalf for the purpose of inter-se seniority in the higher grade, be deemed to have been promoted in the same batch as his juniors
- (8) An employee declining to avail of benefit of order of his promotion shall on his subsequent promotion, rank junior, in the higher having declined to avail the benefit of such promotion.

PART-VII RETIREMENT

19. (1) An employee shall retire from service -
- (i) on such date after he has completed twenty five years of service qualifying for pension or other retirement benefits as the competent authority may, in the public interest, direct; provided that no employee shall be retired unless he has been given an opportunity of showing cause against such action; or
 - (ii) where no direction is given under clause (i) on the completion of the sixty years of age.
- (2) an employee on leave preparatory to retirement shall be deemed to be in the service of the Council and be liable to retire on completion of sixty years of his age irrespective of the fact whether such leave has or has not expired.

Explanation:- In this rule, "competent authority" means the appointing authority or a person duly authorized by the appointing authority in that behalf, not being a person lower in rank than the employee concerned.

PART-VIII
GENERAL CONDITIONS OF SERVICE

20. Employee at the disposal of Council. (1) Unless in any case it be otherwise distinctly provided, the whole time employee shall be at the disposal of the Council and he may be employed in any manner required by the Council without claim for additional remuneration.

(2) No employee shall absent himself from his duty nor leave his station without having obtained the permission of the competent authority.

(3) The transfer and posting of officers of the Council working in basic pay scale 19 and above shall be subject to the approval of Government.

21. Maintenance of service record. (1) A record of service and a Performance Evaluation Report (PER) about the work of each employee shall be maintained or, as the case may be, recorded in the form and manner specified by the Government for civil servants.

(2) An employee shall not have access to his confidential reports; provided that such employee shall be informed of adverse remarks, if any, relating to remedial effect in order to given him an opportunity to explain his position or to correct himself.

22. (1) A service book on record containing events relating to the service in the Council shall be maintained in respect of all employees of the Council.

(2) The identification marks of the employee shall be given in the service book/record and a passport size photograph and finger prints of left hand and in case left hand is defective the right hand of the employee shall be affixed to the service book/record.

(3) All entries in the service book/record shall be initialed by the Head of the office concerned.

(4) Reference(s) relied upon for writing date of birth of an employee should be mentioned in the respective column of service book.

23. Conviction and suspension. (1) If an employee is imprisoned for any criminal charge, he shall forthwith be placed under suspension by the competent authority.

(2) Where an employee is placed under suspension, the appointing authority shall, on the expiry of three months from the date of suspension, place the matter before the next higher authority regarding the advisability of continuing the person under suspension, and the authority may, if it so deems fit, further extend period of suspension as it may think necessary and review the case on the expiry of the period so fixed.

(3) If an employee under suspension is acquitted by the Court or exonerated in a departmental enquiry, he shall be reinstated and the period of suspension shall be treated as on duty, and he may in the discretion of the appointing authority be given promotion retrospectively in a higher post from the date he would otherwise have been promoted to such post but for his suspension. However he shall not be entitled to the pay of the higher post retrospectively in which he has not actually worked.

24. Resignation. A permanent employee shall not resign from his post without giving to the appointing authority one month's previous notice in writing failing which he shall be liable to pay to the Council a sum equal to his substantive pay for one month.

25. Cessation of an employee. Unless the competent authority, in view of any special circumstances of the case, otherwise determines, an employee shall cease to be in the employment after two years absence from duty, eisewhere than on deputation.

26. Applicability of Government rules. In all matters not provided for in these rules or any other rules, the rules or terms and conditions of service applicable to the civil servants of Government shall mutatis nutandis apply to the employees of the Council.

27. Relaxation rules. The Council may with the prior approval of the Government, for reasons to be recorded in writing, relax any provision of these Rules in an individual case, in such a manner as may appear to it to be just and equitable and where it is satisfied that the strict application of the Rules would cause hardship to the individual concerned.

Provided that no such relaxation shall be made so as to deal with the case of an employee in any manner less favorable to him than that provided in these rules.

-MUHAMMAD RAMZAN AWAN-
SECRETARY TO GOVERNMENT OF SINDH

REVENUE DEPARTMENT

Hyderabad dated -05-2017

No.12/08/2017-Admn:/ . On the recommendations of the Departmental Promotion Committee-I and with the approval of Competent Authority, the following Computer Date Processor (BPS-16) of Stamp Wing, Board of Revenue Sindh, Karachi are hereby promoted to the post of Competer Programmer (PBS-17), Stamp Wing Board of Revenue Sindh, Karachi against the departmental promotion quota, with effect from 15.05.2017.-

1. Mr Khalid Hussain
2. Mr. Nasir Hussain

The will remain on the probation period of one year as required under Rule-2 of Sindh Civil Servants (Probation, Confirmation & Seniority) Rule, 1975.

SECRETARY TO GOVT OF SINDH
REVENUE DEPARTMENT

**DIRECTORATE OF INSPECTION, REGISTRATION OF PRIVATE
INSTITUTION OF SINDH, SCHOOL EDUCATION
DEPARTMENT GOVERNMENT OF SINDH**

NO.DIR/I&R/GOS/COR/() /2017, On the basis of evidence produced by the applicant **Mr. Muhammad Owais Khan** son of **Muhammad Aftab Khan** relating to his own correct name, date of birth & father's correct name, the Director General Directorate of Inspection & Registration of Private Institution Sindh, School Education Department, Govt. of Sindh, Karachi is pleased to accord his permission to make under noted corrections.

The father's correct name of the student is **Muhammad Aftab Khan** (instead of **Aftab Khan**), the correct name of the student is **Muhammad Owais Khan** (instead of **Muhammad Owais**) & the correct date of birth of the student is **28-03-1996** (instead of **08-03-1996**). **Muhammad Owais Khan S/o Muhammad Aftab Khan** was a student of Muslim Boys Secondary Shcool, Sector-I, Manzoor Colony, Mehmoodabad, Karachi and passed his S.S.C. Supplementary Examination-2015, Science Group vide Roll No. 925154 in "E" Grade from the Board of Secondary Education, Karachi.