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PART-I

NOTIFICATIONS BY THE GOVERNMENT OF SINDH

SERVICES, GENERAL ADMINISTRATION AND COORDINATION DEPARTMENT

No.SOII(SGA&CD)2-1/32/2021 Karachi, dated the 24th March, 2022

No.SOII(SGA&CD)2-1/32/2021: Dr. Arshan Bano D/o Yar Muhammad Memon, Additional Medical Superintendent (BS-19), at Dr. Ruth K.M.Pfau Civil Hospital, Karachi is hereby granted forty five (45) days Ex-Pakistan leave to **visit UAE with effect from 03.04.2022** or from the date of availing on private affairs, with the condition that she is not required by any Court of Law during the leave period and that her name does not exist on Exit Control List (ECL).

SECRETARY SERVICES
GOVERNMENT OF SINDH

SCHOOL EDUCATION AND LITERACY DEPARTMENT
Karachi, dated 28th March 2022

No.SO(G-III)SE&LD/Rules/SEF/3-1290/2021: In exercise of the powers conferred under Section 16 of the Sindh Education Foundation Act, 1992 and with the approval of Agenda Item No.6 by the Provincial Cabinet Sindh in its meeting held on December 02, 2021; the Government of Sindh is pleased to make the following rules:

1) Short title and commencement;

i. These rules may be called the Sindh Education Foundation (Employees Service) Rules, 2021;

ii They shall come into force at once.

2) In these rules, unless there is anything repugnant in the subject or context:

i "Act" means The Sindh Education Foundation Act, 1992;

ii "Appointing Authority" in relation to a post means the authority competent to make appointments as described in Schedule-I of these rules;

iii "Allowance" means the monetary benefits admissible to an employee as part of or in addition to the salary;

iv "Board" means the Board of Governors established under the SEF's Act 1992;

v "Departmental Promotion Committee" means one or more committees constituted for the purpose of making selection for promotion to posts in the Foundation;

vi "Departmental Selection Committee" means one or more committees constituted for the purpose of making selection for initial appointment to posts in the Foundation;

vii "Department" means the department of the Foundation.

viii "Deputation" means appointment by transfer of an employee of Government of Sindh or any autonomous body or attached departments of Government of Sindh with the mutual consensus of the lending entity and the borrowing entity (the Foundation) provided that the potential employee for transfer on deputation must possess matching qualifications & experience of a post in the service of the Foundation on standard terms & conditions.

ix "Employee" means any person in the service of the Foundation on regular basis.

x "Foundation" means Sindh Education Foundation (SEF);

xi "Government" means the Government of Sindh;

xii "Gratuity" means a monetary benefit paid to an employee at the time of retirement or separation in the manner prescribed.

xiii "Honorarium" means a recurring or non-recurring payment granted to an employee as remuneration for special work of an occasional (or intermittent) character.

xiv "Inter se Seniority" means seniority of employees appointed or promoted in one batch or on the same date.

xv "Managing Director" means Managing Director of Sindh Education Foundation.

xvi "Notification" means any Notification(s)/Order(s)/Circular(s) issued by the Sindh Education Foundation.

xvii "Officiating" means assignment of additional charge of a post to any employee for a period not more than six (06) months.

xviii "Pay Group" means the Pay Group sanctioned by the Board of Governors in which a post or group of posts in the manner prescribed;

xix "Prescribed" means rules, regulations, procedures and policies duly notified.

xx "Permanent Post" means a post sanctioned without limit of time.

xxi "Post" means a post sanctioned by the competent authority.

xxii "Service" means service of the Foundation.

xxiii "Special Task Committee(s)" means one or more committees constituted by the Managing Director for Special tasks / assignments surfacing from time to time.

The words and expressions used but not defined in these rules shall have the same meaning as assigned to them under the Act.

PART-I

APPOINTMENTS & PROMOTIONS

Appointment (1) No person shall be appointed in the Foundation unless he/she is a citizen of Pakistan and holding domicile and PRC of the province of Sindh;

Method of Appointment (2) (a) Appointment to a post in the service of the Foundation shall be made by appointment or promotion. No initial appointment shall be made unless the vacancies are advertised in three (03) leading newspapers (i.e English, Urdu and Sindhi) of the Sindh Province. The process for the recruitment may be conducted either by the Foundation itself or through a third party.

(b) The method of appointment, the qualification and other conditions applicable to a post including the age limit shall be as laid down in **Schedule-IX**. Provided that the Appointing authority may relax the age limit after recording reasons in writing.

(c) For the purpose of initial appointment in the Foundation, the age shall be reckoned as on the last date fixed for submission of application for appointment.

Departmental Selection Committee(s) (3) (a) Initial appointments to a post in the service of the Foundation shall be made on the recommendation of Departmental Selection Committee(s)-DSC duly notified by the Foundation with the approval of the Chairman, SEF, Board of Governors.

(b) The Departmental Selection Committee(s)-DSC shall consist of at least three (03) members one of whom shall be the Chairperson. Whereas, the Managing Director may, through notification, Co-opt any additional Member(s) in the DSC.

Promotion (4) (a) For the purpose of appointment by Promotion to a post in the service of Foundation, the Foundation may constitute one or more Departmental Promotion Committees (DPC), with the approval of the Chairman, SEF, Board of Governors, consisting of not less than three (03) members, one of whom shall be the Chairperson of the committee.

(b) Appointment by promotion to a post in the service of the Foundation shall be made on the recommendation of the Committee **(DPC)**.

(c) If on an order of promotion, any employee declines in writing to accept the promotion, such employee shall not be considered for such promotion for the next three (03) years from the date of such order or as may be determined by the appointing authority subject to review unless a review application is received;

Transfer & Posting (5) Every Employee shall be required to serve against any post(s) in the service of the Foundation anywhere in the province of Sindh. Provided that nothing contained in this rule shall apply to an Employee appointed specifically to serve in a particular area or region.

Deputation	(6)	(a)	An employee of Government of Sindh may be transferred and posted on Deputation basis in the Foundation on the requisition of the Managing Director against a vacant post(s) reserved for initial appointment, for a period of three (03) years, which may be extended for another period of two (02) years, on such terms and conditions as may be determined.
		(b)	The Foundation shall reserve the right to repatriate an employee on deputation to the parent department without assigning any reason.
		(c)	An employee on deputation in the Foundation may request in writing for permanent absorption in the Foundation subject to availability of a vacancy and consent of the borrowing agency provided that such absorption shall not jeopardize the rights and career planning of the existing employee(s) of the Foundation.
Short term appointment	(7)		Notwithstanding the provisions contained in rule (2) above when the appointing authority considers it to be in the public interest to fill a post falling within the purview of the Selection Committee(s) on urgent basis for a period up to one (01) year or till availability of regular appointee(s), whichever is earlier; *Provided that in the meantime, the Foundation shall undertake the process for the regular appointment against the said post.*
Appointment on temporary post	(8)		The Managing Director may *in public interest* appoint any person against a temporary post (e.g consultant, adviser, technical expert, IT professional etc) for a period of one year (extendable upto 2 years subject to satisfactory performance) provided that such appointment shall not confer any right for regular appointment at any stage.
Job Quota	(9)	(a)	Posts in the service of the Foundation reserve for initial appointment shall be filled in accordance with merit and ensuring quota for women, minorities and differently abled persons, deceased employee quota as prescribed in the policy of the Government of Sindh.
		(b)	No candidate shall be appointed to a post in the Foundation unless such medical examination & character verification as may be required by the Foundation.
Disqualification	(10)		No candidate/person shall be appointed or continue as employee of the Foundation on the following disqualification grounds, if such person:
		(a)	The candidate/person convicted for an offense involving moral turpitude.
		(b)	Has been or is adjusted insolvent.
		(c)	Is incapable of discharging his duties by reasons of physical, physiological or, mental unfitness and has been so declared by the Medical Board.
		(d)	Fail to disclose any conflict of interest at or within the time provided for such disclosure by or under these rules or contravenes any of the provisions of these rules pertaining to unauthorized disclosure of information.
Cancellation of Appointment	(11)		If at any time after appointment letter has been issued, employee is found to have provided false information or procured appointment by practicing fraud and misrepresentation or have not disclosed any material fact or found to have been appointed on extraneous grounds in violation of law and the relevant rules, the appointing authority may cancel appointment after affording opportunity of personal hearing.

Officiating Charge (12) The Managing Director may assign officiating charge of a post in the service of the Foundation to any employee of the Foundation of same **Pay Group** or to an employee of lower Pay Group, *preferably in order of seniority*, for a period not more than 180 days; such Employee(s) shall be entitled for additional financial benefit(s) of 20% of running Basic Pay;

*Provided that in case of permanent vacancy, the **Foundation**, in the meantime, shall undertake the process for the regular appointment against the said post.*

Confirmation of Existing Employees (13) Notwithstanding, anything contained in any other law for the time being in force or in these rules or in any judgment / order of any court, all employees serving against any post in the service of the Foundation shall be deemed to have been appointed under these rules subject to confirmation of their service through Special Task Committee(s) (STC), with the approval of the Chairman, SEF, Board of Governors.

PART-II

PROBATION

Probation (14) (a) A person appointed to a post by initial appointment shall be on probation
for a period of two (02) years.

(b) The appointing authority may, for reasons to be recorded in writing:

(i) Curtail the period of probation;

(ii) Extend the period of probation by a period not exceeding one (01) 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 probation period.
Provided that if no orders are passed by the day following of;

- The initial probationary period, the period of probation shall be deemed to have been extended by one (01) year;
- The extended period of probation, the appointment shall be deemed to be continued until further orders.

Conduct of Employee during the probation period (15) (a) If the work and conduct of an employee(s), on or before completion of the probationary period, has been found unsatisfactory, the appointing authority may, notwithstanding that the period of probation has not expired:

(i) If the employee has been appointed by initial appointment, dispense with his/her services without notice.

(ii) If the employee has been appointed otherwise, revert him to his/her former post or, if there be no such post, dispense with his/her services.

PART-III

CONFIRMATION

Confirmation of an Employee

(16) (a) Confirmation of an employee shall be made in order of seniority in a permanent post on which no other employee holds a lien.

(b) On confirmation of an employee at a post(s) in the service of the Foundation, his/her lien, if any, on any other post(s) shall stand terminated.

(c) No employee who holds a lien on any post shall be confirmed on any other post unless his consent has been obtained in writing.

(d) An employee, eligible for confirmation in more than one (01) post, shall be confirmed first in the lower post and then in the higher post from the dates he/she is due for confirmation in such post.

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

Provided that if during the deferment of the confirmation of an employee his/her 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.

PART-IV

PAY & ALLOWANCES

Pay & Allowances

(17) An employee appointed to a post shall be entitled to the pay and allowances **notified** for such post(s) by the Foundation and allowances notified by the Government of Sindh from time to time.

Revision of Pay & Allowances

(18) Pay and Allowances of employees of the Foundation may be revised subject to the approval of the Board.

(19) The employees of the Foundation may be granted such Allowances, Special allowances & additional remuneration, in addition to the salary and Allowances admissible to such employees as may be determined by the Board from time to time;

(20) Subject to the exceptions, if provided in these rules, an employee shall begin to draw the pay and allowances attached to his post with effect from the date when he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

Pay Protection

(21) (a) An employee, who has served in the Government, statutory body or the Foundation, will be protected in accordance with his/her last drawn pay in case he/she is employed in the service of Foundation.

(b) An employee reduced in consequence of disciplinary action shall continue to draw Pay of the post from which he/she was reverted.

Period & Effect of Reduction

(22) If any employee(s) is on account of misconduct or inefficiency, reduced to a lower scale or post or to a lower stage in his/her time scale, the Foundation ordering such reduction shall state the period for which it shall be effective and on restoration, it shall not operate to postpone future increments.

Increment (23) An increment shall ordinarily be drawn annually on the first day of December each year as a matter of course if the employee has completed at least six months service on the 1st December of the year unless it is withheld.

Pay during Suspension (24) An employee(s) who is placed under suspension shall be entitled to draw pay of the same Pay Group in which he was serving. All Allowances except Medical Allowance shall stand withheld.

Gratuity (25) Save as otherwise provided, if an employee is temporary, probationer or do not hold a permanent post; he/she is not eligible for gratuity under these rules. Thus, employee(s) of the Foundation working on the sanctioned/regular post(s), under these rules, shall be entitled for the Gratuity in the manners prescribed.

Retirement (26) An employee shall retire from employment:

(a) Upon reaching 60 years in age, and/or

(b) After completing 20 years of service, an employee may opt for Voluntary retirement subject to the approval by the competent authority.

PART-V

SENIORITY

Seniority (27) (a) For proper administration of service in the Foundation, the appointing authority shall cause a seniority list of the members for the time being of such service or post to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service.

(b) Seniority in the service or post to which an employee is promoted shall take effect from the date of appointment to that post in the service;
Provided that the employees who are selected for promotion to a higher post in one batch shall, on their promotion to the higher scale, retain their inter-se seniority as in the lower post.

Preparation of Seniority List (28) (a) There shall be combined seniority list of all employees in the service of the Foundation.

(b) The Foundation shall, in the month of January every year, cause seniority list to be prepared, or, as the case may be, revise the seniority list under sub-rule (a).

(c) The seniority of an employee shall be reckoned from the date of his/her regular appointment.

Inter-se Seniority (29) 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 recruitment, in the order of merit assigned by the selection authority, 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 further that a person selected in earlier selection shall rank senior to a person selected in 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 recruitment vis-à-vis persons appointed by promotion, on the basis that the person appointed by promotion shall rank senior to the persons appointed by initial recruitment;

(d) In the case of persons not covered by clauses (a) to (c), on the basis that person older in age shall rank senior to persons younger in age.

Seniority of an Employee promoted on turn

(30) (a) An employee, who is not promoted on turn on the grounds that-

(i) His/her seniority is under dispute or is not determined; or

(ii) He/she is on deputation, training or leave; or

(iii) disciplinary proceedings are pending against him/her; or

(iv) He/She 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/her juniors.

(b) An employee declining to avail the benefit of order of his/her promotion shall on his subsequent promotion, rank junior, in the higher grade, to those who may have been promoted earlier as a result of having declined to avail the benefit of such promotion.

PART-VI

APPEAL

Appeal to the Authority

(31) (a) An employee aggrieved by an Order of the competent authority relating to the terms and conditions of his/her service including disciplinary matters may, within 30 (thirty days) days from the date of communication of the Order, prefer an appeal to the authority next above the authority passing the order.

Provided that where the Order is made by the Board, there shall be no appeal but the employee may apply for review of the Order.

Provided further that the appellate authority or as the case may be, the Board may condone the delay in preferring appeal or review petition, if it is satisfied that the delay was for reasons beyond the control of the appellant or for the reasons the earlier appeal or review petition was not addressed to the proper forum.

(b) Where the order of the competent authority affects more than one employee, every affected employee shall prefer appeal separately.

(c) Where an appeal has been filed by appellant himself/herself and in the meanwhile he/she dies, the appeal may be pursued by any one of his/her legal heirs entitled to inherit his/her property, provided that the benefit likely to accrue in the appeal is heritable.

(d) Where an employee dies, an appeal may be filed by his/her legal heir who inherits his/her property, provided that the benefit likely to accrue in the appeal inherits his/her property; provided that the benefit likely to accrue in the appeal is inheritable.

Submission & process of appeal

(32) Every Memorandum of Appeal shall:

(a) contain full name and address of official designation and place of posting of the appellant;

(b) state in brief the facts leading to the appeal;

(c) mention rules in support of his/her grievances;

(d) to be accompanied by a certified copy of the order appealed from and copies of all other documents on which the appellant wishes to rely;

(e) to clearly mention the relief sought;

(f) where an appeal is presented within three (03) months after expiry of the prescribed period of limitation the appellant shall state the reasons of such delay;

(33) The appeal shall be submitted through the head of the department or the head of office where appellant is posted at the time of filing the appeal and the said head of office shall forward the appeal to the appellate authority if he/she himself/herself is not such authority, and the said authority shall after adding his/her own comments, if any, transmit the appeal to the appellate authority.

(34) The authority competent to make order and entertain appeal shall be as mentioned in Schedule-I.

(35) The appellate/review authority shall , on receipt of appeal, call for the record of the case from the authority whose order is challenged in appeal / review and after perusal of such record and if considered necessary hearing the appellant and the representative of the authority making such order as it may deem fit;
Provided that if the appellate authority proposes to make an order adversely affecting the appellant, it shall give him/her reasonable opportunity to show-cause before passing such order.

Disposal of Appeal (36) Where the competent authority has made an order before coming into force of these rules, appeal from that order can be filed within 30 (thirty) days of the announcement thereof. All appeals pending immediately before coming into force of these rules shall be disposed as appeals under these rules.

PART-VII

LEAVE

(37) Employee may avail twenty four (24) days casual leave in a calendar year. The Foundation shall authorize Officer(s) to grant casual leave in a manner to be notified by the Foundation from time to time.

(38) Employee may also avail **48** Earned Leave (en-cashable at the end of the calendar year if remained available in the quota of an employee) in a calendar year. A certificate or notification in this regard will be issued by the HR Department at the start of calendar year to notify the balance of the earned leaves to be brought forward with en-cashable amount in each employees' quota, which will also be recorded in the Service Book of each employee. Whereas, earned leaves cannot be exercised by Civil Servants / retired Government employees / temporary post holder or probationers for financial benefits from the Foundation's fund.

(39) Leave cannot be claimed as a matter of right and the competent authority may, when the exigencies of service so require, refuse or revoke leave of any description.

(40) The duty rendered by an employee shall qualify him/her to earn leave in accordance with these statutes.
Provided that any period spent in any service in which an employee receives his substantive pay from any source other than the funds of the Foundation shall not so qualify him unless contribution towards leave salary has been paid to the Foundation on account of such period.

(41) Leave shall be applied for, expressed and sanctioned to an employee by competent authority in terms of days.

(42) (a) Except otherwise stated, an application in form for leave or for an extension of leave shall be made to the head of office where an employee is employed and, in the case of the head office, to the next above administrative authority.

(b) An employee may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in particular circumstances.
Illustration: An employee may apply for extra-ordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him.

(c) Employee shall specify the reasons for which earned leave has applied and is due and admissible to an employee.

(43) (a) The Human Resources Department shall, on receipt of an application for grant of leave, assess from the leave account of an employee, apply before the leave is granted.

(b) Leave may be granted by the competent authority or by an officer authorized so by the Managing Director.

(c) In case where all the applications for leave cannot, in interest of public service, be sanctioned simultaneously, the competent authority may spare as many applicants as he/she deems fit, and shall give priority to-

(i) the applicants who were last recalled compulsorily from leave; and

(ii) the applicants who were required to make adjustment in the timing of their leave on the last occasion to the instant time.

(44) The maximum period of leave on full pay that may be granted one time shall be:

(a) One hundred and twenty days (120 days) without medical certificate;

(b) One hundred and eighty days (180 days) with medical certificate, which may be in the prescribed format to theses statutes; and

(c) Three hundred and sixty five days (365 days) leave on medical certificate from leave account in entire service.
Explanation: These leave without medical certificate and with medical certificate may, subject to the total maximum limit, be granted at a time to be determined by the Managing Director.

(45) Leave may be granted ex-Pakistan on full pay 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 for leave to be enjoyed ex-Pakistan.

(46) Employee, who intends to make request for extension in ex-Pakistan leave shall ensure receipt of application to the competent authority at least seven (07) days prior to expiry of his/her ex-Pakistan leave already granted and availed by him/her unless otherwise Managing Director may assess the need of such leave in the public interest.

(47) Employee(s) shall be entitled to leave salary in currency of Islamic Republic of Pakistan for the actual period of leave spent abroad subject to a maximum of 120 days at a time and shall draw his/her salary in rupees in Pakistan, irrespective of the country where they spend their leave.

(48) (a) If at any time there is no leave at the credit of an employee and the employee is likely to resume duty after availing leave, such employee may be granted leave not due on full pay to be offset against leave to earned in future for a maximum period of 100 days in the entire period of service, and the aforesaid limit shall be subject to conversion in accordance with these rules if the whole or any part of such leave is granted on half pay.

(b) When an employee who returns from 'leave not due', no leave on full pay shall become due to him/her until the leave not due availed of his/her balanced by the earned leave.

(49) (a) When a post is abolished, leave due to the employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

(b) The grant of leave in such cases shall, so long as such employee does not attain the age of superannuation, be deemed automatically to have also extended the duration of post and the tenure of its incumbent.

(50) (a) Subject to the availability, an employee may be granted leave preparatory to retirement on full pay from the leave account to a maximum of 365 days ending on that date of superannuation or on the date of voluntary retirement on completion of twenty (20) years qualifying service and convertible partly or wholly into leave on half pay, but the duration of the total leave including the actual period of leave on half pay, if any, shall not exceed 365 days.

(b) Application for leave preparatory to retirement shall be submitted at least 90 days before the date of the proposed commencement of such leave.

(51) A female employee shall be granted Maternity leave when applied for, on full pay, for a period not exceeding 90 days, which shall not be debited to her leave account.

(52) (a) A female employee shall, on the death of her husband, be granted special leave when applied for on full pay, for a period not exceeding 130 days, which shall not be debited to her leave account.

(b) The special leave shall commence from the date of the death of the husband of the employee, and the employee shall furnish the death certificate issued by the concerned authority to the competent authority either along with the application for special leave or if that is not possible, at any time thereafter.

(53) Disability leave may be granted to an employee, disabled by injury, ailment or disease contacted in the course or in consequence of duty, outside the leave account on each occasion, up to a maximum of three hundred and sixty five days of which 180 days shall be on full pay and the remaining on half pay on such medical advice as the head of office may consider necessary.

(54) (a) An employee suffering from any disease which require his/her confinement for certain period by way of quarantine may, on recommendation of the authorized medical Officer, be granted quarantine leave for the said period.

(b) The quarantine leave granted under this rule shall not be debited to the leave account, and the employee on such leave shall, for all purpose, be treated on duty.

(55) (a) Extra-ordinary leave may be granted on any ground up to a maximum of five years (05 years) at a time provided the employee to whom such leave is granted has been in continuous service for a period of not less than ten years, and in case if an employee has not completed ten years of continuous service extra-ordinary leave for a maximum period of two years may be granted at the decision of the competent authority.
Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extra-ordinary leave.

(b) All extra-ordinary leave shall be without pay.

(56) (a) An employee may, fifteen months before the date of superannuation or twenty years qualifying service at his option, be allowed to en-cash his/her leave preparatory to retirement if he/she under takes in writing to perform duty in lieu of the whole period of three hundred and sixty five days or lesser period which is due and admissible.

(b) In lieu of such leave, leave pay may be claimed at any time during that period at the rate of pay admissible at the time leave pay is drawn for the actual period of such leave subject to a maximum of one hundred and eighty days.

(c) If at any time during such period leave is granted on account of ill health supported by medical certificate, amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the half period of leave so granted, for example, if an employee who has opted for encashment of such leave, has taken sixty (60) days, leave his/her cash compensation equal to thirty days leave shall be forfeited.

(d) The employee shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation.

(e) For the purpose of payment in lieu of such leave, only the "Senior post Allowance", "Qualification Allowance" and "Personal Pay" will be included in "leave pay" so admissible as per the policy of the Government of Sindh.

(57) In case an employee on leave preparatory to retirement dies before leave completing 365 days of such leave, his family shall be entitled to lump sum payment equal to the period falling short of one hundred and eighty days.

(58) In case an employee dies while in service, lump sum payment of full pay up to 365 days out of the leave at his credit shall be made to his "family".

(59) An employee granted leave on full pay or half pay shall for the period of leave draw the pay or half pay, as the case may be, and all allowances except the conveyance allowance admissible to such employee immediately before proceeding on such leave.

Provided that only the senior post allowance shall be admissible with the pay for encashment of leave or to the extent of 365 days leave which could not be availed of due to death of the employee during service or leave preparatory to retirement.

(60) If an employee is recalled to duty compulsorily, with the personal approval of the head of his/her office from leave of any kind that he/she is spending away from his /her headquarters, he/she may be granted a single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place of headquarters where he/she is required to report for duty.

Provided that if the employee is recalled to duty at the headquarters and his/her remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(61) An employee who remains absent after the expiry of his/her leave shall not, unless the leave is extended by the competent authority, be entitled to any remuneration for the period of such absence and leave besides any disciplinary action that may be taken against such employee, double the period of such absence shall be debited against the leave account of such employee and such debit shall, if there is insufficient credit in the leave account; be adjusted as leave not due.

(62) Any type of leave may be combined with joining time or with any other kind of leave other-wise admissible to the employee;
Provided that leave preparatory to retirement shall not be combined with any other kind of leave.

(63) Notwithstanding any date or dates mentioned in the orders granting any type of leave, the leave shall commence from the day following the day on which the employee hands over charge of the post held by such employee, and end on the day preceding the day which such employee resumes duty.

(64) Unless the employee on leave is permitted to do so by the authority which sanctioned the leave such employee may not return to duty before the expiry of the period of leave granted to such employee.

(65) (a) An employee proceeding on leave shall hand over the charge of his/her post, and if he/she is in Pay Group 10 (PG-10) and above, he/she shall, while handing over charge of the post sign the charge relinquishment report.

(b) The applicant shall make sure that leave has actually been granted to him/her and he/she shall not absent himself/herself from duty until and unless proper arrangements for his/her work have been made and has been relieved by his/her immediate superior. He/she shall duly hand over in the manner determined by his/her immediate Officer, all papers, cash and keys in his/her custody.

(66) (a) An employee, on return form leave, shall report for duty to the authority that sanctioned his/her leave and assume charge of the post to which he/she is directed by that authority.

(b) In case an employee is directed to take charge of a post at a station other than that from where he/she proceeded on leave, travel expenses as on transfer shall be payable to him/her.

(c) No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the prescribed form.

(67) Leave account in respect of an employee shall be maintained part of his/her Service Book in case of non-gazetted employee:

Provided that Human Resources Department shall maintain the leave account of employees.

(68) All leave at the credit of an employee shall lapse when he/she quits service.

(a) An employee employed in a non-continuous establishment may be granted only earned leave and disability leave as admissible to, and subject to the conditions laid down for, an employee employed in a continuous establishment and no other kind of leave shall be admissible to such employee.

(b) An employee who is transferred from a non-continuous establishment to a continuous establishment and vice versa carry forward the balance of earned leave at his credit on the date of his transfer.

Explanation:- In this rule "Non-continuous Establishment" means an establishment which does not function throughout the year and "Continuous Establishment which functions throughout the year.

(69) Paternal leaves shall be granted to the male employees from the date of his wife's confinement, with full pay and allowances, for a period not exceeding 10 days (excluding holidays), based on the medical / documentary evidence(s). This paternal leave shall not be debited to his leave account.

(70) Leave may be granted ex-Pakistan on full pay to an employee(s), who applies for leave in respect of Hajj, Umrah and Ziarat (for Iran, Iraq and Syria only), once in the tenure of 03 years (for each leave type separately) and makes a specific request for leave to be enjoyed ex-Pakistan as per the following leave limit, which shall not be debited to the leave account of employee(s):

(i)	For Hajj Leaves	(maximum 40 days leaves with Pay)
(ii)	For Umrah Leaves	(maximum 20 days leaves with Pay)
(iii)	For Ziarat of Iran / Iraq / Syria	(maximum 20 days leaves with Pay)

S-G-63/2018/1526
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PART-VIII

CONDUCT & DISCIPLINE

Conduct & Discipline (71) Conduct and discipline of the Employees of the Foundation shall be regulated in accordance with Sindh Civil Servants (Conduct) Rules 2008 and Sindh Civil Servants (Efficiency and Discipline) Rules 1973.

Enquiry against employee on deputation in SEF (72) An employee lent to the Foundation by agency on deputation basis, found guilty of misconduct, he/she may be placed under suspension and inquiry may be conducted against him/her. On completion of the inquiry, the findings of the inquiry and recommendations, if any, may be sent to the lending authority and reliving him/her of his/her duties from the Foundation.

Enquiry against the SEF Employee lent on deputation (73) An employee of the Foundation to whom these rules apply and lent on deputation basis and found guilty of misconduct, the borrowing entity shall have the powers to place him/her under suspension and conduct inquiry.

On completion of such inquiry, the findings of the inquiry and recommendation if any, may be sent to the lending authority and he/she shall be relieved of his/her duties from the Foundation.

PART-IX

CODE OF CONDUCT

(74) Every employee shall:

(i) Ensure to maintain absolute integrity, loyalty and devotion to duty;

(ii) Confirm and abide by the Sindh Education Foundation Act 1992 and rules, regulations and instructions made there under from time to time;

(iii) Observe, comply with and obey all lawful orders and directions which may be given from time to time to him/her in the course of discharging official duties by an officer in written under whose supervision or control she/he may be working at the time.

(iv) Not divulge any secret or any matter prejudicial to the interest of the Foundation.

(v) Keep the management informed of any change in his/her bio-data including any degree/qualification acquired, marital status, dependents, postal address, telephone number etc.

(vi) Keep confidential all the matters related directly or indirectly to the Foundation or its interest and other matters that may provide third parties unauthorized access to confidential information, and exercise caution when discussing internal affairs so as to avoid being overheard by unauthorized persons.

(vii) Maintain secrecy, of any nature, even after leaving the employment with the Foundation, as long as the information is considered to be sensitive in nature or in any other way confidential.

(viii) Not take part, directly or indirectly, in political activities during the time of his/her employment with the Foundation.

(ix) Not carry out part time work or work as freelance except permission from the competent authority.

(x) Be bound not to indulge in any form of corruption or not to accept offer of illegal or inappropriate monetary benefit, in any form, and use agreements with middlemen to channel payment to anyone in such a way that may be interpreted as corruption.

(xi) Not accept gifts, local or national or international, without prior approval of the competent authority.

(xii) Observe the security requirements concerning access to and use of the facilities, IT resources and access to electronic resources and documents.

(xiii) Protect and administer Intellectual property in the interest of the Foundation while respecting the intellectual property rights of others and seek to avoid contravention of such rights.

(xiv) In terms of "Conduct of Employee", the competent authority shall be the Managing Director.

PART-X

MISCELLANEOUS

Difficulty (75) If any difficulty arises in giving effect to any of the provisions of these rules, the SEF Board of Governors may make such order, not inconsistent with the provisions of these rules, as may appear to be necessary for the purpose of removing such difficulty, anomaly or inconsistency.

Compensation and benefits (76) All the policies of the Government of Sindh regarding compensation and benefits for the Civil Servants shall be applicable for SEF employees subject to the endorsement of the Board.

Repeal (77) Sindh Education Foundation, Employees Service Rules, 1999, shall stand repealed.

(GHULAM AKBAR LAGHARI)
SECRETARY TO GOVERNMENT OF SINDH
SCHOOL EDUCATION & LITERACY DEPARTMENT

(SCHEDULE – I)

See Rule 34

S.No.	Posts falling in SEF Pay Group	Authority competent to make appointments	Appellate / Review Authority
1.	**Pay Group 1 to 11**	Managing Director, Sindh Education Foundation	Chairman, Board of Governors
2.	**Pay Group 12 to 15**	Chairman, Board of Governors	Chairman, Board of Governors

Sindh Education Foundation
Schedule of Posts (Schedule-II)
See Rule - 2 (h) of Part - I

Name of Post (Designation)	SEP Pay Group	Appointing Authority	Method of Appointment	Percentage of Promotion and Initial Appointment		Qualification	Criteria	Age in Years (Min-Max)	Sanctioned Posts
				Initial / Direct Appointment (%age)	Promotion (%age)				
Managing Director	PG - 15	Government of Sindh	As per criteria or as may be determined by the Government.			Atleast Masters or equivalent degree in Social Sciences / Education / Management from any HEC recognized university / institute with atleast 2nd Division.	**For Appointment by Transfer:** i. Must have at least Twenty (20) years experience of working in Government. ii. Must have atleast three (03) years experience as Head of the Department / attached Department / Organization in the Government in BS-20 or above. iii. Must have atleast Ten (10) years demonstrative experience of financial / planning / development management in senior position. **For Direct appointment:** i. Must have at least twenty (20) years work experience in public or private sector. ii. Must have at least ten (10) years demonstrative experience of financial / planning / development management as Head of the Department / Organization. iii. Minimum three (03) years experience of dealing with social sector / education related organization or projects.	55 to 65 or as may be determined by the Government of Sindh	1

Name of Post (Designation)	SEP Pay Group	Appointing Authority	Method of Appointment	Percentage of Promotion and Initial Appointment		Qualification	Criteria	Age in Years (Min-Max)	Sanctioned Posts
				Initial / Direct Appointment (%age)	Promotion (%age)				
Deputy Managing Director	PG - 14	Chairman, Board of Governors	As per criteria or as may be determined by the Board.			Masters or equivalent degree in Social Sciences/Education/Economics/MBA/MPA from any HEC recognized university / institute with atleast 2nd Division. Any foreign degree in the field of Management will be an added advantage.	**For Appointment by Transfer:** i. Must have at least Fifteen (15) years experience of working in Government. ii. Must have at least three years experience of working as Head of the Department / attached Department / Organization in the Government in BS-19 or above. iii. Must have at least three years demonstrative experience of financial / planning / development management on senior position. **For Direct Appointment:** i. Must have at least Twenty (20) years experience of working as Head of the Department / Organization in public or private sector. ii. Must have at least ten (10) years demonstrative experience of financial / planning / development management as Head of the Department / Organization. iii. Minimum ten (10) years experience of dealing with social sector / education related organization or projects.	45 to 62 or as may be determined by the Chairman, Board of Governors	1
Directors	PG - 13	Chairman, Board of Governors	By promotion from amongst Deputy Directors, Sindh Education Foundation. By transfer from amongst officers of PAS / Ex PCS / PSS / PMS / SE&LD (BPS-19). Direct appointment as per prescribed rules.	60%	40%	For Direct appointments, atleast Masters or equivalent in relevant field from any HEC recognized university / institute with atleast 2nd Division.	**By Promotion:** Must have at least Twelve (12) years service in PG-12 on seniority cum fitness basis and subject to availability of vacancy. **By Transfer:** Must be an Officer of BS-19. **Direct Appointment:** Must have at least Twelve (12) years relevant experience including Six (06) years in social/public sector organizations.	40 to 55	7

SCHOOL EDUCATION & LITERACY DEPARTMENT SINDH

Name of Post (Nomenclature)	SEF Pay Group	Appointing Authority	Method of Appointment	Percentage of Promotion and Initial Appointment		Qualification	Criteria	Age in Years (Min-Max)	Sanctioned Posts
				Initial / Direct Appointment (%age)	Promotion (%age)				
Deputy Director	PG - 12	Chairman, Board of Governors	By promotion from amongst Assistant Directors, Sindh Education Foundation.	40%	60%		**By Promotion:** Must have at least Five (05) years service in PG-11 on seniority cum fitness basis and subject to availability of vacancy.		25
			By transfer from amongst officers of PAS / Ex PCS / PSS / PMS (BPS-18).				**By Transfer:** Must be an Officer of BS-18.		
			Direct appointment as per prescribed rules.			For Direct appointments, atleast Masters or equivalent in relevant field from any HEC recognized university / institute atleast in 2nd Divison.	**Direct Appointment:** Must have at least Five (05) years relevant experience including three (03) years experience in social/public sector organizations.	30 - 40	
Chief Internal Auditor (PG-12)	PG - 12	Chairman, Board of Governors	By transfer from amongst officers of PAS / Ex-PCS / PSS (BPS-18).	100%	-		**By Transfer:** Must be an Officer of BS-18.		1
			Direct appointment as per prescribed rules.			For Direct appointments, atleast Masters or equivalent in relevant field from any HEC recognized university / institute atleast in 2nd Divison.	**Direct Appointment:** i. Must have at least Five (05) years relevant experience.	30 - 40	
Assistant Director	PG -11	Managing Director	By promotion from amongst Senior Officers, Sindh Education Foundation.	40%	60%		**By Promotion:** Must have at least Five (05) years service in PG-10 on seniority cum fitness basis and subject to availability of vacancy.		46
			By transfer from amongst officers of PAS / Ex-PCS / PSS (BPS-17).				**By Transfer:** Must be an Officer of BS-17.		
			Direct appointment as per prescribed rules.			For Direct appointments, atleast Masters or equivalent preferably in relevant field from any HEC recognized university / institute atleast in 2nd Divison.	**Direct Appointment:** Must have at least Five (05) years relevant experience, including three (03) years experience in social/public sector organizations will be given preference.	25 - 35	

Name of Post (Nomenclature)	SEF Pay Group	Appointing Authority	Method of Appointment	Percentage of Promotion and Initial Appointment		Qualification	Criteria	Age in Years (Min-Max)	Sanctioned Posts
				Initial / Direct Appointment (%age)	Promotion (%age)				
Senior Officer	PG - 10	Managing Director	Appointment by promotion from amongst officers of Sindh Education Foundation. **Or** Direct appointment as per prescribed criteria.	20%	80%	i. Masters degree from HEC recognized university / institute with atleast 2nd Division. ii. Qualification / Degree in relevant discipline shall be preffered. iii. For the posts of I.T, Finance, HR, Communication and Legal Unit; only relevant degree shall be required.	**By Promotion:** Must have at least Five (05) years service in PG 09 on seniority cum fitness basis and subject to availability of vacancy. **Direct Appointment:** Must have at least two (02) years experience of the work related to the subject post. Must have proven report writing skills and expert in working on MS Office.	22 - 32	70
Officer	PG - 9	Managing Director	Appointment by promotion from amongst Junior Officers of Sindh Education Foundation. **Or** Direct Appointment as per prescribed criteria.	40%	60%	i. Masters degree from HEC recognized university / institute with atleast 2nd Division. ii. Qualification / Degree in relevant discipline shall be preffered. iii. For the posts of I.T, Finance, HR, Communication and Legal Unit; only relevant degree shall be required.	**By Promotion:** Must have at least Five (05) years service in PG 08 on seniority cum fitness basis and subject to availability of vacancy. **Direct Appointment:** Must have at least one (01) year experience of the work related to the subject post. Report writing and MS Office skills must be good.	22 - 30	130
Program / Admin Coordinator	PG - 9	Managing Director	Appointment by promotion from amongst Junior Officers of Sindh Education Foundation. **Or** Direct appointment as per prescribed criteria.	40%	60%	i. Masters degree from HEC recognized university / institute with atleast 2nd Division. ii. Qualification / Degree in relevant discipline shall be preffered. iii. For the posts of I.T, Finance, HR, Communication and Legal Unit; only relevant degree shall be required.	**By Promotion:** Must have at least Five (05) years service in PG-08 on seniority cum fitness basis and subject to availability of vacancy. **Direct Appointment:** Must have at least one (01) year experience of the work related to the subject post. Report writing and MS Office skills must be good.	22 - 30	2

Name of Post (Designation)	SEF Pay Group	Appointing Authority	Method of Appointment	Percentage of Promotion and Initial Appointment		Qualification	Criteria	Age in Years (Min-Max)	Sanctioned Posts
				Initial / Direct Appointment (%age)	Promotion (%age)				
Principal	PG - 9	Managing Director	Direct appointment as per criteria or as may be determined by the Managing Director, SEF.	100%	-	i. Masters degree from HEC recognized university / institute with atleast 2nd Division. ii. Qualification / Degree in the field of education or relevant discipline shall be preferred.	i. Must have at least two (02) years experience of working as a Teacher in a government or private school. ii. Must have at least one (01) year experience of working as a Principal/Head Teacher in a government or private school. iii. Report writing and MS Office skills must be good.	22 - 30	1
Junior Officer	PG - 8	Managing Director	Direct appointment as per criteria	100%	-	i. Bachelors degree from HEC recognized university / institute with atleast 2nd Division. ii. Qualification / Degree in relevant discipline shall be preferred.	Fresh candidate. Report writing and MS Office skills must be good.	22 - 30	280
Junior Classroom Support Officer	PG - 7	Managing Director	Direct appointment as per criteria	100%	-	Bachelors degree from HEC recognized university / institute with atleast 2nd Division.	Must have at least two years experience of the work related to the subject post.	22 - 30	3
Assistant	PG -5	Managing Director	Direct appointment as per criteria	100%	-	Bachelors degree from HEC recognized university / institute with atleast 2nd Division.	Preference will be given for the candidates having atleast one year experience of relevant office work required for the post.	22 - 30	10

Name of Post (Designation)	SEF Pay Group	Appointing Authority	Method of Appointment	Percentage of Promotion and Initial Appointment		Qualification	Criteria	Age in Years (Min-Max)	Sanctioned Posts
				Initial / Direct Appointment (%age)	Promotion (%age)				
Teacher	PG - 5	Managing Director	Direct appointment as per criteria	100%	-	i. Bachelors degree from HEC recognized university / institute with atleast 2nd Division. ii. Qualification / Degree in relevant discipline shall be preffered.	Must have at least one year experience of working as a Teacher in a government or private school. Report writing and basic computer skills must be good.	22 - 30	10
Female Secretary / Receptionist	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Intermediate in "B" grade atleast.	Must have at least one years experience of working on same post ii. Must have spoken skills in Sindhi, Urdu and English.	22 - 30	10
Vehicle Assistant	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Intermediate	Preference will be given for the candidates having atleast one year experience of office work and related issues.	22 - 30	2
Office / Vehicle/ Personal Assistant	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Intermediate.	Preference will be given for the candidates having atleast one year experience of office work and related issues.	22 - 30	5
Office Helper	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Intermediate	Nil.	22 - 30	1
Telephone Operator	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Intermediate	Preference will be given for the candidates having atleast one year experience of working in relevant field.	22 - 30	4
Photocopy Machine Operator	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Intermediate	Must be aware of operating digital Photocopy Machine.	22 - 30	10
Dispatch Rider	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Middle Pass.	i. Must have at least one years experience of outdoor office work as Dispatch Rider. ii. Must have valid driving license of motorbike.	22 - 35	10

Name of Post (Nomenclature)	SEF Pay Group	Appointing Authority	Method of Appointment	Percentage of Promotion and Initial Appointment		Qualification	Criteria	Age in Years (Min-Max)	Sanctioned Posts
				Initial / Direct Appointment (%age)	Promotion (%age)				
Driver	PG -3	Managing Director	Direct appointment as per criteria	100%	-	Middle Pass.	i. Must have at least two years experience as a driver. ii. Must have valid Motorcar/Jeep/LTV / HTV driving license as per requirement.	22 - 35	140
Electrician	PG -3	Managing Director	Direct appointment as per criteria	100%	-	i. Matriculation ii. Diploma in Electrical / Mechanical / Electronics (DAE) Engineering shall be preferred.	Must have at least two years job experience as Electrician or relevant capacity.	22 - 35	4
Naib Qasid	PG -1	Managing Director	Direct appointment as per criteria	100%	-	Primary Pass.	i. Must have at least one year experience of working as Naib Qasid/Support staff. ii. Must be able to read and write.	22 - 35	80
Gardener	PG -1	Managing Director	Direct appointment as per criteria	100%	-	i. Primary Pass. ii. Certificate in gardening from a recognized institute shall be preferred.	Fresh candidate. Preference will be given to a candidate having atleast one year experience in horticulture/gardening.	22 - 35	2
Sanitary Worker	PG -1	Managing Director	Direct appointment as per criteria	100%	-	Nil	Nil	22 - 35	43
Security Guard	PG -1	Managing Director	Direct appointment as per criteria	100%	-	Matriculation	Candidates with relevant experience shall be preferred.	22 - 35	2
Total									**900**

SCHOOL EDUCATION AND LITERACY DEPARTMENT
Karachi, dated 28th March, 2022

No.SO (G-III)SE&LD/Rules/SEF/3-1290/2021: Consequent upon the approval of Agenda Item No.6 by the Provincial Cabinet, Sindh, in its meeting held on December 02, 2021; the Government of Sindh is pleased to make the "Sindh Education Foundation (Employees Gratuity Rules) 2021".

1. Title:

These Rules may be called the "Sindh Education Foundation (Employees Gratuity Rules) 2021".

2. Object:

The object of these Rules is to give entitlement of gratuity to the ***Employees*** of the Foundation in the manners prescribed in these rules.

3. Application:

These Rules shall apply to the employees of Sindh Education Foundation.

4. Definition:

(a) "Board" means Sindh Education Foundation's Board of Governors.

(b) "Competent Authority" means the Managing Director-SEF.

(c) "Completed Year" means completed 12 months or a part thereof exceeding six months for the purpose of Gratuity.

(d) "Employee" means employee as defined in the SEF (Employees Service) Rules 2021.

(e) "Foundation" means Sindh Education Foundation established under Sindh Act No.VII of 1992.

(f) "Fund" means Sindh Education Foundation Employees Gratuity Fund managed by the Board.

(g) The term "Family", *for the purpose of payment of gratuity*, shall include the following relatives / legal heir(s) of the employee(s) concerned:

(i) Wife or wives in the case or a male employee or Husband in the case of female employee.

(ii) Children of the employee as per legal heirship certificate.

(iii) In case, if employee is unmarried, employee's parents, brothers, sisters or other legal heirs.

Note:

a. A child means a legitimate child or an adopted child if under the Personal Law of the employees concerned in legally recognized on conferring the status of a natural child.

b. If it is proved that the wife has been judicially separated from the employees concerned or has ceased under the customary law of the community to which she belongs, to be deemed to be a member of the family, unless the employee concerned has himself intimated in writing to the competent authority that she will continue to be so regarded.

c. In the case of female employee, if the wife intimates in writing to the competent authority that her husband should not be included a member of her family unless subsequently she cancels in writing her intimation excluding him.

(h) "GA&MC" means a Gratuity Assessment and Management Committee constituted for management and assessment of gratuity related matters.

(i) "Managing Director" means the Managing Director of the Foundation and includes any person discharging the duties of the Managing Director for the time being.

(j) "Misconduct" means misconduct as defined under Sindh Civil Servants (Efficiency and Discipline) Rules 1973.

(k) "Pay" means the last pay drawn by the employee excluding allowances namely special, technical, qualification, project or as prescribed by the Board from time to time.

(l) "Qualifying Service" means successful completion of minimum period of service prescribed for payment of gratuity, excluding the service rendered during probationary period, lien period and the period of service without pay.

(m) "Retirement" means retirement of an employee from the service either on reaching superannuation or voluntary retirement as per Government policies in vogue.

(n) "SEF" means Sindh Education Foundation.

5. **Conditions of eligibility & rate of Gratuity:**

a) Save as otherwise provided, if an employee is temporary, probationer or do not hold a permanent post; he/she is not eligible for gratuity under these rules. Thus, an employee of the Foundation working on the sanctioned/regular post(s), under these rules, shall be entitled to the Gratuity in the manner as under:

(i) The minimum qualifying service for the entitlement of gratuity shall be one (01) Completed Year.

(ii) An employee who has rendered service for more than six months in a specific year, he/she will be entitled to gratuity of one year. Entitlement of Gratuity shall not exceed beyond twenty (20) years.

(b) An employee may claim gratuity in case;

(i) He resigns from his service.

(ii) The Foundation terminates his services due to reasons other than misconduct.

(iii) He expires during the period of service.

(iv) He attains the age of superannuation.

(c) When the services of an employee are terminated on account of Misconduct, he shall not be entitled to any claim of gratuity.

(d) Gratuity, according to the year of service served in the Foundation, shall be calculated as under:

Duration of Service	Gratuity
one (1) to six (6) Years	2 weeks Gross Salary for each year of service
Seven (7) to ten (10) Years	3 weeks Gross Salary for each year of service
Above ten (10) Years	1 Month Gross Salary for each year of service

6. Gratuity Assessment and Management Committee (GA&MC):

A committee shall be constituted by the Managing Director, SEF, for the management and assessment of gratuity applications and related matters.

7. Application for Gratuity:

An application for Gratuity shall be made to the competent authority. After due diligence and approval of the competent authority, the sanction of gratuity shall be issued.

8. Deduction from Gratuity:

The Committee (GA&MC) shall ensure that the dues of the Foundation are fully recovered from the amount of gratuity payable to the employee. Such deducted amount shall be credited in the appropriate head of account.

9. Nomination:

Every employee eligible for gratuity under these rules shall be required to fill-in a nomination Form to be devised by the Foundation for payment of Gratuity in case of death. One copy each of the nomination shall be kept in the personal file of the official, in the record of Finance, Audit & Accounts Department, and in the Master File.

10. Cancellation of Nomination:

An employee shall be entitled to withdraw his nomination in writing at any time to the competent authority and resubmit fresh nomination with reasonable grounds. Such nomination shall take effect from the date on which it is received.

11. Anomaly:

In case of any hardship or anomaly, the Board of Governors of the Foundation may relax any of the provisions of these Rules for special reasons to be recorded in writing.

12. Right of Appeal:

An employee shall have the right to appeal as prescribed in Schedule-I of the SEF (Employees Services) Rules 2021, against any order issued by the competent authority regarding sanction of gratuity, within 30 days from the date of the communication of the order.

13. The "Sindh Education Foundation (Employees Gratuity Rules) 2021" shall come into force with immediate effect.

(GHULAM AKBAR LAGHARI)
SECRETARY TO GOVERNMENT OF SINDH

Karachi: Printed at the Sindh Government Press
31-03-2022