



KHYBER PAKHTUNKHWA

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THE PAKHTUNKHWA ENERGY DEVELOPMENT ORGANIZATION (PEDO) GOVERNMENT OF KHYBER PAKHTUNKHWA

NOTIFICATION

Peshawar Dated, the 16th April, 2024.

No:991-07/PEDO/CEO/16PEDOPB/5-G(II).-In exercise of the powers conferred by section 23 the Khyber Pakhtunkhwa Energy Development Organization Act, 2020 (Khyber Pakhtunkhwa Act No. XLVI of 2020) read with section 12 thereof and in supersession of the Pakhtunkhwa Energy Development Organization Notification No. 2507-14/PEDO/CEO/5-G dated:- 29th September, 2020, the Executive Committee with the approval of Policy Board is hereby pleased to make the following Regulations, namely:

THE PAKHTUNKHWA ENERGY DEVELOPMENT ORGANIZATION EMPLOYEES (TERMS AND CONDITIONS OF SERVICE) REGULATION, 2024.

CHAPTER-1

PRELIMINARY

1. **Short title, application and commencement:-** (1) These regulations may be called the Pakhtunkhwa Energy Development Organization Employees (Terms and Conditions of Service) Regulations, 2024.
 - (2) They shall come into force at once.
 - (3) They shall apply to the regular employees of Pakhtunkhwa Energy Development Organization.
2. **Definition.(1)** In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-
 - (a) “Act” means the Khyber Pakhtunkhwa Energy Development Organization Act, 2020 (Khyber Pakhtunkhwa Act No. XLVI of 2020);
 - (b) “appellant” means an employee, who makes an appeal to the Appellate Authority;

- (c) “**Appellate Authority**” means the Appellate Authority, prescribed in regulation 58 of these regulation;
 - (d) “**Appendix**” means an Appendix attached to these regulations;
 - (e) “**Appointing Authority**” means the Appointing Authority specified in regulation 4 of these regulations;
 - (f) “**basic pay scale**” means basic pay scale prescribed by Government and adopted by the PEDO in which a post or a group of posts is placed;
 - (g) “**employee**” means a regular employee of the PEDO, appointed against a regular post and does not include,—
 - (i) a person who is employed on contract basis or adhoc basis;
 - (ii) a person who is employed on work charge basis;
 - (iii) a person who is paid from contingencies; and
 - (iv) a person who is employed on contract basis under a project or employed as consultant or expert or employed against a temporary post for a fixed period of time for a specific assignment;
 - (h) “**initial appointment**” means an appointment made through initial recruitment in accordance with the terms and conditions as provided in Chapter-II of these regulations;
 - (i) “**pay**” means the amount drawn monthly by an employee and includes special pay, personal pay and any other emoluments declared by the Policy Board to be paid;
 - (j) “**post**” means a post, sanctioned by the Policy Board, in connection with the affairs of the PEDO;
 - (k) “**Selection and Promotion Board**” means the Selection and Promotion Board, constituted under regulations 5 of these regulations; and
 - (l) “**Selection and Promotion Committee**” means the Selection and Promotion Committee constituted under regulation 6 of these regulations.
- (2) Words and expressions, used but not defined in these regulations, shall have the same meanings as are respectively assigned to them under the Act, other laws and rules framed by Government.
3. **Method of appointment:-** Appointment to a post in PEDO shall be made by the Appointing Authority in any of the following methods, namely:
- (a) by initial recruitment, in accordance with the provisions contained in Chapter-II of these regulations; and
 - (b) by promotion, transfer or deputation, in accordance with the provisions contained in Chapter-IV of these regulations.
4. **Appointing Authority:-** The authority, competent to make appointment to various posts in the PEDO shall be the Executive Committee.

5. **Selection and Promotion Board:-** (1) (i) For the purpose of making selection and recommendation for initial appointment and promotion to a post in BPS-19 and BPS-20 in PEDO, there shall be a Selection and Promotion Board which shall consist of:-

(a)	Special Secretary Energy and Power Department	Chairman
(b)	Chief Engineer (Development), PEDO or in case of appointment of CE (Dev), any other Chief Engineer as may be determined by the Chairman of Selection Board.	Member
(c)	a representative of Establishment Department not below the rank of Additional Secretary;	Member
(d)	Director (Finance), PEDO; and	Member
(e)	Director (Admin & HR), PEDO.	Member-cum- Secretary.

- (ii) For the purpose of making selection and recommendation for initial appointment and promotion to a post in BPS-17 and BPS-18 in PEDO, the Selection and Promotion Board shall consist of:-

(a)	Chief Engineer (Development), PEDO;	Chairman
(b)	a representative of Establishment Department not below the rank of Deputy Secretary;	Member
(c)	a representative of Energy and Power Department not below the rank of Deputy Secretary;	Member
(d)	Director (Finance), PEDO; and	Member
(e)	Director (Admin & HR), PEDO.	Member-cum- Secretary.

- (2) The Selection and Promotion Board may co-opt any expert for technical assistance.
- (3) The recommendations of the Selection and Promotion Board shall be placed before the Appointing Authority for approval.

6. **Selection and Promotion Committee.---**(1) For the purpose of making selection and recommendation for initial appointment and promotion to posts in BPS-16 and below in PEDO, there shall be a Selection and Promotion Committee which shall consist of:-

(a)	Director Admin and HR, PEDO;	Chairman
(b)	Deputy Director (Finance), PEDO;	Member
(c)	Deputy Director Planning, PEDO;	Member
(d)	a representative of Energy and Power Department not below the rank of a Section officer; and	Member
(e)	Deputy Director (Admin & HR), PEDO.	Member -cum- Secretary.

- (2) The Selection and Promotion Committee shall co-opt any expert for technical assistance relevant to the post.

- (3) The recommendations of Selection and Promotion Committee shall be placed before the Appointing Authority for approval.

7. **Tenure of office of employees.** ---All regular employees of PEDO shall hold office until the superannuation age, unless he/she resigns or is removed by the Appointing Authority in accordance with the provisions of these regulations.

Explanation: For the purposes of these regulations the superannuation age of the regular employees of PEDO shall be such as determined by Government for the Government servants from time to time.

CHAPTER-II

APPOINTMENT BY INITIAL RECRUITMENT

8. **Appointment by initial recruitment :-**(1) Initial recruitment to posts in PEDO, in various basic pay scales, shall be made by the Appointing Authority on the recommendation of the Selection and Promotion Board or, as the case may be, the Selection and Promotion Committee, in the manner as provided in these regulations.

- (2) The qualification, age limit and experience for initial recruitment against a post in PEDO shall be such as given in **Appendix-I**.

- (3) All vacancies, to be filled in by initial recruitment, shall be advertised in at least two leading newspapers of wide circulation as well as posting on the official website of PEDO.

- (4) Subject to regulation 10 of these regulations, a candidate for initial appointment to a post, must be within the age limit as laid down for the post.

- (5) For the purpose of appointment by initial recruitment, age shall be reckoned as on the last date fixed for submission of application form.

- (6) Initial recruitment to various posts in PEDO shall be subject to written test/examination through a recognized testing agency as may be determined by the Appointing Authority:

Provided that posts in BPS-03 and below may be filled through district employment exchanges or in any other manner deemed fit by the Appointing Authority.

9. **Eligibility:---**(1) For the purpose of appointment in PEDO on the basis of initial recruitment, a person shall be a citizen of Pakistan and a bona fide resident of the Khyber Pakhtunkhwa Province.

- (2) No person, not already in service, shall be appointed to a post unless he/she produces a certificate of character from the principal academic officer of the academic institution last attended and also certificates of character from two responsible persons, not being his relatives, who are well acquainted with his character and antecedents.

- (3) Notwithstanding anything contained in sub-regulation (2), an appointment by initial recruitment shall be subject to the verification of character and antecedents of the candidate to the satisfaction of the Appointing Authority.

- (4) No candidate shall be appointed to a post unless he/she is found, after such medical examination as may be determined by the Appointing Authority, to be in good mental and bodily health and free from physical defect likely to interfere in the efficient discharge of his duties.
- (5) The criteria and method of quantification for appointment against a post in PEDO shall be such as given in **Appendix-II**.
10. **Age relaxation.**---In case of initial recruitment, relaxation in the upper age limit to a candidate, who has applied for a post in PEDO, may be granted in the following manner:

S#	LIMIT OF AGE RELAXATION.	COMPETENT AUTHORITY TO GRANT RELAXATION.
1.	Up-to two years.	Chief Executive Officer.
2.	Above two years but not more than five years.	Executive Committee.
3.	Above five years but not more than ten years.	Policy Board.

CHAPTER-III

APPOINTMENT BY PROMOTION, TRANSFER, AD-HOC BASIS, ETC.

11. **Appointment by promotion:-** (1) Appointment by promotion or transfer to posts shall ordinarily be made on the recommendation of the Selection and Promotion Board or Selection and Promotion Committee, as the case may be.
- (2) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same basic pay scale in which the posts to be filled, exist.
- (3) Persons possessing such qualifications and fulfilling such conditions as laid down for the purpose of promotion or transfer to a post shall be considered by the Selection and Promotion Board or Selection and Promotion Committee, as the case may be.
- (4) No promotion on regular basis shall be made to posts, unless the officer or official concerned has completed such minimum length of service as specified in **Appendix-I**.
12. **Criteria for appointment by promotion.** (1) Besides the qualifications or length of service, the performance of the employees shall be evaluated in terms of the following grades and scores:

S. No.	Overall Grading of PER/ACR.	Marks.
1.	Outstanding.	10.
2.	Very Good.	08.
3.	Good.	07.
4.	Average.	05.
5.	Below Average.	01.

- (2) The outstanding grading shall be awarded to officers of PEDO showing exceptional performance but the number of such grading shall not exceed ten percent (10%) of the total officers of PEDO reported upon.
- (3) Convincing justification for the award of a grade shall be recorded by the reporting or countersigning officer. The discretion of awarding "outstanding" shall be exercised sparingly and the award must be merited.

- (4) The quantification formula and instructions for working out quantified score shall be as under:
- (a) deduction shall be made as indicated below:
 - (i) One mark for each adverse report; and
 - (ii) Three marks for each minor penalty imposed under efficiency and discipline provisions contained in **Chapter-IX** of these regulations;
 - (b) Addition of two marks shall be made for service in specified hard areas for a period of two years or more;
 - (c) If more than one Performance Evaluation Reports or Annual Confidential Reports have been initiated on an officer during the calendar year, their average marks shall be the marks for the whole calendar year;
 - (d) If a period of report is less than three months, it shall be ignored for purpose of quantification;
 - (e) Quantification of marks shall be done in round figure;
 - (f) if overall grading in the Performance Evaluation Reports or Annual Confidential Reports is ambiguous e.g. placed between "Good" and "Average", the quantification shall be based on the lower rating;
 - (g) where only two reports or less are available on an employee against posts in a particular basic pay scale, these Performance Evaluation Reports or Annual Confidential Reports shall be added to the Performance Evaluation Reports or Annual Confidential Reports earned in the lower post for calculating the average marks; and
 - (h) Where an employee, appointed to a higher post on acting charge basis, is considered for regular promotion on that post, the Performance Evaluation Reports or Annual Confidential Reports earned during acting charge appointment shall be added to the Performance Evaluation Reports or Annual Confidential Reports earned in the lower post for calculating average marks.
- (5) The service length for promotion to a higher post shall be such as given in the **Appendix-I**.

13. **Reckoning of length of service. (1)** The minimum length of service for promotion to posts in various basic pay scales in PEDO shall be as under:
- (i) For BPS-18, the length of service shall be five years in BPS-17;
 - (ii) For BPS-19, the length of service shall be twelve years in BPS-17 and above. Where initial recruitment takes place in BPS-18, the length of service shall be seven years in BPS-18; and
 - (iii) For BPS-20, the length of service shall be seventeen years in BPS-17 and above. Where initial recruitment takes place in BPS-18, the length of service shall be ten years in BPS-18 and above. Where initial recruitment takes place in BPS-19, the length of service shall be five years.

- (2) Unless otherwise provided in these regulations, no proposal for promotion shall be entertained unless the condition of length of service given in sub-regulation (1) is fulfilled.
- (3) Service in the lower pay scales for promotion to BPS-18 and above shall be counted in the following manner, namely:
 - (i) half of service in BPS-16 and one fourth in basic scales lower than 16, if any, shall be counted as service in BPS-17; and
 - (ii) where initial recruitment has taken place in BPS-18 and 19, the length of service for promotion to higher basic pay scales respectively shall be reduced as under:
 - (a) for BPS-19, the length of service shall be seven years in BPS-18; and
 - (b) for BPS-20, the length of service shall be ten years in BPS-18 and above or five year in BPS-19.
- (4) Where an employee, who has previously worked in PEDO in corporate sector on contract basis and subsequently appointed on regular basis to that post, his service on contract basis in PEDO shall be counted and added with the length of service required for the purpose of promotion in the following cases, namely:
 - (a) this shall not affect the right of promotion of employees senior to him in the seniority list;
 - (b) the post is vacant and there is no employee to be promoted except him; and
 - (c) this dispensation shall not affect the seniority of other regular employees of PEDO who are appointed prior in point of time.

- 14. Appointment on acting charge or current charge basis.---**(1) Where the Appointing Authority considers it to be in the public interest to fill a post reserved under these regulations for promotion and the most senior employee, belonging to the cadre or service concerned, who is otherwise eligible for promotion, does not possess the specified length of service, the Appointing Authority may appoint him to that post on acting charge basis:

Provided that no such appointment shall be made if the prescribed length of service is short by more than half of the requisite length of service for promotion to that post.

- (2) In the case of a post in Basic Pay scale-17 and above, reserved under these regulations to be filled in by initial recruitment, where the Appointing Authority is satisfied that no suitable officer, drawing pay in the basic scale in which the post exists, is available in that category to fill the post and it is expedient to fill the post, it may in excess of the promotion quota appoint to that post on acting charge basis, the most senior officer in PEDO who is otherwise eligible for promotion.
- (3) Acting charge appointment shall be made against posts which are likely to fall vacant for a period of six months or more:

Provided that against the vacancies occurring for less than six months, current charge appointment may be made according to the orders issued from time to time by the Appointing Authority.

- (4) Appointment on acting charge basis shall be made on the recommendations of the Selection and Promotion Board or the Selection and Promotion Committee, as the case may be.
- (5) Acting charge appointment shall not confer any vested right for regular promotion to the post held on acting charge basis.
15. **Ad-hoc appointment:-** When a post is required to be filled in by initial recruitment through written test/examination to be conducted by an accredited testing agency, the Appointing Authority shall forward a requisition to such testing agency, on the form as it may determine, immediately and if the Appointing Authority considers it to be in the public interest to fill in such post, it may, pending result of the written tests by the accredited testing agency and subsequent finalization and recommendation of the candidates by the Selection and Promotion Board or the Selection and Promotion Committee, as the case may be, proceed to fill in such post on ad-hoc basis for a period not exceeding one year by advertising the same in accordance with the procedure laid down for initial appointment in **Chapter-II** of these regulations.
16. **Appointment through Deputation:-** (1) subject to approval by the Executive Committee, appointment to a post in the Organization may, subject to Appendix-I, be made by transfer / deputation in the manner as may be determined by the Executive Committee and agreed to between the Organization and the lending departments,
- Provided that appointment by transfer / deputation shall be made from amongst the persons holding appointment on regular basis in the same basic pay scale and similar cadre, in which the post to be filled in exists.
- (2) Appointment by transfer / deputation under sub-paragraph (I) includes temporary transfer on deputation basis for a specified period, of an employee of the Federal Government, Provincial Government or an autonomous body in the public sector under the administrative control of the Federal Government, Provincial Government as the case may be, on such terms and conditions as may be determined by the lending authorities and the Organization.
- (3) The deputationist or the employee of the organization, who possess the qualification and experience for initial appointment as laid down in these regulation against a post to be filled through appointment by transfer/deputation, shall be considered by the selection board or committee with the consent of the deputationist and no objection certificate of his parent organization/department as a prerequisite.
- (4) In case of appointment by transfer on deputation basis, the qualification mentioned in Column-3 of Appendix-I in respect of such post shall apply. However, such appointment shall require recommendations of the Selection and Promotion Board or the Selection and Promotion Committee, as the case may be.
17. **INDUCTION: -** (1) Subject to the approval by the Executive Committee, induction of an employee of other organizations as provided in section 12(2) of the PEDO Act, 2020, against the post in the Organization appearing at S.No.21 of the Appendix-I, can be made on need basis on terms and conditions given in sub regulation (2).
- (2). **PROCEDURE FOR INDUCTION: -** For the purpose of induction of the employee under this regulation, the following general conditions shall be observed, namely:

- (a) The employee shall have served at least five years on deputation in the PEDO;
 - (b) He/she shall hold regular appointment in his parent organization/ department against a post in equivalent basic pay scale;
 - (c) the service promotion quota of the existing employees of the PEDO shall not be affected;
 - (d) the employee shall possess the same qualification and experience as prescribed for the post against which he/she is being inducted;
 - (e) The employee has not resigned or is removed or dismissed from service on account of misconduct, inefficiency or any other ground before the commencement of these regulation; and
- (3) The induction order shall be issued with immediate effect.
- (4) The employees, who are inducted under these regulations, shall be governed under the provisions of the PEDO ACT, 2020, the rules and regulations made thereunder.
- (5). **DETERMINATION OF SENIORITY.** The employee, who is inducted under these regulation, shall rank junior to all regular employee belonging to the same service or cadre of the PEDO, as the case may be, who are in service on regular basis on the commencement of these regulation.

Provided that appointment by induction shall be made from amongst the persons holding appointment on regular basis in the same basic pay scale and similar cadre, in which the post to be filled in exists.

Provided further that in case of induction by transfer on deputation basis, the qualification mentioned in column 3 of **Appendix-I** in respect of such post shall apply.

CHAPTER-IV

PROBATION AND CONFIRMATION

- 18. Period of probation.**-(1) Persons appointed to posts by initial recruitment, promotion or transfer shall be on probation for a period of one year.
- (2) The Appointing Authority, if it considers necessary, may extend the probation period for one year as may be specified at the time of appointment.
 - (3) An employee may be terminated by the Appointing Authority at any time during probation without assigning any reason; if in the opinion of the Appointing Authority his performance is not satisfactory.
- 19. Termination of probation period.**---(1) On the successful completion of probation period, the Appointing Authority shall, by specific order, terminate the probation of the employee concerned within two months after the expiry of probation period provided in sub-regulation (1) of regulation 18 of these regulations.
- (2) If no specific order regarding termination of the probation period of the employee concerned is issued within two months under sub-regulation (1), the period of probation shall be deemed to have been extended for a further period of one year under sub-regulation (2) of regulation 18 of these regulations.

- (3) If no specific order is issued on the expiry of the extended period of probation, the period of probation shall be deemed to have been successfully completed.
 - (4) There shall be no probation against any temporary post.
20. **Confirmation.**---(1) After satisfactory completion of the probationary period, an employee shall be confirmed by the Appointing Authority:
Provided that he/she holds a substantive post.
- (2) Confirmation to a post in PEDO shall take effect from the date of initial appointment of an employee to such post.
 - (3) A regular employee, who was eligible to be confirmed against any post during the period of his service retires from service before being confirmed, shall not merely by reason of such retirement, be refused confirmation to such service or post or any benefits accruing there-from.
 - (4) There shall be no confirmation against any temporary post.

CHAPTER-V

TRAININGS

21. **Training on initial recruitment.**---(1) Every person appointed to a post in PEDO on the basis of initial recruitment shall undergo such mandatory training as may be determined by the Appointing Authority through Notification in the official Gazette.
- (2) The contents, modules and duration of the training shall clearly be mentioned by the Appointing Authority in the Notification to be issued under sub-regulation (1).
22. **Training for promotion.**---(1) Promotion to posts in various basic pay scales in PEDO shall be subject to successful completion of the following mandatory trainings, namely:
- (a) Senior Management Course (SMC) at WAPDA Staff College, Islamabad or from any Government Department / Institute approved by the Executive Committee, for promotion to BPS-20;
 - (b) Middle Management Course (MMC) at WAPDA Staff College, Islamabad or from any Government Department / Institute approved by the Executive Committee, for promotion to BPS-19;
 - (c) Junior Management Course (JMC) at WAPDA Staff College Islamabad or from any Government Department/ Institute approved by the Executive Committee, for promotion to BPS-18;
 - (d) Elementary Management Course (EMC) at WAPDA Staff College Islamabad or from any Government Department/ Institute approved by the Executive Committee, for promotion to BPS-17;
- (2) The contents, modules and duration of course for trainings mentioned in sub-regulation (1), shall be such as may be determined by the Appointing Authority by notification in the official Gazette.

- (3) Qualifying score for the mandatory trainings mentioned in sub-regulation (1), shall be sixty percent (60%) rendering a candidate eligible for promotion in the respective cadres. The mandatory training shall be repeated in case the secured score is less than sixty percent (60%).
- (4) There shall be no exemptions from the mandatory trainings. An officer may, however, request for temporary exemption in a particular point in time but grant of such exemption would be at the discretion of the Appointing Authority.
- (5) At least one to three officers shall be nominated for training on the basis of their seniority. If a person is not willing to attend the training, he/she shall be dropped at his own expense without prejudice to the rights of others and without thwarting or minimizing the chance of improving the quality of service.
- (6) Officers failing to undergo mandatory training in spite of two time nominations for a training, shall stand superseded if such failure was not for the reasons beyond the control of the officers concerned.

CHAPTER-VI

SENIORITY

23. **Seniority:-** (1) The seniority inter se of the employees appointed to a post in PEDO shall be determined as follows:

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection and Promotion Board or Selection and Promotion Committee, as the case may be:

Provided that persons selected for appointment to post in an earlier selection shall rank senior to the persons selected in a later selection; and

- (b) in the case of employees appointed otherwise, with reference to the date of their continuous regular appointment in the post; provided that employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

Explanation-I: If a junior person in a lower post is promoted to a higher post temporarily in the public interest, even though continuing later permanently in the higher post, it shall not adversely affect the interest of his seniors in fixation of his seniority in the higher post.

Explanation-II: If a junior person in a lower post is promoted to a higher post by superseding a senior person and subsequently that senior person is also promoted, the person promoted first shall rank senior to the person promoted subsequently; provided that a junior person shall not be deemed to have superseded a senior person, if the case of the senior person is deferred for the time being for want of certain information or for incomplete record or for any other reason not attributable to his fault or demerit.

Explanation-III: A junior person shall be deemed to have superseded a senior person only if both the junior and the senior persons were considered for the higher post and the junior person was appointed in preference to the senior person.

- (2) Seniority of various employees in PEDO, appointed by initial recruitment vis-à-vis those appointed otherwise, shall be determined with reference to the dates of their regular appointment to the posts; provided that if two dates are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.
- (3) The inter se seniority of employees in a certain cadre to which promotion is made from different lower posts, carrying the same basic pay scale, shall be determined from the date of regular appointment or promotion of the employees in the lower post:

Provided that if the date of regular appointment of two or more employees, in the lower post, is the same, the employee older in age shall be deemed senior.
- (4) Where different employees, holding different posts in the same basic scales in a cadre in PEDO, are given venue of promotion to a higher post in that cadre, a joint seniority list of such employees shall be maintained for the purpose of promotion to that higher post.

CHAPTER-VII

TERMINATION, RESIGNATION, RETIREMENT, LIEN, PAY AND ALLOWANCES ETC.

24. **Termination of service.**---The service of an employee may be terminated by the Appointing Authority-
 - (a) by giving him one month notice or pay in lieu thereof during the initial or extended period of an employee's probation:

Provided that where such employee is appointed by promotion, he/she shall be reverted to his former post. In the case of promotion, the former post shall remain vacant until the completion of probation of the employee, so promoted; or
 - (b) with no notice, on the expiry of the employment; or
 - (c) in accordance with the efficiency and discipline provisions contained in **Chapter-IX** of these regulations; or
 - (d) on medical grounds which incapacitates him to perform his regular duties.
25. **Resignation:-** (1) An employee may resign from service of PEDO by giving one month notice in writing. The resignation shall become effective on the expiry of one month period as specified in the notice:

Provided that an employee, who is on probation, may resign his service in PEDO, at seven day's prior notice:

Provided further that no resignation shall be tendered during the pendency of any disciplinary proceedings against an employee.

 - (2) Unless the resignation becomes effective, the employee shall not absent himself from duty without prior approval of the Appointing Authority.
 - (3) The resignation shall not become effective unless accepted by the Appointing Authority and on such acceptance the service of such employee shall stand terminated.

26. **Retirement:-** (1) An employee shall retire from service of PEDO-
- (a) on such date after he/she has completed twenty-five years of service, qualifying him for post-retirement benefits as the Appointing Authority may, in public interest, direct;
 - (b) where no direction is given under clause (a), on completion of the sixtieth year of his age; and
 - (c) on medical grounds upon the recommendations of a standing medical board as may determined by the Appointing Authority.
- (2) In fixing the post retirement and other benefits in case of retirement on medical grounds under clause (c) of sub-regulation (1), the Appointing Authority may take guidance from the prevailing rules and policies of Government for the time being in force.
27. **Premature retirement:-** (1) The Appointing Authority shall constitute Service Review Board for employees in BPS-17 and above and Service Review Committee for employees in BPS-16 and below for examining cases of pre-mature retirement on the basis of un-satisfactory service record or performance as per instructions issued by the Appointing Authority under regulation 77 of these regulations and make recommendation to the Appointing Authority accordingly.
- (2) An employee may request the Appointing Authority for pre-mature retirement on completion of twenty five (25) years of service.
 - (3) An employee who is declared permanently incapacitated by the standing medical board on the grounds of physical or mental infirmity shall be retired on medical grounds under clause (d) of sub-regulation (1) of regulation 24 of these regulations.
28. **Reversion to lower post.**---An employee, appointed on interim charge basis, shall be liable to reversion to his lower post without notice.
29. **Lien:-** (1) Unless otherwise provided in these regulations and subject to successful completion of probationary period, an employee, on appointment to a post on regular basis, acquires a lien on that post and ceases to hold any lien previously held on any other post.
- (2) An employee, holding a post on regular basis shall retain a lien on that post-
 - (a) while performing duties of that post;
 - (b) while holding another post;
 - (c) during joining time on transfer to any other post;
 - (d) while on leave; and
 - (e) while under suspension.
 - (3) An employee shall not hold lien concurrently on two posts at the same time.
 - (4) The lien held against a post shall stand terminated if an employee is either reduced in rank or reverted to a lower post as a result of penalty imposed under Chapter-IX of these regulations:
 Provided that such an employee shall acquire a lien against the lower post.
 - (5) Lien on a post in PEDO may be retained or terminated with the approval of the Appointing Authority.

30. **Pay and allowances.**---(1) The pay and allowances of the employees shall be such as may be determined by the Appointing Authority.
- (2) The Appointing Authority shall ensure that pay and allowances to the employees are performance based and are paid to the employees on the basis of their performance.
31. **Grant of honoraria.** ---The Chief Executive Officer may grant honoraria to the employees of PEDO for exceptional performance and work up and above the normal routine duties.
32. **Dual or additional charge allowance.**---(1) Dual or additional charge allowance at the rate of twenty percent (20%) of the running basic pay shall be allowed to a regular employee of PEDO who holds a dual or additional charge of a post in PEDO for a period of six months.
- (2) The Appointing Authority may permit an employee of PEDO to perform a specified service or series of services for a private person or body or for a public body and to receive as remuneration thereof, a non-recurring or recurring fee, if the Appointing Authority is satisfied that this may be done without detriment to his normal official duties.

CHAPTER-VIII

LEAVE

33. **GENERAL PRINCIPLES FOR LEAVE:-** (1) Leave shall not be claimed as a matter of right.
- (2) Grant of leave shall be subject to the exigencies of service.
- (3) The Appointing Authority may refuse leave or cancel the leave already granted and recall the employee for duty.
- (4) No leave shall be deemed to have been granted unless it is sanctioned by the authority competent to sanction such leave. The leave shall be applied for in advance.
- (5) Sundays and holidays may be suffixed or prefixed to any kind of leave.
- (6) An employee shall cease to earn any leave from the date of notice of the termination of services given on either side.
- (7) Subject to regulation 52 of these regulations, leave may not be granted to an employee who is under suspension.
34. **Casual leave:-** (1) Casual leave may be allowed to an employee up to a maximum of twenty five days in a calendar year. Casual leave may be granted for unforeseen circumstances.
- (2) Casual leave shall be admissible only in proportion of the period of service in a year. The Appointing Authority may allow casual leave up to the half of the maximum admissible leave at a stretch and only in special cases.
- (3) Un-availed casual leave shall lapse automatically at the end of every calendar year.
- (4) Casual leave shall not be combined with any other leave.

35. **AUTHORITIES COMPETENT TO SANCTION LEAVE.**---The Appointing Authority, by way of notification, shall determine the authorities in PEDO competent to sanction leave under these regulations for various levels of employees of PEDO.
36. **Earned leave.**---(1) A confirmed employee shall be entitled to earned leave. An employee shall earn leave at the rate of four days for every calendar month of the period of duty rendered and credited to his account as leave on full pay.
- (2) For the purpose of earning leave, duty period of fifteen days or less in a calendar month shall not be considered for grant of earned leave, whereas, more than fifteen days shall be treated as full calendar month for the purpose.
- (3) Application for earned leave shall be made by an employee to the respective Head of the Section of PEDO through his immediate officer, at least fifteen days before the employee desires to proceed on leave. However, the period of fifteen days may be waived in emergent cases solely at the discretion of the leave sanctioning authority.
- (4) Earned leave may be accumulated up to a maximum of 365 days.
- (5) Encashment of accumulated earned leave shall be allowed in case of death or retirement.
37. **Maternity leave.**---(1) A female employee shall be allowed maternity leave for a period of ninety days with full pay and allowances, outside her leave account, from the date of its commencement or forty-five days from the date of her confinement, whichever is earlier.
- (2) Maternity leave shall not be granted more than three times in the entire service. For confinement beyond the third one, the female employee shall have to take leave from her normal leave account.
- (3) Leave salary to be paid during maternity leave, shall remain unaffected even if an increment accrues during such leave and the effect of such an increment shall be given after the expiry of maternity leave.
38. **Study leave.**---(1) Study leave shall normally be granted to an employee for a period not exceeding two years. The period, exceeding earned leave due, shall be without pay.
- (2) Study leave shall be granted to an employee subject to the condition that he/she shall furnish an undertaking (surety bond) on stamp paper of proper value that on completion of his studies, he/she shall serve PEDO for a period twice the period of study leave.
39. **Grant of leave on full pay debitable from leave account.**---(1) The maximum period of leave on full pay that may be granted for one time by the leave sanctioning authority shall be as follows-

S#	Description	Duration
(a)	without medical certificate; and	45 days
(b)	on medical certificate.	120 days

- (2) An employee may be granted, at a time, total leave on full pay on medical certificate upto the permissible extent in continuation of leave up to thirty days without medical certificate, subject to given conditions.
40. **Grant of leave on half pay debitable from leave account.**---(1) Leave on full pay may be converted into leave on half pay, at the option of the employee. The debit to the leave account may be at the rate of one day of the former for every two days of the later and the fractions of one half counting as one full day's leave on full pay. The request for such conversion shall be specified by the employee in his application for the grant of leave.
- (2) There shall be no limit on the grant of leave on half pay so long as it is available in the leave account.
41. **Recreation leave.** --- Recreation leave when applied for on full pay against the leave account may be granted for fifteen days in a calendar year. The debit to the leave account would, however, be for ten days. This may be available to those employees who have not availed recreation leave from the casual leave account in the same year.
42. **Ex-Pakistan leave.**---(1) Ex-Pakistan leave on full pay in all cases may be granted by the Appointing Authority.
- (2) Leave salary in case of Ex-Pakistan leave shall be drawn in Pakistani rupees in Pakistan, irrespective of the country where the leave is spent.
43. **Leave without pay.**---Extraordinary leave without pay may be granted at the discretion of the Appointing Authority in special circumstances compelling the absence of an employee from duty.
44. **Special leave.**---(1) Special leave shall be admissible to the employees, suffering from T.B, Cancer, Paralysis, mental illness, heart diseases or any other contagious or severe disease or illness for a period not exceeding three months with full pay and allowances once in the entire period of service.
- (2) Special leave shall be granted, in case the earned leave of the employee concerned has been fully consumed.
- (3) The special leave may be granted at one stretch or in installments depending on nature and intensity of the illness and corresponding medical advice.
45. **Admissibility leave.**---No leave shall be granted unless it is admissible.
46. **Commencement and end of leave.**---Leave shall begin on the day on which an employee hands over the charge of his post and shall end on the day on which charge is resumed by him.
47. **Joining of duty before expiry of leave.**---An employee on leave may not return to duty before the expiry of the period of leave granted to him unless permitted to do so by the leave sanctioning authority.
48. **Handing over charge.**---An employee proceeding on leave shall hand over the charge of his post by signing the charge relinquishment report.

49. **Assumption of charge.**---An employee, on return from leave, shall report for duty to the leave sanctioning authority and assume charge of the post to which he/she is directed by that authority unless such direction has been given to him in advance.
50. **Leave account.**---Leave account in respect of all the employees shall be maintained by the leave sanctioning authority on the form determined by the Appointing Authority and the same shall form part of the service record of the employee.
51. **Leave salary.**---Leave salary admissible to an employee during leave on full pay shall be at the rate equal to the rate of pay drawn on the pay immediately before the beginning of the leave.
52. **Leave during suspension.**---Leave may be granted to an employee during the period of suspension with the concurrence of the Inquiry Officer.

CHAPTER-IX

DISCIPLINE AND CONDUCT

53. **Discipline and general conduct.**---(1) Every employee shall conform to and abide by the provisions of this chapter and shall observe, comply with and abide by all orders which may, from time to time, be given by any person under whose superintendence or control he/she may for time being be placed in PEDO.
 - (2) An employee shall-
 - (a) not accept or permit any member of his family to accept any gift from any person, if acceptance of such gift would place him under any form of obligation to the donor;
 - (b) avoid habitual indebtedness. If an employee is adjudged or declared insolvent, he/she shall forthwith report of his insolvency to his immediate superior;
 - (c) not bring or attempt to bring political or other outside influence directly or indirectly, to bear on PEDO or any employee of PEDO, in support of any claim arising in connection with his employment as such;
 - (d) not take part in or subscribe to or assist in any way, in any political activity or movement in Pakistan;
 - (e) not permit any person dependent on him to take part in or in any way assist in any political activity or activity subversive of law and order;
 - (f) not canvass or otherwise use his influence or interfere with or take part in any elections, whether of Provincial or Federal Legislature or local bodies; provided that if an employee is qualified to vote at an election, he/she shall have a right to exercise his right to vote;
 - (g) not engage in any trade or business without prior permission of the Appointing Authority, except honorary work of social, cultural or religious nature;
 - (h) not disclose or divulge any secret of PEDO or information relating to the objectives, planning and working of PEDO; and
 - (i) not indulge in or propagate any sectarian creed or participate in any sectarian association or assembly, which is likely to create disaffection and ill-feelings amongst the employees of PEDO in particular and the public in general.

54. **Misconduct.**---The following shall be deemed to constitute misconduct or breach of discipline, namely:
- (a) breach of service discipline or instructions issued by PEDO or the Appointing Authority, as the case may be;
 - (b) habitual negligence and inordinate delays in the performance of duty;
 - (c) failure to achieve the key performance indicators set by the Appointing Authority under these regulations;
 - (d) any act of interference, insubordination and disobedience;
 - (e) disorderly and unruly conduct towards any superior officer of PEDO;
 - (f) causing willful loss or damage to any property of PEDO;
 - (g) leaving the service without being relieved;
 - (h) willful absence from duty without leave or permission;
 - (i) riotous or disorderly conduct in office;
 - (j) evasive conduct and attitude towards orders of PEDO and its superior officers;
 - (k) willfully ignoring rules, orders and circulars of PEDO;
 - (l) conviction for a criminal offence involving moral turpitude;
 - (m) committing breach of trust, misappropriation of property, corrupt practices, bribery, theft, fraud or any other offence involving moral turpitude;
 - (n) the showing and disclosure of any record or document of PEDO to an outsider, including passing of any confidential or other information relating to PEDO and handing over the copies of the same to such person without permission in an unlawful manner;
 - (o) accepting gift, reward, gratification, gratuities, loans or any other financial benefits from any person, directly or indirectly, in connection with any work of PEDO;
 - (p) withholding any information, paper or document from any employee, engaged in the performance of his duties and thereby preventing him from dealing with it in a proper and expeditious manner;
 - (q) displacing, removing, tampering with or destroying any paper, document or record of PEDO without proper authorization of the Competent Authority;
 - (r) indulging in nepotism, favoritism and parochialism in the discharge of his duties;
 - (s) giving statements in press or addressing letters to press or delivering speech on radio, television etc. without permission of the Chief Executive Officer, whether concerning the affairs of PEDO or otherwise;
 - (t) striking work or inciting others to strike work of go-slow; and
 - (u) other acts of omission or commission, which in the opinion of the Appointing Authority tantamount to misconduct.

55. **Penalties.**---(1) Where in the opinion of the Appointing Authority, after conducting an inquiry in accordance with regulation 56 of these regulations, an employee is inefficient, corrupt or has a reputation of being corrupt, or is guilty of misconduct, the following minor or major penalties may be imposed on him, depending on the nature of each charge, namely:

(a) **MINOR PENALTIES:**

- (i) censure;
- (ii) withholding, for a specific period, promotion or increment, subject to a maximum of three years, otherwise than for unfitness for promotion or financial advancement, in accordance with these regulations or orders pertaining to the post:

Provided that the penalty of withholding increments shall not be imposed on an employee who has reached the maximum of his pay scale;

- (iii) recovery of the whole or any part of any pecuniary loss caused to PEDO by negligence or breach of and order; and

(b) **MAJOR PENALTIES:**

- (i) reduction to a lower post or pay scale or to a lower stage in a time scale;
- (ii) compulsory retirement;
- (iii) removal from service; and
- (iv) dismissal from service.

- (2) Removal from service under these regulations shall disqualify an employee from future employment under the Government or any authority or entity of Government.
- (3) Any penalty under these regulations shall not absolve an employee from liability to any other punishment to which he/she may be liable for an offence, under any other law for the time being in force, committed by him while in service.

56. **Disciplinary proceedings:-** (1) The procedure for proceeding with disciplinary action against an employee shall be in accordance with rules 5, 6, 7, 8, 9, 10, 11, 12, 12(a), 13, 14, 15 and 16, 16(a) of the Khyber Pakhtunkhwa Government Servants (Efficiency and Discipline) Rules, 2011 and any reference to the government servant or civil servant shall be construed as reference to employee of PEDO.

- (2) for the purpose of sub regulation (1), the provisions of clauses (d),(f),(g),(h),(i),(j),(k)&(l) of the Khyber Pakhtunkhwa (Efficiency & Discipline) Rules, 2011 shall apply.

57. An employee may be proceeded against under the regulation, if he is

- i. Inefficient or ceases to be efficient; or
- ii. Guilty of misconduct; or
- iii. Guilty of corruption; or
- iv. Entered into voluntary returns or plan bargaining under any law for time being in forth and has returned the assets or gains acquired through corruption or corrupt practice voluntarily

CHAPTER-X**APPELLATE AUTHORITY AND PROCEDURE FOR FILING APPEALS
AND REVIEW**

58. **Appellate Authority:-** (1) For the purpose of disposing of appeals under these regulations, there shall be the appellate authority next above the competent/appointing authority.

59. **Procedure for appeal and review:-** (1) An employee, who is aggrieved by any order relating to his terms and conditions of service or, as the case may be, penalties imposed upon him under Chapter-IX of these regulations, may, within thirty days of the communication to him of such order, make an appeal against it to the Appellate Authority.

(2) The Appellate Authority may condone the delay in preferring the appeal or review petition, as the case may be, if it is satisfied that the delay was for the reasons beyond the control of the appellant or the petitioner, as the case may be.

(3) No appeal or review petition shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

(4) Where the aggrieved employee has died, the appeal or review, as the case may be, may be filed by his legal heirs, or if already filed by such employee before his death, may be pursued by his legal heirs:

Provided that the benefit likely to accrue on the acceptance of such appeal or review petition shall be admissible to such legal heir or heirs under any law for the time being applicable to the employee concerned.

60. **Form of memorandum of appeal.** (1) Every memorandum of appeal shall contain-

- (a) full name and address, official designation and place of posting of the appellant;
- (b) brief facts of the case leading to the appeal;
- (c) the grounds of appeal;
- (d) a certified copy of the order appealed against and copies of all other documents on which the appellant wishes to rely; and
- (e) death certificate of the employee in case the appeal is filed by the legal heirs of the deceased employee.

Explanation:- Where an aggrieved employee has died, his legal heir or heirs, while filing the appeal, shall also add a Succession Certificate issued by NADRA or a court of competent jurisdiction or any other documents in support of his or their relationship with the deceased employee.

(2) The appeal or review petition shall be submitted to the Administration Section of PEDO.

(3) The Administration Section of PEDO shall examine the memorandum of appeal or review petition, as the case may be, within three days and shall forthwith forward the same to the Policy Board or the Chief Executive Officer, as the case may be.

- (4) Where the Appellate Authority is the Policy Board, the appeal shall be submitted to it by the Chief Executive Officer. Where the Appellate Authority is the Chief Executive Officer, the appeal shall be submitted to him through the head of Administration Section of PEDO.
 - (5) In case there is any deficiency in the memorandum of appeal or review petition, as the case may be, the Administration Section of PEDO shall forthwith inform the appellant of the same with direction to fulfill or rectify the same.
 - (6) The deficiency, pointed out by the Administration Section of PEDO, shall be removed by the appellant as directed. The memorandum of appeal or review petition, as the case may be, shall not be forwarded to the Appellate Authority, unless the deficiency is removed.
 - (7) No appeal or review petition shall be entertained if it contains abusive, disrespectful or improper language.
- 61. Decision by the Appellate Authority on appeal or review.---**(1) The Appellate Authority shall give an opportunity of being heard to the appellant or petitioner in support of his case and after making such further necessary inquiry, if deemed appropriate, shall proceed to decide the appeal or review, as the case may be.
- (2) For the purpose of disposal of appeal or review, as the case may be, the Appellate Authority may call for such information, attendance of a person or record, as it may consider necessary, for the determination of facts and circumstances of the case and facilitating decision thereon.
 - (3) After giving an opportunity of being heard to the parties the Appellate Authority shall give its decision.
 - (4) The competent authority, against whose order an appeal or review petition is preferred under these regulations, shall give effect to any order made by the Appellate Authority whether exercising appellate jurisdiction or the jurisdiction under review and shall cause the order, so passed, to be communicated to the appellant or petitioner, as the case may be, without undue delay.
- 62. Review.---**(1) An employee, who is aggrieved from the decision of the Appellate Authority, passed by it while exercising its appellate jurisdiction under regulation 61 of these regulations, may file a review petition to the same Appellate Authority, within thirty (30) days of receipt of the copy of order to him.
- (2) Where the order affects more than one employees, every affected employee shall prefer the review petition separately.
- 63. Pending appeals and reviews.---**All appeals and reviews, pending immediately before the coming into force of these regulations, shall be deemed to be appeals and reviews under these regulations and shall be referred to the relevant Appellate Authority under these regulations for further process.

CHAPTER-XI

GROUP INSURANCE, CONTRIBUTORY PROVIDENT FUND, GRATUITY AND RELATED MATTERS.

- 64. Group insurance.---**An employee and his dependents, as may be applicable, shall be entitled to the benefits admissible under the group insurance, in the manner as prescribed by Government for civil servants.

65. **Contributory provident fund.**---An employee and his dependents shall be entitled to such benefits of the contributory provident fund (hereinafter referred to as the "Provident Fund") in the manner as prescribed by Government for civil servants.
66. **Composition of the Provident Fund:-** The Provident Fund shall consist of-
- contributions from employees and PEDO which are to be credited to the Provident Fund in accordance with these regulations; and
 - the income of the Provident Fund as mark up or profit on deposits or investments.
67. **Management of Provident Fund.**---The Provident Fund and all properties and investments belonging thereto shall be managed by the Finance and Accounts Section of PEDO which shall administer the Provident Fund in accordance with the provisions of these regulations and any other rules prescribed by Government for the purpose.
68. **Custody of the Provident Fund.**---The Provident Fund shall be kept in a schedule bank on competitive markup rates or as prescribed by the Government for the purpose.
69. **Membership of the Provident Fund:- (1)** All existing regular employees shall be deemed to be the members of the Provident Fund:
- Provided that an employee appointed after the commencement of these regulations, shall become a member after completion of his probation period.
70. **Gratuity:- (1)** An employee shall be entitled to the gratuities as specified in sub-regulation (2), in case of attaining the age of superannuation, completion of service, early retirement on medical grounds, disability or otherwise and in case of death:
- Provided that the employee has not been guilty of misconduct and his service has been declared as satisfactory by the Appointing Authority.
- (2) The number of gratuities to be paid to an employee shall depend on the number of completed years of service as specified in the table given below:

No. of completed years of service	No. of gratuities
1	2
2	4
3	6
4	8
5	10
6	13
7	16
8	19
9	22
10	25
11	29
12	33
13	37
14	41
15	45
16	50
17	55
18	60

19	65
20	70
21	76
22	82
23	88
24	94
25	100
26	107
27	114
28	121
29	128
30 & above	135

- (3) The amount of gratuity shall be calculated at the average of the last twelve months basic pay drawn. Service in excess or equal of six (06) months shall be considered as full year whereas service less six months shall be ignored.
- (4) The gratuity shall be calculated in accordance with the following steps, namely:
- first of all, the number of years for which the employee has served PEDO shall be calculated. In calculating the number of years, the service in excess of six months shall be counted as full year whereas service less than six months shall be ignored;
 - after calculating the number of years under clause (i), the average of last twelve months basic pay drawn shall be calculated using the simple formula for the determination of average as given below:
$$\text{average of the last 12 – months pay drawn} = \frac{\text{sum of Basic Pay drawn during the last 12 months}}{12}$$
 - after determination of average pay drawn during the last twelve months under clause (ii), the number of admissible gratuities payable to the employee shall be determined by referring to the table of gratuities given in sub-regulation (2) and find the corresponding number of gratuities based on the completed years of service;
 - in the last/final step, the total payable account of gratuity shall be calculated by multiplying the average of the last twelve months drawn as calculated in the second step provided in clause (ii) with the number of gratuities admissible as checked/found admissible in step three given in clause (iii).

For example, let's assume that an employee has worked for twenty five (25) years and the average of his last twelve (12) months Basic Pay is Rs. 1, 25, 000/-. According to the table of gratuity shall be calculated given in regulation 70(2), twenty five (25) years service corresponds to 120 gratuities. Hence, the amount payable on account gratuity amount would be:

Gratuity amount = Average of the last 12-months pay drawn X Number of gratuities admissible. By putting values in the formula, we get= Rs. 1,25,000/- X 120 = Rs. 1,50,00,000/-

- 71. Nomination form for gratuity:-** (1) An employee shall be required to fill and sign a Nomination Form as specified in Appendix-III specifying the name, relation , CNIC No. of the family members alongwith share to be paid in case of his death during service.
- (2) The Nomination Form shall be signed in presence of two witnesses who shall preferably be the employees PEDO. The Nomination Form shall be countersigned by the Chief Executive Officer and shall be kept in Service Book or Personal File of the employee.
- (3) The employee shall have the right to cancel, amend and revise the share(s) in respect of any one or all the family members through submission of revised Nomination Form in the presence of two witnesses of PEDO who shall preferably be employees of PEDO and shall duly be countersigned by the Chief Executive Officer.
- (4) No gratuity shall be admissible to an employee who is dismissed or removed from service for disciplinary reasons. However, the Appointing Authority may grant a compassionate gratuity to such an employee as it may determine subject to the condition that gratuity granted in such cases shall not exceed fifty percent (50%) of the gratuity that would have been admissible if the employee had retired on the date of dismissal or removal from service.
- 72. Admissibility and procedure for payment of gratuity in case of death during service.---**(1) In case an employee, who had signed the Nomination Form under sub-regulation (1) or (3) of regulation 71 of these regulations, dies during service, the amount of gratuity payable shall be paid to his family members in accordance with the shares specified by him in the Nomination Form.
- (2) In case an employee, who did not submit the Nomination Form under regulation 71 of these regulations due to any reason, dies during service, the amount of gratuity payable shall be paid and distributed equally amongst the family members of the deceased employee in accordance with gratuity distribution regulation of the Government where no valid nomination exists:

Provided that no share shall be payable to-

- (a) sons who have attained the age of twenty one (21) years: Sons who have reached the age of 21 years will not be eligible to receive a share of the specified property or inheritance;
- (b) sons of a deceased son who have attained the age of twenty one (21) years: Grandsons who are the sons of a deceased son and have reached the age of 21 years will also not be eligible to receive a share;

- (c) married daughters whose husbands are alive: Married daughters whose husbands are alive will not be entitled to a share of the specified property or inheritance; and
 - (d) married daughters of a deceased son whose husbands are alive: Similarly, married daughters who are the daughters of a deceased son and whose husbands are alive will also not be eligible to receive a share.
- (3) The payment to the wife or wives of the deceased employee shall be subject to the provision of an undertaking on stamp paper or Non re-marriage Certificate stating the fact that she has not contracted any marriage after the death of her husband.
- (4) The undertaking/non-remarriage shall duly attested by Oath Commissioner to the effect she has neither re-married nor she will be re-marry and that she lives the remaining life as widow of the deceased employee in order to ensure that the children of the deceased employee may not suffer due to re-marriage of their mother.
- 73. **Procedure when beneficiary is minor.**---(1) When a beneficiary is a minor and does not have a regularly appointed manager or guardian, the authority responsible for approving and disbursing gratuity shall have the discretion to allow the payment of shares of gratuity to the mother of the minor children.
 - (2) If the mother is not alive or was judicially separated from the employee during his lifetime, the Sanctioning Authority shall have the authority to nominate a suitable person to act as the guardian for the minor children and such guardian shall then be responsible for receiving the payment of gratuity on behalf of the minor children.
 - (3) The Sanctioning Authority while appointing a guardian or giving the share to mother under this regulation shall ensure that the benefits are appropriately distributed and managed for the well-being of the minor children.
 - (4) In a case where a female employee has passed away, the Sanctioning Authority may allow the payment of gratuity for the minor children of the deceased to their father.
- 74. **Procedure where employee does not have any family members.**---(1) In cases where an employee does not have any immediate family members, the gratuity amount shall be payable to the surviving relatives listed below in equal shares:
 - (a) mother;
 - (b) father;
 - (c) unmarried sisters below the age of 21 years;
 - (d) widowed sister; and
 - (e) brother below the age of 21 years.

75. **Procedure where there are no relatives of the deceased employee.**--- Where the deceased employee does not leave behind any immediate family as nominated in the nomination Form under regulation 71 of these regulations, the gratuity shall not be paid. In such circumstances, the amount of gratuity shall be distributed in accordance with the personal law of the deceased employee.

CHAPTER-XII

MAINTENANCE OF BOOK, PERSONAL FILES, PERFORMANCE EVALUATION REPORTS OR ANNUAL CONFIDENTIAL REPORTS ETC.

76. **Service book and personal files.**---(1) Proper service book and personal files of the employees shall be maintained and kept up-to-date by the Administration Section of PEDO.
- (2) Each event in his official career of an employee shall be recorded in the service book or personal files, as the case may be.
- (3) The service book and personal files shall be kept in safe custody in the Administration Section of PEDO and shall be updated from time to time.
77. **Maintenance Performance Evaluation Report.**---(1) Performance Evaluation Report or Annual Confidential Report of the employees shall be maintained and the views in respect of work and conduct of the employee shall be recorded by the Reporting Officer annually.
- (2) The Head of each Section of PEDO shall write Performance Evaluation Report or Annual Confidential Report, in respect of an employee, and submit the same to the Countersigning Officer for counter signature.
- (3) Performance Evaluation Report or Annual Confidential Report shall be kept in safe custody of Administration Section of PEDO.
- (4) The Performance Evaluation Report or Annual Confidential Report for the preceding year shall be written during the month of January each year. All the Performance Evaluation Reports or Annual Confidential Reports shall reach the Administration and Human Resource Section of PEDO well before the 31st of March each year.

CHAPTER-XIII

MISCELLANEOUS

- 78. Performance of the employees:-** (1) The Appointing Authority shall ensure that the performance of the employees is up to the mark.
- (2) The Appointing Authority shall specify the job description of the employees and set key performance indicators against which their performance shall be evaluated quarterly and on the basis of such evaluation their pay and allowances will be determined.
- (3) The Appointing Authority shall issue detailed instructions on the evaluation of employee against the key performance indicators set under sub-regulation (2) and other incidental matters.
- 79. Project Allowance:-** An employee shall be eligible for payment of Project Allowance on account of heavy and sensitive additional duties in the Projects of PEDO at the rate of 20% of his running Basic Pay in line with project policy notify by the Provincial Government from time to time.
- 80. Travelling allowance and daily allowance:-** The employees, if deputed on a visit to an out station area, shall be entitled to travelling allowance and daily allowance, at such rates as may be determine by the Government from time to time.
- 81. Annual increment.---**An employee shall be entitled to such annual increment as are allowed to Government servants in various basic pay scales under the relevant policy or rules of Government for the time being in force.
- 82. Medical attendance.---**An employee and his family shall be entitled to such medical allowance as may be determined by Government from time to time.
- 83. Change of nomenclature.---**The Policy Board may change the nomenclature of a post in PEDO.
- 84. Application of Government rules.---**In all matters, not expressly provided for in these regulation, an employee shall be governed by such rules or regulations as have been or may thereafter be made by Government and applicable to him.
- 85. Quota for disabled, females and minorities.---**(1) The quota fixed for disabled persons, females and minorities in Government Service shall be applicable to the service in PEDO:
 Provided that persons falling in any of the reserved quota shall possess the required qualifications and fulfill the appointment criteria for initial recruitment:
 Provided further that in case of non-availability of suitable candidate on reserved quota with required qualifications, experience or other appointment criteria, the Selection and Promotion Board or Selection and Promotion Committee, as the case may be, upon getting satisfied that no such persons are available on reserved quota, may recommend appointment from amongst other suitable candidates.
- 86. Transferring authorities and transfers.---**(1) All employees of the Organization shall be liable to serve anywhere in the Province.
- (2) Except as a matter of stop-gap arrangement, transfer shall not be made from one cadre to another cadre.

- (3) The following authorities shall be competent to issue transfer orders of employees within PEDO, namely:

S.NO.	OFFICERS/EMPLOYEES TO BE TRANSFERRED	AUTHORITY COMPETENT TO TRANSFER
1.	All officers in BPS-17 and above including Civil Servant inducted in the organization.	Chief Executive Officer
2.	Employees in BPS-03 to BPS-16	Director Admin & HR

87. **Power to declare competent authorities.**---The Appointing Authority may for the purpose of leave, sanctioning of gratuity and transfer and posting of officials within PEDO and any other related matters, declare different levels of officers in PEDO as competent authorities.
88. **Cadres in PEDO.**---(1) The cadres in the service of PEDO shall be such as specified in **Appendix-IV**.
- (2) The Appointing Authority may from time to time amend **Appendix-IV**.

Sd/-
PEDO POLICY BOARD

APPENDIX-I
(REGULATION)

1.	2.	3.	4.	5.
Sr. No.	NOMENCLATURE OF POST	MINIMUM QUALIFICATION AND EXPERIENCE FOR APPOINTMENT BY INITIAL RECRUITMENT	AGE LIMIT FOR INITIAL RECRUITMENT	METHOD OF APPOINTMENT
1.	CHIEF ENGINEER (BPS-20) (i) Development. (ii) Operation & Maintenance. (iii) Public Private Partnership / Renewable Energy Project. (iv) Planning/ Policy. (v) Monitoring & Evaluation. (vi) Procurement & Contract.	(i) At least Second Class Bachelor's Degree in Civil, Electrical/Electronic, Mechanical or Energy Engineering from a recognized University and register with Pakistan Engineering Council (PEC) with at least seventeen (17) years relevant experience in BPS-17 and above including a minimum three (3) years' experience in BPS-19 or equivalent in a Government, autonomous, semi-autonomous or private sector bodies at national or international level. OR (ii) at least Second Class M.Sc, in Civil, Electrical/Electronic, Mechanical or Energy Engineering from a recognized University and register with Pakistan Engineering Council (PEC) with at least fifteen (15) years' experience in BPS-17 and above or equivalent including minimum three (3) years' experience in BPS-19 or equivalent in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 50 Years.	(a) Eighty percent (80%) by promotion, on the basis of seniority-cum-fitness, from amongst the BPS-19 officers of the engineering cadre, who have qualified departmental training mandatory for promotion, and having seventeen (17) years' service in BPS-17 and above. In case of initial recruitment in BPS-19 then five (5) years' service in BPS-19. In case no eligible candidate is available by promotion, then by transfer on deputation basis from Government Departments or autonomous or semi-autonomous bodies with the same qualification and experience; and (b) Twenty percent (20%) by initial recruitment. Note: If applicable, a joint seniority list of officers in BPS-19 shall be maintained for the purpose of promotion in accordance with regulation 23(4).

2.	DIRECTOR (BPS-19) (i) Planning/Policy (ii) Development (iii) Operation & Maintenance (iv) Electro & Mechanical (v) Private Power/Renewable Energy (vi) Hydrology (vii) Monitoring & Evaluation (viii) Procurement & Contract	(i) At least 2 nd Class Bachelor's Degree in Civil, Electrical/Electronic, Mechanical or Energy Engineering from a HEC recognized University and register with Pakistan Engineering Council (PEC) with at least twelve (12) years relevant experience in BPS-17 and above including a minimum three (3) years' experience in BPS-18 or equivalent in a Government, autonomous, semi-autonomous or private sector bodies at national or international level; OR (ii) At least 2 nd Class M.Sc. in Civil, Electrical/Electronic, Mechanical or Energy Engineering from a HEC recognized University and register with Pakistan Engineering Council (PEC) with at least ten (10) years experience in BPS-17 and above or equivalent including minimum three (3) years experience in BPS-18 or equivalent in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 45 years	(a) Sixty percent (60%) by promotion, on the basis of seniority-cum-fitness, from amongst BPS-18 officers of Engineering Cadre, who have qualified departmental training mandatory for promotion, and having at least twelve (12) years' service in BPS-17 and above. In case of initial recruitment in BPS-18 then seven (7) years' service in BPS-18; (b) Ten percent (10%) by promotion on the basis of seniority-cum-fitness, from amongst BPS-18 officers, who have qualified departmental training mandatory for promotion, and having Master degree in the field of Engineering in Civil or Electrical/Electronic or Mechanical with at least twelve (12) years service in BPS-17 and above. In case of initial recruitment in BPS-18 then seven (7) years service in BPS-18; If no suitable candidate is available by promotion, then by transfer on deputation basis from Government departments or autonomous or semi-autonomous bodies; and (c) Thirty percent (30%) by initial recruitment.
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3.	DIRECTOR COMMERCIAL & TARIFF (BPS-19)	Chartered Accountant or MBA Finance from a HEC recognized University having twelve (12) years experience in BPS-17 and above including three (3) year's experience in BPS-18 or equivalent including five (5) years in the field of Renewable Energy in a Government, autonomous, semi-autonomous or private sector bodies at national or international level;	Up to 45 years	By initial recruitment.
4.	DIRECTOR GEOLOGY (BPS-19)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the BPS-18 officers of Geology cadre having twelve (12) years service in BPS-17 and above and qualified the departmental training mandatory for promotion. In case of initial recruitment in BPS-18 then seven (7) years service in BPS-18.
5.	DIRECTOR ENVIRONMENT/ SOCIAL (BPS-19)	At least Second Class Master Degree in Environmental Sciences/Sociology/Social Work or equivalent qualification from a recognized University with at least twelve (12) years relevant experience in BPS-17 and above including a minimum three (3) years experience in BPS-18 or equivalent in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 45 years	By initial recruitment.

06.	DIRECTORS (BPS-19) (i) Finance (ii) Audit	---	Up to 45 years	By promotion, on the basis of seniority-cum-fitness, from amongst the BPS-18 officers from the Finance and Audit cadre respectively having twelve (12) years service in BPS-17 and above and qualified departmental training mandatory for promotion. In case of initial recruitment in BPS-18 then seven (7) years service in BPS-18. In case no suitable candidate is available by promotion, then by transfer on deputation basis from the office of Accountant General of Pakistan/Controller General of Accounts/Finance Department.
07.	Director Information Technology (BPS-19)	At least Second Class Master Degree in Computer Science / IT or Computer Software System Engineer or equivalent from a HEC recognized university with twelve (12) years experience in BPS-17 and above including three (3) years experience in BPS-18 or equivalent in the field of Programming, System Analysis and Operational Management in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 45 years	By initial recruitment.
08.	Director Administration and Human Resources (BPS-19)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the BPS-18 officers of Admin and HR Cadre having twelve (12) years service in BPS-17 and above and qualified departmental training mandatory for promotion. In case of initial recruitment in BPS-18 then seven (7) years service in BPS-18.

09.	Deputy Director (BPS-18) (i) Planning (ii) Development (iii) Operation & Maintenance/ RE (iv) Electro & Mechanical (v) Private Power/ Renewable Energy (vi) Policy (vii) Monitoring & Evaluation (viii) Procurement & Contract (ix) Hydrology	At least Second Class Bachelor's Degree in Civil, Electrical/Electronic, Mechanical or Energy Engineering from a recognized University and register with Pakistan Engineering Council (PEC) with at least five (05) years relevant experience in BPS-17 and above or equivalent in a Government, autonomous, semi-autonomous or private sector bodies at national or international level; OR At least Second Class M.Sc in Civil, Electrical/Electronic, Mechanical or energy Engineering from a recognized University and register with Pakistan Engineering Council (PEC) with at least three (3) years' experience in the relevant field in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 40 years	(a) Seventy five (75%) by promotion on the basis of seniority-cum-fitness, from amongst the BPS-17 officers in engineering cadres (Engineering degree holders), having at least five (5) years service in BPS-17 and qualified departmental training mandatory for promotion. In case no suitable candidate is available by promotion, then by transfer on deputation basis from Government departments or autonomous or semi-autonomous bodies having the same qualification and experience; and (b) Twenty five percent (25%) by initial recruitment.
10.	Deputy Director Commercial Tariff (BPS-18)	---	Up to 40 years	By promotion, on the basis of seniority-cum-fitness, amongst the BPS-17 officers of Commercial and Tariff cadre having five (5) years service in BPS-17 and qualified the departmental training mandatory for promotion. In case no suitable candidate is available, by promotion, then by transfer on deputation basis from any Government Department or autonomous or semi-autonomous entity of Government.

11.	Deputy Director Geology (BPS-18)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the BPS-17 officers of the Geology Cadre having five (5) years service in BPS-17 and qualified the departmental training mandatory for promotion.
12.	Deputy Director/ Senior Economist (BPS-18)	At least Second Class M.Sc. degree in Economics or Master Degree in Commerce or Business Administration from a recognized University with at least five (5) years relevant experience in BPS-17 or above or equivalent in a Government, autonomous, semi-autonomous or private sector bodies at national or international level, in the field of development economics, public finance, international economics or any field of planning or development.	Up to 40 years	(a) Fifty percent (50%) by promotion, on the basis of seniority-cum-fitness, from amongst the BPS-17 officers of the Economic Cadre having five (5) years service in BPS-17 or above and qualified the departmental training mandatory for promotion; and (b) Fifty percent (50%) by initial recruitment.
13.	Deputy Director Environment / Social (BPS-18)	At least Second Class BS degree in Environmental Sciences/Sociology/Social Work or equivalent qualification from a recognized University with at least five (5) years experience in BPS-17 and above or equivalent in the relevant field in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 40 years	(a) Seventy five percent (75%) by promotion, on the basis of seniority-cum-fitness, from amongst the BPS-17 officers of the Environment Cadre having five (5) years service in BPS-17 and qualified the departmental training mandatory for promotion; and (b) twenty five percent (25%) by initial recruitment.

14.	Deputy Director (BPS-18) (i) Finance (ii) Audit	CA (Inter), ACMA, CFA, ACCA or at least Second Class MBA Finance or M. Com from a HEC recognized University with at least five (5) years experience in BPS-17 and above or equivalent in the field of finance, accounts, audit in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 40 years	(a) Seventy five percent (75%) by promotion, on the basis of seniority-cum-fitness, from amongst the BPS-17 officers of the Accounts/ Finance & Audit cadre with five (5) years service in BPS-17 and qualified the departmental training mandatory for promotion. In case no suitable candidate is available, by promotion, then by transfer on deputation basis the office of Accountant General of Pakistan/Controller General of Accounts/ Finance Department; and (b) Twenty five percent (25%) by initial recruitment.
15.	Deputy Director (BPS-18) (i) System analyst/ database admin (ii) IT infrastructure	---	---	(a) Fifty percent (50%) by promotion on the basis of seniority-cum-fitness, from amongst BPS-17 officer of IT cadre having at least five (5) years service in BPS-17 and qualified departmental training mandatory for promotion; and (b) Fifty percent (50%) by promotion on the basis of seniority-cum-fitness, from BPS-17 officers of IT cadre having Master Degree in Computer Science/IT or Computer Software Engineer from a recognized University with at least five (5) years service in BPS-17 and qualified departmental training mandatory for promotion.

				In case no suitable candidate is available by promotion, then by transfer on deputation basis from any Government Department or autonomous or semi-autonomous entity of Government.
16.	Deputy Director (BPS-18) (i) Administration & Coordination (ii) Human Resource Management	---	---	(a) Sixty five percent (65%) by promotion, on the basis of seniority-cum-fitness, from amongst BPS-17 officers of Admin/HR cadre having at least five (5) year service in BPS-17 and has qualified the departmental training mandatory for promotion. (b) Thirty five percent (35%) by promotion on the basis of seniority cum-fitness, amongst the BPS-17 or equivalent officers of HR/Admin cadre having sixteen (16) years education in Human Resource (BBA Hons in Human Resource Management or MBA Human Resource Management) with at least five (5) years service in HR in BPS-17 or equivalent and qualified the departmental training mandatory training for promotion. In case no suitable candidate is available by promotion, then by transfer on deputation basis from any Government Department or autonomous or semi-autonomous entity of Government.

17.	Deputy Director Legal (BPS-18)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Assistant Directors Legal having at least five (5) years service in BPS-17 as such and qualified the departmental training mandatory for promotion. In case no suitable candidate is available by promotion, then by transfer on deputation basis from any Government Department or autonomous or semi-autonomous entity of Government.
18.	Deputy Director Information/ Senior Public Relation Officer (BPS-18)	---	---	By promotion on basis of seniority-cum-fitness, from amongst BPS-17 officers of Public Relation cadre having at least five (5) years service in BPS-17 and qualified the departmental training mandatory for promotion.
19.	Assistant Directors/ Junior Engineers (Civil) (BPS-17)	At least Second Class Bachelor's Degree in Civil Engineering from a recognized University and register with Pakistan Engineering Council (PEC) with at least 3 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 35 years	A. Thirty percent (30%) by promotion in the following manner- (i) ten percent (10%) on the basis of seniority-cum-fitness, from amongst the Sub Engineer holding Engineering Degree in Civil with five (5) years service in BPS-12 and above of the Technical Support cadre and qualified departmental training mandatory for promotion.;

				(ii) ten percent (10%) on the basis of seniority-cum-fitness, from amongst the Sub Engineer of Technical Support cadre having B.Tech Degree (Civil) from a recognized University with at least five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion; and (iii) ten percent (10%) by promotion, on the basis of seniority-cum-fitness, from amongst the Sub Engineers of Technical Support Staff Cadre possessing D.A.E (Civil) with at least five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion; Provided that in case no suitable candidates are available by promotion against any of the above quotas, the seats of such quotas shall be distributed equally among the remaining quotas; and B. Seventy percent (70%) by initial recruitment.
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20.	Assistant Directors/ Junior Engineers (Mechanical) (BPS-17)	At least 2 nd Class Bachelor's Degree in Mechanical Engineering from a HEC recognized University and register with Pakistan Engineering Council (PEC) with at least 3 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 35 years	A. Thirty percent (30%) by promotion in the following manner- (i) ten percent (10%) on the basis of seniority-cum-fitness, from amongst the Sub Engineer of Technical Support Staff cadre holding Engineering Degree in Mechanical with five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion.; (ii) ten percent (10%) on the basis of seniority-cum-fitness, from amongst the Sub Engineer of Technical Support cadre having B.Tech Degree (Mechanical) from a recognized University with at least five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion; and (iii) ten percent (10%) by promotion, on the basis of seniority-cum-fitness, from amongst the Sub Engineers of Technical Support Staff cadre having D.A.E (Mechanical) with at least five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion:
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				Provided that in case no suitable candidates are available by promotion against any of the above quotas, the seats of such quotas shall be distributed equally among the remaining quotas; and B. seventy percent (70%) by initial recruitment.
21.	Assistant Directors / Junior Engineers/ ARE (Electrical/ Electronics) (BPS-17)	At least 2nd Class Bachelor's Degree in Electrical/Electronic Engineering from a HEC recognized University and register with Pakistan Engineering Council (PEC) with at least 3 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 35 years	A. Thirty percent (30%) by promotion in the following manner- (i) ten percent (10%) on the basis of seniority-cum-fitness, from amongst the Sub Engineers of Technical Support Staff cadre holding Engineering Degree in Electrical/Electronics with five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion; (ii) ten percent (10%) on the basis of seniority-cum-fitness, from amongst the Sub Engineers of Technical Support cadre having B.Tech Degree (Electrical/Electronics) from a recognized University with at least five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion; and

				(iii) ten percent (10%) by promotion, on the basis of seniority-cum-fitness, from amongst the Sub Engineers of Technical Support Staff cadre having D.A.E (Electrical/Electronics) with at least five (5) years service in BPS-12 and above and qualified the departmental training mandatory for promotion: Provided that in case no suitable candidates are available by promotion against any of the above quotas, the seats of such quotas shall be distributed equally among the remaining quotas; and B. Seventy percent (70%) by initial recruitment. Provided that the Appointing Authority may induct any Assistant Director (Electrical/ Electronic), who is on deputation to the PEDO, in accordance with regulation-17 of these regulation.
22.	Assistant Directors / Junior Engineers (Energy) (BPS-17)	At least Second Class Bachelor's Degree in Energy Engineering from a recognized University and register with Pakistan Engineering Council (PEC) with at least 3 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 35 years	By initial recruitment
23.	Assistant Director Commercial & Tariff (BPS-17)	CA (Inter), ACMA, CFA, ACCA or at least Second Class MBA (Finance) from a recognized University.	Up to 35 years	By initial recruitment.

24.	Assistant Director Geology (BPS-17)	At least Second Class BS Geology Degree (16 years education) or equivalent qualification from a recognized University.	Up to 35 years	By initial recruitment
25.	Assistant Director/ Junior Economist (BPS-17)	At least Second Class Master's Degree in Economics/Commerce, Business Administration from a recognized University.	Up to 35 years	By initial recruitment
26.	Assistant Director Environment / Social (BPS-17)	At least Second Class BS Degree in Environmental Sciences/Sociology/Social Work or equivalent qualification from a recognized University.	Up to 35 years	By initial Recruitment
27.	Assistant Director (BPS-17) (i) Finance (ii) Audit (iii) Accounts (iv) Revenue; and (v) Budget.	CA (Inter), ACMA, CFA, ACCA or at least Second Class Master Degree in Economics/Commerce or Business Administration or equivalent qualification from a recognized University.	Up to 35 years	(a) Seventy percent (70%) by promotion on the basis of seniority-cum- fitness, from amongst the Accountants and Auditors of the Finance and Audit cadre, with at least five (05) years service in BPS-16 and qualified the departmental training mandatory for promotion; In case no suitable candidate is available by promotion, then by transfer on deputation basis from the department of Auditor General of Pakistan having the same qualification and experience; and (b) thirty percent (30%) by initial recruitment.

28.	Assistant Director (BPS-17) (i) Web Administrator (ii) Business Application Developer (iii) Network Infrastructure/Lan-Administrator	At least Second Class Master Degree in Computer Science/IT or Computer Software Engineer or equivalent qualification from a recognized University.	Up to 35 years	A. Sixty percent (60%) by promotion in the following manner- (i) twenty percent (20%) by promotion on the basis of seniority-cum-fitness, amongst the Computer Operators from IT cadre, with at least five (5) years service in BPS-16 and qualified the departmental training mandatory for promotion; and (ii) forty percent (40%) by promotion on the basis of seniority-cum-fitness, from amongst the Computer Operators with Masters Degree in Computer Science or equivalent qualification having five (5) years experience in BPS-16 and has qualified the mandatory departmental training for promotion: Provided that in case no suitable candidates are available by promotion against quota mention at 1(b) the seats of such quotas shall be distributed quota mentioned at Sr. 1(a); and B. Forty percent (40%) by initial recruitment. C.
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29.	Assistant Director (BPS-17) (i) Administration (ii) Human Resources (iii) Training (iv) Transport	At least Second Class BBA (Hons) Degree in Human Resource Management or MBA in Human Resource Management or MPA from a recognized University.	Up to 35 years	(a) Fifty percent (50%) by promotion on the basis of seniority-cum-fitness, from amongst the Superintendents and Private Secretaries having Bachelor Degree and two years service and qualified the departmental training mandatory for promotion. (b) fifty percent (50%) by initial recruitment.
30.	Assistant Director Legal (BPS-17)	At least Second Class L.L.B degree from a recognized University with at least five (5) years standing at the Bar including two (2) years practice in High Court.	Up to 40 years	By initial recruitment
31.	Public Relation Officer (BPS-17)	At least Second Class BS Degree in Mass Communication and Media/Journalism or equivalent qualification from a recognized University.	Up to 35 years	(a) By initial recruitment; or (b) by transfer on deputation basis from the Information and Public Relations Department of Government.
32.	Private Secretary (BPS-17)	(i) At least Second Class BS Degree or equivalent qualification from a recognized University with five (5) years experience as Personal Assistant in Government, autonomous, semi-autonomous bodies; (ii) one year diploma in computer science or DIT; (iii) 100 word per minute in shorthand; and (iv) 40 word per minute in typing test in English.	Up to 35 years	(a) Fifty percent (50%) by promotion on the basis of seniority-cum- fitness, from amongst the holders of the post of Senior Scale Stenographer or Personal Assistant of Ministerial-I Cadre with at least two (2) years service as such and qualified departmental training mandatory for promotion; and (b) Fifty percent (50%) by initial recruitment.

33.	Office Superintendent (BPS-17)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Office Assistant of Ministerial Cadre having two (2) years service in PEDO and qualified departmental training mandatory for promotion.
34.	Accountant/Auditor (BPS-16)	At least Second Class Bachelor Degree in Commerce/BBA (Finance) or equivalent qualification from a recognized University.	Up to 32 years	(a) Seventy five (75%) by initial recruitment; and (b) Twenty five (25%) by deputation from the office of Accountant General, AGPR/CGA/ Local Audit Fund.
35.	Store Officer (General) (BPS-16)	At least Second Class Bachelor Degree having at least one of the subjects i.e. Statistics or Mathematics or Economics, with computer certificate of one year and at least five (5) years relevant experience.	Up to 32 years	(a) Fifty percent (50%) by initial recruitment; and (b) Fifty percent (50%) by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Senior Store Keeper of Ministerial-II cadre having five (5) years service as such.
36.	Store Officer (Technical) BPS-16	At least Second Class DAE in Electrical or Mechanical from a recognized Technical Board with at least 2 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.		(a) Fifty percent (50%) by initial recruitment; and (b) Fifty percent (50%) by promotion from amongst the officials of Technical Support Cadre having DAE Diploma with two (2) years service as such.
37.	Foreman (BPS-16)	At least 2 nd class Diploma of Associate Engineers in Electrical/ Mechanical Technology from a recognized Technical Board with five (05) years' experience in Government department or autonomous / semi-autonomous organization.	Up to 32 years	(a) Seventy five percent (75%) by promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Machine Operator possessing Diploma of Associate Engineering in Electrical or Mechanical from a recognized Board, with 05 years' service as such; and (b) Twenty five (25%) by initial recruitment.

38.	Senior Scale Stenographer (BPS-16)	(i) At least 2 nd class BS Degree or equivalent qualification from a HEC recognized university. (ii) 100 word per minute in shorthand; (iii) 40 word per minute in typing test in English; and (iv) one year diploma in computer science or DIT.	Up to 32 years	(a) 75% by promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Junior Scale Stenographer with at least 05 years' service as such. (b) 25% by initial recruitment
39.	Office Assistant (BPS-16)	At least 2 nd class BS Degree or equivalent qualification from a HEC recognized university.	Up to 32 years	(i) 75% by promotion, on the basis of seniority-cum-fitness, from amongst the holders of the post of Senior Clerks with five 05 years' service as such. (ii) 25% by initial recruitment.
40.	Computer Operator (BPS-16)	At least 2 nd Class Bachelor Degree in Computer Science/ Information Technology (BCS/ BIT four years)/ Computer Software Engineer or equivalent qualification from a recognized University.	Up to 32 years	By Initial recruitment
41.	Senior clerk (BPS-14)	---	---	By promotion on the basis of seniority-cum-fitness, from amongst holders of the post of Junior Clerk having 02 years' service as such.

42.	Junior Scale Stenographer (BPS-14)	i) At least 2nd class BS Degree or equivalent qualification from a HEC recognized University with a speed of 80 words per minute in English in Shorthand and 40 words per minute in English typing; and ii) One year Diploma in information Technology from a recognized Technical Board.	Up to 30 years	By initial recruitment
43.	Security Supervisor (BPS-15)	Higher Secondary School Certificate from a recognized Board and retired as Subedar from Pakistan Army, Frontier Constabulary or Frontier Crops.	Up to 45 years	By initial recruitment.
44.	Electrical Supervisor (BS-12)	---	---	By promotion on the basis of seniority-cum-fitness from amongst the holders of the post of Lab Assistant having 5 years service as such.
45.	Sub Engineer (Civil/Electric/ Mechanical) (BPS-12)	At least 2 nd class Diploma of Associate Engineers in relevant field of Engineering from a recognized Technical Board with at least 3 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 28 years	By initial recruitment
46.	Line Superintendent (Grade-I) (BPS-12)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Line Superintendent (Grade-II)), having 05 years' service as such.
47.	Head Draftsman (BPS-12)	---	---	By promotion, on basis of seniority-cum-fitness, from amongst holders of the post of Draftsman of Drawing Cadre.

48.	Draftsman (BPS-11)	At least 2 nd class Secondary School Certificate from a recognized Board; and Certificate or Diploma in Architecture or Drafting from a recognized institute.	Up to 28 years	i. 20% by promotion, on basis of seniority-cum-fitness, from amongst holders of the post of Tracer of Drawing Cadre with 05 years' service as such; and ii. 80% by initial recruitment
49.	Junior Clerk (BPS-11)	At least 2 nd class Bachelor Degree or equivalent qualification from a HEC recognized University. Computer Certificate from a recognized institute.	Up to 28 years	i. 40% by promotion, on the basis of seniority-cum-fitness, from amongst Naib Qasid, Helper and Dispatch Rider and equivalent posts having passed Intermediate or equivalent examination from a recognized Board with 02 years' service as such; and ii. 60% by initial recruitment.
50.	Line Superintendent Grade-II (BPS-11)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Lineman (Grade-I) and having 05 years' service as such.
51.	Machine / Turbine Operator (BPS-12)	At least 2 nd class Diploma of Associate Engineering in Mechanical or Electrical Technology from a recognized Technical Board with at least 3 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 28 years	By initial recruitment
52.	Senior Store Keeper (General) (BPS-12)	At least 2 nd class Bachelor's Degree or equivalent qualification from a HEC recognized university	Up to 28 years	By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Store Keeper (BPS-7) of Ministerial-II Cadre with 05 years' service as such. If no suitable candidate is available by promotion, then by initial recruitment.

53.	Senior Store Keeper (Technical) (BPS-12)	Diploma of Associate Engineering in Mechanical or Electrical Technology from a recognized Technical Board with two (02) years relevant experience.	Up to 28 years	By initial recruitment.
54.	Care Taker (BPS-12)	At least 2 nd class Diploma of Associate Engineers or B. Tech (Hons) in Civil or Electrical or Mechanical from a recognized Technical Board.	Up to 28 years	By initial requirement
55.	Pesh Imam (BPS-09)	Sanad from Wafaq-ul-Madaress. Preference will be given to Hafiz-e- Quran.	Up to 40 years	By Initial recruitment
56.	Lab Assistant (BPS-08)	Secondary School Certificate along with 2 years Electrician certificate having 2 years relevant experience.	Up to 25 years	By promotion on the basis of seniority-cum-fitness from the holders of the post of Helper/NaibQasid who possess the qualification of initial recruitment and having 5 years' service in Class-IV cadre.
57.	Driver-Cum-Supervisor (BPS-08)	---	---	By promotion on the basis of seniority-cum-fitness from the holders of the post of Senior Driver having 15 years total service as Senior Driver (BPS-7).
58.	Senior Driver (BPS-07)	---	---	By promotion on the basis of seniority-cum-fitness from the holders of the post of Driver having 10 years' service as Driver (BPS-6)
59.	Welder Grade – I (BPS- 9)	2 Years Certificate form a Government Vocational Institute. 4 years' Working Experience as X-Ray Welder	Up to 35	By Initial recruitment

60.	Turner Miller (Mechanist) (BPS- 9)	• 2 Years Certificate form a Government Vocational Institute. • 5 years Working Experience as a Turner or Miller in any Industrial Plant.	up to 35 years.	By Initial recruitment
61.	Crane Operator (BPS-9)	Matriculate with five years experience of Working as a Crane Operator in any Industry or Power Plant	up to 35 years	By Initial recruitment
62.	Store Keeper (General) (BPS-07)	Higher Secondary School Certificate or equivalent in 2 nd division from a recognized Board.	Up to 28 years	By Initial recruitment
63.	Lineman (Grade-I) (BPS-07)	---	---	By promotion, on the basis of seniority-cum-fitness, from amongst holders of the post of Lineman (Grade-II) with 05 years' service as such.
64.	ASA Technical Helper (BPS- 6)	Matric (1st Division) in Science with at least 2 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	up to 30 years	By Initial recruitment
65.	Driver (BPS-06)	Middle pass with LTV or HTV Driving License.	Up to 40 years	By initial recruitment
66.	Security Guard (BPS-06)	Secondary School Certificate in 2 nd Division retired from Army, police, FC etc.	Up to 40 years	By initial recruitment

67.	Telephone Operator (BPS-07)	Higher Secondary School Certificate with 02 years' experience in relevant field.	Up to 28 years	By initial recruitment
68.	Lift Technician (BPS-07)	Secondary School Certificate 2 nd Division with one-year certificate (Grade-III) in Mechanical or Electrical Technology from Trade Testing Board, with 02 years' experience of Lift Operation.	Up to 40 years	By initial recruitment
69.	Receptionist (BPS-07)	Higher Secondary School Certificate in 2 nd Division or equivalent qualification from a recognized Board.	Up to 35 years	By initial recruitment
70.	Electrician (BPS-05)	Secondary School Certificate in 2 nd Division and 02 years certificate course in Electrical trade from a recognized Board with at least 2 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 28 years	i. 20% by promotion on basis of seniority-cum-fitness, from amongst holders of the post of Helper of Ministerial-IV Cadre having passed SSC Examination with two years certificate course in electric trade from recognized Board 05 years' service as such; and ii. 80% by initial recruitment.
71.	Lineman (Grade-II) (BPS-05)	Secondary School Certificate in 2 nd Division or equivalent qualification from a recognized Board; and 02 years certificate in Electrical trade from a recognized institute with at least 2 years relevant experience in a Government, autonomous, semi-autonomous or private sector bodies at national or international level.	Up to 28 years	By initial recruitment
72.	Meter Reader (BPS-05)	Secondary School Certificate in 2 nd Division from a recognized Board	Up to 28 years	By initial recruitment

73.	Tracer (BPS-05)	Secondary School Certificate in 2 nd Division from a recognized Board	Up to 28 years	By initial recruitment
74.	Pump Operator (BPS 5)	Matric (2nd Division) in Science	up to 30 years	
75.	Dispatch Rider (BPS-04)	Secondary School Certificate in 2 nd Division or equivalent qualification from a recognized Board; and possessing valid Driving License of Motor Cycle	Up to 40 years	By initial recruitment
76.	Khadim Masjid (BPS-4)	Sanad from Wifaqul Madris Or Hifz Certificate from Wifaqul Madris	Up to 40 years	By initial recruitment
77.	Naib Qasid (BPS-03)	Secondary School Certificate from a recognized Board	Up to 40 years	By initial recruitment
78.	Chowkidar (BPS-03)	Preferably literate.	Up to 40 years	By initial recruitment
79.	Mali (BPS-03)	Preferably literate.	Up to 40 years	By initial recruitment
80.	Sweeper (BPS-03)	Preferably literate.	Up to 40 years	By initial recruitment
85.	Cook (BPS-03)	Preferably literate.	Up to 40 years	By initial recruitment

APPENDIX-II

1. EVALUATION CRITERIA FOR RECRUITMENT & SELECTION IN PEDO:-

The total marks for Evaluation in case of appointment/Selection/Employment of employees (permanent, Contract & Project Employees) by initial recruitment shall be one hundred (100) to be awarded on the basis of the following formula:

S.NO.	DESCRIPTIONS	BPS 1-6	BPS 7-16	BPS-17	BPS-18 & ABOVE
1.	BASIC QUALIFICATION	30	30	30	30
2.	HIGHER RELEVANT QUALIFICATION	7+3 = 10	7+3 = 10	7+3 = 10	7+3 = 10
3.	POST QUALIFICATION EXPERIENCE	10	10	10	20
4.	WRITTEN TEST	---	25%	25%	---
5.	INTERVIEW	50	25	25	25
6.	PRESENTATION	---	----	----	15
TOTAL MARKS		100	100	100	100

EXPLANATION:-

2. BASIC QUALIFICATION:-

- Basic Qualification means qualification required for a post which makes a candidate eligible to apply.

- 60% or above marks (2.5 or above CGPA if total CGPA is 4&3.5 or above CGPA if total CGPA is 5) will be considered as first division
- Basic qualification marks shall be 30 to be awarded on the basis of the following formula;

❖	Marks awarded to 1 st Division or Equivalent & above	=	30
❖	Marks awarded to 2 nd Division or Equivalent	=	25
❖	Marks awarded to 3 rd Division or Equivalent & below	=	20

3. **HIGHER RELEVANT QUALIFICATION:-**

- Higher relevant qualification/degree means the qualification gained after the basic qualification in the same field or relevant to the nature of the post.
- 7 Marks to be awarded to 1 step higher relevant qualification
- 10 Marks to be awarded to 2 steps & above higher relevant qualification

4. **POST QUALIFICATION EXPERIENCE:-**

- Experience marks shall be awarded in all cases whether experience forms part of the requisite qualification or not.
- While awarding experience marks, the period of minimum requisite experience shall be deducted and thereafter, two (2) marks per year shall be awarded for over and above minimum required experience up to maximum marks.
- The fraction of experience less than 1 year shall be ignored.
- Experience gained shall be taken into consideration/counted only if it is supported by valid documentary proof.

5. **WRITTEN TEST:-**

- Written MCQs based test shall be conducted through an authorized Testing agency and qualifying score shall be 50%. The secured marks shall be counted for evaluation.
- The qualifying score may be lower down to 40% where deemed appropriate by PEDO Management for certain position where number of qualifying & eligible candidates is less than 10% to avoid re-advertisement.

6. **INTERVIEW MARKS:-**

- Members of the selection committee/Board shall record their marking independently on interview evaluation form.
- After the interview the final grade of candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each committee member.
- Maximum number of 10 candidates shall be called for interview against one vacancy or the shortlisting committee may decide the number of the shortlisted candidates objectively.

7. **PRESENTATION:-**

- Candidate shall deliver presentation at the day and time of interview to the interview panel/committee/Board.
- After the presentation the final grade of candidate based on the assessment of the members shall be determined on the basis of average by aggregating the marks awarded by each committee member.

8. **MAINTENANCE OF WAITING LIST:-**

- After completion of the hiring process against regular & Project Posts, a waiting list duly signed by members of the Selection Committee/ Selection Board shall be maintained which shall remain valid till six (6) Months from the date of issuance of offer of appointments and the candidate on merit can be appointed during the period from the waiting list if a post (s) is fallen vacant due to any of the following reasons;
 - i. Non joining
 - ii. Resignation
 - iii. Disqualification due to disciplinary action
 - iv. Termination
 - v. Any other

9. **SELECTION CRITERIA FOR PROJECT POSTS:-**

- The above mentioned selection and recruitment rules shall also be adopted for recruitment and selection in Project Posts in PEDO.

APPENDIX-III

Nomination Form For Contributory Provident Fund and Gratuity

I _____ Designation _____
hereby nominate the following member(s) of my family to receive the amount of Contributed Provident Fund and Gratuity available at my credit in the CP Fund Account

SN	Name of Nominee	CNIC No.	Age	Relation	%age Share

Date: ____/____/20__

Signature: _____

Designation: _____

CNIC NO. _____

Two witnesses from PEDO regular Employees

1. Witness: _____
Name:- _____
CNIC:- _____
Designation:- _____
Signature:- _____

2. Witness: _____
Name: _____
CNIC _____
Designation _____
Signature: _____

Countersigned by:
Chief Executive Officer (CEO)
PEDO Peshawar

APPENDIX-IV

CADRES IN THE ORGANIZATION

There shall be the following cadres in the Organization, namely:

(I) ENGINEERING CADRE:-

This cadre shall comprise officers in BPS-17 & above of the following Engineering Disciplines.

- i. Civil Engineering;
- ii. Electrical / Electronic Engineering;
- iii. Mechanical Engineering,
- iv. Energy Engineering

Provided that a scale-wise joint seniority list of all such officers shall be maintained for the purpose of promotion under these rules.

(II) TECHNICAL SUPPORT STAFF CADRE:-

This cadre shall comprise Technical Staff in BPS-11 to BPS-16 of the employees holding Diploma in Associate Engineering. / B.Tech in the following disciplines:

- i. Civil Technology
- ii. Electrical / Electronic Technology;
- iii. Mechanical Technology; and

Provided that a discipline wise seniority list of all such officers shall be maintained for the purpose of promotion under these rules.

(III) GEOLOGY CADRE:-

This cadre shall comprise officers in BPS-17 & above of the following Disciplines:

- i. Geology; and
- ii. Geotechnical Engineers

Provided that a scale-wise joint seniority list of all such officers shall be maintained for the purpose of promotion under these rules.

(IV) ENVIRONMENTAL CADRE:-

- i. Director;
- ii. Deputy Director; and
- iii. Assistant Director.

(V) ECONOMIST CADRE:-

- i. Deputy Director/Senior Economist
- ii. Assistant Director/ Junior Economist

(VI) COMMERCIAL & TARIFF CADRE:-

- i. Director Commercial & Tariff;
- ii. Deputy Director Commercial & Tariff; and
- iii. Assistant Director Commercial & Tariff

(VII) FINANCE AND AUDIT CADRE:-

This Cadre shall comprise officers and officials in BPS-11 to BPS- 19 of the following disciplines:

- i. Audit;
- ii. Finance;
- iii. Accounts;
- iv. Revenue;
- v. Budget; and

Provided that a scale-wise joint seniority list of all such officers and officials shall be maintained for the purpose of promotion under these rules.

(VIII) ADMINISTRATION & HUMAN RESOURCE (ADMN &HR) CADRE:-

This Cadre shall include officers and official's in BPS-11 to BPS-19 of employees of the following disciplines:

- i. Assistant Director Administration;
- ii. Assistant Director Human Resource;
- iii. Assistant Director Training;
- iv. Assistant Director Transport;
- v. Superintendent;
- vi. Senior Clerk;
- vii. Junior Clerk;
- viii. Typist;

- ix. Assistant Care Taker;

Provided that a scale-wise joint seniority list of all such officers and officials shall be maintained for the purpose of promotion under these rules.

(IX) INFORMATION TECHNOLOGY (IT) CADRE:-

This Cadre shall include officials and officers in BPS-16 to BPS-19 of the following disciplines:

- i. Director IT
- ii. Deputy Directors
- iii. Deputy Director (System Analyst/ Data Base Admin)
- iv. Deputy Director (IT Infrastructure)
- v. Assistant Directors
- vi. Assistant Director (Web Administrator)
- vii. Assistant Director (Business Application Developer)
- viii. Assistant Director (Network infrastructure/ Lan Administrator)
- ix. Computer Operator

(X) PUBLIC RELATION CADRE:-

This cadre shall comprise officers in BPS-17 & above of the following Disciplines.

- i. Public Relation Officer;
- ii. Deputy Director Information/ Senior Public Relation Officer (BPS-18)

(XI) DRAWING CADRE:-

This Cadre shall comprise the following disciplines:

- i. Head Draftsman;
- ii. Draftsman;
- iii. Tracer;

(XII) MINISTERIAL-I CADRE:-

This Cadre shall comprise the following disciplines;

- i. Personal Secretary
- ii. Personal Assistant
- iii. Steno Typist;
- iv. Stenographer;
- v. Telephone Operator; and
- vi. CCTV Operator
- vii. Receptionist;

(XIII) MINISTERIAL-II CADRE:-

This Cadre shall comprise the following employees:

- i. Store Officer;
- ii. Senior Store Keeper
- iii. Store Keeper;

(XIV) MINISTERIAL-III CADRE:-

- i. Pesh Imam
- ii. Khadim Mosque

(XV) MINISTERIAL-IV CADRE:-

This Cadre shall comprise the following employees:

- i. Driver-Cum-Supervisor;
- ii. Senior Driver;
- iii. Driver;
- iv. Naib Qasid;
- v. Helper;
- vi. Chowkidar;
- vii. Security Guards;
- viii. Sweeper/Sanitary Worker
- ix. Bildar

Explanation I; In the event where officials/officers from two or more cadres are eligible for promotion to a particular post, the senior most official l/officer among all such cadres shall be promoted.

Explanation II; For the purpose of promotion to BPS-17 on the Ministerial side, a joint seniority list of officials in BPS-16 of Ministerial-I and Ministerial-II cadres maintained.