

**OVERSEAS PAKISTANIS FOUNDATION**  
(Secretariat)

Station: **ISLAMABAD**

Dated : 27<sup>th</sup> April, 2015.


**ROUTINE OFFICE ORDER**

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No. 37 /15: **PROMOTION OF OFFICERS OF OPF GRADE-7 AND ABOVE IN ENGINEERING CADRE**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, the criteria for promotion of officers of OPF Grade-7 and above in Engineering Cadre in OPF Employees (Service) Regulations - 1993 i.e. "Second Class Bachelors of Engineering degree in the disciplines of Civil/Electrical/Mechanical" has been incorporated.

Authority: Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 22.04.2015.

  
(Syed Khalid Ali Shah)  
Additional Director (HR)

**Distribution**  
List "D"

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: **ISLAMABAD**

Dated : 27<sup>th</sup> April, 2015.

**ROUTINE OFFICE ORDER**

No. 38 /15: **REVISION IN CONVEYANCE ALLOWANCE @ 5% FOR THE EMPLOYEES OF OPF GRADE 1 TO 5 AS ADMISSIBLE TO FEDERAL GOVERNMENT EMPLOYEES.**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, the revision of conveyance allowance @ 5% for the employees of OPF Grade-1 to 5 has been allowed in line with Finance Division, Regulation Wing's Notification (circulated vide O.M. No. F.3(1)-R-5/2010 dated 07.07.2014) with effect from 01.07.2014.

Authority: Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 22.04.2015.



(Syed Khalid Ali Shah)  
Additional Director (HR)

**Distribution**  
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**OVERSEAS PAKISTANIS FOUNDATION**  
(Secretariat)

Station: **ISLAMABAD**

Dated : 28<sup>th</sup> April, 2015.

**ROUTINE OFFICE ORDER**


No. 42 /15: **RATIO OF PROMOTION VIZ-A-VIZ INITIAL APPOINTMENT OF OPF GRADE-6**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, the following quota for promotion of employees of OPF Grade-5 in Administrative & Ministerial Cadre to OPF Grade-6 has been re-fixed as under:-

S. No.	Administrative & Ministerial Cadre		
	Designation, OPF Grade of the Post	By Promotion	By Initial Appointment
i.	Welfare Officer / Office Superintendent (OPF Grade-6)	50%	50%

Authority:

Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 22.04.2015

  
(Syed Khalid Ali Shah)  
Additional Director (HR)

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**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: **ISLAMABAD**


Dated : 29<sup>th</sup> April, 2015.

**ROUTINE OFFICE ORDER**

No. 44 /15: **WAIVING OFF CONDITION OF GRADUATION QUALIFICATION  
PRESCRIBED FOR PROMOTION OF EMPLOYEES OF OPF  
GRADE-6 TO OPF GRADE-7**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, the condition of Graduation qualification for promotion has been waived off for those officials of OPF who were appointed in OPF prior to decision taken in the 120<sup>th</sup> BOG meeting held on 31.08.2012 with effect from the date of meeting of BOG i.e. 04.03.2015.

Authority: Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 22.04.2015.

  
(Syed Khalid Ali Shah)  
Additional Director (HR)

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**OVERSEAS PAKISTANIS FOUNDATION**  
(Secretariat)

Dated : 30<sup>th</sup> April, 2015.

Station: **ISLAMABAD**

**ROUTINE OFFICE ORDER**

No. 48 /15: **ADDITION IN OPF EMPLOYEES (SERVICE) REGULATIONS - 1993 - VOLUME-II, APPENDIX-2, PARA-2&4.**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, the following provision in method of appointment (initial appointment and promotion) to the posts of Driver and Dispatch Rider (OPF Grade-2) for promotion of employees of OPF Grade-1 has been added in OPF Employees (Service) Regulations - 1993 (Volume-II, Appendix 2, Para 2 & 4), as under:-

i. **Initial Appointment**


Serial No. and Cadre Post with Grade	Ratio of Appointment	
	Initial Appointment	Appointment by Promotion
1	2	3
4. Driver (OPF Grade-2)	50%	50%
5. Dispatch Rider (OPF Grade-2)	50%	50%

ii. **Promotion Criteria**

Serial No. and Cadre Post with Grade	Employees Eligible for Promotion to the Post Specified in Column 1	Minimum Qualification and Experience and other Conditions
1	2	3
1. Driver (OPF Grade-2)	Regular Employees of OPF Grade-1	<ul style="list-style-type: none"><li>At least 3 years regular service in OPF Grade-1.</li><li>Have Middle Passed certificate.</li><li>Possesses valid LTV/HTV License.</li><li>Promotion to the post of Driver will be made on seniority cum fitness.</li><li>Employee should be medically fit.</li></ul>
2. Dispatch Rider (OPF Grade-2)	Regular Employees of OPF Grade-1	<ul style="list-style-type: none"><li>At least 3 years regular service in OPF Grade-1.</li><li>Have Middle Passed certificate.</li><li>Promotion to the post of Dispatch Rider will be made on seniority cum fitness.</li><li>Employee should be medically fit.</li></ul>

Authority:

Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 22.04.2015.

  
(Syed Khalid Ali Shah)  
Additional Director (HR)

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**OVERSEAS PAKISTANIS FOUNDATION**  
(Secretariat)

Station: **ISLAMABAD**

Dated : 30<sup>th</sup> April, 2015.

**ROUTINE OFFICE ORDER**

No. 46 /15: **AMENDMENT IN REGULATION NO. 4.04 (INTER-SE-SENIORITY OF OPF EMPLOYEES APPOINTED IN CALENDAR YEAR).**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, amendment has been made in OPF Employees (Service) Regulations -- 1993 that the seniority of OPF officials / officers appointed by promotion, transfer, initial appointment to a service, cadre, or post shall take from the date of their regular appointment to that service, cadre or post provided that the provisions of this rule shall not in any manner affect or impair the rights of the existing incumbents in line with the Government of Pakistan's SRO No. 572(I)/2009 dated 16.06.2009.

Authority: Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 22.04.2015.

  
(Syed Khalid Ali Shah)  
Additional Director (HR)

**Distribution**  
List "D"

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: Islamabad.

Dated: 10<sup>th</sup> April, 2020

**ROUTINE OFFICE ORDER**

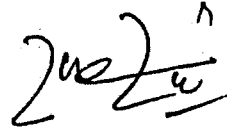
No.: 54/20: **CLARIFICATION – AMENDMENTS IN REGULATIONS NO. 4.04**  
**(INTER-SE-SENIORITY OF EMPLOYEES IN CALENDER YEAR)**.

Reference: Routine Office Order No. 46/15 dated 30.04.2015 (copy enclosed).

It is clarified that effective date of implementation of Routine Office Order No. 46/15 dated 30.04.2015 regarding amendments in Regulation No. 4.04 (Inter-se-seniority of OPF Employees appointed in Calendar years), will be the date of decision of BOG i.e. 04.03.2015.

2. Furthermore, provision of this rule shall not in any manner, affect or impair the rights of existing incumbents as on 03.04.2015. Seniority of Incumbents as on 03.04.2015 will be fixed according to Regulations No. 4.04 prior to amendments i.e. Employees appointed by promotion to posts in a calendar year shall be senior as a class to those appointed by initial appointment to such posts in that year.

Authority: - Approval of Managing Director, OPF dated 09.04.2020.

  
(Muhammad Munir)  
Assistant Director (HR)

**Distribution**

List "D"

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: **ISLAMABAD**

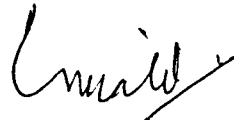
Dated : 30<sup>th</sup> April, 2015.

**ROUTINE OFFICE ORDER**

No. 49 /15: **REVISION OF OPF DEPUTATION RULES IN LINE WITH GOVERNMENT RULES.**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, OPF Employees (Service) Regulations – 1993 have been revised / amended in line with Federal Government policy regarding deputation rules.

Authority: Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 22.04.2015.

  
(Syed Khalid Ali Shah)  
Additional Director (HR)

**Distribution**

List "D"

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: **ISLAMABAD**

Dated : 04<sup>th</sup> September, 2015.

**ROUTINE OFFICE ORDER**

No. 88 /15: **RETIREMENT BENEFIT ON ACCOUNT OF MEDICAL FACILITY FOR RETIRED REGULAR EMPLOYEES OF OPF FOR SELF & SPOUSE.**

In pursuance of decision of the Board of Governors in its 126<sup>th</sup> meeting held on 04.03.2015, medical facility is allowed to all the regular employees who have or who will retire from OPF service on or after the date of decision of Board i.e. 04.03.2015 for self & spouse till death. The terms & conditions of the medical facility are as under:-

- a. The retired OPF employees (self & spouse) are entitled to avail the medical facility from OPF panel doctors for consultation and obtain the medicine from authorized panel chemist of OPF. In case of no panel chemist, the medicine(s) bills will be submitted to OPF for reimbursement. In addition, indoor treatment / labs facility from OPF Panel Hospitals / Govt. Hospitals are also admissible.
- b. The retired employees of OPF and in case of dependant widow will submit an affidavit on twenty (20) rupees stamp paper that he / she is not covered for medical facility from the department of his / her child / children being dependent or any other sources etc. (specimen enclosed).

2. All concerned should ensure that subject medical policy is used in judicious manner. In order to maintain transparency and to avoid misuse of facility, OPF management will further elaborate guidelines/Standing Operating Procedures (SOPs) from time to time in this regard.

Authority: Approval of BOG in its 126<sup>th</sup> meeting held on 04.03.2015 and approval of the Managing Director, OPF on minute sheet dated 03.09.2015.



(Laeeqa Ambreen)  
Additional Director (HR)

**Distribution**  
List "D"

**UNDERTAKING / AFFIDAVIT**

I \_\_\_\_\_ son of / widow of \_\_\_\_\_ CNIC No:  
\_\_\_\_\_ resident of \_\_\_\_\_ do hereby solemnly declare that I  
am not entitled or covered or availing medical facility from any department or  
organization as a dependent of my child or my spouse.

I further declare on oath that my above statement is true and correct and  
nothing has been concealed or misrepresented and if at any later stage, my above  
statement is found incorrect or false, I shall be fully liable for criminal / legal  
proceedings by the police authorities and the court of law. In case of misrepresentation  
or misstatement, I shall also be liable to refund the whole amount which I have received  
with regard to medical facility after my retirement / after death of my husband.

**EXECUTANT**

Witness:

1- \_\_\_\_\_

2- \_\_\_\_\_

*Sworn  
4/9/15*

**Overseas Pakistanis Foundation**  
**(Secretariat)**

Station: **ISLAMABAD**

Dated: 18<sup>th</sup> September, 2015.

**ROUTINE OFFICE ORDER**

No. **96**/2015: **SELECTION POSTS AND NON SELECTION POSTS.**

The Board of Governors in its 128<sup>th</sup> meeting held on 19.08.2015 has approved the following amendment in Regulation 3.14 of OPF Employees (Service) Regulations – 1993 in accordance with the policy of the Government with effect from the date of meeting of the BOG i.e. 19.08.2015:-

“Posts in OPF Grade-11 and above are selection posts promotion to which will be made on the basis of selection on merit. Posts in OPF Grade-10 and below are non-selection posts promotion to which will be made on the basis of seniority-cum-fitness”.

**Authority:**

Approval of Managing Director, OPF on minute sheet dated 18.09.2015 in compliance with the approval of the Board of Governors, OPF in its 128<sup>th</sup> meeting held on 19<sup>th</sup> August, 2015.

  
(Laeeqa Ambreen)  
Additional Director (HR)

**Distribution:**

List “D”

**Overseas Pakistanis Foundation**  
(Secretariat)

Station: **ISLAMABAD**

Dated: 9<sup>th</sup> August, 2016.

**ROUTINE OFFICE ORDER**

No. 76/2016: **AMENDMENT IN OPF EMPLOYEES (SERVICE) REGULATIONS – 1993 – CHANGE IN RECRUITMENT/PROMOTION CRITERIA FOR THE POSTS IN OPF GRADE 9-11 (ADMINISTRATIVE & MINISTERIAL, ENGINEERING AND FINANCE CADRES)**

The Board of Governors in its 132<sup>nd</sup> meeting held on 07.06.2016 has approved to revise the following criteria for recruitment/promotion for the following posts of Director General (OPF Grade-11), Director (OPF Grade-10) and Additional Director (OPF Grade-9) of Administrative & Ministerial, Engineering and Finance Cadres with effect from the date of meeting of the BOG i.e. 07.06.2016:-

S.#	Name of Post	Minimum Qualification / Experience / Length of Service for Initial Appointment
1.	Director General, OPF-11 (Administrative & Ministerial Cadre)	<p>Amendment in Appendix-2 "Administrative &amp; Ministerial Cadre" Para 3: Initial Appointment OPF Grade-11 (Director General) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"><li>• A first class MBA / MPA / LLB (Hons.) / LLM, / Masters Degree in Commerce / Management Sciences / Economics / International Relations / Political Science / Administrative Sciences or equivalent degrees in relevant subjects from recognized Universities / Institutes.</li><li>• PhD or M.Phil. in the above subjects shall be preferred.</li><li>• There should be no 3<sup>rd</sup> Division in the entire academic career.</li><li>• Minimum Seventeen (17) years experience in Managerial positions in the relevant field preferably in Administration, HR and Social Welfare in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 or above in Government Sector or well reputed organizations.</li><li>• The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 10 or basic pay scale 19 or equivalent senior management position.</li><li>• Maximum Age Limit: 50 years</li></ul> <p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III "Appointment by Promotion", Clause 3.15, Serial No. IV and Appendix-2, Para 4 "Promotion" OPF Grade-11 (Director General) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <p>17 years service in OPF Grade 7 and above including two (02) years in the post specified in Column 2.</p>
2.	Director General (Housing & Works), OPF-11 (Engineering Cadre)	<p>Minimum Qualification / Experience / Length of Service for Initial Appointment</p> <p>Amendment in Appendix-2 "Engineering Cadre" Para 3: "Initial Appointment" OPF Grade-11, Director General (Housing &amp; Works) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"><li>• A first class Bachelors degree in Civil Engineering. Must be registered with Pakistan Engineering Council.</li><li>• Preference will be given to holders of Master's degree in Civil Engineering.</li><li>• There should be no 3<sup>rd</sup> Division in the entire academic career.</li><li>• Minimum Seventeen (17) years experience in relevant field in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 and above in Government Sector or well reputed organizations.</li><li>• The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 10 or basic pay scale 19 or equivalent senior position.</li><li>• Maximum Age Limit: 50 years</li></ul>

*Signature*

		<p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III "Appointment by Promotion", Clause 3.15, Serial No. IV and Appendix-2, Engineering Cadre, Para 4 "Promotion" OPF Grade-11, Director General (Housing &amp; Works) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>17 years service in OPF Grade 7 and above including two (02) years in the post specified in Column 2.</li> <li>A minimum second class Bachelor's degree in Civil / Electrical / Mechanical Engineering.</li> </ul>
3.	Director, OPF-10 (Administrative & Ministerial Cadre)	<p><b>Minimum Qualification / Experience / Length of Service for Initial Appointment</b></p> <p>Amendment in Appendix-2 "Administrative &amp; Ministerial Cadre" Para 3: "Initial Appointment" OPF Grade-10 (Director) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"> <li>A first class MBA / MPA / LLB (Hons.) / LLM, / Masters Degree in Commerce / Management Sciences / Economics / International Relations / Political Science / Administrative Sciences or equivalent degrees in relevant subjects from recognized Universities / Institutes.</li> <li>PhD or M.Phil in the above subjects shall be preferred.</li> <li>There should be no 3<sup>rd</sup> Division in the entire academic career.</li> <li>Minimum Twelve (12) years experience in Managerial positions in the relevant field preferably in Administration, HR and Social Welfare in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 or above in Government Sector or well reputed organizations.</li> <li>The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 09 or basic pay scale 18 or above.</li> <li>Maximum Age Limit: 50 years.</li> </ul> <p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III "Appointment by Promotion", Clause 3.15, Serial No. III and Appendix-2, Administrative &amp; Ministerial Cadre, Para 4 "Promotion" OPF Grade-10 (Director) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <p>Twelve (12) years service in OPF Grade 7 and above including three (03) years in the post specified in Column 2.</p>
4.	Director (Housing & Works) / Principal Engineer, OPF-10 (Engineering Cadre)	<p><b>Minimum Qualification / Experience / Length of Service for Initial Appointment</b></p> <p>Amendment in Appendix-2 "Engineering Cadre" Para 3: "Initial Appointment" OPF Grade-10, Director (Housing &amp; Works) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"> <li>A first class Bachelors degree in Civil Engineering. Must be registered with Pakistan Engineering Council.</li> <li>There should be no 3<sup>rd</sup> Division in the entire academic career.</li> <li>Minimum Twelve (12) years experience in relevant field in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 and above in Government Sector or well reputed organizations.</li> <li>The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 09 or basic pay scale 18 or equivalent senior position.</li> <li>Maximum Age Limit: 50 years</li> </ul> <p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III "Appointment by Promotion", Clause 3.15, Serial No. III and Appendix-2, Engineering Cadre, Para 4 "Promotion" OPF Grade-10, Director (Housing &amp; Works) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>Twelve (12) years service in OPF Grade 7 and above including three (03) years in the post specified in Column 2.</li> <li>A minimum second class Bachelor's degree in Civil / Electrical / Mechanical Engineering.</li> </ul>

22/11/11

5.	Director (Finance), OPF-10 (Finance & Accounts Cadre)	<p><b>Minimum Qualification / Experience / Length of Service for Initial Appointment</b></p> <p>Amendment in Appendix-2 "Finance &amp; Accounts Cadre" Para 3: "Initial Appointment" OPF Grade-10, Director (Finance) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"> <li>• Qualified FCA or CA or ACMA or FCMA or ACCA or first class MBA (Finance) or first class Masters Degree in Finance.</li> <li>• There should be no 3<sup>rd</sup> Division in the entire academic career.</li> <li>• Minimum twelve (12) years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 and above in Government Sector or well reputed organizations.</li> <li>• The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 09 or basic pay scale 18 or above. ✶</li> </ul> <p>Maximum Age Limit: 50 years</p> <p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III, Clause 3.15, Serial No. III and Appendix-2, Finance &amp; Accounts Cadre, Para 4 "Promotion" OPF Grade-10, Director (Finance) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>• Twelve (12) years service in OPF Grade-7 and above including three (03) years in the post specified in Column 2.</li> </ul>
6.	Additional Director, OPF-9 (Administrative & Ministerial Cadre)	<p><b>Minimum Qualification / Experience / Length of Service for Initial Appointment</b></p> <p>Amendment in Appendix-2 "Administrative &amp; Ministerial Cadre" Para 3: "Initial Appointment" OPF Grade-9 (Additional Director) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"> <li>• A first class MBA / MPA / LLB (Hons.) / LLM, / Masters Degree in Commerce / Management Sciences / Economics / International Relations / Political Science / Administrative Sciences or equivalent degrees in relevant subjects from recognized Universities / Institutes.</li> <li>• There should be no 3<sup>rd</sup> Division in the entire academic career.</li> <li>• Minimum Seven (07) years experience in Managerial positions in the relevant field preferably in Administration, HR and Social Welfare in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 or above in Government Sector or well reputed organizations. The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 08 or basic pay scale 18 or above.</li> <li>• Maximum Age Limit: 45 years</li> </ul> <p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III "Appointment by Promotion", Clause 3.15, Serial No. II and Appendix-2, Administrative &amp; Ministerial Cadre, Para 4 "Promotion" OPF Grade-9 (Additional Director) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>• Seven (07) years service in OPF Grade 7 and above including three (03) years in the post specified in Column 2.</li> </ul>
7.	Additional Director (Housing & Works), OPF-9 (Engineering Cadre)	<p><b>Minimum Qualification / Experience / Length of Service for Initial Appointment</b></p> <p>Amendment in Appendix-2 "Engineering Cadre" Para 3: "Initial Appointment" OPF Grade-9, Additional Director (Housing &amp; Works) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"> <li>• A first class Bachelors degree in Civil Engineering. Must be registered with Pakistan Engineering Council.</li> <li>• There should be no 3<sup>rd</sup> Division in the entire academic career.</li> <li>• Minimum Seven (07) years experience in relevant field in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 and above in</li> </ul>

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		<p>Government Sector or well reputed organizations.</p> <ul style="list-style-type: none"> <li>The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 08 or basic pay scale 18 or equivalent senior position.</li> <li>Maximum Age Limit: 45 years</li> </ul> <p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III "Appointment by Promotion", Clause 3.15, Serial No. II and Appendix-2, Engineering Cadre, Para 4 "Promotion" OPF Grade-9, Additional Director (Housing &amp; Works) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>Seven (07) years service in OPF Grade 7 and above including three (03) years in the post specified in Column 2.</li> <li>A minimum second class Bachelor's degree in Civil / Electrical / Mechanical Engineering.</li> </ul>
8.	Additional Director (Finance), OPF-9 (Finance & Accounts Cadre)	<p><b>Minimum Qualification / Experience / Length of Service for Initial Appointment</b></p> <p>Amendment in Appendix-2 "Finance &amp; Accounts Cadre" Para 3: "Initial Appointment" OPF Grade-9, Additional Director (Finance) Column 3 to be read as under:-</p> <p><b>Initial Appointment</b></p> <ul style="list-style-type: none"> <li>Qualified FCA or CA or ACMA or FCMA or ACCA or 2<sup>nd</sup> class MBA (Finance) or 2<sup>nd</sup> Class Masters Degree in Finance.</li> <li>There should be no 3<sup>rd</sup> Division in the entire academic career.</li> <li>Minimum seven (07) years experience in the relevant field in a responsible position equivalent to basic pay scale 17 and above in Government or in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 and above in Government Sector or well reputed organizations.</li> <li>The above experience must include at least 5 years experience in a post in or equivalent to OPF Grade 08 or basic pay scale 18 or above.</li> <li>Maximum Age Limit: 45 years</li> </ul> <p><b>Appointment by Promotion</b></p> <p>Amendment in Chapter 3, Part-III "Appointment by Promotion", Clause 3.15, Serial No. II and Appendix-2, Finance &amp; Accounts Cadre, Para 4 "Promotion" OPF Grade-9, Additional Director (Finance) in Column 3 to be read as under:-</p> <p><b>Promotion</b></p> <ul style="list-style-type: none"> <li>Seven (07) years service in OPF Grade-7 and above including three (03) years in the post specified in Column 2.</li> </ul>

**Authority:**

Approval of BOG in its 132<sup>nd</sup> meeting held on 07.06.2016 and approval of the Managing Director, OPF on minute sheet dated 19.07.2016.

  
(Laeeqa Ambreen)  
Director (HR)

**Distribution:**

All Divisions / Regional Offices

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: **ISLAMABAD**

Dated : 25<sup>th</sup> October, 2016.

**ROUTINE OFFICE ORDER**

No. 99/16: **MEDICAL FACILITY FOR RETIRED OPF EMPLOYEES.**

Reference: Decision of OPF Board of Governors (BOG) in its 126<sup>th</sup> meeting held on 04.03.2015 notified vide Routine Office Order No. 88/15 dated 04.09.2015.

The Board of Governors in its 134<sup>th</sup> meeting held on 27.09.2016 has resolved that medical facility for the employees retired before the date of decision of the BOG i.e. 04.03.2015 will not be extended / applied retrospectively.

Authority: Approval of BOG in its 134<sup>th</sup> meeting held on 27.09.2016 and approval of the Managing Director, OPF on minute sheet dated - 24.10.2016.

  
(Laeeqa Ambreen)  
Director (HR)

**Distribution**  
List "D"

Overseas Pakistanis Foundation

(Secretariat)

Station: ISLAMABAD

Dated : 21<sup>st</sup> April, 2017.

ROUTINE OFFICE ORDER

No. 58/2017:

PAYMENT OF GRATUITY IN OPF.

In pursuance of decision of the Board of Governors in its 138<sup>th</sup> meeting held on 01.04.2017, the following will be admissible for calculation of the rate of gratuity in future for regular/confirmed employees :-

- a) Employer's portion of CPF, withheld by OPF as per decision of December 10, 2015, will be paid back alongwith interest to the employees; immediately or on their retirement (as opted by employees).
- b) Gratuity until the date of previous decision i.e. 10-12-2015 will be paid @ two (2) basic pays for each completed years of service;
- c) From the date of Board's decision on December 10, 2015 till June 30, 2017, gratuity will be paid @ 3.5 basic pays for the said period.
- d) From July 1, 2017 to June 30, 2019 gratuity will be gradually reduced by tapering-off the rate annually i.e. @ three (3) basic pays in 2017-2018; @ 2.5 basic pays in 2018-2019 and then @ 2 basic pays from July 1, 2019. After July 1, 2019 the gratuity will be restored to 2 basic pays for completed years of service in future for all OPF employees. New MD recruited by the Board in accordance with provisions of Companies Ordinance, 1984 and Corporate Governance Rules, will be offered @ 2 basic pays for his contract.
- e) Similar principle will be applied to the rate of gratuity regarding employees of educational institutions and projects i.e.
  - i. Till 10-12-2015 they will be paid @ 1 basic pay per completed year of service.
  - ii. From 10-12-2015 to 30-06-2017, it will be @ 2.5 basic pays for the period.
  - iii. From July 1, 2017 to June 30, 2019 gratuity will be reduced by tapering-off the rate annually i.e. @ two (2) basic pays in 2017-2018; @ 1.5 basic pays in 2018-2019. After July 1, 2019 the gratuity will be paid @ 1 basic pay for completed years of service in future.
- f) The principle will be uniformly applied regardless of the date of appointment of an employee prior to this decision.
- g) Management will initiate recovery from all employees who have received gratuity @ 3.5 basic pays (or @ 2.5 basic pays in case of Educational Institutions/Projects etc.) for all completed years of service; between December 10, 2015 to July 19, 2016.

Authority:

Approval of BOG in its 138<sup>th</sup> meeting held on 01.04.2017 and approval of the Managing Director, OPF on minute sheet dated 21.04.2017.

  
(Laeeqa Ambreen)  
Director (HR)

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**(Secretariat)**

Station: **ISLAMABAD**

Dated : 24<sup>th</sup> April, 2017.


**ROUTINE OFFICE ORDER**

No. 62/2017: **GRANT OF SPECIAL CONVEYANCE ALLOWANCE TO DISABLE EMPLOYEES OF OPF.**

In pursuance of Finance Division (Regulations Wing) Office Memorandum No. 3(1)R-5/2010 dated 01.07.2016 and decision of the Board of Governors in its 138<sup>th</sup> meeting held on 01.04.2017, the Managing Director has approved to grant special conveyance allowance to disable employees of OPF @ Rs. 1,000/- per month in additional to normal conveyance allowance w.e.f. 01.07.2016 subject to following conditions :-

- i. It will be allowed to those employees who have been appointed against disable employees' quota, or they have been declared/certified as disable by an authorized Medical Board thereafter during service;
- ii. It will not be admissible during leave of any kind, except medical leave upto one month or casual leave.

**Authority:** Approval of Managing Director, OPF on minute sheet dated 24.04.2017.

  
(Abdul Sattar Mazhar)  
Deputy Director (HR)

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(Secretariat)

Station: Islamabad

Dated: 27<sup>th</sup> July, 2017.

**ROUTINE OFFICE ORDER**

No: 133/17: **REVISION OF BASIC PAY SCALES & ALLOWANCES OF OPF EMPLOYEES, EDUCATIONAL INSTITUTIONS AND EYE HOSPITALS EMPLOYEES (2017).**

In pursuance of Finance Division (Regulations Wing)'s Office Memorandum F. No. 1(3)Imp/2017-500 dated 03.07.2017 and decision taken in 139<sup>th</sup> meeting of the Board of Governors held on 08.07.2017, the management is pleased to revise the basic pay scales and allowance in respect of OPF employees, Educational Institutions and Eye Hospitals Employees w.e.f. 01.07.2017, as per detail given below:-

**a. BASIC PAY SCALES OF OPF**

Existing Basic Pay Scales of 2016				
OPF Grade	Min.	Incr.	Max.	Stages
1	9,640	640	28,840	30
2	11,285	795	35,135	30
3	14,145	955	42,795	30
4	16,225	1,115	49,675	30
5	18,600	1,355	59,250	30
6	19,880	1,515	65,330	30
7	28,610	1,930	67,210	20
8	35,410	2,390	83,210	20
9	45,590	2,785	101,290	20
10	48,275	4,135	106,165	14
11	55,495	4,450	117,795	14
12	66,615	4,925	135,565	14

Revised Basic Pay Scales 2017			
Min.	Incr.	Max.	Stages
11,330	760	34,130	30
13,465	945	41,815	30
16,865	1,135	50,915	30
19,400	1,330	59,300	30
22,220	1,615	70,670	30
23,765	1,800	77,765	30
34,150	2,300	80,150	20
42,175	2,855	99,275	20
54,350	3,325	120,850	20
57,500	4,930	126,520	14
66,100	5,295	140,230	14
79,115	5,870	161,295	14

**b. BASIC PAY SCALES OF OPF'S EDUCATIONAL INSTITUTIONS**

**i. OPF Boys, Girls College, Islamabad & Sheikhpura**

Existing Basic Pay Scales of 2016				
Grade	Min.	Incr.	Max.	Stages
1	9,640	640	28,840	30
2	11,285	795	35,135	30
3	14,145	955	42,795	30
4	16,225	1,115	49,675	30
5	18,600	1,355	59,250	30
6	19,880	1,515	65,330	30
7	28,610	1,910	66,810	20
8	35,410	2,385	83,110	20
9	45,590	2,785	101,290	20
10	48,275	4,135	106,165	14
11	55,495	4,450	117,795	14

Revised Basic Pay Scales 2017			
Min.	Incr.	Max.	Stages
11,525	760	34,325	30
13,465	945	41,815	30
16,865	1,135	50,915	30
19,400	1,330	59,300	30
22,220	1,615	70,670	30
23,765	1,800	77,765	30
34,150	2,280	79,750	20
42,175	2,850	99,175	20
54,350	3,325	120,850	20
57,500	4,930	126,520	14
66,100	5,295	140,230	14

Cont....P/2

ii. OPF Girls College H/S Rawalpindi

Existing Basic Pay Scales of 2016					Revised Basic Pay Scales 2017			
Grade	Min.	Incr.	Max.	Stages	Min.	Incr.	Max.	Stages
<u>Non-Teaching Staff</u>								
1	9,665	615	28,115	30	11,555	735	33,605	30
2	11,147	765	34,097	30	13,325	915	40,775	30
3	13,930	915	41,380	30	16,650	1,095	49,500	30
4	16,230	1,115	49,680	30	19,400	1,335	59,450	30
5	18,525	1,350	59,025	30	22,145	1,615	70,595	30
7	28,610	1,910	66,810	20	34,150	2,280	79,750	20
<u>Teaching Staff</u>								
3	13,930	1,830	68,830	30	16,650	2,190	82,350	30
4	16,230	1,900	73,230	30	19,400	2,275	87,650	30
5	18,525	2,000	78,525	30	22,145	2,395	93,995	30
8	34,630	2,375	82,130	20	41,395	2,840	98,195	20
9	44,845	2,755	99,945	20	53,605	3,295	119,505	20

iii. Public Schools

Existing Basic Pay Scales of 2016					Revised Basic Pay Scales 2017			
Grade	Min.	Incr.	Max.	Stages	Min.	Incr.	Max.	Stages
<u>Non-Teaching Staff</u>								
1	9,670	615	28,120	30	11,560	735	33,610	30
2	11,150	765	34,100	30	13,330	915	40,780	30
3	13,915	915	41,380	30	16,635	1,095	49,485	30
4	16,260	1,100	49,260	30	19,435	1,315	58,885	30
<u>Teaching Staff</u>								
3	11,885	765	34,835	30	14,210	915	41,660	30
4	13,335	915	40,785	30	15,930	1,095	48,780	30
5	14,340	1,230	51,240	30	17,140	1,475	61,390	30
6	14,800	1,450	58,300	30	17,695	1,735	69,745	30
7	23,680	1,890	61,480	20	28,305	2,260	73,505	20
8	28,940	2,270	74,340	20	34,595	2,715	88,895	20

c. Basic Pay Scales of OPF's Eye Hospitals

Existing Basic Pay Scales of 2016					Revised Basic Pay Scales 2017			
HS Grade	Min.	Incr.	Max.	Stages	Min.	Incr.	Max.	Stages
1	7,870	400	19,870	30	9,400	480	23,800	30
2	9,305	480	23,705	30	11,120	575	28,370	30
3	11,685	610	29,985	30	13,955	730	35,855	30
4	13,515	795	37,365	30	16,145	945	44,495	30
5	15,430	920	43,030	30	18,440	1,100	51,440	30
6	16,690	1,195	52,540	30	19,925	1,425	62,675	30
7	23,835	1,590	55,635	20	28,440	1,905	66,540	20
8	28,790	1,995	68,690	20	34,420	2,385	82,120	20

2. Revision of Basic Pay Scales

The Basic Pay Scales-2017 shall replace the Basic Pay Scales-2016 with effect from 01.07.2017.

3. Fixation of Pay of the Existing Employees

- i. The basic pay of an employee in service on 30.06.2017 shall be fixed in the Basic Pay Scales-2017 on point to point basis i.e. at the stage corresponding to that occupied by him/her above the minimum of Basic Pay Scales-2016.
- ii. In case of Personal Pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her pay scale on 30.06.2017, he/she shall continue to draw such pay in the Basic Pay Scales-2017 at the revised rates.

4. Fixation of Pay on Promotion

In cases of promotion from a lower to higher posts/scale before introduction of these scales, the pay of the employees concerned in the revised pay scale will be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post/scale had taken place after the introduction of these scales.

5. Annual Increment

Annual increment shall continue to be admissible, subject to the existing conditions, on 1<sup>st</sup> January each year.

6. Ad-hoc Allowance – 2010

- i. The Ad-hoc Allowance-2010 @ 50% granted w.e.f. 01.07.2010 vide Finance Division's O.M. No. F.1(1)Imp/2010-622, dated 05.07.2010, shall cease to exist with effect from 01.07.2017.
- ii. For those who are in receipt of an allowance equal to 100% of basic pay in 2008 as on 30.06.2011 and not in receipt of Ad-hoc Allowance-2010 @ 50%, the existing amount of 100% allowance (being drawn at frozen level) shall be reduced by 50% w.e.f. 01.07.2017. The remaining amount shall continue to be drawn at reduced frozen level.
- iii. For those who are in receipt of an allowance equal to 100% of basic pay in 2011 as on 30.06.2015 and not in receipt of Ad-hoc allowance -2010 @ 50%, the existing amount of 100% allowance (being drawn at frozen level) shall be reduced w.e.f. 01.07.2017 by 50% of the amount to be calculated at the level admissible on 30.06.2011. The remaining amount shall continue to be drawn at reduced frozen level.



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7. Ad-hoc Relief Allowance 2016

- a. The Ad-hoc Allowance-2016 @10% shall stand frozen at the level of its admissibility as on 30.06.2017.
- b. All the new entrants shall be allowed Ad-hoc Relief Allowance-2016 @10% of the minimum of relevant Basic Pay Scales-2016 on notional basis with effect from 01.07.2017, till further orders, and shall stand frozen at the same level.

8. Ad-hoc Relief Allowance – 2017

- a) An Ad-hoc Relief Allowance-2017 @10% of the running basic pay of 2017 shall be allowed to the employees of OPF, Educational Institutions and Eye Hospitals employees including contingent paid staff and contract employees employed w.e.f. 01.07.2017 till further orders;
- b) The Ad-hoc Relief Allowance will be subject to income tax;
- c) The Ad-hoc Relief Allowance will be admissible during leave except during extra ordinary leave;
- d) The Ad-hoc Relief Allowance will not be treated as part of emoluments for the purpose of calculation of gratuity and recovery of house rent;
- e) The Ad-hoc Relief Allowance will not be admissible to the employees during the tenure of their posting/deputation abroad;
- f) The Ad-hoc Relief Allowance will be admissible to the employees on their repatriation from posting/deputation abroad at the rate and amount which would have been admissible to them, had they not been posted abroad;
- g) The Ad-hoc Relief Allowance will be admissible during the period of suspension;
- h) The term "Basic Pay" will also include the amount of Personal Pay granted on account of annual increment(s) beyond the maximum of the existing pay scales.

9. Special Pay and Allowances:

All the Special Pays, Special Allowances or the Allowances admissible as percentage of pay (excluding those which are capped by fixing maximum limit) including House Rent Allowance and the Allowance/Special Allowance equal to one month basic pay, granted to the employees of OPF-1 to 12 shall stand frozen at the level of its admissibility as on 30.06.2017.

10. Orderly Allowance

a. Orderly Allowance of OPF

Grade	Existing	Revised
OPF-10	Rs. 8,000/- per month	Rs. 9,335/- per month
OPF-11	Rs. 12,000/- per month	Rs. 14,000/- per month
OPF-12	Rs. 12,000/- per month	Rs. 14,000/- per month
MS-1/MD, OPF	Rs. 12,000/- per month	Rs. 14,000/- per month

Cont....P/5

b. Orderly Allowance of Educational Institutions

Grade	Existing	Revised
CS-10	Rs. 8,000/- per month	Rs. 9,335/- per month
CS-11	Rs. 12,000/- per month	Rs. 14,000/- per month

(Note: The Orderly allowance is admissible subject to furnishing a certificate that the officer is not using the services of any official employee at his residence).

11. All the existing rules/orders on the subject shall be considered to have been modified to the extent indicated above. All the existing rules/orders, not so modified, shall continue to be in force under this scheme.

Authority: Approval of the BOG in its 139<sup>th</sup> meeting held on 08.07.2017 and approval of the Managing Director, OPF on minute sheet dated 27.07.2017.



(Hasan Mobeen)  
Assistant Director (HR)

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**Overseas Pakistanis Foundation  
(Secretariat)**

Station: Islamabad

Dated: 27<sup>th</sup> July, 2017.

**ROUTINE OFFICE ORDER**

No: 134/17: **REVISION OF RATES OF DAILY ALLOWANCES ON OFFICIAL DUTY WITHIN THE COUNTRY**

In pursuance of Finance Division (Regulations Wing)'s Office Memorandum No. F.8(1)R-10/2011-309/III dated 03.07.2017 and decision taken in 139<sup>th</sup> meeting of the Board of Governors held on 08.07.2017, the management is pleased to revise the rates of daily allowances and hotel expenses on official duty within the country in respect of employees of OPF, Educational Institutions and Eye Hospitals employees w.e.f. 01.07.2017, as per detail given below:-

**A. EMPLOYEES OF OPF**

i. **Daily Allowance**

Sr. No.	Grade	Existing (Rs.) 2016		Revised (w.e.f 1st Jul-2017) (Rs.)	
		Special	Ordinary	Special	Ordinary
1	OPF-1	500	310	800	496
2	OPF-2 & 3	550	390	880	624
3	OPF-4, 5 & 6	900	700	1,440	1,120
4	OPF-7, 8 & 9	1,600	1,250	2,560	2,000
5	OPF-10 & 11	2,050	1,550	3,280	2,480
6	OPF-12	2,500	1,750	4,000	2,800
7	MD OPF/BPS-22	3,000	1,750	4,800	2,800

ii. **Hotel Expenses of OPF Employees**

Sr. No.	Grade	Existing (Rs.) 2016		Revised (w.e.f 1st Jul-2017) (Rs.)	
		Special	Ordinary	Special	Ordinary
1	OPF-1	1,500	465	2,400	744
2	OPF-2 & 3	1,650	585	2,640	936
3	OPF-4, 5 & 6	2,700	1,050	4,320	1,680
4	OPF-7, 8 & 9	4,800	1,875	7,680	3,000
5	OPF-10 & 11	6,150	2,325	9,840	3,720
6	OPF-12	7,500	2,625	12,000	4,200
7	MD OPF/BPS-22	9,000	2,625	14,400	4,200

**B. DAILY ALLOWANCE OF EDUCATIONAL INSTITUTIONS**

**i. Schools/Colleges**

<u>CS SCALES</u>	<u>Existing 2016</u>		<u>Revised 2017</u>	
	<u>Special</u>	<u>Ordinary</u>	<u>Special</u>	<u>Ordinary</u>
CS-1 TO CS-2	230	375	368	600
CS-3 TO CS-6	400	525	640	840
CS-7 TO CS-9	675	900	1,080	1,440
CS-10 TO CS-11	950	1,250	1,520	2,000

**ii. Public Schools**

<u>PS SCALES</u>	<u>Existing 2016</u>		<u>Revised 2017</u>	
	<u>Special</u>	<u>Ordinary</u>	<u>Special</u>	<u>Ordinary</u>
PS-1 TO PS-2	230	375	368	600
PS-3 TO PS-6	400	525	640	840
PS-7 TO PS-8	675	900	1,080	1,440

2. Specified stations for special rates as notified from time to time are Hyderabad, Karachi, Sukkur, Bahawalpur, DG Khan, Multan, Quetta, Sargodha, Sialkot, Lahore, Gujranwala, Rawalpindi, Islamabad, Faisalabad, Peshawar, Northern Areas, Muzaffarabad & Mirpur (AJ&K).

3. Daily allowance will be admissible only for the actual night(s) at the outstation for which daily allowance is claimed. Where night stop is not involved and if absence from Headquarters exceeds four hours, half daily allowance will be allowed.

4. The proposed rates shall not apply where 20 fixed Das for operational duties are being paid with salary which will be admissible on existing rates.

5. OPF employees upto OPF Grade-1 to 10 may stay in Government Guest Houses, Public Sector Corporations, Rest Houses and Motels/Hotels (minus Five Star Hotels). They can claim actual room rent charges on production of receipts subject to maximum of three DAs in specified stations and once and half DA at non-specified stations. Where no hotel accommodation receipt is produced, the rate of accommodation charges will be admissible equivalent to two DAs in specified stations and one DA at non-specified stations.

6. OPF Employees in OPF Grade-11 and above may stay in hotels and claim room rent charges on production of receipts, subject to a maximum of three DAs for specified stations and 1 ½ DAs on non-specified stations, where no hotel accommodation receipt is produced, the rate of accommodation charges will be admissible equivalent to two DAs in specified stations and one DA at non-specified stations. If, however, the room rent charges are in excess of the maximum ceiling aforementioned, the OPF will pay fifty percent of the additional amount.

Authority: Approval of the BOG in its 139<sup>th</sup> meeting held on 08.07.2017 and approval of the Managing Director, OPF on minute sheet dated 27.07.2017.

  
(Hasan Mobeen)  
Assistant Director (HR)

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**Overseas Pakistanis Foundation**  
(Human Resource Wing)

Station: Islamabad

Dated 24<sup>th</sup> August, 2017

**ROUTINE OFFICE ORDER**

No. 141 /2017: **CHANGE OF DESIGNATION OF ONE POST OF ASSISTANT DIRECTOR (OPF-7) TO LAW OFFICER (OPF-7) FOR LEGAL CELL, OPF HEAD OFFICE, ISLAMABAD**

The Board of Governors in its 139<sup>th</sup> meeting held on 8<sup>th</sup> July, 2017 has resolved to approve the re-designation of one sanctioned post of Assistant Director (OPF-7), Administrative and Ministerial Cadre as Law Officer (OPF-7) in the same cadre.

**Authority:** Approval of the Managing Director, OPF dated 23-08-2017.

  
(Hasan Mobeen)  
Assistant Director (HR-II)

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**Overseas Pakistanis Foundation**  
(Human Resource Wing)

Station: Islamabad

Dated 24<sup>th</sup> August, 2017

**ROUTINE OFFICE ORDER**

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No. 142/2017: **PAYMENT OF GRATUITY**

Reference: Routine office Order No.58/2017 dated 21-4-2017

The Board of Governors in its 139<sup>th</sup> meeting held on 8<sup>th</sup> July, 2017 has resolved to approve the grant of additional gratuity @ half basic pay (0.5) over and above the prevailing rate of gratuity for the period, will be admissible in death during service cases to all OPF and its project employees.

**Authority:** Approval of the Managing Director, OPF dated 23-08-2017.

  
(Hasan Mobeen)  
Assistant Director (HR-II)

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**Overseas Pakistanis foundation**  
**(Secretariat)**

Station: Islamabad

Dated: 24<sup>th</sup> August, 2017

**ROUTINE OFFICER ORDER**

No: 143 /17: **MEDICAL FACILITY FOR FAMILIES OF SERVING REGULAR EMPLOYEES OF OPF AT A STATION OTHER THAN HEADQUARTER STATIONS**

In pursuance of decision taken in 139<sup>th</sup> meeting of the Board of Governors held on 08.07.2017, the families of regular employees of OPF are allowed to avail medical attendance and treatment as per OPF medical rules / policy at a station other than the station of duty of the employee.

Administration will prepare SOP and devise procedure for implementation of BOG's decision.

Authority: Approval of the BOG in its 139<sup>th</sup> meeting held on 08.07.2017 and approval of the Managing Director, OPF on minute sheet dated 18.08.2017



(Hassan Mobeen)  
Assistant Director (HR-II)

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**(Secretariat)**

Station: **ISLAMABAD**

Dated: 5<sup>th</sup> January, 2018.

**ROUTINE OFFICE ORDER**

No. DS/2018: **UPGRADATION OF MINISTERIAL POSTS IN OPF.**

The Board of Governors in its 141<sup>st</sup> meeting held on 22.12.2017 has approved the upgradation of Administrative Assistants/Assistant Welfare Officers (OPF Grade-5), Office Assistants/Welfare Assistants (OPF-4) and Clerk/Typists (OPF-3 – having five years service) working in Administrative and Ministerial Cadre of OPF w.e.f. 01.01.2017 with no change in sanctioned strength.

2. The incumbents as on 22.12.2017 of OPF Grade 5 (Administrative Assistants/Assistant Welfare Officers) are granted OPF-6 as one time dispensation in person to them. After the vacation of the posts(s) due to any reason including promotion or retirement or termination or death etc. the post will be reverted back to OPF Grade-5. The detail of said incumbents of OPF Grade-5 is as under:-

S. #	Name	Designation	Div./Office
1	Mr. Masiullah Shaikh	Assistant Welfare Officer	OPF, R.O. Karachi.
2	Mr. Muhammad Sadiq	Assistant Welfare Officer	HR Wing
3	Mrs. Azra Asghar	Assistant Welfare Officer	W&S Division
4	Mr. Muhammad Luqman Awan	Assistant Welfare Officer	BOG Sectt.
5	Mr. Shakil Ahmed	Assistant Welfare Officer	MIS Section
6	Mr. Zeb uz Zaman	Assistant Welfare Officer	R.O. Peshawar
7	Miss Raina Noreen	Administrative Asstt.	R.O. Peshawar
8	Mr. Naveed Iqbal Qureshi	Administrative Asstt.	R.O. Karachi
**10	Late Saif ur Rehman	Ex-Administrative Asstt.	R.O. Lahore
11	Mr. Abdul Rafique Khan	Administrative Asstt.	H&W Div.
12	Mr. Muhammad Hameed	Administrative Asstt.	R.O. Quetta
13	Mr. Shakil Amjad Naqvi	Administrative Asstt.	H&W Div.
14	Syed Shams Ul Arfeen	Administrative Asstt.	W&S Division
15	Mr. Muhammad Shahid	Administrative Asstt.	W&S Division
16	Mr. Shahid Ali	Administrative Asstt.	BOG Sectt.
17	Mr. Pervaiz Masih	Administrative Asstt.	R.O. Karachi
18	Mr. Rogh Jan Mahsud	Administrative Asstt.	Education Div.
19	Mr. M. Rafique Ghouri	Administrative Asstt.	BOG Sectt.
20	Mr. Azhar Abbas Shah	Administrative Asstt.	H&W Div.
21	Mr. Zakir Khan	Administrative Asstt.	R.O. Peshawar
22	Mr. Shahbaz Ahmed Khan	Administrative Asstt.	R.O. Lahore
23	Mr. Waseem Ahmad	Administrative Asstt.	R.O. Lahore

24	Mr. Muhammad Bakhsh	Administrative Asstt.	Education Div.
25	Mr. Mazhar Hussain Shah	Administrative Asstt.	H & W Div.

**\*\* Late Saif Ur Rehman, Ex-Administrative Assistant, R.O. Lahore has died on 19.12.2017.**

3. The incumbents as on 22.12.2017 of OPF Grade 4 (Office Assistant/Welfare Assistant) are granted OPF-6 as one time dispensation in person to them. After the vacation of the posts(s) due to any reason including promotion or retirement or termination or death etc. the post will be reverted back to OPF Grade-5. The detail of said incumbents of OPF Grade-5 is as under:-

S. #	Name	Designation	Div./Office
1	Mr. Ghulam Hasnain	Office Assistant	Education Div.
2	Mr. Khalil Ahmad	Office Assistant	H&W Div.
3	Mr. Muhammad Ijaz Ul Haq	Office Assistant	Education Div.
4	Mr. Ghulam Akbar Shahzad	Office Assistant	R.O. Multan
5	Mr. Abdul Rauf Khan	Office Assistant	Admin. Wing
6	Mr. Abdul Rehman	Office Assistant	W&S Division
7	Ms. Tahira Yasmin Ghazal	Office Assistant	HR Wing
8	Mr. Amer Hussain	Office Assistant	Education Div.
9	Mr. Waqas Naseem	Office Assistant	H&W Div.
10	Mr. Ajay Kumar	Office Assistant	RTP
11	Mr. Ibrar Khan	Office Assistant	R.O. Peshawar
12	Mr. Munib Ahmad	Office Assistant	HR Wing
13	Miss. Fatima Umar	Office Assistant	BOG Sectt.
14	Mr. Masood Akhtar	Welfare Assistant	R.O. Mirpur
15	Mrs. Azra Rafaqat	Office Assistant	Admin. Wing
16	Mr. Shakil Ahmad Jan	Office Assistant	R.O. Peshawar
17	Mr. Zulfiqar Ali	Office Assistant	HR Wing
18	Hafiz M. Aamir Baig	Office Assistant	R.O. Lahore
19	Mr. Aman ullah	Office Assistant	R.O. Peshawar
20	Mr. Khizar Mehmood	Office Assistant	Admin. Wing
21	Mr. Jamil Akhtar	Office Assistant	Education Div.
22	Mr. M. Sagheer Khan	Office Assistant	Admin. Wing
23	Mr. M. Ishaque Hussain	Office Assistant	Legal Cell
24	Mr. Muhammad Tahir	Office Assistant	R.O. Multan
25	Mr. Arshad Mehmood	Office Assistant	W&S Division
26	Rana Muhammad Aslam	Office Assistant	W&S Division
27	Mr. Zahid Din	Office Assistant	MD Sectt.
28	Mr. Muhammad Furqan	Office Assistant	HR Wing
29	Mr. Raza Shaikh	Office Assistant	R.O. Karachi
30	Ms. Tahseen Haseeb	Office Assistant	R.O. Karachi
31	Mr. Jahangir Ahmad Khokhar	Office Assistant	R.O. Quetta
32	Syed Kashif Abdullah	Office Assistant	R.O. Karachi
33	Mr. Imtiaz Ali Bhagat	Office Assistant	R.O. Karachi
34	Mr. Ashfaq Hussain	Office Assistant	Education Div.
35	Mr. Rasheed Ahmed Dogar	Office Assistant	R.O. Lahore

36	Mr. Raees Khan	Office Assistant	R.O. Peshawar
37	Mr. Muhammad Tayyab	Office Assistant	R.O. Lahore
38	Mr. Imtiaz Ahmed	Office Assistant	Education Div.
39	Mr. Faiz Muhammad	Office Assistant	W&S Division
40	Mr. Javaid Akhtar	Office Assistant	P&MC
41	Mr. Sabih Hansmukh	Office Assistant	R.O. Karachi
42	Mr. Muhammad Amir	Office Assistant	W&S Division
43	Mr. Haseeb Alam	Office Assistant	W&S Division
44	Mr. Yasir Mehmood	Office Assistant	HR Wing
45	Mr. Sajjad Masih	Office Assistant	HR Wing
46	Ms. Tahseen Mushtaq	Office Assistant	HR Wing
47	Mr. Asim Ahmed	Office Assistant	HR Wing

4. The incumbents of OPF Grade-4 will be upgraded to OPF-5 initially and then will be upgraded to OPF-6 for the purpose of fixation of their pay.

5. The incumbents as on 22-12-2017 of OPF Grade-3 (Clerks/Typists) who have completed five years of service are granted next higher grade (OPF 4) in person to them. Thereafter, they will be eligible for promotion on seniority-cum-fitness basis as per OPF Rules. After vacation of these post(s) due to any reason, posts will be reverted back to OPF - 3. The detail of said incumbents is as under:-

S. #	Name	Designation	Div./Office
1.	Mr. Muhammad Asif	Clerk	Welfare & Services
2.	Mr. Habib ur Rehman	Clerk	Housing & Works
3.	Mr. Naeem Iqbal	Clerk	MD's Office
4.	Mr. Sadaqat Ali	Clerk	Regional Office, Karachi
5.	Mr. Abid Hussain	Clerk	Welfare & Services
6.	Syed Mulazim Hussain	Clerk	Regional Office, Lahore
7.	Mr. Nazeer Ahmed	Clerk	Regional Office, Karachi
8.	Mr. Abdul Faheem Shah	Clerk	Housing & Works
9.	Mr. Imtiaz Hussain	Clerk	MD's Office
10.	Mr. Israr Haider	Clerk	Welfare & Services
11.	Mr. Allud Din Mahsud	Clerk	Welfare & Services
12.	Mr. Nasir Faheem Ahmed	Clerk	Housing & Works
13.	Mr. Ali Ahmed	Clerk	Regional Office, Quetta
14.	Mr. Muhammad Riaz	Clerk	P & MC
15.	Mr. Gohar Ali	Clerk	VTC, Peshawar
16.	Mr. Muhammad Arif	Clerk	Administration Wing
17.	Mr. Muhammad Imran Ahmed	Clerk	Regional Office, Lahore
18.	Mr. Muhammad Amin	Clerk	Regional Office, Lahore
19.	Mr. Iqbal Hussain	Clerk	Finance
20.	Mr. Mehmood Ali	Clerk	Welfare & Services
21.	Mr. Muhammad Owais	Clerk	Regional Office, Karachi

22.	Mr. Zia ullah Khan	Clerk	Admin Wing
23.	Mr. Zia ur Rehman	Clerk	Regional Office, Peshawar
24.	Mr. Muhammad Irfan	Clerk	Regional Office, Multan
25.	Mr. Shahbaz Raza	Clerk	Legal Cell
26.	Mr. Javed Ali	Clerk	Housing & Works
27.	Mr. Faizan Ahmed	Clerk	Housing & Works
28.	Mr. Jalil Ahmed	Clerk	Finance
29.	Mr. Ser Beland	Clerk	Regional Office, Peshawar
30.	Mr. Muhammad Irfan	Clerk	P&MC
31.	Mr. Abdul Ghafoor	Clerk	Education
32.	Ms. Saima Farooq	Clerk	Regional Office, Karachi
33.	Mr. Rizwan Hamid	Clerk	Regional Office, Lahore
34.	Mr. Khurram Shahzad	Clerk	Regional Office, Lahore
35.	Mr. Ahsan Ullah	Clerk	HR Wing
36.	Mr. Shahid Hussain	Clerk	HR Wing
37.	Mr. Muhammad Younis Azeem	Clerk	Regional Office, Peshawar
38.	Mr. Babar Ali	Clerk	RTP
39.	Mr. Zahid Hussain	Clerk	Regional Office, Quetta
40.	Mr. Muhammad Farooq Aslam	Clerk	Regional Office, Multan
41.	Mr. Muhammad Imran Qamar	Clerk	Welfare & Services
42.	Mr. Muhammad Akram Lone	Clerk	Welfare & Services
43.	Mr. Nawaz Ali	Clerk	Education Division
44.	Mr. Arfan Ahmed	Clerk	International Airport, Sialkot
45.	Mr. Muhammad Ashraf	Clerk	R.O. Mirpur(AJ&K)
46.	Mr. Hafeez Ahmed Qureshi	Clerk	Coordination Wing
47.	Mr. Allah Ditta	Clerk	R.O. Lahore
48.	Mr. Amjad Ali	Clerk	Housing Scheme, Larkana
49.	Mr. Ijaz Ahmed	Clerk	R.O. Multan
50.	Mr. Zahid Hussain	Clerk	Housing & Works
51.	Mr. Zeeshan Nawaz	Clerk	Regional Office, Lahore

6. The pay of incumbents on upgradation / grant of higher scale shall be fixed strictly in accordance with rules made / orders issued, by Regulation Wing, Finance Division, the incumbents shall be entitled to annual increment falling due on 1st December, 2017.

7. Henceforth the qualifying of the following courses from the National Information Technology Board (NITB) shall be a precondition both for promotion and initial appointment to under-mentioned ministerial posts:-


Sr. No.	Designation / OPF Grade	Additional Condition for promotion / initial appointment
1.	Office Assistant (OPF-5)	6 weeks Basic IT Training Course (including MS Office) conducted by NITB.
2.	Clerks / Typists (OPF-3)	3 weeks Basic IT Training Course (including MS Office) conducted by NITB.

8. On regular promotion of the beneficiaries of upgradation as Welfare Officer / Office Superintendent (OPF Grade – 6), they will be eligible for increment of promotion only.

9. The other incumbents like DEOs, Security Assistant / Supervisors, Transport Supervisor, Telephone Operator, Revenue Assistant etc., who are not being upgraded, the seniority of these employees shall be remained fixed in Administrative and Ministerial Cadre and they may be allowed for promotion to the next higher Grades in the same cadre on seniority-cum-fitness basis, since these posts are not being upgraded, against the vacant positions as and when available, as per ratio fixed / specified in the OPF Employees (Service) Regulations – 1993.

10. After the promotion / upgradation of the posts of incumbents, the premature increment allowed by the Government of Pakistan, Finance Division, Regulation Wing's vide O.M. F.No. 11(4)R-2-/2011-1153/2013 dated 31st May, 2013 shall be admissible to such employees.

11. This issues with the approval of Managing Director, OPF on minute sheet dated 05.01.2018.

  
(Laeeqa Ambreen)  
Director General (HR&A)

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**Overseas Pakistanis Foundation**  
**(HR & Administration Division)**

Station: **ISLAMABAD**

Dated : **10<sup>th</sup>** January, 2018.

**ROUTINE OFFICE ORDER**

No. **09** /2018: **REVISION IN REMAINING RENTAL CEILING @ 15% OF ALL THE EMPLOYEES WORKING IN OPF.**

Reference: Routine Office Order No. 04/2018 dated 05.01.2018.

In continuation of Routine Office Order under reference, the revised rates of rental ceiling for hiring of residential accommodation for the employees of OPF Grade 1 and above is as under:-

OPF Grade	Existing Rental Ceiling (In Rs.)	Revised Rental Ceiling (In Rs.)
M-I/BPS-22/BPS-21	151,250/-	171,875/-
12	60,500/-	68,750/-
11	52,940/-	60,160/-
10	45,375/-	51,565/-
9	36,320/-	41,270/-
8	28,755/-	32,675/-
7	27,315/-	31,040/-
6	23,255/-	26,425/-
5	22,085/-	25,095/-
4	18,895/-	21,470/-
3	15,995/-	18,175/-
2	12,785/-	14,530/-
1	10,485/-	11,915/-

Authority: Approval of the BOG in its 141<sup>st</sup> meeting held on 22.12.2017 and Finance Division's noting dated 10.01.2018.

  
(Laeeqa Ambreen)

Director General (HR&A)

**Distribution:**

List "D"

## ROUTINE OFFICE ORDER

No. 24 /2018: **SERVICE STRUCTURE OF COMPUTER CADRE (MIS).**

The BOG in its 141<sup>st</sup> meeting held on 22<sup>nd</sup> December, 2017 has resolved to approve the creation of the following 03 additional posts in Computer Cadre:

S.No.	Name of Post	Grade
1.	Additional Director (MIS)	OPF-9
2.	Deputy Director (MIS)	OPF-8
3.	Assistant Director (Network support)	OPF-7

2. The BOG has further resolved to approve the following regular sanctioned strength of computer cadre along with appointment/promotion criteria.

S. No	Title of post & Grade	No. of post	Ratio of appointment / promotion	Minimum eligibility/promotion criteria and remarks
1.	Director (Computer), OPF-10	01	100% by promotion	i. OPF Grade-9 employees of Computer cadre having 12 years' service in OPF Grade-7 & above including 3 years' service in OPF-9. ii. Must possess a minimum 2 <sup>nd</sup> class Master's in Computer Sciences or Bachelor's in Computer Sciences (four years) or Equivalent Qualifications from an HEC recognized University.
2.	Additional Director (Computer), OPF-9	01	100% by promotion	i. OPF Grade-9 employees of Computer cadre having 7 years service in OPF Grade-7 & above including 3 years service in OPF-8. ii. Must possess a minimum 2 <sup>nd</sup> class Master's in Computer Sciences or Bachelor's in Computer Sciences (four years) from an HEC recognized University.
3.	System Analyst, OPF-8	01	100% by promotion	i. OPF Grade-7 employees of Computer Cadre having 5 years service in OPF Grade-7. ii. Must possess a minimum 2 <sup>nd</sup> class Master's in Computer Sciences or Bachelor's in Computer Sciences (four years) from an HEC recognized University.
4.	Deputy Director (Computer), OPF-8	01	100% by promotion	-do-

5.	Deputy Director (Computer), OPF-8	01	100% by promotion	-do-
6.	Database Administrator, OPF-7	01	100% by initial appointment	i. At least a 2 <sup>nd</sup> class Master's in Computer Sciences or Bachelor's in Computer Sciences (four years) from an HEC recognized University.  ii. Three years experience in the relevant field in an organization or a firm of repute in public or private sector.
7.	Assistant Director (Computer), OPF-7	01	100% by initial appointment	-do-
8.	Network Administrator, OPF-7	01	100% by initial appointment	-do-
9.	Assistant Director (Network Support), OPF-7	01	50% by initial appointment.  50% by promotion	<b><u>Initial appointment</u></b> i. At least a 2 <sup>nd</sup> class Master's in Computer Sciences or Bachelor's in Computer Sciences (four years) from an HEC recognized University.  ii. Three years' experience in the relevant field in an organization or a firm of repute in public or private sector.  <b><u>Promotion</u></b> i. 5 years' service as Computer Technician (OPF-6)
10.	Computer Technician OPF-6	01	100% by initial appointment	i. At least a 2 <sup>nd</sup> class Three years diploma from any recognized Polytechnic Institute in Electronics or Computer Hardware.  ii. Three years' experience in the relevant field.
<b>Total</b>		<b>10 posts</b>		

**Authority:** Approval of Managing Director, OPF dated 25-1-2018.

  
**(Hasan Mobeen)**  
 Assistant Director (HR-II)

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**Overseas Pakistanis Foundation**

(Human Resource Wing)

Station: Islamabad

Dated 7<sup>th</sup> May, 2018

**ROUTINE OFFICE ORDER**

No. 80/2018: **DOWNGRADING OF THE POST OF EXECUTIVE DIRECTOR (OPF GRADE-12) TO THE POST OF DIRECTOR GENERAL (OPF GRADE-11)**

In pursuance of the decision of the BOG in its 142<sup>nd</sup> Meeting held on 3<sup>rd</sup> April, 2018, the Competent Authority is pleased to approve that after vacation of the post of Executive Director (OPF-12) due to any reason i.e. promotion / retirement, the said post shall be downgraded to the position of Director General (OPF-11). The post of Deputy Managing Director (OPF-12) will continue to be filled in by promotion.

**Authority:** Approval of the BOG in its 142<sup>nd</sup> meeting held on 3<sup>rd</sup> April, 2018 and approval of Managing Director, OPF dated 4<sup>th</sup> May, 2018.



(Hasan Mobeen)  
Assistant Director (HR-II)

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(Human Resource Wing)

Location: Islamabad

Dated 17<sup>th</sup> August, 2018

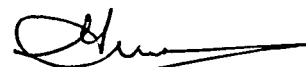
**ROUTINE OFFICE ORDER**

125/2018: **CREATION OF POST OF SENIOR LEGAL ADVISOR FOR LEGAL CELL.**

The Board of Governors in its 145<sup>th</sup> meeting held on 11<sup>th</sup> July, 2018 has resolved to approve the creation of the post of Senior Legal Advisor for Legal Cell and authorized the Managing Director, OPF to hire an experienced Lawyer with the negotiable remuneration package upto Rs. 200,000/- with the following criteria:-

Post Name	Senior Legal Advisor, On contract basis initially for a period of one year. (Extendable based on performance).
Qualification	Minimum 2nd class LLB or equivalent (from the University recognized by Higher Education Commission).
Experience	<ul style="list-style-type: none"><li>• Minimum 25 years relevant professional experience with atleast 10 years in senior management position in well reputed firm or credible experience of Seniors Courts.</li><li>• Experience with public sector organizations mandatory.</li><li>• Preference will be given to retired government servant.</li></ul>
Other Skills	<ul style="list-style-type: none"><li>• Excellent communication (spoken and written) skills in English.</li><li>• Excellent interpersonal skills, including ability to operate effectively across organizational boundaries.</li></ul>
Age	<ul style="list-style-type: none"><li>• Between 55-63 years</li></ul>

Authority: Approval of BOG in its 145<sup>th</sup> meeting held on 11<sup>th</sup> July, 2018 and approval of Managing Director, OPF dated 16-08-2018.



(Hasan Mobeen)

Assistant Director (HR-II)

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**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: Islamabad.

Dated: January 21<sup>st</sup>, 2019

**ROUTINE OFFICE ORDER**

No.: 11/19: **STREAMLINE THE SERVICE STRUCTURE OF STENOTYPIST, STENOGRAPHERS AT PAR WITH GOVERNMENT.**

Board of Governors (BOG) in its 148<sup>th</sup> meeting held on 20.12.2018, resolved to approve the streamlining of service structure of Steno typist, Stenographers in line with the policy of the Government whereby they will retain seniority in their own line of service category, with effect from the date of meeting of BOG i.e. 20.12.2018. They will not be merged into the Administrative/Ministerial Cadre of OPF as Assistant Director (OPF-7).

2. Procedure/guidelines for granting higher grades are annexed to this routine office order.

Authority: Approval of BOG in its 148<sup>th</sup> meeting held on 20.12.2018 and Managing Director dated 18.01.2019.



(Muhammad Munir)  
Assistant Director (HR)

**Distribution**  
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Overseas Pakistanis Foundation

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Subject: PROCEDURE/GUIDELINES FOR GRANTING HIGHER GRADE TO STENOYPIST/STENOGRAPHER AFTER STREAMLINE THEIR SERVICE STRUCTURE.

Procedure for granting higher grade to Stenotypist/Stenographer with effect from 20.12.2018 is as under:-

- i. Promotion of the Stenographers as Assistant Director on pro-rata basis is discontinued.
- ii. The post of Stenographer, OPF Grade-6 is re-designated as Assistant Private Secretary, OPF Grade-6. All the incumbents of the posts of Stenographer, OPF Grade-6 are hereby re-designated as Assistant Private Secretary, OPF Grade-6
- iii. Stenotypist, OPF Grade-4 are allowed for promotion to OPF Grade-6 as Assistant Private Secretary subject to fulfillment of codal formalities and seniority cum-fitness basis on the recommendation of Departmental Promotion Committee (DPC).
- iv. Assistant Private Secretaries, OPF Grade-6 will be granted OPF Grade-7 as Private Secretary after putting in 5 years satisfactory service subject to fulfillment the codal formalities on the recommendation of Departmental Promotion Committee (DPC).
- v. Private Secretaries will be granted OPF Grade-8 after putting in 5 years satisfactory service in OPF Grade-7 subject to fulfillment of codal formalities on the recommendation of Departmental Promotion Committee (DPC).
- vi. The Private Secretaries in OPF Grade-8 will further be granted OPF Grade-9 after putting in 12 years' service in OPF Grade-7 and above including three years' service in OPF Grade-8 subject to fulfillment of codal formalities on the recommendation of Departmental Promotion Committee (DPC). However, on grant of OPF Grade-9 nomenclature of the post will be Senior Private Secretary.
- vii. The grant of OPF Grade-7 to OPF Grade-9 will be along with posts.
- viii. Only those Private Secretaries will be upgraded to OPF Grade-8 & above who possess at least Second class Bachelor Degree from HEC recognized Universities.
- ix. After retirement/termination/death/resignation etc. posts of Private Secretaries/Senior Private Secretaries will again be available in OPF Grade-6 as Assistant Private Secretary for promotion of Stenotypist OPF Grade-4.
- x. Special pay admissible to Senior Private Secretary, Private Secretary & Assistant Private Secretaries will be applicable with reference to Regulations Wing, Finance Division Office Memorandum No. F.2 (1)R-3/2007 dated 07.07.2015.

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Station: Islamabad

Dated 22.01 Jan, 2019

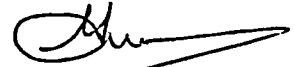
**ROUTINE OFFICE ORDER**

No: 13 /2019: **REVISED CRITERIA FOR THE POST OF LEGAL ADVISOR**

The Board of Governors in its 148<sup>th</sup> meeting held on 20<sup>th</sup> Dec, 2018 has decided to revise the eligibility criteria for appointment against the post of Legal Advisor, OPF subject to fulfillment of all codal formalities as under:-

Sr. No.	Particulars	Revised criteria for the post of Legal Advisor
i.	Post Name	Senior Legal Advisor (On contract basis initially for a period of two years - extendable based on performance).
ii.	Qualification	LLB from a recognized institution, preference will be given to LL.M degree holders.
iii.	Experience	<ul style="list-style-type: none"><li>• Atleast 10 to 15 years post qualification experience of working in the field of law with considerable skills in:</li><li>• Management and handling of court cases specifically civil and service matters.</li><li>• Opinion work on court cases, court related matters and other related issues.</li><li>• Good drafting skills both legal and legislative.</li><li>• Understanding and experience of working with government and relevant rules and regulations.</li></ul>
iv.	Other Skills	<ul style="list-style-type: none"><li>• Excellent communication (spoken and written) skills in English.</li><li>• Excellent interpersonal skills, including ability to operate effectively across organizational boundaries.</li></ul>
v.	Age	Minimum 40 years including all relaxations.
vi.	Salary	Ranging from Rs. 300,000/- to Rs. 400,000/- pm (negotiable depending on experience and qualification).

**Authority:** Approval of BOG in its 148<sup>th</sup> meeting held on 20<sup>th</sup> Dec, 2018 and approval of Managing Director, OPF dated 21.01.2019.



(Hasan Mobeen)  
Assistant Director (HR-II)

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**Overseas Pakistanis Foundation**  
(Human Resource Wing)

Station: Islamabad

Dated 25<sup>th</sup> Jan, 2019

**ROUTINE OFFICE ORDER**

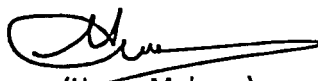
No. 18 /2019: **GRANT OF ASSISTANCE PACKAGE TO OPF EMPLOYEES WHO DIE DURING SERVICE**

On the recommendations of Human Resource Committee, the BOG in its 148<sup>th</sup> meeting held on 20<sup>th</sup> Dec, 2018 has resolved to approve the following Assistance Package for employees of OPF who die during service w.e.f. 20<sup>th</sup> Dec, 2018.

S.No.	Items	Approved Package for OPF Employees	
i.	Lump sum Grant	In Service Deaths	
		OPF Grade	Amount
		OPF-1	Rs. 600,000/-
		OPF-2	Rs. 900,000/-
		OPF 3-5	Rs. 1,200,000/-
		OPF 6-7	Rs. 1,500,000/-
		OPF 8-10	Rs. 2,400,000/-
		OPF 11 and above	Rs. 3,000,000/-
ii.	Accommodation	Payment of house rent allowance till the age of superannuation.	
iii.	Education	<ul style="list-style-type: none"><li>Free education to all the children of the deceased OPF employees up to graduation in any public / government educational institution including expenses of tuition fee, books related material and living allowances etc.</li><li>The Committee already constituted in this regard will devise SOP regarding free education.</li></ul>	
iv.	Marriage Grant	Marriage grant amounting to Rs. 8 lac on wedding of one daughter, may be granted to family of deceased OPF employees.	
v.	Health	Free health facilities as per their entitlement during service till the date of superannuation of deceased employees, if he would be alive.	

2. The BOG has further resolved to waive-off the conditions of basic qualification and eligibility criteria in case of giving job to widow of any deceased employee against any vacant post of OPF Grade-1 in the already implemented decision of the BOG regarding Jobs to wards/ widow of deceased employee up to OPF Grade 6.

**Authority:** Approval of BOG in its 148th meeting held on 20th Dec, 2018 and approval of Managing Director, OPF dated 25.01.2019.

  
(Hasan Mobeen)  
Assistant Director (HR)

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DG (W &S) /Chairman of the Committee constituted vide - w.r.t. para-1 (iii).  
Routine Office Order No. 87/2017 dated 19<sup>th</sup> May, 2017

**Overseas Pakistanis Foundation**  
(Human Resource Wing)

Station: Islamabad

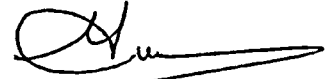
Dated 7<sup>th</sup> Feb, 2019

**ROUTINE OFFICE ORDER**

No. 23 /2019: **DELEGATION OF POWER TO MANAGING DIRECTOR, OPF REGARDING APPOINTMENT AND TERMINATION OF OPF PROJECT EMPLOYEES**

The Board of Governors in its 148<sup>th</sup> meeting held on 20<sup>th</sup> Dec, 2018 has decided to delegate full powers to Managing Director, OPF, being the administrative head of OPF, to appoint and terminate OPF project employees under Article-15 of the Articles of Association of OPF.

**Authority:** Approval of BOG in its 148<sup>th</sup> meeting held on 20<sup>th</sup> Dec, 2018 and approval of Managing Director, OPF dated 04.02.2019.



(Hasan Mobeen)  
Assistant Director (HR-II)

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**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: Islamabad.

Dated: March 11<sup>th</sup>, 2019

**ROUTINE OFFICE ORDER**

No.: 38/19: **AMENDMENTS IN OPF EMPLOYEES (SERVICE) – 1993 (PROMOTIONS)**

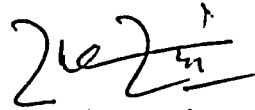
Board of Governors (BOG) in its 149<sup>th</sup> meeting held on 18.02.2019, resolved to approve the following:-

- i. The amendment in minimum length of service for promotion to the post of Deputy Managing Director, OPF Grade-12 as under:-

Name of post with OPF Grade	Existing length of service for promotion	Revised length of service for promotion
Deputy Managing Director, OPF Grade-12	27 years in OPF Grade-7 & above (including at least five (05) years service in OPF Grade-11) in case of initial appointment in OPF Grade-7.	22 years service in OPF Grade-7 & above including at least four years service in OPF Grade-11.

- ii. Posts in OPF Grade-10/BPS-19 and above shall be the selection posts, promotions to which are to be made on the basis of selection on merit at par with Government.
- iii. The Managing Director, OPF shall be the competent authority to incorporate amendments in the OPF Employees (Service) Regulations – 1993 in-line with the amendments made by the Government in its Promotion Policy from time to time, which are relevant to OPF.

Authority: Approval of BOG in its 149<sup>th</sup> meeting held on 18.02.2019 and Managing Director dated 08.03.2019.

  
(Muhammad Munir)  
Assistant Director (HR)

**Distribution**

List 'D'

**Overseas Pakistanis Foundation**  
(Human Resource Wing)

Station: Islamabad

Dated 1st April, 2019


**ROUTINE OFFICE ORDER**

No. 47 /2019: **EMPLOYMENT UNDER ASSISTANCE PACKAGE FOR THE FAMILIES OF DECEASED EMPLOYEES WHO DIE DURING SERVICE**

The Board of Governors in its 149<sup>th</sup> meeting held on 18<sup>th</sup> Feb, 2019 has resolved to approve the following:

- i. To adopt the Federal Government policy notified by Establishment Division, vide OM No. No.8/65/2016-E-2 dated 21<sup>st</sup> April, 2017 with immediate effect, according to which, "the relaxation in upper age limit for widow / widower of the deceased government servant shall be relaxed upto the age of 50 years, for appointment under the Prime Minister's assistance package".
- ii. To waive off experience against appointment in OPF Grade 1-5 only for widows / widowers and wards of deceased employees under PM's Assistance Package with immediate effect.
- iii. Widows / widowers and wards of deceased employees (Grade 2-5) may be offered jobs in lower grades if they do not meet the requisite educational qualification, with immediate effect.
- iv. Widows / widowers and wards may be allowed three months' time for improving their typing skills for meeting the requisite criteria of jobs being offered, with immediate effect.

**Authority:** Approval of BOG in its 149<sup>th</sup> meeting held on 18<sup>th</sup> Feb, 2019 and approval of Managing Director, OPF dated 28.03.2019.

  
(Hasan Mobeen)  
Assistant Director (HR-II)

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Station: Islamabad

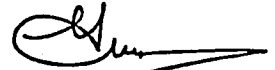
Dated 1st April, 2019

**ROUTINE OFFICE ORDER**

No. 48 /2019: **EMPLOYMENT UNDER ASSISTANCE PACKAGE FOR THE FAMILIES OF DECEASED EMPLOYEES WHO DIE DURING SERVICE**

The Board of Governors in its 149<sup>th</sup> meeting held on 18<sup>th</sup> Feb, 2019 has resolved to empower the Managing Director, OPF with immediate effect to grant approval for adoption of any change / revision in the Assistance Package in accordance with Federal Government Policy from time to time, to the extent of policy already adopted by the Board.

**Authority:** Approval of BOG in its 149<sup>th</sup> meeting held on 18<sup>th</sup> Feb, 2019 and approval of Managing Director, OPF dated 28.03.2019.



(Hasan Mobeen)  
Assistant Director (HR-II)

**Distribution:**

- All Concerned
- Office Copy
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**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: Islamabad.

Dated: 08<sup>th</sup> July, 2019

**ROUTINE OFFICE ORDER**

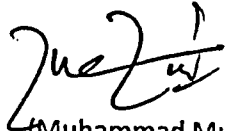
No.: 92/19: **RESTRUCTURING OF FINANCE CADRE AND AUDIT CADRE OF OPF**

Board of Governors (BOG) in its 150<sup>th</sup> meeting held on 28.05.2019, resolved to empower the Managing Director, OPF regarding restructuring of Finance Cadre and Audit Cadre being an administrative matter in line with decision of HR Committee dated 27.08.2018 with the direction that no new post shall be created for adjustments.

2. In addition, for the placement of Incumbents of one post of Assistant Accountant (OPF-5) alongwith incumbent of one post of Audit Assistant (OPF-4), these will continue to be charged against the existing occupied posts of Finance Cadre.

3. In pursuance of BOG decision, the Managing Director has approved the restructuring of Finance Cadre and Audit Cadre containing sanctioned strength, methods of appointment, qualification, experience, and other conditions relating to post and placing employees in Finance & Audit cadres separately (Annexed).

Authority: Approval of BOG in its 150<sup>th</sup> meeting held on 28.05.2019 and Managing Director dated 05.07.2019.

  
(Muhammad Munir)  
Assistant Director (HR)

**Distribution**

All concerned

**Overseas Pakistanis Foundation**  
**(Secretariat)**

Subject: **Restructuring of Finance Cadre and Audit Cadre of OPF**

In pursuance of BOG decision in its 150<sup>th</sup> meeting held on 28.05.2019, the Managing Director has approved the restructuring of Finance Cadre and Audit Cadre as under:-

**For Finance Cadre:-**

- i. Sanctioned strength of Finance Cadre (Appendix-I)
- ii. Methods of appointment of Finance Cadre (Appendix-II),
- iii. Qualification, experience, and other conditions for initial appointment relating to post in Finance Cadre (Appendix-III).
- iv. Qualification, experience, and other conditions for promotion relating to post in Finance Cadre (Appendix-IV).
- v. Placing employees in Finance Cadre (Appendix-V).
- vi. Nomenclatures of the following posts of Finance Cadre are re-designated as follows

Sr.#	Existing nomenclature of the post with OPF Grade	Proposed nomenclature of post with OPF Grade
a.	Assistant Accounts Officer, OPF Grade-6	Senior Accounts Officer, OPF Grade-6
b.	Assistant Accountant, OPF Grade-5	Junior Accounts Officer, OPF Grade-5

**For Audit Cadre:-**

- i. Sanctioned strength of Audit Cadre (Appendix-VI)
- ii. Methods of appointment of Audit Cadre (Appendix-VII),
- iii. Qualification, experience, and other conditions for initial appointment relating to post in Audit Cadre (Appendix-VIII).
- iv. Qualification, experience, and other conditions for promotion relating to post in Audit Cadre (Appendix-IX).
- v. Placing employees in Audit Cadre (Appendix-X).

\*\*\*\*\*

-1-



**MUHAMMAD MUNIR**  
Assistant Director (HR)  
Dated: 08.07.2019


**Appendix-I of Annexure to R.O.O No. 92/19 Dated 08.07.2019**

**1. Sanctioned Strength (Finance Cadre)**

The sanctioned strength of the cadre, including OPF grade in which each post is classified, is given in the table below.

**TABLE**

Sr. No.	Serial Number and cadre post with OPF Grade	Total Number of sanctioned posts	Total number of posts in the grade concerned	Remarks
	1	2	3	4
1.	<b><u>OPF Grade 11</u></b> Chief Financial Officer (Contract post)	01	01	
1.	<b><u>OPF GRADE - 10</u></b> Director(Finance)	02	02	
1.	<b><u>OPF Grade-9</u></b> Additional Director (Finance)	03	03	
1.	<b><u>OPF Grade-8</u></b> Deputy Director (Finance)	05	05	
1.	<b><u>OPF Grade-7</u></b> Assistant Director (Finance)	07	07	
1	<b><u>OPF Grade-6</u></b> Senior Accounts Officer	07	07	
1.	<b><u>OPF Grade-5</u></b> Junior Accounts Officer	09	09	
1.	<b><u>OPF Grade-4</u></b> Accounts Assistant	11	11	
1.	<b><u>OPF Grade-3</u></b> Accounts Clerk	01	01	

  
**MUHAMMAD MUNIR**  
 Assistant Director (HR)  
 Dated: 08.07.2019

**Appendix-II of Annexure to R.O.O No. 92/19 Dated 08.07.2019**

2. **Method of appointment (Finance Cadre):-** Appointment to the posts indicated in column-1 of the table below shall be made by initial appointment or promotion in the ratio specified against each post.

**TABLE**

Serial Number and Cadre Post with OPF Grade		Ratio of Appointment	
		Initial Appointment	Appointment by Promotion
1		2	3
1.	<b>OPF Grade 11</b> Chief Financial Officer (Contract post)	100%	
1.	<b>OPF GRADE - 10</b> Director(Finance)	50%	50%
1.	<b>OPF Grade-9</b> Additional Director (Finance)	33%	67%
1.	<b>OPF Grade-8</b> Deputy Director (Finance)		100%
1.	<b>OPF Grade-7</b> Assistant Director (Finance)	25%	75%
1	<b>OPF Grade-6</b> Senior Accounts Officer		100%
1.	<b>OPF Grade-5</b> Junior Accounts Officer		100%
1.	<b>OPF Grade-4</b> Accounts Assistant	90%	10%
1.	<b>OPF Grade-3</b> Accounts Clerk	100%	-

*24/7/19*

**MUHAMMAD MUNIR**

Assistant Director (HR)

Dated: 08.07.2019

**3. Initial Appointment (Finance Cadre):-** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below:

**TABLE**

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions. <sup>1</sup>
1		2	3
1.	<b>OPF Grade – 11</b> Chief Finance Officer, OPF Grade-11 (Contract post)	50	In accordance with CGR 2013  (a) a member of a recognized body of professional accountants with at least five years relevant experience, in case of Public Sector Companies having total assets of five billion rupees or more;  <b>or</b>  (b) A person holding a master degree in Commerce from a university recognized by the Higher Education Commission with at least fourteen (14) years relevant experience on responsible position in case of other Public Sector Companies.
2.	Director (Finance), OPF Grade-10	50	A member of a Recognized body of Professional Accountants with at least Seven years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.  <b>Or</b>  A Second Class Master's degree in Commerce with Twelve (12) years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.

*Muhammad Munir*

**MUHAMMAD MUNIR**

Assistant Director (HR)

Dated: 08.07.2019

3.	Additional Director (Finance), OPF Grade-9	45	<p>a) ACCA (Finalist) or C.A (Finalist) or ICMA (Finalist) or CIMA (Finalist).</p> <p>b) Five (05) years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p>OR</p> <p>A Second class Master's degree in Commerce with ten (10) years' service in the relevant field in a responsible position equivalent to OPF Grade 7 or (BPS-17) and above in Govt. or in an organization or firm of repute in public or private sector.</p>
4.	Deputy Director (Finance), OPF Grade-8	35	<p>a) ACCA (Finalist) or C.A (Finalist)/ICMA (Finalist)/CIMA (Finalist).</p> <p>b) Five years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p>OR</p> <p>a) A 2nd class Master's degree in Business Administration or in Commerce.</p> <p>b) 05 years' experience in the relevant field in a responsible position equivalent to OPF Grade 7 or basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector.</p>
5.	Assistant Director (Finance), OPF Grade-7	30	<p>a) A second class Master's degree in Commerce or professional Accountant (Finalist).</p> <p>b) Three years' experience in the relevant field in a responsible position in Government or in an organization or a firm of repute in public or private sector.</p>

-S-

*Muhammad Munir*


**MUHAMMAD MUNIR**

Assistant Director (HR)

Dated: 28.07.2019

6.	Senior Accounts Officer, OPF Grade-6	28	<p>a) A second class Bachelor's degree in Commerce.</p> <p>b) Five years' experience in the relevant field in a responsible position in Government or an organization or a firm of repute in public or private sector.</p>
7.	Junior Accounts Officer, OPF Grade-5	25'	<p>a) A second class Bachelor's degree in Commerce.</p> <p>b) Five years relevant experience in Government or in an organization or firm of repute in public or private sector.</p>
8.	Accounts Assistant, OPF Grade-4	25	<p>a) A second class Bachelor's degree in Commerce.</p> <p>b) One year relevant experience.</p>
9.	Accounts Clerk, OPF Grade-3	25	<p>a) Intermediate in Commerce / Diploma in Commerce.</p> <p>b) Two years' relevant experience.</p>

1. Qualifications specified in Column 3 of the table should be from a recognized University, Board or Institution, as the case may be and should be at least in second class / division.
2. Experience specified in Column 3 means experience after acquiring the relevant qualification specified in that column.

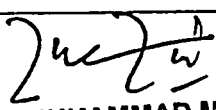
  
**MUHAMMAD MUNIR**  
 Assistant Director (HR)  
 Dated: 08.07.2019

**Appendix-IV of Annexure to R.O.O No. 92/19 Dated 08.07.2019**

4. **Promotion (Finance Cadre).-** Subject to the length of service in OPF Grade 7 and above as may be specified for promotion to posts in OPF Grade 8 and above, promotion to posts in column 1 of the table below shall be made from amongst employees who hold the post specified in column 2 of the table on regular basis and possess the qualification and experience specified in column 3.

**TABLE**

Serial number and cadre post with OPF grade		Employees eligible for promotion to the post specified in column 1.	Minimum qualification and experience and other conditions.
1		2	3
1.	<b>OPF GRADE - 10</b> Director(Finance)	Additional Director (Finance), OPF Grade-9	i) Three years' service in the post specified in column 2. ii) Should be at least Bachelor degree in Business Administration or commerce.
1.	<b>OPF Grade-9</b> Additional Director (Finance)	Deputy Director (Finance), OPF Grade-8	i) Three years' service in the post specified in column 2. ii) Should be atleast Bachelor degree in Business Administration or commerce.
1.	<b>OPF Grade-8</b> Deputy Director (Finance)	Assistant Director (Finance), OPF Grade-7	i) Three years' service in the post specified in column 2. ii) Should be Bachelor degree in Business Administration or commerce.
1.	<b>OPF Grade-7</b> Assistant Director (Finance)	Senior Accounts Officer, OPF Grade-6	i) Three years' service as Senior Accounts Officer, OPF Grade-6  ii) Should be a Bachelor degree in Business Administration or commerce.

  
**MUHAMMAD MUNIR**  
Assistant Director (HR)  
Dated: 08.07.2019

1	<b>OPF Grade-6</b> Senior Accounts Officer	Junior Accounts Officer, OPF Grade-5	i) Three years' service as Junior Accounts Officer, OPF Grade-5  ii) Should be a graduate in Business Administration or commerce.
1.	<b>OPF Grade-5</b> Junior Accounts Officer	Accounts Assistant, OPF Grade-4	i) Three years' service as Accounts Assistant, OPF Grade-4  ii) Should be a graduate in Business Administration or commerce.
1.	<b>OPF Grade-4</b> Accounts Assistant	Accounts Clerk, OPF Grade-3	Three years' service as Accounts Clerk, OPF Grade-3

*(Handwritten Signature)*

**MUHAMMAD MUNIR**  
Assistant Director (HR)

Dated: 08.07.2019

Appendix-VI of Annexure to R.O.O No. 92/19 Dated 08.07.2019

**1. Sanctioned Strength (Audit Cadre)**

The sanctioned strength of the cadre, including OPF grade in which each post is classified, is given in the table below.

**TABLE**

Sr. No.	Serial Number and cadre post with OPF Grade	Total Number of sanctioned posts	Total number of posts in the grade concerned	Remarks
	1	2	3	4
1.	<u>OPF Grade 11</u> Chief Internal Auditor (Contract post)	01	01	
1.	<u>OPF GRADE - 10</u> Director(Audit)	01	01	
1.	<u>OPF Grade-9</u> Additional Director (Audit)	01	01	
1.	<u>OPF Grade-8</u> Deputy Director (Audit)	02	02	
1.	<u>OPF Grade-7</u> Assistant Director (Audit)	03	03	
1	<u>OPF Grade-6</u> Audit Officer	02	02	



**MUHAMMAD MUNIR**  
Assistant Director (HR)

Dated: 08.07.2019

2. **Method of appointment:-** Appointment to the posts indicated in column-1 of the table below shall be made by initial appointment or promotion in the ratio specified against each post.

**TABLE**

Serial Number and Cadre Post with OPF Grade		Ratio of Appointment	
		Initial Appointment	Appointment by Promotion
1		2	3
1.	<b>OPF Grade 11</b> Chief Internal Auditor (Contract post)	100%	-
1.	<b>OPF GRADE - 10</b> Director(Audit)	-	100%
1.	<b>OPF Grade-9</b> Additional Director (Audit)	-	100%
1.	<b>OPF Grade-8</b> Deputy Director (Audit)	-	100%
1.	<b>OPF Grade-7</b> Assistant Director (Audit)	33%	67%
1	<b>OPF Grade-6</b> Audit Officer	100%*	-

\* The said ratio will be applicable after adjustment of incumbents of OPF Grade-5 & OPF Grade-4. Presently, the said ratio is 100% by promotion.

*(Signature)*

**MUHAMMAD MUNIR**

Assistant Director (HR)

Dated: 08.07.2019

**Appendix-VIII of Annexure to R.O.O No. 92/19 Dated 08.07.2019**

**3. Initial Appointment:-** A candidate for initial appointment must possess the qualifications and experience and must be within the maximum age-limit specified for the post in the table below:

**TABLE**

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions. <sup>1</sup>
1		2	3
1.	<b><u>OPF Grade 11</u></b> Chief Internal Auditor (Contract post)	50	A member of a recognized body of professional accountants or certified internal auditor or certified fraud examiner or certified internal control auditor or second class master's degree in finance with at least thirteen years relevant experience including five years in Audit at a managerial/supervisory/senior level.
1.	<b><u>OPF GRADE - 10</u></b> Director(Audit)	50	A member of a recognized body of professional accountants or certified internal auditor or certified fraud examiner or certified internal control auditor or second class master's degree in finance/business administration/Commerce /Economics with at least eight years relevant experience in Audit, Accounts or Finance including three years at a managerial/supervisory/senior level.
1.	<b><u>OPF Grade-9</u></b> Additional Director (Audit)	45	A member of a recognized body of professional accountants or certified internal auditor or certified fraud examiner or certified internal control auditor or second class master's degree in finance/business administration /Commerce/Economics with at least five years relevant experience in Audit, Accounts or Finance including two years at a managerial/supervisory/senior level.
1.	<b><u>OPF Grade-8</u></b> Deputy Director (Audit)	35	A second class master's degree in finance/business administration/Commerce/Economics or ACCA/ C.A/ ICMA/ CIMA (finalist) with at least four years' experience in the relevant field.



**MUHAMMAD MUNIR**

Assistant Director (HR)

Dated: 08.07.2019

1.	<b>OPF Grade-7</b> Assistant Director (Audit)	30	A second class master's degree in finance/ business administration/ Commerce/Economics or part-qualified professional accountant in (CA/ ICMA/ ACCA/ CIMA) with at least three years' experience in the relevant field
1	<b>OPF Grade-6</b> Audit Officer	28	A second class bachelor's degree in finance/ business administration/ Commerce/Economics with five years' experience in the relevant field in Government or an organization or a firm of repute in public or private sector.

1. Qualifications specified in Column 3 of the table should be from a recognized University, Board or Institution, as the case may be and should be at least in second class / division.
2. Experience specified in Column 3 means experience after acquiring the relevant qualification specified in that column.

*(Signature)*

**MUHAMMAD MUNIR**

Assistant Director (HR)

Dated: 08.07.2019


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**Appendix-IX of Annexure to R.O.O No. 92/19 Dated 08.07.2019**

4. **Promotion.-** Subject to the length of service in OPF Grade 7 and above as may be specified for promotion to posts in OPF Grade 8 and above, promotion to posts in column 1 of the table below shall be made from amongst employees who hold the post specified in column 2 of the table on regular basis and possess the qualification and experience specified in column 3.

**TABLE**

Serial number and cadre post with OPF grade		Employees eligible for promotion to the post specified in column 1.	Minimum qualification and experience and other conditions.
1		2	3
1.	<b><u>OPF GRADE - 10</u></b> Director(Audit)	Additional Director (Audit), OPF Grade-9	i) Three years' service in the post specified in column 2 ii) Should be a 2 <sup>nd</sup> class master degree in Business Administration / Commerce /Economics or FCCA/ACA/ ACMA/ CIA/ CFE/ CICA
1.	<b><u>OPF Grade-9</u></b> Additional Director (Audit)	Deputy Director (Audit), OPF Grade-8	i) Three years' service in the post specified in column 2 iii) Should be a 2nd class master degree in Business Administration/ Commerce /Economics or FCCA/ACA/ ACMA/ CIA/ CFE/ CICA
1.	<b><u>OPF Grade-8</u></b> Deputy Director (Audit)	Assistant Director (Audit), OPF Grade-7	i) Three years' service in the post specified in column 2 iv) Should be a 2nd class master degree in business administration/ commerce /Economics or ACCA, CIA, CFE, CICA or CA/ ICMA (finalist).
1.	<b><u>OPF Grade-7</u></b> Assistant Director (Audit)	Audit Officer, OPF Grade-6	i) Three years' service in the post specified in column 2 v) ii) Should be a 2nd class graduate in business administration or commerce /Economics.

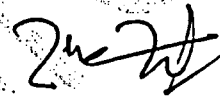
  
**MUHAMMAD MUNIR**  
 Assistant Director (HR)  
 Dated: 08.07.2019

1	<b>OPF Grade-6</b> Audit Officer	-	Post is meant for initial appointment.*
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\* Post will be 100% meant for initial appointment till adjustments/promotion of incumbents of OPF Grade-5 & OPF Grade-4 of Audit Cadre. Criteria for promotion to the post of Audit Officer, OPF Grade-6 are as under:-

**For OPF Grade-5:-** Three years' service in OPF Grade-5 and should be a 2nd class graduate in business administration or commerce or economics.

**For OPF Grade-4:-** Six years' service in OPF Grade-4 and should be a 2nd class graduate in business administration or commerce or economics.



**MUHAMMAD MUNIR**

Assistant Director (HR)

Dated: 08.07.2019

- 17 -

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: Islamabad.

Dated: November 29<sup>th</sup>, 2019

**ROUTINE OFFICE ORDER**

No.: 155/19: **ABOLISHING / DELETING OF POSTS IN PURSUANCE OF THE DIRECTIONS RECEIVED FROM THE PRIME MINISTER'S PERFORMANCE DELIVERY UNIT (PMDU).**

The Board of Governors (BOG) in its 152<sup>nd</sup> meeting (First Session) held on 10<sup>th</sup> October, 2019 has resolved to abolish / delete the following vacant positions out of the regular establishment of OPF:-

S. No	Nomenclature of the post	OPF Grade	No. of posts
1.	Data Entry Operator	OPF-4	03
2.	Driver	OPF-2	06
3.	Security Guard	OPF-1	01
4.	Tube Well operator	OPF-1	01
5.	Mali	OPF-1	01
Total posts			12

Authority:

Approval of BOG in its 152<sup>nd</sup> meeting (First Session) held on 10<sup>th</sup> October, 2019 and Managing Director dated 28.11.2019.



(Manzoor Hussain Keerio)  
Director (HR)

**Distribution**

All concerned

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: Islamabad.

Dated: November 28<sup>th</sup> 2019

**ROUTINE OFFICE ORDER**

No.: 156/19: **RE-DESIGNATION OF THE POST OF PRINCIPAL ENGINEER (OPF GRADE-10).**

The Board of Governors (BOG) in its 152<sup>nd</sup> meeting (First Session) held on 10<sup>th</sup> October, 2019 has resolved to approve that the post of Principal Engineer may be re-designated as Director, OPF Grade-10 in Engineering Cadre and may be filled 100% on promotion basis as per OPF Employees (Service) Regulations – 1993 for Engineering Cadre, who shall be responsible to look after both the assignments of Director (Housing & Works) and Principal Engineer.

Authority: Approval of BOG in its 152<sup>nd</sup> meeting (First Session) held on 10<sup>th</sup> October, 2019 and Managing Director dated 28.11.2019.



(Manzoor Hussain Keerio)  
Director (HR)

**Distribution**

All concerned

**Overseas Pakistanis Foundation**  
(Human Resource Wing)

Station: Islamabad

Dated 5<sup>th</sup> December, 2019

**ROUTINE OFFICE ORDER**

No. 162 /2019: **RE-DESIGNATION OF 2 X POSTS OF MIS SECTION (NETWORK ADMINISTRATOR AND DATABASE ADMINISTRATOR) INTO SOFTWARE DEVELOPERS.**

Board of Governors, OPF in its 152<sup>nd</sup> Meeting resolved to re-designate the two vacant posts of Network Administrator and Database Administrator, both in OPF Grade-7 as Software Developer (OPF Grade-7), Computer Cadre with the following eligibility criteria:-

i.	Title of the post:	Software Developer (OPF Grade-7), Computer Cadre
ii.	No. of Positions:	02 (two).
iii.	Qualification:	Bachelors in Computer science or equivalent (4 years degree) / Masters In Computer Science or equivalent.
iv.	Experience:	Three years' enterprise level experience of developing Web based applications / Android Applications in an organization or a firm of well repute in public or private sector.
v.	Required Expertise (Technologies):	<ul style="list-style-type: none"><li>• Software Coding / Programming.</li><li>• C#, . NET, ASP.NET, Latest framework MVC, Bootstrap, PHP Latest framework, Android, Web Server, HTML5, CSS4, JavaScript, jQuery, Ajax.</li><li>• Databases: My SQL, Oracle and SQL Server.</li></ul>

Authority:

Approval of BOG in its 152<sup>nd</sup> meeting (session-I) held on 10<sup>th</sup> October, 2019 and approval of Managing Director, OPF dated 03-12-2019.

  
(Jawad Ahmed)  
Assistant Director (HR)

**Distribution:**

- MIS Section
- Finance Division
- BOG Secretariat
- Office Copy

**OVERSEAS PAKISTANIS FOUNDATION**

**(Secretariat)**

Station: Islamabad.

Dated: April 28, 2020

**ROUTINE OFFICE ORDER**

No.: S9 /20: **RE-DESIGNATION AND CHANGE IN CRITERIA FOR THE POST OF ADDITIONAL DIRECTOR (H&W) OPF-9 TO ADDITIONAL DIRECTOR/PRINCIPAL ARCHITECT, OPF-9**

Board of Governors (BOG) in its 155<sup>th</sup> meeting held on 19.03.2020, resolved to re-designate one post of Additional Director (H&W) OPF Grade-9, Engineering Cadre into Additional Director / Principal Architect (OPF Grade-9) with the following revised eligibility criteria:

- A first class five (05) years Bachelor's degree in Architecture.
- There should be no 3<sup>rd</sup> Division in the entire academic career.
- Minimum Seven (07) years' experience in relevant field in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 and above in Government Sector or well reputed organizations.
- The above experience must include at least 5 years' experience in a post in or equivalent to OPF Grade 08 or basic pay scale 18 or equivalent senior position.
- Maximum Age Limit: 45 years

Authority: Approval of BOG in its 155<sup>th</sup> meeting held on 19.03.2020 and Managing Director dated 23.04.2020.



(Muhammad Munir)  
Assistant Director (HR)

**Distribution**

All concerned

**OVERSEAS PAKISTANIS FOUNDATION**  
**(Secretariat)**

Station: Islamabad.

Dated: April 28, 2020

**ROUTINE OFFICE ORDER**

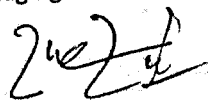
No.: 60 /20: **RULES/REGULATIONS FOR CONTRACTUAL EMPLOYEES**

Board of Governors (BOG) in its 155<sup>th</sup> meeting held on 19.03.2020, resolved to approve the following with regard to rules for contract employees:-

- i. Insertion of New Chapter "21" under heading "Rules/Regulations for contract employees" in OPF Employees (Service) Regulations, 1993 (Revised / Updated 2014).
- ii. Further division of Chapter "21" into following sub categories:
  - a) Rules for Corporate Posts i.e. Chief Internal Auditor (CIA), Chief Financial Officer (CFO) and Company Secretary (CS)
  - b) Rules for Employees working on contract against regular posts
  - c) Rules for the post of Senior Legal Advisor
  - d) Rules for Employees working on contract against Project posts
  - e) Rules for the post of Facilitation Officers - Contract Posts
- iii. BOG approved the Rules for contract employees of the following categories
  - a. Rules for Corporate Posts i.e. Chief Internal Auditor (CIA), Chief Financial Officer (CFO) and Company Secretary (CS) with some changes final draft is attached (Annex-I).
  - b. Rules for Employees working on contract against regular posts (Annex-II)
  - c. Rules for the post of Senior Legal Advisor (Annex-III)

Authority:

Approval of BOG in its 155<sup>th</sup> meeting held on 19.03.2020 and Managing Director dated 23.04.2020.

  
(Muhammad Munir)  
Assistant Director (HR)

**Distribution**

All concerned

Annex-I of R.O.O No. 60/20 dated 28.04.2020

**OVERSEAS PAKISTANIS FOUNDATION  
(HUMAN RESOURCE WING)**

**Subject: RULES/REGULATIONS FOR CORPORATE POSTS I.E. COMPANY SECRETARY, CHIEF FINANCIAL OFFICER & CHIEF INTERNAL AUDITOR**

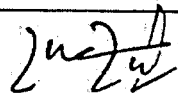
Following terms & conditions for the posts of Company Secretary, Chief Financial Officer & Chief Internal Auditor are approved:-

CORPORATE POSTS (CATEGORY – I)																				
COMPANY SECRETARY (CS), CHIEF FINANCIAL OFFICER (CFO) & CHIEF INTERNAL AUDITOR (CIA)																				
S.#	Specification	Board Decision.																		
1.	Qualification/Experience/ Age	As given in the Corporate Governance Rules.																		
2.	Pay	<ul style="list-style-type: none"><li>• Market base lump sum remuneration</li><li>• On completion of initial contract, lump sum remuneration will be enhanced from BOG through HR Committee.</li></ul>																		
3.	Regularization	Cannot be regularized at any stage.																		
4.	Allowances	Market base lump sum package. No extra allowance will be allowed.																		
5.	Travelling/Daily Allowance:	As admissible to employees of OPF Grade-11.																		
6.	Medical facilities	As admissible to regular employees under the rules.																		
7.	Conduct and Discipline:	As implemented on OPF Employees under the rules as mentioned in Chapter No. 5 & 6 of OPF Employees (Service) Regulations – 1993.																		
8.	Performance evaluation	Performance will be evaluated on quarterly basis and the retention in job is subject to satisfactory performance.																		
9.	Seniority	Contract appointment does not confer any right for being placed in the gradation/ seniority list of the cadre/group to which the subject post belongs.																		
10.	Advertisement, constitution of DSC and appointing authority	The post should be advertised and selection will be made by a Departmental Selection Committee as per following composition:- <table><tr><th>S. #</th><th>Name of Category</th><th>Recommending authority</th><th>Appointing Authority</th></tr><tr><td>i.</td><td>Chief Internal Auditor, OPF Grade-11</td><td>Audit Committee</td><td>BOG</td></tr><tr><td></td><td>Chief Financial Officer , OPF Grade-11</td><td>HR Committee</td><td>BOG</td></tr><tr><td></td><td>Company Secretary, OPF Grade-11</td><td>HR Committee</td><td>BOG</td></tr></table>			S. #	Name of Category	Recommending authority	Appointing Authority	i.	Chief Internal Auditor, OPF Grade-11	Audit Committee	BOG		Chief Financial Officer , OPF Grade-11	HR Committee	BOG		Company Secretary, OPF Grade-11	HR Committee	BOG
S. #	Name of Category	Recommending authority	Appointing Authority																	
i.	Chief Internal Auditor, OPF Grade-11	Audit Committee	BOG																	
	Chief Financial Officer , OPF Grade-11	HR Committee	BOG																	
	Company Secretary, OPF Grade-11	HR Committee	BOG																	
11.	Period of contract	Initially for a period of two years. Extension in contract period will be on need basis and subject to satisfactory performance report.																		
12.	Termination of contract /Resignation	Three months' notice or three months lump sum remuneration in lieu thereof from either side.																		
13.	Leave	<p style="text-align: center;"><b>Provision allowed</b></p> <p>I. The incumbent shall earn leave on full pay @ 4 days per month for the period of duty. All leave at credit will lapse on termination/ expiry</p>																		

*24/2/20*

		<p>of contract. If given a fresh contract or extended contract, the period of earned leave available in respect of the previous contract shall not be carried forwarded.</p> <p>ii. Casual Leave upto a maximum of 20 days in a calendar year may be granted</p> <p>ii. Encashment of 30 days earned leave in a calendar year will be allowed.</p> <p>v. Encashment of leave will be allowed @ Initial pay of OPF Grade-11.</p> <p>v. In addition to above all the provision as admissible to regular employees may be allowed except the following:-</p> <p style="text-align: center;"><b>Provision not allowed</b></p> <p>i. 365 days on medical certificate.</p> <p>ii. Carry forward of leave</p> <p>iii. Leave not due which is earned in future.</p> <p>iv. Disability leaves which is granted outside the leave account.</p> <p>v. Leave preparatory to retirement</p> <p>vi. Encashment of refused leave preparatory to retirement and the leave can be refused at the time of retirement.</p> <p>vii. Lump-sum payment to leave pay in case of in-service death or declared permanently incapacitated for further service by medical board.</p> <p>viii. Leave granted on abolition of post.</p> <p>ix. Study leave</p>
14.	Gratuity	No Gratuity is admissible.
15.	Whole time employment, posting and transfer	Whole time of the contract appointee would be at the disposal of management/OPF. He will be employed in any manner required by the authority without claim for additional remuneration. He shall at all times obey the rules and regulations prescribed for the time being.
16.	Accommodation	No accommodation or allowance is admissible.
17.	Additional allowance charge	20% of the lump sum up to maximum of Rs. 60,000/- per month.
18.	Transport facility.	No transport facility / vehicle is admissible / provided except for official duty only.
19.	Deduction	<p>5 % of the lump sum remuneration will be deducted per month as security. The same will be adjusted against outstanding amount/liabilities on completion/termination of contract, the leftover will be returned to the employee subject to completion of initial contract period. Bond will be provided by the employee that he/she should not leave OPF before expiry of contract period.</p> <p>OPF will have the right to not return the deducted amount in case the incumbent's performance is not satisfactory and due to which he can be terminated/dismissed/removed from service. The deducted amount will also be not return in case the Incumbents leave OPF before expiry of contract period.</p>

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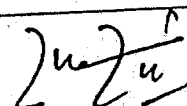


**OVERSEAS PAKISTANIS FOUNDATION  
(HUMAN RESOURCE WING)**

**Subject: RULES FOR CONTRACT APPOINTMENTS AGAINST REGULAR POSTS.**

Following terms & conditions for contract appointment against regular posts are approved:-

<b>CONTRACT APPOINTMENTS AGAINST REGULAR POST (Category -II)</b>		
<b>S.#</b>	<b>Specification</b>	<b>Board Decision.</b>
1.	Justification	If management requires making appointment against regular posts on contract basis, concrete justification should be given and the approval will be sought from the appointing authority for the post. Extension in contract period will be on need basis and subject to satisfactory performance report.
2.	Qualification/Experience / Age	As mentioned in OPF Employees (Service) Regulations – 1993 for regular appointment.
3.	Pay	<ul style="list-style-type: none"> <li>• Minimum of the relevant scale of pay .</li> <li>• Annual increment shall be admissible as under the normal rules.</li> </ul>
4.	Regularization	<ul style="list-style-type: none"> <li>i. Services can be regularized if appointment against the regional quota earmarked to region and fulfill all other codal formalities required for appointment at the time of initial appointment.</li> <li>ii. However services will be regularized on need basis by giving concrete justification and this provision will not be used as a right.</li> <li>iii. Authority for regularization for OPF Grade-10 &amp; above will be Principal Accounts Officer and for OPF Grade-9 &amp; below will be Managing Director.</li> <li>iv. Procedure for regularization of employees who are appointed against Assistance Package (approved in 117<sup>th</sup> BOG) will be unchanged</li> </ul>
5.	Allowances	As admissible to corresponding OPF Grades
6.	Travelling/Daily Allowance:	As per correspondence OPF Grades .
7.	Medical facilities	As admissible to OPF regular employees under the rules
8.	Conduct and Discipline:	As implemented on OPF Employees under the rules as mentioned in Chapter No. 5 & 6 of OPF Employees (Service) Regulations – 1993.
9.	Performance evaluation	Performance will be evaluated on quarterly basis and the retention in job is subject to satisfactory performance.
10.	Seniority	Contract appointment does not confer any right for being placed in the gradation/ seniority list of the cadre/group to which the subject post belongs. In case of appointment against regular posts, seniority shall be fixed from the date of regularization.



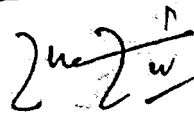
Annex-II of R.O.C NO. 00/20 dated 28.04.202

11.	Advertisement, constitution of DSC and appointing authority	<p>The post should be advertised and selection will be made by a Departmental Selection Committee as per following composition:-</p> <table border="1"> <tr> <th>S. #</th><th>Name of Category</th><th>Recommending authority</th><th>Appointing Authority</th></tr> <tr> <td>i.</td><td>OPF Grade-10 &amp; above</td><td>DSB (As per existing rules for regular employees)</td><td>Principal Accounting officer</td></tr> <tr> <td>ii.</td><td>OPF Grade-9 &amp; below</td><td>DSC (As per existing rules for regular employees)</td><td>Managing Director</td></tr> </table>	S. #	Name of Category	Recommending authority	Appointing Authority	i.	OPF Grade-10 & above	DSB (As per existing rules for regular employees)	Principal Accounting officer	ii.	OPF Grade-9 & below	DSC (As per existing rules for regular employees)	Managing Director
S. #	Name of Category	Recommending authority	Appointing Authority											
i.	OPF Grade-10 & above	DSB (As per existing rules for regular employees)	Principal Accounting officer											
ii.	OPF Grade-9 & below	DSC (As per existing rules for regular employees)	Managing Director											
12.	Authorities for appointment/termination and extension in contract period	<p>Authorities for appointment/termination and extension in contract period is as under:-</p> <table border="1"> <tr> <th>S. #</th><th>Name of Category</th><th>Authority</th></tr> <tr> <td>i.</td><td>OPF Grade-10 &amp; above</td><td>Principal Accounting officer</td></tr> <tr> <td>ii.</td><td>OPF Grade-9 &amp; below</td><td>Managing Director</td></tr> </table>	S. #	Name of Category	Authority	i.	OPF Grade-10 & above	Principal Accounting officer	ii.	OPF Grade-9 & below	Managing Director			
S. #	Name of Category	Authority												
i.	OPF Grade-10 & above	Principal Accounting officer												
ii.	OPF Grade-9 & below	Managing Director												
13.	Standard Operating Procedures (SOP) for contractual appointment	SOP for contractual appointments in OPF against regular posts is attached (Appendix-I)												
14.	Relaxation of advertisement (Appointment made against assistance package)	<p>BOG in its 117<sup>th</sup> meeting held on 21.07.2011 adopt Government policy / procedure for future employment as per Cabinet Secretariat, Establishment Division's Office Memorandum No. 7/40/2005-E2 dated 13.06.2006 and it was approved that wards of deceased/retired employees and the widow or one child of any OPF employee (all grades) may be offered appointment in OPF Grades 1-6 on two years contract without any advertisement, to be absorbed in regular service of OPF on completion of two years contract, provided that he / she possesses the requisite qualification, experience &amp; fulfill other conditions of appointment against the post applied for the post.</p> <p>In view of position explained above, provision for relaxing advertisement for above category will be unchanged.</p> <p>All categories of posts except the above should be advertised.</p>												
15.	Period of contract	Initially for a period of two years. Extension in contract period will be on need basis and subject to satisfactory performance report.												
16.	Provisional/Regional quota	Vacancies except OPF Grade-1 shall be filled on All-Pakistan basis in accordance with the merit and provincial or regional quotas prescribed by Government from time to time. Provided that if no suitable person holding the domicile of the Province or Region to which a vacancy has been earmarked and fulfilling the prescribed qualifications is found even after the vacancy has been advertised twice, the appointing authority may fill up the vacancy on open merit on contract and shall be made initially for a period of one year.												

17.	Termination of contract /Resignation	One month's notice or one month's gross pay in lieu thereof from either side.
18.	Leave	<p><b>Provision allowed</b></p> <p>i. The incumbent shall earn leave on full pay @ 4 days per month for the period of duty. All leave at credit will lapse on termination/ expiry of contract. If given a fresh contract or extended contract, the period of earned leave available in respect of the previous contract shall not be carried forwarded.</p> <p>ii. Casual Leave upto a maximum of 20 days in a calendar year may be granted</p> <p>iii. Encashment of earned leave for maximum 30 days in a year.</p> <p>iv. In addition to above all the provision as admissible to regular employees may be allowed except the following:-</p> <p><b>Provision not allowed</b></p> <p>i. 365 days on medical certificate.</p> <p>ii. Carry forward of leave</p> <p>iii. Leave not due which is earned in future.</p> <p>iv. Disability leaves which is granted outside the leave account.</p> <p>v. Leave preparatory to retirement</p> <p>vi. Encashment of refused leave preparatory to retirement and the leave can be refused at the time of retirement.</p> <p>vii. Lump-sum payment to leave pay in case of in-service death or declared permanently incapacitated for further service by medical board.</p> <p>viii. Leave granted on abolition of post.</p> <p>ix. Study leave</p>
19.	Place of posting	Anywhere within Pakistan & AJ&K as the Competent Authority may decide.
20.	Gratuity	No Gratuity is admissible.
21.	Whole employment, and transfer	time posting Whole time of the contract appointee would be at the disposal of management/OPF. He will be employed in any manner required by the authority without claim for additional remuneration. He shall at all times obey the rules and regulations prescribed for the time being.
22.	Accommodation	No accommodation or allowance is admissible.
23.	Additional allowance	charge 20% of the basic pay up to maximum of Rs. 12,000/- per month.
24.	Transport facility.	No transport facility / vehicle is admissible / provided except for official duty only.
25.	Pay Protection	Pay protection will be allowed for those who are working on regular basis in Government / Semi Government, Autonomous/ Semi-Autonomous bodies and will apply through proper channel.
26.	General Provision mentioned in Chapter 2	General Provision mentioned in Chapter No. 2 of OPF Employees (Service) Regulations – 1993 will applicable on contract employees.

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**OVERSEAS PAKISTANIS FOUNDATION  
(HUMAN RESOURCE WING)**

**Subject: RULES/REGULATIONS FOR SR. LEGAL ADVISOR**

Following terms & conditions for Sr. Legal Advisor are approved.

<b>Category - III SR. LEGAL ADVISOR</b>														
<b>S.#</b>	<b>Specification</b>	<b>Board Decision</b>												
1.	Miscellaneous Terms & Conditions	<ul style="list-style-type: none"> <li>The post should be advertised and selection to be made by a Departmental Selection Committee.</li> <li>Managing Director shall be the appointing authority.</li> <li>Project employees will be appointed on market base lump sum remuneration initially for period upto 2 years.</li> <li>Extension in contract period will be on need basis and subject to satisfactory performance report.</li> <li>Medical facility will not be allowed.</li> <li>Posts cannot be regularized at any stage.</li> <li>Performance will be evaluated on quarterly basis and the retention in job is subject to satisfactory performance.</li> <li>No gratuity will be admissible.</li> <li>No annual increment will be admissible.</li> <li>No accommodation or allowance will be admissible.</li> <li>No transport facility / vehicle is admissible / provided except for official duty only.</li> <li>Can be posted anywhere in Pakistan including AJK as the Competent Authority may decide.</li> </ul>												
2.	Leave	<ul style="list-style-type: none"> <li>The incumbent shall earn leave on full pay @ 4 days per month for the period of duty. All leave at credit will lapse on termination/ expiry of contract. If given a fresh contract or extended contract, the period of earned leave available in respect of the previous contract shall not be carried forwarded.</li> <li>Casual leave of 20 days in year will be allowed.</li> <li>Encashment of earned leave will not be allowed.</li> </ul>												
3	Qualification/Experience/ Age	<p>The Board of Governors in its 148<sup>th</sup> meeting held on 20<sup>th</sup> Dec, 2018 has decided to revise the eligibility criteria for appointment against the post of Sr. Legal Advisor; OPF subject to fulfillment of all codal formalities as under:-</p> <table border="1"> <thead> <tr> <th>S.#</th><th>Particulars</th><th>Revised criteria for the post of Sr. Legal Advisor</th></tr> </thead> <tbody> <tr> <td>i.</td><td>Post Name</td><td>Senior Legal Advisor (On contract basis initially for a period of two years - extendable based on performance).</td></tr> <tr> <td>ii.</td><td>Qualification</td><td>LLB from a recognized institution, preference will be given to LLM degree holders.</td></tr> <tr> <td>iii.</td><td>Experience</td><td> <ul style="list-style-type: none"> <li>Atleast 10 to 15 years post qualification experience of working in the field of law with considerable skills in:</li> </ul> </td></tr> </tbody> </table>	S.#	Particulars	Revised criteria for the post of Sr. Legal Advisor	i.	Post Name	Senior Legal Advisor (On contract basis initially for a period of two years - extendable based on performance).	ii.	Qualification	LLB from a recognized institution, preference will be given to LLM degree holders.	iii.	Experience	<ul style="list-style-type: none"> <li>Atleast 10 to 15 years post qualification experience of working in the field of law with considerable skills in:</li> </ul>
S.#	Particulars	Revised criteria for the post of Sr. Legal Advisor												
i.	Post Name	Senior Legal Advisor (On contract basis initially for a period of two years - extendable based on performance).												
ii.	Qualification	LLB from a recognized institution, preference will be given to LLM degree holders.												
iii.	Experience	<ul style="list-style-type: none"> <li>Atleast 10 to 15 years post qualification experience of working in the field of law with considerable skills in:</li> </ul>												

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Annex III of R.O.S NO. 66/20 dated 20.04.2024

				<ul style="list-style-type: none"><li>• Management and handling of court cases specifically civil and service matters.</li><li>• Opinion work on court cases, court related matters and other related issues.</li><li>• Good drafting skills both legal and legislative.</li><li>• Understanding and experience of working with government and relevant rules and regulations.</li></ul>												
		iv.	Other Skills	<ul style="list-style-type: none"><li>• Excellent communication (spoken and written) skills in English.</li><li>• Excellent Interpersonal skills, including ability to operate effectively across organizational boundaries.</li></ul>												
		v.	Age	<ul style="list-style-type: none"><li>• Minimum 40 years including all relaxations.</li></ul>												
		vi.	Salary	<ul style="list-style-type: none"><li>• Ranging from Rs. 300,000/- to Rs. 400,000/- pm (negotiable depending on experience and qualification).</li></ul>												
4	Rates of T.A/D.A Allowance	<table><tr><th colspan="2">Daily Allowance</th><th colspan="2">Hotel Charges</th></tr><tr><th>Special</th><th>Ordinary</th><th>Special</th><th>Ordinary</th></tr><tr><td>Rs.3280</td><td>Rs.2480</td><td>Rs.9840</td><td>Rs.3720</td></tr></table>			Daily Allowance		Hotel Charges		Special	Ordinary	Special	Ordinary	Rs.3280	Rs.2480	Rs.9840	Rs.3720
Daily Allowance		Hotel Charges														
Special	Ordinary	Special	Ordinary													
Rs.3280	Rs.2480	Rs.9840	Rs.3720													
5.	Conduct and Discipline:	As implemented on OPF Employees under the rules as mentioned in Chapter No. 5 & 6 of OPF Employees (Service) Regulations – 1993.														
6	Termination of contract /Resignation	One month's notice or one month's gross pay in lieu thereof from either side.														
7	Performance evaluation	Performance will be evaluated on quarterly basis and the retention in job is subject to satisfactory performance.														
8	Seniority	Contract appointment does not confer any right for being placed in the gradation/ seniority list of the cadre/group to which the subject post belongs.														
9	Deduction	<p>5 % of the lump sum remuneration will be deducted per month as security. The same will be adjusted against outstanding amount/liabilities on completion/termination of contract, the leftover will be returned to the employee subject to completion of initial contract period. Bond will be provided by the employee that he/she should not leave OPF before expiry of contract period.</p> <p>OPF will have the right to not return the deducted amount in case the incumbent's performance is not satisfactory and due to which he can be terminated/dismissed/removed from service. The deducted amount will also be not return in case the incumbents leave OPF before expiry of contract period.</p>														

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Appendix-I of Annex-II of R.O.O No. 60/20 dated 28.04.2020  
**Overseas Pakistanis Foundation**  
**(HR & Admin. Division)**

**SOP FOR CONTRACTUAL APPOINTMENTS IN OPF AGAINST REGULAR POSTS**

<b>OBJECTIVE:</b>		To define, Implement and maintain standard operating procedures (SOP) for contractual appointments in OPF against Regular Posts in order to ensure the transparency and merit at all times.
<b>SCOPE</b>		To monitor and control the procedures for contractual appointments in OPF Grade 1 to 12.
<b>APPLICATIONS OF RULES/POLICY</b>		<ul style="list-style-type: none"> <li>i. All contractual appointments in OPF Grades 1 to 12 are made in accordance with Chapter 3 part I (General provision) and Part II (Initial Appointment) of OPF Employees Service Regulations 1993 (Updated 2014).</li> <li>ii. Contractual appointments shall be made strictly in accordance with provisions contained in recruitment rules appendix-2, sanctioned strength, methods of appointment, qualification, experience and other condition relating to the post in various cadres and any amendments made thereafter with the approval of BOG</li> <li>iii. Recruitment policy for federal service/autonomous bodies/corporations issued by Establishment Division VIDE O.M F.53/1/2008-SP DATED 22 OCT 2014, 16 JANUARY 2015, 3RD MARCH 2015 and any further amendments issued thereafter would be followed.</li> <li>iv. Government rules would continue to be applicable, where OPF Employees (Service) Regulations, 1993 (Updated 2014) are silent.</li> </ul>
<b>S.No</b>	<b>FUNCTIONS</b>	<b>PROCEDURE</b>
1	REQUISITION FOR HIRING	HR Wing or Divisional Heads/Regional Heads to put up the requirement of manpower after review of the assignments being dealt by them or assessing the need of manpower required, keeping in view the already approved budgeted/vacant posts.
2	WORKING PAPER ON PROPOSED HIRING	<ul style="list-style-type: none"> <li>i. HR wing checks the sanctioned and held vacancies in respective Divisions and Regional Offices and confirms the availability of posts for recruitment as per request received from concerned Division and assessment by HR wing.</li> <li>ii. Separate Quota register is being maintained in HR wing for the calculation of provincial /regional quota</li> <li>iii. Working paper as per CHAPTER 3, APENDIX 2 OF EMPLOYEES SERVICE REGULATIONS 1993(UPDATED 2014) and Establishment Division guidelines vide O.M F.53/1/2008-SOP DATED 22 OCT 2014, 16 JANUARY 2015, 3RD MARCH 2015 will be prepared as per provincial/regional quota.</li> <li>iv. Proposal (working paper) for appointment/ recruitment along with draft advertisement forwarded to MD with the recommendations of Director General (HR &amp;A).</li> <li>v. Managing Director grants administrative approval of the proposal for appointment to various vacant posts in different cadres of OPF.</li> </ul>
3	DRAFT ADVERTISEMENT	<ul style="list-style-type: none"> <li>i. HR sends draft advertisement to Publicity and Marketing cell (P &amp;MC) which gets it finalized both in English and Urdu and takes the administrative and financial approval by the MD.</li> <li>ii. Draft advertisement defines the criteria for selection, test and interview to be carried out by testing agency or by OPF at a specific date and other terms &amp; conditions. When testing agency is not hired, all applications are directly received by HR wing of OPF.</li> <li>iii. In case of testing agency the applicants send applications to the address specified by testing agency.</li> </ul>
4	MOU WITH TESTING AGENCY	Memorandum of understanding (MOU) with the testing agency for initial screening/short listing is signed as per establishment OM. No F.53/1/2008-SP dated 3 <sup>rd</sup> March, 2015.
5	PUBLICATION OF ADVERTISEMENTS BY PUBLICITY & MARKETING CELL	<ul style="list-style-type: none"> <li>i. P &amp; MC sends advertisement for publication in Urdu and English Newspapers (Nationwide or relevant Province/Area).</li> <li>ii. A copy of the relevant documents sent to Finance Division of OPF for record purposes.</li> <li>iii. As per Establishment Division directions (OM. NO. F.53/1/2008-SP PARA VIII) minimum 15 days' time limit may be given for receipt of applications</li> </ul>
6	RECEIVING OF APPLICATIONS BY TESTING AGENCY	<ul style="list-style-type: none"> <li>i. Testing agency on the prescribed form receive applications directly from the candidates. Initial screening of the applicants would be conducted by the centralized screening test to be carried out by the testing agency.</li> </ul>

24/2/21

	(IN CASE TESTING AGENCY IS HIRED)	<p>a) There is no screening test for the post of OPF Grade 1 to 2 however, candidates only have to qualify particular skill test (if required) for the said post.</p> <p>b) However, while considering suitability for the post in OPF-3 and above an objective type test is designed giving 20% weightage each to Islamic studies, English, General Knowledge and the subject relevant post.</p> <p>c) Further, for the skilled jobs in OPF 3 and above, the candidates have to qualify particular skill test (if required) for the post in addition to the screening test stated above</p> <p>ii. Testing agency provides list of Top Five candidates short listed for interview for each post to be filled through fresh recruitment by OPF.</p>									
7	RECEIVING OF APPLICATIONS AT OPF HEAD OFFICE (IN CASE TESTING AGENCY IS NOT HIRED)	<p>i. Applications are received on prescribed form at OPF Head Office and entertained within stipulated timeframe given in the advertisement.</p> <p>ii. HR wing sort's applications post-wise and enters in the R &amp; I Register.</p> <p>iii. A summary of total applications received within due date is prepared.</p>									
8	DATA ENTRY TEAM	Data Entry team duly approved by DG (HR & A) comprising of officials of HR Wing under the supervision of concerned Superintendent /Welfare Officers enter the data in HR database.									
9	SHORT LISTING COMMITTEE	<p>i. <b>In case of Testing agency Hired</b> Short listing committee constituted for scrutiny of documents of eligible candidates who qualified test and shortlisted by testing agency before the interview</p> <p>ii. <b>In case no Testing agency Hired</b> Short listing committee scrutinizes the applications and their eligibility on the basis of criteria advertised in the advertisement before test/interview</p>									
10	SELECTION COMMITTEES(SC)	<table border="1"> <thead> <tr> <th>SR</th><th>Category Of Post</th><th>Selection committees</th></tr> </thead> <tbody> <tr> <td>1</td><td>OPF GRADE 10 and Above</td><td>Department Selection Board (DSB)</td></tr> <tr> <td>2</td><td>OPF GRADE 9 and below</td><td>Committees to be approved by the MD</td></tr> </tbody> </table> <p>The composition of selection committees is constituted at the discretion of MD and can be changed by him from time to time.</p> <p>The members of the Selection Committee must be at least one grade above the post to be filled and the Chairman of the Committee must be at least 2 grades above the post. However, Secretary can be of the same grade of the post to be filled but not below the grade.</p>	SR	Category Of Post	Selection committees	1	OPF GRADE 10 and Above	Department Selection Board (DSB)	2	OPF GRADE 9 and below	Committees to be approved by the MD
SR	Category Of Post	Selection committees									
1	OPF GRADE 10 and Above	Department Selection Board (DSB)									
2	OPF GRADE 9 and below	Committees to be approved by the MD									
11	ISSUANCE OF CALL LETTER FOR INTERVIEW	<p>Call Letters are issued to short listed candidates mentioning the date time and place where interviews are to be conducted</p> <p>Candidates are required to bring their original documents at the time of interview.</p>									
12	CHECKING OF ORIGINAL DOCUMENTS OF SHORTLISTED CANDIDATES AT THE TIME OF INTERVIEW	Secretary to Selection/Interview Committee checks original documents, academic /professional credential and testimonial of the candidates at the time of interview.									
13	INTERVIEWS OF SHORTLISTED CANDIDATES AFTER WRITTEN TESTS	<p>i. DSC conducts interviews and finalizes the results on basis of marks obtained by candidates in the written tests and interviews on the following criteria.</p> <p>a) Score on the test have 70% weightage whereas the weightage of interview is upto 30%</p> <p>b) The weightage for interview is allocated to the members of the DSC as under:-</p> <ul style="list-style-type: none"> <li>• Chairman 40%</li> <li>• Two members 30% each</li> </ul> <p>ii. Further the DSC would assess the applicants as under:-</p> <p>a) Relevant Qualification/experience 30%</p>									

		b) Knowledge/Skill relevancy 40%									
		c) Personality/Interpersonal Communication skills 30%									
14	INTERVIEWS OF SHORTLISTED CANDIDATES WITHOUT WRITTEN TEST	DSC / DSB conduct interviews and finalizes the results on basis of following: <ol style="list-style-type: none"> <li>Relevant Qualification/experience 30%</li> <li>Knowledge/Skill relevancy 40%</li> <li>Personality/Interpersonal Communication skills 30%</li> </ol>									
15	APPROVING AUTHORITIES	<table border="1"> <thead> <tr> <th>SR</th><th>Category Of Post</th><th>Appointing/Approving Authority</th></tr> </thead> <tbody> <tr> <td>1.</td><td>OPF GRADE 10 and Above</td><td>Principal Accounting Officer of the Administrative Ministry</td></tr> <tr> <td>2.</td><td>OPF GRADE 9 and below</td><td>Managing Director</td></tr> </tbody> </table>	SR	Category Of Post	Appointing/Approving Authority	1.	OPF GRADE 10 and Above	Principal Accounting Officer of the Administrative Ministry	2.	OPF GRADE 9 and below	Managing Director
SR	Category Of Post	Appointing/Approving Authority									
1.	OPF GRADE 10 and Above	Principal Accounting Officer of the Administrative Ministry									
2.	OPF GRADE 9 and below	Managing Director									
16	OFFER OF APPOINTMENT	Offer of appointment Letter indicating 'Terms and Conditions of Employment, quota, cadre, grade and scale as per advertisement is sent to successful candidates.									
17	JOINING	<ol style="list-style-type: none"> <li>Successful candidate is given 15 days to join from the date of issuance of offer letter. Any extension in joining time may be granted with the approval of Managing Director.</li> <li>The selected candidate reports to HR Wing for joining and submit the signed 'Terms and Conditions' along with following documents:             <ul style="list-style-type: none"> <li>Attested copies of CNIC, Educational and Experience Certificates along with own signature on each page.</li> <li>Verification of Antecedents</li> <li>Declaration of Secrecy ( CLAUSE 3.12 OF OPF SERVICE REGULATIONS 1993)</li> <li>Declaration of Income and Assets on prescribed proforma</li> <li>Required Undertaking regarding authenticity of documents</li> <li>Medical Fitness Certificate</li> <li>Copies of Degrees attested by HEC / IBCC (In case there is any delay in attestation, candidate must inform in writing about the delay and provides the documents at the earliest)</li> </ul> </li> <li>Where any of the Principal candidate to whom 'Offer Letter' is issued regrets to join for some reason, the standby candidate is issued the 'Offer Letter' with the approval of Managing Director.</li> </ol>									
18	OFFICE ORDER (NEW JOINING)	HR wing Issues Office Order addressed to all the concerned offices and divisions of OPF for information regarding the appointment on advertised post.									
19	POST JOINING ACTIONS	<ol style="list-style-type: none"> <li>The new appointee submit his/her joining report along with the following forms at the joining time:             <ol style="list-style-type: none"> <li>Verification of Antecedents CLAUSE 3.10 OF OPF SERVICE REGULATIONS 1993)</li> <li>Declaration of Secrecy ( CLAUSE 3.12 OF OPF SERVICE REGULATIONS 1993)</li> <li>Declaration of Income</li> <li>Declaration of Assets</li> </ol> </li> <li>HR wing will Issue Office Order addressed to all the concerned officers and divisions of OPF for information regarding the appointment on concerned post.</li> </ol>									
20	Termination of Contract /Resignation / Extension In Contract	<ol style="list-style-type: none"> <li>Appointment on contract shall be liable to termination on one month's notice or payment of one month's remuneration in lieu thereof on either side without assigning any reason.</li> <li>In case of unsatisfactory performance or during probation, the contract can be terminated on 24 hours' notice.</li> <li>Extension in contract is granted on the basis of performance on the recommendations of concerned division / office.</li> </ol>									

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**ROUTINE OFFICE ORDER**

No. 69 /2020:

**AGREEMENT WITH COLLECTIVE BARGAINING AGENT (CBA) FOR THE YEAR 2020-21**

Board of Governors in its 155<sup>th</sup> meeting held on 19<sup>th</sup> March, 2020 has approved the execution of the agreement signed by OPF management and the present CBA on 16-06-2020 for two years w.e.f. 01.01.2020 to 31.12.2021.

2. In pursuance of the approval, following agreed facilities/allowances/perquisites would be allowed to the unionized staff of OPF Grade-1 to 6:-

**Loans and Allowances:**

1. **House Building Advance/Loan:**  
House Building Advance/Loan shall be allowed @ Rs.1,000,000/- to the employees of OPF Grade-1 to 6 but once in service and the number of cases shall not be changed.
2. **Difference of House Building Advance:**  
Enhanced House Building Advance shall be allowed @ Rs. 200,000/- and the number of cases shall not be changed.
3. **Car Advance:**  
Car Advance amounting to Rs. 700,000/- shall be allowed to the employees of OPF Grade-1 to 6 without any change in number of cases agreed previously, once in service with the condition that no enhancement will be allowed in the cases already benefited.
4. **Motorcycle Advance:**  
Motorcycle Advance shall be allowed @Rs. 90,000/-.
5. **Self-Education Advance:**  
Education Advance for self-education of employees shall be allowed from already existing approved budget head of "Training and Development". In this regard, SOPs will be formulated by the Human Resource Wing in collaboration with the Finance Division. The said advance / loan will be recovered along with interest as applicable in the case of other loans/advances.
6. **Washing allowance (for OPF Grade- 1&2):**  
Washing allowance to employees of OPF Grade-1 & 2 other than Airport staff shall be allowed @ Rs.500/- per month.
7. **Washing allowance (for Airport staff):**  
Washing allowance to airport staff shall be allowed @ Rs. 600/- per month.
8. **Tea allowance:**  
Tea allowance to employees of OPF Grade 1 to 6 shall be allowed @ Rs.600/- per month.
9. **Tea allowance (Airport Staff):**  
Tea allowance to airport staff shall be allowed @ Rs.750/- per month.
10. **Shift allowance:**  
Shift allowance to employees, working at airports shall be allowed @ Rs.500/- per month.
11. **P.A. allowance:**  
P.A. allowance shall be allowed @ Rs.500/- per month.
12. **Night duty allowance:**  
Night Duty allowance to the unionized staff (except airport staff) shall be allowed @ 200/- per night.

*[Signature]*

13. **Overtime allowance:**  
Overtime allowance to the employees of OPF Grade 1 to 2 shall be allowed @ Rs.3,500/- per month.
14. **Taxi charges:**  
Taxi charges to the employees of OPF Grade-1 to 6 shall be allowed @ Rs.18/- per km on actual basis.
15. **Utility bills:**  
Utility bills to the unionized staff shall be allowed as under:
  - OPF Grade 4 to 6 @ Rs. 1,600/- per month.
  - OPF Grade 1 to 3 @ 1,300/-per month.
16. **Grant of Additional Charge/ Remuneration:**  
Rs. 1,000/- per month shall be allowed to the employees of OPF of Grade 1-2 / upgraded Grade-3, those assigned duties as Duplicating Machine Operator (DMO) in addition to their own duties. Besides this, Lift Operator shall also be allowed Rs. 1000/- as Lift Operator Allowance per month, on account of performing his duties for long hours. The case of such employees will be forwarded to Human Resource Wing for issuance of office order(s) after getting approval from the Managing Director, OPF.
17. **Religious Festival allowance:**  
Religious Festival allowance on the occasion of Eid-ul-Fitr for Muslim employees and on the occasion of X-Mas or Divali for the employees of Christian and Hindu community, respectively shall be allowed @Rs. 5,000/-.
18. **Religious Festival visit for Christians:**  
One case in each financial year shall be considered through balloting among the Christian employees. The successful employee shall be granted Rs. 100,000/- only after the completion of all codal formalities by the individual i.e. arrangement of visa, passport etc. In this regard, the committee constituted vide Routine Office Order No. 128/2019 dated 13<sup>th</sup> September, 2019 will prepare/frame a policy/SOPs.
19. **Fixed maternity charge:**  
Fixed maternity charges shall be allowed @ Rs. 12,000/- subject to completion of codal formalities already set.
20. **Jahaiz fund:**  
Jahaiz fund shall be allowed @ Rs.80,000/- for all unionized employees of OPF Grade -1 to 6.
21. **Allowance to employees of OPF Grade-1 & 2 who perform duties as Diary Dispatch Clerk:**  
Rs. 1,000/- p.m shall be allowed as additional allowance for those employees of Grade 1-2 / upgraded Grade-3, those assigned duties of Diary Dispatch in addition to their own duties as and when required by the concerned office. The case of such employees would be forwarded to HR Wing for issuance of office order after getting approval of the Managing Director.
22. **Traveling allowance / Transfer grant for journey on retirement:**  
Shall be allowed as per Government rules / regulations.
23. **Allowance to Sanitary Supervisor:**  
Suitable Sanitary Worker shall be considered / notified as Sanitary Supervisor through internal arrangement by Administration Wing, keeping in view the performance and conduct of the nominated Sanitary Worker. Further, Rs. 1,000/- per month shall be allowed as Supervisory allowance to the notified Sanitary Worker.
24. **Quota in Appointment for children of retired employees:**  
10% quota shall be allowed from initial appointment in Grade 1-7 (as per requisite qualification / experience for the post) for children of retired employees of all grades through competition among them on merit. The posts will be advertised in the national newspapers.

25. Promotion Quota in OPF Grade-03 for the employees of OPF Grade – 1&2:  
The quota for promotion in OPF Grade-03 for the employees of OPF Grade – 1 & 2 shall be increased from 10% to 20%.
26. Study leave:  
Shall be allowed to all OPF Employees as per Government Rules / Regulations.

3. It is mutually agreed between the Management and CBA that implementation on agreed points will be restricted to budget provision and within the limit of approved annual financial implications. However, if any agreed point is not covered under the overall approved financial implications (Rs. 17,786,000/-) will be taken up separately with BOG along with concrete justifications.

4. CBA will extend full cooperation to the management and make all out efforts to uplift the image/performance of the OPF and exercise economy.

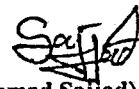
5. CBA will not raise any demand notice involving any financial liability or otherwise relating to the points mentioned hereafter whatsoever during the period this agreement is applicable.

6. This agreement will be effective for two years w.e.f. 01.01.2020 and shall expire on 31.12.2021 without giving any notice by the OPF to the second part.

7. Increase in fringe benefits, salary and allowances or adhoc relief etc. allowed by the Govt. from time to time will also be applicable to the employees of OPF subject to approval of Board.

8. That points agreed in previous agreements and not covered in this agreement, will also remain enforced, subject to budget provision.

**Authority:** Approval of BOG in its 155<sup>th</sup> Meeting held on 19<sup>th</sup> March, 2020 and MD's approval dated 21-05-2020.

  
(Muhammad Sajjad)  
Assistant Director (HR)

**Distribution:**  
All Divisions / Offices

**OVERSEAS PAKISTANIS FOUNDATION**

**(Secretariat)**

Station: Islamabad.

Dated: 31<sup>st</sup> May, 2022

**ROUTINE OFFICE ORDER**

No.: 54/22: **REVISION IN CRITERIA FOR INITIAL APPOINTMENT IN FINANCE CADRE**

The Managing Director being authorized by Board of Governors (BOG) in its 150<sup>th</sup> meeting held on 28.05.2019, approved to revise the criteria for initial appointment in Finance cadre as under:-


Name of post	EXISTING Minimum qualifications, experience and other conditions & maximum age	REVISED CRITERIA Minimum qualifications, experience and other conditions & maximum age
Director (Finance), OPF Grade-10	<p>A member of a Recognized body of Professional Accountants with at least Seven years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p style="text-align: center;">Or</p> <p>A Second Class Master's degree in Commerce with Twelve (12) years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector. Maximum age:50 years</p>	<p>A member of a Recognized body of Professional Accountants with at least Seven years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p style="text-align: center;">Or</p> <p>A Second Class Master's degree in Commerce or Business Administration (major in Finance) or equivalent with Twelve (12) years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector. Maximum age:50 years</p>



Additional Director (Finance), Grade-9 OPF	<p>a) ACCA (Finalist) or C.A (Finalist) or ICMA (Finalist) or CIMA (Finalist).</p> <p>b) Five (05) years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p style="text-align: center;"><b>OR</b></p> <p>A Second class Master's degree in in Commerce with ten (10) years' service in the relevant field in a responsible position equivalent to OPF Grade7or (BPS-17) and above in Govt. or in an organization or firm of repute in public or private sector Maximum age:45 years</p>	<p>a) ACCA (Finalist) or C.A (Finalist) or ICMA (Finalist) or CIMA (Finalist).</p> <p>b) Five (05) years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p style="text-align: center;"><b>OR</b></p> <p>A Second class Master's degree in Commerce or Business Administration (major in Finance) or equivalent with ten (10) years' service in the relevant field in a responsible position equivalent to OPF Grade7or (BPS-17) and above in Govt. or in an organization or firm of repute in public or private sector Maximum age:45 years</p>
Deputy Director (Finance), Grade-8 OPF	<p>a) ACCA (Finalist) or C.A (Finalist)/ICMA (Finalist)/CIMA (Finalist).</p> <p>b) Five years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p style="text-align: center;"><b>OR</b></p> <p>a) A 2nd class Master's degree in Business Administration or in Commerce.</p> <p>b) 05 years' experience in the relevant field in a responsible position equivalent to OPF Grade7 or basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector. Maximum age: 35 years</p>	<p>a) ACCA (Finalist) or C.A (Finalist)/ICMA (Finalist)/CIMA (Finalist).</p> <p>b) Five years' experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 and above in Government or in an organization or a firm of repute in public or private sector.</p> <p style="text-align: center;"><b>OR</b></p> <p>a) A 2nd class Master's degree in Commerce or Business Administration (major in Finance) or equivalent.</p> <p>b) 05 years' experience in the relevant field in a responsible position equivalent to OPF Grade7 or basic pay scale 17 and above in Government or in an organization or firm of repute in public or private sector. Maximum age: 35 years</p>

<b>Assistant Director (Finance), OPF Grade-7</b>	a) A second class Master's degree in Commerce or professional Accountant (Finalist). b) Three years' experience in the relevant field in a responsible position in Government or in an organization or a firm of repute in public or private sector. Maximum age:30 years	a) A second class Master's degree in Commerce or Business Administration (major in Finance) or equivalent or professional Accountant (Finalist). b) Three years' experience in the relevant field in a responsible position in Government or in an organization or a firm of repute in public or private sector. Maximum age:30 years
<b>Senior Accounts Officer, OPF Grade-6</b>	a) A second class Bachelor's degree in Commerce. b) Five years' experience in the relevant field in a responsible position in Government or an organization or a firm of repute in public or private sector. Maximum age: 28 years	a) A second class Bachelor degree in Commerce or Business Administration or equivalent. b) Five years' experience in the relevant field in a responsible position in Government or an organization or a firm of repute in public or private sector. Maximum age: 28 years
<b>Junior Accounts Officer, OPF Grade-5</b>	a) A second class Bachelor's degree in Commerce. b) Five years relevant experience in Government or in an organization or firm of repute in public or private sector. Maximum age:25 years	a) A second class Bachelor degree in Commerce or Business Administration or equivalent. b) Five years relevant experience in Government or in an organization or firm of repute in public or private sector. Maximum age:25 years
<b>Accounts Assistant, OPF Grade-4</b>	a) A second class Bachelor's degree in Commerce. b) One year relevant experience. Maximum age: 25 years	a) A second class Bachelor degree in Commerce or Business Administration or equivalent. b) One year relevant experience. Maximum age: 25 years

Authority: Approval of Managing Director, OPF dated 28.05.2022.

  
(Muhammad Munir)  
Deputy Director (HR)

#### Distribution

All concerned

DD(HR)