

# **OVERSEAS PAKISTANIS FOUNDATION EMPLOYEES (SERVICE) REGULATIONS**

Islamabad, the 1st September, 1993.

## **Notification**

No. OPF/45th-BOG/93.- In exercise of the powers conferred by Article 12 of the Article of Association of Overseas Pakistanis Foundation, the Board of Governors of Overseas Pakistanis Foundation hereby make the following Regulations, namely:-

## **Chapter 1**

### **Short Title, Commencement, Application and Definitions**

1.01 Short title and commencement.- (1) These Regulations may be called the Overseas Pakistanis Foundation Employees (Service) Regulations, 1993.

(2) These Regulations shall come into force at once.

1.02 Extent of application.- These Regulations shall apply to all persons appointed on regular basis in the whole time employment of the Foundation and, except as otherwise provided, they shall not apply to-

- (a) Managing Director;
- (b) Persons appointed on contract or work-charged basis or who are paid from contingencies;
- (c) Persons serving in the Foundation on deputation from the Federal or Provincial Government or any other organization, authority or institution; and
- (d) persons who are 'workers' or 'workmen' as defined in the Factories Act, 1934 (Act XXV of 1934) or the Workmen's Compensation Act, 1923 (Act VIII of 1923)

1.03 Interpretation.- The Board of Governors of the Foundation shall be the final authority for interpretation of the Regulations contained herein and decision of the Board shall be final and binding on all employees.

1.04 Definitions.- In these Regulations, unless there is any thing repugnant in the subject or context,-

- i) 'Appointing authority' means the Board of Governors or an officer or authority authorized by the Board in this behalf and specified in these Regulations;
- ii) 'Appellate Authority' in the case of an order imposing a penalty means the officer next above the authority competent to impose a major penalty under these Regulations and in other cases, the authority next above the appointing authority;
- iii) 'Board' means the Board of Governors of the Foundation constituted in accordance with articles 8 and 9 of the Article of Association of Overseas Pakistanis Foundation;
- iv) 'Chairman' means the Chairman of the Board of Governors;

- v) 'Conveyance allowance' means an allowance granted for attending duty at the normal place of work, or for carrying out other duties necessitating maintenance of a transport;
- vi) 'Daily Allowance' is a uniform allowance for each day of absence from the headquarters of an employee and is intended to cover the ordinary daily charges incurred by him in consequence of such absence;
- vii) 'Day' means a calendar day beginning and ending at midnight;
- viii) 'Duty' includes time spent on -
  - (a) probation or apprenticeship followed by confirmation or, as the case may be, regular appointment;
  - (b) joining time;
  - (c) a duly authorized course of instruction or training including the time required for the journey to and from the place of such training;
  - (d) attendance at an obligatory departmental examination including a reasonable time required for journey to and from the place of examination and the day or days of the examinations;
  - (e) time spent on authorized tour and leave; and
  - (f) any extra work to be performed under the orders of or with the permission of the appointing authority;
- (ix) 'Employee' means any officer or servant holding a post on regular basis in the Foundation on the date of commencement of these Regulations or who is appointed on regular basis under these Regulations;
- (x) 'Family' means employee's wife or, as the case may be, husband, legitimate children and step children, excluding married daughters and sons above the age of 26 years, residing with and wholly dependent upon the employee. Legitimate children include legally adopted child provided the Managing Director is satisfied that under the personal law of the employee, adoption is legally recognized as conferring the status of a natural child. For the purpose of medical facilities, family shall also include parents of the employee residing with and dependent on him;
- xi) 'Foundation' means the Overseas Pakistanis Foundation, incorporated under the Companies Ordinance 1984;
- xii) 'Headquarters' of an employee means headquarters of the office of Foundation in which he is employed and in which record of his office are kept;
- xiii) 'Holiday' means a day declared as such by order of the Foundation and includes an optional or a gazetted holiday;
- xiv) 'Honorarium' means a recurring or non-recurring payment granted to an employee as remuneration for special or laborious work of an occasional character;
- xv) 'House Rent Allowance' means an allowance granted to an employee if the Foundation does not provide residential accommodation to him;

- xvi) 'Initial Appointment' means appointment made otherwise than by promotion or transfer;
- xvii) 'Leave Salary' means the monthly amount paid to an employee on leave;
- xviii) 'Managing Director' means the Managing Director referred to in article 14 of the Articles of Association;
- xix) 'Minister-in-charge' means the Federal Minister in charge of the Division, administratively concerned with the Foundation;
- xx) 'Month' means a calendar month; in calculating period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently;
- xxi) 'OPF grade' means a pay scale prescribed by the Board in which a post in the Foundation is placed, however Managing Director OPF will be placed in Management Scale-1 (M-1) <sup>1</sup>
- xxii) 'Pay' means the amount drawn monthly by an employee as -
  - (a) the pay, other than special pay, technical pay, personal pay or qualification pay, which has been sanctioned for a post held by him in which he has been confirmed or which is held by him in an officiating capacity;
  - (b) special pay, technical pay, personal pay and qualification pay;
  - (c) overseas pay, i.e. pay granted to an employee in consideration of the fact that he is serving in a country other than the country of his domicile; and
  - (d) any other emoluments which may be specially classed as pay by the Board of Governors;
- xxiii) 'Pay Scale' means the pay scale / OPF grade prescribed by the Board in which a post in the Foundation is placed;
- xxiv) 'Personal Pay' means additional pay granted to an employee -
  - (a) to save him from loss of pay due to a revision of pay or any reduction of such pay otherwise than as a disciplinary measure; and
  - (b) in exceptional circumstances, on other personal considerations;
- xxv) 'Prescribed' means prescribed by or under these Regulations;
- xxvi) 'Project' means any project undertaken and managed by the Foundation provided it does not have a separate legal entity;
- xxvii) 'Secretary' means the Secretary of the Foundation appointed in accordance with article 35 of the Articles of Association;
- xxviii) 'Selection Board' means the Selection Board constituted for purposes of making selection of persons for appointment to posts in OPF grade 10 and above in the Foundation;

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<sup>1</sup> Inserted in accordance with the Resolution adopted in the 113th meeting of BOG held on 25.2.2010.

- xxix) 'Selection Committee' means a committee constituted for the purpose of making selection for appointment to posts in OPF grade 9 and below in the Foundation;
- xxx) 'Service' means and includes the period during which an employee is on duty as well as on duly sanctioned leave;
- xxi) 'Special Pay' means an addition, of the nature of pay, to the emoluments of a post granted in consideration of -
  - (a) the specially arduous nature of duties; or
  - (b) a specific addition to the work or responsibility; or
  - (c) the un-healthiness of the locality in which the work is performed;
- xxxii) 'Subsistence Grant' means a monthly grant made to an employee who is not in receipt of pay or leave salary; and

1.05 Number and gender.- In these Regulations, unless there is anything repugnant in the subject or context, singular includes plural and masculine includes feminine.

1.06 Appointment on regular basis.- For the purpose of these Regulations an appointment made by initial appointment or promotion shall be deemed to have been made on regular basis if it is made in the prescribed manner.

## **Chapter 2**

### **General Provisions**

2.01 Employees to be governed by these Regulations and subsidiary orders.- (1) Terms and conditions of service of an employee shall be as laid down in these Regulations or in such subsidiary orders and instructions which may be issued from time to time with the approval of the Board including such orders and instructions issued by the Federal Government and made applicable to the employees by or with the approval of the Board.

(2) Any subsidiary orders and instruction in respect of any terms and conditions of service duly made by, or issued with the approval of the Board and in force immediately before the commencement of these Regulations shall, insofar as such rules and instructions are not inconsistent with the provisions of these Regulations, be deemed to be subsidiary orders and instructions issued with the approval of the Board in terms of sub-Regulations (1).

2.02 Employment to be whole time.- Unless in any case it be otherwise provided, the whole time of an employee is at the disposal of the Foundation and he may be employed in any manner required by proper authority without claim for additional remuneration.

2.03 Liability to serve in any post etc.- An employee shall be liable to serve any where within or outside Pakistan in any post, office or project or in any post under the Federal Government or the Provincial Government or a Corporation or a body set up, established or managed by such Government:

Provided that where an employee is required to serve in a post outside his service or cadre, his term and conditions of service as to his pay shall not be less favorable than those to which he would have been entitled if he had not been so required to serve.

2.04 Claims to be preferred within six months.- No claim against the Foundation not preferred within six months of its becoming due can be paid unless the time-limit is specifically relaxed in individual cases by the Head of Finance Division in his discretion:

Provided that claims which are more than three years old shall not be paid without the previous sanction of the Managing Director. Such sanction shall be granted only if there are very strong reasons such as their effect on retirement benefits.

Note. This Regulation does not apply to claims on account of gratuity which will be regulated by Regulations relating to gratuity.

### **Chapter 3**

#### **Appointment**

##### **Part I**

#### **General Provisions**

3.01 Appointment to be made against sanctioned posts.- All appointments in the Foundation shall be made against sanctioned posts.

3.02 Appointment of incumbent on abolition of a post.- (1) In the event of abolition of a post, the employee holding such post on regular basis may be appointed to another post in the same pay scale within the cadre, and if there is no such vacant post, to a post outside the cadre in the same pay scale provided he is considered suitable by the appointing authority for appointment to such post. If no vacancy exists in a post in the same pay scale, the appointing authority at its option may either offer him a post in a lower pay scale if a vacancy exists or terminate his service:

Provided that in the event of termination, the services of the junior most person in the cadre to which the employee belongs will be terminated.

3.03 Service and Cadres.- Service in the Foundation shall consist of different cadres as specified in Appendix 1 to these Regulations.

3.04 Sanctioned strength, method of appointment, qualifications etc.- (1) Appointment to posts included in the cadre concerned shall be made on regular basis by one or more of the following methods, namely:-

- (a) by initial appointment in accordance with part II of these Regulations.
- (b) by promotion in accordance with part III of these Regulations;

(2) The sanctioned strength for each cadre including the OPF grade in which the post is classified, method of appointment, qualification and experience and other conditions relating to various posts and the line of promotion shall be as laid down in Appendix 2.

(3) If a post reserved for promotion cannot be filled by promotion due to non-availability of a suitable person eligible for promotion and it is considered expedient by the appointing authority to fill the post, it may be filled by initial appointment.

(4) Nothing contained in these Regulations or in Appendix 2 shall prevent a post from -

- (a) being filled by appointment of a commissioned officer of the Armed Forces of Pakistan holding an equivalent rank either on regular basis or by re-employment on contract basis in accordance with the orders and instructions issued by the Federal Government from time to time; or

- (b) being filled by securing services on deputation basis of civil servants from the Federal or a Provincial Government or employees of organizations set up, controlled or managed by such Government; or
- (c) by appointment on contract basis if, in the opinion of the appointing authority, it is expedient to do so in the interest of the Foundation.

3.05 Appointing authorities.- The authorities competent to make appointment to various posts shall be as follows:-

- (i) Posts in OPF grade 10 and above. .. Minister-in-charge (Chairman)
- (ii) Posts in OPF grade 9 and below. .. Managing Director.

3.06 Constitution of Selection Board and Selection Committees.- (1) There shall be constituted a Selection Board headed by the Secretary of the Division administratively concerned with the Foundation for the purpose of selection of persons for appointment to posts in OPF Grades 10 and above.

(2) There shall be constituted one or more selection committees for the purpose of selection of persons for appointment, to posts in OPF Grade 9 and below. The constitution of the committees shall be approved by the Managing Director.

## **Part II**

### **INITIAL APPOINTMENT**

3.07 Procedure for initial appointment.- (1) Initial appointment to posts in OPF grade 10 and above shall be made by the appointing authority on recommendations of the Selection Board constituted in accordance with sub-Regulation (1) of Regulation 3.06.

(2) Initial appointment to posts in OPF Grades 5 to 9 and OPF Grades 1 to 4 respectively shall be made by the appointing authority on recommendations of the selection committee concerned constituted in accordance with sub-Regulation (2) of Regulation 3.06.

(3) No person who is not a citizen of Pakistan shall be eligible for appointment to any post:

Provided that the requirement may be relaxed by the Minister-in-charge (Chairman) in suitable cases.

(4) Persons married to a person who is not a citizen of Pakistan shall not be appointed to a post in the Foundation except with the prior approval of the Minister-in-charge (Chairman).

(5) A candidate for initial appointment must possess the educational qualifications and experience and must be within the age limit laid down for the post in Appendix 2:

Provided that the maximum age limit may be relaxed upto five years by the appointing authority if no suitable candidate within the prescribed age limit is available.

(6) The vacancies shall be advertised in the national press.

3.08 Observance of merit and provincial quotas.- (1) Vacancies in the under mentioned posts as are reserved for initial appointment shall be filled on an all-Pakistan basis in accordance with merit and provincial or regional quotas prescribed by Government for vacancies in posts in connection with the affairs of the Federation:-

- (i) All posts in OPF grade 6 and above.
- (ii) All posts in OPF grades 2 to 5 in offices which serve the whole of Pakistan.

(2) Vacancies in posts in OPF grades 2 to 5 in offices which serve only a particular province or region shall be filled by appointment of persons domiciled in that province or region.

(3) Vacancies in posts in OPF grade 1 shall ordinarily be filled on local basis.

(4) Vacancies which remain unfilled by candidate belonging to the province or region concerned shall be carried forward and no substitute appointment shall be made except with the sanction of Federal Government for reasons to be recorded.

(5) Five percent of the vacancies available to a region or province as per its quota will be reserved for orphans / destitute.

Explanation: The question as to who is an orphan or a destitute for purposes of this Regulation shall be decided by the Managing Director and his decision in this behalf will be final.



3.09 Medical Fitness.- A candidate for initial appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who, after such medical examination by the Medical Officer or as the case may be, the medical Board as may be nominated by the Managing Director is found not to satisfy these requirements shall not be appointed. The medical certificate of health may be submitted in such form as may be prescribed by the Foundation which shall be affixed to his first pay bill.

3.10 Verification of character and antecedents.- (1) An initial appointment shall be subject to such verification of the character and antecedents of the candidate as the appointing authority may require.

(2) No person not already in service of the Foundation or the Government shall be appointed unless he produces a certificate of good conduct from the principal office of the last academic institutes attended and a certificate of good conduct from an officer in basic pay Scale 17 and above in the service of the Federal or Provincial Government or any other Autonomous body set up, managed or controlled by such Government or a Commissioned officer of the Armed Forces of Pakistan or an officer of OPF grade 7 or above of the Foundation related to the candidate.

3.11 Employment of disabled persons.- (1) Not less than two<sup>1</sup> percent of the total number of persons employed by the Foundation at any time shall be disabled persons whose names have been registered with the Employment Exchange of the area in which the office / offices of the Foundation are located and against whose names in the register maintained under section 12 of the Disabled Persons (Employment and Rehabilitation) Ordinance, 1981 an endorsement exists to the effect that they are fit to work.

(2) The disabled persons employed against any post in pursuance of sub-Regulation (1) shall be entitled to the terms and conditions which are not less favorable than those of the other persons employed by the Foundation against similar posts.

(3) When calculating the percentage of the posts in the Foundation for the purposes of employment of disabled persons, the fraction of 0.5 and above shall count as a whole number.

3.12 Declaration of secrecy.- The appointment of a person to any post in the Foundation shall be subject to the signing of declaration of secrecy in the prescribed form.

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<sup>1</sup> The word "one" has been replaced with "two in pursuance of the Disabled Persons (Employment and Rehabilitation) Ordinance 1981 (DPO-1981)" and subject to approval of the BOG.

### Part III

#### Appointment by promotion

3.13 Eligibility for promotion.- An employee possessing such qualifications and length of service and fulfilling other conditions as are laid down in appendix 2 shall be eligible for promotion to a higher post for the time being reserved for promotion in the cadre to which he belongs.

3.14 Selection posts and non-selection posts for promotion.- Posts in OPF grade 9 and above are selection posts promotion to which will be made on the basis of selection on merit. Posts in OPF grade 8 and below are non-selection posts promotion to which will be made on the basis of seniority-cum-fitness.

3.15 Promotion in certain posts subject to length of service.- No promotion shall be made to posts in OPF grade 8 and above unless the employee has completed the minimum length of service for such promotion as is specified below:

- |       |   |   |
|-------|---|---|
| (i)   | For promotion to posts in OPF grade 8.              | Five years service in OPF grade 7.  |
| (ii)  | For promotion to posts in OPF grade 9.              | Twelve years service in OPF grade 7 and above.  |
| (iii) | For promotion to posts in OPF grade 10.             | Seventeen years service in OPF grade 7 and above.   |
| (iv)  | For promotion to posts in OPF grade 11.             | Twenty two years service in OPF grade 7 and above.  |
| (v)   | For promotion to posts in OPF grade 12 <sup>1</sup> | Twenty Seven (27) years in OPF Grade-7 & above (including at least five years service in OPF Grade-11 in case of initial appointment in OPF Grade-7 |

Provided that -

- (a) When initial appointment of a person including a person who is already an employee of the Foundation takes place in a post in OPF grade 8, 9, 10 or [11] <sup>2</sup> the length of service specified in this sub-Regulation shall be reduced by the following periods, namely:-

<u>Initial appointment in</u>	<u>Reduced by</u>
OPF grade 8	5 years
OPF grade 9	12 years
OPF grade 10	17 years;
OPF grade 11	22 years <sup>3</sup>

- (b) When first appointment of a person other than a person covered by proviso (a) was made in a post in OPF grade 6 or below, one-half of the service in OPF grade 6 and one-fourth of the service in OPF grade 5 and below may be counted as service in OPF grade 7 for computing length of service for the purpose of promotion only.

<sup>1</sup> Inserted vide Resolution of 114<sup>th</sup> meeting of the BOG held on 22<sup>nd</sup> and 24<sup>th</sup> June, 2009-10.

<sup>2</sup> Inserted vide Resolution of 114<sup>th</sup> meeting of the BOG held on 22<sup>nd</sup> and 24<sup>th</sup> June, 2009-10.

<sup>3</sup> Inserted vide Resolution of 114<sup>th</sup> meeting of the BOG held on 22<sup>nd</sup> and 24<sup>th</sup> June, 2009-10.

3.16 Training or examination on promotion.- Promotion to a post shall be subject to undergoing such training or passing of such examination as may be specified by the Minister-in-charge (Chairman) in the case of promotion to posts in OPF grade 10 and above and by the Managing Director in other cases.

3.17 Procedure for promotion.- (1) Promotion to posts in OPF grade 10 and above shall be made by appointing authority on the recommendation of the Selection Board constituted in accordance with sub-Regulation (1) of Regulation 3.06.

(2) Promotion to posts in OPF grades 5 to 9 and to posts in OPF grades 2, 3 and 4 shall be made by the appointing authority on the recommendations of the selection committee concerned constituted in accordance with sub-Regulation (2) of Regulation 3.06.

(3) Only such persons as possess the qualifications and meet the conditions laid down for promotion in appendix 2 shall be considered by the Selection Board or by the Selection Committee, as the case may be.

(4) The Selection Board or, as the case may be, the Selection Committee, will consider the cases of eligible employees for promotion to higher posts in order of seniority and either -

- (a) recommend an employee for promotion to the next higher post; or
- (b) recommend an employee for supersession on the ground of his being unfit for the time being for such promotion; or
- (c) defer consideration of the case of an employee for promotion for good and sufficient reasons, for instance, non-availability of one or more confidential reports or other documents or information considered necessary for determining his fitness for promotion, or the employee being on deputation outside the Foundation, whether in Pakistan or abroad, or deficiency in the required length of service for promotion.

An employee who has been superseded shall not be considered again unless he has earned one more confidential report for full one year. An employee whose case for promotion has been deferred will be considered as soon as the reason on the basis of which deferment took place ceases to exist:

Provided that if an employee whose case was deferred on the ground of his being on deputation fails to return to the Foundation on expiry of the approved period of his deputation, his case will be considered again after he has earned at least one confidential report after he has resumed duty in the Foundation.

(5) An employee shall be promoted to a post within his own cadre. Subject to sub-Regulation (4), an employee who is posted outside his cadre or is on deputation will be considered for promotion on his turn and if selected his actual promotion shall take place only when he resumes duty in his post in the cadre to which he belongs or, as the case may be, in the higher post in his cadre to which his promotion has been approved by the appointing authority.

## **Part IV**

### **Appointment on deputation to the Foundation**

3.18 Procedure for appointment by deputation.- (1) Appointment on deputation to posts in the Foundation may be made by the appointing authority in the interests of the Foundation.

(2) Civil servants, Federal or Provincial, and employees of the corporations or other autonomous bodies set up, managed or controlled by the Federal Government or, as the case may be, any Provincial Government, holding appointment on regular basis, may, with the consent of the Federal Government or, as the case may be, of the Provincial Government or other authority concerned, hereinafter called the lending authority, be appointed by the appointing authority concerned on deputation to appropriate posts in the Foundation for such periods and on such terms and conditions as may be determined by appointing authority in consultation with and the concurrence of the lending authority.

## **Part V**

### **Absorption of persons on deputation to the Foundation**

3.19 Conditions for absorption of deputationist to the Foundation.- (1) A person serving on deputation in the foundation may be appointed to an equivalent post on regular basis subject to the following conditions:-

- (i) the person serving on deputation applies in writing for or gives his consent to such absorption;
- (ii) his parent office agrees to such absorption;
- (iii) he possesses the qualifications laid down for initial appointment to the post in appendix 2.
- (iv) he, in the opinion of the appointing authority, is suitable for such absorption and is recommended by the Selection Board or, as the case may be, by the appropriate Selection Committee constituted in accordance with Regulation 3.06;
- (v) for the purpose of absorption he seeks retirement from his parent office if he has completed the prescribed service for retirement benefits, or, otherwise, resigns his previous post to join the Foundation;
- (vi) save as may otherwise be provided by Regulations, no benefit of his previous service shall be admissible for any purpose in the Foundation.

(2) The appointment made in accordance with sub-Regulation (1) shall be treated as initial appointment and shall be made against a post reserved for initial appointment.

(3) Nothing contained in this Regulation shall be construed to confer any right on such a person on deputation to the Foundation to claim absorption in the Foundation in accordance with this Regulation.

## **Part VI**

### **Probation**

3.20 Appointment to be on probation.- (1) Person appointed by initial appointment or by promotion shall be on probation for a period of one year.

(2) The period of probation may be extended for a period not exceeding one year.

3.21 Termination of probation period.- (1) On successful completion of probation period, the appointing authority shall, by issue of specific order, terminate the probation.

(2) If no orders are issued under sub-Regulation (1) on the expiry of the first year of probation, the probation shall be deemed to have been extended for one year under sub-Regulation (2) of Regulation 3.20.

(3) In the absence of any order under sub-Regulation (1) but subject to the provision of Regulations 3.22 and 3.23 the period of probation shall, on the expiry of the extended period under sub-Regulation (2) of Regulation 3.20, be deemed to have been successfully completed.

3.22 Termination of service for unsatisfactory performance or failure.- Where, in the opinion of the appointing authority, conduct or performance of a person on probation has not been satisfactory or where in respect of a post the satisfactory completion of probation includes the passing of a prescribed examination, test or successful completion of any course or training, a person appointed on probation to such a post who, before expiry of the original or extended period of probation, has failed to pass such examination or test or to successfully complete such course or training shall, except as may otherwise be prescribed -

- (a) if he was appointed to such post by initial appointment, be discharged; or
- (b) if he was appointed to such post by promotion, be reverted to the post from which he was promoted and to arrangement made to fill his post from which he was promoted shall be consequently reversed.

3.23 Termination of probation in case of initial appointment subject to satisfactory character and antecedent.- In the case of initial appointment to a post, an employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified and, in the opinion of the appointing authority, found satisfactory.

## **Chapter 4**

### **Seniority**

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

4.02 Seniority on initial appointment.- Subject to Regulation 4.05, seniority of a person appointed by initial appointment shall take effect from the date of regular appointment to the post:

Provided that -

- (i) persons appointed on the basis of an earlier selection shall rank senior to those appointed on the basis of a later selection; and
- (ii) persons appointed to a post on the basis of the same selection shall take seniority in the order of merit and if no order of merit was determined, persons older in age shall be senior to those younger in age.

4.03 Seniority on promotion.- Subject to Regulation 4.05, seniority in a post to which an employee is promoted shall take effect from the date of regular appointment by promotion to the higher post:

Provided that -

- (i)
  - (a) employees selected for promotion to a higher post on an earlier date shall be senior to those selected for promotion on a later date;
  - (b) an employee who is inadvertently omitted from consideration in the original reference to the Board or Selection Committee when he is subsequently considered and approved without being superseded he will take his seniority with the original batch.
  - (c) when in a single reference, the Selection Board or the Selection Committee, as the case may be, is asked to recommend more than one person and the recommendations of the Board or the Selection Committee are held up in respect of one or more such persons for want of complete papers or for reasons beyond the control of the person concerned, the recommendations of the Board or the Selection Committee when subsequently made will be deemed to have been made on the date when the recommendations in respect of the original batch were made.
- (ii) employees who are selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post.

4.04 Inter se seniority of employees appointed in a calendar year.- Subject to Regulation 4.05, 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.

4.05 Date of regular appointment of persons of one batch.- If two or more persons are selected for initial appointment or, as the case may be, for promotion in one batch, the earliest date on which a person of that batch assumes charge of the post after approval of such appointment by the appointing authority shall be deemed to be the date of regular appointment of all persons of that batch for purposes of seniority only.

4.06 Seniority on the Grant of Selection Grade.- [ Deleted ] <sup>1</sup>

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<sup>1</sup> Deleted in accordance with the Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001 after its adoption by the BOG in its 80th meeting held on 15-11-2001.

## **Chapter 5<sup>1</sup>**

### **Conduct**

5.1 Employees to abide by rules and Regulation of the Foundation.- An employee shall abide by rules and Regulations of the Foundation and obey the orders issued by the proper authority including the authority under whose jurisdiction and supervision he is for the time being placed.

5.2 Employee to inform if involved or convicted in a criminal case.- If an employee is involved in a criminal case or is convicted, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Managing Director immediately or, as soon as possible.

5.3 Unauthorized communication of official documents or information.- No employee shall, except in accordance with any special or general order of the Foundation, communicate directly or indirectly any official document or information to an employee unauthorized to receive it, or to a non-official person, or to the press.

5.4 Members of the Assembly not to be approached.- No employee shall, directly or indirectly, approach any member of the National Assembly or Senate or a Provincial Assembly, or any other non-official person, to intervene on his behalf in any matter.

5.5 Radio broadcast or television programme and communications to the press.- No employee shall except with the previous sanction of the Managing Director or in the bona fide discharge of his duties, participate in a radio broadcast or television programme or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

Provided that such sanction shall generally be granted if such broadcast or television programme or such contribution or letter is not, or may not be considered likely to jeopardize the integrity of the employee, the security of Pakistan or friendly relations with foreign states, or to offend public order, decency or morality, or to amount to contempt of court defamation or incitement to an offence:

Provided further that no such sanction shall be required if such broadcast or television programme or such contribution or letter is of a purely literary, artistic or scientific character.

5.6 Employee not to take part in politics or elections.- (1) No employee shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

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<sup>1</sup> Chapter 5 & 6 was replaced with the relevant provisions of the 'Removal from Service (Special Powers) Ordinance, 2000 vide Routine Office Order No 50/200, dated 31.10.2001 and revived vide Routine Office Order No 7/2011 dated 26.2.2011.



(2) No employee shall canvass or otherwise interfere or use his influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere:

Provided that an employee who is qualified to vote at such election may exercise his right to vote; but if he does so he shall give no indication of the manner in which he proposes to vote or has voted.

5.7 Employees not to express views against ideology of Pakistan.- No employee shall express views detrimental to the ideology or integrity of Pakistan.

5.8 Use of political or other influence.- No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Foundation or any employee or on Government or any Government servant in support of any claim arising in connection with his employment as such or in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of an employee.

5.9 Employees not to keep contact with foreign missions.- An employee shall not approach or keep contact with a foreign mission in Pakistan except for reasons related to official work where prior permission of the Managing Director shall be obtained.

5.10 Employees not to approach a higher authority without permission.- An employee shall not approach, either in person or in writing, any higher authority outside the Foundation without obtaining prior permission of the Managing Director.

5.11 Employee not to be absent from the place of duty without permission.- An employee shall not be absent from the place of his duty without prior permission of the authority competent to grant him leave.

5.12 Employee to promote interest of the Foundation.- An employee shall make utmost endeavor to promote the interests of the Foundation and shall not do any thing to lower its image.

## **Chapter 6**

### **Discipline**

6.01 **Authority and Authorized officer.**- (1) Authority means the Board or an officer designated by the Board to exercise the powers of the authority under these Regulations.

(2) Authorized officer means an officer authorized by the 'authority' to perform functions of an authorized officer under these Regulations or if no officer is so authorized, the authority.

6.02 **Authority.** The following officers are designated as 'authority' in terms of sub-Regulation (1) of Regulation 6.01 for employees mentioned against them -

- (i) for officers in OPF grade 10 and above Minister-in-charge (Chairman)
- (ii) for officers in OPF grade 9 and below Managing Director.

6.03 **Grounds of penalty.**- (1) When an officer, in the opinion of the authority or, as the case may be, the authorized officer -

- (i) is guilty of misconduct;
- (ii) is corrupt or may reasonably be considered corrupt because -
  - (a) he is or any of his dependant, or any other person through him or on his behalf, is in possession of pecuniary resources or property disproportionate to his known sources of income and for which he cannot reasonably account for;
  - (b) he has assumed a style of living beyond his ostensible means of income;
  - (c) he has committed theft, fraud misappropriation or dishonesty in connection with official business or property; and
  - (d) of accepting or offering bribes or any illegal gratification;
- (iii) is engaged, or is reasonably suspected of being engaged, in subversive activities, or is guilty of disclosure of official secrets to any unauthorized person and his retention in service is therefore prejudicial to the national security or the security of the Foundation, the authority or, as the case may be, the authorized officer, may impose on him one or more penalties in accordance with these Regulations.

(2) For purposes of sub-Regulation (1), misconduct 'means conduct prejudicial to good order or service discipline or contrary to Regulations in Chapter 5 (Conduct) or unbecoming of an officer or a gentleman and, without prejudice to the foregoing, includes -

- (i) wilful insubordination or disobedience of a reasonable or official order of his superior;
- (ii) wilful damage or loss to office property;
- (iii) habitual late attendance and unauthorised absence;
- (iv) absence without leave which the employee is unable to explain to the satisfaction of the authority competent to grant him leave;
- (v) striking work or inciting others to strike work in contravention of the law;

- (vi) disorderly behavior within office premises;
- (vii) misleading the management or the officer concerned with the matter by providing wrong information to gain some advantage in service;
- (viii) favoritism or nepotism in discharge of official work or responsibility; and
- (ix) indiscipline, breach of any order, and violation of any rule, Regulation or procedure of the Foundation;

6.04 Penalties.- (1) The following are the minor and major penalties, namely -

- (a) minor penalties -
  - (i) censure;
  - (ii) withholding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement;
  - (iii) recovery from pay of the whole or any part of any pecuniary loss caused to the Foundation by negligence or breach of orders;
- (b) major penalties -
  - (iv) reduction to a lower post or pay scale or to a lower stage in a pay scale;
  - (v) compulsory retirement from service;
  - (vi) removal from service; and
  - (vii) dismissal from service;

(2) Compulsory retirement or removal from service does not but dismissal from service does disqualify for future employment.

(3) In this Regulation, compulsory retirement, removal or dismissal from service does not include the discharge of a person -

- (i) appointed on probation, during the period of probation or in accordance with the probation or training rules and Regulations applicable to him;
- (ii) appointed to hold a temporary appointment or a post otherwise than under a contract, on the expiry of the period of such appointment; or
- (iii) appointed on contract, in accordance with the terms of the contract.

6.05 Circumstances in which an employee may be suspended or required to proceed on leave.-

In case an employee is accused of misconduct, corruption or subversion, the authorized officer may require him to proceed on leave or, with the approval of the authority, suspend him:

Provided that any continuation of such leave or suspension beyond three months on each occasion shall require approval of the authority.

6.06 Subsistence grant, allowances and facilities during suspension.- [ The employees of OPF shall be entitled to full amount of salary and all other benefits and facilities under contract of service, during the period of suspension ] <sup>1</sup>.

6.07 Rejoining of an employee required to proceed on leave and reinstatement of a suspended employee.- (1) If an employee who proceeded on leave in pursuance of an order under Regulation 6.05 is not compulsorily retired, removed or dismissed from service, he shall be required to rejoin duty under the order of the competent authority and the period of such leave shall be treated as duty on full pay.

(2) If an employee who was suspended in pursuance of an order passed under Regulation 6.05 is not compulsorily retired, removed or dismissed from service or is not reduced to a lower post or pay scale, he shall be reinstated by the order of the competent authority. If the employee is not found guilty of any charge, the period of suspension shall be treated as duty on full pay plus such allowances, other than the allowances paid to him during suspension in accordance with Regulation 6.06, of which he was in receipt of immediately before suspension. If the employee is found guilty of any charge, but is not compulsorily retired, removed or dismissed from service, the competent authority may grant to him such proportion of such pay and allowances, other than the allowances paid to him during suspension in accordance with Regulation 6.06, which he was in receipt of immediately before his suspension, as may be specified by the competent authority. In such a case, the period of suspension shall not be treated as duty unless the competent authority so directs.

Explanation: In this Regulation, 'competent authority' means the authority or, as the case may be, the authorised officer, who passes the final order on the case.

6.08 Procedure for disciplinary action.- (1) The authorised officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an inquiry officer or an inquiry committee. If he so decides the procedure indicated in sub-Regulations (3) and (4) shall apply.

(2) If the authorised officer decides that it is not necessary to have an inquiry conducted through an inquiry officer or an inquiry committee, he shall, by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action and give him a reasonable opportunity of showing cause against that action:

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<sup>1</sup> Substituted vide Routine Office Order No 54/2005 dated 28.12.2005 which replaced the following sub-regulations.

- (1) An employee under suspension is entitled to the following payments -
  - (i) subsistence grant equal to one half of his pay; and
  - (ii) compensatory allowances specified below if they were admissible and were being drawn immediately before suspension:-
    - (a) house rent allowance;
    - (b) local compensatory allowance; and
    - (c) conveyance allowance;
- (2) Residential telephone, if installed officially, may not be removed from the residence, but during the period of suspension the line-rent only shall be paid by the Foundation. Payment on account of calls, whether local or otherwise, shall be made by the employee himself.
- (3) Residence orderly, if provided, shall be withdrawn.
- (4) No official transport shall be provided.

Provided that no such opportunity shall be given where the authorised officer is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.

- (3) Where the authorised officer decides that an inquiry should be conducted, he shall-
- (a) appoint an inquiry officer senior in rank to the accused or an inquiry committee consisting of members senior in rank to the accused. The inquiry officer or members of the committee may normally belong to the Foundation but civil servants nominated by the Establishment Division on a request made to them by the Division administratively concerned with the Foundation may also be appointed as inquiry officer or members of the inquiry committee;
  - (b) frame a charge and communicate it to the accused together with statement of allegation under his (authorised officer's) signature explaining the charge and stating any other relevant circumstances which are proposed to be taken into consideration, and supply a copy at the same time to the inquiry officer or, as the case may be to the inquiry committee.
  - (c) require the accused to put in a written defence within a reasonable time, which shall not be less than seven days from the day the charge has been communicated to him, and state at the same time whether he desires to be heard in person.
- (4) The inquiry officer or, as the case may be, the inquiry committee shall inquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross examine the witnesses against him. The inquiry officer or, as the case may be, the committee shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing and for a period not exceeding seven days. Where the inquiry officer or, as the case may be, the inquiry committee, is satisfied that the accused in hampering, or attempting to hamper the progress of the enquiry he or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he or it thinks best suited to do substantial justice. The inquiry officer or, as the case may be, the inquiry committee shall, on conclusion of the inquiry, submit his or its findings and the grounds thereof to the authorised officer.
- (5) On receipt of the report of the inquiry officer or the inquiry committee or, where no such officer or committee is appointed, on receipt of the explanation of the accused, if any, the authorised officer shall give a personal hearing to the accused if he has asked to be heard in person. After the hearing, if any, the authorised officer shall determine whether the charge has been proved. If an inquiry was held, the authorised officer, after he has considered the report and arrived at a provisional conclusion as to the penalty to be imposed, supply to the accused a copy of the inquiry report and ask him to show cause within a specified time, which shall not ordinarily exceed fourteen days, against the particular penalty to be imposed and any representation submitted by the accused in this behalf shall be taken into consideration before final orders are passed. If the charge is proved, and it is proposed to impose a minor penalty the authorised officer shall pass order accordingly. If it is proposed to impose a major penalty, he shall forward the case

to the authority along with the charge and statement of allegations served on the accused, the findings of the inquiry officer or the inquiry committee, if appointed, and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper. If the charge is not proved, the authorised officer shall exonerate the accused.

(6) A copy of the final order passed by the authority or, as the case may be, the authorised officer shall be delivered to the employee concerned and also kept in his personal file.

Explanation.- The 'accused' means an employee against whom action is taken under the Regulations in this Chapter.

6.09 Power of the inquiry officer and inquiry committee.- For the purpose of an inquiry under these Regulations, the inquiry officer and the inquiry committee shall have the powers of a Civil Court trying a suit under the code of Civil Procedure, 1908 (Act V of 1908), in respect of the following matters, namely -

- (i) summoning and enforcing the attendance of any person and examining him on oath;
- (ii) requiring the discovery and production of documents;
- (iii) receiving evidence on affidavits; and
- (iv) issuing commission for the examination of witnesses and documents.

6.10 Regulation 6.08 not to apply in certain cases.- Nothing in Regulation 6.08 shall apply to a case -

- (a) where the accused is compulsorily retired, removed or dismissed from service or reduced to a lower post or pay scale, on the ground of conduct which has led to a sentence of fine or imprisonment; or
- (b) where the authority is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

## **Chapter 7**

### **Committal to prison and Pendency of a criminal charge**

7.01 Suspension on committal to prison.- An employee committed to prison either for debt or on a criminal charge should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceedings against him, when an adjustment of his pay and allowances should be made with the approval of the competent authority according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of the blame, or, if the imprisonment was for debt, of its being proved that the employee's liability arose from circumstances beyond his control.

7.02 Pendency of a criminal charge.- An employee, including an employee released on bail, against whom a criminal charge or a proceeding for arrest for debt is pending, should also be placed under suspension by the competent authority by the issue of specific order to this effect during the period or periods when he is not actually detained in custody or imprisoned, if the charge made or proceeding taken against him is connected with his position as an employee, or is likely to embarrass him in the discharge of his duties or involves moral turpitude. In regard to his pay and allowances, the provisions in Regulations 7.01 shall apply.

7.03 Competent authority.- For purposes of Regulations in this chapter, competent authority means Chairman in the case of employees in OPF grade 10 and above and the Managing Director in the case of employees in OPF grade 9 and below.

## **Chapter 8**

### **Record of Service**

8.01 Record of service of each employee to be maintained.- A record of service of each employee shall be kept in such form as the Managing Director may determine. Every step in an employee's official life should be recorded in his record of service and attested by the Managing Director or an officer authorised by him in his behalf. The entries shall contain no erasures or over-writings.

8.02 Personal file to be maintained.- (1) A personal file for each employee shall be maintained in which all papers relating to his service including verification of antecedents form, duly verified and authenticated, pay, leave record, orders and notifications shall be kept.

(2) The personal file shall be page-numbered in ink and kept in safe custody.

(3) The Managing Director shall be responsible for the maintenance of personal files of employees in OPF grade 10 and above, and the secretary shall be responsible for maintenance of personal files of employees in OPF grade 9 and below.

8.03 Date of birth.- (1) Every person newly appointed to a post in the Foundation should at the time of his appointment declare the date of his birth by the Christian era with, as far as possible, confirmatory documentary evidence such as matriculation certificate or / and municipal birth certificate.

(2) If an employee is unable to state his exact date of birth, but can state the year or the year and month of his birth first July or the sixteenth day of the month respectively may be treated as his date of birth.

(3) If the employee is only able to state his approximate age, his date of birth may be assumed to be the corresponding date arrived at by deducting the number of years representing his age from the date of his appointment.

(4) The actual date or the assumed date of the employee determined under sub-Regulation (2) or (3), as the case may be, should be recorded in his service record and properly attested. Once entered, the date of birth cannot be altered without the prior approval of the Managing Director.



## **Chapter 9**

### **Leave**

9.01 Leave cannot be claimed as of right.- Leave cannot be claimed as of right. When the exigencies of service or official business or the interests of the Foundation so require, the discretion to refuse or revoke leave of any kind is reserved to the authority empowered to grant it.

9.02 Authorities competent to grant leave.- The authorities competent to grant leave shall be as follows:-

- (i) For employees in OPF grade 10 and above - Managing Director.
- (ii) For employees in OPF grade 9 and below - Head of the Division concerned.

9.03 Earning of leave.- All service rendered by an employee qualifies him to earn Annual leave in accordance with these rules, but shall not be earned during the period of leave. <sup>1</sup>

9.04 Earned leave and special sick leave.- Earned leave admissible to an employee is [4] <sup>2</sup> days for each completed month of service. The maximum accumulation of earned leave shall be [one year]. <sup>3</sup>

9.05 Sick leave.- (1) Sick leave shall be admissible to an employee upto the maximum of 180 days subject to the provision of Medical Certificate issued by the OPF authorized Medical Officer. Such leave shall be debited from the account of Earned leave of an employee.

Provided that the authority competent to sanction leave may, in its discretion, secure a second medical opinion from such medical authority or a Medical Board, as the case may be, as may be specified.

(2) When medical treatment is obtained in emergency at the station where the employee is serving or at an outstation, medical certificate duly verified by the OPF medical officer only shall be accepted.

(3) Special sick leave may be granted outside the leave account upto 180 days on full pay and 360 days on half pay on such medical advice as the authority competent to sanction leave may consider necessary to an employee disabled by injury, ailment or disease contracted in course of or in consequence of duty.

(4) The grant of a medical certificate does not by itself confer upon the employee concerned any right to leave. The order of the authority competent to grant leave to whom the medical certificate is submitted should be awaited.

9.06 Encashment of leave.- (1) Earned leave formally applied for by an employee and refused by the leave sanctioning authority, the ground of refusal being requirement of official business, may be encashed, with the approval of the Managing Director, subject to the condition that not more than 30 days of such leave shall be encashed during one calendar year.

(2) [ deleted ] <sup>4</sup>.

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<sup>1</sup> The regulations relation to earning of leave and sick leave have been replaced in accordance with the Routine Office Order No 03/2002 dated 09-01-2002.

<sup>2</sup> The figure 2-1/2 has been replaced with 4 in accordance with Routine Office Order No 03/2002 dated 09-01-2002.

<sup>3</sup> The word six months has been replaced with one year vide Routine Office Order No. 45/2000 dated 28-10-2000.

<sup>4</sup> "Sick leave or any kind of leave other than earned leave shall not be encashable" deleted in accordance with Routine Office Order No. 45/2000 dated 28-10-2000.

9.07 An employee not to join duty before its expiry without permission.- Unless he is permitted to do so by the authority which sanctioned his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.

9.08 Return to duty from leave on medical certificate.- No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness.

9.09 Maternity leave.- (1) Maternity leave on full pay may be granted to a female employee to the extent of ninety days in all from the date of its commencement or forty five days from the date of her confinement, whichever be earlier. Such leave shall not be debited to her leave account.

(2) Maternity leave may not be granted for more than three times in the entire service of a female employee.

9.10 Extraordinary leave.- (1) Extraordinary leave may be granted in special circumstances when no other leave is admissible or, while the leave being admissible, the employee applies in writing for the grant of extraordinary leave. Such leave may be granted upto the maximum of five years at a time in the case of an employee who has been in continuous service for a period of not less than ten years and upto the maximum of two years if the employee has been in continuous service for more than five years and less than ten years of such service. Extraordinary leave is not debited against the leave account. No leave salary is admissible during such leave.

(2) Extraordinary leave may be granted to commute retrospectively absence without leave into extraordinary leave.

9.11 Iddat leave.- (1) A female employee, on the death of her husband, may be granted iddat leave on full pay, when applied, for a period not exceeding one hundred and thirty days. Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate either alongwith her application for iddat leave or, if that is not possible, the said certificate may be submitted to the leave sanctioning authority separately.

(2) Iddat leave shall not be debited to the leave account of the female employee concerned.

(3) Iddat leave may be granted in continuation of, or in combination with, any other kind of leave as may be due and admissible to a female employee.

9.12 Leave ex-Pakistan.- (1) Leave ex-Pakistan may be granted to an employee who applies for such leave or who proceeds abroad during leave or takes leave while posted abroad or is otherwise on duty abroad, and makes a specific request to that effect.

(2) Subject to sub-Regulation (3) and (4) leave salary during leave ex-Pakistan shall be payable for the actual period of leave spent abroad subject to the maximum of one hundred and twenty days.

(3) Leave salary shall be drawn in Pakistan irrespective of the country where leave is spent.

(4) Leave ex Pakistan will be subject to the same limits and conditions as are prescribed in Regulations 9.04, 9.05 and 9.10.

9.13 Commencement and end of leave.- Leave ordinarily begins on the day on which an employee hands over the charge of his post and ends on which date charge is assumed.

9.14 Application and sanction for leave.- (1) An application for leave or for an extension of leave must be made on the prescribed form to the authority competent to sanction leave and should be submitted through the immediate officer in charge.

(2) A report on the admissibility of leave shall be obtained before leave is sanctioned.

(3) An employee shall not proceed on leave until it has been formally sanctioned and communicated to him:

Provided that if in circumstances beyond his control it was not possible to obtain previous sanction, the leave may be sanctioned if the authority competent to sanction leave is satisfied that it was not possible for the employee to obtain previous sanction.

9.15 Leave not admissible during suspension.- Leave shall not be granted to an employee under suspension.

9.16 Leave salary.- <sup>1</sup> (1) An employee on earned leave is entitled for the maximum of 120 days and with Medical Certificate for 180 days due and sanctioned on each occasion, to leave salary equal to the average monthly pay earned during the twelve complete months preceding the month in which leave begins or equal to the rate of pay drawn on the day immediately before the beginning of leave, whichever is greater. For the remaining period of such leave due and sanctioned, the employee shall be entitled to leave salary equal to half his average monthly pay as aforesaid or equal to half of the rate of pay drawn on the day immediately before the beginning of leave, whichever is greater.

(2) An employee on extraordinary leave is not entitled to any leave salary.

9.17 Leave to lapse when an employee quits service.- The leave at the credit of an employee shall lapse when he quits service whether by retirement or otherwise.

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<sup>1</sup> 'and with Medical Certificate for 180 days' has been inserted in place of 'of such leave' in accordance with the Routine Office Order No 03/2002 dated 09-01-2002.

## **Chapter 10**

### **Casual leave**

10.01 Casual leave technically not absent from duty.- Regulation in Chapter 9 do not refer to casual leave for short period. Such leave is not recognized and is not subject to any Regulation save as provided in this chapter. Technically therefore an employee on casual leave is not treated as absent from duty, and his pay is not intermitted. Casual leave must not, however, be given so as to cause evasion of the Regulations or orders regarding -

- date or reckoning pay and allowances;
- charge of office;
- commencement and end of leave; and
- return to duty

so as to extend the term of leave beyond the time admissible by Regulations.

10.02 Maximum amount of casual leave in a year.- (1) Casual leave shall be admissible for the maximum period of 20 days in a calendar year.

(2) Casual leave at one time shall not ordinarily exceed 15 days except with the approval of the Managing Director.

(3) In the case of appointment to a post in the Foundation in the second half of the calendar year, the maximum limit of 20 days shall be reduced to 10 days.

(4) Casual leave not taken during the year shall lapse at the end of the year.

10.03 Casual leave ex-Pakistan.- The Managing Director may permit an employee to avail himself of casual leave ex-Pakistan in special circumstances subject to the condition that the maximum limit of 20 days or, as the case may be, 10 days is not exceeded.

10.04 Authorities competent to sanction casual leave.- The Casual Leave shall be sanctioned by the authorities as specified in Regulation 9.02.

## **Chapter 11**

### **Pay and Allowances**

11.01 OPF grades.- The pay scales, named OPF grades, applicable to posts in the Foundation are given in Appendix 3.

11.02 Classification of posts.- Each sanctioned post in the Foundation shall be classified into one of the pay scales.

11.03 Authority competent to fix pay.- The fixation of pay shall be within the competence of the appointing authority or an officer authorised by him in this behalf.

11.04 Fixation of pay on initial appointment.- Pay on initial appointment of a person to a post shall be fixed at the minimum of the pay scale:

Provided that premature increments upto five such increments may be granted by the appointing authority, on the recommendations of the Selection Board or, as the case may be, the appropriate Selection Committee for good and sufficient reasons including exceptional qualifications and experience relevant to the job. The reason or reasons for which premature increments are granted should be recorded by that authority.

[ Provided further that previous service of an employee shall be counted for purpose of pay protection and not for the purpose of seniority who joined OPF from other Government / Semi Government / Autonomous / Semi Autonomous organization on regular basis after applying through proper channel in line with the rules as contained in the Estacode and Civil Servants Rules]<sup>1</sup>.

11.05 Fixation of pay on promotion.- If an employee is appointed by promotion to a higher post, his pay will be fixed, subject to the completion of the prescribed length of service, at the stage next above his pay in respect of the lower post or the pay scale:

Provided that if such a stage gives a pay increase equal to or less than a full increment in the higher pay scale, the pay shall be fixed after allowing a premature increment in the pay scale of the higher post:

Provided further that in the case of an employee who is promoted to a higher post carrying pay scale which he has already reached by way of move-over, the pay shall be fixed at the next stage after allowing one premature increment over the stage which he had reached by way of move-over but not beyond the maximum of the pay scale of the higher post to which he has been promoted.

11.06 Annual increment.- (1) An increment shall be drawn as a matter of course unless it is withheld as a penalty under these Regulations.

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<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 121st meeting held on 18th January, 2013.

(2) The annual increment in the pay scale shall accrue on the first day of the month of January following the completion of at least six months of such service at the relevant stage as counts for increment.

11.07 Grant of merit increment.- In addition to the annual increment, the Managing Director may grant merit increment to an employee who has shown outstanding work performance consistently throughout the year preceding the first day of the month of January.

11.08 Move-over to the next higher scale.- [ deleted ] <sup>1</sup>

(9) In matters not covered by preceding sub-Regulations, the orders and instructions issued by the Federal Government for civil servants and approved by the Managing Director for adoption shall be followed.

11.09 Additional Pay - (1) Where the additional charge of a vacant post is entrusted in its entirety, with the approval of the appointing authority, to another employee holding an equivalent post, the employee may be granted a special allowance of 20% of his pay as defined in Regulation 1.04 (xxii) (a) subject to the maximum as prescribed by the Foundation from time to time for the actual period of additional charge but not exceeding six months.

(2) An employee who is given, with the approval of the Managing Director, current charge of a higher post in addition to his own duties, shall be allowed pay in his own OPF grade plus a special pay under Regulation 1.04 (xxxi) equal to 20% of his pay as defined in Regulation 1.04 (xxii) (a) subject to the maximum as prescribed by the Foundation from time to time.

(3) The additional charge under sub-Regulation (1) and (2) should not be allowed for a period of less than 30 days or more than six months. The vacancy should be filled before expiry of six months.

11.10 Grant of honorarium.- The Minister-in-charge (Chairman) in the case of employees in OPF grade 10 and above and the Managing Director in the case of employees in OPF grade 9 and below may grant honorarium to employees as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward.

11.11 Allowances and Perquisites.- The allowances including overtime allowance and perquisites shall be admissible to employees on the rates and conditions as specified in Appendix 4.

11.12 House Rent at the time of retirement - <sup>2</sup> On retirement, an employee will be entitled for six (6) month's 'House Rent' as per their respective OPF Grades.

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<sup>1</sup> Deleted in accordance with the Finance Division Regulation Wing's Office Memorandum F.1(5)Imp/2001(i) dated 17-09-2001 after its adoption by the BOG in its 80th meeting held on 15-11-2001.

<sup>2</sup> Inserted in accordance with the decision taken by the BOG in its 111th meeting held on 6th August, 2009.

## **Chapter 12**

### **TRAVELLING ALLOWANCE**

#### **PART-I**

##### **General Provisions**

12.01 Travelling allowance to cover expenses on tour and transfer.- Travelling allowance is granted to an employee to cover the expenses which he incurs on travelling on duty in the interest of the Foundation. It is not to be treated as a source of income.

12.02 Journey on tour and transfer shall be undertaken with the prior approval of the Managing Director.

12.03 Categories of employees for calculating travelling allowance.- For the purpose of calculating travelling allowance, the employees are divided into four categories as follows:

Category I	Employees in OPF grade 6 and above.
Category II	Employees in OPF grade 4 and 5.
Category III	Employees in OPF grade 3.
Category IV	Employees in OPF grade 1 and 2.

12.04 An employee in transit from one post to another ranks in the category to which the lower of the two posts would entitle him.

12.05 Kinds of travelling allowance.- The following are the different kinds of travelling allowance which may be drawn in different circumstances by the employees:-

- (a) Mileage allowance.
- (b) Daily allowance.
- (c) The actual cost of travelling.

## **Part-II**

### **Mileage Allowance**

12.06 Mileage allowance defined.- A mileage allowance is an allowance calculated on the distance travelled which is given to meet the cost of a particular journey.

12.07 Principles of calculation.- (1) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short:

Provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great mileage allowance should be calculated on the route actually used.

(2) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In a case of doubt the Managing Director may decide which shall be regarded as the shortest of two or more routes.

(3) If an employee travels by a route which is not the shortest but is cheaper than the shortest, his mileage allowance should be calculated on the route actually used.

(4) The Managing Director may, for special reasons which should be recorded, permit mileage allowance to be calculated on a route other than the shortest or cheapest, provided that the journey is actually performed by such route in the interest of the Foundation.

12.08 Points of commencement and end of journey.- Mileage allowance shall be admissible from the residence of the employee to the railway station or the airport, as the case may be, and when journey is performed by public transport plying for hire on single seat basis, to the bus / taxi-stand at his headquarters and from the railway station or the airport or the bus / taxi-stand to the place of his temporary residence at the outstation and vice versa.

12.09 Employee to travel by class of accommodation.- An employee is required to travel by the class of accommodation for which travelling allowance is admissible to him. The provision regulating mileage allowance contained in these Regulations are subject to the condition that if an employee travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

12.10 Mileage allowance is differently calculated, as shown in the succeeding Regulations, as the journey is, or could be, made by railway, by road, or by air.

12.11 Class of railway accommodation to which employees are entitled.- (1) For the purpose of calculating mileage allowance an employee when travelling by railway is considered to be entitled to the class of entitlement as follows, namely:-

- (a) An employee of Category-I  
Accommodation of the highest class, by whatever name it may be called, provided on the railway by which he travels.



- (b) An employee of Category-II  
First class (Sleeper) accommodation, or, if the line by which he travels provides no such accommodation on any train, the next lower.
- (c) An employee of the Category-III  
First class (Sitter) accommodation, or, if travelling on any line which does not provide such accommodation, the next lower class.
- (d) An employee of the Category-IV  
The lowest class by whatever name it may be called.

(2) Except in the case of journey on transfer the mileage allowance admissible to an employee is the fare of the class in which he is entitled to accommodation plus daily allowance as admissible.

12.12 Mileage allowance for journey by road.- (1) For journey by road, mileage allowance is admissible as prescribed by the Foundation from time to time.

(2) When road mileage is claimed for a journey by road between places connected by railway, it is open to the controlling officer either to allow full road mileage if he is satisfied that interest of the Foundation was served by road journey which would not have been served had the employee travelled by railway, or to limit the mileage allowance to what would have been admissible had the employee travelled by railways.

(3) Employees shall be allowed to use the mode of transport as shown below:

<u>Mode of transport</u>	<u>Grade of employee</u>
Personal car, or by engaging a full taxi.	Category I employees (in the case of others, a taxi may be engaged if the urgency of the situation so demands with the approval of the controlling officer).
Personal Motor cycle / Scooter.	Category I and II employees.
Bicycle etc. and public transport plying for hire on a single seat basis.	All employees.

12.13 In calculating mileage allowance for road, fractions of a kilometer should be omitted from the total of a bill for any one journey but not from the various items which make up the bill.

12.14 Mileage allowance for journey by air.- Travel by air means journey performed in the machines of public air transport companies regularly plying for hire. It does not include journey performed by private aeroplane or air taxis. Travel by air is permissible on tour or on transfer:-

- (a) in the case of an officer holding a post in OPF grade 6 and above.
- (b) in the case of an officer to whom (a) does not apply, whenever the Managing Director authorises travel by air on the ground that air travel is necessary in the public interest / interest of the Foundation.

All employees shall travel in economy class while undertaking journeys on duty by air within Pakistan.

12.15 An employee entitled to travel by air on tour is entitled to one air fare or the actual cost of the return air tickets if such tickets are available, plus daily allowance.

12.16 An employee who is not authorised to travel by air but who performs a journey by air on tour can draw only the travelling allowance to which he would have been entitled if he had travelled by rail or road subject to the condition that the travelling allowance so drawn shall, in no case, exceed the travelling allowance that would have been admissible to him under Regulation 12.15.

### **Part-III**

#### **DAILY ALLOWANCE**

12.17 Daily allowance defined.- A daily allowance is a uniform allowance for each day of absence from headquarters, which is intended to cover the ordinary daily charges incurred by an employee in consequence of such absence.

12.18 Daily allowance to be drawn on tour.- Unless in any case it be otherwise expressly provided in these Regulations a daily allowance may be drawn while on tour by every employee whose duties require that he should travel, and may not be drawn except while on tour.

12.19 Scale of daily allowance.- <sup>1</sup> Daily allowance is admissible as prescribed by the Foundation for the cities to be notified from time to time.

### **Part - IV**

#### **Actual Expenses**

12.20 Except as expressly provided, an employee not entitled to be provided with means of conveyance or draw actual cost of travelling.- Unless in any case it be otherwise expressly provided in these Regulations, no employee is entitled to be provided with means of conveyance by or at the expense of the Foundation or to draw as travelling allowance the actual cost or part of the actual cost of travelling.

### **Part - V**

#### **Travelling allowance admissible for different classes of journey**

12.21 Travelling allowance calculated with reference to purpose of journey.- The travelling allowance admissible to an employee for any journey is calculated with reference to the purpose of the journey in accordance with the succeeding Regulations.

12.22 Unless in any case it be otherwise expressly provided in these Regulations an employee making a journey for any purpose is not entitled to recover from the Foundation the cost of transporting his family or his personal luggage, conveyances, tents and camp equipage.

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<sup>1</sup> Rates of daily allowance and hotel expenses has been revised vide R.O.O. No. 74/2012 dated 24-09-2012.

## **Part - VI**

### **Journey on tour**

12.23 Headquarters of an employee.- (1) The headquarters of an employee shall be in such place as the Managing Director may prescribe.

(2) As a general rule and subject to any special orders to the contrary in particular case, the headquarters of an employee are the headquarters of the office of the Foundation in which he is employed and where the records of his office are kept.

12.24 When an employee is on tour.- An employee is on tour when absent on duty from his headquarters either within or, with proper sanction, beyond his sphere of duty.

12.25 In a case of doubt the Managing Director may decide whether a particular absence is absence on duty for the purpose of Regulation 12.24.

12.26 The Chairman may impose such restrictions as it may think fit upon the frequency and duration of journey to be made on tour by any employee or class of employees.

12.27 Travelling allowance on tour drawn in the shape of daily allowance.- Except where otherwise expressly provided in these Regulations, an employee draws travelling allowance for journeys on tour in the shape of daily allowance.

12.28 When daily allowance may be drawn.- (1) Daily allowance for each calendar day will be admissible for the period of absence from headquarters involving actual night stop at the place of halt. Where night stop is not involved and if absence from headquarters exceeds four hours including time spent in transit half daily allowance will be admissible. Not more than one daily allowance will be admissible on any calendar day involving night stop. A fraction of a calendar day will be reckoned as a calendar day for this purpose. A period of absence from headquarter commences from the time of departure of the employee from his office or residence, as the case may be, till the time of his return to his office or residence, as the case may be. The period of forced delay in transit will be treated as part of the total transit period.

(2) In the case of departure from headquarters, the rate of daily allowance during transit will be the same as admissible at the station of immediate destination. In the case of return to headquarters, the rate will be the one admissible at the last station of temporary duty before return to headquarters.

12.29 Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of sixteen kilometers from the headquarters or return to his headquarters from a similar point.

12.30 Daily allowance may be drawn during a halt on tour or on a Friday or a holiday occurring during a tour.

12.31 An employee of OPF grade 9 or below may stay in the Government's or public sector corporation's guest houses, rest houses and motels / hotels (other than five star hotels). In addition to the admissible daily allowance mentioned in Regulation 12.19 he may claim Hotel expenses as prescribed by the Foundation from time to time. The rate of accommodation charges will be admissible @ two (2) times of daily allowance where no hotel accommodation receipt is produced in respect of OPF Grade 7 & above. In the cases of employees of OPF Grade 1 to 6, accommodation charges will be admissible as three (3) times of daily allowance for big cities and one & half daily allowance for small cities.<sup>1</sup>

12.32 An employee in OPF grade 10 and above may stay in five star hotels and claim actual room rent charges on production of receipts upto three times the amount of daily allowance in localities where special daily allowance is admissible and one and a half times the amount of daily allowance in localities where ordinary daily allowance is admissible. If, however, the room rent charges are in excess of the aforementioned maximum ceiling, fifty percent of the additional amount will be paid by the Foundation.

Explanation.- The term "actual room rent" includes taxes, duties and service charges relating to the rent of a single room in a hotel.

12.33 An employee who takes casual leave while on tour is not entitled to daily allowance during such leave. An employee who takes casual leave immediately on the conclusion of temporary duty will draw daily allowance for the day of departure from the outstation to which he would have been entitled had he not proceeded on casual leave.

12.34 Exchange of daily allowance with mileage allowance.- (1) Subject to any conditions which a competent authority may by general or special order impose, an employee may exchange his daily allowance for mileage allowance on any day on which:-

- a) he travels by railway; or
- b) he travels more than 32 KM by road; or
- c) he travels by air:

Provided that if a continuous journey extends over more than one day, the exchange must be made for all such days and not for a part only of them.

(2) When a journey by road is combined with a journey by railway under (a) in sub-Regulation (1) of this Regulation:-

- a) mileage allowance may be drawn on account of such mileage but such mileage is limited to the amount of daily allowance unless the journey by road exceeds 32 KM; and
- b) unless such journey by road be a journey to or from the employee's headquarters or temporary residence at a place of halt, mileage allowance shall be calculated on the distance actually travelled without regard to the points fixed by or under Regulation 12.08.

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<sup>1</sup> Revised in accordance with the Routine Office Order No. 74/2012 dated 24-09-2012.

## **Part - VII**

### **Journey on transfer**

#### **12.35 Travelling allowance on transfer admissible if the transfer be in the interest of Foundation.-**

Travelling allowance may not be drawn by an employee on transfer from one station to another unless he is transferred in the interest of the Foundation and is entitled to pay during the period taken up by the journey. A transfer at his own request should not be treated as a transfer in the interest of the Foundation unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.

**Explanation:** Transfer means movement of an employee from one headquarter station in which he is employed to another such station either to take up the duties of a new post or in consequence of change of his headquarters.

#### **12.36 Mileage allowance.-** An employee may draw mileage allowance for a journey on transfer.

**12.37 Entitlement on transfer.-** Unless in any case it be otherwise expressly provided in these Regulations, an employee is entitled on transfer to the following.

a) Transfer Grant

Employees possessing a family	One month's pay.
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Employees not possessing a family	Half month's pay.
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Transfer Grant is admissible in all cases where travelling allowance on transfer is otherwise admissible under these Regulations.

b) Actual rail or air fare for the employee and one or half fare, as the case may be for each member of the family. If he travels by road, he may draw road mileage at twice the rate applicable to him under Regulation 12.12. If two members of family accompany him he can draw additional road mileage and if more than two members of family accompany him twice that rate.

c) One daily allowance at special rate is payable during journey period for every 480 kilometers of road distance. In case of journey on transfer by air, one daily allowance for each calendar day of the actual period taken in transit will be admissible.

d) One daily allowance at the rate applicable to the station is payable in respect of the employee and in respect of each member of his family above 12 years and one-half of the rate for every child above the age of 12 months, for the day of arrival at the new place of posting.

e) The maximum limits upto which personal effects can be transported at Foundation expense are as follows:-

Category I employees:

Possessing a family	4500 Kilograms (120 Maunds)
Not possessing a family	2240 Kilograms (60 Maunds)

Category II employees:

Possessing a family	3000 Kilograms (80 Maunds)
Not possessing a family	1500 Kilograms (40 Maunds)

Category III employees:

Possessing a family	1500 Kilograms (40 Maunds)
Not possessing a family	760 Kilograms (20 Maunds)

Category IV employees:

Possessing a family	560 Kilograms (15 Maunds)
Not possessing a family	380 Kilograms (10 Maunds)

- f) Cost of carriage of personal effects upto the maximum number of kilograms as in clause (e) will be allowed at the rate as prescribed by the Foundation from the residence of the employee at the old station to his residence at the new station irrespective of the mode by which the personal effects are carried. Charges for the transport of personal effects may be allowed if they do not for good and sufficient reasons accompany him but are carried within a reasonable time before or after the date of his journey on transfer.
- g) The employee claiming the cost of transporting personal effects must support his claim by a certificate that the actual expense incurred was not less than the sum claimed. He should state in the certificate the weight of the personal effects actually carried and the amount actually paid for their transport separately by rail, road or other craft, and the controlling officer shall record a certificate that he has scrutinized the details and satisfied himself that the claim is reasonable. Receipts in support of claim for transportation of personal effects will not be required.
- Explanation: The term "personal effects" is not subject to definition but the controlling officer must satisfy himself that a claim to reimbursement is reasonable.

12.38 Transportation of conveyance.- (1) An employee may draw the actual cost of transporting at owner's risk conveyance on the following scale if the following conditions are fulfilled:

- The distance travelled exceeds 132 kilometers;
- The possession of the conveyance will be advantageous from the point of view of efficiency of the employee in the post which he is going to join; and
- Conveyance is actually transported by railway or other craft.

Category of employees (1)	Scale allowed (2)
First category	A motor car or motor cycle / scooter.
Second category	A motor car or motor cycle / scooter.
Third category	A motor cycle / scooter or a bicycle.

Note.- In the case of motor car, the cost of transporting a chauffeur or cleaner may be drawn.

(2) The conveyance may be transported by passenger train but if it is transported by goods train, it is permissible to charge to the authority the packing charges to and from the goods shed provided it does not exceed the cost of transportation of conveyance by the passenger train. This sub-Regulation applies, mutatis, mutandis, to an employee of third category who carries an ordinary cycle.

(3) An employee, who transports his motor car or motor cycle / scooter by road between stations connected by rail, is entitled to draw transportation charges as prescribed by the Foundation. If the employee and his family travel in their own car, he can draw actual railway fare for himself and one or, as the case may be, half for each member of his family. In that case transportation charge for motor car or motor cycle / scooter will not be admissible.

12.39 When an employee is not entitled to carry a motor car or motor cycle / scooter at the expense of the Foundation, there is no objection to their inclusion as a part of personal effects provided these are within the prescribed maximum limit of maundage.

12.40 There is no objection if the personal effects do not accompany an employee for good and sufficient reasons but are carried within a reasonable time of the date of his journey on transfer. The controlling officer should also certify on the body of the bill that he has scrutinized the details and satisfied himself that the claim is reasonable.

12.41 (1) A member of an employee's family who follows him within six months or precedes him by not more than one month may be treated as accompanying him. If any member of the family travels from a place other than the old station of the employee, travelling allowance may be allowed to him provided it does not exceed the total mileage allowance that would have been admissible had such member proceeded from the old station to the new station. For the purposes of this Regulation, the grade of an employee may be determined with reference to the facts on the date of his transfer, while the number of fares admissible should be determined with reference to the facts on the date of journey in respect of which travelling allowance is claimed. When travelling allowance is claimed for members of the family, their number, relationship and ages should be mentioned in the travelling allowance bill.

(2) If the family of an employee, in consequence of his transfer, travels to a station other than the new headquarters, travelling allowance for the family may be drawn subject to the condition that it does not exceed the travelling allowance which would have been admissible if the family had proceeded to the new headquarters station direct.

12.42 Travelling allowance when leave is taken before joining a post.- If an employee proceeds on leave on full pay not exceeding 120 days after making over charge of the old post and before taking over charge of the new post, he is entitled to the usual travelling allowance irrespective of the fact whether the order of transfer was received before or after the commencement of leave. If he proceeds on leave exceeding 120 days, he is not entitled to any travelling allowance.

## **Part - VIII**

### **Journey to join first post**

12.43 Travelling allowance to join first post not admissible.- (1) Travelling allowance is not admissible to any person for a journey to join his first post in the Foundation.

(2) When an employee who was discharged owing to a reduction of establishment or the abolition of his post is reappointed, the appointing authority may permit him to draw travelling allowance for so much of his journey to join his new post as falls within Pakistan. In such a case, traveling allowance shall be calculated as for a journey on tour but no daily allowance may be drawn for halts on the journey.

## **Part - IX**

### **Journey to give evidence or to attend a court of law as assessor or juror**

12.44 Travelling allowance to give evidence of facts of which the employee has official knowledge.- (1) If an employee is summoned to give evidence in a criminal case, a case before a court martial, a civil case to which the Foundation or the Government is a party or a departmental enquiry held by a duly constituted authority in Pakistan or in foreign territory provided that facts as to which he is to give evidence have come to his knowledge in the discharge of his duties as an employee of the Foundation and the court is situated beyond 16 KM radius of his headquarters, he may draw travelling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him. The employee who draws such travelling allowance should not accept any payment of expenses from the court or the other authority and should obtain and attach to the bill a non-payment certificate from the court or the other authority. Any fees which may be deposited in the court or with the other authority for the travelling and subsistence allowance of the witness must be credited to the Foundation.

(2) If the court is situated within 16 KM of his headquarters and thereby the employee is not entitled to any travelling allowance, he may accept the actual travelling expenses from the court.

12.45 When an employee is on leave and is summoned to give evidence in the circumstances stated in para 12.44 he may be paid travelling allowance to and from the place where he is spending leave.

12.46 In case an employee is summoned to give evidence in his private capacity or to serve as an assessor or a juror, he is not entitled to any travelling allowance except that which he is paid by the court under its own rules. If the court pays him any sum as subsistence allowance or compensation apart from payment for travelling expenses he must credit that sum to the Foundation before drawing full pay for the day or days of absence.



## **Part - X**

### **Journey to places outside Pakistan**

12.47 Travelling allowance for journey on duty to places outside Pakistan.- When an employee is required to proceed to places outside Pakistan on official duty, the Managing Director in consultation with Financial Adviser shall decide the scale on which he shall draw the travelling allowance keeping in view the scale admissible to civil servants on similar duty and subject to the condition that the scale so fixed shall not exceed that admissible to a civil servant.

## **Part - XI**

### **Controlling Officer**

12.48 Controlling Officer.- Controlling officer for travelling allowance purposes for various employee shall be as follows:-

For employees in OPF grade 7 and above - Managing Director

For employees in OPF grade 6 and below - <sup>1</sup> as delegated by the Managing Director.

(2) No bill for travelling allowance shall be paid unless it is signed or countersigned by the controlling officer of the employee who presents it.

12.49 Duties of the controlling officer.- It is the duty of the controlling officer, before signing or countersigning a travelling allowance bill:-

- a) to scrutinize the necessity, frequency and duration of journeys and halts for which travelling allowance is claimed and disallow the whole or a part of the travelling allowance if he is satisfied that the journey was not necessary or the halt was of excessive duration;
- b) to scrutinize the distance(s) given in the bill;
- c) to satisfy himself that mileage allowance for journeys by rail or steamer has been claimed at the rate of accommodation admissible to him and actually used by him;
- d) where the actual expenses on account of cost of transportation of personal luggage are also claimed, to see that these are according to the prescribed scale and are reasonable, and disallow any claim which, in his opinion, does not fulfil that condition;
- e) to check any tendency to abuse the option of exchanging daily allowance for mileage allowance; and
- f) to observe any subsidiary rules, Regulations or orders which a competent authority may frame for his guidance.

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<sup>1</sup> The BOG time to time delegated these powers to various officers through different Resolutions which have been made part of these regulations under delegation of powers.

## **Chapter 13**

### **Joining Time**

13.01 When joining time is granted.- Joining time is granted to an employee to enable him to join a new post to which he is appointed while on duty in his old post.

13.02 Joining time treated as duty.- (1) An employee on joining time shall be regarded as on duty and shall be entitled to the pay which he would have drawn if he had not been transferred or the pay which he will draw on taking charge of the new post, whichever is less.

(2) An employee who does not join his new post within his joining time is not entitled to any pay or leave salary after the end of the joining time. Wilful absence from duty after the expiry of joining time may be treated as misconduct for the purposes of chapter 6.

13.03 Calculation of joining time.- (1) Not more than one day is allowed to an employee to join a new post when the appointment to such post does not necessarily involve a change of residence from one station to the other. A holiday counts as a day for this purpose.

(2) On transfer from one station to the other, five days are allowed for preparation and in addition, a period to cover the actual journey calculated as follows:-

- |     |                          |  |
|-----|--------------------------|--|
| (a) | For journey by railway   | One day for each 400 KM or fraction thereof or any longer time actually occupied in the journey. |
| (b) | For journey by motor car | One day for each 150 KM or fraction thereof or any longer time occupied in the journey.          |
| (c) | For journey by air       | Number of days actually taken in air journey.  |

(3) The joining time is normally calculated by the route which travellers ordinarily use irrespective of the route by which the employee has actually travelled.

(4) The maximum joining time is limited to 30 days. A Friday is not included for the purpose of the calculation under sub-Regulation (2) but is included in the maximum period of 30 days.

(5) The Managing Director may for reasons to be recorded extend the joining time calculated under sub-Regulation (2) which should not ordinarily be extended beyond 30 days except where he is satisfied that the employee, notwithstanding due diligence on his part, had to spend more time on the journey that is allowed by the Regulations or where the employee was prevented from joining his post within the joining time in circumstances beyond his control.

(6) The Managing Director may, in special circumstances, reduce the period of joining time admissible under this Regulation.

## **Chapter 14**

### **Medical Attendance and Treatment**

14.01 Free Medical attendance and treatment.- (1) Save as otherwise specifically provided in these Regulations, and excluding the employee covered under the social security schemes, all employees of OPF shall be entitled free of charge to medical attendance and treatment.

(2) Where an employee is entitled under sub-Regulation (1) to medical attendance and treatment free of charge, any amount paid by him on account of such medical attendance and treatment shall be reimbursed to him by the Foundation subject to production of a certificate in writing by the authorised medical attendant and after necessary verification by him and subject to such other conditions as are specified in these Regulations in this behalf or are specified by the Managing Director by general or special orders.

Explanation: For purposes of Regulations in this chapter -

- (i) Medical attendance means attendance in a hospital or dispensary maintained by the Foundation or in a recognised hospital.
- (ii) 'Authorised medical attendant' means a registered medical practitioner appointed or nominated by the Foundation for its employees or a class of its employees for purposes of medical attendance and treatment;
- (iii) 'Family' means parents, husband, wife and legitimate children and step children of the employee residing with and wholly dependent on him

Explanation.

- (a) Wife of an employee shall be deemed to be wholly dependent upon him so long as she is not judicially separated, and where the wife herself is an employee of the Foundation, the husband shall be entitled to claim any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as an employee.
- (b) In case of more than one wife, the wife nominated by the employee to receive medical attendance and treatment will be entitled to it. Not more than one wife shall be so nominated at one time, and the nomination so made shall be final unless she is judicially separated or dies, when a fresh nomination subject to same conditions can be made if there is more than one wife.
- (c) Sons and step-sons of employee shall be deemed to be wholly dependent upon him till they complete the age of twenty six and shall thereafter be deemed to be so dependent if he in special circumstances to be recorded certifies that they are wholly dependent on him and the Managing Director, in view of the special circumstances, so permits.
- (d) Daughters and step-daughters of an employee shall be deemed to be wholly dependent upon him till they are married, and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

- (e) An adopted child shall be considered to be a child with the approval of Managing Director if he is satisfied that under the personal law of the employee, adoption is legally recognized as conferring the status of natural child but for the purposes of the Regulations in this chapter only.
- (ee) <sup>1</sup> The employees who have no Aulad-e-Narina will be allowed medical facility after retirement as per OPF Employees (service) Regulations, 1993.
- (f) The expression "residing with" shall not be so construed as to exclude any member of the family of an employee wholly dependent upon him but not actually resident with him, as for example, the son or daughter of an employee studying at a place other than his headquarters or the wife of an employee temporarily away from his headquarters.
- (iv) 'Recognized hospital' means a hospital or dispensary maintained by the Foundation or a Government hospital or a hospital recognised by the Foundation for medical attendance and treatment of its employees.
- (v) 'Medical attendance' means an attendance in a recognised hospital including such pathological, bacteriological, radiological, ultrasonic or other methods of the examination for purposes of diagnosis as are available in such hospital, dispensary or the clinic.
- (vi) 'Treatment' means the use of all medical and surgical facilities available at the recognised hospital in which an employee is treated and includes -
  - (a) employment of such pathological, bacteriological, radiological, ultrasonic, or other methods as are considered necessary by the authorized medical attendant;
  - (b) the supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital;
  - (c) the supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery or for prevention of serious deterioration in the condition of the employee;
  - (d) Such accommodation as is ordinarily provided in the recognised hospital and is suited to his status as specified below:
    - \* employees in OPF grades 10 and above - A private airconditioned room.
    - \* employees in grade 7, 8 and 9 - Private room, non-airconditioned.
    - \* employees in OPF grade 3 to 6 - Semi-private ward.
    - \* employees in OPF grade 1 and 2 - General ward.

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<sup>1</sup> A new clause as Clause 2(iii)(ee) has been added in pursuance of decision taken by the BOG in its 111th meeting of BOG held on 6th August, 2009 and Routine Office Order No. 40/2009 dated 14-09-2009.

- (e) Such nursing as is ordinarily provided to in-patients by the recognized hospital.
- (f) Dental treatment which includes treatment of alveolar (gum and Jaw bone) disease, extraction of teeth, and removal of odontomes and impacted wisdom teeth, treatment of dental carries, gingivitis, pyorrhoea and filling (temporary or permanent), of dental carries including root canal treatment and scaling, but does not include dental implants, orthodontic appliances, bridging, crowing and provision of dentures.
- (g) Assessment of eye defect, medical and surgical treatment of eye diseases but does not include provision of glasses.
- (h) The provision of artificial limbs, joints and implants.
- (i) The facility of circumcision.

Explanation. Free medical treatment does not include diet, private nursing and provision of accommodation superior to that described in clause (d). The employee shall have to pay such charges.

14.02 Procedure.- (1) Medical attendance and treatment will be obtained from the authorised medical attendant.

(2) Medicines will be obtained on the prescription issued by the authorised medical attendant from the medical stores approved by the Foundation for the purpose.

(3) In case of emergency, the employee may get treatment from the nearest medical centre or the nearest registered medical practitioner. Any expenses incurred on such medical attendance and treatment shall be reimbursed by the Foundation on production of receipts verified and countersigned by the authorised medical attendant

(4) All maternity cases for hospitalization or other specialised treatment will be referred only by the authorised medical attendant.

14.03 Treatment at an outstation.- If an employee on tour or leave outside his headquarter falls ill, he may get medical attendance and treatment from any local registered medical practitioner or at a local government hospital. Any expenses incurred on such medical attendance and treatment shall be reimbursed to him on production of receipts / cash vouchers after verification and countersignature by the authorised medical attendant.

14.04 Attendance and treatment by Tabeeb or Homeopathic doctor.- The employee may receive medical attendance and treatment from a hakim appointed by the Foundation for its employee or from a registered hakim / tabeeb or homeopathic practitioner nominated by the Foundation for the purpose. Reimbursement of any cost incurred on medical attendance and treatment shall be subject to the conditions applicable to reimbursement of cost as specified in Regulation 14.02.

14.05 Medical attendance and treatment of members of family.- (1) Save as provided otherwise in these Regulations and subject to sub-Regulation (2), the family of an employee shall be entitled,

free of charge, to medical attendance and treatment by the authorized medical attendant and at recognized hospitals on the scale and under the conditions allowed to the employee himself. This shall include confinement of an employee's wife in a hospital but not pre-natal or post-natal treatment at the employee's residence.

(2) Family of an employee in OPF grade 2 to 6 residing at a station other than his headquarters station will be allowed medical attendance and treatment within an over-all ceiling as prescribed by the Foundation from time to time.

(3) In the case of a chronic disease, the authorized medical attendant may refer the patient to a Government medical officer or to a government hospital and any expenditure incurred on such medical attendance and treatment shall be reimbursed on production of receipts and cash vouchers, verified and countersigned by the authorized medical attendant.

(4) Maternity charges as prescribed by the Foundation from time to time will be reimbursed to the employees in OPF grade 2 (other than those specified in Regulation 14.06) and those in OPF grade 3 to 6 on production of receipts and cash vouchers, countersigned by the authorized medical attendant, if delivery is arranged at home at the station of duty subject to production of birth certificate from the local municipal committee / councilor.

14.06 Employee to be covered under social security scheme.- Employees in OPF grade 1 and employees in OPF grade 2 drawing pay not exceeding Rs. 1500 p.m. shall be provided with free medical attendance and treatment from social security institutions.

14.07 Employee in receipt of medical allowance not entitled to out door medical attendance and treatment free of charge.- Employees in receipt of medical allowance in lieu of reimbursement of charges on out-door attendance and treatment shall not be entitled to reimbursement of any charges incurred on account of medical attendance and treatment as an out-door patient. However the facility of in-door patient in a recognized hospital as admissible under these Regulations shall be admissible.

## **Chapter 15**

### **Retirement, Resignation and Termination of service**

15.01 Retirement on attaining the prescribed age.- An employee shall retire from service on the completion of the sixtieth year of his age.

15.02 Retirement on completion of 25 years qualifying service.- Subject to the provisions of the Essential Services (Maintenance) Act, 1952 an employee, other than an employee against whom a disciplinary action is pending, has the right to retire after completing 25 years qualifying service. Such an employee shall at least three months before the date he intends to retire submit a written intimation to the competent authority indicating the date on which he intends to retire. Such an intimation, once submitted, shall be final and shall not be allowed to be modified or withdrawn after it has been accepted by the competent authority.

15.03 Resignation subject to previous notice.- (1) Subject to sub-Regulation (3) and (4) and to the provisions of Essential Services (Maintenance) Act, 1952 an employee may resign from his post by giving one month notice in writing. The resignation shall not become effective until it is accepted by the competent authority. Till such time the resignation is accepted, the employee shall continue in service and cannot absent himself from his duties without proper leave. Any violation of this provision shall amount to misconduct for purposes of discipline.

(2) The appointing authority may in its discretion accept pay for one month in lieu of notice or an amount equal to his pay for the unexpired period of the notice period if the employee so requests.

(3) Acceptance of resignation will be subject to recovery of any dues or moneys recoverable from the employee.

(4) If a disciplinary case is pending against the employee, resignation shall not be considered until the disciplinary case is finalised.

15.04 Termination of service without notice.- (1) The service of an employee may be terminated without notice -

- (a) during the initial or extended period of probation in accordance with Regulation 3.22; and
- (b) on the expiry of the initial or extended period of employment.

(2) Where, on the abolition of a post or reduction in the number of posts, the service of an employee is required to be terminated, the person whose service is terminated shall ordinarily be the one who is the most junior in his cadre or post. Such an employee shall be given one month's notice or pay for one month in lieu of notice.

(3) Notwithstanding the provisions of sub-Regulation (1) but subject to sub-Regulation (2), the service of an employee shall be liable to termination at any time on one month's notice or pay in lieu thereof.

15.05 Competent Authority.- The Competent Authority for purposes of Regulations 15.02, 15.03 and 15.04 shall be the authority competent to make appointment to the post held by the employee concerned.

## **Chapter 16**

### **Appeal and Representation**

16.01 Appeal from an order imposing a penalty.- Every employee shall be entitled to appeal to the appellate authority specified in Regulation 16.04 from an order passed by the authority or an authorised officer imposing upon him any penalty.

16.02 Appeal from an order other than an order imposing a penalty.- An employee shall be entitled to appeal to the appellate authority specified in Regulation 16.04 from an order passed by an authority which -

- (a) alters to his disadvantage, conditions of service, pay, allowances or gratuity; or
- (b) interprets to his disadvantage the provisions of any Regulations whereby his conditions of service, pay, allowances or gratuity are regulated; or
- (c) terminates his employment or gives notice of such termination otherwise than -
  - (i) on his reaching the age of superannuation;
  - (ii) in accordance with the provisions of these Regulations:

Provided that no appeal or review shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

16.03 Circumstances in which a representation may be submitted.- Where no provision for appeal or review in respect of any order relating to the terms and conditions exist under these Regulations, an employee aggrieved by any such order may, within thirty days of the communication to him of such order, make a representation to the Managing Director, and if such order is passed by the Managing Director or the Board, to the Secretary of the Division administratively concerned:

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or grade.

16.04 Appellate authority.- (1) For purposes of Regulation 16.01 the appellate authority shall be the authority next above the authority competent to impose a major penalty on the employee.

(2) For purpose of Regulation 16.02, the appellate authority shall be the authority next above the authority competent to make appointment to the post held by him.

Explanation.- For purposes of Regulation, the authority next above the Minister - in - charge (Chairman) shall be the Board.

16.05 Procedure for submission of appeal.- (1) Every employee preferring an appeal under Regulation 16.01 or 16.02 should do so separately in his own name. The appeal shall be authenticated by the signature of the appellant.



- (2) Every appeal shall be accompanied by the copy of the order appealed against.
- (3) Every appeal shall contain all material statements and arguments relied upon by the appellant, shall contain no disrespectful, improper or inappropriate language, and shall be complete in itself.
- (4) Every appeal shall be submitted through proper channel and through the authority from whose orders the appeal is preferred.
- (5) Every appeal shall be submitted within a period of thirty days of the communication of the order appealed against.

16.06 Withholding of appeal.- (1) An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if -

- (a) it is an appeal in a case in which no appeal lies under these Regulations; or
- (b) it does not comply with the provisions of sub-Regulations (1) and (3) and (4) of Regulation 16.05; or
- (c) it is not preferred within the time specified in sub-Regulation (5) of Regulation 16.05 and no reasonable cause is shown for the delay; or
- (d) it is addressed to an authority to which no appeal lies under these Regulations; or
- (e) it is a repetition of a previous appeal already considered and decided by the appellate authority and no new facts or circumstances are adduced which afford ground for a reconsideration of the case:

Provided that in every case in which an appeal is withheld, the appellant shall be informed of the fact and the reason for it:

Provided further that an appeal withheld on account only of failure to comply with the provisions of sub-Regulation (1) (3) or (4) of Regulation 16.05 or clause (d) of this sub-Regulation may be resubmitted within one month of the date on which the appellant is informed of the withholding of appeal and if resubmitted in a form which complies with these provisions or is addressed to the proper appellate authority, as the case may be, shall not be withheld.

- (2) No appeal shall lie against the withholding of an appeal under this Regulation by an authority competent to do so.

16.07 Transmission of appeals.- (1) Every appeal which is not withheld under Regulation 16.06 shall be forwarded to the appellate authority with an expression of opinion by the authority from whose orders it is preferred.

- (2) A list of appeals withheld under sub-Regulation (1) of Regulation 16.06, with reasons for withholding it, shall be forwarded quarterly by the withholding authority to the appellate authority.

(3) An appellate authority may call for any appeal withheld under sub-Regulation (1) of Regulation 16.06 and may pass such orders as it may consider fit in accordance with the Regulation 16.09 of these regulations.

16.08 Pending appeals.- All appeals and representations competently made under the Regulations in force immediately before the date on which these Regulations came into force and pending on that date shall be deemed to be appeals and representations made under these Regulations.

16.09 Orders on appeal by the appellate authority.- (1) In the case of an appeal under Regulation 16.01, the appellate authority shall consider -

- (a) Whether the facts on which the order appealed against was based have been established;
- (b) Whether the facts established afford ground for taking action; and
- (c) Whether the penalty is excessive, adequate, or inadequate and after such consideration shall confirm, set aside, vary or modify the order appealed against.

(2) In the case of an appeal under Regulation 16.02, the appellate authority shall pass such orders as, having regard to all circumstances of the case, appear to it just and equitable.

(3) The authority from whose order an appeal is preferred shall give effect to any order made by the appellate authority.

## **Chapter 17**

### **Contributory Provident Fund**

17.01 Emoluments, family and year.- (1) For the purposes of Regulations in this chapter, and unless there is anything repugnant in the subject or context:-

- (a) 'Emoluments' means -
- (i) pay as defined in Regulation 1.04 (xxii);
  - (ii) senior post allowance;
  - (iii) special pay of all types;
  - (iv) personal pay;
  - (v) technical pay;
  - (vi) indexation on pay; and
  - (vii) any other emoluments which may be specially classed as such for the purpose of Regulations in this chapter and includes leave salary and subsistence grant.

- (b) 'Family' means -
- (i) in the case of a male subscriber, the wife or wives and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance she shall henceforth deemed to be no longer a member of the subscriber's family in matters to which these Regulations relate, unless the subscriber subsequently indicates by express notification in writing to the Account Officer that she shall continue to be so regarded;

- (ii) in the case of a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that if a subscriber by notification in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which the Regulations in this chapter relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Note I. 'Children' means legitimate children.

Note II. An adopted child shall be considered to be a child when the Managing Director is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

- (c) 'The Fund' means the Contributory Provident Fund constituted by the Foundation.
- (d) 'Year' means a financial years and

(2) Any other expression used in these Regulations which is defined either in the Provident Funds Act, 1925 (Act XIX of 1925), or in these Regulations is used in the sense therein defined.

17.02 Constitution and management of the Fund.- (1) There shall be constituted a provident fund by the name of Contributory Provident Fund to which shall be credited subscriptions of subscribers on their individual account and the amounts credited by the Foundation by way of addition to such subscriptions.

(2) The Fund shall be administered by the Managing Director and shall be maintained in Pakistan in rupees.

17.03 Employees eligible to join the Fund.- Non-pensionable employees holding appointment on regular basis (including those on probation) shall be eligible to join the Fund.

17.04 Compulsory subscribers to the Fund.- All existing and eligible employees holding post on regular basis and such employees who are appointed to their first post in the Foundation on regular basis on or after the commencement of these Regulations shall join the Fund as compulsory subscribers.

17.05 Nomination.- (1) As soon as may be after joining the Fund, every subscriber shall be required by the Accounts Officer to make a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the fund in the event of his death before the amount standing to his credit has become payable, or where the amount has become payable before payment has been made.

(2) A subscriber who, at the time of joining the Fund, has a family shall send to the Account Officer a nomination in the Form set forth in Appendix 5 in favor of one or more members of his family.

(3) A subscriber who has no family may similarly nominate a person or persons in the form set forth in Appendix 6:

Provided that a nomination made under this sub-Regulation shall be deemed to have been duly made in accordance with these Regulations only for so long as the subscriber has no family.

(4) If a subscriber at any time acquires a family, he shall send to the Account Officer a nomination as provided in sub-Regulation (2) and, if he has under sub-Regulation (3) nominated any person other than a member of his family, he shall formally cancel the previous nomination.

(5) If a subscriber nominates more than one person under sub-Regulations (1) or (2), he shall specify in the nomination the amount or share payable to each of the nominee in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.

(6) A nomination may be cancelled by a subscriber and replaced by any nomination which is permitted to be made under this Regulation.

(7) Every nomination made and every notice of cancellation given shall take effect to the extent that it is valid on the date on which it is received by the Accounts officer.

17.06 Subscribers' accounts. - An account shall be opened in the name of each subscriber, in which shall be credited -

- (i) the subscriber's subscriptions;
- (ii) contributions made under Regulation 17.10 by the Foundation to his account;
- (iii) profit as provided by Regulation 17.11 on subscriptions; and
- (iv) profit as provided by Regulation 17.11 on contributions.

17.07 Conditions and rates of subscriptions. - (1) Every subscriber shall subscribe monthly to the Fund except during a period of suspension. On reinstatement, if the period of suspension is treated as duty, the total amount due to the Fund on account of arrears of subscriptions for the period of suspension shall forthwith be paid by the subscriber to the Fund or, in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments, or otherwise as may be directed by the Managing Director.

(2) A subscriber shall subscribe during leave except extraordinary leave.

(3) The amount of subscription by the subscriber shall be 10% of emoluments for all the employees of OPF Grades 1 to 12<sup>1</sup> of emoluments. It shall be expressed in whole rupees and shall remain unchanged throughout the year.

(4) For the purposes of sub-Regulation (1) the emoluments of a subscriber shall be -

- (a) in the case of a subscriber who was in the service of the Foundation on the 30th June of the preceding year, the emoluments to which he was entitled on that date:

Provided that:

- (i) if the subscriber was on leave on the said date or was under suspension on the said date, and the suspension is treated as duty, his emoluments shall be the emoluments to which he was entitled had he not proceeded on leave or placed under suspension.
- (ii) if the subscriber was on deputation out of Pakistan on the said date, his emoluments shall be the emoluments to which he would have been entitled had he been on duty in Pakistan;
- (iii) if the subscriber joined the Fund for the first time on a day subsequent to the said date, his emoluments shall be the emoluments to which he was entitled on such subsequent date.

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<sup>1</sup> Revised as 'for all the employees of OPF Grades 1 to 12' in accordance with the decision taken by the BOG in its 54th meeting held on 20-04-1995.

- (b) In the case of a subscriber who was not in the service of the Foundation on the 30th June of the preceding year, the emoluments to which he was entitled on the first day of his service, or if he joined the Fund for the first time on a date subsequent to the first day of his service, the emoluments to which he was entitled on such subsequent date.

17.08 When a subscriber is transferred to foreign service or sent on deputation out of Pakistan he shall remain subject to the Regulations relating the Fund in the same manner as if he were not so transferred or sent on deputation.

17.09 Realization of subscriptions.- (1) When emoluments are drawn from the Foundation recovery of subscriptions on account of these emoluments and of the principal and interest of advances equal to the rate of profit under Regulation 17.11 shall be made from the emoluments themselves.

(2) When emoluments are drawn from any other source the subscriber shall forward his dues monthly to the Accounts Officer.

(3) If an employee fails to subscribe with effect from the date he is required to join the Fund, the total amount due to the Fund on account of arrears of subscription shall, with interest thereon at the rate equal to the rate of profit determined under Regulations 17.11 including additional benefit, forthwith be paid by the subscriber to the Fund or, in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments by installments or otherwise as may be directed by the Managing Director.

17.10 Contribution by the Foundation.- (1) The Foundation shall, with effect from the 30th June of each year, make a contribution to the account of each subscriber:

Provided that if a subscriber quits the service or dies during a year, contribution shall be credited to his account for the period between the close of the preceding year and the date of the casualty.

(2) The contribution shall be equal to the amount of subscription in respect of the subscriber:

Provided that contribution by the Foundation shall not be payable in respect of any period for which the subscriber has not paid his subscriptions.

(3) The amount of any contribution payable in respect of a period of a foreign service shall, unless it is recovered from the foreign employer, be recovered by the Foundation from the subscriber.

(4) The amount of contribution payable shall be rounded to the nearest whole rupee (fifty paise counting as the next higher rupee).

17.11 Profit on the account.- (1) Subject to the provision of sub-Regulation (5) below, the Foundation shall pay to the credit of the account of a subscriber profit at such rate as may be announced for each year by the Government in respect of subscriptions to the General Provident

Fund under the General Provident Fund (Central Services) Rules plus additional benefit at 30% over and above the normal rate of profit.

Explanation.- The annual rate of profit on the Fund may vary from year to year. Additional benefit at 30% over and above the normal rate of profit means 30% of the profit announced by the Government from year to year. For example, normal profit declared by the Government for a certain year is 14%; the subscribers will get 14% plus 30% of 14% (i.e. 4.02). Additional benefit of 30% as clarified above will apply on closing balances as on the 30th June of that year. In other words, total Fund balance (Fund balance including profit brought forward plus subscriptions during that year) thus arrived at on the 30th June of that year will be eligible for additional benefit.

- (2) Profit shall be credited with effect from the last day in each year in the following manner:-
- (a) on the amount at the credit of a subscriber on the last day of the preceding year, less any sum withdrawn during the current year-profit for twelve months;
  - (b) on sums withdrawn during the current year-profit from the beginning of the current year up to the last day of the month preceding the month of withdrawal;
  - (c) on all sums credited to the subscriber's account after the last day of the preceding year-profit from the date of deposit up to the end of the current year;
  - (d) the total amount of profit shall be rounded to the nearest whole rupee, fifty paise counting as the next higher rupee:

Provided that when the amount standing at the credit of a subscriber has become payable, profit shall thereupon be credited under this sub-Regulation in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing at the credit of the subscriber becomes payable.

- (3) For the purposes of this Regulation the date of deposit shall, in the case of a recovery from emoluments, and in the case of an amount forwarded by the subscriber, shall be deemed to be the first day of the month of receipt if it is received by the Accounts Officer before the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the next succeeding month.

- (4) In addition to any amount to be paid under Regulation 17.18 profit thereon up to the end of the month preceding that in which the payment is made or up to the end of the sixth month after the month in which such amount became payable, whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that no profit shall be paid in respect of any period after the date which the Accounts Officer has intimated to that person (or his agent) as the date on which he is prepared to make payment in cash, or if he pays by cheque, after the date on which the cheque in that persons' favor is put in the post;

- (5) Profit shall not be credited to the account of a Muslim subscriber if he informs the Accounts Officer that he does not wish to receive it; but if he subsequently asks for profit it shall be credited with effect from the first day of the year in which he asks for it.

(6) The profit on amounts which under sub-Regulation (3) of Regulation 17.09, Regulation 17.14 and Regulation 17.15 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be announced by Government of Pakistan under sub-Regulation (1) of this Regulation and so far as may be in the manner described in this Regulation.

17.12 Advances from the Fund.- (1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the Managing Director subject to the following conditions:-

- (a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify an advance, and that the amount advanced will be expended on the following object or objects and not otherwise:-
  - (i) to pay expenses incurred in connection with the prolonged illness of a subscriber or any person actually dependent on him;
  - (ii) to pay for the overseas passage for reasons of health or education of a subscriber or any person actually dependent on him;
  - (iii) to pay obligatory expenses on a scale appropriate to the subscriber's status in connection with marriages, funerals or ceremonies which, by his religion, it is incumbent on him to perform or in connection with his marriage or any member of his family or of a female relative who is actually dependent on him.
- (b) the sanctioning authority shall record in writing its reasons for granting the advance; and
- (c) the advance shall not, save in exceptional cases, for reasons to be recorded in writing by the sanctioning authority, exceed three months emoluments and shall, in no case, exceed the amount of subscriptions and interest thereon standing to the credit of the subscriber in the Fund at the time when the advance is granted.

(2) An advance shall not, except for special reasons, to be recorded in writing by the sanctioning authority, be granted under sub-Regulation (1) until at least twelve months after the final repayment of the previous advance together with profits thereon.

(3) The subscriber will be allowed advance in a manner that only one advance will remain outstanding at one time.

(4) The authority competent to grant an advance exceeding three months pay, or within twelve months of the final repayment of all previous advances together with profit thereon, shall be the Minister-in-charge (Chairman).

17.13 (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects, or in any case more than forty eight. A subscriber may, at his option, make repayment in a smaller number of installment than that prescribed. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installment.



(2) Recovery shall be made in the manner provided in Regulation 17.09 for the realisation of subscriptions and shall commence on the first occasion after the advance is made on which the subscriber draws emoluments for a full month. Recovery shall not be made, except with the subscriber's consent, while he is in receipt of subsistence grant.

(3) If more than one advance has been made to a subscriber, each advance shall be treated separately for the purpose of recovery.

(4) (a) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate equal to the rate of profit determined under Regulation 17.11 including additional benefit for each month or broken portion of a month during the period between the drawl and complete repayment of the principal:

Provided that Muslim subscribers whose deposits in the Fund carry no profit shall not be required to pay into the Fund any additional instalments on account of interest on advances granted to them from the Fund.

(b) Interest shall ordinarily be recovered in one instalment in the month after complete repayment of the principal; but, if the period referred to in clause (a) exceeds twenty months interest may, if the subscriber so desires, be recovered in two equal monthly instalments. The method of recovery shall be that provided in sub-Regulation (2). Payment shall be rounded to the nearest rupee in the manner provided in sub-Regulation (4) of Regulation 17.10.

(5) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn, shall, with interest at the rate equal to the profit including additional profit determined under Regulation 17.11, forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by instalments or otherwise, as may be directed by the Managing Director:

Provided that Muslim subscribers whose deposits in the Fund carry no profit shall not be required to pay any interest.

(6) Recoveries made under this Regulation shall be credited, as they are made, to the account of the subscriber in the Fund.

17.14 Circumstances in which accumulations are payable.- When a subscriber quits the service, the amount standing to his credit in the Fund shall, subject to any deductions under Regulation 17.17, become payable to him:

Provided that a subscriber, who has been compulsory retired, removed or dismissed from service and is subsequently re-instated in the service, repay any amount paid to him from the Fund in pursuance of this Regulation with interest thereon at the rate equal to the rate of profit including additional benefit determined under Regulation 17.11 in the manner provided in proviso to

Regulation 17.15. The amount so repaid shall be credited to his account in the Fund, the part which represents his subscriptions and interest thereon and the part which represents the Foundation's contribution with profit thereon, being accounted for in the manner provided in Regulation 17.06.

17.15 When a subscriber, while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, the amount of subscriptions and profit thereon standing to his credit in the Fund shall, upon application made by him in that behalf to the Managing Director, become payable to the subscriber:

Provided that the subscriber, if he returns to duty, shall, if required to do so by the Managing Director, repay to the Fund, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this Regulation with interest thereon at the rate equal to the rate of profit, including additional benefit, determined under Regulation 17.11 in cash or by instalments or otherwise, by recovery from his emoluments or otherwise, as the Managing Director may direct.

17.16 Subject to any deductions under Regulation 17.17 on the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made -

- (i) When the subscriber leaves a family -
  - (a) if a nomination made by the subscriber in accordance with the provisions of Regulation 17.05 in favor of a member or members of his family subsist, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination;
  - (b) if no such nomination in favor of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favor of any person or persons other than a member or members of his family become payable to the members of his family in equal shares:

Provided that no share shall be payable to -

- (1) sons who have attained legal majority;
- (2) sons of a deceased son who have attained legal majority;
- (3) married daughters whose husbands are alive;
- (4) married daughters of a deceased son whose husbands are alive.

if there is any member of the family other than those specified in clauses (1), (2), (3) and (4):

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived the subscriber and had been exempted from the provisions of clause (1) of the first proviso.

Note.- Any sum payable under these Regulations to a member of the family of a subscriber vests in such member under sub-section (2) of section (3) of the Provident Fund Act, 1925.

- (ii) When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Regulation 17.05 in favor of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportions specified in the nomination.

Note 1.- When a nominee is dependant of the subscriber as defined in clause (c) of section 2 of the Provident Funds Act, 1925, the amount vests in such nominee under sub-section (2) of section 3 of that Act.

Note 2.- When the subscriber leaves no family and no nomination made by him in accordance with the provisions of Regulations 17.05 subsists, or if such nomination relates only to part of the amount standing to his credit in the Fund, the relevant provisions of clause (b) and of sub-clause (ii) of clause (c) of sub-section (1) of section 4 of the Provident Fund Act, 1925, are applicable to the whole amount or the part thereof to which the nomination does not relate.

17.17 Deduction.- Subject to the condition that no deduction may be made which reduces the credit by more than the amount of any contribution by the Foundation with profit thereon credited under Regulation 17.10 and 17.11 before the amount standing to the credit of a subscriber in the Funds is paid out of the Fund, the Managing Director may direct the deduction therefrom and payment to the Foundation of -

- (a) any amount, if a subscriber has been dismissed from the service for misconduct: Provided that if the order of dismissal is subsequently cancelled, the amount so deducted shall, on his reinstatement in the service, be replaced at his credit in the Fund;
- (b) any amount, if a subscriber resigns his employment under the Foundation within five years of the commencement thereof, otherwise than by reason of superannuation or a declaration by competent medical authority that he is unfit for further service;
- (c) any amount due under a liability incurred by the subscriber to the Foundation.

17.18 Payment.- (1) When the amount standing to the credit of a subscriber in the Fund, or the balance thereof after any deduction under Regulation 17.17 becomes payable, it shall be the duty of the Accounts Officer, after satisfying himself, when no such deduction has been directed under

that Regulation that no deduction is to be made, to make payment as provided in section 4 of the Provident Fund Act, 1925.

(2) If the person to whom, under these Regulations, any amount is to be paid, is a lunatic for whose estate a manager has been appointed in this behalf under the Lunacy Act, 1912, the payment will be made to such manager, and not to the lunatic.

(3) Any person who desires to claim payment under this Regulation shall send a written application in that behalf to the Account Officer. Payment of amounts withdrawn shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

Note.- When the amount standing to the credit of a subscriber has become payable under Regulation 17.14, 17.15 or 17.16 the Accounts Officer shall authorize prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon after as may be.

17.19 Procedure.- All sums paid into the Fund under these rules shall be credited in the books of the Foundation to an account named "The Contributory Provident Fund Account".

17.20 Fund number to be quoted.- When paying subscription in Pakistan either by deduction from emoluments or in cash, a subscriber shall quote the number of his account in the Fund, which shall be communicated to him by the Accounts Officer. Any change in the number shall similarly be communicated to the subscriber by the Accounts Officer.

17.21 (1) As soon as possible after the 30th June of each year, the Account Officer shall send to each subscriber a statement of his account in the Fund, showing the opening balance as on the 1st July of the year, the total amount credited or debited during the year, the total amount of profit credited as on the 30th June of the year and the closing balance on that date. The Accounts Officer shall attach to the statement of account an enquiry whether the subscriber -

- (a) desires to make any alteration in any nomination made under Regulation 17.05.
- (b) has acquired a family (in cases where the subscriber has made no nomination in favor of a member of his family under sub-Regulation (2) of Regulation 17.05).

(2) Subscribers should satisfy themselves as to the correctness of the annual statement, and errors should be brought to the notice of the Accounts Officer within three months from the date of receipt of the statement.

(3) The Account Officer shall, if required by a subscriber, once, but not more than once, in a year, inform the subscriber of the total amount standing to his credit in the fund at the end of the last month for which his account has been written up.

## **Chapter 18**

### **Gratuity**

18.01 General provisions.- (1) On retirement from service, an employee shall be entitled to receive such gratuity as is prescribed in these Regulations.

(2) In the event of the death of an employee, whether before or after retirement, his family shall be entitled to receive such gratuity, as is prescribed in these Regulations.

(3) No gratuity shall be admissible to an employee who is dismissed or removed from service for reasons of discipline.

18.02 Claim not admissible.- In the following cases no claim to gratuity is admitted:-

- (a) When an employee is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged.
- (b) When an employee serves under a covenant or a contract.
- (c) When an employee is paid from contingencies.

18.03 Service qualifying for gratuity.- Unless it be otherwise specifically provided, the service of an employee begins to qualify for gratuity from the date he takes charge of the post to which he is first appointed on regular basis.

18.04 Conditions of qualifying service.- Except as otherwise provided in these Regulations, the service of an employee does not qualify for gratuity unless it is under the Foundation, is on regular basis and is paid from the Funds of the Foundation.

18.05 The following periods shall count as service qualifying for gratuity:-

- (a) All periods of leave, other than extraordinary leave;
- (b) Time passed under suspension followed by reinstatement, or if the officer dies or retires on attaining the age of superannuation while under suspension and before final orders are passed on the disciplinary case;
- (c) Service rendered by an employee as Managing Director; and
- (d) Initial or extended period of deputation of an employee to any government or autonomous body or any other organization in or out of Pakistan.

18.06 Resignations, dismissal and removals.- Resignation of service or removal or dismissal from service entails forfeiture of past service.

18.07 If the appellate authority on appeal sets aside the order of removal or dismissal, as the case may be, the employee's past service shall count.

18.08 Interruptions.- An interruption in the service of an employee entails forfeiture of his past service except in the case of -

- (a) authorized leave of absence;
- (b) suspension immediately followed by reinstatement or where the employee dies or is permitted to retire or is retired while under suspension;
- (c) loss of appointment owing to abolition of office or reduction in establishment;
- (d) time occupied in transit from one appointment to another; and
- (e) subject to the approval of the Managing Director, an interruption due to any other reason provided the interruption is not due to any fault or wilful act of an employee such as unauthorized absence, resignation, removal etc.

18.09 The authority which sanctions the gratuity may commute retrospectively periods of absence without leave into extraordinary leave.

18.10 Condonation of interruption.- Upon such conditions as he may think fit in each case to impose, the Minister-in-charge (Chairman) in the case of employees in OPF grade 10 and above and equivalent, and the Managing Director in other cases, may, on application for condonation made by the employee concerned, condone all interruptions in service:

Provided that the power under this Regulation shall be exercised subject to any rule which the Government may deem fit to prescribe:

18.11 Calculation of gratuity.- (1) After a service of five years or more the retiring employee shall be entitled to a gratuity not exceeding [ 1-1/2 (one and a half month's) ] <sup>1</sup> emoluments for each completed year of qualifying service; if, however, an employee dies in service, the rate shall be [two (2) month's ] <sup>2</sup> emoluments for each completed year of service. For purpose of this Regulation service of 6 months or more shall be treated as full one year.

(2) In case an employee dies while in service, a lump sum payment equal to his pay as defined in Regulation 1.4 (xxii) (a) drawn immediately before the death shall be paid to his family provided the deceased has served in the Foundation for a minimum period of 10 years.

18.12 Family gratuity in the case of death of an employee with more than 5 years service.- In the case of death of an employee while in service who has rendered five years qualifying service or more, gratuity not exceeding [ two (2) month's ] <sup>3</sup> emoluments for each completed year of service shall be payable to his family in accordance with rule 18.13 and 18.14, as the case may be.

18.13 (1) The 'Family' for the purpose of payment of death-cum-retirement gratuity will include the following relatives of the employee:-

- (a) wife or wives, in the case of a male employee;
- (b) husband, in the case of a female employee;
- (c) children of the employee; and
- (d) widow or widows and children of a deceased son of the employee.

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<sup>1</sup> Inserted as [ 1-1/2 (one and a half month's) ] instead of one month in accordance with the decision taken by the BOG in its 111th meeting of BOG held on 6th August, 2009.

<sup>2</sup> Inserted as [ two (2) month's ] instead of one and a half month's in accordance with the decision taken by the BOG in its 111th meeting of BOG held on 6th August, 2009.

<sup>3</sup> Inserted as [ two (2) month's ] vide reference quoted above.

Note:-1 A child means a legitimate child. An "adopted child" will be considered to be a child when the Accounts Officer, or if any doubt arises in the mind of the Accounts Officer, the law officer of the Foundation or the Law Division of the Government, is satisfied that under the personal law of the employee concerned, adoption is legally recognized as conferring the status of a natural child, but in this case only.

Note:-2 If it is proved that the wife has been judicially separated from the employee or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall no longer be deemed to be a member of the family unless the employee has himself intimated in writing to the Account Officer that she shall continue to be so regarded.

Note:-3 In the case of female employee if she intimates in writing to the Accounts Officer that her husband should not be included as a member of the family then he shall no longer be considered a member of the family unless she subsequently cancels in writing her intimation excluding him.

(2) An employee shall, as soon as he completes 5 years qualifying service, make a nomination, conferring on one or more persons the right to receive any gratuity that may be sanctioned under sub-Regulation (1) of rule 18.11.

(3) If an employee nominates more persons than one person under sub-Regulation (2) above he shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the gratuity mentioned therein.

(4) An employee may provide in a nomination:-

- (a) in respect of any specified nominee, that in the event of his predeceasing the employee the right conferred upon that nominee in sub-Regulation (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination.
- (b) that the nomination shall become void in the event of the happening of a contingency specified therein.

(5) Every nomination shall be in such one of the forms set forth in appendix 7 and 8 as may be appropriate in the circumstances of the case.

(6) An employee may at any time cancel a nomination by sending a notice in writing to Accounts Officer provided that the employee shall, alongwith such notice, send a fresh nomination made in accordance with this Regulation.

(7) Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under sub-Regulation (4) (a) above or on the occurrence of any event by reason of which the nomination becomes so void by reason of sub-Regulation (4) (b) above, the employee shall send to the Accounts Officer a notice in writing formally canceling the nomination together with a fresh nomination made in accordance with this Regulation.

(8) Every nomination made, and every notice of cancellation given by an employee under this Regulation shall be sent by the employee to the Accounts Officer. Immediately on receipt of a nomination from an employee in OPF grade 5 and below the Accounts Officer shall get it countersigned by the Managing Director who shall countersign it indicating the date of receipt and keep it in his custody.

(9) Every nomination made, and every notice of cancellation given by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-Regulation (8).

18.14 When the amount of gratuity has become payable to the family it should be the duty of the Account Officer to make payment to the family according to the following procedure:-

(A) When the employee leaves a family:-

(a) The amount of gratuity or any part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

(b) If no nomination in favor of a member or member of a family subsists, or if a nomination relates only to a part of the amount of the gratuity, the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his family in equal shares:

Provided that no share will be payable to:-

- (i) sons who have attained the age of 21 years;
  - (ii) sons of a deceased son who have attained the age of 21 years;
  - (iii) married daughters whose husbands are alive;
  - (iv) married daughters of a deceased son whose husband are alive
- if there is any member of the family other than those specified in clauses (i) (ii) (iii) and (iv) above:

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he had survived that employee and had been exempted from the operation of the first proviso.

Note-1.- When the beneficiary is a minor, and has no regularly appointed manager or guardian, the sanctioning authority may allow the payment of gratuity or shares of gratuity of minor children of a deceased employee to their mother. In case the mother is not alive or was judicially separated from the employee in his life time, the sanctioning authority may nominate any suitable person to be the guardian of such minor children for the purpose of receiving payment of pension and / or share of gratuity on their behalf.



Note-2.- In a case when the deceased employee was a female, the sanctioning authority may, under the circumstances stated above, allow the payment of pension or shares of gratuity of minor children of the deceased to their father.

(B) When the employee leave no family the amount of gratuity shall be payable to the following surviving relatives, if any, of the employee in equal shares:-

- (a) mother;
- (b) father;
- (c) un-married sisters below the age of 21 years and widowed sisters; and
- (d) brother below the age of 21 years.

Explanation.- Judicially separated or divorced mother who has re-married does not fall in this category.

18.15 No gratuity will be payable by the Foundation after the death of an employee if he does not leave a family as defined in sub-Regulation (1) of Regulation 18.13 above or an eligible dependent relative or relatives specified in clause (B) of Regulation 18.14.

18.16 Emoluments for gratuity.- The term "emoluments" for the purpose of gratuity means the emoluments which the employee was receiving immediately before his retirement and shall include.-

- (a) Pay as defined in rule 1.04 (xxii)(a);
- (b) Senior Post Allowance;
- (c) Special Pay of all types and nature;
- (d) Personal Pay;
- (e) Technical Pay;
- (f) Dearness Allowance;
- (g) Indexation on Pay; and
- (h) Any other additions to pay which may be specifically declared by the Board as emoluments reckoning for pension.

18.17 Authorities competent to sanction gratuity.- Gratuity shall be sanctioned --

- (a) in the case of employee holding posts in OPF grade 10 - by the Chairman.  
and above.
- (b) in the case of employees in OPF grade 10 and below - by the Managing  
Director.

## **Chapter 19**

### **Benevolent Fund and Group Insurance**

19.01 Foundation specified as an organization under Act No.II of 1969.- The Foundation has been specified by the Federal Government to be a body corporate / organization of which the officers and servants other than those paid from contingency or employed as work-charged staff shall be 'employees' within the meaning of clause (e) of sub-section (4) of section 2 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (Act No. II of 1969).

19.02 Employees governed by Act No. II of 1969 and Rules made thereunder.- (1) For purpose of Benevolent Fund and Group Insurance, the employees shall be governed by the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (Act No. II of 1969), as amended from time to time, the Federal Employees Benevolent Fund and Group Insurance Rules, 1972, as amended from time to time, and by such other subsidiary orders and instruction as are issued by the Federal Government or by the Board of Trustees, Benevolent and Group Insurance Funds from time to time.

(2) The Regulations in this chapter and matters not specified in this chapter are subject to the provisions of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 and the Federal Employees Provident Fund and Group Insurance Rules, 1972 referred to in sub-Regulation (1).

19.03 Medical authority for section 13 of the Act No: II of 1969 to determine incapacity of an employee.- As laid down in rule 8 of the Federal Employees Benevolent Fund and Group Insurance Rules, 1972, as amended by the Board of Trustees, Federal Employees Benevolent and Group Insurance Funds notification No. SRO 94(1)/84, dated 21-1-1984, the medical authority for purposes of clause (a) of section 13 of the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (Act No: II of 1969) shall be a Board constituted by the Ministry of Health and consisting of three medical officers one of whom shall be a specialist in the field to which the incapacity of the employee to be examined relates.

19.04 Nomination to be made by every employee.- (1) As required by rule 10 of the Federal Employees Benevolent Fund and Group Insurance Rules, 1972, every employee shall make a nomination in form A specified in sub-rule (3) of rule 10, conferring on one or more members of his family, as defined in sub-section (5) of section 2 of the Federal Employees Benevolent Fund and Insurance Act, 1969 (Act No: II of 1969), the right to receive a specified share of the benevolent grant or the sum assured as may be payable under section 13 or section 15 of the aforesaid Act. In accordance with rule 10 of the aforementioned Rules, the employee should also provide in the nomination -

- (a) that in the event of any one of the nominee predeceasing the employee, the right conferred upon that nominee under sub-rule (1) of rule 10 of this aforesaid rules shall pass to such other member or members of the employee's family as he may specify in the nomination; and
  - (b) the nomination in respect of all or any of the nominee shall become void in the event of happening of any contingency specified therein.
- (2) Nothing in sub-Regulation (1) shall be deemed to invalidate or to require the replacement by a nomination made under that sub-Regulation of a nomination duly made before and subsisting on the date of commencement of these Regulations.
- (3) An employee may at any time cancel a nomination made vide sub-Regulation (1) or sub-Regulation (2) as the case may be, and make a fresh nomination.

## **Chapter 20**

### **Relaxation, Amendment, Repeal and Savings**

20.01 Relaxation.- Notwithstanding anything contained in these Regulations in relation to terms and conditions of service of the employee, the Board may, if it is satisfied for reasons to be recorded in writing that strict application of any such Regulation causes undue hardship in any case, by order, relax the requirement of such Regulation as it may deem fit, for ensuring just and equitable treatment to the person concerned without affecting the rights or adversely affecting the conditions of service of other employees.

20.02 Amendment.- The Foundation may amend, cancel or add to any or all of the provisions of these Regulation in accordance with article 12 of the Articles of Association of Overseas Pakistanis Foundation.

20.03 Repeal and Savings.- The Overseas Pakistanis Foundation Service Rules and Standing Orders Procedures, 1983 in their application to the employees to whom these Regulations apply are hereby repealed to the extent provisions have been made in these Regulations but the repeal thereof shall not affect any action taken or anything done or suffered thereunder.

**APPENDIX - 1**

**( REGULATION 3.03 )**

**List of cadres**

<b>Serial Number</b>	<b>Nomenclature</b>
1.	Administrative and Ministerial cadre
2.	Computer cadre
3.	Engineering cadre
4.	Finance and Accounts cadre
5.	Miscellaneous cadre
6.	Deleted <sup>1</sup>

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<sup>1</sup> Training Cadre has been deleted after its merger into the Administrative and Ministerial Cadre vide the decision of the 113th meeting of the BOG held on 25-02-2010.

## **APPENDIX - 2**

### **[ Sub-regulation (2) of 3.04 ]**

#### **Sanctioned strength, methods of appointment, qualification, experience, and other conditions relating to post in various cadres.**

##### **1. Administrative and Ministerial cadre**

1. 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>Management Scale-I</u></b> <sup>1</sup> Managing Director, OPF.	1	1	
1.	<b><u>OPF Grade 12</u></b> <sup>2</sup> Deputy Managing Director	1	1	
2.	Executive Director	1	1	
1.	<b><u>OPF Grade 11</u></b> Director General <sup>3</sup>	4 <sup>4</sup>	4	
1.	<b><u>OPF GRADE - 10</u></b> Director <sup>5</sup>	9 <sup>6</sup>	9	

<sup>1</sup> Management Scale – I (MS-I) has been inserted in pursuance of the decision taken during the 113th meeting of the BOG held on 25-02-2010.

<sup>2</sup> The post of Deputy Managing Director (DMD), OPF Grade-12 has been inserted in pursuance of the decision taken during the 113th meeting of the BOG held on 25-02-2010.

<sup>3</sup> The designation Director has been replaced with Director General vide Routine Office Order No. 04/HR/13 dated 31st January, 2013.

<sup>4</sup> The total number of sanctioned posts (4) has been inserted in pursuance of the decision of the 114th meeting of the BOG held on 22nd and 24th June, 2010.

<sup>5</sup> The designation General Manager has been replaced as Additional Director which was again renamed as Director vide Routine Office Order No. 30/2012 dated 4th May, 2012.

<sup>6</sup> The total number of sanctioned posts i.e. Nine (9) has been inserted in pursuance of the decision of the 114th meeting of the BOG held on 22nd and 24th June, 2010.

Sr. No.	Cadre post with OPF Grade	Total Number of sanctioned posts	Total number of posts in the grade concerned	Remarks
	1	2	3	4
	<b><u>OPF GRADE – 9</u></b>			
1.	Additional Director <sup>1</sup>	22	22 <sup>2</sup>	
	<b><u>OPF GRADE - 8</u></b>			
1.	Deputy Director <sup>3</sup>	19		
2.	Senior Law Officer <sup>4</sup>	1	20 <sup>5</sup>	
	<b><u>OPF GRADE - 7</u></b>			
1.	Assistant Director <sup>6</sup>	49		
2.	Assistant Director (Technical) (Mechanical Engineer)	1 <sup>7</sup>		
3.	Assistant Director (Transport) (Automobile/Mechanical Engineer)	1		
4.	Law Officer <sup>8</sup>	1	52 <sup>9</sup>	

Sr.	Cadre post with OPF Grade	Total Number of	Total number of posts in	Remarks
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<sup>1</sup> The designation Manager was renamed as Joint Director in accordance with Routine Office Order No. 119/94 dated 15th December, 1994 which has again renamed as Additional Director in accordance with the Routine Office Order No. 30/2012 dated 4th May, 2012.

<sup>2</sup> Initially (10) posts of Additional Director, OPF Grade-9 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (22) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

<sup>3</sup> The designation Deputy Manager has been replaced with Deputy Director in accordance with Routine Office Order No. 119/94 dated 15th December, 1994.

<sup>4</sup> One post of Senior Law Officer, OPF Grade-8 was created by the BOG in its 108th meeting held on 30-06-2008.

<sup>5</sup> Initially (10) posts of Deputy Director, OPF Grade-8 were incorporated in these rules and subsequently posts were created / upgraded by the BOG from time to time which has now been replaced with (20) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

<sup>6</sup> The designation Assistant Manager has been renamed as Assistant Director in accordance with Routine Office Order No. 119/94 dated 15th December, 1994.

<sup>7</sup> Two posts of Assistant Directors (Technical) and (Transport) were incorporated in these rules as per the decision of the 108th meeting of the BOG held on 30th June, 2008.

<sup>8</sup> One post of Law Officer, OPF Grade-7 was created by the BOG in its 93rd meeting held on 15-01-2005.

<sup>9</sup> Initially (30) posts of Assistant Director, OPF Grade-7 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (50) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

No.		sanctioned posts	the grade concerned	
	1	2	3	4
	<b><u>OPF GRADE - 6</u></b>			
1.	Assistant Editor <sup>1</sup>	1		
2.	Assistant Personnel Officer <sup>2</sup>	1		
3.	Mechanical Transport Officer	1 <sup>3</sup>		
4.	Office Superintendent	5		
5.	Welfare Officer	23		
6.	Stenographer <sup>4</sup>	13	44 <sup>5</sup>	
	<b><u>OPF GRADE - 5</u></b>			
1.	Assistant Welfare Officer	22		
2.	Telephone Exchange <sup>6</sup> Supervisor	1	23 <sup>7</sup>	

<sup>1</sup> One post of Assistant Editor was created during the 108th meeting of the BOG held on 30-06-2008.

<sup>2</sup> One post of Assistant Personnel Officer was created during the 108th meeting of the BOG held on 30-06-2008.

<sup>3</sup> One post of Mechanical Transport Officer was created during the 108th meeting of the BOG held on 30-06-2008.

<sup>4</sup> Posts of Stenographers were upgraded in OPF Grade-6 vide Routine Office Order No. 2/2012 dated 24-01-2012. Later on, the Board of Governors in its 124th meeting held on 08-04-2014 has resolved that the nomenclature of the post of Senior Stenographers may be done away as Stenographer.

<sup>5</sup> Initially (18) posts in OPF Grade-6 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (44) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

<sup>6</sup> Post of Telephone Exchange Supervisor was upgraded in OPF Grade-5 and seniority was fixed in the Administrative and Ministerial Cadre vide the decisions of the 113th meeting of the BOG held on 25-02-2010.

<sup>7</sup> Initially (19) posts in OPF Grade-5 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (23) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.



Sr. No.	Cadre post with OPF Grade	Total Number of sanctioned posts	Total number of posts in the grade concerned	Remarks
	1	2	3	4
	<b><u>OPF GRADE – 4</u></b>			
1.	Data Entry Operator <sup>1</sup>	7		
2.	Office Assistant	43		
3.	Revenue Assistant	1		
4.	Security Supervisor	1		
5.	Stenotypist	7		
6.	Telephone Operator <sup>2</sup>	1		
7.	Transport Supervisor	1		
8.	Welfare Assistant	1	62 <sup>3</sup>	
	<b><u>OPF GRADE – 3</u></b>			
1.	Clerk-cum-Typist	65		
2.	Security Assistant	1	66 <sup>4</sup>	

<sup>1</sup> The posts of Data Entry Operators, OPF Grade-4 were included in the Administrative and Ministerial Cadre in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2010.

<sup>2</sup> The post of Telephone Operator, OPF Grade-4 was included in the Administrative and Ministerial Cadre in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2010.

<sup>3</sup> Initially (47) posts in OPF Grade-4 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (62) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

<sup>4</sup> Initially (57) posts in OPF Grade-3 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (66) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

Sr. No.	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 – 2</u></b> Clerical Assistant	1		
2.	Quasid	2	3 <sup>1</sup>	
1.	<b><u>OPF GRADE – 1</u></b> Naib Quasid	80		
2.	Welfare Helper	4	84 <sup>2</sup>	

**Note:** Posts in OPF Grade 6 and below include ministerial posts.

<sup>1</sup> Initially (2) posts in OPF Grade-2 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (3) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

<sup>2</sup> Initially (65) posts in OPF Grade-1 were incorporated in these rules and subsequently posts were created by the BOG from time to time which has now been replaced with (84) as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.

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
	<b><u>Management Scale – I.</u></b>		
1.	Managing Director	-	-
	<b><u>OPF Grade – 12 <sup>1</sup></u></b>		
1.	Deputy Managing Director	-	100%
2.	Executive Director	-	100%
	<b><u>OPF Grade - 11</u></b>		
1.	Director General	25%	75%
	<b><u>OPF Grade - 10</u></b>		
1.	Director	25%	75%
	<b><u>OPF Grade - 9</u></b>		
1.	Additional Director	20%	80%
	<b><u>OPF Grade - 8</u></b>		
1.	Deputy Director	-	100%
2.	Senior Law Officer	-	100%
	<b><u>OPF Grade - 7</u></b>		
1.	Assistant Director	50%	50%
2.	Assistant Director (Technical) (Mechanical Engineer)	100%	-
3.	Assistant Director (Transport) (Automobile/Mechanical Engineer)	100%	-
2.	Law Officer	100%	-

<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 114th meeting held on 22nd and 24th June, 2010.

Serial Number and Cadre Post with OPF Grade		Ratio of Appointment	
		Initial Appointment	Appointment by Promotion
1		2	3
1.	<b><u>OPF Grade - 6</u></b>		
	Assistant Editor	50%	50%
	Assistant Personnel Officer	50%	50%
	Mechanical Transport Officer	100%	-
	Office Superintendent	67%	33%
	Welfare Officer	90%	10%
6.	Stenographer	-	100% <sup>1</sup>
1.	<b><u>OPF Grade - 5</u></b>		
	Assistant Welfare Officer	-	100%
2.	Telephone Exchange Supervisor	-	100%

<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2010.

Serial Number and Cadre Post with OPF Grade		Ratio of Appointment	
		Initial Appointment	Appointment by Promotion
1		2	3
	<b><u>OPF Grade - 4</u></b>		
1.	Data Entry Operator	100%	-
2.	Office Assistant	50%	50%
3.	Revenue Assistant	100%	-
4.	Security Supervisor	75%	25%
5.	Telephone Operator	100%	-
6.	Transport Supervisor	100%	-
7.	Welfare Assistant	50%	50%
8.	Stenotypist	100% <sup>1</sup>	-
	<b><u>OPF Grade – 3</u></b>		
1.	Clerk-cum-Typist	90%	10%
2.	Security Assistant	100%	-
	<b><u>OPF Grade – 2</u></b>		
1.	Clerical Assistant	-	100%
2.	Quasid	-	100%
	<b><u>OPF Grade - 1</u></b>		
1.	Naib Quasid	100%	-
2.	Welfare Helper	100%	-

<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2010.

**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:

Provided that the maximum age-limit may be relaxed by the appointing authority if no candidate within the age-limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be readvertised with the relaxed age-limit.

**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.	<p><b><u>OPF Grade – 12</u></b></p> <p>Deputy Managing Director</p>	50	<p>i) Appointment to posts specified in column-1 shall be made 100% by promotion on the basis of inter-se seniority, among the officers of all existing service cadres who have completed the following minimum length of service for promotion is specified as under:</p> <p>a) Twenty Seven (27) years in OPF Grade-7 &amp; above ( including at least five years service in OPF Grade-11) in case of initial appointment in OPF Grade-7.</p> <p>b) In case of initial appointment of a person including a person who is already an employee of the Foundation takes place in a post in OPF Grade-8, 9, 10 and 11, the length of service shall be reduced by the following periods, namely:</p> <table><tr><td><b><u>Initial appointment</u></b></td><td><b><u>Reduced by</u></b></td></tr><tr><td>OPF Grade-8</td><td>05 years</td></tr><tr><td>OPF Grade-9</td><td>12 years</td></tr><tr><td>OPF Grade-10</td><td>17 years</td></tr><tr><td>OPF Grade-11</td><td>22 years</td></tr></table> <p>ii) The Departmental Selection Board (DSB) already constituted by the BOG in accordance with Sub-regulations (1) of Regulations 3.06 would recommend the selection to these posts on the basis of last five years performance Evaluation Reports on Seniority-Cum-Fitness basis.</p> <p>iv) Minister-Incharge (Chairman) would be the Appointing Authority to these posts as already specified in OPF Employees (Service) Regulation-3.05.</p>	<b><u>Initial appointment</u></b>	<b><u>Reduced by</u></b>	OPF Grade-8	05 years	OPF Grade-9	12 years	OPF Grade-10	17 years	OPF Grade-11	22 years
<b><u>Initial appointment</u></b>	<b><u>Reduced by</u></b>												
OPF Grade-8	05 years												
OPF Grade-9	12 years												
OPF Grade-10	17 years												
OPF Grade-11	22 years												
2.	Executive Director	50	- Do -										

<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 114th meeting held on 22nd and 24th June, 2010.

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade - 11</u></b> Director General	50	<ul style="list-style-type: none"> <li>i) A second class Master's degree in Arts or Commerce or Business Administration or Public Administration. A candidate with degree in law or PhD in a social or administrative science shall be preferred.</li> <li>ii) Twenty two years experience in the relevant field in a responsible position in or equivalent to OPF grade 7 or basic pay scale 17 or above under Government or in an organization or a firm of repute in public or private sector including 5 years experience in a post in or equivalent to OPF grade 10 or basic pay scale 20 or above.</li> </ul>
1.	<b><u>OPF Grade - 10</u></b> Director	50	<ul style="list-style-type: none"> <li>i) A second class Master's degree in Arts or Commerce or Business Administration or Public Administration.</li> <li>ii) A second class Bachelor's degree in law.</li> <li>iii) Seventeen years experience in the relevant field including administrative staff work, implementation of plans, protocol and administration in a responsible position in or equivalent to OPF grade 7 or basic pay scale 17 or above in Government or in an organization or firm of repute in public or private sector including 5 years experience in a post in or equivalent to OPF grade 9 or basic pay scale 19 or above.</li> </ul>
1.	<b><u>OPF Grade - 9</u></b> Additional Director	45	<ul style="list-style-type: none"> <li>i) A second class Master's degree in Arts, Commerce, Business Administration or Public Administration.</li> <li>ii) Twelve years experience in the relevant field in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 or above in Government or in an organization or a firm of repute in public or private sector including 5 years experience in a post in or equivalent to OPF grade 8 or basic pay scale 18 or above.</li> </ul>

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
<b><u>OPF Grade - 8</u></b>			
1.	Deputy Director	35	i) A second class Master's degree in Arts, Commerce, Business Administration or Public Administration.  ii) Five years experience in a responsible position in a post in or equivalent to OPF Grade 7 or basic pay scale 17 or above in Government or in an organization or a firm of repute in public or private sector.
2.	Senior Law Officer	35	i) LLB / LLM (second class).  ii) Five years experience as Lawyer / legal practitioner in the Courts.
<b><u>OPF Grade – 7</u></b>			
1.	Assistant Director	30	i) A second class Master's degree in Arts, Commerce, Business Administration or Public Administration. A candidate possessing a law degree in addition shall be given preference.  ii) Three years relevant experience in administration and personnel management, preferably in a public limited company.
2.	Assistant Director (Technical)	30	i) A second class Bachelor's degree of Engineering in Mechanical technology.  ii) Five years experience in the relevant field i.e. HVAC and Lifts maintenance in Government or in an organization or a firm of repute in public or private sector.
3.	Assistant Director (Transport)	30	i) A second class Bachelor's degree of Engineering in Automobile technology.  ii) Five years experience in the relevant field in Government or in an organization or a firm of repute in public or private sector.
4.	Law Officer	30	i) LLB / LLM (second class).  ii) Five years experience as Lawyer / legal practitioner in the Courts.



Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
	<b><u>OPF Grade - 6</u></b>		
1.	Assistant Editor	28	i) Graduate with Journalism (second class). ii) Five years experience as Sub Editor / Reporter / Article writer.
2.	Assistant Personnel Officer	28	i) A second class Bachelor's degree in Arts, Commerce, Business Administration or Public Administration. ii) Two years experience in personnel management or administration in Government or in an organization or a firm of repute in public or private sector.
3.	Mechanical Transport Officer	28	i) Three years diploma from any recognized Polytechnic Institute in Automobile / Mechanical technology. ii) Five years experience in the maintenance of automobiles in an organization or a firm of repute in public or private sector.
4.	Office Superintendent	28	i) A second class Bachelor's degree in Arts, Commerce, Business Administration or Public Administration. ii) Two years experience in a supervisory capacity in personnel management or administration in Government or in an organization or a firm of repute in public or private sector.
5.	Welfare Officer	28	i) A second class Bachelor's degree in a social science. ii) Four years relevant experience in welfare field and public dealings. (Two years if the candidate holds a second class Master's degree in a Social Science). iii) Some experience in planning and executing community development projects desirable.
6.	Stenographer	25	i) Second class Bachelor's degree. ii) Shorthand speed 100 words per minute. iii) Typing speed 50 words per minute. iv) Five years experience in the relevant field.

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
<b><u>OPF Grade – 5</u></b>			
1.	Assistant Welfare Officer	25	i) A second class Bachelor's degree in Arts, Commerce, Business Administration or Public Administration preferably in Social Science. ii) Two years relevant experience in the welfare field and public dealing.
2.	Telephone Exchange Supervisor	30	i) Matric (second class). ii) Seven years experience in PTCL / NTC or a firm of repute or ex-serviceman (NCO) having served in Pakistan Army Signal Corps and having sound technical knowledge of telephone and exchange installations.
<b><u>OPF Grade - 4</u></b>			
1.	Data Entry Operator	25	i) Second class Bachelor's degree. ii) Minimum speed of 10,000 key depressions per hour for data entry / verification. iii) One year diploma in Computer Science.
2.	Office Assistant	25	i) A second class Bachelor's degree in Arts, Commerce, Business Administration or Public Administration. ii) Typing speed-30 words per minute. iii) Two years administrative experience desirable and knowledge of operating the computer to commensurate with the job requirements.
3.	Revenue Assistant	25	i) Intermediate (second class). ii) Patwar course qualified. iii) Two years relevant experience.
4.	Security Supervisor	30	i) A second Bachelor's Degree. ii) Three years experience in security duties or an ex-service man (NCO) qualified in intelligence course from the Defence forces.
5.	Telephone Operator	25	i) Matric (second class). ii) Three years experience as telephone operator in PTCL / NTC or a firm of repute or ex-serviceman (NCO) having served in Pakistan Army Signal Corps as Telephone Operator.

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
6.	Transport Supervisor	25	i) Matric (second class). ii) Diploma in Auto Engineering. iii) Having valid LTV license. iv) Five years relevant experience including maintenance of vehicles, log books and POL account.
7.	Welfare Assistant	30	i) A second class Bachelor's degree preferably in Social Sciences. ii) Two years relevant experience in welfare field and public dealings.
8.	Stenotypist	25	i) Intermediate in Commerce / Diploma in Commerce (2nd Class). ii) Shorthand speed 80 words per minute. iii) Typing speed 40 words per minute. iv) Two years experience in the relevant field desirable.
1.	<b><u>OPF Grade - 3</u></b> Clerk-cum-Typist	25	i) Intermediate. ii) Typing speed-30 words per minute. iii) Two years experience in the relevant field having skills of operating the computer.
2.	Security Assistant	30	i) Intermediate (Second class). ii) Three years experience in security duties or an ex-service man (NCO) qualified in intelligence course from the Defence forces.
1.	<b><u>OPF Grade – 2</u></b> Quasid	35	Middle passed.
1.	<b><u>OPF Grade – 1</u></b> Naib Quasid	35	- Do -
2.	Welfare Helper	35	- Do -

- NB.
1. Minimum age for appointment to a post shall be 18 years.
  2. 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.
  3. Experience specified in Column 3 means experience after acquiring the relevant qualification specified in that column.

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 – 12</u></b> <sup>1</sup>		
	Deputy Managing Director	Director General OPF Grade-11	Five years service in the post specified in column 2.
2.	Executive Director	Director General OPF Grade-11	- Do -
1.	<b><u>OPF Grade - 11</u></b>		
	Director General	Director OPF Grade-10	- Do -
1.	<b><u>OPF Grade - 10</u></b>		
	Director	Additional Director OPF Grade-9.	- Do -
1.	<b><u>OPF Grade – 9</u></b>		
	Additional Director.	Deputy Director OPF Grade-8	Three years service in the post specified in column 2.
1.	<b><u>OPF Grade – 8</u></b>		
	Deputy Director	Assistant Director OPF Grade-7	Five years service in the post specified in column 2.
2.	Senior Law Officer	Assistant Director OPF Grade-7	<ul style="list-style-type: none"> <li>• LLB / LLM (second class)</li> <li>• Five years service in the post specified in column 2.</li> </ul>

<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 114th meeting held on 22nd and 24th June, 2010.

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 – 7</u></b> Assistant Director	<ul style="list-style-type: none"> <li>• Assistant Editor OPF Grade-6.</li> <li>• Assistant Personnel Officer OPF Grade-6.</li> <li>• Office Superintendent OPF Grade-6.</li> <li>• Stenographer <sup>1</sup> OPF Grade-6.</li> <li>• Welfare Officer OPF Grade-6.</li> </ul>	<ul style="list-style-type: none"> <li>• Graduate <sup>2</sup></li> <li>• Five years service in the post specified in column 2.</li> <li>• Stenographer will be promoted as Assistant Director, OPF Grade-7 on Prorata basis with the others officials in Administrative and Ministerial Cadre. <sup>3</sup></li> </ul>
1.	<b><u>OPF Grade – 6</u></b> Assistant Personnel Officer	<ul style="list-style-type: none"> <li>• Administrative Assistant OPF Grade-5.</li> <li>• Assistant Welfare Officer OPF Grade-5</li> </ul>	Five years service in the post specified in column 2.
2.	Office Superintendent	- Do -	- Do -
3.	Welfare Officer	- Do -	- Do -
4.	Stenographer <sup>4</sup>	Stenotypist <sup>5</sup>	- Do -

<sup>1</sup> Inserted in pursuance of the Routine Office Order No. 32/2010 dated 05-04-2010. Later on, the Board of Governors in its 124th meeting held on 08-04-2014 has resolved that the nomenclature of the post of Senior Stenographer may be done away as Stenographer.

<sup>2</sup> Inserted in pursuance of the Routine Office Order No. 17/13 dated and in accordance with the decision taken during the 120th and 122nd meeting of the BOG held on 30-31/08/2013 and 20-02-2013.

<sup>3</sup> Inserted in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2010.

<sup>4</sup> Posts of Stenographers were upgraded in OPF Grade-6 vide Routine Office Order No. 2/2012 dated 24-01-2012.

<sup>5</sup> Inserted in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2012.

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 – 5</u></b> Assistant Welfare Officer	<ul style="list-style-type: none"> <li>• Data Entry Operator <sup>1</sup> OPF Grade-4.</li> <li>• Office Assistant OPF Grade-4</li> <li>• Revenue Assistant OPF Grade-4.</li> <li>• Security Supervisor OPF Grade-4.</li> <li>• Transport Supervisor OPF Grade-4.</li> <li>• Welfare Assistant OPF Grade-4.</li> </ul>	Five years service in the post specified in column 2.
2.	Telephone Exchange Supervisor	Telephone Operator OPF Grade-4.	Ten years service in the post specified in column 2.
1.	<b><u>OPF Grade – 4</u></b> Office Assistant	Clerk-cum-Typist OPF Grade-3.	Five years service in the post specified in column 2.
2.	Welfare Assistant	- Do -	- Do -
1.	<b><u>OPF Grade – 3</u></b> Clerk-cum-Typist	<ul style="list-style-type: none"> <li>• Clerical Assistant OPF Grade-2.</li> <li>• Naib Quasid. OPF Grade-1.</li> <li>• Quasid OPF Grade-2.</li> <li>• Welfare Helper. OPF Grade-1.</li> </ul>	i) Matriculation. ii) Typing speed 30 words per minute. iii) Five years service in the post specified in column 2.
	<b><u>OPF Grade – 2</u></b> Clerical Assistant	<ul style="list-style-type: none"> <li>• Naib Quasid. OPF Grade-1.</li> <li>• Welfare Helper. OPF Grade-1.</li> </ul>	- Do -
1.	Quasid	<ul style="list-style-type: none"> <li>• Naib Quasid. OPF Grade-1.</li> <li>• Welfare Helper OPF Grade-1.</li> </ul>	Five years service in the post specified in column 2.

<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2010.

5. Grant of Selection Grade.- <sup>1</sup> (Deleted)

**DELETED**

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<sup>1</sup> Deleted in accordance with the Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001 after its adoption by the BOG in its 80th meeting held on 15-11-2001.

## 2. Computer Cadre

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

**TABLE**

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 - 9</u></b> <sup>1</sup>			
	Additional Director	1	1	
1.	<b><u>OPF Grade – 8</u></b> <sup>2</sup>			
	System Analyst	1	1	
1.	<b><u>OPF Grade – 7</u></b>			
	Computer Programmer	1		
2.	Database Administrator	1		
3.	Network Administrator	1	3 <sup>3</sup>	
1.	<b><u>OPF Grade – 6</u></b>			
	Computer Technician	1	1	

<sup>1</sup> Post of Computer Programmer was upgraded as Joint Director, OPF Grade-9 vide Routine Office Order No. 84/99 dated 17th November, 1999 which was renamed as Additional Director vide Routine Office Order No. 30/2012 dated 04th May, 2012.

<sup>2</sup> The post of Web Programmer has been upgraded as System Analyst in OPF Grade-8 in accordance with the decision of the 122nd meeting of the BOG held on 20-02-2013.

<sup>3</sup> Three (3) sanctioned posts in OPF Grade-7 and one post in OPF Grade-6 have been incorporated in these rules as authorized in the Budget Estimates 2012-13 which was approved during the 120th meeting of the BOG held on 30th and 31st August, 2012.



2. **Method of appointment.-** Appointment to the post indicated in column-1 of the table below shall be made by initial appointment or by 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
	<b><u>OPF Grade – 9</u></b>		
1.	Additional Director	-	100%
	<b><u>OPF Grade - 8</u></b>		
1.	System Analyst	-	100%
	<b><u>OPF Grade – 7</u></b>		
1.	Computer Programmer	100%	-
2.	Database Administrator	100%	-
3.	Network Administrator	100%	-
	<b><u>OPF Grade – 6</u></b>		
1.	Computer Technician	100%	-

**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:

Provided that the maximum age-limit may be relaxed by the appointing authority if no candidate within the age-limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be readvertised with the relaxed age-limit.

**TABLE**

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade – 9</u></b> Additional Director	45	i. Master's in Computer Sciences or Bachelor's in Computer Sciences (four years).  ii) Twelve years experience in the relevant field in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 or above in Government or in an organization or a firm of repute in public or private sector including 5 years experience in a post in or equivalent to OPF grade 8 or basic pay scale 18 or above.
1.	<b><u>OPF Grade - 8</u></b> System Analyst	35	i. Master's in Computer Sciences or Bachelor's in Computer Sciences (four years).  ii) Five years experience in the relevant field in a responsible position in or equivalent to OPF Grade 7 or basic pay scale 17 or above in Government or in an organization or a firm of repute in public or private sector including 5 years experience in a post in or equivalent to OPF grade 8 or basic pay scale 18 or above.

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade – 7</u></b> Computer Programmer	30	i. Master's in Computer Sciences or Bachelor's in Computer Sciences (four years).  ii. Three years experience in the relevant field in an organization or a firm of repute in public or private sector.
2.	Database Administrator	30	- Do -
3.	Network Administrator	30	- Do -
1.	<b><u>OPF Grade – 6</u></b> Computer Technician	28	i) Three years diploma from any recognized Polytechnic Institute in Electronics or Computer Hardware. ii) Three years experience in the relevant field.

- NB:
1. Minimum age for appointment to a post shall be 18 years.
  2. 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 or division.
  3. Experience specified in Column 3 means experience after acquiring the relevant qualification specified in that column.

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 – 9</u></b> Additional Director	System Analyst OPF Grade-8	Five years service in the post specified in column 2.
1.	<b><u>OPF Grade - 8</u></b> System Analyst	<ul style="list-style-type: none"> <li>• Computer Programmer OPF Grade-7.</li> <li>• Database Administrator OPF Grade-7.</li> <li>• Network Administrator. OPF Grade-7.</li> </ul>	- Do -

5. **Grant of Selection Grade.-** <sup>1</sup>

<sup>1</sup> Deleted in accordance with the Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001 after its adoption by the BOG in its 80th meeting held on 15-11-2001.

### 3. Engineering Cadre

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

**TABLE**

Serial Number and cadre post with OPF Grade		Total Number of sanctioned posts	Total number of posts <sup>1</sup> in the grade concerned	Remarks
1		2	3	4
<b><u>OPF Grade - 11</u></b>				
1.	Director General <sup>2</sup> (Housing & Works)	1	1	
<b><u>OPF Grade - 10</u></b>				
1.	Director (Housing & Works)	1	1	
<b><u>OPF Grade - 9</u></b>				
1.	Additional Director (Housing & Works)	3	3	
<b><u>OPF Grade - 8</u></b>				
1.	Deputy Director (Housing & Works)	4	4	
<b><u>OPF Grade – 7</u></b>				
1.	Assistant Director (Housing & Works)	6		
2.	Quantity Surveyor	1	7	

<sup>1</sup> Total number of posts in OPF Grade-7 to 11 has been incorporated in these rules as authorized in the Budget Estimates 2012-13 which were approved during the 120th meeting of the BOG held on 30 & 31-08-2012.

<sup>2</sup> One post of Director (Industries) now Director General was abolished in accordance with the 114th meeting of the BOG held on 22nd and 24th June, 2010.

Serial Number and cadre post with OPF Grade		Total Number of sanctioned posts	Total number of posts <sup>1</sup> in the grade concerned	Remarks
1		2	3	4
1.	<b><u>OPF Grade - 6</u></b> Sub Engineer	11	11	
1.	<b><u>OPF Grade - 5</u></b> Junior Quantity Surveyor	1		
2.	Supervisor Electrical	1	2	
1.	<b><u>OPF Grade - 4</u></b> Electrician	1	1	
1.	<b><u>OPF Grade - 3</u></b> Tracer	1	1	

<sup>1</sup> Total number of posts in OPF Grade-4 to 6 has been incorporated in these rules as authorized in the Budget Estimates 2012-13 which were approved during the 120th meeting of the BOG held on 30 & 31-08-2012.

2. **Method of appointment.-** Appointment to the posts indicated in column-1 of the table below shall be made by initial appointment or by 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
	<b><u>OPF Grade - 11</u></b>		
1.	Director General (Housing & Works)	50%	50% <sup>1</sup>
	<b><u>OPF Grade - 10</u></b>		
1.	Director (Housing & Works)	-	100% <sup>2</sup>
	<b><u>OPF Grade - 9</u></b>		
1	Additional Director (Housing & Works)	50%	50%
	<b><u>OPF Grade - 8</u></b>		
1.	Deputy Director (Housing & Works)	-	100%
	<b><u>OPF Grade – 7</u></b>		
1.	Assistant Director (Housing & Works)	50%	50%
2.	Quantity Surveyor	50%	50%

<sup>1</sup> Inserted in accordance with the decision taken by the BOG in its 114th meeting held on 22nd and 24th June, 2010.

<sup>2</sup> Inserted in accordance with the decision taken by the BOG in its 114th meeting held on 22nd and 24th June, 2010.

Serial Number and Cadre Post with OPF Grade		Ratio of Appointment	
		Initial Appointment	Appointment by Promotion
1		2	3
	<b><u>OPF Grade - 6</u></b>		
1.	Sub Engineer	50%	50%
	<b><u>OPF Grade - 5</u></b>		
1.	Junior Quantity Surveyor	50%	50%
2.	Supervisor Electrical	50%	50%
	<b><u>OPF Grade - 4</u></b>		
1.	Electrician	100%	-
	<b><u>OPF Grade - 3</u></b>		
1.	Tracer	100%	-



**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:

Provided that the maximum age-limit may be relaxed by the appointing authority if no candidate within the age-limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be re-advertised with the relaxed age-limit.

**TABLE**

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade - 11</u></b> Director General (Housing & Works)	50	<ul style="list-style-type: none"> <li>i) A second class bachelor degree in Civil Engineering. Preference will be given to holders of Master's degree in Civil Engineering.</li> <li>ii) Twenty two 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 in a firm of repute in public or private sector including 5 years experience in a post in or equivalent to OPF grade 10 or basic pay scale 20 or above.</li> </ul>
1.	<b><u>OPF Grade - 10</u></b> Director (Housing & Works)	50	<ul style="list-style-type: none"> <li>i) A second class Bachelor's degree in Engineering in the required discipline.</li> <li>ii) Seventeen 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 including 5 years experience in a post in or equivalent to OPF grade 9 or basic pay scale 19 or above.</li> </ul>

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<u><b>OPF Grade - 9</b></u> Additional Director (Housing & Works)	45	i) A second class Bachelor's degree in Civil Engineering. Preference will be given to holders of a second class Master's degree in Civil Engineering.  ii) Twelve 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 including 5 years experience in the post in or equivalent to OPF 8 or basic pay scale 18 or above.
1.	<u><b>OPF Grade - 8</b></u> Deputy Director (Housing & Works)	35	i) A second class Bachelor's degree in Civil Engineering. Preference will be given to holders of a second class Master's degree in Civil Engineering.  ii) Five 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.
1.	<u><b>OPF Grade – 7</b></u> Assistant Director (Housing & Works)	30	i) A second class Bachelor's degree in Civil Engineering.  ii) Three years experience in the relevant field in Government or in an organization or a firm of repute in public or private sector.
2.	Quantity Surveyor (Housing & Works)	30	- Do -

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade - 6</u></b> Sub Engineer	30	i) Three years Diploma of Associate Engineering in the required discipline from any recognized Polytechnic Institute. ii) Five years experience in the relevant field in an organization or a firm of repute in public or private sector.
1.	<b><u>OPF Grade - 5</u></b> Junior Quantity Surveyor	30	i) Three years Diploma of Associate Engineering in the required discipline from any recognized Polytechnic Institute. ii) Three years experience in the relevant field in an organization or a firm of repute in public or private sector.
2.	Supervisor Electrical	30	- Do -
1.	<b><u>OPF Grade - 4</u></b> Electrician (Administration Division)	30	i) Matric. ii) Certificate in Electrician Course. iii) Five years experience in the relevant field.
1.	<b><u>OPF Grade - 3</u></b> Tracer	30	i) Matric. ii) Certificate Course of Tracer / Draughtsman. iii) Three years experience in the relevant field.

- NB
1. Minimum age for appointment to a post shall be 18 years.
  2. 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 or division.
  3. Experience specified in column 3 means experience after acquiring the relevant qualification specified in that column.

**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 I 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 - 11</u></b> Director General (Housing & Works)	Director (Housing & Works) OPF Grade-10	i) Five years service in the post specified in column 2.  ii) Possesses atleast second class Bachelor's degree in Civil Engineering.
1.	<b><u>OPF Grade - 10</u></b> Director (Housing & Works)	Additional Director (Housing & Works) OPF Grade – 9.	i) Eight years service in the post specified in column 2.  ii) Possesses atleast second class Bachelor's degree in Civil Engineering.
1.	<b><u>OPF Grade - 9</u></b> Additional Director (Housing & Works)	Deputy Director (Housing & Works) OPF Grade – 8.	i) Five years service in the post specified in column 2.  ii) Possesses atleast second class Bachelor's degree in Civil Engineering.
1.	<b><u>OPF Grade - 8</u></b> Deputy Director (Housing & Works)	<ul style="list-style-type: none"> <li>• Assistant Director (Housing &amp; Works) OPF Grade-7.</li> <li>• Quantity Surveyor (Housing &amp; Works) OPF Grade-7.</li> </ul>	i) Five years service in the post specified in column 2.  ii) Possesses atleast second class Bachelor's degree in Civil Engineering.

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.	<b><u>OPF Grade – 7</u></b> Assistant Director (Housing & Works)	Sub Engineer (Housing & Works) OPF Grade-6	Five years service in the post specified in column 2.
2.	Quantity Surveyor	- Do -	- Do -
1.	<b><u>OPF Grade - 6</u></b> Sub Engineer	<ul style="list-style-type: none"> <li>• Junior Quantity Surveyor OPF Grade – 5.</li> <li>• Supervisor Electrical OPF Grade-5.</li> </ul>	- Do -
2.	Sub Engineer	<ul style="list-style-type: none"> <li>• Junior Quantity Surveyor OPF Grade – 5.</li> <li>• Supervisor Electrical OPF Grade-5.</li> </ul>	- Do -
1.	<b><u>OPF Grade - 5</u></b> Junior Quantity Surveyor	Tracer OPF Grade-3.	- Do -
2.	Supervisor Electrical	Electrician. OPF Grade-4.	- Do -

#### 4. Finance and Accounts Cadre

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

**TABLE**

Sr. No	Cadre post with OPF Grade	Total Number of sanctioned posts	Total number of posts <sup>1</sup> in the grade concerned	Remarks
	1	2	3	4
	<b><u>OPF Grade – 11</u></b>			
1.	Director General (Finance)	1	1	
	<b><u>OPF Grade – 10</u></b>			
1.	Director (Finance)	2	2	
	<b><u>OPF Grade - 9</u></b>			
1.	Additional Director (Finance)	3	3	
	<b><u>OPF Grade - 8</u></b>			
1.	Deputy Director (Audit)	1		
2.	Deputy Director (Finance)	5	6	
	<b><u>OPF Grade - 7</u></b>			
1.	Assistant Director (Audit)	3		
2.	Assistant Director (Finance)	7	10	

<sup>1</sup> Total number of posts in OPF Grade-7 to 12 has been incorporated in these rules as authorized in the Budget Estimates 2012-13 which were approved during the 120th meeting of the BOG held on 30 & 31-08-2012.

Sr. No	Cadre post with OPF Grade	Total Number of sanctioned posts	Total number of posts <sup>1</sup> in the grade concerned	Remarks
	1	2	3	4
	<b><u>OPF Grade – 6</u></b>			
1.	Assistant Accounts Officer	7		
2.	Assistant Audit Officer	3	10	
	<b><u>OPF Grade – 5</u></b>			
1.	Assistant Accountant	9	9	
	<b><u>OPF Grade – 4</u></b>			
1.	Accounts Assistant	11		
2.	Audit Assistant	3	14	
	<b><u>OPF Grade – 3</u></b>			
1.	Accounts Clerk	1	1	

<sup>1</sup> Total number of posts in OPF Grade-7 to 12 has been incorporated in these rules as authorized in the Budget Estimates 2012-13 which were approved during the 120th meeting of the BOG held on 30 & 31-08-2012.

2. **Method of appointment.-** Appointment to the posts indicated in column-1 of the table below shall be made by initial appointment or by 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
	<b><u>OPF Grade - 11</u></b>		
1.	Director General (Finance)	50%	50%
	<b><u>OPF Grade - 10</u></b>		
1.	Director (Finance)	50%	50%
	<b><u>OPF Grade - 9</u></b>		
1.	Additional Director (Finance)	-	100%
	<b><u>OPF Grade - 8</u></b>		
1.	Deputy Director (Audit)	-	100%
2.	Deputy Director (Finance)	-	100%
	<b><u>OPF Grade - 7</u></b>		
1.	Assistant Director (Audit)	33%	67%
2.	Assistant Director (Finance)	33%	67%
	<b><u>OPF Grade – 6</u></b>		
1.	Assistant Accounts Officer	-	100%
2.	Assistant Audit Officer	-	100%
	<b><u>OPF Grade – 5</u></b>		
1.	Assistant Accountant	-	100%
	<b><u>OPF Grade – 4</u></b>		
1.	Accounts Assistant	99%	1%
2.	Audit Assistant	99%	1%
	<b><u>OPF Grade – 3</u></b>		
1.	Accounts Clerk	100%	-



**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:

Provided that the maximum age-limit may be relaxed by the appointing authority if no candidate within the age-limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be readvertised with the relaxed age-limit.

**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> Director General (Finance)	50	i) A second class Master's degree in FCA or Chartered Accountant or ICMA.  ii) Twenty two years experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 or above in Government, or in an organization or a firm of repute in public or private sector (ten years in the case of C.A) including 5 years experience in a post in or equivalent to OPF grade 10 or basic pay scale 20 or above.
1.	<b><u>OPF Grade - 10</u></b> Director (Finance)	50	i) A second class Master's degree in FCA or Chartered Accountancy or ICMA.  ii) Twenty two years experience in the relevant field in a responsible position equivalent to OPF grade 7 or basic pay scale 17 or above in Government, or in an organization or a firm of repute in public or private sector (ten years in the case of C.A) including 5 years experience in a post in or equivalent to OPF grade 10 or basic pay scale 20 or above.

<sup>1</sup> Qualification has been changed in accordance with the decision taken by the BOG in its 93rd meeting held on 15th January, 2005.

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade - 9</u></b> Additional Director (Finance)	45	i) Master's degree in Business Administration or in Commerce or ICMA or C.A.  ii) Twelve 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 (six years in the case of C.A.) including 5 years experience in a post in or equivalent to OPF grade 8 or basic pay scale 18 or above.
1.	<b><u>OPF Grade - 8</u></b> Deputy Director (Audit)	35	i) A second class Master's degree in Business Administration or Commerce or ICMA or Chartered Accountancy (Intermediate).  ii) 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.
2.	Deputy Director (Finance)	35	- Do -
1.	<b><u>OPF Grade - 7</u></b> Assistant Director (Audit)	30	i) A second class Master's degree in Business Administration or Commerce ICMA or CA (Intermediate).  ii) 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.
1.	Assistant Director (Finance)	30	- Do -

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade – 6</u></b> Assistant Accounts Officer	28	i) A second class Bachelor's degree in Business Administration or Commerce.  ii) 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.
2.	Assistant Audit Officer	28	- Do -
1.	<b><u>OPF Grade – 5</u></b> Assistant Accountant	25	i) A second class Bachelor's degree in Business Administration or Commerce.  ii) Five years relevant experience in Government or in an organization or firm of repute in public or private sector.
1.	<b><u>OPF Grade – 4</u></b> Accounts Assistant	25	i) A second class Bachelor's degree in Business Administration or Commerce.  ii) Two years relevant experience.
2.	Audit Assistant	25	- Do -
1.	<b><u>OPF Grade – 3</u></b> Accounts Clerk	25	i) Intermediate in Commerce / Diploma in Commerce.  ii) Two years relevant experience.

- NB
1. Minimum age for appointment to a post shall be 18 years.
  2. 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 or division.
  3. Experience specified in column 3 means experience after acquiring the relevant qualification specified in that column.

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
	<b><u>OPF Grade - 11</u></b>		
1.	Director General (Finance)	Director (Finance) OPF Grade-10.	Five years service in the post specified in column 2.
	<b><u>OPF Grade - 10</u></b>		
1.	Director (Finance)	Additional Director (Finance) OPF Grade-9.	- Do -
	<b><u>OPF Grade - 9</u></b>		
1.	Additional Director (Finance)	<ul style="list-style-type: none"> <li>Deputy Director (Audit) OPF Grade-8.</li> <li>Deputy Director (Finance) OPF Grade-8.</li> </ul>	- Do -
	<b><u>OPF Grade - 8</u></b>		
1.	Deputy Director (Finance)	<ul style="list-style-type: none"> <li>Assistant Director (Audit) OPF Grade-7.</li> <li>Assistant Director (Finance) OPF Grade-7.</li> </ul>	i) Five years service in the post specified in column 2. ii) Should be a graduate in Business Administration or Commerce. <sup>1</sup>
	<b><u>OPF Grade - 7</u></b>		
1.	Assistant Director (Audit)	<ul style="list-style-type: none"> <li>Assistant Audit Officer OPF Grade-6.</li> <li>Assistant Accounts Officer OPF Grade-6.</li> </ul>	- Do -
2.	Assistant Director (Finance)	- Do -	- Do -

<sup>1</sup> Promotion of non-commerce and under graduate officials in Finance Cadre has been restricted upto OPF Grade 7 vide the decision taken by the BOG in its 113th meeting held on 25-02-2010.

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 – 6</u></b> Assistant Accounts Officer	Assistant Accountant OPF Grade – 5.	i) Five years service in the post specified in column 2.  ii) Should be a graduate in Business Administration or Commerce.
2.	Assistant Audit Officer	Assistant Accountant OPF Grade – 5.	- Do -
1.	<b><u>OPF Grade – 5</u></b> Assistant Accountant	<ul style="list-style-type: none"> <li>Accounts Assistant. OPF Grade-4.</li> <li>Audit Assistant OPF Grade-4.</li> </ul>	- Do -
1.	<b><u>OPF Grade – 4</u></b> Accounts Assistant	Accounts Clerk OPF Grade-3.	Eight years service in the post specified in column 2.

5. **Grant of Selection Grade.-** <sup>1</sup>

<sup>1</sup> Deleted in accordance with the Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001 after its adoption by the BOG in its 80th meeting held on 15-11-2001.

## 5. Miscellaneous Cadre

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

**TABLE**

Serial Number and cadre post with OPF Grade		Total Number of sanctioned posts	Total number of posts <sup>1</sup> in the grade concerned	Remarks
1		2	3	4
<b><u>OPF Grade - 2</u></b>				
1.	Carpenter	1		
2.	Dispatch Rider	7		
3.	Driver	34		
4.	Duplicating Machine Operator	3		
5.	Lift Operator	1	46	
<b><u>OPF Grade - 1</u></b>				
1.	Sanitary Worker	10		
2.	Security Guard	46		
3.	Tubewell Operator	1	57	

<sup>1</sup> Total number of posts in OPF Grade-7 to 12 has been incorporated in these rules as authorized in the Budget Estimates 2012-13 which were approved during the 120th meeting of the BOG held on 30 & 31-08-2012.

2. **Method of appointment.-** Appointment to the posts indicated in column-1 of the table below shall be made by initial appointment or by 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
	<b><u>OPF Grade - 2</u></b>		
1.	Carpenter	100%	-
2.	Dispatch Rider	100%	-
3.	Driver	100%	-
4.	Duplicating Machine Operator	100%	-
5.	Lift operator	100%	-
	<b><u>OPF Grade - 1</u></b>		
1.	Sanitary Worker	100%	-
2.	Security Guard	100%	-
3.	Tubewell Operator	100%	-

**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:

Provided that the maximum age-limit may be relaxed by the appointing authority if no candidate within the age-limit is available despite advertisement or for other reasons to be recorded in writing provided that in such an event the vacancy shall be readvertised with the relaxed age-limit.

**TABLE**

Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
1		2	3
1.	<b><u>OPF Grade - 2</u></b> Carpenter	25	i) Middle passed. ii) Five years experience as Carpenter.
2.	Dispatch Rider	35	i) Middle passed ii) Should possess a valid driving license for Motor Cycle / Scooter and a valid LTV license.
3.	Driver	35	i) Middle passed ii) Should possess a valid LTV / HTV license. iii) Three years experience as Driver preferably in Army (Mechanical Transport).
4.	Duplicating Machine Operator	35	i) Matric second class or five years service as Naib Quasid, Quasid, Daftry, or Record Sorter with working knowledge of English language. ii) Should have working knowledge of duplicating machine, its maintenance and up-keep.
5.	Lift operator	25	i) Matric, second class. ii) Five years experience as lift Operator.



Serial number and cadre post with OPF Grade		Maximum Age (in years)	Minimum qualifications, experience and other conditions.
	<b><u>OPF Grade - 1</u></b>		
1.	Sanitary Worker	35	Literate.
2.	Security Guard	35	Primary passed or ex service man
3.	Tubewell Operator	35	i) Primary ii) Three year experience in the relevant field.

- NB.
1. Minimum age for appointment to a post shall be 18 years.
  2. 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 or division.
  3. Experience specified in column 3 means experience after acquiring the relevant qualification specified in that column.

5. **Grant of Selection Grade.-**<sup>1</sup>

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<sup>1</sup> Deleted in accordance with the Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001 after its adoption by the BOG in its 80th meeting held on 15-11-2001.

6. Training Cadre<sup>1</sup>

**DELETED**

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<sup>1</sup> The whole chapters relating to Training Cadre has been deleted after its merger into the Administration and Ministerial Cadre vide the decision of the 113th meeting of the BOG held on 25-02-2010.

**Appendix 3**  
**( Regulation 11.01 )**

**OPF Grades <sup>1</sup>**

<b>OPF Grade</b>	<b>Basic Pay</b>	<b>No. of Stages. <sup>2</sup></b>
OPF Grade 1	Rs. 6100 - 400 - 18100	30
OPF Grade 2	Rs. 7100 - 500 - 22100	30
OPF Grade 3	Rs. 8900 - 600 - 26900	30
OPF Grade 4	Rs. 10200 - 700 - 31200	30
OPF Grade 5	Rs. 11700 - 850 - 37200	30
OPF Grade 6	Rs. 12500 - 950 - 41000	30
OPF Grade 7	Rs. 18000 - 1200 - 42000	20
OPF Grade 8	Rs. 22300 - 1500 - 52300	20
OPF Grade 9	Rs. 28700 - 1750 - 63700	20
OPF Grade 10	Rs. 30400 - 2600 - 66800	14
OPF Grade 11	Rs. 34950 - 2800 - 74150	14
OPF Grade 12 <sup>3</sup>	Rs. 42000 - 3100 - 85400	14
Management Scale – I (MS-I) <sup>4</sup> (for Managing Director, OPF only).	Rs. 195000-15000-240000 <sup>5</sup>	14

<sup>1</sup> The Basic Pay Scales of OPF are likely to be revised with approval of the Board. At present, these Basic Pay Scales were revised by the BOG in its 117th meeting held on 21-07-2011 in accordance with the Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2011-419 dated 04-07-2011 and are incorporated therein.

<sup>2</sup> Number of stages of increments were re-fixed in accordance with the decision taken by the BOG in its 80th meeting held on 15-11-2001 and Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001.

<sup>3</sup> OPF Grade -12 has been incorporated in pursuance of the decision taken by the BOG in its 113th meeting held on 25-02-2010.

<sup>4</sup> Management Scale – I (MS-I) for Managing Director, OPF has been incorporated in pursuance of the decision of the 113th meeting of the BOG held on 25-02-2010.

<sup>5</sup> Inserted in accordance with Finance Division Regulation Wing's O.M. No. F.3(2)R-4/2011 dated 24-12-2012.

**Appendix 4**  
**(Regulation 11.11)**  
**ALLOWANCES AND PERQUISITES**<sup>1</sup>

1. Cash allowance. – [ Discontinued ]<sup>2</sup>

2. Computer Allowance. - (1) Programmer, Assistant Programmer, System Analyst, Computer Operator and Console Operator in OPF grade 6, 7 or 8 and other qualified computer personnel in the aforesaid grades who are actually employed on whole time basis on computer work shall be entitled to a computer allowance at Rs. 1,500<sup>3</sup> per month provided they possess the minimum educational qualification and training specified below -

Computer personnel in OPF grades 7, 8 and 9	Second class Master's degree in Computer Science or in Mathematics or Statistics or Economics from a recognized University and have undergone computer training.
Computer Personnel in OPF grade 6	Second class Bachelor's degree in Computer Sciences or in Mathematics or Statistics or Economics from a recognized University and have undergone computer training.

(2) Computer Allowance at the rate of Rs. 1,000 p.m.<sup>4</sup> will also be admissible to Key Punch Operators / Key Punch Verifying Operators / Data Entry Operators who are actually employed on whole time basis on computer work.

(3) Computer Allowance shall also be admissible to the Data Control staff upto OPF grade 4 and to senior computer personnel in OPF grade 9 and above on the same terms and conditions as are specified in sub-paragraph (1).

3. Conveyance Allowance.-<sup>5</sup> (1) A conveyance allowance at the following rates shall be admissible to employees in OPF grade 1 to OPF grade 9 -

i)	Employees in OPF grade 1 to 6	(a) Employees of OPF Grade-6 possessing a motor car - Rs. 7,410/- p.m. as Car Maintenance Allowance instead of Conveyance Allowance. (b) Other employees - Rs. 5,200/- p.m.
ii)	Employees in OPF grade 7, 8 & 9	(a) Employees possessing a motor car - Rs.3,380/- p.m. as Car Maintenance Allowance alongwith Petrol Ceiling instead of Conveyance Allowance. (b) Other employees - Rs. 6,084/- p.m.

Note.- For Additional Directors serving as Regional Heads an official vehicle is provided alongwith a petrol ceiling of 180 liters per month.

<sup>1</sup> The Allowances and Perquisites of the employees of OPF are likely to be revised after approval of the Board. The rate of Allowances and Perquisites which are presently admissible to the employees of OPF is given in these rules.

<sup>2</sup> Discontinued in accordance with the decision taken by the BOG in its 80th meeting held on 15-11-2001 & Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001.

<sup>3</sup> Rate of Computer Allowance has been revised in accordance with the decision taken by the BOG in its 80th meeting held on 15-11-2001 & Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001 (i) dated 17-09-2001.

<sup>4</sup> Rate of Computer Allowance admissible to the Data Entry Operators has been revised in accordance with Routine Office Order No. 52/2014 dated 13-05-2014 and decision of the 124th meeting of the BOG held on 08-04-2014.

<sup>5</sup> Rates of Conveyance Allowance and Car Maintenance Allowance were revised by the BOG in its 120th meeting held on 30th & 31st August, 2012 in accordance with the Finance Division Regulation Wing's O.M. No. F.3(1)R.5/2010 dated 03-07-2012.

(2) Petrol Ceiling.- <sup>1</sup> In addition to the above mentioned Car Maintenance Allowance, Petrol Ceiling is also admissible to the Employees of OPF Grade 7, 8 and 9 as follows:-

Grade	Ceiling
OPF Grade 7	100 Liter
OPF Grade 8	110 Liter
OPF Grade 9	120 Liter

Explanation.- The Car Maintenance Allowance at (a) in (i) and (ii) in this paragraph shall be admissible to an employee who possesses a motor car, registered in his name or in the name of his spouse provided that the allowance shall be admissible only to one of the spouse, and not to both, in respect of the same vehicle.

4. Dearness allowance.- [ Discontinued ] <sup>2</sup>

5. Entertainment Allowance.- <sup>3</sup> Entertainment allowance shall be admissible at the following rates:

i.	Additional Director / Regional Head in OPF Grade 9.	Rs. 500 per month.
ii.	Employees in OPF Grade 10	Rs. 2,000 per month.
iii.	Employees in OPF Grade 11	Rs. 2,500 per month.
iv.	Executive Director - OPF Grade 12	Rs. 3,000 per month.
v.	Deputy Managing Director - OPF Grade 12	Rs. 4,000 per month.
vi.	Managing Director (MS – I)	Rs. 6,000 per month.

6. Firewood Allowance.- <sup>4</sup> Firewood allowance at Rs. 450 p.m. shall be admissible for the month of October, November, December, January, February and March to employees in OPF grade 1 to 6 working at Quetta.

7. House Rent Allowance.- <sup>5</sup> A house rent allowance at the following rates shall be paid to all the employees in OPF grades working at any station including AJK <sup>6</sup> as specified below:-

OPF Grade 1	Rs. 8,665 p.m.
OPF Grade 2	Rs. 10,565 p.m.
OPF Grade 3	Rs. 13,215 p.m.
OPF Grade 4	Rs. 15,615 p.m.
OPF Grade 5	Rs. 18,250 p.m.
OPF Grade 6	Rs. 19,220 p.m.
OPF Grade 7	Rs. 22,570 p.m.
OPF Grade 8	Rs. 23,765 p.m.
OPF Grade 9	Rs. 30,015 p.m.
OPF Grade 10	Rs. 37,500 p.m.
OPF Grade 11	Rs. 43,750 p.m.
OPF Grade 12	Rs. 50,000 p.m.
Management Scale – I ( MS – I ) only for the Managing Director, OPF	Rs. 125,000 p.m.

<sup>1</sup> Inserted in accordance with decision of the 116th meeting of the BOG held on 11-01-2011.

<sup>2</sup> Discontinued in accordance with the decision taken by the BOG in its 117th meeting held on 21-07-2011 and Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2011-419 dated 04-07-2011.

<sup>3</sup> Inserted in accordance with the decision taken by the BOG in its 113th meeting held on 25-02-2010.

<sup>4</sup> Revised in accordance with the decision taken by the BOG in its 117th meeting held on 21-07-2011 and Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2011-419 dated 04-07-2011.

<sup>5</sup> Revised in accordance with the decision taken by the BOG in its 124th meeting held on 08-04-2014.

<sup>6</sup> Inserted in accordance with the decision taken by the BOG in its 107th meeting held on 22-04-2008.

8. Hard Area Allowance.- <sup>1</sup> A hard area allowance shall be payable @ Rs. 350 per month to the employees working at the stations as specified by the Government.

9. Interim relief.- [ Discontinued ] <sup>2</sup>

10. Medical Allowance.- A medical allowance at the following rate shall be paid to employees specified below:

i.	Employees in OPF grade 1 covered by Social Security Scheme	Rs. 75 p.m.
ii.	Employees in OPF grade 2 drawing pay upto Rs. 1500 covered by Social Security Scheme	Rs. 75 p.m.

11. Overtime allowance.- <sup>3</sup> (1) Driver of official vehicles in OPF grade 2 and 3 and despatch riders in OPF grade 2 and 3 detained on duty beyond two hours of the normal closing time or on closed holidays including Fridays shall be allowed overtime allowance subject to the maximum of Rs. 3000 per month. The bill shall contain a certificate of the officer in charge of transport in the following form -

i.	employees for whom overtime allowance is claimed in this bill have actually earned it by working overtime; and that
ii.	the periods for which overtime allowance is claimed in this bill have been checked with the initial records and found correct.

(2) The overtime allowance to employees in OPF grade 1 and employees in OPF grade 2 other than such employees covered by sub-paragraph (1) detained on duty beyond normal closing time shall be allowed overtime allowance subject to the maximum of Rs. 3000 per month calculated according to the formula given below:

$$\frac{\text{Number of actual overtime hours} \times \text{double the basic pay}}{\text{Working hours} \times 30}$$

If the number of overtime hours exceeds 40 hours in a week or in the case of gazetted holidays, as the case may be, the over time allowance will be admissible at double the rate calculated according to the above formula. In calculating 40 hours in a week, the number of hours of overtime in the case of gazetted holidays shall be excluded.

12. Personnel Assistant's Allowance.- <sup>4</sup> The employees of OPF working as personal assistant with the officers in OPF grade 8 to 12 shall be entitled to a personal assistant's allowance at Rs.400 per month.

13. Perquisites to employees in OPF grade 9, 10, 11, 12 and MS - I.- <sup>5</sup> Employees of OPF shall be entitled to the following perquisites -

OPF Grade / Scale	Appliances
MS – I	Two A/c and one refrigerator or Rs. 5,000/- for each item.
OPF Grade 12	One A/c and one refrigerator or Rs. 3,000/- for each item.
OPF Grade 11	One A/c and one refrigerator or Rs. 2,500/- for each item.
OPF Grade 10	One A/c and one refrigerator or Rs. 2,000/- for each item.

<sup>1</sup> Revised in accordance with the Routine Office Order No. 52/2014 dated 13-05-2014.

<sup>2</sup> Discontinued in accordance with the decision taken by the BOG in its 80th meeting held on 15-11-2001 & Finance Division Regulation Wing's O.M. No. F.1(5)Imp/2001(i) dated 17-09-2001.

<sup>3</sup> Revised in accordance with the Routine Office Order No. 26/2012 dated 16-04-2012.

<sup>4</sup> Inserted / revised in accordance with the Routine Office Order No. 52/2014 dated 13-05-2014.

<sup>5</sup> Inserted / revised in accordance with the decisions taken by the BOG in its 113th meeting held on 25-02-2010.

### Membership of Club

OPF Grade / Scale	Allowance
MS – I	Membership fee and monthly subscription of one club.
OPF Grade 12	Monthly subscription of one club.

### Personal Staff Subsidy

OPF Grade / Scale	Allowance
Managing Director (MS – I)	Rs. 8000/- per month.
Deputy Managing Director, OPF Grade 12	Rs. 5500/- per month.
Executive Director, OPF Grade 12	Rs. 5000/- per month.
OPF Grade 11	Rs. 4000/- per month.
OPF Grade 10	Rs. 3000/- per month.

### Qualification Pay

OPF Grade / Scale	Allowance
Managing Director (MS – I)	Rs. 3000/- per month (on staff college / NIPA courses).
OPF Grade 12	Rs. 2000/- per month (on staff college / NIPA courses).
OPF Grade 11	Rs. 1500/- per month (on staff college / NIPA courses).
OPF Grade 10	Rs. 1000/- per month (on staff college / NIPA courses).

### Senior Post Allowance

OPF Grade / Scale	Allowance
Managing Director (MS – I)	Rs. 2,000/- per month.
OPF Grade 12	Rs. 1,000/- per month.

### <sup>1</sup> Telephone ceilings ( inclusive of all Duties / Taxes of the Government )

<b>A)</b>	<b><u>Office Telephone:</u></b>	
	Managing Director	No Limit
	Deputy Managing Director	Rs. 18,000/-
	Executive Director	Rs. 17,000/-
	Director Generals / Secretary	Rs. 16,000/-
	Directors	Rs. 15,000/-
	Additional Directors	Rs. 8400/-
<b>B)</b>	<b><u>Residential Telephone:</u></b>	
	Managing Director	No Limit
	Deputy Managing Director	Rs. 7,000/-
	Executive Director	Rs. 6,000/-
	Director Generals / Secretary	Rs. 5,000/-
	Directors	Rs. 4,500/-
	Additional Directors	Rs. 2430/-
<b>C)</b>	<b><u>Mobile Phone:</u></b>	
	Managing Director	Rs. 6,000/-
	Deputy Managing Director	Rs. 4,000/-
	Executive Director	Rs. 3,000/-
	Director Generals / Secretary	Rs. 2,500/-
	Directors	Rs. 2,000/-
	Officers of OPF Grade 7, 8 and 9	Rs. 500/-

<sup>1</sup> The Managing Director, OPF has been empowered to increase / decrease the telephone ceiling in line with the Government Instructions issued from time to time vide the decision taken by the BOG in its 45th meeting held on 1st September, 1993.



<b>Transport will be provided as follows:</b>		
a)	for Additional Directors / Regional Heads in OPF Grade-9.	Official Vehicle with Petrol ceiling of 180 liters per month.
b)	for employees in OPF Grade 10	Free chauffeur driven car with petrol ceiling of 240 liters per month.
c)	for employees in OPF Grade 11	Free chauffeur driven car with petrol ceiling of 300 liters per month.
d)	for Executive Director, OPF Grade-12	Free chauffeur driven car with petrol ceiling of 300 liters per month.
e)	for Deputy Managing Director, OPF Grade-12	Free chauffeur driven car with petrol ceiling of 350 liters per month.
f)	for Managing Director, OPF. MS – I etc.	Free chauffeur driven car with no limit petrol ceiling per month.

14. Utility Bills.- <sup>1</sup> An allowance 'Utility Bills' shall be paid to all the employees of OPF as under:-

<b>OPF Grade / Scale</b>	<b>Allowance</b>
Managing Director, OPF Management Scale – I (MS – I)	Rs. 12,000 per month.
Deputy Managing Director, OPF Grade 12	Rs. 8000 per month.
Executive Director, OPF Grade 12	Rs. 7000 per month.
OPF Grade 11	Rs. 6,500 per month
OPF Grade 10	Rs. 5,500 per month
OPF Grade 7 to 9	Rs. 1,500 per month.
OPF Grade 4 to 6	Rs. 1,300 per month.
OPF Grade 1 to 3	Rs. 1,000 per month.

15. Shift Allowance.- <sup>2</sup> A shift allowance at Rs. 350 p.m. shall be paid to employees in OPF grades 1 to 6 in rotating shifts at airports.

16. Tea allowance.- <sup>3</sup> Tea allowance shall be paid to the employees as under:-

<b>OPF Grade / Scale</b>	<b>Allowance</b>
OPF Grade 1 to 6	Rs. 400 per month.
OPF Grade 7 to 9	Rs. 700 per month.
Employees performing duties at the Airports	Rs. 600 per month.

17. Washing allowance.- <sup>4</sup> Employees in OPF grade 1 and 2 shall be paid a washing allowance of Rs. 300 per month. In addition, Rs. 350 shall also be paid as washing allowance to the employees performing duties at the Airports.

18. Night Duty Allowance.- <sup>5</sup> Employees in OPF grade 1 to 6 will be admissible @ Rs. 100/- per night.

<sup>1</sup> Inserted / revised in accordance with the decision of taken by the BOG in its 113th meeting held on 25-02-2010 in the cases of MS-I and OPF Grades 10 to 12 and in accordance with the decision taken by the BOG in its 116th meeting held on 11-01-2011 in the cases of OPF Grades 7 to 9 and vide Routine Office Order No. 26/2012 dated 16-04-2012 in the cases of OPF Grade 1 to 6.

<sup>2</sup> Revised in accordance with the R.O.O. No. 52/2014 dated 08-04-2014 in the cases of OPF Grade 1 to 6.

<sup>3</sup> Inserted / revised in accordance with the decision taken by the BOG in its 116th meeting held on 11-01-2011 in the cases of OPF Grades 7 to 9 and vide Routine Office Order No. 52/2014 dated 13-05-2014 in the cases of OPF Grade 1 to 6.

<sup>4</sup> Revised in accordance with the R.O.O. No. 52/2014 dated 13-05-2014.

<sup>5</sup> Inserted in accordance with the R.O.O. No. 52/2014 dated 13-05-2014.

## Appendix 5

### [ Sub-regulation (2) of regulation 17.05 ]

#### Form of Nomination when subscriber has a family.

I hereby direct that the amount at my credit in the Contributory Provident Fund at the time of my death shall be distributed among the members of my family mentioned below in the manner shown against their names.

1	2	3	4
Name and address of the nominee or nominees.	Relationship with the subscriber.	Age of the nominee.	Amount or share of accumulations.

Two witnesses to signature.

1. ....

2. ....

Station .....

Date ..... ..

Signature of Subscriber

Name: .....

Designation:.....

Note.- Column 4 shall be filled in so as to cover the whole amount at credit.

**Appendix 6**  
**[ Sub-regulation (3) of regulation 17.05 ]**  
**Form of Nomination when subscriber has no family.**

I hereby declare that I have no family and direct that the amount at my credit in the Contributory Provident Fund at the time of my death shall, in the event of my having no family, be distributed among the members of my family mentioned below in the manner shown against their names.

1	2	3	4
Name and address of the nominee or nominees.	Relationship with the subscriber.	Age of the nominee.	Amount or share of accumulations.

Two witnesses to signature.

1. ....

2. ....

Station .....

Date ..... ..

Signature of Subscriber

Name: .....

Designation:.....

Note.- Column 4 shall be filled in so as to cover the whole amount at credit.

**Appendix 7**  
**[ Sub-regulation (5) of regulation 18.13 ]**

**Nomination for Death-cum-Retirement Gratuity**

When the employee has a family and wishes to nominate one member thereof.

If hereby nominate the person mentioned below, who is a member of my family, and confer on him the right to receive any gratuity that may be sanctioned by the Overseas Pakistanis Foundation in the event of my death while in service and the right to receive on my death any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee.	Relationship with the employee.	Age.	Contingencies on the happening of which the nomination shall become invalid.	Name and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee.

Dated this ..... day of ..... 20..... at .....

Two witnesses to signature.

1. ....

Signature of the Employee

2. ....

(To be filled in by the head office in the case of employees in OPF grade 5 and below).

Nomination by .....

Signature of head of office .....

Designation.....

Designation.....

Office.....

Date.....

## **Appendix 8**

### **[ Sub-regulation (5) of regulation 18.13 ] Nomination for Death-cum-Retirement Gratuity**

When the employee has a family and wishes to nominate more than one member thereof.

If hereby nominate the person mentioned below, who is a member of my family, and confer on them the right to receive, to the extent specified below, any gratuity that may be sanctioned by the Overseas Pakistanis Foundation in the event of my death while in service and the right to receive on my death, to the extent specified, any gratuity which having become admissible to me on retirement may remain unpaid at my death.

Name and address of the nominee.	Relationship with the employee.	Age.	Contingencies on the happening of which the nomination shall become invalid	Name and relationship of the person if any to whom the right conferred on the nominee shall pass in the event of the nominee predeceasing the employee.

N.B. The employee should draw lines across the blank space below the last entry to prevent the insertion of any name after he has signed.

Dated this ..... day of ..... 20..... at .....

Two witnesses to signature.

1. ....

Signature of the Employee

2. ....

\*Note.- This column should be filled in so as to cover the whole amount of the gratuity.

(To be filled in by the head office in the case of employees in OPF grade 5 and below).

Nomination by .....

Signature of head of office .....

Designation.....

Designation.....

Office.....

Date.....