

# The Gazette of Pakistan

EXTRAORDINARY  
PUBLISHED BY AUTHORITY

ISLAMABAD, WEDNESDAY, JANUARY 9, 2019

## PART II

### Statutory Notifications (S.R.O.)

GOVERNMENT OF PAKISTAN

### MINISTRY OF HUMAN RIGHTS (National Commission on the Status of Women)

#### NOTIFICATION

*Islamabad, the 8th January, 2019*

**S. R. O. 33 (I)/2019.**—In exercise of powers conferred by the section 20 of the National Commission on the Status of Women Act 2012 (VIII of 2012), the Federal Government in consultation with the Commission is pleased to make the following rules, namely: National Commission on the Status of Women Employees Recruitment and Conditions of Service Rules, 2018:

#### PART-I

1. **Short title and commencement.**—(1) these rules shall be called the National Commission on the Status of Women Employees (Recruitment and Conditions of Service) Rules, 2018.

(2) They shall come into force at once.

(33)

Price : Rs. 20.00

2. **Definitions.**—(1) In these rules, unless there is anything repugnant in the subject or context:

- (a) **“Act”** means the National Commission on the Status of Women Act, 2012 (VIII of 2012);
- (b) **“Authority”** means Chairperson;
- (c) **“Appointing Authority”** means the Appointing Authority specified in Rule 6,
- (d) **“Authorized Officer”** means an officer authorized under Rule 19;
- (e) **“Employee”** means an employee of the Commission;
- (f) **“Government”** means the Federal Government of Pakistan;
- (g) **“Permanent Employee”** means appointment of a duly qualified person on regular basis;
- (h) **“Selection or Promotion Committee”** means a Committee constituted in accordance with the policy of the Federal Government for the purpose of making selection for initial appointment promotion and transfers to posts in BS-17 and above in the Commission consisting of such number or persons as may be decided by the Federal Government;
- (i) **“Departmental Selection or Promotion Committee”** means a Committee constituted for the purpose of making selection for initial appointment, promotion or transfer to posts in BS-16 and below in the commission consisting of such members as may be determined by the Commission;
- (j) **“Schedule”** means the Schedule to these rules;
- (k) **“Initial Appointment”** means appointment made otherwise than by promotion or transfer;
- (l) **“Permanent Post”** means a post sanctioned without limit of time;



(m) **"Temporary Post"** means a post other than a permanent post; and

(n) **"Pay"** means the amount drawn monthly by an Employee as pay sanctioned for the post held by him which may includes any other emoluments specifically declared or classed as pay by the Government in consultation with Finance Division from time to time.

(2) All other words and expressions used but not defined in these rules, shall unless the context otherwise requires, have the same meanings as are assigned to them in the Act.

**3. Secretariat of the Commission.**—(1) Secretariat of the Commission shall be composed of such posts as are specified in the Schedule-I.

(2) The qualifications, experience and age of the Staff shall be such as are specified in the Schedule-II.

(3) When a post is created permanently or is abolished, consequential amendments shall be made in the relevant schedule.

**4. Methods of recruitment.**—(1) Appointment to the posts shall be made in accordance with the method of appointment as specified in the Schedule-II, by:

(a) promotion;

(b) transfer; or

(c) initial appointment.

(2) The posts shall be filled in accordance with the method of appointment specified herein for the post concerned.

(3) Initial appointment to a post shall be made after the vacancy is duly advertised through electronic and print media including its uploading on official website of the Commission duly observing quotas as prescribed by the Federal Government.

(4) The Advertisement shall indicate the job description and specification of the said Post.



(5) Applicants shall be short listed by an in house recruitment committee of the Commission.

(6) Selection Committee may recommend a panel of at least three candidates against each vacancy in order of merit to the Appointing Authority.

(7) Final approval for appointment shall be accorded by the respective Appointing Authority on the recommendations of relevant Selection or Promotion Committee.

**5. Method of Appointment (Promotion and direct recruitment).—(1)**

The posts of Naib Qasid (BS-1), Driver (BS-4), LDCs (BS-9), UDCs (BS-11), Steno typist (BS-14), Assistant (BS-15), Assistant Private Secretary (BS-16) and Private Secretary (BS-17) shall be filled and governed under the Unified Recruitment Rules of the post concerned notified by the Government. The post of Chowkidar, Mali and Sweeper (BS-1) may also be filled in accordance with the policy and relevant recruitment rules of the post concerned.

**6. Appointing Authority.—(1)** The authorities competent to make appointment to the various posts shall be as follows:

S. No.	Posts	Appointing Authority
1	Chairperson	Prime Minister after consultation with the Leader of Opposition
2	Posts in BPS 20 and above	Prime Minister
3	Posts in BPS 16 to BPS 19	Chairperson NCSW
4	Posts in BPS 3 to BPS 15	Secretary of the Commission
5	Posts in BPS 1 to BPS 2	Deputy Chief (HR and Finance)

**7. Conditions of Appointment.—(1)** Each appointment in the Commission shall be subject to the following conditions; namely:

- (a) there is an approved vacancy; and
- (b) the candidate recommended for appointment fulfills the minimum requirements prescribed for a post with regard to educational qualifications, experience, and age etc.

(2) The candidate shall produce a medical certificate from Medical Board of the Government:

Provided that no such certificate shall be required in respect of an employee of the Commission appointed by transfer or deputation or by promotion.



(3) the original degrees, certificates and other requisite testimonials shall be got verified by the officer in-charge of the Administration Wing after joining of the candidate, from the concerned University, Board or authority.

**8. Probation.**—(1) Persons appointed by initial appointment, promotion or transfer shall be on probation for a period of one year:

(2) The period of probation may be curtailed for good and sufficient reasons, to be recorded in writing or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.

(3) On the successful completion of probation period, the Appointing Authority shall, by specific order, terminate the probation:

Provided that, in the absence of an order under sub-rule (3), the period of probation shall, on the expiry of the extended period under sub-rule (2), be deemed to have successfully been completed.

**9. Current and acting charge appointments.**—(1) Grant of current charge and acting charge appointment shall be governed in accordance with the existing policy of the Government.

**10. Seniority.**—(1) For the purpose of seniority, the employees shall be governed under the provisions of Civil Servants (Seniority) Rules, 1993.

**11. Performance Appraisal.**—(1) Performance of each employee shall be evaluated annually by his immediate controlling officer and countersigned by the next higher officer in such form and manner as prescribed by the Government for civil servant, for the relevant post:

Provided that an employee shall have served continuously at least for a period of ninety days under the controlling officer:

Provided further that where an employee has served for a period of ninety days or more under more than one controlling officer in a year, his performance shall be evaluated by each such controlling officer for the respective period independently and countersigned by the next higher officer.

(2) An employee shall not have access to his Annual Performance Appraisal Report. Adverse remarks, if any, shall be communicated to the employee concerned within thirty days of passing such remarks for remedial measures and improvement.



(3) An employee aggrieved by any adverse remark, communicated to him, may file an appeal, within seven days to the authority.

(4) The Performance Appraisal Report shall have weight age of twenty percent in the promotion criteria.

**12. Promotion.**—(1) The Employee of the Commission possessing such minimum qualification and length of service as may be prescribed shall be eligible for promotion to a higher post for the time being reserved under the rules for departmental promotion.

**13. Termination of Service.**—(1) The service of an Employee may be terminated without notice;

(a) during the initial or extended period of his probation:

Provided that, where such employee is appointed by promotion on probation or, as the case may be, is transferred from one post to another post, his service shall not be so terminated as long as he holds a lien against his former post but he shall be reverted to his former post;

(b) on the expiry of the initial or extended period of his employment; or

(c) in case of *ad hoc* appointment, on the appointment of a person on the recommendation of the Selection Authority.

(2) Where, on the abolition of a post or reduction in the number of posts, the services of an employee are required to be terminated, the person whose services are terminated shall ordinarily be the one who is the most junior in such cadre or service.

(3) Notwithstanding the provisions of sub-rule (1), but subject to the provisions of sub-rule (2), the service of an individual appointed on temporary or *ad hoc* basis shall be liable to termination on fourteen days' notice or pay in lieu thereof.

**14. Resignation from Service.**—(1) An Employee who wishes to resign shall submit his resignation in writing. The resignation shall not become effective unless it is accepted to the competent authority. Till such time the resignation is accepted the Employee concerned shall continue to be in service and shall not absent himself from duties without proper leave.



**15. Resignation during the pendency of disciplinary proceedings.—**

(1) Resignation of the Employee against whom disciplinary action is pending shall not be accepted till conclusion of the proceedings and finality of orders there upon.

**16. Withdrawal of Resignation.—**(1) In case an Employee withdraws resignation before it is accepted by the competent authority, the same shall be deemed to have been withdrawn.

(2) If an Employee intends to withdraw his resignation after the same is accepted but before the aforesaid Employee is relieved then such withdrawal is subject to the decision of the authority who accepted the resignation.

**17. Retirement.—**(1) An Employee appointed on regular basis shall retire from the service of the Commission in the afternoon of the day on which he attains the age of superannuation *i.e.* the age of sixty years.

**18. Nomination of legal heir.—**(1) All permanent Employees shall be required to nominate his legal heir to receive any payment in case of death or permanent disability of an employee.

**19. Authorized Officer.—**(1) For the purpose of conduct and discipline "*authority*" means the Appointing Authority and "*Authorized Officer*" means an officer authorized by the authority to perform functions of an authorized officer under these rules or if no officer is authorized the authority itself.

**20. Misconduct.—**(1) For the purpose of conduct and discipline the Employees of the Commission shall be governed under the provisions of Government Servants (Conduct) Rules, 1964 and Government Servants (Efficiency and Discipline) Rules, 1973.

**21. Appeal.—**(1) For the purpose of appeals, the Employees of the Commission shall be governed under Civil Servants (Appeals) Rules, 1977.

**22. Declaration of fidelity.—**(1) An employee on appointment shall sign the declaration of fidelity and secrecy on the form as set out in the Schedule-III.

**23. Residuary Powers.—**(1) Any matters or subject not specifically provided for in these rules and all questions relating to enforcement of these rules shall be regulated in accordance with the relevant rules and regulations of the Government.



## PART-II

24. **Salary on commencement of service.**—(1) The pay and allowances of an Employee shall be payable to him, from the date, he reports for duty, subject to medically fitness and fulfillment of other prescribed conditions.

(2) The Employees of the Commission shall be entitled to receive such pay and allowances sanctioned by the Federal Government for the officers or officials of the corresponding scale under the Government. Increase made by the Government in case of its employees shall automatically be applicable on the Employees of the Commission.

(3) The Employees of the Commission shall also be entitled to receive the following allowances namely:

(a) **Deputation Allowance.**—The Employees appointed in the Commission on deputation basis will be entitled to deputation allowance @ 20% of their running Basic Pay as admissible to the employees of Federal Government. However, this amount shall not exceed the maximum limit as fixed by the Federal Government.

(b) **Travelling Allowance.**—TA/DA ceiling fixed for corresponding officers or officials of the Government shall be followed in true spirit.

(c) **House Rental Ceiling.**—Instead of paying Rental Ceiling to the owner of the hired house, the amount admissible to employees in the shape of their Rental Ceiling shall be paid to them with their monthly pay. However, those deputationist who are in possession of Government accommodation shall not be paid such amount and 5% deduction from their monthly pay shall also be made for depositing the same in Federal Treasury Office.

(d) **Medical Facilities.**—Separate Medical Attendance Rules in respect of NCSW Employees shall be framed and got approved from Chairperson and the Board in consultation with CADD and Finance Division and till the time such rules are made, the rules applicable to the employees of Government shall apply.

25. **Additional Charge Appointments.**—(1) Where a post is vacant or becomes vacant and it is not possible to fill the post immediately, additional charge of that post may be given to an officer in addition to his own duties by the authority competent to make appointment to that post.



(2) Additional Charge appointments shall not ordinarily be made for a period of less than one month and more than three months extensible for a period of another three months.

(3) An Employee shall cease to hold the additional charge of a post upon availability of the person appointed to the post on recommendations of the Recruitment/Promotion Committee.

**26. General Principles of Leave.**—(1) Leave shall not be claimed as a matter of right. Grant of leave shall be subject to the exigencies of service. The competent authority may refuse leave or cancel the leave already granted and recall the employee for duty. No leave shall be deemed to have been granted unless it is sanctioned by the competent authority. The leave shall be applied in advance. Sundays and holidays may be suffixed or prefixed to any kind of leave. An Employee shall cease to earn any leave from the date of notice of the termination of services given from either side.

**27. Casual leave.**—(1) Casual Leave may be allowed to an employee up to a maximum of twenty days in a calendar year. Casual Leave is granted for unforeseen circumstances. Casual Leave will be admissible only in proportion of the period of service in a year. The competent authority may allow casual leave up to the half of the maximum admissible leave at a stretch and only in special cases. Un-availed Casual Leave shall lapse automatically at the end of every calendar year. Casual Leave shall not be combined with any other leave.

**28. Earned leave.**—(1) A confirmed employee shall be entitled to earned leave. Earned leave shall be available to an employee at the rate of four (4) days for every calendar month of the period of duty rendered and credited to his account as leave on full pay. Duty period of fifteen (15) days or less in a calendar month shall not be considered for grant of leave, whereas, more than fifteen days shall be treated as full calendar month for the purpose.

(2) The maximum period of leave on full pay that may be granted at one time shall be as follows:

- (a) Without medical certificate 120 days;
- (b) With medical certificate 180 days plus;
- (c) On medical certificate from leave account in entire service, 365 days.

(3) Application for Earned Leave shall be made by an employee to the respective Head of the Department through his immediate officer, at least 15



days before the employee desires to proceed on leave. However, the period of fifteen (15) days may be waived in emergent cases solely at the discretion of the competent authority.

(4) Earned Leave may be accumulated up to a maximum of 365 days.

(5) Encashment of accumulated earned leave shall be allowed in case of death or retirement provided LPR applied for prior to retirement is refused in writing, due to exigencies of work.

**29. Maternity Leave.**—(1) A female employee in regular service shall be allowed maternity leave for a period of 90 days with full pay and allowances outside her leave account from the date of its commencement or forty five days from the date of her confinement, whichever is earlier.

(2) Maternity leave shall not be granted more than three times in the entire service. For confinement beyond the third one, the female employee would have to take leave from her normal leave account.

(3) Leave salary to be paid during maternity leave shall remain unaffected even if an increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

**30. Paternity Leave.**—(1) A male employee in regular service shall be allowed paternity leave for a period of 10 days with full pay and allowances outside his leave account from the date of his wife's confinement.

**31. Study Leave.**—(1) Study leave shall normally be granted to an employee in regular service for a period not exceeding two years. The period exceeding earned leave due will be without pay. Study leave shall be granted to an employee provided he is willing to furnish an undertaking (surety bond) that on completion of his studies, he would serve the Commission for a period twice the period of study leave.

**32. Ex-Pakistan Leave.**—(1) Ex-Pakistan Leave on full pay in all cases may be granted by the competent authority. Leave salary shall be drawn in Pak Rupees in Pakistan irrespective of the country where leave is spent. Ex-Pakistan Leave shall be regulated and be subject to the same limits and conditions as prescribed in these rules.

**33. Leave without Pay (EOL).**—(1) Extraordinary Leave without pay shall be granted on any ground up to a maximum period of five (05) years at a time, provided that the employee to whom such leave is granted has been in continuous service for a period of not less than ten (10) years, and in case a



NCSW employee has not completed ten (10) years of continuous service, EOL without pay for a maximum period of two (02) years may be granted at the discretion of the competent authority. Provided that the maximum period of five (05) years shall be reduced by the period of leave on full pay or half pay, if granted in combination with EOL.

(2) Extraordinary Leave up to a maximum period prescribed under sub-rule (1) shall be granted, subject to the conditions stated therein, irrespective of the fact whether an employee is permanent or temporary.

(3) Extraordinary Leave shall be granted retrospectively lieu of absence without leave.

**34. Special (Iddat) leave.**—(1) A female employee, on the death of her husband, may be granted Special (iddat) Leave on full pay, for a period not exceeding one hundred and thirty days. Such leave shall commence from the date of death of her husband. For this purpose she shall have to produce death certificate issued by the competent authority either along-with her application of Special (iddat) Leave or, if that is not possible, certificate may be furnished to the leave sanctioning authority as soon as possible. Special (iddat) Leave shall not be debited to her leave account.

**35. Quarantine leave.**—(1) An employee may be granted Quarantine Leave outside his leave account to the extent the competent medical Board recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him/her at the time of proceeding on leave.

**36. Admissibility of leave.**—(1) No leave shall be granted unless it is admissible.

**37. Recall from Leave.**—(1) If an Employee is recalled to duty compulsorily, with the prior approval of the leave sanctioning authority, from leave of any kind in Pakistan, that he/she is spending away from his/her place of duty, he/she may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending the leave to the place where he is required to report for duty.

**38. Joining of duty before expiry of Leave.**—(1) An Employee on leave may not return to duty before expiry of the period of leave granted to him, unless permitted to do so by the authority which sanctioned his leave.

**39. Leave Account.**—(1) Leave account in respect of all the Employees shall be maintained by the Administration Department in the prescribed form, as part of service record.



40. **Leave Salary.**—(1) Leave salary admissible to an employee during leave on full pay shall be at the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

41. **Leave will be admissible during the suspension.**—(1) Leave shall be granted to an officer/official during the period of suspension, with the concurrence of Enquiry Officer.

42. **Retirement benefits.**—(1) On retirement, a regular employee shall be entitled to draw twelve months gross salary at the rate of last pay drawn.

43. **Re-employment.**—(1) After retirement, an experienced officer may be re-employed on contract basis, initially for a period of one year at a time and his contract may be extended for further period on requirement basis in public interest and due to service exigencies, and in accordance with the prescribed policy of the Government.

44. **In Service death.**—(1) In case of death of a regular employee during service, the family of such employee shall be entitled for the Prime Minister's Assistance Package for families of Government Employees, who die in service, issued by the Government.

SCHEDULE-I  
[see rule 3 (1)]

TOTAL POSTS

S. No.	Description	Scale	No. of Posts
1	Chairperson		1
2	Secretary	21	1
3	Chief	20	2
4	Deputy Chief	19	6
5	Assistant Chief	18	12
6	Librarian	17	1
7	Private Secretary	17	1
8	Assistant Private Secretary	16	9
9	Assistant	15	10
10	Steno Typist	14	12



S. No.	Description	Scale	No. of Posts
11	Upper Division Clerk (UDC)	11	2
12	Lower Division Clerk (LDC)	9	13
13	Driver	4	3
14	Naib Qasid	1	23
15	Sweeper	1	2
16	Mali	1	1
17	Chowkidar	1	2
Total			101

## SCHEDULE-II

[see rule 3 (2)]

S. No.	Name, Pay Scale and number of Posts	Qualification, experience and age	Method of recruitment and promotion
	Chairperson	Women with experience of working on issues related to women rights for more than fifteen years and are committed to the cause of women empowerment.	As procedure laid down in the NCSW Act 2012.
2	Secretary BPS-21 (1)		The post of Secretary will be filled by the Federal Government from amongst the persons holding appointment on regular basis in identical pay scales on such terms and conditions as may be prescribed.
3	Deputy Chiefs BPS-19 (Administration Wing)	<p><b>Qualification:</b> Holding grade-C or equivalent in Master Degree in Management Sciences or Social Sciences from the institution recognized by HEC.</p> <p><b>Experience: 12 years:</b> Person shall have at least 5 years of experience in the field of Administration and Finance in the Government sector.</p> <p><b>Required for Promotion:</b> 5 years' service in BS-18 in case of direct recruitment in BS-18.</p>	<p>The post of Deputy Chief (BS-19) is feeding post to the post of Chief.</p> <p>Appointment will be made 100% by promotion amongst the Assistant Chief (BS-18) having 5 years' service in BS-18 on regular basis. In case non-availability of suitable persons, appointment can be made by transfer or direct recruitment.</p> <p><b>Promotion:</b> Amongst the officers serving in the Secretariat of the Commission, not lower in rank and pay scale than an Assistant Chief to the Federal Government.</p>



S. No.	Name, Pay Scale and number of Posts	Qualification, experience and age	Method of recruitment and promotion
		<b>Age Limit:</b> Maximum 45 Years Minimum 32 years	<b>Direct recruitment:</b> Amongst the candidates holding the qualification and experience as mentioned.  <b>Transfer/Deputation:</b> Amongst the officers of equivalent rank serving in the Federal or Provincial Government.
4	Assistant Chiefs BPS-18 (Administration Wing)	<b>Qualification:</b> Holding grade-C or equivalent Master Degree in Management Sciences or Social Sciences from the institution recognized by HEC.  <b>Experience: 5-7 years</b> Person shall have at least 2 years of experience in the field of Administration and Finance in the Government Sector.  <b>Age Limit:</b> Maximum 40 Years Minimum 28 Years	The post of Assistant Chief (BS-18) is feeding post to Deputy Chief (BS-19).  Appointment will be made 100% by initial appointment. In case of non-availability of suitable person for initial appointment, then the post will be filled by transfer from amongst the person holding posts in BS-18 on regular basis, possessing matching qualification and experience prescribed for initial appointment.  <b>Direct recruitment:</b> Amongst the candidates holding qualification and experience as mentioned.  <b>Transfer/Deputation:</b> Amongst the officers of equivalent rank serving in the Federal or Provincial Government.
5	Chief BPS-20 (2)	<b>Qualification:</b> Holding grade-C or equivalent in Master Degree in Management Sciences or Social Sciences from any University, recognized by HEC.  <b>Experience: 17-20 years</b> Person shall have at least 10 years of experience in the field of Monitoring, Evaluation, Research, Project Management, Women Rights, Legal Issues and Report Writing in the Government Sector or INGO, NGO.  <b>Required for Promotion:</b> Having rendered 5 years' service in BPS-19. or 17 years' service in BPS-18 and above in case of direct recruitment in BPS-18. or 10 years' service in BPS-19 and	There are two posts of Chief BS-20. Appointment will be made 50% by promotion and 50% by direct recruitment / transfer.  <b>Direct recruitment:</b> Amongst the candidates holding the prescribed qualification and experience as mentioned.  <b>Promotion:</b> Amongst the officers serving in the Secretariat of the Commission, not lower in rank and pay scale than a Deputy Secretary to the Federal Government.  <b>Transfer/Deputation:</b> Amongst the officers of equivalent rank serving in the Commission, Federal or Provincial Government.



S. No.	Name, Pay Scale and number of Posts	Qualification, experience and age	Method of recruitment and promotion
		<p>above in case of direct recruitment in BPS-19 in the relevant field.</p> <p><b>Age Limit:</b> Maximum 55 Years Minimum 45 years</p>	
6	Deputy Chief BS-19 (Technical Sections)	<p><b>Qualification:</b> Holding grade-C or equivalent in Master Degree in Law and Social Sciences from the institution recognized by HEC.</p> <p><b>Experience: 12 years</b> Person shall have at least 6 years of experience in the field of Monitoring, Evaluation, Research, Project Management, Women Rights, Legal Issues and Report Writing in the Government Sector or INGO, NGO.</p> <p><b>Required for Promotion:</b> Having rendered 7 years' service in BPS-17 or above.</p> <p><b>Age Limit:</b> Maximum 45 Years Minimum 35 years</p>	<p>The post of Deputy Chief (BS-19) is feeding post to the post of Chief.</p> <p>Appointment will be made 100% by promotion amongst the Assistant Chief (BS-18) having 05 years' service in BS-18 on regular basis. In case non-availability of suitable persons, appointment can be made by transfer or direct recruitment.</p> <p><b>Direct recruitment:</b> Amongst the candidates holding the qualification and experience as mentioned.</p> <p><b>Promotion:</b> Amongst the officers serving in the Secretariat of the Commission, not lower in rank and pay scale than an Assistant Chief to the Federal Government.</p> <p><b>Transfer/Deputation:</b> Amongst the officers of equivalent rank serving in the Federal or Provincial Government.</p>
7	Assistant Chief BPS-18 (Technical section)	<p><b>Qualification:</b> Holding grade-C or equivalent Master Degree in Management Sciences or Social Sciences. Higher qualification would be given preference. Person having both degrees would be given preference.</p> <p><b>Experience: 5-7 years</b> Person shall have at least 2 years of experience in the field of Monitoring, Evaluation, Research, Project Management, Women Rights, Legal Issues and Report Writing in the Government Sector or INGO, NGO.</p> <p><b>Age Limit:</b> Maximum 40 Years Minimum 28 years</p>	<p>The post of Assistant Chief (BS-18) is feeding post to Deputy Chief (BS-19). Appointment will be made 100% by initial appointment. In case of non-availability of suitable person for initial appointment, then the post will be filled by transfer from amongst the person holding posts in BS-18 on regular basis, possessing matching qualification and experience prescribed for initial appointment.</p> <p><b>Direct recruitment:</b> Amongst the candidates holding qualification and experience as mentioned.</p> <p><b>Transfer/Deputation:</b> Amongst the officers of equivalent rank serving in the Federal or Provincial Government.</p>



(2) Additional Charge appointments shall not ordinarily be made for a period of less than one month and more than three months extensible for a period of another three months.

(3) An Employee shall cease to hold the additional charge of a post upon availability of the person appointed to the post on recommendations of the Recruitment/Promotion Committee.

**26. General Principles of Leave.**—(1) Leave shall not be claimed as a matter of right. Grant of leave shall be subject to the exigencies of service. The competent authority may refuse leave or cancel the leave already granted and recall the employee for duty. No leave shall be deemed to have been granted unless it is sanctioned by the competent authority. The leave shall be applied in advance. Sundays and holidays may be suffixed or prefixed to any kind of leave. An Employee shall cease to earn any leave from the date of notice of the termination of services given from either side.

**27. Casual leave.**—(1) Casual Leave may be allowed to an employee up to a maximum of twenty days in a calendar year. Casual Leave is granted for unforeseen circumstances. Casual Leave will be admissible only in proportion of the period of service in a year. The competent authority may allow casual leave up to the half of the maximum admissible leave at a stretch and only in special cases. Un-availed Casual Leave shall lapse automatically at the end of every calendar year. Casual Leave shall not be combined with any other leave.

**28. Earned leave.**—(1) A confirmed employee shall be entitled to earned leave. Earned leave shall be available to an employee at the rate of four (4) days for every calendar month of the period of duty rendered and credited to his account as leave on full pay. Duty period of fifteen (15) days or less in a calendar month shall not be considered for grant of leave, whereas, more than fifteen days shall be treated as full calendar month for the purpose.

(2) The maximum period of leave on full pay that may be granted at one time shall be as follows:

- (a) Without medical certificate 120 days;
- (b) With medical certificate 180 days plus;
- (c) On medical certificate from leave account in entire service, 365 days.

(3) Application for Earned Leave shall be made by an employee to the respective Head of the Department through his immediate officer, at least 15