

**THE KHYBER PAKHTUNKHWA HOUSING AUTHORITY**  
**COMPENDIUM OF REGULATIONS, 2022**

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EXTRAORDINARY  
GOVERNMENT



REGISTERED NO. P.III  
G A Z E T T E

# KHYBER PAKHTUNKHWA

Published by Authority

PESHAWAR, FRIDAY, 6<sup>th</sup> JANUARY, 2023.

## THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY EMPLOYEES (APPOINTMENT, PROMOTION & TRANSFER) REGULATIONS, 2022.

### NOTIFICATION

Peshawar Dated, the 5<sup>th</sup> January, 2023.

No.DG/PHA/Admin/Service /Regulations/1077:-

#### PART-1

#### GENERAL

**1. Short title, application & commencement:-** (1) These regulations may be called “The Khyber Pakhtunkhwa Provincial Housing Authority Employees (Appointment, Promotion and Transfer) Regulations, 2022.”

(2) These shall apply to all employees of the Khyber Pakhtunkhwa Provincial Housing Authority.

(3) They shall come into force at once.

**2. Definitions:-** In these regulations, unless there is anything repugnant in the subject or context, the following terms shall have the meanings assigned to them as under:-

- a. “Act” means the Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005 (North-West Frontier Province Housing Authority Act 2005 No. XI of 2005);
- b. “appointment” means appointment by initial recruitment, promotion or by transfer;

- c. “Authority” means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (3) of the Act.
- d. “Board” means a board or committee constituted for the purpose of appointment or promotion of the positions in BS-17 and above in the authority.
- e. “Directorates” means various sections/departments established within the authority in terms of section-4 of the Act for carrying out the purpose of the Act;
- f. "permanent post" means a post sanctioned without limit of times;
- g. “temporary post” means a post other than a permanent post and shall not include ad hoc, contingent or work charge;
- h. “appointing authority” means a person, body or authority authorized under these regulations to make appointment to a post.
- i. “committee” means a promotion committee or a selection committee or any other committee constituted under the directions of the authority under these regulations.
- j. “employee” means an employee of PHA but does not include a person on deputation to the PHA, contract employee or work charge.
- k. “cadre” means the strength of service or a part of service sanctioned as a separate unit.
- l. “initial recruitment” means appointment made other than promotion or transfer in the prescribed manners.
- m. “post” means a post in connection with the affairs of the PHA.
- n. “prescribed” means as prescribed in the Act and these regulations.
- o. “Provincial Housing Authority (PHA)” means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (1) of the Act.

- p. “schedule” means the schedules attached as appendix to these regulations.

Throughout these regulations whenever the context admits words implying masculine gender shall include the feminine gender and singular shall include plural.

All other terms and expressions shall have the same meanings as assigned to them under the Act and these regulations.

## **PART-II**

### **APPOINTMENT BY INITIAL RECRUITMENT, PROMOTION AND TRANSFER**

**3. General Terms and Conditions of Service:** - The terms and conditions of service of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be as provided under these regulations.

**4. Method of Appointment:** - Appointment to a post shall be made by any of the following methods, namely;

- a) by initial recruitment in accordance with the provisions contained in these regulations.
- b) by promotion or transfer in accordance with the provisions contained in these regulations.

**5. Appointing Authority:** - The following shall be the authorities competent to make appointment by initial recruitment, promotion or appointment by transfer to the posts specified against each on the recommendation of the Selection Committee and/ or Selection Board as the case may be:-

<b>S. No.</b>	<b>Post/Pay Scale</b>	<b>Appointing Authority.</b>
1.	BPS-16 and below	Director General PHA on the recommendation of Selection or Promotion Committee
2.	BPS-17 and BS-18	Secretary, Housing Department on the recommendation of Selection or Promotion Board.
3.	BPS-19	Authority (PHA) on the recommendation of Selection or Promotion Board.

S. No.	Post/Pay Scale	Appointing Authority.
4.	Additional Director General BPS-20	Authority (PHA) through promotion from amongst the Directors (BS-19) on the basis of seniority cum fitness.
5	Director General BPS-20	By transfer from Establishment Department, Khyber Pakhtunkhwa.

**6. Selection Committee:-** There shall be a Selection Committee to initiate cases of initial recruitment and promotion against various posts in Basic Pay Scale-16 and below in the Khyber Pakhtunkhwa Provincial Housing Authority. The Selection Committee shall consist of:-

Additional Director General, PHA	<b>Chairman</b>
Director Administration, PHA	Member
Director (Finance), PHA	Member
Director concerned	Member
Representative of Housing Deptt;	Member
Assistant Director (Admin)	Member/Secretary

**7. Selection Board:** There shall be a Selection Board to initiate cases of initial recruitment and promotion against various posts in BS-17 to BS-20 in the Khyber Pakhtunkhwa Provincial Housing Authority for initial appointment and promotion. The Selection Board of Khyber Pakhtunkhwa Provincial Housing Authority shall consist of: -

i) **For BS-17**

Director General, PHA	<b>Chairman</b>
Director (Finance), PHA	Member
Director concerned	Member
Deputy Secretary Housing Department	Member
Representative of Establishment Department	Member
Representative of Finance Department	Member
Deputy Director (Admn) PHA	Member/Secretary

ii) **For BS-18 and BS-19**

Secretary, Housing Department	<b>Chairman</b>
Director General, Provincial Housing Authority	Member
Representative of the Finance Department	Member
Representative of the Establishment Department	Member
Director Finance, PHA	Member
Director Administration, PHA	Member/Secretary

iii) **For BS-20 (Additional Director General)**

Secretary, Housing Department.	<b>Chairman</b>
Director General, Provincial Housing Authority	Member
Representative of the Finance Department not below the rank of Additional Secretary	Member
Representative of the Establishment Department not below the rank of Additional Secretary	Member
Director Finance, PHA	Member
Director Administration, PHA	Member/Secretary

**8. Appointment to posts: -**(a) **By initial recruitment:-**

- (1) On the vacation, creation or re-designation of a post (detail of staff **Appendix-B**) in the Khyber Pakhtunkhwa Provincial Housing Authority, the Director Administration upon the approval of Director General, Provincial Housing Authority shall advertise it for information of all concerned if the same falls within the quota of initial recruitment.
- (2) The advertisement shall be made in at least two leading newspapers (Urdu & English) as well as hoisting on the websites of the KPPRA and Khyber Pakhtunkhwa Provincial Housing Authority.
- (3) At least two weeks' time shall be given to the candidates to apply for the posts on the prescribed form (if applicable).
- (4) The applications submitted by the candidates should be supported with Bio-Data/Curriculum Vita of the applicants and all relevant testimonials relating to the Education/Technical qualifications and required experience of the applicants duly certified with the prescribed age limit for the post and except as regulation framed for the purpose of relaxation of age limit.
- (5) Final shortlisted candidates shall be called for interview before the Selection Committee/Selection Board on the basis of eligibility against the post and merit provided by the Director General PHA/ Testing Agency as the case may be.

(6) The method of appointment, qualification and other conditions applicable to post of Provincial Housing Authority shall be such as laid down in the recruitment Regulations (**Appendix-C & D**) provided that promotion and seniority of all Directorates shall be maintained separately under the recruitment regulations. Selection for direct recruitment shall be made on merit in accordance with the criteria (**Appendix-E**) for posts in BS-16 and below and for posts in BS-17 and above as per criteria (**Appendix-F**).

(7) Recommendations of the Selection Board or Selection Committee, as the case may be, to this effect shall be placed before the Appointing Authority for approval

**(b) Appointment by Promotion: -**

For the purpose of recommendations regarding promotion unless the officers/officials has completed such minimum length of service as specified in regulations, the Secretary of the Selection Board/Committee concerned shall prepare a working paper according to the prescribed regulations which will be authenticated by him. The Selection Committee/Selection Board shall consider the working paper placed before it according to the prescribed procedure, criteria and shall make recommendations as to the suitability or otherwise of the employee for the proposed promotion and for that matter.

**(c) Appointment by transfer:-**

Appointment by transfer shall be made by the Establishment Department, Khyber Pakhtunkhwa from amongst the Civil Service of the Provincial Government on the basis of deputation on such terms and conditions as may be determined by the policy of the Government from time to time.

**(d) Appointment on acting charge basis:-** (1) Where the competent authority considers it to be in public interest to fill a post reserved under these regulations for promotion and the most senior employee belonging to the cadre concerned, who is otherwise eligible for promotion, does not possess the prescribed length of service, the competent authority subject to the recommendation of the Selection/Promotion Board or Committee (as the case may be) may appoint him to the post on acting charge basis.

(2) Provided; that no such appointment shall be made, if the prescribed length of service is short by more than 02 years

(3) Acting charge appointment shall be made against posts which are likely to remain vacant for a period of six months or more.

(4) On appointment on acting charge basis, the employee will assume full responsibilities of the post and exercise all statutory, administrative and financial powers vested in the regular incumbent of the post.

(5) Acting charge appointment shall not amount to promotion on regular basis for any purpose including the inter-se-seniority of the incumbents in the cadre, nor shall it confer any vested right for regular promotion to the post held on acting charge basis.

**(e) Appointment on current charge basis**

The charge of vacant post may be given to the senior most employee in the cadre present in the Authority, if the employee is otherwise fit and eligible for promotion, with the approval of the relevant appointing authority.

**(f) Additional charge:-**

If a post falls vacant and it is not possible to fill it in the prescribed manner, the Director General may entrust additional charge of the vacant post to another employee of the same grade at the same station for a period of three months and extendable for three months further.

**(g) Appointment by deputation:-** (1) Appointment by deputation to a post in the PHA shall be made sparingly and only in the interest of the Service on mutually agreed terms and conditions.

(2) The appointment in the Authority on deputation shall be made with the consent of the lending authority for such period and on terms and conditions as may be mutually agreed between the lending and borrowing entities with the incumbent having no right to claim absorption in the Authority or claiming any vested right or having perpetual effect or rights and privileges for which a regular employee of the Authority is entitled.

(3) The Competent Authority may allow any of its employees to proceed on deputation to the Government Departments or Autonomous Bodies as per Government Policy.

(4) The PHA may in public interest allow transfer of an employee, who has successfully completed probation period and has served in the Authority for a minimum 05 years may be allowed on deputation initially for a period of three years, extendable at the request in writing of the borrowing authority by another one year, to the Federal Government, a Provincial Government or any organizational setup managed/controlled by such Government, on such terms and conditions as may be mutually agreed upon between the lending and borrowing authorities.

(5) An employee may be considered for promotion only after resumption of duty in the Authority. The employee shall be given timely intimation when due for promotion so that the employee can earn at least one performance evaluation report for one year before case comes up for consideration. If an employee resumed duty then promotion case shall be considered in normal course. If an employee does not resume duty in the Authority, promotion case shall be deferred (while seniority to remain intact) till return on the expiry of period of deputation and earning performance evaluation report for one calendar year after resuming duty.



(6) An employee who returns from deputation shall not be considered again for deputation until has served in the Authority for a continuous period of five years.

(h) **Temporary Appointment:** (1) The Director General PHA may hire a person(s) over and above the sanctioned strength of the Authority on fixed pay/wages on need basis due to exigency of the situation as an interim arrangement for a period not exceeding 60 days on such terms and conditions as may be specified on the recommendation of the Administration Wing of PHA.

(2) The fixed pay/wages of the person(s) so hired shall not exceed the salary of a regular employee of the same category and shall not be entitled to any fringe benefits or vested rights of appointment.

(i) **Appointment of Legal Advisor, Consultant or Counsel** (1) The Director General may hire as the case may be, for a specific period Legal Advisor(s)/ Consultant(s) or Counsel, for the courts of competent jurisdiction on need basis as it may consider necessary on such terms and conditions as it may deem suitable provided that funds for the purpose are available.

(2) The terms and conditions or honorarium or pay or wages of hiring of the above shall be properly determined by the committee under the Director Finance of the Authority including the Deputy Director Legal and Collector of the Authority

## **9. Special Provisions :-**

- i) No person may be substantively appointed to a post in the Khyber Pakhtunkhwa Provincial Housing Authority without a medical fitness certificate of health by a competent authority as prescribed under the relevant Government policy. The certificate be attached to his first pay bill and the audit section shall return the same after seeing it so that it is placed in the personal file of the employee concerned for official record.
- ii) Two or more employees cannot be appointed substantively to the same permanent post at the same time.
- iii) An employee cannot be appointed, except as a temporary measure on additional charge basis, to two or more permanent posts at the same time.
- iv) An employee cannot be appointed substantively to a post on which another employee holds a lien. However, an employee can officiate against such a post if the permanent incumbent has vacated the post temporarily on any of the following grounds: -

- a) he has proceeded on long leave.
- b) he has been posted against another tenure post.
- c) he is on deputation to any other department, institution of Govt. or any autonomous / corporate body.
- d) he has been appointed to another post regularly but has not so far confirmed against that post.

**10. General Provision: -**

- i. Tenure based appointment by transfer shall only be made from equivalent post holding by the employee substantively.
- ii. No promotion/upward elevation is allowed to ex-cadre post in the higher Pay Scale i.e. the posts other than the cadre posts of the employee concerned.
- iii. On posting of an employee against ex-cadre post, any appointment against such a post on promotion as acting charge and on subsequent repatriation of the original incumbent of the post, the junior most acting charge appointee shall be reverted to the lower post to make room for adjustment of the original incumbent so repatriated. In case, however, if the post had been filled on Adhoc basis through initial recruitment, the services of the junior most contractual employee in the cadre shall be dispensed with.
- iv. No horizontal posting of an employee of a particular cadre shall be allowed against an ex-cadre post if the officer/official of the said cadre in the lower tier is qualified and eligible for promotion/ upward elevation.

**11. Posting/Transfer: -**

The respective appointing authority shall be competent authority for posting and transfer amongst the employee in Provincial Housing Authority as prescribed in these regulations.

### PART-III

#### PROBATION AND CONFIRMATION

**12. Probation:** - (1) A person appointed to a post on regular basis shall remain on probation for a period of two years, if appointed by initial recruitment, and for a period of one year, if appointed otherwise; provided that if his work or conduct during the period of probation has, in the opinion of the appointing authority, not been found satisfactory, the appointing authority may, notwithstanding that the period of probation has not expired-

- (a) dispense with his service, if he has been appointed by initial recruitment; or
- (b) revert him to his former post, if he has been appointed otherwise, or if there be no such post, dispense with his services; or
- (c) extend the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it could have passed during or on the expiry of the initial probationary period.

**Explanation:** - Officiating service or service spent on deputation to a corresponding or a higher post may be allowed to count towards the period or probation.

(2) If no orders have been made by the day following the completion of the initial probationary period, the period or probation shall be deemed to have been extended, and if no orders have been made by the day on which the maximum period or probation expires, the probationer shall, be deemed to have satisfactorily completed his period of probation.

**13. Confirmation:** - After satisfactory completion of the probationary period, an employee of Provincial Housing Authority shall be confirmed;

Provided that he holds a substantive post, provided further that the employee shall not be deemed to have satisfactorily completed his period of probation, if he has failed to pass an examination, test or course or has failed to complete successfully a training prescribed.

**PART-IV**  
**SENIORITY AND LIEN**

**14. Seniority:** - (1) For proper administration of a service, cadre or post, the appointing authority shall cause a seniority list of the members for the time being of such service, cadre or post to be prepared, but nothing herein contained shall be construed to confer any vested right to a particular seniority in such service, cadre or post as the case may be.

(2) Subject to the provision of sub-section (1), the seniority of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be reckoned in relation to other employees of the Khyber Pakhtunkhwa Provincial Housing Authority belonging to the same service or cadre.

(3) The seniority inter-se-seniority of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority appointed to a service, cadre or post shall be determined;

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection Board or Selection Committee, as the case may be.
- (b) in the case of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority appointed otherwise, with reference to the dates of their continuous regular appointment in the post, provided that employees of the Khyber Pakhtunkhwa Provincial Housing Authority selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter seniority as in the lower post.

Provided that if a junior person in a lower post is promoted to a higher post temporarily in the public interest, even though continuing later permanently in the higher post, it would not adversely affect the interest of his erstwhile seniors in fixation of his seniority in the higher post.

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

**15. Lien: -**

- i) An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien priory acquired on any other post.
- ii) An employee holding substantively a permanent post retains a lien on that post:
  - (a) while on duty on that post;
  - (b) while holding a post in a foreign service in an officiating capacity for a period of three years, provided that for reasons to be recorded by the Committee, this period may be extended up to five years;
  - (c) while holding a temporary post or officiating in another post;
  - (d) while on joining time or transfer to another post;
  - (e) while on leave; and
  - (f) while under suspension..

**PART-V**

**RETIREMENT, SUSPENSION AND RESIGNATION**

**16. Age for Retirement: -**

- i) The age of retirement of all employees of the Khyber Pakhtunkhwa Provincial Housing Authority shall be sixty years.
- ii) An employee of the Khyber Pakhtunkhwa Provincial Housing Authority may, however, apply for premature retirement at the age or length of service in accordance with the prevailing provincial government policy under the respective pension rules.
- iii) The competent authority on the recommendation of the Committee to be constituted for the purpose by the Authority, may compulsorily retire an employee of the Khyber Pakhtunkhwa Provincial Housing Authority subject to observing the prescribed process under the E&D regulations of the Authority.

**17. Suspension:-**

- i) An employee under suspension is entitled to subsistence allowance equal to his total monthly emoluments in accordance with the relevant policy of the Provincial Government.
- ii) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who has been dismissed, removed, or suspended, is reinstated, the appellate or Competent Authority may grant him for the period of his suspension;
  - a) if he has been, in its opinion honorably acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed, or suspended and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal, removal or suspension, the period of absence from duty being treated as a period spent on duty; or
  - b) if otherwise a proportion of such pay and allowances as the appellate or competent authority may decide and the period of absence in his case shall not be treated as period spent on duty unless the appellate or competent authority so directs.
- iii) Leave shall not be granted to the employee under suspension.

**18. Resignation: -**

- (a) An employee of the Khyber Pakhtunkhwa Provincial Housing Authority, desirous of resigning his office, shall give to the competent authority, a notice of such period as provided below; or in his special contract of service, and in the event of his failure to do so he shall deposit to the Khyber Pakhtunkhwa Provincial Housing Authority, the salary due to him for the period of his notice: -

1.	Employees in BS-16 and below	1 month.
2.	Employees in BS-17 and above	15 Days

In the case of a temporary or a permanent employee whose post is retrenched, the Khyber Pakhtunkhwa Provincial Housing Authority shall give to the employee a notice of such period as is provided above for the employee.

The Khyber Pakhtunkhwa Provincial Housing Authority may, in lieu of any notice herein provided for, give a sum equal to the amount of pay for the period of notice or in the case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short.

- (b) If an employee of the Khyber Pakhtunkhwa Provincial Housing Authority is compelled to resign for reasons of ill health, or if the appointing authority is satisfied that his resignation is due to circumstances beyond his control and he could not have, under the circumstances given a timely notice, such forfeiture or a part of it may be waived off by the Competent Authority. The Competent Authority for this purpose is the Appointing Authority.
- (c) When an employee of the Khyber Pakhtunkhwa Provincial Housing Authority gives a notice of resignation he shall not be granted any leave other than sick leave.
- (d) Notice of resignation given by an employee on leave other than sick leave shall expire at least one month after the last day of his leave.

## **PART-VI**

### **QUOTAS, LEAVE AND ANCILLARY**

#### **19. Quotas: -**

Policy of the Provincial Government on allocation of quota to different Zones in different categories shall apply.

#### **20. Application for posts outside the Khyber Pakhtunkhwa Provincial Housing Authority:**

An employee of the Khyber Pakhtunkhwa Provincial Housing Authority applying for posts outside the cadre shall do so through proper channel, inter-alia on the following terms and conditions: (1) Application for competitive examinations, if an employee of the Khyber Pakhtunkhwa Provincial Housing Authority applies for permission and is otherwise eligible to appear in a competitive examination to be held by a Provincial or the Federal Public Service Commission or any other authority/forum, his application shall be forwarded.

(2) When a person whose application has been forwarded to the Appointing Authority or a Public Service Commission in accordance with these regulations, is selected for appointment, he shall ordinarily be released from his duties in the Khyber Pakhtunkhwa Provincial Housing Authority.

(3) If any person, who before appointment to any service of the Khyber Pakhtunkhwa Provincial Housing Authority or to any post in connection with the affairs of the Khyber Pakhtunkhwa Provincial Housing Authority, has appeared in any competitive examination or has applied for a post elsewhere and is, as a result, offered a post, he shall be released to join such service or post.

**21. Leave: -**

- i) The employees of the Khyber Pakhtunkhwa Provincial Housing Authority shall be entitled to such kind of leave as prescribed in the leave regulations.
- ii) A leave account for each kind of leave shall be maintained for each member of the staff of the Khyber Pakhtunkhwa Provincial Housing Authority. If a member wishes to resume his duty before the expiry of his leave, he may do so with the prior approval of the Competent Authority.
- iii) An employee of the Khyber Pakhtunkhwa Provincial Housing Authority accepting employment elsewhere during leave, including leave preparatory to retirement from the Khyber Pakhtunkhwa Provincial Housing Authority, without the prior sanction of the Appointing Authority, shall be liable to forfeit his leave salary from the date of his accepting such appointment.
- iv) Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved with the authority empowered to grant it.
- v) Other matters relating to leave shall be dealt with under the leave Rules of the Khyber Pakhtunkhwa Provincial Housing Authority.

**22. Medical Aid:-**

Employees of the Khyber Pakhtunkhwa Provincial Housing Authority shall be entitled to medical assistance in accordance with the procedure prescribed in the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Medical Attendance) Regulations, 2022.

**23. Residuary Provisions: -**

- i) There shall be maintained a permanent register or an electronic instrument in which shall be entered all appointments, promotions, leave, suspensions, fines, reduction or enhancement of salaries and office arrangements regarding all employees of the Khyber Pakhtunkhwa Provincial Housing Authority staff. The register may be called a nominal roll register.
- ii) If any employee of the Khyber Pakhtunkhwa Provincial Housing Authority who has served efficiently and with dedication dies before the age of retirement, the Director General may in cases of real hardship grants stipends and/or amenities as the case may be, to the legal heirs in accordance with the relevant Government policy.



**24. General Provisions:-**

- i) In matters not provided for in these regulations, the rules or instructions issued by the Government of Khyber Pakhtunkhwa from time to time in respect of Government Servants shall *mutatis mutandis* apply to the employees of the Khyber Pakhtunkhwa Provincial Housing Authority.
- ii) In a case, where the operation of these regulations involves undue hardship to an employee of the Khyber Pakhtunkhwa Provincial Housing Authority, the Competent Authority may, for reason to be recorded in writing, relax any of these regulations in his/her favour.

**25. Training:-**

The Authority may require an employee to undergo such training or refresher courses for the employees of PHA required professionally enhancing their technical expertise abroad or within the country respectively for such a period and on such terms the Authority may specify. In case of foreign training, the trainee shall execute a surety bond to the effect that after completion of the training, the employee shall serve in the service for a period of at least five years, failing which the employee shall pay the cost double to the entire expenditure incurred on the training besides initiation of disciplinary action. Only housing sector related shall be allowed under this clause of the regulation.

APPENDIX “B”

DETAIL OF STAFF (SCALE WISE)

A. DIRECTORATE GENERAL

S. No.	Nomenclature of post	BPS	No. of post
1.	Director General	20	1
2.	Additional Director General	20	1
3	Private Secretary	17	2
4	Computer Operator	16	1
5.	Junior Clerk	11	2
6.	Senior Driver	07	2
7.	Qasid	05	2
8.	Naib Qasid	03	2
	<b>Total</b>	<b>---</b>	<b>13</b>

B. DIRECTORATE, PLANNING & DEVELOPMENT

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director (P&D)	19	1
2.	Deputy Director (P&D)	18	1
3.	Deputy Director Horticulture	18	1
4.	Assistant Director (P&D)	17	2
5.	Assistant Director Horticulture	17	1
6.	Senior Scale Stenographer	16	1
7.	Senior Assistant Horticulture	16	1
8.	Assistants	16	1
9.	Junior Scale Stenographer	14	1
10.	Assistant (Horticulture)	14	1
11.	Senior Clerk	14	2
12.	Junior Clerk	11	2
13.	CAD Operator	11	1
14.	Surveyor	09	1
15.	Driver	06	2
16.	Naib Qasid	03	2
	<b>Sub Total:-</b>	<b>---</b>	<b>21</b>

C. DIRECTORATE ARCHITECTURE AND BUILDING CONTROL

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director	19	1
2.	Deputy Director (Architecture)	18	1
3.	Assistant Director (Architecture)	17	2
4.	Assistant Director (Civil)	17	1
5.	Senior Scale Stenographer	16	1
6.	Assistants	16	1
7.	Senior CAD Operator	14	1

S. No.	Nomenclature of the post	BPS	No. of posts.
8.	Junior Scale Stenographer	14	1
9.	Senior Clerk	14	1
10.	Junior Clerk	11	2
11.	CAD Operator (1 post specific to Additional qualification as 3D visualizer)	11	2
12.	Architectural / Building Inspectors	11	5
13.	Draftman	11	1
14.	Driver	06	2
15.	Naib Qasid	03	2
	<b>Sub Total:-</b>	<b>---</b>	<b>24</b>

#### D. LAND ACQUISITION AND MANAGEMENT

S. No.	Name of Post	BPS	NO. of posts
1.	Land Acquisition Collector	18	1
2.	Tehsildar	16	1
3.	Accountant	16	1
4.	Assistant	16	1
5.	Naib Tehsildar	14	1
6.	Junior Scale Stenographer	14	1
7.	Gardawar	11	1
8.	Junior Clerk	11	1
9.	Patwari	09	5
10.	Driver	06	1
11.	Naib Qasid	03	1
	<b>Sub total</b>		<b>15</b>

**E. DIRECTORATE TECHNICAL**

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director North & South	19	2
2.	Deputy Director (Technical)	18	4
3.	Deputy Director (Electrical)	18	1
4.	Assistant Director (Technical)	17	8
5.	Assistant Director (Electrical)	17	3
6.	Assistant Director (M&E)	17	1
7.	Assistant Director (Material & Testing)	17	2
8.	Assistant	16	4
9.	Senior Scale Stenographer	16	2
10.	Senior Electrical Supervisor	16	5
11.	Senior Sub Engineer	16	8
12.	Junior Scale Stenographer	14	1
13.	Senior Clerk	14	3
14.	Junior Clerk	11	2
15.	Electrical Supervisor	11	2
16.	Sub Engineer	12	12
17.	CAD Operator	11	1
18.	Surveyor	09	4
19.	Driver	06	4
20.	Trasar	05	2
21.	Naib Qasid	03	5
	<b>Sub Total:-</b>	<b>---</b>	<b>76</b>

**F. DIRECTORATE ESTATE MANAGEMENT**  
**i) AT HEADQUARTER**

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Director	19	1
2.	Deputy Director( N&S)	18	2
3.	Assistant Director (N&S)	17	2
4.	Assistant	16	1
5.	Senior Scale Stenographer	16	1
6.	Junior Scale Stenographer	14	1
7.	Senior Clerk	14	1
8.	Junior Clerk	11	2
9.	Driver	06	2
10.	Naib Qasid	03	2
	<b>Sub Total:-</b>	<b>---</b>	<b>15</b>

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## ii) ESTATE MANAGEMENT AT SITE OFFICES

S. No.	Nomenclature of the post	BPS	No. of posts.
1.	Assistant Director	17	4
2.	Assistants	16	4
3.	Sub Engineer	11	4
4.	Junior Clerk	11	4
5.	Horticulture Supervisor	11	4
6.	Electrical Supervisor	11	4
7.	Pesh Imam	09	6
8.	Driver/Operator	06	4
9.	Pipe Fitter/Plumber	05	6
10.	Tube well Operator	05	10
11.	Naib Qasid	03	4
12.	Work Massan/Mistry	04	2
13.	Electrification	05	3
14.	Lift Operator	03	4
15.	Chowkidar/Security Gaurds	03	12
16.	Mali	03	18
17.	Sweeper	03	5
18.	Helper	03	20
	<b>Sub Total:-</b>	<b>---</b>	<b>118</b>

## G. DIRECTORATE OF FINANCE, ACCOUNTS AND AUDIT

S. No.	Nomenclature of the post	BPS	No. of post.
1.	Director Finance & Accounts	19	1
2.	Deputy Director (Finance & Accounts)	18	1
3.	Deputy Director Audit	18	1
4.	Assistant Director (Finance)	17	1
5.	Assistant Director (Accounts)	17	1
6.	Assistant Director (Audit)	17	1
7.	Assistant (Accounts) /Accountant	16	4
8.	Senior Auditor	16	2
9.	Accounts Clerk	14	4
10.	Junior Clerk	11	2
11.	Driver	06	2
12.	Naib Qasid	03	3
	<b>Sub Total:-</b>	<b>---</b>	<b>23</b>

**H. DIRECTORATE OF ADMINISTRATION, COORDINATION & IT**

S. No.	Nomenclature of the post	BPS	No. of posts
1.	Director Administration	19	1
2.	Deputy Director Admn	18	1
3.	Deputy Director IT	18	1
4.	Deputy Director Legal	18	1
5.	Assistant Director Admn	17	1
6.	Private Secretary	17	1
7.	Assistant Director (IT)	17	1
8.	Assistant Director (HR)	17	1
9.	Assistant Director (Legal)	17	1
10.	Assistant	16	4
11.	Junior Scale Stenographer	14	2
12.	Senior Clerk	14	2
13.	Junior Clerk	11	2
14.	Store Keeper/Cashier	11	2
15.	Qasid	07	4
16.	Garage Superintendent	16	1
17.	Driver cum Supervisor	08	2
18.	Senior Driver	07	4
19.	Driver	06	2
20.	Electrician	05	2
21.	Plumber.	05	2
22.	Telephone Operator	05	2
23.	Naib Qasid	03	5
24.	Record Lifter/Daak Runner	02	3
25.	Chowkidar	03	4
26.	Security Guard	03	4
27.	Mali	03	2
28.	Sweeper	03	6
<b>Sub Total:-</b>		<b>---</b>	<b>64</b>

**I. DIRECTORATE OF REGIONAL FACILITATION CENTRE (KHPAL KOR)**

S. No.	Nomenclature of the post	BPS	No. of post.
1	Director	19	1
2	Deputy Director Finance and Administration	18	1
3	Assistant Director Administration	17	04
5	Assistant Director Finance	17	04
6	Assistant Director Legal	17	03
8	Assistant	16	12
10	Senior Clerk	14	01
11	Junior Clerk	11	04
12	Naib Qasid	03	04
13	Driver	03	04
14	Cook	03	04
15	Chowkidar	03	04
16	Mali	03	04
17	Sweeper	03	04
<b>Sub Total:-</b>			<b>54</b>

**Note:-** Fresh and new recruitment to the extended positions except the promotions shall be made on need basis authorized by the P H Authority.

**APPENDIX “C”**

**RECRUITMENT REGULATIONS**

<b>S.No</b>	<b>Nomenclature of the post</b>	<b>BPS</b>	<b>Minimum qualification for appointment by initial recruitment/ promotion and transfer</b>	<b>Age limit for initial recruitment</b>	<b>Method of recruitment</b>
1.	Director General	20	-	-	By transfer from Establishment Department from PAS/PMS or senior most officer of PHA
2.	Additional Director General	20			By promotion amongst Directors (BS-19) on the basis of seniority cum fitness having 17 years service in BS-17 & above or at least 9 years service in BS 19.
3.	Director Planning & Development	19	-	-----	By promotion from amongst the Deputy Director Planning (BS-18) on the basis of seniority-cum-fitness in BS-18 with 7 years' service in BS-18 or 12 years' service in BS-17 and above with at least three years in BS 18
4.	Director Architecture	19	-	-----	By promotion from amongst the Deputy Director Architecture (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years' service in BS-17 and above with at least three years in BS 18
5.	Director Technical	19	-	-----	i. By promotion from amongst the Deputy Director Technical (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years service in BS-17 and above with at least three years in BS 18. ii. On deputation having at least 15 years relevant experience.

6.	Director Estate Management	19	-	-----	i. By promotion from amongst the Deputy Director Estate Management (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years service in BS-17 and above. ii. By transfer from Establishment Department
7.	Director Administration	19		-----	i. By promotion from amongst the Deputy Director (Admn) (BS-18) on the basis of seniority-cum-fitness with 05 years' service in BS-18 or 12 years' service in BS-17 and above amongst AD (Admin) or AD (HR) ii. By transfer from Establishment Department
8.	Director Finance	19		-----	By promotion from amongst the Deputy Directors (Finance and Accounts) (BS-18) on the basis of seniority-cum-fitness with 7 years' service in BS-18 or 12 years service in BS-17 and above with at least three years in BS 18.
9.	Deputy Director (Planning & Development )	18		-----	I. By promotion from amongst the Assistant Director (P&D) (BS-17) on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such
10.	Deputy Director (Information Technology)	18		-----	i. By promotion from amongst the Assistant Director IT (BS-17) on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such



11	Deputy Director Architecture	18	-----	-----	i. By promotion from amongst the Assistant Director Architecture BS-17 on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such
12	Deputy Director Technical	18	-----	-----	i. By promotion from amongst the Assistant Director Technical BS-17 on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. department /Autonomous bodies with relevant qualification and service as such
13	Deputy Director (Estate Management)	18	-----	-----	i. By promotion from amongst the combined seniority of Assistant Director Estate Management BS-17 and Private Secretary BS-17 on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. deptt; /Autonomous bodies with relevant qualification and service as such
14	Land Acquisition Collector	18	-	-	By transfer from Establishment Department
15	Deputy Director Finance and Accounts	18		-----	i. By promotion amongst the Assistant Director Finance /Accounts BS-17 on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. deptt; /Autonomous bodies with relevant qualification and service as such

16.	Deputy Director (Administration)	18	-----	-----	i. By promotion amongst Assistant Director (Admin), Assistant Director (HR) on the basis of combined seniority cum fitness. ii. On deputation basis from Govt. Deptts/ Autonomous bodies
17.	Deputy Director (Legal)	18	-----	-----	i. By promotion amongst Assistant Director (Legal) BS-17 seniority-cum-fitness with 5 years' service as such. ii. By deputation / transfer from Law Department/Autonomous body.
18.	Deputy Director Audit	18	-----	-----	By deputation from Accountant General/Finance Department Khyber Pakhtunkhwa
19.	Deputy Director Horticulture	18			i. By promotion amongst the Assistant Director Horticulture BS-17 on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. deptt; /Autonomous bodies with relevant qualification and service as such
20.	Deputy Director Electrical	18			i. By promotion amongst the Assistant Director Electrical BS-17 on the basis of seniority-cum-fitness with 5 years' service as such. ii. On deputation basis from Govt. deptt; /Autonomous bodies with relevant qualification and service as such
21.	Assistant Director (Legal)	17	i- Degree in Law / LLB (Hons) from HEC recognized university) ii- Having valid licence for practice in Civil Courts/High Court with 03 years post qualification experience as such.	22-32	i. By initial recruitment. Or ii. By deputation /transfer from Law Department.

22	Assistant Director (IT)	17	<ul style="list-style-type: none"> <li>i. Master Degree in Computer Science/IT from HEC recognized University.</li> <li>ii. 03 years post qualification experience in IT in a Govt. or private sector/organization</li> </ul>	22-32	<ul style="list-style-type: none"> <li>i. 50% by initial recruitment.</li> <li>ii. 50% by promotion from amongst the post of Computer operator (BPS-16) on the basis of seniority-cum-fitness having master degree in Computer Sciences / Information Technology with 5 years service as such.</li> </ul>
23	Assistant Director (Monitoring and Evaluation)	17	<ul style="list-style-type: none"> <li>i. Degree in Civil Engineering from a recognized University with Pakistan Engineering Council.</li> <li>ii. 03 Years Post qualification experience in Monitoring &amp; Evaluation in any Govt. Organization</li> </ul>	22-32	<ul style="list-style-type: none"> <li>i. 50% by initial recruitment</li> <li>ii. 50% by promotion from amongst the Sub Engineer (BS-12) having Degree in Civil Engineering on the basis of seniority-cum-fitness having 05 years' service as such.</li> </ul>
24	Assistant Director Planning & Development	17	<ul style="list-style-type: none"> <li>i. Degree in Town Planning from a recognized University</li> <li>ii. Registered with Pakistan Council of Architects and Town Planners (PCATP) with 3 years post qualification experience in the relevant field</li> </ul>	22 -32	By initial recruitment.
25	Assistant Director Architecture	17	<ul style="list-style-type: none"> <li>i. 5 years Degree in Architecture from a recognized University;</li> <li>ii. Registered with Pakistan Council of Architects and Town Planners (PCATP) with 3 years post qualification experience in the relevant field</li> </ul>	22-32	<ul style="list-style-type: none"> <li>i. 50% by initial recruitment</li> <li>ii. 50% by promotion amongst Senior Computer Aided Design (CAD) Operator (BS-11) with Degree in Architecture having 05 years service as such.</li> </ul>

26.	Assistant Director Technical	17	Degree in Civil Engineering from a recognized University registered with Pakistan Engineering Council and having 02 years post qualification experience in the relevant field	22-32	i. 30% by initial recruitment. ii. 30% by promotion from amongst the Senior Sub Engineers Civil/Senior Draftsman (BS-16) on the basis of seniority-cum-fitness having 05 years' service as or overall service of 10 years in BS-12 and above as such. iii. 20% by promotion from amongst the Sub Engineer (BS-12) having Degree in Civil Engineering on the basis of seniority-cum-fitness having 05 years' service as such. iv. 20% by promotion from amongst the Sub Engineer (BS-12) having B-Tech in Civil Engineering on the basis of seniority-cum-fitness having 05 years' service as such.
27.	Assistant Director (Estate Management)	17	Master degree in MBA, M.Com, MPA and Economics from HEC recognized University with 3 years post qualification experience in the relevant field	-----	i. 45% by promotion from amongst the Assistants (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such; ii. 25% by promotion from amongst the Senior Scale Stenographers (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such. iii. 30% by initial recruitment.
28.	Assistant Director Finance	17	-----	-----	i. By promotion from amongst the Assistant Accounts (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such having MBA(Finance) or M.Com(16 years of Education) or ii. On deputation basis with relevant qualification and service as such

29	Assistant Director Accounts	17	-----	-----	i. By promotion from amongst the Assistant Accounts (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such having MBA(Finance) or M.Com(16 years of Education) or ii. On deputation basis with relevant qualification and service as such.
30	Assistant Director Audit	17	-----	-----	By deputation from Finance department/Accountant General Khyber Pakhtunkhwa.
31	Assistant Director (HR)	17	Master degree in Human Resource Management qualification from HEC recognized University with 02 years post qualification experience in the relevant field.	22-32	i. 40% by initial recruitment or ii. 60% by promotion from amongst the Assistants (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such
32	Assistant Director (Material Testing)	17	Degree in Geo-Technical Engineering/Geological Engineering with PEC membership from recognised University having 02 years post qualification experience in the relevant field	22-32	By initial recruitment
33	Assistant Director Administration	17	Master degree in Management Sciences from a recognized University with 02 years post qualification experience in the relevant field	22-32	i. 40% by initial recruitment or ii. 60% by promotion from amongst the Assistants (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such
34	Private Secretary	17	-----	-----	By promotion from amongst the Senior Scale Stenographer (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such or 10 year Service as Junior scale stenographer BPS-14 on seniority Cum fitness.

35	Assistant Director Horticulture	17	MSc (Hons) Horticulture/Forestry from HEC recognized university with 02 years post qualification experience.	22-32	i. 50% by initial recruitment ii. 50% by promotion from the amongst the Senior Horticulturist (BS-16) on the basis of seniority-cum-fitness with 5 years' service as such.
36	Assistant Director (Electrical)	17	Bachelor Degree in Electrical Engineering from PEC recognized University with 03 years post qualification experience.	22-32	i. 25% by initial recruitment. ii. 25% by promotion from amongst the Senior Sub Engineers Electrical (BS-16) on the basis of seniority-cum-fitness having 05 years' service as or 10 years' service as Electrical Supervisor BS-11 and above as such. iii. 25% by promotion from amongst the Electrical Supervisor (BS-11) having Degree in Electrical Engineering on the basis of seniority-cum-fitness having 05 years' service as such. iv. 25% by promotion from amongst the Electrical Supervisor (BS-11) having B-Tech Electrical Engineering on the basis of seniority-cum-fitness having 05 years' service as such.
37	Senior Sub Engineer Civil	16	-----	-----	By promotion amongst Sub Engineers Civil (BS-12) with (B.Tech) or Diploma in Associate Engineering having 03 and 05 years' service as such on seniority cum fitness basis respectively.
38	Senior Sub Engineer Electrical	16	-----	-----	By promotion amongst Electrical Supervisor (BS-11) having 05 years' service as such on seniority cum fitness basis.

39	Senior Draftsman	16	-----	-----	By promotion from amongst Draftsman (BS-11) on seniority cum fitness basis having 05 years' service as such.
40	Assistant	16	Bachelor Degree from HEC recognized University	21-30	i. 50% by initial recruitment ii. 50% by promotion from amongst the Senior Clerk (BS-14) on the basis of seniority-cum-fitness having 05 years' service as such or 10 years service as Junior clerk as such.
41	Assistant (Accounts) / Accountants	16	M.Com/MBA from a recognized University with 03 years post qualification experience in Accounting with computer literacy	21-30	i. 20% by initial recruitment ii. 80% by promotion from amongst the Accounts Clerk (BS-14) with 5 years' experience as such and Junior Clerk with 10 year service having M.Com/MBA on the basis of seniority-cum-fitness as such.
42	Senior Auditor	16	-----	-----	i. By deputation from Accountant General Khyber Pakhtunkhwa ii. Finance Department Khyber Pakhtunkhwa
43	Senior Scale Stenographer	16	-----	-----	By promotion from amongst the Junior Scale Stenographers (BS-14) on the basis of seniority-cum-fitness with 5 years' service as such.
44	Tehsildar	16	-----	-----	By deputation from Board of Revenue Khyber Pakhtunkhwa
45	Senior Horticulturist	16	B.Sc (Hons) (Horticulture), BS (Forestry) from a recognized University Or Diploma in Horticulture from a recognized institute with 2 years post qualification experience in the relevant field.	21-30	By promotion on the basis of seniority cum fitness from amongst the Assistant Horticulture (BPS-14) with at least 05 years' service as such.

46.	Senior Computer Aided Design (CAD) Operator	16	-----	----	By promotion, from amongst CAD Operator (BS-11) having 05 years service as such.
47.	Garage Superintendent	16			By promotion from amongst the Driver Cum Supervisor (BS-08) on the basis of seniority-cum-fitness with 05 years' service as such.
48.	Senior Clerk	14	-----	----	By promotion from amongst the Junior Clerks/Care Taker (BS-11) on the basis of seniority-cum-fitness with 05 years' service as such.
49.	Accounts Clerk	14	-----	----	i. 50% by initial recruitment ii. 50% by promotion from amongst the Junior Clerks (BS-11) on the basis of seniority-cum-fitness having qualification in Commerce / Business Administrations with 05 years' service as such.
50.	Assistant Horticulture	14	BSc (Honours) Horticulture, BS (Forestry) from recognised university	21-30	By Initial recruitment.
51.	Junior Scale Stenographer.	14	i. Intermediate from a recognized Board ii. Shorthand speed 50 wpm and typing 30 wpm iii. Diploma/Certificate in computer literacy	18-30	By initial recruitment
52.	Junior Clerk	11	i. SSC or equivalent with at least 2 <sup>nd</sup> division from a recognized board ii. Typing Speed 30 wpm (by initial recruitment) iii. preferably computer literate	18-30	i. 50 % by initial recruitment. ii. 50% by promotion from amongst Class-IV, who have passed Secondary School Certificate Examination on the basis of seniority-cum-fitness with 10 years service as such



53.	Care Taker	11	-----	----	By promotion from amongst Class-IV, who have passed Secondary School Certificate Examination on the basis of seniority-cum-fitness with 10 years service as such
54.	Draftsman	11	A three years diploma in Auto cad/certificate/draftsman ship from recognized institute and 02 years' experience in the relevant field.	18-30	i. 50% by initial recruitment. ii. 50% by Promotion Tracer having 05 years service as such on seniority cum fitness basis.
55.	Gardawar	11	-----	----	By deputation from the Revenue Department.
56.	Electrical Supervisor	11	Diploma of Associate Engineer (Electrical) from the Board of Technical Education with three years' experience in the relevant field	18-30	i. 80% by initial recruitment. ii. 20% by promotion amongst the Electrician having Diploma of Associate Engineering (Electrical) on the basis of seniority –cum-fitness with 05 years' service as such.
57.	Computer Aided Design (CAD) Operator	11	Diploma in Associate Engineer in (Architacture) with Certificate in Computer Aided Design (CAD) with knowledge of 3D software and animation from any institute registered with TEVTA/ PTB/ TTB.	18-30	By initial recruitment.
58.	CAD Operator (3D visualizer)	11	Diploma in Associate Engineer in (Architacture) with Certificate in Computer Aided Design (CAD) with knowledge of 3D software and animation from any institute registered with TEVTA/ PTB/ TTB.	18-30	By initial recruitment
59.	Sub Engineer	12	Diploma of Associate Engineer (Civil) from the Board of Technical Education with 03 years experience in the relevant field	20-30	i. 80% by initial recruitment. ii. 20% by promotion from amongst the Surveyors (BS-09) with 05 years' service as such.

60.	Building Inspector	11	Diploma of Associate Engineer Civil/ Architecture from the Board of Technical Education with 03 years experience in the relevant field	20-30	By initial recruitment.
61.	Pesh Imam	09	Sanad from Wefaq-ul-Madaras	18-30	By initial recruitment.
62.	Patwari	09	i. SSC from a recognised Board ii. Passed Patwar Exam and a registered candidate in the Revenue Deptt.	18-30	By initial recruitment or by deputation from Board of Revenue
63.	Surveyor	09	i. Diploma of Associate Engineer Civil / Surveying from the Board of Technical Education; ii. 02 years experience in the relevant field.	18-30	By initial recruitment.
64.	Driver cum Supervisor	08	-----	-----	By promotion from amongst the Senior drivers (BS-07) with at least 05 years service as such.
65.	Senior Driver	07	-----	-----	By promotion from amongst the drivers (BS-06) with 05 years' service as such.
66.	Driver	06	i. SSC from a recognized Board ii. HTV/LTV valid licence with 05 years experience in the relevant field.	18-30	By initial recruitment.
67.	Tracer	05	i. SSC from a recognised Board. ii. Having Know-how of draftsmanship/tracing.	18-30	By initial recruitment. Or By deputation from Govt. Department/Dev Authorities.
68.	Electrician	05	i. SSC from a recognized Board ii. Certificate from TEVTA/ PTB/ TTB as Electrician with 03 years experience in the relevant field.	18-30	By initial recruitment.

69.	Plumber/Pipe Fitter	05	i. SCC from a recognized Board ii. Certificate from TEVTA/ PTB/ TTB as Plumber/Pipe Fitter with 03 years' experience in the relevant field.	18-30	By initial recruitment.
70.	Telephone Operator	05	SSC from a recognized Board	18-30	By initial recruitment
71.	Qasid	05	-----	-----	By promotion amongst the Naib Qasid (BS-03) at least 5 years' service as such
72.	Record Lifter	04	SSC from a recognized Board	18-30	By initial recruitment.
73.	Naib Qasid	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment
74.	Chowkidar	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment.
75.	Security Guard	03	i. SSC from a recognized Board ii. Preference will be given to Retired Personnel of Army, FC , Police as Naik/Sepy or from Security Agencies	18-30	By initial recruitment
76.	Mali	03	i. SSC from a recognized Board ii. Knowledge/Experience in gardening	18-30	By initial recruitment.
77.	Helper	03	SSC from a recognized Board	18-30	By initial recruitment.
78.	Cook	03	i. SSC from a recognized Board ii. Knowledge/Experience in Cooking	18-30	By initial recruitment.
79.	Sweeper	03	Preferably literate	18-30	By initial recruitment.
80.	Sanitary Attendant	03	Preferably literate	18-30	By initial recruitment.
81.	Tube Well Operator	03	i. SSC from a recognized Board ii. Knowledge/Experience as Tube well Operator	18-30	By initial recruitment.

**APPENDIX “D”**

**RECRUITMENT REGULATIONS FOR KHPAL KOR**

S.No	Nomenclature of the post	BPS	Minimum qualification for appointment by initial recruitment/ promotion and transfer	Age limit for initial recruitment	Method of recruitment
1.	Director	19	-----	----	i. By promotion from amongst the Deputy Directors Khpal Kor BS-18 on the basis of seniority cum fitness with at least 07 years' service in BS-18 or 12 years' service in BS-17 as such. ii. By transfer from Establishment Department
2.	Deputy Director Administration	18	-----	----	By promotion from amongst the Assistant Director Administration BS-17 on the basis of seniority cum fitness with at least 05 years' service as such.
3.	Deputy Director Finance	18	-----	----	By promotion from amongst the Assistant Director Finance BS-17 on the basis of seniority cum fitness with at least 05 years' service as such.
4.	*Assistant Director Administration	17	Degree in Management Science (Hons) MBA from HEC recognised university.	22-32	i. 25% by promotion amongst the Assistant BS-16 on the basis of seniority cum fitness with 05 years' service as such. ii. 75% by initial recruitment
5.	**Assistant Director Finance	17	Degree in MBA Finance, MBA Accounts and M.Com from HEC recognised university.	22-32	By initial recruitment

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6.	***Assistant Director Legal	17	i. Degree in Law from a recognized university. ii. Having valid license for practice in Civil Courts/High Courts with 05 years' experience as such.	22-32	By initial recruitment.
7.	****Assistant	16	2 <sup>nd</sup> class master degree from a recognized university with three years' experience in office administration/Accounts/Finance/Audit, with computer literacy.	21-30	i. 50% by promotion from amongst the Senior Clerk (BS-14) with 5 years' service as such or over all service as 10 years as Junior Clerk and above on the basis of seniority-cum-fitness ii. 50% by initial recruitment
8.	Senior Clerk	14	----	----	By promotion from amongst the Junior Clerks (BS-11) on the basis of seniority-cum-fitness with 05 years' service as such.
9.	Junior Clerk	11	i. F. A/F.SC or equivalent with at least 2 <sup>nd</sup> division from a recognized board. ii. Typing speed 30 w.p.m. (By initial recruitment).	18-30	i. 50 % by initial recruitment. ii. 50% by promotion from amongst Class-IV, who have passed Secondary School Certificate Examination on the basis of seniority-cum-fitness with 10 years service as such
10.	Qasid	05	-----	-----	By promotion amongst the Naib Qasid (BS-03) with 05 years service as such.
11.	Cook	03	i. SSC from a recognized Board ii. Knowledge/Experience in Cooking	18-30	By initial recruitment
12.	Naib Qasid	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment.
13.	Driver	03	i. SSC from a recognised Board ii. HTV/LTV valid licence with 05 years experience in the relevant field.	18-30	By initial recruitment.
14.	Chowkidar	03	Literate preferably SSC qualification from a recognized Board.	18-30	By initial recruitment.
15.	Mali	03	i. SSC from a recognized Board ii. Knowledge/Experience in gardening	18-30	By initial recruitment.
16.	Sweeper	03	Preferably Literate	18-30	By initial recruitment.

\*Synchronizing project positions with Government nomenclature, the Manager Khpal Kor BS-17 to be renamed as Assistant Director Administration BS-17 already working.

\*\*Synchronizing project positions with Government nomenclature, the Financial Expert Khpal Kor BS-17 to be renamed as Assistant Director Finance BS-17 already working.

\*\*\*Synchronizing project positions with Government nomenclature, the Legal Expert Khpal Kor BS-17 to be renamed as Assistant Director Legal BS-17 already working.

\*\*\*\*Synchronizing project positions with Government nomenclature, the Business coordinator Khpal Kor BS-16 to be renamed as Assistant BS-16 already working.

## **APPENDIX “E”**

### **CRITERIA OF SELECTION FOR INITIAL RECRUITMENT TO POSTS IN BS-16 AND BELOW**

#### **1. Criteria of Selection for initial recruitment:-**

(i) **For post in BS-1 to 5-** The criteria shall be adopted by the Selection Committee for selection of suitable candidates for appointment against the post in BS-1 to 5, keeping in view the qualification, age limit etc. prescribed in these regulations.

(ii) **For posts in BS-6 to BS-16** -In addition to the total marks allocated for a written competitive examination, (if any) the total marks will be 100 as per distribution given below: -

a.	Prescribed qualification ...	70
b.	Higher qualification ...	12
c.	Experience ...	10
d.	Interview ...	<u>08</u>

Total marks- 100

Para (ii) above indicates only the general distribution of the marks. Enabling to develop criteria of comparative grading of candidates, a model exercise (given below) may be followed:-

**2. Minimum Prescribed Qualification.**

(A) For Non-Professional Posts

		<u>1<sup>st</sup> Division</u>	<u>2<sup>nd</sup> Division</u>	<u>3<sup>rd</sup> Division</u>	<u>Total Marks</u>
i.	SSC	70	53	42	70
ii.	SSC	35	26	21	
	FA/F.Sc.	35	27	21	
iii.	SSC	23	17	14	
	FA/F.Sc.	23	18	14	
	B.A/B.Sc.	24	18	14	
iv.	SSC	17	13	10	
	F.A/F.Sc.	17	13	10	
	B.A/B.Sc.	17	13	11	
	M.A/M.Sc.	19	14	11	

**Note:-**

- a. SSC or equivalent qualification.
- b. Intermediate shall include equivalent qualification.
- c. Bachelor Degree/14 years of education shall include all bachelor Degrees/Associate Bachelor Degrees from recognized University/Institute.
- d. Master Degree/BS Honors/16 years of education and shall include all equivalent qualifications recognized by the HEC.

(B) For Professional Posts

(i) For four examinations

	<u>1<sup>st</sup> Division.</u>	<u>2<sup>nd</sup> Division.</u>	<u>3<sup>rd</sup> Division.</u>	<u>Total Mark</u>
1 <sup>st</sup> . Professional	17	13	10	70
2 <sup>nd</sup> Professional	17	13	10	
3 <sup>rd</sup> Professional	17	13	10	
Final	19	14	12	

(ii) For three examinations

1 <sup>st</sup> . Professional	23	17	14	70
2 <sup>nd</sup> Professional	23	17	14	
Final	24	53	42	

(iii) For two examinations

1 <sup>st</sup> . Professional	35	26	21	70
Final	35	26	21	

### 3. Higher Qualification:-

For higher education above the prescribed qualification for a particular post 12 marks shall be allocated as under: -

(i)	One stage above	06	
(ii)	Two stage above	09	
(iii)	Three stage above	12	12

### 4. Experience:-

For experience in the relevant field for a particular post 10 marks shall be allocated as under: -

(i)	Experience of one year	04	
(ii)	Experience of two years	07	
(iii)	Experience of three years and above	10	10

### 5. Interview:-

For interview only 8 marks in aggregate shall be allocated 08

Total marks:- 100

The above grading can be applicable only where academic qualifications are from SSC onwards. In cases where technical qualifications (like Diploma or Certificate) are also prescribed after these basic qualifications, in such cases 70 marks for comparative grading shall be distributed as below:-

(i) Basic qualification like SSC, Intermediate or Graduation  
as provided in these regulations: - 50

(ii) Additional Technical qualifications: - 20

Total marks- 70

The method for further distribution 50 mark for basic qualification and 20 marks for additional technical qualification shall be allocated as under: -

<u>Qualification</u>	<u>1<sup>st</sup> Division</u>	<u>2<sup>nd</sup> Division</u>	<u>3<sup>rd</sup> Division</u>	<u>Total Mark</u>
i) Basic qualification	50	38	30	50
(ii) Addl; Technical				
Qualification:	<u>20</u>	<u>15</u>	<u>12</u>	<u>20</u>
	70	53	42	70

**Note:-** If not specifically provided otherwise in the relevant service regulations “experience” will mean only that experience shall be considered which has been relevant to the post applied for and is acquired after the acquisition of minimum qualifications prescribed for the post.



## APPENDIX-F

## CRITERIA FOR APPOINTMENT OF OFFICERS OF BS-17 AND ABOVE

## 1. Evaluation /Marking System

The total marks for evaluation in case of appointment of officers in BS-17 and above shall be one hundred to be awarded on the following basis: -

Appointment Criteria/Marks	BS-17
i. Academic Record	20
ii. Screening Test	45
iii. Higher Relevant Qualification	03
iv. Hifz-ul-Quran	03
v. Distinction for 1 <sup>st</sup> in Board /University	04
vi. Interview	25
<hr/>	
Total: 100	

## 2. Academic Record

(For BS-17 and above) = 20 Marks.

- (i) In the case of appointment of officers, the academic marks of all the four examinations (Matric to M.A/Msc) are to be calculated as under: -

$$\frac{\text{Sum of the marks obtained from Matric to M.A/Msc} \times 20}{\text{Sum of the total marks from Matric to M.A/M.sc}} = ?$$

To illustrate, if a candidate obtains 2120 marks out of 3650 marks in four examinations, his credit will come to:

11.61 marks out of 20, to be counted as 12 marks.

## 3. Screening/Written Test = 45 Marks.

A Screening/ Written Test shall be conducted in case of appointment in BS-17, BS-18 and BS-19 by the Selection Board.

The candidate obtaining 50% marks in screening/written test shall stand qualified for interview of the Selection Board. The secured marks shall be counted for short listing purposes as well as for evaluation.

**4. Experience:**

- i) The prescribed experience for specific posts in BS-17 and above shall be mandatory as a basic qualification for the applicant to apply for appointment against duly advertised vacant post/ position.
- ii) The following principles shall be followed in determining the experience for those posts where experience is laid down as part of qualification: -
  - a. Prescribed experience means the experience gained in line in a regular full paid job required after obtaining the prescribed qualification. Period spent on study whether inside or outside the country during service except the period in acquiring PhD or M.Phil. in the relevant field will be excluded from the claimed length of experience.
  - b. Experience gained during appointment on adhoc or contract basis or in officiating capacity shall be counted towards eligibility.
  - c. Period of practical training undergone by a candidate for becoming eligible for the award of actual degree shall be counted as experience, if such experience has been gained after and not during academic Sessions.
  - d. Experience gained in the recognized institution shall be taken into consideration if it is supported by valid documentary proof.

5.	<b>Performance In Interview</b>	=	25 Marks
	i. (For BS-17)	=	25 Marks
	ii. (For BS-18 & above)	=	25 Marks

**6. Procedure For Marking In The Interview**

Members of the Selection Board shall record their marking independently. After the interview the final grade of candidate based on the assessment of the Members shall be determined on the basis of average by aggregating the marks awarded by each member.

**7. General**

- i. Degrees/Certificates revised with retrospective effect shall be taken into consideration only where such revision has taken place before the last date fixed for receipt of applications.
- ii. When a candidate fails to provide the proof of secured marks in a particular examination, he shall be deemed to have passed in parts and with the lowest passing marks.
- iii. for the purpose of promotion, PER/ ACR for the last five years in respect of in-service candidates shall be placed before the board or committee, as the case may be.
- iv. For appointment against vacant position of BS-17 and above, if not otherwise provided under these regulations, the respective committee/board may consult recruitment criteria of Khyber Pakhtunkhwa Public Service Commission for guidance and shall not be binding for appointment, recruitment and promotion under these regulations.

**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
EMPLOYEES (CONDUCT) REGULATIONS, 2022.**

**1. Short title and commencement:** - (1) These regulations shall be called the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Conduct) Regulations, 2022.

(2) They shall come into force at once.

**2. Extent of application:-** These regulations shall apply to every person, whether on duty or on leave within the Khyber Pakhtunkhwa Provincial Housing Authority including the employees of the Provincial Housing Authority deputed to serve under the other Authority or Provincial Government or Federal Government but excluding:-

“Employees of the Provincial Government or Federal Government or other Authority deputed to serve under the Provincial Housing Authority, whose conduct shall be regulated by the mutually agreed terms and conditions of the deputation or the conduct rules of the respective government”.

**3. Definitions:-** (1) In these regulations, unless there is anything repugnant in the subject or context;

- (a) “Act” means the Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005.
- (b) "Government" or "Provincial Government" means the Government of the Khyber Pakhtunkhwa;
- (c) "Authority employee" means a person to whom these regulations apply;
- (d) "Member of an Authority employee's family" includes:-
  - (i) his wife, children and step children, parents, sisters and minor brothers, residing with and wholly dependent upon the Authority employees; and
  - (ii) any other relative of the Authority employees or his wife when residing with and wholly dependent upon him; but does not include a wife legally separated from the employee of Provincial Housing Authority or a child or step-child who is no longer in anyway dependent upon him, of whose custody the employee of Provincial Housing Authority has been deprived by law;
- (e) "Province" means the Khyber Pakhtunkhwa.
- (f) “Authority” means the Authority specified in section-3(3) of the Act;
- (g) “Director General” means Director General of PHA.

(2) Reference to a wife in clause (d) shall be construed as reference to the husband where the Authority employee is a woman.

**4. Repeal:-** The Khyber Pakhtunkhwa Housing Authority Employees Conduct regulations, 2022 shall substitute the Khyber Pakhtunkhwa Housing Authority Employees Conduct Rules 2010 on its repeal, but such repeal shall not affect anything duly done or suffered under those rules.

**4. A** No Authority employee shall-

(a) accept or obtain or agree to accept or attempt to obtain from any person for himself or for any other person, any gratification (other than legal remuneration) as a motive or reward such as is mentioned in section 161 of the Pakistan Penal Code; or

(b) do or forbear to do any official act or show or forbear to show, in the exercise of his official functions, favour or disfavor to any person or render or attempt to render any service or disservice to any person, in violation or contravention of any provision of any law for the time being in force, or of rules made under Article 119 or 139 of the Constitution of the Islamic Republic of Pakistan, or any other law for the time being in force, in a manner which may appear to facilitate acceptance or obtaining or agreeing to accept or attempting to obtain from any person for himself or for any other person any gratification, whatsoever, other than the legal remuneration, as a motive or reward; or

(c) accept or obtain or agree to accept or attempt to obtain for himself or for any other person, any valuable thing without consideration or for a consideration which he knows to be inadequate, from any person whom he knows to have been, or to be likely to be, concerned in any proceedings or business transacted or about to be transacted by him, or having any connection with the official functions of himself or of any Government Servant/Public Servant to whom he/she is subordinate, or from any person whom he knows to be interested in or related to the person so concerned; or

(d) misappropriate, dishonestly or fraudulently, or otherwise convert for his/he own use or for the use of any other person any property entrusted to him or under his/her control as a Public Servant or willfully allow any other person to do so; or

(e) obtain, by corrupt, dishonest, improper or illegal means, or seek for himself or for any other person, any property, valuable thing, pecuniary advantage or undue favour; or

(f) possess, directly or through his dependents or benamidars, any movable or immovable property or pecuniary resources, disproportionate to his/her known sources of income, which he cannot reasonably account for"

(g) shall attend such functions and meetings in which Islamic moral values are not regarded or which are in violation of such values like functions of music and dancing by women etc.

**5. Gift:-** (1) Save as otherwise provided in these regulations, no employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall, except with the prior sanction of the Director General in anticipation of the subsequent approval of the Authority, accept or permit any member of his family to accept, from any person any gift, the receipt of which will place him under obligation to the donor. If the offer of a gift cannot be refused without causing undue offence, it may be accepted and delivered to the Khyber Pakhtunkhwa Provincial Housing Authority for decision as to its disposal.

(2) If any question arises whether receipt of a gift places an employee under obligation to the donor, the decision of the Authority shall be final.

(3) If any gift is offered by the head or representative of a foreign state, the employee concerned should attempt to avoid acceptance of such a gift, if he/she can do so without offending the donor. If, however, he cannot do so, he shall accept the gift and shall report its receipt to the Authority for orders as to its disposal.

(4) An employee may accept gifts offered abroad or within Pakistan by official dignitaries of foreign government of comparable or higher level;

Provided that the value of the gift in each case does not exceed fifty thousand rupees. If the employee concerned is desirous to retain the gift in question worth more than fifty thousand rupees, can retain it on payment of the difference as evaluated under sub-regulation (5). In any other case, the gift may be offered to Khyber Pakhtunkhwa Provincial Housing Authority.

(5) For the purpose of sub-regulation (4), the value of the gift shall be assessed through a committee constituted by the Authority for this purpose. If the value of the gift exceeds fifty thousand rupees, the recipient may be allowed to retain the gift, if he so desires, on payment of a sum worked out in the following manner: -

(a) where the value of the gift exceeds fifty thousand rupees but does not exceed one lac rupees, twenty-five percent of the value of the gift in excess of twenty-five thousand rupees (e.g. 1,00,000– 50,000= 50,000 x 25% i.e. Rs. 12,500/-); or

(b) where the value of the gift exceeds one lac rupees, 25% of so much of the value as exceeds fifty thousand rupees but does not exceed one lac rupees plus fifteen percent of so much of the value as exceeds one lac rupees (e.g. if the gift valued Rs. 5,00,000, the payment to be made by the recipient be calculated in the manner that; Rs. 50,000 off, 25% of Rs. 50,000 = Rs. 12,500/- (+) 15% of the remaining Rs. 4,00,000 i.e. Rs. 4,00,000 x 15% = Rs. 60,000 + Rs. 12,500/= Rs. 72,500/=) may be deposited in the Khyber Pakhtunkhwa Provincial Housing Authority's funds.

(6) The recipient shall be responsible for reporting the receipt of the gift to the Authority.

**6. Acceptance of Foreign Awards:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall except without approval of the Authority a foreign award, title or medal etc.

Explanation:- For the purpose of this regulations, the expression "approval of the Authority " means prior approval in ordinary cases and ex-post facto approval in special cases where sufficient time is not available for obtaining prior approval.

**7. Public demonstration in honor of the employees or raising of funds by them:** (1) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall encourage meetings or reception to be held in his/her honor or presentation of addresses of which the main purpose is to praise him/her;

Provided that the head of Pakistan Mission Abroad, while so posted may attend public meeting or entertainment held in his honor

(2) No employee shall take part in raising funds, except:-

(a) for any public or charitable purpose, with the prior permission of the Authority; or

(b) for a charitable object connected with the name of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority or person recently quitted the Khyber Pakhtunkhwa Provincial Housing Authority service with the prior permission of the Authority or the Director General, as the case may be ;

**8. Subscriptions:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall, except with the prior sanction of Authority or the Director General, as the case may be, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

**9. Lending and Borrowing:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall lend money to, or borrow money from, or place himself under any pecuniary obligation to, any person of Khyber Pakhtunkhwa Provincial Housing Authority within the local limits of his authority or any person with whom he has any official dealings:

Provided that an employee may:-

- i. deal in the ordinary course of business with a joint stock company, bank or a firm of standing, the House Building Finance Corporation or registered cooperative societies under Cooperative Societies Act-1927; and
- ii. accept a purely temporary loan of small amount, free of interest, from a personal friend or the operation of a credit account with a bonafide tradesman.

**10. Declaration of property:-** (1) Every employee of Provincial Housing Authority shall, at the time of entering into service, make a declaration to Government, through the usual channel, of all immovable and movable properties including shares, certificates, securities, insurance policies, cash and jewelry.

(2) Every Employee of Provincial Housing Authority shall submit to Government, through usual channel, an annual declaration of income, assets and expenses for the financial year, ending on 30<sup>th</sup> June, showing any increase or decrease of property as shown in the declaration under sub-regulation (1) or the last annual return, as the case may be.” and

(3) Declaration of Assets Proforma shall be opened in the concerned section each year and entered into the relevant database.

**11. Disclosures of Assets, Immovable and Liquid:-** The employees of the Khyber Pakhtunkhwa Provincial Housing Authority shall disclose all their immovable as well as liquid assets and expenses during any period in the specified form, as and when required to do so by the management of the Khyber Pakhtunkhwa Provincial Housing Authority.

**12. Speculation and Investment:-** (1) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall speculate in investments. For the purpose of this Regulation the habitual purchase and sale of security of notoriously fluctuating value shall be deemed to be speculated in investments.

(2) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall make, or permit any member of his family to make, any investment likely to embarrass or influence him in the discharge of his official duties.



(3) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall make any investment the value of which is likely to be affected by some event of which information is available to him as an employee and is not equally available to the general public.

(4) If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-regulation, the decision of Authority thereon shall be final.

**13. Promotion and Management of Companies, etc:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall, except without prior sanction of Authority take part in the promotion, registration or management of any bank or company:

Provided that an employee may, subject to the provisions of any general or special order of management of the Khyber Pakhtunkhwa Provincial Housing Authority, take part in the promotion, registration or management of a charitable and non-profitable cooperative society registered under any law for the time being in force.

**14. Private trade, employment or work:-** (1) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall, except without prior sanction of the Authority, engage in any trade or undertake any employment or work, other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the condition that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee but he shall not undertake or shall discontinue such work if so directed by the Khyber Pakhtunkhwa Provincial Housing Authority's administration. An employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of Authority.

Provided further that an employee may, without such sanction, undertake a small enterprise, which absorbs family labour, in which case he/she shall submit details of the enterprise along with declaration of assets.

(2) Notwithstanding anything contained in sub-regulation (1), no employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall associate with any private trust, foundation or any other such organization without prior approval of the Director General.

(3) This regulation does not apply to sports activities and memberships of recreation clubs.

**15. No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall live beyond his means, etc:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall live beyond his/her means or indulge in ostentation on occasions of marriage or other ceremonies.

**16. Subletting of residential accommodation allotted by the Khyber Pakhtunkhwa Provincial Housing Authority:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall sublet residential accommodation or any portion thereof allotted to him/her by the Govt. or Khyber Pakhtunkhwa Provincial Housing Authority for residential purposes.

**17. Insolvency and habitual indebtedness:-** An employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if the whole or portion of his salary is attached or being frequently attached for debt for a period of two years, or is attached for a sum which in ordinary circumstances, he cannot repay within a period of two years, he/she shall be presumed to have contravened these regulation unless he proves that the insolvency or indebtedness is the result of circumstances beyond his/her control.

**18. Report by employee of the Khyber Pakhtunkhwa Provincial Housing Authority in case of his involvement in a criminal case:-** If an employee of the Khyber Pakhtunkhwa Provincial Housing Authority is involved in a criminal case, he/she shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Director General of the Khyber Pakhtunkhwa Provincial Housing Authority, immediately or, if he/she is arrested and released on bail, soon after such release.

**19. Unauthorized communication of official documents or information:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall, except in accordance with any special or general order of the Khyber Pakhtunkhwa Provincial Housing Authority, communicate directly or indirectly any official information or the contents of any official document to any person or organization not authorized to receive it, or to the print & electronic media.

**20. Approach to Members of the Assemblies:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall, directly or indirectly approach any member of the Senate, National Assembly or a Provincial Assembly or any other official or non-official person to intervene on his/her behalf in any matter.

**21. Management etc. of newspapers or periodicals:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall except without prior sanction of the Director General, Khyber Pakhtunkhwa Provincial Housing Authority own wholly or in part, or conduct or participate in the editing or management of any newspaper or other periodical publications.

**22. Radio-Broadcast and communications to the Press:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall except without prior sanction of Authority , or any other authority empowered by it in this behalf, or in bona fide discharge of his duties, participate in a radio broadcast or television program or contribute any article or write any letter, either anonymously or in his/her own name or in the name of any other person to any newspaper, periodical or electronic media:

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

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

**23. Publication of information and public speeches capable of embarrassing the Federal or any Provincial Government or Khyber Pakhtunkhwa Provincial Provincial Housing Authority:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall, in any document, publish or any public utterance, radio broadcast or television program, or in any Federal/Provincial Government or other manner make any statement of facts or opinion which is capable of embarrassing or the Khyber Pakhtunkhwa Provincial Housing Authority, as the case may be.

Provided that technical and professional staff may publish research papers on technical or professional topics, if such papers do not express views on political issues or on government/Khyber Pakhtunkhwa Provincial Housing Authority policy and do not include any information of a classified nature.

**24. Evidence before Committees:-** (1) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall give evidence before a public committee except with the previous sanction of Director General/Authority.

(2) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority giving such evidence shall criticize the policy nor decision of the Federal or any Provincial Government.

(3) This regulation shall not apply to evidence given before statutory committees which has powers to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

**25. Taking part in politics and elections:-** (1) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority 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.

(2) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall permit any person dependent on him for maintenance or under his/her care or control to take part in, or in any way assist, any movement directly or indirectly, to be subversive to Government as by law established in Pakistan.

(3) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall canvass or otherwise interfere or use his/her influence in connection with or take part in any election to a legislative body, whether in Pakistan or elsewhere:

Provided that a employee of the Khyber Pakhtunkhwa Provincial Housing Authority who is qualified to vote at such election may exercise his/her right to vote; but if he/she does so, he/she shall give no indication of the manner in which he proposes to vote or has voted.

(4) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall allow any member of his/her family dependent on him/her to indulge in any political activity, including forming a political association and being its member, or to act in a manner in which he himself is not permitted.

(5) An employee of the Khyber Pakhtunkhwa Provincial Housing Authority who issues an address to electors or in any other manner publicly announces himself or allows himself to be publicly announced as a candidate or prospective candidate for election to a legislative body shall be deemed for the purpose of sub-regulation (3) to have taken part in an election to such body.

(6) The provisions of sub-regulation (3) and (5) shall, so far as may be, apply to elections to local authorities or bodies, save in respect of Government servants required or permitted by or under any law or order of Government, for the time being in force, to be candidates at such election.

(7) If any question arises whether any movement or activity falls within the scope of this regulation, the decision of Authority thereon shall be final.

**26. Propagation of Sectarian Creeds, etc:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism as are likely to affect his/her integrity in the discharge of his/her duties or to embarrass the administration or create feelings of discontent or displeasure amongst the employee of the Khyber Pakhtunkhwa Provincial Housing Authority in particular and amongst the people in general.

**27. Employee of the Khyber Pakhtunkhwa Provincial Housing Authority not to express views against the ideology of Pakistan:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall express views detrimental to the ideology or integrity of Pakistan.

**28. Nepotism, favoritism and victimization, etc.:-** No Authority employees shall indulge in provincialism, parochialism, nepotism, favoritism, victimization or willful abuse of office.

**29. Vindication by employee of Provincial Housing Authority of their public acts or character:-** (1) A employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall not, without the previous sanction of Government have recourse to any Court or to the press for the vindication of his/her public acts or character from defamatory attacks. When Government grants sanction to a employee of the Khyber Pakhtunkhwa Provincial Housing Authority to have recourse to a court, PHA will ordinarily bear the cost of the proceedings, but may leave the employee of the Khyber Pakhtunkhwa Provincial Housing Authority to institute them at his/her own expense. In the latter case, if he/she obtains a decision in his favour, Government may reimburse him/her to the extent of the whole or any part of the cost.

(2) Nothing in this regulation limits or otherwise affects the right of a employee of the Khyber Pakhtunkhwa Provincial Housing Authority to vindicate his/her private acts or character.

**30. Membership of Service Association:-** (1) No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be a member, representative of office bearer of any association representing or purporting to represent employee of the Khyber Pakhtunkhwa Provincial Housing Authority, unless such association satisfies the following conditions, namely:-

(a) Membership of the Association and its office bearers shall consist of persons in one and the same "functional unit" and if there is no such functional unit, it may be formed by persons borne on a specific single cadre in or under an Authority;

(b) Office-bearers of the Association shall be elected from amongst members of the Association actually serving. Persons who have retired or have been dismissed or removed from service shall cease to be members of such Association;

(c) The Association shall neither affiliate nor associate with any other body or Association belonging to any other cadre;

(d) The Association shall confine its representations to matters of general interest of Government servants whom it represents and shall not involve itself in individual cases of its members. Also the office bearers and members of the Association shall not participate in the activities of the Association at the cost of their official duties;

(e) the Association shall not engage in any activity or pursue a course of action which its members are individually prohibited to engage in or pursue under these regulations or the instructions issued by Authority from time to time, concerning conduct of Authority's employee and service discipline;

(f) The Association shall not, in respect of any election to legislative body, or to a local authority or body, whether in Pakistan or elsewhere-

- (i) pay or contribute towards any expenses incurred in connection with the candidature for such election.
- (ii) support in any manner the candidature of any person for such election; or
- (iii) undertake or assist in the registration of a candidate for such election;

(g) the Association, shall not-

- (i) issue or maintain any periodical publication except in accordance with any general or special order of Government; and
- (ii) publish, except with the previous sanction of Government, any representation on behalf of its members, whether in the press or otherwise;

(h) The Association shall get its bye-laws or regulation approved by the Appointing Authority, who may at any time require any modification therein or propose regulations or bye-laws, in a particular manner; and

- (i) the Association shall submit annual statement of its accounts and lists of its members and office bearers to the Appointing Authority. Such statement and lists shall be submitted before 1st September every year;
- (ii) the Association shall not represent or purport to represent Authority's employee unless it is recognized by the competent authority;
- (iii) the appointing authority in respect of a cadre shall be the authority competent to recognize the Association of that cadre; Provided that where the cadre consists of higher and lower grades, the authority competent to recognize the Association shall be the appointing authority in respect of the highest post in the cadre; 11
- (iv) an employee of PHA servant who deals with the Association of a particular cadre and is also member of that cadre shall not become office bearer of such Association nor shall he take part in any activity of the Association;
- (v) Authority in its discretion may withdraw recognition of an Association, if in its opinion, such Association has violated any of the conditions of recognition.

**31. Restriction on acceptance of membership of certain association:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall accept membership of any association or organization whose aims and objects, nature of activities and memberships are not publicly known.

**32. Use of political or other influence:-** No employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall bring or attempt to bring political or other outside influence directly or indirectly, to bear on Government or any Government servant in support of any claim arising in connection with his employment as such.

**33. Approaching Foreign Mission and Aid-Giving Agencies:-** (1) No employees of PHA shall approach, directly or indirectly a Foreign Mission in Pakistan or any foreign aid-giving agency in Pakistan or abroad to secure for himself invitations to visit a foreign country or to elicit offers of training facilities abroad.

- (2) Authority's employee should exercise great caution and restraint in the matter of social contacts with members of foreign missions working in Pakistan. They should also avoid casual remarks and observations on official matters in social gathering where foreigners are present.
- (3) Officials of the level of Additional Secretary and below should not receive officials of foreign missions, except with the express permission of the Secretary.
- (4) Authority's employees are prohibited from contacting or making direct approaches to foreign missions in Pakistan in connection with their private business. All such approaches should be made through proper channel i.e through Chief of Protocol of the Ministry of Foreign Affairs.
- (5) Invitations extended by Foreign Missions on the occasions of their National days to officers below the status of Secretaries may be accepted after obtaining permission from the Chief Secretary.
- (6) The participation of officers below the status of Secretary in private functions arranged by foreign diplomats should generally be discouraged. Secretaries and officers of equivalent status, will, however, do so with prior approval of the Chief Secretary.
- (7) Repeated and frequent attendance by officers at private functions held by the same foreign diplomat must be avoided.
- (8) As a general regulation, only those officers who come into official contact with the foreign diplomat concerned should accept invitations.

**34. Delegation of Powers:-** Authority may, by general or special order, delegate to any officer or authority subordinate to it all or any of its powers under these regulations and may, by such order, prescribe the channel through which reports shall be made to Government and the officers the receipt by whom such reports shall be regarded as receipts of the reports by Government within the meaning of these regulations.

**35. Regulation not to be in derogation of any law etc:-** Nothing in these regulations shall derogate from the provisions of any law, or of any order of any competent authority, for the time being in force, relating to the conduct of public servants.



**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
EMPLOYEES (EFFICIENCY & DISCIPLINE) REGULATIONS, 2022.**

**1. Short title, applicability & commencement:** (1) These regulations shall be called the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Efficiency & Discipline) Regulations, 2022.

(2) These shall be applicable to all the employees of the Khyber Pakhtunkhwa Provincial Housing Authority.

(3) These shall come into force at once.

**2. Definitions:-** (1) In these regulations, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say-

- (a). “Act” means the Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005;
- (b). “Authority” means the Authority specified in section-3(3) of the Act;
- (c). “accused” means a person in the service of the Khyber Pakhtunkhwa Provincial Housing Authority against whom action is initiated under these regulations;
- (d). “appellate authority” means the authority next above the competent authority to which an appeal lies against the orders of the competent authority
- (e). “appointing authority” means an authority declared or notified as such under service regulations of the Khyber Pakhtunkhwa Provincial Housing Authority for the time being in force;
- (f). “Khyber Pakhtunkhwa Provincial Housing Authority” means the Khyber Pakhtunkhwa Provincial Housing Authority established under section- 3 (1) of the Act;
- (g). “charges” means such acts of omissions or commissions on the part of the accused employee which render him liable to disciplinary action under these regulations.
- (h). “competent authority” means the respective appointing authority or Authority as the case may be;

Provided that where two or more employees of the Khyber Pakhtunkhwa Provincial Housing Authority are to be proceeded against jointly, the competent authority in relation to the accused employee senior most in rank shall be the competent authority in respect of all the accused.

Provided further that in cases where the appointing authority is the Authority, the Director General, being Secretary of the Authority shall sign the charge sheet, statement of allegations and show cause notice on behalf of the Authority.

- (i) “corruption” means:-
  - (i) accepting or obtaining or offering any gratification or valuable thing, directly or indirectly, other than legal remuneration, as a reward for doing or for bearing to do any official act; or
  - (ii) dishonestly or fraudulently misappropriating, or indulging in embezzlement or misusing Khyber Pakhtunkhwa Provincial Housing Authority’s property or resources; or
  - (iii) entering into plea bargaining under any law for the time being in force and return the assets or any part thereof, acquired through misappropriation or corrupt practices voluntarily; or
  - (iv) possession of pecuniary sources or property by an employee of the Khyber Pakhtunkhwa Provincial Housing Authority or any of his dependents or any other person, through him or on his behalf, which cannot be accounted for and which are disproportionate to his known sources of income; or
  - (v) maintaining a standard of living beyond known sources of income; or
  - (vi) having a reputation of being corrupt;
- (j) “inefficiency” means failure to efficiently perform functions assigned to an employee of the Khyber Pakhtunkhwa Provincial Housing Authority in discharging of his duties;
- (k) “inquiry committee” means a committee of two or more officers, headed by a convener, as may be appointed by the competent authority/Khyber Pakhtunkhwa Provincial Housing Authority under these regulations;
- (l) “inquiry officer” means an officer appointed by the competent authority under these regulations;
- (m) “misconduct” includes-
  - (i) conduct prejudice to good order or service discipline; or
  - (ii) conduct contrary to the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Conduct) Regulations, 2022.
  - (iii) conduct of unbecoming of an officer and a gentleman;
  - (iv) involvement or participation for gains, directly or indirectly, in industry, trade, or speculative transactions by abuse or misuse of official position to gain undue advantage or assumption of such financial or other obligations in relation to Khyber Pakhtunkhwa Provincial Housing Authority or persons as may compromise the performance of official duties or functions; or

- (v) any act to bring or attempt to bring outside influence, directly or indirectly, to bear on the competent authority, forums & the Khyber Pakhtunkhwa Provincial Housing Authority for the appointment, promotion, transfer or other conditions of his service; or
- (vi) making appointment or promotion or having been appointed or promoted on extraneous grounds in violation of any law, or regulations;
- (vii) conviction for a moral turpitude by a court of law.

(2) Words and expressions used but not defined in these regulations shall have the same meanings as are assigned to them in the Act.

**3. Grounds for proceedings:-** An employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be liable to be proceeded against under these regulations, if he/she is-

- (a) inefficient or has ceased to be efficient for any reason; or
- (b) guilty of misconduct; or
- (c) guilty of corruption; or
- (d) guilty of habitually absenting himself from duty without prior approval of leave; or
- (e) engaged or is reasonably believed to be engaged in subversive activities, or is reasonably believed to be associated with others engaged in subversive activities, or is guilty of disclosure of official secrets to any un-authorized person, and his retention in service is prejudice to national security; or
- (f) entered into plea bargaining under any law for the time being in force and has returned the assets or a part thereof acquired through corrupt practices voluntarily.

**4. Penalties:-** (1) The following are the penalties, namely:

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

Provided that the penalty of withholding of increments shall not be imposed on an employee of the Khyber Pakhtunkhwa Provincial Housing Authority who has reached the maximum of his pay group/scale:

- (iii) recovery of the whole or any part of any pecuniary loss caused to the Khyber Pakhtunkhwa Provincial Housing Authority by negligence or breach of order;

(b) Major penalties:

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

(2) In case of compulsory retirement from service, an employee of the Khyber Pakhtunkhwa Provincial Housing Authority shall be entitled for all service benefits, if otherwise admissible to him and he shall not be disqualified for re-employment.

(3) Dismissal from service shall, whereas removal from service shall not, disqualify an employee from future employment under the Government/Khyber Pakhtunkhwa Provincial Housing Authority and his/her prior service shall stand forfeited for the purpose of pension and gratuity etc;

Provided that the competent authority may allow such an employee a compassionate allowance equal to one third of the pension or service benefits otherwise admissible to him had he been invalided from service.

(4) Any penalty under these regulations shall not absolve an employee of the Khyber Pakhtunkhwa Provincial Housing Authority from liability to any other punishment to which he may be liable for an offence, under any other law, committed by him while in service.

**5. Initiation of proceedings:-** (1) If on the basis of its own knowledge or information placed before it, the competent authority is of the opinion that there are sufficient grounds for initiating proceedings against an employee under these regulations, it shall either:-

- (a) proceed itself against the accused by issuing a show cause notice under regulations 7 and, for the reasons to be recorded in writing, dispense with the inquiry:

Provided that no opportunity of showing cause or personal hearing shall be given where: -

- (i) the competent authority is satisfied that in the interest of security of Pakistan or any part thereof, it is not expedient to give such an opportunity; or
  - (ii) an employee has entered into plea bargain under any law for the time being in force or has been convicted by any court of law for such charges which lead to a sentence of fine or imprisonment; or
  - (iii) an employee is involved in subversive activities; or
  - (iv) it is not reasonably practicable to give such an opportunity to the accused; or
- (b) get an inquiry conducted into the charge or charges against the accused, by appointing an inquiry officer or an inquiry committee, as the case may be, under regulation-11:

Provided that the competent authority shall dispense with the inquiry where-

- (i) an employee has been convicted of any offence other than corruption by a court of law under any law for the time being in force; or
- (ii) an employee is or has been willfully absented himself from duty; Provided that the competent authority may dispense with the inquiry where it is in possession of sufficient documentary evidence against the accused or, for reasons to be recorded in writing, it is satisfied that there is no need to hold an inquiry.

(2) The charge sheet or statement of allegations or the show cause notice, as the case may be, shall be signed by the competent authority.

(3) In case wherein the Authority is the Competent Authority, the Director General, shall be signatory on behalf of the Authority.

**6. Suspension:-** An employee of the Khyber Pakhtunkhwa Provincial Housing Authority against whom action is proposed to be initiated under regulation-5 may be placed under suspension for a period of ninety days, if in the opinion of the competent authority, suspension is necessary or expedient, and if the period of suspension is not extended for a further period of ninety days within thirty days of the expiry of initial period of suspension, the employee shall be deemed to be reinstated:

Provided that the competent authority may, in appropriate case, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him, from such date as may be specified by the competent authority.

**7. Procedure where inquiry is dispensed with:-** If the competent authority decides that it is not necessary to hold an inquiry against the accused under regulation-5, it shall-

- (a) inform the accused by an order in writing, of the grounds for proceeding against him, clearly specifying the charges therein, along-with apportionment of responsibility and penalty or penalties proposed to be imposed upon him;
- (b) give him a reasonable opportunity of showing cause against the proposed action, within seven days of receipt of the order or within such extended period, as the competent authority may determine;
- (c) on receipt of reply of the accused within the stipulated period or after the expiry thereof, if no reply is received, determine whether the charge or charges have been proved against the accused or not;

Provided that after receipt of reply to the show cause notice from the accused, the competent authority, shall decide the case within a period of ninety days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons:

Provided further that if the case is not decided by the competent authority within the prescribed period of ninety days, the accused may file an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period;

- (d) afford an opportunity of personal hearing before passing any order of penalty under clause (f), if it is determined that the charge or charges have been proved against him;
- (e) exonerate the accused by an order in writing, if it is determined that the charge or charges have not been proved against him; and
- (f) impose any one or more penalties mentioned in regulation- 4, by an order in writing, if the charge or charges are proved against the accused:

Provided that where charge or charges of grave corruption are proved against an accused, the penalty of dismissal from service shall be imposed, in addition to the penalty of recovery of loss incurred to the Khyber Pakhtunkhwa Provincial Housing Authority (if any).

**8. Action in case of conviction or plea bargain under any law:-** Where an employee of the Khyber Pakhtunkhwa Provincial Housing Authority is convicted by a court of law on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or a part thereof acquired through corrupt practices, or has been acquitted by a court of law as a result of compounding of an offence involving moral turpitude under any law for the time being in force, the competent authority, after examining facts of the case, shall-

- (a) dismiss the employee where he has been convicted on charges of corruption or moral turpitude or has entered into plea bargain and has returned the assets or a part thereof acquired through corrupt practices voluntarily:

Provided that dismissal in these cases shall be with immediate effect from the date of conviction by a court of law; and

- (b) proceed against an employee of the Khyber Pakhtunkhwa Provincial Housing Authority under regulation-4, where he has been convicted of charges other than corruption or moral turpitude.

**9. Procedure in case of wilful absence:-** Notwithstanding anything to the contrary contained in these regulations, in case of wilful absence from duty by an employee of the Khyber Pakhtunkhwa Provincial Housing Authority for seven or more days, a notice shall be issued by the competent authority through registered acknowledgement on his home address directing him to resume duty within fifteen days of issuance of the notice. If the same is received back as undelivered or no response is received from the absentee within stipulated time, a notice shall be published in at least two leading newspapers directing him to resume duty within fifteen days of the publication of that notice, failing which an ex-parte decision shall be taken against the absentee. On expiry of the stipulated period given in the notice, a major penalty of removal from service may be imposed upon such an employee.

**10. Procedure to be followed by competent authority where inquiry is necessary:-** (1) If the competent authority decides that it is necessary to hold an inquiry against the accused under regulations-5, it shall pass an order to this effect in writing, which shall include: -

- (a) appointment of an inquiry officer or an inquiry committee, provided that the inquiry officer or the inquiry committee, as the case may be, shall be senior in rank to the accused and where two or more accused officers/officials are proceeded against jointly, the inquiry officer or the convener of the inquiry committee shall be senior in rank to the senior most accused officer/official;
- (b) the grounds for proceedings, clearly specifying the charges along with apportionment of responsibility;
- (c) appointment of the departmental representative by designation; and
- (d) direction to the accused to submit written defense to the inquiry officer or the inquiry committee, as the case may be, within reasonable time which shall not be less than seven days and more than fifteen days of the date of receipt of such orders.

(2) The record of the case and the list of witnesses, if any, shall be communicated to the inquiry officer or the inquiry committee, as the case may be, along with the orders of inquiry proceedings.

(3) In a case where preliminary or fact-finding inquiry was conducted, and the competent authority decides to hold a formal inquiry, the inquiry officer or the inquiry committee for the purpose of conducting formal inquiry shall be different from the inquiry officer or the inquiry committee who conducted the preliminary inquiry.

**11. Procedure to be followed by inquiry officer or inquiry committee:-** (1) On receipt of reply of the accused or on expiry of the stipulated period, if no reply is received from the accused, the inquiry officer or the inquiry committee, as the case may be, shall inquire into the charges and may examine such oral or documentary evidence in support of the charges or in defense of the accused, as the case may be, and where any witness is produced against the accused, the accused shall be given an opportunity to cross-examine such witness /witnesses or any officer/official of the department who is concerned with framing of charges against the accused (if the accused so desires).

(2) If the accused fails to furnish his reply within the stipulated period, the inquiry officer or the inquiry committee, as the case may be, shall proceed with the inquiry ex-party.

(3) The inquiry officer or the inquiry committee, as the case may be, shall hear the case on day to day and no adjournment shall ordinarily be given, except for the reasons to be recorded in writing, which shall not exceed seven days.



(4) Statements of the witnesses against the accused, if possible, may be recorded in the presence of the accused otherwise copies thereof shall be provided to the accused enabling him to cross examine the witnesses, if he/she so desires.

(5) Where the inquiry officer or the inquiry committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper the progress of the inquiry, he/she or it shall warn the accused and if the accused is still acting in disregard to the regulations or the warning issued to him/her, he/she or it shall record a statement to that effect and proceed to complete the inquiry.

(6) If the accused is not able to appear before the inquiry officer or inquiry committee, as the case may be, he shall require producing proper evidence for the reasons of his disability to appear before the inquiry officer /committee.

(7) The inquiry officer or the inquiry committee, as the case may be, shall submit his/her or its report, to the competent authority within thirty days of the initiation of inquiry proceedings;

Provided that the time schedule shall be deemed automatically extended in case the accused officer/official could not appear before the inquiry officer/committee for cogent reasons refer to in sub-regulations (6) above or the inquiry officer or the inquiry committee could not conduct day to day proceedings for some cogent reasons on his/its part. Furthermore, the inquiry shall not be vitiated merely on the grounds of non-observance of the time schedule for completion of the inquiry.

**12. Powers of the inquiry officer or inquiry committee:-** (1) For the purpose of an inquiry under these regulations, the inquiry officer or the inquiry committee, as the case may be, shall have the powers of a Civil Court trying a suit under the Code of Civil Procedure, 1908 (Act No. V of 1908), in respect of the following matters, namely:

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of documents, and receiving evidence on affidavits; and
- (c) issuing commissions for the examination of witnesses or documents.

(2) The proceedings under these regulations shall be deemed to be the judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code, 1860 (Act No. XLV of 1860).

**13. Duties of the departmental representative:-** The departmental representative shall perform the following duties, namely:

- (a) extend full assistance to the inquiry officer or the inquiry committee, as the case may be, during the inquiry proceedings, where he shall require to be personally present, well conversant with the case and duly equipped with all the relevant record relating to the case, on each date of hearing;
- (b) cross-examine the witnesses produced by the accused, and may rebut the grounds of defense offered by the accused or defense witnesses before the inquiry officer or the inquiry committee, as the case may be, but in that case the grounds of his rebuttal of the evidences produced by the accused or defense witnesses shall be recorded in writing and be made part of the inquiry report;

Provided that the accused shall also be entitled to cross examine the departmental representative.

**14. Order to be passed by the competent authority on receipt of the inquiry report:-** (1) On receipt of report from the inquiry officer or the inquiry committee, as the case may be, the competent authority, shall examine the report and the relevant material of the case and determine whether the inquiry has been conducted in accordance with the provisions of these regulations or otherwise.

(2) If the competent authority is satisfied with the inquiry proceedings, it shall further determine whether the charge or charges leveled against the accused have been proved or otherwise.

(3) Where the charge or charges have not been proved, the competent authority shall exonerate the accused by an order in writing, or it shall follow the procedure as given in sub-regulations (6) below.

(4) Where the charge or charges have been proved against the accused, the competent authority shall: -

- (a) inform the accused(s) of the charges proved against him/them and the penalty or penalties proposed to be imposed upon him/them.
- (b) give him/them a reasonable opportunity of showing cause within seven days as to why the proposed penalty/penalties may not be imposed upon him /them. The accused may submit additional grounds in his defense (if any) in reply to the show cause notice and may also indicate as to whether he would like to be heard in person or not.

- (c) provide a copy of the inquiry report to the accused(s); and
  - (d) direct the departmental representative to appear, with all the relevant record, on the date of hearing.
- (5) After affording personal hearing to the accused(s) the competent authority shall, keeping in view the findings and recommendations of the inquiry officer or inquiry committee, as the case may be, facts of the case and defense offered by the accused(s) during personal hearing, by an order in writing-
- (i) exonerate the accused(s) if charges have not been proved; or
  - (ii) impose any one or more of the penalties specified in regulation-4, if charges against the accused(s) have been proved.
- (6) Where the competent authority is satisfied that the inquiry proceedings have not been conducted in accordance with the provisions of these regulations or the facts and merits of the case have been ignored or there are any other sufficient grounds, it may, after recording reasons in writing, either remand the inquiry to the inquiry officer or the inquiry committee, as the case may be, with such directions as it may deemed fit, or may order to conduct the inquiry afresh through a different inquiry officer or inquiry committee, as the case may be.
- (7) After receipt of reply to the show cause notice and affording opportunity of personal hearing, the competent authority shall decide the case within a period of fifteen days, excluding the time during which the post held by the competent authority remained vacant due to certain reasons.
- (8) If the case is not decided by the competent authority within the prescribed period of fifteen days, the accused(s) may submit an application before the appellate authority for early decision of his case, which may direct the competent authority to decide the case within a specified period not exceeding seven days.
- 15. Personal hearing:-** The competent authority may, by an order in writing, call the accused and the departmental representative, along-with relevant record of the case, to appear before him, for personal hearing on a date and time and pass orders as deemed appropriate accordingly;
- 16. Departmental appeal and review:-** (1) The accused(s) who has/have been awarded any penalty under these regulations may, within thirty days from the date of communication of the order of which he/they feel aggrieved, prefer a departmental appeal to the appellate authority against the said order:

Provided that where the order has been passed with the approval of the Authority, the accused(s) may, within the aforesaid period, submit a review petition to the Authority.

(2) The authority empowered under sub-regulation (1) shall call for the record of the case and comments on the points raised in the appeal from the concerned authority or office, and on consideration of the appeal or review petition, as the case may be, by an order in writing: -

(a) uphold the order of penalty and reject the appeal or review petition; or

(b) set aside the orders and exonerate the accused; or (c) modify the orders or reduce the penalty.

(3) An appeal or review petition preferred under these regulations shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection in impugned order in a proper and temperate language.

**17. Appearance of counsel:-** No party to any proceedings under these regulations at any stage of the proceedings, except proceedings under regulation 18, shall be represented by an advocate.

**18. Appeal before Peshawar High Court:-** (1) Notwithstanding anything contained in any other law or rules for the time being in force, any employee of the Khyber Pakhtunkhwa Provincial Housing Authority aggrieved by any final order, whether original or appellate made by an authority under regulation-16 may, within thirty days from the date of communication of the order, prefer an appeal in the High Court.

(2) If a decision on a departmental appeal or review petition, as the case may be, filed under regulation-16 is not communicated within a period of sixty days of preferring of appeal, the aggrieved employee may file a petition in the High Court within a period of thirty days of the expiry of the aforesaid period.

**19. Exception:-** Notwithstanding anything to the contrary contained in these regulations, in cases where employees of the Khyber Pakhtunkhwa Provincial Housing Authority collectively strike work, willfully absent themselves from duty or abandon their official work, the competent authority in respect of the senior most accused may serve upon them, through newspapers or any other means, such notice as may be deemed appropriate to resume duty within a stipulated time failing which any of major penalties prescribed in these regulations may be imposed upon them, through newspaper or any other mean, such notice as may be deemed appropriate to resume duty and in the event of failure or refusal to comply with the directive contained in the notice, impose upon the defaulting employees any of the major penalties prescribed in these regulations without formal procedure.

**20. Indemnity:-** No suit, prosecution or other legal proceedings shall lie against the competent authority or any other authority for anything done or intended to be done in good faith under these regulations or the instructions or directions made or issued there-under.

**21. Jurisdiction Barred:-** Save as provided under these regulations, no order made or proceedings taken under these regulations shall be called in question in any court and no injunction shall be granted by any court in respect of any decision so made or proceedings taken in pursuance of any power conferred or under these regulations.

**Note:-** Specimen proforma of charge sheet, statement of allegation and show cause notice are annexed at A, B & C: -

**Annex-A**

**CHARGE SHEET**

I, (Name and Designation), as competent authority, hereby charge you, Mr. (Name and Designation), as follows:-

That you, while posted as \_\_\_\_\_ committed the following irregularities:

- (a). \_\_\_\_\_
- (b). \_\_\_\_\_
- (c). \_\_\_\_\_

2. By reasons of the above, you appear to be guilty of \_\_\_\_\_ under regulation-3 of the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Efficiency and Discipline) Regulations, 2022, and have rendered yourself liable to all or any of the penalties specified in regulation- 4 of the regulations ibid.

3. You are, therefore, required to submit your reply within seven days of the receipt of this charge sheet to the inquiry officer/inquiry committee, as the case may be.

4. Your written defense, if any, should reach to the inquiry officer/inquiry committee, as the case may be, within the specified period, failing which it shall be presumed that you have no defense to put in and, in that case, ex-parte action shall be taken against you.

5. Intimate whether you desire to be heard in person.

6. A statement of allegations is enclosed.

**(COMPETENT AUTHORITY)**

**Annex-B**

**STATEMENT OF ALLEGATIONS**

I, (Name and Designation), as competent authority, am of the opinion that (Name and Designation), has rendered himself liable to be proceeded against, as he committed the following acts/omissions, within the meaning of regulation-3 of the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Efficiency and Discipline) Regulations, 2022:-

**STATEMENT OF ALLEGATIONS**

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_

2. For the purpose of inquiry proceedings against him with reference the above allegations, the following inquiry officer/inquiry committee is hereby appointed under regulation -10 (1) of the regulations ibid:-

- i. \_\_\_\_\_
- ii. \_\_\_\_\_

3. The inquiry officer/inquiry committee shall, in accordance with the provisions of the regulation ibid, provide reasonable opportunity of hearing to the accused; record its findings and make, within thirty days of the receipt of this order, recommendations as to punishment or other appropriate action against the accused.

4. The accused and a well conversant representative of the department shall join the proceedings on the date, time and place fixed by the inquiry officer/inquiry committee as the case may be.

**(COMPETENT AUTHORITY)**

**SHOW CAUSE NOTICE.**

I, (Name & Designation), as competent authority, under the Khyber Pakhtunkhwa Provincial Housing Authority (Efficiency and Discipline) Regulation, 2022 do hereby serve you, Mr. \_\_\_\_\_, as follows:

1. (i) That consequent upon the completion of inquiry conducted against you by the inquiry officer/ inquiry committee for which you were given opportunity of personal hearing vide communication No. \_\_\_\_\_ dated \_\_\_\_\_; and

(ii) On going through the findings and recommendations of the inquiry officer / inquiry committee, the material on record and other connected papers including your defense before the said inquiry officer/inquiry committee;-

I am satisfied that you have committed the following acts/omissions specified in regulation-3 of the said regulations.

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_

2. As a result thereof, I, as competent authority, have tentatively decided to impose upon you the penalty of \_\_\_\_\_ under regulation-4 of the said regulations.

3. You are, therefore, required to show cause as to why the aforesaid penalty should not be imposed upon you and also intimate whether you desire to be heard in person.

4. If no reply to this notice is received within seven days or not more than fifteen days of its delivery, it shall be presumed that you have no defense to put in and, in that case, an ex-parte action shall be taken against you.

5. A copy of the inquiry report is enclosed.

**(COMPETENT AUTHORITY)**



**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
EMPLOYEES (APPEAL) REGULATIONS, 2022.**

**1. Short title and commencement.** - (1) These Regulations may be called the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Appeal) Regulations, 2022.

(2) They shall come into force at once.

**2. Departmental Appeal/representation in respect of terms & conditions of services.**- (1) Where no provision for appeal or review exists for the employees of the Khyber Pakhtunkhwa Provincial Housing Authority under any other law, in respect of any order or class of orders, the employee aggrieved by any such order may, within thirty days of the communication to him/her of such order, make a representation against it to the authority next above the authority of whose orders the employee has been aggrieved;

Provided that where the order is made by the Authority, the appeal shall be made to the Government (Secretary to Govt. of Khyber Pakhtunkhwa Housing Department).

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

**Explanation:-**For the purposes of the first proviso, the expression "appeal", where the context so requires, shall mean the "review petition/representation" as well.

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

(3) Where the aggrieved employee has died, the appeal may be filed, or if already filed by such employee before his/her death, may be pursued, by his/her legal heir or heirs;

Provided that the benefit likely to accrue on the acceptance of such appeal is admissible to such legal heir or heirs under any law / statutes etc for the time being applicable to the employee concerned.

**3. Form of memorandum :-** (1) Every memorandum of appeal shall:-

- (a) contain full name and address, official designation and place of posting of the appellant;
- (b) state in brief the facts leading to the appeal;
- (c) be accompanied by a certified copy of the order appealed against and copies of all other documents on which the appellant wishes to rely.

**Explanation:-**Where an aggrieved employee has died, his legal heir or heirs, while filing the appeal or applying for review, as the case may be, shall also add documents in support of his or their relationship with the deceased employee.

(2) The appeal shall be submitted through the head of the office in which the appellant is posted at the time of filing the appeal, or in the case of a deceased employee, where he was last posted before his death. The head of the office shall forward the appeal to the appellate authority, if he himself is not such authority and the competent authority shall after adding his own comments, if any, transmit the appeal to the appellate authority for necessary orders.

(3) No appeal shall be entertained if it contains abusive, disrespectful or improper language.

**4. Action by the appellate authority.-** (1)The appellate authority, after making such further inquiry or calling for such information or record or giving the appellant an opportunity of being heard, as it may consider necessary, shall determine-

- (a) whether the facts on which the order appealed against was based have been established;
- (b) whether the facts established afford sufficient ground for taking action.

(2) The competent authority against whose order an appeal /representation is preferred under these regulations shall give effect to any order made by the appellate authority and shall cause the order so passed to be communicated to the appellant without undue delay.

**5. Withholding of appeal in certain cases.-** An appeal be withheld by the competent authority if:-

- (a) it is an appeal in the matters in which no appeal lies under these regulations; or
- (b) it does not comply with the requirements of regulation 2 (3) or
- (c) it is not preferred within the time limit specified in regulation 1 and no reason is given for the delay; or
- (d) it is addressed to an authority or officer to whom no appeal lies under these regulations;

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

Provided further that an appeal withheld for failure to comply with the requirements of regulation 3 read with regulation 4, may be resubmitted within thirty days of the date on which the appellant is informed of the withholding of the appeal and, if resubmitted properly in accordance with the requirements of these regulations, shall be deemed to be an appeal under regulation above and shall be dealt with in accordance with the provisions of these regulations.

- (2) No appeal shall lie against the withholding of an appeal under these regulations.

**6. Disposal of appeal.-** (1) Every appeal which is not withheld under these regulations shall be forwarded to the appellate authority along with the comments by the competent authority from whose order the appeal is preferred.

- (2) A list of appeals withheld under regulation-4, with reasons for withholding thereof, shall be forwarded quarterly by the withholding authority to the appellate authority.

- (3) The appellate authority may call for any appeal admissible under these regulations which has been withheld by the competent authority and may pass such orders thereon as it considers fit.

**7. Savings.-** Nothing in these regulations shall operate to deprive any person of any right of appeal which he would have if these regulations had not been made, in respect of any orders passed before coming into force of these regulations.

**8. Pending appeals.-** All appeals pending immediately before the coming into force of these regulations shall be deemed to be appeals under these regulations.

**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
(LEAVE) REGULATIONS, 2022.**

- 1. Short title, commencement and applications.-** (1) These regulations may be called Khyber Pakhtunkhwa Provincial Housing Authority Leave Regulations, 2022.  
(2) They shall apply to employees of the Khyber Pakhtunkhwa Provincial Housing Authority.  
(3) They shall come into force at once.
- 2. Admissibility of leave to employee.-** Leave shall be admissible to the employees of the Khyber Pakhtunkhwa Provincial Housing Authority at the rates, for the purposes, on the terms & conditions specified in each case, expressed in terms of days and may be sanctioned by the leave sanctioning authority at his discretion keeping in view the legitimacy of the request, exigency of services and the grounds on which such leave has been applied for: -
  - i. An employee of Khyber Pakhtunkhwa Provincial Housing Authority shall be entitled for 04 days earned leave (on full pay) in a calendar month, provided that his attendance in that month is not less than 16 days.
  - ii. The leave so earned shall be recorded in the leave account /service book of the employee concerned.
  - iii. There shall be no maximum limit on the accumulation of earned leave.
- 3. When leave earned: -**
  - a. The service rendered by an employee entitles him to earn leave in accordance with these regulations. However, such leave shall not be earned during the period of any kind of leave/vacation.
  - b. An employee of the Khyber Pakhtunkhwa Provincial Housing Authority on deputation to foreign service in Pakistan shall be entitled to earn leave creditable in his leave account in the parent department minus the leave availed of by him during the period of such deputation on his repatriation to the parent cadre, provided that the borrowing department shall contribute the leave salary to the Khyber Pakhtunkhwa Provincial Housing Authority accounts.

**4. Grant of leave on full pay .-** (1) The maximum period of leave (on full pay) may be allowed to an employee at a stretch, by the leave sanctioning authority, to the following extent:

- |     |                             |          |
|-----|-----------------------------|----------|
| i.  | Without Medical Certificate | 120 days |
| ii. | With Medical Certificate    | 180 days |

**Plus**

- |      |  |          |
|------|--|----------|
| iii. | On medical grounds once in the entire service<br>subject to availability of leave in the leave account<br>of the employee concerned. | 365 days |
|------|--|----------|

(2) The maximum period of leave at clause- (i) and (ii) of sub-regulation (1) shall be independent of each other and may be allowed in combination of each other.

(3) Leave on full pay is debitable on the leave account of an employee as follow:-

(a) 1 month-----30 days

(b) 1 day ----- 1 day

**5. Grant of leave on half pay.-** (1) Leave on full pay may be converted into leave on half pay, at the option of the employee concerned.

(2) Debits to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one- half counting as one full day's leave on full pay.

(3) The request for such conversion shall be specified by the employee concerned in his/her application for grant of leave.

(4) There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

(5) Leave on half pay is debitable on the leave account of an employee as follow:-

(a) 1 month-----15 days

(b) 2 days----- 1 day

**6. Leave not due.-** (i) leave not due may be granted on full pay to an employee of the Khyber Pakhtunkhwa Provincial Housing Authority against the leave to be earned in future, for a maximum period of three hundred and sixty five days during the entire service subject to the condition that in the first five years of service, the quantum of leave so granted shall not exceed ninety days in all;

Provided that:-

- i. such leave may be converted into leave on half pay
- ii. such leave shall be granted only when there are reasonable chances of the employee of the authority's resuming duty on expiry of leave.
- iii. such leave shall be granted sparingly and to the satisfaction of the sanctioning authority and shall be admissible only to regular employees of the Khyber Pakhtunkhwa Provincial Housing Authority.

**7. Leave salary.-** (1) Leave pay admissible during leave (on full pay) shall be the greater of-

- (a) the average monthly pay earned during the the twelve complete months immediately preceding the month in which the leave begins; and
- (b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

(2) when leave on half pay is taken, the amount calculated under clause (a) and (b) of the sub-regulation (1) shall be halved to determine the greater of the two rates.

(3) employees of the Authority's shall be entitled to the leave pay at the revised rate of pay if a general revision and pay of public servants takes place or an annual increment occurs during the period of leave of the public servant.

**8. Special Leave to female employees.-** A female employee may, on the death of her husband, be granted special leave on full pay not exceeding 130 days. This leave shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or; if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

**9. Maternity Leave. -** (1) Maternity leave may be granted on full pay, not debit-able to the leave account, 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, is earlier,

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

(3) For confinement beyond the third one, the female employee would have to take leave from her normal leave account.

(4) The maternity leave availed of prior to the coming into force of these regulations shall be deemed to have been taken under these regulations.

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

(6) Leave application for maternity leave shall be supported with the medical certificate of the authorized medical practitioner.

**10. Disability leave.-** (1) Disability leave may be granted up to a maximum of seven hundred and twenty days on such medical advice as the competent medical authority may consider necessary, to an employee, disabled due to injury, ailment or disease which is otherwise curable but requires a prolonged treatment.

(2) The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

**11. Extraordinary leave (leave without pay).-** (1) Extraordinary leave may be granted on any ground upto a maximum period of five years at a time; provided that the public servant to whom such leave is granted has been in continuous service for a period of not less than ten years. In case a public servant has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the leave sanctioning authority. This leave can be granted irrespective of the fact whether a public servant is a permanent or temporary employee.

(2) The maximum period of extraordinary leave without pay combined with leave on full pay and leave on half pay shall be subject to the limit of 5 years. The maximum period of extraordinary leave without pay that would be admissible to a public servant who has rendered continuous service for a period of not less than 10 years shall be 5 years less the period of leave on full pay and leave on half pay so combined.

(3) "Extraordinary leave may be granted retrospectively in lieu of absence without leave"

**12. Leave on medical certificate.-**leave applied for on medical certificate shall not ordinarily be refused. The authority competent to sanction leave may, however, at its discretion, secure a second medical opinion of the competent medical authority.

**13. Leave Preparatory to Retirement. -** The maximum period upto which a public servant may be granted leave preparatory to retirement shall be 365 days only. It may be taken subject to availability in the leave account, either on full pay or partly on full pay and partly on half pay, or entirely on half pay, at the discretion of the public servant and it will not extend beyond the age of superannuation.

**14. Recreation Leave.** - Recreation leave may be granted for fifteen days once in a calendar year, the debit to the leave account may, however, be for ten days leave on full pay.

**15. Ex-Pakistan Leave.** - (1) Leave Ex-Pakistan may be granted on full pay to a public servant who applied 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) The leave pay to be drawn abroad shall be restricted to maximum of rupees three thousands per month.

(3) The leave pay shall be payable and sterling, if such leave is spent in Asia other than Pakistan and India.

(4) Such leave pay shall be payable for the actual period of leave spent abroad subject to maximum of one hundred and twenty days at time

(5) Leave Ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in regulations 4, 5 and 11.

**16. Assigning reasons for leave.**- It shall not be necessary to specify the reasons for which leave has been applied, so long as that leave is due and admissible to a public servant.

**17. Commencement and end of leave.**- Instead of indicating whether leave starts /ends in the forenoon or afternoon, leave shall commence from the day following that on which an employee hands over the charge of his/her post. It shall end on the day proceeding the day he/she resumes duty.

**18. Absence after the expiry of leave.**- Unless his/her leave is extended by the leave sanctioning authority, an employee who remains absent (except for circumstances beyond his/her control), after the expiry of his/her leave shall not be entitled to any remuneration for the period of such absence and double period of such absence shall be debited against his/her leave account. Such debit shall if there is insufficient credit in the leave account, be adjusted against future accumulation. Such double debit shall not preclude and disciplinary action that may be considered necessary under any Rules/Regulations for the time being in force, after affording a reasonable opportunity to the employee concerned to justify his/her absence.



**19. Encashment of Leave Preparatory to Retirement.-** Where a public servant/employee opts not to avail the leave preparatory to retirement admissible to him/her under regulation 13, he/she shall be allowed leave salary for the period for which leave preparatory to retirement is admissible, subject to maximum of 365 days. For the purpose of lump sum payment in lieu of leave preparatory to retirement only the senior post allowance will be included in the leave pay so admissible. The payment of leave pay in lieu of leave preparatory to retirement may be made to the public servants either in lump sum at the time of retirement or may at his/her option, be drawn by him/her month wise, in arrears, for and during the period of leave preparatory to retirement.

**20. In service Death etc.-** (1) In case an employee of the Khyber Pakhtunkhwa Provincial Housing Authority dies, or is declared permanently incapacitated for further service by a medical board, while in service, a lump sum amount equal to leave pay upto one hundred and eighty days out of the leave at his/her credit shall be made to his/her family as defined for the purpose of family pension or, as the case may be, to the public servants,

(2) For the purpose of lump sum payment under sub regulation (1) above, the senior post allowance will be included in the “leave pay” so admissible.

**21. Recall from leave.-** If an employee of the Khyber Pakhtunkhwa Provincial Housing Authority is recalled to duty compulsorily with the approval of the leave sanctioning authority, from leave of any kind, which he/she is spending away from his/her headquarters, he/she may be granted single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place where he/she is required to report for duty. In case he/she is recalled to duty at headquarters and his/her remaining leave is cancelled, the fare then admissible shall be for one way journey only. If the order of recall to the public servant is optional then the concession above mentioned will not be admissible.

**22. Any type of leave may be applied.-** An employee may apply for any type of leave which is due and admissible to him/her and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances, for example public servant may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him/her, or he/she may proceed on extraordinary leave followed by leave on half pay and full pay rather than on full pay, half pay and without pay.

**23. Combination of different types of leave.-** One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee;

Provided that the leave preparatory to retirement shall not be combined with any other kind of leave.

**24. Employee on leave not to join duty before expiry of leave.-** Unless he/she is permitted to do so by the authority which sanctioned his/her leave a public servant on leave may not return to duty before the expiry of the period of leave granted to him.

**25. Leave due may be granted on abolition of post etc.-** (1) When a post is abolished, leave due to the public servant, whose services are terminated in consequence thereof, shall be granted without regard to the availability of post for the period of leave.

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

**26. Handing /Taking over of charge when proceeding on/return from leave etc.** (1) An employee proceeding on leave shall hand over the charge of his/her post, if he/she is in Grade-16 and above, he/she shall, while handing over charge of the post, sign the charge relinquishment report.

(2) If leave Ex-Pakistan has been sanctioned on medical ground, the public servant shall take abroad with him/her copy of the medical statement of his/her case.

**27. Assumption of charge on return from leave etc.-** (1) A public servant, on return from leave, shall report for duty to the authority that sanctioned his/her leave and assume charge of the post of which he/she is directed by that authority unless such direction has been given to him/her in advance.

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

**28. Accounts office to maintain leave account.-** (1) Leave account in respect of the employees shall be maintained as part of his/her Service Book.

(2) The Accounts Office of Provincial Housing Authority shall maintain the leave accounts of public servants of whom they were maintaining the accounts immediately before the coming into the force of these regulations.

**29. Leave to lapse when employee quits service.-** All leave at the credit of an employee shall stand lapsed when he/she quits service.

**30. Leave application, its sanction, etc.-** (1) Except where otherwise stated, an application for leave or for an extension of leave must be made to the head of office where a public servant is employed and, in the case of the head of office to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.

- (2) An audit report shall not be necessary before the leave is sanctioned.
- (3) When an employee of Provincial Housing Authority submits a medical certificate for the grant of leave, it shall be by an authorized medical attendant in the form attached to these regulations.
- (4) Leave as admissible to an employee of Provincial Housing Authority under these regulations may be sanctioned by Secretary Housing for BS-17 and above and Director General, Provincial Housing Authority for BS-16 and below.
- (5) In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave shall, in deciding the priority of the applications consider:
  - (i) whether, and how many applicants can, for the time being, best be spared;
  - (ii) whether any applicants were last recalled compulsorily from leave; and
  - (iii) whether any applicants were required to make adjustment in the timing of their leave on the last occasion.

**31. Study leave.-** (1) Study leave shall be granted to an employee intending proceeding for a study course/training within country or abroad for enhancement of his/her academic qualification contributive to his/her profession. Such leave shall be granted on half pay for a maximum period of 02 years, subject to the condition that his/her service should not be less than five years and more than twenty years. Extraordinary leave (without pay) may also be combined with the study leave and in that case the condition of the maximum period shall not apply. However, the study leave with half pay shall not exceed two years and the maximum period of extraordinary leave (without pay), so combined shall not be more than the leave admissible under regulation 12 of these regulation.

(2) The aforesaid leave shall also be subject to the execution of a surety bond to the effect that the employee shall be liable to return to the Khyber Pakhtunkhwa Provincial Housing Authority and serve for at least five years after his/her return failing which he/she shall be liable to pay the bonded amount which should not be less than 5.00 million.

(3) Study leave will be sanctioned by the Authority.

**32. Casual Leave** (1) Khyber Pakhtunkhwa Provincial Housing Authority's employee is not entitled to causal leave as of right. Casual leave is granted by way of grace to enable Khyber Pakhtunkhwa Provincial Housing Authority's employee to attend their private affairs of casual nature. It is entirely within the discretion of the sanctioning authority either to sanction or refuse leave;

- (2) Casual leave may not ordinarily exceed ten days at a time. The sanctioning authority may, however, grant leave up-to 15 days at a time under special circumstances;
- (3) Casual leave may be granted in conjunction with Saturday and Sunday or public holidays but not with any other kind of leave or joining time. When it is combined with holidays the total period shall not exceed 15 days at a time.
- (4) Casual leave may be sanctioned under the authority of the Director General or head of the department by the immediate superior officer of the Khyber Pakhtunkhwa Provincial Housing Authority's employee.
- (5) Casual Leave in respect of Director General, Provincial Housing Authority may be sanctioned by the Secretary Housing Department.

FORM-1

**FORM OF MEDICAL CERTIFICATE**

**Signature of the applicant** \_\_\_\_\_

**MEDICAL CERTIFICATE FOR EMPLOYEES OF PROVINCIAL HOUSING  
AUTHORITY RECOMMENDED FOR LEAVE OR EXTENSION**

I, \_\_\_\_\_ after  
careful \_\_\_\_\_ personal examination of the case, hereby  
certify that, \_\_\_\_\_ whose signature is given above, is suffering from  
\_\_\_\_\_ and I consider that a period of absence from duty of  
\_\_\_\_\_ more with effect from \_\_\_\_\_ is absolutely necessary for  
the restoration of his/her health.

**Dated,**

**the Government Medical Attendant**

**FORM-II**

**APPLICATION FOR LEAVE**

**Notes:- Item 1 to 9 must be filled in by all applicants. Item 12 applies only in the case of Government servants of Grade 16 and above.**

1. Name of applicant.
2. Leave Regulation applicable.
3. Post held.
4. Department or office.
5. Pay.
6. House rent allowance/conveyance allowance or other compensatory allowances drawn in the present post.
7.
  - (a) Nature of leave applied for.
  - (b) Period of leave in day.
  - (c) Date of commencement.
8. Particular Rules/Regulation under which leave is admissible .
9.
  - (a) Date of return from last leave.
  - (b) Nature of leave.
  - (c) Period of leave in days.

**Signature of applicant**

10. Remarks and recommendation of the Controlling Officer.

11. Certified that leave applied for is admissible under Regulation.....

**Signature**

**Designation**

12. Report of Audit Office.

13. Orders of the sanctioning authority certifying that on the expiry of leave the applicant is likely to return to the same post carrying the compensatory allowances being drawn by him.

**Signature**

**Designation**



### FORM III

Date of commencement of service.....

**Date of attaining the age of superannuation.....**

**(N.B. Instruction for filling in the form are printed on the succeeding pages.**

		Government/Department served under																																													
			From		PERIOD OF DUTY																																										
		To																																													
		Y.M.D																																													
			Full calendar month																																												
6		Day	Leaved earned on full pay 4 days for each calendar month																																												
7		Days	Leave at credit (column 2+6)																																												
8		From	LEAVE TAKEN (from Column 8 to 20)																																												
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**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
EMPLOYEES (MEDICAL ATTENDANCE) REGULATIONS, 2022**

**1. Short title, application and commencement.**- (1). These regulations may be called the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Medical Attendance) Regulations, 2022.

(2) These regulations shall apply to all the employees of Khyber Pakhtunkhwa Provincial Housing Authority.

(3) They shall come into force at once.

**2. Definitions.**- (1) In these regulations unless the context otherwise requires, the following expressions shall have the meaning hereby respectively assigned to them as under:

- a. “Act” means the Khyber Pakhtunkhwa Provincial Khyber Pakhtunkhwa Provincial Authority Act, 2005.
- b. “Authority” means the Authority specified in Section-3 (3) of the Khyber Pakhtunkhwa PHA Act, 2005;
- c. “Competent Authority” in relation to the exercise of any power means an authority to which powers under the rules may have been delegated.
- d. “Authorized Medical Attendant” means a doctor in a Government hospital and includes Professor, Associate Professor, Assistant Professor, Senior Registrar, District Specialist, Specialist posted in Government hospitals or any other Specialist in Government hospital, Chief Medical Officer (CMO), Principal Medical Officer (PMO), Senior Medical Officer (SMO), Medical Officer (MO), Dental Surgeon and Casualty Medical Officer (CMO).
- e. “emergency case” means and includes road traffic accidents, myocardial infarctions, burns/scalds, blast, poisoning, head injury or any other medical or surgical emergency of equivalent nature as authorized by the Authorized Medical Attendant.
- f. “family members” means parents, spouse, and legitimate children and step/adopted children of the employee’s parents, sister and minor brothers residing with and wholly dependent upon him.
- g. “Government hospital” means a public sector hospital and includes Civil Dispensary (CD), Basic Health Unit (BHU), Rural Health Centre (RHC), Dental Hospital, Civil Hospital (CH), Tehsil Head Quarter Hospital (THQH), District Head Quarter Hospital (DHQH), Teaching Hospital, Autonomous Teaching Hospital of the Government and hospital duly categorized by the Government from time to time.

- h. “medical attendance” means services provided to a patient in Government Hospital or Private hospital, as the case may be,
- i. “patient” means a serving or retired employee of the Khyber Pakhtunkhwa Provincial Housing Authority or his dependents has fallen ill or needs promotive, preventive, curative or rehabilitative care;
- j. “private hospital” means hospital other than a Government hospital with which the Authority has entered into an agreement for the treatment of patients and includes, in case of emergency, Combined Military Hospital, Private Hospitals, Social Security Hospital, any Military or Forces Hospital and Specialized Institutes in Pakistan;

(2) Words and expressions used but not defined in these regulations shall have the same meanings as are assigned to them in Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005.

**3. FAMILY MEMBERS DEPENDENCY.-** (1) 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 a Govt. servant (that is, the servant of the Provincial or Federal Govt.), 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 Govt. servant.

(2) Sons and step/adopted sons of the employee shall be deemed to be wholly dependent upon him till they complete the age of twenty one years, and shall therefore be deemed to be so dependent only if he certifies that they are wholly dependent upon him.

(3) Daughters and step/adopted 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.

(4) The expression “residing with” shall not be so construed as to exclude any member of the family of an employee of the Khyber Pakhtunkhwa Provincial Housing Authority wholly dependent upon him but actually residing with him, so for example, the son or daughter of an employee studying at a place other than his headquarter or the wife of an employee temporarily away from such headquarter.

**4. Kinds of treatment.-** Treatment includes the use of all medical and surgical facilities available at the Government hospital in which an employee of the Khyber Pakhtunkhwa Provincial Housing Authority is treated and includes:-

- (i) The applying of such pathological, bacteriological, radiological or other methods/medical procedures as are considered necessary by the Authorized Medical Attendant for diagnostic/treatment of the patient;
- (ii) The supply of such Medicines. Vaccines, Sera or other therapeutic substances as are ordinarily available in the hospital;
- (iii) The supply of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the patient;
- (iv) Such accommodation as is ordinarily provided in the hospital and is suited to his status. In case of retired employee of the Khyber Pakhtunkhwa Provincial Housing Authority his status will be determined by the last appointment held;
- (v) Such nursing care as is ordinarily provided to the patient by the hospital;
- (vi) The specialist consultation described in clause (f), but does not include provision of the request of the employee of accommodation superior to that described in sub clause (iv);
- (vii) "Dental treatment" which includes treatment of alveolar (gum and jaw bones) disease, extraction of teeth, treatment for dental caries, gingivitis pyorrhea and filling (temporary or permanent) if dental cavities including root canal treatment scaling, but does not include dental implants, orthodontic appliances, bridging, crowing and provision of dentures;
- (viii) The provision of artificial limbs, joints and implants;
- (ix) The facility of circumcision.

**5. Entitlement.-** (1) A patient is entitled to free of charge medical attendance or treatment, as the case may be, subject to such ceiling as may be fixed by the Director General on the recommendations of the Technical/Advisory Committee.

(2) Whereas a patient is entitled to receive free of charge, medical attendance or treatment, as the case may be, any amount paid by him on account of such medical attendance or treatment, as the case may be, shall, on production of all necessary documents duly signed and stamped by the Authorized Medical Attendant in this behalf and after necessary verification by the audit section, be reimbursed to him by the Khyber Pakhtunkhwa Provincial Housing Authority.

(3) The necessary documents shall include:

- i. a written certificate by the Authorized Medical Attendant;
- ii. medical record of the patient;
- iii. the printed tariff of the Government hospital or private hospital;
- iv. detailed bill of the Government hospital or private hospital; and
- v. duly signed receipt in token of having paid.

**6. Referral.-** (1) If the Authorized Medical Attendant is of the opinion that the case of a patient is of such a serious or special nature as to require medical attendance or treatment, as the case may be, by another medical attendant, he may:-

- (a) send the patient to the nearest General hospital, where in his opinion, medical attendance or treatment, as the case may be, is required for the patient, or in case of serious or life threatening conditions, to the place in the Province or Country, as the case may be, where such medical attendance or treatment is available. The referral has to be to Government hospital in the first instance, and if not available, then he may refer the patient to private hospital with full justification and with prior approval of the Competent Authority.

Provided that the approval or otherwise of the Competent Authority, for such referral, shall be communicated within seven (07) days of such referral request, or

- (b) request such specialist or other medical officer, to attend upon the patient, if the patient is unable to travel due to illness.

(2) The Casualty Medical Officer shall be authorized medical attendant in serious cases, needing immediate referral, if there is no such hospital as mentioned in sub-regulations (1) to such hospital in the Province as may, in the opinion of such Authorized Medical Attendant, provides the necessary medical attendance or treatment, as the case may be.

(3) In any exceptional case where the Authorized Medical Attendant is of the opinion that the necessary medical attendance or treatment, as the case may be, is available only in a hospital outside the Province, he may with the approval of the Competent Authority, refer the patient for such medical attendance or treatment, as the case may be, in such hospital.

Provided that the approval or otherwise of the Competent Authority, for such referral, shall be communicated within seven (07) days of such referral request.

**7. Travelling Allowance.-** (1) when a patient is referred by the Authorized Medical Attendant under regulation-6, the patient shall be entitled to travelling allowance at tour rates for the journey to and from the initial referral point.

(2) If the patient is unable to travel due to illness, the Authorized Medical Attendant shall be entitled to travelling allowance at tour rates for the journey to and from the initial referral point.

Provided that a patient shall not be entitled to travelling allowance for a journey for attendance by a dentist.

**8. Treatment.-** (1) Subject to regulation-6, the patient shall be entitled free of charge treatment on Government hospital or private hospital, as the case may be, at, or near, the place where he falls ill as in the opinion of the Authorized Medical Attendant to provide the necessary and suitable medical attendance or treatment, as the case may be.

(2) The treatment shall be limited to the country and place to which the employee of Provincial Housing Authority has been sent on duty.

**9. Health Insurance Scheme.-** The Khyber Pakhtunkhwa Provincial Housing Authority may opt health insurance scheme through an insurance company of repute for indoor treatment of its employees or their family members on such terms and conditions as deemed fit and commensurate to the general principles as laid down in these regulations.

**10. Penalty.-** If an employee of Provincial Housing Authority makes any fake or false claims, or those issuing false certificates or signing false medical documents and processing false medical claims, shall be proceeded against under the Khyber Pakhtunkhwa Provincial Housing Authority Employees (Efficiency & Discipline) Regulations, 2022.

**9. Relaxation.-** The Authority or the Director General, as the case may be, may relax these regulations in cases of special hardship.

**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
EMPLOYEES (TRAVELLING ALLOWANCE) REGULATIONS, 2022**

**CHAPTER-I**

**1. Short Title:** These Regulations may be called the Provincial Housing Authority Travelling Allowance Regulations, 2022.

**2. Extent of Application:**

These regulations shall apply to: -

- i. Regular employees of Provincial Housing Authority and its all sub offices.
- ii. All employees on contract, members of Authority and special committee etc.
- iii. Officers/Officials on deputation with the Authority from the Federal or Provincial Government, or any other organization otherwise determined in any particular case or if the officer/official opts to be governed by the regulation of his parent department as per terms and conditions of deputation.

**3. Definitions:**

In these regulations, unless the context otherwise requires the following expressions shall have the meanings hereby respectively assigned to them, that it to say: -

- i. “Act” means the Khyber Pakhtunkhwa Provincial Housing Authority Act, 2005 (North-West Frontier Province Housing Authority Act 2005 No. XI of 2005);
- ii. “Authority” means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (3) of the Act.
- iii. “Provincial Housing Authority (PHA)” means the Khyber Pakhtunkhwa Provincial Housing Authority constituted under section-3 (1) of the Act.
- iv. “authorized medical attendant” means a Medical Officer of Board required to attend an employee or his family under the regulations relating to medical attendance on employees.
- v. “employee” means the employee as defined in the Authority’s Service Regulations 2022, and for the purposes of these regulations shall include the officers/officials.

- vi. “competent authority” in relation to the exercise of any power means an authority to which powers under the regulations may have been delegated.
- vii. “controlling officer” means an officer declared as such for exercising supervision over the Traveling Allowance claims of the employee of the Authority.
- viii. “daily allowance” means a uniform allowance for each day absence from the headquarters in connection with official duty, which is intended to cover, the ordinary daily charges, incurred by PHA employees, in consequence of such duty.
- ix. “day” means a calendar day beginning and ending at midnight.
- x. “family” means an employee’s: -
  - a. wife or wives, or husband as the case may be residing with or wholly dependent upon him.
  - b. legitimate children and step-children under 12 years of age.
  - c. legitimate children and step-children not more than 24 years old, if residing with and wholly dependent upon him, and
  - d. adopted child not more than 24 years old subject to the following conditions:
    - i). the employee has no legitimate or step child of his own.
    - ii). prior approval of the competent authority for having adopted the child has been obtained.
    - iii). the Authority’s liability will be restricted to one adopted child only.
    - iv). adopted child will cease to be a member of the family if after his adoption the employee has legitimate or step-child of his own, and
    - v). adopted child is residing with and wholly dependent upon the employee.
- xi. “Finance Department” means the Finance Department of the Government of Khyber Pakhtunkhwa.
- xii. “finance wing” mean the Finance Section of the PHA.
- xiii. “Government” means Government of Khyber Pakhtunkhwa.
- xiv. “headquarter” means office of the Director General PHA.
- xv. “holiday” means a day declared as such, by order of the Authority and includes optional or a gazetted holiday.

- xvi. “Director General” means Director General of the Provincial Housing Authority.
- xvii. “pay” means as defined in the Fundamental Regulations.
- xviii. “project” means a housing project/scheme under execution or implementation.
- xix. “prescribed” means prescribed by PHA regulations.
- xx. “province” means the Khyber Pakhtunkhwa.
- xxi. “public conveyance” means a railway train, bus or other conveyance, which plies regularly on a given course for the conveyance of passengers.

**4. Nature of Travelling Allowance:**

- (i) Travelling Allowance is granted to an employee to cover the expenses, which he incurs on travelling in the interest of Authority’s Services.
- (ii) An employee’s claim to travelling allowance shall be regulated by the regulations in force at the time the journey in respect of which the claim is made, is under taken.

**5. Functions of Controlling Officers:**

A Controlling Officer in order ensure that travelling allowance is not turned into a source of Profit and that travelling is resulted to only when it is necessary in the interest of Authority’s Service may:

- a. Issue instructions limiting the extent of touring to be done by a subordinate officer.
- b. If the subordinate officer is in receipt of a permanent travelling allowance and has done inadequate touring, may reduce the amount of such permanent travelling allowance.
- c. Issue instructions to a subordinate employee to regulate his touring in such a way as to minimize unnecessary large claims for travelling allowance.

**6. Countersignature of Travelling Allowance Bill:**

No bill for travelling allowance shall be paid, unless it has been signed by authorized officer and countersigned by the Controlling Officer.

**7. Bar on Delegation of Duty of Countersignature:**

Unless expressly permitted by the Authority, the Controlling Officer shall not delegate to a subordinate his duty of countersignature on TA Bills.



**8. (i) Duties of Controlling Officer:**

Before signing of countersigning a travelling allowance bill, the Controlling Officer shall

- (a) allow employees on tour on approved tour program;
  - (b) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was unnecessary unduly protracted, or that a halt was of excessive duration;
  - (c) scrutinize carefully the distance entered in travelling allowance bills and satisfy himself by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;
  - (d) satisfy himself that, where the actual cost of transporting personal effects, etc, is claimed under these regulations the scale on which such personal effects, were transported was reasonable and to disallow any claim which, in his opinion, does not fulfil that condition;
  - (e) exercise care that there is no evasion or breach of the fundamental principal of travelling allowance, viz that the allowance is not be a source of profit;
  - (f) observe any subsidiary regulations or orders which a competent authority may make for his guidance.
  - (g) Judge on the circumstances of each case whether the officer making the journey could or could not have purchased a return ticket and to allow travelling allowance accordingly when he considers that the officer making the journey could have purchased a return ticket; and
  - (h) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.
- (ii) In respect of officers of various grades the controlling officers have been specified in schedule A, annexed to these regulations.

**9. Journeys for which Travelling Allowance may be drawn:**

Travelling allowance may be drawn in respect of a journey performed for any of the following purposes:

- (a) For the purpose of tour,
- (b) On transfer,
- (c) On joining a first appointment,
- (d) On retirement, suspension, dismissal, death or termination of employment.

- (e) To attend a course of training or to appear at an examination.
- (f) To give evidence in a court or to attend an inquiry or conference,
- (g) To obtain or furnish medical advice or treatment.
- (h) To attend an official function, Workshop and Seminar etc and
- (i) Any special purpose authorised by competent authority.

**10. Journeys within sixteen kilometers:**

The pay of an employee is supposed to include the cost of maintaining a conveyance proper to his status, and therefore, journeys within sixteen kilometers of his headquarters, not is he to be paid for journeys for his residence to the office.

**11. Conveyance Allowance:**

Conveyance allowance is of two kinds:

- (i) that sanctioned on the condition that a particular type of conveyance will be maintained by the employee.
- (ii) that sanctioned without any such condition being imposed.

**CHAPTER-2**

**1. Tour**

An employee is on tour when he is absent on duty from his headquarters with proper sanction after within or beyond his sphere of duty.

**2. Absence on duty in doubtful cases:**

A competent authority may decide where an absence from headquarters, where in a particular case or in any specified class of cases, is absence on duty for the purpose of regulation 2.1.

***Note:** When power is exercised under this regulation a copy of the sanction briefly giving the grounds of sanction should be sent to the Finance Wing of the Authority.*

**3. Limitations of Journey**

Travelling allowance may not be drawn for any journey during which an employee does not reach a point outside the radius of sixteen kilometers from his headquarters. The radius of sixteen kilometers will be calculated with reference to the nearest practicable route.

**4. Kinds of Travelling Allowance:**

The following are the different kinds of travelling allowances, which may be drawn by employees for journeys on tour.

- (a) Permanent Travelling Allowance.
- (b) Kilometre and Daily Allowance.

**5. Permanent Travelling Allowance:**

A permanent monthly travelling allowance may be granted by a competent authority to any employee whose duties require him to travel extensively. Such an allowance is granted in lieu of all other forms of travelling allowance for journeys within the employee's sphere of duty and is drawn all the year, round, whether the employee is absent from his headquarter or not. Such an allowance would be admissible when it is specifically sanctioned as an allowance in the Budget Estimates of the Authority for specified posts.

An employee deputed to undergo a course of travelling may draw a conveyance allowance or permanent travelling allowance for maintaining a conveyance and the sanctioning authority deputing the employee is satisfied that on expiry of the course he is likely to return to the post to which the allowance is attached.

**6. Categories of Employees:**

For the purposes of these regulations, the employees are categorized into the following groups: -

<b><u>Category</u></b>	<b><u>Basic Pay Scales of Employees</u></b>
I	BPS-17 and above
II	BPS-14 to 16.
III	BPS-11 to 13.
IV	BPS-01 to 10.

### Chapter - 3

#### KILOMETER ALLOWANCE

##### 1. Definition and Principles of Allowance:

A Kilometre Allowance is an allowance calculated on the distance travelled, allowed to meet the cost of a particular journey, and is governed by the following principles:

- a. For the purpose of calculating kilometre allowance, a journey between two places shall be deemed 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.
- b. The shortest route is that by which the travelling can most speedily reach his destination by the ordinary modes of travelling. In case of doubt the Director General may decide which shall be regarded as the shortest of two or more routes.
- c. If an employee travels by a route, which is not the shortest but a cheaper than the shortest, his kilometre allowance should be calculated on the route actually used.

##### 2. Point of Commencement and End of Journey

Kilometre allowance shall be admissible from the residence of the employee to the bus stand, railway station or the airport, or the sea/river post as the case may be, at his headquarters and from the railway station or the airport residence at the out station, instead of from and upto the Chief Public Office (GPO or DCO etc).

##### 3. Different Rates for Different Classes of Journeys:

Kilometre Allowance is differently calculated according to as the journey is, or could be performed by railway, by sea or river steamer, by road or by air.

The following are the Authorized modes of travel:

1. Rail.
2. Road:
  - a. Car.
  - b. Taxi.
  - c. Passenger Bus.
  - d. Motor Cycle.
  - e. Cycle or Foot.
3. Air.

**4. Kilometre Allowance for Journey by Railway:**

- (i) For the purpose of calculating kilometre allowance, employees when travelling by railway are considered to be entitled to accommodation according to the following scales:

<b>a.</b>	Officers of the Category I	Air Conditioned Accommodation
<b>b.</b>	Employees of Category II& III	First Class (Sleeper) Accommodation
<b>c.</b>	Employees of Category VI	Second Class Accommodation

- (ii) The kilometre allowance for a journey by railway admissible to an employee is the fare actually paid for the journey in a class of accommodation to which he is entitled or in a lower class, plus half of the fare of the class of accommodation to which he is entitled.

**Notes:** (a) *All toll tax or surcharge, if actually paid with the fare, should be included in the kilometre allowance.*

(b) *An employee who reserves his seat in a train for official business but subsequently due to an unexpected change in programme, gets the reservation cancelled, may be allowed reimbursement of the reservation fee and any deduction made by Railway Authorities before refunding the price of the tickets, provided that it is certified by the Controlling Officer that:*

- i. Cancellation was unavoidable and in the public interest and*
- ii. The booking was cancelled at the earliest opportunity.*

- iii. *The provisions contained in note (b) shall mutates mutandis apply where an employee on his transfer reserves his seat but due to unexpected change in the programme gets the reservation cancelled. The said provision shall apply and the concession of reimbursement shall be admissible also in the case of cancellation of the reservation of seats for the members of the family of the employees, provided that the reservation of seats for the members of family was made alongwith the reservation of the seat for the employee concerned.*
- iv. *Reservation charges, if actually paid by an employee are included in the term "the fare actually paid" in sub regulation (ii) above.*

**5. Kilometre Allowance for Journey by Road:**

Kilometre Allowance for journeys by road is admissible at the following rates:

-

	<b>Mode of Travel</b>	<b>Category of Employees</b>	<b>Rate per kilometer</b>
(i)	Personal car or by engaging a full taxi.	I	Rs.10/-
(ii)	Borrowed Car,	I	Rs.10/-
(iii)	Motorcycle/ Scooter/Animal Drawn carriage	II & III	Rs.4/-
(iv)	Bicycle, animal Back or on foot	IV	Rs.2/-
(v)	Public Transport	I, to IV	Rs.2.5/-

- Note:*
- i) *Actual bus fare will be admissible where the fare is more than Kilometre allowance by road.*
  - ii) *A personal car is a car registered in the name of the employee or his wife or her husband as the case may be.*
  - iii) *Where an Authority vehicle is provided for use by, and made available to an officer, such officer shall not be entitled to any road mileage. However if at any time the Authority vehicle provided to an officer is not in order, under repair or is otherwise not available to the officer for a particular journey, it should be construed that the Authority vehicle is not available and the use of personal car will then be permissible. The Officer concerned may draw kilometre allowance as admissible under these regulations, after recording a certificate on the TA bill indicating therein why the Authority vehicle could not be used by him for the journey.*
  - iv) ***Borrowed Car.*** *An employee travelling in a borrowed motorcar may charge mileage allowance at the rate of 80 paisas per Kilometre if he incurs the cost of propulsion himself. In the bill claiming the travelling allowance in such a case, the employee should give the number of the car and the name and occupation of its owner and record a certificate to the effect that he paid the cost of propulsion himself.*
  - v) *Where an employee, while travelling on duty, is required to pay and pays toll tax on motor way or others, he shall be entitled to recover the amount in addition to the kilometre allowance admissible to him.*
  - vi) *When road kilometre is claimed for a journey by road between places connected by railway, it shall be open to the controlling officer either to allow full road kilometre if he is satisfied that the interest of the Authority was served by road journey which would not have been served had the employee travelled by railway, or to limit the kilometre allowance to what would have been admissible had the employee travelled by railways.*
  - vii) *Toll taxes on roads shall be re-imbursable on production of actual receipts alongwith T.A. bills.*

**6. Joint Travel in one conveyance**

Where two or more employees travel in the same conveyance only that officer who either owns the conveyance or has hired it, may draw kilometre and daily allowance, while the rest may draw only daily allowance. A note showing the circumstances of such a journey should be made on the travelling allowance bill of each such employee.

*Note i. Where an employee while travelling on duty, required to pay and pays toll he shall be entitled to recover the amount in addition to the kilometre allowance admissible to him.*

*Note ii. No kilometre allowance is admissible for journeys within the Municipal limits or cantonment limits of the town of halt.*

**7. Fraction of kilometre to be omitted.**

In calculation kilometre allowance for journeys by road, fractions of a Kilometre should be omitted from the total of the amount claimed for a complete journey but not from the various items which make up the complete journey. Each complete journey on tour ends when an employee returns to headquarters or to a place in which his headquarters are situated; whether he halts there or not.

**8. Journey by Air**

- (1) Journey by air shall be admissible on tour or on transfer in the following cases, namely: -
  - (a) in the case of an officer holding a post in Scale-17 and above and those drawing monthly pay of Rs. 5,400/- or more;
  - (b) in the case an officer to whom clause (a) does not apply, whenever the competent authorises travel by air on the ground that air travel is necessary in the interest of the Authority.
- (2) All employees shall travel in economy class while undertaking journey on duty by air within Pakistan.
- (3) An employee entitled to travel by air on tour shall be entitled to one airfare or the actual cost of the return air tickets if such tickets are available.
- (4) An employee who is not authorised to travel by air but who performs a journey by air on tour may 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 travelling allowance so drawn shall, in no case, exceed the travelling allowance that would have been admissible to him under sub-regulation (4).
- (5) All group of employees are authorised to travel by air to and from Chitral, Gilgit and Skardu.

*Note: In the case of air travel, the counterfoil of the air ticket should be attached to the T.A. bill.*



## Chapter - 4

## Daily Allowance

## 1. Daily Allowance defined:

- (1) A daily allowance is a uniform allowance for each day of absence from Headquarters that is intended to cover the extra daily expenditure incurred by an employee in consequence of such absence.
- (2) A day is to be reckoned from midnight.

**Explanation** – A part of the day, at the commencement or end of the tour, is to be reckoned as a day for which daily allowance will be admissible; provided that if the commencement or end of the tour falls on the same day, only one daily allowance will be admissible.

## 2. Daily allowance to be drawn on tour

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

## 3. Rate of daily allowance:

The Daily Allowance shall be admissible on the following scales as notified by the Finance Department vide Notification No. FD/SOSR-II/8-52/2017 dated 14.07.2017 and will be enhanced/revised from time to time as per Govt Policy.

BPS	Revised Ordinary Rates	Special Rates
1-4	Rs. 496/-	Rs. 800/-
5-11	Rs. 624/-	Rs. 880/-
12-16	Rs. 1120/-	Rs. 1440/-
17-18	Rs. 2000/-	Rs. 2560/-
19-20	Rs. 2480/-	Rs. 3280/-
21	Rs. 2800/-	Rs. 4000/-
22	Rs. 2800/-	Rs. 4800/-

*Note:*

*i) Special D.A. will be admissible for the following places: -*

*Rawalpindi / Islamabad, Hyderabad, Karachi, Lahore, Faisalabad, Multan, Peshawar, Quetta, Saidu Sharif/Mingora, Abottabad, Murree and Galiat of Hazara Division.*

*ii) Ordinary D.A. will be admissible for all other places.*

*iii) The above rates have been adopted from the Government notified rates and shall accordingly be adopted and revised as and when notified by the Government.*

*iv) An officer/official of the Authority who while on tour, is obliged to stay in a hotel or any residential club, rest houses and guest houses shall, in addition to daily allowance, be allowed reimbursement of actual rent paid not exceeding three times of daily allowance subject to the production of receipt/voucher at the following stations of touring duty: -*

*Rawalpindi / Islamabad, Hyderabad, Faisalabad, Lahore, Multan, Peshawar, Quetta, Said Sharif/Mingora, Chitral, Abbottabad and Murree and Galiat of Hazara Division: 3 times the amount of special D.A.*

***\*“Provided that such employees of PHA not be required to produce receipt for claiming actual room rent charges for staying in Hotels/Motels” and.***

***\*“Employees in BPS-20 and above may stay in Government Guest Houses, Public Sector Corporations, Rest Houses and Motels/Hotels and claim actual room rent charges on production of receipt subject to a maximum of three Daily Allowance for specified stations and one and half Daily Allowance at non-specified stations”.***

***\*Provided that such employees shall not required to produce for claiming actual rent charges for staying in Hotels/Motels.***

***\*“Provided further that in cases where the actual room rent charges are in excess of the maximum ceiling afore mention, fifty percent of the additional amount will be paid by employees on production of receipt for payment of room charges”.***

***\*(NO.FD(SOSR.II)8-52/2005. Dated 21-05-2005***

**4. Conveyance provided by the Authority**

(a) *Short journey from Headquarter*

When an employee travels by conveyance provided by the Authority and the journey is beyond sixteen (16) kilometers will be entitled to draw half daily allowance for absence from his headquarters on official duty for more than six consecutive hours and return to his headquarters the same day. For absence of less than six hours no daily allowance will be admissible.

(b) *Journeys during Tour*

When on journey other than a journey by railway, an employee uses a means of locomotive provided at the expenses of the Authority, he may draw full daily allowance of his category for night stay as specified in notes below Regulation 4.3.

**5. Travelling allowance calculated with reference to purpose of journey:**

- (1) The travelling allowance admissible to an employee for any journey shall be calculated with reference to the purpose of the journey.
- (2) Unless in any case it be otherwise provided in these regulations an employee making a journey for any purpose, is not entitled to recover from the Authority, the cost of transporting his family or his personal luggage, conveyance, tents and camp equipage.

**6. Employees who are not entitled to travelling allowance for journeys on tour.**

Where a competent authority has declared that the pay of a particular employee or class of employee has been fixed as to compensate him or them for the cost of all journeys, other than journeys by rail or steamer within the employee sphere of duty, such an employee may not draw travelling allowance for such journeys though he may draw mileage allowance for journeys by rail or steamer.

Such employees or employees may, however, draw travelling allowance calculated under the ordinary regulations for the entire journey, including such part of it as is within his sphere of duty, when travelling with proper sanction beyond his or their sphere of duty.

**7. Distance to be travelled before travelling allowance is admissible**

Travelling allowance may not be drawn for any journey during which an employee does not reach a point outside the radius of sixteen kilometers from his Headquarters. The radius of sixteen kilometers will be calculated with reference to the nearest practicable route.

*Note: A competent authority may sanction conveyance charges actually incurred by an employee in performing official duties within 16 km of his headquarters as under: -*

<i>Category of Employee</i>	<i>Public Transport</i>	<i>Own Transport</i>
<i>I to III</i>	<i>Rs.5/- per kilometre</i>	<i>Car/Jeep reimbursement of Rs.5/- per km</i>
<i>IV</i>	<i>Rs.2.5/- per kilometre</i>	<i>Any transport.</i>

**8. Determination of Scale of employee in transit.**

- (a) An Employee in transit from one post to another ranks in the scale to which the holding of the lower of the two posts would entitle him.
- (b) If the initial order of transfer is modified while the employee is in transit, his travelling allowance shall be regulated in accordance with the initial or the final orders of transfer, whichever entitles him to rank in the lower scale; provided that if the initial order entitled him to travelling allowance in a higher scale he may be allowed to claim travelling allowance admissible according to that scale on his certifying that he actually travelled by the mode of conveyance of the class admissible to an officer of the scale.

**9. Scale of part time Employee**

An employee whose whole time is not retained for the public service, or is remunerated wholly or partly by fees, ranks in such grade as a competent authority may declare.

**10. Revision of Travelling Allowance due to Retrospective Promotion or Reversion.**

- (a) The travelling allowance of an employee who is promoted or reverted or is granted an increased rate of pay with retrospective effect should not be revised in respect of the period intervening between the date of promotion, or reversion and date on which it is ordered, except when the promotion or reversion or increase in salary implies a change of duties. In the case of travelling allowance bills not presented or paid before the promotion is ordered, the travelling allowance at revised rates can be claimed by the employee.
- (b) When an employee is permitted for his own convenience to perform his duties at a station other than his Head Quarters, he is not entitled to draw any travelling allowance for the journeys to or daily allowance for halts at such station. A competent Authority may decide what should be considered to be the place of duty of an employee for the purposes of these regulations.

## Chapter - 5

### Journey on Tour

#### 1. Headquarters of an employee:

- (1) The headquarter of an employee shall be at such a place as the Director General may by order in writing specify.
- (2) As a general regulation and subject to any special orders of the Director General in particular case, the headquarters of an employee shall be the headquarters of the office of the Authority where he is employed and where the records of his office are kept.

#### 2. When an employee is on tour:

- (1) An employee shall be on tour when absent on duty, from his headquarters either within or, with proper sanction, beyond his sphere of duty.
- (2) In a case of doubt the Director General may decide whether an absence from headquarters, whether in a particular case or in any specified class of cases, is absence on duty for the purpose of sub-regulation (1).
- (3) The Director General may impose such restrictions as he may think fit on the frequency and duration of journey to be made on tour by any employee or class of employees.

#### 3. Travelling Allowance on tour drawn in the shape of Daily Allowance:

Except where otherwise expressly provided in these regulations, an employee may draw travelling allowance for journey on tour in the shape of daily allowance.

#### 4. When daily allowance may be drawn.

Daily Allowance for each calendar day shall be admissible for the period of absence from headquarters involving actual night stop at the place of halt. Where night stop is not provided and if absence from headquarters exceeds four hours including time spent in transit, half daily allowance shall be admissible. Not more than one daily allowance shall be admissible on any calendar day involving night stop. A fraction of a calendar day shall 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 may be treated as part of the total transit period.

*Note: i) An employee who takes casual leave when on tour is not entitled to draw daily allowance during such leave.*

*Note: ii) An employee who during the course of his tour returns temporarily to Head Quarters on Sunday or a public holiday to attend to his private business is not entitled to draw daily allowance for the day or days spent at Head Quarters.*

*Note: iii) The rate of daily allowance of an employee who spent part of a day in one locality and part in a locality for which a different rate of daily allowance is admissible should be determined according to the place where he spends the major part of such day. The principle will also apply in the case of incomplete days at the beginning and end of a tour, and an employee will be entitled to daily allowance at the higher rate fixed for a locality if his halt at that place was more half of the period of the incomplete period of the day in question.*

*Note: iv) An employee who takes casual leave immediately on the conclusion of temporary duty will draw D.A. for the day of departure from the outstation to which he would have been entitled had he not proceeded on casual leave.*

**5. Exchange of Daily Allowance with Kilometre 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 Kilometre Allowance on any day on which:

- (a) he travels by railway: or
- (b) he travels more than thirty two kilometers 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 of them.

(2) When a journey by road is combined with a journey by railway, under clause (a) in sub-regulation (1):

- (a) Kilometre Allowance may be drawn on account of such kilometre but such kilometre shall be limited to the amount of daily allowance under the journey by road exceeds thirty two kilo meters; 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, kilometre allowance shall be calculated on the distance actually travelled without regard to the points specified in regulation 4.1.

## **Chapter - 6**

### **Journey on Transfer**

#### **1. General condition of admissibility.**

- (a) Travelling Allowance may not be drawn under this Chapter by an Employee on transfer from one station to another unless he is transferred in the interest of the Authority. A transfer at his own request should not be treated as a transfer in the Authority's interest unless the authority sanctioning the transfer, for special reasons which should be recorded, otherwise directs.
- (b) A competent authority may depute an employee on duty outside his Head Quarter and order him to reside at a temporary Had Quarters for a period not exceeding one month. In such circumstances travelling allowances as on transfer will not be admissible and the employee in question will only draw travelling allowance as on tour.

#### **2. Elements of the travelling allowance on transfer.**

Travelling allowance for a journey on transfer is meant to cover: -

- a). the cost of transportation of the civil servant and his family;
- b). expenditure incidental to the travelling of the employee and his family;
- c). transportation cost of personal effects of the employee and his family; and
- d). in certain cases the cost of the transportation of a conveyance or conveyances of an employee.

#### **3. Travelling allowance will be admissible in respect of all items of expenditure specified in regulation 6.2 provided that the transportation in question took place not earlier than one month and not later than six months of the date on which the employee took over charge of the now post.**

#### **4. Travelling allowance for journeys on transfer includes:**

- a) mileage allowance for the employee and his family to cover the cost of their transportation;
- b) daily allowance for the employees and his family to cover incidental expenses;
- c) cost of transportation of the personal effects of the employee subject to certain limits as per Regulation-6.5(2) ; and
- d) cost of moving motor car, or other conveyance under certain circumstances.

## 5. Transfer Grant

In addition to the mileage and daily allowance, transfer grant at the following rate shall also be admissible to the employee: -

- (1) Transfer grant equal to one month's pay of the employee. If he possesses a family, or equivalent to half a month's pay if he does not possess a family.

**Note:** *In case of transfer between two stations it is clarified that: -*

- (i) *Transfer travelling allowance is admissible where change of residence is involved in consequence of the change of headquarters; and*
- (ii) *Transfer travelling allowance is not admissible where: -*
  - (a) *change of residence is not involved in consequence of the change of headquarters; or*
  - (b) *change of residence takes place otherwise than in consequence of the change of headquarters.*

- (2) An employee shall be entitled under the regulations to the cost of transportation of his personal effects not exceeding the following maxims: -

Group of Employee.	If possessing A family.	If not possessing A family.
	Kilograms	Kilograms
I	4500	2240
II	3000	1500
III	1500	760
IV	560	380

- (a) Cost of carriage of personal effects upto the maximum number of kilograms as shown above shall be allowed at the rate of Rs. 1 per 100 kilogram per road kilo meter from the residence of the employee at the old station to his residence at new station, irrespective of the mode by which the personal effect was carried. It will not be necessary to call for receipts in support of his claim of cost of transportation of personal effects but the employee shall certify the kilograms actually transported.
- (b) The employee claiming the cost of transportation of personal effects shall be required inter-alia: -
  - i) to render a certificate to the effect that the actual expenses incurred are not less than the amount claimed; and



- ii) to indicate, in that certificate the weight of personal effects actually carried and the amount actually paid for their transport.

**6. Employee taking over charge or handing overcharge at a place other than his Headquarters**

An employee transferred from one post to another who is permitted to hand over charge of his post or to take over the charge of the new post at a place other than the headquarters is entitled to: -

- (a) Traveling allowance as on tour for the journey to the place of taking over or handing over and also for the journey from such a place to his new headquarters;
- (b) Traveling allowance as transfer, except, his own mileage and daily allowance for the journeys from his old headquarters to the new headquarters.

**7. Sending away family to another place while on Transfer or on Transfer or on Deputation for Training**

- (a) An employee who in consequence of his transfer or deputation on a course of training in which traveling allowance as on transfer is admissible, is obliged to send his family to a station other than his new headquarters or place of training, may draw traveling allowance for his family to that other station, subject to the condition that it does not exceed the traveling allowance which would have been admissible if the family had accompanied him to his new headquarters or place of training.
- (b) The employees proceeding on foreign training for more than 3 months will be entitled to claim traveling allowance for their family in case they have to send their families to some other station. This traveling allowance will be admissible to the family of the employee for their journey back to the respective station of duty when the employee returns from abroad after completing his foreign training. The rate of traveling allowance will be admissible as on transfer.

**8. An employee appointed to a New Post while in Transit**

An employee appointed to a new post while in transit from one post to another is entitled to draw traveling allowance as on transfer for so much of the journey as he has accomplished when he receives fresh orders and for the journey from the place at which he receives such orders to his new station.

**9. An employee transferred after enjoying leave**

An employee who goes on leave after he has handed over charge of his old post and before he has taken over charge of his new post, is entitled to claim traveling allowance on transfer from his old station to his new post, whether the order of transfer is received before or after the commencement of his leave.

**10. Transfer T.A. of Deputationists**

Transfer Traveling Allowance of a Government Servant on deputation to Authority for journey to join the Authority and when reverting to duty under Government shall be borne by the Authority.

**11. Journeys other than those on Tour or Transfer.****(1) Journey on Termination of Service**

Unless a competent authority so permit no person is entitled to any travelling allowance for a journey made after his dismissal or termination of his service provided that: -

- (a) An employee retiring from the Authority's service may draw travelling allowance as on transfer from his last headquarters to the place where the controlling officer certifies he is due to settle provided that he shall not be entitled to the transfer grant admissible to the other employees; and
- (b) The family of the employee who dies while in service shall be entitled to: -
  - (i) mileage allowance for each member of the family from his last headquarters to the place where the controlling authority certifies that the family is due to settle.
  - (ii) daily allowance for each member of his family at the rate if the journey is performed by means other than by rail;
  - (iii) two extra mileage allowance to cover incidental charges.
  - (iv) The cost of transportation of personal effects, not exceeding the maximum weight prescribed as on transfer;
  - (v) for Packing, crating and handling of personal effects, the actual expenses subject are to the following maxims:-

Category I & II	-	Rs.1000/-
“ III	-	Rs.700/-
“ IV	-	Rs.500/-

- Note:*
- i. T.A. under this regulation will be admissible if the journey and transportation took place either during leave preparatory to retirement or one month before the actual date of retirement but not later than six months of the date of actual retirement.
  - iii. Advance payment for expenditure at (a) and (b) above shall be made and be treated as final payment.

**(2) Journey on first Appointment**

- (a) Unless a competent authority by special or general order so permits, travelling allowance is not admissible to any person appointed to a post in Authority Service who is not at the time holding any appointment under Authority, for the journey to join his post.
- (b) Travelling Allowance is not admissible for a journey undertaken to procure medical certificate required on first appointment to Authority Service.

**(3) Journey on Course of Training.**

When an employee is selected to undergo a course of training not exceeding three months, he will be allowed at the place of training daily allowance at full rate for the entire period of halt. In case the training institution provides boarding/lodging facilities, the competent authority may reduce the amount of daily allowance or authorize fixed monthly allowance as is considered necessary.

Where the course of training exceeds 3 months, the competent authority may decide the scale on which the employee shall draw travelling allowance for the first journey to and the last journey from the place of training and for halt at such place. The competent authority may decide the scale, if any on which he shall draw.

**Chapter - 7**

**Journey to Give Evidence in a Court, to Attend an Inquiry or Conference.**

**1. Court Attendance**

An employee summoned to give evidence: -

- (a) in a civil or criminal case, a case before a court martial or a departmental enquiry held by a properly constituted authority in Pakistan or before a court in a merged State or in foreign territory, provided the facts as to which he is to give evidence have come to his knowledge in the discharge of his public duties; or
- (b) before a committee appointed by Authority/Government; 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 that no travelling allowance has been paid by the Court or authority.

- (c) When an employee draws travelling allowance from the Authority he may not accept any payment of his expenses in connection with the journey from such court or authority, and any fee which may be deposited in the court or with the authority for travelling and subsistence allowance of the witness must be credited to Authority; and
- (d) if the court or authority by which he was summoned be in a merged State or in foreign territory, he may be admissible under the regulations of the court and credit amount to Authority, stating in his travelling allowance bill the amount received as allowance and the date of credit and where no amount is paid to him by the court he should ascertain the reasons therefore and state them in his travelling allowance bill.

*Note i. If the court in which he gives evidence is situated within 16 K.M. of his HO or within Municipal Limits whichever may be farther, and travelling allowance is therefore admissible for the journey, he may if he be not in receipt of permanent travelling allowance or conveyance allowance accept such payment of actual travelling expenses as the court may make.*

*Note ii. An employee summoned to give evidence while on leave or on vacations is entitled to travelling allowance under this regulation from and to the place from which he is summoned as if he were on duty.*

## **2. Journey to attend official functions etc**

An officer/employee who is required to attend ceremonial functions other than at the headquarters may draw travelling allowance for the journey as for a journey on tour

## **3. Other Cases.**

- (a) An employee summoned to give evidence in circumstances other than those specified above is not entitled, by reason of his position as a Authority, to any payment other than last admissible by the regulations of the court. If he draws such travelling allowance from the Authority, he may not accept payment of his expenses from the court or authority which summoned him. Any fee which may be deposited in the court or authority for the travelling and subsistence allowance of the witness must in that case be credited to the Authority.
- (b) A competent authority may sanction travelling allowance as for a journey on tour in a case in which an employee has to undertake journey to answer a criminal or civil case brought against him in respect of an act done by him in the discharge of his official duty and in which Authority/Government has decided to undertake his defiance at public cost.

**Chapter – 8**

**Journey for Medical Attendance**

1. When the place at which an employee falls ill is not the Headquarter of the authorized Medical Officer: -
  - (i) the patient shall be entitled to travelling allowance for the journey to and from such Headquarter, or;
  - (ii) if the patient is too ill to travel and under the regulations applicable to him is in such circumstances, entitled to the attendance of the authorized Medical Officer at his residence, the authorized Medical Officer shall be entitled to travelling allowance for the journey to and from the place where the patient is.
2. If the authorized Medical Officer is of the opinion that the case of a patient entitled to treatment under the regulations relating to medical attendance on employees, and their families is of such a serious or special nature as to require medical attendance by some person other than himself, or that the patient requires anti-rabic treatment, he may with the approval of the competent authority (which shall be obtained before hand, unless the delay involved entails danger to the health of the patient): -
  - (i) send the patient to the nearest specialist or other medical officer in KP, by whom in his opinion medical attendance is required for the patient, and in the case of anti-rabic treatment, to the nearest station in KP where such treatment is available, or
  - (ii) if the patient is too ill to transit and is under the regulations applicable to him entitled to medical treatment at his residence, summon such specialist or other medical officer to attend upon the patient.
3. A patient sent to a specialist or anti-rabic station under clause 8.1(i) shall on production of a certificate from the authorized medical officer in this behalf, be entitled to travelling allowance for the journey to and from the Headquarter of the specialist or other medical officer or, as the case may be the place of anti-rabic treatment.
4. A specialist or the medical attendant summoned under clause 8.1(ii) shall on production of a certificate from the authorized Medical Officer in this behalf be entitled to travelling allowance for the journey to and from the place where the patient is.

**Chapter – 9****JOURNEYS TO PLACES OUT OF PAKISTAN**

- 1. Traveling etc. allowances of persons proceeding to places outside Pakistan on Official Business and those posted in Pakistan Missions abroad while travelling on their duty abroad except on tour:**

The terms will be allowed according to the instruction issued by the Ministry of Finance, Government of Pakistan or Finance Department, Government of KP. from time to time. Appendix No.7 to FR and SR contains these instructions.

- 2. Functions of Controlling Officer**

A Controlling Officer in order to ensure that travelling allowance is not turned into a source of profit and that travelling is resorted to only when it is necessary in the interest of the Authority may:-

- (i) Limit the extent of touring to be done by a subordinate employee.
- (ii) If the subordinate employee is in receipt of a conveyance allowance or a permanent travelling allowance and has done inadequate touring, may reduce the amount of such permanent travelling allowance or conveyance allowance.
- (iii) Issue instructions to a subordinate employee to regulate his touring in such a way as to minimize un-necessarily large claims for travelling allowance and in such cases to fix maximum limit of travelling allowance by imposing administrative cut to the amount of travelling allowance claimed.

- 3. Duties of Controlling Officer**

Before signing or countersigning a travelling allowance bill, the Controlling Officer shall:-

- (i) scrutinize the necessity, frequency and duration of journey and halts for which travelling allowance is claimed, and disallow the whole or any part of the travelling allowance claimed for any journey or halt if he considers that a journey or halt was un-necessary or unduly protracted, or that a halt was of excessive duration;
- (ii) scrutinize carefully the distances entered in travelling allowance bills and satisfy himself by maintaining proper check registers of bills signed or countersigned by him, that a double payment for one and the same journey is not passed;

- (iii) satisfy himself that, where the actual cost of transporting personal effect etc. is claimed under these regulations the scale on which such personal effects, were transported was reasonable and to disallow any claim which, in his opinion, does not fulfil that condition;
- (iv) exercise care that there is no evasion or breach of the fundamental principle of travelling allowance, viz that the allowance is not to be a source of profit;
- (vi) observe any subsidiary regulations or order which a competent authority may make for his guidance;
- (vii) satisfy himself that the mileage allowance for journeys by railways or steamer or other public conveyance has been claimed at the rate applicable to the class of accommodation actually used.

#### 4. ADVANCE AGAINST T.A. EXPENSES

An employee who is required to travel on the Authority's business may be permitted to draw an advance to meet his travelling expenses.

#### SCHEDULE OF CONTROLLING OFFICERS

Name of Post	Controlling Officer
Director General	Himself
Directors and other officers including Contract Officers falling in scale-18 and above	Director General
All officers in scale-17/equivalent All staff and officers in BPS-1 to 16	Director concerned.
Project Employees controlled by PHA.	Project Director
Powers to declare the scale in which a part time or fee paid shall rank	Director concerned

**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
EMPLOYEES (CONTRIBUTORY PROVIDENT FUND AND  
GRATUITY) REGULATIONS, 2022.**

**1. Short title and commencement:-** (1) These Regulations may be called the “Khyber Pakhtunkhwa Provincial Housing Authority Employees (Contributory Provident Fund) and (Gratuity) Regulations, 2022”.

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

(3) These Regulations shall apply to all the employees of the Khyber .Pakhtunkhwa Provincial Housing Authority.

**2. Definitions:** Unless the context otherwise requires, the following words shall have the meanings assigned to them as under:-

- a) “Khyber Pakhtunkhwa Provincial Housing Authority” means Khyber Pakhtunkhwa Provincial Housing Authority;
- b) “CPF” means Contributory Provident Fund;
- c) “Employees” means the regular employees of the Khyber Pakhtunkhwa Provincial Housing Authority contributing in the Contributory Provident Fund, but does not include the personal or a domestic servant.
- d) “Family” means the Member’s spouse, legitimate children, step children, parents, sisters and brothers who reside with and are wholly dependent on the member.
- e) “Funds” means the Khyber Pakhtunkhwa Provincial Housing Authority Contributory Provident Fund pursuant to the Trust deed;
- f) “Member” means employee of the Khyber Pakhtunkhwa Provincial Housing Authority who by these Regulations is admitted to the membership of the fund.
- g) “Regulations of Funds” means the special body of Regulations governing the constitution and administration of the fund.
- h) “Regulations” means the Fund’s Regulations in force for the time being/ or Regulations modified from time to time.
- i) “Trust Deed” means the Khyber Pakhtunkhwa Provincial Housing Authority Employees Contributory Provident Fund Trust deed.
- j) “Trustees” means the present trustees of the fund or the subsequent trustees as appointed in accordance with the provision of these Regulations.

Through these Regulations whenever the context admits words implying the masculine gender shall also include the feminine gender and singular shall include the plural also.



**PART-I**

**CONTRIBUTORY PROVIDENT FUND (C.P.Fund)**

**1. Final Payment;**

- a. Final payment of the accumulated fund shall be made to the employee at the time of his retirement.
- b. The Final payment of the Contributory Provident Fund in respect of a member in case of his death before retirement shall be paid to the nominee of the member on the prescribed proforma.
- c. In case when there is no such nomination undertaken by the member, the amount of the fund shall be paid in proportionate shares to all the legal heirs of the employee according to the law of inheritance of his respective religion.

**2. Constitution of the Fund:**

The fund shall consist of:-

- (i) Contribution from employees and Khyber Pakhtunkhwa Provincial Housing Authority which are to be credited to the funds in accordance with these Regulations.
- (ii) The income of the fund as mark up/profit on deposits, investments and withdrawals of member from the fund.

**3. Management of fund:** The funds and properties and investments belonging to the fund and forming part thereof shall be vested in and be managed by a Khyber Pakhtunkhwa Provincial Housing Authority of Trustees who shall administered the funds in accordance with the provisions and directions of the Trust deed and these Regulations.

**4. Nomination;** (1) A member shall, at the time of joining the fund, send to the Trustees a nomination conferring on one or more persons the right to receive the amount that may be to his credit in the fund in the event of his death.

Provided that if at the time undertaking the nomination, the subscriber has a family, the nomination shall not be in favor of any person other than the member of his family.

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

(3) Every nomination shall be in writing signed by the member in the presence of two witnesses duly signed by them on a prescribed proforma.

(4) A member may at any time cancel a nomination by sending a notice in writing to the Trustees. The member shall, along-with such notice, send a fresh nomination made in accordance with the provisions of these Regulations.

(5) Immediately on the death of a nominee, in respect of whom no special provision has been made in the nomination or on the occurrence of any event by reason of which the nomination becomes invalid, the member shall send to the trustees a notice in writing canceling the nomination together with a fresh nomination made in accordance with the provision of these Regulations.

(6) Every nomination made and every notice of the cancellation given by a member shall, to the extent that is valid, take effect on the date on which it is received by the Trustees.

## **5. Membership;**

(i) All employees of the Khyber Pakhtunkhwa Provincial Housing Authority contributing to the fund shall deem to be the member of the fund. However, an employee appointed hereafter shall only become a member after completion of probationary period of service with the Khyber Pakhtunkhwa Provincial Housing Authority.

(ii) Every employee permitted to be the member of the fund shall sign an agreement in the fund on the prescribed form.

(iii) A member once having joined the fund shall not be permitted to cancel his membership of the fund during his service in the Khyber Pakhtunkhwa Provincial Housing Authority.

(iv) A member, ceasing for any reason to be in the service of the Khyber Pakhtunkhwa Provincial Housing Authority, shall cease to be member of the fund and final payment of his dues shall be disbursed to him at the time of his departure.

(v) A member shall be bound by these Regulations and shall be entitled a copy thereof free of charge.

**6. Contribution;**

- a. At least 10% of the basic pay of the employee shall be deducted every month as his own contribution to the fund.
- b. The Khyber Pakhtunkhwa Provincial Housing Authority shall also contribute equal amount to the fund as employer's contribution every month.
- c. The amount so contributed to the fund by the members and the Khyber Pakhtunkhwa Provincial Housing Authority every month shall be transferred to the C.P. Fund accounts.

**7. Accounts;** (1) The funds accounts shall be maintained by the Khyber Pakhtunkhwa Provincial Housing Authority under the supervision of Director Finance of the Khyber Pakhtunkhwa Provincial Housing Authority.

(2) Necessary books of accounts to be maintained for the contributions received, investments made and other expenditures incurred on behalf of the fund by the Khyber Pakhtunkhwa Provincial Housing Authority through Director Finance under the supervisory control of the Khyber Pakhtunkhwa Provincial Housing Authority of Trustees.

(3) As soon as may be after the close of each financial year the CPF section shall prepare the final financial statements of the Funds i.e. Balance Sheet and Income and Expenditure Accounts for intimation to the Khyber Pakhtunkhwa Provincial Housing Authority of Trustees.

(4) Individual accounts; the amount subscribed by each member as well as contribution by the Khyber Pakhtunkhwa Provincial Housing Authority be credited in the account of the employee concerned.

**8. Investment of surplus funds:**

- (i) The C.P Fund so contributed by the members and the Khyber Pakhtunkhwa Provincial Housing Authority shall be credited to the Fund account. A portion of the funds may be retained in the funds accounts for the purpose of advances requested by the employees or payment of the retiring employee.
- (ii) The remaining funds may be invested in a profitable venture on the recommendations of the Khyber Pakhtunkhwa Provincial Housing Authority of trustees.

**9. Books of Accounts and Internal/External Audit:**

- a. The books of accounts of CPF shall be maintained separately. The Accountant/Internal Auditors shall be remunerated by the Khyber Pakhtunkhwa Provincial Housing Authority.

- b. It shall be the duty of the Khyber Pakhtunkhwa Provincial Housing Authority to appoint a firm of Chartered Accountants to get the Fund's audited. The Auditors remuneration will be paid by the Khyber Pakhtunkhwa Provincial Housing Authority.

**10. Profit;**

- (i) The Director Finance, Khyber Pakhtunkhwa Provincial Housing Authority shall work out the amount available as accumulation on the last day of the financial year attributable amongst the members arising out of the net income received and accrued on the securities, on the withdrawals by the members and donations/grants if any, given to the fund as well as profit of the invested funds.
- (ii) No income shall be credited to the member's account on June 30 of each year. A statement of accounts shall be provided to each member in the month of August every year indicating there in the updated position of his account.

**11. Payment of accumulated balance:**

- a. If a member is terminated from service or leave the service with his own discretion, with less than one year continuous service, he will be refunded his own contribution without profit.
- b. In all other cases, member when he leaves service will be paid the accumulated balance to the credit in his account in accordance with the following method:-

More than one but less than two years continuous service	Member's own contribution plus 25% of the Khyber Pakhtunkhwa Provincial Housing Authority contribution and profit thereon
More than two but less than three years continuous service	Member's own contribution plus 50% of the Housing Authority contribution and profit thereon
Three years or more of continuous service	Member's and Khyber Pakhtunkhwa Provincial Housing Authority contribution and profit thereon
In case of death during service or a person or a person employees after superannuation	Member's and Khyber Pakhtunkhwa Provincial Housing Authority's contribution irrespective of criteria in columns 1,2 and 3 above.

- c. When a member leaves the service of the Khyber Pakhtunkhwa Provincial Housing Authority, the amount due to him in the accumulated balance of his CPF account become payable to him.
- d. In case of an employee who leaves no family and have made no nomination, the payment shall be made on production of succession certificate from a court of law by the legal heirs of the employee (if any).
- e. The Khyber Pakhtunkhwa Provincial Housing Authority shall not be entitled any sum whatsoever from the fund. In case of any recovery of loss (if any) from him, the sum may be recovered from him as an arrear of land Provincial Housing but not from the accumulated CPF in his account.

**12. Permission of Loan:** Subject to these Regulations, withdrawals by the members from the balance may be allowed by the Trustees in the following circumstances:-

- a) Illness of a member or his family.
- b) To pay the overseas passage by reason of health or education of the member or his family.
- c) To pay expenses in connection with the performance of Hajj by the member.
- d) To meet the expenditure on building or purchasing a house or a site for house.
- e) To pay expenses in connection with marriage, funerals or ceremonies, which, by the religion of the member, it is incumbent upon him to perform and in connection with which it is obligatory that expenditure should be incurred.
- f) To meet the expenditure on repairs, renovation or extension of residential house belonging to the member..
- g) In a case of member who has attained the age of 50 years on the date on which the withdrawal is permitted.;
- h) To meet the expenditure on the purchase of a house or construction of a house on land owned by him or a member of his family anywhere in Pakistan.

- i) Repay a loan taken from a financial Institution, provided that the member shall, within a period of two weeks from the date of withdrawal produce satisfactory evidence before the Trustees to show that the advance has been utilized for the purpose for which it was drawn failing which the entire amount of withdrawal together with interest accrued thereon shall forth with become repayable to the fund in lump sum; and
- j) No second withdrawal from the CPF shall be permitted unless the sum of first withdrawal has been fully repaid.
- k) When a member contributing to the fund opts not to receive any profit on his accumulated balance, no profit shall be charges on the amount withdrawn by him from the fund.
- l) The Khyber Pakhtunkhwa Provincial Housing Authority shall deduct such installments payable under sub regulation (2) from the member's salary and pay them to the Trustees commencing from the second monthly payment made after the withdrawal or, in the case of a member on leave without pay, from the second monthly installment after his return to duty.

### **13. Forfeiture of C.P. Fund Account:**

If any amount in the fund standing to the credit of a member is withheld or forfeited as is not paid to him under these Regulations shall be credited to the forfeiture account.

The Khyber Pakhtunkhwa Provincial Housing Authority shall have the first charge on the forfeited amount which shall not exceed the amount standing to his credit in Khyber Pakhtunkhwa Provincial Housing Authority's contribution account, no recovery of loss shall be made from the portion of funds in a members' account accumulated by him and mark up accrued thereon, for payment of any sums due to the Khyber Pakhtunkhwa Provincial Housing Authority or for satisfaction of claims against the member in respect of all losses, damages, expenses etc which the Khyber Pakhtunkhwa Provincial Housing Authority may have sustained due to his negligence or fraud. The Trustees will pay upon demand so assessed by the Khyber Pakhtunkhwa Provincial Housing Authority out of the forfeited amount.

The balance left over in the forfeited account if any, after payment made to the Khyber Pakhtunkhwa Provincial Housing Authority against losses suffered due to the negligence or fraud of the members, shall be utilized primarily to meet any loss from investment of the fund or realization of the assets or for the benefit of the member or dependence of the deceased members or any other purpose connected with the fund as decided by the trustees.

**14. Interpretation;**

The fund shall be governed by these Regulations or such other Regulations as shall be for the time being in force. These Regulations shall be interpreted by the Trustees whose interpretation shall be final and binding upon the parties thereto and all members.

**15. Arbitration;**

Any dispute or difference which may arise between any member, or his representative, executor, administrator, nominees and the Trustees, shall be referred to the Director General of the Khyber Pakhtunkhwa Provincial Housing Authority or his nominee, and his decision on the subject matter of the dispute shall be final and binding upon the parties thereto and members.

**16. Winding of the Fund:**

The Trustees may at any time with the consent/direction of the Khyber Pakhtunkhwa Provincial Housing Authority or on dissolution of the Khyber Pakhtunkhwa Provincial Housing Authority, wind up the fund. The Trustees then pay out to each member the balance standing to his credit after realizing the assets of the fund and paying off the expenditure incurred for winding up and Fund's Accounts are finalized.

**PART- II**

**GRATUITY**

1. Gratuity shall be paid to every employee of the Khyber Pakhtunkhwa Provincial Housing Authority (herein after called member) on leaving or completion of 30 & above years Khyber Pakhtunkhwa Provincial Housing Authority's service @ 160 running basic pay for the service rendered in the Khyber Pakhtunkhwa Provincial Housing Authority. The gratuity shall be calculated on the last drawn running basic pay of the employee.
2. No member shall be entitled to a gratuity if he has been dismissed from the Khyber Pakhtunkhwa Provincial Housing Authority's employment.
3. A gratuity shall be payable to a member as per below formula/ rates only in the following case:-
  - (i) On completion of the Khyber Pakhtunkhwa Provincial Housing Authority's service or at his own volition provided he has rendered 30 years & above of continuous service in the Khyber Pakhtunkhwa Provincial Housing Authority.
  - (ii) On early retirement or dis-ability or death.
  - (iii) The following number of gratuities shall be paid as approved in the 28<sup>th</sup> Authority meeting held on 28<sup>th</sup> March, 2022 as notified by the Provincial Housing Authority vide notification No.DG/PHA/Admin/28<sup>th</sup> Authority Meeting/520 dated 04.04.2022.



No. of completed years of service		No. of Gratuities
(iv) T	1	2
h	2	4
e	3	6
	4	8
b	5	10
e	6	14
n	7	18
e	8	22
f	9	26
i	10	30
t	11	35
	12	40
	13	45
p	14	50
r	15	55
o	16	61
v	17	67
i	18	73
d	19	79
e	20	85
d	21	92
	22	99
	23	106
u	24	113
n	25	120
d	26	128
e	27	136
r	28	144
	29	152
t	30 & above	160

he gratuity fund are strictly personal and cannot be assigned, changed or alienated in any way other than as prescribed in these regulations.

4. **AMENDMENT TO THE FUNDS REGULATIONS:** The Khyber Pakhtunkhwa Provincial Housing Authority reserves the rights to amend the regulations of the gratuity fund.

Provided that no such amendment shall, in any way affect the benefits secured by the contributions already paid in respect of the members.

Provided further that any amendment to these regulations shall be made only with the consent of the Khyber Pakhtunkhwa Provincial Housing Authority.

**KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY****NOMINATION FORM**

For

**Contributory Provident Fund (CPF).**

I, Mr./Miss. \_\_\_\_\_, \_\_\_\_\_ (designation), hereby nominate the person(s) mentioned below who is/are member(s) of my family to receive the amount of Contributed Provident Fund available at my credit in the CPF head of account.

S. No.	Name(s) of the nominee	CNIC No.	Age	Relation	% age share
--------	------------------------	----------	-----	----------	-------------

Date:- \_\_\_\_\_/ 20-----.

Signature:- \_\_\_\_\_

Designation:- \_\_\_\_\_

• Witness:- \_\_\_\_\_

CNIC No:- \_\_\_\_\_

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

CNIC No:- \_\_\_\_\_

• Witness:- \_\_\_\_\_

Signature:- \_\_\_\_\_

Name:- \_\_\_\_\_

CNIC No:- \_\_\_\_\_

**KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY**

**NOMINATION FORM**

For

**GRATUITY**

I, Mr./Miss. \_\_\_\_\_, \_\_\_\_\_ (designation), hereby nominate the person(s) mentioned below who is/are member(s) of my family to receive the amount of gratuity fund available at my credit in the gratuity head of account.

S. No.	Name(s) of the nominee	CNIC No.	Age	Relation	%age share
--------	------------------------	----------	-----	----------	------------

Date: - \_\_\_\_/\_\_\_\_/20-----

Signature:- \_\_\_\_\_

Name: - \_\_\_\_\_

Designation:- \_\_\_\_\_

Witnesses: -

CNIC No. \_\_\_\_\_

i. Signature:- \_\_\_\_\_

Name: - \_\_\_\_\_

CNIC No: - \_\_\_\_\_

ii. Signature:- \_\_\_\_\_

Name: - \_\_\_\_\_

CNIC No:-. \_\_\_\_\_

**KHYBER PAKHTUNKHWA PROVINCIAL HOUSING AUTHORITY  
(DELEGATION OF POWERS) REGULATIONS, 2022**

(Rs. In million)

S. No .	Particulars	Authority	Director General	Additional Director General	Director	Deputy Director (Admn)	Remarks
	Assign/describe jobs, functions or tasks of subordinate officers/officials in the Directorates	-----	Full powers	---	----	-----	Jobs description may be assigned to officers/officials from time to time as required for better performance of the PHA.
	Creation and abolition of temporary posts	---	Full Powers	-----	----		The expenditure shall be met within own resources subject to the availability of funds.
	Creation and abolition of permanent posts	Full Powers	-----	-----	----	-----	-----
	Re-appropriation of fund within PHA regular budget	Full Powers	-----	-----	----	----	Subject to condition that no excess overall budget estimates is occur except pay & allow.

	Approval for M&R works within budget allocation	---	Full Powers	----	----	----	According to the procedure for works expenditure in relevant code.
	Power to declare stores unserviceable / Powers to declare stores surplus.	Full powers.	----	----	----	----	This power can further be delegated to subordinate authority on appropriate scale, certificate from the competent authority.
	Power to sell surplus or un-serviceable store and stock by auction	Full Powers.	10.00	2.00	1.00	0.20	----
	Write off irrecoverable values of stores or public money due to loss: i. Fraud & negligence. ii. No fraud& negligence.	Full powers	----	----	-----	----	In consultation with Finance Department for amount over Rs.0.500 million subject to inquiry.
	Sanction of Telephone Office/Residential	-----	Full Powers	----	----	----	Govt policy regarding sanction of telephones and ceiling shall be followed.
	Purchase and replacement of vehicles	Full Powers.	-----	----	----	----	Subject to availability of fund.

	Sanction of repair of vehicles	-----	Full Powers				In each case subject to availability of fund. The sanctioning authority may further delegate powers.
	Purchase of petrol and lubricant	----	Full Powers				In each case subject to availability of fund. The sanctioning authority may further delegate powers.
	Powers to order refund in accordance with the rules/regulations or in pursuance of the decision of court of which no appeal is proposed to be made.	----	Full powers	1.000	-----	----	Concurrence of the authority be required in case the claimed refunding amount is more than the actual amount.
	Powers to sanction investigation of claims of Govt servants to arrears of pays and allowance etc.	-----	Full powers	Full powers	1.000		-
	Purchase of durable goods, machinery & equipment	-----	Full powers	0.300	0.050	0.010	According to the provisions of purchase and procurement procedure, through a committee.

	Purchase of stationery	----	Full powers	Full powers	----	0.05	Subject to budget provision.
	Purchase of office equipment	----	Full powers	Full powers	-----	0.05	Exercise of these powers is subject to fulfilment of all codal formalities & budget provision.
	Purchase of periodical and news papers	-----	Full powers	Full powers	Full powers .	Full powers.	Subject to availability of fund and scale as in line with Govt policy.
	Purchase of books, periodicals / maps	-----	Full powers	Full powers	Full powers	Full powers	Subject to the scale in line with Govt policy and budget provision.
	Expenditure on carriage of record.	-----	Full powers.	Full powers	Full powers	Full powers	-
	Electricity, water/sui-gas charges and taxes.	----	Full Powers	Full powers	Full Powers	Full powers	Subject to availability of fund in the approved budget.
	Postage, internet and telephone charges	----	Full powers	Full powers	Full powers	Full powers	Subject to budget provision.
	Hot & cold weather charges	----	Full powers	Full powers	----		Subject to provision in the approved budget.
	Printing charges	----	Full powers	Full powers	----		Subject to budget provision and completion of codal formalities.

	Expenditure on binding work.	----	Full powers	Full powers	---		Subject to budget provision
	Law charges/fee of legal advisor	----	Full powers	-----	----		Subject to provision in the approved budget.
	Repair of D/goods, Machinery & Equipment etc.	---	Full powers	Full powers	--	0.005	Subject to budget provision and completion of codal formalities.
	Expenditure on : a. rent of non-residential buildings. b. Rent of hostel buildings. c. Sanction of advance rent for building.	--  ---	Full powers.  Full powers.  Full powers		--  --  --		i. subject to provision in the approved budget; ii. subject to a proper agreement and assessment of rent by technical committee  For a period of one year (for Secretary & DG)
	Entertainment	---	Full powers		----		Subject to the conditions:- i. For official meetings of the Authority convened light refreshment not exceeding Rs.200/- per head. ii. For receptions and other symposia, expenditure not exceeding Rs.50,000/- iii. subject to budget provision.



	Advertisement charges	---	Full powers	1.000	---		Subject to provision in the approved budget.
	Fixation of pay and allowances fringe benefits.	----	Full powers.	-----	----		On the recommendation of Director Finance under the relevant rule.
	Grant of performance based honorarium	-----	Full powers	-----	----		02 running basic pay on the recommendation of Director Finance/Director Admn for PHA Employees subject to provision in the budget.
	Grant of travelling and daily allowance to non-official members of the committee etc setup by the Authority.	----	Full powers.	-----	----		i. Subject to the condition that daily allowance equivalent to the minimum rates admissible to officers of similar status of the Govt employees. ii. In case of non-official as allowed to BS-20 officer.
	Grant of travelling and daily allowance to non-official members of the committee etc setup by the Authority.	---	Full powers.	-----	----		Subject to provision in the budget.
	Grant of earned leave / extra-ordinary leave without pay to employees.	----	Full powers.	Full powers	----		As per leave regulations of KP-Housing Authority.

	Grant of casual leave	----	Full powers	Full powers	Full powers -		As per leave regulations of KP-Housing Authority.
	Grant of study leave	-----	Full powers-	-----	-----		As per leave regulations of KP-Housing Authority.
	Grant of recoverable advance to the employees from various contributory funds.	----	Full powers	Full powers	---		Subject to regulations of the fund.
	Sanction of conveyance charges.	-----	Full powers	Full powers	-----		Where TA/DA is not applicable.
	Sanction to reimbursement medical charges.	---	Full powers	Full powers	----		Subject to provision in the approved budget in accordance with Medical Attendance Regulations of KP-Housing Authority.
	Hiring of services for security, cleaning, maintenance etc.	---	Full Powers.	-----	-----	-----	Subject to provision in the budget.
	Sanction of permanent advances	---	Full powers.	-----	----	-----	Subject to budget provision.
	Acceptance of tenders	----	Full powers	-----	-----	-----	i. Subject to approved scheme, provision in budget; ii. completion of formalities as per KP PRA Rules, 2014 on the subject.
	Grant of technical sanction	-----	Full powers	-----	-----	-----	Subject to proper certification of the concerned Technical Directorate

**THE KHYBER PAKHTUNKHWA PROVINCIAL HOUSING  
AUTHORITY (JOB DESCRIPTION OF OFFICERS BPS-17 AND ABOVE)  
REGULATIONS, 2022**

JOB DESCRIPTION Of DIRECTOR GENERAL			
MAJOR TASK	KPIS	WEIGHTAGE	FINAL SCORE
<ul style="list-style-type: none"> <li>Acquiring of property for Housing Scheme and concurrence of the Board of Revenue and approval of the Govt. shall be required.</li> <li>To take up such measures as may be necessary for carrying out the purpose of the Act, Rules &amp; Regulations and to exercise all such powers as necessary to achieve the said purpose.</li> <li>Dealing establishment in BS-1 to 16 (appointing authority) and to act as Authority Competent to post/transfer of officers from BPS-01 to 16.</li> </ul>	<ul style="list-style-type: none"> <li>Identification of suitable chunk of land.</li> <li>Preparation of working paper for District housing committee under the chairmanship of secretary housing department.</li> <li>Getting final approval from the member of the Authority meeting of PHA.</li> </ul> <p>Disposal 70%</p> <p>Quality 30%</p>	25	
	<ul style="list-style-type: none"> <li>Correspondence with the electricity and Gas authorities be made for an early installation of connections.</li> <li>Feasibility study of the scheme be conducted</li> <li>Incorporate the scheme in ADP or incase of self finance program, availably of the fund be assured.</li> <li>Disposal 70%</li> <li>Quality 30%</li> <li>Advertisement for appointment in the newspaper be floated</li> </ul>	25	
	<ul style="list-style-type: none"> <li>Meeting of short listing committee be conducted.</li> <li>Minutes of the DSC be issued and issuance of appointment orders.</li> <li>Matter regarding training of employees/Nomination of staff for training Courses.</li> </ul> <p>Disposal 50%</p>	10	

<ul style="list-style-type: none"> <li>• To accord approval of ex-Pakistan leave to officials in BS-1 to 16 following the policy of the Government and leave Rules.</li> <li>• To appoint counsels and to obtain such legal advice and assistance as may be necessary subject to the condition that where the Provincial Housing Authority withdraws from any legal proceedings or compromises or withdraws any claim and loans or propriety rights are involved, reasons for the withdrawal, admittance or compromise shall be recorded.</li> <li>• To coordinate implementation of the plans of Provincial Housing Authority with the Government Agencies.</li> </ul>	<p>Quality 50%</p> <ul style="list-style-type: none"> <li>• Approval of Leave should be granted and Sanction order be issued.</li> <li>• NOC may be granted.</li> <li>• Disposal 50%</li> <li>• Quality 50%</li> <li>• Performance of the SLCs is to be evaluated on the grounds of disposal of court cases.</li> <li>• Remuneration of SLCs be enhanced subject to the disposal ratio of the court cases.</li> <li>• To accord sanction of litigation cases in the superior courts at Provincial Housing Authority expenses.</li> <li>• To exercise all such powers as may be conferred under the delegation of powers of the Provincial Housing Authority.</li> <li>• Disposal 50%</li> <li>• Quality 50%</li> <li>• Any inconsistent with the Act, Rules and Regulations may be placed before the board for appropriate order.</li> <li>• Board meeting be called on a convenient date.</li> <li>• Circulation of the agenda of such issues be made well in time amongst the member of the authority.</li> <li>• Issuance of minutes of the authority and circulate the same amongst the member of the authority for information.</li> </ul> <p>Disposal 60%</p> <p>Quality 40 %</p> <ul style="list-style-type: none"> <li>• To declare any officer as Drawing and Disbursing Officer in the Headquarter,</li> </ul>	<p>10</p> <p>10</p> <p>10</p>	
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<ul style="list-style-type: none"> <li>• To coordinate the policies, plans programmers, budget, salary, staffing levels and other activities of the Provincial Housing Authority including the disposal of assets as per policy and in this behalf to do all things and exercise all powers to ensure such coordination.</li> <li>• To issue executive instruction to regulate the activities of the Provincial Housing Authority subject to the condition that they are not inconsistent with the Act, Rules and Regulations, and prior approval of the Authority is obtained before issue of any such instructions that differ, in any significant or substantial manner, from comparable executive instructions of the Government.</li> </ul>	<p>region and sub- region.</p> <ul style="list-style-type: none"> <li>• Preparation of financial budget of the authority for approval.</li> <li>• Utilization of all such powers specified in the delegation of the financial powers.</li> <li>• Arrangements for auction of Assets. Disposal 30%  Quality 60%</li> <li>• To enforce/ensure the rules regulation and policy of the authority for smooth running of official matters. Disposal 50%  Quality 50%</li> </ul>	<p>05</p> <p>05</p>	
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ADDITIONAL DIRECTOR GENERAL			
MAJOR TASK	KPIS	WEIGHTAGE	FINAL SCORE
<ul style="list-style-type: none"> <li>To assist Director General in carrying out of his duties under the regulations.</li> <li>In the absence of Director General, he shall perform functions of the Director General being the next senior most officer.</li> <li>Or any such special tasks and powers assigned by the DG PHA.</li> <li>Head the selection committee for the position of BPS 16 and below.</li> </ul>	-----	-----  50%   50%	-----
DIRECTOR TECHNICAL			
MAJOR TASK	KPIS	WEIGHTAGE	FINAL SCORE
<ul style="list-style-type: none"> <li>To process the layout plans including revised, detailed and part plans of housing schemes of the PHA.</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of PC-I/PC-II of the scheme.</li> <li>Scrutiny of PC-I/PC-II for PDWP meeting.</li> <li>Settlement of observation, preparation of working paper and presentation of scheme before the Competent Authority.</li> <li>Getting approval of the PDWP.</li> <li>To publish any approved scheme in the official gazette and to proceed with its execution in collaboration with the Govt. agency concerned.</li> <li>Seeking approval of DDWP within 08 days of issuance of minutes.</li> </ul>	30	

<ul style="list-style-type: none"> <li>To finalize the per marla cost of plots in housing schemes with approval of Authority.</li> <li>Opening of Technical and Financial bids after evaluation of Technical/ Financial proposals.</li> <li>Settlement of observations and Preparation/examine working papers for the DAC/PAC meetings within stipulated period of time.</li> </ul>	Disposal 65%  Quality 35%	20	
	<ul style="list-style-type: none"> <li>Analysis of rate along with developmental cost of land.</li> <li>Preparing working paper for the authority meeting.</li> <li>Get approval of the competent forum.</li> </ul> Disposal 65%  Quality 35%	25	
	<ul style="list-style-type: none"> <li>Floating advertisement in newspaper.</li> <li>E- Tendering.</li> <li>Call meeting of the tendering opening committee.</li> <li>Opening technical and financial bids before the representative of the bidders.</li> <li>Issuance of work order to successful bidders.</li> </ul> Disposal 70%  Quality 30%	25	
<b>DIRECTOR FINANCE</b>			
<b>MAJOR TASK</b>	<b>KPIS</b>	<b>WEIGHTAGE</b>	<b>FINAL SCORE</b>
<ul style="list-style-type: none"> <li>Be responsible for preparation of financial plans of the Provincial Housing Authority and its</li> </ul>	<ul style="list-style-type: none"> <li>Release funds for Salary and Developmental Projects after approval of the Competent Authority.</li> <li>Preparation of yearly</li> </ul>	40	

<p>implementation under general supervision and control of the Director General, PHA.</p> <ul style="list-style-type: none"> <li>• Coordinate and supervise all the financial/accounting matters of the PHA.</li> <li>• Coordinate with other Director/Officers of the PHA on financial matters for smooth running of the PHA.</li> <li>• Be the Chief Accounts officer of the PHA and shall be responsible to keep all the accounts according to the rules and regulations as amended from time to time.</li> </ul>	<p>budget and submitted for approval before the competent forum. Disposal 80%</p> <p>Quality 20%</p> <ul style="list-style-type: none"> <li>• Re-conciliation of receipts with Auditor General.</li> <li>• Investment of surplus fund. Disposal 60%</li> <li>Quality 40%</li> <li>• Be responsible to watch the proper functioning of budget and financial matters of the PHA and budget estimates.</li> <li>• Render advice on all matters involving financial implications with consultation of other directorates of PHA. Disposal 50%</li> <li>Quality 50%</li> <li>• Prepare the detailed procedural plan for the financial management of the PHA and gets the same to be approved by the Authority.</li> <li>• Be responsible for coordinating and follow up of the external/internal audit of the accounts on regular basis</li> <li>• Undertake fixation of pay and disbursement thereof in respect of all employees of the PHA with the approval of the Director General Provincial Housing Authority. Disposal 70%</li> </ul>	<p>15</p> <p>10</p> <p>25</p>	
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<ul style="list-style-type: none"><li>• To submit the budget for approval of the Authority.</li></ul>	<p>Quality 30%</p> <ul style="list-style-type: none"><li>• Preparation of agenda about budget for the Authority meeting of PHA</li><li>• Getting approval of the forum for utilization of the budget as proposed.</li></ul> <p>Disposal 50%</p> <p>Quality 50%</p>	10	
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<b>DIRECTOR ADMINISTRATION</b>			
<b>MAJOR TASK</b>	<b>KPIS</b>	<b>WEIGHTAGE</b>	<b>FINAL SCORE</b>
<ul style="list-style-type: none"> <li>To deal with the general matters under his administrative control.</li> </ul>	<ul style="list-style-type: none"> <li>Effecting general administration, service matters and coordination.</li> <li>Supervise general purchases, repairs of vehicles and other issues pertaining Administration.</li> <li>Office hours, social welfare and employees union matters.</li> <li>Issuance of rules &amp; Procedures and General instructions/ office orders</li> <li>Purchase of office Supplies, Furniture's &amp; equipments.</li> <li>Maintenance, except office building maintenance.</li> <li>Maintaining office discipline &amp; Office security.</li> <li>Payment of utility bills i.e. Electricity, Sui gas, Telephone, Net charges, Web charges.</li> <li>To exercise all such powers as may be conferred under the delegation of financial powers.</li> </ul> <p>Disposal 80%</p> <p>Quality 20%</p>	20	
<ul style="list-style-type: none"> <li>To sanction all kinds of leave to the officials in (BS1 to 15) except</li> </ul>	<ul style="list-style-type: none"> <li>Leave granted to employees in BPS-1 to BPS-15.</li> </ul>	20	

<p>study leave and disability leave. In the case of ex- Pakistan leave to the officials in (BS-1 to 15) prior approval of the Director General shall be obtained.</p> <ul style="list-style-type: none"> <li>To appoint work charge establishment against the sanctioned posts</li> </ul>	<ul style="list-style-type: none"> <li>Being the chairman of DPC of the employees in BPS-01 to BPS-15, will call the meeting of promotion committee as required.</li> <li>Processing, approval &amp; maintenance of Promotion cases, all kind of leaves, TA/DA, CP fund &amp; advances, transfers, ACRs/PERs, suspension and disciplinary cases. Disposal 80%  Quality 20%</li> <li>Appointment of work charge has been done as per need basis of PHA. Disposal 50%  Quality 50%</li> </ul>	10	
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<ul style="list-style-type: none"> <li>• To defend litigation cases in the Session, Civil and Labour Courts etc with the assistance of Deputy Director (Legal).</li> <li>• To control the development and non-development budget / funds of the PHA.</li> <li>• To exercise such other function as may be assigned to him by the DG or other Competent Authority.</li> </ul>	<ul style="list-style-type: none"> <li>• Rendering Legal Advice on all matters.</li> <li>• Arrangement of meeting with SLCs PHA.</li> <li>• To depute responsible person to attend the court on behalf of PHA as required.</li> <li>• Pursuance of Law/ Court cases. Disposal 50%  Quality 50%</li> <li>• Preparation/coordination /submission of brief/ working papers to the “AUTHORITY” meetings in consultation with other Directorates.</li> <li>• Periodical check of physical attendance of employees. Disposal 50%  Quality 50 %</li> <li>• performed site visits from time to time as per direction of Director General PHA Disposal 50%  Quality 50 %</li> </ul>	<p>30</p> <p>10</p> <p>10</p>	
<b>DEPUTY DIRECTOR TECHNICAL</b>			
MAJOR TASK	KPIS	WEIGHTAGE	FINAL SCORE
<ul style="list-style-type: none"> <li>• Preparation of Draft ADP the scheme in consultation with Director/Director General.</li> </ul>	<ul style="list-style-type: none"> <li>• preparation of draft Annual Development (ADP) and also process district ADP, if required</li> <li>• Finalization of draft ADP through a series of meetings within stipulated time.</li> </ul>	<p>20</p>	

<ul style="list-style-type: none"> <li>Preparation of PC-I/PC-II of the scheme.</li> <li>To publish any approved scheme in the official gazette and to proceed with its execution in collaboration with the Govt. agency concerned.</li> <li>Opening of Technical and Financial bids after evaluation of Technical/ Financial proposals.</li> </ul>	<p>Disposal 60%</p> <p>Quality 40%</p> <ul style="list-style-type: none"> <li>Scrutiny of PC-I/PC-II for PDWP meeting.</li> <li>Settlement of observation, preparation of working paper and presentation of scheme before the Competent Authority.</li> <li>Getting approval of the PDWP.</li> <li>Seeking approval of DDWP within 08 days of issuance of minutes.</li> </ul> <p>Disposal 70%</p> <p>Quality 30%</p> <ul style="list-style-type: none"> <li>letter be issued with the approval of Director General PHA to manager Govt. printing press for publication of the approved Scheme.</li> </ul> <p>Disposal 50%</p> <p>Quality 50%</p> <ul style="list-style-type: none"> <li>Floating advertisement in newspaper.</li> <li>E- Tendering.</li> <li>Call meeting of the tendering opening committee.</li> <li>Opening technical and financial bids before the representative of the bidders.</li> <li>Issuance of work order to successful bidders.</li> </ul> <p>Disposal 70%</p> <p>Quality 30%</p>	<p>30</p> <p>20</p> <p>30</p>	
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DEPUTY DIRECTOR FINANCE			
MAJOR TASK	KPIS	WEIGHTAGE	FINAL SCORE
<ul style="list-style-type: none"> <li>Preparation and monitoring of budget.</li> </ul>	<ul style="list-style-type: none"> <li>Deputy Director Finance will be responsible for preparation of budget.</li> <li>Will present the same before the authority/board meeting and to obtain concurrence of the authority.</li> </ul> <p>Disposal 80%</p> <p>Quality 20 %</p>	40	
<ul style="list-style-type: none"> <li>Preparation of pay rolls of the employees.</li> </ul>	<ul style="list-style-type: none"> <li>Process of salary of the employees</li> <li>Processing of other claims, including works, supplies and services etc.</li> <li>Maintenance of employees CP Fund Accounts and processing of CP Fund and pension claims, if any.</li> <li>Contributory provident fund account and claims.</li> </ul> <p>Disposal 80%</p> <p>Quality 20%</p>	40	
<ul style="list-style-type: none"> <li>Maintenance of record of receipts including accounts of fund/contribution by the member of PHA, provide that the general provident fund of the Govt. servants and general public shall be maintained</li> </ul>	<ul style="list-style-type: none"> <li>Keeping ledgers and other relevant record in safe custody.</li> <li>Maintenance of ledgers register and Cash Memo register/ Cash book up to date.</li> <li>Maintenance of accounts, cash book ledgers and other records</li> </ul> <p>Disposal 50%</p> <p>Quality 50%</p>	10	
	<ul style="list-style-type: none"> <li>Preparation/signing of cheques, of the</li> </ul>		

<p>separately with specific separate record.</p> <p>Withdrawal of money from PHA fund for various purposes, after proper sanction by the Competent Authority and pre-audit of claims by Audit Wing.</p>	<p>expenditures carried out.</p> <ul style="list-style-type: none"> <li>• Preparation of monthly and annual accounts of receipts and payments.</li> <li>• Preparation of finance accounts, appropriation accounts and financial statements.</li> <li>• Reconciliation with Bank/AG/DAOs and any other authority.</li> </ul> <p>Disposal 50%</p> <p>Quality 50%</p>	10	
<b>INTERNAL AUDIT OFFICER</b>			
<b>MAJOR TASK</b>	<b>KPIS</b>	<b>WEIGHTAGE</b>	<b>FINAL SCORE</b>
<ul style="list-style-type: none"> <li>• Pre-audit of all claim of expenditure drawn from the fund.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal audit of the accounts record of all units both in respect of receipts and expenditures.</li> <li>• Maintenance of service records of gazette officers.</li> <li>• Reconciliation of expenditure and receipt with budget finance and accounts branch.</li> <li>• Maintenance of imprest account.</li> <li>• Authorization of pay of employees, fixation of pay with approval of DG PHA, issue of leave admissibility reports and service statements.</li> <li>• Pre Audit of Sanction orders of Medical claims/ bills approved by Director General, PHA.</li> </ul> <p>Disposal 80%</p> <p>Quality 20%</p> <ul style="list-style-type: none"> <li>• Preparation of working papers for PAC/ DAC</li> </ul>	40	

<ul style="list-style-type: none"> <li>Handing of the reports of external audit including DACs/PAC and reporting the result of internal audit of PHA</li> <li>Reviewed of accounting systems and related internal control.</li> <li>Scrutiny of contract and lease agreements etc.</li> </ul>	<p>meetings.</p> <ul style="list-style-type: none"> <li>Attend the PAC/DAC meeting.</li> <li>Coordinate with the members of the PAC/DAC and to brief them.</li> <li>Coordination of implementation of management policies plans and procedures of Audit.</li> </ul> <p>Disposal 80%</p> <p>Quality 20%</p> <ul style="list-style-type: none"> <li>Pass order on the salary bills of establishment / contingencies expenditure except work charges employees appointed on daily wages basis.</li> </ul> <p>Disposal 50%</p> <p>Quality 50%</p> <ul style="list-style-type: none"> <li>Pass orders of the bills of the contractors be issued after examine the agreement of lease or contract.</li> </ul> <p>Disposal 50%</p> <p>Quality 50%</p>	<p>40</p> <p>10</p> <p>10</p>	
<b>ASSISTANT DIRECTOR PLANNING</b>			
<b>MAJOR TASK</b>	<b>KPIS</b>	<b>WEIGHTAGE</b>	<b>FINAL SCORE</b>
<ul style="list-style-type: none"> <li>To prepare and compile the progress reports about on-going developmental work under the supervision of the department through coordination</li> </ul>	<ul style="list-style-type: none"> <li>Assist Director Town Planning in monthly and quarterly review meetings of Developmental schemes.</li> </ul>	20	



<div>with field formations of the department and regular liaisons with all the field formations.</div> <div><ul style="list-style-type: none"><li>To assist Director Town Planning in conducting monthly and quarterly progress reports meetings (PRM) with concerned authorities.</li></ul></div> <div><ul style="list-style-type: none"><li>Preparation of PC-IIs for Housing Schemes.</li></ul></div> <div><ul style="list-style-type: none"><li>Identification of Private and State land for Housing Scheme.</li></ul></div>	<div><ul style="list-style-type: none"><li>To carry out field inspections of all the on-going projects and reporting to Director Town Planning.</li><li>Field visits for feasibility of schemes.</li></ul></div> <div><ul style="list-style-type: none"><li>Preparation of PC-IIs and hiring of consultants for feasibility studies.</li></ul></div> <div><ul style="list-style-type: none"><li>Identification of suitable private and state land for housing scheme for Govt Servant and General Public.</li></ul></div>	20	
		20	
		20	
		20	
ASSISTANT DIRECTOR ADMIN			
MAJOR TASK	KPIS	WEIGHTAGE	FINAL SCORE
<ul style="list-style-type: none"><li>Manage office supplies stock and place orders.</li></ul>	<div><ul style="list-style-type: none"><li>Maintenance of office supplies, furniture &amp; equipments, except office building maintenance.</li><li>Issuance &amp; receipts of DAK.</li><li>Create reports and submit them to the director or other executives</li><li>Prepare regular reports on expenses and office budgets.</li></ul></div> <div>Disposal 75%</div> <div>Quality 25%</div> <div><ul style="list-style-type: none"><li>Arrangement of computerized service cards for PHA employees.</li></ul></div>	30	
		30	

<ul style="list-style-type: none"> <li>• Work with the director to coordinate and supervise daily operations related to Administration.</li> </ul>	<ul style="list-style-type: none"> <li>• Signing of service certificate dully prepared from service record when needed.</li> <li>• Signing of NOC for obtaining passports by PHA employees for performing Hajj/Umrah.</li> <li>• Public information/liaison.</li> </ul> <p>Disposal 75%</p> <p>Quality 25%</p> <ul style="list-style-type: none"> <li>• Organize a filing system for important and confidential official documents</li> <li>• Answer queries by employees and other concerned</li> <li>• Undertake staffing responsibilities (hiring, training, evaluating etc.)</li> <li>• Fulfill duties as assigned by the director concerned.</li> </ul> <p>Disposal 65%</p> <p>Quality 35%</p>	20	
<ul style="list-style-type: none"> <li>• Maintain and update office employees databases.</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain an office schedule of appointments</li> <li>• Book meeting/seminar rooms as required</li> <li>• Ensure compliance with regulations and internal policies</li> <li>• Monitor attainment of objectives.</li> </ul> <p>Disposal 65%</p> <p>Quality 35%</p>	20	
<ul style="list-style-type: none"> <li>• Update office policies as needed</li> </ul>			
<b>ASSISTANT DIRECTOR TECHNICAL</b>			
<b>• MAJOR TASK</b>	<b>KPIS</b>	<b>WEIGHTAGE</b>	<b>FINAL SCORE</b>
<ul style="list-style-type: none"> <li>• To attend review /DAC/PAC meetings</li> </ul>	<ul style="list-style-type: none"> <li>• To prepare working paper for the meeting.</li> </ul>	20	

<p>pertaining the authority.</p> <ul style="list-style-type: none"> <li>Opening of Technical and Financial proposals/Bids.</li> <li>Preparation of draft ADP</li> <li>Monitoring, quality and quantity control of the ongoing Schemes of the authority.</li> </ul>	<ul style="list-style-type: none"> <li>To assist the Director concerned and to provide supporting/relevant documents for preparation of replies of observation raised by the audit party. Disposal 70%  Quality 30%</li> <li>Floating advertisement in newspaper.</li> <li>E- Tendering.</li> <li>Call meeting of the tendering opening committee.</li> <li>Opening technical and financial bids before the representative of the bidders.</li> <li>Issuance of work order to successful bidders. Disposal 75%  Quality 25%</li> <li>preparation of draft Annual Development (ADP) and also process district ADP, if required</li> <li>Finalization of draft ADP through a series of meetings within stipulated time. Disposal 80%  Quality 20%</li> <li>Frequent visits to sites be made in order to ensure the quantity and quality of work as per approved PC-I of the scheme. Disposal 80%  Quality 20%</li> </ul>	<p>30</p> <p>25</p> <p>25</p>	
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**JOB DESCRIPTION OF OTHER OFFICERS OF PHA.**

**DIRECTOR / DEPUTY DIRECTOR ARCHITECTURE**

- i. Directs and co-ordinates other designers in the consultant team as well as any specialist designers that are appointed
- ii. Responsible for making technical decisions regarding resolution of interfaces / clashes between disciplines
- iii. Ensures, directly and through subordinates, that the project is completed on time, to company & industry standards, and meets all requirements of the Design Brief
- iv. Responsible for key design input at early design phases and for general design leadership during the course of the project
- v. Leads the preparation of the architectural design for all stages in accordance with the Initial Project Brief and Design Programme
- vi. Leads the technical co-ordination of specialist sub-consultants as necessary
- vii. Lead Architect is responsible for managing deployment to ensure that services are completed within architectural discipline budget for all stages of the project including
- viii. Regularly reviews and checks team deliverable for accuracy, efficiency and thoroughness ensuring delivery is as per Client requirements and Industry standards
- ix. Determines solutions, methods and procedures on assignments to deliver products & services
- x. Understands and implements project management principles and able to work within project budgets which includes fees and designing to construction budget

**ASSISTANT DIRECTOR ARCHITECTURE**

- i. Performs a variety of assignments such as conducting architectural studies, developing design concepts and design criteria, and preparing related reports.
- ii. Reviews CAD drawings, renderings, layouts, study models, construction documents, and color boards prepared by Consultants.
- iii. Ensures compliance with applicable codes, standards, and client requirements.
- iv. Interfaces with suppliers as required during Construction stage.
- v. Coordinates work with engineering and construction units at project site.

- vi. Reviews, approves, and issues detailed design and construction drawings and specifications prepared by Consultants.
- vii. Provides technical guidance to Consultants working on the same project.
- viii. Performs other responsibilities associated with this position as may be appropriate.
- ix. Reviewing, and processing all shop drawings and architectural technical submittals.
- x. Answering RFI's related to interior and architecture.
- xi. Review construction submittal from project inception to close-out.
- xii. Review Contractor's shop drawings against the design [tender] drawings for compliance with the design intent and return to project manager with appropriate comments / approval.
- xiii. Review Contractor's material proposals against specified technical performance requirements and advise the Project Manager on the appropriateness of the proposals.

**THE KHYBER PAKHTUNKHWA HOUSING AUTHORITY (JOB  
DESCRIPTION OF MINISTERIAL STAFF BPS-16 & BELOW)  
REGULATIONS, 2022.**

**1. Private Secretaries.**

**(a) The Private Secretaries to Director General shall perform the following duties:**

- i. To prepare drafts of personal letters except those required to be prepared by the respective sections of PHA.
- ii. To attend visitors and to arrange interviews.
- iii. To prepare tour Programme and circulate to all concerned as well as to make correspondence with the Deptt./individuals in this connection.
- iv. To go through complaints received from the public /aggrieved person(s), addressed to DG and after obtaining the orders thereon, pass them to relevant officer / department concerned.
- v. To deal with cases relating to telephone bills in respect of the calls made from telephones of Director General office and cases relating to carriage of their personal effects on tour;
- vi. To arrange engagements and maintain an engagement dairy;
- vii. To obtain papers for meetings from various sections of PHA/ Administrative Department and to put up the same to DG PHA.
- viii. To bring into the notice of his boss notice/agenda of the meeting at once, I his immediate boss is on tour, the Private Secretary shall contact him and convey information. In case the Private Secretary accompanies with him the P.A. will do the needful.
- ix. To bring in to the notice, papers/files bearing priority/security labels.
- x. To keep a record of all office furniture, equipment and books provided to him for the use of his office. He (the Private Secretary) shall be responsible for proper use of those articles and ensuring that these are in good condition.
- xi. To see that the furniture and other articles of his office are in good condition and properly maintained.
- xii. To keep up to- date copies of all books relating to privileges and conduct of his boss.

**(b). The Private Secretaries to the Directors shall perform the following duties:-**

- i. To attend telephones and keep record of trunk calls.
- ii. To screen callers and telephone calls.
- iii. To arrange engagements and maintain engagements dairy.
- iv. To collect papers for meetings and interviews of his immediate boss.
- v. To see that matters requiring attention are brought into the notice of his boss well in time complete and in proper form;
- vi. To receive and arrange secret and top secret papers;
- vii. To keep record of suspense cases and to see that such cases are put upto due dates;
- viii. To keep reference books up to date;
- ix. To attend/resolve the issues connected with Director tour etc;
- x. To assist the Director in such matters as he may direct;
- xi. To keep record of movement of files and other classified document;
- xii. To receive visitors and arrange interviews.
- xiii. To take dictation and make fair copies of draft and other papers of secret/confidential nature and also other communications with enclosures.

**2. Section Assistant**

The Section Assistant shall perform the following duties:

- (a) Add to case any precedent, rules, regulations and policy decision relating to it, flag them properly and make reference(s) in the margin before submission of the case to Assistant Director concerned.
- (b) Undertake “reference” and “research work” i.e. acquaint himself with the rules and regulations pertaining to the subjects dealt with in the Section, maintain such statistics as are required by the Assistant Director/Deputy Director (e.g. in a Service Branch, lists of officers belonging to a specific cadre, showing their latest postings, etc.) and, while examining old records, take extracts of important policy decisions etc.
- (c) Record advice tendered by the Services, Administration, Establishment, Law, Finance and Planning and Development Departments in a note book, and also maintain a separate “reference” collection of important decision;

- (d) Submit and personally explain “urgent” cases to the Director/Deputy Director concerned in the temporary absence of the Assistant Director.
- (e) Undertake periodically, proper classification, recording, indexing and weeding of files in accordance with the instructions and submit a half- yearly certificate of compliance to the Director /Deputy Director concerned through the Assistant Director by the end of June and December each year;
- (f) Compare typing work with the Section Stenographer/Clerk when necessary;
- (g) Generally instruct and guide the Section Clerk (if provided in the Section) and supervise his work;
- (h) Look after the work and duties of the Section Clerk (if provided in the Section) and his temporary absence;
- (i) Do such other work as may be prescribed for him by the Administrative Department or assigned to him by Establishment/Administrative Department or his immediate boss.
- (j) Maintain reference books and keep them up to- date by getting correction slips pasted;
- (k) Maintain charts of all out- standing reports and returns to be received in a Section and to be issued from the Section. He may also maintain record of time limit cases;
- (l) Keep a note of all pending cases and put up reminders for signature of the concerned Assistant Director on due dates;
- (m) Prepare notes of all pending cases to be disposed of at the level of the Assistant Director /Deputy Director /Director;
- (n) Do such other office work as may be entrusted to him by Assistant Director/ Deputy Director /Director;
- (o) Open files and keep a record of movement of files;
- (p) Watch the necessity of keeping priority and security labels on files and bring to the notice of his immediate boss on the first available opportunity, the need for removing/retaining labels.



**3. Stenographers and Personal Assistants**

Stenographers/PA attached to the Director/Deputy Director shall:-

- (a) Take down notes and drafts and type them neatly and accurately;
- (b) Note down urgent matters and routine appointments of their officers in the desk diaries and also put up notes about telephonic/other messages received by them in the absence of their officers;
- (c) Submit to their officers an agenda for the day covering urgent matters and routine appointments on the basis of the engagements diary;
- (d) Handle and maintain classified documents/files in accordance with the instructions;
- (e) Attend calls and to maintain trunk/private calls, Telephone Register;
- (f) Maintain reference books and keep them up to- date by getting correction slips pasted by Office clerk.
- (g) Receive and conduct visitors, arrange interviews as permitted by their officers;
- (h) Supervise the up- keep of the officer's and visitor's rooms wherever provided;
- (i) Make tour arrangements including the issue of tour programmes;
- (j) Assist the officer in such matters as he may directs;
- (k) Keep proper record and movement of files and other important papers;
- (l) Keep record of suspense cases, where ordered, and their submission on due dates;
- (m) Attend any other routine official duty that may be assigned by the officer e.g. reproduction of documents, arranging petty amenities, recording of entries in the Staff Car Movement Register, receiving from and delivering important Dak. The receiving and delivering Dak will be done through officer concerned.

**Note:** Where a Personal Assistant/Stenographer is attached with an officer who has a Private Secretary, the former will work under the supervision of the latter and distribution of work will be made as they mutually agree and, in cases of disagreement, the matter will be decided by the officer concerned.

**4. Section Stenographers.**

The section stenographers shall:-

- (a) Take down notes and drafts from his immediate officer and type them neatly and accurately;
- (b) Do the typing work of their Sections and any other work assigned to them;
- (c) Attend the telephone and receive/record messages in the absence of their officers and maintain the Section Telephone Trunk Call Register;
- (d) Receipt and issue work in the absence of Section Assistant if no Junior Clerk has been provided to the Section;
- (e) Do any other ancillary function and work that may be assigned by the officers e.g. reproduction of documents, arranging office amenities etc;
- (f) Do most of the routine typing within their Section.
- (g) Note down scheduled meetings and time limit of important cases in the Immediate boss table dairy.
- (h). Stenographers shall be responsible for the proper handing, care and looking after of the type- writers.

**6. Junior Clerk**

Clerks shall perform the following duties:-

- (a) Receipt and dispatched official letters.
- (b) Diarizing (including entry with red ink on notes files) and maintenance of prescribed register;
- (c) Sorting, distribution and filing of papers;
- (d) Maintenance of registers relating to office files, recorded files, files destroyed and movement register showing the whereabouts of the files received in or sent out of the Section. He should also keep a register showing the files required to be submitted for issuance of reminders or otherwise on due dates and a register of reference books available in the Section;
- (e) Record keeping;
- (f) Establishment and Accounts matters (preparation of pay bills, T.A. bills e.t.c
- (g) Handling of cash, if posted as cashier;
- (h) Do typing work as and when required; and
- (j) Stationery indenting, storing and distribution.

**Note:** The duties of Clerk will automatically devolve upon the Assistant in the Section where no Clerk has been provided.

**7. Dak Runer/Record lifter.**

- (a) Maintain the closed diaries, dispatch registers and volumes of bound proceedings in good condition and repair them whenever they are found in torn or damaged state, and see that these are properly dusted daily;
- (b) Take out diaries, dispatch registers and columns of bound proceedings from dispatcher whenever required.
- (c) Seal secret and confidential letters.
- (d) Prepare and see parcels of heavy articles to be sent out by post; affix service postage stamps on covers under the direction of the Dispatcher; and help the Dispatcher in the circulation of all printed material.
- (e) Circulate the official letters to various department on daily basis.
- (f) Will be bound to perform any other duties assigned to him by his immediate boss.

**8. Naib Qasid**

The Naib Qasids are forbidden to receive or extort tips. Any Naib Qasid found making such demands shall be severely punished. The officer in charge of administration should ensure that Naib Qasid and other such government servants are acquainted with this rule periodically.

The overall purpose of Naib Qasid is to be of assistance to officers and staff in a Section/Branch/Office in the efficient manners.

He shall perform the following duties:-

- (a) carrying from one place to another within and outside the office premises the official files/papers/Dak;
- (b) To clean office furniture and report for duty before office hours/timing
- (c) General arrangement and tidiness of the office, furniture including dusting of office furniture, record etc;
- (d) Providing drinking water and bringing tea to the officers and staff;
- (e) Conducting of visitors to the officers;
- (f) Carriage of steel boxes containing secret/confidential files from one office to another;

- (g) Shifting of articles of furniture from one place to another;
- (h) Any other duty that may be assigned to him by his office in charge.
- (j) He shall not leave the office without the permission of his immediate Superior, if on any particular day he is required to sit after office hours, will compliance.
- (k) See that the officer's tables are fully furnished with the requisite stationery
- (l) Help the Section Clerk in repairing all damaged file covers and pages of recorded files, if required
- (m) Pull out and restore files under the direction of Section Assistant/Clerk;
- (n) Help the clerk in the stitching of files and restoring them to their proper place in the record shelves.

**9. Driver**

The Drivers is supposed/required to be present nearby the vehicle he is driven on, at time when the vehicle is parked during his duty hours.

The drivers shall perform the following duties:

- (i) To enter the official tours/mileage covered in the log book of the vehicles;
- (ii) Should check up the Fuel, M/Oil and Radiator Water and Battery before starting the vehicle;
- (iii) To acquaint himself with Traffic Rules and road senses/signals/lane discipline and to acquaint himself with proper use of indicator lights at proper time.

**ASSISTANT DIRECTOR ADMINISTRATION KHPAL KOR**

1. Perform as a team leader, maintain high moral standards and integrity.
2. Encourage and motivate staff and work with learning spirit and result oriented and productive.
3. Administer the day to day activities of the regional office; develop policies, procedures.
4. Overall supervision of the facilitation center and town offices including attendance, personal file, grant of leave, management, cleanliness, discipline, public relations, attends departmental meetings, and participates in departmental discussions, as appropriate as well as assignments of duties.

5. Organize and facilitate awareness meetings with government servants, public representative, media and civil society, NGOs etc. Holding of seminars and workshops and adopting other strategies about Khpal Kor housing and bank home financing in both government servants and general public.
6. The Assistant Director (Admn) Khpl Kor will be responsible for supervision and monitoring, allotments, transfer of plots/flats and to coordinate with technical team for possession of plots/flats according to the Rule of KP Housing Authority.
7. Provision of staff support to the regional office, including phone interactions, maintaining calendars and travel arrangements, screening, analyzing, and responding to incoming correspondence, handling day to day problems and situations.
8. Supervision of administrative expenses in the regional offices as per budget.
9. Assignments of duties to staff and reporting weekly progress or as required.
10. Completion of information and reporting to PHA head office/ Office of the Director General PHA, Directorate Khpl Kor.
11. Continuous awareness process in all the districts in the respective divisions.
12. Building of positive image of the housing sector and creation awareness about housing.
13. Awareness about erosion of the fertile agriculture land and its mitigation and control.
14. Report to Deputy Director Administration Khpal Kor.
15. Any other task assigned by the Directorate of Khpal Kor.

**ASSISTANT DIRECTOR FINANCE KHPAL KOR**

1. Being expert in finance must develop his capacity and expertise in bank home financing and housing.
2. Facilitation of applicants both government servants and general public in preparation of their applications for bank home financing.
3. Develop and update data and facts, figures about bank home finance in housing sector.
4. Develop and update data and facts, figures about housing societies, land and build up housing prices in the country, province and his region.

5. Act as expert advisor in all matters related to bank home finance, rents, land prices, housing prices, per capita in form of people by districts, source of income, potential for housing.
6. Maintain and update data about employees by departments, office, age group, pay scales etc.
7. Fill forms for applicants, review, scrutinize and liaise with banks for bank home finance.
8. Arrange and help the applicants in the documentation required for bank home finance.
9. Report to Assistant Director Administration Khyal Kor.
10. Maintain proper inventory of data in both soft and hard copies.
11. Use computers and communicate through emails or other mediums.
12. Any other task assigned by the Assistant Director Administration Khyal Kor.

**ASSISTANT KHYAL KOR**

1. Serve as office staff.
2. Shall do all type of typing, drafting letters, filling of forms, composition, and power point presentation, excel basis analysis.
3. Facilitate applicants both government servants and general public in preparation of their documents for the bank home financing.
4. Provision of typing facility free of cost.
5. Assist Assistant Director Administration in all office matters.
6. Maintain back-up of the data.
7. Create and maintain files of the applicants.
8. Handling telephone/faxes etc and communicating to relevant persons.
9. Report to Assistant Director Administration Khyal Kor.
10. Must develop expertise in MS-OFFICE and Emails and Web Based information retrieval.
11. Use computer and communicate through Emails or other mediums.
12. Any other task assigned by the Assistant Director Administration Khyal Kor.

PROVINCIAL HOUSING AUTHORITY KP.

ORGANOGRAM

