

BALUCHISTAN PUBLIC PROCUREMENT REGULATORY

AUTHORITY SERVICES

REGULATIONS, 2014

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'BALOCHISTAN PUBLIC PROCUREMENT REGULATORY
AUTHORITY

SERVICES REGULATIONS, 2014

NOTIFICATION

[30th September, 2014]

No. B-PPRA/1-VII(S.R-2014). In exercise of the powers conferred by sub-section (2) of section 17 read with section 28 of the Balochistan Public Procurement Regulatory Authority Act, 2009? (Balochistan Act No. VIII of 2009), the Balochistan Public Procurement Regulatory Authority is pleased to make the following regulations to regulate the services of Officers, Staff, and other employees of the Authority, namely:

PART I- PRELIMINARY

TITLE, COMMENCEMENT, APPLICATION AND DEFINITIONS

1. Short title and commencement. — (1) These regulations may be called the Balochistan Public Procurement Regulatory Authority Services Regulations, 2014.

(2) They shall come into force at once.

2. Application. —(1) It shall apply to all the employees appointed in the service of the

Authority, whose pays are debitable to the funds of the Authority:

(2) The Board shall reserve the rights to modify, cancel or amend all or any of these regulations in whole or part, or subsequent rules issued in connection with these regulations from time to time:

Provided that all amendments, additions or omissions to these regulations shall be notified by the Authority, in the official Gazette.

3. Definitions.— (1) in these regulations, unless there is anything repugnant in the subject or context—

(a) "Absence" means being absent from duty without obtaining prior sanction of leave;

(b) "Act" means the Balochistan Public Procurement Regulatory Authority Act, 2009? (Balochistan Act No. VIII of 2009);

(c) "Allowances" means monetary compensation other than salary;

(d) "Appendix" means the Appendices annexed to these Regulations;

(e) "Appointing Authority" means the authority competent for making appointment under these regulations; and as specified hereunder in regulation 25;

' These Rules have been issued by the BPPRA vide its' notification No. B-PPRA/1-VII(S.R-2014) dated 30th June, 2014; and published in the Balochistan Gazette (Extraordinary) No. 131.

This Act was passed by the Balochistan Assembly on 17th October, 2009: assented to by the Governor of Balochistan on 24th October, 2009; and published in the Balochistan Gazette (Extraordinary) No. 136, dated 3rd November, 2009.

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"Authority" means the Balochistan Public Procurement Regulatory Authority established under section 3 of the Act;

"Board" means the Board of Directors of the Authority, constituted under section 6 (2) of the Act;

"Candidate" means an applicant for a post;

"Chairperson" means the chairperson of the Board;

"Close Relative" is defined as spouse, domestic partner, parents, mother-in-law, father-in-law, step-parent, child, son-in-law, daughter-in-law, step-child, brother, step-brother, brother-in-law, sister, stepsister, sister-in-law, grandchild, aunt, uncle, nephew, niece and first cousin;

"Competent Authority" means such authority as may be determined by the Board from time to time;

"Contractual" means a person hired on contract basis to render his specialized services to assist or expedite the functional activities of Authority for fixed time and on predetermined financial terms for a specified period. The total salary package of such employees will be mentioned in their contract;

"Dependents" mean the employee's spouse, children up to the age of 23 in the case of boys and till marriage in case of daughters and parents wholly dependent on him;

"Employee" means an employee of the Authority appointed under sub-section (1) of section 17 of the Act;

“Family” means parents, spouse and children up to the age of 21 years in the case of boys and till marriage in case of daughters;

“Grade” means a National Scale of pay in which a post or group of posts is placed or carrying the same or similar duties or responsibilities;

“Grievance” means a formal, written statement from an employee concerning actions taken by the organization on one of the following items:

(i) Loss of pay;

(11) Written reprimand;

(iii) Suspension; and

(iv) Termination:

Provided that an employee may not grieve demotions, re-classifications, transfers and reassignments unless they are a direct consequence of a disciplinary action to that employee:

Provided further that performance reviews and promotions cannot be treated as grievance;

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"Harassment" means any behavior that creates a hostile work environment through unwelcome words, actions or physical contact;

"Hostile environment" applies to harassment on the basis of race, religion, sex, sexual orientation, gender identity, color, ancestry, serious medical condition, national origin, age, or disability;

"HRD" means Human Resource Directorate;

"Induction" initiation: means a formal entry into the organization or position or office;

"Leave" means leave availed with prior approval of the sanctioning Authority;

"Managing Director" means the Managing Director of the Authority, appointed under section 7-A of the Act.

"Misconduct" means conduct prejudicial to service discipline or code of conduct of the Authority or practices against policies defined by the Board from time to time; which term also includes its meanings as defined in the Balochistan Government Servants (Conduct) Rules, 1979! and the Balochistan Employees Efficiency and Discipline Act, 2011;

"Nepotism" means favoritism on the basis of family relationship or

friendship;

“Pay” means an amount drawn monthly by an employee as pay, and includes technical pay, special pay and personal pay and any other emoluments which may be specifically classed as pay by the Authority;

“Pay scale” means a national scale of pay as sanctioned by Government from time to time, in which a post or group of posts is placed;

"post" means a_ post against which the Authority may appoint a person, which is specified in the Appendix to these regulations; and such other post as may be determined by the Authority from time to time for the purpose of appointment under section 17 of the Act;

“Recruitment” means the activities undertaken in the human resource management in order to attract sufficient and competent job candidates who have the necessary potential, skills, experience and qualifications, to fill job requirements of the Authority in achieving its objectives;

“Reference check” means the gathering of information about a candidate’s past history from people with whom such candidate has been associated;

1

These rules were framed under Civil Servant Act, 1974 (Act IX of 1974); and published in the Balochistan Gazette (Extraordinary) No. 84, dated 29" July, 1979.

2

This Act was passed by the Balochistan Assembly on 29" June, 2011: assented to by the Governor of Balochistan on 2TM July 2011: and published in the Balochistan Gazette (Extraordinary) No. 207, dated 4" July, 2011.

(ff) "Salary" means the net amount paid, besides specified allowances, to an employee on monthly basis against the services rendered by him for the Authority;

(hh) "Selection" means the process of making decisions about the matching of candidates taking into account individual differences and the requirements of the job;

Gj) "Selection Committee" means the committee constituted under regulation 26 of these regulations, for selection of suitable candidates for appointment to a post;

(gg) "Service" means service rendered by an employee in and under the Authority and includes the period during which an employee is on duty as well as on leave duly authorized by the Competent Authority, but does not include any period during which an employee is absent from duty without permission or overstays his leave unless specifically permitted by the Competent Authority;

(kk) "Supervisor" means the Supervising Director of an employee to whom he reports and who initiates his performance evaluation;

(il) "Transfer" means the movement of an employee, from a post/ department/ location of the Authority to another under orders of the Competent Authority; and

(mm) "Travelling Allowance" means an allowance granted to the employee to cover expenses that would incur while travelling (domestic or international) for official purposes.

(2) All words and expressions used but not defined herein above sub-regulation (1), shall unless the context otherwise requires have the meanings as assigned to them in the Act.

PART T— MANAGEMENT, COMPOSITION AND APPOINTMENT

A — MANAGEMENT

4. Management. — (1) The general management and administration over the personnel of the Authority and all other affairs ancillary thereto, shall vest in the Managing Director, who shall exercise all powers and do all acts which may be exercised or done by the Authority in this regard, under the general directions and supervision of the Board and in accordance with the provisions of the Act and these regulations.

(2) The Managing Director shall be the Chief Executive of the administration and shall issue necessary orders, instructions and directives from time to time with the purpose to conduct the organization business and maintenance of its efficiency and discipline.

(3) If the Managing Director faces any difficulty due to any conflicting or ambiguous implications during or after implementation of these regulations, it may be referred to the Board for issuing clarifications or ruling, as the case may be.

B— COMPOSITION OF SERVICE, DIRECTORATES AND BRANCHES

5. Composition of Service. — (1) The Service of the Authority shall comprise of the posts as specified in Appendix-A and of such other posts as may be considered necessary to create and sanction by the Authority from time to time and inserted in the

Appendix-A by amendment of these regulations.

(2) The nomenclature and grade of the posts of officer in the service, their minimum qualifications required for appointment, position and job description, the duties and responsibilities shall be such as specified in the Appendix B-I or Appendix B-II:

Provided that the Managing Director may assign any other duties and responsibilities on any of the officer independently or conjointly with the duties and responsibilities mentioned for a post, or where he may deem necessary assign the duties and responsibilities of any other post in addition to the duties and responsibilities already being performed by him.

(3) There may be one or more cadres for each or a combined cadre for two or more, of the following Branches:-

(a) Human Resource Branch;

(b) Administration Branch;

(c) Procurement Specialist (Goods & Services) Branch;

(d) Procurement Specialist (Works) Branch; Monitoring and Evaluation Branch;

(e) Legal Branch;

(f) Capacity Building Branch;

(g) Management Information System Branch; and

(h) Finance and Accounts Branch;

(4) The grade wise posts of the above branches shall be as per Appendix-A. However the Board, may by notification in the official Gazette create any additional post or posts in any Branch or abolish any existing post or posts, in the exigencies of service.

(5) The Board, may by a notification in the official Gazette create as many directorates and other branches/offices as it may consider necessary in view of the functions of the Authority, with a Director or Procurement Specialist as its working head and put any one or more of the branches mentioned or created under its control, in the exigencies of service.

6. Organizational Structure. — (1) The organizational structure of the Authority shall be as determined by the Board with such directorates, branches and offices as the Board may decide under regulation 5.

(2) Notwithstanding anything contained in these Regulations the following branches and offices will perform the function as mentioned there for each of them:

(a) Human Resource Directorate/ Branch:

Human Resource Directorate/ Branch will perform the following functions: —

(i) Manpower planning;

(11) job analysis and job description;

(b)

(iii)

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determination of wages and salaries;

recruitment and selection;

performance appraisal;

posting/ transfers;

training and development;

employee welfare and motivation;

addressing employees grievances;

implementing organizational policies; and

dismissal and redundancy.

Administration Branch: Administration Branch will perform

(i)

(ii)

(iii)

(iv)

General Office Management;

Provision of Services that includes—

a.

b.

h.

provision of offices for all staff;

provision of all office equipment for use by staff e.g. computers;

ensuring a clean and secure office environment;

ensuring availability of adequate lighting, water, telecommunication, email, fax, computers etc;

providing, where possible, designated parking for vehicles.

ensuring availability of stationery;

ensuring availability of adequate photocopying services/ facilities; and

setting of internal operating rules;

Registry Management that includes—

a.

all incoming and outgoing mails must go through the registry;

the registry must have in place good and efficient record filing and tracking systems for all the records i.e. all mail must be recorded in a mail book, filed and the file sent to the addressee for action. The registry shall maintain a file movement book for tracking all station files.

Assets Management that includes—

a.

b.

acquisition of assets;

management of assets (engraving, locating, checking/counting etc);

(c)

c. | recommending disposal of assets

(v) Property Management that includes—

a. management of all property including buildings, installations, land etc;

(vi) Transport Affairs:

Transport and Mechanical Branch will perform Transport Management that includes—

a. acquisition of transport;

b. provision of fuel for all vehicles; and

c. repair and maintenance of all vehicles;

(vii) Security Affairs:

Security Branch will be responsible for the provision of Security and Safety to—

a. all the persons of the Authority and their assets as well as the persons on visit in the offices of the Authority; and

b. all the assets and property of the Authority etc;

Finance and Accounts:

Finance and Accounts will perform the functions that includes—

(i) Processing staff salaries, wages and allowances and ensuring prompt payment.

(11) Formulation, development, compilation and management of the recurrent and development budgets.

(iii) Production and submission of financial statements and reports to relevant authorities,

(iv) Maintenance of books of accounts in accordance with the current financial regulations.

(v) Application of financial control measures.

(vi) Management and accounting for the Authorities' finances and other resources.

(vii) | Documentation and safe custody for the financial records of the Authority.

(viii) Scrutiny of the bills of expenditure before approval of the Competent Authority;

(xi) The audit of Accounts, expenditures and receipts of the Authority on quarterly basis; and

(x) To prepare an internal audit report for perusal of the Board on yearly basis.

(3) The functions of all other branches and offices not specified hereinabove sub-regulation shall be as the Managing Director may determine for them by a Notification in the official Gazette.

7. Right-sizing or Re-structuring of Organization. — (1) Elimination of positions in the Authority will occur when there is a lack of available funding for work; re-organization or re-structuring of any office or branch in the Authority would occur.

(2) Before a decision is made to eliminate a position(s), the concerned Director / Heads will thoroughly assess the unit's work and staffing needs and, if a layoff is anticipated submit a report for the consideration and approval of the Managing Director, who may after considering all the consequential effects that may have on the working of the Authority, put up the same before the Board for approval.

(3) List of surplus employees will be made purely on the basis of performance and length of service with the Authority i.e.—

(a) Employees' performance in the service of the Authority as a whole will be considered for this purpose;

(b) in case performance of two employees is equally good then the junior will have to go first.

(c) in case the date of joining of two employee is same the one who is less in Age will have to go first.

(4) Surplus employees will be adjusted against the vacancies relevant to their experience and Grade in all other locations subject to availability of vacant posts and the decision for termination of surplus employees will be the last option.

(5) In all such cases, affected employees are given a three months' notice, or pay in lieu of notice.

C— APPOINTMENTS

8. Appointments.— All the Appointments in the service of the Authority shall be based on the following principles:

(a) human resource management in the Authority must be —

(i) characterized by a high standard of professional ethics;

(11) promote the efficient, economic and effective utilization of employees;

(111) conducted in an accountable manner; and

(iv) transparent;

(b) promote good human resource management and career development practices, to maximize human potential.

9. Sources of Recruitment.— (1) The potential candidates shall be identified through the following recruitment sources or by any other mean as identified by the

management:

(a) advertisement in suitable newspaper: and

(b) advertisement on the Authority's Web site.

(2) All the recruitment in the service of the Authority shall either be on contract basis or on deputation from the Government services.

(3) The budget allocation as approved for the post, and the job description/ specification mentioned in Appendix B-I or Appendix B-II, shall form the basis of the advertisement for the vacancies in the Service of the Authority; and all advertisements shall clearly state:

(a) the name and location of Authority;

(b) a statement that the Authority subscribes to the principles of employment equity;

(c) the designation of the position that is advertised;

(d) the minimum requirements in terms of qualification, skills, expertise and other requirements for appointment;

(e) a summary of the key performance areas/primary duties of the position;

(f) a statement that the appointment will be on contract basis for a fixed

term, and may be terminated on one month notice (if applicable);

(g) a statement that canvassing will disqualify any candidate from being considered for appointment;

(h) an indication of the remuneration offered;

(i) the format and content of applications;

(Gj) the address where, and person to whom, applications must be delivered;

(k) the closing date for the submission of applications (i.e. at least fifteen

(15) days from the date of publication of the advertisement);

(1) a statement that applications received after the closing date will not be accepted or considered; and

(m) any other statement as the competent authority may deem fit.

10. General Elements of Recruitment. — (1) All fresh recruitment in the Service of the Authority shall be against approved budget and sanctioned posts. Vacancies so created shall be filled by contractual employment as per these regulations.

(2) All appointments to the posts in the Service shall be made against the clear vacancies and in accordance with these regulations:

Provided that replacement for employees who are availing leave for more than a year may be made. However, employees returning from long leave shall then be absorbed against the available vacant positions within the Authority.

(3) Any recruitment done against available budget of yet to be opened branches/units/offices may temporarily be posted in the existing branches/units/offices by keeping a separate headcount and track record.

(4) An appointment made in accordance with these regulations shall be notified through an office order under the signatures of the Director (Admin) or a person authorized in this behalf by the Managing Director.

11. Period of appointment. — (1) All the posts in the Service of the Authority shall be non-pensionable and shall be filled on contract basis for a period not exceeding two years.

12. Job Description. — (1) The Job Description including Person Specification as mentioned in Appendix B-I or Appendix B-II, shall set the criterion for selection, which shall be used to set out the duties of the job and the skills needed to fill it for advertisement purposes; and for all replacement against the existing posts.

(2) For all the newly created posts or the existing posts for which no Job Description including Person Specification has been prescribed in Appendix B-I or Appendix B-II, it shall be prepared and made available by the Human Resource Branch in consultation with the Head of the concerned Branch as well as the Managing Director, before a recruitment process is initiated:

Provided that all such Job Descriptions and Person Specifications shall be inserted in Appendix B-I or Appendix B-II, as the case may be, with approval of the Chairperson, and notified in the official Gazette.

13. Non-eligibility. — Following persons shall not be eligible for employment in the Service of the Authority.

(a) who have been previously dismissed from a service or terminated because of fraud and forgery from any public or private organization;

(b) who have been convicted for any offence by a court of law or involved by any law enforcing agency or have any criminal record:

Provided that all the employees shall sign an undertaking in this respect, any mis-statement in this respect shall be subject to disciplinary action leading to termination of services.

14. Domicile. — Only Pakistani Nationals domiciled of Balochistan will be eligible for employment against any position in the Service of Authority:

Provided that in exceptional cases where the post is to be filled with a technical expert and when it is not possible to fill the post in the prescribed manner or for the reasons to be recorded in writing it is necessary and in the interest of the Authority to do, services of a person may be hired in relaxation of this regulation, with approval of the Board.

15. Nepotism. — Subject to adherence to the following provisions, there is to be no discrimination against the employment or continued employment of any person because of his relationship to a member in the Service of Authority or a member of the Board: —

(a) "close relatives" may not be employed in positions where such employment will result in the existence of a supervisor/subordinate relationship; and

(b) "close relatives" may not be employed in positions where one will have responsibility for reviewing and approving financial/budget/purchase transactions or in recommendations and/or

decision making in any matter concerning appointment, promotion, salary, retention or termination of employment of a close relative.

16. Age Limit. — (1) In the Service of Authority the age limit shall be as under:

(a) no person who is less than eighteen (18) years or more than twenty-eight(28) years of age shall be eligible for appointment to the Service. However, for the posts in (BPS 18 and above) or the technical posts, as declared so by the Board, the upper age limit shall be 35 years;

(b) in the case of a person whose service under Government or an Autonomous/Semi-autonomous or Local Body has been terminated for want of a vacancy, the period of service already rendered by him shall for the purpose of upper age limit under this regulation, be excluded from his age; and

(c) upper age limit may be relaxed as per the policy of Government for relaxation in the upper age limit.

(2) Age for the purpose of these regulations shall be as mentioned in the advertisement for submission of applications for appointments.

(3) The upper age limit for all employees in the Service of Authority shall be sixty (60) years, where after they shall stand discharged from their services with immediate effect, irrespective of their terms of Contract:

Provide that in case the Authority is in need of a person for appointment as Managing Director of the Authority or as advisor, consultant or expert for an important technical job, the above said condition may be relaxed, and the person so needed may be hired or re-hired on contract basis irrespective of his age but not exceeding the age of sixty-eight (65) years.

17. Minimum Qualification. — Minimum educational qualification and_ other

conditions applicable for induction of a candidate in the Service of the Authority shall be

(a) for the posts in BPS-17 and above, as specified under the heading requirements in Job description of the post, in Appendix-B-I; and

(b) for the Posts in BPS-1 to BPS-16 as specified in Appendix-B-II.

18. Health and Fitness.— No person shall be appointed to a post in the Service of the Authority unless he has been certified to be physically fit for service, by the medical officer duly authorized in that behalf by the Authority or the Medical Board as constituted by the Government for its employees:

Provided that an employee in BPS-1 and 2, appointed against a temporary vacancy of less than six month's duration shall not be required to produce such medical

certificate.

19. Verification of References, Antecedents and Documents.— All employments in the Service of the Authority, shall be subject to

(a) a satisfactory report from at least two references mentioned by the candidate.

(b) satisfactory verification of antecedents of the candidate.

(c) verification of the educational documents submitted by the candidate/

employee by Human Resource Branch from concerned boards and universities; and

(d) verification of experienced antecedents of the candidates from the previous employers.

Any adverse report shall be viewed seriously and may affect the recruitment decision.

20. Compensation Negotiations. — All decisions on salary for casual/ work charged contractual employment/ consultants shall be negotiated / made by Human Resource Branch.

21. Conditions of appointment. — (1) Appointment by contract shall be made on specific terms and conditions, which should be accepted by the candidate who is being appointed.

(2) A model form of contract is given in Appendix-C. This form may be followed in all cases of contract appointment. Any change in terms and conditions specified in the forms, if required in any individual case, shall be made with the approval of Board.

22. Physically Disabled and Handicap Persons. — Efforts shall be made as a social responsibility of the Authority, to meet the regulatory requirements for filling the 2% quota reserved for disabled and handicapped persons.

23. Re-employment in the Authority Subject to the regulation 9 and 10, the Authority may re-employ former staff members keeping in view the needs and requirements of

the Authority. However, it shall not re-hire under any circumstances those ex-employees who were terminated / discharged / dismissed / asked to submit forced resignations due to any disciplinary action.

24. Probation in Service of Authority (1) All the employees appointed in the Service of Authority shall remain on probation for a period of three (3) months, which may be extendable to another one month, if necessary.

(2) The performance of all such employees shall be monitored and evaluated during their period of probation by the head of their relevant Branch, who before the expiry of the 75th day after the joining of the employee on probation, will forward a "Probationary Evaluation Report along with his recommendations to the appointing authority.

(3) On satisfactory completion of probationary period or extended period of probation the employee concerned shall be allowed to continue with his job, otherwise the appointing authority shall order him to be discharged/ relieved from his service, immediately.

25. Appointing Authority. The authorities competent to make appointments to various posts in the Service of Authority shall be as mentioned here under:

Sr. POSTS AUTHORITY

No.

1 Basic pay scale 20 — Government.

2. Basic pay scale 16 to 19 — Chairperson/Chief Secretary.
3. Basic pay scale | to 15 — Administrative Secretary.
4. Adviser, consultant, expertise, — Authority

casual/work charged based

contractual posts or other such posts
on contract basis

26. Selection Committees. — (1) All Appointment to the posts in the Service shall be made on the recommendations of the appropriate Selection Committee.

(2) The Composition of the Selection Committees mentioned herein above sub-regulation (1) shall be as under:

Provided that the Chairman of the Committee may co-opt any other person as a technical member where in his opinion an expertise of the relevant field should have to assist the Committee in selection of candidates, however such nomination shall be notified in an office order well before the date fixed for interviews

(a) For Selection against the Posts in BPS-16 and above

SELECTION COMMITTEEF- I

1. Secretary Finance Department — Chairman
2. Additional Secretary (Admin) S&GAD — Member
3. Additional Secretary Law Department — Member
4. Additional Secretary (P&D) Member
5. Managing Director — Member/
Secretary

(b) For Selection against the Posts in BPS-1 to BPS-15

SELECTION COMMITTEE- II

1. Managing Director BPPRA — Chairman
2. Additional Secretary (Regulations), Finance — Member
Dept.
3. Deputy Secretary (Services II), S&GAD. — Member
4. Deputy Secretary (Law Department) — Member
5. Director (Admin/Finance) BPPRA — Member/
Secretary

(3) All the posts of Adviser, Consultant, Expertise or other such posts of technical nature created on temporary basis for a specific period or permanently and require to be filled

on Contact Basis, may be referred to a special Selection Committee constituted by the Board for the purpose, with such composition as it may deem fit.

(4) The Selection Committees shall, as far as possible, recommend the name of their selected candidate for the approval of the appointing authority, from and in a panel of 3 names for each vacancy.

(5) The appointing authority shall not be bound to accept the recommendations of the Selection Committees in any case, but the reasons in all such cases for non-acceptance of the advice of the Committee shall be recorded:

Provided that:

(a) if the appointing authority other than the Board of Director does not agree with the recommendations of the concerned Committee, it may report the case to the Chairperson of the Board, whose decision thereon shall be final; and

(b) if the Board does not agree with the recommendations of the concerned Committee, the Board shall not pass any order unless the concerned Committee has not been given an opportunity to justify its recommendations.

27. Recruitment Process. — (1) Recruitment process starts with requirement of staff received from branches/head office departments through annual Human Resource budget which is presented to the Board through Managing Director by Human Resource for

approval. A requirement for recruitment shall arise in order to fill a position which may have become vacant due to departure of an existing employee or budget of additional staff requirement. It is the responsibility of the concerned department head to ensure that the Position Requisition is completed and sent to Human Resource Branch as soon as possible.

28. Applications-Short listing.— All applications will be collected through BPPRA Job Application Form available on the Authority's website <http://www.bppra.gov.pk>. Screening and short listing shall be done by Human Resource Directorate (HRD) from stock of the

applications which have already been held in record with Human Resource Directorate (HRD), through employee referrals, advertisement in the newspaper or advertisement on the Authority's Website.

29. Written Tests. — All entry-level staff in BPS 5 and above for appointment in the Service of the Authority may be required to appear in the test to be conducted by Human Resource Branch. The minimum passing marks for clearing the test shall be determined by the Management from time to time.

30. Calls for Interview. — All short listed candidates will be informed through telephone calls and via E-mail at least two days prior to the date of interview by the HR Directorate/Branch.

31. Files for Selection Committees. — The Human Resource Branch will be responsible for preparation of files for the members of Selection Committees, which will

consist of the following:

(a) Profile of shortlisted candidates enlisting name, education, institution and experience details;

(b) Interview Assessment Sheet;

(c) Job application form; and

(d) These files should reach all the committee members at least one day prior to the date of interview.

32. Interviews. — (1) The interviews shall be conducted by the concerned Selection Committee. For all senior level positions a panel of at least three candidates shall be selected/ short-listed according to their positions on merits, for consideration of appointing authority.

(2) Selection Committee will evaluate each candidate against the selection criteria and will record its assessment on Interview Assessment Sheet. As a result of above exercise, the Selection Committee will finalize a list of most suitable candidate along with at least two other potential candidates as reserves for each vacancy/ post, whereon the Approval of competent authority will be taken.

33. Reference Checks. — References are a critical part of the selection process. Human Resource Branch should conduct reference checks for only the most competitive candidates and before a recommendation is made to the appointing authority:

Provided that reports may be obtained in writing (via e-mail or through urgent post). Information gathered from all referees is included as part of the selection decision.

34. Appointment Letter. — (1) After approval of the Appointing Authority, the selected candidate will be issued an Appointment Letter stipulating basic terms of employment, salary and benefits and any other relevant information. This letter will be issued by the Director Admin.

(2) A copy of appointment letter will be send to Finance and Accounts for salary purposes, and administration Branch for benefits and other administrative arrangements, and relevant Departments for placement / adjustment.

(3) The candidate will be given 7 working days to accept the offer. In case of non-acceptance or no response within the specified period, the Director Human Resource will be authorized to issue the same offer to next suitable candidate placed in reserves list. The candidate will be given 15 days as joining time from the date of formal acceptance of the offer.

(4) A model form of contract is given in Appendix- C, which may be followed in the cases of contract appointment, before issuance of the letter of appointment. Any change in terms and conditions specified in the forms, if required in any individual case, may be made with the approval of Chairperson.

35. Medical Check-up. — All appointments are subject to medical fitness of the candidates. The selected candidates must undergo a medical check-up as provided here above in regulation 18, and to submit his medical reports for such test before joining. If the candidate is found medically unfit as per the Authority's requirements, the offer will be considered as cancelled.

36. Commencement of Job.— The new individual will be required to submit a joining report to the Department Head. Concerned Department will forward Joining Report and Job Description of the new employee to Human Resource Branch.

37. Documentation.— All employees will submit the following documents on the first day along with their joining report to HR Directorate/Branch:

- (a) three photographs;
- (b) photocopy of National Identity Card;
- (c) attested copies of Educational and Experience Certificates; and
- (d) Bank Information i.e. Account number, name of the Bank, Branch name and Code number and Address.

38. Orientation. —(1) All new employees, according to their Grades, will be given orientation. This will cover the following areas:-

- (a) Overview of the Organization ;
 - (b) Organization's Mission, Vision and Department's Objectives;
 - (c) Human Resource Policies and Benefits;
 - (d) Departmental Working Procedures; and
 - (e) Duties of the Individual.
- (2) The Human Resource Branch and respective Department/Branch will be responsible for development and coordination of the orientation program.

PART II— SALARY, BENEFITS, LEAVES AND MEDICAL FACILITY

A — SALARY AND BENEFITS

39. Salary Structure.— (1) Gross salary of an employee shall comprise of three (3) components, Basic Salary, Regular Allowance and Additional Special Allowance.

(2) Net Salary of an employee will be arrived at by deducting, income tax, loans installments, and any other statutory deductions from Gross salary.

(3) Various components of salary shall be as follows:

(a) Basic Salary

(i) basic salary of an employee shall be determined by the respective grade;

(11) the annual increment will be allowed as per prevalent Government Rules and regulations.

(b) Regular Allowances All allowances allowed in _ respective Grade/BPS to employees posted in Civil Secretariat will be allowed to the employees of the Authority.

(c) Additional Allowances With the prior approval of the Board the employees of the Authority both Contractual and on Deputation will be entitled for any additional allowance over and above the overall salary and other regular allowances allowed as per rules; and any other allowance as the Government may announce for its civil servants.

40. Benefits.— (1) Transport and Vehicles Subject to feasibility/availability the employees will be entitled for such transport and vehicles as per Policy of the Authority prescribed in Appendix- E.

(2) Mobile Smart Phone Facility The Managing Director will be provided with Blackberry or any other Smart Phone facility for official use of mobile phone. He shall determine maximum limits for the cost of mobile phone set and monthly bills as under:

- (a)
- (b)
- (c)
- (d)
- (e)

41. Leaves. —

Guidelines for the cost of mobile phone set along with monthly usage limit shall be prepared by Human Resource Branch for review/approval of the Managing Director periodically;

Minimum replacement life of mobile phone set will be 3 years after which new mobile phone will be provided to the executive concerned, provided that same is not in working condition.

The mobile phone cost shall be expensed out in the year of its purchase;

In case the mobile phone set is totally damaged or lost before completion of two years of its useful life, the same shall be replaced with the approval of competent authority;

The monthly mobile ceilings for management cadre are as per following entitlement—

Grade Monthly limit

BPS-20 and Above Rs 4,000

B— LEAVES

Balochistan Civil Servants Leaves Rules 1981 will apply to the employees of the Authority.

C — MEDICAL FACILITY

42. Medical Facilities. — The Employees in the Service of the Authority and their

family will be entitled to free medical treatment and to claim reimbursement of medical expenses as mentioned in the following regulations.

43. Reimbursement of Medical Expenses. — Expenses shall be reimbursed for medical treatment

(a) to the employees and their dependents, which include

(i) spouse;

(11) dependent children i.e. son up to the age of 23 years and daughter up

(iii)

to their marriage; and

parents;

(b) all employees shall be required to furnish an undertaking to the above effect as specified by Authority.

44. Entitlement for Treatment. — Employees/their dependents shall be entitled to

(a)

(b)

hospitalization for surgery and serious illness requiring indoor hospitalized treatment;

to avail treatment from any private or public sector hospital/clinic of their choice in Balochistan and any other hospital/clinic in other sister

provinces which are on the approved list of the Government for its civil servants;

(c) maternity related treatment two times in the entire service i.e. with expenses not exceeding one basic salary during a calendar year. In this respect expenses, such as normal / C-section delivery of child, abortion and DNC, shall be included and considered as maternity related expenses and

(d) the employees of the Authority and their eligible family members will be entitled for outdoor treatment expenses. The Authority shall bear the cost of outdoor medical consultation, Medicines and pathological and laboratory tests. The entitlement will be not more than 5% of gross salary per month for all grades. If an employee does not avail the 5% amount on presentation of actual bills each month, the amount will neither be carried forward to the next month nor will it be claimed as cash.

45. Nature of Expenses. —All expenses in hospital including, room rent, laboratory tests, surgeon fee, medicines, any other relevant charges, shall be covered in hospitalization expenses.

46. Entitlement Limit— (1) Employees shall be entitled to reimbursement of medical expenses on presentation of original bills along with Discharge Slip and a summary of treatment given at the hospital/clinic, subject to following maximum limits:

(a) | BPS-17 and Above - upto 5 basic salaries in a calendar year; and

(b) BPS-1 to 16 - upto 7 basic salaries in a calendar year

(2) Within the above entitlement maternity related expenses shall be limited up to

one basic salary in a calendar year.

(3) In case, medical expense exceeds the available limit, 50% of the expenses over and above the limit shall be reimbursed by the Authority, while remaining expenses exceeding the entitled amount will be borne by the employee concerned. However, reimbursement cases of fatal diseases shall be considered subject to the approval of Competent Authority.

47. Non-cashable / Non-accumulation. — The medical entitlement shall be a facility, and not a benefit. Hence, it shall neither be cashable nor be accumulated and shall lapse at the year-end.

48. Sanctioning Authority. — The Managing Director or an_ officer

delegated with such powers by the Managing Director shall be the Competent Authority to approve the expenses for medical treatment as per these regulations.

49, Punishment on Misuse of Facility. In case an employee is found to have misused the hospitalization facility by way of submitting any claim for non-entitled dependents, or

through forged bills, he shall be subject to disciplinary action, which may result in dismissal or termination from the service of Authority.

PART IV — GENERAL CONDITIONS AND RECORD OF SERVICE

A — GENERAL CONDITIONS

50. Conduct and Discipline.— The employees shall, for the purposes of conduct and

discipline, be governed by the Balochistan Government Servants (Conduct) Rules, 1979¹ and the Balochistan Employees Efficiency and Discipline Act, 2011² (Act No. VI of 2011) as in force for the time being and as here in after amended from time to time.

(2) Without prejudice to anything to the contrary contained in the Balochistan Government Servants (Conduct) Rules, 1979³, the Employee of the Authority shall follow the Code of Conduct as enumerated in the Policy of the Authority prescribed in Appendix- D

51. Whole-time Employee of the Authority.— (1) All employees in_ the Service of the Authority, shall be whole time employees and no employee shall, except with prior permission of the competent Authority in appropriate cases, undertake any

outside employment or office or engage in any trade, occupation, commerce or business activity with remuneration or otherwise on his own account or for any other person or work other than his official duties.

(2) Except or otherwise provided, the whole time of an employee shall be at the disposal of the Authority and he may be required to perform, without additional compensation, such duties as the competent authority may deem fit in the interest of the Authority.

52. Liability to Serve. —_ All the employees in the Service of the Authority, shall be liable to serve anywhere i.e. either at the principal seat of the Authority or at any other place where the Authority may establish its office, under the orders of the Managing Director

as per the exigency of the work and requirements of the offices of the Authority.

53. Employment may cease.— The service of an employee may cease in the following circumstances:-

(a) by resignation subject to the provisions of the regulation 54 of these regulations;

(b) on termination of the contract or completion of his period of contract;

(c) on reaching the upper age limit in the Service of the Authority or the age of superannuation, as the case may be;

(c) due to permanent disability which in the opinion of the Medical Officer renders him unfit for service; and

(d) by removal, dismissal or termination from service as a penalty in accordance with the Balochistan Employees' Efficiency and Discipline Act, 2011⁴.

These rules were framed under Civil Servant Act, 1974 (Act IX of 1974); and published in the Balochistan Gazette (Extraordinary) No. 84, dated 29th July, 1979.

This Act was passed by the Balochistan Assembly on 29th June, 2011: assented to by the Governor of Balochistan on 2nd July, 2011: and published in the Balochistan Gazette (Extraordinary) No. 207, dated 4th July, 2011.

These rules were framed under Civil Servant Act, 1974 (Act IX of 1974); and published in the Balochistan Gazette (Extraordinary) No. 84, dated 29th July, 1979.

This Act was passed by the Balochistan Assembly on 29th June, 2011: assented to by the Governor of Balochistan on 2nd July 2011: and published in the Balochistan Gazette (Extraordinary) No. 207, dated 4th July, 2011.

54. Resignation. — (1) An employee may resign his appointment after giving notice of his intention to do so or by forfeiting pay in lieu thereof. The period of notice shall be:-

- (a) fifteen days in the case of probationers;
 - (b) one month in the case of temporary employees; and
 - (c) three months in the case of all other employees.
- (2) The employees shall forfeit his pay for the unexpired period of notice in case

he wants to be relieved off his duties before the expiry of the notice period; however the Authority may relieve him of his duties at any time:

Provided that the resignation shall be effective on it's acceptance by the Competent Authority.

(3) If an employee leaves service before acceptance of his resignation and without handing over proper charge of his office, he shall be liable to dismissal from service.

(4) Resignation once accepted shall not be withdrawn unless permitted in exceptional circumstances for reason to be recorded.

55. Termination of Service.— (1) Service of an employee can be terminated by the competent authority at any time

(a) by discharge at any stage of a contract period due to unsatisfactory performance;

(b) by abolition of post;

(c) for any other good and sufficient reason to be recorded in writing by giving

(i) fifteen days notice or pay in lieu thereof during probation period;

(11) one month's notice or pay in lieu thereof after the expiry of the probation period in case of a temporary employee; and

(111) three month's notice or pay in lieu thereof in case of all other employee.

(2) The employee shall be entitled to the pay for the unexpired period of notice in case he is relieved of his duties before the expiry of the notice period.

B — GRIEVANCE AND PROCEDURE FOR RESOLUTIONS

56. Grievance and Procedure. — (1) Every eligible employee in the Service of the Authority may express his grievance that he may have affecting his employment and approach different levels in the organization of the Authority, to address his grievance.

(2) Every eligible employee with a grievance shall have the right to present the grievance in accordance with the following procedures without fear of reprisal:—

(a) the employee in the first instance shall try to settle the grievance with his immediate supervisor;

(b) if, is not possible or does not resolve the grievance, then he should contract the next level up, which may be the head of the Branch or the Region;

(c) the supervisor or the head then attempts to resolve the grievance;

(d) if the above channels cannot resolve the matter, the final step for the

employee is to put his grievance in writing to the Director Human Resource, whereon the Director Human Resource or Assistant Director Grievance or any other officer authorized in this respect, mediates an attempt to arrive at a satisfactory solution, and confirms any decision/proposed action to the employee.

(3) Any grievance not filed pursuant to the provisions of this procedure within (7) seven business days of the event on which such a grievance is based, shall be deemed to have been waived and no relief shall be granted thereon.

57. Grievances and Complaints. —

(1) Informal Stage: Before an employee files a formal written grievance, the employee and his immediate supervisor must make a good faith effort to resolve the issue informally except in situations where a special hearing officer was appointed to conduct the hearing on a complaint. A good faith effort shall consist of a face-to-face meeting between the employee and his/her immediate supervisor to discuss the issue and resolution. The filing of a formal, written grievance shall not preclude continuing a good faith effort to resolve the grievance. The good faith effort does not extend the time limit(s) included in the grievance procedure.

(2) Formal Stage: Within seven (7) business days following the event, on which the grievance is based, an eligible employee may file a formal written grievance with the Branch/ Director as under—

(a) the grievance must be filed on forms developed by the Human Resource Branch.

(b) the grievance must be specific and refer to an issue that can be acted upon.

(c) the contents of a formal written grievance and settlement desired

cannot be changed after it is submitted.

(d) a copy of the grievance shall be immediately forwarded by the Director concerned to the Human Resource Director and the immediate supervisor of the employee.

(e) within seven (7) business days after receipt of the formal grievance and after reviewing all the facts pertaining to the grievance, the concerned Director or his designee shall provide a written response to the employee who filed the grievance;

(f) if the concerned Director does not respond to the employee grievance within seven (7) business days, the grievance will be automatically appealed to the Head Office/Managing Director.

(2) If the decision of the concerned Director is not satisfactory to the employee who has filed a grievance,

(a) the employee may, within seven (7) business days of receipt of this decision, appeal that decision in writing to the Managing Director;

(b) the employee's written appeal to the Managing Director shall be filed with the Managing Director. The Managing Director will not be part of the grievance procedure at any stage except the Appeal, at which stage he may appoint an Appeals Committee to hear the final proceedings;

(c) the appeal to the Managing Director and his appointed Appeals Committee must include a copy of the original Employee Grievance Application/ Form (and all pertinent attachments provided by grieving party and/or concerned Branch's Head);

(d) the appeal must not contain any changes, deletions or addendum's to the initial grievance, settlement desired and/or replies;

(e) should the Director Human Resource response to the Grieving Party indicate that the issue cannot be grieved under above procedures, the Grieving Party nonetheless can file an appeal;

(f) the appeal against the decision will be forwarded to the Appeals Committee Chairperson or his designee for review. Within fifteen (15) business days, the Chairperson will issue a decision as to whether the Appeals Committee will accept the appeal for a hearing. The decision of the Chairperson or his designee shall be based on the provisions outlined in this section. An affirmative decision will allow the appeal to proceed. A denial will end the internal administrative remedies.

(3) Hearing in Appeals Committee: Within fifteen (15) business days from the filing of the employee's appeal,

(a) the Appeals Committee shall schedule a hearing on the grievance before the Appeals Committee;

(b) Human Resource shall prepare posting of the notice at least seven (7) days prior to the hearing;

(c) The notice shall be distributed to the complainant, Chairperson of the Appeals Committee and members, the immediate supervisor of the complainant, his department Director, the Human Resource Director.

(4) The following shall constitute the conditions of representation during a hearing before the Appeals Committee:

(a) the employee who has filed a grievance will represent himself/herself before the Appeals Committee. The Grieving Party may have one (1) observer of his/her choice present at the hearing.

(b) the immediate supervisor of the employee who has filed a grievance will represent the Authority in grievance hearings before the Appeals

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(c)

(d)

Committee. One (1) next level supervisor may serve as an observer during the hearing.

observers for the aggrieved and the Authority will not participate in any manner during the hearing before the Appeals Committee. Failure to adhere to this requirement and/or for being disruptive, may force the exclusion of the observer(s) from the hearing. The Appeals Committee shall make the determination on excluding an observer. The aggrieved employee and the immediate supervisor are responsible for providing the observer(s) with any information and documents. The observer(s) shall be identified and his/her name(s) provided to the Appeals Committee seven (7) business days prior to the hearing.

if the aggrieved employee is the Authority Attorney, or a staff Attorney, the Authority will be represented by an attorney of its choice.

(5) General Principles: Neither the Authority, nor the aggrieved employee, nor their observer(s) shall have any direct contact either orally or in writing with any member of the Appeals Committee prior to the hearing, and after the hearing, until the written decision of the Board is made public,

(a)

(b)

(c)

(d)

(e)

it shall be the responsibility of the Authority designee to schedule or reschedule a hearing, accept the witness list and name(s) of observer(s);

it shall be the responsibility of the aggrieved employee and the Authority to provide any other information, documentation or copies requested by the Chairperson of the Appeals Committee;

all pertinent documents shall be provided to the Authority designee at least seven (7) business days prior to the scheduled hearing;

the Appeals Committee shall use its discretion as to whether to accept a document(s) not submitted in a timely manner;

the Authority shall provide an employee who will make an audio recording of the proceedings. A grieving party desiring a complete verbatim transcript shall provide for such a report at his/her expense.

(6) Authority of the Appeals Committee: | The Appeals Committee shall have authority to call for the attendance of a reasonable number of pertinent witnesses and the

production of documents, to administer oath from witnesses, to examine witnesses, including the employee and his/her supervisor, and to hear all evidence properly brought before it

(a)

(b)

all pertinent witness lists shall be provided to the MD or designated person by him at least seven (7) business days prior to the scheduled hearing;

the Appeals Committee shall use its discretion as to whether to accept a witness (es) whose name was not submitted in a timely manner.

(7) Witnesses to the Grievance Procedure: Any employee who is called as a witness before the Appeals Committee is required to attend the hearing. Failure to appear after receiving a written notice may result in disciplinary action:

Provided that the Human Resource Director, Authority Attorney and their respective staff shall be exempted from being called as a witness for either the Grieving Party or the Authority except by direct order of the Managing Director.

(8) Limitations of Appeals Committee: The Appeals Committee shall have no authority

(a) to modify job classifications or related wage rates, nor shall it have the authority to change the intent of any personnel policy or grievance procedure.

(b) to grant back pay to any employee for any period prior to the date of the event upon which the grievance is based;

(c) for a decision or recommendation in any particular case which shall affect retroactively, or in the future, any other employee grievance; and

(d) pass a decision or recommendation that shall not be based upon the

evidence presented at the hearing. Furthermore, the decision or recommendation shall be specific and pertinent to the grievance issue.

(9) Closure: Within fifteen (15) business days from the date of the hearing,

(a) the Appeals Committee through its Chairperson or his designee shall, at an open meeting, render its decision or recommendation which may then be publicly posted;

(b) should the Appeals Committee want to comment on issues that were not contained in the grieving party's grievance appeal, but were discovered during the hearing, it may do so by submitting a supplemental comment report to the Managing Director for his review. The supplemental comment report is not considered as or made a part of the grievance decision or recommendation;

(c) the Appeals Committee shall immediately send a copy of the decision/recommendation to the Managing Director, the department Director concerned the Human Resource Director, and the grieving

party.

(10) Decisions rendered by the Appeals Committee on the grievance issues of loss

of pay, written reprimand, suspension, reclassifications, transfers, reassignments and changes in shift rotations resulting from a disciplinary action shall be final and binding on all parties.

(11) The Managing Director must approve or reject, in writing, the recommendation of the Appeals Committee, which deals with the termination of an employee.

A grievance recommendation relating to a termination that is rejected by the Managing Director shall end the internal administrative remedies.

58. Appeal. — (1) An employee shall have the right of appeal or making an application for revision or review against imposition of a penalty passed by the competent authority or an order as prescribed herein the above Regulations.

(2) An appeal against imposition of penalty or an order as prescribed in these regulations, in case of an employee serving in (BPS | to 15) shall lie to the Managing Director and in case of employees in (BPS 16 to 19) shall lie to the Chairperson.

59. Limitation. — The period for an appeal under regulation 58, shall be thirty (30) days from the date of the order complained of.

C— RECORD OF SERVICE

60. Record of Service. — (1) A record of service of each employee in the service of the Authority, shall be maintained in such form as may be prescribed by the Managing Director.

(2) Confidential Annual Reports on the performance of an employee shall be recorded in such form and manner as prescribed for its Civil Servants by the Government in its rules.

(3) Adverse remarks, if any, shall immediately be communicated to the employee concerned for remedial measures and improvement.

61. Date of Birth. — Every person appointed in the Service of the Authority shall, at the time of appointment declare his date of birth in christen era with confirmatory documentary evidence such as Matriculation Certificate, Middle or Primary School Leaving Certificate and Municipal or NADARA Birth Certificate, which once recorded in the service book/ record of the Authority shall be considered final for all purposes:

Provided that for recording the age, the date of birth entered in matriculation certificate shall be considered as conclusive proof for the age.

(2) Where the person appointed by initial recruitment is illiterate and failed to produce any other confirmatory evidence as per sub-rule (1), his age shall be considered/ recorded as per his National Identity Card.

(3) For the upper age limit the Rule -3 of the Balochistan Government Initial Appointment to Civil Services Posts (upper Age Limit) Rules 2012 will apply.

PART V— ROTATION/ TRANSFER

62. Rotation/Transfer Objective. — The Authority to achieve the following objects, may by Rotation / Transfer any of its employee from one location to another or from one position to another:

(a) to create an ongoing supply of well trained, broadly experienced, well-motivated employees who are ready to step into key positions as needed;

(b) to enable a flow of staff members through various departments with

the view of developing them into the culture and processes.

(c) to align the future staffing needs of the Authority with the availability of appropriate resources;

(d) to define employee career path, which will help Authority to train and retain a pool of suitably qualified employees;

(e) to accelerate the career development of employees with outstanding performances;

(f) to sustain productivity, enhance internal control and minimize

chances of internal frauds;

(g) to minimize the effects of job poaching and job hopping by creating a work environment in which employees are aware that there are prospects for advancement;

(h) to provide staff with developmental opportunities, consistent with the staff performance management goals of the Authority.

63. Types of Rotation / Transfer. — Transfer by rotation may take place in any of the following two forms:

(a) Intradepartmental Rotation: The first Line Supervising Director of the employee may rotate an employee within his Branch with / without the employee's consent, but must intimate the employee in advance. Such job rotation shall be effected in line with the general career plan of the employee in each category. Job rotation may also involve more than one employee where interchange of assignments is to be made.

(b) Interdepartmental / Unit / Office/Region Transfers: Any transfer of an employee entirely into a new set up shall be executed strictly in accordance to the guidelines mentioned herein. All such transfers shall be against pre-approved positions that are unoccupied due to any reason (new position, resignation/transfer/dismissal/death of the previous incumbent etc.). The transfers may be voluntary or involuntary.

64. Need-based Transfer. — The Management may make arrangements for initiating transfer(s) as deemed necessary keeping in view the nature of assignment and preferred management consent of the concerned Line Supervising Directors of both locations shall be obtained and held on record. TA/DA shall be admissible as per rules for cases where change of residence is to be undertaken and as stated by the competent authority other than cases which does not justify award of such allowance / grant due to insignificant costs. The change of residence shall mean to involve a reasonable distance between the employee current location and the proposed location where same day travel to / from is not possible.

65. Voluntary Transfer. — (1) All those employees who wish to be rotated in future may submit their requests to Human Resource Branch through proper channel against internally advertised positions. Employees completing certain number of years in a particular department / position (three years or as announced by the management from time to time) may also opt for voluntary transfers into other relevant areas through proper channel subject to the available budget / requirement at the new location.

(2) Mutual transfer between two staff members of any department where employees (Director Grade & Below) in both departments agree to switch on genuine need

basis in similar functions / related experience, is also possible and allowed subject to the condition that consent of all concerned Line Supervising Directors is held on record.

(3) No TA/DA, travel grant or relocation allowance shall be admissible in case of transfer upon employee(s) own request(s).

66. Transfer Responsibilities. — (1) Staff members shall not be transferred more than once during the year. Any transfer affected more than once shall be fully justified by the recommending / approving authorities.

(2) Once the transfer has been approved, the immediate Line Supervising Director of the transferee shall ensure that the incumbent must be transferred out immediately but not later than 15 days from the date of approval / issuance of the letter, unless specified otherwise in the transfer letter.

(3) The handing / taking over formalities shall be completed as per procedure.

(4) An employee who is to be rotated under terms of this policy will be expected to attend training programs as may be required for effective performance of the duties.

67. Competent Authority for Transfer, —(1) All cases of transfers / intradepartmental rotations shall be approved by the Managing Director or an executive authorized by the Managing Director. All job rotations / transfers within the same department / unit / office shall be authorized by the respective Branch head / Unit / Senior most Executive at the respective office under intimation to all concerned and HRD.

(2) Any interpretation to and the deviations / relaxations / waivers in the above policy matters shall be granted by the Managing Director.

68. Transfer posting. — (1) The Managing Director or any other officer of the Authority delegated with such powers, may transfer an employee any time in the exigency of the service, from the Head Office to any of its office situated in any other place, a Branch Office or to any of the Research Centre or Projects under its administrative control.

(2) The employee on transfer posting under sub-regulation (1) will be entitled to the joining time and TA/DA as prescribed here under in these regulations.

PART VI- TRAVELLING AND DAILY ALLOWANCE

69. Travelling within Country. — (1) An employee travelling inside the country on official duty or on transfer from one station to another or training, will be entitled to such allowance to meet his expenses for travelling and stay, and for transportation of household effects on permanent transfer, as prescribed in the under mentioned regulations.

(2) The allowance admissible to an employee shall be subject to the following conditions:

(a) travel, on official duty must be undertaken with the approval of the competent authority that is the Managing Director or any other officer of the Authority delegated with such powers by the Managing Director by a notification: Provided that the Managing Director or the

officer delegated with such powers, while giving

(b) permission shall give due consideration the usefulness to the institution of the proposed travel;

(c) families accompanying officers travelling on official duty shall not be paid for by the Authority, unless accompanying on transfer;

(d) duration of stay at a station should be limited to the authorized period, any stay beyond the authorized period must be approved by the competent authority, else it shall be at the expense of the individual;

(e) only such expenses as are incidental to the official stay would be permitted all personal or unjustified expenses e.g. personal entertainment etc. shall not be included in the bill; and

(f) official entertainment during the tour should be with prior approval of the competent authority and paid for and claimed separately.

70. Entitlement on Transfer.— An employee travelling inside the country under an order of transfer from one station to another, will be entitled of Transfer Grant, Travel

Allowance and Daily Allowance etc. at the following rates:

- (a)
- (b)
- (c)
- (d)
- (e)

Transfer Grant (Luggage):

BPS-19 & Above BPS-17 & 18 BPS-16 & Below
Two 5-ton Civilian One 5-ton Civilian 100 meds.
Trucks; or one Truck; or one

Railway wagon 'C' Railway wagon 'C'

Provided that for reimbursement the claim shall be supported by Truck Receipt/Rail Receipt/Airway Bill/ Packer and Mover's bill as applicable.

Travel Grant: On transfer, the staff will be entitled to tickets on BPPRA account for self, spouse and dependent children, as per their entitlement and would be paid half gross salary to compensate for relocation, not exceeding the following:-

Grade Married Unmarried

BPS-19 and Above Rs 15,000.00 Rs 10,000.00
BPS-17 and 18 Rs 10,000.00 Rs 5,000.00

BPS-16 and Below Rs 5,000.00 Rs 3,000.00

Transportation of personal Motor-Car/Motor-Cycle: Transportation of personal motor car/ motor cycle shall be allowed for actual expenses;

Joining Time: On transfer, an employee will be allowed joining time, not exceeding 7 days or as per the instruction of the competent authority, excluding Sundays and gazetted holidays;

Entitlement at the time of joining: Tickets & other transportation expenses for self/family may be provided to a newly appointed employee who is joining the Authority at a location different from his

last working location at his previous organization subject to approval by Managing Director at the time of appointment;

71. Entitlements on Local Travel. —

(a) Class of the mode of Travel: Officers shall be allowed to travel by Air or A.C. by train while on official duty/transfer as under:

- (i) BPS-20 and Above : Economy Plus Class
- (ii) BPS-18-19 : Economy Class

(iii) Officers in BPS-17 will be entitled to travel by train in A.C. and Air, if exigencies of service so necessitate and in case where the travelling distance is more than 200 KM's, the officers shall be allowed to travel by air, with the prior approval of the Competent Authority; or

Mileage Allowance: Mileage Allowance for Officers on official duty, if he uses his own transport shall be paid following allowance:

- G) ByCar : Rs.10.00 per KM.
- (ii) By Motor-Cycle/Scooter : Rs. 6.00 per KM.

(b) For BPS-16 and Below

Public Transport:

(Gj) By Taxi : _Rs.5.00 per KM Actual

(ii) By Wagon : Rs.2.00 per KM or actual (single seat basis) whichever is lower.

72. Accommodation while on Tour.— (1) The Officers and other employees of

the Authority will be paid, at rate of four Daily Allowances (one normal plus three extra) in lieu of hotel expenses while in travel within Pakistan.

73. Reimbursement of Expenses. — An employee may claim reimbursement of the following expenses per day, (a day means calendar day beginning at midnight and ending at the next midnight)

- (a)
- (b)
- (c)
- (d)

Fare: Fare includes the cost actually incurred for reserving accommodation by air, rail or bus as per entitlement;

Travelling Expenses: Travelling expenses means an expense given to meet the cost of a particular journey calculated according to the distance travelled;

Hotel Expenses: Means an expense given to meet the hotel expenses for stay at out station, which includes Room Rent, Government Taxes, food and Laundry, if any;

Conveyance Expenses: Conveyance expenses cover the expenses of transport from residence up to the place from where the journey will commence i.e. bus stand, railway station, or

(e) airport and back, at permanent location and from railway station or bus stand and airport whatever the case may be up to the place of duty and back at the station of temporary duty;

(f) Daily Allowance: Daily allowance means a payment to an employee as per rules in force for any day during which he is absent from permanent station on duty undertaken with the approval of the Competent Authority, to cover the ordinary expenses incurred by him in consequence of such absence. Daily Allowance will be admissible—

(i) in the case of temporary duty to station other than where permanently posted, should be regulated by exigencies of services but at least six hours continuous absence from regular place or one day will be necessary to become entitled to daily allowance;

(11) for each calendar day will be admissible for the period of absence from Head Office/area office (including time spent in transit):

Provided that not more than one daily allowance will be admissible on any calendar day and a fraction of a calendar day will be considered as a full calendar day for all purposes;

(111) for period of forced delay in transit will be treated as a part of the total transit period; and

(iv) for Sunday and other public holidays falling during the period of an employee's temporary duty at an outstation:

Provided that if an employee takes Casual Leave at any stage of the tour he shall not be entitled to any Daily Allowance including the hotel room rent for the period of such leave.

74. Rate of Daily Allowance. — The Officers and employees of the Authority will be entitled to claim Daily Allowance at the rates allowed to government employees in their respective pay scales.

75. Travelling Abroad. — The entitlement for stay and daily allowance during overseas visit of the employees will be as per applicable government rules:

PART VII— MISCELLANEOUS PROVISIONS

76. Interpretation of these Regulations. — The power of interpreting these Regulations is reserved to Managing Director and decisions made by him shall be final:

Provided that where the question raised could not be resolved and if it is considered necessary to obtain an approval of the Board, the same may be referred to the Board for a decision thereon.

77. Difficulty in giving Effect to these Regulations. — (1) If any difficulty arises in giving effect to any of the provisions of these Regulations, the Chairperson

may make such order, not inconsistent with the provisions of these Regulations, as may appear to him to be necessary for removing the difficulty, however, the same shall be presented in the next meeting of the Board for consideration and approval of the Board.

(5) Where these Regulations makes any provision for anything to be done but no provision or no sufficient provision has been made as respects the authority by whom, or the time at which, or the manner in which it shall be done, then it shall be done by such authority, at such time, or in such manner as the Managing Director may direct after obtaining an approval of the Chairperson the views of the Board, however, the same shall be presented in the next meeting of the Board for consideration and approval of the Board.

78. General Rules. — In all matters not expressly provided for in these regulations, all the employees in the Service of the Authority, shall be governed by such rules and regulations as have been or may hereafter be prescribed by Government or the Board and made applicable to them or otherwise as already prescribed by the Government.

79. Relaxation. — Any of these rules may, for reasons to be recorded in writing, may be relaxed in individual cases, if Board is satisfied that a strict application of these regulations would cause undue hardship to the individual concerned.

80. Delegation of Powers. — The Board, Chairperson or the Managing Director may delegate all or any of its powers under these regulations to any officer subordinate to it.

By Order of
CHIEF SECRETARY/ CHAIRPERSON
BOARD OF DIRECTOR
Balochistan Public Procurement Regulatory
Authority

(Managing Director)
Balochistan Public Procurement
Regulatory Authority

(See Appendix on next page)

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APPENDIX— A

{{See Rules 3(1) (d) and 5 (1) (4)}}

Equivalent Number of
BPS/Fixed Pay Posts

Managing Director 2

Director (Admin/ Finance) 18/19
Director (Capacity Building)
5.

0
Procurement Specialist (Goods &
Services)

8

Name of Position

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APPENDIX — B-I

{{(See Rules 3 (1) (d), 5 (2), 9 (3), 12 (1) (2) and 17 (a))}}

POSITION DESCRIPTION (for post of B-17 &above)

Serial No. 1

Managing Director

JOB TITLE Managing Director DEPARTMENT/ | BPPRA
DIVISION

REPORTS TO Board of Directors LOCATION Head Office, Quetta

TERMS OF Deputation / Contract GRADE 20
SERVICE

IPURPOSE

Managing Director is the head of the BPPRA He has the responsibility of running the organization and taking all strategic decisions for the Authority. MD shall be responsible for the management of the Authority and shall exercise overall control. He will, in all his actions, be responsible and accountable to the Board of Directors.

IDUTIES AND RESPONSIBILITIES

- 1) The MD shall be the Chief Executive and the Principal Accounting Officer of BPPRA
- 2) Develop and deliver on the Authority's strategic plan in the most effective and efficient manner
- 3) Implement the Board's policies and strategies
- 4) Manage resources efficiently and effectively to achieve the Authority's objectives
- 5) Take a leadership role in establishing or developing the Authority's culture and values
- 6) Manage, motivate, develop and lead members of the Management Team
- 7) The MD shall ensure that the;
 - a) Authority's activities are accordingly planned and directed to achieve affirmed targets and standards for desired performance, quality, culture and legislative adherence
 - b) Decisions of the Board of Directors are communicated to all levels of the Authority and are implemented
 - c) All assets are properly utilized and safe guarded
 - d) Staff motivation and loyalty are improved to minimize staff turnover.
 - e) Any other task as and when required.
- 1) Candidate should be a senior civil servant of BS-20 or a reputed professional with

seventeen years post-qualification experience, preferably in public procurement

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- 2) Should encompass leadership qualities and should possess decision taking ability
 - 3) Enthusiastic and ability to create motivation amongst the employees
 - 4) Ready to take challenges and deal with difficult situations
 - 5) Should be willing to work for extended hours and possess expert management skill.
- Serial No. 2

Director Admin and Finance

JOB TITLE Director Admin and | DEPARTMENT/ Admin and Finance

Finance DIVISION branches

REPORTS TO Managing Director LOCATION Head Office, Quetta

TERMS OF Deputation/Contract GRADE 18/19
SERVICE

IPURPOSE

The Director of Admin and Finance is responsible for finance and administration of the Company. He is to ensure effective strategic and operational financial planning, monitoring and reporting to enhance the decision making process of MD and the Board. To ensure BPPRA comply with all statutory and external requirements and regulations. He will be a key player in creating the culture that is required and maintaining BPPRA's healthy financial and administrative wellbeing.

DUTIES AND RESPONSIBILITIES

- 1) Provision of day-to-day management and leadership of the Finance and Administration Branches, taking a lead in the Authority's financial planning, modeling and forecasting processes
- 2) Preparation of forecasts, budgets, year-end accounts, and related analyses
- 3) Control of the financial resources of Authority, overseeing cash flow to ensure funds are available for operational needs, whilst investing reserves to maximize returns
- 4) Direct financial planning and budget management functions, and monitor and analyse monthly operating results against budget
- 5) Recommendation of benchmarks for measuring the financial and operating performance of the Authority's Programmes
- 6) Working closely across Authority to identify, recommend, develop, implement, and support strategic financial solutions
- 7) Working with the Board and senior Supervising Directors to develop the business plan for Authority, and presenting insightful management accounts at Board meetings

8) Ensuring compliance with, and regularly reviewing and updating, all corporate policies

9) Preparing for and overseeing the annual audit process

- 10) Reviewing systems of internal controls, identifying weaknesses and implementing agreed changes
- 11) Overseeing the provision of office equipment, IT and telecoms facilities and managing relations with suppliers.
- 12) Overseeing the drafting and finalizing of contracts, leases and other legal matters
- 13) Property/ Office Management, including ensuring compliance with Health & Safety legislation
- 14) To work flexibly with other members of the team
- 15) To maintain confidentiality over personal information relating to BPPRA staff and clients
- 16) Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

REQUIREMENTS

- 1) CA, CGA, or CMA or MBA
- 2) 10-15 Years of financial and administrative experience with at least 7 years post qualification experience in a senior position, managing Finance and Accounts of large public / corporate entities.
- 3) Knowledge of all related local and international accounting and finance Law, rules and regulations
- 4) Proficiency in financial accounting and reporting, including external statutory reporting and audit
- 5) Management accounting experience including budgeting, forecasting, monthly reporting
 - a) Proven ability for implementing and monitoring financial controls
 - b) Have a strategic outlook with the ability to drive change where necessary
 - c) Staff management experience
 - d) Knowledge of legal and personnel issues
- e) High degree of IT literacy
- f) Communicates English, excellently in orally and in writing and be able to present finding in coherent fashion.

Serial No. 3

Director Capacity Building

JOB TITLE Director Capacity DEPARTMENT/ | Capacity Building

Building DIVISION

REPORTS TO Managing Director LOCATION Head Office, Quetta

TERMS OF Contract

SERVICE

IPURPOSE

The Director Capacity Building ensures the development and the implementation of capacity building, knowledge management, monitoring/evaluation, research and documentation and

communication strategies. Under the supervision of the MD, the position holder is responsible for partners and staff capacity building and for promoting learning and knowledge

management, HR management, monitoring/evaluation, experience research/documentation, innovative models and communication.

DUTIES AND RESPONSIBILITIES

Lead, manage and motivate a team, by setting clear objectives for it and making sure it receives an instructive feedback on its performance

Contribute towards decision-making as member of the Senior Management
Represent Authority in various forums and receive the Authoritie's official visitors

Be responsible and produce all organizational documents in accordance with the identity, values and beliefs of the organization

Facilitating and coordinate the provision of training and capacity building expertise

Organizing a sustainable programme of Training for Trainers, and coordinate external trainers

Supervises the Human Resource function of the organization

Plan, manage, and budget for learning and capacity building programmes

Develop and set strategic research objectives on innovative models and approaches
Identify the capacity building needs for partners

Develop and implement capacity building strategies

Define project/ programme focus points, objectives and plans together with stakeholders, while making sure they have links strategic focus points and objectives

Prepare innovative research and analyses which direct the discussions towards the relevant technical field

Work out and implement research and documentation, strategies
Ensure the day-to-day management of learning and capacity building projects
Facilitate mutual learning and development for BPPRA and its partners

Identify achievements to demonstrate BPPRA's impact in the sector and to improve

practices

Coordinate, the planning, monitoring and evaluation of capacity building activities for the office and partners

Support and advise the Authority and its partners on good practice capitalization and documentation

20) Completing any additional tasks within capacity building activities as instructed by the MD.

REQUIREMENTS

- 1) Post-graduate in a relevant discipline such as management, international relations, information technology, social sciences, communications, knowledge management
- 2) 5 years of work experience, with 3 years of relevant Supervising Directorial experience at an International level is desired.
- 3) Understanding of the principles underpinning capacity building in the context of BPPRA
- 4) Demonstrated capacity in training of trainers
- 5) Proven ability to develop manuals and guidelines to institutionalize best practices in capacity building.
- 6) Demonstrated ability to organize and facilitate stakeholder and focus group meetings
- 7) Ability to work effectively with a diverse team of people, as well as proven team building skills
- 8) Computer literate (familiarity with MS Office, internet browsing and email use)
- 9) Excellent oral and written communication skills and the ability to effectively communicate complex information in a clear and concise manner to all audiences
- 10) Flexible and cooperative team player and a willingness to take on tasks outside of job the description.

Serial No. 4

Procurement Specialist (Goods & Services

JOB TITLE Procurement Specialist | DEPARTMENT/ | Procurement (Goods

(Goods and Services) and Services)

DIVISION

REPORTS TO Managing Director LOCATION Head Office, Quetta

TERMS OF Contract GRADE 18
SERVICE

IPURPOSE

To evaluate the procurement procedure adopted in all public sector organizations in the province. He will sort out irregularities in procurement (Goods and Services) and provide assistance for procurement as per BPPRA rules.

DUTIES AND RESPONSIBILITIES

- 1) Hear and dispose of appeals against the orders of procuring entity;
- 2) Formulate standard bidding documents for procurement of goods and services, for all procuring entities to emulate as the format for bid solicitation documents for submission of proposals and bids by the bidders in a public procurement process;

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- 3)
- 4)
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- 11)

Shall assist the major procuring entities to engineer/re-engineer their business procedures and design their Procurement Manuals in compliance with the Balochistan Public Procurement Regulatory Authority Act, 2009 ;

Ensure that all the procuring entities organize and maintain a system for the publication of or posting on departmental official website of data on Public Procurement opportunities, awards and any other relevant information;

Ensure that all procuring entities organize and manage database and web site which shall warehouse information and publications on public procurement;

Organize and manage capacity-building of procurement personnel in all the procuring entities in the Province;

Conduct research and take measures to further principles of public procurement enunciated in the Balochistan Public Procurement Regulatory Authority Act, 2009;

Recommend to the Government, measures necessary to improve the quality of public procurement in the Province;

Recommend to the Government, measures necessary to enhance transparency and ensure accountability in the public procurement process in the Province;

Advise Government on all matters pertaining to public procurement; and

Perform other functions as assigned by the MD from time to time.

REQUIREMENTS

1) A Master's degree in Management Sciences/Statistics/Economics/ or related field from reputable local or foreign institution. A diploma/degree in the field of Procurement Management from reputable local or foreign institution shall be preferred.

- 2) Should have minimum five (5) years of experience in the procurement processes, demonstrating evidence of achieving results.
- 3) Should have significant Procurement Experience on public / private projects involving procurement of goods and services.
- 4) Excellent knowledge of Public Procurement Rules of Public Procurement Regulatory Authority, including international procurement best practices. Specifically, sound Knowledge of World Bank Procurement Guidelines, Procedures and reporting requirements.
- 5) Should have an in-depth understanding of procurement cycle management.
- 6) Proven ability to work in a collaborative, team environment.
- 7) Should have excellent command on MS office.
- 8) Familiarity with Government structures, operations, and procedures.

Serial No. 5

Procurement Specialist (Works)

JOB TITLE Procurement Specialist | DEPARTMENT/ | Procurement(Works)

(Works) DIVISION

REPORTS TO Managing Director LOCATION Head Office, Quetta

TERMS OF | Contract GRADE 18

SERVICE

IPURPOSE

To evaluate the procurement procedure adopted in all public sector organizations in the province. He will sort out irregularities in procurement and provide assistance for procurement as per BPPRA rules.

DUTIES AND RESPONSIBILITIES

- 1) Hear and dispose of appeals against the orders of procuring entity
- 2) Formulate standard bidding documents for procurement of Works, for all procuring entities to emulate as the format for bid solicitation documents for submission of proposals and bids by the bidders in a public procurement process;
- 3) Shall assist the major procuring entities to engineer/re-engineer their business procedures and design their Procurement Manuals in compliance with the Balochistan Public Procurement Regulatory Authority Act, 2009;
- 4) Ensure that all the procuring entities organize and maintain a system for the publication of or posting on departmental official website of data on Public Procurement opportunities, awards and any other relevant information;
- 5) Ensure that all procuring entities organize and manage database and web site which shall warehouse information and publications on public procurement;
- 6) Organize and manage capacity-building of procurement personnel in all the procuring entities in the Province;
- 7) Conduct research and take measures to further principles of public procurement enunciated in the Balochistan Public Procurement Regulatory Authority Act, 2009;
- 8) Recommend to the Government, measures necessary to improve the quality of public procurement in the Province;
- 9) Recommend to the Government, measures necessary to enhance transparency and ensure accountability in the public procurement process in the Province;
- 10) Advise Government on all matters pertaining to public procurement; and
- 11) Perform other functions as assigned by the MD from time to time.

REQUIREMENTS

- 1) Bachelor of Engineering (Civil) from reputable local or foreign institution. A diploma/degree in the field of Procurement Management from reputable local or foreign institution shall be preferred.

2) Should have minimum five (5) years of experience in the procurement processes, demonstrating evidence of achieving results.

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3) Should have significant Procurement Experience on public / private projects involving procurement of or works.

4) Excellent knowledge of Public Procurement Rules of Public Procurement Regulatory Authority, including international procurement best practices. Specifically, sound Knowledge of World Bank Procurement Guidelines, Procedures and reporting

requirements.

5) Should have an in-depth understanding of procurement cycle management.

6) Proven ability to work in a collaborative, team environment.

7) Should have excellent command on MS office.

Serial No. 6

Director Monitoring and Evaluation (M and E)

JOB TITLE Director Monitoring DEPARTMENT/ | Monitoring

& Evaluation (M&E) DIVISION &Evaluation

REPORTS TO Managing Director LOCATION Head Office, Quetta

TERMS OF Contract GRADE 18

SERVICE

IPURPOSE

Supervising Director M&E will be responsible for developing and maintaining effective systems for the monitoring and evaluation of all BPPRA's work.

DUTIES AND RESPONSIBILITIES

1) Establish monitoring and evaluation system

2) Assist Director M&E in establishing and implementing BPPRA's M&E system and plan

3) Coordinate the successful execution of evaluations of BPPRA's work according to agreed upon evaluation plans; this includes forward planning to ensure that resources (people, time, money) are available at the time evaluation is to be undertaken, monitoring work against objectives and expenditures against budgets

4) Design the monitoring and evaluation tools and forms and data collection procedures

5) Oversee monitoring and evaluation data collection activities, including logistics of form distribution and collection

6) Oversee data processing, including data transfer, entry, verification and cleaning

7) Assist in identifying, procuring and managing third-party assistance, as necessary to carry out M&E activities

8) Conduct data quality assurance checks

9) Oversee M&E database setup and management

- 10) Conduct qualitative and quantitative data analyses
- 11) Lead preparation of evaluation reports
- 12) Develop and implement a research agenda
- 13) Provide leadership and capacity building for M&E officers/assistants/field data collectors

REQUIREMENTS

- 1) Master's Degree in Social Sciences or equivalent
 - 2) 05 years relevant experience; minimum 3 years of experience in designing and implementing M&E activities
 - 3) Demonstrated ability in the use of quantitative and qualitative methods including questionnaire design, survey techniques, and participatory approaches
 - 4) Proven report writing and presentation skills
 - 5) Strong organizational development skills and experience in development of and training for information and monitoring systems
 - 6) Computer proficiency with MS Office, MS Access, Statistical Programs (et. STATA, SAS, SPSS)
 - 7) Able to work both independently and collaboratively
 - 8) Proven knowledge of Data Management methods and applications.
- Serial No. 7

Director Management Information System (MIS)

JOB TITLE Director Management DEPARTMENT/Y | Management
Information System Information System

(MIS)

DIVISION

REPORTS TO Managing Director LOCATION Head Office, Quetta

TERMS OF Contract GRADE 18
SERVICE

IPURPOSE

Under direction from the MD, the Director of Information Technology provides overall leadership and directs the Authority's technology efforts to ensure continuous development and execution of technical strategies that enable Authority to provide customers with world-class service and maintain a position as a technically innovative and forward-looking Company. The Director provides vision and leadership for developing and implementing information technology initiatives, as well as, supports these initiatives in a HANDS-ON manner. The Director supports business operations in order to improve cost effectiveness and service quality within the operations and focus areas of the company. The Director is responsible for all aspects of the organization's information technology and systems to provide

communications to management, monitor progress and manage risk.

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DUTIES AND RESPONSIBILITIES

- 1)
- 2)
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- 11)
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- 15)
- 16)

Contributes to general business planning regarding technology and systems required to maintain company operations and competitiveness.

Recognizes new developments in information systems technology, and anticipates organizational modifications.

Establishes long-term needs for information systems, and plans strategy for developing systems and acquiring hardware to meet application needs.

Ensures confidentiality and reliability of corporate data, proprietary information, and intellectual property.

Establish and maintain selection and performance criteria for new hardware and software acquisitions; coordinate and oversee the procurement of computer hardware and software.

Evaluates technology and makes recommendations to ensure compatibility and effectiveness.

Direct, coordinate, and review the IT work plan for the BPPRA, assign work activities and projects and evaluate work products, methods and procedures.

Participate in the development and administration of the MIS Department's budget; forecast additional funds needed for staffing, equipment, materials, and supplies and direct the monitoring of and approve expenditures.

Work with various functional areas in evaluating existing processes and identifying process improvement opportunities to drive business results (i.e. cost reductions, operational efficiencies, adequate controls, etc).

Acts as an advocate for the organization's IT vision via regular written and in-person communications with the Consultants, Supervising Directors, and end users.

Identifies opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing and in-house development.

Develops, tracks and controls the information technology annual operating and capital budgets.

Ensures continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.

Reviews hardware and software acquisition and maintenance contracts.

Keeps current with trends and issues in the IT industry, including current technologies and prices. Advises, counsels, and educates MD on their competitive and financial impact.

Any other task as and when required in the best interest of the organization.

REQUIREMENTS

- 1)
- 2)

Must have a Master degree in MIS or related technologies.

05 years of relevant experience with Five years' experience of managing and/or direction an IT operation in a senior level position.

- 3) Must have knowledge of principles of database management and systems development, applications and functions of computer hardware and peripheral devices.
- 4) Working knowledge of Novell, and Unix operating systems, local and wide area communications networks, and mini-computer applications.
- 5) Knowledge of computer and peripheral equipment maintenance methods and procedures, including phone and fiber optic connections as related to computer systems.
- 6) Knowledge of information technology policies and procedures including telecommunications, microcomputers, network administration, and computer applications.
- 7) Ability to assess and define user needs to determine the company's' hardware and software requirements; support and cooperate with other divisions and departments.
- 8) Must have excellent communication and presentation skills.

Serial No. 8

Assistant Director (Admin)

JOB TITLE Assistant Director DEPARTMENT/ Administration Branch
(Admin)

DIVISION

REPORTS TO Director Admin & LOCATION Head Office, Quetta
Finance

TERMS OF Contract
SERVICE

IPURPOSE

The Assistant Director HR/ Admin is responsible for providing support in the various human resource functions, which include recruitment, staffing, training and development, and performance monitoring and general administration.

DUTIES AND RESPONSIBILITIES

HR/ Admin Role

- 1) Ensure that accurate job descriptions are in place
- 2) Provide assistance to Supervising Director in writing job descriptions
- 3) Provide assistance when conducting staff performance evaluations
- 4) Identify training and development opportunities
- 5) Organize staff training sessions, workshops and activities

- 6) Provide basic counselling to staff who have performance related obstacles
- 7) Provide staff orientations
- 8) Provide advice and assistance to supervisors on staff recruitment

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- 9) Prepare notices and advertisements for vacant staff positions.
 - 10) Schedule and organize interviews
 - 11) Conduct reference checks on possible candidates
 - 12) Promote workplace safety
 - 13) Provide advice and assistance to staff on pay and benefits systems
 - 14) Provide general administration support
 - 15) Ensuring and managing proper documentation and filing.
 - 16) On-going upkeep of premises and safe & clean working environment
 - 17) Organizing travel arrangements for staff
 - 18) Day-to-day office management
- 1) Master degree preferably in Human resource or Public administration.
 - 2) Must have 03 years' experience of HR.
 - 3) The incumbent must have proficient knowledge in the following areas:
 - a) human resources management
 - b) job descriptions
 - c) performance review methods and techniques
 - d) staff training, development and recognition
 - e) delegation
 - f) mentoring and coaching.

Serial No. 9

Assistant Director (Finance)

JOB TITLE Assistant Director DEPARTMENT/ Finance, Accounts & (Finance) DIVISION Audit Branches

REPORTS TO LOCATION Head Office, Quetta

TERMS OF Contract GRADE 17
SERVICE

IPURPOSE

Provide a complete finance service to the Authority, addressing all issues of a finance nature and providing all relevant information. These services may include, but are not limited to, any of the following: budget setting, reporting and control, income management, financial reporting, annual accounts preparation.

DUTIES AND RESPONSIBILITIES

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- 1) Make accounting entries to properly record business and financial transactions in Authority's financial systems.
 - 2) Reconcile and analyze balance sheet accounts to ensure transactions are recorded accurately and account balances are accurately stated in accordance with the Authority's policy.
 - 3) Reconcile general ledger and sub ledger accounts to source data and systems to ensure all transactions have been accurately recorded.
 - 4) Consolidate, reconcile, review, and analyze financial information and documentation for submission and/or reporting.
 - 5) Implement actions identified by Supervising Director to resolve outstanding financial issues or queries.
 - 6) Perform final check (e.g., check methodology, reasonableness, propriety of information) of financial material prior to distribution.
 - 7) Preparation of monthly, quarterly and annual financial reports related to Accounts and Finance.
 - 8) Assist in external audit process, preparing schedules and answering inquiries.
 - 9) Preparation of staff salary and allowances and other payments.
 - 10) Preparation of monthly and quarterly reports and documents for audit queries.
 - 11) Closing periodical and yearly accounts.
 - 12) Responding to correspondence, formatting and editing reports and letters.
 - 13) Filing and archiving.
 - 14) Any other task assigned by the Supervising Director.
- 1) M. Com or MBA from any reputable University
 - 2) 03 years of related accounting work experience
 - 3) The ability to analyze financial data including but not limited to creating spreadsheets, explaining variances, identifying issues, and making appropriate recommendations etc
 - 4) Excellent knowledge of English (written and oral).
 - 5) Good knowledge of MS office and other tools (Excel, Word, Outlook, Internet).

Serial No. 10

Assistant Director (Grievance)

JOB TITLE Assistant Director DEPARTMENT/ Administration Branch

(Grievance) DIVISION

REPORTS TO LOCATION Head Office, Quetta

TERMS OF Contract GRADE 17 SERVICE

IPURPOSE

The Assistant Director (Grievance) is responsible for providing support in the various administrative functions, which include action and decisions on the grievances of employees regarding their service matters, disciplinary actions, court matters, etc.

DUTIES AND RESPONSIBILITIES

- 1) Assists Director in all the stages of grievance resolution process.
- 2) Ensures that the complaints are responded to within the stipulated time and in line with the Quality expectation.
- 3) Handling Escalations which would require contacting the customers and understanding and resolving the complaint.
- 4) Assists the team members to receive reverts from stakeholders and provides assistance to resolve the grievance and respond to the customer.
- 5) Checks the Quality of the responses and suggests improvements to improve customer satisfaction.
- 6) Forwards queries to respective departments and coordinates for supporting evidence or documents.
- 7) Reviews the responses to be sent to customers and ensures that the same is in line with the company's directive.
- 8) Prepare the stipulated MIS within the prescribed timelines.
- 9) Assist Director in handling complaints received from employees, Sr. Management offices and ensuring that they are addressed promptly and the customer is contacted and the grievance is addressed to the mutual satisfaction of the customer and the company.
- 10) Handling complaints received in the form of Legal notices and ensuring that they are adequately addressed.
- 11) Handling complaints pertaining to claims and ensuring that responses are sent out within the regulatory timeline for closure.
- 12) Ensure that the team registers the complaint cases in the complaint management system on a daily basis and they update the case and provide details of all actions related to complaints
- 13) To review the findings with the management in order to help analyze on the complaints and to initiate process changes, if any.
- 14) Any other task assigned by the Supervising Director.

REQUIREMENTS

- 1) Master degree preferably in Human resource or Public administration .
- 2) Must have 2-4 years' experience of HR.

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3) The incumbent must have proficient knowledge in the following areas:

a) human resources management

b) job descriptions

c) performance review methods and techniques

d) staff training, development and recognition

e) delegation

f) mentoring and coaching

4) Good understanding of complaint handling and basic knowledge of how to deal with customers.

5) Strong sense of judgment.

6) Reliability, integrity.

Serial No. 11

Assistant Director (Capacity Building)

JOB TITLE Assistant Director DEPARTMENTY/ | Capacity Building
(Capacity Building) DIVISION Branch

REPORTS TO Director (Capacity LOCATION Head Office, Quetta
Building)

TERMS OF Contract GRADE

SERVICE

IPURPOSE

The incumbent will assist Director (Capacity Development) throughout the capacity building process.

DUTIES AND RESPONSIBILITIES

1) Support all capacity building programs within the Authority

2) Assist in the evaluation of all program aspects

3) Develop, monitor, and adjust budgets for all capacity building programs in

consultation with the Director

4) Provide administrative and research support for BPPRA as needed

5) To evaluate the effectiveness of capacity building interventions through feedback from participants and Supervising Directors, and where applicable, measure the impact of the interventions through various research methods.

6) Maintain and organize all capacity building programs and participant records that team members can easily comprehend and navigate

7) Establish and maintain appropriate system for measuring training needs and developing training plan

8) Responsible for organising the logistics of internal and external training events. Includes liaising with external training providers, arranging suitable venues, organizing catering, organising publicity and delegates bookings, answering delegate queries, monitor attendance, and dealing with any problems which might arise.

9) Provide monthly reports to supervisor.

10) Any other task as assigned by the Supervising Director .

REQUIREMENTS

1) A Master's degree in Management/ Social Sciences and three years of relevant experience

2) A demonstrated track record in producing and developing professional development programs

3) Proficiency in MS Office Suite

4) Strong verbal, written, and intrapersonal skills; excellent organizational and logistical skills (with attention to detail); and ability to execute effective multi-tasking; and differentiate high and low priority tasks.

REPORTING POSITIONS

1. Clerical Staff.

Serial No. 12

Assistant Director (Legal)

Assistant Director DEPARTMENT/ | Legal Branch
(Legal) DIVISION

Director (Enforcement) | LOCATION Head Office, Quetta

The Assistant Director (Legal) is responsible for providing support in the various administrative functions, which include action and decisions on the grievances of employees regarding their service matters, disciplinary actions, court matters, etc.

IPURPOSE

DUTIES AND RESPONSIBILITIES

1) Assists and advise the Directors in all legal matters

2) Provide all legal assistance in court matters

3) Assists the management in its legislative matters.

4) Forwards queries to respective departments and coordinates for supporting evidence

or documents.

- 5) give Legal assistance in handling complaints received in the form of Legal notices and ensuring that they are adequately addressed.
- 6) give legal advice on complaints pertaining to claims and the responses thereon
- 7) To review the findings with the management in order to help analyze on the complaints and to initiate process changes, if any.
- 8) Any other task assigned by the Supervising Director.

REQUIREMENTS

- 1) Preferably Master degree in law or LL.B.
- 2) Must have 03 years' experience of Legal practice as an Advocate of High Court.
- 3) The incumbent must have proficient knowledge in the following areas:
 - a) Service matter and management
 - b) job descriptions
 - c) performance review methods and techniques
 - d) Service Laws, rules and regulations
- 4) Good understanding of complaint handling and basic knowledge of how to deal with customers.
- 5) Strong sense of judgment.

Serial No. 13

Assistant Director Monitoring & Evaluation (M&E)

JOB TITLE Assistant Director DEPARTMENT | Monitoring
Monitoring & DIVISION & Evaluation Branch
Evaluation (M&E)

REPORTS TO Director, Monitoring & | LOCATION Head Office, Quetta
Evaluation

TERMS OF Contract GRADE

SERVICE

IPURPOSE

Assistant Director Monitoring & Evaluation (M&E) will assist Director M&E to develop and maintain effective systems for the monitoring and evaluation of BPPRA's work, to analyse the output of this evaluation and present the findings to the management and in a standardized format.

DUTIES AND RESPONSIBILITIES

- 1) Managing and implementing the performance-based monitoring system to ensure that BPPRA targets are met

2) Provide monitoring and evaluation (M&E) support to partner institutions

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- 3) Ensure that the M&E databases are updated routinely and systematically
- 4) Ensure that the Standard Operating Procedures (SOPs) and guidelines regarding M&E are developed and updated where necessary
- 5) Assist Director to develop an overall M&E plan for BPPRA
- 6) Assist in the process of ensuring that the performance reviews are conducted regularly
- 7) Develop and maintain effective information database on projects, providing resource and necessary support for program inputs and outputs.
- 8) In collaboration with M&E Team identify and document achievements and accomplishments of project indicators against set performance targets
- 9) Participate in the preparation and implementation of special studies (e.g. baseline, impact evaluation, mid-term review).
- 10) Ensure timely compilation of progress reports (monthly, quarterly and annually)
- 11) Act as a focal person for communication, coordinating information request and documentation of best practices for internal and external sharing
- 12) Any other duties that may be assigned by the Director M&E.

REQUIREMENTS

- 1) Masters in Social Sciences/ Development Studies with a minimum 3 years' experience in monitoring and evaluation
- 2) Formal training in monitoring and evaluation will be an added advantage
- 3) Demonstrable competencies in setting up M&E systems will be an added advantage
- 4) Competency in both quantitative and qualitative research methods
- 5) Good communication and inter-personal skills, team player
- 6) Good analytical and IT skills.

Serial No. 14

Assistant Director Management Information System (MIS)

JOB TITLE Assistant Director DEPARTMENT/ | Management
Management Information DIVISION Information System
System (MIS) Branch

REPORTS TO Director Management LOCATION Head Office, Quetta
Information System (MIS)

TERMS OF Contract
SERVICE

IPURPOSE

The Assistant Director Management Information System MIS will be responsible for the data management which includes timely collection of records, entering data in the Management

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Information System, verifying the data, reporting, managing the Management Information System inventory and analyzing and processing the data as per the requirement of the program.

IDUTIES AND RESPONSIBILITIES

- 1) Assist in the identification and production of management information and statistics for management at all levels, including appropriate analysis and production of reports as required.
- 2) Assist in the planning and implementation of IT based management information systems.
- 3) Manage backup, security and user help systems.
- 4) Consult with users, management, vendors, and technicians to assess computing needs and system requirements.
- 5) Assign and review the work of systems analysts, programmers, and other computer-related workers.
- 6) Develop computer information resources, providing for data security and control, and disaster recovery.
- 7) Evaluate the organization's technology use and needs and recommend improvements, such as hardware and software upgrades.
- 8) Control operational budget and expenditures.
- 9) To ensure and maintain backup of all current databases server in organization premises.
- 10) Troubleshoot errors, removing bugs and fixing all databases.
- 11) Capacity building of organizational staff to manage and operate database.
- 12) Manage one platform for all databases.
- 13) Monitor and administer database and user level security.
- 14) Maintain confidentiality and observe data protection guidelines.

REQUIREMENTS

- 1) Must be a IT Graduate with specialized associate courses in MIS Systems.
- 2) Experience of working with MIS systems for a minimum of 3 years
- 3) High level of IT skills appropriate to this post, especially the use of databases systems.
- 4) Experience of working with national and local data online, e.g. LSC Gateway Provider
- 5) Ability to use Ghost or other desktop imaging software, troubleshooting LAN TCP/IP problems. Ability to communicate effectively in English.

Serial No. 15

Assistant Director (Web Developer)

JOB TITLE Assistant Director (Web DEPARTMENT/

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Developer) DIVISION Information System
Branch

REPORTS TO Director Management LOCATION Head Office, Quetta
Information System (MIS)

TERMS OF Contract GRADE
SERVICE

IPURPOSE

The Assistant Director (Web Developer) will be responsible for the data management which includes timely collection of records, entering data in the Management Information System, verifying the data, reporting, managing the Management Information System inventory and analyzing and processing the data as per the requirement of the program.

DUTIES AND RESPONSIBILITIES

- 1) Responsible of coding high volume transactional websites using ASP.NET MVC stack and ASP.NET Web form
- 2) Understanding and converting requirements into high quality functional solutions
- 3) Leading a team, designing and implementing new features and improvement to our E-commerce platform Supervising, testing and maintenance of software application
- 4) Act as a development consultant in the early stages of new project Design pattern, Multi threaded application development

IREQUIREMENTS

- 1) Must be a IT Graduate with specialized associate courses in Web Development
- 2) 2 + Years Commercial ASP.NET Experience
- 3) 2+ Years' experience of application development with pure Web Technologies like HTML 5, CSS 3 and JavaScript Knowledge of XML and JSON a requirement
- 4) Knowledge of WCF, Web Services, Restful Services & Razor view engine Very strong concepts of OOP, Analysis, Design, Databases, Data structures Popular framework like J Query, Angular Js, Bootstrap
- 5) Strong C# & SQL Server Skills
- 6) Hands-on expertise with evolving standards and best practices (HTML5, CSS3, MVC Software Patterns).
- 7) Understand how to use an ORM like N Hibernate and ENTITY Framework

APPENDIX— B-II

/(See Rules 3 (1) (d), 5 (2), 9 (3), 12 (1) (2) 17 (b) and 26}

Qualification and Method for Recruitment

(for the Posts in BPS-1 to BPS-16)

Name of the Grade/ Minimum Qualification for Method of

Post . Recruitment Recruitment
Basic

Pay
Scale

16 (a) Bachelor Degree in Commerce, | By appointment on
Business Administration or contract basis.
equivalent qualification from
HEC recognized institution.

(b) Minimum 02 years relevant
experience in a large
public/private organization

Office
Secretary

(a) Bachelor Degree (at least 2"4 By appointment on
Division) from a recognized contract basis.
University;

(b) At least 02 relevant experience.

accounting in a public office;

Office
Assistant

(a) Bachelor Degree (at least 2"4 By appointment on
Division) from a recognized contract basis.
University;

(b) At least 02 years relevant
experience.

Data
Processing
Supervisor

(a) BCS (at least 2""Division) from | By appointment on
a recognized University; contract basis.

(b) Minimum 03 years experience

as Data Processing Supervisor

(a) BCS (at least 2nd Division) from | By appointment on

Assistant/ 14 (a) B.Com (at least 2nd Division) By appointment on
Accountant from a recognized University; contract basis.

(b) having one year experience of

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Machine
Operator(Photo
copier)

Machine/
Generator
Operator

Driver

Naib Qasid

Security
Guards

Photostat

Receptionist

Record Keeper

Dispatch Rider

a recognized University;

(b) Minimum 01 years' experience
as Data Processing Supervisor.

(a) Intermediate (at least 2TM4
Division) or equivalent from a
recognized Board;

(b) having experience (02 years) in
reception work;

(a) Intermediate (at least 2TM4
Division) or equivalent from a
recognized Board;

(b) Shall have (experience of 02
years) knowledge of Computer/
MS Office.

(a) Secondary School Certificate
Examination Certificate from a
recognized Board; and

(b) Shall know motorcycle driving
with a valid License.

4 (a) Secondary School Certificate
from a recognized Board; and

(b) 02 years' experience as
photocopier.

(a) Secondary School Certificate
from a recognized Board; and

(b) 02 years' experience as
Generator operator

(a) Literate

(b) Valid LTV driving license with
one year relevant experience.

(a) Literate

(b) Preference will be given to
experience

(a) Literate

(b) Preference will be given to
experience

contract basis.

By appointment on
contract basis.

By appointment on
contract basis.

By appointment on
contract basis.

By appointment on
contract basis.

By appointment on
contract basis.

By appointment on
contract basis.

By appointment on
contract basis.

By appointment on
contract basis.

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15 | Chowkidar (a) Literate By appointment on

(b) Preference will be given to contract basis.

experience

16. | Sweeper (a) Literate By appointment on
contract basis.

(b) Preference will be given to
experience

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APPENDIX— C

{{(See Rules 3 (1) (da), 21 (2) and 34 (4))}}

FORM OF STANDARD LETTER OF CONTRACT

BALUCHISTAN PUBLIC PROCUREMENT
REGULATORY AUTHORITY

No.

Dated:

From: The Director (Finance & Administration),
Baluchistan Public Procurement Regulatory Authority,

Quetta.

To: Mr.

Subject: - EMPLOYMENT ON CONTRACT.

Sir,

I am directed to say that you have been selected for appointment on contract
as in the
Baluchistan Public Procurement Regulatory Authority, Quetta, on the following terms and
conditions: —

1. Post.

2. Pay. Minimum of the relevant scale of pay and allowances
admissible to that grad in the service of the Authority.
Increment will be admissible under normal rules.

3. Period of contract. Years.

The period of contract may be extended with the approval
of the appointing Authority as per regulations of the
Authority.

4. Pension. The Service rendered under the present contract shall not
qualify for pension or gratuity. Pension in respect of
previous service, if being drawn, shall continue to be
drawn in addition to pay.

5. Allowances. As admissible to corresponding employees of the
Authority.

6. Leave. You will be governed by the leave regulations as

prescribed in Baluchistan Public Procurement Regulatory
Authority Employees (Service) Regulations, 2014:

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10.

11.

12.

13.

14.

Medical Facilities.

Conduct and_
Discipline.

Travelling
Allowance.

Appeal.

General Provident.

Whole Time

Employment,

Posting and
Transfer.

Seniority.

Termination of
Contract.

Provided that the leave at your credit shall be carried forward in case the contract is extended without any interruption. However, all leave at your credit shall lapse on the date of final expiry or on termination of the Contract:

Provided further that you will not be entitled for any kind of Payment in lieu of earned Leave as it is admissible to the regular employees, during or after the expiry or on termination of the Contract.

As admissible to corresponding employees of the Authority.

For purpose of conduct and discipline, you shall be governed while employed on contract by regulations contained in the Balochistan Public Procurement

Regulatory Authority Employees (Service) Regulations, 2014 and instructions issued by or with the approval of the Board of Balochistan Public Procurement Regulatory Authority.

Travelling/ Daily allowance on journeys will be admissible as it is admissible to corresponding employees of the Authority; However no Travelling or Daily Allowance will be admissible to you on joining or expiry/ termination of the Contract.

As applicable to corresponding employees of the Authority.

You shall not be required to contribute to the General Provident Fund.

Your whole time would be at the disposal of the Authority unless it is distinctly provided otherwise. You may be employed in any manner required by appropriate authority without claim for additional remuneration. You shall devote your whole time to your duties and at all times obey the rules/regulations prescribed for the time being for the regulation of the business of the Authority.

You will not have any seniority and will not be placed on the regular gradation list of the cadre in which the post for the time being held by you is included.

The appointment on contract shall be liable to termination on three months' notice or payment of three months' pay in lieu thereof on either side without assigning any reason.

15. Improvement in Notwithstanding anything contained above, and unless Service Terms. decided otherwise by the authority competent to make appointment to the post to which you have been appointed,

you shall be entitled to receive in whole or in part, as may be authorized by the aforesaid authority, the benefits of any improvement that may be sanctioned by the Board subsequent to your appointment in the terms and conditions of the corresponding employees belonging to the Authority and the decision of the aforesaid authority in respect of such improvement in your terms and conditions of service shall operate so as to modify to that extent the provisions of this letter.

16. Other Matters. In respect of other matters not specified in this letter, you will be governed by the rules/regulations as applicable to corresponding employees of the Authority or hereafter prescribed and made applicable to them.

2. If you accept the above terms and conditions of appointment please send your acceptance by registered post to be addressed to the Managing Director, Balochistan Public Procurement Regulatory Authority, Quetta, so as to reach him bycececececece eens and report for duty to the aforesaid authority within one month of the date of this letter.

3. This offer of appointment will be treated as cancelled if you do not convey acceptance thereof within the time specified in para 2 above.

APPENDIX —D

{{See Rules 3 (1) (d) and 50 (2)}}

POLICY OF THE AUTHORITY ON CONDUCT OF EMPLOYEES

CODE OF CONDUCT

This policy specifies and helps to continue implementation of the Authority (BPPRA) operating principles by establishing certain minimum standards of behaviour in key areas. The nature of this code is not meant to cover all possible situations that may occur. It is designed to provide a frame of reference against which to measure any activities. Employees should seek guidance when they are in doubt about the proper course of action in a given situation, as it is the ultimate responsibility of each employee to “do the right thing”, a responsibility that cannot be delegated. Employees should always be guided by the following basic principles:

A. Avoid any conduct that could damage or risk BPPRA or its reputation;

B. Act legally and honestly;

C. Put the BPPRA's interests ahead of personal or other interests.

1. Compliance with Laws, Rules and Regulations.— The Authority and ___ its employees are bound by the law. Compliance with all applicable laws and regulations must never be compromised. Additionally, employees shall adhere to internal rules and regulations as they apply in a given situation. Those internal rules are specific to the Authority and may go beyond what is required by the law. Senior Management will ensure that:

(a) all employees are aware of this Code;

(b) no employee will be asked to do anything that would contravene this Code; and

(c) queries and concerns arising under this Code will be dealt with

properly and may be addressed to the HRD.

2. Conflicts of Interest. — Employees will always act in the best interests of the Authority. A Conflict of Interest occurs when personal interests of an employee or the interests of a third party compete with the interests of the Authority. In such a situation, it can be difficult for the employee to act in the best interests of the Authority. Employees shall avoid Conflicts of Interest whenever possible. If a Conflict of Interest situation has occurred or if an employee faces a situation that may involve or lead to a Conflict of Interest, the employee shall disclose it to his or her Line Supervising Director and/or the Human Resource Directorate/ Branch (HRD) or the Legal or Compliance Function to resolve the situation in a fair and transparent manner.

3. Families and Relatives. — Hiring and career development decisions will be fair

and objective. Immediate family members and partners of employees may be hired as employees or consultants only if the appointment is based on qualifications, performance,

skills and experience and provided that there is no direct or indirect reporting relationship between the employee and his or her relative or partner. These principles of fair employment will apply to all aspects of the employment, including compensation, promotions and transfers,

as well as in case that the relationship develops after the respective employee has joined the Authority.

4. Equal Opportunity. —The Authority will ensure that its employment-related

decisions are based on relevant qualifications, merit, performance and other job-related factors. The Authority will not tolerate unlawful discrimination relating to employment. Hiring, evaluation, promotion, training, development, discipline, compensation and termination decisions shall be based on qualifications, merit, performance and business considerations only. The Authority does not discriminate on the basis of race, colour, religion, age, gender, marital status, disability and ethnic origin.

5. Bribery and Corruption.— Bribery occurs when someone offers, pays, seeks or

accepts a payment, gift or favour to influence an official outcome improperly. Bribery and corruption can be direct or indirect through third parties. Employees of the Authority:

(a) must not offer, pay, make, seek or accept a personal payment, gift or favour in return for favourable treatment or to gain any business advantage;

(b) must follow the anti-bribery and corruption laws that the Authority is subject to;

(c) will be liable to disciplinary action, dismissal, legal proceedings and possibly imprisonment if found involved in bribery and corruption; and

(d) inform the management of the Authority, if they suspect or know of corruption in the Authority or in any party (authority or individual) the Authority(BPPRA) does business with.

6. Confidential Information. — (1) Confidential information consists of any information that is not or not yet public information. The Authority (BPPRA) unless required by law or authorized by their management, employees shall not disclose confidential information or allow such disclosure. This obligation continues beyond the termination of employment.

(2) Furthermore, employees must use best efforts to avoid unintentional disclosure by applying special care when storing or transmitting confidential information. The Authority respects that third parties have a similar interest in protecting their confidential information. In case that third parties, share with the Authority (BPPRA) confidential information, such information shall be treated with the same care as if it was the Authority's confidential information. In that same spirit, employees shall protect confidential information that they have obtained in the course of their prior employment.

7. Fraud, Protection of Authority's Assets, Accounting. — Employees must

never engage in fraudulent or any other dishonest conduct involving the property or assets or

the financial reporting and accounting of the Authority (BPPRA) or any third party. This may not only entail disciplinary sanctions but can also result in criminal charges. The Authority's financial records are the basis for managing the authority's business and fulfilling its obligations to various stakeholders. Therefore, any financial record must be accurate and in line with the Authority's accounting standards. Employees shall safeguard and make proper and efficient use of the Authority's property. All employees shall seek to protect the Authority's property from loss, damage, misuse, theft, fraud, embezzlement and destruction.

These obligations cover both tangible and intangible assets, including trademarks, know-how, confidential or proprietary information and information systems. To the extent permitted under applicable law, the Authority reserves the right to monitor and inspect how its assets are used by employees, including inspection of all e-mail, data and files kept on Authority's network terminals.

8. Gifts, Meals, Entertainment. — Employees shall not be influenced by receiving favours nor shall they try to improperly influence others by providing favours. Employees may only offer or accept reasonable meals and symbolic gifts which are

appropriate under the circumstances, and they shall not accept or offer gifts, meals, or entertainment if such behaviour could create the impression of improperly influencing the respective business relationship. When assessing the situation in light of the above, employees shall consult the policy applicable in their area. If no such policy is available, they shall apply the most restrictive local practice in order to avoid even the appearance of improper dealings. When in doubt, the employee shall seek guidance from his or her Line Supervising Director or the Legal or Compliance Function. No employee shall offer to or accept from any third party gifts taking the form of any of the following, whatever the value involved

(a) Money;

(b) Loans;

(c) Kickbacks; and

(d) Similar Monetary Advantages.

9. Discrimination and Harassment.— The Authority respects the personal dignity, privacy and personal rights of every employee and is committed to maintaining a workplace free from discrimination and harassment. Therefore, employees must not discriminate on the basis of origin, nationality, religion, race, gender, age, or engage in any kind of verbal or physical harassment based on any of the above or any other reason. Employees who feel that their workplace does not comply with the above principles are encouraged to raise their concerns with the HRD. Employees should be particularly sensitive to actions or behaviours that may be acceptable in one culture but not in another. They should treat others with respect and avoid situations that may be perceived as inappropriate. Harassment can result in disciplinary action and may lead to dismissal.

10. Political Activities. — No employee of the Authority shall contribute or lend money or items of any value to any of the political candidates or parties. This also includes using the Authority's (BPPRA's) facilities, equipment, personnel etc. for the purpose. In case of an employee considering assuming any public office, specific information with all related reasons must be provided to the Authority for approval.

11. Anti-Smoking Policy. — To protect and enhance indoor air quality and to contribute to the health and well-being of all employees, the Authority shall be entirely smoke free. Additionally, the use of all tobacco products, including chewing tobacco, is banned from the Authority workplace, except as designated in this policy. Smoking is prohibited in all of the enclosed areas within the Authority's worksites, without exception. This includes common work areas, conference and meeting rooms, private offices, hallways, the dining areas, stairs, restrooms; the Authority owned or leased vehicles, and all other enclosed facilities.

12. Breaches and Disciplinary Action. — Contraventions / violations of this Code will amount to be misconduct and shall be dealt with in accordance to the provisions of the regulation 50.

APPENDIX —E

{{(See Rules 3(1)(d) and 40(1))}}

POLICY OF THE AUTHORITY ON PROVISION OF VEHICLES AND TRANSPORT

1. Scope & Applicability. (1) The following vehicles policy outlines the

matters related to use of vehicles allocated to BPPRA entitled employees for their usage to perform official duties without any mobility problem.

(2) The Authority's vehicles are for the execution of Authority's work and represent the considerable capital expenditure. In light of this, vehicles should be treated with care at all times by having standard and professional handling.

2. Objectives. — Main objectives of this policy are to:

- (a) provide a comprehensive mechanism for vehicle management;
- (b) develop clarity and uniformity for proper vehicle allocation within the authority;
- (c) define responsibilities of departments engaged in vehicle allocation

and administration; and

(d) provide guidance to the users for different unforeseen situations.

3. Policy Administration. — (1) This policy is subject to review after

every two years by the Board. However, the Managing Director will be the final authority for decision thereon, if the Administration Branch have any difficulty in implementation of this policy to deal with any issue.

(2) All efforts will be made to ensure that this policy is implemented in letter and spirit. The policy will be administered by the Administration Branch and all the clarification and interpretation as explained by Transport Branch will be treated as final.

(3) Financial expenses incurred in pursuing and following this policy will be monitored and recorded by the Finance & Accounts Branch. Finance & Accounts Branch will keep a complete record of all expenses incurred under various heads of transport on monthly basis so that quarterly, six monthly or yearly record of expenses may easily be obtained as and when required.

4. Entitlements. — The entitlement of the employees for a vehicle, for their official use, shall be as per policy issued by the S&GAD:-

5. Pool Vehicle For Official Duties. — The Authority will maintained such number of pool vehicles for official duties and the use of other employees collectively or individually during the office hours, as the Board may consider necessary for the smooth working in the Authority.

6. Duplicate Keys.— A set of duplicate keys of the vehicle will be kept with user of vehicle. At the same time the Administration Branch must keep a third pair of keys made from the market for use in extreme emergency.

7. Maintenance and Servicing. — All vehicles assigned to officers will be treated as fully maintained by the Authority which means all repairs, rectifications of faults, different types of services will be managed by the Administration Branch.

8. Safety and Security. — It will be the responsibility of the users to ensure the safety and security of their vehicles. However the Transport and Administration Branch will ensure installation of security system and insurance.

9. Registration and Tax. — (1) All the vehicles of Authority will be registered in Authority's name. The Administration Branch will issue a certificate / authority letter in favor of the officer who is using the car.

(2) It is the responsibility of Administration Branch to ensure that a vehicle has been registered by the Authority. All taxes, renewal of registration book, radio licenses and any other document of the vehicle is kept up to date and complete on annual, bi-annual basis. In this regard the user of vehicle is also responsible to ensure that he/she always possesses complete, correct and up to date records and documents as required by the traffic laws.

10. Insurance. — All vehicles will be comprehensively insured by the Authority before allotment to the officer and before being moved from car showroom. The Transport and Administration Branch will ensure that a request for renewals of vehicles insurance is initiated minimum 20 days in advance of its expiry. Any difference in workshop invoice and insurance company reimbursement will be paid by the Authority provided such case is not subject to negligence or reckless driving.

11. Fire Extinguishers. — All vehicles are provided with Fire Extinguishers. It is the responsibility of Maintenance Supervisor to ensure and refill all the fire extinguishers in coordination with the drivers.

12. Provision of Alternative Vehicles / Pick and Drop.— In case of non-availability or delay in purchase/lease, officers will be provided a vehicle from car fleet by Administration

Branch.

13. Vehicle Usage.— (1) Only driving by drivers employed by the Authority is permitted.

(2) Any Officer who does not have allotted official vehicle can use a pool vehicle

for official work out of city. For this he/she needs to:

(a) have approved travel authorization signed by his/her supervisory officer Supervising Director and/or concerned authority sent to the Administration;

(b) inform Administration about the program and timings at least three days before so that Administration can make arrangements for travel; and

(c) any officer visiting other city for official reason can use his personal car with prior approval of the competent authority and can claim Rs. 10 per km distance travelled.

14. Challans.— (1) Any challans levied by the traffic police / magistrate for the incomplete documentation will be paid by the user of the vehicle. The Authority will not bear any loss at all on this account.

(2) Challans due to violation of traffic laws will be paid by the user and/or driver himself. It will not be reimbursed by the Authority.

(3) The legal speed limits must be adhered to all the times on the roads. In case of violation of any traffic rules, the management may take it as negligence and would start disciplinary action process directly.

15. Theft. — In case of theft, the user/Administration department will lodge FIR with the Police and get final report from Police Department. The Administration department will then arrange relevant papers for insurance claim etc. An alternate vehicle will be provided to the official as a temporary replacement till realization of insurance claim and purchase/lease of new vehicle, subject to availability.

16. Accident.— Incase of an accident of vehicle following steps will be taken:-

- (a) immediately inform the Authority's office;
- (b) if necessary the person driving the vehicle is responsible to ensure

that an FIR has been lodged with police department;

(c) Administration Department along with the driver of the vehicle will move the vehicle to workshop, fill insurance claim;

(d) Administration Department will ensure repairs of the vehicle and perusal of insurance claims; and

(e) in case of an accident to the Authority's car due to negligence or carelessness on the part of an employee or due to consistent pattern of reported accidents, the Authority may require him to pay the bills and /or the Insurance deductible portion of the car repair bill.

17. Payment for the Repair after the Accident. — (1) The Authority shall have comprehensive insurance so when a vehicle is badly damaged there is need to have assessment by Insurance Company.

(2) A caution will be given to a driver on first accident but on happening of further accident disciplinary procedures will be applied. If it is found that driver was at fault even it was a first accident, this would instigate disciplinary action.

18. Maintenance of Records.— Following documents must be kept in_ the Administration record:-

(a) Photo copy of purchase invoice;

(b) Original registration Papers;

(c) Photocopy of Tax Papers;

(d) Original insurance documents;

(e) Photocopy of permission letter from the Authority;

(f) Original Handing / taking certificate; and

(g) Warranty Book,

19. Documents in the Vehicle. — Following documents must be kept in Vehicle of the Authority by the driver while driving it:-

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- (a) Highway Code Book;
- (b) Photocopy of Registration Papers;
- (c) Original Tax Papers;
- (d) Photocopy of Insurance Documents;
- (e) Original Permission Letter from the Authority;
- (f) Vehicle Log Book: and
- (g) User Manual.

20. Receive and Drop of Guests. — The Authority would provide vehicle to receive and drop official visitors, where the Managing Director or his authorized officer may consider appropriate and in the interest of Authority.

21. Disposal of the Vehicle. — Maximum age of a vehicle will be Ten (10) years after which it may be replaced with a new vehicle of same capacity. Such old vehicles will be put for auction.