

THE PASNI FISHERIES HARBOUR AUTHORITY'S
SERVICE REGULATIONS, 2003

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REGULATIONS

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'THE PASNI FISHERIES HARBOUR AUTHORITY'S
SERVICE REGULATIONS, 2003

NOTIFICATION
[8" July, 2003)

No. SO-II(CD&F)12-12/2003/533/. In exercise of the powers conferred by Section 30 of the Pasni Fisheries Harbour Authority Ordinance, 1983? (VIII of 1983) the Authority with the prior approval of the Government of Balochistan is pleased to make regulations to regulate the Services of Pasni Fish Harbour Authority, namely:—

1. SHORT TITLE, EXTENT AND COMMENCEMENT. — qd) These regulations may be called the Pasni Fisheries Harbour Authority's Service Regulations, 2003.

(2) They shall apply to all of its employees, whereas the deputations, trainees/apprentices and contract employees in the Pasni Fisheries Harbour Authority shall be governed by these Regulations subject to the terms and conditions set forth in their respective letter's deputations or appointment or contract as the case may be.

(3) They shall come into force at once.

2. DEFINITION. — In these regulations unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them that is to say: —

(1) "Adhoc appointment" means an appointment so made of a person under the prescribed manner and method of recruitment, pending the regular recruitment against such post by the said method;

(2) "Appointing Authority" means the authority referred to in these regulations;

(3) "Authority" means the Pasni Fisheries Harbour Authority established under section 4 of the Pasni Fisheries Harbour Authority Ordinance 19837, hereinafter referred to as the Ordinance or an office re-designated by the Authority to exercise the powers of the authority made under these regulations;

(4) "Board" means the board of Director of the Authority constituted under section 5 of the ordinance.

(5) | "Cadre" means the strength of service or a part of service sanctioned as a separate unit;

These rules have been issued by the Coastal Development and Fisheries Department, Government of Balochistan, vide its Notification No. SO-II (CD&F)12-12/2003/533, dated 8" July, 2003; and published in the Balochistan Gazette (Extraordinary) N dated 8" July, 2003.

Balochistan Ordinance VIII of 1983; promulgated by the Government of Balochistan on 25" June, 1983; published in the Balochistan Gazette (Extraordinary) No. 164, dated 25" June, 1983; protected and declared continue in force by article 270A of the Constitution of the Islamic Republic of Pakistan (1973).

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“Chairman” means the Chairman of the Board of Director of the Pasni Fisheries Harbour Authority;

“Chief Executive Officer” means the Managing Director of the Board of Director of Pasni Fisheries Harbour Authority designated to perform function of the authority on behalf of the Board of the Director;

“Class” means class of services;

“Competent Authority” means the Board, the Chairman, the Managing Director or any other officer of Authority designated to exercise any power for the execution of these regulation and the Ordinance;

“Confirmation” means the declaration of an employee as permanent/ regular on a permanent regular post;

“Director” means a Director of the Authority;

“Employees” means the approved staff strength indicating the designation, pay scale and number of posts sanctioned by the authority from time to time, for each Cadre;

“Ex-Cadre” means a post that requires a special or technical qualification separate from regular cadre;

“Government” means the Government of Balochistan;

“Grade” means a National Pay Scale to which post or group of posts fall or carry the same or similar duties or responsibilities;

“Head of Office” means an appointment made as such by the Managing Director;

“Headquarters” means Head Office of the Authority;

“Initial Recruitment” means an appointment that is made other than by promotion or transfer;

“Line” means the title of an employee to hold substantively, either immediately or on termination of period(s) of absence, a permanent post to which he has been appointed substantively;

“Member” means a member of the Board of the Directors and includes the Chairman;

“Ordinance” means the Pasni Fisheries Harbour Authority Ordinance, 1983! (VIII of 1983)

“Permanent employee” means a employee confirmed against a permanent post;

(23) "Probationer" means an employee appointed a probation against a permanent post;

(24) "Regulations" means the regulations made under the Ordinance;

(25) "Rule" means the rules made under the Ordinance;

(26) "Secretary" means Secretary of the Board of Director, nominated from amongst the members of the Board;

(27) "Selection Board" means a Selection Board constituted by the appointing Authority, from time to time, for the purpose of recommending or selecting suitable candidates for appointment or promotion to various posts;

(28) "Service" means period spent on duty by an employee and includes the leave

authorized by a competent Authority.

PART I— CLASSIFICATION OF EMPLOYEES AND TERMS & CONDITIONS OF APPOINTMENT

3. CLASSIFICATION OF EMPLOYEES.—

qd) CONTRACT EMPLOYEES. Contract employee means an employee with whom a specific contract of employment has been executed.

(2) AUTHORITY'S EMPLOYEES. Authority's employees means an employee who was appointed in the service of the authority on or after 1994.

(3) CASUAL EMPLOYEE. Casual employee means an employee whose

employment is of a casual nature or who has been employed in place of permanent employee who is temporarily away from his duty.

(4) TEMPORARY EMPLOYEE. Temporary employee means a person who is not confirmed against a permanent post or employed against a post for a specified period or against a tenure post.

(5) DEPUTATIONIST. Deputationist means an employee whose service has been obtained on loan for the Authority from the Government or any other Organization.

4. THE SERVICE OF THE PASNI FISHERIES HARBOUR AUTHORITY SHALL

HAVE ONE OR MORE CADRES OR COMBINED CADRE FOR TWO OR MORE, OF THE FOLLOWING SECTIONS:—

1. Administrative Section (Main Office)

2 Operational Section

3. Finance Section

4 Engineering Section (Annex — I)

APPOINTMENTS

5. METHOD OF APPOINTMENT.— Appointment to the various vacant posts in the Authority shall be made in accordance with the method of appointment specified in the schedule (Annex — II). No person shall be appointed to a vacant post of the Authority unless he possesses the required qualifications and other conditions as spelled out in the Part — I of the regulations.

6. APPOINTMENT ON PROMOTION QUOTA.— Appointment on promotion quota shall be made on the basis of seniority cum fitness.

7. APPOINTMENTS BY DEPUTATION.— — Appointment by deputation shall be made by borrowing the services of a suitable person in service of the provincial Government of Balochistan or Government of Pakistan or a local authority or a Corporation or a body set up or establishment by such Government on such terms and conditions that are mutually agreed upon by them with the Authority.

8. COMPETENT AUTHORITY FOR APPOINTMENT.— The Authorities competent to make appointments against various grades and categories of vacant post in the Pasni Fisheries Harbour Authority with the exception of the Managing Director shall be made on the recommendation of the respective selection committees as under:—

S. No. | CATEGORY BPS OF EMPLOYEES APPOINTING

AUTHORITY

1. Managing Director BPS-20 Government of Balochistan.

2. Officers BPS-19 The Board of Directors.

3. Officers BPS-17 & 18 The Board of Directors.

4. Junior Officer/staff BPS 5 to 16 The Managing Director.

5. Staff BPS-1 to 4 The Director of the Respective Sections.

9. SELECTION COMMITTEES.— qd) FOR BPS-19.—Appointment to posts in BPS-19 shall be made on the recommendations of the following selection committee: —

(a) | Secretary, Costal Development & Fisheries | Chairman Department.

(b) | Managing Director. Member

(c) Additional Secretary (P&D) Member

(d) | Additional Secretary (S&GAD) Member

(2) FOR BPS-17 & 18.— Appointment to posts in BPS-17 & 18 shall be made on the recommendation of the following selection committee: —

(a) | The Secretary, of the Administrative Department | Chairman

(b) | The Managing Director Member

(c) The Director of the concerned section of the | Member
PFHA.

(d) | Any other officer co-opted by Chairman of the | Member
Committee.

(3) FOR BPS-12 TO 16.— Appointment in BPS-12 to 16
recommendations of the following selection committee: —

(a)

(b)

(c)

(d)

Managing Director.

Director of the section concerned where the post
is to be filled in

Director Administration

Any other Officer Co-opted by the Chairman of
the Committee.

shall be made on the

Chairman

Member

Member

Member

(4) FOR BPS-1 TO 11.— The following committee shall recommend appointments to
posts falling under BPS-1 to 11.

the Committee

(a) Director of the Section concern where the post is | Chairman
to be filed in.

(b) | Director Finance. Member

(c) Asstt: Administrative Officer Member

(d) | Any other Officer Co-opted by the Chairman of | Member

(5) DEPARTMENTAL EXAMINATIONS & METHODS OF SELECTIONS.—

The Selection Committee may hold competitive examinations, or interviews or both from time to time for selection of suitable personal. While making recommendations the Selection Committee shall assign position of merit to the candidates so recommended and not less than two candidates shall be recommended or each vacancy.

(6) DIFFERENCE OF OPINION.—

The Selection Committee as per rule 1. 07

will select / recommend suitable candidates for appointments by initial recruitment or promotion to fill up the posts in the Authority provided that it will not be mandatory for the Board of Director of the competent authority acting on its behalf to edept the recommendations of the respective selection

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committee but the reasons for non-acceptance of the advice of the Selection Committee in all such cases shall be recorded:

Provided that:—

(a) If the competent authority excluding Board of Directors differs in the recommendations of the Selection Committee then it may take up the case with the Board of Directors whose orders shall be final; and

(b) The Board of Director shall defray to give any decision to the competent Authority till such time the selection committee has been given due opportunity to justify its recommendations.

(7) The Board of Director may from time to time change or alter the composition of a Selection Committee as may be deemed necessary.

TERMS AND CONDITIONS OF APPOINTMENT

10. NATIONALITY DOMICILE AND CHARACTER CERTIFICATE.— No person shall be appointed to a post unless he produces a Nationality Certificate showing that he is national of Pakistan, a domicile certificate showing his domicile in the Province of Balochistan, a certificate of character from the Principal Academic Officer of the Academic Institution last attended by him and certificates of character from two other responsible person (not being his relatives) who are well acquainted with his character and antecedents.

11. QUALIFICATION, _ EXPERIENCE AND AGE LIMIT ON __ INITIAL

RECRUITMENT.— (1) The qualification experience and age limit for appointments made on respective cadres of PFHA by initial recruitment shall be determined by the Board of Directors of the PFHA provided that:—

(a) No person shall be appointed by initial recruitment on any post other than a Technical post, above grade 15 if he is less than 18 years or more than 28 years.

(b) In the case of a person whose service under the Government or an

Autonomous or Semi-Autonomous Body or an employee of United Group of Functionaries of Local Councils has been terminated for want of vacancy, the period of service rendered by him shall, for the purpose of the upper age limit, be excluded from his age; and

(c) Age for the purpose of this regulation shall be reckoned as on the last date fixed for submission of applications for appointment.

(2) All posts to be filled in by initial recruitment shall be filled in after advertising the vacancy in the local dailies and holding written test or interviews as the appropriate Selection Committee may determine.

12. DETERMINATION OF AGE.— Every person appointed by initial recruitment shall at the time of appointment declare the date of his birth with confirmatory documentary evidence, such as a Matriculation Certificate, a School leaving Certificate or a Municipal Birth Certificate. In

the absence of any such document, his age shall be got determined from the authorized Medical Officer.

13. MEDICAL CERTIFICATE OF FITNESS.— No person shall be appointed to a post by initial recruitment unless he produces a medical certificate of fitness from the Medical Officer duly authorized in that behalf:

Provided that the following grade of employees shall not be required to produce such medical certificate, namely: —

(a) An employee in above grade III, appointed vacancy of less than six month's duration; and

(b) An employee in grade I and II, appointed against a temporary vacancy of than six month's duration.

14. DEPARTMENTAL EXAMINATION.— Subject to save exemption made by the Board of Director from time to time, every appointee to a post shall have to pass the Departmental Examination, if any require for that post, within the specified period and in the specified manner.

15. COMMENCEMENT OF SERVICE.— Q) The Service under the Authority

shall commence from the working day on which an employee reports for duty in a appointment covered by these Regulations at the place and time intimated to him by the appointing authority;

Provided that he reports before noon; otherwise his service shall commence form the next following working day.

(2) On entering the Service of the Authority every employee shall sign the declaration on loyalty and secrecy as may be prescribed.

16. PROBATION.— The period of probation for an employee shall be as follows:—

(a) For direct recruitment who may have previously served for at least three years with the Federal or the Provincial Government or with the Semi Government Organization or with an Autonomous or semi-Autonomous or

Local Body.

(b) For departmental promotion One year

(c) for appointees other than One Year

covered by (a) and (b) above.

17. CONFIRMATION.— One satisfactory completion of the probationary period, or if that period is extended, on satisfactory completion of such period, an employee may, by order in writing be confirmed by the competent authority from date he is eligible for confirmation, provided he fulfills the conditions as may be prescribed for the purpose of confirmation.

18. PROMOTION.— qd) All promotions shall be made on the basis of the seniority cum fitness. No employee shall have a claim to be promoted to any particular post or Grade by virtue of seniority alone.

(2) Every employee on promotion shall be on probation in the higher Grade as may be prescribed. Should the performance of such an employee be found unsatisfactory, he may during the period of probation, be summarily reverted to the Grade of his previous appointment.

19. TERMINATION OF SERVICE.— (1) Service of all employees on probation may be terminated on thirty days previous notice in writing without assigning any reason, or on payment of thirty days pay in lieu thereof.

(2) The authority may dispense with the services of a confirmed employee by giving him ninety days previous notice in writing without assigning any reason or, in lieu thereof a sum equivalent to his pay for ninety days.

Provided that a confirmed employee may be removed or dismissed from service without prior notice as a disciplinary measure as may be prescribed.

20. RESIGNATION.— (1) An employee on probation may resign from his post by giving thirty days previous notice in writing, on payment to the Authority a sum equal to his pay for a month.

(2) A confirmed employee shall not resign from his post without giving ninety days previous notice in writing to the Authority, failing which he shall be liable to pay a sum equal to his pay for three months to the Authority.

(3) The amount of pay for the un expired period of notice and any other amounts payable by the employee to the Authority shall be recovered from any dues standing to his credit with the Authority.

(4) Resignation of an employee shall not be effective during tendency of disciplinary proceedings.

(5) The appointing authority may, at its discretion, waive the un-expired period of

notice and forego any payment in lieu thereof and accept the resignation of the employee.

(6) In case of redundancy or abolishment of a post the service of such employee shall be terminated who stand most junior in scale or pay.

(7) During probation whether initial or extended period, provided the service of such an employee will not be terminated in case he holds a lien against his previous post and instead shall be reverted to his previous scale or post which was held by him before his promotion/transfer.

(8) On intimation of the findings of the Medical Officer the competent authority may require him to retire from service and may grant him special contribution to Provident Fund or compassionate gratuity as may be prescribed.

21. OFFENCE.— If a person is convicted from offence involving moral turpitude he shall not be appointed to the service of the authority unless the authority so directs otherwise.

22. CONDUCT.— The conduct of an employee shall be governed by the regulations made or instructions issued by the authority or a prescribed authority whether generally or in respect of his specified group or cadre or class of employee or for a section of the Authority.

23. EFFICIENCY AND DISCIPLINE RULES.— All employees shall be liable to disciplinary action and penalties in accordance with the prescribed procedure so set forth.

24. LEAVE REGULATIONS.— An employee shall be admissible leave under regulations that are applicable to him provided, the grant of leave will depend on the exigencies of service and at the discretion of the competent authority.

25. PENSION AND GRATUITY.— On retirement from service an employee shall be entitled to receive such pension or gratuity as may be prescribed.

26. COMPULSORY RETIREMENT FROM SERVICE.— The authority exercise its

rights to retire or remove any employee from its service without assigning any reasons not withstanding anything enshrined in these regulations or in the terms and conditions of service of any person governed by serving under the authority, provided such a retirements or removal will be made after giving him not less than 90 days notice or in lieu pay thereof or the pay for the shortfall in 90 days notice.

27. LIABILITY OF SERVICE.— All the employees of the Authority are liable to serve any where under the Provincial and Federal Government, a local authority, a corporation or a body setup that is established by any of the Government in Pakistan. In case the employee of the Authority is required to serve on a post which is beyond the purview of the Authority then his terms and conditions of service for pay shall be more favourable than those to which he was entitled before holding of the post.

28. REVIEW OF TERMS AND CONDITIONS OF SERVICE.— qd) Where an employee is vested with the right to prefer an appeal or review any of the orders to his terms and conditions of the Service under any rules/regulations applicable to him, then such an appeal or application shall, except as may be otherwise prescribed, be made within 30 days of the date of such an order.

(2) In case the provision for the review or appeal against an order does not exist then the aggrieved employee can make a representation to the authority next above the authority which made the orders.

PART II— PROBATION, CONFIRMATION, TERMINATION, RESIGNATION, REVERSION, MEDICAL FITNESS, RETIREMENT, ETC

29. PROBATION.— qd) Officiating service and service spent on deputation to a corresponding or a higher post shall be reckoned as a period spent on probation.

(2) If the work and conduct of an employee during the period of probation has been found unsatisfactory, the competent authority, may notwithstanding that the period of probation has not expired.

(a) If the employee has been appointed by initial recruitment dispense with his service without notice; or

(b) If he has been appointed otherwise, revert him to his former post or, if there be no such, post dispense with his service.

(3) If the work or conduct of an employee, on completion of the period of probation is found unsatisfactory, the competent authority may;

(a) In case the employee has been appointed by recruitment, dispense with his service without notice, or

(b) If he has been appointed otherwise, revert him to his former post, or if there be no such post, dispense with his service.

(4) Subject to the provisions of sub-regulation of this regulation.

(a) On completion of the period of probation by an employee, if his work or conduct has not been found unsatisfactory, the competent authority may pass orders declaring that he has completed his probationary period satisfactorily.

(b) If no such orders have been made by the competent authority by the day following the completion by employee of the initial period of probation, the said period shall deemed to have been extended by two years unless specially terminated earlier by the competent authority on receipt of an unsatisfactory performance report regarding the employee from the concerned officer.

(c) If no orders have been made by the date on which the maximum additional period of probation expires, the employee's probationary period shall be deemed to have been terminated with effect from the date on which the period of probation was last extended or may be decided to have been so extended.

(5) (a) No person shall be declared to have completed the probation periods satisfactorily, or promoted to a higher post unless he successfully completes such training and passes such departmental examination as may be prescribed by the Authority from time to time.

(b) If the holder of a post fails to complete successfully any training or to pass any departmental examination prescribed by the Authority within such period or in such number of attempts(s) as may be prescribed by the Authority, the competent authority may:—

(i) In case he has been appointed by initial recruitment, dispense with his services.

(ii) In case he has been appointed otherwise revert him to his previous post and or if there be no such post dispense with his services.

30. CONFIRMATION.— qd) Appointee shall be eligible for confirmation on a post after satisfactory completion of probation as may be prescribed for the post.

(2) A regular employee shall be eligible for confirmation after satisfactory completion of the prescribed period of his service.

(3) An employee who has retired from his service, may not be refused confirmation or any other benefit provided he has completed the prescribed tenure of service against the post of which he was eligible for confirmation.

(4) No confirmation shall be made against a temporary post.

(5) An employee can be confirmed from the date of his inception on a permanent post or from the date officiating on such a post whichever is later.

31. TERMINATION.— (1) The service of a worker/contingent employee/ casual employee will be liable for termination at any time without any notice or assignment of any reason.

(2) The service of a temporary employee of the authority shall be liable for termination at a minimum notice of 14 days pay in lieu of the notice or for the period by which the notice period falls short of 14 days without assigning any reason.

(3) The service of an employee on contract shall be liable for termination in conjunction with the terms and condition of the contract. In case where it is deemed necessary to terminate the services of a contract employee within the stipulated period of his agreement then such an employee shall be intimated in writing of these specific grounds on which his services are terminated.

(4) In case the performance of an appointee in the Authority by initial recruitment is found to be un-satisfactory during any stage of his probationary period, then he will be liable for discharge from the services of the Authority and demoted if such an employee is a promote against the post.

(5) The service of an employee appointed by initial recruitment, will be liable for termination, if he fails to pass a prescribed departmental examination (if any) or demoted in case he is a promote.

32. REVERSION.— An employee will be subject to reversion to his lower post without notice provided his appointment on a higher post is on adhoc or temporary basis.

33. MEDICAL FITNESS OF THE EMPLOYEE.— qd) The competent authority may require an employee to appear before an authorized Medical Officer for Medical examination, if in its option the employee is suffering from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which renders him unfit for the proper and efficient discharge of his duties or from a disease which is communicable and is likely to endanger the health of other employees.

(2) If the authorized medical officer concerned, after examining the employee certifies that the employee requires a period of absence from duty for the purpose of rest and treatment and that there is reasonable prospect of this recovery the competent authority may grant his leave, including extraordinary leave, for such period as the Medical Officer recommends, provided that the same is due and admissible to the employee, and the competent authority may do so as if the employee had himself applied for the leave.

(3) (i) If the Medical Officer after examining the employee find the employee to be permanently incapacitated for service, the finding of the Medical Officer shall be communicated to the employee immediately. The employee may, within seven day of the receipt by him of the official intimation of the findings of the Medical Officer apply to the competent authority for a review of his case by a Medical Board. Such an application shall be accompanied by a fee, the amount of which shall be determined by the

Board of Directors. The competent authority shall then arrange for the convening of the reviewing Medical Board, the personnel of which shall not include the Medical Officer who issued the certificate in the first instance. If the reviewing Medical Board certifies that the employee is permanently incapacitated for further service, the competent authority may require him to retire from service, and may grant him such amount by way of special contribution to Provident Fund of Compassionate gratuity as may be admissible to him under these Regulations.

(ii) In case the reviewing Medical Board holds that the employee is fit for Authority's service, he shall be reinstated forthwith and the period of his absence will be treated as on duty and the fees deposited by him for getting his case revised by a Medical Board will be refunded to him, if however, the Board certifies that the employee is not fit but there is a reasonable prospect of his recovery, the case will be regulated under the provisions of clause (2) of this sub-regulation.

(iii) In case the employee concerned does apply from a review of his case within seven days of the receipt by him of the official intimation of the findings of the Medical Officer, the competent authority may require him to retire from service and may grant him special contribution to provident fund or compassionate gratuity as provided of in sub-clause (i) above.

34. RESIGNATION.— (1) A temporary employee of the authority may resign from his service through a letter of resignation bearing one month's notice to the appointing authority or forfeiting one months' pay in lieu of the notice period.

(2) A confirmed employee of the authority may resign from his service by tendering a letter of resignation bearing 3 month's notice to the appointing authority or surrendering one month's pay to the authority in lieu of the notice period.

(3) It will be disreterory on the part of the appointing authority to accept the resignation. Such an authority may also accept any resignation with immediate effect or before the lapse of the expiry of such notice provided, such an employee surrenders to the authority the pay for the un-expired period of the notice.

(4) Until and unless the resignation of an employee of the authority is accepted till being relieved of his duties, such an employee will continue to be in the employment of the authority and remain subject to these regulations.

(5) A permanent employee will be liable to dismissal for service if he leaves his employment without the acceptance of his resignation and without handing over the proper charge of his office.

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

35. RETIREMENT.— — Anemployee shall retire from service.

(i) On such a day / date when he has completed 25 years of continuous service qualifying for pension or other retirement benefits as the competent authority may, in the public interest so directs.

(ii) Where no direction is given under clause (i) on the completion of the official age (60).

(iii) In the eventuality of the death of an employee whether prior or after his retirement, then his family shall be entitled to receive such a pension or gratuity or both as may be prescribed.

(iv) An employee, who is dismissed or removed from service, due to disciplinary action, he shall not be admissible to pension. However the authority may sanction as a special case, if a need so be a compassionate allowance to such an employee not exceeding two thirds of the pension or gratuity that was to be admissible to him if he was invalidated from service on the date of such removal or dismissal.

(v) If the calculation of the amount of pension or gratuity admissible to an employee, is delayed beyond a period of one month of the date of his retirement or death, he or his family as the case may be, shall be paid provisionally such anticipatory pension or gratuity as may be determined by the prescribed authority, in accordance with the length of his service and any over payment consequent to such provisional payment shall be adjusted against the payment of pension or gratuity, that may be determined finally for payment to such an employee or his family.

36. PRIVATE EMPLOYMENT DURING LPR OR THEREAFTER.— In case an employee seeks any private employment during the leave preparatory to retirement or after retirement from the service authority, within 2 years he shall first obtain the prior approval of the prescribed authority.

PART II — LIEN DEMOTION, ABDITION, RETRENCHMENT ETC

37. LIEN.— Q) Except as otherwise provided in these regulation, an employee in substantive appointment post acquired appointment to any permanent post acquires a lien on that post and ceases to hold a lien any lien previously acquired on any other post.

(2) An employee cannot be appointed substantively to a post on which another employee holds a lien.

(3) Unless his lien is suspended under sub-regulation (4) of this regulation or transferred under sub-regulation (5) hereof an employee holding substantively a permanent post retains a lien on that post:—

(a) While performing the duties of that post;

(b) While on foreign services, or holding a temporary post, or officiating on another post;

(c) During joining time or transfer to another post; unless he is transferred substantively to a post on lower pay; in which case his lien is transferred to

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the new post from the date on which he is relieved of his duties on the old post;

While on leave; and
While under suspension.

The competent authority shall suspend the lien of an employee on a permanent post which he holds substantively if he is appointed in a substantive capacity:—

(i) to a tenure post or

(ii) to a permanent post outside the cadre on which he is borne; or

(iii) provisionally, to a post on which another employee would hold a lien had his lien not been suspended under this regulation.

The competent authority may, at its option, suspend the lien of an employee on a permanent post which he holds substantively, if he is deputed out of Pakistan or transferred to foreign service, or in circumstances not covered by clause (a) of this sub-regulation is transferred, whether in a substantive or officiating capacity, to a post in another cadre, and if in any of these cases there is reasons to believe that he will remain absent from the post on which he holds a line, for a period of not less than three years.

Notwithstanding anything contained in clause (a) and (b) of this sub-regulation an employee's lien on a tenure post may in no circumstance, be suspended, but if he is appointed substantively to another permanent post, his lien on the tenure post must be terminated.

If an employee's lien on a post is suspended under clause (a) or clause (b) of this sub-regulation, the post may be filled substantively shall acquire a lien on it: provided that the arrangements shall be reversed as soon as employee revives.

An employee's lien which has been suspended under clause (a) of this sub-regulation shall revive as soon as he ceases to hold a lien a post of the nature specified under sub-clauses (i), (ii) of that clause.

An employee's lien which has been suspended under clause (b) of this sub-Regulations revive as soon as he ceases to be on deputation out of Pakistan or on foreign service or to hold a post in another cadre: provided that a suspended lien shall not revive because the employee takes leave if there is reason to believe that he will, on return from leave, continue to be on deputation out of Pakistan an or an foreign service or to hold a post in another cadre and the total period of absence on duty will not fall short of three years or that he will hold substantively a post of the nature specified under sub-clauses (i), (ii) and (iii) of clause (a) of this sub-regulation.

(5) Subject to the provisions of Regulation the competent authority may transfer to another permanent post in the same cadre the lien of an employee who is not performing the duties of the post to which the lien relates, even if the lien has been suspended.

(6) (a) An employee's lien on a post may in no circumstances be terminated, even with his consent, if the result will be to leave him without a lien or a suspended lien upon a permanent post.

(b) In the case of an employee whose lien on permanent post has been suspended on his appointment in a substantive capacity on a permanent post outside the cadre on which he is borne, the suspended lien may not, except on the written request of the employee concerned be terminated while the employee remains in the service of the Authority.

38. SUBSTANTIVE APPOINTMENTS.— qd) Two or more employees cannot be appointed substantively to the same permanent post at the same time.

(2) An employee cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.

39. DEMOTION.— If the performances of an employee are not considered to be satisfactory during the period of probation of fresh appointment, then he can be terminated or on promotion be demoted/reverted to his previous post held by him before such a promotion/transfer. In case a regular employee's performance is not satisfactory as may be prescribed then he will be liable for demotion.

40. ABOLITION OF POSTS.— In case of abolition a post, the following procedure shall be adopted.

(i) The employee who is working against an abolished post may be appointed to another vacant post provided such an employee is considered suitable for that post.

(ii) In the event of non availability of such a vacancy or suitability of the

employee against such a vacancy, be absorbed on a lower vacant post by the competent authority if such an employee shows his willingness.

(iii) The service of the employee working against such a post will be liable for termination of his appointment is through initial recruitment.

(iv) The employee will be liable for demotion in case he is promoted against such a post.

41. RETRENCHMENT/ REDUNDANCIES.— On retirements/redundancies in the authority, the junior employee will be retrenched first. The competent authority may terminate the service of an employee for any sufficient and valid reason to be served in writing after: —

(i) 15 days notice or pay in lieu thereof is given during the probationary period.

(ii) One month's notice or pay in lieu thereof to a temporary employee other than a probationer.

(iii) 3 month's notice or pay in lieu thereof in case of a permanent employee.

Provided the employee shall be entitled to the pay for the un-expired period of notice if he is relieved from his duties prior to such notice period.

42. CASSATION OF SERVICE.— The service of an employee may cease to continue under following circumstances: —

Q) By resignation subject to the conditions laid down in the foregoing regulations of this chapter.

(2) On reaching the superannuation age.

(3) Consequent to permanent disability which renders him unfit for further service on the basis of a medical advice.

(4) By removal dismissal or compulsory retirement from service as a penalty in accordance with the Efficiency and Discipline Regulation made for the purpose.

43. RECORD OF SERVICE.— (1) A record of service of each employee shall be maintained in a service Book.

(2) An employee shall not have access to his confidential reports. He shall, however be informed of adverse remarks relating to remediable defects, if any, in order to give him an opportunity, to improve his position or to correct himself.

PART IV— SENIORITY, PROMOTION, TRANSFER, SUSPENSION, BENEFITS, INCREMENT ETC

44. SENIORITY.— qd) Seniority interse of the employees in various cadres of service shall be determined as under:—

(a) In the case of employees appointed by initial recruitment, seniority will be determined in accordance with the order of merit assigned by the Selection Committee appointed for the purposes.

Provided that the person placed higher in the order of merit but joining latter satisfied the competent authority that the delay in his joining was for reasons beyond his control: otherwise he shall rank as junior to the person or persons joining earlier.

Provided further that the persons selected for the service in an earlier selection shall rank senior to the persons selected in a latter selection.

(b) In the case of employee appointed by promotion or by selection in the case of selection post(s) subject to the provision of sub-regulation (2) of this Regulation, seniority will be determined with reference to the date of continuous appointment to that post provided that if the dates of continuous appointment of two employees is the same their inter seniority will be determined on the basis of the position held by them in the next lower grade. In case of a tie in the next lower grade, the older employee shall rank senior to the younger employee or employee's except in the case of Selection posts where seniority in the higher grade shall be determined on the basis of merit assigned by the Selection Committee.

EXPLANATION—I. If a junior employee in a lower grade is appointed to a higher grade temporarily in the public interest, even though continuing latter permanently in the higher grade, it would not adversely affect the interest of his senior in the fixation of the seniority in the higher grade as an when latter is promoted to the higher grade.

EXPLANATION—II. If a junior employee in a lower grade is promoted to a higher grade by superseding a senior employee and subsequently that employee is also promoted to the same grade, the employee promoted first shall rank senior to the employee promoted subsequently.

EXPLANATION —III._ A junior employee appointed to a higher grade shall be deemed to have superseded a senior employee only if both the junior and the senior employees were considered for the higher grade and the junior employee was appointed in preference to the senior employee on the basis of service record.

(2) Seniority in the various cadres of the employees appointed thereof by initial recruitment viz a viz those appointed otherwise shall be determined as under:—

(a) In case both the employees appointed by initial recruitment and the employees appointment otherwise have been appointed against substantive vacancies, or both have been appointed against temporary vacancies, their seniority will be determined with reference to the date of appointment to such vacancy. In the case of the employee appointed by initial recruitment and to the date of continuous appointment whether substantively or otherwise against such vacancy in comparison to the employee appointed otherwise; provided that if the two dates are the same: the employee appointed otherwise shall rank senior to the employees appointed by initial recruitment.

(b) As between the employees appointed whether by initial recruitment of otherwise against a substantive vacancy and the employees appointed whether by initial recruitment of otherwise against a substantive vacancy and the employee appointed whether by initial recruitment or otherwise against a temporary vacancy, the former shall rank senior to the latter in case their dates of appointment are the same.

(3) Nothing in these Regulations shall be construed to affect in any way the inter-seniority of employees determined before the coming into force of these Regulation, in accordance with the Rules and Regulations then in force.

(4) On amalgamation of two or more cadres, the seniority of each incumbent of the various posts in the amalgamated cadres will count from the date of his continuous appointment to such post.

45. CHANGE OF CADRE/SECTION.— Employees serving in one section of the Authority may be transferred to another section of the Authority either on their own request or in the exigencies of service, provide that, in case of transfer to a section of the Authority where a separate a seniority list is maintained then:—

(a) If the employee is transferred at his own request his seniority in the new section will count from the date of his joining that section; and

(b) In any other his seniority in the original section would not be affected by such transfer.

46. PROMOTION.— qd) An employee shall be eligible for promotion provided he

fulfills the prescribed qualification and experience of the post that is reserved for appointments by promotion in the next higher scale.

(2) Such a post can either be of a selection or non selection nature for which the criteria may be prescribed.

(a) On of the basis of selection on merit in case it is a selecting post. OR

(b) On the basis of seniority cum fitness in case a post falls under non-selection cadre.

47. TRANSFER.— qd) An employee may be transferred from one post to another

equivalent post provided that:—

(a) Except on account of inefficiency or misbehavior or on his written request an employee shall not be transferred substantively to: or; appointed to officiating; a post in which he holds a lien or would hold a lien had his lien not been suspended under Sub-regulations (4) of Regulation 37 of these Regulations.

(b) Notwithstanding in clause (a) of this sub-Regulation or other provisions can prevent the retransfer of an employee to the post on which he would holds lien; had it not been suspended accordance with the provisions of sub-regulation (4) of Regulation 37 of these Regulations.

(2) Joining time may be granted to an employee on transfer from Pasni to any other station: involving shifting of residence subject to a maximum of ten days for transfer to post within the jurisdiction of the Authority.

48. UP-GRADATION.— Employee in Grade 1 to 15 shall, on rendering the prescribed service, be promoted to the next higher Grade by up-gradation of the post held by them on the basis of seniority cum fitness. The posts so upgraded shall be personal to the employee concerned and

shall stand downgraded as soon as vacated by him.

49. BENEFITS DURING THE PERIOD OF SUSPENSION AND ON __ RE-INSTATEMENT.— (1) An employee who is under suspension shall be entitled to the following payments / facilities: —

(a) SUBSISTANCE GRANT:- Equal to one half of the pay.

(b) ALLOWANCES:- Compensatory Allowance as specified below.

If any admissible before suspension:—

(i) House Rent Allowance

(ii) Conveyance Allowance

(c) RESIDENTIAL TELEPHONE: Residential telephone if installed officially, shall not be removed from the residence of the employee under suspension, but during the period of his suspension while the line rent for that telephone shall be paid by the Authority upto four months, payment on account of local and trunk calls shall be made by the employee himself.

(d) TRANSPORT:-No official transport shall be provided.

(e) MEDICAL:- Medical facilities as provided shall continue to be admissible.

(2) When an employee is re-instated, the competent authority may, at its discretion, grant to him for the period of his absence from duty:—

(a) If he is exonerated, the full pay and allowances to which he would have been entitled, if he had not been dismissed, removed or suspended; and

(b) If otherwise such proportion of such pay and allowances as the competent authority may determine or leave in lieu, if admissible.

50. EX-GRATIA PAYMENT ON DEATH.— = The' = Managing Director may, in consultation with Director (Finance), make ex-gratia payment to the family of deceased employee, equivalent to three month pay subject to a minimum of Rs. 3,000/00 in the event of death of an employee.

51. INCREMENT.— qd) An employee shall draw the pay of the post to which he is appointed from the date of his appointment and until the satisfactory conclusion of the entire probationary period. Upon such conclusion, the annual increments in his pay shall accrue on the 1* day of January, or July each year after completion of at least six month's service at the relevant stage of pay.

EXPLANATION. For purpose of its regulation, service does of include leave without pay.

(2) Annual increments shall be granted as after of course unless with held competent authority disciplinary action against the employee concerned is under progress.

(3) Advance increments may be grated to any employee in exceptionally deserving cases at an stage of is service in accordance with the prescribed procedure.

52. NOMINATION.— _ Every employee shall nominate a person or persons in the form as may be prescribed shall be payable in the even of his death.

PART V— ANNUAL CONFIDENTIAL REPORTS OF THE PASNI FISHERIES HARBOUR AUTHORITY

53. RESPONSIBILITY OF EMPLOYEES REPORTED UPON.— The employee to be reported upon will them-selves be responsible to submit, through the appropriate channel, the required number of ACR forms (face sheets duly filled in) for writing of the reports to the Reporting Officer, in the third week of November each year. The list of the employees who fail to furnish the forms in time will be submitted by the Reporting/Initiating Officer to the competent authority by the

end of November each year to initiate disciplinary proceedings under the Efficiency and Discipline Rules.

54. SUPPLY OF INFORMATION REGARDING PLACES OF POSTING WITH DATES & NAMES OF REPORTING/ COUNTERSIGNING OFFICERS.— All employees should extend all information to the authority maintaining C.R Dossiers regarding dates of their posting,

names of reporting/Countersigning officer, etc. Disciplinary action against such employees will be considered/initiated who fail to cooperate with their superiors completion of the Confidential Reports.

55. WHEN SHOULD A REPORT BE WRITTEN.— A report is to be written for every calendar year if neither the reporting nor the employee reported upon has been transferred to another assignment and continue to work with each other. It shall be initiated in the third week of December and forwarded to the respective countersigning authority by the end of December. Where a report is to be forwarded to higher quarters it should be done at the end of first week of January. The final authority shall record his remarks within 5 days and thus by the 15th January the whole exercise will be completed and the report will be placed on the C.R. Dossiers of the employees concerned.

(i) The final authority will furnish certificate under his own signatures to the Services and General Administration Department by the 20th January to the effect that the reports have been completed and place on the C.R Dossiers.

(ii) Blank form of annual confidential reports in sufficient Nos will be supplied to the heads of offices by the Authority by the 15th October and where will bring the matter to the notice of the superiors for promoted supply.

56. MINIMUM PERIOD FOR WRITING OF REPORTS.—

(i) The minimum period during which an officer is expected to form a judicious opinion about the work of his subordinate employee, for the purpose of writing a report on his work and conduct, has been prescribed as three months. The report of a lesser period should be ignored. If an employee has served under a reporting officer in two calendar years for a period aggregating to 3 months or more but each period in a year is less than 3 months, no confidential report should be written for such periods.

(ii) The period spent on leave on average pay of the employee will not be included in the minimum period of three months prescribed for writing of annual confidential reports.

(iii) In cases, however, where more than one officer have acted as countersigning authorities, the report may be countersigned by the officer under who the employee reported upon has spent the major portion of the period of the report.

57. WHEN SHOULD REPORT BECOME DUE.— A confidential will become due:—

(i) Successive reports for 2 years should be avoided from a reporting officer and another Reporting officer may be appointed in the second year.

(ii) If either the reporting officer or the employee reported upon is transferred, a report is due to be written subject to the condition that the employee reported upon has

worked with the reporting office of a period of the months a period of three months had lapsed since last report was written.

(iii) A reporting countersigning officer on the eve of his transfer /proceeding on training aboard/retirement shall ensure that C.Rs on his sub-ordinates employee are initiated/countersigned before leaving the office. The relieved officer shall furnish a certificate to the effect that he has initiated countersigned reports on his sub-ordinates employees.

(iv) The face sheets of the annual confidential report forms provide for initiating period reported upon as from to mentioned.

(v) If the employee reported upon has worked under one and the same reporting officer on different posts the breakup of the whole period should be indicated in appropriate col. On the foot of face sheet of ACR form.

58. SPECIAL REPORT.— If an employee is placed on special report for any reason, the special report recorded on him should be placed on the C.R. Dossier. Such special reports would, however, be in addition to the Ordinary confidential reports.

59. REPORTING CHANNEL.— Charts showing details of authorities for initiation countersignature communication and expunction of adverse remarks, in respect of employees of various categories should be pasted in offices.

(i) The report should be initiated by the immediate superior authority even if the employee reported upon happens, due to any reason, to be senior in rank/grade or drawing higher pay than his immediate superior.

(ii) It would be countersigned by the next higher authority.

(iii) In case it is considered necessary that there should also be a 2TM subsequent countersigning authority in a particulars-case, that shall be included in the chat with specific approval of the Board.

(iv) If the post of a reporting officer is lying vacant for any reasons other than death, the next higher authority shall initiate the report but will not be countersigned by any other higher authority in case the reporting officer is no more alive and had failed to initiated the report on his subordinate before death and the next higher authority has also failed to initiated by the report within the prescribed time, no report shall be initiated by the next higher authority at any belated stage. However a note to this effect shall be placed on C.R Dossier of the concerned.

60. REPORTS ON PERSONS ON DEPUTATION.— The confidential reports on Government servants working on deputation with any of the autonomous/semi-autonomous bodies, will be written by the borrowing authority/department. These organizations will decide about the initiating authority and the first and second countersigning authority in consultation with the lending department.

61. REPORTS ON RE-EMPLOYED GOVERNMENT _ SERVANTS.— Annual

Confidential reports on the work and conduct of re-employed Government Servants in the Authority shall also be written in addition to their medical examination in the usual manner.

62. REPORTS BY OFFICERS PROCEEDED ON RETIREMENT OR LEAVE

PREPARATORY TO RETIREMENT.— The officer who has retired voluntarily after completing 25 years of service or more, or on attaining the age of superannuation, shall record reports on his subordinates employees who worked under him for more than three months, before his

retirement. If an officer has proceeded on retirement without writing countersigning the reports and can not be contacted or fails to oblige despite repeated requests, the following procedure shall be adopted:—

(i) The officer who would have countersigned, in had the report been initiated by the retired Officer, should initiate the report, provided he has seen the work of the officer reported upon, for minimum period of three months. The next higher officer if any, should countersign it.

(ii) If the report has already been initiated, but the countersigning officer has retired, the next higher officer, if any, should countersign, provided he has personal knowledge of the work of the employee concerned.

(iii) If both the initiating and countersigning officers have been compulsorily retired, the officer next than the two if any should countersign it. In such case both the initiating and countersigning officers must have personal knowledge of the work of the employee reported upon.

(iv) In case the report cannot be initiated at all a suitable note to this effect be recorded in the C.R. Dossier of the Officer concerned. If the report has been initiated but cannot be countersigned, the reason therefore be recorded at the place in the C.R. from meant for countersignatures.

63. In the case where the reporting countersigning officer have expired, the procedure laid down in paragraph 59 (iv) will apply.

64. REPORTING BY RELATIVES.— Wherever a reporting officer related to the officer reported upon, this fact should invariably be mentioned in the confidential report and he should submit the case to the next higher officer for writing the report, without recording his remarks.

65. REPORTS NOT REQUIRING ANY COUNTERSIGNATURES.— Reports on employee working as Private Secretary/Personal Assistants will not be required to be countersigned by any higher authority.

66. REPORTS ON CHAIRMAN OF PFHA,— The reports on the Chairman of an PFHA of the Province of Balochistan will be initiated by the Chief Secretary and countersigned by the Governor.

67. C.R. DOSSIERS.— _ A face sheet should be inserted at the begging of each C.R. Dossier giving the following information:—

1. Name and Qualification.

2. Father's Name.

3. Date of Birth.

4. Place of Domicile.

5. Place of Birth.

6. Date of joining the service of the Authority.

7. Religion.

8. Marital Status.

9. Occupational Group of Service.

10. Date of Superannuation.

11. Places where immovable property, if any held.

68. PASTING OF PHOTOGRAPHS.— One passport size photograph of the

employee should be placed at the inner side of the folder of both original and duplicate C.R. Dossiers. The photographs should be furnished only by the Officers of B-16 and above and at their own expenses.

69. PLACING OF ANNUAL MEDICAL REPORTS.— All Officers of B-17 and above are required to get themselves medically checked up once a year. The annual Medical report should be placed in the separate folder specified at Appendix VII and kept with the C.R. Dossier of the Officer concerned.

70. PLACING OF ANNUAL DECLARATION OF ASSETS.— The annual Declaration of Assets submitted by the employees should be placed on the C.R. Dossiers.

71. USE OF PROPER FORMS OF CONFIDENTIAL REPORTS.— — Form for writing

of confidential reports have been prescribed in appendix II (A) to II (E). The reports should be written on one of these forms according to the nature of the post held by the employee reported upon.

72. In case, however, the nature of duties of any category of employee calls for report on additional points qualities not covered by the prescribed form, then such additional points qualities can be added to the form with the specific approval of the Board.

73. INSTRUCTIONS FOR REPORTING & COUNTERSIGNING _OFFICERS.—

Annual Confidential Report is an assessment of the conduct and quality of the work that an employee has performed during the calendar year. On this assessment depend important decisions such as promotion or suitability for different appointments. It is imperative that the report would be written impartially. It should be forthright and unambiguous.

74. The report if written in hand, should be legible the name and designation of the reporting officer should clearly be written in block letters or types under the signatures. The date on which the report is signed should also be given.

75. No intermediate grading in any column of the C.R. forms should be given and the reporting officer should initial one of the boxes printed against the remarks.

76. The reporting officers are required to indicate in the pen picture of an officer's Annual Confidential Report whether his manners and style of dress etc are ostentations of floppish to the point of being objectionable.

77. While giving General assessment of a employee reported upon after comparing him with other officers of the same rank the following points should be kept view before filling in the appropriate columns of the form of ACR meant for officers: —

(a) In case their only one employee in a particular rank, his general assessment of performance should be independent.

(b) The assessment of an employee in the relevant part of the ACR form should, as far as possible, be based on assessment made about his personal traits and on the job performance given in the ACR form. If the major number of entries are good and in the column prescribed for "General Assessment" the officer is classified as "Average" or vice versa the reporting officer should giving detailed reasons for his "Average" assessment. Normally these should be identical.

78. The reporting officers while initiating reports on employees who have completed 25 years of service, should also give their assessment regarding fitness of the officers reported upon after 25 years of service. In case an officer is adjudged "Unfit" for retention after 25 years of service such an entry should be treated as adverse and should be communicated to the officer concerned, in the usual manner.

79. The adverse remarks recorded in the ACR must be underlined in red by the countersigning officer to facilitate their communication. The reporting officer is expected to counsel the officer being reported upon about his weak points and advise him how to improve. Adverse remarks should normally be recorded when the employee fails to improve despite counseling.

80. In addition to the remarks they wish to record on the officers reported upon, the countersigning officer should also given their assessment on the quality of the reports recorded by the reporting officers. The countersigning officers while assessing the reports given by the reporting officers and having assessed these as "strict" or "lenient" should give their final grading themselves to valid any complications and should preferably change the overall assessment made by the reporting officers. These instructions will also be applicable to "Subsequent countersigning officers".

81. REPORT ON INTEGRITY.— Integrity is the most important trait of character of an employee of authority. It should be assessed without fear or favour. The report should not be vague, but definite. An employee may be reasonably believed to be corrupt, if:—

(a) He has a general and persistent reputation of being corrupt; or

(b) any of his dependents or any other person through him or his behalf is in possession of pecuniary resources or property disproportionate to his own sources of income to which he cannot account for satisfactorily; or

(c) he has assumed a style of living beyond his means.

EXPLANATION. The dependents will include wife/wives, children, step children, partner, sisters and minor brothers, residing with the wholly dependent on the employee

reported upon. If a person's integrity is adjudged as "average" it shall not be construed to be adverse and shall not be construed to be adverse and shall not be communicated.

82. INDULGENCE INTO POLITICS.— If any employee dabbles in politics or has acted in a manner to further the interest of any politician or party or has brought recommendations from

politicians with regard to service matter, this aspect should be specifically brought out in the general remarks.

83. ACTION WHERE MORE THAN ONE REPORTING OFFICER IS ELIGIBLE TO RECORD REPORT AND ACTION IN CASE OF _COMMUNICATION _ OF

DISPLEASURE.— _ Incase where an employee has served under more than one reporting officer during the year, a separate report should be recorded by each officer, provided the condition about minimum period of three months for writing of a report is fulfilled.

A formal displeasure conveyed to employee must appear in his C.R. Dossier. The result of representation, if failed, should also be reflected in the report.

84. ACTION IN CASE OF INQUIRY.— On initiation of disciplinary proceedings against an employee a copy of the original order/cause notice should be placed on his C.R. Dossier. If a formal

enquiry is ordered against an employee during the period under report or an inquiry has been held or is pending against the employee during the period under report, the fact must be mentioned in the report. The final decision on the report of inquiry officer including exonerating the officer of the charges or awarding a punishment to him should also be mentioned in the report including/orders on appeals/review if any. A copy of the orders of the over payment passed in any inquiry under the Efficiency and Discipline Rule against an employee must be placed on the C.R. Dossier including the decision on as appeal/review if any.

85. ACTION IN CASE OF COMMUNICATION OF "WARNING".— A warning as ministered to an employee should ordinarily not find its way in the C.R. Dossier, as it is not a

penalty, in accordance with the Efficiency and Discipline Rules, and as such, is not appealable. Where it is decided in any particular case. To place it on the C.R. Dossier of an employee, he should be informed accordingly. In case of representation, if any, made by the Officer, the orders passed by the competent authority on such representation, should also be placed on the C.R. Dossier.

86. MANNER OF WRITING REPORTS.— The opinion expressed in the C.R. should be the result of careful consideration: on personal base, or favoritisms should color the report. The

reporting officer/countersigning officer should be in a position to justify his views, if called upon to do so.

87. ACTION WHERE THE REPORTS ARE NOT RECORDED IN ACCORDANCE WITH THE INSTRUCTIONS.— Confidential reports which are not recorded in accordance with the instructions should be returned by the maintaining authority to the reporting

countersigning officer, for revision in compliance with these instructions.

88. COMMUNICATION OF ADVERSE REMARKS.— The authority dealing finally with the reports should see that the employees reported upon are made aware of any defects pointed out in

the confidential reports/evaluation reports recorded by the reporting officer.

89. ALL ADVERSE REMAKRS MUST BE COMMUNCATED.— It is emphasized that the annual confidential reports contain the assessment of the superior officer about character. It is

essential that the employee should be given a fair deal by communicating to them adverse remarks if any, so that they may be in a position to represent, where necessary. On completion of the report, all adverse remarks, whether remediable or not, must be communicated to the person concerned, so that the employee reported upon can remove the defects or ask for their expunction, if they are modified. A complete report means the report which has been properly initiated by the reporting officer and countersigned by the higher authority. Except in case of those reports which are exempt from countersignatures. The adverse remarks contained in incomplete reports should not be communicated till such reports are got countersigned from the countersigning authority's.

90. **TIMELY COMMUNICATION OF ADVERSE REMARKS.**— Timely communication of adverse remarks is of paramount importance. The authorities competent to communicate the adverse remarks should ensure that the adverse remarks are communicated without fail to person concerned by the end of June of the following years. Failure to do so will attract disciplinary action against the person(s) subject to the provision of paragraph 96 below.

91. **TIME-BARRED ADVERSE REMARKS.**— The adverse remarks contained in confidential relating to a period prior to five years or more should not be communicated, but stores through as per procedure adopted in case of scoring through the expunged adverse remarks.

92. **DIFFERENCE OF OPINION IN REPORTING.**— When a report consists opinion of different departmental superiors in graduation, it is only the opinion as accepted/expressed by the highest reporting officer, which need be considered from the point of view of communication. If the higher officer does not comment on any remarks of a lower authority it will be presumed that he has accepted it.

93. The adverse remarks should be communicated to the person concerned through his immediate superior officer, in a semi-official letter (in duplicate) in case of Officer of BPS-16 and above and through ordinary letters (in duplicate) in case of employee of lower ranks. Such letters shall be issued either under the signatures of the authority competent to communicate, or any officer subordinate to him and authority to do so. The adverse remarks should be communicated in writing a duplicate copy of the letter, with the acknowledgment of the person concerned by kept on the C.R. Dossier. The identity of the reporting officer should not be disclosed to the person concerned against whom an adverse report has been recorded.

94. **REMARKS TO BE TREATED AS ADVERSE.**— In addition to other remarks treated as adverse, the following remarks will be treated as adverse, and dealt with accordingly: —

- (i) Unfit for further promotion/has reached his ceiling.
- (ii) Not fit for promotion but likely to become fit in due course of time.

(These will be treated as adverse only in case of an officer who ordinarily fulfils the condition of length of service for promotion to the next higher rank, but earns these remarks)

95. **ADVERSE REMARKS NOT TO BE COMMUNICATED.**—The following kinds of adverse remarks if recorded in any confidential report, should not be treated as adverse:—

- (i) This Officer needs to be kept under constant watch and
- (ii) This Officer should be kept under constant watch.

96. COMMUNICATION OF ADVERSE REMARKS.— If any confidential report contains some adversary remarks these should be communicated to the person concerned but should not be treated as adverse. The final maintaining authority should, after under lining such remarks in the confidential report, write down a side or foot note that these remarks and been treated as advisory instead of adverse.

97. ACTION IN CASE OF RECORING ADVERSE REMARKS BY SAME REPORTING OFFICER FOR TWO SUCCESSIVE YEARS.— In order to guard against personal likes and dislikes, any employee receiving adverse remarks for two successive years from the same reporting officer, should be placed under another reporting officer.

NOTE: Adverse remarks for two successive years mean adverse remarks contained in the annual confidential report for the two complete calendar years and not two piecemeal reports for fractions of a year.

98. REPRESENTATION AGAINST ADVERSE REMARKS.— A person' who is communicated adverse remarks can apply for the expunction of such remarks. But this should be done not later than one month from the date of receipt of communication. The representation must be made in temperate and dignified language and no allegations of personal and malicious nature should be made. Indiscreet and irresponsible allegations against report officers will result in disciplinary action against the person concerned. If however, there is justification of not representing within the time limit, the competent authority can extend the period.

99. EXPUNCTION OF ADVERSE REMARKS.— If the authority for expunction of adverse remarks, considers the reports to be biased or unjustified, or inconsistent with the facts, he may issue an order in this behalf. The decision on the representation against adverse remarks should be taken by the competent authority as quickly as possible within a reasonable period of time and should be conveyed to the person concerned and a copy of the order should be conveyed to the person concerned and a copy of the order placed on, the C.R. Dossier of the person. In case the expunction authority decided that the adverse remarks should be expunged then the adverse entries should be scored through but not in such a way as to make them illegible. A marginal note should be added showing the file number and date of the order by which the entry has been expunged. The representation of the employee will, however, not form part of the C.R. Dossier. The expunction authority can review its decision exercising discretionary powers.

100. CHANNEL FOR SUBMISSION OF REPRESENTATIONS.— _ All representation about expunction of adverse remarks will be made through proper channel to the authority for communication of adverse remarks as laid down in the chart in Appendix-I or to the appointing authority in case the said chart does not clearly specify that authority.

101. OBTAINING COMMENTS ON REPRESENTATIONS.— The representation received on the communication of adverse remarks should not as a matter of routine be sent to the reporting officer for his comments, but only in rare cases where facts warrant clarification.

102. MULTILATION OF ENTRIES IN THE REPORTS.— — Under no circumstances any entry in a confidential report be mutilated or papers physically removed from the C.R. Dossiers.

103. SAFE CUSTODY OF C.R DOSSIERS.— Except to the extent of communicating the remarks in accordance with the above instructions, the contents of the report should not be divulged

to the employee concerned.

In no case should an officer have access to his own report. In order to guard against the confidential reports being tempered with, the reports when filed in the C.R. Dossier will be page numbered in ink and entered in the index on first page after the face sheet, prescribed in paragraph 21 in the form prescribed in Appendix-III.

104. SAFE CUSTODY OF C.R DOSSIER BY BORROWING AUTHORITIES.— The borrowing authority should under no circumstances change the order in which the various confidential reports have been filed and indexed on the first page or carry out any other alteration in the C.R. Dossier. However such documents should be returned immediately to the lending authority when no longer required. The same principle applied to borrowing authority which employees are

sent on deputation

105. PLACING OF LETTERS OF APPRECIATION.— Letters of commendation which may be issued to the officers in recognition of their meritorious work of commendable efficiency, should be place on the C.R. Dossiers off the employee concerned and copy should be endorsed to them.

106. CHITS OF CERTIFICATES.— No chits or certificate should be granted to the subordinates by any officer and the assessment of the work of employee should be confined to the annual confidential reports. Such chits/ certificates, if still issued, will be ignored by the authority for any purpose.

107. REPORTS ON OFFICERS DETAILED FOR TRAINING.— The reports on officers detailed for training at various institutions i.e. Administrative Staff College, NIPA, Rural Development Academics, etc: and recorded by the heads of institutions will be placed on the C.R. Dossiers. Similarly the assessment reports on the officers attending training courses abroad will also form part of their C.R. Dossiers. Such reports, if they contain adverse remarks will be conveyed to the officers concerned, in the manner prescribed for communication of adverse remarks.

108. COVERING OF PERIOD FOR WHICH REPORTS CAN NOT BE INITATED.—

A note may be recorded in respect of the periods for which reports do not exist in the C.R. Dossiers due to long leave or other causes which should be stated in proper chronological sequence of the reports.

109. PRESERVATION OF C.R. DOSSIER.— C.R. Dossiers of retired employee should be maintained for ten years after the date of retirement or upto the age of sixty five year, whichever is later. In the case of person relieved from Authority otherwise than by retirement, the C.R. Dossiers shall be retained at least for ten years after the date of release from Authority. On the expiry of the prescribed period the C.R. Dossier will be destroyed by burning and the destruction certificate placed on general file relating to Annual Confidential Reports.

110. SUPPLY OF COPIES OF EXTRACTS FROM C.R. DOSSIERS.— Supply of copies of extracts from C.R. Dossiers is prohibited. It is however permissible, to give on request of the officers who have retired, a letter in which their final record is summed up, with a synopsis of reports for the last ten years.

(See Annexure on next page)

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Annex-I
Category and Grade wise
Existing Strength to Pasni Fisheries Harbour Authority

MAIN OFFICE

S.No. Name of the post. Grade. Nos.

(Subject to increase or
decrease)

::

Managing Director.

Director Administration.

Asstt: Administrative Officer.

Store Officer.

Store Keeper.

4
8
1
3
8
1
1

—

apa) ale]

Security Inspector.

. Assistants. B-11
Senior Clerks.

we] 2)

Junior Clerks.

P.A to Managing Directors.

Office Superintendent.

P.A to Directors.

Drivers.

Daftaree.

Cook

Chowkidar.

Secuirty Guard. 12

NaibQasid. 6

Gardner. 1
Chowkidars.
21. Sweepers. B-1 6
Total:- 69

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OPERATION SECTION

Name of the Post. Nos.

(Subject to increase or
decrease)

Assistant Operation Officer.

Cargo Officer.

Assistant Port Officer.

Security Inspector.

Security Guards.

a

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ENGINEERING SECTION

Name of the post.

2.

Nos.

(Subject to increase or
decrease)

Director Engineering.

Asstt: Engineer (Civil).

Asstt: Engineer (Elect:).

Asstt: Engineer (Mech:).

Sub Engineer (Electrical).

Surveyor.

Skipper.

Electrician.

Crane Operator.

Mechanic.

Operators.

Plumber.

Crew (Launch)

TOTAL:- 27

19.39 Helpers B-2 8

ACCOUNTS/FINANCE SECTION.

Name of the post.

Nos.

(Subject to increase or
decrease)

4.

1

Accountant.

Cashier.

Account (Assistant)

Accountant.

Cashier (Assistant)

TOTAL:-

SCHEDULE TO CHAPTER III
METHOD OF RECRUITMENT

ANNEX-II

S.No. | Nomenclature of BPS Method of Qualification and other
Post Recruitment. conditions for
appointment by initial
recruitment.

2. 4 5

Person eligible
for promotion.

6.

Condition of
Eligibility

7.

Maximum age
limit for initial
recruitment.

8.

Director i) 50% by initial | 1) MBA or M.Com with
Operation. recruitment. 5 year experience in port

operation in statutory

ii) 50% by non
odes.

promotion.

2. Director B-18/19 i) 50% by initial | i) M.P.A.Com with 5
Administration. recruitment. years experience in

ii) 50% by personal management
: industrial relation and
Promotion.

Administration.

ii) Post graduation in law
with 8 years experience
in persona | management
industrial relation and
Administration.

Employees in

BPS-17
holding the
post of
Operation
Officer &
Marketing
Officer.
Deputy
Director
Admn:

7 years
experience as
such in BPS-
17 in the
service of the
Authority.

5 years
experience as
such in BPS-
17 in the
service of the
authority.

33 years.

33 Years.

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Nomenclature of
Post

Method of
Recruitment.

Qualification and other
conditions for
appointment by initial
recruitment.

Person eligible
for promotion.

Condition of
Eligibility

Maximum age
limit for initial
recruitment.

Director
Engineering.

- 4.
- i) 50% by initial
recruitment.
 - ii) 50% by
promotion.

- 5.
- i) MS (Coastal
Engineering/Port
Engineering) with 5 years
experience in
port/Harbour designing
and Construction.

- ii) B.E (Civil) with 10
years buildings and port
construction.

Assistant
Engineers.

5 years
experience as
such in BPS-
17 in the
service of the
Authority.

33 years.

Director Finance.

i) 50% by initial
recruitment.

ii) 50% by
promotion.

i) MBA. M.Com C.A
with 5 years post
qualification post article
ship audit services
experience.

ii) Graduate with 10
years experience in
budgeting accounting and
auditing.

Assistant
Director
(Accounts)
revenue
officers budget
officers and
audit officers.

5 years
experience as
such in BPS-
17 the service
of the
Authority.

33 Years.

Nomenclature of
Post

Method of
Recruitment.

Qualification and other
conditions for
appointment by initial
recruitment.

Person eligible
for promotion.

Condition of
Eligibility

Maximum age
limit for initial
recruitment.

2.
Market Officers.

4.
i) 50% by initial
recruitment.

5.
i) M.Com. M.A
Economic. A.A Statistics
or M.B.A.

ii) Graduate with 5 years
experience in Marketing
in grade 16.

25 years.

Cargo Officer.

Assistant
Operation
Officer.

Assistant Port
Officer.

i) 50% by initial
recruitment.
i) 50% by initial
recruitment.

i) 50% by initial
recruitment.

ii) 50% by
promotion.

As above.

As Above.

As Above.

inspectors

5 years
experience as
such.

28 Years.

28 Years.

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Nomenclature of Method of Qualification and other | Person eligible Condition of | Maximum age
Post Recruitment. conditions for for promotion. Eligibility limit for initial
appointment by initial recruitment.
recruitment.

2. 5. .

Store Officer. 17 i) By i) Post graduate in i) Assistant i) 3years f=
promotion. statistics or M.A Administrative experience as

Economics. officer. such in BPS-

ii) Graduate with 5 years | ii) Office '6.

experience in Assistant. ii) 12 years

procurement and experience as

inventory control. such in BPS-

11.

10. Assistant Director | 17 i) By initial M.Com.C.A 22 2 fo were wee 28 years.

Accounts. recruitment. ICMA. MBA.

11. Budget & 17 i) By initial i) Mcom/ICMA, were wee 28 Years.

Accounts Officer. recruitment.

ii) Graduate with 5 years

experience in accounting

and budgetary control in

grade 16.

12. Revenue Officer. | 17 i) By initial As Above, 2 2 2 ower wee 28 Years.

recruitment.

13. Internal Auditor. | 16/17 i) By initial As Above, 2 2 2 ower wee 28 years.

recruitment.

Nomenclature of
Post

Method of

Recruitment.

Qualification and other
conditions for

appointment by initial

recruitment.

Person eligible for
promotion.

Condition of
Eligibility

Maximum age
limit for
initial
recruitment.

4. 5. 8.

Assistant i) By initial B.E (Civil) 28 years.
Engineer Civil. recruitment.

15. Assistant 17 i) By initial B.E(Mechanical) 4 free wee 28 Years.
Engineer recruitment.
Mechanical.

16. Assistant 17 i) By initial B.E (Electrical) 42 freee eee 28 Years.
Engineer. recruitment.

17. Store Officer. 17 i) ByPromotion. [| — ----- i) Assistant Admn | 3 years experience | — -----

Officer.

ii) Officer
Assistant.

iii) Accountant.

3 years experience
as such in BPS-16

12 years experience
as such in BPS-11

12 years experience
as such in BPS-11

Nomenclature of
Post

Method of
Recruitment.

Qualification and other
conditions for
appointment by initial
recruitment.

Condition of
Eligibility

Person eligible
for promotion.

Maximum age
limit for initial
recruitment.

Skipper.

4.

i) 50% by initial
recruitment.

ii) 50% by
promotion.

5.

i) Sea worthy

ii) 12 years experience as
crew of a vessel
including 5 years
experience as a skipper.

From amongst
the members of
the service
holding the post
of crew with 7
years experience
as such in the
Authority.

35 years.

Sub Engineer
Civil.

i) By initial
recruitment.

Diploma in Civil
Engineering from a
recognized institute
awarded after 3 years.

28 Years.

Sub Engineer
Mechanical.

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i) By initial
recruitment.

Diploma in Mechanical
Engineering from a
recognized institute
awarded after 3 years.

28 Years.

Nomenclature of Method of Qualification and other | Person eligible Condition of | Maximum age
Post Recruitment. conditions for for promotion. Eligibility limit for initial
appointment by initial recruitment.
recruitment.

Sub Engineer 11 i) By initial Diplomain Electrical =f 0 wr--- we 28 years.

Electrical. recruitment. Engineering from

recognized institute

awarded after 3 years.

22. Surveyor. 11 i) By initial Graduate with statistic =f 0 wr-r- ee 28 Years.

recruitment. economics or commerce.

23. Assistants. 11 i) 50% by initial | Graduates. Senior Clerks. 3years fw

recruitment. experience as

such.

ii) 50% by

promotion.

24. Accountant. 11 i) 50% by initial | Graduate in Commerce. | Senior Clerks. 3years fw

recruitment. experience as

such.

ii) 50% by

promotion.

Nomenclature of Method of Qualification and other | Person eligible Condition of | Maximum age
Post Recruitment. conditions for for promotion. Eligibility limit for initial
appointment by initial recruitment.
recruitment.

Steno typist. i) By initial Matric having 28 years.
appointment. shorthand/Typing speed
of 80/40 words per
minute.

Steno grapher. i) 50% by initial | Intermediate having Steno Typist. 3 years 28 Years.
recruitment. shorthand/typing speed experience as
120/-60 words per such.
ii) 50% by minute.
promotion.

27. Security 11 i) By initial i) Matric with 5 years
inspector. recruitment. experience as Hawaldar.

28. Senior Clerks. 7 WBy J wees Junior Clerks. 3 years 28 Years.
promotion. experience as
such.

29. Junior Clerks. 6 i) By initial Matriculation with fw wee 28 Years.
recruitment. typing speed 30 words
per minute.

Nomenclature of Method of Qualification and other | Person eligible Condition of | Maximum age
Post Recruitment. conditions for for promotion. Eligibility limit for initial
appointment by initial recruitment.
recruitment.

30. Driver. 4 i) By initial Non matric holds valid for w= Pw 28 years.
recruitment. motor driving license
with 3 years driving
experience of light
vehicles.

31. Crane Operator. 6 i) By initial Posses crane operating for w= Pee 30 Years.
recruitment. license and 5 year
experience as such.

32. Draughts man. 11 i) By initial Post matric 3 years for w= 28 years.
recruitment. diploma in civil
draughtsmanship.

33. Electrician. 8 i) By initial Diploma/Certificate from | Helpers or 7 years 28 Years.
recruitment. a vocational government | Electrician. experience as
recognized institute in such.
Auto Electric technology
with 3 years experience
as electrician.

Nomenclature of Method of Qualification and other | Person eligible Condition of | Maximum age
Post Recruitment. conditions for for promotion. Eligibility limit for initial

appointment by initial recruitment.
recruitment.

34. Mechanic. 6 i) By initial Diploma/Certificates free 28 years.
recruitment. from Government

Vocational institute in
Auto/Diesel with 3 years
repair and maintenance
experience in the line.

35. Mechanic. 6 i) 50% by initial | Heavy vehicle driving Drivers and As such. 28 Years.

recruitment. licence and 5 years others operators.
experience in

ii) 50% by maintenance and driving.

promotion.