

CAPITAL DEVELOPMENT AUTHORITY

CDA EMPLOYEES SERVICE REGULATIONS, 1992

VOLUME-I

Updated version as on 10th August, 2022

CAPITAL DEVELOPMENT AUTHORITY
(Human Resources Development Directorate)

No.CDA/L&RB-01 (3)/2022/ 152

Islamabad August 19, 2022

CIRCULAR

Subject: AMENDMENTS IN CDA EMPLOYEES (SERVICE) REGULATIONS 1992.

Reference circular bearing No. CDA/LRB-01(3)/2022/137 dated 28-06-2022, whereby all DGs /Directors/ were requested to provide any amendment / updation made in CDA Employees (Service) Regulations 1992 so far by their Directorate / Wing.

2. Pursuant to the orders of Honorable Supreme Court of Pakistan, the Competent Authority had directed to compile all the amendments made in CDA Employees (Service) Regulations since 1992. Available record i.e. Board decisions, SRO's and notifications have been consulted and in this regard CDA Employees (Service) Regulations 1992 (Volume-I & Volume-II) updated version has been uploaded on CDA's website for information of all concerned.

3. All DG,s / DDG,s / Directors and independent Sectional Heads are once again requested to go through the uploaded version of CDA Employees (Service) Regulations 1992. Any amendment duly approved by CDA Board or notification have not been incorporated / leftover, may kindly be provided along with documentary evidence / proof within the period of 30 days to the undersigned.


ABDUL HAKEEM BURRIR
Director Labour Relation/Regulations
CDA, Islamabad

Distribution:-

1. All DGs _____.
2. All DDGs _____.
3. All Directors / Sectional Heads _____.
4. All Private Secretaries to Board Members.
5. Web Administrator {with directions to upload on CDA website}.

CAPITAL DEVELOPMENT AUTHORITY

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**CAPITAL DEVELOPMENT AUTHORITY
EMPLOYEES (SERVICE) REGULATIONS 1992**

No.CDA/Reg-12/92. The Capital Development Authority Employees (Services) Regulations, 1992 made by the Capital Development Authority in exercise of powers conferred by section 51 of the Capital Development Authority ordinance 1960 (XXIII of 1960), read with Section 37 and Section 33 thereof, are published for general information

(Z.D Butt)
Director (Personnel)

VOLUME- I

Capital Development Authority Employees (Service) Regulations 1992
(updated till 10th August, 2022)

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CHAPTER 01

In exercise of powers conferred by section 51 of the Capital Development Authority Ordinance, 1960 (XXIII of 1960), read with section 37 and section 38 thereof, the Capital Development Authority makes the following Regulations:-

SHORT TITLE, COMMENCEMENT AND APPLICATION

1.01. Short title and commencement.

- 1) These Regulations may be called the Capital Development Authority Employees (Service) Regulations, 1992.
- 2) They shall come into force at once.

1.02. Extent of application.

These Regulation shall apply to all officers, servants, experts and consultants appointed on regular basis in a cadre or to a post by the Authority or a person authorized by it in this behalf but, except as specifically provided otherwise in these regulations, shall not apply to:-

- a) a person who is employed for a specific period on specific terms;
- b) a person who is employed on contract;
- c) a person who is serving in the Capital Development Authority on Deputation;
- d) a person who is paid out of contingencies/ daily wages.

CHAPTER 2

DEFINITIONS

- 2.01. Definitions:-** In these Regulations, unless there is anything repugnant in the subject or context:-
- i. **“Appointing Authority”** means the Authority or a person authorized in these regulations to make appointment to a post;
 - ii. **“Authority”** means the Capital Development Authority as defined in the Capital Development Authority Ordinance, 1960 (XXIII of 1960)
 - iii. **“Basic pay scale”** means basic pay scale of pay prescribed by the Authority or the basic pay scale prescribed by the Federal Government and adopted by the Authority;
 - iv. **“Board”** means the Board constituted under section 6 of the Capital Development Authority Ordinance 1960 (XXIII of 1960);
 - v. **“Cadre”** means the strength of the service or part of the service sanctioned as a separate unit;
 - vi. **“Chairman”** means the Chairman of the Capital Development Authority;
 - vii. **“Day”** means a calendar day beginning and ending at midnight;
 - viii. **“Departmental Promotion Committee”** means a committee constituted for the purpose of making selection for promotion or transfer to posts in the Authority;
 - ix. **“Departmental Selection Committee”** means a committee constituted for the purpose of making selection for initial appointment to posts in the Authority;
 - x. **“Deputy Director concerned”** means the Deputy Director concerned with the administration of the cadre to which the posts or, as the case may be, the employee belongs;
 - xi. **“Director concerned”** means the Director concerned with the administration of the cadre to which the post or, as the case may be, the employee belongs.
 - xii. **“Duty”** includes time spent on;
 - xiii. **“Employee”** means an officer, servant, expert or consultant appointed or deemed to be appointed under section 37 of the Capital Development Authority Ordinance, 1960 and these regulations;

- xiv. **“Family”** means employee’s wife or, as the case may be, husband, children and step children residing with and wholly dependent upon him. It also includes such other members as are specifically provided in these regulations;
- xv. **“Financial Adviser/Member”** means a member of the board appointed by the Federal Government as Financial Adviser in terms of sub-section (2) of section 6 of the Capital Development Authority Ordinance, 1960;
- xvi. **“Government”** means the Federal Government.
- xvii. **“Honorarium”** means a recurring or non-recurring payment granted to an employee as remuneration for work of an occasional character which is either so laborious or of such special merit as to justify a special reward.
- xviii. **“Initial appointment”** means appointment made otherwise than by promotion or transfer;
- xix. **“Leave salary”** means the monthly amount paid to an employee on leave.
- xx. **“Lien”** means the title of an employee to hold either immediately or on termination of a period or periods of absence, a regular post in which he has been appointed on regular basis;
- xxi. **“Member”** means member of the Board;
- xxii. **“Member concerned”** means the Member concerned with administration of the cadre to which the post or, as the case may be, the employee belongs; where the Chairman is the Member concerned, he may, if considered necessary, nominate any member on his behalf as Member concerned for purposes of these regulations either generally or for a particular occasion;
- xxiii. **“Ordinance”** means the Capital Development Authority Ordinance, 1960 (XXIII of 1960);
- xxiv. **“Pay”** means the amount drawn monthly by an employee as:-
- a. Pay, other than special pay, personal pay, qualification pay and technical pay which has been sanctioned for a post held by him.
 - b. Special pay, personal pay and technical pay; and
 - c. Any other emoluments classed as pay by the Board.
- xxv. **“Penalty”** means a penalty prescribed in regulation 8.04;
- xxvi. **“Personal pay”** means additional pay granted to an employee:-

- a. save him from a loss of pay in respect of regular post due to revision of pay or to any reduction of such pay otherwise than as a disciplinary measure; and,
 - b. in exceptional circumstances, on other personal considerations;
- xxvii.** “**Prescribed**” means prescribed by or under these regulations;
- xxviii.** “**Probation**” means the period for which an employee is placed on trial in a vacancy on initial appointment or otherwise;
- xxix.** “**Provisional Government**” means Government of a Province;
- xxx.** “**Regular employee**” means an employee appointed to a post on regular basis in the prescribe manner;
- xxxi.** “**Regular post**” means a post which is likely to continue for an indefinite period;
- xxxii.** “**Selection Board**” means the Selection Board constituted by the Government for the purpose of selection of persons for appointment to posts in basic pay scale 20, and above in the Authority other than those in management grades;
- xxxiii.** “**Service**” means the service constituted under these regulations;
- xxxiv.** “**Special pay**” means an addition of the nature of pay to the emoluments of a post or of an employee granted in consideration of:-
- a. the specially arduous nature of the duties; or
 - b. a specific addition to the work or responsibility; or
 - c. the unhealthiness of the locality in which work is performed.
- xxxv.** “**Subsistence grant**” means a monthly grant made to an employee who is not in receipt of pay or leave salary;
- xxxvi.** “**Temporary post**” means a post other than a regular post; and

xxxvii. “**Time scale**” means a pay scale including a basic pay scale which, subject to any conditions prescribed in these regulations, rises by periodical increments from a minimum to a maximum.

2.02. Appointment on regular basis. For the purpose of these regulations, an appointment made by initial appointment, promotion or transfer in accordance with these regulations shall be deemed to have been made on regular basis if it is made in the prescribed manner.

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

CHAPTER 3
GENERAL PROVISIONS

3.01. Service and cadre.

1. The service in the Capital Development Authority shall consist of different cadres as specified in appendix to these regulations.

2. Each cadre shall consist of sanctioned posts as specified in part A of appendix 2:

Provided that posts created for work of a regular and permanent nature shall form temporary addition to the cadre strength until such posts are inserted in part A of appendix 2.

3. The appendix shall be reviewed annually or periodically and amended to bring it up to date.

3.02. Removal from and addition to cadre posts.

*The CDA Board in the case of posts in basic pay scale 17 and above and Chairman in the case of posts in basic pay scale 16 and below may from time to time remove any post from the cadre and create or add any post to a cadre on the recommendations of the following committee:-

❖ **Financial Advisor/Member**

❖ **Member Concerned**

3.03. Terms and conditions of service.

1. Terms and conditions of an employee shall be as laid down in these regulations or in such subsidiary orders and instructions which may be issued from time to time with the approval of the Board or which, not being inconsistent with these regulations, were issued with the approval of the Board and were in force immediately before commencement of these regulations.

*No. CDA-7(01) HRD-III/2013/1270 dated 24-06-2013

2. In all matters not expressly provided for in these regulations, employees shall be governed by appropriate rules, orders and instructions of the Federal Government made applicable to the employee by orders of the Authority with such changes as are considered necessary.

3.04. An employee may be required to appear before a medical board.

1. The Chairman in the case of employees holding posts in basic pay scale 18 and above and Member concerned in the case of employees in basic pay scale 17 and below, hereinafter referred to as competent authority, may require an employee to appear for medical examination before a medical board constituted by the Executive Director, Capital Hospital, and consisting of not less than three members if, in the opinion of the competent authority, 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 is communicable and is likely to endanger the health of other employees. The competent authority shall in all cases supply to the medical board a statement showing name of the employee, name of his father or her husband, as the case may be, designation, basic pay scale, total qualifying service and date of birth as per service record and also a succinct statement of the medical case, if possible.

2. If the medical board 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 his recovery, the competent authority may grant him leave including extraordinary leave for such period as the medical board recommends provided that it is due and admissible to the employee and it may do so as if the employee had himself applied for the leave.

3. If the medical board, after examining the employee, certifies that the employee is permanently incapacitated for service, the findings of the medical board shall be communicated to the employee immediately. The employee may, within seven days of the receipt of the official intimation of the findings of the medical board, apply to the competent authority for a review of the case by a second medical board. On receipt of such an application, the case shall be referred to a reviewing medical board to be constituted by the Executive Director, Capital Hospital which shall review the case.

4. If the reviewing medical board also certifies that the employee is permanently incapacitated for further service, the competent authority may require him to retire from service and

may grant him subject to provisions of regulation 21.19 such pension or/and gratuity as may be admissible to him under these regulations and it may do so as if the employee had himself applied for invalid pension.

5. In case the reviewing medical board holds that the employee is fit for service, he should be reinstated forthwith and the period of his absence will be treated as duty. If however, the board certifies that the employee is not fit but there is reasonable prospect of his recovery, the case will be regulated under the provisions of sub-regulation (2).

6. In case the employee concerned does not apply for the review of his case within seven days of the receipt by him of the official intimation of the findings of the first medical board, the competent authority may require the employee to retire from service and may grant him invalid pension or/and gratuity as provided in sub-regulation (4).

3.05. Medical Board to submit findings in the prescribed form. An employee who is sent for medical examination under regulation 3.04 shall be examined by the medical board concerned which shall submit its findings to the competent authority in such one of the appropriate forms as may be prescribed.

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

3.07. Claims to be preferred within 6 months. No claim against the Authority not preferred within six months of its becoming due can be paid unless the time limit is specifically relaxed in individual cases by the Director (Audit and Accounts) in his discretion;

Provided that claims which are more than one year old shall not be paid without the previous sanction of the Financial Adviser. Such sanction shall be granted only if there are very strong reasons such as their effect on pension etc.

Note:- This regulation does not apply to payment of claims on account of pension including pension of deceased pensioners which shall be regulated by regulation 21.42 or, as the case may be, 21.43.

CHAPTER 4

APPOINTMENTPART-I

General Provisions

***4.01. Authorities to make appointments:-**

i) **Appointing authority in Clause 4.01 and Authority in Chapter 08 (Discipline), CDA Employees Service Regulations, 1992 for employees working on regular basis is modified as under:-**

BPS-20	Secretary of Administrative Division Concerned
BPS-16 to 19	Chairman, CDA
BPS-11 to 15	Member Administration
BPS-01 to BPS-10	Director-II, HRD

ii) **Appointing authority on daily wages basis to be deleted in compliance of IHC order dated 21-06-2018.**

iii) **Appointing authority on Muster roll basis to be deleted in compliance of IHC order dated 21-06-2018.**

4.02. Appointments to be made against sanctioned posts:-

1. All appointments in the Authority shall be made against sanctioned posts.
2. An appointment made in accordance with these regulations shall be notified through an office order under the signatures of Director (HRD) or a person authorized by him in this behalf.

4.03. Methods of appointment, qualification etc:-

1. Appointment to posts included in the service shall be made on regular basis by one or more of the following methods, namely:-
 - a) By initial appointment in accordance with part II;
 - b) By promotion in accordance with part III; and
 - c) By transfer in accordance with part IV.

*No.CDA-7(01)/HRD-III(VI)/2021/1358 dated 06-12-2021

2. The method of appointment, qualification and experience and other conditions relating to various posts shall be as laid down for each cadre in part B of appendix 2.

4.04. Departmental Selection Committee and Departmental Promotion Committee:-

1. There shall be constituted Departmental Selection Committee-I for initial appointment to posts in basic pay scales 17 and 19, Departmental Selection Committee 2 for initial appointment to posts in basic pay scales 11 to 16 and Departmental Selection Committee-3 for initial appointment to posts in basic pay scale 10 and below. For appointment by promotion, the Departmental Selection Committee 1, 2 or 3, as the case may be, shall function as Departmental Promotion Committee respectively.

4.05. Composition of Departmental Selection/ Promotion Committee:-

a) Departmental Selection Committee/ Departmental Promotion Committee-1(BPS-17 to 19)

Member (Concerned)	Chairman
Financial Advisor/Member	Member
Member (Administration)	Member
Director HRD	Member-cum-Secretary

b) Departmental Selection Committee/ Departmental Promotion Committee-2(BPS-11 to 16)

Member (Concerned)	Chairman
DG (HRD)	Member
DG(Audit & Accounts)	Member
Director-II (HRD)	Member Cum Secretary

c) Departmental Selection Committee/ Departmental Promotion Committee-3 (BPS-01 to 10)

Director (Concerned)	Chairman
Director-I (Law)	Member
DFA-II	Member
Deputy Director-II (HRD) Concerned	Member cum secretary

In case where Director (Concerned) is Director-II, HRD, the Director-I (HRD) would act as Chairman of the Committee instead of Director-II, HRD.

The sub-para (a)(b)(c) above is further explained as under:-

- i) Committees indicated at (b) & (c) for the employees in BPS-01 to BPS-16 wherein the concerned Member is Member (Admin), the DG (HRD)/DDG (HRD), CDA would act as Chairman of the committee instead of Member (Admin).
- ii) In case where Director (Concerned) is Director –II (HRD), the Director-I (HRD) would act as Chairman of the Committee instead of Director-II (HRD).
- iii) In case for promotions pertaining to the Capital Hospital, CDA the Executive Director, Capital Hospital or his/her representative (depending upon the basic scale involved), will also act as a member of the committee. Whereas, in cases of initial appointment against the specialized positions pertaining to Capital Hospital, CDA, the Executive Director shall arrange suitable/impartial panel of doctors/officers from Capital Hospital or outside/sister organizations (belonging to that particular specialty) to be part of DSC as co-opted members.
- iv) Director-I (HRD) would act as member cum secretary of the committee indicated at (a) in promotion cases while Director-II (HRD) would act as member cum secretary in initial/direct recruitment cases.
- v) Director in-charge from the concerned wing would also act as member of the committees, indicated at (b) & (c) for the promotion cases only.

*No.CDA-7(1)HRD-III/2007/1513 dated 07.09.2007 CDA Board meeting held on 31.07.2007 (Replaced)

*No.CDA-7(01) HRD-III/2021/757 dated 13.07.2021 & Board decision dated 17.06.2022 and notification is awaited.

PART II

Initial appointment

****4.06. Initial appointment to posts in basic pay scale 17 and above:-**

1. No Initial appointment to posts in basic pay scale 20 shall be made by the appointing authority; all BPS-20 posts shall be filled through promotion under prescribed procedure.

2. Initial appointment to posts in basic pay scales 17 to 19 shall be made by the appointing authority on the recommendations of the Departments Selection Committee 1. The Departmental Selection panel of 3 names for each vacancy

3. Initial appointment to posts in basic pay scale 11 to 16 shall be made by the appointing authority on the recommendations of the Departmental Selection Committee 2. The Departmental Selection Committee shall, as far as possible, recommend from a panel of the least 3 names for each vacancy.

4. Initial appointment to posts in basic pay scale 10 and below shall be made by the appointing authority on the recommendations of the Departmental Selection Committee 3. The Departmental Selection Committee shall, as far as possible, recommend from a panel of 3 names for each vacancy.

*5. **Recruitment against the vacancy of BPS-1 and 2 and equivalent shall ordinarily be filled on local basis.**

**6. Contractual appointment shall also be made as per rules /procedure prescribed for regular appointments.

4.07. Citizen of Pakistan only eligible for initial appointment:-

No person who is not a citizen of Pakistan or of the State of Azad Jammu and Kashmir shall be eligible for appointment to any post in the Authority:

Provided that the requirement may be relaxed by the Chairman in suitable cases.

*No.S.R.O 864(I)/2007 dated.08.08.2007

**No.CDA-7(01) HRD-III/2013/1270 dated 24.06.2013

4.08. Persons with foreign spouse not eligible for appointment.

A person married to a person who is not a citizen of Pakistan shall not be appointed to a post in the Authority except with the prior approval of the Board.

***4.09. Vacancies to be advertised:-**

All vacancies to be filled by initial appointment shall be advertised in leading newspapers at least one in English, one Urdu & Website:-

However the Chairman may appoint a widow or one child of deceased employees of CDA in BPS-15 and below on contract basis to posts in BPS-15 and below for a period upto 2 years without such advertisement.

4.10. Conditions of initial appointment. A candidate for initial appointment must possess the educational qualifications and experience and must be within the age limit for the post as laid down in part B of appendix 2 to these regulations Provided that the maximum age limit may be relaxed by the appointing authority in suitable cases.

****4.10-A Procedure/mechanism to ensure merit based recruitment.**

CDA Board in its meeting held on 01-01-2021 has approved the following procedure/mechanism to ensure merit based recruitment in the authority:-

(i) Initial screening/short listing:

The initial screening of the applicants would be conducted by the Testing Agency which would be hired in accordance with PPRA Rules-2004, Top 05 (five) candidates would be short listed for interview for each post to be filled through fresh recruitment.

(ii) Interview:

The short listed applicants as a result of screening test, would be interviewed after verifications of academic/professional credentials and testimonial. The department Selection Committee (DSC) constituted vide Regulation 4.04 & 4.05 of CDA Employees Regulation-1992 and subsequent amendments/ orders in said Regulation would adjudge the applicant on the following criteria for selection:-

* No.CDA-7(01)HRD-III/2013/1270 dated 24.06.2013

**Inserted as per Board decision issued No.CDA-1377/BM-SCB/2021/68 dated 15-01-2021

Score in the test may have 80% weightage whereas the weightage of interview will be upto 20%. The weightage for interview would be allocated by the member of the DSC as under:-

- | | | |
|------|-------------|---------|
| (i) | Chairman | 40% |
| (ii) | Two Members | 30 each |

Further the DSC would assess the applicants as under:-

- | | |
|--|---------|
| Relevant qualification/experience | 30% |
| Knowledge /skill relevancy | 40% and |
| Personality/interpersonal communication skills | 30% |

(iii) Type of test.

- There shall be no screening test for the posts in BS-01 to BS-05.
- Whereas, the candidates shall only have to qualify particular skill test, if so required/mandated for the said posts, through constitution of committee for conducting the test.
- However, while considering suitability of for the posts in BS-06 and above, an objective type test shall be designed giving 20% weightage each to Islamic Studies, Pakistan Studies, English, General Knowledge and the subject relevant to job.
- Further, for skilled jobs in BS-06 and above, the candidates shall have to qualify particular skill test required for the posts in addition to the screening test stated above.

4.11. Minimum age for initial appointment:- No person who is less than 18 years of age shall be appointed by initial appointment to a post.

***4.11-A Age Relaxation.**

Sr. No	Category of candidates	Age relaxation admissible
I	(a) Candidates belonging to scheduled castes, Budhist community, recognized tribes of Tribal areas, Azad Kashmir and Northern areas for all posts under Federal Government.	03 years
	(b) Candidates belonging to Sindh (R) and Blouchistan for posts in BPS-15 and below under the Federal Government.	03 Years
ii	Released or retired Officers / personal of the Armed forces of Pakistan	15 years or the Number of years actually served in the armed forces of Pakistan whichever is less.

iii	Government servants who have completed two years continued Government service on the closing date for receipt of applications	10 years upto the age of 55 years.
iv	Disabled persons for appointment to posts in BPS-15 and below	10 years
v	Widows, son or daughter of deceased civil servants who die during service	05 years

4.12. Observance of merit and provincial quotas:-

1. ****Vacancies in all posts carrying basic pay scale 3 and above shall be filled on an all-Pakistan basis in accordance with merit and provincial / regional, women, Special person and minorities quota prescribed by the Federal Government for civil posts time to time (appendix 3);**

Provided that where in the case of professional or technical posts the quotas cannot be observed previous sanction of the Federal Government shall be obtained before making appointment to such post.

***No.CDA-7(01)HRD-III/VI/2021/969 dated 25.08.2021 5th Board meeting dated 02.06.2021
Establishment Division SRO-1079(1)/93 dated 04.11.1993
** No.CDA-7(01) HRD-III/2013/1270 dated 24.06.2013**

***4.12-A . Sons and Daughters of CDA Employees for appointment:-**

* Preference will be given to eligible sons and daughters of CDA's Employees and 20% quota in recruitment in BPS 1 to 15.

4.13 Certificate of good conduct:-No person not already in the service of the Authority, or the Federal or Provincial Government or a body set up, managed or controlled by such government shall be appointed unless he produces a certificate of good conduct and character from the principal academic officer the Academic institution last attended, and also from flowing, not being his relatives, well acquainted with his character and antecedents:-

- a. An officer in basic pay scale 17 and above in the service of the government or a provincial government; or
- b. An officer in basic pay scale 17 and above in the service of the authority; or
- c. An officer In basic pay scale 17 and above and equivalent In the service of any other body or corporation set up, managed or controlled by the government or a provincial government.

1. No person, not already In the service of the authority, or the federal or a provincial government or a body set up, managed or controlled by such government shall be appointed unless he furnishes a written declaration to the effect that he has not previously been convicted by a court of law of an offence involving moral turpitude, or dismissed or removed or compulsorily retired from the service of the federal or a provincial government or anybody or corporation set up, managed or controlled by such government or a local body as a result of disciplinary action against him. If such a declaration is subsequently proved to be false, it will amount to misconduct for which he would be liable to dismissal from service.

* No.CDA-7(84)HRD-III/2008/Sec-VI/ dated. 22.08.2008

4.14. Medical fitness for initial appointment:-

1. A candidate for initial appointment must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his duties. A candidate who, after such medical examination by the medical officer or medical board of the authority is found not to satisfy these requirements shall not be appointed. Appointed unless he is declared physically and mentally fit in all respects and furnishes a certificate to that effect from:-

- a. Medical officer of the authority in the case of posts in basic pay scale 15 and below;
- b. Executive Director of the authority or a physician in BPS-19 authorized by him in this behalf in the case of posts of basic pay scale 16; and
- c. Medical Board of the authority constituted by the executive Director, Capital Hospital, in the case of basic pay scale 17 and above.

4.15. Character and antecedents: Character and antecedent of a candidate of a candidate shall be verified and the appointment shall be made only if, in the opinion of the appointing authority, the character and antecedents are satisfactory.

PART-III

APPOINTMENT BY PROMOTION

4.16. Selection or non-selection posts for promotion.-

Posts in basic pay scale 19 and above are selection posts promotion to which will be made on the basis of selection on merit. Posts in basic pay scale 18 and below are non-selection posts promotion to which will be made on the basis of seniority-cum-fitness.

4.17. Procedure for Promotion.-

1. Promotion to posts in basic scale 20 shall be made by the appointing authority. The Authority shall submit a Panel of eligible officers to the Division administratively concerned with the Authority.
2. Promotion to posts in basic pay scale 17 to 19 shall be made by the appointing authority on the recommendations of the Departmental Promotion Committee-1.
3. Promotion to posts in basic pay scale 11 to 16 shall be made by the appointing authority on the recommendation of the Departmental Promotion Committee-2.
4. Promotion to posts in basic pay scale 10 and below shall be made by the appointing authority on the recommendations of the Departmental Promotion committee 3.

4.18 Conditions of Promotion:-

1. An employee possessing such minimum qualifications and length of service and fulfilling other conditions specified for promotion in appendix 4 shall be eligible for promotion to a higher post for the time-being reserved for departmental promotion in the cadre to which he belongs.
2. Promotion to a post shall be subject to passing of an examination or training, if so prescribed by the Board or is so specified in appendix 4.

***4.18-A TIME SCALE PROMOTION METHOD IN CDA ON THE ANALOGY OF MINISTRY OF COMMUNICATION, GOVERNMENT OF PAKISTAN NOTIFICATION DATED 19.09.2019 ISSUED IN THE GAZETTE OF PAKISTAN VIDE S.R.1404(I)/2019 DATED 19.09.2019.**

(1) All CDA regular employees serving in BS-01 to 19, shall be eligible for grant of time scale promotion to next rank or grade with pay and allowances attached with that rank or grade on completion of length of service, subject to the terms and conditions mentioned below:-

- a) On occurrence of vacancy against substantive post, within the promotion share, the employee already granted the time scale promotion shall be considered for promotion against the said post on the recommendations of DPC. In case of deferment or supersession, the time scale promotion of the employees shall remain intact;
- b) Two successive time scale promotion shall not be admissible unless the employee has not been promoted against regular post;
- c) Subject to clause (b), at least one year service in substantive post after regular promotion and successful completion of probation period of an employee shall be mandatory for consideration of next time scale promotion.
- d) An employee working against isolated post or a post where no further higher post is available for promotion shall be eligible for grant of time scale promotion after completion of ten years qualifying service in the same grade. However, he shall, notwithstanding anything contained in clause (b), be entitled only for two consecutive time scale promotions on completion of ten years service in each scale in his entire service;
- e) In case of retirement or death of the incumbent during service, he shall be eligible for grant of pensionary benefits of the holding time scale promotion;
- f) While considering grant of time scale promotion, requirements for determining the eligibility of employee for regular promotions shall be ensured;
- g) All time scale promotions shall be considered by the respective DPC as per CDA ESR 1992 for approval of the authority; and

*Inserted vide No.CDA-7(01)(21)-HRD-III(Sec-VI)/2022/516 Dated 15-06-2022

- h) The financial impact of the time scale promotion policy shall be charged from CDA's own resources.

2). Following Committee is constituted to resolve issues to grant time scale promotion in respective cadre:-

1.	F.A /Member	Chairman of the Committee
2.	D.G (Law) / DDG (Law)	Member
3.	D.G/D.D.G (Concerned)	Member
4.	Director-I (HRD)----for BS-16 & above Director-II (HRD)--- for BS-15 & below	Member
5.	D D-I (HRD)--- for BS-16 & above D D-II (HRD)--- for BS-15 & below	Member-cum-Secretary

4.19 Promotion quota to be filled first.-

Where a cadre has a definite quota reserved for departmental promotion and initial appointment, promotion against the departmental quota may, as far as possible, be made first and the posts reserved for initial appointment filled later. However, this provision shall not be construed to confer any vested right to any promotion against departmental quota being made first.

4.20. Promotion to posts in basic pay scale 18 and above subject to length of service.-

No promotion shall be made to posts in basic pay scale 18 and above unless the employee has completed the minimum length of service for such promotion as is specified below:-

For promotion to posts in basic pay scale 18	5 years service in basic pay scale 17
For promotion to posts in basic pay scale 19	12 years service in basic pay scale 17
From promotion to posts in basic ay scale 20	17 years service in basic pay scale 17 and above.

- a) When initial appointment of a person not being an employee of the Authority takes place in a post in basic pay scale 18, 19 or 20, the length of service specified in this regulation shall be reduced, for purposes of promotion to higher posts, by the following periods:

First appointment in	Length of service reduced by
Basic pay scale 18	5 Years
Basic pay scale 19	12 Years
Basic pay scale 20	17 Years

b) When initial appointment of person who is already, an employee of the Authority takes place in a post in basic pay scale 18, 19 or 20, the length of service specified in this paragraph shall be reduced for purposes of promotion to higher posts by the periods specified in proviso (a).

c) When first appointment of person other than a person covered by proviso (b) was made in the Authority in a post in basic pay scale 16 or below, one-half of the service in basic pay scale 16 and one-fourth of the service in basic pay scale 15 and below may be counted as service in basic pay scale 17 for computing length of service for purposes of promotion only.

d) *For all such posts in Capital Hospital for promotion in BS-19, the service requirement in Bs-18 shall be (05) years.

****4.20-A CDA PROMOTION POLICY-2020 FOR POSTS IN BS-18 TO BS-20.**

1. COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES (DPC)

(i) Departmental Promotion Committee for promotion in BS-20:-

(i)	Secretary of the Administrative Ministry / Division concerned	Chairman of the Committee
(ii)	Additional Secretary (dealing with CDA)	Member
(iii)	Chairman, CDA	Member

(ii) Departmental Promotion Committee for promotion in BS-18 & BS-19:-

(i)	Member concerned	Chairman of the Committee
(ii)	F.A / Member	Member
(iii)	Member (Administration)	Member
(iv)	DG / DDG / Director-I (HRD)	Member cum Secretary

* No. CDA-7(01)/HRD-III(VI)/2021/1328 dated 19-11-2021

**No.CDA-1(1)-HRD/2009/Sec-I/368 Islamabad, February 12, 2021

2. CONSIDERATION BY DEPARTMENTAL PROMOTION COMMITTEE (DPC)

(i) The Departmental Promotion Committee (DPC), shall consider an officer for promotion in order of seniority and in accordance with these rules, the recruitment rules or the criteria specified for promotion to the particular post.

(ii) While making consideration under sub-rule (1), the DPC, shall follow the provisions of these rules and guidelines set out in Schedule-I to these rules.

(iii) Subject to availability of a post reserved for promotion, an officer shall be considered for promotion and after such consideration, he shall be recommended for:-

- (a) promotion; or
- (b) appointment on acting charge basis; or
- (c) deferment; or
- (d) Supersession.

(iv) Subject to rule 8-B of Estacode, the consideration as well as recommendations of an officer for acting charge appointment shall be made in accordance with the manner of consideration of an officer for promotion.

3. APPROVAL OF RECOMMENDATIONS BY THE APPOINTING AUTHORITY:-

(i) The recommendations made by the DPC shall have no effect unless approved by the appointing authority concerned.

(ii) In case an officer is recommended for promotion by the DPC conditionally and such recommendations have been approved by the appointing authority, the promotion of such an officer shall be notified after the required conditions are fulfilled.

(iii) The appointing authority shall have the powers to approve or reject or remand back the recommendations of the DPC.

(iv) In case of rejection or remand back of any particular recommendations, the appointing authority shall record reasons for doing so.

(v) Recommendations of the DPC duly approved by the appointing authority if not actualized shall lapse after one year reckoned from the date of such approval by the appointing authority and such cases shall require re-submission for consideration by the DPC concerned, provided that the delay in such actualization is attributable to the officer recommended for promotion.

4. ELIGIBILITY CRITERIA FOR CONSIDERATION FOR PROMOTION: -

- (i) The minimum criteria for consideration of promotion to various posts shall be: -
 - (a) fulfillment of length of service for promotion to any particular post or basic pay scale or grade that has been separately specified;

Provided that the conditions of CDA Employees (Service) Regulations as reproduced in Schedule-II shall apply while calculating the length of service of the employee for his/her promotion;
 - (b) satisfactory completion of mandatory training;
 - (c) possession of qualification and experience and other conditions as prescribed in the relevant recruitment rules, if notified separately;
 - (d) Fulfillment of other terms and conditions for the time being in force.
- (ii) The minimum criteria under sub-rule (1) in no way shall vest the right whatsoever for promotion to a particular post.

5. CONDITIONS FOR DEFERMENT: - On consideration for promotion in order of seniority, an officer shall be recommended for deferment, if: -

- (a) the he does not meet the eligibility criteria as contained in rule 6;
- (b) the he has not submitted Part-I and Part-II of his/her performance evaluation report (PER) form to his/her reporting officer;
- (c) the DPC considers that service record of the employee is incomplete in any aspect;
- (d) the DPC wants to further watch performance of the employee for any reason to be recorded in writing:

Provided that period of performance to be watched under this clause shall not exceed twelve months;

- (e) disciplinary or departmental proceedings are pending against the employee:

Provided that this clause shall not be applicable in cases, where on the date of consideration of the employee for promotion, such proceedings are pending for more than a year and the delay has not been caused by any reason attributable to the employee;

- (f) the employee is for a period of not less than one year on deputation to a foreign government or international agency irrespective of whether it is located abroad or within the country;
- (g) the employee is ' availing ex-Pakistan leave including extra ordinary leave or study leave as well as similar leave within Pakistan for a period of not less than one year;
- (h) the employee who have availed ex-Pakistan leave including extra-ordinary leave or study leave as well as similar leave within Pakistan for a period of not less than one year and have not earned one full year PER on return from such leave;

- (i) an inquiry, investigation, case or a reference is pending against employee in Federal investigation Agency, National Accountability Bureau or such other organization by whatever name called for:

Provided that this clause shall not be applicable in such cases, where on the date of consideration of an officer for promotion, such an inquiry, investigation, case or reference is pending against him for more than three years and the delay has not been caused by any reason attributable to the officer;

- (j) The employee has not submitted his/her annual declaration of, assets forms for the last five years; or
- (k) There is any other reason to be recorded in writing by the DPC as the case may be.

6. CONDITIONS FOR SUPERSESSION:-

An officer shall be recommended for supersession, if: -

- (a) he/she does not meet the requisite threshold for promotion to a particular post or grade in any particular service, group or post;
- (b) there is any other reason which shall be recorded in writing by the DPC as the case may be.

7. CONSIDERATION OF PROMOTION IN CASE SENIORITY IS SUB-JUDICE:

- (i) An officer whose seniority is sub-judice may be considered for promotion. subject to final outcome of the court case.
- (ii) The promotion if approved under sub-rule (1) shall be considered a temporary promotion and the juniors so. promoted on the basis of a sub-judice seniority shall be assigned seniority as per final court orders and in case no vacancy remains available in the cadre, the junior most shall be reverted to lower post or grade, as the case may be.

8. CONSIDERATION OF PROMOTION OF OFFICERS WHO WERE DEFERRED/SUPERSEDED: -

- (i) An officer deferred, except under clause (d) of rule 5, shall be considered for promotion again after the reason on the basis of which the deferment took place ceases to exist.
- (ii) The officers falling in the category mentioned in clauses (g) and (h) of rule 5 shall be considered for promotion only on return to a cadre post and earning at least one PER for full year before consideration for promotion.
- (iii) The one full year PER referred in sub-rule 5 means a report of twelve complete months inclusive of period spent on mandatory training.

Provided that if an officer has not earned PER of complete one year(twelve months) and has earned only part PER in that year for reasons beyond his/her control, then his/her special report, for the period of deficiency, earned subsequently shall be taken into account to complete the twelve months requirement for the purpose.

- (iv) An officer, once superseded for promotion under rule 6 shall be eligible for reconsideration only after he/she earns one more PER of one full year.

9. CONSIDERATION FOR PROMOTION OF OFFICERS WHO ARE ON LEAVE:

- (i) An officer having availed or availing ex-Pakistan leave or leave within Pakistan including extraordinary leave or study leave shall be considered for promotion by the DPC, provided such leave is less than one year. However, on approval of recommendation of promotion by the appointing authority, the promotion shall be actualized on return from leave.
- (ii) An officer having availed or availing ex-Pakistan leave or leave within Pakistan including extra ordinary leave or study leave for a period of not less than one year shall be required to earn a PER for one full year after the officer joins back:

Provided, that the training period and the training evaluation report (TER) shall also be included for the purpose of computation of twelve complete months period and evaluation.

Provided further, that one full year shall start from the date the officer joins back.

10. RESERVATION OF VACANCIES: -

In case of deferment of seniors, the DPC may, as it may deem fit, recommend to reserve a vacancy or vacancies for future promotions in the cadre for reasons to be recorded in writing.

11. PROMOTION TO VARIOUS POSTS: -

- (i) The posts in BPS-19 to BPS-21 shall be selection posts, while the posts in BPS-18 shall be non-selection posts.
- (ii) For selection posts, PERs and TERs shall be given due importance as prescribed under these rules. Dossier and collective judgment of the CSB or DSB shall also be taken into account.
- (iii) Promotion from BPS-17 to BPS-18 posts shall be on seniority-cum-fitness, based on PERs score, passing of the departmental examination, successful completion of training courses, as the case may be, if so prescribed.

12. SPECIALIST CADRES: -

- (i) The condition of mandatory training as contained in clause (b) of sub rule (1) of rule 4 shall not be strictly applicable to officers belonging to specialist cadres such as doctors, engineers, teachers, and incumbents of purely technical posts, for promotion within their own lines of specialization under their respective service rules.

13. EFFICIENCY INDEX FOR PROMOTION, DEFERMENT AND SUPERSESSION:

The minimum threshold of marks for promotion to various basic pay scales mentioned in column (2) of the Table below shall be as mentioned in column (3)of that Table, namely:-

TABLE

S. No.	Basic Pay Scale	Aggregate marks of efficiency index
(1)	(2)	(3)
1.	BPS-18	60
2.	BPS-19	65
3.	BPS-20	70
4.	BPS-21	75

14. PANEL OF OFFICERS PER VACANCY: -

- (i) A panel consisting of a minimum of two officers per vacancy shall be submitted for consideration of the DPC depending on availability of the eligible officers in the cadre.
- (ii) The panel of officers under sub-rule (1) shall be in addition to cases of officers superseded in previous meetings of the DPC.

15. QUANTIFICATION OF PERS, TRAINING EVALUATION REPORTS AND DPC EVALUATION”

- (i) For the purpose of consideration by the DPC, the PERs shall be quantified in accordance with the formula asset out in Schedule III.
- (ii) For the purposes of promotion to BPS-18, the PERs shall have the weightage of hundred percent.
- (iii) For the purposes of promotion to the posts in BPS-19, BPS-20 and BPS-21, the following quantification method shall be followed namely:-
 - (a) PERs in respect of two preceding BPS or the last fifteen years whichever is more shall be quantified. If the service of an officer in present and previous BPS is less than fifteen years then the deficiency shall be met by taking into account the PERs of next lower BPS, which shall be bracketed with the PERs of preceding BPS. Quantification of PERs relating to present and previous BPS will have a ratio of 60%:40%;
 - (b) the marks mentioned in column (3) of the table below shall be allocated for quantification of PERs, training evaluation report and DPC evaluation as mentioned in column (2) of the Table namely:-

TABLE

S. No.	Factor	Marks
(1)	(2)	(3)
1	Quantification of PERs	40%
2	Training Evaluation Reports (TERs)	30%
3	Evaluation by DPC	30%
4	Total	100%

- (c) The objective assessment form shall be placed before the DPC along with panel proforma of every officer for objective evaluation. The DPC shall assess each officer on the panel on the basis of parameters and attributes as given in the respective objective assessment form for promotion;
- (d) the, DPC as the case may be, shall apply its collective judgment to determine the fitness for promotion to selection posts as per parameters given in the objective assessment form and shall award marks to an officer and place him in category A, B or C in accordance with the classification given in the following Table, namely:-

TABLE

Category	Marks
(1)	(2)
A	21 to 30
B	11 to 20
C	01 to 10

- (e) in such cases whereby an officer was not required to undergo mandatory training, weightage of PERs shall be 50% and marks out of 50% shall be awarded by the DPC; and
- (f) In case, an officer has been appointed in the cadre in the present scale, his/her PERs of the present scale shall be given the total weightage assigned to the PERs in the Table under clause (b).

16. TRAININGS:-

Except officers belonging to specialist cadres, every officer shall successfully undergo the mandatory trainings mentioned in column (3) of the table below for promotion to next higher BPS as mentioned in that Table namely:-

TABLE

S. No.	For promotion from	Name of course
(1)	(2)	(3)
1	BPS-18 to BPS-19	Mid-Career Management Course (MCMC)
2	BPS-19 to BPS-20	Senior Management Course (SMC)
3	BPS-20 to BPS-21	National Management Course (NMC)/ National Security and War Course (NSWC) at NDU

17. PANEL OF OFFICERS PER VACACNY.

- (i) A panel consisting of a minimum of two officers per vacancy shall be submitted for consideration of DPC depending on availability of the eligible officer in the cadre.
- (ii) The panel of officers under sub rule (1) shall be in addition to cases of officers superseded in previous meetings of the DPC.

18. QUANTIFICATION OF PERS, TRAINING EVALUATION REPORTS AND DPC EVALUATION.

- (i) For the purpose of consideration by the DPC, the PERs shall be quantified in accordance with the formula as set out in Schedule III.
- (ii) For the purpose of Promotion to the posts in BPS-19 and BPS-20, the following quantification method shall be followed namely:-
 - a) PERs in respect of two preceding BPS or the last fifteen years whichever is more shall be quantified. If the service of an officer in present and previous BPS is less than fifteen years then the deficiency shall be met by taking into account the PERs of next lower BPS, which shall be bracketed with the PERs of preceding BPS, quantification of PERs relating to present and previous BPS will have a ratio of 60% 40%.
 - b) the marks mentioned in column (3) of the table below shall be allocated for quantification of PERs training evaluation report and DPC evaluation as mentioned in column (2) of the table namely:-

S. No.	Factor	Marks
(1)	(2)	(3)
1.	Quantification of PERs	40%
2.	Training Evaluation Reports (TERs)	30%
3.	Evaluation by DPC	30%
4.	Total	100%

- c) the objective assessment form as set out in Schedule-IV to these rules shall be placed before the DPC along with panel proforma of every officer for objective evaluation. The DPC shall assess each officer on the panel on the basis of parameters and attributes as given in the requisite objective assessment for promotion.
- d) the DPC shall apply its collective judgment to determine the fitness for promotion to selection posts as per parameters given in the objective assessment form and shall award marks to an officer and place him in category A, B or C in accordance with classification given in the following Table, namely:-

Category	Marks
(1)	(2)
A	21 to 30
B	11 to 20
C	1 to 10

- e) in such cases whereby a civil servant was not required to undergo mandatory training, weightage of PERs shall be 50 and marks out of 50% shall be awarded by the DPC; and
- f) In case, an employee has been appointed in the cadre in the present scale, his/her PERs of the present scale shall be given the total weightage assigned to the PERs in the table under Clause (b).

19. TRAINING EVALUATION REPORTS:-

A total thirty marks shall be allocated to the last two training evaluation reports (18 marks @ 60% for the training in the present scale and 12 marks @ 40% in the previous scale). In case of promotion to BPS-19, there is only one training, hence calculation shall be made out of 30 marks.

20. EXEMPTION FROM MANDATORY TRAINING:-

Subject to provisions of clause (b) of rule 6, an officer who is likely to retire within two years from service on attaining the age of superannuation shall be exempted from the mandatory -training.

21. COMMUNICATION OF REASONS OF DEFERMENT AND SUPERSESSION:-

The officers deferred or superseded shall, immediately after the recommendations of the DPC have been approved by the respective appointing authority, invariably be informed about the reasons of their deferments and supersession's.

Guidelines for DPC, minimum length of service for eligibility for promotion to posts in various BPS, quantifying the performance evaluation report, objects assessment vide DPC and guidelines and responsibilities for concerned department are also annexed at schedule I to V.

SCHEDULE-I

Guidelines for DPC

While considering cases of officers on the panel, the DPC concerned shall adhere to the following guidelines, namely:-

- (a) performance evaluation reports shall be given due importance but shall not be the sole criterion for promotion to selection posts;
- (b) an officer shall only be promoted within his/her own group, service or cadre, as the case may be, against the vacancies allocated thereof. Those posted out of their group, service or cadre shall be considered for promotion on their turn but if selected, the actual promotion shall take place only when they rejoin their parent group, service or cadre.
- (c) an superseded will not be considered for promotion unless he/she has earned PERs for one full year. The following illustration/elaboration further clarify the position:

PERs for one full year shall imply, one full year PER(s) earned after consideration/supersession by the DPC and will include the PER which was neither due nor placed before the DPC even if it relates to the previous year.

Illustration-I

If an officer 'A' is considered by the DPC in Jan, 2019 when his/her PER for 2018 is neither due nor placed before the DPC and superseded. He will be considered after earning one full year PERs for 2018.

Illustration-II

If an officer 'B' is considered by the DPC in January, 2019 when his/her PER for 2018 is not due but placed before the DPC and superseded. He/she will be considered after earning one full year PERs for 2019.

Illustration-III

If an officer 'C' is considered by the DPC in May, 2019 when his/her PER for 2018 is due and placed before the DPC and superseded. He will be considered after earning the PER of 2019.

- (d) Posts carrying basic pay scale 19 are generally supervisory posts. Supervision can be effective only if the supervisor has the relevant experience. These officers are also required to make contribution to policy-making at the lowest rung of the policy-making hierarchy. For promotion to these posts, therefore, an officer must fulfill qualifying service, eligibility threshold, qualifications, training, relevance of experience, quality and output of work and integrity.
- (e) Posts carrying basic pay scale 20 are middle management posts. Field offices are generally headed by the officers in this scale. It is, therefore, essential that in addition to the relevance of experience these officers must also have a sufficient variety and width of experience so that they acquire an overview of the functions performed by these organizations within the broader framework of government's overall objectives/ activities to ensure smooth and effective management at the field level.
For promotion to middle management posts, an officer must fulfill qualifying service, eligibility threshold, qualifications, relevance of experience, quality and output of work and integrity, variety of experience and training.

SCHEDULE-II

MINIMUM LENGTH OF SERVICE FOR ELIGIBILITY FOR PROMOTION TO POSTS IN VARIOUS BPS: -

As per clause 4.20 of CDA Employees (Service) Regulations, 1992, the minimum length of service for promotion to various basic pay scales shall be as follows: -

-For BPS-18	5 years in BS 17
-For BPS-19	12 years in BS 17 and above
-For BPS-20	17 years in BS 17 and above

Provided that: -

- (a) When initial appointment of a person not being an officer of the Authority takes place in a post in basic pay scale 18, 19 or 20, the length of service specified in this regulation shall be reduced, for purposes of promotion to higher by the following periods: -

First appointment in	Length of service reduced by
BPS-18	05 ears
BPS-19	12 years
BPS-20	17 years

- (b) When initial appointment of person who is already, an officer of the Authority takes place in a post in basic pay scale 18, 19 or 20, the length of service specified in this paragraph shall be reduced for purposes of promotion to higher posts by the periods specified in proviso (a).
- (c) When first appointment of person other than a person covered by proviso (b) was made in the Authority in a post in basic pay scale 16 or below, one-half of the service in basic pay scale 16 and one-fourth of the service in basic pay scale 15 and below may be counted as service in basic pay scale 17 for computing length of service for purposes of promotion only.

SCHEDULE-III

QUANTIFYING THE PERFORMANCE EVALUATION REPORTS: -

1. In accordance with clause (a) of sub-rule 3 of rule 17 of CDA Promotion Policy 2020 (For posts in BPS-18 to BPS-20) Policy, 2020, Performance Evaluation Reports (PERs) of an officer will be considered for promotion to posts carrying basic pay scales 18 to 21 or equivalent.

2. (a) The overall grading in the PERs are allocated the following marks:

	Overall Grading	Marks
(i)	Outstanding	10
(ii)	Very Good	8
(iii)	Good	7
(iv)	Average	5
(v)	Below Average	1

- (b) If the overall grading in a PER is ambiguous e.g. placed between 'Good' and 'Average', the PER will be returned to R.O/C.O for clarification.
- (c) In case the assessment of the countersigning officer differs from that of the reporting officer in any PER, the quantification will be based on the overall grading recorded by the countersigning officer.
- (d) In case where there is a second countersigning officer, the quantification will be based on the overall grading recorded by the second countersigning officer.
- (e) Where two or more performance evaluation reports were initiated in a calendar year, the marks for that year shall be quantified as the sum of the weighted averages of these PERs.
- (f) Where an officer, appointed to a higher post on acting charge basis, is considered for regular promotion to that post, the PERs earned during his acting charge appointment will be added to the PERs earned in the lower post for calculating average marks.

3. The marks for PERs shall be computed separately for each grade/level of posts carrying the same basic pay scale and a weighted aggregate score will be worked out as follows:

- (a) For each calendar year earning 02 or more PERs vide para 2 (e), part reports in a calendar year will be quantified on the basis of weightage average proportionately, instead of their arithmetic mean/average, to determine the yearly score of PERs.
- (b) To calculate the PER scores in a Basic Pay Scale/Grade, the average of all the yearly scores will be taken.
- (c) Weightage will be applied to the PER score and training score for computing the aggregate score, as per clauses (a), (b) & (e) of sub-rule 3 of rule 17 and as per rule 19.
- (d) The following deductions shall be made in the total marks worked out:-

Deductions:

(i)	For, each major penalty imposed under Rules	5 Marks
(ii)	For, each minor penalty imposed under Rules	3 Marks
(iii)	For adverse remarks deductions be made for such remarks only as were duly, conveyed to the officer concerned and were not expunged on his representation, or the officer did not represent	1 Mark per PER containing adverse remarks

The deduction of marks due to penalty or adverse remarks shall be done only once i.e. when an officer's case comes up for consideration for promotion to the next higher grade. Once the officer has been promoted to the higher grade no deduction shall be made subsequently.

Example No. 1

An officer is being considered for promotion to BPS 19. He was awarded a minor penalty in BPS 18. Deduction of 3 marks shall be made from his total quantification whenever his case comes for promotion to BPS 19. Till such time that he is promoted to the next grade (i.e. BPS 19 in this case) his overall quantification shall worked out with deduction of 3 marks.

Example No. 2

The same officer is now being considered for promotion to BPS-20. He was awarded minor penalty in BPS 18 and was subsequently promoted to BPS-19: While calculating his quantification for promotion to BPS-19, deduction of 3 marks was made from his total quantification. However, now that the officer has been promoted to BPS 19 and is being considered for promotion to BPS-20 no deduction shall be made from his total quantification.

Exemption from Training

If an officer is exempted from one or both trainings on the basis of either belonging to a specialist cadre or on attaining a certain age as given in rule 20 of these rules, his/ her training score will not be calculated and the 30 marks of the training shall be placed at the disposal of the DPC.

Single Training

In case an officer of BS-19 doesn't need two trainings, the weight-age for the attended training shall be taken as 0.30.

Endorsement of Quantification Score

To maintaining 100% accuracy in the process of quantification of the PERs, following process shall be adopted:

- (a) the quantification sheets shall be signed by the official designated to do so, besides its countersignature by a responsible supervising officer.

SCHEDULE-IV

Guidelines for HRD Directorate and Responsibilities of Departmental Representative

- (1) HRD Directorate shall submit the cases of promotion for placing before the DPC on following prescribed forms specimen of which are given at annexure:-

(i)	Proposal form (CP-I)	Annex-I
(ii)	Panel form (CP-II)	Annex-II
(iii)	Synopsis form (CP-III)	Annex-III
(iv)	Seniority form (CP-IV)	Annex-IV
(v)	Quantification form (CP-V)	Annex-V

- (2) HRD Directorate shall ensure that documents related to the proposals for promotion are prepared with utmost care so that the information submitted to the DPC shall be concrete and accurate in all respects and shall also ensure that:

- (i) Proposal form is signed by the competent authority.
- (ii) Complete recruitment rules are furnished.
- (iii) PER dossiers are complete. Explanation about the missing reports is available in the dossier and all columns have been accurately filled in the synopsis form.
- (iv) Full particulars of officers are furnished in the seniority list which is final after circulation, un-disputed, complete and duly authenticated.
- (v) Quantification of PER grading is correct and quantification form is enclosed in respect of each officer on the panel.
- (vi) Number of clear vacancies is indicated.
- (vii) Training status of the officers on the panel is indicated and training reports are enclosed in respect of each officer on the panel.

- (3) The departmental representatives who attend the meetings of the DPC shall apprise the DPC whether or not any departmental proceedings or investigations/trial by NAB, FIA etc. are pending against the officer (s) whose cases are being considered by the DPC.

- (4) Any benefit derived by any person in pursuance of a judgment, conviction or sentence passed under section 31A of the National Accountability Ordinance, 1999 declared by the Supreme Court as void ab-initio, shall not hold the field.
- (5) While forwarding proposals for consideration of DPC, HRD Directorate shall provide the following additional details and certificates, namely:-
- (a) details of penalties, if any, awarded to the officers on the panel during the entire career (BPS-17 and above);
 - (b) details of punishments under any criminal laws including National Accountability Ordinance, 1999, if any, awarded to the officers on the panel during the entire career (BPS-17 and above);
 - (c) certificate to the effect that none of the officers on the panel derived any benefit in pursuance of National Reconciliation Ordinance, 2007 (NRO) in the entire career (BPS-17 and above) within the meaning of the Supreme Court of Pakistan judgment dated 16-12-2009 on NRO; and
 - (d) certificate to the effect that no punishment has been awarded to any of the officers on the panel under any criminal law including National Accountability Ordinance, 1999 in the entire career (BPS-17 and above)

4.21. Promotion cannot be claimed on seniority alone.-

No employee shall have a claim to be promoted to any particular posts or scale by virtue of seniority alone.

PART-IV

APPOINTMENT BY TRANSFER

***4.22. Deleted**

4.23. Deleted

4.24. Deleted

*** No.CDA-7(01) HRD-III/2013/1270 dated 24.06.2013**

PART-V

APPOINTMENT BY DEPUTATION

4.25. Procedures-

Appointment by deputation to post may be made in the interest of Authority.

4.26. Conditions of deputation.-

1. The appointing authority may in the interest of authority appoint a Federal or Provincial Government servant or an employee of an organization set up, managed or controlled by the Federal Government or Provincial Government, who hold appointment on regular basis, or deputation to equivalent post. Such appointment shall be made with consent of the Federal Government Provincial Government or Organization concerned hereinafter called the lending authority, for such period and on such terms and conditions as may be determined by the appointing authority in consultation with the lending authority.

2. Unless in any case it is otherwise provided the whole time of the person on deputation shall be at the disposal of the authority. He shall devote his whole time to his duties, abide by the rules and regulations and other orders and instructions of the authority and at all times obey the orders given by the competent authority.

3. A person on deputation to the authority may be allowed, with the approval of appointing authority and with the consent of the lending authority, a deputation allowance in accordance with regulation 14.65

4. *Normally a person on deputation to the Authority may be allowed to complete three years tenure, maximum extendable for two years. However, his /her absorption will not be allowed save he/she his from Medical cadre.

* Inserted No.CDA-7(01)HRD-III/2013/1270 dated 24.06.2013

PART-VI

APPOINTMENT BY CONTRACT

4.27 Procedure:-

Appointment by contract in a cadre post may be made in special circumstances when it is not possible to fill the post in the prescribed manner or for reasons to be recorded it is necessary and in the interest of the Authority to do so.

4.28 Conditions of appointment:-

1. Appointment by contract may be made on specific terms and conditions which should be accepted by the person who is being appointed. A model form of contract containing terms and conditions of such appointment is given in appendix 4. This form may be followed in all cases of contract appointment. Any change in the terms and conditions specified in the form, if required in any individual case, shall be made with the approval of the Chairman.

PART-VII

PROBATION

4.29 Probation, Extension and termination of probation.-

1. A person appointed to a post by initial appointment, promotion or transfer shall be on probation for a period of one year.
2. The period of probation may be curtailed for good and sufficient reasons to be recorded in writing or, if considered necessary, it may be extended for a period not exceeding one year as may be specified at the time of appointment.
3. A employee shall not be deemed to have completed his period of probation satisfactorily until his character and antecedents have been verified as satisfactory in the opinion of the appointing authority

4. On the successful completion of the period of probation the appointing authority shall, by specific order, terminate the probation.
5. If no order is issued under sub-regulation (4), the period of probation shall be deemed to have been extended by one year under sub-regulation (2) on the expiry of the first year of probation period.

Provided that, subject to the provisions of sub-regulations (3) and (6), in the absence of an order under sub-regulation (4), the period of probation shall, on the expiry of the extended period under sub-regulations (2), be deemed to have been completed successfully.

6. where, in the opinion of the appointing authority, conduct or performance of a person on probation has not been satisfactory or where in respect of any post, whether filled by initial appointment or by promotion or transfer, the satisfactory completion of probation period includes the passing of an examination, test or course or successful completion of any training, a person appointed on probation to such post, who before the expiry of the original or extended period of his probation, has failed to pass such examination or test or to successfully complete the course or the training shall, except as may be prescribed otherwise:-
 - a. be discharged from service if he was appointed to such post by initial appointment ; or
 - b. be reverted to the post from which he as promoted or was appointed by transfer, if he was appointed to such post by promotion or by transfer.

PART-VIII

LIEN

4.30. Lien:-

1. Unless in any case it be otherwise provided in these regulations and subject to successful completion of probation period, an employee on appointment to a post on regular basis acquires lien on that post and ceases to hold any lien previously acquired on any other post.

2. An employee cannot hold lien on two posts at the same time.

4.31. Retention of Lien.- An employee holding a post on regular basis retains a lien on that post:-

- a) While performing duties of that post;
- b) While on deputation outside the Authority;
- c) While holding another post;
- d) during joining time on transfer to any other post unless he is transferred to a post on lower pay in which case his lien is transferred to the new post from the date on which he is relieved of his duties of the old post;
- e) While on leave; and
- f) While under suspension.

PART IX

Additional charge and current charge of posts

4.32. Additional charge of an equivalent post:-

If a post falls vacant and it is not possible to fill it immediately in the prescribed manner, the work of the post should, as far as possible, be distributed among more than one employee of the same status and designation. However, where this is not feasible, the charge of the vacant post may be entrusted in its entirety, with the approval of the Chairman in the case of posts in basic pay scale 18 and above and with the approval of the Member concerned in the case of posts in basic pay scales 17 and below, to another employee at the same station. This arrangement should not be made for a period of less than one month or more than three months. It may be extended by a further period not exceeding three months with the approval of the Chairman.

4.33. Current charge of a higher posts:-

Where a temporary vacancy occurs for not more than two months or when a regular vacancy occurs and no arrangement for carrying out the day-to-day routine work of the post is possible, the charge of the vacant post may, with the approval of the appointing authority, be given temporarily, in addition to the duties of his own post, to the most senior officer in the cadre present at the place if he is otherwise fit and qualified to hold that post irrespective of the length of service, if any, required for promotion to that post if it is reserved for promotion or, as the case may be, the prescribed experience required for initial appointment to that post if it is reserved for initial appointment only. This arrangement shall be further subject to the following conditions:-

- a. The arrangement should not be made for a period of less than one month and should not exceed three months. However, it may be extended by another three months with the approval of the next higher authority. Any extension beyond six months shall require previous approval of the Chairman.
- b. As soon as the current charge is given, a proposal for regular appointment should be initiated and processed.
- c. In making current charge arrangement, the most senior officer available in the cadre and present at the place where the vacancy may have occurred, if he is otherwise fit and qualified to hold the post, should be considered.

CHAPTER 5
Posting and Transfer

5.01. Liability to serve in any post:-

1. An employee shall be liable to serve in any post in or under the Authority or in any body set up, controlled or managed by the Authority.

2. Unless otherwise decided, posting of an employee on a particular post may not exceed three years.

***5.02. Transfer from one post to the other within the Authority:-**

Deleted

5.03. Transfer of an employee on deputation outside the Authority:-

1. The Chairman in the case of an employee in BPS 17 or above and Member (Administration) in the case of an employee in BPS 16 or below may sanction transfer of an employee on deputation for a specified period not exceeding five years to the Federal Government, a Provincial Government or any organization set up, managed or controlled by the Federal Government or a Provincial Government, on such terms and conditions as may be agreed to between the Authority and the borrowing Government or organization, as the case may be.

2. While on deputation, an employee shall continue to remain under the rule-making control of the Authority and except as may be mutually agreed to between the Authority and the borrowing Government or organization, he shall continue to be governed by the rules and regulations applicable to him as an employee of the Authority.

5.04. Training:-

The Chairman may require an employee to undergo such training within or outside Pakistan at any time and for any duration and on such terms and conditions as he may specify in each case.

* No.CDA-7(01)HRD-III/2013/1270 dated 24.06.2013

CHAPTER 6

SENIORITY

6.01. Particular seniority not a vested right:-For proper administration of cadre or post, the appointing authority shall cause a seniority list of the members for the time being of such cadre or holders of such post to be prepared but nothing herein contained shall be construed to confer any vested right to a particular seniority in such cadre or post.

6.02. Seniority in relation to other employees:-Subject to regulation 6.06, seniority of an employee shall be reckoned in relation to other employees belonging to the same cadre or post, whether serving in the same cadre or post or not, as is provided in these regulations.

6.03. Seniority on initial appointment:-Subject to regulation 6.06, the seniority of an employee on initial appointment to a cadre or post shall take effect from the date of regular appointment to the post to which he has been initially appointed:

Provided that:

- a. Persons initially appointed through earlier open advertisement or selection rank senior to those initially appointed through subsequent open advertisement or selection, as the case may be;

- b. If two or more persons are appointed through the same open advertisement or, if the post was not advertised, through the same selection, their inter se seniority would be determined in the order of merit assigned to them by the selection authority and if no such order was assigned, the older in age shall be senior.

6.04. Seniority on Promotion:-Subject to regulation 6.06, seniority in a cadre or post to which an employee is promoted shall take effect from the date of regular appointment to that post:

Provided that:

- a. Employee selected for promotion to a higher post on an earlier date shall save as provided in proviso (c), be senior to those subsequently selected for such promotion.
- b. The employees who are selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain their inter se seniority as in the lower post;
- c. An employee eligible for promotion who is inadvertently omitted from consideration in the original reference or whose case is held up in circumstances beyond his control, while his junior or juniors are promoted to the higher post, shall, when he is subsequently considered and is promoted without any suppression, take his seniority with the original batch.

6.05. Seniority on appointment by transfer:-Subject to regulation 6.06, seniority in a cadre or post to which an employee is appointed by transfer shall take effect from the date of regular appointment to that post by transfer:

Provided that employees selected for appointment by transfer to a post/cadre in one batch shall on their appointment take seniority inter se on the basis of their date of regular appointment to the post from which they have been appointed by transfer and if such date be the same, the older in age shall be senior.

6.06. Date of regular appointment of persons of one batch:-If two or more persons are selected for initial appointment or, as the case may be, for promotion or transfer in one batch, the earliest date on which a person of that batch assumes charge of the post after approval of such appointment by the

appointing authority shall be deemed to be the date of regular appointment of all persons of that batch for purposes of seniority only.

6.07. Inter se seniority of employees appointed by transfer, promotion or initial appointment in the same calendar year:- Subject to regulation 6.06 employees appointed by transfer in a particular calendar year shall as a class be senior to those appointed by promotion or by initial appointment to such posts in that year an employees promoted to higher posts in a particular calendar year shall as a class be senior to those appointed by initial appointment to such posts in that year.

CHAPTER 7

CONDUCT

7.01. Members of family:-For purposes of the regulations in this chapter member of an employee's family includes:-

- i. His wife, child or step-child, whether residing with the employee or not; and
- ii. any other relative of the employee or his wife, when residing with and wholly dependent upon the employee but does not include a wife legally separated from the employee, or a child or step-child who is no longer in any way dependent upon him or of whose custody the employee has been deprived by law.

Explanation:

Reference to a wife in this regulation shall be construed as reference to a husband where the employee is a woman.

7.02. Gifts

1. Save as otherwise provided in this regulation, no employee shall, except with the previous sanction of the Chairman, accept, or permit any member of his family to accept, from any person any gift the receipt of which will place him under any form of official obligation to the donor. If, however, due to very exceptional reasons, a gift cannot be refused, the same may, under intimation to the Chairman and the Cabinet Division, be kept for official use in the Authority.
2. If any question arises whether receipt of a gift places an employee under any form of official obligation to the donor, the decision of the Chairman thereon shall be final.
3. If any gift is offered by the head or representative of a foreign state, the employee concerned should attempt to avoid acceptance of such a gift, if he can do so without giving offence. If, however, he cannot do so, he shall accept the gift and shall report its receipt to the Cabinet Division through the Chairman for orders as to its disposal.
4. Employees are prohibited from receiving gift of any kind for their person or for members of their families from diplomats, consular and other foreign Government representatives or their employees who stationed in Pakistan. If, however, due to very exceptional reasons, a gift cannot be refused, it should invariably be deposited in the Toshakhana in the Cabinet Division under intimation to the Chairman.
5. Employees, except those holding posts in basic pay scales 1 to 4, are prohibited from accepting cash awards offered by the visiting foreign dignitaries. In case, however, it becomes impossible to refuse without causing offence to the visiting dignitary, the amount may be accepted and immediately deposited in the Treasury under the proper head of account of Toshakhana, namely, "XLVI-MISC.J.MISC. Receipt of Darbar Presents (Central)."
6. The responsibility for reporting the receipt of a gift shall devolve on the individual recipient. All gift received by an employee irrespective of their prices, must be reported to the Toshakhana in the Cabinet Division through the Chairman. However, the responsibility for reporting to the Cabinet Division receipt of gifts, including the names of recipients, from foreign

dignitaries or delegations who come to Pakistan or when Pakistan dignitaries or delegations go abroad, shall be with the Chief of Protocol or his representative in the former case, and with the Ambassador concerned in the latter case. In the case of foreign delegations or visiting dignitaries with whom the Chief of Protocol is not associated, the Ministry sponsoring the visit shall be responsible to supply details of gifts, if received, and the list of recipients to the Cabinet Division and the Ministry of Foreign Affairs.

7. The value of gifts shall be assessed by the Cabinet Division and the monetary limits up to which and the condition subject to which, the gifts may be allowed to be retained by the recipient shall be as follows:-

- a. Gifts valued up to Rs.1,000 may be allowed to be retained by recipient;
- b. Gifts valued between Rs.1,000 and 5,000 may be allowed to be retained by a recipient on his paying 25 per cent of the value of the gift in excess of Rs.1,000; and
- c. Gifts of value exceeding Rs.5,000 may be allowed to be retained by a recipient on his paying 25 per cent of so much of the value as exceeds Rs.1,000 but does not exceed Rs.5,000 and 15 per cent of so much of the value as exceed Rs.5,000.

7.03 . Acceptance of foreign awards.-

No employee shall, except with the approval of the President, to be obtained through the Chairman, accept a foreign award, title or decoration.

Explanation:-

For the purposes of this regulation, the expression “approval of the President” means prior approval in ordinary cases and ex post facto approval in special cases where sufficient time is not available for obtaining prior approval.

7.4. Public Demonstration in honour of an employee.-

1. No employee shall encourage meetings to be held in his honour or presentation of addresses of which the main purpose is to praise him.
2. Notwithstanding anything contained in sub-regulation (1):-
 - a. An employee may, with the previous permission of his next higher officer, take part in the raising of funds to be expended for any public or charitable purpose;
 - b. An employee may take part, with the previous sanction of the Chairman, in the raising of funds to be expended for any public or charitable object connected with the name of any other employee or a Government servant or a person who has recently quitted the service of the Authority or the Government;
3. When an employee takes part in the raising of funds in accordance with the provisions of clauses (a) and (b) of sub-regulation (2) he shall be required to keep regular accounts and submit them to Financial Adviser/Member for scrutiny.

7.05. Marriage with foreign nationals prohibited except with prior permission:-

1. Subject to the provisions of sub-regulation (2), an employee may, with the prior permission of the Board, marry a foreign national. A person who marries or promises to marry a foreign national without such permission shall be guilty of misconduct and render himself liable to one or more penalties in accordance with the rules on discipline in chapter 8.

2. An employee may, with the prior permission of the chairman, marry or promise to marry a Muslim citizen of India.

3. The grant of permission under sub-rule (1) or sub-regulation (2) shall be at the discretion of the Board or, as the case may be, the chairman and may be subject to such conditions, if any, as it or , as the case may be, he may specify.

Explanation: For the purpose of this regulation 'marriage' means matrimonial relationship entered into in accordance with any law for the time being in force or any religious rites or ceremonies, and its grammatical variations and cognate expressions shall be construed accordingly.

7.06. Subscriptions.-

Subject to regulation 7.04, no employee shall, except with the previous sanction of the Chairman, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever.

7.07. Lending and borrowing.-

1. No employee shall lend money to, or borrow money from, or place himself under any pecuniary obligation, to any person within the local limits of his authority or any person with whom he has any official dealings:

Provided that the above rule shall not apply to dealings in the ordinary course of business with a joint stock company, bank or a firm of standing.

2. When an employee is appointed or transferred to a post of such a nature that a person from whom he has borrowed money or to whom he has otherwise placed himself under a pecuniary obligation will be subject to his official authority, or will reside, possess immovable property, or carry on business within the local limits of such authority, he shall forthwith declare the circumstances to the Chairman through the usual channel:

Provided that employees holding posts in basic pay scales 15 and below shall make the declaration referred to in this sub-regulation to the Member (Administration).

3. This regulation, in so far as it may be construed to relate to loans given to or taken from cooperative societies registered under the cooperative societies act, 1912 (II of 1912), or under any law for the time being in force relating to the registration of cooperative societies, by the employees shall be subject to any general or special restrictions or relaxations made or permitted by the Board.

7.08 Buying and selling of movable and immovable property.-

1. An employee who intends to transact any purchase, sale or disposal by other mean of movable or immovable property exceeding in value *Rs.300,000/- (three hundred thousand rupees) with any person shall apply for permission to the Member (Administration) in the prescribed form. Any such application shall state fully the circumstances, the price offered or demanded and, in the case of disposal otherwise than by sale, the method of disposal. Thereafter such employee shall act in accordance with such orders as may be passed by the Member (Administration):

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Provided that all transactions with a person who is an official subordinate of the employee should be reported to the next higher authority.

Explanation: In this rule, the term "Property" includes agricultural or urban land, bonds shares and securities but does not include a plot purchased for building a house from the Authority, or a cooperative housing society or a Government housing scheme.

2. No prior permission is necessary for buying and selling shares, bonds, saving certificates and securities through Government sponsored organizations up to the value of ***Rs.300,000/-**. However, the employee concerned shall have to report all such transactions in the form of a statement at the end of each year.

7.09 Construction of building etc:-No employee shall construct a building, whether intended to be used for residential or commercial purposes, except with the previous sanction of the Member (Administration) obtained upon an application made in this behalf disclosing the source from which the cost of such construction shall be met.

7.10 Declaration of property:-

1. Every employee shall, at the time of entering service of the Authority make a declaration to the Authority, through the usual channel, and addressed to Member Administration) in the case of employees in BPS-16 and above and to Director (HRD) in other cases, of all immovable and movable properties including shares, certificates, securities, insurance policies and jewellery having a total value of ***Rs 150,000/- (one hundred and fifty thousand rupees)** or more belonging to or held by him or a member of his family and such declaration shall:-

State the district within which the property is situated;

- a. Show separately individual items of jewellery exceeding ***Rs 150,000/- (one hundred and fifty thousand rupees)** in value; and
- b. Give such further information as the Authority may, by general or special order, require.

2. Every employee shall submit to the Authority, through usual channel and addressed to the Member (Administration) in the case of employees in ***BPS-16** and above and to the Director (HRD) in other cases and annual return of assets in the month of December showing any increase or decrease of property as shown in the declaration under sub-regulation (1) or, as the case may be, the last annual return.

7.11. Disclosure of assets, immovable, movable and liquid.-An employee shall, as and when he is so required by the Authority by a general or special order, furnish information as to his assets disclosing liquid assets and all other properties, immovable and movable, including shares, certificates, insurance policies, and jewellery.

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7.12. Speculation and investment.-

1. No employee shall speculate in investments. For the purpose of this regulation, the habitual purchase and sale of securities of notoriously fluctuating value shall be deemed to be speculation in investments.

2. No employee shall make, or permit any member of his family to make any investment like to embarrass or influence him in the discharge of his official duties.

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

4. If any question arises whether a security or an investment is of the nature referred to in any of the foregoing sub-regulations, the decision of the Financial Advisor/Member thereon shall be final.

7.13. Promotion and management of Companies, etc.

No employee shall, except with the previous sanction of the Chairman, take part in the promotion, registration or management of any bank or company:

Provided that an employee may, subject to the provisions of any general or special order of the Authority, take part in the promotion, registration or management of a cooperative Society registered under the Cooperative Societies Act, 1912 (II of 1912) or under any similar law.

7.14. Private trade, employment or work:-

1. No employee shall, except with the previous sanction of the Chairman in the case of employees in BPS-20 and Member (Administration) in other cases, engage in any trade or undertake any employment or work, other than his official duties:

Provided that he may, without such sanction, undertake honorary work of a religious, social or charitable nature or occasional work of a literary or artistic character, subject to the conditions that his official duties do not thereby suffer and that the occupation or undertaking does not conflict or is not inconsistent with his position or obligations as an employee: but he shall not undertake or shall discontinue such work if so directed by the Chairman or, as the case may be, the Member (Administration). An employee who has any doubt about the propriety of undertaking any particular work should refer the matter for the orders of the Chairman or, as the case may be, of the Member (Administration);

Provided further that an employee holding a post in basic pay scale 15 and below may, without such sanction, undertake a small enterprise which absorbs family labor and where he does so, he shall file details of the enterprise along with the declaration of assets.

2. Notwithstanding anything contained in sub-regulation (1) no employee shall associate himself with any private trust, foundation or similar other institution which is not sponsored by the government or the Authority.

3. This regulation does not apply to sports activities and membership of recreation clubs.

7.15. Subletting of residential accommodation allotted by the Authority or the Government:-

No employee shall, except with the prior permission of the Chairman or, as the case may be, the Government sublet accommodation let to him by the Authority or the government.

7.16. Employee not to live beyond his means, etc.:-

No employee shall live beyond his means or indulge in ostentation on occasions of marriage or other ceremonies.

7.17. Insolvency and habitual indebtedness:-

An employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent or if the whole of that portion of his salary which is liable to attachment is frequently attached for debt, or has been continuously so attached for a period of two years, or is attached for a sum which, in ordinary circumstances, he cannot repay within a period of two years, he shall be presumed to have contravened this regulation unless he proves that the insolvency or indebtedness is the result of circumstances which, with the exercise of ordinary diligence, he could not have foreseen or over which he had no control and has not proceeded from extravagant or dissipated habits. An employee who applies to be or is adjudged or declared insolvent shall forthwith report his insolvency to the Member (Administration).

7.18. Intimation of involvement and conviction in a criminal case.-

If an employee is involved as an accused in a criminal case or is convicted, he shall bring the fact of such involvement or conviction, as the case may be, to the notice of the Member concerned immediately or, if he is arrested and released on bail, soon after such release.

7.19. Unauthorized communication of official documents or information:-

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

7.20. Approach to members of the Assemblies, etc.-

No employee shall, directly or indirectly, approach any Member of the National Assembly or Senate or Provincial Assembly, or any other non-official person to intervene on his behalf in any matter.

7.21. Management, etc, of newspapers or periodicals.-

No employee shall, except with the previous sanction of the Chairman, own wholly or partly or conduct or participate in the editing or management of any newspaper or other periodical publication.

7.22 Radio broadcast or television programs and communications to the press.-

No employee shall, except with the previous sanction of the Chairman or in the bona fide discharge of his duties, participate in a radio broadcast or television program or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical:

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

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

7.23. Publication of information and public speeches capable of embarrassing the Authority or the Government:-

No employee shall, in any document published or in any communication made to the press, over his own name, or in any public utterance or television program, or in any radio broadcast delivered by him, make any statement of fact or opinion which is capable of embarrassing the authority or the government:

Provided that technical employees may publish research papers on technical subjects, if such papers do not express views on political issues or on the policy of the authority or on Government policy and do not include any information of a classified nature.

7.24 Publication of Article or book:- Where an employee submits the draft of a literary, artistic or scientific article or book for obtaining previous sanction for its publication, he shall be informed within three months of his doing so. Whether he has or has not such sanction and, if no communication is issued to him within that period, he shall be entitled to presume that the sanction asked for has been granted.

7.25. Evidence before committees:-

1. No employee shall give evidence before a public committee except with the previous sanction of the Member (Administration)

2. No employee giving such evidence shall criticize the policy or decisions of the Authority or of the Federal or a provincial Government.

3. This regulation shall not apply to evidence given before statutory committees which have a power to compel attendance and the giving of answers, nor to evidence given in judicial inquiries.

7.26. Taking part in politics and elections.-

1. No employee shall take part in, subscribe in aid of or assist in any way, any political movement in Pakistan or relating to the affairs of Pakistan.

2. No employee shall permit any person dependent on him for maintenance or under his care or control to take part in, or in any way assist, any movement or activity which is, or tend directly or indirectly to be, subversive of the authority or of the Government as by law established in Pakistan.

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

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

4. No employee shall allow any member of his family dependent on him to indulge in any political activity, including forming a political association and being its member, or to act in a manner in which he himself is not permitted by sub-regulation (3) to act.

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

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

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

7.27. Propagation of sectarian creeds, etc:-

No employee shall propagate such sectarian creeds or take part in such sectarian controversies or indulge in such sectarian partiality and favoritism as are likely to affect his integrity in the discharge of his duties to embarrass the administration or create feelings of discontent or displeasure amongst the employees or the Government servants in particular and amongst the people in general.

7.28. Employee not to express views against ideology of Pakistan:-

No employee shall express views detrimental to the ideology or integrity of Pakistan.

7.29. Nepotism, favoritism and victimization, etc:-

No employee shall indulge in provincialism, parochialism, favoritism, victimization and willful abuse of office.

7.30. Vindication by employees of their official acts or character.-

1. An employee may not, without the previous sanction of the Chairman, have recourse to any Court or to the press for the vindication of his official acts or character from defamatory attacks. In granting sanction, the Authority may ordinarily bear the cost of the proceedings and in other cases leave the employee to institute them at his own expense. In the latter case, if he obtains a decision in his favor, the authority may reimburse him to the extent of the whole or any part of the cost.

2. Nothing in this regulation limits or otherwise affects the right of any employee to vindicate his private acts or character.

7.31. Membership of service associations:-

No employee shall be a member, representative or officer of any association representing or purporting to represent, employees or any class of employees, unless such association satisfies the following conditions, namely:-

a. Membership of the association and its office bearers shall be confined to a distinct class of employees and shall be open to all employees of that class.

- b. The association shall not be in any way connected with, or affiliated to, any association which does not, or any federation of associations which do not, satisfy condition (a).
- c. The association shall not be in any way connected with any political party or organization, or engage in any political activity.
- d. The association shall not:-
 - i Issue or maintain any political publication except in accordance with nay general or special order of the Chairman.
 - ii Except with the previous sanction of the Chairman, publish any representation on behalf of its members, whether in the press or otherwise.
- e. The association shall not, in respect of any election to a legislative body, or to a local authority or body, whether in Pakistan or elsewhere:-
 - i Pay, or contribute towards, any expenses incurred in connection with his candidature by a candidate for such election;
 - ii By any means support the candidature of any person for such election; or
 - iii Undertake or assist in the registration of electors, or the selection of a candidate for such election.
- f. The association shall not:-
 - i Maintain, or contribute towards the maintenance of, any member of a legislative body, or of any member of local authority or body, whether in Pakistan or elsewhere;
 - ii Pay, or contribute toward, the expenses of any trade union

7.32. Membership of non-political association.-

No employee shall accept membership of any non-political association or organization whose aims and objects, nature of activities and membership are not publicly known.

7.33. Use of political or other influence:-

No employee shall bring or attempt to bring political or other outside influence, directly or indirectly, to bear on the Board, Chairman or Members or on any employee or on the Government or any Government servant in support of any claim arising in connection with his employment as such.

7.34. Approaching foreign missions and aid-giving agencies.-

No employee shall approach, directly or indirectly, a foreign mission in Pakistan or any foreign aid-giving agency to secure for himself invitations to visit a foreign country or to elicit offers of training facilities aboard.

7.35 Application for training in other organizations.-

No employee shall, except with the previous permission in writing of the Chairman, seek or take-up training in any other organization within the country and abroad. No request or advance copy of the request for training in other organization shall be made by the employee, except through proper channel or as may be prescribed by the Chairman by general or special orders.

7.36. Delegation of Power:-

The Chairman may, by general or special order, delegate to any officer or authority subordinate to him all or any of his powers vested in him by regulations in this chapter and may, by such order, prescribe the channel thorough which reports shall be made to the Authority and the officers receipt by whom of such reports shall be regarded as receipts of the report by the authority within the meaning of these regulations.

7.37. Regulations not to be in derogation of any law, etc:-

Nothing in the regulations in this chapter shall derogate from the provisions of any law, or of any order of the Board or of any competent authority, for the time being in force, relating to the conduct of employees.

CHAPTER 8

DISCIPLINE

8.01. Authority and Authorized Officer:- For purpose of regulations in this chapter, the authority and the authorized officer for the various employees shall be as specified in the table below:-

S. No.	Descriptions of employees	Authority	Authorized Officer
(1)	(2)	(3)	(4)
1	Employees in basic pay scale 20	Secretary of the Administrative Division concerned	Chairman
2	Employees in basic pay scale *16 to 19	Chairman	Member concerned
3	Employees in basic pay scales *11 to 15	Member concerned	*Director concerned (DY Director General, if provided)
4	Employees in basic pay scales 1 to 10	Director concerned	*Deputy Director concerned.

8.02. Nothing in regulation 8.01 shall prevent the authority specified in column 3 of the table in that regulation to authorize an officer to perform functions of an authorized officer in relation to a particular disciplinary case or cases in respect of employees specified in column 2 of the aforesaid table,

8.03. Grounds for penalty:- Where an employee, in the opinion of the authority or the authorized officer, as the case may be:-

- a. is inefficient or has ceased to be efficient; or
- b. is guilty of misconduct; or
- c. is corrupt, or may reasonably be considered corrupt because:-
 - i. he is, or any of his dependents or any other person through him or on his behalf is, in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his known sources of income; or
 - ii. he has assumed a style of living beyond his ostensible means; or
 - iii. he has persistent reputation of being corrupt; or
 - iv. is engaged, or is reasonably suspected of being engaged, in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his retention in service is, therefore, prejudicial to national security or security of the Authority.

*** No.CDA-7(01)HRD-III/2013/1270 dated 24.06.2013**

- d. *Is guilty of non-compliance with the lawful orders including observance of timeline specified for any official assignment (including assignment to conclude inquiry proceedings within specified time as chairman/member of the inquiry committee or failure to discharge duty as departmental representative or otherwise by any officer/official to defeat the object of a fair, just and transparent probe.)

The authority or the authorized officer, as the case may be, may impose on him one or more penalties in accordance with these regulations.

Explanation:- For purposes of these regulations, 'misconduct' means conduct prejudicial to good order or service discipline or contrary to regulations on conduct in chapter 7 or unbecoming of an officer and a gentleman and includes any act on the part of an employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the Government or on the Authority or any officer of the Government or of the Authority in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of an employee.

8.04. Penalties. 1. The following are the minor and major penalties, which may be imposed on an employee, namely:-

a. Minor penalties:

- i. censure;
- ii. Withholding, for a specific period promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the rules, regulations or orders pertaining to the service, cadre or post;
- iii. Recovery from pay of the whole or any part of any pecuniary loss caused to the Authority by negligence or breach of orders;

b. Major penalties:

- i. Reduction to a lower post or time scale, or to a lower stage in a time scale;
- ii. Compulsory retirement;
- iii. Removal from service; and
- iv. Dismissal from service.

*Inserted No.CDA-07(01) HRD-III/Sec-VI/2017/4324 18-07-2017

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

3. In this regulation, compulsory retirement, removal or dismissal from service does not include the discharge of a person:-

- a. appointed on probation, during the period of probation or in accordance with the probation or training rules and regulations applicable to him;
- b. appointed to hold a temporary appointment otherwise than under a contract, on the expiry of the period of such appointment; or
- c. engaged under a contract in accordance with the terms of the contract.

8.05. Suspension etc. In case where an employee is accused of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave or, with the approval of the authority suspend him, provided that nay continuation of such leave or suspension shall require approval of the authority after every three months.

8.06. Procedure for disciplinary action.

1. The authorized officer shall decide whether in the light of facts of the case or the interests of justices an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides, the procedure indicated in regulation 8.08 shall apply.

2. If the authorized officer decides that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he shall:

- a. by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds for the action: and
- b. give him a reasonable opportunity of showing cause against that action:
Provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.

8.07. Procedure.

1. On receipt of the report of the Inquiry Officer or Inquiry Committee or, where no such Officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall give a personal hearing to the accused if he has asked to be heard in person. After the hearing, if any, has been given, the authorized officer shall determine whether or not the charge or charges, as the case may be, have been proved.

2. If the charge or charges have not been proved, the authorized officer shall exonerate the accused.

3. In a case, where an inquiry was held and the authorized officer has determined that the charge or charges, as the case may be, have been proved, he shall arrive at a provisional conclusion as to the penalty to be imposed, inform the accused of the action proposed to be taken against him, supply a copy of the inquiry report to him and ask him to show cause within a specified time, which may not ordinarily be less than seven days or more than fourteen days, why the particular penalty should not be imposed on him. Any cause shown by the accused in this behalf shall be taken into consideration by the authorized officer, or the authority, as the case may be, before final orders are passed in accordance with sub-regulations (4) or (5), as the case may be.

4. If the charge or charges have been proved and it is proposed to impose a minor penalty the authorized officer shall pass orders accordingly.

5. If the charge or charges have been proved and it is proposed to impose a major penalty, he shall forward the case to the authority along with the charge and statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee, if appointed, a record of the personal hearing given to the accused, any cause shown by the accused against the proposed action and his own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

8.08. Inquiry Procedure.

1. Where the authorized officer decides that an inquiry may be conducted, he shall appoint an inquiry officer or an inquiry committee, as the case may be, and inform the accused accordingly. The Inquiry Officer should ordinarily be senior in rank to the accused. The Inquiry Committee may ordinarily consist of at least three persons senior in rank to the accused. An inquiry officer or members of an inquiry committee may normally belong to the Authority but civil servants nominated by the Establishment Division on request may also be appointed as inquiry officer or member of an inquiry committee.

2. Where an inquiry officer or an inquiry committee is appointed, the authorized officer shall:-

- a. Frame a charge and communicate it to the accused together with a statement of the allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.
- b. Require the accused within a reasonable time, which shall not be less than seven days or more than fourteen days from the day the charge has been communicate to him, to put in a written defence and submit it to the inquiry officer or the inquiry committee, as the case may be, and to state at the same time whether he desires to be heard in person.
- c. The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him.
- d. The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefore, shall

be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.

- e. Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper, the progress of the enquiry, he or it shall administer a warning and if thereafter he or it is satisfied that the accused is acting in disregard of the warning, he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to do substantial justice.
- f. The Inquiry Officer or the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its findings and the grounds thereof to the authorized officer.

8.09. Revision. The authority may call for the record of any case pending before or disposed of by the authorized officer and pass such order in relation thereto as it may deem fit.

8.10. Powers of Inquiry Officer and Inquiry Committee.

1. For the purpose of an inquiry under these regulations, the inquiry officer and the inquiry committee shall have the powers of a civil court trying a suit under the code of Civil Procedure, 1908 (Act V of 1908) in respect of the following matters. Namely:-

- a. Summoning and enforcing the attendance of any person and examining him on oath;
- b. requiring the discovery and production of documents;
- c. receiving evidence of affidavits;
- d. Issuing commission for the examination of witnesses or documents.

2. The proceedings under these regulations shall be deemed to be judicial proceedings within the meaning of sections 193 and 228 of the Pakistan Penal Code (Act XLV of 1860)

8.11. Exemption in certain matter. Regulations 8.05, 8.06, 8.07, and 8.08 not apply in certain cases. Nothing in regulations 8.05, 8.06, 8.07, and 8.08 shall apply to a case:-

- a. where the accused is compulsorily retired, dismissed or removed from service or reduced in rank, on the ground of conduct which has led to a sentence of fine or of imprisonment or both; or
- b. where the authority competent to dismiss or remove or compulsorily retire a person from service, or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

8.12. Reinstatement of employees placed under suspension. Reinstatement of employees placed under suspension or required to proceed on leave. If an employee who has been placed under suspension or has proceeded on leave in pursuance of an order under regulation 8.05 is not dismissed, removed or compulsorily retired from service, or is not reduced in rank, he shall be reinstated or, as the case may be, required to rejoin duty under the order of the authorized officer. The period of such leave

shall be treated as duty on full pay. In the case of reinstatement after suspension, provisions of regulation 14.36 shall apply.

8.13. Procedure of inquiry against employees lent to Federal Government or Provincial Government, etc.

(1) Where the services of an employee to whom these regulations apply are lent to the Federal Government or to a Provincial Government or to any other institution or organization under regulation 8.03, in this regulation referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these regulations:

Provided that the borrowing authority shall forthwith inform the lending authority of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be:

Provided further that the borrowing authority shall obtain prior approval of the Chairman before taking any action under these regulations against an employee in basic pay scale 17 and above.

(2) The borrowing authority may appoint an officer senior in rank to the accused as authorized officer to perform functions of the authorized officer as limited under sub-regulation 1. read with explanation under this regulation.

(3) If, in the light of the findings in the proceedings taken against the employee in terms of sub-regulations 1. 2 and 3 the borrowing authority is of the opinion that any penalty should be imposed on him, it shall transmit to the leading authority the record of the proceedings and thereupon the lending authority shall take further action as prescribed in sub-regulations 4 and 5 of regulation 8.07:

Provided that nothing in this regulation shall abridge the power of the authority in the lending authority as defined in regulation 8.01 vested in it by regulation 8.09.

Explanation. Nothing in this regulation shall be construed to empower the borrowing authority or an authorized officer appointed by it in accordance with sub-regulation 2 of this regulation to exercise the powers of the authority, or as the case may be, perform functions of the authorized officer, vested in the authority, or as the case may be, in the authorized officer by sub-regulations 4 and 5 of regulation 8.07.

8.14. Appearance of Counsel. No party to any proceedings under these regulations before the authority, the authorized officer, an inquiry officer or an inquiry committee shall be represented by an advocate.

CHAPTER 9

COMMITTAL TO PRISON AND PENDENCY OF CRIMINAL CHARGE

9.01. Committal to prison:- 1. An employee committed to prison either for debt or on a criminal charge should be considered as under suspension from the date of his arrest and not allowed to draw any pay for the period of suspension until the termination of the proceedings against him when an adjustment of his pay and allowances should be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of the blame or if the imprisonment was for debt, on its being proved that the employee's liability arose from circumstances beyond his control.

2. Subject to regulation 9.02, an employee released from the prison on bail shall be reinstated in service by the competent authority. In regard to pay for the suspension period, the provisions of sub-regulation (1) shall apply.

9.02. Pendency of a criminal charge:-An employee, including an employee released on bail, against whom a criminal charge or proceeding for arrest for debt is pending, should be suspended by the competent authority specified in regulation 9.03 by issue of specific order to this effect during the periods when he is not actually detained in custody or imprisoned or while released on bail if the charge made or proceeding taken against him is connected with his official position as an employee or is likely to embarrass him in the discharge of his duties as such or involves moral turpitude. In regard to his pay and allowances, provisions of sub-regulation (1) of regulation 9.01 shall apply.

9.03. Competent Authority:-

For purposes or regulations in this chapter, competent authority means the Chairman if the employee holds a post in basic pay scale 19 and above and the Member (Administration) in other cases.

CHAPTER 10

CONFIDENTIAL REPORTS

10.01. Confidential reports to be prepared annually:-

1. A confidential report in the prescribed form should be prepared annually at the close of each calendar year for each employee holding post in basic pay scale 5 and above, and also on the departure of the employee or the reporting officer if it occurs three months or more than three months after the annual report has been recorded. Leave is not included in the period of three month.

2. Annual confidential reports should be initiated early in January of the following year and completed and countersigned by the 31st January of the year. Other reports should be initiated immediately after the event which necessitated writing of the report occurs and completed and countersigned within one month.

3. After completion and countersignature, the report should be sent to the Director (HRD) in the case of employee in BPS-16 and above and to the Director Concerned in other cases.

10.02. Initiating and countersigning the report:-

The report should be initiated by the immediate officer in basic pay scale 16 or above and countersigned by the next higher officer, both being concerned with the work of the employee reported upon. The report initiated by the Chairman shall not need countersigning. The name and designation of the reporting officer and countersigning officer should be indicated clearly in block letters or rubber-stamped below the signature.

10.03. Confidential report during suspension or forced leave or absence from duty not required:-

It is not necessary to record a confidential report on an employee for the period during which he remained under suspension, forced leave or absent from duty.

10.04. Personal staff:-

Confidential report on personal staff like private secretary, personal assistant, stenographer or steno typist attached to an officer shall be written by the officer concerned with whom they are attached and shall not require to be countersigned.

10.05. Adverse entry or remarks:-

1. Adverse entry or remarks (hereinafter referred to as adverse remarks), whether remedial or irremediable, if any, should be communicated in writing to the employee reported upon

mainly to make efforts for improvement and a copy of the communication placed in dossier. For this purpose, a copy of the whole report should be furnished to the employee.

Explanation:- Remarks which create an unfavorable impression about the employee reported upon should be treated as adverse. Entry like “not fit for promotion” or “not yet fit for promotion” should be treated as adverse. Pending departmental proceedings or pending criminal cases should not be mentioned in the confidential reports.

2. The adverse remarks should be communicated as early as possible but in any case within one month of the date the report is countersigned and where no countersignatures are required, within one month of the date on which the report is recorded. If the adverse remarks are not communicated within the specified period, they should be communicated to the employee even at a belated stage as soon as the omission is discovered.

3. The adverse remarks should be communicated by Director (HRD) in the case of employees in basic pay scale 16 and above and by the Director concerned in the case of other employees. If the report is built on the individual opinions of the reporting officer and countersigning officer, it shall be the opinion as accepted by the latter which will be communicated.

4. A confidential report containing adverse remarks should not be taken into consideration until they have been communicated in writing to the employee, and decision taken on his representation, if submitted or until the prescribed time limit for submission of the representation has expired and no representation against adverse remarks has been received from the employee reported upon.

10.06. Representation against adverse remarks:-

1. An employee to whom adverse remarks have been communicated may submit a representation within thirty days of the communication of the adverse remarks. The representation should be addressed to the authority next above the countersigning authority and where the report does not need countersigning, the authority next higher to the reporting officer:

Provided that where the report has been written or countersigned by the Chairman, the employee reported upon may submit a representation to the Chairman against adverse remarks for review.

2. The competent authority shall take a decision on the representation after obtaining comments from the reporting officer and counter signing officer and the decision shall be communicated to the employee. The competent authority may either maintain the adverse remarks or modify them or expunge them.

3. If the competent authority decides to expunge the adverse remarks, the remarks should be scored through but not in such a way as to make them illegible. A marginal note, duly attested, should also be recorded quoting the authority under which the adverse remarks have been expunged.

10.07 Documents to be placed in the confidential report dossier.-

1. The following documents may invariably be placed in the confidential reports dossier of an employee:-

- i. Letters of appreciation from senior departmental officers and letters of appreciation from Government.
- ii. Evaluation reports on the employees who receive any training sponsored by the authority or the Government.
- iii. Orders imposing a penalty on the employee as a result of disciplinary action.

2. If the employee is convicted of a criminal charge and is sentenced to a fine or imprisonment or both, a note to that effect, duly attested by the Director (HRD) in the case of employees in BPS-16 and above and Director concerned in the case of other employees should be kept in the C.R dossier.

10.08. Safe custody of confidential reports.

1. Confidential reports shall be kept in safe custody by the Director (HRD) in the case of employees in BPS-16 and above and by the Director concerned in the case of other employees.

2. All sheets in the confidential report dossier should be page numbered in ink. No page should be removed, changed or replaced.

3. In no case should an employee have access to his own report.

CHAPTER 11

RECORD OF SERVICE

11.01. Record of service of each employee be maintained:-

A record of service shall be maintained for each employee in the prescribed form. The service record shall be maintained by the Direct (HRD) in the case of employees holding posts in basic pay scales 16 and above, and by the Director concerned in the cases of other employees.

11.02. Entries in service record:-

1. Every step in the official life of an employee like appointment, leave, joining time, training, and deputation outside the Authority etc must be recorded in the service record and each entry should be properly attested.

2. All periods of suspension, interruption in service and penalties imposed on an employee should be noted in the service record.

11.03 Erasure and overwriting to be avoided:-All columns in the service record should be legibly filled and attested. Erasures and over writings must be avoided. If any correction be necessary, the incorrect entry should be corrected neatly so as not to make it illegible and the correct entry should be made above it and properly attested.

11.04 Employees may see service record:-An employee may be permitted to see and examine his service record in the presence of the officer maintaining the record should he at any time so desire.

11.05 Date of birth:- 1. Every person newly appointed to post in the Authority should at the time of his appointment declare the date of his birth by the christen era with, as far as possible, confirmatory documentary evidence such as matriculation certificate or/and municipal birth certificate, etc.

2. If an employee is unable to state his exact date of birth, but can state the year or the year and month of his birth, the 1st July or the 16th day of the month respectively may be treated as his date of birth.

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

*4. The actual date or the assumed date of birth of the employee, determined under sub-regulation (2) or (3), as the case may be, should be recorded in his service record and properly attested. Once entered, the date of birth shall not be altered.

* No. S.R.O 872(I)2000 dated 14.11.2000

CHAPTER 12

LEAVE

12.01 Leave cannot be claimed as of right:-

Leave cannot be claimed as of right. The grant of leave will depend on the exigencies of service. When the exigencies of service or the interests of the Authority so require the discretion to grant refuse or revoke leave of any kind is reserved to authority empowered to grant it.

12.02 Authorities competent to grant leave:-

1. The authorities competent to grant leave, other than extraordinary

Leave, shall be as follows:-

i)	For employees in basic pay scale 19 and above Chairman
ii)	For employees in basic pay scale 17 and 18 Member Concerned
iii)	For employees in basic pay scale 11 to 16 Director Concerned
iv)	For employees holding basic pay scales Controlling officer concerned holding post in basic pay scale 18

2. Extraordinary leave to employees holding posts in basic pay scale 17 and above shall be granted by the Chairman and in other cases by Member concerned.

12.03 Earning of leave:-

1. All service rendered by an employee on duty qualifies him to earn leave in accordance with these regulations. Leave is not reckoned as duty for purposes of earning leave.

2. Any period spent by an employee on deputation outside the Authority qualifies him to earn leave provided that contribution towards leave salary is paid to the Authority on account of such period.

12.04 Earning and accumulation of leave:-

1. An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "leave on full pay", duty period of fifteen days or less in a calendar month being ignored and that of more than fifteen days being treated as a full calendar month for the purpose.

2. If an employee proceeds on leave during a calendar month and reruns from it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month only.

3. There shall be no maximum limit on the accumulation of such leave.

12.05 Leave on full pay:- The maximum period of leave on full pay that may be granted at one time shall be as follows:-

- | | | |
|----|---|----------|
| a. | Without medical Certificate | 120 days |
| b. | With medical certificate | 180 days |
| | Plus | |
| c. | On medical certificate from leave account in entire service | 365 days |

Explanation:- If leave with medical certificate is combined with leave without medical certificate, the total period of such combined leave shall be restricted to 180 days.

12.06 Leave on half pay:-1. Leave on full pay may, at the option of the employee, be converted into leave on half pay; the debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day's leave on full pay.

1. The request for conversion of leave referred to in sub-regulation (1) shall be specified by the employee in his application for the grant of leave.

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

12.07. Leave to be applied and sanctioned in terms of days:-
Leave shall be applied for, expressed, and sanctioned in terms of days.

12.08 Extraordinary leave:-

1. Extraordinary leave may be granted in special circumstances when no other leave is admissible under these regulations or, while the leave being admissible, the employee applies in writing for the grant of extraordinary leave. Such leave may be granted at the discretion of the leave sanctioning authority if it is satisfied that good and sufficient reasons exist for its grant. The extraordinary leave may be granted up to the maximum of 5 years in the case of an employee who has been in continuous service for a period of not less than ten years and up to the maximum of 2 years if the employee has completed more than five years and up to ten years of continuous service:

Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

1. Extraordinary leave may be granted to commute retrospectively absence without leave into extraordinary leave.

2. No pay or leave salary is admissible during extraordinary leave.

12.09. Leave not due:- 1. Leave not due may be granted on full pay, to be offset against leave to be earned in future, for the maximum period of three hundred and sixty five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.

2. Such leave may be converted into leave on half pay.

3. Such leave shall be granted only when there are reasonable chances of the employee resuming duty on the expiry of leave.

4. Such leave shall be granted sparingly and to the satisfaction of the sanctioning authority and shall be granted only to regular employees.

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

2. Special (iddat) leave shall not be debited to her leave account.

12.11 Maternity Leave:-

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

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

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

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

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

6. Leave salary shall be regulated by regulation 12.32.

12.12 Disability Leave:-

1. Disability leave may be granted, outside the leave account on each occasion, up to a maximum of seven hundred and twenty days on such medical advice as the authority competent to sanction leave may consider necessary, to an employee disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.

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

12.13. Leave Ex-Pakistan:-

1. Leave ex-Pakistan may be granted by the Chairman on full pay to an employee in basic pay scale 17 and above and by Member concerned to an employee in basic pay scale 16 and below who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad, and makes specific request to the effect. Subject to sub-regulations (2) and (3), such leave pay shall be payable for the actual period of leave spent abroad subject to a maximum of one hundred and twenty days at a time.

2. Leave salary shall be drawn in rupees in Pakistan irrespective of the country where leave is spent.

3. Leave ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in regulations 12.05, 12.06 and 12.08.

12.14. Leave preparatory to retirement:-

1. The maximum period up to which an employee may be granted leave preparatory to retirement shall be three hundred and sixty-five days.

2. Leave preparatory to retirement may be taken, subject to availability, either on full pay, or partly on full pay, or entirely on half pay, at the discretion of the employee.

12.15 Encashment of refused leave preparatory to retirement:-

1. If in case of retirement on superannuation or voluntary retirement on completion of thirty years qualifying service an employee cannot, for reasons of public service, be granted leave preparatory to retirement duly applied for in sufficient time, he will in lieu thereof be granted lump-sum leave pay for the leave refused to him subject to a maximum of ***three Hundred and Sixty-five days** leave on full pay.

2. Such leave can be refused partly and sanctioned partly but the cash compensation shall be admissible for the actual period of such leave so refused not exceeding ***three Hundred and Sixty-five days**.

3. The payment of leave pay in lieu of such refused leave may be made to the employee either in lump sum at the time of retirement or may, at his option, be drawn by him month-wise for the period of leave so refused.

4. For the purpose of lump-sum payment in lieu of such leave, only the "senior post allowance" will be included in "leave pay" so admissible.

5. In case an employee on leave preparatory to retirement dies before completing ***three Hundred and Sixty-five days**. Of such leave his family shall be entitled to lump sum payment equal to period falling short of ***three Hundred and Sixty-five days**.

12.16. Power to refuse leave preparatory to retirement, etc:-

1. Ordinarily, leave preparatory to retirement shall not be refused.
2. All orders refusing leave preparatory to retirement to an employee and recalling an employee from leave preparatory to retirement shall be passed only by the authorities specified below:-

- i) For employees holding posts in basic pay scales 17 and above Chairman.
- ii) For employees holding posts in BPS 16 and below

3. The authorities specified in sub-regulation (2) shall not delegate these powers to any other authority.

4. All proposals regarding refusal of such leave to an employee shall be referred to the Chairman or, as the case may be, to the Member (Administration) with detailed justification at least three months before an employee is due to proceed on such leave.

12.17. Encashment of leave preparatory to retirement at the option of the employee:-

1. An employee may, fifteen months before the date of superannuation or completion of thirty years qualifying service, at his option, be allowed to en- cash his leave

***No.CDA-8(01)-Pers/96/Sec-I/433 dated 07-11-2012 through SRO 70(KE)/2012 Dated 01-09-2012**

2. preparatory to retirement if he undertake in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible: Provided that an employee who does not exercise the option within the specified period; shall be deemed to have opted for encashment of leave preparatory to retirement.

3. In lieu of such leave, leave pay be claimed for the actual period of leave subject to the maximum of one hundred and eighty days.

2A. *Encashment of leave preparatory to retirement (LPR) not exceeding three hundred and sixty five days shall be effective from the first day of July , 2012 and shall, for the entire period of leave refused or opted for encashment, be applicable to a civil servant retired or , as the case may be, retiring on or after the first day of July 201, provided such leave is available at his credit subject to a maximum of three hundred and sixty five days.

2B *the encashment of LPR shall also be applicable to employees of the autonomous and semi autonomous bodies under administrative control of the Federal government, which have adopted basic pay scales scheme and their rules in toto.

4. If at any time during such period, leave is granted on account of ill health supported by medical certificate or for performance of Hajj, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay **for the period of leave so granted.

5. The employee shall submit the option to the authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of cash compensation.

6. For the purpose of payment in lieu of such leave:-

- a) The rate of pay shall be the rate admissible at the time the leave pay is drawn;
- b) The leave pay may be drawn at any time for the period for which duty has already been rendered; and
- c) Only the "Senior Post Allowance" will be included in the leave pay as admissible.

*6. *Leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of a CDA Employee.

12.18 Lump-sum payment in lieu of leave in case of in-service death or invalidity:-

1) In case an employee dies, or is declared permanently incapacitated for further service by a Medical Board, while in service, a lump-sum payment equal to leave pay upto one hundred and eighty days out of the leave at his credit shall be made to his family as defined for the purposes of family pension or as the case may be, to the employee.

2) For the purpose of lump-sum payment under sub-regulation (1) only the Senior Post Allowance" will be included in the "leave pay".

*No.CDA-8(01)-Pers/96/Sec-I/433 dated 07-11-2012 through SRO 70(KE)/2012 Dated 01-09-2012

12.19. Reasons need not be specified, except in case of illness.

1. It shall not be necessary to specify the reasons for which leave has been applied except on ground of illness so long as that leave is due and admissible to an employee.

2. Unless otherwise decided by the leave sanctioning authority, an application for leave on the ground of illness shall be accompanied by a medical certificate granted by the authorized medical attendant concerned of the Authority or in the case of outstation, by a government medical officer or registered medical practitioner in the prescribed form:

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

3. Grant of a medical certificate does not in itself confer upon the employee concerned any right to leave. The order of the Authority competent to grant leave to whom the medical certificate is submitted should be awaited.

12.20 Report on admissibility of leave:- No leave may be granted until a report on the admissibility of leave has been obtained.

12.21 Commencement and end of leave:- Leave ordinarily begins on the day on which an employee hands over the charge of his post and ends on the day on which charge is resumed.

12.22 Recall from leave:-

1) if an employee is recalled to duty compulsorily with the personal approval of the leave sanctioning authority from leave of any kind in Pakistan that he is spending away from his headquarters, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the place where he is required to report for duty.

2) In case the employee is recalled to duty at headquarters and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

3) If the return from leave is optional, the employee is entitled to no concession.

12.23 Absence after the end of sanctioned leave:- Unless the leave of an employee is extended by the leave sanctioning authority, an employee who remains absent after the end of his leave shall not be entitled to any remuneration, pay or salary for the period of such absence. Without prejudice to any disciplinary action that may be taken against him, double the period of such absence shall be debited against his leave account. If there is insufficient credit in the leave account such debit shall be adjusted against future earnings.

12.24 Any kind of leave may be applied:- An employee may apply for the kind of leave which is due and admissible to him and it shall not be refused on the ground that another kind of leave should

be taken in the particular circumstances, for example, an employee may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on extraordinary leave followed by leave on half pay and full pay rather than that on full pay, half pay, and without pay.

12.25 Combination of different kinds of leave, etc.

One kind of leave may be combined with joining time or with any other kind of leave otherwise admissible to the employee:

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

12.26 An employee on leave not to join duty before its expiry without permission.

Unless he is permitted to do so by the authority which sanctioned his leave, an employee on leave may not return to duty before the expiry of the period of leave granted to him.

12.27 Leave due may be granted on abolition of post:

(1) When a post is abolished leave due to the employee, whose services are terminated in consequence thereof, shall be granted without regard to the availability of a post for the period of leave.

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

12.28 Manner of handing over charge when proceeding on leave:-

1. An employee proceeding on leave shall hand over the charge of his post, and if he is holding a post in basic pay scale 16 and above, he shall, while handing over charge of the post, sign the charge relinquishment report.

2. If leave ex-Pakistan has been sanctioned on medical grounds, the employee shall take abroad with him a copy of the medical statement of his case.

12.29 Assumption of charge on return from leave:-

An employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

12.30 Account offices to maintain leave account:-

1. Leave account in respect of an employee shall be maintained in the prescribed form as part of his service record.

2. The accounts offices shall maintain the leave accounts of employees.

12.31 Leave to lapse when an employee quits service:-

All leave at the credit of an employee shall lapse when the quits service whether by retirement or otherwise.

13.32 Leave salary:-

1. Leave salary admissible to an employee during leave on full pay shall be the greater of:-

a. The average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and

b. The rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.

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

12.33 Quarantine leave:- An employee may be granted quarantine leave outside his leave account to the extent the competent medical authority recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

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

12.35 Leave application:-

1. Except where otherwise stated, an application of leave or for an extension of leave must be made to the leave sanctioning authority through proper channel and the extent of leave due and admissible shall be stated in the application.

2. A report on admissibility of leave shall be necessary before the leave is sanctioned.

3. When an employee submits a medical certificate for the grant of leave, it shall be by the authorized medical attendant or if he falls ill outside the station, by a Government medical officer or a registered medical practitioner in the prescribed form.

12.36 Return to duty from leave on medical certificate:- No employee who has been granted leave on medical certificate may return to duty without first producing a medical certificate of fitness in the prescribed form.

12.37 Employment during leave not permissible:-

An employee may not take any service or accept any employment without obtaining prior approval of the Chairman. Such permission will be granted ordinarily only during leave preparatory to retirement if the employee actually proceed on such leave.

12.38 Leave not admissible during suspension:-

Leave should not be granted to an employee under suspension.

***12.39. Grant of study leave to CDA Staff.**

* Study leave up to 3 months out of the leave available may be granted on full pay and leave in excess of 3 months may be granted as Extra Ordinary Leave without pay subject to the production of admission letter by the applicant.

CHAPTER 13

CASUAL LEAVE

13.01. Casual leave technically not absence from duty:-

Regulations in chapter 12 do not refer to casual leave for short period. Such leave is not recognized and is not subject to any regulations save as provided in this chapter. Technically therefore an employee on casual leave is not treated as absent from duty, and his pay is not intermitted. Casual leave must not, however, be given so as to cause evasion of the regulations regarding:

- a) date of reckoning pay and allowances;
- b) charge of duty;
- c) commencement and end of leave; and
- d) return to duty.

or so as to extend the term of leave beyond the time admissible under these regulations.

13.02 Maximum amount of casual leave in a year:-

- 1) Casual leave shall be admissible for the maximum period of 20 days in a calendar year.
- 2) Casual leave at one time shall not ordinarily exceed 15 days except with the approval of the member concerned.

13.03 Casual leave account:-

A proper record of casual leave shall be maintained in the prescribed form.

13.04 **Prefixing and suffixing holidays:-**Casual leave may be prefixed or suffixed to a closed or optional holiday. If a closed or optional holiday falls between two days of casual leave, it shall be counted as casual leave.

13.05 **Casual leave ex-Pakistan:-** The Chairman in the case of an employee holding a post in basic pay scale 20 and Member concerned in other cases may permit an employee to avail himself of casual leave ex-Pakistan in special circumstances subject to the condition that the limit of 20 days is not exceeded.

13.06 **Authorities competent to grant casual leave:-**

1 Casual leave to employees holding posts in basic pay scale 20 shall be granted by the Chairman and to employees holding posts in basic pay scale 19 by the Member concerned.

2 Subject to regulation 13.02 and 13.05, casual leave to an employee in basic pay scale 18 and below shall be granted as follows:-

a)	To employees holding posts in basic pay scales 16 to 18	By the Director concerned.
b)	To employees holding posts in basic pay scales 6 to 15	By the immediate controlling Officer in basic pay scale 17 or above.
c)	To employees holding posts in basic pay scales 1 to 5	By the immediate controlling officer in basic pay scale 16 or above.

CHAPTER 14

PAY AND ALLOWANCES BASIC PAY SCALES AND FIXATION OF PAY

14.01. Pay Scales applicable to the Authority:-

The pay scales prescribed by the Authority or the basic pay scales prescribed by the Government of Pakistan from time to time for civil posts and adopted by the Authority shall as the case may be, be applicable to the posts in the Authority. The existing basic pay scales are shown in appendix 5.

14.02 Classification of posts:- Each sanctioned post in the Authority shall be classified into one of the pay scales. The classification of posts is given in part A of appendix 2.

14.03. An Employee appointed to a post in accordance with these regulations shall be entitled, in accordance with these regulations, to the pay sanctioned for such post.

14.04. Pay and allowances admissible from the date of assumption of duties:-

Subject to any exceptions specifically made in these regulations, an employee shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date on which he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

*** “Provided that the appointing authority may, if satisfied that a civil servant who was entitled to be promoted from a particular date was, for no fault of his own, wrongfully prevented from rendering service to the Federation in the higher post, direct that such civil servant shall be paid the arrears of pay and allowances of such higher post through proforma promotion or up-gradation arising from the ante-dated fixation of his seniority”.**

*NO.SRO.920(1)/99 dated 04.08.1999 replaced by CDA-7(01)HRD-III(VI)/2021/759 dated 13.07.2021 5th CDA Board meeting dated 02.06.2021

*Note: A committee comprising the following officers shall scrutinize and settle claims of arrears of pay and allowances under this proviso:

1	F.A/Member	Chairman
2	Director *HRD	Member
3	Deputy Financial Advisor	Member
4	Director Audit & Accounts	Member
5	Deputy Director Concerned	Secretary

Explanation: An employee will begin to draw the pay and allowances attached to his tenure of a post with effect from the date on which he assumes the duties of that post if the charge is assumed before-noon on that date. If the charge is assumed after-noon, he commences to draw them from the following day.

14.05 Authority competent to fix pay:-

1. The fixation of pay shall be within the competence of the appointing authority or an officer authorized by him in this behalf.
2. Except in the case of personal pay, the pay of an employee shall not be so increase as to exceed the pay sanctioned for his post.
3. Except as otherwise specifically provided in these regulations, an employee shall not be granted less pay than is admissible under these regulations.

14.06 Fixation of pay on initial appointment:-

When a person not already in the employment of the authority is appointed to a post by initial appointment his pay will be fixed at the minimum of the timescale:

Provided that premature increment may be granted by the appointing authority on the recommendations of the Selection Board or Departmental Selection Committee concerned, as the case may be in accordance with regulations 14.18.

* No.S.R.O 761 (I)/2001 dt. 31.10.2001

14.07. (1) when a person already in the employment of the Authority who holds a lien on post is appointed to another post by initial appointment:-

- (a) If the appointment to the new post involves assumption of duties and responsibilities of greater importance, his pay will be fixed at the stage of the time scale next above his pay in respect of the old post;
- (b) If the appointment to the new post does not involve assumption of duties and responsibilities of greater importance, his pay will be fixed at the stage of the time scale which is equal to his pay and if there is no such stage, the stage next below that pay plus personal pay equal to the difference to be absorbed in future increases of pay; and
- (c) If the minimum of the time-scale of the new post is higher than his pay in respect of the old post, the pay will be fixed at the minimum of the time-scale.

*** 14.08 Fixation of pay on promotion or on grant of selection grade.-**

If an employee is appointed by promotion to a higher post, his pay will be fixed subject to the completion of the prescribed length of service in case of promotion to a post in, basic pay scale 20 and below at the stage next above his pay in respect of the lower post or scale:

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

* **Selection grade has been abolished**

14.09 Deleted in the light of Clause 4.22

14.10 **Fixation of pay on contract.-**

Save as provided in these regulations, the pay of a person appointed to a post on contract shall be fixed at the minimum of the time scale of pay or in accordance with the terms of contract.

***The adjustment basic pay scales 2008 introduced by Finance Division O.M No. F.1 (1) Imp/2008, dated. 30.06.2008 would also be applicable to all contingent paid staff and contract employees subject to the condition that they are holding appointments against post and drawing pay only in basic pay scales.**

14.11 **Pay of persons on deputation to the Authority.-**

A person appointed to a post in the Authority on deputation in accordance with regulation 4.26 shall draw the same pay which he would have drawn in his own organization but for deputation , or the pay as specified in the terms and conditions agreed to between the borrowing and lending authorities, if that be more advantageous.

14.12 **Pay on reduction to lower post/scale.-** The authority which orders reduction of an employee, as a penalty, from a higher to a lower time scale or post may allow him to draw any pay not exceeding the maximum of the lower time scale or post, which it may think proper.

14.13 **Change of the pay of the post:-** The holder of a post, the pay of which is changed, shall be treated as if he were transferred to a new post on the new pay: Provided that he may at his option retain his old pay until the date on which he earns his next or any subsequent increment on the old scale, or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised shall be final.

* Finance Division O.M No. F.1(1) Imp/2008, dated. 30.06.2008

14.14 If the maximum of pay of a post is changed without affecting the minimum and the rate of increment, the re-fixation of pay should be done as if the employee was transferred to a post which did not involve assumption of higher responsibilities.

14.15 Drawing of increment.- An increment shall ordinarily be drawn as matter of course unless it is withheld as penalty under these regulations.

14.16 Uniform date of increment.- The annual increment in the time-scale accrues on the first day of the month of December following the completion of at least six months of such service at the relevant stage in that scale as counts for increment under these regulations. This is subject to the regulations regarding withholding of increment as penalty.

14.17 Service qualifying for increment.- The following provisions prescribe the conditions on which service counts for increment in time-scale:

a. All duty in a post on a time-scale and periods of leave other than extraordinary leave count for increment in that time-scale: Provided that the Chairman shall have power, in any case in which he is satisfied that the leave was taken on accounts of illness or for any other cause beyond the employee's control, to direct that extraordinary leave shall be counted for increment under this clause;

b. Service in another post counts for increment in the time-scale applicable to the post on which the employee holds lien;

c. If an employee holding a post on a time-scale of pay is appointed to another post or to hold another post which does not carry less pay than the pay of his original post, his service in that post shall, if he is re-appointed to his original post, count for increment in the time-scale applicable to the original post. The period of service in the other post to which the employee is appointed which counts for increment in the original post, is however, restricted to the period during which the employee would have officiated in the original post but for his appointment to the other post. This clause applies also to an employee who was not actually holding the original post at the time of appointment to the other post, but who would have held it had he not been appointed to the other post.

Explanation: This clause applies irrespective of whether the other post is within the authority or not.

d. A period of absence after the end of leave does not count for increment in a time-scale unless it is converted into extraordinary leave and under provision to clause (a) the extra-ordinary leave is specially allowed to count for increment.

e. In the case of an employee who, while holding a post is appointed to another post, the period of joining time spent in proceeding from one post to the other should be treated as duty in the post the pay of which the employee draws during the period and will count for increment in the same post under clause (a)

f. In the case of an employee who proceeds on training or to attend a course of instruction, and who is treated as on duty while under training, the period of such duty will count for increment in the post which he was holding prior to his being sent for training or instruction if he is allowed the pay of that post during such period.

g. If a probationer is placed on regular basis at the end of a period of probation exceeding twelve months, he is entitled to claim retrospectively the increments which, but for his probation, he should have received in the ordinary course.

h. Service on deputation counts for increments in the time-scale applicable to:-

- 1) the post in the Authority on which the employee concerned holds lien;
- 2) Any post to which he may receive promotion under these regulations for the duration of such promotion.

14.18 **Grant of premature increment.-** (1) An appointing authority may grant a premature increment to an employee on a time-scale of pay.

Explanation 1. In the case of grant of premature increments, it is usually the intention that the employee should be entitled to increments in the same manner as if he had reached his position in the scale in the ordinary course and in the absence of special orders to the contrary he should be placed on exactly the same footing as regard future increments as an employee who has so risen.

Explanation 2. Regulation 14.18 would enable initial rates of pay to be fixed other wise that in the manner enunciated in regulation 14.06. The appointing authority may fix the pay of an officiating employee at an amount less than that admissible under these regulations.

Explanation: One class of cases falling under this regulation is that in which an employee merely holds charge of the current duties and does not perform the full duties of the post.

***14.18-A Admissibility of increments beyond the scope of pay scales.**

- i. Premature increments on promotion from lower post to the higher post if the concerned CDA employee is at the maximum stage of pay scale of higher post.
- ii. In the year of retirement if the concerned civil servant has completed 06 months in the pay scale in which he retires and he is at the maximum stage of his pay scale.
- iii. The benefit of an annual increment on notional basis /presumptive basis in the lower pay scale (at the maximum stage) in case of promotion after first June and a civil servant opts for re-fixation of his pay in terms of Finance Division O.M N.3(2)Gaz-Imp-1/75 dated 14.10.1975.

14.19 Appointing authority may fix pay less than that admissible.

The appointing authority may fix that pay of an officiating employee at an amount less than that admissible under these regulations.

Explanation: One class of cases falling under this regulation is that in which an employee merely holds charge of the current duties and does not perform the full duties of the post.

14.20 Personal Pay.- Except when the authority sanctioning it orders otherwise, personal pay shall be reduced by any amount by which the recipient's pay may be increased and shall cease as soon as his pay is increased by an amount equal to his personal pay.

*Finance Division. O.M No.F.3(11)R .2/2011/07 dated 12.04.2011
CDA Finance Wing adoption letter No.AFW(G)-44(28)/(pay/pension)/2013/2399 dated 08.01.2013

14.20-A * **Appointment of an officer of lower grade to a post of high grade and grant of pay of the higher post**

The pay of the higher post will be admissible to *CDA employees* during the period of appointment on higher post subject to the following:

- i) The officer has been appointed on the higher post by the Authority competent to make appointment on that post.
- ii) The officer is fully qualified in every respect to be appointed to that higher post.
- iii) The officer discharges all the duties and responsibilities of the higher post independently and severs all connections with his lower post.
- iv) The pay of the higher post will be fixed presumptively w.e.f the date the officer assumes charge of the higher post and it will include the increments of the pay scale of the higher post for the period of higher post appointment on that post. In such cases premature increments shall not be admissible. However, the officer will be entitled to the arrears of pay and allowances from the date he assumed the charge of the higher post.
- v) On relinquishment of charge of the higher post or on transfer or on regular promotion to that higher post, the pay will be re-fixed with reference to original scale of pay of the post held by the officer and increments carried (If any) on higher post will count for increments in his original scale as per provisions of FR-26.
- vi) The pay of the higher post will be given only with the concurrence of Finance Division.

*Finance Division. O.M No.F.8(4)R -2/97 dated 19.09.2003 CDA Finance Wing adoption letter No.AFW(G)-44(28)/2003/666 dated 30.09.2003

PART-II MOVE OVERS SR.NO 21-30 ABOLISHED

PART-III

SPECIAL PAY, QUALIFICATIONS PAY AND SPECIAL ALLOWANCE/SPECIAL PAY FOR ADDITIONAL/CURRENT CHARGE OF POSTS.

14.31 Special pay admissible in certain posts.-

The following category of employees shall be entitled to a special pay in their existing posts as mentioned against each:

Deputy Director General	*Rs.5000/- p.m.
Private Secretary to Chairman	*Rs.500/- p.m.
Private Secretary to a Member	*Rs.300/- p.m.
Personal Assistant to Chairman	*Rs.300/- p.m.
Assistant Nursing Superintendent	*Rs.200/- p.m.
Divisional *Accountant	*Rs. 100/- p.m.
Personal Assistant to Officers in BPS-20	*Rs.200/- p.m.
Cashier (for handling cash)	*Rs. 200/- p.m.
Officials required to operate Photostat machine	*Rs. 100/- p.m.

14.32 **Qualification pay:-

The rates of Qualification Pays are revised as under:-

Qualification	Revised Rates
SAS/PFA	Rs. 1200/-PM
ICMA/ICWA(part-iii)	Rs. 1200/-PM
ICMA/ICWA	Rs.3150/-PM
Chartered Accountant	Rs.3450/-PM
Staff College/NMC/NDC	Rs.3000/-PM
NIPA Advanced Course	Rs.1500/-PM
Mid carrier Mgt Course	Rs.750/-PM

Note:- CIMA and ACCA qualified employees may henceforth be allowed Qualification Pay at the same rate as admissible for ICMA/ICWA.

* No.CDA-7(01)HRD-III/2013/1270 dated 24.06.2013

**No.F.No.1(2)Imp/2016-333 dated 1-7-2016

***14.32-A Grant of Advance increments on acquiring / possessing higher technical qualification.**

The advance increment allowed under Finance division O.M No.F.1/7/IMP-II/87 dated 01.07.1997 read with O.M No. F.1(12)/IMP-II/91 dated 29.06.1991 are admissible prior to 01.12.2001 or acquiring/possessing higher technical as well as non technical qualification is respective of the fact whether the employee concerned is employed against a technical post or a non technical post.

14.33 Special Allowance/Special pay for additional charge/current charge:-

1. An employee who is entrusted with the full additional charge of a vacant post under regulation 4.32 may be granted a special allowance at ****20% of the basic pay** as defined in regulation 2.01 (xxiv) (a) **subject to the maximum **Rs.12000/-** for the actual period of additional charge but not exceeding six months.

2. An employee who is given current charge of a higher post under regulation 4.33 shall be allowed pay in his own time scale plus a special pay under regulation 2.01 (xxxiv) (b) equal to ****20% of the basic pay** as defined in regulation 2.01 (xxiv) (a) **subject to the maximum **Rs.12000/-**.

* Finance Divison O.M NO.F.1(6) Imp/2000(Pt-II)-699 dated 21.07.2014

CDA Adoption No. CDA/FW(G)-44(28)/2014/261 dated 08.09.2014

**No.F.No.1(2)Imp/2016-333 dated 1-7-2016

PART-IV

DISMISSAL, REMOVAL, COMPULSORY RETIREMENT AND SUSPENSION

14.34 Pay ceases from the date of dismissal, removal or compulsory retirement:-

The pay and allowances of an employee, who is dismissed, removed or is compulsorily retired from service cease from the date of such dismissal, removal or compulsory retirement.

14.35 Subsistence grant, allowances and facilities during suspension:-

* An employee under suspension shall be entitled to subsistence grant equal to full pay and such allowances as were admissible to him immediately before his suspension and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.

14.36 Payment of pay and allowances on reinstatement after dismissal, removal, compulsory retirement or suspension.-

** Where an employee who had been dismissed or removed from service is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty:-

- (a) If he is honorably acquitted, the full pay to which he would have been entitled, if he had not been dismissed or removed from service and, by an order to be separately recorded, any allowance, of which he was in receipt prior to his dismissal or removal; or
- (b) If otherwise, such proportion of such pay and allowances as the revising or appellate authority may specify.

In a case falling under clause (a) the period of absence from duty will be treated as a period spent on duty.

*&** *No.CDA30(II)(Noti)Coord/94 dated.02.11.1994 w.e.f 30.06.1993*

In a case falling under clause (b), it will not be treated as a period spent on duty unless the revising or appellate authority so directs.

Explanation: In this regulation, “revising authority” means the “authority” or the Authorized officer” as defined in regulation 8.01 who passes the final order on the case and not the appellate authority who passes on order on appeal.

PART-V

FEE AND HONORARIUM

14.37 Authority to permit an employee to perform service for private person/body and receive fee therefore.-

1. The Chairman, in the case of employees in basic pay scale 19 and above and Member concerned in other cases, may permit an employee, if he is satisfied that this can be done without detriment to his official duties or responsibilities, to perform a specified service or series of services for a private person or body or for a public body including a body administering local fund, and to receive as remuneration therefore, if the service be material a non-recurring or recurring fee.

2 No employee of the Authority may undertake any such work without first obtaining the sanction of the Chairman or, as the case may be, of the Member concerned who, unless the employee is on leave, shall certify that the work can be undertaken without detriment to his official duties and responsibilities.

3 No employee of the Authority may act as an arbitrator in any case which is likely to come up before him in any shape by virtue of the post which he may be holding; but an employee of the Authority called upon by a court of law to act as a commission to give evidence on technical matters may comply with the request provided that the case is not of such a nature as will be likely to come before him in the course of his official duty, and he may accept such fees as are fixed by the court.

14.38 One third fee to be credited to the authority if in excess of Rs.500/-

1. Unless the Chairman by special order otherwise directs, one third of any fee in excess of Rs.500/- or, if a recurring fee, of Rs.500/- a year, paid to an employee shall be credited to the fund of Authority provided that the amount retained by the employee concerned will not merely owing to the operation of this regulation, be reduced below rs.500/- if non-recurring or Rs.500/- a year if recurring.

2. The authority competent to sanction the acceptance of any fee by an employee of the Authority, whether recurring or non-recurring, shall report the matter to the Director of Accounts to recover the share of the Authority, if any,

Note: (a) This regulation does not apply to fees received by an employee from a University or other examining body in return for his services as examiner and from a Board of Secondary Education for Services rendered as reviewer of books.

(b) Non-recurring and recurring fees should be dealt with separately and should not be added for the purpose of crediting one-third to the fund of the Authority under this regulation. In the case of the former, the limit of Rs.500/- prescribed in this regulation should be applied in each individual case, and in the case of the latter the limit should be applied with reference to the total recurring fees for the financial year.

14.39 Grant of honorarium to an employee:-

The Chairman in the case of employees in basic pay scales 17, 18 and 19 and the Member concerned in consultation with the Financial Adviser/Member in the case of employees in basic pay scales 16 and below may grant or permit an employee to receive an honorarium as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward. Except when special reasons, which should be recorded in writing, exist for a departure from this provision, sanction to the grant or acceptance of an honorarium should not be given unless the work has been undertaken with the prior consent of the competent authority and its amount has been settled in advance.

Explanation: No honorarium is admissible on account of a temporary increase in work of an employee due to the holding of conferences, workshops, seminars etc. under the auspices of the Authority. Such increases in work are normal incidents of the employee's service and from part of his legitimate duties according to the general principle enunciated in regulations 3.06. Those employees who are so employed have, therefore, no claim to extra remuneration.

14.40 Awards/Rewards

- (i) The award for an essay or plan in public competition.
- (ii) Any reward offered for the arrest of a criminal, or for information or special services in connection with the administration of justice;
- (iii) Any reward payable in accordance with the provisions of any act or ordinance of the Government or rules framed there under;
- (iv) Any reward sanctioned for services in connection with the administration of customs and excise laws;
- (v) Any fee payable to an employee of the Authority for duties which he is required to perform, in his official capacity, under any special or local law or by order of the Authority

14.41 Scientific/ technical research:- No employee of the authority, whose duties involve the carrying out of scientific or technical research, shall apply for or obtain or cause or permit any other person to apply for or obtain, a patent for an invention made by such an employee of the Authority save with the permission of the Board and only on such conditions as the Board may impose.

PART-VI

ALLOWANCES AND OTHER BENEFITS

***14.42. Senior post allowance:-**

	Existing	Revised
BPS-20	Rs.1100/-P.M	Rs.1250/-P.M
BPS-21	Rs.1200/-P.M	Rs.1350/-P.M
BPS-22	Rs.1600/-P.M	Rs.1750/-P.M

*Finance Division O.M F.No 1(3)Imp/2012 dated 16.07.2012
CDA adoption No.CDA/FW(g)-44(28)(allowances)/2012/1452 dated 19.10.2012

***14.43 Entertainment Allowance:-**

	Revised
BPS-19	Rs. 500/- P.M
BPS-20	Rs. 600/- P.M
BPS-21	Rs.700/- P.M
BPS-22	Rs. 975/-P.M

2. The Chairman may, for reasons to be recorded in writing, grant entertainment allowance, by general or special orders, to such officers holding posts in BPS-19 and above and at such monthly rates as he may deem fit.

14.44 Orderly allowance in lieu of orderly:- Employee holding posts in basic pay scale 20 may be provided with a residence orderly from the existing sanctioned strength or at their option, they may draw orderly allowance at ****Rs.7000.00/-** per month in lieu of orderly.

*****14.44-A Special additional pension & provision of orderly /driver to the officers in bps-20 and above on retirement.**

The retired officers in bPS-21 an above shall be paid special addition pension equal to orderly allowance admissible to serving officers w.e.f 01.01.2013 and that whenever the Government revises the rates of orderly allowance in future, the same increase shall be made applicable to the special additional pension of the retired officer.

14.45 House rent allowance.-

Employees BPS 17 and above not provided with residential accommodation by the Authority who are posted at the following stations shall be entitled to house rent allowance at the rates specified below:-

*No.F.1(I)/Imp/2005 dt. 01.07.2005 **adopted by CDA their No. CDA/FW(G)-44(28)/2005/ dt.09.07.2005**

****Finance Division O.M F.No 1(3)Imp/2012 dated 16.07.2012**

CDA adoption No.CDA/FW(g)-44(28)(allowances)/2012/1452 dated 19.10.2012

***** Finance Divison O.M NO.F.1(2)-IG.6/91-VOL-IX dated 24.12.2012**

CDA Adoption No. CDA/FW(g)-44(28)(allowances)/2013/2317 dated 05.03.2013

- a) **Islamabad, Karachi, Lahore, Peshawar, 45% of the minimum of the Quetta , Rawalpindi, Hyderabad (Including relevant basic pay scale. Kotri), Multan and Faisalabad.**
- b) **Divisional/ District head-quarters other 30% of the minimum of the than those specified at (a) above and all relevant basic pay scale. Tehsil Headquarters.**

Explanation:

- 1)** The house rent allowance shall be admissible also to employees living in private houses at specified stations as are owned or hired by themselves, their wives, relatives or friends. In case of rented accommodation, receipt of rent will not be required.
- 2)** House rent allowance will not be admissible to such an employee of the Authority whose spouse serving in the Authority or in any autonomous organization or a Government Department and posted at the same station has been provided with the accommodation.
- 3)** In a case at (2) above if none of them has been provided with residence by the Authority and both are posted at a specified station the house rent allowance shall be admissible to both of them.
- 4)** An employee who is allotted a residence by the Authority but surrenders it on his own, shall also be eligible to draw house rent allowance from the date of vacation of the residence allotted by the Authority provided the station is a specified one.
- 5)** If an employee is offered residence by the Authority but he declines to accept it on personal grounds, he shall be paid the house rent allowance, provided the station is a specified one.
- 6)** If an employee owns a house at specified station which is under his occupation, he shall be eligible for the house rent allowance even if he is not otherwise eligible for accommodation by Authority.
- 7)** In the case of unmarried employees who are not provided with residence by the Authority but reside with their parents having been allotted residence by the

Authority, the house rent allowance shall be payable to them subject to suspension of their title to Authority's residence which can be revived from a date they surrender their title to house rent allowance.

***8)** The Employees BPS-1 to BPS-16 will draw rental ceiling prescribed by the Authority time to time.

****14.46.** **Ph.D/D.Sc allowance to technical professional categories on possessing Ph.D/D.Sc Degree.-**

Employees of technical and professional categories will be eligible to draw a Ph.D/D.Sc allowance of Rs.5,000/- p.m. on possessing/acquiring a Ph.D/D.Sc. degree from any recognized university.

* No.CDA/FW(G)-44(28)/10/2009/49 dt. 06.04.2009

** No.CDA-4(1)(46)-Pers/VIII/2000/6356 dt.25.10.2003

***14.47 Conveyance Allowance.-**

i) Conveyance Allowance shall be admissible to all the regular employees in BPS-1 to BPS-15 as under w.e.f 01.07.2011:

Serial No.	BPS	EXISTING RATES	REVISED RATES	REVISED RATES IN CDA
1.	BPS-1 to 4	Rs. 680/-p.m	Rs. 850/-p.m	Rs. 1,350/-p.m
2.	BPS-5 to 10	Rs. 920/-p.m	Rs. 1150/-p.m	Rs. 1,550/-p.m
3.	BPS-11 to 15 .	Rs. 1360/-p.m	Rs. 1700/-p.m	Rs. 2,000/-p.m

ii). All the CDA Employees (excluding those who are allowed monetized value of Transport or availing Transport facility) shall be allowed Conveyance Allowance at the prescribed rates irrespective of their place/station of duty.

14.48 Computer Allowance.-

1. Programmer, Assistant Programmer, System Analyst, Computer Operator and console operator in basic pay scales 16, 17 or 18 and other qualified Computer Personnel in the aforesaid basic pay scales who are actually employed on whole time basis on computer work shall be entitled to a Computer Allowance at **Rs.1500/- per month provided they possess the minimum educational qualification/training as given below:

Computer Personal (BPS – 17/18)	Master’s degree in Computer Science or in Mathematic / Physics / Statistics Economics from recognized University and computer training.
Computer Personal (BPS – 16)	Second Class Bachelor degree with Computer in Mathematic / Physics / Statistics / Economics from a recognized University and computer training.

2. Computer Allowance at the rate of Rs.750/- will also be admissible to key punch operators/key punch verifying Operators/data entry operators who are actually employed on whole time basis on computer work.

2-A. The Stenographers / Steno typists/ Urdu steno typists shall also be entitled to a Computer Allowance at the rate of Rs. 750 per month if they prove capability of use/application computers on the basis of a* 3-month diploma/certificate from some reputable institute”.

* No.F.1(5)Imp/2011-419 dt. 04.07.2011 adopted by CDA their
 No.CDA/FW(G)-44(28)/2011/149 dt. 21.07.2011
 ** No.F.1 (5) Imp/2001 dt. 04.09.2001
 *** No: CDA/FW (G)-44(28)/2011/142 dated: 21.07.2011
 *** S.R.O 787(I)/2001 date. 12.11.2001

* (3) Computer Allowance @ of **Rs. 1000/-** per month to all LDCs / Inquiry Clerks, UDCs and Assistants, subject to the condition that official shall produce their certificate of training in computer.

14.49 Design Allowance. Engineers holding University degree in engineering and working full time in the Design Offices shall be allowed a Design Allowance at the following rates: -

Engineers drawing pay in BPS-17	Rs.400/- p.m.
Engineers drawing pay in BPS-18	Rs.500/- p.m
Engineers drawing pay in BPS-19	Rs.600/- p.m.
Engineers drawing pay in BPS-20	Rs.700/- p.m.

** **14.50 Non-Practicing Allowance.** Non-Practicing allowance at the following rates shall be admissible in all cases where a doctor is not allowed private practice.

Doctors drawing pay in BS-17 and BS-18	Rs.4000/-P.M
Doctors drawing pay in BS-19 and 20	Rs. 6000/-P.M

*** **14.51 Diet Allowance.** All categories of nursing staff in posts below basic pay scale 16 in the Capital Hospital, Islamabad, Shall be entitled to receive a diet allowance at the rate of Rs.500/- per month.

****** Increase in mess & dress allowances to all regular nurses (bs-16 & above) and stipend for diploma student nurses.**

Regular Nurses BPS-16 & Above w.e.f. 01-07-2019		
Allowances	Existing Rate	Approved Rate
Mess Allowance	Rs-500/- p.m	Rs.8000/- p.m
Dress Allowance	Rs.600/- p.m	Rs.3000/- p.m
Stipend for Diploma student Nurses	Rs.6860/- p.m	Rs.20,000/- pm

*No. CDA-7(84)HRD-III/2010/496 date 25.02.2010

** No.F.9-75/2005-MF dt. 22.07.2006 adopted by the CDA their Notification No.CDA/FW(G)-44(28)/2006 dt.24.08.2006

*** No.CDA-1179/BM-Coord/2010 dt. 05.05.2010 & No.CDA/CH/2010/1506 dt. 07.05.2010

**** **No. CDA/FW(G)-44(28)/Mess & Dress Allowance/2020-21/93 dated 11-11-2020
No.1-3/2019-AD® dated 26-06-2019**

14.52 Medical Allowance.

- i) Medical Allowance admissible to Civil servants in BPS-16 to BPS-22 @ 15% of the existing basic pay in Basic Pay Scales-2008 shall continue to be admissible at the frozen level of its admissibility as on 30.06.2011.
- ii) All the new entrants I BPS-16 to BPS-22 shall be allowed Medical Allowance@15% of the minimum of relevant Basic Pay Scales-2008 on national basis with effect from 01.07.2011, till further orders, and shall stand frozen at the same level.

*

S.No	BPS	Rate	
i)	1-15	Rs. 1000/-p.m	
ii)	16-22	15%of basic pay	*** Continue to admissible at the frozen level of its admissibility as on 30.06.2011.

NOTE: The existing facility of reimbursement of amounts spent on account of purchase of medicines by Government servants and local purchase of medicines by Government / CDA Hospitals for Outdoor Patient (OPD) will be discontinued. However, the existing facilities for consultation and diagnostic investigations at OPD will continue as before. Reimbursement / Local Purchase on account of Cancer, Hepatitis B, C and Insulin dependent diabetes would be admissible for OPD patients. The existing facility of reimbursement of all kinds of expenditure on account of Indoor Medical Treatment will continue as before.

** It has been decided that serving/ Retired employees are member of his family , suffering from the following chronic diseases, will be entitled for reimbursement of amount spent on account of purchase of medicines for the medical treatment at OPD:-

- 1) Chronic pulmonary-cardiovascular and circulatory disorders.
- 2) Tumors malignancies cancer and chronic blood disorders (thalassemia etc).
- 3) Chronic hepato-renal disorders organ failure. Dialysis and transplants.
- 4) Chronic neuro-psychiatric diseases, neuropathies, epilepsy, paralysis.
- 5) Chronic inflammatory-infectious diseases (rheumatoid arthritis, hepatitis,TB, tetanus etc).
- 6) Chronic endocrine disorder (diabetes/goiter pancreatitis etc).
- 7) Chronic degenerative disorders.
- 8) Poisoning, dog and snake bite.
- 9) Drug Abuse, STD, HIV/AIDS, VHF.
- 10) Chronic skin diseases, allergies-chronic connective tissue and auto immune disorders.

- 11) Injuries including orthopedic, burns, gunshot, blast and head injuries.
- 12) Day surgery (obstetric-gynae disorders, deliveries, cataract and eye/ENT day procedures).
- 13) Shock, cardiogenic shock, stroke and electrolyte disorders.
- 14) Treatment for eye, ENT and disabilities/handicaps.
- 15) Dental treatment

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* No.CDA/FW(G)-44(28)/2011/149 dt.21.07.2011

**No.F.6(1)R-10/2010-171-2011 dt. 24.03.2011 adopted by CDA their Notification No.CDA/FW(G)-44(28/2011/745 dt 23-08-2011

***14.53**

i) Late Sitting / Night Duty Allowance.

Description	Revised Rate
ON WORKING DAYS BPS 1-15 and 16 (Non Gazetted)(Excluding Drivers / DR)	Rs. 50/- Per Day
ON CLOSED HOLIDAYS BPS 1-15 and 16 (Non Gazetted)	Rs. 75/- per Day

ii) Night Duty Allowance**

Description	Revised Rates
Assistants / Clerks	Rs. 40/- Per Night
Staff Car Drivers / Dispatch Riders / Naib Qasids	Rs. 25/- per Night

*****14.54 Over-time allowance to drivers of official vehicles and to dispatch riders.-**

(1) Drivers of official vehicles and dispatch riders detained on duty beyond two hours of the normal closing time or on closed holidays including Fridays shall be allowed overtime allowance at the rate of Rs.20 per hour subject to the maximum of Rs.120 per day.

(2) Every bill in which overtime allowance specified in sub-regulation (1) is claimed shall contain a certificate of the officer in charge transport in the following form:

- i) Overtime claim must be verified by Officer concerned.
- ii) Overtime Allowance may be allowed by competent authority strictly in accordance with the justification held for the purpose.
- iii) DDO concern shall endorse a certificate on the bill that the claim has been admitted after fulfillment of all codal formalities.

*No.1(1)Imp/2010-624 dated 05.07.2010

** No.1(1)Imp/2010-624 dated 05.07.2010

***No.CDA/FW(G)-44(28)/2011/4940 dt. 27.06.2011 & their corrigendum No.CDA/FW(G)-44(28)/2011/5049 dt. 29.06.2011 & also notification number, No.CDA/FW(G)-44(28)/2011/664 dt.22.08.2011

* **14.55 Dress Allowance in lieu of liveries:-** See serial no. 14.63

****14.56 washing Grant:-** see serial no. 14.63

14.57 Telecommunication Allowance:-Telephone Operators/Supervisors shall be entitled to receive a telecommunication allowance at Rs. 45/- per month.

*****14.58 Talwar Allowance:-**Malies posted in various Directorates and laborers in Health Directorate shall be entitled to a Talwar Allowance at the rate of **Rs.88/- per month.**

******14.59 Broom Allowance:-** All khakrobes (sweepers) shall be entitled to a Broom Allowance at **Rs.110/-** per month. No broom will be issued to khakrobes drawing broom allowance.

*******14.60 Basta Allowance:-** Patwaries working in the Authority shall be entitled to a Busta Allowance at **Rs.88/- per month.**

14.61 Meter reading Allowance.- Meter readers posted in the Directorate of Revenue shall be entitled to a meter-reading allowance at the rate of Rs.44/- per month.

*******14.62 Nuisance Allowance.-**

- i) STP Staff at Rs. 500/- P.M.
- ii) ii) Truck loader/cleaners performing duties of Loaders, Drivers of Sanitation, Sewerman & Gutterman in other Directorates @**Rs. 1000/-**

*******14.62-A Heat Allowance.**

- i) Road Field Staff in involved in Carpeting @ **Rs.1000/- P.M.**
- ii) *All the Kitchen Staff of CDA (Specifically recruited for kitchen) @ **Rs.1000/-P.M.**

***** **14.62-B Dam Allowance.** Dam Allowance @ **Rs.1000/- P.M.**

* & ** No.F.1(5)Imp/2011-419 dt. 04.07.2011 adopted by CDA their NO.
No.CDA/FW(G)-44(28)/2011 dt. 21.07.2011

*** & **** No.CDA-7(84)HRD-III/2007/Sec-VI/ dt.12.08.2008

***** & ***** No.CDA-7(84)HRD-III/2007/Sec-VI/631dt.04.02.2009
No.CDA/FW/44(28)/2011/2011 dt. 07.12.2011

***14.63 Miscellaneous Allowance.**

1.	Integrated Allowance for N/Qasid,Qasid & Daftaries	Rs.300/- p.m.
2.	Washing Allowance	Rs.300/- p.m.
3.	Dress Allowance	Rs.150/- p.m.
4.	Special Pay for Confidential Assistant	Rs.150/- p.m.
5.	Uniform Allowance for Nurses	Rs.600/- p.m.
6.	Special Area Compensatory Allowance	Rs.300/- p.m.
7.	Hill Allowance	At a fixed rate of Rs.200/- p.m.
8.	Firewood Allowance	Rs.10/- per head per day.
*9.	Key Allowance	*Rs. 88/- p.m
10	Jareeb Kash Allowance	*Rs.1000/- p.m
11	Disturbance Allowance	*Rs.970/- p.m
12	Dusting Allowance	*Rs.90/- p.m
13	Nuisance Allowance (all staff of Sanitation)	*Rs.1000/- p.m
14	Ferro Machine Allowance	*Rs.2000/- p.m
15	Hardship Allowance	*Rs.1000/- p.m
16	Design Allowance-2016	*Aper Board Decision dated 31-03-2022
17	Tailoring Allowance	*Rs.88/- p.m
18	Livery Allowance	*Rs.198/- p.m
19	Pastor Allowance	*Rs.1000/- p.m
20	Capital Allowance	*Rs.3000/- p.m
21	Emergency Allowance E&DM Directorate	*Rs.2000/- p.m
22	Sewerage Allowance	*Rs.2000/- p.m
23	Reading Allowance	*Rs.40/- p.m
24	Special Allowance for Gravedigger	*Rs.100/- p.m

14.64 Deputation allowance to employees transferred on deputation to Federal Government etc.

In the case of an employee transferred to the Federal Government, a Provincial Government or any other organization, the barrowing organization may allow such an employee a deputation allowance at 20% of the minimum of his basic pay scale.

14.65 Deputation allowance to civil servants and employees of other organizations on deputation to the Authority:-

A civil servant of the Federal or Provincial Government or an employee belonging to other bodies whose services are obtained for the Authority from the lending authorities concerned on deputation basis shall be eligible to a deputation allowance at ****20% of the basic pay subject to Maximum Rs.12000/-**

*No.F.1(5)Imp/2011-419 dt. 04.07.2011 adopted by CDA vide No.CDA/FW(G)-44(28)/2011 dt. 21.07.2011

**No.F.No.1(2)Imp/2016-333 dated 1-7-16

****14.65-A** **Danger Allowance.**

- i) Danger Allowance to sewer men **Rs.1000/- P.M**
- ii) Zoo Staff (Employed for handling dangerous animal **Rs. 1000/- P.M**
- *** iii) All Electricians @ Rs. 50
- ****iv) All Fire Brigade Staff @ **Rs. 1000/-P.M**

& No.CDA-7(84)HRD-III/2007/Sec-VI/1800 dt. 22.08.2008

**** No.CDA/FW(G)-44(28)/10/2009/4829 dt. 06.04.2009

***14.65-B Special Allowance to Grave Digger:-** Special allowance to grave diggers @ Rs. 1000/- P.M.

****14.65-C Special Allowance to Fire & Rescue Staff.**

- i) Special Allowance for all Fire & Rescue Staff (BPS-01 to 16 non gazzeted) @ of Rs. 1000/- per month.
- ii) Protection of pay through Grant of Special Allowance to 67 No. Security Guards working in Security/Enforcement Directorates.

***** &**** 14.65-D EMERGENCY ALLOWANCE.**

- i) Provision of Emergency Allowance to the Staff Serving in CDA C.A.R.E.S @ Rs. 1000/- P.M.
- ii) Grant of Emergency Allowance to Medical and Para-Medical Staff of Hospital (Capital Hospital).

******* 14.65-E Grant of Hafiz-e-Quran Allowance:-** Grant of Hafiz-e-Quran Allowance @ Rs.1000/-P.M.

******* 14.65-F Grant of Legal Allowance:-** Grant of Legal Allowance @ *****Rs. 1000/- P.M who are working in Law Directorate.

******* 14.65-G Grant of Teaching Allowance.** Teaching Allowance to all Teachers of the Federal Government's Educational Institutions at the rates areas detailed below:-

- i) Matric with PTC/equivalent. Rs. 500/-p.m
- ii) FA/F.Sc with CT/equivalent. ***** Rs. 1500/-p.m
- iii) BA/MA with B.Ed/M.Ed and above/equivalent. *****Rs.2000/ p.m

*******14.65-H Law graduate allowance for employees working in Law wing:**

Rs.15000/- per month will be admissible those law graduates, who are working in Law wing and possessing of LLB degree.

*No.CDA-7(84)HRD-III/2007/Sec-VI/1800 dated. 22.08.2008

** No. CDA-7(84)HRD-III/2010/496 dt. 25.02.2010

* No.CDA-7(01)-HRD-III/2011/Sec-VI/2067 dt. 23.05.2011

*** &**** No.CDA/FW(G)-44(28)/2006/2354 dt. 26.10.2007

***** No.CDA/FW(G)-44(28)/10/2009/4829 dt.06.04.2009

***** No.F.1(5)Imp/2006 dated. 24.06.2006 adopted by the CDA Notification

No.CDA/FW(G)-44(28)/2006/ dt. 24.08.2006

***** No.CDA-10(06)HRD-III/Sec-CO-2013-853 dated 02.04.2013

*****CDA/FW(G)-44(28)(Pay /Allowances)/2002/336 dated 22-04-2022

***14.65-I Cost Of Living Allowance @ 7% In The Pensionable Emoluments:**

Cost of living allowance admissible @ 7% of basic pay has emoluments reckonable towards pension for all those employees in BPS 1 – 22 who were in receipt of the said allowance at the time of their retirement and who had not availed the benefit of revised basic pay scales, 2001.

* No. CDA-FW(G)-44(28)/2012/2715 dated 03.01.2012
Finance Division O.M No.F.13(10)-Reg.6/2008/413 dated 16.05.2011

PART-VII

GENERAL PROVISIONS

14.66 Attachment of pay and allowances under order of a court of law.-

(1) When the pay of an employee is attached by any order of a court of law, it is the duty of the officer receiving the attachment order to see that the proper deduction is made in satisfaction of such order from the pay of the employee concerned.

(2) Only the pay of an employee and not any allowance can be attached. The maximum amount of attachment in a month will be the amount available after paying the salary to the employee to the extent of first 100 rupees and one-half of the remainder.

(3) Any deductions which may have to be made on account of subscriptions to provident fund, taxes on income payable by the employee, recoveries of advances and debts due to the Authority should be made from the non-attachable portion of the employee's salary.

(4) The cost, if any, of remittance to a court of money realized under its attachment order shall be deducted from the amount realized and the net amount remitted to the court.

14.67 Payment on quitting service.-

The last payment of pay or allowances shall not be made to, or in respect of, an employee finally quitting the service of the Authority by retirement, resignation, removal, dismissal, death or otherwise, or if he is placed under suspension, until the disbursing officer has satisfied himself that there are no demands outstanding against him.

14.68 Death of Payee:-

If an employee dies while in service, his pay and allowances can be drawn for the day of his death; the hour at which death takes place has no effect on the claim.

14.69 **Pay and allowances of a deceased employee.-**

(1) Pay and other allowances claimed on behalf of a deceased employee may be paid without the production of the usual legal authority:-

a) To the extent of Rs.500/- under orders of the Director of Audit and Accounts after such enquiry into the rights and title of the claimants as may be deemed sufficient;

b) For the excess over Rs.500/- under the orders of Financial advisor/Member on execution of an indemnity bond with such sureties as he may require, if he is satisfied of the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of letters of administration.

(2) In any case of doubt payment shall be made only to the person producing the legal authority.

14.70 **Place of payment.-**

Save as otherwise specifically directed by the Chairman, bills for pay and allowances are payable only at Islamabad.

***14.71 Assistance Packages to family of employee who dies in service (Revised 2021).**

Item	In Service Deaths	Security Related Deaths	Action to be initiated by (Proposed)	Sanctioning Authority																									
				BS	Authority																								
Lump Sum Grant	300% Increase over the package-2006 for in service death of civilian employees. This increase will be given on the 2006 package as per following scales:- <table border="1"> <thead> <tr> <th>BS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1-4</td> <td>Rs. 600,000</td> </tr> <tr> <td>5-10</td> <td>Rs.900,000</td> </tr> <tr> <td>11-15</td> <td>Rs.1,200,000</td> </tr> <tr> <td>16-17</td> <td>Rs.1,500,000</td> </tr> <tr> <td>18-19</td> <td>Rs.2,400,000</td> </tr> <tr> <td>20 & above</td> <td>Rs.3,000,000</td> </tr> </tbody> </table>	BS	Amount	1-4	Rs. 600,000	5-10	Rs.900,000	11-15	Rs.1,200,000	16-17	Rs.1,500,000	18-19	Rs.2,400,000	20 & above	Rs.3,000,000	<p>a. Upto Rs.10 million according to following scales</p> <table border="1"> <thead> <tr> <th>BS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1-16</td> <td>3 Million</td> </tr> <tr> <td>17</td> <td>5 Million</td> </tr> <tr> <td>18-19</td> <td>9 Million</td> </tr> <tr> <td>20 & above</td> <td>10 Million</td> </tr> </tbody> </table> <p>b. Rs. 700,000/- to the officers/officials incapacitated and released from service for having become invalid as a result of injury in encounters/bomb blasts, riots/watch and ward duly or terrorist activity.</p> <p>c. Rs. 500,000/- to the officers/officials incapacitated as a result of the injury in accidents as stated in para "b" above but who are still serving in the department.</p>	BS	Amount	1-16	3 Million	17	5 Million	18-19	9 Million	20 & above	10 Million	<p>i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted).</p> <p>ii. Director-I, HRD for employees in BPS-16 and above (gazetted).</p> <p>Note :- Finance Wing CDA may be consulted for allocation of fund, if not available.</p>	1-4	Director concerned
		BS	Amount																										
		1-4	Rs. 600,000																										
		5-10	Rs.900,000																										
		11-15	Rs.1,200,000																										
		16-17	Rs.1,500,000																										
		18-19	Rs.2,400,000																										
20 & above	Rs.3,000,000																												
BS	Amount																												
1-16	3 Million																												
17	5 Million																												
18-19	9 Million																												
20 & above	10 Million																												
5-10	DDG / DG concerned																												
11-15	Member concerned / DDG / DG (HRD) in case of HRD's employee																												
16-17	DDG / DG (HRD)																												
18-19	DG (M) / Member (A)																												
20 & above	Chairman																												
Pension	100% pension to the families of a deceased Government servants as per their length of service and last pay drawn. In case of less than 10 years service of the deceased employees, rate of minimum 10 years service will be applicable.	100% pension to the families of a deceased Government servants as per their length of service and last pay drawn. In case of less than 10 years service of the deceased employees, rate of minimum 10 years service will be applicable.	<p>i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted).</p> <p>ii. Director-I, HRD for employees in BPS-16 and above (gazetted).</p>	As per CDA Employees Service Regulation-1992.																									
**Accommodation	**Retention of Government house or payment of rent for hired house till the age of superannuation.	Retention of Government house or payment of rent of hired house till the age of superannuation	<p>1. Retention of Government house:- Director (Admin)</p> <p>2. Payment of rent of hired house till the age of superannuation:-</p> <p>i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted).</p> <p>ii. Director-I, HRD for employees in BPS-16 and above (gazetted).</p>	1. As per Clause 37 of CDA Admin Powers-2007	2. DDG / DG (HRD)																								

CDA Employees Service Regulations 1992 Volume-I (updated as on 10th August, 2022)

Education	Free education to all the children of the deceased government employees up to gradation in any public / government education. Institution including expenses of tuition fee, books related material and living allowances etc.	Free education to all the children of the deceased government employees up to gradation in any public / government education. Institution including expenses of tuition fee, books related material and living allowances etc.	i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted). ii. Director-I, HRD for employees in BPS-16 and above (gazetted). Note:- Finance Wing CDA may be consulted for allocation of fund, if required.	i. Director concerned ii. DDG / DG (HRD)																						
Allotment of Plot	Discontinuation of the entitlement of 2% quota for allotment of plot. Payment of lamp sum grant in lieu of plot subject to the condition that no plot had been a allotted in the past as per scale given below:- <table border="1" data-bbox="321 709 617 877"> <thead> <tr> <th>BS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1-8</td> <td>2 Million</td> </tr> <tr> <td>9-16</td> <td>5 Million</td> </tr> <tr> <td>17 and above</td> <td>7 Million</td> </tr> </tbody> </table>	BS	Amount	1-8	2 Million	9-16	5 Million	17 and above	7 Million	Discontinuation of the entitlement of 2% quota for allotment of plot. Payment of lamp sum grant in lieu of plot subject to the condition that no plot had been a allotted in the past as per scale given below:- <table border="1" data-bbox="652 709 1003 865"> <thead> <tr> <th>BS</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1-8</td> <td>2 Million</td> </tr> <tr> <td>9-16</td> <td>5 Million</td> </tr> <tr> <td>17 and above</td> <td>7 Million</td> </tr> </tbody> </table>	BS	Amount	1-8	2 Million	9-16	5 Million	17 and above	7 Million	i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted). ii. Director-I, HRD for employees in BPS-16 and above (gazetted). Note: Certificate to the effect that no plot has been allotted to deceased CDA employee may be obtained from Estate Management Wing and I.T Directorate.	<table border="1" data-bbox="1269 571 1474 772"> <tr> <td>1-8</td> <td>Member / DG concerned</td> </tr> <tr> <td>9-16</td> <td>F.A / Member</td> </tr> <tr> <td>17 and above</td> <td>Chairman</td> </tr> </table>	1-8	Member / DG concerned	9-16	F.A / Member	17 and above	Chairman
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Employment	Employment for posts in BS-1 to BS-15 on two years contract without advertisement.	Employment for posts in BS-1 to BS-15 on two years contract without advertisement.	Director-II, HRD,	In accordance with CDA Employees Service Regulation-1992.																						
Marriage Grant	Marriage grant amounting to Rs. 8 lac on wedding of one daughter may be granted to family of deceased Government employees.	Marriage grant amounting to Rs. 8 lac on wedding of one daughter may be granted to family of deceased Government employees.	i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted). ii. Director-I, HRD for employees in BPS-16 and above (gazetted).	Member / DG concerned																						
Health	Free health facilities as per their entitlement during service.	Free health facilities as per their entitlement during service.	Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted). ii. Director-I, HRD for employees in BPS-16 and above (gazetted).	Executive Director Capital Hospital																						
House Building Advance	In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived.	In case of advance against salaries sanctioned by the AGPR or the provincial AG Office, the unpaid balance to be waived.	Director-II, HRD,	Financial Advisor / Member																						

Nomination of an officer as council	An officer of BS-17 or BS-18 may be nominated by each Ministry/Division/Department as council who will be responsible for finalization/provision of all the facilities under the package, to the families of Govt. employees who die in service within one month of the incident.	An officer of BS-17 or BS-18 may be nominated by each Ministry/Division/Department as council who will be responsible for finalization/provision of all the facilities under the package, to the families of Govt. employees who die in service within one month of the incident.	Director concerned	Director concerned																																																																																																																																																																																																																												
Special Lump Sum Grant from Benevolent Fund		A special lump sum grant from Benevolent Fund ranging from Rs.200,000 to Rs.500,000 <table border="1" data-bbox="662 558 993 800"> <thead> <tr> <th>Sr. No</th> <th>Pay Scale (BS)</th> <th>Lump Sum Grant</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>1-10</td> <td>200,000</td> </tr> <tr> <td>2.</td> <td>11-16</td> <td>300,000</td> </tr> <tr> <td>3.</td> <td>17-19</td> <td>400,000</td> </tr> <tr> <td>4.</td> <td>20 and above</td> <td>500,000</td> </tr> </tbody> </table>	Sr. No	Pay Scale (BS)	Lump Sum Grant	1.	1-10	200,000	2.	11-16	300,000	3.	17-19	400,000	4.	20 and above	500,000	i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted). ii. Director-I, HRD for employees in BPS-16 and above (gazetted).	Director-II, HRD																																																																																																																																																																																																													
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Prerequisite for facilitation of family of deceased Govt. Employees	In case of in service death of a government employee, the following pre-requisites must immediately be fulfilled by the concerned Ministry/Division/Department so that the family of the deceased government employee may be facilitated without any delay:- a. Immediate submission of family pension case.	In case of in service death of a government employee, the following pre-requisites must immediately be fulfilled by the concerned Ministry/Division/Department so that the family of the deceased government employee may be facilitated with out any delay:- a. Immediate submission of family pension case. b. Option form for Direct Credit	i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted). ii. Director-I, HRD for employees in BPS-16 and above (gazetted).	. Director concerned in case of employees having BPS-1 to BPS-16 (non-gazetted). ii. Director-I, HRD in case of employees having BPS-16 and																																																																																																																																																																																																																												

	<p>b. Option form for Direct Credit Scheme (online payment of pension)</p> <p>c. Application for Anticipatory Pension (80% of the total pension)</p> <p>Besides as a pre-active approach each Ministry/Division/Department must observe the following practices regarding their employees:-</p> <p>d. Up to date list of family members of each employee for pension purpose be maintained beforehand.</p> <p>e. Nomination for General Provident Fund must be ensured for each employee in his/her life.</p>	<p>Scheme (online payment of pension)</p> <p>c. Application for Anticipatory Pension (80% of the total pension)</p> <p>Besides as a pre-active approach each Ministry/Division/Department must observe the following practices regarding their employees:-</p> <p>d. Up to date list of family members of each employee for pension purpose be maintained beforehand.</p> <p>e. Nomination for General Provident Fund must be ensured for each employee in his/her life.</p>		above (gazetted).
GP Fund	Only payable amount of GP Fund shall be paid to the deceased family.	Only payable amount of GP Fund shall be paid to the deceased family.	<p>i. Admin section of concerned Directorate for employees in BPS-1 to BPS-16 (non-gazetted).</p> <p>ii. Director-I, HRD for employees in BPS-16 and above (gazetted).</p>	Director Accounts through A.O (Fund).
Payment of pension through Direct Credit Scheme (DCS)	<p>The following steps may be taken by the concerned Ministries/Division/Department for payment of pension through Direct Credit Scheme (DCS) (optional):-</p> <p>a. The Direct Credit Scheme must be made compulsory for all new pensioners/family pensioners w.e.f 01-01-2015</p> <p>b. The manual both halves would be discontinued w.e.f 01-01-2015 for all new pensioners/family pensioners.</p> <p>c. The historical pensioners must be brought into the stream of DCS phase-wise.</p>	<p>The following steps may be taken by the concerned Ministries/Division/Department for payment of pension through Direct Credit Scheme (DCS) (optional):-</p> <p>a. The Direct Credit Scheme must be made compulsory for all new pensioners/family pensioners w.e.f 01-01-2015</p> <p>b. The manual both halves would be discontinued w.e.f 01-01-2015 for all new pensioners/family pensioners.</p> <p>c. The historical pensioners must be brought into the stream of DCS phase-wise.</p>	Director Accounts	Director Accounts.

*****Explanation;**

To avoid any delay in extending the right facility to the eligible families, that all amendments and clarifications etc issued by the Establishment Division will be adopted accordingly in the authority. Member Finance has been delegated powers for adoption of all such amendments and clarifications etc issued by Establishment Division from time to time.

*Establishment Division OMN No.8/10/2013/-E-2 (Pt) Dated 04-12-2015

Adoption by CDA Vide No.CDA/FW (G)/44 (28)/Assistant Package/2016/2130 Dated 12-04-2016

No.CDA-7(01)/HRD-III(VI)/2021/132 Dated. 04.02.2021 2nd CDA Board Meeting Dated 13-01-2021

**No.8/10/2013-E-2 22.10.2014 adopted vide No.CDA/FW(G)/44(28)/Assistance Package/2014/1357 25.11.2014

***No.CDA -1399/BM-SCB/2022 dated 04.08.2022

***14.72 Burial Charges.-**

Burial Charges for CDA Employees.	Director Concerned	Rs.20,000/-
Burial Charges for dependents of CDA Employees.	Director Concerned	Rs.20,000/-

* No. CDA-7(84)-HRD-III/2008/Sec-VI/1800 dated: 22.08.2008 w.e.f. 22.07.2008

CHAPTER-15

TRAVELING ALLOWANCE

PART-I

GENERAL PROVISIONS

15.01 Traveling allowance to cover expenses on tour and Transfer.

Traveling allowance is granted to an employee to cover the expenses which he incurs on traveling on duty in the interest of the Authority. It is not to be treated as a source of income.

15.02 Prior approval of the competent Authority. Journey on tour and transfer shall be undertaken with the prior approval of the competent authority.

15.03 Categories of employees for calculating traveling allowance.-

For the purpose of calculating traveling allowance, the employees are divided into four categories as follows:

Category-I	Employees in basic pay scale 17 and above and all those in receipt of pay exceeding Rs.3945/- p.m.
Category-II	Employees drawing pay exceeding Rs.1275/- but not exceeding Rs.3945/-p.m.
Category-III	All other employees other than those in basic pay scale 1 and 2.
Category-IV	Employees drawing pay in basic pay scale 1 and 2.

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

15.05 Kind of Traveling allowance. The following are the different kinds of traveling allowance which may be drawn in different circumstances by the employees:-

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

PART-II
MILEAGE ALLOWANCE

15.06 **Mileage Allowance defined.-**

A mileage allowance is an allowance calculated on the distance traveled which is given to meet the cost of a particular journey.

15.07 **Principles of calculation.-**

(1) For the purpose of calculating mileage allowance, a journey between two places is held to have been performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short; provided that, when there are alternative railway routes and the difference between them in point of time and cost is not great mileage allowance should be calculated on the route actually used.

(2) The shortest route is that by which the traveler can most speedily reach his destination by the ordinary modes of traveling. In a case of doubt, the Financial Advisor/Member may decide which shall be regarded as the shortest of two or more routes.

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

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

15.08 **Points of commencement and end of Journey.-**

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

15.09 **Travel by the class of accommodation.**

An employee is required to travel by the class of accommodation for which traveling allowance is admissible to him. The provisions regulating, mileage allowance contained in these

regulations are subject to the condition that if an employee travels in a lower class of accommodation, he shall be entitled to the fare of the class of accommodation actually used.

15.10 **Mileage allowance is differently calculated:-** as shown in the following regulations, as the journey is, or could be, made by railway, by road, or by air.

15.11 **Class of railway accommodation to which employees are entitled:-**

(1) For the purpose of calculating mileage allowance and employee when traveling by railway is considered to be entitled to the class of entitlement as follows, namely:-

a) **An employee of the Category-I**

Accommodation of the highest class, by whatever name it may be called, provided on the railway by which he travels.

b) **An employee of the Category-II**

First class (Sleeper) accommodation, or, if the line by which he travels provides no such accommodation on any train, the next lower.

c) **An employee of the Category-III**

First class (Sitter) accommodation, or, if traveling on any line which does not provide such accommodation, the next lower class.

d) **An employee of the Category-IV**

The lowest class by whatever name it may be called.

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

15.12 *Mileage allowance for Journey by Road:-

1. For journey by road, mileage allowance is admissible at the following rates:-

	Mode of travel	Rate of kilometer
a)	Personal car or by engaging a full taxi.	Rs.10/-
b)	Motor cycle or scooter.	Rs.4/-
c)	Bicycle, animal back or foot.	Rs.2/-
d)	Public transport plying for hire on single seat basis:	Rs2.50/-
e)	Travel by Air	Admissible to Government Servants in BPS-17 and above
f)	Carriage of personal effects on transfer /retirement	Rs 0.02 per KG per KM

Note: - 1. The “Personal Car” means a car registered in the name of the employee claiming the mileage allowance or in the name of any member of his family.

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

*Finance Division O.M F.No 1(3)Imp/2012 dated 16.07.2012
CDA adoption No.CDA/FW(g)-44(28)(allowances)/2012/1452 dated 19.10.2012

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

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

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

15.14 **Mileage allowance for journey by air.-**

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

- a) In the case of an officer holding a post in BPS-17 and above or in receipt of pay exceeding Ts.4000/-;
- b) In the case of an officer to whom (a) does not apply whenever the chairman authorizes travel by air on the ground that air travel is necessary in the public interest /interest of the Authority.

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

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

15.16 **Not authorized to travel by air:** An employee who is not authorized to travel by air but who performs a journey by air on tour can draw only the traveling allowance to which he would have been entitled if he had traveled by rail or road subject to the condition that the traveling allowance so drawn shall, in no case, exceed the traveling allowance that would have been admissible to him under regulation 15.15.

PART-III

DAILY ALLOWANCE

15.17 **Daily allowance defined.-**

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

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

15.19 **Scale of daily allowance.-**Daily allowance is admissible on the following scale:-

***Revised daily Allowance**

	Revised	
	Ordinary	Special
BPS-1-4	200/-	400/-
BPS- 5-11	310/-	440/-
BPS- 12-16	500/-	600/-
BPS- 17-18	500/-	640/-
BPS- 19-20	625/-	825/-
BPS- 21-22	700/-	1000/-

No.F.1(1)Imp/2010-624 dt. 05.07.2010 and adopted by the CDA in their

* No. CDA/FW(G)-44(28)/2010/81 Dated : 19.07.2010

Note: Special daily allowance will be admissible for the following cities:

1.	Hyderabad	2.	Islamabad
3.	Karachi	4.	Lahore
5.	Faisalabad	6.	Multan
7.	Peshawar	8.	Quatta
9.	Rawalpindi	10.	Northern Areas (Formerly Gilgit and Baltistan Agencies)
11.	Gujranwala	* 12	Muzzafarabad, Mirpur-AJ&K.

PART-IV

ACTUAL EXPENSES

15.20 **Except as expressly provide, an employee not entitled to be provided with means of conveyance or drawn actual cost of traveling.-**

Unless in any case it be otherwise expressly provided in these regulations, no employee is entitled to be provided with means of conveyance by or at the expense of the Authority or to draw as traveling allowance the actual cost or part of the actual cost of traveling.

PART-V

TRAVELING ALLOWANCE ADMISSIBLE FOR DIFFERENT CLASSES OF JOURNEY

15.21 **Traveling allowance calculated with reference to purpose of journey.-**

The traveling allowance admissible to an employee for any journey is calculated with reference to the purpose of the journey in accordance with the succeeding regulations.

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

PART-VI

JOURNEY ON TOUR

15.23 Headquarters of an employee.-

(1) The headquarters of an employee shall be in such place as the Chairman may prescribe.

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

15.24 Limits of sphere of duty-

The competent authority may define the limits of the sphere of duty of any employee.

15.25 When an employee is on tour-

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

15.26 In case of doubt :- the financial Adviser/Member may decide whether a particular absence is absence on duty for the purpose of regulation 15.25.

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

15.28 Traveling allowance on tour drawn in the shape of daily allowance.

Except where otherwise expressly provided in these regulations an employee draws traveling allowance for journeys on tour in the shape of daily allowance.

15.29 When daily allowance may be drawn:-

(1) Daily allowance for each calendar day will be admissible for the period of absence from headquarters involving actual night stop at the place of halt. Where night stop is not involved and if absence from headquarters exceeds four hours including time spent in transit half daily

allowance will be admissible. Not more than one involving night stop. A fraction of a calendar day will be reckoned as a calendar day for this purpose. A period of absence from headquarters commences from the time of departure of the employee from his office or residence, as the case may be, till the time of his return to his office or residence, as the case may be. The period of forced delay in transit will be treated as part of the total transit period.

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

15.30 **Daily allowance may not be drawn to employee does not reach outside:-** Daily allowance may not be drawn for any day on which an employee does not reach a point outside a radius of ten miles from the headquarters or return to his headquarters from a similar point.

15.31 **Daily allowance on holiday:** Daily allowance may be drawn during a halt on tour or on a Friday or a holiday occurring during a tour.

15.32 **Stay in the official guest House/ Residence.** An employee in basic pay scale 19 or below may stay in the Government's or the Authority's guest house, public sector corporation's Rest Houses and Motels/Hotels (other than 5 Star Hotels). In addition to the admissible daily allowance mentioned in regulation 15.19 he may claim actual room rent charges on production of receipts up to three times the amount of daily allowance in localities where special daily allowance is admissible and one and a half time the amount of daily allowance in localities where ordinary daily allowance is admissible.

15.33 **Stay in Hotel.** An employee in basic pay scale 20 and above may stay in hotels and claim room rent charges on production of receipts upto three times the amount of daily allowance in localities where special daily allowance is admissible and one and a half time the amount of daily allowance in localities where ordinary daily allowance is admissible. If, however, the room rent charges are in excess of the aforementioned maximum ceiling, fifty percent of the additional amount will be paid by the Authority.

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

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

15.35 **Exchange of daily allowance with mileage allowance:-**

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

- a) He travels by railway; or
- b) He travels more than 20 miles by road; or
- c) He travels by air:

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

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

- a) Mileage allowance may be drawn on account of such mileage but such mileage is limited to the amount of daily allowance unless the journey by road exceeds twenty miles, and
- b) Unless such journey by road be journey to or from the employee’s headquarters or temporary residence at a place of halt, mileage allowance shall be calculated on the distance actually traveled without regard to the points fixed by or under regulation 15.08.

PART-VII

JOURNEY ON TRANSFER

15.36 Traveling allowance on transfer, admissible if the transfer be in the interest of Authority:-

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

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

15.37 Mileage/Transport allowance (Revised)

	Mode of travel	Rate of kilometer
a)	Personal car or by engaging a full taxi.	Rs.3/-
b)	Motor cycle or scooter.	Rs.1/-
c)	Bicycle, animal back or foot.	Rs.0.75/-
d)	Public transport plying for hire on single seat basis:	
e)	For employees BPS 7 and above and equivalent	Rs 0.50/-
f)	For employees BPS 6 and above and equivalent	Rs 0.30/-

***15.38 Transfer Grant.**

(i) Employees having a family.	One month's pay.
(ii) Employees not having a family	Half month's pay.

Note. (i) Transfer TA is admissible where change of residence is involved in consequence of change of headquarters.

*No.F.1(2)-Reg.10/2005 dated 10-09-2005 (Finance Division)

- ii) Transfer grant is admissible only where breaking-up of the house hold establishment at the old station and setting up of the house hold establishment at new station takes place, and a certificate to this effect is recorded on the Transfer TA bill by the employee concerned duly countersigned by the controlling officer.

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

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

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

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

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

3. An employee, who transports his motor car or motor cycle/Scooter by road between stations connected by rail, is entitled to draw 120 paisa per kilometer for a motor car and 0.40 paisa for a motor cycle/scooter. If the employee and his family travel in their own car, he can draw actual railway fare for himself and one or, as the case may be, half for each member of his family. In that case transportation charge for motor car or motor cycle/scooter will not be admissible.

15.40 Employees are not entitled carry a vehicle on tour.

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

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

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

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

14.43 Traveling allowance when leave is taken before joining a post:-

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

PART-VIII

JOURNEY TO JOIN FIRST POST

15.44 Traveling allowance to join first post not admissible.-

(1) Traveling allowance is not admissible to any person for a journey to join his first post in the authority.

(2) When an employee who was discharged owing to a reduction of establishment or the abolition of his post is reappointed, the appointing authority may permit him to draw traveling allowance for so much of his journey to join his new post as falls within Pakistan.

PART-IX

JOURNEY WHEN PROCEEDING ON OR RETURNING FROM LEAVE

15.45 General Restriction.-

(1) Except as otherwise provided in these regulations an employee is not entitled to any traveling allowance for a journey made during leave or when proceeding on or returning from leave.

(2) The Chairman may for special reasons which should be recorded permit any employee to draw, for a journey of the kind specified in sub-regulation (1), traveling allowance as for a journey on tour.

15.46 Employees recalled to duty before expiry of leave.-

(1) When an employee is compulsorily recalled to duty from leave being spent in Pakistan before its expiry, he shall be entitled to draw a single return fare plus daily allowance as admissible on tour from the station where he is spending his leave to the station to which he is ordered to report for duty. In case he is recalled to duty and his remaining leave is cancelled, the fare then admissible shall be for one way journey only.

(2) If the employee recalled to duty is entitled to traveling allowance under regulations 15.43, he may not draw the fare and daily allowance under sub-regulation (1) unless he abandons his claim to mileage allowance specified in regulation 15.37 and 15.38 for himself.

PART-X

**JOURNEY ON RETIREMENT, REMOVAL, OR DISMISSAL FROM SERVICE OR TERMINATION
OF SERVICE**

15.47 General Restriction.-

Unless in any case it be otherwise expressly provided in these regulations, no person is entitled to any traveling allowance for a journey made after retirement, removal or dismissal from service of the Authority or after the termination of such service.

15.48 Traveling Allowance on proceeding to home town during eave preparatory to retirement or on retirement.-

(1) An employee may be allowed traveling allowance to the extent specified below in respect of the journey from the place of his last posting to his home town performed during leave preparatory to retirement or on or after retirement:-

- a) Actual fare by rail of the class to which he was entitled immediately before his retirement for himself and of each member of his family. For journeys by road between places not connected by rail, mileage allowance will be allowed.
- b) Cost of transportation of personal effects to the extent admissible to him immediately before retirement for a journey on transfer.
- c) In addition to the cost of transportation of personal effect, cost of transportation of personal car or motor cycle or scooter shall also be admissible. The cost shall, however, be calculated by road and restricted to the distance by the practicable route. The rate of mileage allowance admissible in such cases shall be 120 paises per kilometer for a motor car and 40 paisa per kilometer in respect of a motor cycle/scooter.
- d) In addition to the traveling allowance, an employee proceeding on retirement shall also be allowed transfer grant to the extent admissible on transfer from one station to join duty at another station.

Note:- The term “retirement”, for the purpose of this regulation, means retirement on attaining the age of superannuation or on completing service limit or voluntary retirement on completion of 25 years qualifying service or on invalid pension or compulsory retirement.

(2) Notwithstanding clauses (a) and (b) in sub-regulation (1) employee whose home town are in Gilgit, Baltistan and Chitral and who have, of necessity, to perform journey on retirement by air, shall be allowed traveling allowance as under:-

- a) For the portion of journey connected by rail, rail fare of the class to which he is entitled.
- b) For the portion of journey connected by road mileage allowance at the prescribed rate.
- c) Air fare (economy class) for self and family from the Airport of Islamabad or Peshawar as the case may be, upto the airport near the home town; and
- d) The cost of transportation of personal effects at paisa 0.083 per kilometer per kilogram (or 1.66 paisa per kilometer per unit of 20 kilograms) from residence at the old station to the residence at his home town irrespective of mode by which the personal effects are carried.

(3) Advance payment for expenditure in sub-regulation (1) or (2), as the case may be, shall be made and be treated as final payment.

(4) The home town shall be determined according to entries pertaining to the permanent address of the employee in his service record or according to the declaration made by him at the time of first appointment.

15.49 **An employee who did not avail himself of the concession mentioned in regulation 15.48** during leave preparatory to retirement may do so within six months of the date of his retirement. If he dies during this period without availing himself of this concession, it may be allowed to his family

on application to the Member (Administration) in the case of employees in basic pay scale 16 and above and to the director concerned in other cases and should be availed of before the expiry of six months from the date of retirement or within three months of the date of his death whichever may be late. For advance, sub-regulation (3) of regulation 15.48 shall apply.

15.50 Travel/financial assistance to family on death of employee during service:-

(1) The family of an employee who dies while in service is allowed travel assistance equal to the amount of traveling allowance and cost of transportation of personal effects subject to the provision of regulation 15.48 to enable the family to perform journey from the station of the last posting of the deceased employee to his home-town, or to such other place to which the family intends to proceed provided that the amount to be paid by the Authority will not exceed the amount admissible from the station of last posting of the deceased to his home-town.

(2) The amount of advance will be drawn by the Drawing and Disbursing officer with the approval of competent authority and paid to the eldest member of the deceased employee's family on application to the Member (Administration) in the case of employees in basic pay scale 16 and above and to the director concerned in other cases. The application should contain the following particulars:

- i) Name of the deceased;
- ii) His designation and the name of the office in which he was working at the time of his death;
- iii) Name and address of the applicant;
- iv) His/Her relationship with the deceased;
- v) Home-town of the deceased employee or the place where the family intends to proceed;
- vi) Name of family members along with age of each of them; and
- vii) Approximate weight of personal effects to be transported.

Note:- The application should be countersigned by an officer of the Authority or of Government in basic pay scale 17 or above or a commissioned officer, who will record a certificate thereon in the following words:-

“Certified that I personally know the above particulars to be correct”.

(3) In addition to the grant of traveling allowance/cost of transportation of personal effects the bereaved family shall also be entitled to transfer grant to the extent admissible to deceased employee as on transfer from one station to another.

***15.51 Financial assistance for burial of dead body of the employee.-**

(1) If the dead body of the deceased employee is to be buried locally, the actual cost of the local burial may be reimbursed by the Authority to the extent specifically applied for by the bereaved family, subject to a maximum of rs.20, 000/- in each case.

(2) If the dead body of the deceased employee is transported to hometown:

- a) by rail, actual cost of transportation of the dead body of deceased from his last station of duty to his home-town shall be met by the Authority:
- b) by road, actual cost of such transportation shall be met by the Authority subject to the maximum of Rs.4.00 per kilometer. The distance shall be calculated from the residence of the deceased in his last station of duty to his home-town.
- c) by air, such transportation will be permissible only in cases where transportation by rail or road would involve a trip exceeding 24 hours; in such a contingency actual cost of transportation by air shall be admissible.

Note:- Actual cost of transportation of dead body shall also include charges on crating where necessary not exceeding Rs.800/

* No. CDA-7(84) HRD-III/2008/Sec-VI/1800 dated: 22.08.2008

15.52 **If the dead body is transported by air:-** one single fare by economy class will also be allowed for the attendant, if any, accompanying the dead body. This concession shall, however, be availed of only by a member of the family as defined in sub-regulation (1) of regulation 21.32.

15.53 **Financial assistance for burial/transportation** of body should in all cases be afforded on the application of the family of the deceased employee and only to the extent applied for subject to the maximum limits indicated above.

15.54 **Expenditure within the Sanction budget.** The expenditure involved shall be met from within the sanctioned budget of the Authority.

15.55 **Expenditure Claim.** The expenditure incurred may be reimbursed to a person or body (not necessarily family member) who incurs it. But application for reimbursement of the expenditure shall be made by a member of the family except where there is no member or when the expenditure happens to be incurred by an administrative authority as a result of combat, e.g., during actual action by police or customs or central excise staff and the like. The Authority shall satisfy itself about such claim.

15.56 **Financial assistance for burial of dead body of wife:-**

In the case of death of the wife of an employee (only one wife), her dead body shall also be allowed to be transported to the home town of the employee concerned at the expense of the Authority in addition to the facility of an attendant as laid down in regulation 15.32.

PART-XI

JOURNEY TO GIVE EVIDENCE OR TO ATTEND A COURT OF LAW AS ASSESSOR OR JUROR

15.57 **Traveling allowance to give evidence of facts of which the employee has official knowledge.-**

(1) If an employee is summoned to give evidence in a criminal case, a case before a court martial, a civil case to which the Authority or the Government is a party or a departmental enquiry held by a duly constituted authority in Pakistan or in foreign territory provided that facts as to which he is to give evidence have come to his knowledge in the discharge of his duties as an employee

of the Authority and the court is situated beyond 10 miles radius of his headquarters, he may draw traveling allowance as for a journey on tour attaching to his bill a certificate of attendance given by the court or other authority which summoned him. The employee who draws such traveling allowance should not accept any payment of expenses from the court or accept any payment of expenses from the court or the other authority and should obtain and attach to the bill a non-payment certificate from the court or the other authority. Any fees which may be deposited in the court or with the other authority for the traveling and subsistence allowance of the witness must be credited to the Authority.

(2) If the court is situated within ten miles of his headquarters and there by the employee is not entitled to any traveling allowance, he may accept the actual traveling expenses from the court.

15.58 When an employee is on leave and is summoned to give evidence in the circumstances stated in para 15.57 he may be paid traveling allowance to and from the place where he is spending leave.

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

PART-XII

JOURNEY ON A COURSE OF TRAINING

15.60 Traveling allowance to an employee or to a person not being an employee selected to undergo a course of training.-

When an employee or a person not already in employment of Authority is selected to undergo a course of training the Chairman may decide the scale, if any, on which he shall draw:-

- a) Traveling allowance for the original journey to and the last journey from the place of training and for halts at such place;
- b) in the case of training at a school, college or similar institution, traveling allowance for similar journey on the occasion of holidays and vacation; and
- c) Traveling allowance for journeys during the course of training:

Provided that the scale so fixed shall not exceed that admissible to an employee of similar status on duty at the place of training.

PART-XIII

JOURNEY TO PLACES OUTSIDE PAKISTAN

15.61 Traveling allowance for journey on duty to places outside Pakistan.-

When an employee is required to precede to places outside Pakistan on official duty, the Chairman shall decide the scale on which he shall draw the traveling allowance keeping in view the scale admissible to civil servants on similar duty and subject to the condition that the scale so fixed shall not exceed that admissible to a civil servant.

PART-XIV

CONTROLLING OFFICER

15.62 Controlling Officer.-

(1) Controlling officer for traveling allowance purposes for various employees shall be as follows:-

For employees in BPS-17 and above	Member concerned/Executive Director
For employees in BPS-16 and below	Deputy Director General/ Director concerned

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

(3) Except where expressly permitted by the Chairman, a controlling officer may not delegate to a subordinate his duty of countersignature.

15.63 Duties of the controlling officer.-

It is the duty of the controlling officer, before signing or countersigning a traveling allowance bill:-

- a) to scrutinize the necessity, frequency and duration of journeys and halts for which traveling allowance is claimed and disallow the whole or a part of the traveling

allowance if he is satisfied that the journey was not necessary or the halt was of excessive duration;

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

CHAPTER 16

JOINING TIME

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

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

16.03 **Joining after the end of joining time.-**

(1) An employee who does not join his post within his joining time is not entitled to any pay or leave salary after the end of joining time.

(2) Willful absence from duty after the expiry of joining time may be treated as misconduct for purposes of taking disciplinary action against the employee concerned.

16.04 **Calculation of joining time:-**

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

(2) The joining time of an employee involving transfer from one station to another is subject to the maximum of 30 days. Six days are allowed for preparation and, in addition a period to cover the actual journey calculated as follow:

a) For journey by railway.

One day for each 250 miles or any longer time actually occupied in the journey.

b) For journey by Motor car.

One day for each 80 miles or any longer time actually occupied in the journey.

c) For journey by air.

Number of days actually taken in the air journey.

b) One day is allowed for any fractional portion of any distance prescribed in clause (a).

c) The joining time is normally calculated by the route which travelers ordinarily use irrespective of the route by which the employee has actually traveled.

- d) A Sunday/Official holiday is not included for the purpose of the calculation in this regulation but is included in the maximum period of 30 days.

The authority sanctioning the transfer may reduce the period of joining time admissible under this sub-regulation but it shall not be less than the time actually and unavoidably occupied in the journey.

(3) The authority sanctioning the transfer may for reasons to be recorded extend the joining time calculated under sub-regulation (2) but not beyond 30 days.

(4) The Chairman may, at his discretion allow a longer joining time than is admissible under sub-regulation (3) if he is satisfied that the employee, notwithstanding due diligence on his part, had to spend more time on the journey than is allowed by these regulations or when the regulations have in a particular case operated harshly, e.g. where the employee was prevented from circumstances beyond his control to join within the joining time. Nothing in this sub-regulation shall be construed to vest any right in the employee to claim extension of joining time whatever be the circumstances.

(5) When an employee takes leave while in transit from one post to another, the period which has elapsed since he relinquished charge of his old post should be included in his leave. When an employee is appointed to a new post while on leave not exceeding 120 days, the joining time will be calculated from his old station or from the station where he is spending his leave, whichever will entitle him to lesser joining time.

CHAPTER 17

LOANS AND ADVANCES

17.01 Kinds of loans and advances.-

The loans and advances made by the authority fall under two main heads-loans and advances bearing interest and interest free advances. In the former category are advances made to its employees for building houses and for purchases of conveyance. etc. Under the latter category come advances made to employees on tour and transfer.

17.02 Employees eligible to get advances.-

As a general rule advances are not payable to employees who are not in regular and permanent employment, because their pay does not constitute adequate security for the advances. In special cases, however, and subject to such conditions as may be specified, temporary employees holding posts on regular basis may also be allowed the advances. Except as otherwise provided in these regulations no advance is permissible to an employee who is likely to retire before complete recovery can be effected.

17.03 Interest on advances.-

(1) Simple interest at the rate fixed by Government for similar loan should be charged on advances granted to employees for building houses or for purchase of conveyances. Where an advance is drawn in more than one installment, the rate of interest recoverable should be determined with reference to the date on which the first installment was drawn. The interest is calculated on balances outstanding on the last day of each month. If an employee dies before retirement no recovery will be made on account of interest. In case recoveries on account of interest were in progress at the time of death, no recovery will be made for the remaining amount of interest.

(2) The following exceptions are permissible to the general rule laid down in sub-regulation (1) above:

- a) No interest will be charged from employees on advances for the purchase of cycles.
- b) No interest will be charged from employees in BPS-1 to 15 on house-building advances.
- c) In case an employee who was in BPS-15 or below at the time when house-building advance was sanctioned to him, is promoted to BPS-16 or above, no interest shall be charged from him. However, if the amount of advance is revised on the basis of his pay in BPS-16 or above, interest will become payable under the normal rules/orders/regulations.
- d) In case an employee, who was in BPS-16 or above when house building advance was sanctioned to him, is reverted to post in BPS-15 or below, interest will be charged from him under the normal rules, orders and regulations.
- e) The employees who do not claim interest on GP Fund balances will be granted house-building advance, motor car advance and motor cycle advance free of interest if sanctioned on or after 1st July 1983 and no interest is claimed on GP Fund balances by the employee concerned on or after this date.
- f) The employees who had made their GP Fund account interest free prior to the 1st July, 1983, no interest would be charged on the balance of the advance that stood outstanding against them on or after the 1st July, 1983. For the balance outstanding against them on the 30th June, 1983, interest would be remitted to the extent of the amount of interest foregone by such employees on their GP Fund account.

17.04 Authority competent to sanction advance. (1) Save in the case of advances of pay and traveling allowance on transfer and traveling allowance on tour, advances may be sanctioned by the Member (Administration). Advances of pay and traveling allowance on transfer may be

sanctioned by the authority competent to order transfer. Advances of traveling allowance on tour may be sanctioned by the authority competent to sanction tour.

(2) For all interest bearing advances, a competent authority should not issue a sanction unless the competent accounts officer has certified the availability of funds in the year in which payment is proposed to be made.

17.05 Recovery if advances.-

The amount of advance is recovered from the monthly pay bills in such installments as may be specified. This should not be affected by the fact of the borrower being on leave of any kind and drawing leave salary or being under suspension drawing the subsistence grant. During the extraordinary leave without pay and allowances the installments should be recovered in cash. If the employee fails to pay the installment in cash, the arrears of installments should be recovered in lump sum from the first payment of pay and allowances, which may become due at the end of leave.

17.06 House Building advances.-

(1) A competent authority may sanction the grant of advance to an employee for new construction of a house or completely reconstructing a house or extending/renovating a house already owned by the employee at and place in Pakistan including Azad Kashmir from the fund of the Authority.

(2) The advance is granted only once in service for the construction of new house and for the bonafide residential requirements of the employee himself. A second advance may, however, be granted to an employee for the construction of house in Islamabad subject to the condition that the employee concerned has fully repaid the house building advance already drawn from the Authority together with interest accrued thereon.

(3) The advance should not exceed 48 months pay of an employee. Advance from G.P Fund account for the construction of house will not be taken into account for the purposes of calculating total house building advance to which an employee is entitled.

17.07 **Advance for construction of a new house.** Advance for the construction of a new house may be drawn in two equal installments, the first will be paid on production of documents establishing proprietary rights in the land and the second will be paid only when the house reaches plinth level.

17.08 **Procedure for Advance.** An advance granted for purchase, reconstructing or renovating a house may be drawn in one installment, provided the execution and registration of mortgage deed is duly completed and the interest of the Authority is fully secured. The total amount drawn in one installment should be utilized within eighteen months of its drawl. The recipient is also required to give a certificate at the end of the financial year, duly supported by a certificate of his immediate superior, as to how much money drawn has been utilized for the purpose for which it was drawn and the reasons for short utilizations.

17.09 **Repayment of advance.** Commences from the fourth issue of pay after the first installment is taken and is completed in 120 installments. In case of employees in BPS-1 to 4 recoveries is to be made in 240 installments. The total recovery of advance should be followed by recovery of interest in suitable installments in such a way that the amount of installment should not exceed the amount of installment of the advance. The monthly rate of recovery should be fixed in whole rupees except in the case of last installment when the remaining balance including the fraction of a rupee should be recovered.

17.10 **In the case of employees who are due to attain the age of superannuation** within ten or twenty years, as the case may be, the amount of advance should be reduced so much as would enable the recovery of the advance together with the interest thereon at a rate not exceeding one fourth of pay in any one month, before attaining the age of superannuation:

Provided that in the case of an employee holding a post in basic pay scale 1, 2 or 3 full amount may be granted between the age of 40 to 48 subject to a written undertaking being furnished by the employee to the effect that deductions on account of repayment of amount of advance and interest may be made from his pay at such a uniform rate not exceeding 1/4th of pay so that the amount of advance and interest thereon is repaid in full before the date of superannuation.

17.11 **Secure the authority from loss** (1) In order to secure the Authority from loss consequent on an employee's dying or quitting service before the repayment of advance together with interest is completed, the house so built and the land on which it stands, should be mortgaged to the Chairman which will be released only when the entire amount of advance and interest is liquidated. The mortgage deed and the conveyance should be executed in the prescribed forms. The sanctioning authority should scrutinize the deed and record a certificate regarding its correctness. The mortgage deed should be registered within 4 months of its execution. The deed will be kept in the custody of the sanctioning authority until the advance and interest is fully repaid.

(2) An employee drawing advance both from the fund of the Authority and from his G.P Fund account will have to execute separate mortgage deed covering the amount of advance from resources of the Authority and G.P Fund account and get them registered.

17.12 **The Employee satisfy the sanction authority** (1) the employee applying for the advance must satisfy; the sanctioning authority regarding his title to the land upon which the house is proposed to be built. In cases of doubt the revenue, Registration and Law Authorities may be consulted. It should be seen that the employee concerned has undisputed title to land and there will be not legal obstacle to the property being mortgaged to the Chairman and that the Chairman will have the right of foreclosing on the condition mentioned in the mortgage bond.

(2) There is no objection to the grant of advance to an employee who has a lease on a plot of land of which the unexpired portion is of a term and value sufficient to justify the grant of the advance and that there is no danger of the lease lapsing or of the authority not being able to dispose of it, should it become necessary to foreclose the mortgage. In examining the mortgagor's title care should be taken to see that the lease does not prevent any sub demise by the lessee (the mortgagor). The mortgage bond in such cases will be executed in the prescribed form.

17.13 **Grant of advance.** If the land is mortgaged and deed registered, it is permissible to advance up to 70% of the total amount of house building advance.

17.14 The advance may be allowed for the purchase of land.

The advance may be allowed for the purchase of land or for leasing land on which to construct a house if the other conditions laid down in these regulations are satisfied and the total amount of the advance for the purchase or leasing of the land does not exceed 36 months pay of the employee. The employee should sign an agreement in the prescribed form at the time of taking an advance for the purchase of land and the amount should not exceed what is required for the purpose. A mortgage deed in the prescribed form should be executed before any further advance is drawn for the purpose of constructing a house. The mortgage deed must be registered within four months of its execution. The employee who acquires land on lease should sign an agreement in the prescribed form at the time of taking an advance for the leasing of land and the amount should not exceed what is required for the purpose. A mortgage deed in the prescribed form should be executed before any further advance is drawn for the purpose of constructing the house. The mortgage deed must be registered within four months of its execution.

17.15 Advance to purchase land from the Authority etc.-

(1) Advance may also be given where considered necessary to the employees who purchase land in Islamabad from the Authority for the purchase of land or for leasing land on which to construct a house, if the other conditions, laid down in regard to the grant of house building advance, are satisfied and the total amount of the advance for the purchase or leasing of the land and the construction of the house does not exceed 36 months' pay of the official concerned. As prescribed under these regulations the drawl of advance is permissible by installments and each such installment should not exceed the amount which is actually required for expenditure within three months. Each installment is usually limited to 25% of the total house building on account of cost of land in Islamabad purchased from the Authority may be raised from 25% to 40% of the and allowed subject to the fulfillment of other conditions laid down in these regulations. The balance of the advance on account of construction of house may be drawn in two equal installments after the necessary formalities required under the regulations have been completed

(2) The recoveries in respect of the house building advances which have been drawn only to the extent of the amounts payable to the Authority towards the cost of land (including the balance payable to the Authority on that account) may be made in 40 monthly

installments. The rate of recovery should not be increases until the employee concerned has actually of the houses. After drawl of the installments for the purpose of construction the rate of recovery should be so regulated that the entire advance together with the interest thereon is recovered within 10/20 years calculated from the date on which recovery of the advance commenced. This period of 10 years will be suitably reduced in the case of an employee who has attained the age of 45 years on or before the date on which recoveries start in accordance with the existing orders, to enable the recovery of the total advance plus interest, being effected before the date of retirement.

(3) The above relaxation will not be allowed to employees who obtain house building advance for constructing houses at stations other than Islamabad.

17.16 Advances for newly constructed flats in multi-storied buildings:-

Advance may be granted for the purchase of a newly constructed flat (immediately after construction and before it is let out or otherwise occupied by anyone), in multi-storied buildings subject to the following further conditions:

- a) Before receiving the amount of the advance or payment of the amount to the construction agency direct vide sub-regulation (2) the employee concerned shall be required to execute an agreement in the prescribed form; and after purchase of the house or the flat is complete, to executed and register the mortgage deed in the prescribed form as security for repayment of the amount advanced with interest.
- b) Satisfactory evidence should be produced, within three months of the drawl of advance, to show that the amount of advance has been spent on the purchase of flat. This can be done by showing the valid legal receipt issued by the construction agency in token of the purchase deed.

17.17 Payment directly to the construction Agency. Where the employee desires that amount of advance granted in accordance with regulation 17.16 may be paid directly to the construction agency, he may indicate this in his application for the grant of advance. In such a case the drawing and disbursing officer will arrange for direct payment of the sanctioned amount to the

agency concerned and obtain a valid receipt in the name of the employee and hand over the same to him.

17.18 Revision of house building advance.-

The revision of house building advance is admissible if the following conditions are fulfilled:-

- (i) The increase in pay otherwise than by accrual of time scale increments is not less than 20%;
- (ii) The net amount payable against the revised sanction be arrived at after the adjustment of any amount drawn against the original sanction, whether that amount, or any part thereof, has been repaid or not;
- (iii) The installments of recovery will be reaffixed so as to recover the total amount minus the amount already repaid within the maximum period originally prescribed;
- (iv) The revision will be admissible only if the event entitling the employee for the revision of the advance takes place within a period of 12 months prescribed for the completion of house from the date of the drawl of the first installment of advance for construction, as distinct from the installment for development for development charges;
- (v) The revision will not be allowed, if the house has been completed and occupied by anyone; and
- (vi) If the mortgage deed is already executed and registered for the advance originally sanctioned, the mortgagor may be required to execute a new separate deed in the prescribed form. The new deed should also be registered under the Registration Act.

17.19 Advance for purchase of conveyance.-

The employees may be granted advances for purchase of conveyance if the competent authority is satisfied that the maintenance of a conveyance will be in the interest of service. The advance may be sanctioned by the Member (Administration).

17.20 Advance for purchase of motor car.-

(1) Subject to the general provisions of regulation 17.19 and any subsidiary instructions issued from time to time, an employee drawing pay of *Rs.8,135/- per month or above may be granted advance for the purchase of a motor car. The total amount advance should not exceed *Rs.150, 000/- or the anticipated price of car whichever is less. If the actual price paid is less than the advance drawn by an employee he should fort with refund the balance to the authority.

(2) When the advance has been approved or an employee who is on leave or about to proceed on leave he should not be allowed to draw the advance before expiry of leave.

(3) A second advance for the purchase of motor car is not admissible even if the previous advance together with the interest accrued thereon has been fully repaid.

17.21 Recovery of advance. The recovery of the advance will start from the first issue of pay after the drawl of the advance, will be in whole rupees and completed in 60 (sixty) equal installments. It may be recovered in smaller number of installments if he employee concerned so desires. The interest will be recovered in one or more installments, the amount of installment not being higher than that of the principal. The recovery of the Interest should commence from the month following the month in which the recovery of the principal is completed.

17.22 In case of sell the car. If the recovery of the advance has not been completed and any employee wants to sell the car purchased with the aid of advance, he should obtain the permission of the competent authority. In all cases where a car is proposed to be sold before the complete recovery of the advance together with the interest, the sale proceeds must be utilized towards the repayment thereof. If the car is sold in order to purchase another car, a competent authority may allow the sale proceeds to be applied for the purchase of another car on the conditions that:-

No.F.8(2)-Reg.7/87(Vol-II)-529/2002 01.07.2002 and adopt by the CDA in their
* No.CDA/FW(G)-44(28)/2003/ dt.08.07.2003; w..e. f; 01.07.2003

- i) The amount outstanding should not be permitted to exceed the cost of new car;
- ii) The amount outstanding will be continued to be repaid at the rate already fixed; and
- iii) The new car should be mortgaged and insured as usual.

17.23 **Negotiation for purchase of car.** When an employee has drawn the advance he is expected to complete the negotiations for purchase of car and pay finally within one month of the date of drawal of advance. If this is not done, the entire amount together with the interest should be refunded to the authority immediately except in such cases where the sanctioning authority has granted him an extension.

17.24 **Agreement in the prescribed form.** At the time of drawal of advance the employee should be required to execute an agreement in the prescribed form. When the purchase has been finalized the employee should further be required to execute a mortgage deed in the prescribed form hypothecating the car to the Chairman as security for the advance. The cost price of the car should be entered in the schedule of specifications attached to the mortgage deed.

The sanctioning authority should furnish to the Accounts Officer concerned a certificate that the agreement in the prescribed form has been executed and signed by the employee and that it has been examined and found to be in order. The mortgage bond should be kept in the safe custody of the sanctioning authority until the recovery of the advance is completed and then it may be cancelled and returned to the employee concerned after a clearance certificate as to the complete repayment of advance and the interest has been given by the accounts officer concerned.

17.25 **Insurance of car.** The car must be insured against full loss by fire, theft or accident. It should be comprehensive insurance policy. Insurance on owner driven third party insurance or other similarly qualified terms is not sufficient. In case of purchase of second hand car third party insurance is permissible provided the employee furnishes the following undertaking:

- a) He will not seek any abatement, relief or waiver of the outstanding amount of advance in case of damage to or loss of vehicle; or

- b) In the event of the employee's demise the balance will be recovered from the gratuity/pension or other dues payable to the heirs.

The insurance should be effected within one month of the date of purchase.

17.26 **Documentation.** As soon as the purchase is finalized, mortgage deed executed and insurance effected the following document should be submitted by the sanctioning authority to the Account Officer concerned:-

- a. Vendor's receipt;
- b. Mortgage Bond;
- c. Insurance policy; and
- d. A letter in the prescribed form to the insurance company to notify to them that the Chairman is interested in the insurance policy secured.

The Account Officer will scrutinize the above documents and with the exception of the letter mentioned at (d) return them to the sanctioning authority. The letter to the insurance company will be sent to the insurance company concerned and their acknowledgement obtained. In the case of insurance effected on annual basis, this process should be repeated ever year until the advance is fully repaid to the Authority.

17.27 **Advance for purchase of motor cycle.-**

An advance for the purchase of a motor cycle may be granted to an employee whose pay is not below *Rs.29,025/- and does not exceed *Rs.8,134/- a month. The advance should not exceed *Rs.50,000/- or the anticipated price of the motor cycle, whichever is less. The other conditions will be the same as in the case of motor car.

17.28 **Advance for purchase of bicycle:-**

(1) Subject to the general provisions of regulation 17.19, an advance for purchase of bicycle may be granted to employees whether temporary or permanent, who are in receipt of pay not exceeding *Rs.29,025/- per month subject to the following conditions:-

No.F.8(2)-Reg.7/87(Vol-II)-529/2002 01.07.2002 and adopt by the CDA in their
* No.CDA/FW(G)-44(28)/2003/ dt.08.07.2003; w..e. f; 01.07.2003

- a) The amount of advance should not exceed Rs.3, 000/-
- b) Recovery to be made in 48 installments;
- c) the sanctioning authority should satisfy itself that the employee will continue in service till the completion of the recovery of advance. If the employee quits the service earlier, the advance should be recovered in lump sum; and
- d) the sanctioning authority should also satisfy itself that the advance has actually been utilized towards purchase of bicycle.

(2) A second advance cannot be drawn before expiry of four years from the drawl of previous advance and unless the previous advance has been fully repaid.

17.29 No interest on house-building and conveyance advances if the G.P Fund of the employee concerned carries no profit.-

(1) No interest may be charged on the house building and conveyance advances drawn by an employee whose deposits in the Provident Fund account carry no profit. However if at any time in future the employee who has availed himself of this concession chooses to take profit on his provident Fund deposits, he will be required to pay in full to the Authority the amount of interest accrued on the a advances drawn by him from the Authority.

(2) Sub-regulation (1) will also be applicable in the case of employees who have already drawn advance from the Authority but the recovery of interest charges accrued thereon has not been made from them.

17.30 Advance of pay and traveling allowance on transfer:-

An employee under orders of transfer may be allowed advance of pay not exceeding one month's substantive pay. He may also be paid advance of traveling allowance as admissible under the regulations. The advance of pay can also be drawn at the new station if it is not drawn at the old station. There is no objection to an employee drawing a second advance of raveling

allowance if any member of his family did not accompany him for which no traveling was drawn at the time of transfer but joins him afterwards within six months.

17.31 The advance should be recorded in the last pay certificate:

The advance of pay is recoverable in not more than 3 equal installments and recovery will commence from the month in which the employee concerned drawn full moth's pay or/and leave salary on joining the new appointment. The advance of travailing allowance may be recovered in full on submission of traveling allowance bill by the employee. If a single lump sum advance was drawn to cover the traveling expenses of both the employee and members of his family and it happens that members of his family do not actually make or complete the journey with him, the advance may be adjusted by submission of more than one bill. In such a case the employee should certify on each adjustment bill submitted by him that a further bill in respect of traveling allowance of the members of his family, to be specified, who have not yet completed the journey will be submitted in due course and is expected to include an amount not less that the balance of the advance left unadjusted in this bill. In all cases, bills should be submitted as soon as possible after the journey is completed.

17.32 Advance of traveling allowance on tour:-

(1) Advance of traveling allowance on tour may be granted to an employee proceeding on tour. The amount of advance should be sufficient to cover his personal traveling expenses.

(2) The advance should be adjusted through the traveling allowance bill immediately on return to headquarters or on the 30th June, whichever is earlier. Second advance shall not be allowed until the previous advance has been adjusted. If an employee has been paid and advance for a particular journey, the raveling allowance bill for that journey will not be admitted in audit unless the advance drawn for the purpose is properly adjusted.

17.33* Revision Of Cda policy for grant of House Building Advance , Motor Car Advance, Motor Cycle/Bicycle Advance in the light of Federal Government's policy on the subject.

CDA Board in its 3rd board meeting for the year 2021 held on 16.02.2021 has approved the revised policy for grant of HBA/Motor Car/Motor Cycle Advance to CDA employees and deputaitonist serving in CDA which is as under:-

- I. Housing Building, Motor Car and Motor Cycle Advance shall be disbursed purely on "Seniority" basis (except if so provided otherwise in the policy). For application received for 1st Advance of House Building, Motor Car and motor Cycle, the seniority of applicants will be determined amongst applicants according to their date of appointment while application received for 2nd and 3rd Advance of House Building, Motor Car and Motor Cycle, the seniority of the applicant will be determined amongst applications according to date of their duly diarized application received in the office of Member (Administration/DG Management).
- II. The minimum length of service for House Building, Motor Car and Motor cycle Advance for both Gazetted and non-Gazetted CDA employees will be ten (10) years.
- III. An employee shall be eligible/entitled for House Building, Motor Car and Motor cycle Advance facility for as many time in his/her service, as allowed under the Federal Government's policy on the subject.
- IV. Funds for Motor Car and Motor cycle Advance will be allocated separately for gazetted and non-gazetted employees in the percentage allocation as 25% and 75% respectively.
- V. For gazetted officers out of 25% allocation in total, 5% shall be disbursed under MCA/Motor Cycle Advance and remaining 20% disbursed under HBA.
- VI. For non-gazetted officials out of 75% allocation in total, 15 shall be disbursed under MCA/Motor Cycle Advance and remaining 60% disbursed under HBA.
- VII. Out of total allocation for HBA (Separately for gazetted and noon-gazetted officers /officials), the ratio of allocation for 1st, 2nd and 3rd advances shall be 70%, 20%,10% respectively. Till the time applications for 3rd time HBA are received (Because in prevailing policy no CDA employee has received 2nd time HBA as yet), the share of allocation for 3rd time applicants of HBA would be equally divided into 1st and 2nd timers and the ratio of allocation for 1st and 2nd advances will be 75%, 25% allocation of HBA shall be separately made for gazetted and non-gazetted officers/officials as per previous policy.

- VIII. MCA will be granted in the following manner to employees having at least 10 years service at credit.

S#	Type of Advance	Pay Limits	Amount of Advances
	Bicycle Advance	Upto Rs. 15,000/- o.m	Rs.10,000/-
	Motor Cycle	On pay of Rs.15,001 to Rs. 34,999/- p.m	Rs.100,000/-
	Motor Car Advance	On pay of Rs.35,000/- p.m and above	Rs.1,000,000/-

- IX. Date and period for receiving application shall be notified by concerned HRD Directorate with approval of; Member (Admin)/DG Management. All applications on prescribed format must be received or submitted in the office of Member Administration/DG Management on or before the cutoff date as notified by the HRD. No application would be entertained without the diary number of the office of Member Admin/DG Management. Proper/verifiable record of applications received shall be maintained in the said office.
- X. Following Committee is constituted to scrutinize/examine the cases of applicants and submit recommendation:-

A	DG/DDG (HRD) (in absence of DG, DDG will attend)	Convener
B	DG Finance/DFA-II (In absence of DG Finance, DFA-II will attend)	Member
C	Director Law	Member
D	Director Accounts	Member
E	Director-II (HRD)	Secretary-cum-Member

- XI. Admin approval will be sought from the Member (Admin) by the HRD Directorate; however financial approval will be required through DFA from F.A./Member. As per usual practice, orders will be issued by the HRD Directorate.
- XII. Yearly and intermittent (if so needed) budget allocation under the head of HBA/MCA/Bicycle advance etc, shall be made with the approval of the Chairman, CDA.
- XIII. After cut-off date for submission of application, seniority will be determined amongst applicants according to their date of appointment (for 1st time applicants) and according to date of their duly diarized application received in the office of Member Admin/ DG Management (For 2nd and 3rd time applicants).

- XIV. The list of applicants will be notified/ circulated by HRD Directorate by the date (s) as determined by Member (Administration) to ensure transparency.
- XV. Revision of HBA will considered if applied within months 12 months from the drawing of 2nd installment or lump sum refund of continuing advance is made by employees, as the case may be.
- XVI. All other conditions for grant of aforementioned advances, as given in chapter-17 of CDA employees (Service) regulatins,1992 shall apply.
- XVII. Director-II HRD, DD-II HRD and concerned accounts branch shall be responsible to ensure the applicability/requirements of relevant provisions of CDA employee (Service) regulations, 1992 which are not inconsistent with the instant policy, at the time of disbursement of funds.
- XVIII. The cases of officers/officials on deputation to CDA for grant of HBA, MCA etc shall continue to be dealt with under the relevant Federal or provincial Government policy on the subject. Member (Admin)/DG (Management) shall ne the authority to accord admin approval whereas financial approval shall be granted F.A/Member.

*No. CDA-70(01) HRD-III/VI/2021/203 dated 19-03-2021

CHAPTER 18

MEDICAL ATTENDANCE AND TREATMENT

18.01 Definitions of authorized medical attendant, family, hospital etc.-

(1) For the purposes of regulations in this chapter only, and unless there is anything repugnant in the subject or context:

- (a) "Employee" includes a retired employee in addition to a serving employee;
- b) "Authorized medical attendant" means:-
 - i) In the case of employees in BPS-1 to 15 "Medical Officer", and
 - ii) In the case of employees in BPS-16 to 18, a senior medical officer designated by the Executive Director, Capital Hospital; and
 - ii) in the case of employees in BPS-19 and above, the Executive Director, Capital Hospital.
- c) "family" means parents, husband, wife, legitimate children and step children of the employee, employee's sisters and employee's minor brother residing with and wholly dependent upon him,

Explanation:- (1) wife of an employee shall be deemed to be wholly dependent upon him so long as she is not judicially separated, and where the wife herself is an employee of the Authority the husband shall be entitled to claim any benefit admissible to him in respect of the wife if she does not claim the benefit in her own right as an employee.

Explanation:- (2) Sons and step sons of employee shall be deemed to be wholly dependent upon him till they complete the age of eighteen years, and shall thereafter be deemed to be so dependent only if he certifies that they are wholly dependent upon him.

Explanation:- (3) Daughters and step- daughters of an employee shall be deemed to be wholly dependent upon him till they are married, and thereafter shall normally be assumed to have ceased to be so dependent unless he certifies that they are wholly dependent upon him.

***Explanation:- (4)** In case of more than one wife of an employee, free medical attendance and treatment facility will be extended to maximum of 2nd wife to whom he nominates.

*No.CDA-7(01)HRD-III/VI/2021/109 dated 18-02-2022

Explanation:- (5) The expression “residing with” shall not be so construed as to exclude any member of the family of an employee wholly dependent upon such employee but not actually resident with him, as for example, the son or daughter of an employee studying at a place other than his headquarters or the wife of an employee temporarily away from such headquarters.

- (d) “Hospital” means a hospital maintained by the Authority or by the Government or by a local authority with which arrangements have been made by the authority for treatment of its employees.
- (e) “medical attendance” means an attendance in the hospital or dispensary of the authority, including such pathological, bacteriological, radiological, ultrasonic or other method of examination for the purpose of diagnosis as are available in the Capital Hospital of the authority and are considered necessary by the authorized medical attendant, and such consultation with a specialist in another hospital as the authorized medical attendant certifies to be necessary to such extent and in such a manner as the specialist may in consultation with the authorized medical attendant determine;
- (f) “Patient” means an employee to whom these regulations apply and who has fallen ill;
- (g) Treatment” means the use of all medical and surgical facilities available at the Capital Hospital, or at a Government hospital or a hospital maintained by a local body with which arrangements have been made by the authority for treatment of its employees and in which an employee is treated and includes:-
 - (i) Employment of such pathological, bacteriological, radiological, ultrasonic, or other methods as are considered necessary by the authorized medical attendant;

- (ii) The supply of such medicines, vaccines, sera or other therapeutic substances as are ordinarily available in the hospital.
- (iii) the supply of such medicines vaccines sera or other therapeutic substances not ordinarily so available as the authorized medical attendant may certify in writing to be essential for the recovery or for prevention of serious deterioration in the condition of the employee;
- (iv) Such accommodation as is ordinarily provided in the hospital and is suited to his status i.e.;

Grade 1-15 - General Ward

Grade 16 & above - Officers Ward

In the case of a retired employee his status will be determined by the last appointment held.

- (v) Such nursing as is ordinarily provided to in-patients by the hospital;
- (vi) the specialist consultation described in clause (e) but does not include provision at the request of the employee of accommodation superior to that described in sub-clause (iv); and
- (vii) dental treatment which includes treatment of alveolar (gum and jaw bone) disease, extraction of teeth, and removal of Odon tomes and impacted wisdom teeth treatment of dental caries, gingivitis, pyorrhoea and filling (temporary or permanent) of dental cavities including root canal treatment and scaling, but does not include dental implants, orthodontic appliances, bridging, crowning and provision of dentures;
- (viii) Assessment of eye defect, medical and surgical treatment of eye diseases but does not include provision of glasses;

- (ix) the provision of artificial limbs, joints and implants;
- (x) the facility of circumcision.

(2) With regard to employees in basic pay scales 1 to 15 the regulations in this chapter are subject to the provisions of regulation 14.52.

18.02 Entitlement of Free medical Charges. (1) an employee will be entitled free of charge to medical attendance by the authorized medical attendant.

(2) Where an employee is entitled under sub-regulation (1), free of charge, to receive medical attendance, any amount paid by him on account of such treatment shall on production of a certificate in writing by the authorized medical attendant in this behalf and after necessary verification be reimbursed to him by the Authority.

18.03 Referral to other Hospitals. If the authorized medical attendant is of the opinion that the case of a patient is of such a serious or special nature of a patient is of such a serious or special nature as to require medical attendance by some person other than himself and such attendance and treatment is not available at Capital Hospital of the authority, he may, with the approval of the executive Director, Capital Hospital in case of local hospital and Member (Administration) on the recommendations of the executive director, capital Hospital for out-station hospitals (which shall be obtained beforehand unless the delay involved entails danger to the health of the patient) send the patient to the nearest hospital or specialist as provided in clause (e) of regulation 18.01 by whom, in his opinion, medical attendance is required for the patient. A patient sent under this regulation shall, on production of a certificate in writing by the authorized medical attendant in this behalf, be entitled to traveling allowance for the journeys to and from Islamabad.

18.03-A THE PROCEDURE OF RE-IMBURSEMENT AND REFERRAL.

New rules for streamlining the procedure of re-imburement are as under:-

A Hospital Medical Board, is hereby constituted consisting of following members: -

- | | | |
|--------------|---|-----------------|
| i). | Executive Director,
Capital Hospital, CDA | Chairman |
| ii). | Director P&D/Director Admin
Capital Hospital, CDA | Member |
| iii). | HOD Concerned Specialty | Member |

a) The Medical Board will consider / examine pending cases of non-referred patients as of to-date and cases to be referred in future for re-imburement of amount spent at private hospitals, local and out stationed Government Hospitals and will also confirm that

- i). Non-availability of a treatment facility in any Public Sector Hospital.**
- ii). Severity and seriousness of such cases involves life and death of the patient**
- iii). Authenticity and genuineness of the case to decide the nature of the emergency. Emergency conditions as defined in applicable CDA regulations or Federal Government rules shall be taken into consideration.**

b) On the recommendations of the Hospital Medical Board, Claim / Bill in respect of cases mentioned at (b) above shall be decided by Executive Director, Capital Hospital, Financial Advisor / Member and Chairman, CDA according to the Financial Powers entrusted to them under item No.68 or Revised Schedule of Financial Powers-2007.

c) Reimbursement of claimed amount / cost will be restricted to the maximum limit of approved Government rates or actual expenditure, whichever is less, keeping in view the nature of disease and treatment e.g. post OP cases.

d) The medical claim of officers / officials on deputation to CDA as well as their dependents shall be disposed of in the light of prevailing policy of respective Federal / Provincial government or policy applicable upon CDA Employees, whichever is beneficial to them.

18.04 Medical treatment.-

(1) An employee shall be entitled, free of charge, to treatment in the Capital Hospital of the authority or in a hospital as defined in clause (d) of regulation 18.01 to which he is referred by the authorized medical attendant and which in his opinion can provide the necessary and suitable treatment.

(2) Where an employee is entitled under sub-regulation (1), free of charge, to treatment, any amount paid by him on account of such treatment, shall, production of a certificate in writing by the authorized medical attendant in this behalf, be reimbursed to him by the authority.

Explanation.- Free medical treatment does not include diet. The employee will have to pay the prescribed diet charges.

(3) An employee will be entitled to avail himself free of charge, of ambulance services for transportation of emergency cases within municipal limits of Islamabad/Rawalpindi if the hospital authorities consider provision of ambulance services to be necessary.

18.05 Charges not included in medical attendance and treatment:-

(1) Charges for services rendered in connection with but not included in medical attendance on or treatment of a patient entitled free of charge to medical attendance or treatment under these regulations, shall be determined by the authorized medical attendant and paid by the patient.

- (2) If any question arises as to whether any service is included in medical attendance or treatment, it shall be referred to the Board by the Executive Director, Capital Hospital and decision of the Board shall be final.

18.06 Medical Attendance and treatment of members of family:-

The family of an employee shall be entitled, free of charge, to medical attendance and treatment, on the scale and under the conditions allowed to the employee himself at the Capital Hospital of the authority or at another hospital as defined in clauses (d) of regulation 18.01. This shall include confinement of an employee's wife in hospital but not pre-natal or post-natal treatment at the employee's residence.

CHAPTER 19

REVERSION, RETIREMENT, RESIGNATION AND TERMINATION OF SERVICE.

19.01 **Reversion to lower post.-**

An employee appointed to a higher post/higher scale shall be liable to reversion to his lower post/pay scale without notice.

19.02 **Age for retirement from service.-**

An employee shall retire from service on the completion of the sixtieth year of his age.

Explanation.- When an employee is required to retire on attaining a specified age the day on which he attains that age is reckoned as a nonworking day, and he must retire with effect from and including that day.

***19.02-A** **Retirement from service.-** An employee shall retire from service: -

- i. on such date after he has completed twenty-five years of service qualifying for pension or other retirement benefits as the competent authority may, in public interest, direct; or
- ii. where no direction is given under clause (i), on the completion of the sixtieth year of his age.

2. No direction under sub-clause (i) of clause (1) shall be made until the employee has been informed in writing of the grounds on which it is proposed to make the direction, and has been given a reasonable opportunity of showing cause against the said direction.

Explanation.- In this regulation, “ competent authority” means the appointing authority prescribed in regulation 104 of these Regulations.

19.03 **Resignation with previous notice in writing.-**

(1) Subject to any law in force for the time being an employee may resign from his post by giving three months, previous notice in writing. The resignation shall not become effective unless it is accepted by the competent authority. Till such time the resignation is accepted, the employee concerned continues to be in service and cannot absent himself from his duties without proper leave. Any violation of this requirement shall constitute misconduct and the employee shall make himself liable to disciplinary action on that ground.

*S.R.O.519(I)/2000 dated 12-07-2000

(2) The appointing authority may in its discretion accept three months pay in lieu of notice or an amount equal to his pay for unexpired period of notice if the employee wants to be relieved of his duties immediately or, as the case may be, before the expiry of the notice period.

(3) The appointing authority may relieve the employee at any time

19.04 Withdrawal of resignation.-

(1) If an employee submits his resignation from service and withdraws it before it is accepted by the competent authority, the resignation shall be deemed to have been withdrawn;

(2) If the employee withdraws his resignation after its acceptance by the competent authority but before it becomes effective, i.e., before the employee concerned is relieved, it shall be open to the authority which accepted the resignation to allow the employee concerned, on merits of the case, to withdraw the resignation.

19.05 Resignation in case of disciplinary proceeding. No resignation shall be accepted if any disciplinary proceedings against the employee concerned have been in progress or such proceedings are contemplated.

19.06 Clarence of outstanding dues. An employee submitting his resignation should clear all the dues which are payable by him.

19.07 Procedure for submitting resignation.- The resignation of an employee shall be submitted through his immediate officer to the authority competent to make appointment to the post held by him and accompanied by the following information:-

- a) Whether any dues are recoverable from the employee.
- b) Whether any disciplinary proceedings are pending or are contemplated against him.
- c) Whether the employee concerned is required to serve the Authority for any specified period in accordance with the terms and conditions of his appointment or any bond or undertaking executed by him in connection with the grant of leave, course of instructions or training or in any other connection. If so, whether

that period has expired. If it has not expired, whether any moneys spent on his training etc, are recoverable from him in accordance with any rule, regulation or bond executed by him.

19.08 Termination of service without notice.-

- (1) The service of an employee may be terminated without notice:-
 - a) during the initial or extended period of probation in accordance with regulation 4.29; or
 - b) on the expiry of the initial or extended period of his employment.
- (2) Where, on the abolition of a post or reduction in the number of posts, the service of an employee is required to be terminated, the person whose service is terminated shall ordinarily be the one who is the most junior in his cadre or post.
- (3) Notwithstanding the provisions of sub-regulation (1) but subject to the provisions of sub-regulation (2), the service of an employee holding a post on regular bases shall be liable to termination at any time on three months notice or pay in lieu thereof.

Explanation: 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 notice period.

19.09 Irregular appointment liable to termination.-

The appointment of an employee which has been made otherwise than in accordance with these regulations may be terminated at any time:

Provided that before such appointment is terminated, the employee shall be informed of the proposed action and the grounds for that action and given an opportunity of showing cause why his appointment should not be terminated.

CHAPTER 20

APPEAL AND REPRESENTATION

20.01 Right to appeal or represent and the time limit.-

(1) Where a right to prefer an appeal or apply for review in respect of any order relating to term and conditions of service is provided to an employee under these regulations, such an appeal or application for review shall, except as may be otherwise prescribed, be made within thirty days of the date of communication to him of such order.

(2) Where no provision for appeal or review exists in these regulations, an employee aggrieved by any order may, within thirty days of the communication to him of such order, make a representation to the authority next above the authority which made the order:

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

20.02 Appeal against an order imposing a penalty and appellate authorities.-

(1) Every employee shall be entitled to appeal to the appellate authority from an order passed by an authority or an authorized officer imposing upon him any penalty.

(2) The appellate authority for purposes of sub-regulation (1) of this regulation shall be the authority next above the 'authority' specified in regulation 8.01 provided that the appellate authority from an order of the Secretary of the Administrative Division concerned shall be the Government.

20.03 Appeal against an order other than an order imposing a penalty and appellate authorities.-

(1) An employee shall be entitled to appeal to the appellate authority from an order passed by an authority which:-

- a) Alters to his disadvantage, his conditions of service, pay, allowance or pension;
or
- b) Interprets to his disadvantage the provisions of any regulation whereby his conditions of service, pay allowances or pension are regulated; or
- c) Reduces or withhold the maximum pension admissible to him under the regulations governing pension; or
- d) Terminates his employment or gives notice of such termination otherwise than on his reaching the age of superannuation, or in accordance with the provisions of these regulations:

Provided that a person shall have no right to appeal from an order passed by the Board, but he may apply for review of the order:

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

Explanation: In this sub-regulation, “authority” means the appointing authority or any officer or authority subordinate to it.

(2) The appellate authority for purposes of sub-regulation (1) of this regulation shall be as follows:-

- a) Secretary of the Division administratively concerned with authority from an order of the Board;
- b) Board from an order of the Chairman;
- c) Chairman from an order of a Member;
- d) Member from an order of the Director or any other officer or authority subordinate to the Member.

20.04 Procedure for submission and contents of appeal.-

- (1) Every person preferring an appeal should do so separately and in his own name.
- (2) The appeal shall be accompanied by a copy of the order from which it is preferred.
- (3) Every appeal shall contain all material statements and arguments relied upon by the appellant, shall contain no disrespectful or improper language, shall be complete in itself, and end with a specific prayer.
- (4) Every appeal shall be submitted through the authority from whose order the appeal is preferred.
- (5) Every appeal shall be submitted within a period of thirty days of the communication of the order appealed against.

20.05 Order on appeal.-

- (1) In the case of an appeal under regulation 20.02 the appellate authority shall consider:
 - a) Whether the facts on which the order appealed against was based have been established;
 - b) Whether the facts established afford sufficient ground for taking action; and
 - c) Whether the penalty is excessive, adequate, or inadequate; and after such consideration shall confirm, set aside or modify the previous order.
- (2) In the case of an appeal under regulation 20.03 the appellate authority shall pass such order as, having regard to all circumstances of the case, appears to it just and equitable.

20.06 Authority to give effect to an order on appeal.-

The authority from whose order an appeal is preferred sunder these regulations shall give effect to any order made by the appellate authority.

20.07 Withholding of appeal.-

(1) An appeal may be withheld by an authority not lower than the authority from whose order it is preferred if;

- a) It is an appeal in a case in which no appeal lies under these regulations; or
- b) It does not comply with the provisions of sub-regulations (1), (2), (3) or (4) of regulation 20.04; or
- c) It is not preferred within the time specified in sub-regulation (1) of regulation 20.01 and sub-regulation (5) of regulation, 20.04 and not reasonable cause is shown for the delay; or
- d) It is addressed to an authority to which no appeal lies under these regulations; or
- e) It is repetition of a previous appeal and is made to the same appellate authority by which such appeal has been decided, and no new facts or circumstances are adduced which afford grounds for reconsideration of the case:

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

Provided further that an appeal withheld on account only of failure to comply with the provisions of sub-regulations (2), (3) or (4) of regulation 20.04 or clause (d) above may be resubmitted within one month of the date on which the appellant is informed of the withholding of the appeal and, if resubmitted in a form which complies with these provisions or is addressed to the proper appellate authority, as the case may be, it shall not be withheld.

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

20.08 Transmission of appeal.-

(1) Every appeal which is not withheld shall be forwarded to the appellate authority with an expression of opinion by the authority from whose order the appeal is preferred.

(2) A list of appeals withheld under regulation 20.07 with reasons for withholding them shall be forwarded quarterly each year by the withholding authority to the appellate authority.

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

20.09 Regulations 20.04 to 20.08 to apply to representation.-

The provisions of regulation 20.04, sub-regulation (2) of regulation 20.05, regulation 20.06, 20.07 and 20.08 shall apply mutatis mutandis to a representation.

20.10 Existing appeals or representations.-

All appeals or representations pending immediately before the coming into force of these regulations shall be deemed to be appeals or representations, as the case may be, under these regulations.

CHAPTER 21

PENSION

21.01 General Provisions.-

(1) On retirement from service, an employee shall be entitled to receive such pension or gratuity as is prescribed in these regulations.

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

(3) No pension or gratuity shall be admissible to an employee who is dismissed or removed from service for reasons of discipline but the Board may sanction compassionate allowance to such an employee when the employee is deserving of special consideration provided that the allowance granted to any employee shall not exceed two third of the pension or gratuity which would have been admissible to him had he been invalided from service on the date of such dismissal or removal.

(4) If the determination of the amount of pension or gratuity admissible to an employee is delayed beyond 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 authority, according to the length of service of the employee which qualifies for pension or gratuity; and any overpayment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

(5) Employee in service on the 1st July, 1981, who, on introduction of Pension Scheme with effect from that date, did not opt for the Pension Scheme in terms of regulation 3 of the CDA Pension Regulations, 1981 but elected to be governed by the regulations relating to the grant of gratuity and contributory provident fund shall continue to be governed.

By the regulations relating to the grant of gratuity and contributory provident fund shall continue to be governed.

21.02 **An employee cannot earn two pensions in the same post** at the same time or by or for the same continuous service.

21.03 **In the following cases no claim to pension is admitted:-**

- a) When an employee is appointed for a limited time only, or for a specified duty on the completion of which he is to be discharged,
- b) When an employee serves under a covenant or contract.
- c) When an employee is paid from contingencies.
- d) When an employee hold a post which has been declared by the Authority as non-pension-able.
- e) When an employee is employed on part time basis.
- f) When an employee is not paid from authority's Fund but from a Fund held by the Authority as a trustee or is remunerated from any other source.

21.04 **Service qualifying for pension.-**

Unless it be otherwise specifically provided, the service of an employee begins to qualify for pension from the date he takes charge of the post to which he is first appointed on regular basis:

Provided that qualifying service for pension/gratuity rendered by an employee in any Government office or other organization set up, controlled or administered by the Federal

Government or a provincial Government prior to his appointment in the authority, as the authority competent to sanction pension may approve, shall count as qualifying service for the purposes of pension / gratuity under these regulation, if he has resigned the previous service to take up employment with the authority, has not drawn any pensionary or retirement benefits for that service, and the government or organization concerned makes pension contributions at the prescribed rates, to be intimated by the account officer, for the service rendered by the employee under such government or organization.

21.05 Conditions of qualifying service.-

Except as otherwise provided in these regulations, the service of an employee does not qualify for pension unless it is under the authority is regular and is paid form authority's Fund.

21.06 Notwithstanding anything contained in regulation 21.05 service shall count for pension as follows:-

- a) Employee holding posts on regular basis who have rendered more than 5 years continuous regular service shall count such service for pension/gratuity, excluding broken periods of service, if any, rendered previously; and
- b) Service on probation after satisfactory completion of probation period if followed by service on regular basis so that continuous service including probation period is not less than five years.

21.07 The following periods shall count as service qualifying for pension:

- a) All periods of leave, other than extraordinary leave;

b) Time passed under suspension followed by reinstatement, or if the officer dies or retires on attaining the age of superannuation while under suspension and before final orders are passed on the disciplinary case;

c) Service rendered by an employee as Member;

d) Initial or extended period of deputation of an employee to any government or autonomous body or any other organization in or out of Pakistan, approved by the competent authority subject to payment of pension contributions as fixed by accounts officer.

e) Time spent on approved training except the time spent on training before actual appointment in the Authority.

21.08 **Resignation from service**, except to take up another appointment service in which counts or removal of dismissal from service entails forfeiture of past service.

21.09 **Appeal set aside by the appellate authority**. If the appellate authority on appeal sets aside the order of removal of dismissal, as the case may be, the employee's past service shall count.

21.10 **Interruption and condonation of interruptions**.

An interruption in the service of an employee entails forfeiture of his/her past service except in the case of:-

a) Authorized leave of absence;

b) Suspension immediately followed by reinstatement whether in the same or a different office, or where the officer dies or is permitted to retire or is retired while under suspension;

c) Loss of appointment owing to abolition of office or reduction in establishment;

d) Time occupied in transit from one appointment to another; and

e) Subject to the approval of the authority competent to sanction pension, an interruption due to any other reason provided the interruption is not due to any fault or willful act of an employee such as unauthorized absence, resignation, removal from service etc.

21.11 The Authority may commute retrospectively period of Absence.

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

21.12 Condone all interruptions in service. Upon such conditions as he may think fit in each case to impose, the Chairman may, on application for condonation made by the employee concerned, condone all interruptions in service:

Provided that the power under this regulation shall be exercised subject to any rule or under which the authority may deem fit to prescribe.

Provided further that the power under this regulation shall not be so exercised as to condone breaks in service specifically excluded from the category of qualifying service under regulation 21.06.

21.13 Condonation of deficiencies.

(1) A deficiency of a period not exceeding six months in the qualifying service of an employee shall be deemed to have been condoned automatically.

(2) The authority competent to sanction pension may condone a deficiency in service of more than six months but less than a year subject to the conditions that the employee has died while in service or has retired under circumstances beyond his control such as invalidation or the abolition of his post and would have completed another year of service if he had not died or retired and the service rendered by him had been meritorious.

(3) A deficiency of full one year or more shall not be condoned.

21.14 **The total length of qualifying service.** In calculating the total length of qualifying service, all periods of interruption of service, extraordinary leave and suspension other than suspension followed by reinstatement or where an employee dies or retires on attaining the age of superannuation before passing of final orders on the disciplinary case, shall be excluded.

21.15 **Kind of pension.-**

Pension is divided into the following four classes, namely:-

- a) Compensation pension.
- b) Invalid pension.
- c) Superannuation pension.
- d) Retiring pension.

21.16 **Compensation Pension.-**

If an employee is selected for discharge owing to the abolition of a post, he shall, unless he is appointed to another post the conditions of which are deemed by the authority competent to discharge him to be at least equal to those of his own, have the option:-

- a) Of taking any compensation pension or gratuity to which he may be entitled for the service he has already rendered; or
- b) Of accepting another appointment or transfer to another establishment even on a lower pay, if offered, and continuing to count his previous service for pension.
- c) Of accepting another appointment on such pay as may be offered and continuing to count his previous service for pension.

21.17 Invalid Pension.-

An invalid pension is awarded on his retirement from service, to an employee who by bodily or mental infirmity is permanently incapacitated for the service of the authority.

21.18 An application for retirement on invalid pension. (1) An application for retirement on invalid pension shall be made to the authority specified in regulation 21.38.

(2) If an employee applies for retirement on invalid pension, the incapacity has to be established by a medical certificate attested and certified by a medical board constituted by the Executive Director, Capital Hospital, consisting of three members. The form of certificate to be given respecting an employee applying for invalid pension shall be the same as is referred to in regulation 3.05.

(3) No medical certificate of incapacity for service may be granted unless the applicant produces a letter from the authority, with the approval of the authority competent to sanction pension to him, to show that the competent authority is aware of the employee's intention to appear before the medical board. The medical board may also be supplied by the authority with a statement showing name of the employee, name of a his/her father or husband, as the case may be, designation, basic pay scale, total qualifying service and the date of birth as per service record and also a succinct statement of medical case and of the treatment adopted, if possible.

21.19 The Power to grant invalid pension. If the incapacity is directly due to irregular or intemperate habits, no pension can be granted. If it has not been directly caused by such habits, but has been accelerated or aggravated by them it will be for the authority who has the power to grant pension to decide that reduction should be made on this account.

21.20 Medical certificate of incapacity for further service. An employee who has submitted under sub-regulation (2) of regulation 21.18 a medical certificate of incapacity for further service may not, except for special reasons to be recorded in writing by the competent authority, be retained in actual service pending a decision on his application for pension, nor can he obtain leave of absence. The authority which has the power to sanction the pension may allow the service intervening between the date of such medical certificates and the date on which the discharge is actually affected, to count for pension upto a maximum of one month.

21.21 Superannuation pension.-

A superannuation pension is granted to an employee entitled or compelled by these regulations to retire at a particular age.

21.22 Retiring pension.-

A retiring pension is granted to an employee who is permitted to retire after completing twenty-five years qualifying service or more before attaining the age of superannuation.

21.23 Subject to the provision of Essential Service (Maintenance).

Subject to the provisions of Essential service (Maintenance) Act, 1952, an employee other than an employee against whom disciplinary proceedings are pending, has the right to retire on retiring pension after 25 years qualifying service. Such an employee shall, at least three months before the date on which he intends to retire, be required to submit a written intimation to the competent authority specified in regulation 21.38 indicating the date on which he intend to retire. Such intimation once submitted shall be final and shall not be allowed to be modified or withdrawn after the competent authority has accepted it.

21.24 Full pension subject to satisfactory service.-

The full pension admissible under these regulations is not to be given as a matter of course, or unless the service has been approved as thoroughly satisfactory, if the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper:

Provided that the amount of pension shall not be reduced under this regulation without affording to the person entitled to it by means of a notice in writing an opportunity to show cause against the proposed reduction:

Provided further that an employee compulsorily retired under regulations in Chapter-8 of these regulations shall be entitled to pension or gratuity as may be admissible under the normal regulations and the certificate of thoroughly satisfactory service shall not be required in such a case.

21.25 Calculation of gratuity/pension.-

- (1) The amounts of gratuity and pension are regulated as follows:-
 - a) After a qualifying service of five years or more but less than ten years, a gratuity not exceeding one month's emoluments for each completed year of service shall be payable; if, however, retirement is due to invalidation, or if an employee dies in service the rate shall be one and a half month's emoluments for each completed year of service.
 - b) After a qualifying service of ten years or more, pension shall be calculated at the rate of 70 per cent of last pay/emoluments drawn on completion of thirty years qualifying service in accordance with the scale shown in the table below provided the post has been held on a regular basis, otherwise it shall be calculated at 70 per cent of average emoluments of the last twelve months on completion of thirty years

qualifying service in accordance with the scale shown in the table below. If qualifying service is less than thirty years but not less than ten years, proportionate reduction in percentage shall be made, The table given below regulates all the four kinds of pensions, namely, compensation pension, invalid pension, superannuation pension and retiring pension.

*c) Minimum pension Rs. 3,000/- per month w.e.f 01.07.2010.

Completed year of qualifying service (1)	Scale of pension expressed as fraction of last pay/emoluments draw/average emoluments. (2)
10	70/300
11	77/300
12	84/300
13	91/300
14	98/300
15	105/300
16	112/300
17	119/300
18	126/300
19	133/300
20	140/300
21	147/300
22	154/300
23	
24	168/300
25	175/300
26	182/300
27	189/300
28	196/300
29	203/300
30 and above	210/300

*c) deleted FM

*No.F.1(5)Imp/2001 dt. 04.09.2001 (Para 16-C) of the letter

d) A pensioner shall be allowed to commute upto ** 35 per cent of the gross pension. Commutation shall not be subject to medical certification if it is asked for within one year of the date of retirement. In the case of premature retirement on medical grounds, the requirement of medical examination shall not, however, be waived.

e) If the employee retiring after attaining the age of 60 applies for commutation while in service, he shall be allowed commuted value of pension as applicable at the age of 60 years instead of at the age of 61 years. In other cases, the commuted value of pension shall be admissible under the formula of age next birth day.

(2) No gross pension of a retired employee as sanctioned under these regulations would be less than * Rs.3,000/- per month. For the purpose of this sub-regulation, gross pension would mean gross pension before commutation plus any dearness/ad hoc increase and indexation sanctioned from time to time.

(3) Family pension allowed to the family under these regulations would not be less than** Rs.2,250/- per month. The family pension for the purpose of this sub-regulation would mean pension plus dearness/ad hoc increases and indexation sanctioned from time to time.

(4) Commutation of any part of the increase allowed by sub-regulation (2) and (3) of this regulation shall not be admissible.

21.26 Family gratuity. family gratuity in the case of death of an employee with more than but less than 10 years qualifying service.-

* No. F.15(1)Reg 6/2010-777 dated 05.07.2010 and No.CDA/FW(G)-44(28)/2010/112 dt. 19.07.2010

** No.F.1(1)/Imp/2005 dt. 01.07.2005 adopted by CDA w.e.f dt. 01.07.2005

** No. F.15(1)Reg 6/2010-777 dated 05.07.2010

In the case of death of an employee while in service who has rendered five years or more but less than ten years qualifying service, gratuity not exceeding one and a half month's emoluments for each completed year of service shall be payable to his family in accordance with regulations 21.29 and 21.30, as the case may be.

21.27 **Death-cum-retirement.** (1) The family for the purpose of payment of death-cum-retirement gratuity will include the following relatives of the employee:-

- a) Wife or wives, in the case of a male employee.
- b) Husband in the case of a female employee.
- c) Children of the employee.
- d) Widow or widows and children of a deceased son of the employee.

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

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

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

(2) An employee shall, as soon as he completes 5 years qualifying service make a nomination, conferring on one or more persons the right to receive any gratuity that may be sanctioned under clause (a) of regulation 21.25 and any gratuity which having become admissible to him has not been paid to him before death.

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

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

a) In respect of any specified nominee that in the event of his predeceasing the employee the right conferred upon that nominee in sub-regulation (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination.

b) That the nomination shall become void in the event of the happening of a contingency specified therein.

(5) Every nomination shall be in such one of the prescribed forms as may be appropriate in the circumstances of the case.

(6) An employee may at any time cancel a nomination by sending a notice in writing to the appropriate authority, provided that the employee shall along with such notice, send a fresh nomination made in accordance with this regulation.

(7) Immediately on the death of a nominee in respect whom no special provision has been made in the nomination under sub-regulation (4) (a) above or on the occurrence of any event by reason of which the nomination becomes so void by

reason of sub-regulation 4(b) above, the employee shall send to the appropriate authority a notice in writing formally canceling the nomination together with a fresh nomination made in accordance with this regulation.

21.28 Nomination by the employees shall be sent to the Accounts Officer.

(1) Every nomination made and every notice of cancellation given, by an employee under regulation 21.27 shall be sent by the employee to the accounts officer. Immediately on receipt of a nomination from an employee in basic pay scale 15 and below the account officer shall get it countersigned by the authority competent to make appointment to the post held by the employee, who shall countersign it indicating the date of receipt and keep it in his custody.

(2) Every nomination made, and every notice of cancellation given by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority mentioned in sub-regulation(1).

21.29 Procedure for the pay of gratuity to the family. When the amount of gratuity has become payable to the family it shall be the duty of the accounts officer to make payment to the family according to the following procedure:-

- A) When the employee leaves a family:-
 - a) The amount of gratuity or any part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.
 - b) If no nomination in favour of a member or members of a family subsists, or if a nomination relates only to a part of the amount of the gratuity, the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his family in equal shares:

Provided that no share will be payable to:-

- (i) Sons who have attained the age of 21 years;
- (ii) Sons of a deceased son who have attained the age of 21 years;
- (iii) Married daughters whose husbands are alive;
- (iv) Married daughter of a deceased son whose husband are alive;

If there is any member of the family other than specified in clauses (1), (ii), (iii) and (iv) above.

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

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

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

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

- a) Mother;

- b) Father;
- c) Un-married sister below the age of 21 years and widowed sisters;
and
- d) Brothers below the age of 21 years.

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

21.30 **Non payment of the gratuity in certain circumstances.** No gratuity will be payable by the authority after the death of an employee if he does not leave a family as defined in sub-regulation (1) of regulation 21.27 above or an eligible dependent relative or relatives specified in clause (B) of regulation 21.29.

***21.31** **Family pensions.**

(1) In the case of death of an employee while in service, gratuity in lieu of one-fourth of the gross pension shall be allowed to the family at commutation rate applicable on age next birthday of the deceased. In addition family pension shall be admissible at 75% (w.e.f. 01.07.2010) of the gross pension to the widow for life or until remarriage and in case the deceased was a female employee, to the widower for period of ten years.

(2) In the case of death of pensioner, family pension shall be admissible at 50% of the pension (net or gross, as the case may be):-

- a) to the widow for life or until remarriage; and
- b) In case the decease pensioner was a female, to the widower for the unexpired portion for life.

*No. F.2(3) Reg 6/2010/786 dt. 05.07.2010 and adopt by the CDA
No.CDA/FW(G)-44(28)/2010 dt. 19.07.2010

21.32 Payment of family pension.

(1) Family for the purpose of payment of pension at *75% of gross or net pension, as the case may be, under regulations 21.31 will be as defined in sub-regulation (1) of regulation 21.27. It will also include the employee's relatives mentioned in clause (B) of regulation 21.29.

(2) (A) A pension sanctioned under regulation 21.31 will be allowed to:-

- (a) Widow of the deceased for her life or until remarriage if the deceased is a male employee. If the employee had more than one wife, and the number of his surviving widow and children does not exceed 4, the pension shall be divided equally among the surviving widow for life and children. If the number of surviving widows and children together is more than four the pension shall be divided equally among the surviving children. For the purpose of this clause, the term "children" excludes sons above the age of 21 years, married daughters and daughters above the age of 21 years:
- (b) failing a widow or husband, as the case may be, to the eldest surviving son till he attains the age of 21;
- (c) failing (a) and (b) to the eldest surviving un-married daughter till she attains the age of 21 years or till her marriage whichever is earlier; if the eldest daughter marries or dies then the next eldest daughter till she attains the age of 21 years or until her marriage whichever is earlier.

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*No. F.2(3) Reg 6/2010/786 dt. 05.07.2010 and adopt by the CDA
No.CDA/FW(G)-44(28)/2010 dt. 19.07.2010

- (d) Failing (a) to (c) to the eldest widowed daughter for 10 years or unexpired portion of 10 years.
- (e) Failing (a) to (d) to the eldest widow of a deceased son of the employee for 10 years or unexpired portion of 10 years;
- (f) Failing (a) to (e) to the eldest surviving son below 21 years of age of a deceased son of the employee for 10 years or unexpired portion of 10 years;
- (g) Failing (a) to (f) to the eldest unmarried daughter below 21 years of age of a deceased son of the employee for 10 years or unexpired portion of 10 years;
- (h) Failing these, to the eldest widowed daughter of a deceased son of the employee for 10 years or unexpired portion of 10 years.

B) In the event of no pension being payable under clause (A) the family pension may be granted for a period of 10 years or unexpired portion of 10 years:-

- a) To the father;
 - b) Failing the father to mother;
 - c) Failing the father and the mother to the eldest surviving brother below the age of 21;
 - d) Failing (a) to (c) to the eldest surviving unmarried sister below the age of 21 years; if the eldest sister marries or dies, then the next eldest below the age of 21 years;
 - e) Failing (a) to (d) to the eldest surviving widowed sister for 10 years or unexpired portion of 10 years.
- (3) No pension will be payable under the regulation:-
- a) to a person mentioned in clause (B) of sub-regulation (2) of this regulation without production of reasonable proof

that such person was dependent on the deceased employee for support;

- b) To an unmarried female member of an employee's family in the event of her marriage;
- c) To a widowed female member of an employee's family in the event of her remarriage;
- d) To the brother of an employee on his attaining the age of 21 years;
- e) To a person who is not a member of an employee's family.

(4) A pension awarded under this regulation will not be payable to more than one member of an employee's family at the same time except as provided for in sub-clause (a) of clause (A) of sub-regulation (2) above.

(5) If a pension awarded under this regulation ceases to be payable before the expiry of the period up to which it is admissible on account of death or marriage of the recipient or other causes, it will be re-granted to the person next lower in the order mentioned in sub-regulation (2) of this regulation. As on remarriage of widow in receipt of family pension the family pension of the widow ceases to be payable from the date of her remarriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow.

(6) The Board have discretion to make such modifications in the mode of allotment or conditions of tenure set forth in sub-regulations (2) to (5) as they may consider desirable to suit the special circumstances.

(7) As in the case of grant of pension, future good conduct of the recipient is an implied condition of every grant of a pension under this regulation.

21.33 Regulation apply to the grant of pension etc.

1) Regulation which applies to the grant of pension will also apply in respect of gratuity and pension that may be sanctioned under regulation 21.27 to 21.32 in so far as such regulations are not inconsistent with provisions of regulations 21.27 to 21.32.

2) Competent authority will have the right to effect recovery from a gratuity or pension sanctioned under regulations 21.27 to 21.32 in the same circumstances as recoveries can be effected from ordinary pension.

21.34 Sanction of gratuity A gratuity or pension to the family will be sanctioned under these regulations by the authority competent to sanction pension to the employee concerned after giving due regard to the provisions of regulation 21.24.

21.35 Emoluments for pension:- the term “emoluments” for the purpose of pension means the emoluments which the employee was receiving immediately before his retirement and shall include:

- a) Pay as defined in regulation 2.01 (xxiv) (a);
- b) Senior Post Allowance;
- c) Special Pay of all types and nature;
- d) Personal Pay;
- e) Technical Pay;
- f) Dearness Allowance;
- g) Indexation on Pay;
- h) Increments accrued during leave preparatory to retirement;

- i) **Any other addition to pay which may be specially classed as emoluments reckoning for pension.**

21.36 Average emoluments:-

1) The term “average emoluments” means the average calculated upon the last twelve months of service;

Provided that if the pay of an employee has been reduced otherwise than as a penalty under chapter 8, average for the propose of pension may, at the option of the pensioner, be calculated on the basis of the emoluments drawn or which would have been drawn, during the last thirty six months of service.

2) If during the last twelve months or thirty six months of his service an employee has been absent from duty on leave with allowance, or having been suspended, has been reinstated without forfeiture of service, his emoluments, for the purpose of ascertaining the average, should be taken at what they would have been had he not been absent from duty or suspended provided always that his pension must not be increased on account of increase in pay not actually drawn.

3) If during the last twelve months or thirty six months of his service on employees pay has been refixed as a result of revision or up-gradation of the post held by him with retrospective effect but arrears have not been allowed, and recoveries have not been made in respect of the past period, his emoluments, for the purpose of calculating the average, shall be taken at what they would have been if the arrears had not been disallowed or the recoveries had been made.

4) If during the last twelve months or thirty six months of his service an employee has been absent from duty on leave without allowances (not counting for pension) or suspended under such circumstances that the period of suspension does not count as service, the periods so passed should be disregarded in the calculation of the average, an equal period before the twelve months or, as the case may be, thirty six months, being included.

5) Except as provided in sub-regulations (2), (3) and (4), only emoluments actually received be included in the calculation. For example, when employee is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculations.

21.37 Application for pension:-

1) The Director concerned shall be responsible for initiation and completion of pension papers. The action shall be initiated 6 months before an employee is due to retire.

2) Each employees, or, in the case of death of an employee while in service, entitled member of the family, shall submit application for pension in the prescribed form. In the case of death of an employee after retirement, application for family pension shall be also be made in the same form.

3) An employee should, in his own interest, submit his formal application for pension six months in advance of the date of his actual or anticipated retirement along with three specimen signatures, and in the case of employees in BPS-15 and below three photographs, three specimen signatures with two sets of thumb and finger impressions on the prescribed form and other requisite documents, all duly attested, and if the date of retirement cannot be foreseen, immediately after the date of retirement is settled. If the employee proceeds on leave preparatory to retirement, the application shall be submitted at the time of proceeding on such leave. If the application is for an invalid pension, the requisite medical certificate shall be attached to the application. The officer shall record the following certificate on the application:-

“I hereby declare that I have neither applied for nor received any pension/gratuity in respect of any portion of the service included in this application and in respect of

which pension or gratuity is claimed herein nor shall I submit an application hereafter without quoting a reference to this application and to the order which may be passed thereon.”

The Director concerned shall complete all sections in Part II of the pension form excepting the section for orders of the sanctioning authority. Thereafter, the authority competent to sanction the pension shall, after due consideration of the facts of the case and having regard to the provisions of regulations 21.24, accord its sanction in the relevant section of Part II to the grant of full or reduced pension or gratuity or both which may be found by accounts Officer to be admissible under the regulations. After sanction, the pension application shall be sent to the Accounts Officer who shall on its receipt apply the requisite checks and if he finds that all the necessary documents and information is available in the pension papers, take further action to issue payment order for the full or reduced amount of pension depending on the orders of the sanctioning authority. If the Accounts Officer finds that the pension papers are incomplete he shall return them promptly to the director concerned through the sanctioning authority for completion.

4) The service of the employee on the relevant page of the application form shall be verified from official record. It shall be ensured by the Director concerned that verification of the service is duly made without delay before pension is sanctioned.

5) Should the amount of pension, gratuity and commutation granted to an employee be after-wards found to be in excess of that to which he is entitled under these regulations, he shall be called upon to refund such excess and shall refund the excess.

6) The Chairman may, within one year from the date of issue of pension payment order, order recovery of any dues from the pension granted to an employee.

7) Orders sanctioning the pension may issue not more than one month in advance of the due date of retirement and the Accounts Officer may issue the pension payment order not more than a fortnight in advance of the due date of retirement intimating the fact of issue to the sanctioning authority.

21.38. Authorities competent to sanction pension. A pension shall be sanctioned:-

- * a). In the case of employee holding posts in basic Pay scale 19 and above, by the Chairman.
- b) In the case of employees in basic pay scale 11 to 18, by the Member/ED/DG concerned; and
- c) In the case of employees in basic pay scales 1 to 10 by the DDG/director concerned.

21.39. Payment of pension:-

- 1) The pension is payable from the date on which the pensioner ceases to be borne on establishment.
- 2) A gratuity is paid in a single sum and not in installments.
- 3) A pension is payable in Pakistan monthly on and after the first day of the following month.
- 4) On receipt of the pension payment order, the disbursing officer will deliver one half to the pensioner, and keep the other half carefully in such manner that the pensioner shall not have access to it. Each payment made is to be entered on the reverse both of the pensioner's half and of the disbursing officer's half of the pension payment order, both being attested at the time of payment by the signature of the disbursing officer.
- 5) As a rule, pensioner must take payment in person after identification by comparison with the pension payment order. A female pensioner not accustomed to appear in public or a male pensioner who is unable to appear in consequence of bodily illness or infirmity may receive her or his pension upon the production of a life certificate signed by a responsible officer of the Government or

* BOI. Admin Power 2007 clause No. 52

by some other well known and trust-worthy person. A pensioner of any description, who produces a life certificate signed by some person exercising the powers of a magistrate under the Criminal Procedure Code or by any registrar or sub-registrar under the Registration Act, or by any pensioned officer who before retirement held a gazette appointment (a post in basic pay scale 17 and above or exercised the powers of magistrate, or by a munsiff, or by any person holding government title, is also exempted from personal appearance. In all such cases the disbursing officer must take precautions to prevent impositions and must at least once a year, require proof independent of that furnished by life certificate of the continued existence of the pensioner. For this purpose he may require personal attendance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending and in all cases where such infirmity may be alleged he should required proof thereof in addition to the proof submitted of the pensioner's existence.

6) A pensioner is required to append to his bill a certificate as follow:-

“I declare that I have not received any remuneration for serving in any capacity either under government or under a local fund or any other autonomous body set up, controlled or managed by the Federal or Provincial Government, during the period for which the amount of pension claimed in this bill is due.”

In the case of pensioner permitted to draw pension after employment the certificate should be modified according to facts.

21. 40. Withholding of pension or any part of it:-

1) Future good conduct is an implied condition of every grant of pension. The Chairman shall have the right of withholding or withdrawing a pension

or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct. The decision of the Chairman on any question of withholding or withdrawing the whole or any part of pension under this rule shall be final and conclusive.

2) Except with previous sanction of the chairman, no pensioner shall, within a period of two years from the date of his retirement, take part in any election or engage in any political activity of any kind.

3) The contravention of sub rule (2) shall be deemed to be a grave misconduct within the meaning of this regulation.

4) Power given in this regulation to withhold or withdraw a pension or any part of pension if the pensioner is guilty of grave misconduct shall not be exercised until an opportunity has been given to the pensioner to explain his conduct in writing.

21.41 Recovery of losses from pension: - The Chairman shall have the right to order the recovery from the pension of an employee of any amount on account of losses found in judicial or departmental proceedings to have been caused to the Authority by the negligence or fraud of such employee during his service Provided that:

1) Such departmental proceedings, if not instituted while the employee was on duty:

- a) Shall not be instituted save with the sanction of the Chairman;
- b) Shall be instituted before the employee's retirement from service or within a year from the date on which he was last on duty whichever is later;
- c) shall be in respect of an event which took place not more than one year before the date on which the employee was last on duty; and

d) Shall be conducted by such authority and in such places, whether in Pakistan or elsewhere, as the Chairman may direct;

2) All such departmental proceedings shall be conducted, if the employee concerned so requests, in accordance with the procedure applicable to departmental proceedings on which an order of dismissal from service may be made; and

3) Such judicial proceedings, if not instituted while the employee was on duty, shall have been instituted in accordance with clause (b) and (c) of proviso (1).

21.42 Pension remaining undrawn:-

1) If the pension sanctioned to a retired employee falls in arrears, it shall be allowed to be paid by the disbursing officer without reference to the pension sanctioning authority;

Provided that if in any case pension remains undrawn for three years it cannot be paid without the specific approval of the * **Financial Advisor/ Member** given in his discretion in relaxation of the time-limit of 3 years laid down in this provision.

2) A gratuity payment order shall remain in force for one year only, and no such order shall be retained if payment has not been made on it within a year of its issue.

21.43 Payment of arrears of pension of deceased pensioner:

The payment of arrears of pension due in respect of deceased pensioner shall be regulated as follows:-

a) Pension can be drawn for the day of pensioner's death; the hour at which death takes place has no effect on the claim.

b) On the death of a pensioner, payment of any arrears actually due may be made to his heirs, provided that they apply within 6 months of his death. They cannot be paid thereafter without specific approval of the * (Director Accounts) given in his discretion in relaxation of this time limit. The heirs of the deceased will be as prescribed in regulation 21.32.

c) Subject to the preceding clauses, the provision of regulation 14.69 shall apply to payment of arrears of pension due in respect of a deceased pensioner as they apply to payment of pay and allowances due in respect of a deceased employee.

21.44 Commutation for lump sum of any portion of pension not exceeding one half:- An employee shall be entitled to commute for a lump sum payment any portion, not exceeding one-half, of any pension, which has been or may be granted to him under these regulations, in accordance with clause (d) and (e) of regulation 21.25 and succeeding regulations.

21.45 Procedure for commutation for lump sum of any portion of pension.

1) On receipt of an application for commutation in the prescribed form the sanctioning authority shall transmit to the applicant a copy of the Accounts Officer's certificate of the lump sum payable on commutation in the event of his being reported by such medical authority, save as provided in clause (d) of regulation 21.25, as the sanctioning authority may prescribe, to be a fit subject for commutation; and except in a case covered by clause (d) of regulation 21.25 shall at the same time instruct him to appear for examination before the said authority within three months from the date of its orders. This intimation shall constitute administrative sanction to commutation, but shall lapse if the medical examination does not take place within the period prescribed in the sanctioning order. If the applicant does not appear for examination before the said medical authority within the prescribed period, the sanctioning authority may, at its discretion, renew administrative sanction for a

further period of three months without obtaining fresh application for commutation of pension. The applicant may withdraw his application by written notice dispatched at any time before medical examination is due to take place, but this option shall expire on his appearance before a medical authority.

Provided that if the medical authority directs that his age for the purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice dispatched at any time before medical examination is due to take place, but this option shall expire on his appearance before a medical authority:

Provided that if the medical authority directs that his age for this purpose of commutation shall be assumed to be greater than his actual age, the applicant may withdraw his application by written notice dispatched within two weeks from the date on which he receives intimation of the revised sum payable on commutation, or, if this sum is already stated in the sanctioning order, within two weeks from the date on which he receives intimation of the finding of the medical authority. If the applicant does not withdraw in writing his application within the period of two weeks prescribed above, he shall be assumed to have accepted the sum offered.

2) Subject to the provisions contained in sub-regulation (3) and to the withdrawal of an application under the proviso to sub-regulation (1) of this regulation, the commutation shall become absolute, that is, the title to receive the commuted portion of the pension shall cease and the title to receive the commuted value shall accrue, on the date on which the medical authority signs the medical certificate. Payment of the commuted value shall be made as expeditiously as possible, but in the case of an impaired life no payment shall be made until either a written acceptance of the commutation has been received or the period within which the application for the commutation may be withdrawn has expired. Whatever the date of actual payment, the amount paid and the effect upon the pension shall be the same as if the

commuted value were paid on the date on which commutation became absolute. If the commuted portion of the pension has been drawn after the date on which the commutation became absolute, the amount drawn shall be deducted from the amount payable in commutation.

3) If the applicant makes any statement found to be false within his knowledge or willfully suppresses any material fact in answer to any question, written or oral, put to him in connection with his medical examination, the sanctioning authority may cancel the sanction at any time before payment is actually made; and such a statement or suppression may be treated as grave misconduct for the purpose of regulation 21.40.

21.46. Calculation of lump sum on commutation of pension:-

1) Subject to clause (e) of regulation 21.25, the lump sum payment on commutation shall be calculated in accordance with the table of present values given below. For the purpose of this regulation the age in the case of impaired lives shall be assumed to be such age, not being less than the actual age, as the certifying medical authority may direct. In the event of the table of present values applicable to an applicant having been modified between the date of administrative sanction to commutation and the date on which commutation is due to become absolute, payment shall be made in accordance with modified table, but it shall be open to the applicant if the modified table is less favorable to him than that previously in force to withdraw his application by notice in writing dispatched within 14 days of the date on which he receives notice of the modification.

***Commutation Table**

Age next birthday	Number of years purchase	Age next birthday	Number of years purchase
(1)	(2)	(1)	(2)
20	40.5043	51	17.6526
21	39.7341	52	17.0050
22	38.9653	53	16.3710
23	38.1974	54	15.7517
24	37.4307	55	15.1478
25	36.6651	56	14.5602
26	35.9006	57	13.9888
27	35.1372	58	13.4340
28	34.3750	59	12.8953
29	33.6143	60	12.3719
30	32.8071	61	11.8632
31	32.0974	62	11.3684
32	31.3412	63	10.8872
33	30.5869	64	10.4191
34	29.8343	65	9.9639
35	29.0841	66	9.5214
36	28.3362	67	9.0914
37	27.5908	68	8.6742
38	26.8482	69	8.2697
39	26.1009	70	7.8778
40	25.3728	71	7.4983
41	24.6406	72	7.1314
42	23.9126	73	6.7766
43	23.1840	74	6.4342
44	22.4713	75	6.1039
45	21.7592	76	5.7858
46	21.0538	77	5.4797
47	20.3555	78	5.1854
48	19.6653	79	4.9030
49	18.9841	80	4.6321
50	18.3129		

* Finance Division No. F.1 (5) Imp/2001 dt. 04.09.2001 (adopted by CDA)
BOI Admin Power clause No. 53 Computation w.e.f dated 04.09.2001

2) If the pensioner dies on or after the day following that on which commutation becomes absolute but before receiving the commutation value, this value shall be paid to his heirs.

21.47. Commutation up to one-half. The retired employees who availed themselves of the benefit of commutation upto one-half of pension or gratuity of one-fourth of pension in addition to the commutation for one-fourth of pension shall be allowed the benefit of restoration of such commuted pension after outliving the period for which commutation or gratuity, as the case may be, was availed.

21.48. Anticipatory pension/gratuity :- If for any reason it is apprehended that the pension payment orders cannot be issued within the prescribed time in the case of normal retirement, one month before retirement and in the case of premature, voluntary or compulsory retirement or death, within three months of the date of event a provisional order authorizing payment of 80% of the admissible pension may be issued by the Financial Adviser/Member in respect of employees in **basic pay scales *17** and above and by the **Director * (Accounts)** in respect of employees in basic pay scale * 16 and below within one month of the expiry of the prescribed time.

***21.49 Pensions/Gratuities for Injury or death in course of consequence of duty.**

The rate and scale of disability/death pension and gratuity shall be as follows:-

DISABILITY PENSION/GRATUITY

Class of Injury	Pension	Gratuity	Children's pension	
			Child without own mother	Child with own mother living
A	20% of pay subject to a maximum of Rs. 600/- and minimum of Rs. 100/- p.m (Note : After death it will devolve on the widow).	6 months	5% of pay subject to a maximum of Rs. 100/- and minimum of Rs. 50/- per child.	2 ½ % of pay subject to maximum of Rs. 50/- and minimum of Rs. 25/- per child.
B	15% of pay subject to maximum of Rs.450/- and minimum of Rs. 75/- p.m.	NIL	4% of pay, subject to a maximum of Rs. 80/- and minimum of Rs. 40/- per child.	2% pay subject to a maximum of Rs. 40/- and minimum of Rs. 20/-per child.
C	-do-	NIL	NIL	NIL
DEATH (SPECIAL FAMILY) PENSION/GRATUITY				
	20% of pay subject to maximum of Rs.600/- and a minimum of Rs. 100/- P.m.	6 months pay	5% of pay subject to a maximum of Rs. 100/- and a minimum of Rs. 50/- per child.	2 ½ of pay subject to maximum of Rs. 50/- and minimum of Rs. 25/- per child.

Note:-As at present the pension/gratuities mentioned in this Para will be in addition to the pensions and /r gratuities mentioned in Para 3 to 6 above.

* No.CDA-1(3)/Pers-81/Sec-v-II/,dt 04-09-1995

***21.50. PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY TO SERVICE OF DISABILITY.**

(A) CASULTIES DUE TO WOUND OR INJURY.

(1) It should be established in such cases that the cause of the casualty was the result of duty in service.

(2) Where the injury resulted from the risk inherent in service will Attributability be concerned?

(3) An individual is on duty for 24 hours of the day except when on leave other than casual leave.

(4) An individual will be deemed to be in the performance of duty when;-

(i) He is physically present in his headquarters;

(ii) He is traveling on leave at Government expense;

(iii) when traveling to or from duty (e.g. from residence to place of duty and back but not whilst he is in his residence);

(iv) Whilst traveling on duty i.e. where it is established that but for the duty he would not have been traveling at all.

(5) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.

(6) Disability resulting from violence provoked by performance of duty will be viewed as attributable service unless the Circumstances of the case warrant a different conclusion.

(7) If circumstances are such that service played no part in the causation of disability, attributive will not be conceded.

Illustration:- If a person driving a motor cycle etc, on duty, collides with a truck; the injury received may be attributed to service but if he is out for a walk and sustains injury from a passing truck, his case will not qualify for the concession.

(B) CASUALTIES DUE TO DISEASE

(a) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service. In determining attributive such cases due regard should be paid to the question whether service in a

- i) Particular region or of a particular type, involved exposure to exceptional risk of contraction of,
- ii) or infection by, a disease, as well as to the actual circumstances of the case.

(b) Attributability will act be conceded if, though contracted during the period of actual performance of duty, the disease, is, in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.

- (c) Where a disease or its aggravation resulted from the risk of duty, Attributability/aggravation will be conceded.
- (d) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favor of the acceptance.
- (e) Attributability/aggravation in all cases of Cardiac disease will be determined in accordance with the guide. Lines mentioned at the end of this part.
- (f) Where medical or other supporting documents are in complete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

Guide Lines for determining Attributability/ aggravation in cases of Cardiac disease.

1. There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay and hard and fast rule for awarding Attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below:-

- (a) **Physical Exertion.** Coronary occlusion is known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character i.e. lifting of a heavy truck/bundle, pushing a stalled vehicle or an-uphill climbing have in many instances been followed by an attack of Coronary occlusion., the affects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded f a person under going stress and strain pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.
- (b) **Emotional Strain.** The occurrence of Coronary disease in persons who had been under an unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.

2. The question of Attributability/aggravation of heart diseases on occurrence in otherwise a normal individual who is subjected to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.

3. While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of Attributability/ aggravation depends on their candid opinion.

CHAPTER 22

EMPLOYMENT AFTER RETIREMENT

22.01 Re-employment to be in the interest of Authority:-

1) A retired employee of the Authority or a retired Government servant shall not be employed in the Authority unless such employment is in the interest of the Authority and is made with the prior approval of the Federal Government, if so required. Reemployment beyond superannuation should be made as an exception only. It may be considered in case where experience gained by the retiring employee is of vital importance and can be gainfully utilized, particularly in fields where suitable qualified and experienced persons are not available. For achievement of this objective, cases for reemployment may be considered in accordance with the following criteria:

- a) Non-availability of suitably qualified or experienced persons to replace the retiring employee;
- b) The employee is a highly competent person with distinction in his profession/field;
- c) The reemployment does not cause a promotion block; and
- d) Retention of the retiring employee for a specified period is in the interest of the Authority.

2) Employment of retired employees in posts in basic scale 20 and above or equivalent shall be made with approval of the Prime Minister. Employment of retired employees in basic pay scale 19 and below shall be made with the approval of the Prime Minister in the case of those whose age at the time of employment after retirement exceeds 60 years and with the approval of the Chairman in other cases:

Provided that an employee or a Government servant who was compulsorily retired or removed from service as a result of disciplinary action or retired after completion of 25 years of qualifying service by the Authority under regulation 25 (a) of the Capital

Development Authority Regulation, 1985, or, as the case may be, by the Government under section 13 (b) of the Civil servants Act, 1973, shall not be employed except with approval of the Prime Minister.

22.02. Previous sanction required for private and commercial employment within two years of retirement:-

If a retired employee wishes to accept any commercial or private employment before the expiry of two years from the date of his retirement, he should obtain the previous sanction of the Chairman if he held a post in basic pay scale 17 and above immediately before retirement and of the Member (Administration) in other cases. No pension shall be payable to a pensioner who accepts commercial or private employment without such sanction in respect of any period for which he is so employed or such longer period as the competent authority may direct.

Provided that an employee permitted by the Chairman or, as the case may be, by the Member (Administration) to take up a particular form of commercial or private employment during his leave preparatory to retirement shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

Explanation:- In this regulation “commercial employment” means employment in any capacity including that of an Agent under a Company, firm or individual engaged in trading or in a commercial, industrial, agricultural, financial, or professional business, and includes also a directorship of such company and a partnership of such firm.

22.03 Previous permission required for accepting employment abroad after retirement:-

If a retired employee wishes to accept any employment after retirement under Government outside Pakistan, he should obtain the previous sanction of the Chairman to such acceptance. No pension shall be payable to a pensioner who accepts such employment without prior permission in respect of any period for which he is so employed or such longer period as the Chairman may direct:

Provided that an employee permitted by the competent authority to take up a particular form of employment under a Government outside Pakistan during leave preparatory to retirement shall not be required to obtain subsequent permission for his continuance in such employment after retirement.

Explanation:- For the purpose of this regulation “employment under a Government outside Pakistan” shall include employment under a local authority or corporation or any other institution or organization which functions under the supervision or control of Government outside Pakistan.

22.04. No employee may retire with view to reemployment and drawing pension:-

No employee may retire with the view to being reemployed, and drawing pension in addition to pay.

22.05. Re-employment after compensation gratuity:-

An employee who has obtained a Compensation gratuity, if re-employed in qualifying service, may either retain his gratuity, in which case his former service will not count for future pension, or refund it and count his former service.

22.06 Intention.

The intention to refund must be stated immediately on re-employment; but the refund may be made by monthly installments of not less than one-third of employee’s salary, and not less than whole gratuity divided by the number of months which have elapsed since the end of the service for which gratuity was given. The right to count previous service does not revive till the whole amount is refunded.

22.07 Re-employment after compensation pension:-

1) An employee who obtained a compensation pension, if reemployed, may retain his pension in addition to his pay, provided that the pension shall remain wholly or partly in abeyance if the sum of the pension and the initial pay on re-employment exceeds his pay at the time of his discharge, that is, an employee can draw so much of pension only as will make his initial pay plus pension equal to his pay at the time

of his discharge. Once the amount of pension has been fixed in conformity with the above condition, the employee shall be entitled to receive the benefits of increments in his new scale or promotion to another scale or post without a further corresponding reduction in pension nor shall the amount of pension so fixed be varied during leave.

2) If re-employment of the employee who obtained compensation pension is in qualifying service, he may either retain his pension [subject to the proviso stated in sub-regulation (1) above], in which case his former service will not count for future pension, or cease to draw any part of his pension and count his previous service, Pension intermediately drawn need not be refunded.

Explanation:- An employee counts his previous service under sub regulation (2) if on re-employment his pension remain wholly in abeyance under the proviso to sub-regulation (1).

22.08. From the date of re-employment. If an employee does not, within three months from the date of his re-employment, exercise the option mentioned in regulation 22.07 of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of the Chairman.

22.09 Re-employment after invalid pension:- There is no bar to the reemployment of an employee who has regained health after obtaining invalid pension. The provisions in such a case as to refunding gratuity, drawing pension, and counting service, are the same as in the case of reemployment after Compensation pension.

22.10. Re-employment after superannuation or retiring pension:- An employee who is in receipt of a superannuation or retiring pension shall not be reemployed or continue to be employed in the Authority unless it be in the interests of the Authority.

22.11. Post on which re-employment of a retired employee shall be made:

Reemployment of a retired employee shall be made in posts in basic pay scales equivalent to the post held by the employee before retirement.

22.12 Pay on re-employment:-

1) When a retired employee is re-employed after superannuation or after completion of 30 years pensionable service in accordance with regulation 22.11 in equivalent post his initial pay shall be fixed at the minimum of the pay scale of the post in which he is reemployed. He would earn increments under normal rules. In addition full pension shall be admissible to the re-employed employee.

2) The pay of retired employee other than an employee covered by regulation 22.11 and sub-regulation (1) of this regulation shall be fixed in accordance with the following principles:-

- a) If the pay last drawn by the employee before retirement was less than the minimum of the scale of the new post, he should be allowed the minimum of the scale less pension.
- b) If the pay last drawn was more than the minimum of the scale but less than the maximum of the scale of the new post, his pay should be fixed at the stage in the scale corresponding to the pay last drawn, or if there be no such stage, at the next lower stage in the scale. From the pay so fixed the amount of pension should be deducted.
- c) Where the pay drawn immediately before retirement was more than the maximum of the scale of the post in which the employee is reemployed, his pay may be fixed at the minimum of the scale of the post in which he is re-employed and he shall be allowed to draw his

pension in addition to the pay so fixed subject to the condition that the initial pay fixed plus the amount of pension does not before retirement. Once the pay is so fixed he shall be entitled to draw increments in the scale of the post provided that the amount of pay (including increments) plus pension does not, at any stage exceed the pay drawn before retirement.

Explanation:- The word “pension” wherever used in this sub-regulation means pension before commutation.

CHAPTER 23

GENERAL PROVIDENT FUND

23.01 Definitions of some words for purposes of chapter 23 only:-

- 1) For the purpose of regulations in this chapter:-
 - a) “Emoluments” means, except where otherwise expressly provided, pay leave salary or subsistence grant as defined in regulation 2.01.
 - b) “Family” means:-
 - i) In the case of a male subscriber, the wife or wives and children of a subscriber, and the widow, or widows, and children of a deceased son of the subscriber:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall henceforth be deemed to be no longer a member of the subscriber’s family in matters to which these regulations pertaining to General Provident Fund relate, unless the subscriber subsequently indicates by express notification in writing to the Accounts Officer that she shall continue to be so regarded;
 - ii) In the case of female subscriber, the husband and children of a subscriber, and the widow or widow and children of a deceased son of a subscriber:

Provided that if a subscriber by notification in writing to the Accounts Officer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to be no longer a member of the subscriber’s family in matters to which these regulations pertaining to

general provident fund relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

Note:- children means legitimate Children. An adopted child shall be considered to be a child when the Accounts officer, or if any doubt arises in the mind of the Accounts Officers, the Financial Adviser/Member is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

c) "Fund" means the General Provident fund.

(c) "Year" means a financial year.

(e) "Continuous Service" means service which includes all kinds of leave with or without pay and deputation.

2. Any other expression used in the regulations in this chapter which is defined either in the Provident funds Act, 1926 (ACT XIX of 1925) or in these regulations is used in the sense therein defined.

3. Nothing in these rules shall be deemed to have the effect of terminating the existence of the General Provident fund as heretofore existing or of constituting any new fund.

23.02. Constitutions of Fund:

The fund shall be maintained in Pakistan in rupees.

23.03. Employees eligible to join the Fund.

All employees holding appointment on regular basis (including appointment on probation) shall be eligible to join the Fund

Provided that no such employee as has been required or permitted to subscribe to a Contributory Provident Fund shall be eligible to join or continue as a subscriber to the fund while he retains his right to subscribe to such Fund.

23.04. Compulsory Subscribers to the fund:-

All eligible employees in pension able service and who have completed two years continuous service on regular basis including service on probation shall join the fund as compulsory subscribers.

(2) All other eligible employees may elect to join the fund as optional subscribers.

23.05. Nomination conferring right to receive the amount at credit on the death of the employee;-

- 1) A subscriber shall, as soon as may be after joining the Fund, send to the Accounts Officer a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before the amount has become payable or having become payable has not been paid. Provided that if at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or persons other than the members of his family.
- 2) If a subscriber nominates more than one person under sub-regulation (1) he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the fund at any time.
- 3) Every nomination shall be in such one of the prescribed forms as is appropriate in the circumstances.
- 4) A subscriber may at any time cancel a nomination by sending a notice in writing to the Accounts Officer:

Provided that the subscriber shall, along with such notice, send a fresh nomination made in accordance with the provisions of sub-regulations (1) to (3).
- 5) Without prejudice to the provisions of sub-regulation (4) a subscriber shall along with every nomination made by him under this regulation send to the Accounts Officer a contingent notice of cancellation which shall be in such one of the prescribed forms appropriate in the circumstance.
- 6) Immediately on the occurrence of any event by reason of which the contingent notice of cancellation referred to in sub-regulation (5) become operative and the nomination to which that notice relates consequently stands cancelled, the

subscriber shall send to the Accounts Officer a fresh nomination made in accordance with the provisions of sub-regulation (1) to (3).

- 5) Every nomination made, and every notice of cancellation given, by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Accounts Officer.

23.06 Subscriber's Account:-

An account shall be prepared in the name of each subscriber and shall show the amount of his subscriptions with profit thereon calculated as prescribed in sub-regulation (2) of regulation 23.11.

23.07 Conditions and rates of Subscriptions

A subscriber shall subscribe monthly to the Fund except during a period of suspension. On reinstatement, the total amount due to the fund on account of arrears of subscription for the period of suspension shall forthwith be paid by the subscriber to the fund or, in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise as may be directed by the financial Adviser/Member.

23.08 Amount of subscription.

(1) The amount of subscription towards General Provident Fund shall be fixed by the authority from time to time.

(2) The deduction of subscription shall be compulsory and shall remain unchanged throughout the year.

(3) Where on account of promotion or reversion of a subscriber his rate of subscription changes, the change shall take effect from the 1st of June next.

23.09. Transfer on deputation. When a subscriber is transferred on deputation in or out of Pakistan he shall remain subject to the regulations relating to the fund in the same manner as if he was not so transferred on deputation.

23.10. Emoluments are drawn from the Authority. 1) When emoluments are drawn from the Authority, the recovery of subscriptions and of the principal and interest on advances equal to the rate of profit under regulation 23.11 including additional benefit shall be made from the emoluments themselves.

2) When emoluments are drawn from any other source the subscriber shall forward his dues monthly to the Accounts Officer either direct or through the organization from which emoluments are drawn.

3) If an employee fails to subscribe with effect from the date on which he is required to join the fund under regulation 23.04 the total amount due to the Fund on account of arrears of subscription shall, with interest thereon at the rate of profit determined under regulation 23.11 including addition benefit, forthwith be paid by the subscriber to the fund, or in default be ordered by the Accounts Officer to be recovered by deduction form the emoluments of the subscriber by installments or otherwise, as may be directed by the Financial Adviser/Member.

23.11 Profit on the account:-

1) Subject to the provisions of sub-regulation (5) below, the Authority shall pay to the credit of the account of a subscriber profit at such rate as may be announced for each year by the Government in respect of the general Provident Fund under the General Provident Fund (Central Services) rules plus additional benefit at 30% over and above the normal rate of profit.

Explanation:- The annual rate of profit on the General Provident Fund may vary from year to year.

Additional benefit of 30% over and above the normal rate of profit means 30% of the profit announced by the Government from year to year. For example, normal profit declared by the Government for a certain year is 14%; the subscribers will get 14% plus 30% of 14% (i.e. 4.02). Additional benefit of 30% as clarified above will apply on closing balances as on the 30th June of that year. In other words, total general Provident Fund balance (G.P. Fund balance including profit

brought forward plus subscriptions during that year) thus arrived at on the 30th June of that year will be eligible for additional benefit.

2) Profit shall be credited with effect from the last day in each year in the following manner:-

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

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

3) In this regulation the date of deposit shall, in the case of recovery from emoluments, be deemed to be the first day of the month in which it is recovered; and in the case of an amount forwarded by the subscriber, shall be deemed to be the first day of the month of receipt if it is received by the Accounts Officer before the fifth day of that month, but if it is received on or after the fifth day of that month, but if it is received on or after the fifth day of that month, the first day of the next succeeding month.

4) In addition to any amount to be paid under regulations 23.18, 23.19 or 23.20, profit thereon up to the end of the month preceding that in which the payment is made shall be payable to the persons to whom such amount is to be paid:

Provided that in cases of delayed payment of General Provident fund and residual balance thereof, the payment of profit may be made up to the end of the month preceding that in which the payment of residual balance (s) is (are) made:

Provided further that where the Accounts Officer has intimated to that person (or his agent) a date on which he is prepared to make payment in cash, or has posted a cheque in payment to that person, profit shall be payable only up to the end of the month preceding the date so intimated, or the date of posting the cheque, as the case may be:

Provided further that if the person claiming the payment does not send an application in that behalf within six months of the date on which the amount standing at credit of the subscriber has become payable under regulation 23.18, profit shall be payable up to the end of sixth month after the month in which the amount became payable.

Note:- Where the payment of the accumulations in the fund or any part thereof standing to the credit of a subscriber is delayed for administrative reasons (such as accounting for the missing credits, or other similar reason) profit on the accumulations or, as the case may be, the part thereof shall be payable up to the end of the month preceding that in which the payment of the accumulations or any part thereof is made.

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

6) The profit on amounts which under sub regulation (3) of regulation 23.10, sub-regulation (5) of regulation 23.17, regulation 23.18 or, regulation 23.19 are replaced at the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively announced by Government of Pakistan under sub-regulation (1) of this regulation and so far as may be in the manner described in this regulation.

7) In the case of final payment of Provident fund Accounts, the Accounts Officer should not calculate and pay profit for the year for which the rate of profit has not actually been announced by the Government and that the residual payment may be allowed later on as and when the orders regarding the rate of profit for that year are announced by the Government.

23.12. Financing of Insurance Policies from Fund not permissible:-

The financing of Insurance Policies out of General Provident Fund and the payment on account of Insurance premium from the fund will not be admissible such policies would be financed through subscriber's own resources:

Provided that the life insurance policies which are being financed from General Provident Fund on the date of commencement of these regulations shall continue to be so financed till their maturity.

23.13. Temporary Advance from the Fund:-

Advances from the General Provident Fund will be sanctioned by the authorities specified below:-

- i) Member concerned in the case of employees in basic pay scales 16 and above.
- ii) Director concerned in the case of employees in basic pay scales 15 and below.

23.14. Temporary advance granted to the subscriber from his credit. (1) A temporary advance may be granted to a subscriber from the amount standing to his credit in the Fund at the discretion of the appropriate authority specified in regulation 23.13, subject to the following conditions:-

- a) No advance shall be granted unless the sanctioning authority is satisfied that the applicant's pecuniary circumstances justify it, and that it will be expended on the following object or objects and not otherwise:-

- i) to pay expense incurred in connection with the prolonged illness of the applicant or the applicants spouse or any person actually dependent on him;
- ii) to pay for the overseas passage for reasons of health or education of the applicant or any person actually dependent on him;
- iii) to pay obligatory expenses on a scale appropriate to the applicant's status in connection with funerals, or ceremonies which by his religion it is incumbent on him to perform or in connection with his marriage or the marriage of any member of his family or of a female relative who is actually dependent on him.

Explanation:- Under this clause, a temporary advance may also be allowed to a subscriber for the payment of dower subject to the condition that the subscriber drawing the advance shall produce evidence within one month of the drawal of the advance that he has actually paid the 'dower' failing which the advance shall be recovered in full and subject to the further condition that the advance in connection with the marriage shall be allowed only once, i.e. if the employee had taken advance for marriage expenses at the time of marriage, he shall not be allowed advance for dower again later on.

- b) The sanctioning authority shall record in writing its reason for granting the advance.
- c) An advance shall not exceed three months' pay or half of the amount at the credit of the subscriber in the fund, whichever is less, except for special reasons. The subscriber shall state the special reasons in the application submitted for the grant of advance but if the reason is of a confidential nature which the subscriber does not want to disclose in writing it may be, or caused to be, communicated to the sanctioning authority personally and confidentially.
- d) A second advance may be allowed but only in rare and exceptional cases and subject to the following conditions:

- i) A second advance shall be sanctioned by the authority next above the sanctioning authority:
- ii) The authority sanctioning the second advance shall record reasons for sanctioning the second advance; and
- iii) The outstanding balance of the first advance with interest, if any, shall be recovered from the amount of the second advance being sanctioned so that only one advance remains outstanding at one time.

2) In fixing the amount of an advance, the sanctioning authority shall pay due regard to the amount at the credit of the subscriber in the fund.

3) Notwithstanding anything contained in these regulations, if the sanctioning authority is satisfied that money drawn as an advance from the Fund under sub-regulation (1) of this regulation has been utilized for a purpose other than that for which sanction was given to the drawl, the amount in question shall, with interest at the rate equal to profit determined under regulation 23.11 including additional benefit, forthwith be repaid or paid, as the case may be, by the subscriber to the Fund, or in default, be ordered to be recovered by deduction in one sum from the emoluments of the subscriber. If the total amount to be repaid or paid, as the case may be, be more than half the subscriber's emoluments recoveries shall be made in such monthly installments as the sanctioning authority may determine till the entire amount recoverable is repaid or paid, as the case maybe, by him. The term "emoluments" used in this regulation does not include subsistence grant.

23.15. Advance should be granted of house anywhere in Pakistan. An advance for construction of a house anywhere in Pakistan for occupation by the subscriber himself or completely reconstructing or for extending/renovating the house already owned by the employee concerned or by his wife and children or by any of them, may be granted to him from the amount standing to his credit in the Fund at the discretion of the appropriate authority specified in regulation 23.13 subject to the following conditions, namely:-

- a) Advance shall be granted as nearly as may be in accordance with the terms and conditions relating to house building advances set out in chapter 17 except as expressly provided in this regulation.
- b) Advance shall in no case exceed 36 months pay of the subscriber or 80% of the amount at the credit of the subscriber in the fund, whichever is less.
- c) The land and the house constructed thereon, for which the advance is granted, is mortgaged in the prescribed form within three months after the advance is drawn.
- d) Mortgage deed shall be registered within four months of its execution.
- e) Recovery shall be made at the rate of 7% of subscriber's pay commencing from the fourth issue of pay after the 1st installment of the advance is drawn:

Note:- In case where a subscriber draws only a part of the house building advance from his Provident Fund the total of the house building advance taken from the Authority as loan and the advance from the Provident Fund shall be limited to 36 months' pay of the the subscriber. Recovery in such a case on account of advance from the Fund will commence immediately after the loan from the Authority with interest accrued thereon has been fully repaid.

23.16. Three non-refundable advances, one each after attaining the age of 45,50and 55 years.

- 1) Only three non-refundable advances, one each after attaining the age of 45, 50 and 55 years, shall be admissible to a subscriber.
- 2) A non-refundable advance applied for after the subscriber had attained the age of 45 years but before attaining the age of 50 years shall be admissible for the purposes and subject to the conditions mentioned herein:-
 - i) Construction of a house anywhere in Pakistan on land owned by him or by his wife or children or by any of them. The advance shall mutatis mutandis

be governed by the same terms and conditions as are applicable to an advance granted under regulation 23.15.

- ii) Completely re-construction or for extending or renovating a house already owned by the employee concerned or by his wife and children or by any of them. The advance shall mutatis mutandis be governed by the same terms and conditions as are applicable to an advance granted under regulation 23.15.
- iii) Purchase of agricultural land.
- iv) Purchase of a house for his residence.
- v) Repayment of loan taken a financial institution.

CONDITIONS

- a) Save as provided in the succeeding clauses, no recovery of the advance shall be made from the subscriber and the amount advanced shall be treated as part of the final payment of the amount standing to the credit of the subscriber when the final payment becomes due.
- b) The land purchased, or the house constructed or reconstructed by expending the amount of the advance shall not be required to be mortgaged.
- c) The first installment of the advance, or where the subscriber desires to draw the amount of the advance in a lump sum, the lump sum shall be drawn only after an agreement is executed between the subscriber and the Authority in one of the prescribed forms as may be appropriate.
- d) In case the reconstructed house, the house, or the agricultural land, as the case may be, is sold or otherwise alienated while the subscriber is in service, the subscriber shall forthwith repay in to the fund the entire amount of advance together with interest accrued thereon, in a lump sum.

- e) In case the advance for purchase of a house is not utilized for the purpose for which it has been drawn within three months of drawal, the subscriber shall forthwith repay into the fund the entire amount of the advance together with interest accrued thereon, in lump sum. Satisfactory evidence shall be produced before the Accounts Officer to show that the advance has been spent within three months of its drawl.
- f) Where an advance is applied to repay a loan taken from a financial institution the sanctioning authority shall satisfy itself of the amount of loan taken from a financial institution and the balance payable. The amount of advance shall not, in any case, exceed the balance payable by the subscriber. The subscriber shall, within a period of two weeks from the date of drawal of the advance to repay the loan taken from a financial institution produce satisfactory evidence before the Accounts Officer to show that the advance has been utilized for the purpose for which it was drawn, failing which the entire amount will become refundable in lump sum with interest.

(3) No reasons are required to be given for the advances after the subscriber has attained the age of 50 Years.

(4) The amount of each advance shall not exceed eighty per cent of the balance in the account of the subscriber on the date of application for the grant of advance.

*** “ Provided that a subscriber who has attained the age of 50 years may draw non-refundable advance to the extent of 100% of the balance in his account on the date of application for the grant of advance”.**

(5) An advance drawn from General Provident Fund account on refundable basis, may be allowed to be converted into a non-refundable advance if the subscriber has in the meanwhile attained the age of 40 years.

*No. S.R.O 676(I)/2001 dt. 18.09.2001

23.17 Recovery of Advance.-

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

(2) Recovery shall be made in the manner prescribed in regulation 23.10 for realization of subscriptions, and shall commence on the first occasion after the advance is made on which the subscriber draws pay, or remuneration on deputation, for a full month. Recovery shall not be made, except with the subscriber's consent, while he is in receipt of subsistence grant.

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

(4) After the principal of the advance has been fully repaid, interest shall be paid thereon at the rate equal to the rate of profit determined under regulation 23.11 including additional benefit for each month or broken portion of a month during the period between the drawl and complete repayment of the principal:

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

(5) Interest shall ordinarily be recovered in case installment in the month after complete repayment of the principal; but if the period referred to in sub-regulation (4) exceeds twenty months, interest may, if the subscriber so desires, be recovered in two equal monthly installments. The method of recovery shall be that prescribed in sub-regulation (2). Payment shall be rounded to the nearest rupee in the manner prescribed in clause (d) of sub-regulation (2) of regulation 23.11.

(6) If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the

amount withdrawn shall, with interest at the rate equal to the rate of profit including additional benefit determined under regulation 23.11, forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise, as may be directed by the Financial Adviser/Member:

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

7) Recoveries made under this regulation shall be credited as they are made to the subscriber's account in the Fund.

23.18. Final withdrawal of accumulations in the Fund:-

1) When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him:

Provided that a subscriber who has been retired, removed or dismissed from the service and is subsequently reinstated in the service shall repay any amount paid to him from the Fund in pursuance of this regulation with interest thereon at the rate equal to the rate of profit including additional benefit determined under regulation 23.11 in the manner provided in the proviso to regulation 23.19. The amount so repaid shall be credited to his account in the Fund.

2) A subscriber who is about to retire should submit an application for final withdrawal of his General Provident Fund accumulation in the prescribed form to the Accounts Officer one month before the date of his retirement or if he had retired and could not submit his application for final withdrawal, within three months of the date of his retirement.

3) When the General Provident Fund accumulations are payable to legal heir(s) of a deceased subscriber, an application for final withdrawal of such accumulation should be made in the prescribed form to the Member concerned in the case of employees in basic pay scale 16 and above and to Director concerned in the case of employees in basic pay scales 1 to 15.

23.19. When a subscriber on leave:- When a subscriber, while on leave, has been permitted to retire or has been declared by a competent medical authority to be unfit for further service, the

amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Accounts Officer, become payable to the subscriber:

Provided that the subscriber, if he returns to duty, shall repay to the Fund in cash, for credit to his account, the whole or part of any amount paid to him from the Fund in pursuance of this regulation with interest thereon at the rate equal to the rate of profit, including additional benefit, determined under regulation 23.11 or in default, be ordered by the Accounts Officer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise as may be directed by the Financial Advisor/Member.

23.20. **Death of a subscriber.** On the death of a subscriber before the amount standing to his credit has become payable or where the amount has become payable before payment has been made:

- A. When the subscriber leaves a family;
 - a) If a nomination made by the subscriber in accordance with the provisions of regulation 23.05 in favour of a member or members of his family subsists the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;
 - b) If no such nomination in favour of a member or members of the family of the subscriber subsists or if such nomination relates only to a part of the amount standing to his credit in the Fund the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to:

- i) Sons who have attained legal majority;

- ii) Sons of a deceased son who have attained legal majority;
- iii) Married daughters whose husbands are alive;
- iv) Married daughters of a deceased son whose husbands are alive;

If there is any member of the family other than those specified in clause (i), (ii), (iii) and (iv):

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

B. When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of regulation 23.05 in favour of any person or persons subsists, the amount standing to his credit in the fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination.

23.21. When the amount standing to the credit of a subscriber In the fund becomes payable. It shall be the duty of the accounts officer to make payment, as provided in section 4 of the provident fund act, 1925:

Provided that the amount or balance to the extent of Rs 5000 standing to the credit of a deceased subscriber in the fund may be paid to the heirs of such subscriber without the production or the usual legal authority under orders of the member concerned on execution of an indemnity bond with such sureties as he may require if he is satisfied of the right and title of the claimant and considers that undue delay and hardship would be caused by insisting on the production of letters of administration. In any case of doubt, payment shall be made only to the person producing the legal authority.

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

3) Any person who desires to claim payment under this regulation shall send a written application in that behalf to the Accounts Officer within six months of the date on which the amount standing to the credit of the subscriber has become payable under regulation 23.18. Payment of amounts withdrawn shall be made in Pakistan only. The persons to whom the amounts are payable shall make their own arrangements to receive payment in Pakistan.

23.22. Prompt payment to subscriber. When the amount standing to the credit of a subscriber has become payable under regulation 23.18, 23.19 or 23.20 the Accounts Officer shall authorize prompt payment of that portion of the amount standing to the credit of a subscriber in regard to which there is no dispute or doubt, the balance being adjusted as soon thereafter as may be.

23.23. Sums paid into the Fund:- All sums paid into the Fund under these regulations shall be credited in the books of the Authority to an account named "The General Provident Fund".

23.24. G.P. Fund account number communicated by Accounts Officer to be quoted when paying subscription:-

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

23.25. Annual statement of account:-

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

a) Desires to make any alteration in any nomination made under regulation 23.05;

b) Has acquired a family in cases where the subscriber has made no nomination in favour of a member of his family under the proviso to sub-regulation (1) of regulation 23.05.

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

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

23.26. Provident Fund Act. 1925 to apply to fund deductions.

The Provident Fund Act. 1925 (Act No. XIX of 1925) shall apply to the provident fund deductions made under these regulations.

CHAPTER-24

BENEVOLENT FUND AND GROUP INSURANCE

24.01. Authority specified as an organization under Act No. II of 1969.

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

24.02. Employees governed by Act No. II of 1969 and rules made there under. For purpose of benevolent fund and group insurance, the employee shall be governed by the Federal Employees Benevolent Fund and Group Insurance Act, 1969 (II of 1969), as amended from time to time, the Federal Employees Benevolent Fund and Group Insurance Rules, 1972, as amended from time to time, and by such other subsidiary orders and instructions as are issued by the Federal Government or by the Board of Trustees, Benevolent and Group Insurance Funds from time to time.

24.03. Nomination to be made by an employee.

(1) As required by rule 10 of the Federal Employees Benevolent Fund and Group Insurance Rules, 1972, every employees shall make a nomination in form A specified in sub-rule (3) of rule 10, conferring on one or more members of his family, as defined in sub-section (5) of section 2 of the Federal Employees Benevolent Fund and Insurance Act, 1969 (Act II of 1969) , the right to receive a specified share of the benevolent grant or the sum assured as may be payable under section 13 or section 15 of the aforesaid Act. In accordance with rule 10 of the aforementioned Rules, the employees may provide in the nomination:-

- a) That in the event of any one of the nominee predeceasing the employee, the right conferred upon that nominee shall pass to such other member or members of the employee's family as he may specify in the nomination; and
- b) That the nomination in respect of all or any of the nominees shall become void in the event of happening of any contingency specified therein.

(2) Nothing in sub-regulation (1) shall be deemed to invalidate or to require the replacement by a nomination made under that sub regulation of a nomination duly made before and subsisting on the date of commencement of these regulations.

(3) An employee may at any time cancel a nomination made vide sub-regulation (1) or sub-regulation (2), as the case may be, and make a fresh nomination.

CHAPTER 25

RELAXATION, AMENDMENT, REPEAL AND SAVINGS

25.01 Relaxation:-

Notwithstanding anything contained in these regulations in relation to terms and conditions of service of the employee, the Authority may, if it is satisfied, for reasons to be recorded, that strict application of any such regulating causes undue hardship in any case, by order, relax the requirement of such regulation to such extent and subject to such conditions as it may deem fit, for ensuring just and equitable treatment to the person concerned while protecting, to the maximum extent possible, the rights of other employees who may be affected, by such order.

25.02. Amendment.

The Authority may amend, cancel or add to any or add to any or all of the provisions of these regulations in accordance with section 51 of the Capital Development Authority Ordinance, 1960 (XXIII of 1960).

25.03 Repeal and Savings:-

The Capital Development Authority Service Regulations, 1985, the CDA Pension Regulations, 1981 and the Capital Development Authority Medical Attendance Regulations, 1981 in their application to the employee to whom these Regulations apply are hereby repealed but the repeal thereof shall not affect any action taken or anything done or suffered there under.
