

# The Gazette of Pakistan

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## PART II

Statutory Notifications containing Rules and Orders issued by all Ministries and Divisions of the Government of Pakistan and their Attached and Subordinate Offices and the Supreme Court of Pakistan

GOVERNMENT OF PAKISTAN

MINISTRY OF INDUSTRIES

[NATIONAL PRODUCTIVITY ORGANIZATION SERVICES RULES, 2013]

(Licenced under Section 42 of Companies Ordinance, 1984 (XLVII of 1984)  
with effect from 26th June, 2006)

NOTIFICATION

*Islamabad, the 20th May, 2013*

**S.R.O. 37(KE)/2013 :**

The Federal Government Ministry of Industries, is pleased to notify the Services Rules for National Productivity Organization employees duly approved by its Board of Directors.

This issues with the approval of the Secretary Ministry of Industries, Islamabad.

### 1. Preamble

- 1.1 This manual of rules is intended to outline and define National Productivity Organization's (also referred to as NPO in this manual) service structure and to ensure that they are fully understood by the Chief Executive Officer /General Manager / Immediate Supervisor and

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applied in a transparent, impartial and fair manner by all subordinates. The responsibility of ensuring that these rules are clearly understood and complied, rests with all Management, in particular with the General Managers / Immediate Supervisors. Wherever mentioned, General Managers / Immediate Supervisors are authorized to give approvals / sanctions, but for the General Managers / Immediate Supervisors themselves, approval/sanction is required from CEO.

- 1.2 This manual supersedes and replaces all prior employee policies or procedures. NPO staff is advised to consult their respective Heads/General Managers for any queries regarding this policy documents.
- 1.3 These rules are not exhaustive and the BOD of NPO may from time to time amend, alter or add to these rules and all such amendments, modification and additions take effect from the date specified by the Ministry of Industries and shall immediately apply to all employees of NPO, superseding the rules and regulations in force at the time of appointment.
- 1.4 In case of any amendments in rules, a documents expressing change, removal or modification history of last version shall be kept under the authority of BOD.
- 1.5 Information about salary and allowances must be treated as confidential by the Administration and Employees.
- 1.6 The general applicability of these Policies and Benefits notwithstanding, the CEO/BOD can make special dispensations under exceptional circumstances and record reasons for the same.

## **CHAPTER-I**

### **2. Short Title and Commencement**

- 2.1 These rules shall be called the National Productivity Organization Employees Service Rules 2013.
- 2.2 These rules shall come into force w.e.f. the date of Notification issued by the Ministry of Industries.

### **3. Applicability**

- 3.1 These rules shall apply to all the employees in the service of the National Productivity Organization except to:
  - 3.1.1 Those employed on contract basis against any Project or Assignments for a limited period with NPO to whom the rules shall apply to the extent not otherwise specified in

their contract. Such employees shall however, not be entitled to the benefits admissible to regular employees of NPO such as C.P. Fund, Gratuity, disposal of assets / equipment on retirement etc. unless they are inducted in the organization.

3.1.2 Management grade executives to whom the rules shall apply to the extent not specified in terms and conditions of their appointment.

3.1.3 Executives/Employees on deputation from the Federal or Provincial Government or any other organization, authority, etc. but shall apply to them to the extent not specified in the terms and conditions of their deputation or where such terms and conditions or these rules are lacking to deal with a particular situation, the Federal Government Rules framed in this context shall apply.

3.2 National Productivity Organization Board reserves the right to modify, repeal or amend all or any of these rules, issued in connection with service conditions of employees to whom these rules are made applicable with or without such notice to the employees concerned as may be considered necessary and appropriate.

## **CHAPTER-II**

### **4. Definition**

Unless explicitly mentioned otherwise, the terms mentioned in the rules shall have the following meaning.

4.1 Board means Board of Directors of National Productivity Organization. Also referred as BOD

4.2 "Cadre" means as explain in 4.15

4.3 "Chairman" means the Federal Minister Industries.

4.4 "Competent Authority" means The Chief Executive Officer (also referred as CEO) of National Productivity Organization.

4.5 "Contract Service" means service on specific contract for a limited period and on terms and conditions specified therein.

4.6 "Duty" includes:

4.6.1 Period spent on duty

4.6.2 Service during probationary period.

- 4.6.3 Period of training in or outside Pakistan after becoming an employee provided the employee is sponsored or duly authorized by National Productivity Organization.
- 4.6.4 Period spent in attending authorized and obligatory examinations.
- 4.6.5 Period spent on official tours (including rest days and officials holidays).
- 4.6.6 Period spent on leave (other than leave without pay) duly authorized by the competent authority.

4.7 "NPO" means National Productivity Organization.

4.8 "Employee" means an employee of the National Productivity Organization whether contractual or regular.

4.9 "Leave" means leave taken with the approval of the Competent Authority.

4.10 "Month" means a month of Gregorian calendar.

4.11 "Pay" means the Scale of pay which has been sanctioned for a post held by an employees in regular or in an officiating capacity or to which he is entitled of his position in a cadre and includes special pay, personal pay and additional pay, if any, admissible under general or special order by the NPO Board but excludes the following allowances:

- Compensatory Allowance
- House Rent Allowance
- Conveyance/Transport Allowance
- Traveling and Daily Allowance
- Cost of Living Allowance
- Dearness Allowance
- Other Local Allowance
- Project Allowance/Location Allowance
- Computer Allowance
- Overtime

4.12 "Permanent Employee" means an employee initially appointed or appointed by promotion or transferred against a sanctioned post and has been confirmed on successful completion of prescribed and/or extended probationary period.

4.13 "Probation" means appointment in prescribed manner against a sanctioned post for a specified period upon satisfactory completion on which the employee is confirmed.



4.14 "Regular Service" means service till superannuation.

4.15 "Retirement" means retirement from service after attaining the age of superannuation as prescribed by Govt.

4.16 "Temporary Appointment" means an employee engaged against temporary post or leave vacancy or contract basis.

4.17 Classification of Service:

Employees of the National Productivity Organization shall be categorized in the following four cadres:

S.No.	Cadre	Grade/Pay Scale
4.15.1	CEO	MP-1
4.15.2	Management Cadre	D-III to D-II
4.15.3	Executive Cadre	E-I to E-V
4.15.4	Non-Executive Cadre	NE-I to NE-VI

The designations assigned from time to time are intended to describe the nature of responsibilities attached to the job in a general manner. National Productivity Organization may assign a designation not stated in the grade if such designation is considered more appropriate. However, the pay of an employee is dependent only upon the scale and not necessarily on the designation assigned to him.

4.18 CEO will avail all facilities including maximum salary package as per time to time issued by the Federal government or any further increase approved by the Board.

### **CHAPTER NO.III**

#### **Appointment, Promotion, Probation, Seniority and Transfer**

##### **PART-I**

##### **5. Appointing Authority:**

<b><u>Appointment:</u></b>	<b><u>Recommending Authority</u></b>	<b><u>Authority</u></b>
5.1. CEO (MP-I)	Selection Board headed by Chairman BOD, one Director to be nominated by BOD. Secretary Industries being member BOD will consider cases and will select a panel of at least three officers in order of merit.	Prime Minister

- |     |                       |   |                 |
|-----|-----------------------|---|-----------------|
| 5.2 | GM<br>(D-III to D-II) | Selection Board headed by CEO along with one Director to be nominated by BOD & Additional Secretary, Ministry of Industries being member BOD will consider name for each vacancy and recommend names. | Chairman Board  |
| 5.3 | DGM<br>And Below      | Selection Committee headed by CEO along with concerned GM and Head HR consider names & finalize.  | Chief Executive |

## 6. Methods of Appointment:

- 6.1 All regular appointments shall be made against an authorized vacancy. In special cases the appointing authority may approve additional appointments on purely contract basis for fixed period provided the necessity of such a step has arisen on account of special assignments etc., reasons shall be recorded for doing the same.
- 6.2 Specifications Job Descriptions for each post laying down educational qualifications, experience and job requirements along with scale of pay applicable in NPO shall be prepared and approved by the competent authority and notified through office.
- 6.3 Appointment against the vacant posts may be made in any one of the following ways:
  - 6.3.1 by initial recruitment
  - 6.3.2 by promotion
  - 6.3.3 by transfer from another cadre/group of NPO
  - 6.3.4 by Deputation
- 6.4 All such vacant posts which the competent authority may decide to fill in through direct recruitment shall be advertised giving necessary details about eligibility, qualifications and experience required for the vacant post.
- 6.5 All those already employed in Government/Semi Government/State Enterprise Organization will forward their proper channel.
- 6.6 All applications received shall be scrutinized by HR Department to short list suitable candidates for interview as per specified criteria laid down for vacant post.
- 6.7 All appointments shall be made through a Selection Committee.

- 6.8 The Selection Committee may co-opt any member(s) from within or outside NPO.
- 6.9 Member of Selection Committees will record their assessment in respect of each candidate interviewed on the 'Interview Assessment Form' as may be prescribed under the rules.
- 6.10 The Selection Committee will submit its recommendations to the competent authority in order of merit assigned to successful.
- 6.11 Provincial / Regional and merit quota as prescribed by the Federal Government from time to time shall be observed as much as possible in filling the vacancies under direct recruitment. If a suitable candidate possessing the qualifications of prescribed standard is not available, the vacancy will be re-advertised to be filled on the basis of merit.

**7. Qualifications, Experience, Age limit and other conditions of services:**

**7.1 Citizenship:**

- 7.1 No person shall be eligible for appointment in NPO unless he/she is a citizen of Pakistan in case a citizen of Pakistan is not available for the vacant post, a person who is not a citizen of Pakistan may be considered for appointment, provided that the conditions of citizenship is relaxed with the recommendation of the Board.

**7.2 Qualifications:**

- 7.2 Minimum educational qualifications, experience, age etc. for appointment in respect of management, executives and non-executives grades in the National Productivity Organization shall be as specified by the competent authority.

**PART-II**

**APPOINTMENT**

**8. Condition for Initial Recruitment:**

- 8.1 No person shall be appointed against any post for which technical or professional qualifications, experience and/or age have been specified unless he/she fulfills the same. If a suitable candidate possessing the prescribed qualification, experience, age, etc. is not available, the competent authority may relax experience or age as a special case by giving reasons for the same.
- 8.2 Medical Fitness: No person shall be appointed in NPO unless examine and declared fit by the Medical Officer/ Institution authorized and nominated by NPO.

- 8.3 Appointment in NPO shall be conditional upon verification from concerned Government Authorities of personal data and of certificates of qualifications of past services, or references and other information of particulars which NPO may require. If the information or any part thereof is found to be misleading or incorrect or there was suppression of material facts in the opinion of the competent authority then the services of such employee shall be liable to be terminated after serving notice.

### **PART-III**

#### **9. Appointment by Transfer/Deputation**

Appointment by transfer/deputation shall be made amongst the persons holding posts under the Government/Semi Government/Corporation/Autonomous Bodies on a regular basis in the same basic pay scale in which the post to be filled exists provided the person concerned possesses qualification and experience prescribed for initial appointment or promotion to the post concerned.

### **PART-IV**

#### **10. Appointment for Period Specified**

In the case of specified period appointment will be as per following rules and policy.

- 10.1 For projects which have a limited life, appointments may be made on contract basis by the appointing authority after open advertisement of the vacancies. The advertisement should indicate prescribed academic and professional qualifications, experience, age, provincial/regional quotas, special quotas etc. where applicable, as per rules/government policy.
- 10.2 Contract appointments would be made subject to fulfillment and observance of the following conditions:
- (a) Where the nature of a particular job/vacant position requires contract appointment for a specific period, standing advice should be issued by the administrative Project Directors to CEO specifying such posts and the parameters governing appointment on contract basis against such posts.
  - (b) Vacancies should be advertised in the leading National and Regional Newspapers.
  - (c) Selection should be made through regularly constituted Selection Committees/Boards.

**PART-V****11. Probation**

- 11.1 An employee appointed in the prescribed manner shall be on probation for a period of six months extendable up to a period of two years.
- 11.2 On satisfactory completion of the probationary period, an employee shall be confirmed, provided he/she is employed against a permanent vacancy from the date of his termination of probation period / regular appointment.

**Termination of Probation period/Regular**

- 11.3 During or before the expiry of probationary period, extended or otherwise, services of an employee may be terminated without notice or assigning any reason. A probationer may also leave NPO service any time during the currency of the probation period with one month notice or one month pay notice.

**PART-VI****PROMOTION****12. Criteria for Promotion**

- 12.1 The general principles governing the promotions shall be as given here-in-below.
- 12.2 There shall be Departmental Promotion Committee(s) (also referred as DPC) constituted by the competent authority i.e CEO keeping in view the following principles:

For Promotions from NE-I to E-I	The Departmental Promotion Committee headed by concerned DGM & two members.
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For Promotions from E-I up to E-V	The Departmental Promotion Committee headed by concerned GM & two members.
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For Promotions from E-V to D-II	The committee comprising of the CEO NPO and two other General Managers, one of them and above should be from the related group.
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- 12.3 The Departmental Promotion Committee shall observe the following guidelines.

- (a) The Departmental Promotion Committee shall hold its meeting as and when required to consider the overall scope for promo-

tions of the Executives/NE's who are to be considered for promotion.

- (b) The Departmental Promotion Committee shall recommend the names for promotion and shall record the reasons for supersession of all those superseded. The DPC may defer consideration of cases for which evident reasons exists. These deferred cases shall be re-considered when such hurdles have been removed. Subsequent DPC meeting will also record the reasons for not considering the same.
- (c) Promotion shall be considered as per promotion policy recommended by CEO and approved by the Board.

### 13. Procedure for Promotion

- 13.1 All employees on the payroll of NPO or on deputation and who have qualified for promotion shall be considered for promotion, depending upon availability in higher post inline of promotion. However, in case of exceptionally good performance an employee not in the promotion zone may also be considered for promotion, provided detail are given for the promotion i.e. out of turn.
- 13.2 All employees shall who qualify for promotion, shall have to meet the requirements of minimum academic qualification and experience as approved by the competent authority, for being considered eligible for promotion into next higher grade. However experience may be relaxed by the competent authority in case of extra ordinary performance for one step in two years as a special case.

## PART-VII

### 14. Seniority

- 14.1 Seniority shall be determined and maintained separately for all categories of employees by NPO.
- 14.2 A combined seniority list shall be maintained for all such positions as are interchangeable within NPO.
- 14.3 Seniority shall be determined from the date of entry in the current grade, on regular appointment.
- 14.4 In cases where more than one person of the same cadre are appointed or promoted on the same date in the same grade, seniority shall be determined as under:
  - 14.4.1 On the basis of *inter-se-seniority* in the lower grade in the case of promotees.

- 14.4.2 In case of employees appointed on transfer, their *inter-se-seniority* shall be counted from the date on which they entered in that particular grade. However, where transfer is affected in the request of the employee, his seniority will start from the day he joined NPO.
- 14.4.3 In case of direct appointment to a grade on the basis of date employees joins the post.
- 14.4.4 In case if the date of joining of employees is the same, the seniority will be decided on the basis of merit position assigned by the Selection Committee.
- 14.4.5 In case if merit position has not been assigned or the merit position of the two candidates is the same. The candidate senior in age shall be ranked senior.
- 14.4.6 Where posts are filled in under the provision of this rule, a person appointed by transfer in a particular calendar year shall be senior to those appointed by promotion or by initial appointment to such post in that year, the person promoted to higher post in a particular calendar year shall be senior to those appointed by initial appointment in such post in that year.

#### CHAPTER NO-IV

#### 15. Pay and Allowances

Grade	Scale	House Rent Ceiling Rs.	House Rent Allowance Rs.	Conveyance Allowance Rs.
MP-I	As per Federal Government Notification			
D-II	37935-3125-81685	39,915	-	-
D-III	35435-2965-76945	35,890	-	-
E-V	32750-1900-70750	27,025	9,761	16,200
E-IV	29860-1650-62860	24,550	7,567	13,800
E-III	22675-1435-51375	18,465	6,056	12,000
E-II	15230-1185-38930	18,465	4,710	10,500
E-I	11115-930-39015	13,825	4,037	8,560
NE-VI	9800-670-29900	10,655	3,365	3,960
NE-V	9055-650-28555	8,480	2,588	3,960
NE-IV	6255-430-19155	5,625	1,946	3,960
NE-III	5655-375-16905	5,625	1,688	3,900
NE-II	5175-290-13875	3,765	1,295	3,900
NE-I	4955-215-11405	2,405	1,171	3,900



<b>Personal Staff Pay:</b>	
MP-I	As per Federal Government Notification.
D-II to D-III	Rs. 3,000 PM
<b>Entertainment Allowance :</b>	
MP-I	20% of Basic Pay
D-II to D-III	20% of Basic Pay
E-V & E-IV	Rs. 500 PM
<b>Adhoc Relief Allowance -2010</b>	
D-II to NE-I	50% of Basic pay at the frozen level of 30.06.2011
<b>Adhoc Relief Allowance -2011</b>	
D-II to NE-I	15% of Basic pay at the frozen level of 30.06.2011
Adhoc Relief Allowance -2012 D-II to NE-I	20%
<b>Medical:</b>	
MP-I	As per Federal Government Notification.
D-II to D-III	Actual including dependants excluding cosmetic treatment
E-V to NE-I	Two basic pay minimum Rs. 7,500 P.A
<b>Computer Allowance:</b>	
D-II to E-I	Rs. 1,500 P.M
NE-VI to NE-V	Rs. 750 P.M
<b>Washing Allowance:</b>	
Non- Executive	Rs. 60 per month to the liveried staff

**Local Compensatory Allowance:**

NE-I to NE-VI Rs. 150 P.M

**Daily Allowance:**

Grade	With Hotel	Without Hotel	
MP-I	As per Federal Government Notification		
D-II to D-III	Rs. 750	Rs. 1000	Four Star Hotel
E-V to E-II	Rs. 600	Rs. 800	Three Star Hotel
E-I	Rs. 450	Rs. 600	Room upto Rs 2,000
Non Executive	Rs. 250	Rs. 300	Room upto Rs 1,000

**Gratuity:**

MP-I As per Federal Government Notification

D-II to NE-I As per point 18.3.

(The changed/revision in pay scales and allowances from time to time as per Government, announcements in future will also be made accordingly)

Following facilities/perks which are practiced in some similar organization will be adopted after approval from the Board.

#### Transport:

- MP-I As per Federal Government Notification  
 D-II Free Chauffer driven car 1300cc with 270 liter petrol per month.  
 D-III Without Chauffer car 1000cc with 235 liter petrol per month.

#### Utilities:

Grade	Electricity	Sul-Gas	Water
MP-I	Actual		
D-II	750 Units P.M.	2.5 HM3 P.M.	Actual
D-III	500 Units P.M.	2.5 HM3 P.M.	Actual
E-V	400 Units P.M.	2 HM3 P.M.	-
E-IV	300 Units P.M.	2 HM3 P.M.	-

#### Telephone Residence:

- MP-I 2500 calls per month  
 D-II 2000 calls per month  
 D-III 1600 calls per month  
 E-V 900 calls per month

#### Repair Residence:

- MP-I As per Federal Government Rules  
 D-II to D-III As per Federal Government Rules

#### Appliances:

- MP-I As per Federal Government Notification  
 D-II to D-III One Air Conditioners and one fridge or Rs. 1000 in lieu of each.

15.1 Public Conveyance means airplane, train, steamer, bus or any other conveyance which plies regularly for the conveyance of passengers.

15.2 Transfer means the movement of an employee of NPO from one station in which he is employed to another such station, either:-

15.2.1 To take up the duties in consequence of change of his station.

15.2.2 Temporary duty not exceeding three months: or

15.2.3 permanent transfer/deputation from NPO to any other State Enterprise under Ministry of Industries or in any department of Federal / Provincial Government or in any other corporation/company controlled by the Federal Government or vice-versa.

15.3 Allowances: Allowances would be admissible to an executives/ employee traveling on duty, on official tour and on transfer as under:-

15.3.1 Air fare, Rail fare, Bus fare, Sea fare

15.3.2 Mileage Allowance

15.3.3 Daily Allowance

15.3.4 Hotel/Rest House charges

15.3.5 Actual incidental expenses

#### 15.4 Journey by Air:

15.4.1 All employees in executives and management cadre shall be entitled to travel by air in economy class on tour or on transfer within Pakistan. The competent authority may however allow travel by upper class if exigencies required so.

15.4.2 For journey on tour or on transfer outside Pakistan all employees shall be entitled to economy class air fare.

15.5 Journey by Rail/Steamer: The employees of NPO shall be entitled to travel by rail / steamer at the following scale on tour or on transfer within Pakistan:-

Officers: Management & Executive Grades	1st Class air conditioned/air conditioned cabin in a steamer.
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Non-Executives: NE-V to NE-VI	First class sleeper/1st class cabin
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NE-I to NE-IV	Economy / 2nd class / Tourist class
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Note: The fare will include all taxes and reservation charges.

#### 15.6 Mileage Allowance for Journey by Road

With the approval of the CEO NPO may prescribe rates of mileage allowance for various modes of conveyance such as:

a) Personal car or by engaging full taxi

b) Borrowed Car

c) NPO's car / vehicle

d) Motorcycle or cycle

e) Public transport plying for hire on single seat basis. Executive's employees below E-IV will not be entitled to perform journeys by personal or borrowed cars.

**Note:**

- i. The term **Personal Car** means a car registered in the name of the executives or in the name of spouse or dependent children.
- ii. The prescribed rates shall be notified from time to time for the information of all entitled for this allowance.

**15.7 Daily Allowance:** Rates of Daily Allowance for journey outside Pakistan shall be as may be prescribed by the Federal Government from time to time.

**15.8** All executives shall normally stay in one of the Guest/Rest houses maintained by NPO.

**15.9** Actual expenses incurred on telegrams, postage, telephone calls, service charges and rented charges on official account shall not be included in the daily allowance and will be payable separately.

**15.10** The journey on tour shall count from the day of departure from the duty station and upto the day of arrival at the duty station. Daily Allowance for the day of departure and arrival shall be admissible provided more than six hours were spent outstation or in journey.

**15.11** The Daily Allowance shall not be admissible to employees within the Municipal/Cantonment Board limits of the town, in which their duty station are situated. However, if any employee travel beyond such limits and the distance involved is more than 16 kilometers, he would be entitled to the daily allowance admissible to him provided that nights stay in not involved.

**15.12** Subject to the condition laid down in these rules mentioned above, half of daily allowance will be admissible on tour or on holidays occurring during a tour.

**NOTE:**

**The above financial provisions (included in Rule 15) will be applicable after concurrence of Finance Division, Islamabad.**

**16. Leave****Leave Entitlement****16.1 Eligibility**

An employee shall be eligible to the following kinds of leave:

- a) Casual Leave
- b) Earned Leave
- c) Medical Leave
- d) Maternity Leave
- e) Extra Ordinary Leave
- f) Leave Ex-Pakistan
- g) Study Leave

**16.2** Leave shall not be claimed by an employee as a matter of right, grant of which is subject to the exigencies of service. Submission of an application shall not be sufficient ground for proceeding on leave until leave is formally sanctioned by the Competent Authority.

**16.3** A Sunday or a Holiday falling between the first and last days of any leave period shall be counted part of leave.

**16.4 Casual Leave**

- i. Casual leave may be granted upto a maximum of 20 days in each calendar year. In case of fresh recruit, the entitlement shall be in proportion to the period of service in that calendar year.
- ii. Casual leave may be granted upto a maximum period of five days at a time.
- iii. Un-availed casual leave shall stand lapsed at the end of every calendar year.
- iv. Casual leave shall not be combined with any other type of leave except Medical/ sick leave.

**16.5 Earned Leave**

- i. An employee shall be entitled to Earned Leave calculated at the rate of three days for every calendar month spent on duty. However the period of earned leave availed in excess of 15 days shall not be counted for computation of earned leave.
- ii. Full pay and allowances shall be admissible during the period of earned leave.

- iii. Earned leave may be accumulated by all employees upto a maximum period of 365 days.
- iv. An employee during his period of probation shall not be entitled to earned leave. The period of probation, however shall, upon confirmation, be included in the period of service when computing entitlement to earned leave
- v. Encashment of Earned Leave
  - a) The employees of NPO shall be entitled to avail earned leave.
  - b) Earned leave may at times have to be refused by management due to exigencies of service. In such cases the employees whose leave is refused, may apply for its encashment or accumulation
  - c) Encashment of earned leave shall be calculated on basic pay only.

#### 16.6 Leave on Medical Grounds

- i. No leave on medical grounds will be sanctioned unless supported by a medical certificate from registered medical practitioner, provided that the period of absence involved is not less than three days.
- ii. On return from the leave on medical grounds the employee shall produce a medical fitness certificate from the registered medical practitioner, if such leave period is in excess of 30 days.
- iii. On the recommendations of a Medical Board, to constituted by NPO, the employee, if totally incapacitated to resume duty, shall be retired from service on medical grounds.

#### 16.7 Maternity Leave

- iv. Maternity leave with full pay and allowances shall be granted once in any two years to female employees on regular service but for a period not exceeding three months at a time commencing approximately six weeks before confinement. Maternity leave shall be restricted to a maximum of three times in the entire period of service.

#### 16.8 Extra Ordinary Leave (without pay)

Extra Ordinary Leave without pay may be granted to an employee in any grade up to a maximum period of five years at

a time provided he/she has been in continuous service of NPO for a period not less than ten years. In case he/she has not completed ten years of service such leave for a maximum period of two years may be granted by the Competent Authority.

#### 16.9 Leave Ex-Pakistan

Earned Leave may be granted as Ex-Pakistan leave to an employee subject to entitlement and for duration as the competent authority may decide, without payment of leave salary and medical expenses in foreign exchange.

#### 16.10 Study Leave

- i. Study leave may be granted to an employee to acquire higher qualifications within country/abroad provided he/she has put in at least three years service in NPO/State Enterprise under the Ministry of Industries. The period of study leave shall be equal to the duration of course. The employee shall submit documentary evidence of his/her admission in the concerned institution to the competent authority. It will be once in a career.
- ii. NPO shall not be liable to incur any financial obligation in respect of the employee during the period of study leave. The employee shall not be entitled to pay etc. during the period of study leave except to the extent of accumulated earned leave.

#### 16.11 Procedure of applying and availing of Leave

Leave other than casual leave may be sanctioned by the competent authority or any other officer authorized on his behalf, after title to leave has been verified.

- i. An employee, who desires to obtain leave, shall apply to the competent authority through proper channel.
- ii. Application for leave of absence for a period of three days or more shall normally be made well in advance of the date from which the leave is required except in cases of illness and emergency.
- iii. An employee before availing of the sanctioned leave shall inform the competent authority in writing of his address with mobile phone numbers while on leave and shall also within reasonable time inform the competent authority of the changed address, if any.



- iv. Application for extension of leave shall be submitted by the employee to the competent authority before the expiry of leave already granted and well in time for orders to be communicated to him before the commencement of the leave extended.
- v. An employee who remains absent in excess of the period of leave/training originally sanctioned or subsequently extended, shall be liable to disciplinary action unless he/she is able to explain his/her over stay in a manner satisfactory to the competent authority. Breach of this shall be treated as misconduct and the employee shall be liable to disciplinary action in accordance with the rules.
- vi. Leave account of each employee shall be maintained by personnel department.
- vii. An employee may be recalled to duty during the period of sanctioned leave in the exigencies of service but NPO shall pay travel expenses in such cases.
- viii. No employee shall leave duty station without prior permission of the competent authority or by an officer authorized on his behalf. The employee shall clearly indicate the leave station/address and the mobile contact number.

## **17. Joining time**

The Employee on transfer from one station to another shall be entitled to joining time of 6 days in addition to one day for every 400 kilometer or a part thereof the journey undertaken. The Fridays/Saturdays and Public Holidays shall not be counted to calculate the joining time.

## **18. Retirement**

### **A) Gratuity Scheme**

- 18.1 The employees of NPO shall be entitled to gratuity in lieu of pension. The gratuity scheme shall be deemed to have come in to effect from the approval date.
- 18.2 All employees after confirmation of their appointment shall be entitled to then benefit of the gratuity scheme, subject to these rules.
- 18.3 **Date of admissibility:** The length of service for the purpose of gratuity shall be reckoned from the date of his/her joining the service of the National Productivity Organization excluding period spent on leave without pay but including the period spent in the service of State Enterprise (s) under the Ministry of Industries prior to transfer to NPO.

**18.4 Scale of Gratuity:** Subject to the provision of rule 18.2 an employee whose services are terminated by NPO on any account other than misconduct or where an employee resigns from the services of NPO, shall be eligible to a gratuity at the following scale:-

- a) If any contract employee has put in 5 to 10 years of continuous service in NPO he will be entitled to one month's basic salary for every completed year of service.
- b) if an employee has put in above 10 years to 15 years of continuous service he will be entitled to 1 ½ month's basic salary for each completed year of service.
- c) If an employee has put in above 15 years continuous service in NPO he will be entitled to two month's basic salary for every completed year of service.
- d) No Gratuity shall be paid if the employee's continuous service with NPO is less than five years.

**18.5 Calculation of Gratuity** For the purpose of rule 18.3 gratuity shall be calculated with reference to the basic pay last drawn by the employee. While calculating the completed years of service, the period exceeding six months shall be treated as full year while the period less than six months shall not be counted.

**18.6 Eligibility of Gratuity in the event of death:** An employee who dies while in service or whose services are terminated by National Productivity Organization on account of ill health before completing five years of initial service shall be eligible to gratuity equal to one month's basic pay for every completed year of service in NPO. In case any such event occurs after 5 years of continuous service, the gratuity shall be paid in accordance with Rule 18.3.

**18.7 Nomination of Beneficiary**

**18.7.1** An employee shall while in service by declaration made in writing, in the prescribed form, nominate any person or persons to receive amount (s) of gratuity on his/her behalf, in the event of his/her death provided that such nomination may, at the discretion of the employee be changed at any time, in the same manner as prescribed above.

18.7.2 Where a nominee(s) is minor(s) the employee shall at the time of nomination, state the age of such nominee or nominees and shall also appoint a major person or persons to be the guardian or guardians of such nominee/nominees to whom the amount of gratuity is to be paid on behalf of the minor nominee or nominees before they attain maturity. If any person so appointed pre-deceases the beneficiary before the minor nominee or nominees attain maturity, the employee shall forthwith appoint and intimate NPO of, any other person or persons in place of such deceased person. If no beneficiary is nominated by the employee amount of gratuity will be payable to legal heirs on production of succession certificate.

18.8 **Payment in the event of death:** In the event of death of an employee while in service the amount of gratuity, less all sums found payable to National Productivity Organization by the deceased shall, subject to these rules, be paid to the person or persons nominated in writing as per rules 19.6.

18.9 **Gratuity when Paid:** Payment of the amount of gratuity shall be made on the settlement of accounts and completion of documents necessary for obtaining this benefit under these rules.

18.10 **Deduction:**

18.10.1 National Productivity Organization may deduct and recover any amount payable to it, from an employee, from the amount of gratuity payable to him under these rules.

18.10.2 The National Productivity Organization may deduct Income Tax and any other taxes found due for payment from the amount of payable gratuity, before the payment is made under these rules to any employee.

18.11 **Forfeiture of Gratuity**

A) An employee who is dismissed or removed on grounds of misconduct shall forfeit all entitlement to gratuity under these rules. However, NPO may sanction compensation amount to such an employee not exceeding 2/3rd of the gratuity which would have been admissible to him had his services been terminated in normal course.

**B) Benevolent Fund and Group Insurance Scheme:**

The employees of National Productivity Organization and their families shall be entitled to the benefits admissible under the Federal Employees Benevolent Fund and Group Insurance Act, 1969 and the rules made there under. The procedure for collection and subscription and subscription of premium shall be as under:-

1. In case of employees in Management Grade and Executive Grade the subscription and premium shall be deducted from their monthly pay bills.
2. In the case of employees in non-executive grades subscription to the Benevolent Fund shall be deducted from the pay of the employees, whereas the premium of Group Insurance Scheme will be contributed by NPO.

**C) Pension Scheme:**

National Productivity Organization may introduce appropriate Pension Scheme with the approval of the Board of Directors, for its employees. Detailed rules for such a scheme shall be introduced with the prior approval of the Board of Directors. Employees will have the option either to join pension scheme or continue to receive gratuity. The option once exercised will, however, not be changed.

**CHAPTER NO-V****19. Retirement from services**

- 19.1 An employee of NPO shall stand retired from service on attaining the age of superannuation.
- 19.2 No extension beyond the prescribed age of superannuation shall generally be granted except in cases where the services of a particular person are required in the interest of NPO. Such cases shall be referred to the Board and then Ministry of Industries by the Chief Executive with full justifications and well in time.
- 19.3 **Notification:** When an employee is due for retirement on superannuation it shall be the responsibility of the Admin/HR section to notify the same, at least two months before the date of superannuation, so that the Admin/Accounts section may take up the finalization of individuals accounts like gratuity, CP Fund etc. The Admin/Accounts section shall ensure to deliver all outstanding dues before the departure of the retiring person.

- 19.4 Admin/HR Section shall maintain proper record of the persons retired from NPO, along with up-to-date postal address, contact number etc. In case of death or disability of the retired person, the Admin Section shall immediately take up the case of grant of Benevolent Fund to his/her legal heirs.
- 19.5 Based on performance and service record of the employee, NPO shall award a gift to an employee at the time of his retirement, value of the gift shall be determined and recommended by two management grade officers appointed by competent authority for this purpose. The value shall however not exceed 5 basic pays in case of lower staff and 3 basic pays in case of Executives and Management Grade Officers.
- 19.6 **Death of Employee:** The death of an employee brings certain hardship to the employee's family, besides the fact that the employee is no more in the office to look after his/her entitled dues, etc. The NPO shall therefore observe following procedures to accomplish all those actions deemed necessary.
- 19.6.1 The Admin. Department shall immediately notify the causality and transmit the same to all related departments i.e. Federal Employees Benevolent Fund & Group Insurance etc and the individual's legal heirs.
- 19.6.2 The Admin. Department shall immediately raise claims for grant of benevolent Fund Pension and payment of group insurance, etc amount to his/her legal heirs the valid next of kin. It is the responsibility of the Admin. Department to complete all formalities and to pursue the case till its final conclusion at the earliest.
- 19.6.3 **Settlement of Accounts:** Immediately on receipt of the notification the Accounts Section will finalize all dues of the deceased, viz; salary, gratuity, C.P. Fund, leave encashment, leave Fare Assistance or any other dues payable to the deceased.
- 19.6.4 **Financial Assistance:** Keeping in view the seriousness of hardships, the Competent Authority may approve payment to the legal heirs which should not be less than one month's gross salary. Competent Authority may also consider waiving of un-paid advances, etc which stood payable by the employee to NPO at the time of employee's death.
- 19.6.5 The Admin/HR section shall keep proper record of the next of kin of all employees. It shall be incumbent upon the employees themselves to provide upto-date information with regard to heir.

19.6.6 An incomplete year at the time of retirement shall be considered a full year for determining the retirement benefits provided the employee has completed six months or more in the concerned year. Any period less than six months shall, however, be ignored.

19.6.7 In case of death of an employee during service one of his legal heirs will be given job as per qualification following the rules prescribed by the Federal Govt.

## **20. Termination of service**

The services of employees in regular service can be terminated after giving him notice, assigning reasons and thereafter completing the legal requirement in this regard.

## **21. Resignation**

21.1 An employee may resign from service by giving 30 days written notice or payment of salary in lieu thereof.

21.2 The period of notice shall commence from the date on which such notice in writing is delivered by the employee or NPO as the case may be. No resignation, however, shall be deemed effective during the pendency of any disciplinary proceeding against the employee.

21.3 In any of the aforementioned cases, any employee who leaves with or without notice or whose services are terminated by NPO with or without notice (as the case may be) shall not be absolved of the obligation to obtain proper clearance in respect of any dues or claims outstanding against him, from NPO in writing.

21.4 Balance of the accumulated earned leave in the credit of earned leave account of an employee on the date of serving the notice of resignation from service by the employee may be adjusted in part or full or encashed at the request of the employee. In case of termination of service by NPO itself, the balance of earned leave in the credit of earned leave account of an employee shall be encashed.

## **22. Re-employment after retirement**

22.1 Re-employment on a civil servant post relating to the affairs of the Federal Government:

22.2 A retired civil servant and a retired officer of the armed forces, re-employed on a civil post equivalent to the post from which he retired, may be allowed on the pay, allowances and perquisites sanctioned for the post. His pay may be fixed at that stage of the



time scale of the post at which he was drawing his pay before retirement.

- 22.3 A retired civil servant or a retired officer of the armed forces, re-employed against a higher post, may be allowed the last pay drawn plus allowances and perquisites sanctioned for the post.
- 22.4 Where the terms and conditions of a post are prescribed in a statute or a statutory notification, the provisions of the statute or the statutory notification, as the case may be, should prevail.

### 23. Transfer

- 23.1 Employees of NPO are liable to serve and be transferred anywhere within or outside Pakistan within an office or project or the cell of NPO
- 23.2 Non compliance by any employee of transfer orders referred in 23.1 shall be considered as misconduct.
- 23.3 At the time of transfer the employees shall be entitled to lien of the post as defined by the Federal Government but subject to the condition given herein below:

This facility will be admissible at the discretion of the competent authority, as detailed below:

Total Service in NPO	Lien upto
Total Service in NPO 10 to 12 years.	2 years
Total Service in NPO 12 to 15 years.	5 years
Total Service in NPO above 15 years.	more than 5 years

### 24. Training

- 24.1 NPO may with the approval of the Ministry of Industries depute an employee for purposes of studies, training and research work abroad, for such period as may be deemed fit.
- 24.2 Every employee shall, during the period of his training and research work abroad, faithfully conform to and abide by instructions issued to him by NPO and shall whole-heartedly and diligently engage him/her self in such studies, training and research work for which he has been deputed and shall take such tests and examinations as may be prescribed.



24.3 Upon the completion of the term of his/her studies, training and research work, the employee concerned shall return to Pakistan and serve NPO or any State Enterprise under the Ministry of Industries for a specified period in any suitable post of which NPO/State Enterprise shall be the sole judge and upon such terms and conditions as the NPO/State Enterprise may prescribe provided such post and terms and conditions are in no way less favorable than those enjoyed by him/her prior to such studies, training and research work.

24.4 No employee shall ipso-facto have any right or claim to a higher post or a higher pay upon his/her return from the aforesaid training but the Competent Authority may consider any request made by employee in this regard, accordingly.

24.5 NPO/Ministry of Industries, Government of Pakistan may require an employee deputed for the purposes of studies, training and research work abroad either under aided programmers or at NPO expenses or partly so to bind him/herself to pay on demand such sums of money as may be prescribed or liquidated damages which shall not be deemed to be a penalty, to the NPO for breach of any of the terms specified above, for this purpose, before his departure he shall execute surety bond to serve the NPO on return from training as under:

Period of training	Amount of Surety Bond (Rs)	Bond Period of Service
For less than 3 calendar months.	Nil	01 year
More than three calendar months but less than Six calendar months	200,000.00	two years
More than six calendar months	500,000.00	three years

24.6 In case, a bonded employee leaves service before the expiry of the specified period, he would be liable to pay only that amount of bond which is proportionate to the unexpired period or to the actual expenditure incurred by NPO whichever is less. The competent authority may, however reduce/waive the condition depending upon performance and contribution of the employee of NPO, in exceptional circumstance.

24.7 In case of any employee proceeding on study leave with the permission of the competent authority abroad without any financial obligation on the part of NPO, the conditions of execution of Surety Bond shall be waived.

24.8 NPO may also depute an employee for training /study etc, in any training institutes in Pakistan for such a period as may be considered necessary. By doing so, NPO shall keep in view the future career planning of the employees.

24.9 Entire period including journey time spent on training shall be treated as duty.

## **25. Deputation**

25.1 The organization may appoint an employee of the Federal, provincial or a local Government or an employee of a corporation or autonomous body managed, controlled or funded by Government or as the case may be, by any Provincial Government, holding appointment on regular basis on deputation to appropriate posts in the NPO on Standard terms and conditions, as notified by the Government from time to time.

25.1.1 The normal period of deputation for all categories of government Employees would be three years. This would be extendable by two years with the prior approval of the competent authority.

25.1.2 On completion of the maximum period of five years, he would deemed to have been repatriated without any responsibility of NPO.

25.1.3 In case it is not possible to repatriate a person to his parent organization for compelling reasons, the case should be considered before the expiry of the maximum period of 5 years, fully explaining the circumstances due to which immediate repatriation is not possible.

25.1.4 In exceptional cases where a deputed employee has served for more than 5 years and the NPO wants to retain his or her services as per NPO rules and his or her parent organization has no objection to this, the matter after approval of the BOD shall be referred to concerned department for orders.

## **CHAPTER NO-VI**

## **26. Conduct and Discipline**

26.1 The employees of NPO shall for the purpose of conduct and discipline be governed by the Government Servants (Conduct) Rules 1964 and the Government Servants (Efficiency and Disciplinary) Rules. 1973 as amended from time to time.

- 26.2 For the purpose of enforcement of the provision under Rule 26.1. The following shall be authority and authorized officer:

<u>Category of Employees</u>	<u>Authority</u>	<u>Authorized Officer</u>
Non-Executive	General Manager	Manager (Admin/ Personnel)
E-I to E-V	CEO	G.M
General Managers	Board	CEO
CEO Government	Federal	A Grade 22 Officer to be nominated by the Prime Minister.

- 26.3 All employees shall strictly follow the prescribed channel for redressed of their grievances. An employee who directly approaches to the Prime Minister, a Federal Minister or any other non-official person or attempt to bring political or other influence in support of any claim arising in connection with his employment, etc. shall be liable to disciplinary action under the above referred rules.

#### CHAPTER NO-VII

#### 27. Saving

If any difficulty arises in giving effect to these rules, then CEO will examine and send his recommendations to BOD for the directions.

#### CHAPTER NO-VIII

#### 28. Repeal

- 28.1 The current rules in vogue in the NPO shall stand repealed with immediate effect.

- 28.2 Upon Notification a Pay/Allowance Fixation Committee headed by CEO NPO and three members, GM of Finance, Admin etc., will short out the anomalies to protect Pay/Allowances of the employees.

METHODS OF APPOINTMENT (SCHEDULE-I)

Sr. No.	Designation and BPS Of the Post	By Promotion (%)	By Initial Appointment (%)
1	General Manager (GM)	50%	50%
2	Deputy General Manager (DGM)	50%	50%
3	Manager	50%	50%
4	Deputy Manager	50%	50%
5	Assistant Manager/Best Practice Officer (BPO)	50%	50%
6	Management Associate	50%	50%
7	Executive Secretary		100%
8	Assistant	50%	50%
9	Receptionist		100%
10	Management Trainee		100%
11	Photo Copier		100%
12	Driver/DR		100%
13	Office Boy		100%

QUALIFICATION, EXPERIENCE AND AGE LIMITS FOR INITIAL  
APPOINTMENT (SCHEDULE-II)

Sr. No.	Designation of the Post	Qualification and Experience	Minimum Age Limit	Maximum Age Limit
1	General Manager (GM)	<ul style="list-style-type: none"> <li>• Master's degree with minimum 15-20 years experience.</li> <li>• Two (2) years experience in personnel or related field.</li> <li>• Working knowledge of modern management principles.</li> <li>• Good administrative/ organizational / leadership skills.</li> <li>• Team player.</li> </ul>	40 years	50 years
2	Deputy General Manager (DGM)	<ul style="list-style-type: none"> <li>• Master's degree with minimum 12-15 years experience.</li> <li>• Working knowledge of modern management principles.</li> <li>• Good administrative/ organizational/ leadership skills.</li> <li>• Team player.</li> </ul>	35 years	45 years
3	Manager	<ul style="list-style-type: none"> <li>• Master's degree with minimum 10-12 years experience or 16 years Bachelor degree with minimum 15 years experience.</li> <li>• Working knowledge of modern management principles.</li> <li>• Good administrative/ organizational/ leadership skills.</li> <li>• Team player.</li> </ul>	35 years	45 years
4	Deputy Manager	<ul style="list-style-type: none"> <li>• 18 years Master's degree with 7-10 years experience or 16 years Bachelor degree with minimum 10 years experience.</li> <li>• Working knowledge of modern management principles.</li> <li>• Good administrative/ organizational/ leadership skills.</li> <li>• Team player.</li> </ul>	30 years	35 years

Sr. No.	Designation of the Post	Qualification and Experience	Minimum Age Limit	Maximum Age Limit
5	Assistant Manager	<ul style="list-style-type: none"> <li>• 18 years Master's degree with 5-7 years experience or 16 years Bachelor degree with minimum 8 years experience.</li> <li>• Good administrative/ organizational/ leadership skills.</li> <li>• Team player.</li> </ul>	25 years	30 years
6	Management Associate	<ul style="list-style-type: none"> <li>• 18 years Master's degree with 3-5 years experience or Bachelor degree with minimum 5-8 years experience</li> <li>• Good administrative/ organizational/ leadership skills.</li> <li>• Team player.</li> </ul>	35 years	45 years
7	Executive Secretary	<ul style="list-style-type: none"> <li>• Graduation with minimum 2 years experience</li> <li>• Having good typing speed.</li> <li>• Enough knowledge about computer skills</li> </ul>	35 years	45 years
8	Assistant	<ul style="list-style-type: none"> <li>• Graduation with minimum 2 years experience</li> <li>• Having good typing speed.</li> <li>• Enough knowledge about computer skills</li> </ul>	30 years	35 years
9	Receptionist	<ul style="list-style-type: none"> <li>• Graduation with minimum 2 years experience or Intermediate with Minimum 5 year experience.</li> <li>• Minimum 2 year relevant experience.</li> </ul>	22 years	35 years



Sr. No.	Designation of the Post	Qualification and Experience	Minimum Age Limit	Maximum Age Limit
10	Management Trainee	<ul style="list-style-type: none"><li>• A bachelor's degree is the minimum requirement to qualify for a Management Trainee position. Masters is preferred.</li><li>• Familiarity with commonly used software applications.</li><li>• Must be mature, adaptable, analytical, and capable of working well with others.</li><li>• Good oral and written communication skills.</li><li>• Able and willing to work</li></ul>	20 years	30 years
11	Photo Copies	<ul style="list-style-type: none"><li>• Matric with 2 year experience in relevant field</li></ul>	20 years	35 years
12	Driver/DR	<ul style="list-style-type: none"><li>• Primary having Valid LTV driving License with two year experience.</li></ul>	20 years	40 years
13	Office Boy	<ul style="list-style-type: none"><li>• Primary pass</li></ul>	18 years	35 years



CONDITION FOR PROMOTION (SCHEDULE-III)

Sr. No.	Designation and BPS of the Post	Person Eligible	Condition of Eligibility
1	General Manager (GM)	Deputy General Manager (DGM).	<ul style="list-style-type: none"> <li>• Two to three year Service Experience.</li> <li>• Having good performance evaluation course.</li> </ul>
2	Deputy General Manager (DGM).	Manager	<ul style="list-style-type: none"> <li>• Three to Four year Service Experience.</li> <li>• Having good performance evaluation course.</li> </ul>
3	Manager	Deputy Manager	<ul style="list-style-type: none"> <li>• Four to five year Service Experience.</li> <li>• Having good performance evaluation course.</li> </ul>
4	Deputy Manager	Assistant Manager/ Best Practice Officer (BPO).	<ul style="list-style-type: none"> <li>• Four to five year Service Experience.</li> <li>• Having good performance evaluation course.</li> </ul>
5	Assistant Manager	Management Associate	<ul style="list-style-type: none"> <li>• Three to Four year Service Experience.</li> <li>• Having good performance evaluation course.</li> </ul>
6	Management Associate	Management Trainee	<ul style="list-style-type: none"> <li>• 2 Year Service Experience.</li> <li>• Having good performance evaluation course</li> </ul>
	Management Associate	Receptionist/ Assistant	<ul style="list-style-type: none"> <li>• 5 Year Service Experience.</li> <li>• Having good performance evaluation course.</li> </ul>
7	Executive Secretary		
8	Assistant		
9	Receptionist		

Sr. No.	Designation and BPS of the Post	Person Eligible	Condition of Eligibility
10	Management Trainee.	-	-
11	Photo Copier	-	-
12	Driver/DR	-	-
13	Office Boy	-	-

[No. 10(6)/2009-APO].

ASIYA NOOR,  
Section Officer (APO/NPO) (Confid./TA).