

PPIB | Private Power &
Infrastructure Board

Employees' Service Regulations 2025



Government of Pakistan
Ministry of Energy (Power Division)

2025

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CHAPTER-1 **GENERAL PROVISION**

1. Short Title, Application and Commencement

- 1.1 These regulations shall be called the PPIB Employees' Service Regulations 2025 (hereinafter referred to as the “**Regulations**”).
- 1.2 These Regulations shall come into force from December 01, 2025.
- 1.3 These Regulations shall apply to:
- (i) All Regular Employees of PPIB;
 - (ii) Employees engaged by PPIB on Contract Based Appointment to the extent provision is made in their contract, or in these Regulations;
 - (iii) Employees of PPIB on Deputation.
- Except expressly provided in these Regulations, these Regulations shall not apply to:
- (i) A person employed on work charge basis.
 - (ii) A person employed for a short term not exceeding three months.
 - (iii) Students / others engaged for internships.
- 1.4 All Employees may be provided a copy of these Regulations and notified whenever any amendments are made and approved by the Board.
- 1.5 Throughout these Regulations, and unless the context requires otherwise, all references to the male gender shall include the female gender, and *vice versa*; and all references to the singular shall include the plural, and *vice versa*.
- 1.6 The Board may at any time modify, amend, or repeal any part of these Regulations or make any new regulations, provided that repeal of, modifications in, amendments to, or promulgation of any new regulations shall not be to the disadvantage of any Employee governed by these Regulations. For the avoidance of doubt, any repeal of, modification in, amendment to, or promulgation of any new regulation shall not be construed to be disadvantageous when read and construed in conjunction with other regulations; the Employee is not in overall disadvantageous position.

1.7 Institutional Hierarchy

- (i) **Job Designation:** Job designations refer to the specific titles or labels assigned to positions within an organization to signify the roles, responsibilities, and hierarchical levels of employees. Each job designation typically corresponds to a particular set of duties, qualifications, and expectations;
 - (ii) **The Management Committee:** The Management Committee is formed to facilitate decision-making, problem-solving, and coordination of activities across different Sections or areas of the organization.
- 1.8 In case any dispute or difference arises as to the interpretation or construction of any provision of these Regulations, policies or guidelines made thereunder, MD may refer such dispute to the Regulation Committee which after considering the matter will forward its recommendation to MD for decision.

2. Definitions

Unless the context otherwise requires, capitalized terms used in these Regulations shall bear the meaning ascribed thereto as follows:

- 2.1 **AEDB Act** means Alternative Energy Development Board 2010 (Act No. XIV of 2010) which has been repealed by virtue of PPIB Amendment Act.
- 2.2 **AEDB Board** means the board constituted under Alternative Energy Development Board 2010 (Act No. XIV of 2010) which board was latter dissolved by virtue of PPIB Amendment Act.
- 2.3 **AEDB Employees** means all the employees of AEDB Board who have been transferred to PPIB by virtue of Merger Scheme as contemplated under PPIB Amendment Act and approved by the Board and any notifications issued by PPIB pursuant thereto from time to time.
- 2.4 **AEDB Regulations** means AEDB Employees Service Regulations 2013 as amended until the date of commencement of these Regulations.
- 2.5 **Merger** means merger of AEDB and PPIB contemplated under the PPIB Amendment Act and any decisions, orders, notifications issued by PPIB from time to time.
- 2.6 **Merger Scheme** means the scheme of Merger of both PPIB and AEDB as approved by the Board by virtue of which, amongst others, AEDB Employees have been transferred to PPIB pursuant to PPIB Amendment Act.
- 2.7 **Allowance** means an allowance granted to meet personal expenditure necessitated by special circumstances in which official Duty is performed. It includes traveling allowance, conveyance allowance, house rent allowance, medical allowance,

entertainment allowance, cost of living allowance and any other similar allowance provided by PPIB.

- 2.8 Approved Hospital** means a hospital, clinic, dental clinic, maternity home or other institutions for provision of medical or dental treatment facilities to Employees, as approved by the MD on case to case basis or from time to time on the recommendation of the Medical Committee, in accordance with these Regulations.
- 2.9 Authority Matrix** means the matrix describing the roles, responsibilities, and decision-making authority within PPIB duly recorded by HR Section after approval from the Competent Authority.
- 2.10 Basic pay** means the part of remuneration so designated without any allowances.
- 2.11 Board** means the Board constituted pursuant to Section 6 of the PPIB Act, herein referred to as the Board.
- 2.12 Bonus** means a lump sum payment of any amount granted at the discretion and approved by the MD/ Board, as applicable, on the basis of Annual Performance Evaluation Reports or on an appropriate occasion or in recognition of meritorious services.
- 2.13 Calendar Year** means period of 12 months, starting from the 1st day of January and ending on the 31st day of December
- 2.14 Chairman** means the Chairman of the Board as defined in the PPIB Act.
- 2.15 Competent Authority** means the Board, the appointing authority or any other officer of PPIB who is designated by the Board/MD to exercise power of the Competent Authority under the PPIB Act or these Regulations, as applicable.
- 2.16 Conflict of Interest** means a situation when an individual's or Employee's personal interest's family, friendships, financial, or social factors could compromise his or her judgment, decisions, or actions in relation to business of PPIB.
- 2.17 Contract Based Appointment** means an appointment to a vacant post for a specified time period at specified rate of Remuneration / Pay and benefits.
- 2.18 CPF** means the Contributory Provident Fund established by PPIB pursuant to these Regulations.

2.19 Career Stream means a structured progression path within a specific functional area where roles share similar skills and responsibilities. Different Career Streams are as under:

(i) **Executive Cadre**

- (a) Senior Management (G-12 and above)
- (b) Middle Management (G-10 & G-11)
- (c) Junior Management (G-7 to G-9)

(ii) **Staff Cadre**

- (d) Support Staff (G1 to G-6)

2.20 Daily Allowance means an Allowance granted to an Employee to meet daily expenses incurred on boarding and lodging while the Employee is on tour on behalf of or in the interest of the service of PPIB, duly authorized by the Competent Authority.

2.21 Dental Treatment will cover treatment for cure of all types of dental ailments and shall not include cosmetic orthodontics, provision of removable dentures, gold crowns and gold inlays.

2.22 Deputation means where the services of an Employee belonging to the Federal Government or a department or agency owned or controlled by the Federal Government have been temporarily lent to PPIB on standard terms and conditions of the Federal Government or any other provision of law including posting under Section 10 of the Civil Servants Act, 1973, or an Employee from PPIB sent on deputation under these Regulations.

- (i) Deputation to PPIB cannot be in anyway constitute employment in the sense of this Regulation for PPIB
- (ii) Deputation of PPIB employee on deputation always constitute employment in the sense of these regulation for PPIB

2.23 Dreaded Disease means any of the serious health conditions that can lead to death or serious permanent physical or mental impairment of a Patient.

2.24 Duty includes but is not limited to:

- (i) Service as an Employee inclusive of probation period.
- (ii) Joining time during transfer.

- (iii) Period of instruction and /or study/training/course at a university, institute, college or school in Pakistan or abroad, as the case may be, and upon resumption of duties in PPIB on successful completion of the instruction / study/ training / course, after becoming an Employee of PPIB, if permitted /approved by the MD.
- (iv) Work from home in accordance with these Regulations.
- 2.25 Duty Station** means station which has been declared as such by the Competent Authority.
- 2.26 Emergency** means cases where the Patient requires immediate medical attention and any delay may be detrimental to his/her health.
- 2.27 Employee** means a serving Employee of PPIB.
- 2.28 Executive** means an Employee of PPIB belonging to the executive cadre in Grade 7 & above.
- 2.29 Management Committee** means a committee comprising of all Section Heads (DGs for all Supporting Functions and CTO for Technical Section) headed by MD to perform such functions as stipulated in these Regulations. In case CTO's position is vacant, respective DGs will be deemed members of the committee.
- 2.30 Family** means an Employee's parents, husband, wife, and legitimate children. In so far as Medical Facility is concerned, not more than one wife will be included in a family as so notified by an Employee to HR Section.
- 2.31 Fare** means cost of tickets by the class of accommodation to which an Employee is entitled to travel or, if he travels by a lower class, the cost of ticket of such lower class.
- 2.32 Federal Government** means the Government of Pakistan.
- 2.33 Gift** means receipt by an Employee or his Family, directly or indirectly, from any person, for the reason of his service in PPIB. Gift shall include anything at all of any monetary value or anything else, including but not limited to any discount, entertainment, favor, forbearance, social invitation, local or foreign trips, hospitality, loan, lodging, meal, ticket, transport, travel, reimbursement, etc.
- 2.34 Grade** means a sub-division according to Pay of a class of PPIB's Employees.
- 2.35 Gross Salary** means the aggregate of an Employee's Basic Pay and permitted allowances due and payable at the end of each calendar month.

- 2.36 Headquarter** means the Head Office of PPIB, currently present at **Emigration Tower, Sector G 8/1, Islamabad, Islamabad Capital Territory.**
- 2.37 Holiday(s)** means a holiday notified by PPIB or by the Federal Government.
- 2.38 Honorarium** means an amount granted to an Employee as remuneration for a specific work of occasional nature.
- 2.39 HR Section** means the Human Resources Section of PPIB.
- 2.40 Initial Appointment** means an initial appointment of an Employee made otherwise than through promotion or transfer.
- 2.41 Leave & Attendance Policy** means a policy approved by the MD, as may be amended, modified or substituted from time to time, with regard to approvals, procedures and other incidental matters related to leave & attendance.
- 2.42 Lien** means the title of an Employee to hold substantively either immediately or on the termination of a period or periods of absence, a Permanent Post, to which he has been appointed substantively.
- 2.43 Loan Facility** means the interest free loan(s) and advance(s) which a Regular Employee is entitled to avail under these Regulations.
- 2.44 Loan Committee** means the committee so constituted by MD to recommend advancement of Loan Facility to the Employees and perform other functions in respect of Loans under these Regulations or Loan Policy made thereunder.
- 2.45 Loan Policy** means guidelines laying down the criteria and approval process for the Loans as approved by MD under this Regulation, as such Loan Policy may be amended, modified, or substituted from time to time.
- 2.46 Managing Director** means the chief executive of PPIB as appointed by the Federal Government, howsoever designated, and hereinafter referred to as MD.
- 2.47 Management** means a regular Employee of PPIB belonging to the executive cadre in Grade 10 and Grade 11.
- 2.48 Authorized Medical Officer** means any qualified physician/doctor/dentist approved by the MD, or a physician/doctor/dentist of any Approved Hospital.
- 2.49 Medical Care & Hospitalization SOPs** means Standard Operating Procedures (SOPs) approved by MD, under the Regulations/Policy approved by the Board.
- 2.50 Medical Committee** means the committee so constituted by MD to perform such functions as laid down in these Regulations.

- 2.51 Medical Facility** means the Medical Treatment facility and Dental Treatment facility admissible to an Employee under these Regulations.
- 2.52 Medical Treatment** means the provision of all medical and surgical facilities to a Patient, including administration of injections and all diagnostic tests whether during Medical Attention at Approved Hospital or at Residence of Patient or as prescribed by a Medical Officer, subject to PPIB's Medical Care & Hospitalization SOPs, or under PPIB's Medical Insurance Scheme, if any.
- 2.53 Medicines** include, injections, sera and all other therapeutic substances, except for hormonal enhancement, and do not include the following items even if these items have been prescribed by a Medical Officer or specialist:
- (i) Medicated Soap, Medicated Gel, Cream, and Cosmetics, etc.
 - (ii) Medicated Shampoo and Toothpaste
 - (iii) Mouth Wash
 - (iv) Baby Milk
 - (v) Food Supplements
 - (vi) Family-planning procedures and instruments, infertility treatment, etc.
- 2.54 Month** means a calendar month. In calculating a period expressed in terms of months and days, complete calendar months, irrespective of the number of days in each, should first be calculated, and the odd number of days calculated subsequently.
- 2.55 Patient** means an Employee, including any member of his Family, who falls ill and is entitled to Medical Facility as provided under these Regulations.
- 2.56 Pay** means the amount to be drawn by an Employee as pay fixed for him/her in a Pay Scale or otherwise, and includes Special Pay and any other emoluments classed as pay, but does not include allowances.
- 2.57 Pay Scale** means the pay scales approved by the Board from time to time.
- 2.58 Penalty** means a penalty, as provided in these Regulations, which may be imposed on an Employee under these Regulations.
- 2.59 Permanent Post** means a post carrying a specified rate of remuneration sanctioned without limit of time.
- 2.60 Personal Pay** means the Pay which an Employee is entitled under these Regulations to receive in case he reaches the maximum Pay in his Pay Scale.
- 2.61 Policy(ies)** means various policies notified by the HR Section as approved by MD, as may be amended, modified, supplemented, or substituted from time to time.

- 2.62 PPIB** means the Private Power & Infrastructure Board established under the Private Power and Infrastructure Board Act, 2012.
- 2.63 PPIB Act** means the Private Power and Infrastructure Board Act, 2012 (Act No. VI of 2012), as amended from time to time.
- 2.64 PPIB Amendment Act** means Private Power and Infrastructure Board (Amendment) Act, 2023 (Act No. XXVI of 2023).
- 2.65 Promotion Committee** means the committee(s) constituted to perform functions under these Regulations.
- 2.66 Regular Employee** means an Employee holding a Permanent Post in PPIB excluding that on Deputation in PPIB or Contract Based Appointment or an Employee appointed on contingency basis provided, however, in case an Employee is appointed on Contract Based Appointment against a Permanent Post, he shall not be considered a Regular Employee.
- 2.67 Regional Office** means a division, branch, or office of PPIB that operates within a specific geographical area, managing and overseeing operations, administrations and strategic initiatives for that region, other than Headquarters.
- 2.68 Regulations** mean the PPIB Employees Service Regulations 2025.
- 2.69 Regulations Committee** means the committee to be constituted by MD comprising of Heads of HR, Law, Finance & Accounts Sections and two other members as MD may deem fit and proper, to perform following functions:
- (i) To review these Regulations from time to time and recommend any improvement therein.
 - (ii) To review any case referred by MD when there is any dispute/difference as to any interpretation or construction of any provision(s) of these Regulations and/or policy made thereunder and give recommendations for consideration of MD.
 - (iii) Any other tasks assigned by MD in relation to these Regulations.
- 2.70 Remuneration**, at any given time, means the aggregate compensation received by an Employee as Pay and any or all allowances approved by the Competent Authority, including but not limited to the following:
- (i) Basic Pay
 - (ii) House Rent Allowance
 - (iii) Utilities Allowance
 - (iv) Conveyance Allowance

- (v) Medical Allowance
- (vi) Cost of Living Allowance
- (vii) Personal Pay
- (viii) Any other emoluments which may be classified as Remuneration by the PPIB

2.71 Salary means the amount drawn by an Employee on monthly basis as:

- (i) Basic Pay
- (ii) House Rent Allowance
- (iii) Conveyance Allowance
- (iv) Medical Allowance
- (v) Utilities Allowance
- (vi) Personal Pay
- (vii) Any other emoluments which may be classified as Salary by the PPIB.

2.72 Section means one or more administrative sub-unit(s) of PPIB headed by a Section Head to discharge functions as contemplated under these Regulations.

2.73 Section Head means head of Section(s) of PPIB as so appointed under these Regulations.

2.74 Service includes the periods of Duty and the periods of leave duly sanctioned by the Competent Authority, but does not include any periods of absence or overstay of leave without express permission of the Competent Authority, and leave without Pay.

2.75 Selection Committee means the Committee constituted by the Competent Authority comprising of members, which shall make recommendations to the Competent Authority for initial appointment.

2.76 Special Pay means any additional Pay granted to an Employee to compensate such Employee for any loss of Basic Pay in respect of any revision of Remuneration or Grade.

2.77 Support Staff means Employees in Grade 1 to Grade 6

2.78 Temporary Post means a post carrying a definite rate of Pay sanctioned for a limited time.

2.79 Travel Policy means a policy for the purposes of travelling on official business, as approved by MD as may be amended from time to time.

2.80 Tour means absence from the Duty Station of an Employee either within Pakistan or abroad, with approval of the Competent Authority.

- 2.81 Vehicle Allocation Manual** means a Manual for provision, allocation, monetization, usage of official vehicles and other incidental matters with regard thereto, approved by MD, under the Regulations/Policy approved by the Board.
- 2.82 Work from Home Policy** means policy approved by MD providing framework in respect of Services to be rendered by Employees from home or remotely, as such policy may be amended from time to time.

CHAPTER-2

GENERAL CONDITIONS OF SERVICE

1. Administrative Structure and Service Cadre

PPIB's administrative structure will broadly comprise of two cadres namely: Executive Cadre and Staff Cadre. Executive Cadre will have further three career streams whereas Staff Cadre will be single career stream briefly described as follows:

- 1.1 **Executives:** This cadre will comprise of Employees who include Senior, Mid-Level and Junior Management. They will encompass Grades 7-12 and MD's Position
 - a) **Senior Management:** This cadre will comprise of Employees who are employed to provide professional assistance to the Board in matters and shall generally possess extensive qualifications and experience in the profession of law, business, engineering, finance, accounting, information technology, human resources, economics or the power industry. They will lead sections in PPIB as per these regulations and encompass Grade 12 and MD's position.
 - b) **Middle Management:** This cadre will comprise of Employees who are employed for providing professional assistance to the Executives in matters and shall generally possess adequate qualifications and experience in the profession of law, business, engineering, finance, accounting, information technology, human resources, economics, or the power industry. They will assist Executives as per these regulations and encompass Grade 10 and Grade 11.
 - c) **Junior Management:** This cadre will comprise of Employees who are employed for providing professional assistance to the Management or Executives in matters and shall generally possess relevant qualification and requisite experience in the profession of law, business, engineering, finance, accounting, information technology, human resources, economics or the power industry. They will assist Management or Executive in PPIB as per these regulations and encompass Grade 7, Grade 8 and Grade 9.
- 1.2 **Support Staff:** This cadre will comprise of Employees who are employed to support the Executives, Management & Professionals in performing their duties at PPIB. This group shall include private secretaries, office assistants, front desk staff, telephone operators, foremen, clerks, drivers, office attendants, gardeners, chowkidar/security staff, janitors, etc., and those approved by the Board as Support Staff Employees. They will extend support as per these regulations and encompass Grade 1 to Grade 6.

2. Terms and Conditions of Service

- 2.1 Terms and conditions of Service of Employees shall be as laid down in these Regulations and in such subsequent orders and instructions, which may be issued from time to time by the Competent Authority.
- 2.2 In all matters not expressly provided for in these Regulations and if there is no mechanism or other recourse available herein to address such matters, the decisions taken by the Board in the matter shall be applicable to the Employees.

3. Employment to be for Whole Time

Unless otherwise provided, the Employee shall be considered a whole-time Employee and may be employed in any manner under these Regulations with or without any claim for additional Remuneration.

4. Claims to be Preferred within Six Months

No monetary claim by the Employee will be entertained if it is not submitted within six months of it becoming due, unless the time limit is specifically relaxed in individual cases by the MD or by a person to whom powers have been delegated in this regard.

5. Redistribution or Adjustment of Post(s)

- 5.1 The Board shall approve the sanctioned strength of the organization for all grades.
- 5.2 The MD may redistribute or adjust post(s) within the different Sections up to the level of Grade-10, without altering the overall approved sanctioned strength.
- 5.3 Based on request by respective Section Head(s), the HR Section may process redistribution or adjustment of post(s), with the approval of Competent Authority. The Competent Authority may shift the approved post(s) of particular Section to any other Section, based on demonstrated need presented by the HR Section in consultation with relevant Section Head(s).

6. Age Requirements and Superannuation

The minimum age for entry into PPIB Service shall be eighteen (18) years and the maximum age shall be fifty-seven (57) years. However, the Competent Authority may determine the maximum age limit not exceeding superannuation age depending upon the nature and requirement of particular post.

- 6.1 The age of superannuation shall be sixty (60) years, or as fixed by the Federal Government for civil servants, whichever is longer.

7. Employment of Relations

- 7.1 The induction or placement of an Employee in a post leading to possible conflict of interest situation involving another Employee shall be avoided.
- 7.2 For all employees, immediate family cannot be in same reporting line or any other area deemed as conflict of interest by competent authority (MD).
- 7.3 Immediate family includes parents/guardians, siblings, step-siblings, adopted children, maternal and paternal uncles/aunts and first cousins (directly related through the father or mother), and their relatives.
- 7.4 As part of screening process, the HR Section shall evaluate relationships of applicants with existing Employees which could lead to a conflict of interest situation.
- 7.5 Related Employees shall not be placed in posts where a conflict of interest situation can arise.
- 7.6 In case a relationship is established after joining of Service, both incumbents shall be under obligation to report their relationship to the HR Section.
- 7.7 In case no suitable job(s) exist assignment to which would resolve the anomaly, or the incumbent(s) refuse acceptance of PPIB's offer, one of the incumbents may be asked to voluntarily resign. The Competent Authority shall take the final decision in this regard.
- 7.8 Non-declaration by Employees that could lead to a conflict of interest situation shall amount to concealment of essential facts which can lead to initiation of proceedings for misconduct under these Regulations.

8. Conflict of Interest

- 8.1 The MD shall ensure overall compliance with the Conflict of Interest framework.
- 8.2 The MD shall constitute a Conflict of Interest Committee (CIC) under the Head of HR Section including but not limited to representatives from relevant Section(s). The CIC shall: (a) review disclosed or reported conflict situations; (b) make recommendations on mitigation, recusals, reassignments, disqualifications, or other remedial actions; and (c) maintain a confidential register of disclosed conflicts and actions taken. The MD shall have ultimate authority for final decision(s), with reasons duly recorded for any deviation from the CIC's recommendations.
- 8.3 Employees, Support Staff, and advisors shall be under obligation to disclose any and all conflicts of interest situations involving their relationships with PPIB and

- other stakeholders. This includes, but is not limited to, financial, familial, and personal relationships.
- 8.4 Conflict of interest shall be deemed to exist when inter-alia any of the following conditions are met:
- (i) Supply of goods and services to PPIB by an entity in which the incumbent, spouse, children, or close first relatives have an interest (Includes direct family as described in 7.3).
 - (ii) Employment (Includes 7.3) of a close relative of an employee by an IPP or its affiliate, supplier, or service provider.
- 8.5 Non-disclosure of conflict of interest situations shall be treated as misconduct and may lead to termination of service if willful withholding of information is proved.
- 8.6 Incumbents believed to have withheld information shall be provided a chance of being heard by the MD as per the grievance process.
- 8.7 In cases where a conflict of interest is proved through investigation and/or as determined by the competent authority, the HR Section may initiate a change in the Employee's current job assignment, or other appropriate action to be approved by the Competent Authority. This may include reassignment, demotion, or other disciplinary actions.
- 8.8 PPIB expects its employees to avoid any personal activities and financial interests which may conflict with their commitment to effectively performing their jobs. In other words, no staff member is allowed to conduct any personal financial transactions with clients of any nature, to accept any gifts from the clients, or to engage in any activities that might compromise their objectivity and impartiality.
- 8.9 Employees must immediately report any potential or actual conflict of interest to their supervisor or the HR Section to seek guidance on how to proceed.
- 8.10 The HR Section will maintain a confidential record of all disclosed conflicts of interest and the actions taken to mitigate them.
- 8.11 Regular training and awareness sessions will be conducted to ensure all employees are aware of what constitutes a conflict of interest and the importance of disclosing such situations.

9. Other Employment

- 9.1 An Employee shall not engage in any substantial business, trade or private work or undertake any employment other than his official duties.

- 9.2 An Employee may undertake occasional work of a literary or artistic character provided that his official duties do not suffer thereby. However, PPIB may, at its discretion and, at any time refuse permission to any Employee to undertake or require him/her to abandon any such work which in its opinion is undesirable.
- 9.3 The honorary position of a club or any organization does not constitute employment in the sense of this Regulation, provided that it does not occupy so much of the Employee's time as to interfere with his official duties, and provided further that it is not remunerated by any payment in cash or any other equivalent other than the customary concessions of free quarters and personal exemption from messing charges only.
- 9.4 No Employee may undertake work for a foreign State or any public body of such state, or accept the fee thereof.

10. Record of Service

Service Record of each Employee shall be maintained, as provided in these Regulations, in HR Section.

11. Regulations and Policy Revisions

Thoughtfully developed policies and procedures, including the entire Regulation, are dynamic documents that should adapt in line with the PPIB's evolving requirements. Consistent review and revision of policies are essential elements of a comprehensive policy and procedure management strategy.

- 11.1 These Regulations and Policies will be reviewed and evaluated for any of the following reasons:
- (i) A scheduled periodical review
 - (ii) A suggestion from a competent source
 - (iii) An identified problem or issue
 - (iv) A change in legislation or change in interpretation of law by the superior courts of Pakistan
- 11.2 The Employees may also suggest changes and amendments in the existing HR management systems and these Regulations and Policies and shall also provide rationale therefor. These suggestions and recommendations shall be sent to Head of HR in writing. Head of HR will present the suggested amendments to MD who may refer such suggested amendments to Regulations Committee for review and recommendations.
- 11.3 The Regulations Committee will thoroughly review the suggested changes and will submit recommendations to MD. If deemed necessary, the Regulations

- Committee may also include a draft amendment(s) to the Regulations or Policies, as the case may be.
- 11.4 The Regulations Committee will finalize its recommendations with minimum three fourth majorities of its members.
 - 11.5 Introduction/implementation of any new policy(ies) or changes in existing Policy(ies) having no financial impact may be approved by the MD.
 - 11.6 Any new or existing policies having financial impact will be approved by the Board provided, however, in case Board has expressly delegated its function and power to HR Committee or MD, as the case may be, then such new policy or amendment in existing Policies may be approved by HR Committee or MD. For the avoidance of doubt, any amendment in these Regulations shall always be presented to and approved by the Board.
 - 11.7 The Authority Matrix is typically updated through a structured process within an organization to reflect changes in roles, responsibilities, and decision-making authority. The approving authority for the changes in Authority Matrix of Employees is MD and the Board, as the case may be.
 - 11.8 The final review will be done at the end of every calendar year.
 - 11.9 The revision of the Regulations or any Policy will be announced to employees and stakeholders through a notification.
 - 11.10 All additions and/or revisions in the Regulations or Policies will be updated and a new revision date will be set.
 - 11.11 HR Section will maintain a record of all updates to the Regulations and Policies.

12. Equal Opportunity Employer

As an equal opportunity employer, PPIB follows a transparent and merit-based recruitment policy and the selection procedure and employment policies are geared to attract and retain capable and qualified employees. Absence of discrimination in working environment based on race, color, age, gender, religion or physical disability shall be the essence of hiring. However, the Board may, from time to time, allocate quotas for different categories of employees with special consideration of gender, disability, minorities etc.

13. Protection against Harassment

One of the key aim of these Regulations is to make PPIB a safe work place for its Employees. PPIB aims to protect and safeguard its Employees at all times and wants to provide a working and professional environment that is supportive for achieving its mission. Harassment is verbal or physical conduct that denigrates or shows

hostility or aversion to an individual because of gender, race, color, religion, age, national origin, disability or any basis prohibited by law when such conduct has the purpose or effect of unreasonably interfering with an Employee's work performance, creating an intimidating, hostile, or offensive work environment, or otherwise adversely affects an individual's employment opportunities.

Harassment may include, but is not limited to, verbal abuse, ridicule, including slurs, epithets, and stereotyping, offensive jokes and comments, threatening, intimidating, or hostile acts, and displaying or distributing offensive materials, writings, graffiti, or pictures or actions that fall under Sexual Harassment as defined and contemplated under Harassment of Women at Workplace Act 2010.

Within thirty day of promulgation of this Regulation, MD shall constitute a permanent Committee (referred to as the "**Anti-Harassment Committee**") comprising of officials amongst whom one shall be a female member. The Anti-Harassment Committee will hold proceedings and inquire into the complaint(s) of harassment or sexual harassment in accordance with the framework prescribed under these Regulations or the Harassment of Women at Workplace Act, 2010, as the case may be, and recommend appropriate action to the Competent Authority.

14. Exception to Regulations and Policy

The purpose of this clause is to establish the guidelines for granting exceptions to existing Regulations and policies made thereunder within the PPIB. Exceptions in application of the Regulations or policies, if so required, will be handled consistently, transparently, and fairly while maintaining the integrity and intent of the original Regulations and policies.

Guidelines for Requesting an Exception

- 14.1 **Eligibility:** Employees or stakeholders may request an exception when they believe that compliance with Regulations, or any policy made thereunder, would result in undue hardship, is impractical, or is not in the best interest of the organization.
- 14.2 **Request Process:** The requester must submit a formal written request outlining the specific Regulations or policy, the nature of the exception, the rationale for the request, and any supporting documentation. Such request will be submitted to the Managing Director.
- 14.3 The Managing Director shall review the request, record observations or recommendations, and forward the case to the Board of PPIB for consideration. The Managing Director may, where necessary, seek input from relevant stakeholders or committees prior to submission.
- 14.4 **Approval by the Board:** The Board shall be the sole authority to approve exceptions. The decision of the Board shall be communicated in writing to the

requester, clearly stating the outcome and any conditions attached to the exception.

15. Amendment of Policies & Emoluments to address rising costs, inflation, and cost of living

PPIB recognizes the need to periodically review and adjust Policies and Emoluments to ensure they reflect current economic realities. Adjustments will be made to mitigate the impact of rising costs, inflation, and changes in the cost of living on employees. Policies and Emoluments will be reviewed at least 2 years, or as necessary, to assess the impact of inflation and cost of living changes.

16. Use of Equipment, Technology, Cell Phone and Contact with Social Media

PPIB is committed to upholding a high standard of professionalism in the workplace. Employees should treat colleagues, subordinates, and superiors with integrity and respect. A quiet and respectful tone should be maintained throughout the workplace.

All employees are required to turn off or keep their mobile phones on silent mode during meetings and keep ringtone volumes low while at office premises.

When using mobile phones, employees should speak softly and refrain from using inappropriate language.

Employees are strictly prohibited from recording or filming any incidents that occur within the PPIB premises. Furthermore, they are not permitted to share, upload, or post any such recordings on social media platforms or any other public forum. This is essentially to protect the privacy and confidentiality of the organization and its Employees, as well as to prevent the spread of unauthorized or potentially sensitive information. Any violation of this Regulation may result in disciplinary action under these Regulations.

CHAPTER-3

ORGANIZATION STRUCTURE

1. Changes in Organogram

PPIB's functional organizational organogram is attached as **Appendix-A** to these Regulations. PPIB organization structure is divided into the following Sections, each playing a vital role in the execution of PPIB's mandate: Organograms reflecting organizational structure up to Grade-7 are attached as **Appendix-B**.

1.1 MD Office: This office shall be responsible for day-to-day administration of the affairs of PPIB and shall, subject to the regulations, be assisted by the staff in carrying out the functions of PPIB. This office also provides strategic leadership and direction to all sections. It oversees the conceptualization, development, facilitation, and implementation of private power and infrastructure projects in alignment with national energy policies and priorities. It ensures inter-ministerial coordination, monitors organizational performance, and facilitates decision making at the Board level.

1.2 Power & Infrastructure Procurement (PIP) Section: This Section's central role is to manage competitive bidding processes for power projects. It is responsible for market operations, power procurement strategy formulation, transaction advisory, and research & development to align with evolving energy market dynamics. This Section will also include the IT professionals who will manage digital platforms, data centers, cybersecurity of platform, and automation of power procurement workflows for increased efficiency.

1.3 Conventional Energy Sections:

- (i) **Thermal Section**
- (ii) **Hydro Section**
- (iii) **Transmission Section**

These Sections focus on ensuring efficient and sustainable energy production and distribution. This includes overseeing thermal power plants, enhancing transmission capacity, managing coal-fired power plants with sustainable practices, and supervising hydroelectric projects.

1.4 Renewable Energy Sections:

- (i) **Solar Section**
- (ii) **Wind Section**
- (iii) **Environment/New Technology Section**

The PPIB handles alternate energy tasks by identifying project sites, ensuring compliance, and facilitating development with incentives, coordinating approvals, procuring equipment, overseeing implementation, and monitoring performance. Their goal is to enhance energy security, reduce fossil fuel reliance, and promote sustainable development.

- 1.5 Corporate Affairs Section/Board Secretariat:** The Board Secretariat shall be responsible for maintaining accurate records of all proceedings of the Board. This includes keeping minutes of every Board meeting and ensuring that all decisions taken by the Board are properly documented in writing. In addition, the Board Secretariat shall, as soon as practicable but no later than three (03) months after the end of each financial year, prepare and submit to the Board an Annual Report outlining the Board's activities during the preceding financial year.
- 1.6 Law Section:** The Law Section ensures compliance, oversees contracts and agreements with IPPs, in this regard liaises with legal entities and stakeholders, and provides legal advice on dispute resolution. Law Section additionally provides strategic counsel on regulatory and contractual matters, represents PPIB in legal forums, coordinates with legal advisors and government bodies, and ensures adherence to national and international laws. It mitigates legal risks and supports successful project execution.
- 1.7 Finance & Accounts Section:** This Section manages budgeting, financial planning, reporting, resource allocation, risk management, and regulatory compliance. It handles investment management while also overseeing project agreements, feasibility evaluations, and coordination with key stakeholders. It ensures smooth financial operations, including payroll, audits, and reporting, and actively contributes to institutional development through participation in committees, task forces, and sectoral reform initiatives.
- 1.8 International Cooperation/Policy Section:** This Section facilitates enhancing global collaboration, attracting foreign investment, and aligning with best practices. It partners with international entities, analyzes global trends, and supports power policies formulation.
- 1.9 HR & Admin Section:** This Section manages the full employee lifecycle, including workforce planning, recruitment, selection, onboarding, performance management, training and development, succession planning, compensation and benefits, employee engagement & development and implementation of HR & operational policies. Additionally, it is responsible for ensuring that all administrative operations, such as office space management, facility upkeep, procurement of all goods and services, security, and health & safety standards, are effectively maintained. This section shall also be responsible for all public relations activities, which include but are not limited to communication with stakeholders, Institutional image building and parliamentary business. etc.

1.10 IT Section: This Section, will be responsible for overseeing technological infrastructure, software systems, Internal IT Policies, networks, databases, and cybersecurity etc.

1.11 Provision for Flexibility

The responsibilities outlined above are intended to guide and define the core functions of each Section. However, in view of the evolving nature of the power and infrastructure sectors, these responsibilities may be enhanced, modified, or reduced from time to time, subject to the approval of the MD to best serve the strategic interests of the organization and the Government of Pakistan.

2. Streamlining of the Reporting Chain

Conventional Energy and Renewable Energy Sections are divided on the basis of types/technologies. The former comprises of Hydro, Thermal and Transmission Sections, whereas the latter includes Solar, Wind, Environment/New technology Sections. These Sections are supervised by respective Section Heads designated as Director Generals in highest tier, i.e., G-12. As per general hierarchical structure, the Employees in the highest tier report directly to the MD. However, given the peculiarity and nature of functions and in order to reduce burden of direct reporting of too many officials to MD and for timely and efficient discharge of official functions, it deems imperative reporting chain is further streamlined, the Board, may depute one or two Director General as Chief Technical Officer (CTO) from either of Conventional or Renewable Sections for the purposes of coordination and reporting on behalf of other Director Generals of Sections.

3. Function of Management Committee

For the purposes of efficient and seamless functioning amongst various Sections of PPIB and in order to streamline overall processes in PPIB, the meeting of the Management Committee shall be routinely convened at least once a month. However, for urgent matters, MD may convene such meeting earlier or at such time as he deems fit. Management Committee will perform following functions:

- 3.1 Identify and determine Business Plan for the organization in line with overall targets set by the Board.
- 3.2 Deliberate and streamline the processes for efficient administration.
- 3.3 Seek input on all Key Performance Indicators KPIs of respective Sections and suggest how to remove hurdles in achieving the KPIs of respective Sections.
- 3.4 Discuss and deliberate on common issues amongst the Sections for smooth functions and efficient management.
- 3.5 Any other function that may be assigned to it by the MD.

4. Grading Structure

Cadre / Career Stream	Nomenclature	Grade	Minimum Qualification / Certification	Relevant Experience (Years)
Senior Management	Managing Director (Govt appointed)	Board Appointed	Pakistani professional of integrity & competence in law, business, engineering, finance, accounting, economics, or power industry	As per PPIB Act
	Chief Technical Officer (CTO)	G-12	Professional Degree (BE/BSc) Engineering or Master's in relevant field	20
	Director General	G-12	Professional Degree (BE/BSc) Engineering or Master's in relevant field	15
Management	Director	G-11	Professional Degree (BE/BSc) Engineering or Master's in relevant field	12
	Joint Director	G-10	Professional Degree (BE/BSc) Engineering or Master's in relevant field	10
Junior Management	Deputy Director	G-9	Professional Degree (BE/BSc) Engineering or Master's in relevant field	8
	Assistant Director		Professional Degree (BE/BSc) Engineering or Master's in relevant field	
	Executive Secretary	G-8	Graduate (Master degree is preferable. Typing speed 40 wpm. Shorthand speed 100 wpm. Command over word processing software	3

	Officer	G-7	Professional Degree (BE/BSc) Engineering or Master's in relevant field	0-1
Support Staff	Sr. Assistant	G-6	Graduate (Master's preferred). Proficiency in MS Office, correspondence & record management	5
	Assistant	G-5	Graduate (Master's preferred). Typing speed 40 wpm, MS Office proficiency	5
	Jr. Assistant	G-4	Graduate (Master's preferred). Diploma in computer networking (for IT roles), MS Office	5
	Sr. Staff	G-3	Matric (FA/FSc / Graduate preferred). Typing/Shorthand for PS. Knowledge of telephone exchange, record keeping, or protocol/transport duties	2-5
	Staff	G-2	Literate. Valid driving license for drivers, technical knowledge of petrol/diesel vehicles. Basic English/Urdu for clerical/dispatch roles	2-5
	Jr. Staff	G-1	Literate. Basic gardening, janitorial, or watchman duties	2

Table-1

CHAPTER-4

RECRUITMENT AND SELECTION

1. Initial Appointment

Appointments to various posts of the cadre shall be made by the Competent Authority as provided in these Regulations. The appointments will generally be made at the minimum of the various Pay Scales.

1.1 Citizen of Pakistan – Eligibility:

- i) Persons having citizenship of Pakistan shall be eligible for appointment. However, dual nationality holders in addition to being citizen of Pakistan may be considered for appointment where the Federal Government has not placed any bar on such induction.
- ii) Provided however, appointments against Temporary Posts created for special purposes, may be made, subject to the laws of Pakistan, from amongst foreign nationals (excluding nationals of India and Israel) if no Pakistani citizen possesses the required qualifications and experience prescribed for the post.

1.2 Minimum Age:

Persons who have attained minimum age of 18 shall only be eligible for appointment.

1.3 Medical Fitness:

- i) Except as otherwise provided in these Regulations, no person shall be initially appointed unless he is declared physically and mentally fit in all respects. Every such person shall be required to undergo medical and/or psychological examination from an Approved Hospital, as per the requirements and a certificate to that effect from the Medical Officer/Psychologist shall be submitted to PPIB.
- ii) Except where the appointing authority may by order direct otherwise, the following persons are exempt from producing the medical certificate of health:
 - a) a person appointed to a post in PPIB for a period not exceeding 6 months;
 - b) person appointed on disability quota; and
 - c) A person already in the Service of PPIB.

2. Character and Antecedents

- 2.1 The prospective Employee shall have to provide at least two references giving confirmation of the sound social and moral character of the prospective Employee from persons who are either already employed at a responsible position in any Federal/Provincial/AJK/GB Government or attached department or are persons of known social standing in the urban or rural communal set up. The PPIB may at its discretion, ask for the comments from the referred persons regarding the concerned Employee.
- 2.2 The PPIB in addition to the above confirmation may carry out confirmation of the moral and social character of the prospective Employee through its own sources or those of the Federal or Provincial Government.
- 2.3 If a candidate or applicant for employment in PPIB tenders forged or fabricated documents during the course of his/her recruitment process in PPIB, his candidature or application may be rejected immediately and if an offer for employment has already been made by PPIB, such offer may be rescinded or employment may be terminated without notice during probation period. In case any forgery or fabrication of documents based on which the Employee was inducted in PPIB is discovered after the probation period, it shall be deemed Misconduct and disciplinary action shall be initiated against such Employee.

3. Age of Superannuation

The superannuation age for retirement for all Employees of PPIB will be sixty (60) years or as fixed by the Federal Government, whichever is longer.

4. Observance of Merit:

Subject to minimum qualification, experience and other requirements including constitutional quota, if applicable under these Regulations, all posts in PPIB shall be filled on the basis of merit. Subject to clause 5 below, criteria for hiring will be clearly set out in the advertisement for the post.

5. Appointment of an Employee:

- 5.1 In order to carry out its functions and according to the requirement, PPIB may, from time to time, appoint persons as Employees in accordance with the terms and conditions laid down in these Regulations. The selection for the vacant posts shall preferably be made by promotion from amongst the existing Employees in the relevant Section based on seniority cum fitness principle. In case any existing Employee in the relevant Section is not fit for promotion then by promotion from any other Section based on seniority cum fitness principle, provided that no change of cadre i.e. from Administration Cadre to Technical Cadre or vice-versa shall be made. In case no Employee is found eligible or does not meet the criteria

of seniority cum fitness within PPIB then recruitment against such vacant post shall be made on open merit through advertisement in at least three daily newspapers with national circulation, each in accordance with these Regulations. Subject to the above, direct appointment may be made at any level and in any cadre depending upon the requirement of the job at that time.

- 5.2 Where a post has already been advertised but suitable candidates are not found to be available, the services of a consultant/head hunter may be acquired to find a suitable candidate.
- 5.3 Subject to such general and specific directions of the Board from time to time, appointments authority for various categories/Cadres of Employees is given below:

Grade/Post/Cadre (for Regular Post)	Approving Authority	Interview/Selection Committee (Final Interview if required)	Recommending (Initial Interview)
MD	As per the PPIB Act, as amended from time to time		
G-12	Board	Board	HR Committee
Board Secretary (G-11)	As per the PPIB Act		
G-11	HR Committee	Managing Director, Two (2) Members of HR Committee of the Board	Selection Committee as per Regulations (Table-4)
G-5 to G-10	Managing Director	As recommended by the Committee	
G-1 to G-4	Head of HR		

Table-2

- 5.4 Recommendations of the Selection Committee shall be based on interviews (which may include psychological, general, or subject-specific interviews, as per the requirement) with or without written tests, as may be determined by the MD from time to time on the dates to be notified by PPIB. A framework will be devised for this process, and the services of a psychologist may be hired on a case-to-case basis.

5.5 Appointment by Promotion:

Promotion to a higher post shall be made on the recommendations of the Promotion Committee as per promotion criteria provided in these Regulations.

5.6 Appointment by Deputation:

Appointment on Deputation to posts in PPIB may be made by the Competent Authority in the interests of PPIB subject to following terms and conditions:

- i) A civil servant of the Federal Government desirous of Deputation to appropriate posts in PPIB shall apply through proper channel.
- ii) Extension in Deputation period of Federal Government Employee will only be allowed further for a period of two (2) years subject to applicable rules of the Federal Government.
- iii) After completion of five (5) years both borrowing and lending organizations should ensure immediate repatriation of the deputed employee, except in case where any other provision of law allows.
- iv) The deputed employee will be entitled to avail traveling Allowance of the Federal Government or the PPIB whichever is favorable.
- v) Medical Facility will be provided to the deputed employee as per these Regulations provided that it will not be inferior to those admissible under the Federal Government.
- vi) The deputed employee shall be entitled to all benefits that enables delivery of services such as travel, TA/DA and hotel accommodation while on official travel, car allowance/pool car etc. as per applicable Regulations and policies made thereunder for other Employees.

5.7 Appointment based on Quota:

Notwithstanding anything contained in these Regulations, Board may, from time to time, allocate special quotas for appointments in PPIB on such Grades/posts and on such principles as may be specifically approved by the Board.

6. Method of Appointment and Qualification:

- 6.1 As a general rule, against all vacant permanent posts in PPIB, Employees will be appointed on regular basis in accordance with these Regulations, provided, however, if deemed expedient and for reasons to be recorded in writing; such vacant post may be filled through a Contract Based Appointment in accordance with these Regulations.

- 6.2 Any appointment required to be made on daily wages basis or in case of contingency, PPIB may make such appointments on appropriate terms and for reasons to be recorded for a specific term. Provided however, such appointments shall only be made in Support Staff Grades.
- 6.3 The qualifications and experience of the incumbent to fill a vacant post and other conditions relating to various posts as set out in **Table-1** with subsequent additions/modification as approved by the Board from time to time. The Pay Scales and allowances for PPIB Employees for various levels shall be as laid down by the Board from time to time.

7. Selection

- 7.1 The Selection Committee shall make recommendations to the Competent Authority for Initial Appointment. All appointments will be subject to approval of the Competent Authority.
- 7.2 All applications received shall be treated as confidential. Once the last date for submission of applications is closed, no applications shall be entertained.
- 7.3 The applications shall be shortlisted by a Shortlisting Committee to be appointed by Competent Authority within a reasonable time.
- 7.4 Shortlisting shall be carried out solely on merit against the pre-specified criteria.
- 7.5 Only shortlisted candidates shall be called for test/interview. A brief reason for non-inclusion in shortlist shall be recorded on each resume/curriculum vitae/application.
- 7.6 After interviewing and testing shortlisted candidates, the Selection Committee will select a panel of individuals according to merit for employment that meets the required criteria.
- 7.7 Selected candidate(s) will be informed that his employment is subject to:
 - i) Acceptance of the terms and conditions of the appointment.
 - ii) Receipt of fitness certificate from Approved Hospital.
- 7.8 Immediately upon employment, an official personal file shall be opened for each new Employee including:
 - (i) Copy of advertisement and candidate's application
 - (ii) Passport size photograph and resume/curriculum vitae
 - (iii) Copy of CNIC/Passport and FRC
 - (iv) Medical examination report/Fitness certificate (for fresh appointments only)
 - (v) Copies of certified academic degrees/certificates/diplomas, etc.

- (vi) Police character certificate (for fresh appointments only)
- (vii) Copy of appointment letter, joining report and confirmation letter
- (viii) Any other record/documents relevant to Service

7.9 In the case of successful candidates, HR will send out a letter stating conditional offer of employment until background, reference check and medical are cleared.

8. Orientation

All new employees go through the comprehensive orientation program that consists of Day-One and On-Job Orientation. HR Section will follow the orientation program focusing on PPIB mission, goals and achievements as well as both technical and soft skills. It shall be responsibility of HR Section to:

- 8.1 Conduct the orientation program and acquaint the new hires with the pertinent Sections.
- 8.2 Communicate with the appropriate Section head or immediate supervisor regarding the on-the-job orientation to guarantee that the procedure proceeds smoothly.
- 8.3 Verify that the orientation plan and checklist address every aspect of employee orientation and that the goals and objectives are followed.
- 8.4 For additional improvement, go over and assess the orientation checklist that the newly hired employees returned.
- 8.5 It is the responsibility of the relevant Section Head/immediate supervisor to:
 - (i) Ensure that the orientation plan is established one week before to the Employee's joining in conjunction with the HR Section, and that all listed activities are carried out in line with the plan. This is the duty of the appropriate Section Head or immediate supervisor.
 - (ii) Make certain that the orientation is conducted completely and on schedule.
 - (iii) Give new hires their introduction tours.

9. Probation, Extension & Termination of Probation:

- 9.1 The HR Section will make sure that the probation evaluation procedure is impartial and objective, and that it gives a clear picture of the candidate's capacity to carry out work duties in a professional manner.
- 9.2 PPIB will provide a probationary period from the Initial Appointment of an employee to a regular or contractual (long & short term) position within the PPIB.

All new Employees from Grades 1-12 will be required to complete this probationary period of 180 days; however, probation period may be extended in special cases to further evaluate the Employee to 360 days (the probation period cannot be more than one year in any case). The services during probation will be terminable without any notice / assigning any reason.

- 9.3 Confirmation of probationary period for all Grades will be done by the Competent Authority responsible for the appointment of the Employee under these Regulations.
- 9.4 During Probation period, all kinds of leaves will be allowed on pro-rata basis.
- 9.5 If no orders are issued on the expiry of the extended period of probation, the Employees' probation will automatically stand terminated.
- 9.6 An Employee appointed on probation shall, on satisfactory completion of probation, be eligible for confirmation only in the post he was selected for.
- 9.7 Confirmation of an Employee in a post shall take effect from the date of appointment in that post.

10. Contract Based Appointment:

- 10.1 Where under special circumstances due to exigency of task required to be performed by the PPIB or where the nature of assignment so requires, the PPIB may, through outsourcing engage services of a service provider for provision of services of a professional(s) with specific experience and qualification for performance of such task within a specified time.
- 10.2 Selection process provided in these Regulations shall be followed by PPIB for any Contract Based Appointment. Further any person not otherwise qualified to be employed in PPIB shall not be considered on Contract Based Appointment.
- 10.3 The Remuneration for Contract Based Appointments shall be assessed on a case to case basis in view of prevailing market rates for similar services and is required to be approved by the Competent Authority. Such appointment shall be made against any vacant post for a specified period not exceeding three years. Such appointee(s) shall not claim further extension or absorption in PPIB as a matter of right, against such post on regular / permanent basis.

11. Absorption of a Person Serving on Deputation in the PPIB:

A person serving in the PPIB on Deputation basis may be appointed on regular basis against a post for which he is considered suitable by the PPIB, subject to the following conditions:

- 11.1 The person concerned applies in writing for such appointment in the PPIB after completion of at least three-year Service to the satisfaction of PPIB.
- 11.2 The lending organization to which he belongs agrees to such appointment in the PPIB.
- 11.3 The person who possesses the minimum qualification and experience laid down for Initial Appointment to the post as (Table-1 Grading Structure) and is considered suitable by the PPIB to be employed for a specific post.
- 11.4 The person concerned resigns from the lending agency and his resignation is accepted by it.
- 11.5 Save as may otherwise be provided by these Regulations, the benefit of his previous service with the parent department which is relevant to his assignment at PPIB may be considered by the Competent Authority for the purpose of fixing his Pay in PPIB Pay Scales.
- 11.6 The period of Service in PPIB on Deputation before being absorbed as a regular PPIB Employee, may be considered towards seniority purposes provided there is no break in Service between the terminations of Deputation period and joining PPIB as a regular Employee and the previous experience is considered relevant by the PPIB.

Nothing contained in this Regulation shall be construed to confer any right on such person on Deputation to PPIB for absorption in PPIB.

12. Additional Charge of an Equivalent Post:

Where considered in the interest of the PPIB's work, an employee may with the approval of MD be given the additional charge of a vacant post for which he is qualified in relevant field and considered suitable. Further, the additional charge shall not exceed a period of six months, extendable one time. The Employee entrusted with the additional charge shall be paid 20% of his Basic Pay as an additional charge allowance only where MD in his sole discretion considers that work under such additional charge adds significantly to his work under existing charge/post.

13. Current Charge of a Higher Post:

Where considered in the interest of the PPIB's work, an Employee possessing relevant qualification who is the senior most in his/her Section may with the approval of the MD be given the current charge of next higher-Grade post against a vacant post till such time as determined by MD, provided that the current charge shall not exceed two terms of six months. An employee who is in the promotion zone shall be considered for the Current Charge. However, an Employee on current charge shall not be entitled to claim

right to promotion on the basis of such current charge. The Employee entrusted with the current charge of another post shall be paid 20% of his/her Basic Pay as current charge allowance only where MD in his/her sole discretion considers that work under such current charge adds significantly to his/her work under existing charge/post.

14. Look After Charge of a Higher Post:

Where an Employee is on leaves for a duration more than a week and the Competent Authority considers that it is in the interest of the PPIB that routine and day to day work of such Employee is required to be discharged, another Employee possessing relevant qualification may be given the look after charge of a post with the approval of Competent Authority provided that the look after charge shall not exceed one month. However, an Employee on look after charge shall not be entitled to claim right to promotion on the basis of such look after charge.

CHAPTER-5

PAY, ALLOWANCES, FACILITIES AND AWARDS

1. Pay and Its Fixation:

- 1.1 An employee appointed against a post will be entitled to the Remuneration sanctioned for such post.
- 1.2 The Pay Scales for all Employees of the PPIB will be those as approved by the Board from time to time.
- 1.3 Pay and allowances shall accrue from the day on which an Employee reports for Duty at the place and time intimated to him/her.
- 1.4 The Pay of an Employee may change in the following circumstances:
 - i) Change in Salary structure
 - ii) Promotion
 - iii) Special Pay
 - iv) Personal Pay
 - v) Annual increments
 - vi) Performance increments
 - vii) Up-gradation of the post or scale
- 1.5 The appointments will generally be made at the minimum of the relevant Pay Scales. The Competent Authority may, however, grant advance increments on Initial Appointment to deserving candidates possessing additional qualification and/or experience required for the job.
- 1.6 Admissible Deductions: In addition to the deductions permitted to be made from an Employee's Salary by any statute for the time being in force, PPIB shall be entitled to make the following deductions from Salary:
 - i) Applicable installment against repayment of any Loan Facility outstanding against the Employee;
 - ii) Full or part amount of damages assessed by PPIB for any loss suffered and/or damage to or loss of instruments, tools, office equipment, furniture, fittings and/or any property of PPIB due to the proven negligence of the Employee provided however if any insurance is available in respect of such loss or damage, then an amount equivalent to deductibles under such insurance policy; and
 - iii) Any other admissible deduction under these Regulations.

- 1.7 In case an employee reaches the maximum stage of a pay scale, he/she shall be entitled to receive an annual increment as Personal Pay. For the purpose of calculating allowances, all existing allowances shall be increased by five percent (5%) of the Personal Pay or by the annual increment percentage for the respective year, whichever is lower. Whereas, for the purpose of calculating terminal benefits, Personal Pay shall be treated as part of the basic pay.
- 1.8 Terms & conditions, pay, perks & privileges, increment etc. of Managing Director shall be determined by the Board.

2. Annual Increments:

- 2.1 Annual increments shall be due on the first day of December every Calendar Year to all regular Employees of the PPIB as approved by the Board from time to time, provided that:
- i) The Employee has completed at least 6 months in year of Service in PPIB by 1st December in that Calendar Year.
 - ii) The Reporting Officer or the Section Head must not have declared in writing the performance of the Employee as below average or lower, during the year for which the increment is due. This report should be submitted to the HR Section by 15th of November of the year. Non-intimation of the report would be considered that the performance of the Employee is satisfactory. Provided that a satisfactory report as aforementioned would be required prior to allowing the 1st increment accruing to an Employee of PPIB.

3. Performance Increments:

Board may grant increments to employees of DG and CTO levels based on their performance on case to case basis. MD may grant increments to employees up to Director levels based on their performance, on case to case basis.

4. Other Allowances:

- 4.1 An Employee shall be entitled to such allowances and other benefits as may be notified by PPIB from time to time.
- 4.2 Any Employee required by his supervisor to work beyond normal working hours or who attend office on Holiday(s) may be provided meals at PPIB's expense.
- 4.3 **Overtime Allowance:**

Support Staff Employees in Support Staff Grades G-1 to G-6 may be eligible for overtime as per Policy approved by the MD from time to time provided,

however, overtime allowance to Employee shall not exceed fifty (50) hours in a calendar Month.

4.4 Communication Facility Allowance:

Communication facility Allowance for facilities such as phone/ internet/ newspaper/ magazines etc. shall be paid by PPIB to Employees as per the Policy approved by MD from time to time.

4.5 Conveyance, Vehicle Maintenance/ Usage and/or Fuel Charges Allowances:

An Employee shall be provided with conveyance, vehicle maintenance/usage and/or fuel charges allowances, according to his entitlement as approved by the Board from time to time.

4.6 Travel Allowance:

An Employee shall be granted travel Allowance to meet expenses incurred on approved traveling on behalf of, and in the business interests of PPIB as may be approved by the MD from time to time.

5. Official Vehicle Facility:

Employees will be provided officially maintained vehicles as per their entitlement approved by the Board from time to time provided, however, in case an entitled employee is not provided official vehicle, he will be given monetization in lieu of official vehicle as per the Vehicle Allocation Manual. Monetization amount payable on monthly basis will be calculated based on, amongst others, price of vehicle, fuel, maintenance and insurance expenses, wage of a driver all as per entitlement. An Employee who is allocated an official vehicle under these Regulations shall be entitled to use such vehicle for private use; however, priority will be given to official work.

6. Private use of Official Vehicle

Subject to availability of designated vehicle(s) in the general pool, an Employee in special circumstances may be allowed to use such vehicle for his personal/private use upon payment of charges as per duly approved SOPs/Manual.

7. Ownership/Monetization of Vehicle

An Employee entitled for allocation of official vehicle under these Regulations, will be eligible to buy the vehicle on completion of five years' Service period at PPIB starting from the date of such entitlement by paying a lump sum amount equivalent to 15% of market price (85% discounted Price) of such vehicle as per Board's approval. This facility will be available one time, as per these regulations, however:

- i) The option to buy the allocated vehicle hereunder will only be exercised on vehicles that are under use at least for four years;
- ii) Employees availing the aforementioned benefit shall bear the full tax liability and any other cost arising due to the transfer;
- iii) In case any difficulty arises in disposal of any case under this clause, MD may, for the reasons to be recorded in writing, decide such case on the principles of fairness and non-discrimination.
- iv) Exception stands for the position of MD that may be eligible to the buy-back vehicle on completion of his three-year tenure.

8. Loans and Advances:

A Regular Employee may avail the Loan Facility in accordance with these Regulations and the Loan Policy made thereunder.

9. Bonus:

- 9.1 Bonus may be approved by the MD on the basis of Annual Performance Evaluation Reports or on appropriate occasions or meritorious Services.
- 9.2 A Bonus shall not be considered a permanent increase to the Employee's Pay.
- 9.3 Employees shall not be entitled to claim Bonus as a matter of right.
- 9.4 A retired or resigned Employee or an Employee who passed away may also be granted Bonus for the period of his Service considered for such an award.
- 9.5 An Employee dismissed or removed from Service or compulsorily retired under these Regulations shall not be entitled to Bonus payment.
- 9.6 The Competent Authority may grant/approve Bonus to any Employee(s) on the basis of his/their meritorious performance.
- 9.7 Other than Bonus as provided in these Regulations, the Board may also grant Honorarium to any Employee(s) for a specific work of occasional nature.

10. Compulsory Group Life Insurance:

Regular Employees of the PPIB shall be entitled to Group Life Insurance as approved by the Board from time to time.

11. Subscription to CPF:

Regular Employees of the PPIB may or may not subscribe to the CPF in accordance with these Regulations.

12.Registration under Employees' Old Age Benefits Scheme:

Employees shall be eligible for registration with Employees' Old-Age Benefits Institution (EOBI) under relevant benefits/pension scheme of EOBI as applicable from time to time. Each Employee shall be required to contribute his/her corresponding share.

13.Provision of Uniform:

PPIB may provide uniforms at its expense, to Office Attendants, Drivers, Security Personnel, Janitors, Maintenance Supervisor etc. as approved from time to time by MD.

14.Incentives and Awards:

- 14.1 An Employee shall be granted one-time cash award equal to two months Basic Pay, who successfully obtains a PhD degree/qualification, relevant to his job and higher than his original qualifications, undertaken with the prior approval of the MD, from an institution of good standing acceptable to PPIB.
- 14.2 Any such degree/qualification shall be approved by MD based on recommendations of HR Section to determine whether such additional qualification/ degree is relevant to the job or proposed institution acceptable to PPIB.
- 14.3 MD may also award merit/appreciation certificate(s) to Employee(s) for meritorious Services.

15.Long Service Awards:

- 15.1 PPIB officially recognizes Services of Employees through Long Service Awards.
- 15.2 The awards are made to Employees upon completion of each recurring 10 years of Service at PPIB.
- 15.3 The award comprises a Certificate of Merit and a monetary token of appreciation amounting to one Basic Pay.

16.Terminal Benefits:

16.1 Subject to these Regulations, a regular Employee of PPIB upon separation from service, in case of his retirement, compulsorily retirement or death shall be entitled to the following terminal benefits:

- i) Contributory Provident Fund
- ii) Gratuity
- iii) Outstanding payable Salary
- iv) Leave encashment
- v) In case of death of an Employee during his/her Service, any outstanding loan under any availed Loan Facility shall be written off.
- vi) Any other payables
Provided that but subject to sub-clause 16.1(v), the terminal benefits shall be paid after deduction of any/or all receivables by PPIB and/or any applicable tax(es). For the avoidance of doubt, for the purposes of calculating the gratuity of an Employee hereunder, only regular service in PPIB or dissolved AEDB shall be considered unless otherwise provided in their contract of employment in PPIB or AEDB, as the case may be.

16.2 Terminal Benefits of an Employee compulsorily retired, removed, or dismissed from Service under these Regulations shall be as follows:

- i) An Employee compulsorily retired shall be entitled to such terminal benefits as would have been admissible to him/her under PPIB Regulations on the date of his retirement.
- ii) An Employee who is dismissed or removed from service on misconduct shall be entitled to receive his contribution to CPF along with the profit only on his contribution and shall not be entitled to any other terminal benefits.

17. Assistance/Support in case of death during services:

- i) In case of the death of an Employee during Service at PPIB, following assistance/support shall be provided by PPIB;
 - Twelve (12) Gross Salaries to be paid in lump sum to the Employee's nominee(s) and in case such nominee is dead, divorced by the Employee and not the legal heir then such payment shall be made to his/her legal heir(s).

- Medical Facility to the Family of an Employee for five years after his death (in service) in accordance with these Regulations.
- Wavier of repayment of loans/advances under a Loan Facility recoverable from deceased Employee.
- Payment of insured amount, as may be prescribed from time to time pursuant to Group Life Insurance Scheme, to nominee(s)

The benefits under sub clause (i) will be submitted to the Audit & Finance Committee on a case-to-case basis as and when required, for allocation of budget to meet the financial liability arising therefrom for approval of the Board.

- ii) In case of death of a dependent of an Employee in Support Staff Grade G-1 to G-3, such Employee shall be paid an amount equal to his/her one basic salary as funeral support.

CHAPTER-6

ATTENDANCE, WORKING HOURS, HOLIDAYS AND PAY DAY

1. Attendance:

- 1.1 An Employee shall comply with such regulations relating to attendance, hours of Duty, nature of work etc. as shall be prescribed or shall from to time be laid down by PPIB.
- 1.2 An Employee shall be at work at the time fixed and notified. Any Employee coming late to office shall be liable for action according to the regulations framed by PPIB.

2. Working Hours and Week Days:

- 2.1 PPIB shall observe a five-day working week i.e. Monday to Friday, and each Employee shall be obliged to work for PPIB for not less than 40 hours per week.
- 2.2 HR Section shall be responsible for monitoring and maintaining attendance record of all Employees, either manually or electronically. Every Employee shall be required to observe notified working hours in accordance with office orders or Leave & Attendance Policy as approved by MD from time to time.
- 2.3 All Employees shall be required to observe working hours from 0830 Hrs. till 1630 Hrs. (8 Working Hours) or as may be notified by MD from time to time. The Employees in Support Staff Grades (G-1 to G-6) may be paid over time in accordance with the over-time Policy notified by MD from time to time. Overtime less than one (1) hour will not be paid, additional overtime thereafter will be inclusive of one hour.

Subject to maximum limit as prescribed under these Regulations, overtime of Support Staff Grades for Services rendered during working days or holidays, will be compensated as per the following rate:

Normal Per Hour Rate	= Basic Salary ÷ 176 {Working Hours per month}
Weekend Rate	= Per Hour Rate x 1.5 Times
Public Holiday Rate	= Per Hour Rate x 2 Times

3. Holiday and Pay on Holidays:

A list of all public Holidays specified as such by the Federal Government shall be circulated to all Employees at the beginning of each Calendar Year. All Employees shall be entitled to pay for such Holidays.

4. Work from Home:

Under special circumstances and for efficient management of official work/employees, MD may make Work from Home Policy pursuant to which, amongst others, the Employee(s) may be allowed or required by MD or relevant Section Head, as the case may be, to stay at home and provide Services from home or via on-line. The provision to work from home shall not be claimed as a matter of right by the Employees. In case any Employee is either required or is allowed to work from home:

- i) Employee shall strictly adhere to office hours and working days and remain available online, on phone, via email etc. at their respective local residential address as per PPIB's record.
- ii) Employee may be required to attend office in person if so needed due to work requirements as per instructions by the MD /Section Heads / HR Section.
- iii) Employee shall not leave the station of local residence as per PPIB's record during office hours. In case for any compelling reason an Employee is required to leave station of local residence during office hours, he will seek permission to leave station from MD/Section Head.

5. Pay Day:

Every Employee shall maintain a bank account with a bank approved by PPIB. The Salary period shall be one month and Salary due shall ordinarily be deposited into Employee's bank account by the last working day of each Month.

Subject to approval of the Competent Authority, and employee may be granted one advance salary on the eve of any religious festival or for urgent need.

Chapter-7

Posting and Transfer

1. Obligation to serve in any post:

An Employee shall be obligated to serve anywhere within the country as assigned by the Competent Authority within its head office and any other offices setup by the PPIB or in any organization setup, controlled or managed by the PPIB.

2. Transfer from one post to other within the PPIB:

The Competent Authority may transfer an Employee within the cadre to another post of equal Grade within the PPIB, provided that such Employee possesses requisite qualifications and experience for appointment at such post and such transfer does not adversely affect the Employees of the Section in which such Employee is posted.

3. Deputation to other Organization:

- 3.1 The PPIB may with the consent of the Employee transfer his Services to another organization or an associated agency on Deputation, on such terms and conditions as may be agreed to with the borrowing agency.
- 3.2 While on Deputation, an Employee except as may be mutually agreed to with the borrowing agency, shall continue to be governed by the Rules/Regulations applicable to him/her as an Employee of the PPIB.
- 3.3 An Employee on Deputation shall draw Remuneration from the borrowing agency from the date on which he relinquishes charge of his post in the PPIB. Subject to any restriction which the Competent Authority may by general order impose, the amount of his Remuneration, the amount of joining time admissible to him/her and his Remuneration during such joining time will be fixed by the PPIB in consultation with the borrowing agency.
- 3.4 On expiry of the Deputation period an Employee will take the charge of the same or an equivalent post in PPIB, held by him/her before proceeding on Deputation.
- 3.5 During the Deputation period, leave shall be allowed to the Employee in accordance with the rules / regulations of the borrowing agency. The Deputation period shall not be counted for, earning leave under the PPIB Regulations.
- 3.6 The Employee shall, during the period of his Deputation pay to the PPIB CPF contribution or other mandatory contributions as and when specified by the PPIB and as amended from time to time. Alternatively, the Organization may deduct the applicable contributions from the employee's salary and remit them directly to PPIB.

- 3.7 During the period of Deputation, such Employee will not be entitled to any Medical Facility in respect of himself and Family members at the expense of the PPIB.
- 3.8 Any extension beyond the original period of the Deputation without prior approval of the Competent Authority will be treated as misconduct on the part of the Employee concerned and may call for disciplinary action.
- 3.9 Promotion of an Employee who is on Deputation will be considered in accordance with his promotion criteria only after he resumes Duty with PPIB.

CHAPTER-8

TRAINING, CAREER & SUCCESSION PLANNING

1. Training:

- 1.1 For the purposes of capacity building of Regular Employees, MD may, from time to time, devise a Training Policy for the arrangement of combined or individual training programs, within or outside Pakistan at any time and for any duration and on such terms and conditions as he may specify in each case.
- 1.2 Based on Training Need Assessment (TNA), annual training plan for local or foreign training(s) of Employees will be prepared by HR Section and approved by the MD, for which provision of estimated expense on such trainings shall be included in PPIB's annual budget.

2. Career Planning:

The PPIB may establish suitable organizational culture with enabling environment to facilitate Employees with respect to career planning, development and progression, as it may deem appropriate depending upon organizational requirements for various posts in each area of its operations.

3. Succession Planning:

Succession planning is meant to ensure that the PPIB shall be able to fill any post when it becomes vacant, through internal placement by means of training, grooming and developing the suitable potential eligible Employees.

4. Foreign Degree Program:

- 4.1 PPIB may nominate an Employee as part of organization succession plan to pursue a local/foreign degree program, provided that:
 - i) The fully funded degree program is offered to PPIB.
 - ii) The period of degree program should be less than two (2) years;
 - iii) The Employee should have completed at least two (2) years' continuous service at PPIB;
 - iv) The degree program should be relevant to his duties at PPIB;
 - v) It shall be allowed to the Employee once in his entire service at PPIB; and
 - vi) The Employee must submit a declaration that he shall return and resume service in PPIB for a further period of at least two years.
- 4.2 The Employee will be paid monthly remuneration equivalent to his basic pay, without any extra allowances or benefits, during the entire period of degree program.

- 4.3 The employee will have lien with the PPIB and his seniority and gratuity will be maintained as per PPIB Regulations applicable from time to time.

5. Mandatory Trainings:

- 5.1 Promotion shall only be considered after successful completion of training and its marks shall constitute aggregate of overall grading for consideration of promotion cases. Following training shall be mandatory for promotion:

Cadre/ Career Stream	Nomenclature	Grade	Training	Number of trainings for consideration of promotions cases
Senior Management	CTO	G-12	Relevant/ Job Specific Training	7-8
	Director General			
Management	Director	G-11		5
	Joint Director	G-10		
Junior Management	Deputy Director	G-9		3
	Assistant Director	G-8		
	Officer	G-7		

- 5.2 Employees having attained age of 58 years or above shall be exempted from the mandatory trainings listed at 5.1 above.

CHAPTER-9

PERFORMANCE EVALUATION REPORT (PER)

1. Annual PER of each Employee who has served the PPIB for more than six months without any break during that year, shall be prepared on financial year basis in the first month of the following Year, on the prescribed PER form approved by the MD that will provide an objective criteria for evaluation of performance of the Employees as per best industry practices. PER proforma for officers is attached as **Appendix-C**.
2. The Employee under report will fill the parts of PER relevant to him/her and submit to his reporting officer. The reporting officer shall fill in the parts related to him/her and forward the PER to the Section Head. The respective Section Head after filling the relevant portions shall forward PER(s) to the HR Section for further processing. The PERs of Employees, where MD is the reporting officer, shall be submitted to the MD directly.
3. Employee who has served under various reporting officers in different spells of time in a Year, his PER shall be prepared by the reporting officer under whom he has worked for maximum period during that Year. In case of non-availability of reporting officer under whom the Employee worked for maximum period during that Year, the current reporting officer would be authorized to sign the PER.
4. The performance evaluation process should be initiated in July of each Year and filled-in PERs should be submitted to the HR Section by the respective Section Heads by 31st day of August of the same Year. The performance evaluation process should be completed by 31st day of October of the same Year.
5. The HR Section will discuss the PER(s) rated 'Excellent', 'Below Average' or 'Average' with the relevant reporting officer and the concerned Employee, in order to ensure fairness and equity. Thereafter, the HR Section shall prepare and submit a qualitative report for consideration of MD.
6. HR Section shall ensure that the PERs are duly complete in all respects, before submission to MD/Competent Authority.
7. All PERs are to be maintained confidentially by the HR Section. An unauthorized disclosure of contents of PER will be considered misconduct and shall be dealt under these Regulations.

CHAPTER-10

PROMOTION

1. Promotion:

Promotion is a career opportunity for an employee that involves greater responsibilities, and may also involve an increase in salary, and a change in title. Promotions are intended to be non-interim. Generally, promotions may occur only within the employee's Section, however, in exceptional circumstances, subject to availability of post, an employee may be promoted to a post in another Section provided such employee has the qualification and skills which is prerequisite for appointment against such post and he meets the criteria of suitability for promotion under these Regulations.

2. Criteria for Promotion:

- 2.1 Promotion shall only be considered where a sanctioned vacancy exists within the approved manpower strength. The employee must demonstrate the requisite skills, qualifications, and experience for the higher role, and their performance appraisals must consistently demonstrate high achievement. No promotion shall be granted in the absence of a vacancy, whether within the same career stream or across different career streams.
- 2.2 A promotion may be granted when the responsibilities of an existing position are significantly expanded in terms of content, scope, or level of accountability. Following a formal and approved job evaluation, the position shall be placed at the appropriate higher band. Such promotions shall be guided by organizational priorities and the demonstrated capability of employees to meet the demands of the enhanced role, ensuring that the most qualified and effective candidate is recognized, in line with the best interests of the organization.
- 2.3 If the Competent Authority approves promotion of an Employee to the next Grade recommended by the promotion committee, such Employee should be promoted with effect from 1st day of December as approved by the Competent Authority, subject to Regulations.

3. Length of Service for Promotion:

The promotion Committee shall apply the following criteria for promotion of Employees.

3.1 Promotion Criteria:

1. Vacant/Advertised Position
2. Length of Service (Refer to (Table-3)
3. No. of Relevant/Job Specific Trainings

4. PER (No more than one (1) "Good" or below in last 3 years)
5. Education as at the time of induction/absorption, approved/relaxed by the competent authority
6. Written formal Section Head's Recommendation as per PER
7. No penalty on account of conduct and discipline in last 3 years

Promotion From Grade → To Grade	Minimum length of Service at PPIB required in each Grade
G1 → G2	4 years
G2 → G3	4 years
G3 → G4	4 years
G4 → G5	5 years
G5 → G6	5 years
G6 → G7	5 years
G7 → G8	5 years
G8 → G9	5 years
G9 → G10	5 years
G10 → G11	6 years
G11 → G12	6 years

Table-3

Cadre / Career Stream	Nomenclature	Grade	Next Move	Composition of the Promotion Committee	Competent Authority
Senior Management	CTO	G-12	G-12	MD, Two (2) Members of HR Committee of the Board	Board
	Director General				
Management	Director	G-11	G-12	Chair of the Board's HR Committee, MD PPIB & Head of HR PPIB/ Secretary to the Board's HR Committee	Chair of the Board's HR Committee
	Joint Director	G-10	G-11	MD, Head of HR, Head of relevant Section	MD
Junior Management	Deputy Director	G-9	G-10	MD, Head of HR, Head of relevant Section	MD
	Assistant Director	G-8	G-9	MD, Head of HR, Head of relevant Section	MD
	Officer	G-7	G-8	MD, Head of HR, Head of relevant Section	MD
Support Staff	Sr. Assistant	G-6	G-7	DG HR, Director HR, Head of relevant Section	MD
	Assistant	G-5	G-6	DG HR, Director HR, Head of relevant Section	Head of HR

	Jr. Assistant	G-4	G-5	DG HR, Director HR, Head of relevant Section	Head of HR
	Sr. Staff	G-3	G-4	Director HR, JD HR, Head of relevant Section	Head of HR
	Staff	G-2	G-3	Director HR, JD HR, Head of relevant Section	Head of HR
	Jr. Staff	G-1	G-2	Director HR, JD HR, Head of relevant Section	Head of HR

Table-4**4. Seniority:**

- 4.1 For the proper administration of the posts in an equal pay scale in a Section, PPIB shall cause a seniority list of the employees for the time being occupying such posts or holding lien thereon to be prepared separately, but nothing contained therein shall be construed to confer any vested right to a particular seniority in such post.
- 4.2 **Seniority on Initial Appointment:** Persons initially appointed on the recommendation of the selection committee through an earlier open advertisement, shall rank senior to those appointed through a subsequent open advertisement.
- i) If two or more persons are recommended in open advertisement by the selection committee, their inter-se seniority shall be determined in order of the date of joining PPIB.
 - ii) If only one candidate is recommended in open advertisement by the selection committee, his seniority shall be computed from the date of joining the post.
- 4.3 **Seniority on Promotion:** Seniority in a post to which an employee is promoted, shall take effect from the date of regular promotion to that post, provided that:
- i) An employee appointed against higher post through promotion shall be senior to those appointed by promotion to that post at a later date;
 - ii) Employees selected for promotion to a higher post in one batch shall, on their promotion to the higher post, retain *inter se* seniority as in the lower post;
 - iii) Employees eligible for promotion but not considered for promotion in the original reference due to circumstances beyond their control and whose

case was deferred while their juniors were promoted to the higher post, shall, on promotion without being superseded, retain their original seniority in the lower post.

5. Grade Upgradation (G1 to G12)

- 5.1 The Grade upgradation enables an employee to progress to a higher salary grade without a corresponding change in designation.
- 5.2 Employee(s) who meet the promotion criteria under sub-clause 3.1 (4) regarding Performance Evaluation Reports (PER) and sub-clause 3.1 (7) regarding conduct and discipline, and who have completed eight (08) years of service in the existing grade, but where no sanctioned vacancy exists, may be considered for upgradation. Such upgradation shall result in adjusted pay bands, including benefits of that grade, while maintaining the incumbent designation. All upgrades require formal endorsement by the Promotion Committee and approval by the Competent Authority.
- 5.3 Grade Upgradation shall be allowed for maximum of two times in the entire service at PPIB.
- 5.4 When a vacancy in the higher grade becomes available, employees who were earlier upgraded will be promoted to that vacant post as per their sequence, subject to meeting the Promotion criteria.
- 5.5 At the time of enforcement of these regulations, as a one-time dispensation for employees, serving in one pay scale for more than ten (10) years, and meeting promotion criteria under sub-clause 3.1 (4) regarding Performance Evaluation Reports (PER) and sub-clause 3.1 (7) regarding conduct and discipline, shall be eligible for upgradation to next pay band for every eight (08) years tenure of service.

CHAPTER-11

LEAVES

1. General:

- 1.1 Leave (other than Maternity and Paternity Leave) cannot be availed as a matter of right but is a privilege and its grant shall be subject to exigencies of Service at the discretion of the Competent Authority. Leave & Attendance Policy shall be notified by HR Section upon approval of MD. Such policy, as may be amended / revised from time to time, shall provide for procedures and leave sanctioning authority on case to case basis.
- 1.2 When the exigencies of Service so require, the Competent Authority may refuse the grant of leave or cancel the leave already granted or recall an Employee before the expiry of the leave; provided that the reason for such refusal, cancellation or recall, as the case may be, shall be conveyed to the Employee concerned in time as far as practicable.
- 1.3 No Employee shall avail leave unless he applies for the same in advance to his reporting officer for its sanction, provided that where an Employee is unable to apply for such leave in advance due to reasons beyond his control the leave so availed may be approved ex-post facto by the reporting officer on provision of evidence/justification to the inability of the Employee to inform the HR Section/reporting officer in advance.
- 1.4 In case an Employee is called for Duty on a Holiday, he shall be allowed off-day in lieu thereof, within one month of such working Holiday.

2. Casual Leave:

- 2.1 An Employee may be entitled casual leave up to a maximum of 20 days in a Calendar Year. Provided, an Employee shall avail not more than 10 days casual leave continuously at a time, however, in exceptional circumstances, competent authority may approve continuous leaves up to 15 days.
- 2.2 Casual leave may be prefixed or suffixed to a closed or optional holiday(s).
- 2.3 If a Holiday/optional holiday falls between two days of casual leave it should also be counted as a casual leave.
- 2.4 Un-availed casual leave shall lapse at the end of each Calendar Year provided however, if an Employee is granted leave at the end of the Calendar Year which is spread over the next Calendar Year, the leave will be accounted for against each Calendar Year to which the period relates.

- 2.5 An Employee who avails the leave in excess of the casual leave admissible, the number of extra days so availed, shall be adjusted against his earned leave account. If there is no earned leave at the credit of an Employee, the leave shall be treated as an extraordinary leave without Pay.

3. Earned Leave:

- 3.1 Regular Employee shall earn leave on full Pay at the rate of (3) three days of every Month of the period of Duty rendered and credited to the leave account as 'leave on full pay'. Duty period of more than 15 days in a month shall be treated as a full Month for the purpose.
- 3.2 Upon submission of an application by an Employee no later than five months following the end of Financial Year, PPIB may allow encashment of maximum thirty-six (36) Earned Leaves at the rate of basic pay. For the avoidance of doubt, basic pay in the context of Earned Leaves encashment will be deemed to be the last basic pay.
- 3.3 Remaining balance of Earned Leaves will be accumulated to a maximum of one hundred and eighty (180) days unless such accumulated leaves are availed by the Employee with permission from Competent Authority, provided. However, an Employee who does not avail partially or fully such accumulated Earned Leaves, he will be entitled for encashment of such part or full accumulated Earned Leaves at the time of his separation from service of PPIB.
- 3.4 Encashment of Earned Leaves whether accumulated or otherwise shall not be permitted to an Employee who has been removed or dismissed from service under these Regulations.
- 3.5 Basic pay in the context of earned leave encashment will be deemed to be the last drawn basic pay when encashment is applied.

4. Study Leave:

- 4.1 Leave for higher studies within Pakistan or abroad may be allowed by the MD, where MD is convinced that the acquisition of additional qualification by the Employee will be in the interest of the PPIB provided that during such study leave the Employee shall not earn Earned Leave.
- 4.2 Study leaves will be treated independently out of leave account.
- 4.3 **Eligibility:**
- i) An employee shall be eligible to proceed on study leave only upon completion of at least five (5) years of service with PPIB. Additionally, the employee must have a minimum of five (5) years remaining until

retirement for programs of up to two (2) years in duration, and a minimum of ten (10) years remaining until retirement for programs exceeding two (2) years.

- ii) The Employee shall have to provide sufficient evidence regarding acceptance of his admission by a reputable and recognized University/Institution at the time of applying for leave.
- iii) Study must be relevant to the assignment/job of the Employee.
- iv) Sources of financing for the studies or award of any scholarship, grant etc. for the intended studies must be clearly indicated.
- v) Consent of the Section Head concerned to relieve such Employee for the full period of study with or without replacement.
- vi) A declaration by such Employee to return and resume Service in PPIB for a further period of two years for master or equivalent degree program (including for Post Graduate Diploma or a fellowship program for six months or more) and five years for PhD program, as applicable.

4.4 **Undertaking:**

A Regular Employee prior to proceeding to study leave shall have to furnish an irrevocable and unconditional undertaking in a form to the satisfaction of PPIB, to the effect that:

- i) He shall furnish transcripts/results periodically during the course of studies;
- ii) He shall resume Services at PPIB immediately upon completion of studies;
- iii) He shall serve PPIB for a period not less than two (2) years for master or equivalent degree program (including for Post Graduate Diploma or a fellowship program for six months or more) and five years for PhD program, as applicable, upon resumption of Services at PPIB after completion of studies.
- iv) In case of his failure to abide by the terms of such undertaking, he shall be liable to return any and/or all benefits earned, received or availed in relation to his study leave and further to make good all quantifiable losses suffered by PPIB with regard thereto. Further that he shall not be entitled to claim any benefits accrued or to be accrued during such period, and
- v) PPIB shall be entitled to recover any or all costs associated with regards to his liabilities towards PPIB, as deemed appropriate.

4.5 **Duration of Study Leave:**

Study leave may be granted for a maximum period of three years during entire service in PPIB.

4.6 **Benefits during Study Leave:**

- i) The Regular Employee will have lien with the PPIB and his seniority and gratuity will be maintained as per PPIB Regulations applicable from time to time.
- ii) The Regular Employee proceeding on study leave shall be eligible to receive Remuneration as stipulated below:-
 - a. One (1) Basic pay salary per month for a period of study leave with no additional allowance.

5. Extraordinary Leave (Leave without Pay):

- 5.1 Extraordinary Leave may be granted in special circumstances when no other leave is admissible or when, other leaves being admissible, the Employee concerned having completed minimum three years of service in PPIB applies in writing for the grant of Extraordinary Leave. Extraordinary leave shall not be granted for more than forty-five (45) days during first five years of continuous service of an Employee with PPIB. One hundred and eighty (180) days upon completion of each five years term of continuous service of such employee with PPIB provided, however, an Employee shall not be granted Extraordinary Leaves more than three hundred and sixty-five (365) days during his entire service with PPIB. Such leave will not be debited against the Leave Account.
- 5.2 Extraordinary Leave may be granted at the discretion of the Competent Authority if it is satisfied that good and sufficient reasons exist.
- 5.3 An Employee on Extraordinary Leave shall not be entitled for Salary, Remuneration, Pay, perks, benefits etc. during such period.
- 5.4 A period of Extraordinary Leave shall not be counted in Service period of such Employee.
- 5.5 The competent authority may, in exceptional circumstances, grant special approval to count extraordinary leave towards Service Qualifying for Gratuity calculation.

6. Disability Leave:

6.1 An Employee may be granted disability leave in case he is disabled by an injury or disease contracted in or in consequences of performance of his Duty.

Such leave:

- i) shall not be debited to the leave account of the Employee;
 - ii) shall be granted on production of a medical certificate signed or countersigned by the authorized medical attendant; and
 - iii) shall not exceed a period of one year unless required otherwise on medical advice duly verified by a three-member board of Medical Officers authorized by Competent Authority.
- 6.2 The leave salary during disability leave shall be equal to full Pay for the first one hundred and eighty days and on half Pay of the remaining period.

7. Maternity/Paternity Leave:

- 7.1 Maternity leave will be granted on full Pay, outside the leave account, to a female Employee to the extent of one hundred and eighty days on first birth, one hundred and twenty days on second birth and ninety days on third birth from the date of commencement thereof. Such Maternity Leave may not be granted for more than three times in the entire service of the female Employee except when such leave is granted within her Leave Account due and admissible to her or as an Extraordinary Leave without pay.
- 7.2 A male Employee expecting his wife to give birth to a child shall, at his option, be granted Paternity Leave on full pay not exceeding thirty (30) days outside his Leave Account from the date of its commencement. Such Paternity Leave may not be granted for more than three times in the entire service of the male Employee except when such leave is granted within his Leave Account due and admissible to him or as an Extraordinary Leave without pay.
- 7.3 For confinements beyond the third one, the Employee would have to take leave from her normal leave account.
- 7.4 The spells of maternity/paternity prior to the coming into force of these rules shall be deemed to have been taken under these Regulations.
- 7.5 Maternity/paternity leave may be granted in continuation of, or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female/male Employee.

Notwithstanding anything contained in these Regulations, maternity and paternity leave under these Regulations shall always be subject to Maternity and Paternity Leave Act 2023, as amended from time to time.

8. Medical Leave:

Medical leave may be granted to an Employee in the following manner:

- 8.1 Leave on full Pay as a medical leave for a period not exceeding thirty (30) days at a time, may be allowed to an Employee on production of medical certificate signed and countersigned by the Medical Officer.
- 8.2 Leave on half pay as a medical leave for a period not exceeding 90 days, may be allowed to an Employee on production of medical certificate signed and countersigned by the Medical Officer.
- 8.3 Leaves without salary for a period of more than 90 days, may be allowed on production of medical certificate and approval from the competent authority.
- 8.4 Medical leave shall not normally be refused to an Employee. However, the Competent Authority may refer the Employee to another Approved Hospital or Board of Medical Officers, as the case may be, for second medical opinion.
- 8.5 No Employee who has been granted leave on medical certificate may join office without first producing a medical certificate of fitness signed or countersigned by the Medical Officer.

9. Special Leave:

- 9.1 A female Employee, on the death of her husband, may be granted special leave on full Pay, when applied for a period not exceeding one hundred and thirty days.
- 9.2 Such leave shall not be debited to her leave account.
- 9.3 Such leave shall commence from the date of death of her husband and for this purpose she will have to produce death certificate issued by the competent authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately.

10. Leave *Ex-Pakistan*:

- 10.1 Leave *ex-Pakistan* may be granted on full Pay to an Employee who applies for such leave or who proceeds abroad during leave, or takes leave while posted abroad, and makes a specific request to that effect.
- 10.2 Leave *ex-Pakistan* will be debited against casual or earned leave accounts. If there is insufficient credit in the leave accounts, the leave may be treated as Extraordinary Leave without Pay. MD shall be the Competent Authority to approve / disapprove such leave.

11. Hajj Leave:

- 11.1 The Competent Authority may grant special leave, commensurate with the travel schedule for performance of Haj, for a period not exceeding 40 days, on full Pay to an Employee once within entire Service period.
- 11.2 This leave shall not be debited against any other leave entitlement of the Employee.

12. Return to Duty before Expiry of Leave:

An Employee on leave may resume Duty or return to Duty before expiry of the period of leave granted to him/her due to any reason. His leave record shall be adjusted accordingly by HR Section.

13. Recall from Leave:

An Employee on leave may be required by the Competent Authority to resume Duty or return to Duty before expiry of the period of leave granted to him/her due to exigencies of work of the PPIB. If an Employee is compulsorily recalled to terminate his leave and resume Duty due to exigencies of the work of the PPIB, such Employee shall be entitled to single return Fare plus Allowance as admissible to him on tour, from station where the Employee is spending his leave to the place of Duty as indicated in his leave application, with the approval of the Competent Authority.

14. Overstay After Sanctioned Leave:

Unless the leave of an Employee is extended by the approving authority, an Employee who remains absent after the end of his leave shall not be entitled to any Remuneration of the period of such absence, and without prejudice to any disciplinary action that may be taken against him, twice the period of such absence shall be debited against his Leave Account.

15. Employment during Leave:

An Employee on leave shall not take any service or accept any employment, except in the case of availing earned leave accrued immediately before retirement provided such service does not create a conflict with the interest of PPIB.

16. Lien:

- 16.1 On appointment against a post, after confirmation, a Regular Employee shall acquire a Lien in that post and shall retain it during the period when he:
- i) Holds a Temporary Post other than a post on which he was appointed;
 - ii) Holds a post on Deputation in any other organization;

- iii) Is on leave;
 - iv) Is under suspension; and
 - v) Is on joining time on transfer to another post.
- 16.2 An Employee acquiring Lien as referred in sub-clause 16.1 (i), shall cease to hold Lien acquired previously on any other post.
- 16.3 The Lien of a Regular Employee who is reduced in rank or reverted to a lower post shall be terminated against the post from which he is reduced in rank or, as the case may be, reverted to a lower post, provided that such Regular Employee shall acquire a Lien against the lower post.
- 16.4 In case an Employee resigns from PPIB, he shall not be entitled to hold Lien in any post at PPIB from the effective date of such resignation.

CHAPTER-12 **GRATUITY**

1. General:

- 1.1 A Regular Employee on retirement from Service:
 - a) at superannuation; or
 - b) an earlier separation as allowed by the Competent Authorityshall be entitled to receive such gratuity as is prescribed in these Regulations, provided that he has remained in continuous Service of PPIB for at least a period of three years.
- 1.2 In the event of death of a Regular Employee, his legal heirs shall be entitled to receive such gratuity as is prescribed in the Regulations and admissible to the Regular Employee prior to his demise.
- 1.3 No gratuity shall be admissible to a Regular Employee in case of dismissal from service or removal from service under these Regulations.
- 1.4 Regular Employees, at confirmation, shall become members of the Private Power & Infrastructure Board Employees Gratuity Fund Trust.
- 1.5 Regular Employees are entitled to gratuity in accordance with these Regulations and provisions of the Private Power & Infrastructure Board Employees Gratuity Fund Rules, as may be amended, modified or substituted from time to time.
- 1.6 Members of the Private Power & Infrastructure Board Employees Gratuity Fund Trust, on retirement or separation from service of PPIB, shall be entitled to gratuity @ one and half times the Basic Pay last drawn by the Employee for each completed year of qualifying service.
- 1.7 Notwithstanding anything contained in this Regulation, Basic Pay for the purposes of computation of gratuity will also include last drawn Personal Pay as admissible under these Regulations.
- 1.8 Beyond the qualifying minimum of three years' Service at PPIB, the period exceeding six months of Service will count as a full year of Service for computation of gratuity, and any period less than six months will not be factored for the purpose of computation of gratuity.

2. Claim not Admissible:

For the purpose of these Regulations, an Employee will not be considered as a Regular Employee and shall not be entitled to gratuity in the following cases:

- i) Where an Employee is appointed for a limited period only, or for a specified Duty, on the completion of which he is to be discharged.
- ii) When an Employee is employed on Contract Based Appointment for a time period.
- iii) When an Employee is paid from contingencies.
- iv) When an Employee is appointed in PPIB on Deputation basis.

3. Service Qualifying for Gratuity:

3.1 Unless it is otherwise specifically provided, the Service of a Regular Employee shall commence to qualify for gratuity from the date he takes charge of the post to which he is initially appointed provided, however, if a Regular Employee has been initially appointed on a higher post with continuation of service, for the purposes of these Regulations, Service of Regular Employee shall be deemed to have commenced when he was initially appointed on post for the first time in PPIB.

3.2 The following period shall count as Service qualifying for gratuity:

- i) The period an Employee remains in regular Service.
- ii) All periods of leave, other than extraordinary leave, unless specifically condoned by the Competent Authority (CA).

4. Service not counted towards Gratuity:

The period of an interruption in the Service of an Employee shall not be counted towards Service qualifying for gratuity as:

- i) Period of suspension in cases leading to compulsory retirement or removal from Service.
- ii) Un-authorized absence from Duty, which is not condoned by the MD and adjusted against leave due to the Employee.

5. Gratuity in Case of Deputation:

5.1 In case a Regular Employee opts to serve in any other public sector organization, he shall be entitled to gratuity in accordance with these Regulations, provided that he himself or the borrowing organization on his behalf contributes the gratuity amount for the respective period in Private Power & Infrastructure Board Employees Gratuity Fund.

- 5.2 Where gratuity amount is not deposited in Private Power & Infrastructure Board Employees Gratuity Fund, as stated herein above, he shall not be entitled to receive gratuity from PPIB for the said period. Such period shall also be excluded from the total number of years for the purposes of calculation of gratuity.

CHAPTER-13

CONTRIBUTORY PROVIDENT FUND

1. Constitution and Management of the Contributory Provident Fund:

- 1.1 PPIB has established a provident fund known as PPIB Employees Contributory Provident Fund (hereinafter referred to as “CPF”). The CPF shall be administered by MD on behalf of PPIB and shall be maintained in Pak Rupees. The CPF shall consist of all sums contributed by PPIB and Employees who are members of the CPF. The CPF shall be held and managed in accordance with the PPIB Employees Contributory Provident Fund Trust (hereinafter referred to as “**Trust**”) created pursuant to PPIB Employees Contributory Provident Fund Trust Deed dated 7th July 2017 (hereinafter referred to as “**Trust Deed**”) and the PPIB Employees Contributory Provident Fund Trust Rules (hereinafter referred to as “**CPF Rules**”).
- 1.2 The Trust shall act through the Trustees appointed from time to time in accordance with Trust Deed and shall:
 - i) Arrange and properly administer the CPF;
 - ii) Promote and advance the aims and objects of the CPF; and
 - iii) Promote and aid the welfare of Employees who are members of the CPF.
- 1.3 Regular Employees shall be members of the CPF and their rights and obligations related to CPF shall be governed in accordance with the CPF Rules, as amended from time to time.
- 1.4 All matters related to CPF including but not limited to membership, contributions, investment, profit, accounts, withdrawals, repayments, nomination of beneficiary, payment, etc., shall be governed in accordance with the CPF Rules, as may be amended from time to time.
- 1.5 Each Employee who is member of the CPF shall be provided with the copy of Deed, CPF Rules and any amendments to the CPF Rules, as the case may be.

CHAPTER-14 **TRAVELLING**

1. Circumstances in Which Travelling Expenses would be Admissible:

Travelling expenses would be admissible to an Employee, travelling on Duty, on tour or transfer. Prior approval of the Competent Authority shall normally be obtained on the prescribed form before undertaking the journey. In specific cases where prior approval is not possible within reasonable means of the Employee or may result in any delay or adverse impact on the discharge of functions of the PPIB, the Competent Authority may allow verbal approval and confirm the approval after the travel. After conclusion of an authorized journey, the details of expenses should be submitted by the Employee within one month for approval from the Competent Authority and adjustment of account.

2. Travel Allowance:

Travel Allowance is paid to Employee(s) to cover expenses incurred in travelling as required by PPIB.

3. Kinds of Travel Allowance:

The following Travel Allowances may be drawn in different circumstances by Employees as specified below:

3.1 Mileage Allowance

Mileage Allowance is paid by PPIB to meet costs of a particular official journey, and is based on the distance traveled.

- i) Rates for different categories of Employee(s) for payment of mileage, Daily Allowance and rates of incidental expenses shall be in accordance with the Travel Policy, as amended from time to time.
- ii) All Employees of PPIB shall travel on official tour away from Headquarters in accordance with the mode of transportation in accordance with Travel Policy.
- iii) Class of travel and rates of Travel Allowance will be determined in accordance with Travel Policy.

3.2 Daily Allowance:

- i) Daily Allowance in respect of official tour for each day will be admissible for the period of absence on Duty from place of Duty. No more than one Daily Allowance will be admissible on any day. A fraction of a day will be

reckoned as a day for this purpose. A period of absence from place of Duty commences from the time of departure of the Employee from his office or residence, as the case may be, until 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.

- ii) Daily Allowance may be drawn during a halt on tour or a Holiday occurring during a tour.
- iii) Where an Employee entitled to hotel accommodation does not avail such facility, he shall be entitled to receive an amount in accordance with Travel Policy.
- iv) Schedule of Daily Allowance for local and international travel will be determined in accordance with Travel Policy.

4. Stay in Hotel/Rest House etc. in Outstation Cities:

Employees while on official tour may stay in a hotel as per their entitlement in accordance with Travel Policy.

5. Reimbursement of Cancellation Expenses:

Reimbursement of expenses incurred on account of cancellation of reserved seat may be allowed if the cancellation was due to the eleventh hour change in the tour, program subject to appropriate justification or on account of direction from the Competent Authority.

6. Approving Authority:

The MD's travel allowance shall be reimbursed as per the rates and entitlements as approved by the Board. For employees in Grade 12 and below, travel expenses will be reimbursed upon submission of valid receipts and necessary documentation, subject to travel policy approved by the MD. All reimbursements must align with the organization's travel policy, ensuring cost-effectiveness and compliance with budgetary guidelines.

CHAPTER-15

LOANS AND ADVANCES

1. A Regular Employee, subject to terms and conditions as contained in these Regulations and Loan Policy made thereunder, will be entitled to avail Loan Facility from PPIB for three purposes as stipulated hereunder.
2. Notwithstanding anything contained herein, Loans Facility cannot be claimed as a matter of right.
3. Loan Facility shall always be subject to availability of funds in PPIB.
4. A Regular Employee by way of an application in writing may apply to Loan Committee for one or more categories of Loan Facility. The Loan Committee shall review applications of Regular Employees, from time to time, and will make assessment of the need of the Regular Employee and shall confirm that the criteria as laid down herein and in the Loan Policy has been fulfilled by the concerned Regular Employee and may recommend to MD for grant of Loan(s). MD may approve the recommendation of the Loan Committee and sanction the Loan Facility in accordance with these Regulations.
5. A Regular Employee may avail Loan Facility for the purposes, subject to maximum limit and upon completion of period of satisfactory Service at PPIB and repay such Loan Facility, for each category as follows:

Category / Purpose	Years of Service Required	Maximum Limit of Gross Salaries	Repayment Period	Conditions for Second Loan
House / Plot Loan Facility (Twice in service)	5	20	15 years or remaining period of service	Second loan is eligible after 4 years of repayment of the first
Vehicle Loan Facility (Twice in service)	3	10	7 years or remaining period of service	Second loan is eligible after 3 years of repayment of the first
Personal Loan Facility (Thrice in service)	1	3	3 years or remaining period of service	After repayment

Table-5

6. Notwithstanding there are three separate categories/purposes of Loan Facility, at any given time, a Regular Employee shall not be entitled to avail Loan Facility more than the amount that is equivalent to twenty (20) months' Gross Salary. In case an Employee has not initially availed the Loan facility up to aforementioned maximum limit, he may apply for another Loan Facility up to cap of individual category of such

loans as stipulated above, but, in any case, not exceeding the overall upper limit of twenty (20) months' Gross Salary.

7. A Regular Employee who has availed Loan Facility of any or more of the above categories up to maximum limit shall not be entitled to avail same category of Loan Facility unless such category of Loan Facility has been fully repaid provided, however, a Regular Employee may not avail loans more than forty (40) gross monthly salaries in his entire service in PPIB. Notwithstanding this limit, personal loan may be granted over and above the specified limit of 40 Salaries.
8. Subject to clause-6 above, the amount of Loan Facility sanctioned shall be recoverable by deduction from the Salary of the Regular Employee concerned commencing one month after the grant of Loan Facility in one hundred and eighty (180) equal monthly installments for house/plot Loan Facility, Eighty four (84) equal monthly installments for vehicle Loan Facility and Thirty six (36) equal monthly installments for personal Loan Facility or in such number of equal monthly installments that will be calculated for the remaining period of his employment with PPIB, whichever is earlier, provided, however, in case a Regular Employee applies for Loan Facility to be repaid within shorter period than the maximum period allowed hereunder, Loan Facility may be approved for such short duration.
9. In case a Regular Employee avails extraordinary leave after the disbursement but prior to full repayment of Loan Facility, his obligation to repay during such extraordinary leave shall remain suspended and such leave period shall be deducted from the repayment period as stipulated above and his remaining installment amount shall be adjusted accordingly.
10. A Regular Employee posted on deputation will be entitled to avail Loan Facility under these Regulations during his period of deputation. However, a Regular Employee who has already been granted Loan Facility hereunder and is later posted on deputation shall continue to repay his equal monthly installments until its full recovery as per the repayment schedule. Mode of repayment during deputation period will be laid down in the Loan Policy.
11. Before disbursement of the Loan Facility, the Employee concerned shall execute a letter of authority authorizing PPIB to adjust at any time the balance of the Loan Facility from all available funds of the Employee in PPIB. He shall submit bonds from two sureties acceptable to PPIB, guaranteeing the repayment of the Loan Facility. In addition, a Promissory Note of equal or remaining balance of the Loan Facility shall be executed and delivered by the applicant to PPIB.
12. Notwithstanding anything contained herein, PPIB may adjust terminal benefits payable to the Regular Employee on cessation of Service against outstanding Loan Facility balance.

- 13.** A Regular Employee who has already availed interest-bearing loan facility under PPIB Regulations 2013 on or before 1st December 2023, such loan shall be deemed interest free effect from 1st December 2023.
- 14.** In case a Regular Employee resigns or his employment with PPIB is to be terminated for any reason whatsoever under these Regulations, the balance of all outstanding Loan Facility shall become payable forthwith or at the discretion of MD shall be adjusted from his terminal benefits.
- 15.** If a Regular Employee who has availed Loan Facility under these Regulations dies during his Service in PPIB, the balance of all outstanding loans under the Loan Facility shall be deemed written off without any deductions from his terminal or other benefits.
- 16.** Loan Facility amount once approved and disbursed as per applicable gross monthly salary of a Regular Employee, will remain fixed for the repayment period and no differential payment will be allowed in case of increase in salary of the Regular Employee during such repayment period.
- 17.** Loan Facility can be settled/prepaid at any time by the Regular Employee without any penalty/charges.
- 18.** If any proceedings are pending against a Regular Employee under Efficiency and Discipline as stipulated under these Regulations, he shall not be entitled to avail any Loan Facility hereunder unless and until he has been exonerated by the Competent Authority.
- 19.** Loan Facility availed under these Regulations will be used only for the purpose for which it was applied for and approved by the Competent Authority

CHAPTER-16

MEDICAL CARE & HOSPITALIZATION

1. General:

Subject to these Regulations and any coverage limitation set out in Medical Care & Hospitalization SOPs, Medical Facility will be available to all serving Regular Employees of PPIB and those Employees whose terms and conditions of Service in PPIB specifically and expressly provide for such Medical Facility, as follows:

1.1 Medical Attention at Hospital:

To avail Medical Treatment facility, a Patient shall be entitled to hospitalization facility at an Approved Hospital which will cover all types of major ailments and physical injuries to a Patient requiring treatment through admission and stay in the hospitals or prolonged preventive medical care under advice by the specialist. Dental treatment requiring hospitalization or medical care of less than 24 hours if required for carrying out diagnostic tests, treatment or minor surgery will also be considered Medical Attention at Hospital and a Patient will be entitled to avail the same.

1.2 Medical Attention at Residence:

In case a Patient is advised by the Medical Officer or relevant doctor/physician to seek Medical Attention at residence for treatment of a dreaded disease or serious injuries, he/she may avail such facility in accordance with Medical Care & Hospitalization SOPs. Such medical attention may also include consultation, Medicines and diagnostic testing during such confinement.

1.3 Dental Treatment:

A Patient will be entitled to avail Dental Treatment facility from any medical and dental care clinics approved by the MD from time to time or from any Government hospital, in accordance with Medical Care & Hospitalization SOPs.

2. Entitlement of Employee's Family:

Entitlement of a Patient shall be subject to conditions as communicated by the competent authority of these Regulations and in accordance with Medical Care & Hospitalization SOPs.

3. Panel of Approved Hospitals:

3.1 A panel of Approved Hospitals shall be notified by the HR Section with the approval of the MD from time to time.

- 3.2 The MD may remove any Approved Hospital from the panel on recommendation of the Medical Committee.
- 3.3 In case an Employee for the reason of medical emergency or compelling reasons with prior approval from head HR Section seeks Medical Treatment or Dental Treatment from a hospital/clinic not included in the panel of Approved Hospitals, such hospital/clinic shall be deemed to be an Approved Hospital on case to case basis.

4. Entitlement of Accommodation in Approved Hospitals:

- 4.1 A Patient shall be entitled to accommodation in an Approved hospital in accordance with Medical Care & Hospitalization SOPs.
- 4.2 A Patient, if provided accommodation of a class lower than that of entitlement, in an Approved Hospital on account of non-availability of accommodation, shall not be entitled to claim payment of difference between charges for such class of accommodation.
- 4.3 A Patient, if opts for accommodation of a class higher than entitlement in an Approved Hospital, shall himself pay to the hospital difference between the charges for such class of accommodation and his entitlement. Provided however, in case of non-availability of entitled accommodation, accommodation higher than entitlement may be allowed/approved, in accordance with Medical Care & Hospitalization SOPs, on case to case basis.

5. Provision of Transport for Medical Care:

A transport facility may be extended, in case an Employee at work falls seriously ill or injured and adequate Medical Facilities are not available at the work-place. In such a case he may be taken, at the cost of PPIB to an Approved Hospital.

6. Medical Facility on Tour:

An Employee on tour to a place where there is no Approved Hospital may avail Medical Facility and treatment from any registered medical practitioner or in any hospital at that place and, on production in original of the prescriptions, invoices with receipts for payment and cash memos, may claim reimbursement of expenses on such facility and treatment subject to provisions of Medical Care & Hospitalization SOPs. The Employee shall inform Head of HR Section through facsimile, email or telephone the nature of his ailment and steps taken for treatment.

7. Medical Facility during Leave:

An Employee on leave or his Family visiting a place within Pakistan or outside Pakistan where there is no Approved Hospital may arrange for medical Facility from any

hospital at that place and, on production in original of the prescriptions, invoices with receipts for payment and cash memos, may claim reimbursement of expenses on such Medical Treatment, subject to provisions of Medical Care & Hospitalization SOPs and annual limits. The concerned Employee shall inform Head of HR Section through facsimile, email or telephone the nature of his ailment and steps taken for treatment.

8. Medical Facility in Emergency:

Emergency (ies) shall be dealt in accordance with Medical Care & Hospitalization SOPs.

9. Medical Care Facilities – Entitlements & Limits:

Medical Treatment facilities including for Dreaded Diseases under these Regulations shall be per person per confinement/ailment basis and shall be subject to limits and expenses, for respective categories, in accordance with Medical Care & Hospitalization SOPs. Dental Treatment facility under these Regulations shall be per person per treatment basis and shall be subject to limits and expenses, for respective categories, in accordance with Medical Care & Hospitalization SOPs.

10. Reimbursement Procedure for Medical Claims:

10.1 Claims for reimbursement of cost of Medicines prescribed by an Approved Hospital for treatment during hospitalization but not available with the Approved Hospital, shall be entertained only when accompanied by:

- i) The concerned Medical Officer's prescription for the required medicines.
- ii) Cash memos evidencing purchase of medicines verified by the claimant and countersigned by the HR Section.
- iii) Discharge Certificate from the concerned section / department of the approved Hospital.

10.2 In cases of treatment of Patients at places other than the place of posting of the Employee, only well reputed hospitals shall be treated as Approved Hospitals. However, in such cases, the HR Section must certify bonafide of the claim, the presence of the Patient at the place of treatment, and reasons for such presence.

10.3 Clinical/laboratory test charges if so prescribed by a Medical Officer will be admissible for reimbursement at actual.

10.4 Medical reimbursement claims lodged three (03) months after payment, shall be supported by written justification for such delay which shall be verified by the HR Section. HR Section may either accept or reject such justification for the reasons to be recorded. In case such written justification is rejected by HR

Section, the Employee concerned may file an appeal against rejection of such written justification before MD.

10.5 All claims and supporting documents must be in original.

10.6 If any medical reimbursement claim is disallowed, the claimant shall be informed of reasons for the deduction or disallowance within 30 days of lodging of claim.

11. Death of Employee during Service:

If an Employee dies during service, eligible members of his Family shall remain entitled to Medical Facility as aforesaid for the duration of five years after his death, subject, however, to the condition that the surviving spouse shall cease to be so entitled if he/she re-marries and children shall cease to be so entitled if, before the death of the Employee, they had completed [eighteen (18)] years of age or as soon as they complete the age of [eighteen (18)] after his death.

12. Medical Insurance:

Notwithstanding anything contained herein, PPIB may, if it is so feasible, also get a medical insurance coverage for the Employees, in which case entitlement of Medical Facility shall be subject to terms and conditions of such insurance coverage. The details of insurance coverage shall be notified by PPIB from time to time.

13. Confidentiality:

All information pertaining to Medical Treatment and Dental Treatment of a Patients shall remain confidential and shall not be disclosed to officials or persons not concerned. If any Employee deliberately breaches such confidentiality, he may be proceeded against under Chapter-18 (Efficiency and Discipline).

CHAPTER-17

RECORD OF SERVICE

1. Record of Service:

The record of Service of all Employees shall be maintained by the HR Section in a form and place as per record management system and procedures to be devised by the HR Section and approved by MD. The record will contain the names of the Employees (in order of seniority), parentage, the posts in which they are acting, their Grade and date of confirmation therein, date of birth, their first day of active Service, length of active Service, the date of their attaining the age of superannuation, the amount of leave availed of and leave due and the date of their last return from leave.

2. Record of Age:

- 2.1 The PPIB shall record the age of every Employee at the time of employment, and the entry of age shall be attested by the Employee. For this purpose, Employees shall produce such documents (CNIC/FRC) in proof of their age as may be required by PPIB.
 - i) If an employee is unable to state his exact date of birth, but can state only the year of his birth, the 1st July will be treated as his date of birth.
 - ii) If an employee is unable to state the exact date of birth, but can state the year and month of his birth, the 16th day of that month may be treated as his date of birth.
- 2.2 All periods of suspension, interruption in Service and any penalty imposed on an Employee shall be noted in the Service record.
- 2.3 Erasures and overwriting are to be avoided. All columns in the Service record should be legibly filled and attested. If any correction is necessary, the incorrect entry should be scored out neatly, so as not to make it illegible, and the correct entry should be made above it and properly attested.
- 2.4 An Employee may be permitted to see and examine his Service record at any time during office hours. The HR Section shall ensure that the Service record is properly maintained in a secure manner.

CHAPTER-18

CONDUCT, EFFICIENCY AND DISCIPLINE

1. Conduct:

An Employee is required to observe and comply with laws of Pakistan, these Regulations, Policies notified, orders and instructions issued pursuant thereto, in each case from time to time. Non-observance, non-compliance or any failure or breach thereof, or the code of conduct as follows, may lead to initiation of disciplinary action on grounds of Misconduct.

1.1 Gifts:

No Employee shall seek, accept or permit himself or herself or any member of his Family to accept any Gift.

1.2 Lending and Borrowing:

An Employee shall not lend money to, or borrow money from, or solicit or require any Gift or place himself under any obligation to and from any person with whom he has any official dealings. This, however, does not include the normal client/lender relationship with banks or financial institutions or personal relationship amongst colleagues.

1.3 Declaration of Assets:

An Employee, within three (3) months of joining PPIB and thereafter by the end of every third Calendar Year shall declare his and his dependents' assets comprising of movable and immovable properties. Such declaration shall remain sealed in soft or hard form and in safe custody by HR Section and shall be referred in case an Employee is charged under this Chapter for the reasons and on grounds as provided in sub-clause 1.10 (iii) of this Chapter. For the purposes of declaration of assets hereunder, an Employee may submit his or dependent's Wealth Statement filed with the Federal Board of Revenue in soft or hard form which for all practical and legal purposes shall be deemed as asset declaration of Employee hereunder.

1.4 Unauthorized Communication of Information:

- i) Except an Employee designated by MD as a focal/spokesperson, no other Employee shall, without the approval of MD, communicate directly or indirectly any official document or information, to the press or to any person not authorized to receive it.

- ii) An Employee, including focal/spokesperson authorized by the MD shall not, in any documents or in any communication to a person or made to the press, over his own name or in any public utterance, make any statement of fact or opinion which is likely to embarrass PPIB/GOP. For the purposes of these Regulations, press includes electronic or print media and public utterance includes communication made telephonically, through electronic means including email, fax, social media or any other medium prevailing from time to time.

1.5 Agitation:

- i) An Employee shall not agitate individually or collectively or through an association, or form an association for purposes of agitation not permissible under law.
- ii) An Employee shall not, during working hours at PPIB, carry on any political activity nor shall an Employee utilize his time and that of neither the other Employees nor the facilities and material of PPIB in the pursuance of political activities.

1.6 Ideology and Propagation of Sectarian Creeds:

No Employee shall express views detrimental to the ideology or integrity of Pakistan except in accordance with law.

- 1.7 No Employee shall propagate any religious and sectarian creeds, or take part in such controversies as are likely to affect his integrity in the discharge of his duties, or to create feelings of discontent or displeasure amongst Employees in particular and amongst the public in general.

1.8 Use of Political or Other Influence:

No Employee shall propagate views of political parties during working hours or bring or attempt to bring political or any influence, directly or indirectly, to bear on PPIB or any officer of PPIB in support of his claim or intervention on his behalf in any official matter.

1.9 Acceptance of Foreign Trips:

No Employee shall approach, directly or indirectly, a foreign mission in Pakistan, a foreign aid giving agency, a commercial organization or power companies having dealings with PPIB, to secure for himself or his Family, invitations to visit a foreign country or to elicit any offer of training facilities abroad.

1.10 Personal Conduct:

An Employee's personal conduct reflects on both the Employee and the organization. The following guidelines are established as mandatory prohibitions:

- i) Distribution or posting of any subversive or detrimental literature or material on PPIB's property;
- ii) Soliciting, collecting or accepting contributions during official time;
- iii) Use or abuse of any substance or indulgence in any such activity that adversely affects safety or job performance;
- iv) Possession of, or use of, or sale and purchase, or transfer of any of the illegal drugs/alcohol or intoxicants of any kind or nature;
- v) The display or carrying of any weapon on the premises is strictly prohibited. Licensed weapons may only be carried with prior written authorization under exceptional circumstances, while the possession of unlicensed weapons is strictly prohibited under all conditions.
- vi) Association or maintenance of links with an organization classified as terrorist organization or declared a banned outfit, by the Ministry of Interior or with such person or entity prejudicial to the interests of PPIB;
- vii) Threatening, intimidating, harassing (sexually or otherwise) or otherwise interfering with other Employees;
- viii) Dishonesty in relation to official work of the PPIB/GOP;
- ix) Habitual non-punctuality or absence without permission;
- x) Breach of official confidential information regarding affairs of PPIB, unless required by law, or required in discharge of Duty;
- xi) Willful insubordination or disobedience of any lawful or reasonable order of any authorized official;
- xii) Tempering with the official record or intentional damage to PPIB's property;
- xiii) Tendering fake or fabricated documents, receipts, invoices etc.;
- xiv) Disorderly conduct at PPIB, prejudicial to Service discipline or an unbecoming of an Employee or the officer;

- xv) Non-disclosure of conflict of interest;
- xvi) Engagement in private trade, business or work during working hours;
- xvii) Misuse or abuse of PPIB's facilities;
- xviii) Repeated neglect of Duty; or
- xix) Other causes analogous to any of the above.

2. Efficiency and Discipline:

For the purposes of this Chapter, and unless the context otherwise requires,

- 2.1 "Accused" means an Employee against whom action is proposed or taken under these Regulations;
- 2.2 "Authority" means, for G-12, the Board and for G-11 & below including all Support Staff Grades, the MD.

Provided that where proceedings under these Regulations are to be initiated against two or more Employees jointly, the Authority in relation to senior most Employee in Grade shall be the Authority in respect of all the Accused,

Provided further that in all such cases:

- i) Where the HR Committee or the Board is the Authority, all functions of the Authority under this Chapter, except approval of initiating the disciplinary proceedings, appointment of a Hearing Officer and final decision on the report of Inquiry Officer or the Inquiry Committee, shall be performed by the MD; or
 - ii) Where the MD is the Authority, all functions of the Authority under this Chapter, except approval of initiating the disciplinary proceedings, appointment of a Hearing Officer and final decision on the report of Inquiry Officer or the Inquiry Committee, shall be performed by the Head of HR Section or any Employee so authorized by the MD.
- 2.3 "Appellate Authority" A person on whom penalty of dismissal is imposed shall have such right of appeal to the next above authority that is for G-10 & below including all Support Staff Grades, HR Committee of the Board, for G-11, the Board, provided that where such penalty is imposed by the Board, the concerned person may file a review before the Board for reconsideration.
 - 2.4 "Hearing Officer" means an officer, as far as possible senior in rank to the Accused, appointed by the Authority to afford an opportunity of personal

- hearing to the Accused on behalf of the Authority concerned; OR in case of Representation, an officer, as far as possible senior in rank to the Employee, appointed by the Competent Authority to afford an opportunity of personal hearing to an Employee on behalf of the Competent Authority.
- 2.5 "Inquiry Committee" means a committee consisting of two or more officers, headed by a convener, as may be appointed by the Authority to inquire into charges of the Accused under this Chapter provided, however, in case any inquiry is to be initiated against an officer of G-12 Grade, the Inquiry Committee shall consist of min three members amongst which majority will be members of the Board;
- 2.6 "Inquiry Officer" means an officer appointed by the Authority to inquire into charges of the Accused under this Chapter;
- 2.7 "Misconduct" means conduct prejudicial to good order or service discipline or contrary to code of conduct as contemplated under this Regulations or unbecoming of an officer and, a gentlemen and includes any act on the part of an Employee to assert or attempt to assert political or other exterior influence directly or indirectly to bear on any officer of PPIB in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of service of an Employee, or having entered into plea bargain under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices, voluntarily;
- 2.8 "Inefficiency" means if an Employee has ceased to be efficient or is incapable of performing his assigned Duties in a satisfactory manner.
- 2.9 "Penalty" means a penalty which may be imposed under these Regulations.

3. Grounds for Proceedings and Penalties:

Proceedings against an Employee may be initiated on the basis of, and Penalties may be imposed on the grounds, as follows:

- 3.1 Misconduct;
- 3.2 Conviction for a criminal offence, provided that any plea bargain by any Employee under any applicable law, in relation to any charges against him/her, shall also amount to conviction for criminal offence;
- 3.3 Fraud in relation to his duties, Corruption, Misappropriation of PPIB property or funds; or
- 3.4 Inefficiency

4. Penalties:

- 4.1 The following are the minor and major penalties, namely-

(i) **Minor Penalties:**

- a) Censure;
- b) Withholding of increment or increments for a specific period, subject to a maximum of three years without cumulative effect. Provided that the penalty of withholding of increment shall not be imposed upon an Employee who has reached the maximum of his Pay Scale or will superannuate within the period of penalty;
- c) Reduction to a lower stage or stages, in Pay Scale, for a specific period, subject to a maximum of three stages without cumulative effect;
- d) Withholding of promotion for a specific period, subject to a maximum of three years, otherwise than for unfitness for promotion in accordance with these Regulations. Provided that this period shall be counted from the date when a person junior to the Accused is considered for promotion on regular basis for the first time. Provided further that penalty under this clause shall not be imposed upon an Employee who has no further prospects of promotion or will superannuate during the period of the said penalty; and
- e) Recovery of the whole or any part of embezzled money from Employee convicted of embezzlement, recovery as provided under financial rules, from pay or and other amount payable to the Accused, recovery of the whole or a part of any pecuniary loss cause to PPIB by an Employee from Pay or any other amount payable to the Accused. If the amount due from any such Employee cannot be wholly recovered from the Pay or any other amount payable to him/her, such amount shall be recovered under the law for the time being in force.

(ii) **Major Penalties:**

- a) Reduction to a lower post or time-scale, or to a lower stage in a time scale;
- b) Compulsory retirement;
- c) Removal from Service; or
- d) Dismissal from Service.

4.2 The Competent Authority may impose a minor penalty, major penalty, or a combination of both, depending on the nature and gravity of the misconduct or offense committed by the Employee.

- 4.3 Penalty for removal from Service shall not but dismissal from Service under these Regulations shall disqualify an Employee for future employment with PPIB.
- 4.4 In this rule removal or dismissal from Service does not include the discharge of an Employee:
- i) Appointed on probation, during the period of probation; or
 - ii) Appointed, otherwise than under a contract, to hold a temporary appointment, on the expiration of the period of appointment; or
 - iii) Engaged under a contract in accordance with the terms of the contract.

5. Suspension and Leave:

- 5.1 The Authority may place any Employee under suspension or send him/her on leave, against whom proceedings are proposed to be initiated for an initial period not exceeding one hundred and eighty days at one time extendable in writing, by the Authority for such period as it may deem appropriate or till conclusion of the proceedings, if in the opinion of the Authority, suspension or sending an Employee on leave is necessary or expedient. If the period of suspension is not extended before the expiry of initial period of suspension, the suspension of such Employee shall cease to have effect:
- 5.2 Provided that an Employee who has been charged for a criminal offence and is committed to prison shall be considered as under suspension from the date of his arrest without the formal approval of Authority. In case such an Employee is not arrested or is released on bail the Authority may suspend him/her by specific order;
- 5.3 Provided further that in case of an Employee who is suspended from Service because of his involvement in a criminal case in his private capacity, his period of suspension, upon his acquittal shall not be treated as Duty, but may be regularized by grant of leave of the kind due.
- 5.4 During suspension period an Employee shall be entitled to his pay, Allowance and other benefits he is entitled to in accordance with these Regulations.
- 5.5 If an Employee is sent on leave in pursuance of an order under sub-clause 5.1, such period shall be treated as on Duty.
- 5.6 In case an Employee is absent from official Duty during the proceedings, such period shall be treated as extra ordinary leave without Pay.

6. Suspension of Proceedings:

Subject to any restraining orders, passed by any court of competent jurisdiction, any proceedings under these Regulations shall not be discontinued merely on the grounds of the matter being sub-judice. Provided however, that where the holding of inquiry under these Regulations during judicial custody is not possible or side by side with the criminal proceedings may have the effect of impeding the course of justice or of prejudicing the trial, the inquiry may be deferred by the Authority till release on bail or termination of criminal proceedings as the case may be.

7. Initiation of Proceedings:

Proceedings against an Employee, in case where the Authority decides that it is not necessary to hold an inquiry, shall be initiated from the date the Accused is informed by an order in writing of the grounds of proceedings against him/her and where the Authority decides to hold an inquiry against the Accused, from the date of such order.

8. Procedure where Inquiry is dispensed with:

Ordinarily inquiry under this Chapter shall not be dispensed with. However, in exceptional circumstances for the reasons to be recorded in writing, if the Authority decides that it is not necessary to hold an inquiry against the Accused, it shall;

- 8.1 Inform the Accused, by an order in writing, of the grounds for proceedings against him/her, clearly specifying the charges therein, along with apportionment of responsibility and penalty or penalties proposed to be imposed upon him/her;
- 8.2 Give him/her a reasonable opportunity of showing cause against the proposed action, which should not be less than ten days and more than fourteen days, from the receipt of the order or within such extended period, as the Authority may allow;
- 8.3 On receipt of reply of the Accused, within the stipulated period or after the expiry thereof, if no reply is received, on the basis of available record or facts of the case, as the case may be, determine whether the charge or charges have been proved against the Accused or not;
- 8.4 Provided that after receipt of reply to the show cause notice from the Accused or in case where no reply is received the Authority shall decide the case within a period of sixty days;
- 8.5 Afford an opportunity of personal hearing, before passing any order of penalty under clause 18, if the charge or charges have been proved against him/her;

- 8.6 Exonerate the Accused, by an order in writing, if the charge or charges have not been proved against him/her; and
- 8.7 Impose any one or more penalties, mentioned in clause 4, by an order in writing, if the charge or charges have been proved against the Accused.

9. Provision of Record:

After initiation of order of inquiry, the relevant record of the case and the list of witnesses, if available and other related documents shall be supplied to the Inquiry Officer or the Inquiry Committee, as the case may be, within seven days or within such an extended period which the Authority may allow.

10. Procedure to be followed by the Authority where Inquiry is Necessary:

- 10.1 If the Authority decides that it is necessary to hold an inquiry against the Accused, it shall pass an order of inquiry, in writing. An inquiry order shall include
 - i) Subject to sub-clause 10.2 the appointment of an Inquiry Officer or Inquiry Committee, provided that the Inquiry Officer or the convener of the Inquiry Committee, as the case may, shall as far as possible, be of a rank senior to the Accused and where two or more Accused are proceeded against jointly, the Inquiry Officer or the convener of the Inquiry Committee shall, as far as possible, be of a rank senior to the senior most Accused;
 - ii) The grounds for proceedings, clearly specifying the charges along with apportionment of responsibility which shall be communicated to Accused within fourteen days, from the date of initiation of proceedings;
 - iii) Appointment of the HR Section representative by designation, suitable for assistance of inquiry, on case to case basis; and
 - iv) Direction to the Accused to submit his written defense to the Inquiry Officer or convener of the Inquiry Committee, as the case may be, within reasonable time which shall not be less than ten and more than fourteen days from the date of receipt of orders under clause or within such an extended period as the Authority may allow.
- 10.2 In cases where more than one Employees are Accused in one case, a single Inquiry Officer or an Inquiry Committee shall be appointed and the Inquiry Officer or convener of the Inquiry Committee so appointed shall, as far as possible, be of a rank senior to the senior most Employee Accused in the particular case.

- 10.3 In case where the Inquiry Officer or any of the members of the Inquiry Committee is required to be replaced for one reason or the other, the Authority shall appoint another Inquiry Officer or the Inquiry Committee, as the case may be.

11. Procedure to be followed by the Inquiry Officer or Inquiry Committee:

- 11.1 On receipt of reply of the Accused or on expiry of the stipulated period, if no reply is received from the Accused, the Inquiry Officer or the Inquiry Committee, as the case may be, shall inquire into the charge or charges and may examine such oral or documentary evidence in support of the charge or charges or in defense of the Accused, as may be considered necessary and where any witness is produced by one party, the other party shall be entitled to cross-examine such witness.
- 11.2 If the Accused fails to furnish his reply within the stipulated period, the Inquiry Officer or the Inquiry Committee, as the case may be, shall proceed with the inquiry *ex-parte*.
- 11.3 The Inquiry Officer or the Inquiry Committee, as the case may be, shall hear the case on day to day basis and no adjournment shall be given except for reasons to be recorded, in which case the adjournment shall not be of more than seven days.
- 11.4 Statements of witnesses shall be recorded in the presence of Accused and HR Section representative.
- 11.5 Where the Inquiry Officer or the Inquiry Committee, as the case may be, is satisfied that the Accused is hampering or attempting to hamper the progress of the inquiry, he or it shall administer a warning and if thereafter he or it is satisfied that the Accused is acting in disregard to the warning, he or it shall record a finding to that effect and proceed to complete the inquiry in such a manner as may be deemed expedient in the interest of justice.
- 11.6 If the Accused absents him/her from the inquiry on medical grounds, he shall be deemed to have hampered or attempted to hamper the progress of the inquiry, unless medical leave, applied for by him/her, is sanctioned by the Authority on the recommendations of Medical Officer.
- 11.7 The Inquiry Officer or the Inquiry Committee, as the case may be, shall complete the inquiry within sixty days or within such an extended period which the Authority may allow on the request of Inquiry Officer or Inquiry Committee, as the case may be, for reasons to be recorded and shall submit his or its report to the Authority within seven days of the date of completion of inquiry. The inquiry report must contain clear findings as to whether the charge or charges have been proved or not proved and specific recommendations

regarding exoneration or imposition of minor or major penalty or penalties upon the Accused:

Provided, that the inquiry shall not be invalidated merely due to the non-observance of the time schedule for its completion.

12. Revision:

- 12.1 Subject to sub clause 12.2, the Authority may call for the record of any case pending before the Inquiry Officer or Inquiry Committee, as the case may be, and pass such order in relation thereto as it may deem fit.
- 12.2 No order under sub clause 12.1 shall be passed in respect of an Accused unless the Authority has informed him/her in writing of the grounds on which it is proposed to make the order and has been given an opportunity of showing cause against it, including an opportunity of personal hearing if requested by the Accused or is otherwise necessary in the interest of justice, in particular, when the Authority contemplates to pass an order adverse to the interest of the Accused:

13. Powers of the Inquiry Officer or Inquiry Committee:

- 13.1 For the purpose of an inquiry under these Regulations, the Inquiry Officer or the Inquiry Committee, as the case may be, shall have the powers of a civil court trying a suit under the Code of Civil Procedure, 1908 (Act No. V of 1908), in respect of the following matters, namely:
 - i) Summoning and enforcing the attendance of any person and examining him/her on oath;
 - ii) Requiring the discovery and production of documents and receiving evidence on affidavits; and
 - iii) Issuing commissions for the examination of witnesses or documents.
- 13.2 Proceedings under this Chapter may also be initiated against an Employee who is believed to have tendered fake or fabricated documents or false evidence during any stage of proceedings or intentionally offers any insult to the Authority, Inquiry Officer, Inquiry Committee or any of its member, performance committee, Hearing Officer, HR Section representative or to Appellate Authority or causes any interruption in the proceedings under this chapter. For avoidance of doubt, if an Accused against who the proceedings are being conducted, in addition to such ongoing proceedings, shall also be proceeded on separate charges as afforested, as the case may be.

14. Clause 8 & 10 not to apply in Certain Cases:

Nothing in clause 8 or 10 of this chapter shall apply to following cases:

- i) Where the Accused is to be dismissed or removed from Service, on the ground of conduct which has led to a sentence of fine or of imprisonment by a court of law which has attained finality; or
- ii) Where the Authority competent 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 for the reason that the act of omission or commission of the Accused is so gross and glaring that it is sufficient to imply Misconduct beyond any doubt and procedure under clause 8 or 10 will be an exercise in futility provided, however, this sub-clause shall not be applicable in case where the Accused is to be dismissed or removed from Service, or to reduce in lower post and Pay Scale.

15. Proceedings before or during Training and Leave:

- 15.1 In case where an Employee who has been nominated for training, is required to be proceeded against and he has not yet joined the training institute or institution, his nomination shall be withdrawn forthwith by the nominating authority under intimation to the training institute or institution concerned.
- 15.2 In case where an Employee has already joined the training or institution he shall be allowed to complete his training, and the proceedings against him/her may be deferred till completion of the training.
- 15.3 No Employee shall be denied training on account of ongoing proceedings for a period of more than one year.
- 15.4 In case where an Employee on leave, is required to be proceeded against, his leave shall be cancelled by the Authority and shall be called back from the leave to join the proceedings.

16. Duties of the HR Section Representative:

- 16.1 The HR Section representative shall perform the following functions, namely:
 - i) Render full assistance to the Inquiry Officer or the Inquiry Committee, as the case may be, during the proceedings where he shall be personally present and fully prepared with all the relevant record relating to the case, on each date of hearing;
 - ii) Cross-examine the witnesses produced by the Accused and with the permission of the Inquiry Officer or the Inquiry Committee, as the case

may be, may also cross-examine the witnesses to have testified against the Accused; and

- iii) May rebut the grounds of defense offered by the Accused on merit before the Inquiry Officer or the Inquiry Committee, as the case may be.

17. Order to be passed on Receipt of Report from the Inquiry Officer or Inquiry Committee:

- 17.1 On receipt of report from the Inquiry Officer or the Inquiry Committee, as the case may be, the Authority shall examine the report and the relevant case material and determine whether the inquiry has been conducted in accordance with the provisions of these Regulations.
- 17.2 If the Authority is satisfied under sub-rule (1) that the inquiry has been conducted in accordance with the provisions of these Regulations, it shall further determine whether the charge or charges have been proved against the Accused or not.
- 17.3 Where the Authority is satisfied under sub-rule (2) that the inquiry proceedings have not been conducted in accordance with the provisions of these Regulations or the facts and merits of the case have been ignored or there are other sufficient grounds, it may, after recording reasons, either remand the inquiry to the Inquiry Officer or the Inquiry Committee, as the case may be, with such directions as the Authority may like to give, or may order a de novo inquiry through different Inquiry Officer or Inquiry Committee.
- 17.4 The Authority may in such case specified under sub-rule (3) also require the Inquiry Officer or the Inquiry Committee, as the case may be, to explain as to why the inquiry has not been conducted in accordance with these Regulations, or as to why the facts or merits of the case have been ignored and on the receipt of reply, may determine that the omission or commission by the Inquiry Officer or the Inquiry Committee, as the case may be, was not in good faith and there are grounds to proceed against the Inquiry Officer or Inquiry Committee, as the case may be, under these Regulations.
- 17.5 Where the charge or charges are determined not to have been proved, the Authority shall exonerate the Accused by an order in writing.
- 17.6 Where the charge or charges are determined to have been proved against the Accused, the Authority shall issue a show cause notice to the Accused providing him/her there with a copy of inquiry report by which it shall:
 - i) Inform him/her of the charge or charges proved against him/her and the penalty or penalties proposed to be imposed upon him/her;

- ii) Give him/her reasonable opportunity of showing cause against the penalty or penalties proposed to be imposed upon him/her and to submit as to why one or more of the penalties as provided in clause 3 including the penalty of dismissal from Service may not be imposed upon him/her and to submit additional defense in writing, if any, within a period which shall not be less than ten days and more than fourteen days from the day the charge or charges have been communicated to him/her by affording him/her an opportunity of personal hearing: Provided that the Accused shall in his reply to show cause notice, indicate as to whether he wants to be heard in person or not; and
- iii) Direct the HR Section representative to appear with all the relevant record on the date of personal hearing, if any.

17.7 After duly considering the reply of the Accused to the show cause notice and affording personal hearing to the Accused, as appropriate, the Authority shall, keeping in view the findings and recommendations of the Inquiry Officer or the Inquiry Committee, as the case may be, facts of the case and defense offered by the Accused if requested, by an order in writing

- i) Exonerate the Accused if charge or charges are not proved; or
- ii) Impose any one or more of the penalties specified in clause 3 if charges are proved:

Provided that:

- i) Where charge or charges of grave corruption are proved against an Accused the penalty of dismissal from Service shall be imposed, in addition to the penalty of recovery, if any; and
- ii) Where charge of absence from Duty for a period of more than three months is proved against the Accused, the penalty of compulsory retirement or removal or dismissal from Service shall be imposed upon the Accused.

17.8 After receipt of reply to the show cause notice and affording opportunity of personal hearing, the Authority, except where the Board itself is the Authority, shall decide the case within a period of sixty days, excluding the time during which the post held by the Authority remained vacant due to certain reasons.

18. Personal Hearing:

The Authority may, by an order in writing, call the Accused and the HR Section representative, along with relevant record of the case, to appear before him/her, or

before a Hearing Officer, who shall as far as possible be senior in rank to the Accused, appointed by the Authority for personal hearing on the fixed date and time.

19. Procedure of Inquiry against an Employee on Deputation:

- 19.1 Where an Authority determines to proceed against an Employee who is on Deputation to any borrowing organization, the Authority of such Employee in PPIB may:
 - i) Ask the relevant borrowing organization, to frame charges against such Employee and forward the same to PPIB; or
 - ii) Initiate proceedings against him/her on its own under these Regulations.
- 19.2 Where an Employee on Deputation in PPIB is required to be proceeded against, the Authority may:
 - i) Forward to the lending organization/ entity, charges framed against such Employee for onward proceedings under applicable law, rules or regulations, as the case may be; or
 - ii) If the circumstances permit, proceed against such Employee under these Regulations.

20. Procedure for Determining Efficiency of an Employee:

- 20.1 Where it is brought to the notice of the Authority or the Authority becomes aware of the fact either through PERs or otherwise, that an Employee has ceased to be efficient or is incapable to perform his assigned duties satisfactorily, the Authority shall constitute performance committee for an enquiry/assessment of performance of such Employee.
- 20.2 The performance committee for Employee in G-7 and above shall be constituted comprising of:

MD	Convener/Member
Head of HR Section	Member
Head of any other Section (not lower in rank than the accused)	Member

Table-6

Provided that the performance committee may co-opt any other professional as a member, for the reasons to be recorded in writing, if deemed necessary.

20.3 The performance committee for Employee in G-6 and below shall be constituted comprising of:

Head of HR Section	Convener/Member
Head of any other section to be nominated by MD	Member
Professional working in a section other than that of the Accused (not lower in rank than the Accused)	Member

Table-7

Provided that the performance committee may co-opt any other professional as a member, for the reasons to be recorded in writing, if deemed necessary.

20.4 The performance committee will examine the record and previous performance of the Accused and the opinion of the senior officers under whom the Accused has served.

20.5 The committee shall also examine any evidence/record available and consider the comments/views of any professional or Employees who has remained associated with or has worked together in a group/team with the Accused), as deemed necessary by the committee.

20.6 The committee shall submit its findings/report to the Authority along with recommendation whether:

- i) The Employee (Accused) has ceased to be efficient and is not expected to achieve the desired level of the efficiency within a reasonable time and therefore the Service of the Employee be terminated; or
- ii) The Employee may be given a chance to improve his/her efficiency over a period of one/two-year(s) subject to final warning. During this period, biannual performance reviews shall be conducted. If no satisfactory improvement is observed (to be made upon review of his/her performance) his/her Services shall be terminated without further enquiry.
- iii) The performance of the Employee is reasonably efficient and may be allowed to continue.

- iv) The performance committee may also recommend any remedial measures or actions to be taken which may result in enhancement of performance of such Employee

20.7 The performance committee for MD shall be the Board and Employee in G-12 shall be the HR Committee of the Board.

21. Review and Appeal:

- 21.1 An Employee considering himself aggrieved of an order passed by an Authority from which an appeal is allowed under these Regulations, but from which no appeal has been preferred, may file a review to the Authority.
- 21.2 An Employee feeling aggrieved from an original or review order of the Authority or if he does not prefer to file a review against the order of the Authority, may file an Appeal to the Appellate Authority from an order passed by an Authority.
- 21.3 An appellant or Accused preferring an appeal or review, as the case may be, shall do so separately and in his own name within a maximum period of thirty (30 days) of the communication of the order appealed against or reviewed for, as the case may be.
- 21.4 A review or an appeal petition shall be submitted to the Authority or Appellate Authority, as the case may be, directly and in case an appeal or review is preferred before the Board, it shall be submitted to the Board.
- 21.5 An appeal or review petition preferred under these Regulations shall be filed, complete in all respects, containing all material statements and arguments relied upon by the appellant/Accused, and shall contain no disrespectful or improper language.
- 21.6 Appellate Authority or an Authority prior to examination of a review or an appeal petition, as the case may be, may refer such review or appeal petition to an officer or member of the Board, as the case may be, who shall:
 - i) Scrutinize the appeal/review petition to ensure that the appeal or review petition is complete in all respect and is not barred by limitation period provided herein;
 - ii) In case an appeal or review petition is filed incomplete in any respect, the same may be returned for resubmission thereof complete in all respects, within additional period of fourteen (14) days of such return; and

- iii) Upon receipt of an appeal or review petition or resubmission of same, as the case may be, forward to the Appellate Authority, within fourteen (14) days, with his observations in relation to merits of appeal, review petition and the order against which the appeal or review petition is preferred and observation(s) with respect to any discrepancy in the appeal or review petition.
- 21.7 The Appellate Authority may pass an interim order during the pendency of appeal or review, as the circumstances may require or as deemed appropriate in order to ensure justice and fair play.
- 21.8 The Appellate Authority shall consider:
- i) Whether the facts on which the order appealed against was based have been established;
 - ii) Whether the facts established afford sufficient ground for taking action; and
 - iii) Whether the Penalty is excessive, adequate, or inadequate, in the circumstances and, after such consideration shall confirm, set aside or modify the previous order and the appellant/ Accused shall be informed of the reasons for passing such order.
- 21.9 The Appellate Authority shall pass such order as, having regard to all circumstances of the case, appears to it just and equitable and the appellant/Accused shall be informed of the reasons for passing such order.
- 21.10 The MD shall give effect to any order made by the Appellate Authority.
- 21.11 An Appellant or Accused shall not be entitled to file a second review or appeal to the same Authority or Appellate Authority, as the case may be, by which a review and an appeal has already been decided on similar grounds and reasons, and no new facts or circumstances are adduced which afford grounds for a reconsideration of the case.

22. Cases of Harassment:

Notwithstanding anything contained in these Regulations, cases falling within the scope of Protection against Harassment of Women at Workplace Act 2010 shall be dealt in accordance with Protection against harassment of women at Workplace Act 2010, Code of Conduct for Protection Against Harassment of Women at Workplace, and the Protection Against Harassment of Women at Workplace (Filing and Disposal of Complaints) Rules 2013, as the all aforesaid may be amended, modified, supplemented or substituted, from time to time, as the case may be.

23. Appearance of Counsel:

No party to any proceedings under these Regulations at any stage of the proceedings before the Appellate Authority, Authority, Inquiry Officer or Inquiry Committee or the Hearing Officer or the performance committee, as the case may be, shall be represented by an advocate or counsel.

24. Whistle Blower:

The Authority may on receipt of any complaint or information, written or otherwise, from any relevant person, receipt whereof requires initiation of proceedings against an Employee under these Regulations may initiate proceedings under these Regulations against such Employee. Provided, however, that the identity of an individual who has filed a complaint or provided such information shall not be disclosed if the individual so desires.

25. Representation:

- 25.1 An Employee may file a representation before Section Head HR or an MD in relation to an administrative order or any action by management which affects or is likely to affect any rights, liabilities or obligations of such Employee or which may affect or is likely to affect terms and conditions of the Service. The Representation may also be filed by an Employee for Redressal of any of his grievance of general nature associated with his employment with PPIB.
- 25.2 The MD or Head of HR Section, as the case may be, shall provide an opportunity of hearing to such Employee either directly or through a Hearing Officer appointed on case to case basis, as deemed appropriate. The MD or Head of HR Section, as the case may be, may pass an appropriate order/instruction on such representation. In case of decision by the Section Head HR, an appeal against such decision may be made within 14 days to the MD. In case of decision by the MD, an appeal to the Board may be made within 14 days of the communication of decision by the MD.
- 25.3 Filing of representation as provided herein or any proceedings, actions or order passed with regard thereto shall be standalone and shall not be construed or considered proceedings, actions or orders passed within the meaning and scope of disciplinary proceedings, actions or orders passed as provided in this chapter.

26. Advisories:

Notwithstanding anything contained in this Chapter, MD or Head of HR Section with the approval of MD may issue advisories from time to time to an Employee, as the circumstances may require, in relation to conduct or inefficiency of such Employee. Provided however, that (a) such an advisory shall be issued to an Employee after being given an opportunity of hearing either by the MD or Head of HR Section

himself or through the Hearing Officer; and (b) issuance of such advisory shall not amount to a Penalty imposed under these Regulations. Provided further, issuance of an advisory for more than three (3) times with regard to same matter, or issuance of overall ten (10) advisories to an Employee, may lead to initiation of proceedings on grounds of Misconduct or Inefficiency against such Employee, as the case may be.

27. Service of notices and Correspondence:

Any notice or communication required to be served on any Employee under these Regulations, shall be sent to him/her at:

- 27.1 His office during the working hours;
- 27.2 An official email or other electronic medium, provided that proof of failure of delivery or receipt thereof, as the case may be shall be made part of the record;
or
- 27.3 His residential address as per official record though special messenger or through registered post. In case the notice or correspondence is received back with a report of refusal, or with a report that it has been received by a member of the Family or it is not returned within a period of 10 days from the date of its issue, it shall be presumed that the notice or correspondence has been duly served upon the Accused

CHAPTER-19
RESIGNATION AND TERMINATION FROM SERVICE &
VOLUNTARY SEPARATION SCHEME

1. Resignation:

- 1.1 An Employee may resign from Service of PPIB by giving one month notice in writing or making payment in lieu thereof an amount equivalent to one-month basic Salary. The period of notice of resignation shall commence from the date of submission of notice in writing. However, MD may waive notice period or part thereof upon receipt of a request by such Employee.
- 1.2 A resignation shall be submitted in writing to the Competent Authority provided; however, where Competent Authority is the Board, the resignation shall be submitted to the Board through MD. A resignation tendered by an Employee shall not take effect until it has been accepted by the Competent Authority or a period of one month has lapsed after the notice of resignation, whichever is earlier.
- 1.3 During pendency of resignation, the Employee shall not absent himself from office unless he has availed any leave with the sanction of Competent Authority.
- 1.4 Resignation of an Employee shall not be processed and an Employee shall not be relieved from Service, in case any disciplinary proceedings are contemplated or pending against him/her or who is under an undertaking / surety / bond to serve for a specified period. However, the Employee who has provided an undertaking/surety/bond and intends to resign may resign upon discharge of his obligations or liabilities undertaken in such undertaking/surety/bond, as the case may be in addition to Salary in lieu of the notice.

2. Resignation and Termination of Service Contract:

The resignation and termination of services of an employee appointed on a contract-based appointment shall be governed by the terms and conditions of the contract.

3. Withdrawal of Resignation:

- 3.1 An Employee may withdraw his resignation before its acceptance by the Competent Authority.
- 3.2 Upon acceptance of a resignation but prior to it becoming effective, the MD on the request of such Employee may allow withdrawal of resignation.

4. Retirement on Medical Grounds:

- 4.1 If an Employee is persistently unable to perform his official duties on medical grounds by reason of infirmity of mind or body, the Competent Authority may upon complaint of his Reporting officer, at any stage, after recording reasons for such conclusion, requires, an Employee to undergo a medical examination by a panel of Medical Officers constituted by the Authorized Hospital on request of PPIB for that purpose. If the employee refuses to undergo requisite medical examination, efficiency of such Employee shall be determined in accordance with these Regulations.
- 4.2 The Competent Authority may consider to retire an Employee from Service on the report of the Medical Board so constituted confirming that the Employee upon detail examination has been found to be mentally or physically unfit to perform his official duties by giving him/her a reasonable opportunity of show cause within a period of not less than thirty days. Retirement on medical grounds shall not be construed as compulsory retirement, removal or dismissal from Service under these Regulations. An Employee who is retired on medical grounds as stipulated above shall be entitled to receive upon such retirement a special allowance which will be equal to the amount of six (06) last drawn gross Salaries.

5. Separation Schemes:

If the business, assignment or work for which the Employee was hired ceases, the work operations at the location where the Employee works, are no more required, the need for the Employee's work ceases, is expected to cease, or diminishes, the need for the Employee's work at a specific location ceases, is expected to cease, or diminishes, the Employee refuses to relocate to a different workplace, for efficient administration and management of PPIB or for any other justifiable reasons, the Board may, as it deemed expedient, introduce separation schemes for all or various categories of Employees which may be in the form of retrenchment, compulsory or voluntary separation schemes etc. provided such separation scheme(s) shall provide just and equitable compensation to the Employees so retrenched or separated which in any case shall not be less than the amounts equivalent to terminal benefits as applicable under these Regulations plus minimum three basic Salaries against each year served in PPIB.

6. Settlement of Outstanding Dues:

Settlement of the outstanding dues of an Employee after separation of his Service from PPIB in case, amongst others, of attaining the age of superannuation, resignation, termination, compulsory retirement, removal or dismissal from Service, retirement on medical grounds etc., as the case may be, shall be made in accordance with applicable provisions of these Regulations, within a period of no later than two months from effective date of separation from PPIB Service.

CHAPTER-20

DELEGATION OF FUNCTIONS AND POWERS

1. The Managing Director

- 1.1 The Managing Director (MD) of PPIB shall perform such functions and exercise such powers as are delegated to him/her by the Board. In the discharge of functions and in the exercise of powers, the MD shall in good faith observe and comply with all the directions and decisions of the Board in accordance with applicable laws, rules and regulations.
- 1.2 In pursuance of subsection (2) of section 9 of the Private Power and Infrastructure Board Act (VI of 2012), the Board hereby delegates the following functions and powers to MD:
- i) To prepare the annual budget, or if required supplementary budget, for the approval of the Board, re-appropriate/allocate funds within approved budget as deemed expedient, except from the head “salaries and benefits”, for which the Board be consulted;
 - ii) To incur expenses, costs and charges related to purchases and operational activities and make payments thereto within the limits set out in the approved budget;
 - iii) To engage professional consultancy services of accountants, engineers, insurers, lawyers and other professionals as required from time to time, for carrying out the objects and functions of PPIB, and to fix and Pay their Remuneration up to Rs. five (5) million. For any such transaction in excess of Rs. five (5) million, MD shall obtain the prior approval of the Board
 - iv) To implement the power policies;
 - v) To interact and coordinate directly with Federal Government Ministries/Divisions, Provincial Governments, Local Governments, Government of Azad Jammu and Kashmir (AJ&K), Government of Gilgit-Baltistan, regulatory bodies, international and national agencies or any other relevant entity for carrying out the objects and functions of PPIB;
 - vi) To coordinate and facilitate the sponsors in obtaining consents and licences from various agencies of the Federal Government, Provincial

Governments, Local Governments, Government of AJ&K, and Government of Gilgit-Baltistan;

- vii) To work in close coordination with power sector entities and play its due role in implementing power projects in private sector, public private partnership or the Public Sector Power Projects, as the case may be;
- viii) To obtain from sponsors or private power companies, as the case may be, security instruments and encash or return them, as deemed appropriate;
- ix) To open, maintain and operate bank accounts in local and foreign currencies in the name of PPIB as permissible under the laws of Pakistan provided that all such accounts are jointly operated;
- x) To invest surplus funds of the Board in such securities and such manner, and to encash, transfer and dispose of such securities all in accordance with applicable rules and regulations;
- xi) To commence, conduct, defend, continue, terminate or settle litigation, arbitration or alternate dispute resolution mechanisms at whatever levels as may be necessary or appropriate and hire and pay for the services of lawyers and other experts and any costs incurred therefor;
- xii) To recruit professionals and Support Staff, from time to time, and to fix their Remuneration within the approved scales, provided always that at no stage shall their Remunerations be reduced from such as are provided in these Regulations;
- xiii) To accept resignation, transfer or relieve PPIB Employees from their posts under and in accordance with these Regulations;
- xiv) To hire and rent office premises;
- xv) To administer and monitor contracts;
- xvi) To constitute committees for internal management and to facilitate working of PPIB to effectively discharge its functions and powers from time to time as deemed appropriate to assign additional charge or current charge of any post in accordance with these Regulations;
- xvii) To approve various Policies provided in these Regulations and to perform any other function or exercise any power incidental or consequential thereto;

- xviii) To draft, negotiate, sign, execute and deliver, the implementation agreement, the Government of Pakistan guarantee, direct lenders agreement, public private partnership agreement, agency agreement, letter of support, letter of intent/interest and any and all other contracts and agreements (including any amendments thereto) and, commence, conduct, defend, continue or terminate litigation, arbitration or any other alternate dispute resolution mechanism at whatever levels as may be necessary or appropriate for and on behalf of Private Power & Infrastructure Board, relating to private sector power projects, public-private partnership, and where specifically sanctioned by the Federal Government, public sector power projects or related to any of the function of PPIB, and to do all acts and things that in the judgment of the MD are necessary or appropriate in connection therewith or incidental thereto;
- xix) The MD may delegate any of his power(s) to Employee(s) as deemed appropriate or necessary for smooth operations and discharge of functions; and
- xx) To perform any other function or exercise any other power as may be incidental or consequential for the performance of any of its functions or the exercise of any its powers or as may be entrusted by the Federal Government to meet the objects of the PPIB Act, 2012, as amended from time to time, or as envisaged under the power policies from time to time

2. Director General (Law)

In absence of the Managing Director PPIB, the Director General (Law) PPIB, to sign and execute Implementation Agreement, the Government of Pakistan Guarantees and other contracts and agreements, and any amendments thereto, relating to private sector power projects, public-private partnership, and where specifically sanctioned by the Federal Government, public sector power projects and to do all acts and things that in the judgment of the Managing Director, PPIB and, in absence of the Managing Director, PPIB the Director General (Law), PPIB are necessary or appropriate in connection therewith or incidental thereto.

3. Financial Powers of the Senior Executives

Pursuant to subsection (2) of section 9 of the PPIB Act, it is required that the suitable financial powers may also be delegated to the MD or any Employee of PPIB for expeditious functioning of the day to day affairs of PPIB. The powers delegated to the senior executives of PPIB are as under:

S#	Nature of Powers	Head of Finance	Head of HR	Director (HR) or Director (Admin)	Director Accounts	Other Section Heads
1	Salaries & Benefits	Rs. 200,000	Rs. 200,000	---	---	---
2	Advances to Suppliers/ Contractors as per terms and conditions	Rs. 200,000	Rs.200,000	---	---	---
3	Payment of dues to Employees upon termination/ leaving the Service as per terms & conditions	Up to Rs. 500,000	Up to Rs. 500,000	---	---	---
4	Purchase of Equipment/Office Furniture	Up to Rs. 300,000	Up to Rs. 300,000	Up to Rs. 15,000	Up to Rs. 15,000	---
5	Repair of Equipment/Office Furniture	Up to Rs. 100,000	Up to Rs. 100,000	Up to Rs. 10,000	Up to Rs. 10,000	---
6	Purchase of Petrol & Lubricants for PPIB's Vehicles	Up to Rs. 300,000	Up to Rs. 300,000	Up to Rs. 15,000	Up to Rs. 15,000	---
7	Purchase of Stationery (Including printed stationery) and Supplies.	Up to Rs. 200,000	Up to Rs. 200,000	Up to Rs. 20,000	Up to Rs. 20,000	---
8	Purchases against Advance	Up to Rs. 100,000	Up to Rs. 100,000	---	---	---
9	Purchase of Books, Periodicals & Magazines	Up to Rs. 100,000	Up to Rs. 100,000	Up to Rs. 3,000	Up to Rs. 3,000	Up to Rs. 50,000
10	Electricity	Up to Rs. 200,000	Up to Rs. 200,000	---	---	---
11	Charges of Telephone, Water, Gas and Internet	Up to Rs. 100,000	Up to Rs. 100,000	---	---	---
12	Advertising	Up to Rs. 100,000	Up to Rs. 100,000	---	---	---
13	Insurance	Up to Rs. 200,000	Up to Rs. 200,000	---	---	---
14	Bank charges on transfer of funds, remittance and excise Duty on cheques books	Up to Rs. 100,000	Up to Rs. 100,000	---	Up to Rs. 3,000	---

15	Traveling, including advances	Up to Rs. 100,000	Up to Rs. 100,000	Up to Rs. 10,000	Up to Rs. 10,000	---
16	Registration, Renewal of Registration, Insurance and other Govt. Taxes on PPIB's vehicles	Up to Rs. 100,000	Up to Rs. 100,000	---	---	---
17	Repair of Vehicles/M. Cycles	Up to Rs. 150,000	Up to Rs. 150,000	Up to Rs. 20,000	Up to Rs. 20,000	---
18	Building Maintenance as per terms and conditions of Lease Agreement	Up to Rs. 150,000	Up to Rs. 150,000	Up to Rs. 20,000	---	---
19	Official Entertainment & Supplies	Up to Rs. 200,000	Up to Rs. 200,000	Up to Rs. 15,000	Up to Rs. 15,000	---
20	Postal & Courier charges	Up to Rs. 100,000	Up to Rs. 100,000	Up to Rs. 5,000	Up to Rs. 5,000	---
21	Medical payment/reimbursement within limit of Employee as per rules	Up to Rs. 200,000 In each case	Up to Rs. 200,000 In each case	---	---	---
22	Transfer of Funds within PPIB Bank Accounts	Up to Rs. 50,000,000	---	---	---	---
23	Other Expenses not covered under 1-22 above	Up to Rs. 150,000	Up to Rs. 150,000	---	---	---

Table-8

CHAPTER-21 **MISCELLANEOUS**

1. Common Seal

- 1.1 There shall be a common seal of the Private Power and Infrastructure Board (PPIB) for use in Pakistan or abroad, an impression of which has been made hereunder, be and is hereby adopted as the common seal of the PPIB.
- 1.2 The MD or any representative of PPIB authorized by the MD is hereby authorized to affix the common seal to any deed, contract, agreement or other legal documents to which the PPIB is a party.
- 1.3 The common seal shall be placed at PPIB's office in Islamabad in the safe custody of the MD or any PPIB official authorized by the MD.
- 1.4 The common seal shall be used for the purposes of affixation on the documents where it is legally required to be affixed.
- 1.5 The common seal of PPIB shall be in a form as follows:



2. Focal Person/ Spokesperson:

As the circumstances may require, MD may, from time to time, appoint:

- 2.1 Any Employee as a focal person for a specific task or assignment to coordinate or liaise with external stakeholders and do all acts and things on behalf of PPIB as per specific instructions issued by MD in writing from time to time; and
- 2.2 Any Employee as a spokes-person, for and on behalf of PPIB to issue statements on behalf of PPIB with prior written approval of MD.

3. Authorization for Litigation/ Inquiries / Investigation Etc.:

Board or MD may authorize any Employee of PPIB to act, plead, apply, give statements, evidence, present documents or appear as witness before any judicial, quasi-judicial or investigating agency etc., as the case may be.

4. Relaxation:

Notwithstanding anything contained in these Regulations in relation to terms and conditions of service of the Employee, the Board may, if it is satisfied, for reasons to be recorded in writing, relax the requirement of any provisions of these Regulations 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.

5. Repeal:

Immediately upon the commencement of these Regulations, PPIB Regulations 2013 and AEDB Employees Service Regulations 2013 (including any policies made thereunder and rules and regulations applied by reference in such AEDB Employees Service Regulations 2013 governing the terms and conditions of AEDB Employees) shall stand repealed.

6. Savings:

Notwithstanding the repeal of PPIB Regulations 2013 or AEDB Employees Service Regulations 2013, hereinabove:

- 6.1 All employees of PPIB who have been employed under and pursuant to and whose Services were being governed and regulated by PPIB Regulations 2013 shall henceforth be the Employees as defined and contemplated under these Regulations with continuity of their service and henceforth terms and conditions of their Service shall be governed under these Regulations;
- 6.2 All AEDB Employees employed under and pursuant to and whose Services were being governed and regulated by AEDB Employees Service Regulations 2013 who have been transferred to PPIB pursuant to PPIB Amendment Act shall be deemed to have been the Employees of PPIB from 10th June 2023 with the continuity of their service starting from their regular employment in AEDB as if such AEDB Employees were always the Employees of PPIB (but for the purposes of continuity of service only) and henceforth terms and conditions of their Service shall be governed under these Regulations;
- 6.3 All lawful actions, orders or instructions passed or policies and committees formed, pursuant to the repealed PPIB Regulations 2013 or AEDB Employees Service Regulations 2013 shall, so far as they are not inconsistent or have been impliedly and expressly superseded under these Regulations with any of the provisions of these Regulations, continue to remain in force and shall have effect

- until amended, modified or substituted with orders, instructions, Policies pursuant to these Regulations; and
- 6.4 If any difficulty arises due to, in connection with or application of Merger or Merger Scheme or application of these Regulations, MD may for the reasons to be recorded in writing remove such difficulty in a manner which is not inconsistent with PPIB Amendment Act or these Regulations or else such case(s) may be presented to Board for its consideration and approval, as deemed appropriate.

These Regulations were approved in 150th meeting of the Board of PPIB held on January 5, 2026.

Signed:

Shah Jahan Mirza
Managing Director

Khalid Umar
Director General (HR & Admin)

APPENDICES

FUNCTIONAL ORGANOGRAM

Appendix-A
(1/1)

PPIB Board

Managing Director

Conventional

Renewables

**Chief Technology
Officer**

**Chief Technology
Officer**

**DG (Thermal),
DG (Hydro),
DG (Transmission)**

**DG (Wind),
DG (Solar),
DG (Env/New Tech)**

**DG
(Finance &
Accounts)**

**DG (Intl.
Cooperation
/Policy)**

**DG
(Admin &
HR)**

**DG (Power and
Infrastructure
Procurement)**

**DG
(Law)**

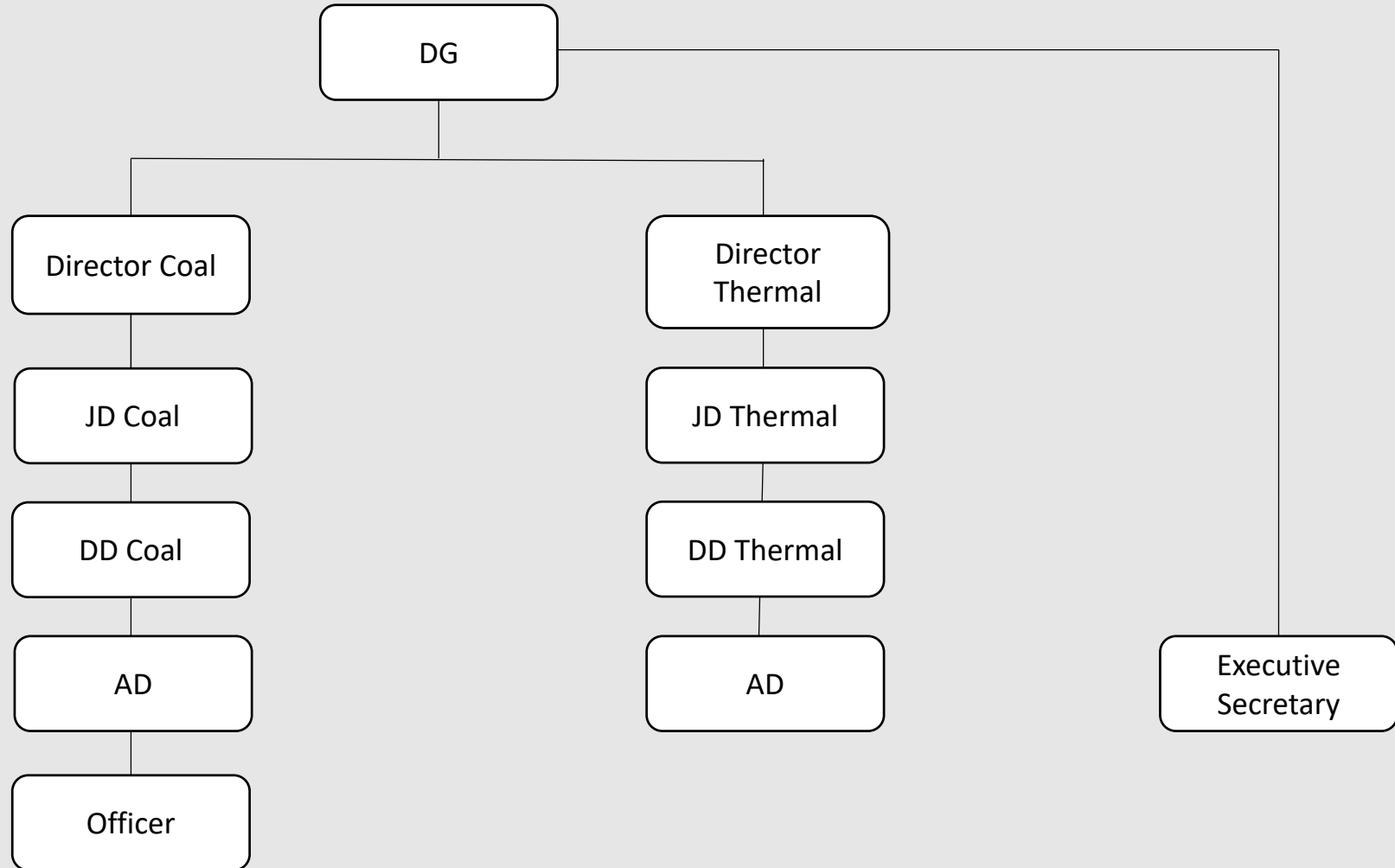
**Director
(MD Office)**

**Director
(IT)**

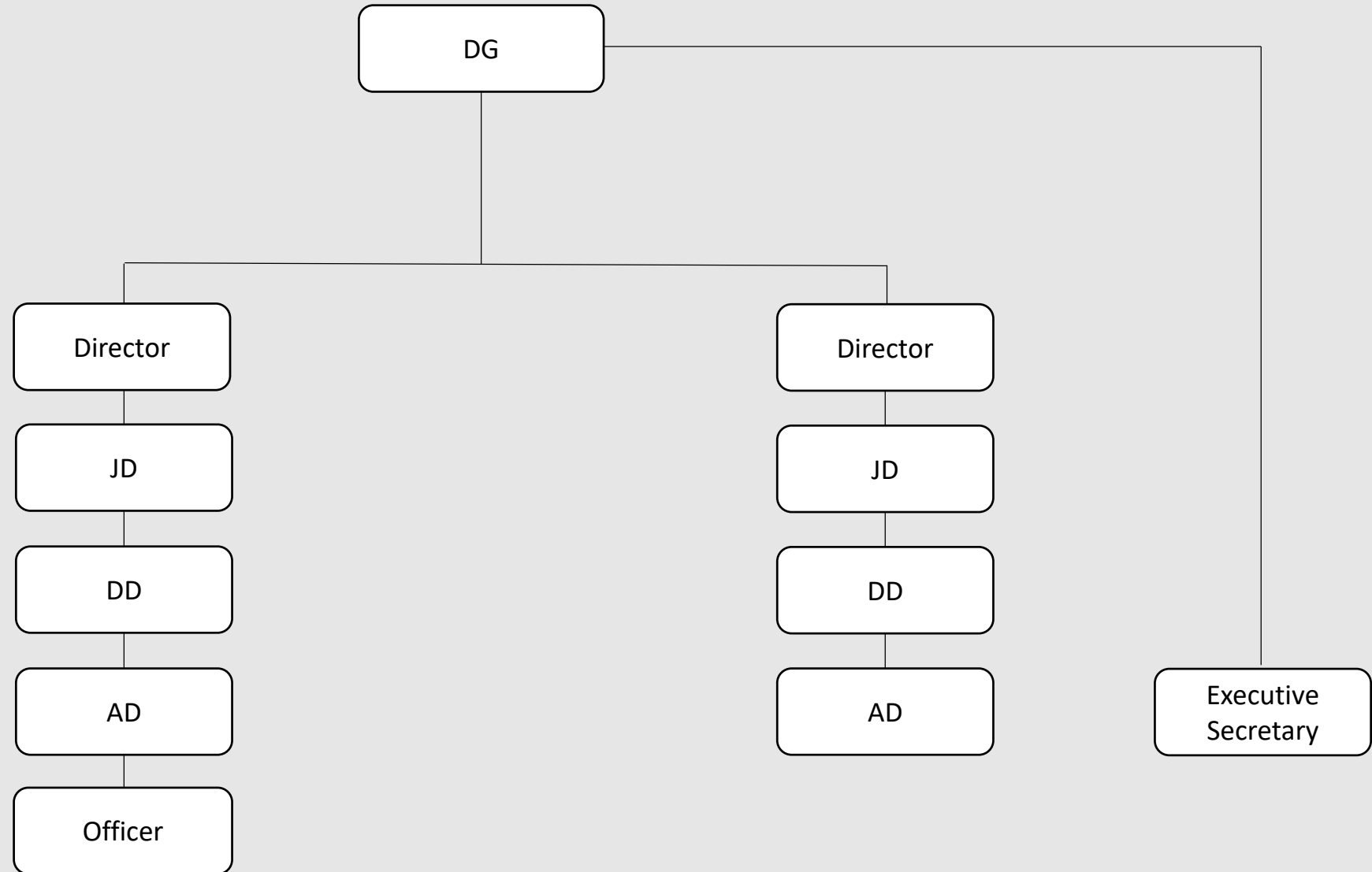
**Director Corporate
Affairs/
Board Secretary**

**Personal Staff Officer for MD Office
Executive Secretaries for CTOs and
DGs Offices**

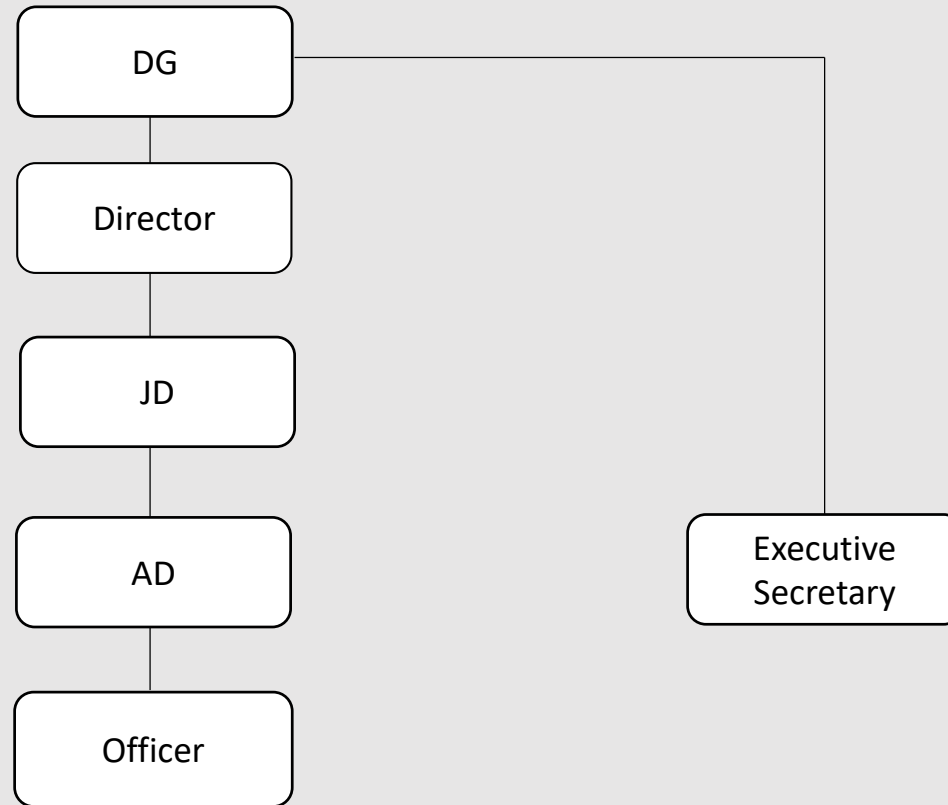
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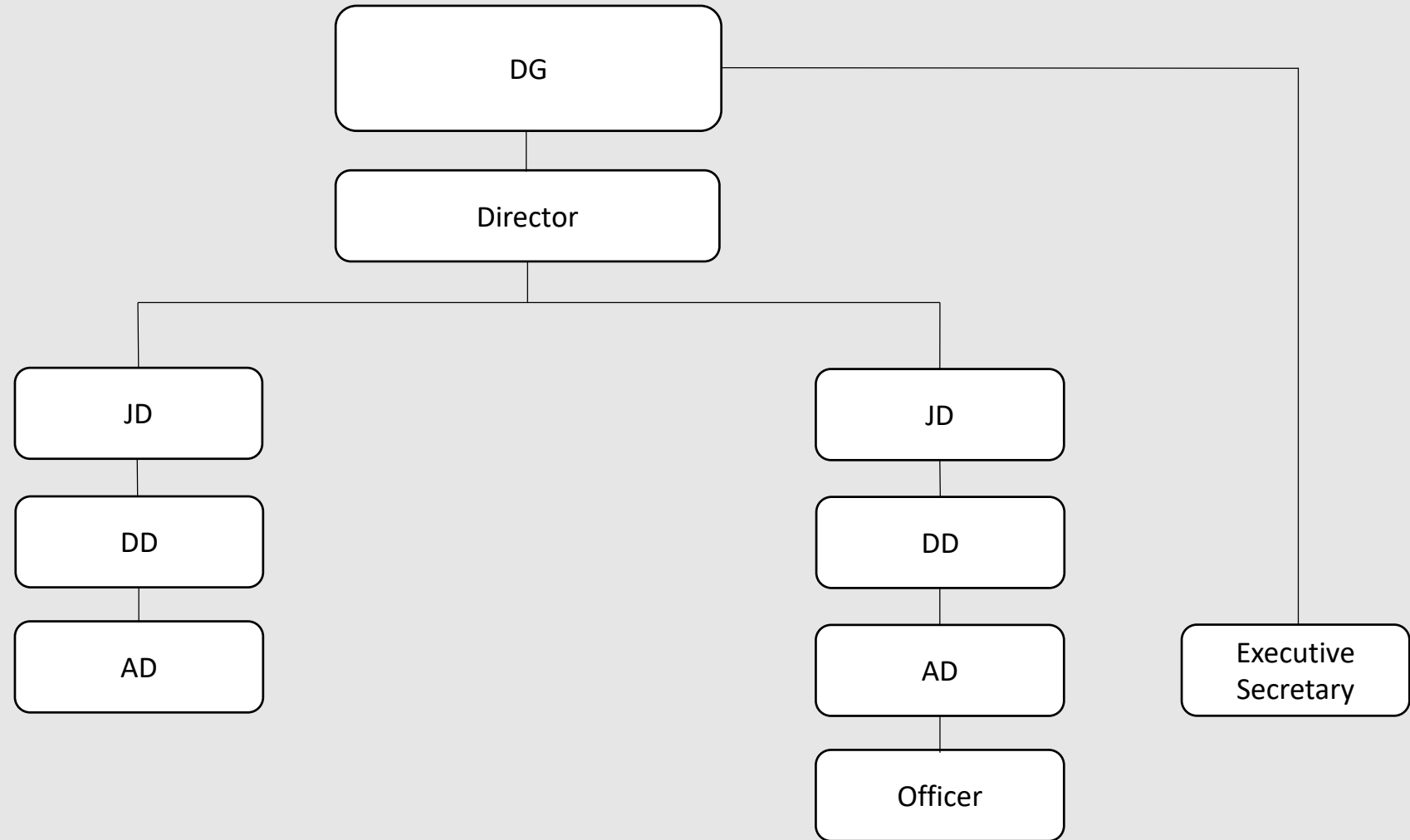
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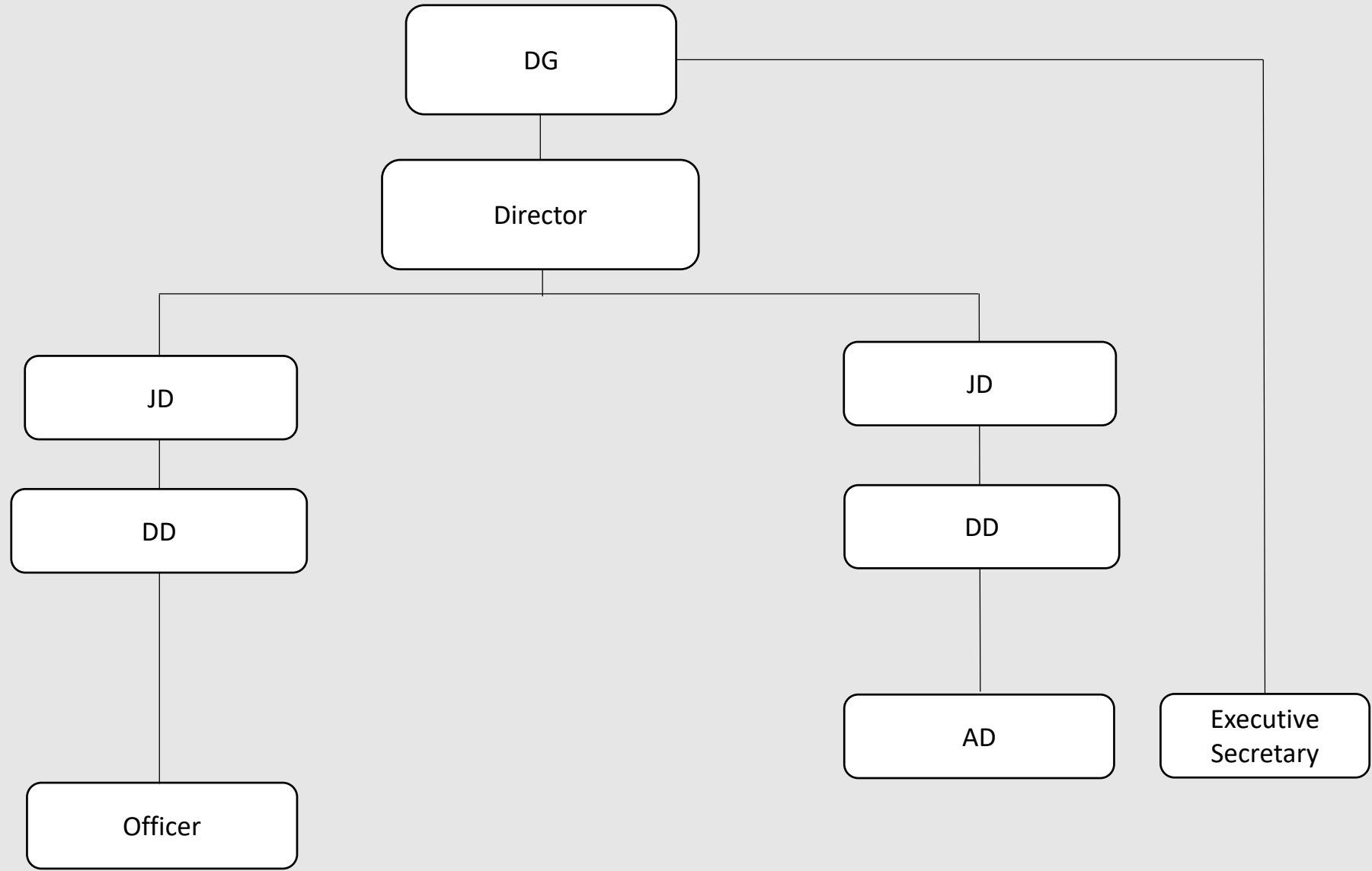
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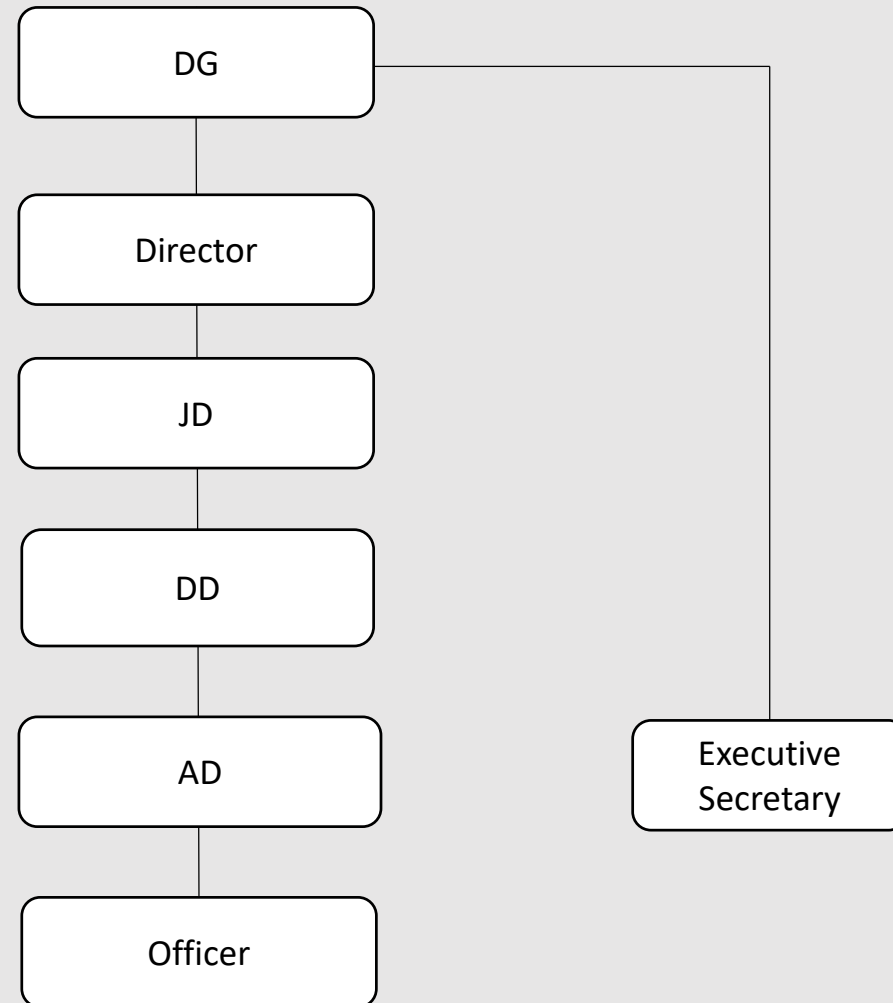
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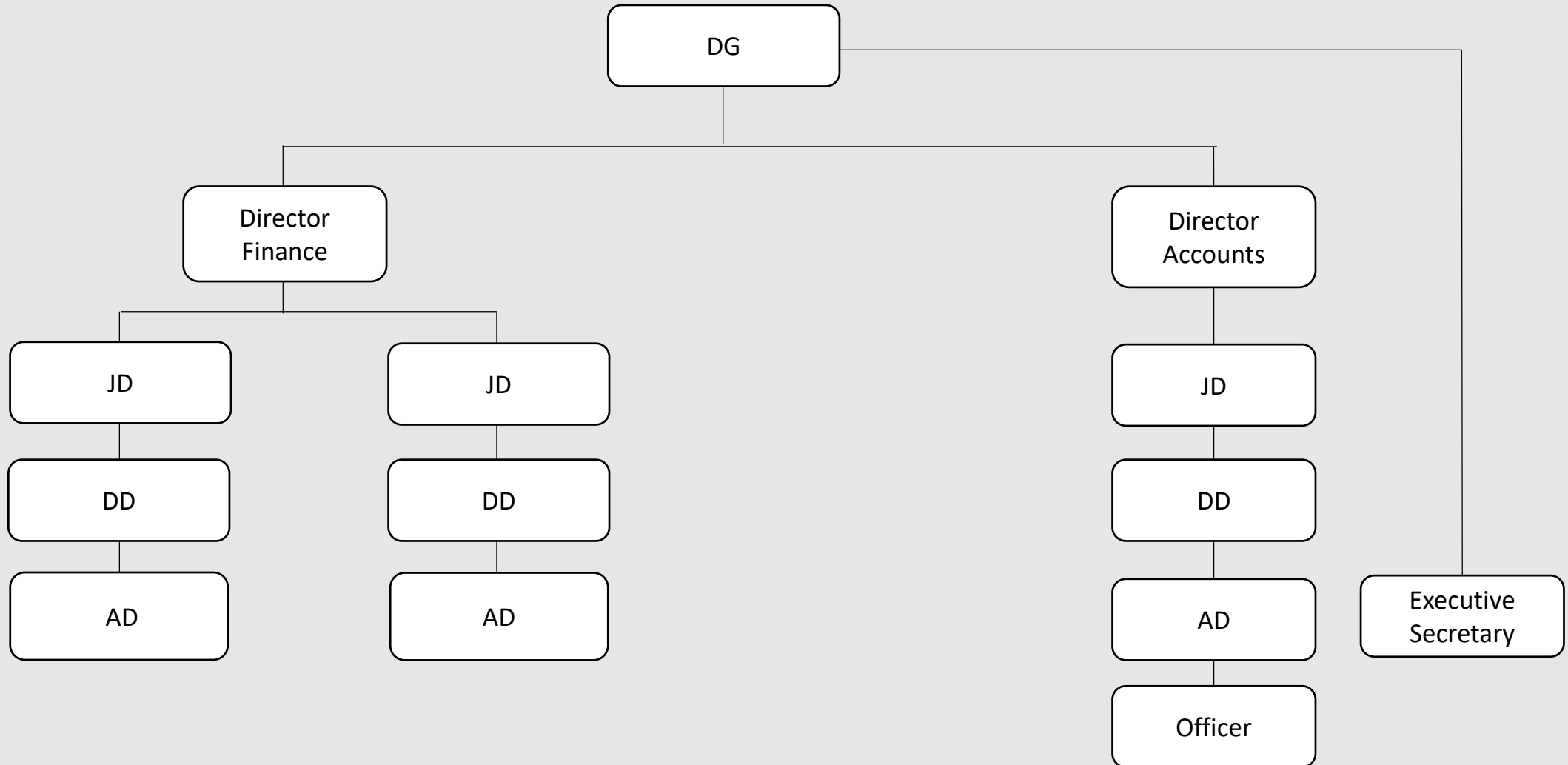
Environment & New Technology



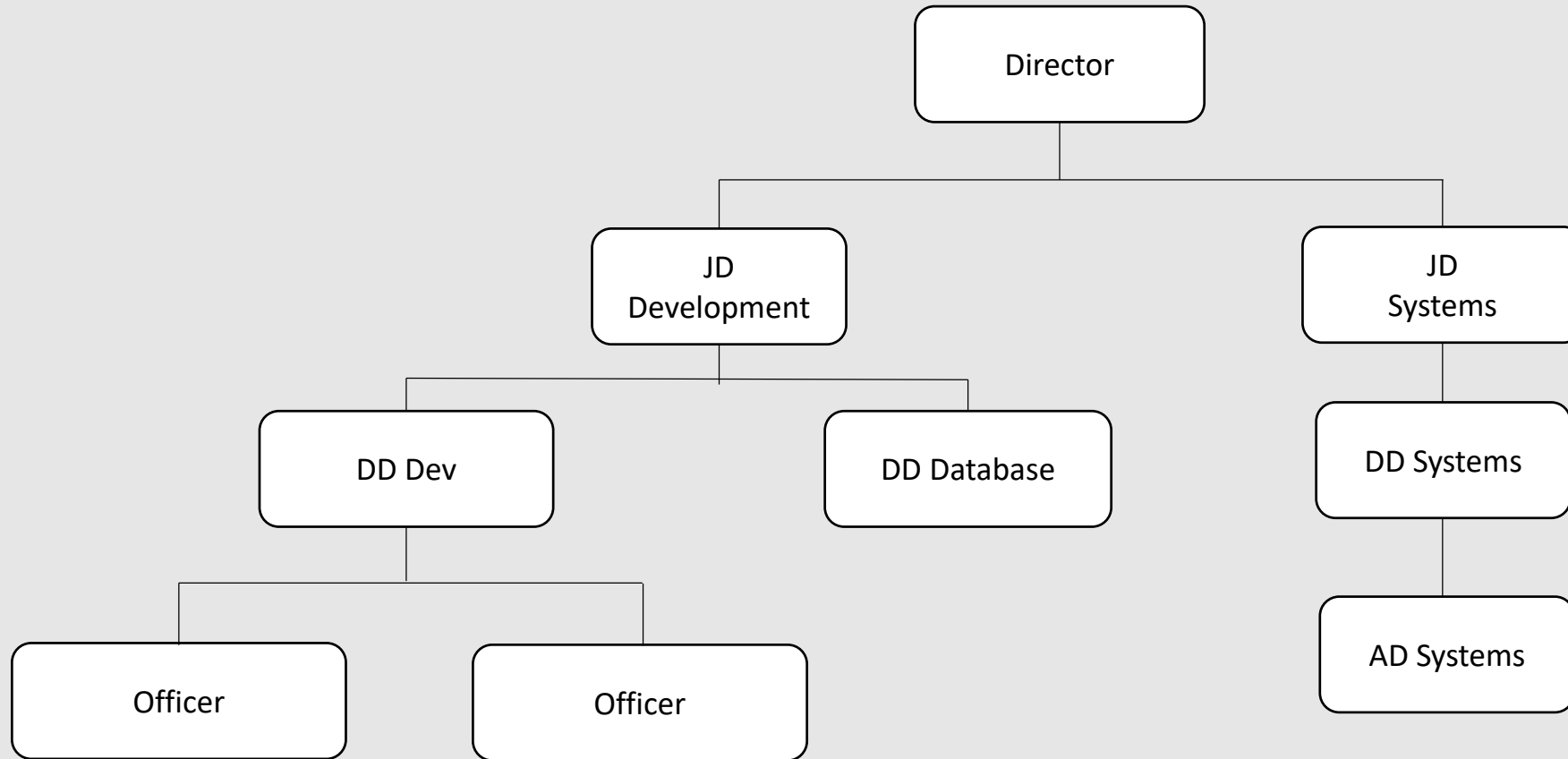
Wind Section



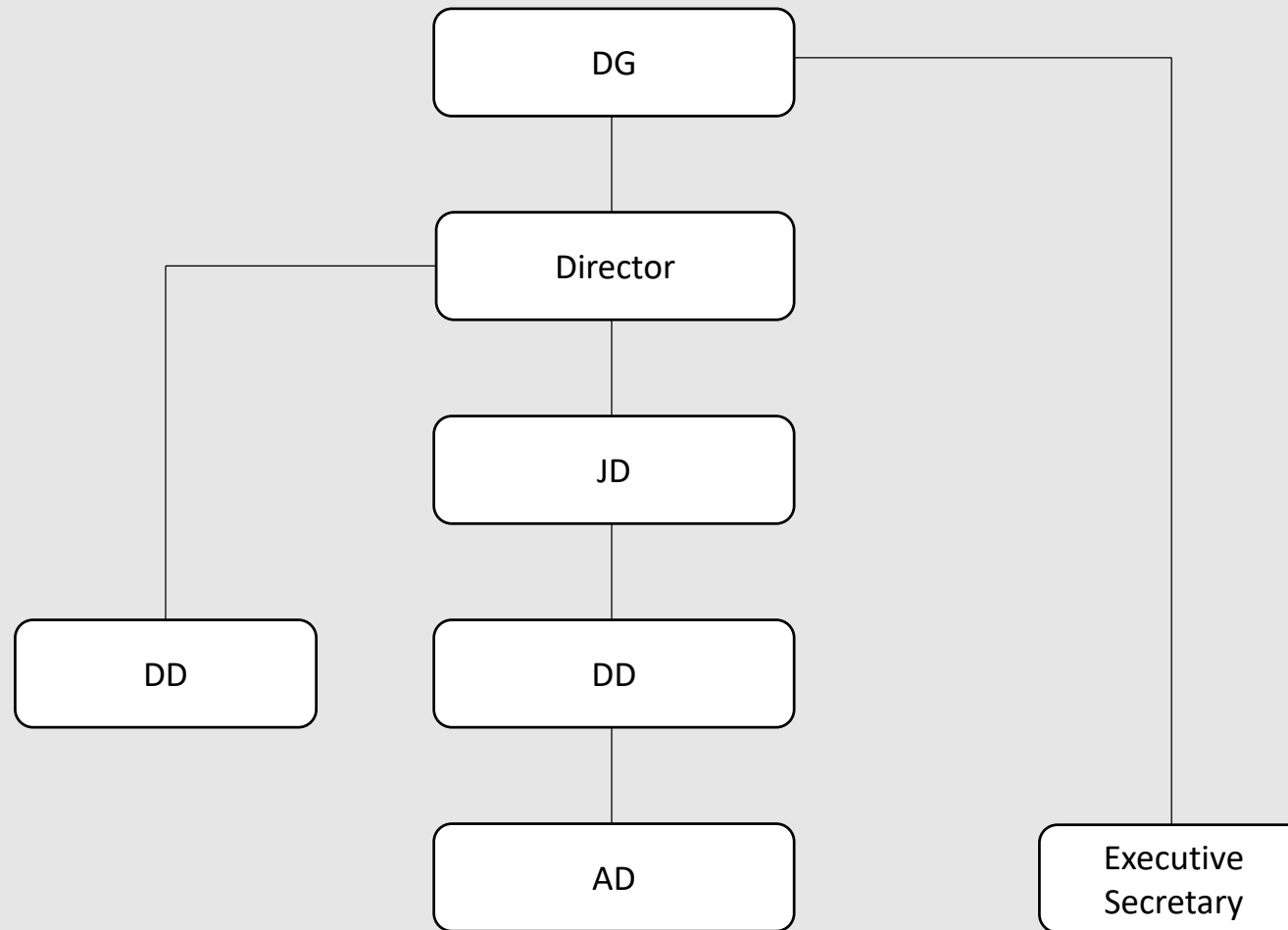
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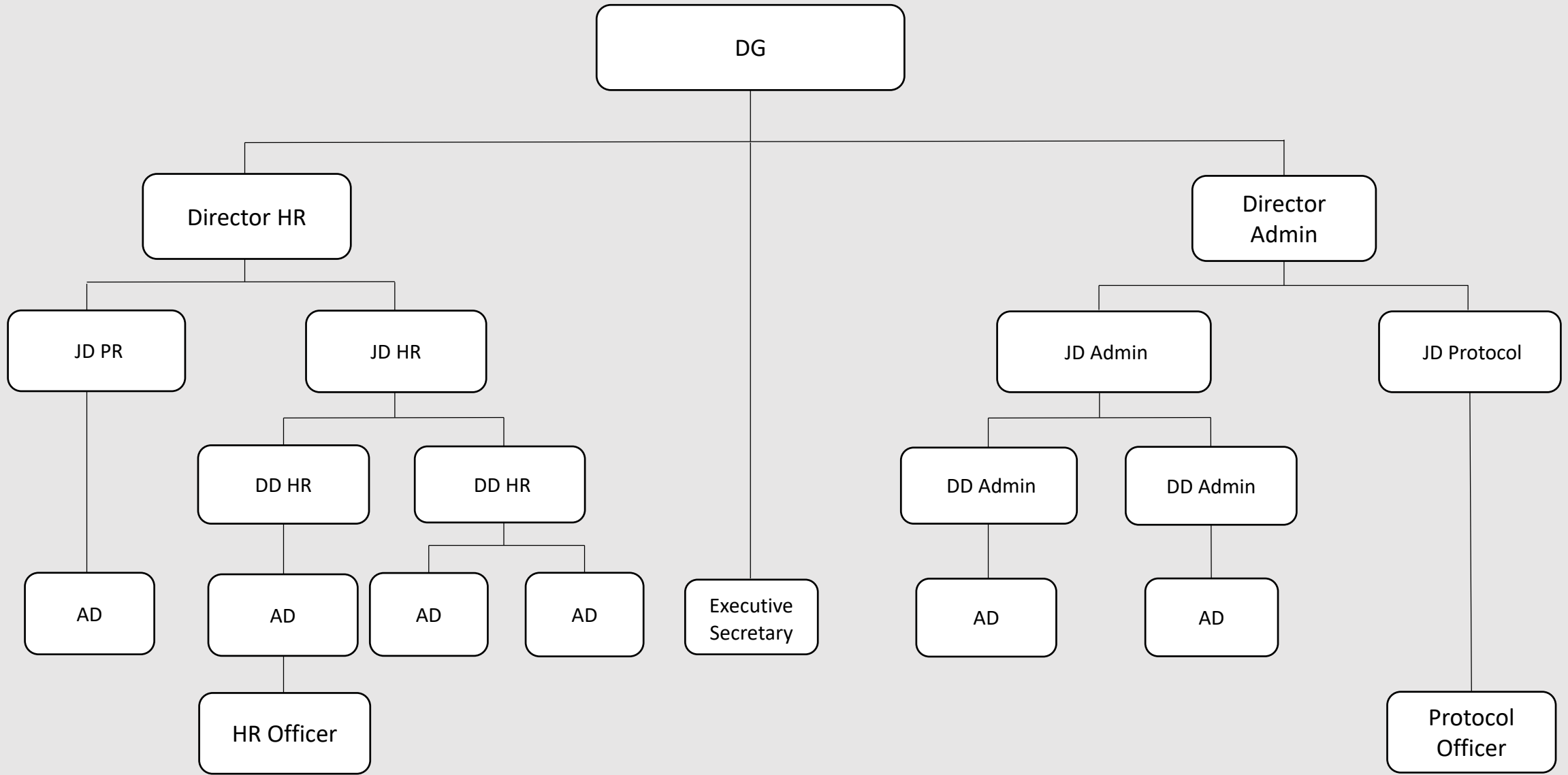
IT Section



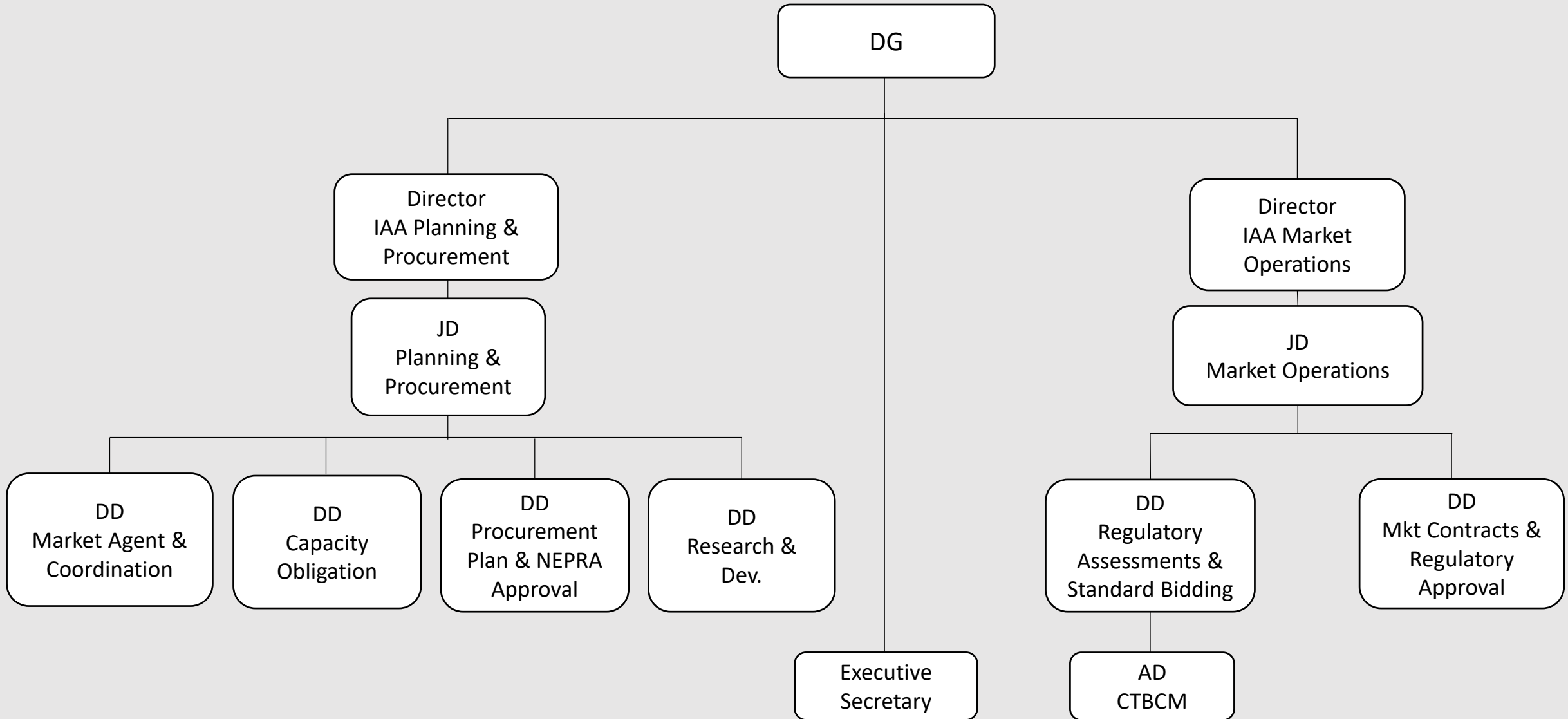
International Cooperation/Policy Section



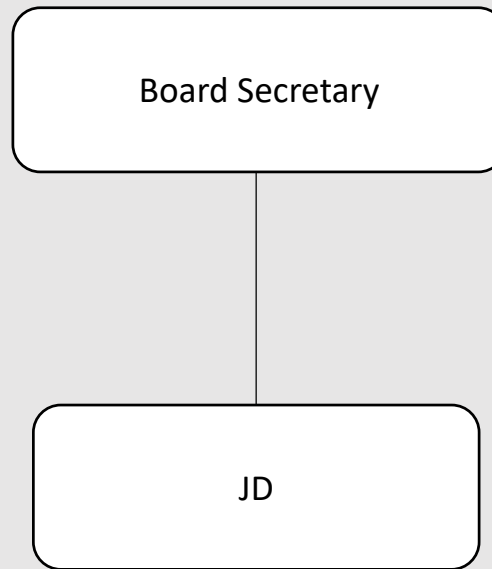
HR & Admin Section



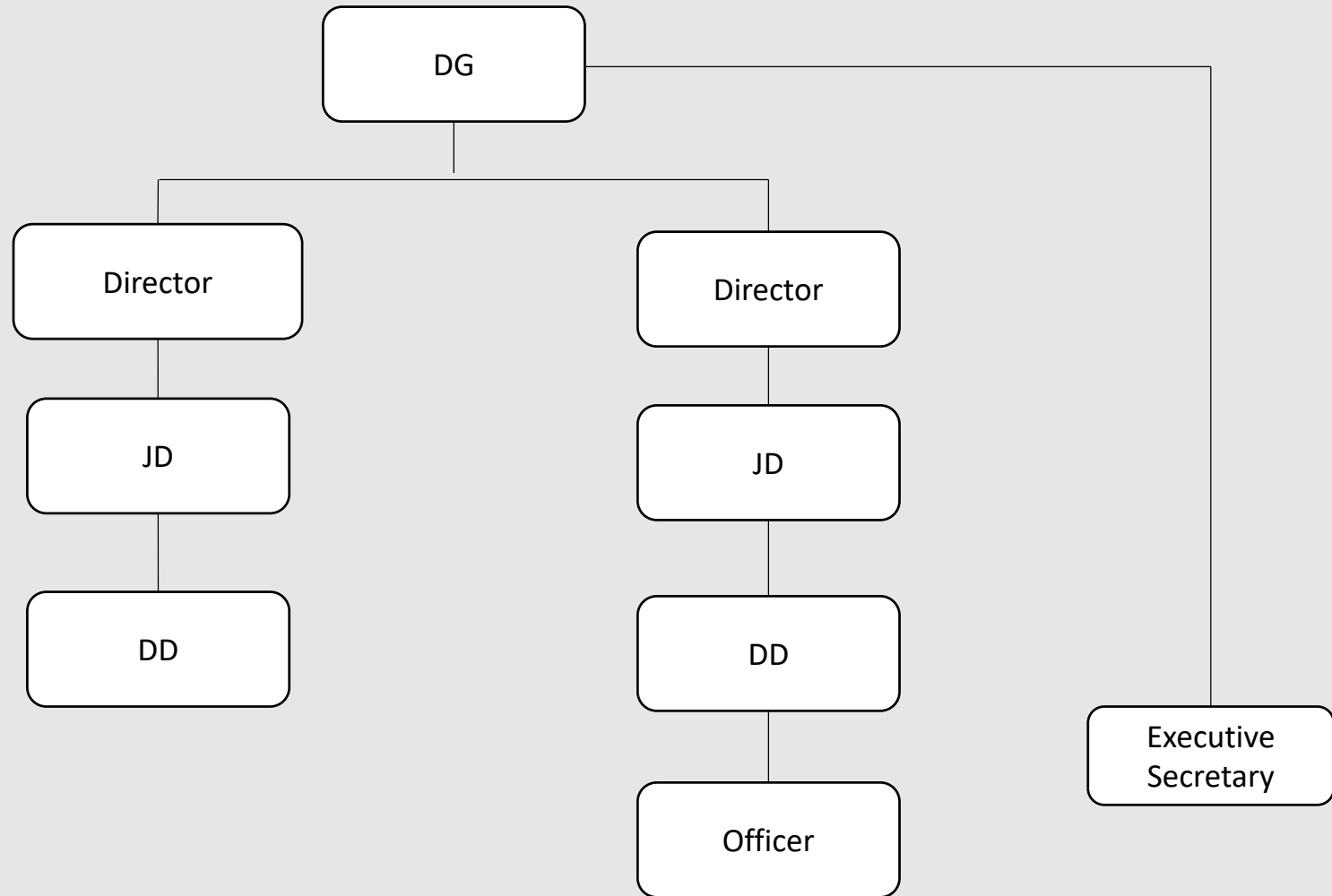
Power and Infrastructure Procurement Section



Corporate Affairs Section



Law Section



CONFIDENTIAL

FOR EXECUTIVES

PRIVATE POWER AND INFRASTRUCTURE BOARD

PERFORMANCE EVALUATION REPORT

FOR THE PERIOD JULY 1, _____ TO JUNE 30, _____

Section _____ Designation _____

Period Served:

(i) In present post: _____ to _____
mm/yy mm/yy

(ii) Under the Reporting Officer (RO): _____
[Name & Designation]

PART-I

(TO BE FILLED BY THE OFFICER REPORTED UPON)

1. Name (In block letters) _____
2. Personnel number _____
3. Date of birth _____
4. Date of entry in PPIB service _____
5. Post held during the period (with grade) _____
6. Academic qualifications _____
7. Knowledge of Languages _____

8. Training received during the evaluation period

Name(s) of course(s) attended	Duration with dates	Name of institutions and country

PART-II

(TO BE FILLED IN BY THE OFFICER REPORTED UPON)

1. Job description (Please specify the tasks assigned during the evaluation period)

[Please attach additional sheets if required]

2. Brief account of achievements (Targets Achieved) on the job during the period supported by statistical data where possible. Targets given and actual performance against such targets should be highlighted. Reasons for shortfall & learning for next year, if any, may also be stated.

[Please attach additional sheets if required]

TARGETS ACHIEVED

REASONS FOR SHORTFALLS

LEARNING FOR NEXT YEAR

Signature (appraisee) _____ Date _____

PART-III

(EVALUATION BY THE RO)

A. COMPETENCIES/SKILLS/TRAITS

<i>Please choose the appropriate rating by circling where (1) is minimum score and (6) is the maximum.</i>						
1. <u>OVERALL COMMUNICATIONS SKILLS (Consider Written & Oral Skills)</u>						
Demonstrates proficiency at expressing ideas and listening, asking for and providing productive feedback and has a positive effective communication style.						
Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6
2. <u>GENERAL BEHAVIOR & APPEARANCE</u>						
Treats everybody with respect and is sensitive towards the needs, feelings and capabilities of others. Pays attention towards personal appearance, attire and hygiene at the work place.						
Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6
3. <u>WORK ETHICS</u>						
Maintains high level of ethical character. Is able to conform and promote the organization's value system and standards of conduct. Promotes trustworthy behavior and Shows integrity and professional honesty						
Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6
4. <u>TEAM WORK/INTERPERSONAL RELATIONS</u>						
Works collaborate with fellow team members to achieve identified goals & objectives. Builds rapport with members at all levels within and outside the department. Works effectively & willingly with members in a positive, supportive and cooperative relationship. Exchanges ideas and contributes skills that complement those of the other team members.						
Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6
5. <u>WORKPLACE ATTITUDE & BEHAVIOR</u>						
Adapts well to new or changing circumstances, adjusting activities & plans to accommodate. Exercises personal and professional maturity in conduct towards others. Can give and take honest feedback. Handles criticism positively and Takes failure positively. Avoids 'blame game' and genuinely accepts responsibility of the actions; has a constant learning attitude.						
Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6

6. DEPENDABILITY/ SELF MANAGEMENT

Consistently adheres to work schedule and completes assignment in a timely fashion. Demonstrates initiative by setting priorities, regularly completing work on schedule and fulfilling commitments.

Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6

7. STAKEHOLDER FOCUS (External/ Internal)

Establishes & maintains good working relationships with stakeholders, by understanding & responding promptly to customer needs and expectations.

Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6

8. SENSE OF RESPONSIBILITY

Completes high quality complete work according to specifications. Thoroughly follows standards and procedures. Keeps complete records and Pays attention to details. Responds quickly and appropriately to requests for documents, reports or information whether verbal or written.

Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6

9. WORK KNOWLEDGE

Demonstrates skills and an understanding of position, policies and procedures required in a present job. Shows interest in learning & gaining more knowledge.

Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6

10. ATTENDANCE & PUNCTUALITY

Reports to work on time and provides advance notice of need for absence.

Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6

11. LEADERSHIP SKILLS

Effective in managing work assignments through reportees; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort.

Self-Assessment	1	2	3	4	5	6
By RO	1	2	3	4	5	6

Total Score Obtained (RO)=

Net Score (Weightage 40%) =

Formula: [Total Score Obtained x 40] / [6 x 11];

Note: The RO's assessment will be considered final. However, Section Head can rationalize the ratings. MD has the final authority in all cases.

B. WORK PERFORMANCE

1. Please comment on the officer’s performance on the job as given in Part-II (2) with special reference to the following. The appraisee has to provide self-assessment as well. Only RO’s assessment will be marked.

S#	Description	Ratings						
		Self Assessment	1	2	3	4	5	6
1	Targets Achieved (Preferably a pre-determined target mutually set by the appraiser & the appraisee at the start of the appraisal year otherwise the assignment given during the appraisal period)	By RO	1	2	3	4	5	6
		Self Assessment	1	2	3	4	5	6
<i>Description of Targets in bullet points [refer Part-II (2)] by Appraisee:</i>								
2	Quality of Work (deliverance of assignments with high standards & within time)	By RO	1	2	3	4	5	6
		Self Assessment	1	2	3	4	5	6
3	Quantity of Work (relative consideration of quantum of work as compare to peers)	By RO	1	2	3	4	5	6
		Self Assessment	1	2	3	4	5	6
4	Initiative & Drive (try new methods/ideas and manifest proactive approach to achieve excellence)	By RO	1	2	3	4	5	6
		Self Assessment	1	2	3	4	5	6
Total Score Obtained (RO) =								
Net Score (Weightage 60%) =								

Formula: [Total Score Obtained x 60] / [6 x 4]

Signature (appraisee) _____ **Date** _____

Do you (RO) agree with what has been stated in Part-II (2)? In case of disagreement please give reason(s):

Reasons by RO in case of major difference in the assessment of appraisee and the RO at Part-III (A&B):

Signature (RO) _____ **Date** _____

C. PEN PICTURE BY THE RO

1. Integrity (Morality, uprightness and honesty)

Note: Negative comment(s) (if any) be preferably supported by reason(s)/reference(s) on which further action may be taken as per Regulations if deemed necessary.

2. Special aptitude

3. Recommendation for future training(s)

D. SCORING / RECOMMENDATIONS

1. Scoring

S#	Part	Maximum Score /Weightage	Score / Percent Obtained
1	Part-III (A)	40	
2	Part-III (B)	60	
Total		100	

2. Overall grading

S#	Range	Grading	RO
1	>= 90%	Excellent	
2	>= 80% < 90%	Very Good	
3	>= 70% < 80%	Good	
4	>= 60% < 70%	Fair	
5	>= 40% < 60%	Average	
6	< 40%	Below Average	

3. Fitness for promotion *(Promotion to be recommended only if the employee has at-least two “Very Good” and one “Good” PERs in the last three years. HR Section may be contacted for previous PER recommendations.*

S#	Recommendation	RO	
1	Fit for promotion.		
2	Recently promoted/Appointed. Assessment premature.		
3	Not yet fit for promotion.		
4	Unlikely to progress further.		
5	Recommendation for increment(s)/bonus(es).	Increment	Bonus

Signature (RO) _____ Date _____

PART-IV

1. Remarks of the Deputy Director (if in the Reporting Line), in case of difference of opinion

Excellent	Very Good	Good	Fair	Average	Below Average
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Name of the Deputy Director _____ Signature/Date _____

2. Remarks of the Joint Director (if in the Reporting Line), in case of difference of opinion

Excellent	Very Good	Good	Fair	Average	Below Average
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Name of the Joint Director _____ Signature/Date _____

3. Remarks of the Director (if in the Reporting Line), in case of difference of opinion

Excellent	Very Good	Good	Fair	Average	Below Average
-----------	-----------	------	------	---------	---------------

Name of the Director _____ Signature/Date _____

PART-V

(REMARKS OF THE SECTION HEAD)

1. How well do you know the officer? If you disagree with the assessment of the RO, please give reasons.

2. Evaluation of the quality of assessment made by the RO

Exaggerated

Impartial

Biased

In case of difference of opinion, the relevant box to be ticked.

Excellent

Very Good

Good

Fair

Average

Below Average

Name of the Section Head _____ Designation _____

Signature _____ Date _____

PART-VI

(FINAL GRADING BY HR SECTION)

(To be filled by HR Section only)

1. Demerit points in case of any Memo or any other account of non-compliance of PPIB policies, regulations or senior management directions.

Sr #	Reason	Nature of Offence	Points Allocated	Points Deducted
1	Memo (Advice)		2	
2	Memo (Warning)		5	
3	Non-compliance of direction/policy etc.		5	
4	Any other		(Based on nature of offense)	
Total				

Score by RO	Grade by RO	Recommendation of RO

Score by Section Head	Grade by Section Head	Recommendation of Section Head

Demerit Points	Score after Demerit Points	Overall Grade

Note: Only where Reported-Officer (appraisee) has been given opportunity to clarify his/her position with regards to the Memo/Letter etc. issued by HR Section.

Name of the HR Section Head _____ **Designation** _____

Signature _____ **Date** _____

PART-VII

(HR Section Feedback in case the overall grading (Part-III D2) in the PER of Reported Officer is below 50%)

1. Discussion of the PER with the RO

2. Discussion of the PER with Reported Officer

3. Remarks of the HR Section

In case of difference of opinion, the relevant box to be ticked.

Excellent	Very Good	Good	Fair	Average	Below Average
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HR Section Representative: *(Director General HR, if Reported Officer is in G-10 to EG-12)*
(Joint Director (HR) if Reported Officer is in EG-9 and below)

(Name): _____ Designation: _____

Signature: _____ Date: _____

Countersigned by the Head of HR _____

PART-VIII

(REMARKS OF THE MANAGING DIRECTOR)

In case of difference of opinion, the relevant box to be ticked.

Excellent	Very Good	Good	Fair	Average	Below Average
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Name of the Managing Director: _____

Signature: _____ **Date:** _____

GUIDELINES FOR FILLING UP THE PERFORMANCE EVALUATION REPORT (PER)

- 1) *Parts-I and Part-II are to be filled by the officer under report. Part-III will be filled by the officer under report as self-assessment and RO. Part-IV will be filled by the Officer in the Reporting Line of the Reported Officer. Part-V will be filled by the Section Head. Part-VI & Part-VII will be filled by the HR Section and Part-VIII will be filled by the Managing Director, respectively.*
- 2) *Assessment by ROs should be job specific and confined to the work done by the officer during the period under report. They should avoid giving a biased or evasive assessment of the officer under report.*
- 3) *The RO should carry out their assessment in Part-III by giving scores against each characteristic. Their scoring should represent the result of careful consideration and objective assessment so that, if called upon, they could justify the score. They may maintain the record of the work done by the subordinate in this regard.*
- 4) *The RO should be careful in giving the overall and comparative grading. Special care should be taken so that no officer is placed at an undue disadvantage.*
- 5) *The Section Head should weigh the remarks of the RO against their personal knowledge of the officer under report, compare him with other officer of the same grade working under different ROs but under the same Section Head, and then give their overall assessment of the officer. In case of disagreement with the assessment done by the RO, specific reason should be recorded by the Section Head.*
- 6) *The Section Head should make an unbiased evaluation of the quality of performance evaluation made by the RO categorizing the report as exaggerated, impartial or biased. This would evoke a greater sense of responsibility from the RO.*
- 7) *The Section Head should underline, in red ink, remarks which in their opinion are adverse and should be communicated to the officer reported upon. All adverse remarks whether remediable or irreparable should be communicated to the officer under report, with a copy of communication to HR Section. RO may counsel the officer under report before adverse remarks are recorded.*
- 8) *The ROs and Section Heads should be direct, objective and unambiguous in their remarks. Vague impressions based on inadequate knowledge or isolated incidents should be avoided.*
- 9) *Reports should be consistent with the personal traits, overall grading and comparative grading.*
- 10) *The RO while filling up PER must give explicit recommendations with some rationale.*
- 11) *An employee may be recommended for promotion as per criteria defined in the Promotion Policy and Part-III(D)(3) of the PER; however as per rules in vogue promotion cannot be claimed as matter of right on the basis of qualification and length of service.*
- 12) *Employees to be recommended for increment/bonus subject to prominent accomplishment(s) during the year and who do not have an overall grading below "Good".*

IMPORTANT

- 1) *Part-I, Part-II and relevant section of Part-III of the PER should be duly filled and dispatched to the RO. The RO should forward the report to the Section Head within one week of receipt after giving their views in Part-III and getting views from the Officer(s) in the Reporting Line of the Reported Officer (if any) in Part-IV. The Section Head should then finalize their comments in Part-V within 10 days of receipt of PER and, forward the PERs to Head of HR Section for HR Section feedback and further submission to the Managing Director.*
- 2) *Name and designation of RO/Section Head should be clearly written. Comments should be legible and in the prescribe format and which can be easily scanned.*
- 3) *Personnel Number is to be filled in by the officer under report, if allotted.*



Exception Justification Form

Exception Justification Form

Date:

Submitted by:	
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Policy Area/Reference <i>(e.g., Procurement Policy clause 6.1.2)</i>	
Policy Clause	
Type of Exception Requested	<input type="checkbox"/> One time <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent
Effective Dates <i>(if Applicable)</i>	From: _____ To: _____
Business Case for Exception Request	

Justification for Exception

Background and Context <i>(Explain the circumstances leading to the need for an exception)</i>	
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Impact if Not Approved <i>(Describe risks or constraints if this exception is not granted)</i>	
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Approvals

Submitted by:	
Remarks:	
Signature	

Section Head:	
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Remarks:	
Signature	
Date	

HR:	
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved

Remarks:	
Signature	
Date	

MD:	
Remarks:	
Signature	
Date	

Board/ Competent Authority:	
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Remarks:	
Signature	
Date	