

# **SERVICE STATUTES – 1996**



**N-W.F.P, UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

**UNIVERSITY OF ENGINEERING AND TECHNOLOGY,  
PESHAWAR**

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**EMPLOYEES (ADMINISTRATIVE STAFF)  
SCHEME OF REVISED BASIC PAY SCALES  
STATUTES – 1996**

**N-W.F.P, UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

Approved by the Chancellor/Governor,  
NWFP, vide letter No.SO(UE)2-16/89-90  
Dated 05-08-1997

**THE NWFP UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR  
EMPLOYEES (ADMINISTRATIVE STAFF)  
SCHEME OF REVISED BASIC PAY SCALES STATUTES – 1996**

**1. Short Title, Application and Commencement**

- 1) These Statutes may be called the NWFP University of Engineering & Technology, Peshawar employees (Administrative Staff) Revised Basic Pay Scales Statutes -1996.
- 2) These Statutes shall be deemed to have come into effect from 1<sup>st</sup> day of July 1996-.
- 3) These Statutes shall apply to all University employee holding posts specified in the Annexure (Part-I) and serving in connection with the affairs of the University.

**2. Definitions**

In these statutes, unless there is any thing repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them that is:-

- a) “Annexure” means an annexure appended to these statutes.
- b) “University” means the NWFP University of Engineering and Technology, Peshawar.
- c) “University Employee” means the University employee in the service of the University holding, a post mentioned in the schedule and paid directly from the University Fund.
- d) “Existing University Employees” means a person who was a “University employee” on 30<sup>th</sup> June 1996 and continued in service after that date.
- e) “Syndicate” means Syndicate of the University of NWFP University of Engineering and Technology, Peshawar constituted under the NWFP University of Engineering and Technology Ordinance -1980.
- f) “Pay” means the amount drawn monthly by a University employee otherwise than a special pay, technical pay, personal pay, overseas pay, or as an allowance.
- g) “Revised Basic Pay Scales” means the scales of any specified in Annexure-A.
- h) “Existing Pay” means the pay that an existing University employee would have drawn on first day of July 1996.

- i) All other expressions used shall have the same meanings assigned to them by the University Ordinance.

### **3. Applicability of the revised Basic Pay Scales**

Revised Basic Pay Scales shall apply to all University employees holding posts specified in the schedule.

### **4. Fixation of Pay in the Revised Basic Pay Scales**

- a) The initial pay of an existing employee who has been in University service since before the 1<sup>st</sup> July 1987 shall be fixed on "Point to Point basis" i.e. at the stage in the relevant Basic Pay Scale which is as many stages above the minimum of existing Basic Pay Scale.
- b) In cases of promotions from lower to a higher post / scale before the introduction of these scales, the pay of the senior employee in the same scale may be fixed and so enhanced that it would not be less than the pay that would have been admissible to him if his promotion to the higher post / scale had taken place after the introduction of these scales.
- c) The existing Indexed Pay shall cease to be admissible with effect from 1<sup>st</sup> July 1996.

### **5. Increments in the Revised Basic Pay Scales**

The Annual increments in the Revised Basic Pay Scales shall fall due on 1<sup>st</sup> Day of December, following the completion of at least six months service at a stage in relevant Revised National Pay Scales. However, the first annual increment of the existing employees in the Basic Pay Scales shall accrue on 1<sup>st</sup> December, 1996.

### **6. Move-Over to Next Higher Revised Basic Pay Scales after reaching the Maximum of a lower Scale**

The concession of moveover to the next higher pay scale will be admissible to all University employees in BPS-16 to 19 subject to the following conditions:-

- a) All employees who reached the maximum of the Scale on or before 1-12-1983 are eligible to the benefit of move-over w.e.f 1-12-1984. However, arrears would not be admissible for the period prior to 1-12-1985 to employees other than those technical or professional employees referred to in the letter of 24-08-1983.
- b) Employees shall not be allowed two successive moveover. However, if an employee who moved over to a particular scale is subsequently promoted to a post carrying the same scale, he would again become eligible for a further moveover.

- c) Moveover cases of employees who are on deputation abroad or are posted to ex-cadre posts abroad would be governed by the existing policy regarding the promotion of such employees.
- d) A moveover shall not be construed to be a promotion to the next higher basic pay scale, but the higher pay scale will be treated to be an extension of the existing basic pay scale of the post held by the employees. Therefore, the incidence of moveover shall not be notified.
- e) The pay of employee who are allowed moveover shall, be fixed at the stage next above their existing pay in the lower scale. No premature increment will be admissible.
- f) In case of moveover to B-20 no entertainment allowance, Senior Post Allowance, residence orderly or any other fringe benefit (s) shall be admissible.
- g) Employees allowed a moveover shall not be entitled to any change in the rental ceiling admissible to them. The house rent allowance, which is calculated with reference to the minimum of the relevant basic pay scale shall, however, be payable on the basis of the pay scale in which the official has moved over.
- h) An employee should be a regular member of the service cadre or holder of a post concerned and should have completed five years of services for move over to B-18, 12 years of service for move over to B-17 and 17 years of service for move over to B-20 in B-17 and above. Service rendered in pay scales below B-17 will be counted according to the existing formula.
- i) In allowing move-over, the competent authority should ensure that the confidential reports of the concerned employees are:-
  - i) free from adverse remarks for the last 5-years. In case an employee fails to fulfill this condition, he shall wait at the maximum of the pay scale till he has earned in succession the requisite number of reports without adverse entry and his move-over shall take effect from 1<sup>st</sup> December of the year in which the last such report is earned.
  - ii) average to good in the case of move-over to scale 17 and 18.
  - iii) generally good in the case of move-over to Scale 19.
  - iv) at-least good or above for move-over to B-20. It will also be ensured that no penalty under the relevant rules has been imposed on the employees being allowed to move-over, during the last five years.

**7. Fixation of Pay on Promotion**

In the case of promotion from a lower to a higher post, where the stage in the Revised Pay Scale of the higher post, next above the substantive pay of the University employee concerned in the Revised Pay Scale of the lower post given a pay increase equal to or less than a full increment in the pay scale of higher post the initial pay in the Revised pay scale of the higher post will be fixed after allowing a premature increment in the Revised pay scale of the higher post.

**8. Admissibility of full pay of the post in Revised Basic Pay Scale No. 18 and above.**

- i) At the minimum of the Revised National Pay Scale of the higher post till such time as he completes the prescribed length of service and the next increment shall accrue to him on the first day of December following the completion of the prescribed length of service or following the completion of at least six months service in the scale, whichever is later.
- ii) Admissible to him from time to time in the lower post held by him immediately before his promotion to the higher post, if that be more beneficial to him till such time as the completes the prescribed length of service when his pay shall be fixed in the manner prescribed in rule 7 and the next increment shall accrue to him in the manner prescribed in rule-5.

**Explanation**

In computing the length of service for the purpose of this statute:

- (a) to the length of service in B-17 shall be added half of the service in the scale of B-16 and 1/4 in the lower pay scales, if any and
- (b) the service rendered previously by a University employee under the Federal Government, Provincial Governments, shall also be taken into account in computing the prescribed length of service.

**9. GRANT OF ADVANCE INCREMENTS**

- a) Employee passes or acquires M.A/M.S from foreign University or M.Phil from any Pakistani University shall be entitled to four advance increments.
- b) The advance increment / increments shall be allowed at the time of recruitment or acquiring higher qualification during service. In cases where the employee is already at the maximum of his pay scale, he would be allowed the requisite no of increments as personal pay to the absorbed on moving over / promotion to higher pay scale.

**10. GRANT OF SELECTION GRADE TO OFFICE SUPERINTENDENTS / PRIVATE SECRETARIES WITH EFFECT FROM 15-03-1990**

- a) 33% posts of office superintendents (BPS-16) shall be placed in selection grade (BPS-17)
- b) 33% posts of Private Secretaries (BPS-16) shall be placed in Selection Grade (BPS-17).

**11. Addition to or Modification in the Schedule**

- i) The Syndicate may, from time to time, add to or modify the Schedule with such conditions as it may deem fit in accordance with the provision of the University Ordinance.
- ii) The Syndicate may also revise the pay scales of the various posts shown in the Annexure from time to time in accordance with the Government.

**12. Relaxation**

In cases where the operation of these statutes causes undue hardship to a University employee the Syndicate may, for reasons to be recorded in writing, relax any of these statutes in his favour.

**13. House Rent Allowance**

All employees not provided with official accommodation shall be entitled to House Rent Allowance allowed by the Government of NWFP to its employees from time to time with the approval of the Syndicate.

**14. Conveyance Allowance or any other Allowance**

The Syndicate may grant conveyance allowance or any other allowance to University employees on the same basis as sanctioned by the Provincial government for government servants from time to time.

**15. Medical Allowance**

University employees shall be entitled to Medical Allowance to be sanctioned by the Syndicate in accordance with the University Ordinance and Statutes.

**16. Qualification Allowance**

Qualification Allowance of Rs.1500/- P.M. will be admissible to University employees of specified categories, irrespective of their scales, who possess or acquire the degree of Ph.D/D.Sc and are serving on jobs which are required under the appointments rules to be manned by persons holding this Degree.

17. All the existing Statutes, rules / orders on the subject shall be deemed to have been modified to the extent indicated in these Statutes.

## ANNEXURE

<b>S. No.</b>	<b>Designation of the Post</b>	<b>BPS</b>	<b>Minimum qualification &amp; future recruitment</b>
1.	Registrar	20	Master Degree / L.L.B or equivalent with 15 years teaching / Administration experience in a University in Lecture's scale and above OR 13 years Class-I service in Administration under the Government / Autonomous / Semi Autonomous Body.
2.	Deputy Registrar	18	(i) First Class Master's Degree/L.L.B. or equivalent with 6 years experience in Teaching OR Administration in a University. (OR) (ii) Second Class Master's Degree / LLB or equivalent qualification with 10 years Teaching / Administrative experience in BPS-16 or above in a University.
3.	Assistant Registrar Academic / Establishment	17	First class Master Degree / LLB OR Second class master's Degree/LLB with 5 years experience OR Bachelor's Degree with 12 years experience in the relevant field out of which at least 10 years as Office Assistant.
4.	Secretary to Vice-Chancellor	17	Graduate with Short hand and Typing Speed of 80 & 50 words per minute respectively OR Matriculate with Short hand and Typing Speed of 120 and 60 words per minute respectively with seven years experience.
5.	Director Finance	20	M.Com/M.B.A/ Chartered Accountant OR Foreign Degree in Commerce OR Business Administration with 15 years service in the University in the Lecturer's Scale and above in the field of Accounting OR 13 years Class-I service in Government Department or Autonomous Body.

<b>S. No.</b>	<b>Designation of the Post</b>	<b>BPS</b>	<b>Minimum qualification &amp; future recruitment</b>
6.	Deputy Director Finance	18	M.com/MBA with 10 years service in Accounts in a University in lecturer's scale and above OR 10 years Class-I Service in Government Department or Autonomous Body.
7.	Assistant Director Finance	17	First Class M.Com/MBA OR Second Class M.Com/MBA with 5 years experience OR B.Com with 12 years experience in the relevant field.
8.	Accountant	16	B.Com with 5 years experience in relevant field.
9.	Private Secretary to Registrar / Dir. Finance / Dean	16	Intermediate with Short hand and Typing 60 & 40 words per minute respectively with 5 years experience.
10.	Controller of Examinations	19	Master's Degree with 13 years service in the University in Teaching OR Administration in Lecturer scale and above, Knowledge of conducting Examination in a Senior Position.
11.	Deputy Controller of Examinations	18	1 <sup>st</sup> class Master's Degree with 6 years experience OR Master's Degree with 15 years experience in a University mainly in Examination work will be preferred.
12.	Assistant Controller of Examinations	17	2 <sup>nd</sup> Class master's Degree / LLB with 3 years experience OR Bachelor Degree with 7 years experience in the relevant field.
13.	Secrecy Officer	16	Second Class Master's Degree / LLB with 3 years experience OR Bachelor Degree with 7 years experience in the relevant field.

<b>S. No.</b>	<b>Designation of the Post</b>	<b>BPS</b>	<b>Minimum qualification &amp; future recruitment</b>
14.	Librarian	19	1 <sup>st</sup> Class Master's Degree in Library Science OR M.Phil in Library Science with 13 years experience in teaching science OR Library work in a major library in a Senior Position with 5 research publications in journals of National or international repute or PhD with 10 years experience in teaching of Library Science or Library work in a senior position with 5 research publications in journals of National or International repute.
15.	Deputy Librarian	18	First Class Master's Degree in Library Science with 6 years experience in Teaching of Library Science or 2 <sup>nd</sup> Class Master's Degree in Library Science with 10 years experience in teaching of Library Science.
16.	Assistant Librarian	17	1 <sup>st</sup> Class master's Degree in Library Science OR 2 <sup>nd</sup> Class Master Degree in Library Science with 5 years experience of Library work.
17.	Library Assistant	16	2 <sup>nd</sup> Class Master's Degree in Library Science OR 2 <sup>nd</sup> Class Bachelor Degree in Library Science with 3 years experience of Library work.
18.	Director Sports	18	Master's Degree in Physical Education with 10 years experience of organizing games and sports in Lecturer's scale and above.
19.	Deputy Director Sports	17	Bachelor Degree in Physical Education with 10 years experience in the relevant field.
20.	Asstt. Director Sports	16	Bachelor Degree in Physical Education with 7 seven years experience in the relevant field OR Diploma in Physical Education with 10 years experience in the relevant field.

<b>S. No.</b>	<b>Designation of the Post</b>	<b>BPS</b>	<b>Minimum qualification &amp; future recruitment</b>
21.	Deputy Provost	18	Master's degree with 10 years service in a University in teaching or administration in Lecturer's scale and above with experience of administration of Student affairs.
22.	Assistant Provost	17	First Class Master's Degree / LLB OR Second Class Master's Degree / LLB with 5 years experience OR Bachelor's Degree with 12 years experience in the relevant field out of which at least 10 years in Administration.
23.	Administration Officer	17	Graduate with 10 years experience of administration specially in relevant field in a University.
24.	Security Officer	16	Second Class graduate with 5 years experience in the relevant field OR Ex-servicemen of the equivalent rank / grade.
25.	Director of Works	18	First Class Bachelor Degree in Civil Engineering OR equivalent qualification with 10 years professional experience.
26.	Assistant Engineer / S.D.O	17	First Class Bachelor Degree of Engineering in the relevant field OR 2 <sup>nd</sup> Class Bachelor Degree in Engineering in the relevant field with 5 years professional experience.
27.	Press Manager	17	First Class graduate with Diploma in Printing and 4 years experience of press Management or second class graduate with Diploma in printing and 5 years experience Press Management.
28.	Liaison Officer / PRO	17	First Class Master's Degree / LLB OR Second Class Master's Degree / LLB with 5 years experience of office procedure or Bachelor's Degree with 12 years experience of office procedure.

<b>S. No.</b>	<b>Designation of the Post</b>	<b>BPS</b>	<b>Minimum qualification &amp; future recruitment</b>
29.	Director Planning & Development	19	First Class Master's Degree in Economics or Business Administration with 5 years experience in the relevant field OR Second Class Master's Degree in Economics or Business Administration with 10 years experience in the relevant field.
30.	Deputy Director (P&D)	18	First Class Master's Degree in Economics or Business Administration with 3 years experience in the relevant field OR Second Class Master's Degree in Economics or Business Administration with 7 years experience in the relevant field.
31.	Assistant Director (P&D)	17	First Class Master's Degree in Economics or Business Administration OR Second Class Master's Degree in Economics or Business Administration with 5 years experience in the relevant field.
32.	Archivist	17	First Class Master's Degree / LLB or Second Class Master's Degree / LLB with 5 years experience OR Bachelor Degree with 12 years experience in the relevant field.
33.	Office Superintendent	16	Second Class Master's Degree/LLB OR Graduate with 5 years experience (in case of direct recruitment) OR preferably University employees being Matriculate with 15 years office experience out of which at least 10 years as Assistant, NB: 33% of the post of Office Superintendent shall be placed in Selection Grade B-17 to which Senior most superintendent shall be promoted.
34.	Technician / Laboratory / Technologist	16	B.Tech (Honours) OR B.Tech (Pass) plus 3 years relevant experience OR post matric 3 years Diploma plus 6 years relevant experience (to be considered for special selection Grade 17 as in case of Instructor).

S. No.	Designation of the Post	BPS	Minimum qualification & future recruitment
35.	Instructor	16	B.Tech (Honours) OR B.Tch (Pass) plus three years relevant experience OR Post Matric 3 years Diploma plus 7 years relevant experience.
		17	25% of the posts of Instructor may be converted to BPS-17 to which Senior Instructor with at least 7 years experience as Instructor will be eligible.

ACADEMIC ...  
TO NO. 4227  
Date 2/11/96

NWFP UNIVERSITY OF ENGINEERING AND TECHNOLOGY

14

No 685 /Estt:III

Dated 19/12/1996

OFFICE ORDER

In pursuance of the Government of Pakistan, Housing and Works Division letter No. F.4/8/92-EV dated 25-7-1996 and in anticipation of the approval of the Syndicate, the Vice-Chancellor is pleased to approve the following revised rental ceiling or the assessed rent (whichever be less) for housing subsidy/hiring of residential accommodation at Peshawar:-

BPS	Existing Rates	Revised Rate with effect from 1-7-1996
1 - 2	Rs. 750/-	Rs. 900/-
3 - 6	Rs. 1100/-	Rs. 1320/-
7 - 10	Rs. 1675/-	Rs. 2010/-
11-13	Rs. 2450/-	Rs. 2940/-
14-16	Rs. 3100/-	Rs. 3720/-
17-19	Rs. 4100/-	Rs. 4920/-
19	Rs. 5350/-	Rs. 6420/-
20	Rs. 6750/-	Rs. 8100/-
21	Rs. 8125/-	Rs. 9750/-
22	Rs. 10625/-	Rs. 12240/-

2. The above rental ceiling will come into force with effect from 1-7-1996 and will apply in all cases of fresh hiring.

3. The revised rental ceiling may also be applied in the following types of cases of already hired houses on a case to case basis:-

1. Cases where the allottee/occupant is obliged to pay difference of rent to the owner out of his own resources. In such a case, the rent may be increased upto the owner's demand (indicated at the time of hiring) or the allottee/occupant's revised rental ceiling, whichever is less.

*Sybil*  
*Q. S.*  
*Chaudhary*  
*A. H. Khan*  
*Rate*  
*2/11/96*

- ii. Cases of houses hired under the previous rules of which lease has expired, fresh lease may be executed with the owner as per current rental assessment of house on the occupants revised rental ceiling on the owner's demand whichever is the lowest.
- iii. In cases of houses already hired under the previous rules on self hiring basis, the existing rent of the house may be increased upto revised rental ceiling of the allottee/occupant or the rental assessment of the house, whichever is less.
4. The revised rental ceilings may also be applied, mutatis-mutandis, in the cases of requisitioned houses otherwise qualifying for increase in rent/compensation in accordance with the relevant Rules/Instructions.
5. In all other cases of hired houses except in the cases where additions/alterations have been made with the prior permission of the University Authorities, the benefit of revised rental ceiling will be permissible only on the expiry of the current lease agreement.
6. All existing instructions on the subject shall deem to have been modified to the extent indicated in the preceding paragraphs. All existing instructions not so modified shall continue to apply as here-to-force.
7. This issues with the concurrence of the Finance Division (Regulation Wing) vide U.O. No. F.8(11)R.14/BB-463 dated 21-7-1996.

No 11152-87 /Entt:III

Copy to: All Concerned.

*sd/*  
Registrar  
NWFP University of Engineering  
and Technology.

NOTIFICATION

16

No.23/1/ 54 /Estt:I.

Dated 07 /08 /1995.

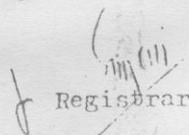
In pursuance of the Government of Pakistan, Finance Division (Regulations Wing) Islamabad circular No.F.1(10)Imp/95(iii) dated 29-6-1995 and Government of NWFP, Finance Department, Peshawar circular No.FD(FRC)1-3/89 dated 12-7-1995, the Syndicate in its 37th meeting held on 27-7-1995 has allowed with effect from 1-6-1995 till further orders a cost of living allowance @ 7% of basic pay to all employees in B10-1 to 22.

The above allowance:-

- a) will be classified as compensatory allowance and will not be subject to income tax.
- b) will be admissible during leave and entire period of leave preparatory to retirement except during extra-ordinary leave.
- c) will not be treated as part of emoluments for the purposes of calculation of pension and recovery of House Rent.
- d) will not be admissible to the employees posted/deputed abroad from the country.
- e) will be admissible during the period of suspension.
- f) will be accommodated within the budgetary allocation for the year 1995-96 by the respective department and no supplementary grants would be given on this account.

No.23/1/ 54

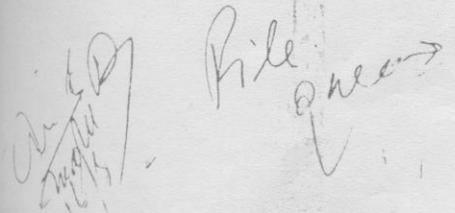
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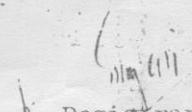
  
Registrar

No.23/1/ 5427-56 /Estt:I.

Copy to:-

All concerned

  
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Registrar  
NWFP University of Engineering  
and Technology

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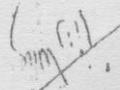
NWFP UNIVERSITY OF ENGINEERING & TECHNOLOGY

NOTIFICATION

No. 23/10/55 /Estt:I.

D ted 17 / 08 /1995.

In pursuance of the Government of NWFP, Finance Department, Peshawar Circular No. FD(PRC)1-1/94 dated 22-5-1995, the Syndicate in its 37th meeting held on 27th July, 1995 decided that employees working in B-17-19 shall be eligible for the grant of Move-Over from 1st December, 1994. However, since their pay will be refixed on 1st June, 1994 at the maximum of the relevant payscale on presumptive basis (without arrears), the grant of Move-Over from 1st Dec, 1994 will also be presumptive. The financial benefits of Move-Over in such cases will accrue from 1st June, 1995, when their pay will actually be fixed at the maximum of their respective payscales. No arrears/ refund etc will be admissible on this account. However, such cases will be considered after June, 1995.

  
Registrar

No. 23/10/5448-78 /Estt:I.

Copy to:-

All concerned.

  
Registrar  
NWFP University of Engineering  
and Technology

NOTIFICATION

No. 48 /Estt:

Dated 5/7/1995.

(102)

The Syndicate in its 36th meeting held on 25-5-1995, approved that the following sub-para may be added in the rules relating to the Move-Over of an employee notified by the Government of NWFP, Finance Department in their letter No.FD(PRC)1-1/94 dated 1-11-1994:-

"Those who become eligible for Move-Over during the currency of a calendar year either because of the grant of Selection Grade, grant of advance increments, re-fixation of pay or promotion shall be allowed Move-Over from 1st of the month of December which immediately follows thereafter; provided that other conditions on the subject are fulfilled".

The above decision would be effective from 17-3-1986 onwards. However, being a concession, no arrears will be admissible in view of provision under G.F.R. 58, due to re-fixation of pay on this account.

No. 4086-4115 /Estt:

Copy to:-

All concerned.

my  
Registrar  
5/7/95

my  
Registrar  
NWFP University of Engineering  
and Technology  
5/7/95

**BASIC PAY SCALES STATUES  
FOR TEACHERS - 1997**

**N-W.F.P. UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

Approved by the Chancellor / Governor,  
NWFP, vide letter No.SO(UE)2-16/89-90  
dated 05-08-1997

**NWFP UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR  
BASIC PAY SCALE STATUTES FOR TEACHER, 1997**

**Short title, commencement and Application**

1. (a) These statutes may be called the NWFP University of Engineering and Technology Basic Pay Scale Statutes, for teachers 1997.
- (b) These Statutes shall replace all the previous statutes.

**Definitions:**

2. (i) In these statutes, unless there is anything repugnant in the subject or context, the following expression shall have the meanings hereby respectively assigned to them.
  - a) “Annexure” means an annexure appended to these statutes.
  - b) “Chairman” means the Head of a Teaching of Department as provided in the NWFP University of Engineering & Technology Ordinance – 1980.
  - c) “Dean” means the Dean of the Faculty of Engineering.
  - d) “University Teacher” means a teacher as defined in the NWFP University of Engineering and Technology Ordinance 1980.
  - e) “Basic Pay Scales” means the scales of pay specified in the Annexure.
  - f) “Pay” means the amount drawn monthly by a University Teacher other than as Special pay, technical pay, personal pay, overseas pay, or an allowance of any other description.
  - g) “Selection Board” means the Selection Board constituted under the University Ordinance.

**3. Applicability of the Basic Pay Scales**

The basic pay scales shall apply to all University Teachers holding posts specified in Annexure.

**4. Fixation of pay in the Basic Pay Scales**

The fixation of Pay of a University Teacher shall be regulated as per Government rules.

**5. Increments in the Basic Pay Scales**

The Annual increments in the Basic Pay Scales shall continue to be admissible on 1<sup>st</sup> day of December, following the completion of at least six months service at a stage in relevant Basic Pay Scales.

**6. Move-over to Next Higher Basic Pay Scales after reaching the Maximum of a lower Scale**

The concession of move-over to the next higher pay scale to all University Teachers shall be regulated as per Government Rules, amended from time to time.

**7. Fixation of Pay on Appointment to a Higher Post / Scale**

In case of appointment of a University teacher from a post in the lower pay scale to a post in the next higher pay scale his pay shall be fixed in accordance with the provision made in F.R 22 ibid.

**8. House Rent Allowance**

All teachers not provided with official accommodation shall be entitled to house rent allowance at the rates allowed by the Government, subject to the approval of the Syndicate.

**9. Conveyance Allowance**

The conveyance allowance shall be admissible to University Teachers at the rates allowed by the Government, subject to the approval of the Syndicate.

**10. Qualification for Recruitment, Appointment to various cadres of University Teachers**

The qualifications and experience for recruitment and appointment to various cadres of University teachers shall be as per Appendix – A & B.

**11. Advanced Increments**

Advanced increments will be admissible to the teachers as under:-

- i) University Lecturers with M.Phil from a Pakistani Universities or equivalent qualification for abroad will be allowed four advanced increments at the time of appointment.
- ii) For in service University teachers (Non-Engineers) two advanced increments will be given for obtaining M.Phil from a Pakistani University or equivalent qualification from abroad, in addition to their normal increments.
- iii) In order to attract talent to the University two increments over the initial stage will be allowed to a fresh entrant as Lecturer if he is a first class first or he is a first divisioner throughout i.e from Matric to M.A/M.Sc/B.Sc (Engr) and one increment for a person who has secured first class in three out of four examinations i.e Matric, Intermediate, B.A/B.Sc and M.A / M.Sc (in case of non-engineers) and in two out of three examinations (in case of engineers) or first class first in two examinations.

- iv) a. Engineer teachers shall be allowed four advanced increments for possessing or acquiring a post-graduate degree in their relevant field for which they have not been allowed any qualification pay.
- b. In case where the university Teacher is already at the maximum of his pay scale, he would be allowed the requisite number of increments under sub-section (ii) and (iv) (a) as personal pay to be absorbed in fixation of pay on moving over / promotion to next higher pay scale.

Note: In-service University Teachers, on obtaining degree as specified in sub-section (ii) and (iv) (a) of Section-11 if granted study leave without pay, will be allowed special increments (in lieu of normal increments) subject to the maximum of four increments.

- 12. The Syndicate may, as the occasion arises, create any post of different designation and change the designation of any post and revise the scales of pay in accordance with the rules Government of NWFP.

**13. Relaxation**

Any of these statutes, except those relating to the qualifications prescribed for the various posts which will be dealt with under section 12 and 16 may for reasons to be recorded in writing, be relaxed in individual cases if the Syndicate is satisfied that a strict application of these statutes would cause undue hardship to the individual concerned.

**14. Special Pay**

If a special pay was attached to a point or admissible to a certain incumbent of such posts in the existing pay scales, such special pay shall, unless otherwise specified in the Annexure or revised to be admissible at the existing rates with the Basic Pay Scales without any maximum limit of pay.

- a) "A Professor when appointed as Dean of Faculty shall be entitled to a special pay as allowed by the Syndicate from time to time; provided that the Special pay shall be admissible only to a Dean who is working as whole time paid professor in the University and performs the duties of the Dean in addition to his normal professional duties.
- b) A teacher, when appointed as Chairman of a teaching Department, under the provision of University Ordinance shall be entitled to a special pay as allowed by the Syndicate from time to time.

**15. Qualification Allowance**

Qualification allowance will be allowed to all teachers irrespective of their pay scales, who possess or acquire the degree of PhD/D.Sc as admissible under the Government rules.

**16. Disputes in application or Interpretations**

Whenever a dispute arises in the application or interpretation of these statutes, it shall be referred to the Anomaly Committee appointed by the Syndicate. The decision of the Syndicate in all such cases, after taking into consideration the recommendations of the Anomaly Committee, shall be final.

**17. Anomaly committee**

All individual cases of hardship and anomalies that may arise out of the application of the Revised Basic Pay Scales, be referred to an Anomaly committee to be appointed by the Syndicate.

**18. General**

The existing rules and decisions, so far in their application shall be deemed to have been modified to the extent indicated in these statutes.

**ANNEXURE "A"**

<b>Post to which applicable</b>	<b>Revised Basic Pay Scales Nos.</b>	<b>Pay Scales</b>
Lecturer	17	Rs.2065-156-3925
Assistant Professor	18	Rs.2710-195-4660
Associate Professor	19	Rs.4130-205-5770
Professors	20	Rs.4900-235-6780

### APPENDIX – A (FOR ENGINEER TEACHERS)

S.No	Nomenclature of the post	Basic Pay Scale	Minimum qualification / experience	Age limit	Method of appointment
1	2	3	4	5	6
1.	Lecturer	(17)	1 <sup>st</sup> Class Bachelor's Degree in relevant branch of Engineering from a recognized University / Institution.	21-40	By Initial Recruitment
2.	Assistant Professor	(18)	<p>(a) 1<sup>st</sup> Class Bachelor's Degree in relevant field of Engineering with 3 years teaching experience in Engineering Universities / University College of Engineering.</p> <p style="text-align: center;"><b>OR</b></p> <p>(b) Master's Degree in relevant field of Engineering, 2 years teaching / research experience in a recognized Engineering University/ University College of Engineering or 2 years Professional Experience in the relevant field of Engineering in a National or International organization or in both.</p> <p style="text-align: center;"><b>OR</b></p> <p>(c) Ph.D in relevant field of Engineering.</p>	25-45	By Initial Recruitment
3.	Associate Professor	(19)	<p>(a) 1<sup>st</sup> Class Bachelor's Degree in relevant field of Engineering;</p> <p>i) 12 years teaching / research experience in a recognized Engineering University /University College of Engineering or Engineering Institution at Graduate or Post-Graduate level or 12 years Professional experience in relevant field in a National or International organization or in both out of which 5 years must be teaching experience; and</p> <p>ii) 5 Research Publication in Journals of International repute.</p> <p style="text-align: center;"><b>OR</b></p>	35-50	By Initial Recruitment

S.No	Nomenclature of the post	Basic Pay Scale	Minimum qualification / experience	Age limit	Method of appointment
1	2	3	4	5	6
			b) Master's Degree in relevant field of Engineering; i) 10 years teaching / research experience in a recognized Engineering University / University College of Engineering or Engineering Institution at Graduate or Post-Graduate level (or) 10 years professional experience in the relevant field of a National or International Organization out of which 3 years must be teaching experience; and ii) 5 Research Publications in Journals of International repute; OR c) Ph.D in relevant field of Engineering; i) 7 years teaching / research experience in a recognized Engineering University / University College of Engineering / Engineering Institution at Graduate or Post Graduate level or 7 years Professional experience in the relevant field in a National or International Organization or in both out of which 2 years must be teaching experience; and ii) 5 Research Publications in Journals of International repute.		
4.	Professor	(20)	(a) Master's Degree in relevant field of Engineering; i) 15 years teaching / research experience in a recognized Engineering University / University College of Engineering or Engineering Institution at Graduate or Post-Graduate level or 15 years Professional experience in relevant field in a National or International organization or in both out of which 5 years must be teaching experience; and	40-50	By Initial Recruitment

S.No	Nomenclature of the post	Basic Pay Scale	Minimum qualification / experience	Age limit	Method of appointment
1	2	3	4	5	6
			ii) 8 Research Publications in Journals of national or International repute.  OR  (b) Ph.D in relevant field of Engineering; i) 12 years experience as in (i); and ii) 8 Research Publications in Journals of national or International repute.  N.B. For all the categories of post mentioned above; Preference will be given to those possessing higher qualification.		

**Note:-** Reference Government of NWFP H.E Department, Peshawar letter No.SO(UE)2-14/2005 dated 8.3.2005, received vide AR(A) letter No.1632/16/A-1/Acad dated 30.03.2005.

### APPENDIX – B (FOR NON ENGINEERS)

S.No	Nomenclature of the post	Basic Pay Scale	Minimum qualification / experience	Age limit	Method of appointment
1	2	3	4	5	6
1.	Lecturer	(17)	1 <sup>st</sup> Class Master's Degree or equivalent qualifications in the relevant subject from a recognized University / Institution.	21-40	By Initial Recruitment
2.	Assistant Professor	(18)	<p>(a) 1<sup>st</sup> Class Master's Degree or equivalent qualification in the relevant subject from recognized University / Institution and 6 years teaching / research experience in a recognized University or a post-graduate institution as Lecturer or Professional experience in a national or International organization or both combined.</p> <p style="text-align: center;">OR</p> <p>(b) M.Phil from a Pakistani University / Institution or equivalent qualification from abroad plus 4 years Teaching / Research experience in the relevant field in a recognized University / Institution or in a national or international organization or both combined;</p> <p style="text-align: center;">OR</p> <p>(c) Ph.D with 2 years teaching / research experience in the relevant field in a recognized University / Institution or in a national or international organization or both combined.</p>	25-45	By Initial Recruitment
3.	Associate Professor	(19)	<p>(a) Master's Degree with 13 years, teaching / research experience in a recognized University or professional experience in the relevant field in a national or international organization plus five research publications in journals of national or international repute.</p> <p style="text-align: center;">OR</p> <p>(b) Ph.D with 10 years teaching experience in a recognized University plus 5 research publications in journals of national or International repute.</p>	30-35	By Initial Recruitment

S.No	Nomenclature of the post	Basic Pay Scale	Minimum qualification / experience	Age limit	Method of appointment
1	2	3	4	5	6
4.	Professor	(20)	<p>(a) Master's Degree / M.Phil with 18 years teaching and research experience in a recognized University plus 8 research publications in Journals of national or International repute.</p> <p style="text-align: center;">OR</p> <p>(b) Ph.D with 15 years teaching and research experience in a recognized University plus 8 research publications in Journals of national or International repute.</p> <p>i) (4)(b) and (3)(a) above is applicable only for a period upto 13.02.1996 to existing members of the staff to improve their qualification. For further extension, the UGC will be consulted and their decision shall be final in the case.</p> <p>ii) In case of any difficulty in determining the equivalence of degrees and experiences, the University Grants Commission will be consulted.</p>	40-50	By Initial Recruitment

**Note:- Reference Government of NWFP H.E Department, Peshawar letter No.SO(UE)2-14/2005 dated 8.3.2005, received vide AR(A) letter No.1632/16/A-1/Acad dated 30.03.2005.**

**MINISTERIAL, LABORATORY AND  
CLASS-IV EMPLOYEES REVISED  
BASIC PAY SCALES OF PAY STATUTES -1996**

**N-W.F.P. UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

APPROVED BY THE CHANCELLOR/GOVERNOR,  
NWFP, VIDE LETTER NO.SO (UE)-2-16/89-90  
DATED 05.08.1997

**N-W.F.P, UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR  
MINISTERIAL, LABORATORY & CLASS-IV EMPLOYEES  
REVISED BASIC PAY SCALE OF PAY STATUTES-1996**

**1. Short Title and Application**

- a) These Statutes may be called the NWFP University of Engineering & Technology Laboratory, ministerial and Class-IV employees Revised Basic Pay Scales of Pay Statutes 1996. The new scales, as appended to these Statutes shall replace the Basic Pay Scales-1996 and shall be effective from the First of July 1996.
- b) They shall have effect from 1<sup>st</sup> day of July 1996.
- c) These Statutes shall apply to all Laboratory, Ministerial and Class-IV University employees.

**2. Definitions**

In these Statutes unless there is any thing repugnant in the subject or context, the following expression shall have the meanings hereby respectively assigned to them.

- a) "Revised basic Pay Scales":- revised Basic Pay Scale means the Scales appended to these Statutes.
- b) "Existing Pay Scales":- Existing Pay Scale means the Scales to which a University employees was entitled on 30.06.1996, or the date upto which he continued in that scale in accordance with rules applicable to him on that date.
- c) "University":- University means the NWFP University of Engineering and Technology, Peshawar.
- d) "Pay":- Pay means the amount drawn monthly by a University Employees other than as special pay, personal pay or as an allowance.
- e) "Present Pay":- Present pay means the pay admissible to University employees on 30.06.1996, or the date upto which he continued in existing pay scale.
- f) "Appendix":- Appendix means the Appendix appended to these statutes.
- g) "University Employees":- University Employees means all Laboratory, ministerial and Class-IV employees holding post mentioned in the Appendix and paid directly from the University funds.
- h) All other expressions used shall have the same meanings assigned to them by the University Ordinance.

### **3. Initial Fixation of Pay**

The initial pay of an existing employee who has been in University service since before the 1<sup>st</sup> July 1996 shall be fixed on "Point to Point basis" i.e at the stage in the relevant Basic Scale which is as many stages above the minimum as the stages above the existing Basic Pay Scale.

### **4. Grant of Selection Grade to Clerical Posts w.e.f 01.07.1996**

- i) 33% posts of Junior Clerk (BPS-5) shall be placed in selection grade BPS-7.
- ii) 33% posts of Senior Clerks (BPS-7) shall be placed in Selection Grade BPS-9.
- iii) 33% posts of Assistants shall be placed in BPS-15.
- iv) 33% posts of Sr. Scale Stenographer shall be placed in Selection Grade BPS-16.

### **5. Increments in the Revised Basic Pay Scale**

- i) Increments in a Revised Basic Pay Scales shall fall on the 1<sup>st</sup> day of the month of December following the completion of at least six months service at the relevant stage in that scale. However, the First Annual Increment of the existing employee in the Basic Pay Scale shall accrue on the 1<sup>st</sup> December 1996.
- ii) The existing Indexed Pay Shall cease to be admissible with effect from First of July 1996.
- iii) In case of University Employee before reaching the maximum of a National Scale of Pay is promoted appointed to a higher Revised Scale of Pay between the 2<sup>nd</sup> June and 30<sup>th</sup> November of a Calendar year and his initial pay in the later scale is fixed with reference to his last pay in the former scale, he may, at his own option, get his pay in the higher scale concerned refixed with effect from 1<sup>st</sup> December of the above year of promotion / appointment with reference to his presumptive pay on the date in his pre-promotion appointment scale referred to above.

### **6. Grant of Advance Increments to Officials for possessing acquiring Higher Educational Qualifications**

- a. Advance increments shall be allowed to the officials in BPS 1-15 for possessing or acquiring higher educational qualifications over and above the prescribed qualification in relevant Recruitment Rules to the extent given below:

Number of advance increments for obtaining:

	Matric at least 2 <sup>nd</sup>	FA/F.Sc at least 2 <sup>nd</sup>	BA/B.Sc at least 2 <sup>nd</sup>	MA/M.Sc at least 2 <sup>nd</sup>
i) Where the prescribed qualification is non-Matric.	1	2	3	4
ii) Where the prescribed qualification is Matric.	Nil	1	2	3
iii) Where the prescribed Qualification is F.A/F.Sc	Nil	Nil	1	2
iv) Where the prescribed Qualification is B.A/B.Sc	Nil	Nil	Nil	1

- b. The advance increment / increments shall be allowed at the time of recruitment or acquiring higher qualification during service. In cases where the employee is already at the maximum of his pay scale, he would be allowed the requisite number of increments as personal pay to be absorbed on moving over/ promotion to higher pay scale.

## 7. Benefits in Cases of Promotions from Lower to Higher Post:-

In cases of promotions from a lower to higher post where the stage in the Revised Basic Pay Scale of the higher post, next above the substantive pay in the Revised Basic Pay Scale of the lower post gives a pay increase equal to or less than a full increment, the initial pay in the Revised Basic Pay Scale pertaining to the higher post will be fixed after allowing a premature increment in the Revised Basic Pay Scale of the higher post.

## 8. Move-Over to Next Higher Revised Basic Pay Scale

- a) University employee in RBPS 1 to 15 who reaches the maximum of a Revised Scale of Pay shall be brought on to the next higher Revised Scale of Pay with effect from 1<sup>st</sup> December of the year in which he completes one year of such service at the maximum as counts for increments under the Statutes.
- b) Employees shall not be allowed two successive move-over. However, if an employee who moves over to a particular scale is subsequently promoted to a post carrying the same scale would again become eligible for a further move-over.
- c) Move-over cases of employees who are on deputation abroad or are posted to ex-cadre posts abroad would be governed by the existing policy regarding the promotion of such employees.
- d) A move-over shall not be construed to be promotion to the next higher basic pay scale, but the higher pay scale will be treated to be an extension of the existing basic pay scale of the post held by the employees. Therefore, the incidence of move-over shall not be notified.
- e) The pay of employee who are allowed move-over shall be fixed at the stage next above their existing pay in the lower scale. No premature increment will be admissible.

- f) Employees allowed a move-over shall not be entitled to any change in the rental ceiling admissible to them. The house rent allowance, which is calculated with reference to the minimum of the relevant basic pay scale shall, however, be payable on the basis of the pay scale in which the official has moved over.
- g) In allowing move-over, the competent authority should ensure that the confidential reports of the concerned employees are:-
- i) Free from adverse remarks fro the last 5 years. In case an employee fails to fulfill this condition, he shall wait at the maximum of the pay scale till he has earned in succession the requisite number of reports without adverse entry and his move-over shall take effect from 1<sup>st</sup> December of the year in which the last report is earned.
- h) University employee who will be adjusted in, or whose basic cale is, Revised Basic Pay Scale No.15, will, subject to the same conditions as are applicable for movement of employees from the maximum of Revised Basic Pay Scale No.3 to 14 be allowed to move-over only upto and including National Scale of Pay No.16 for this purpose alone, Revised Basic Pay Scale No.16 will be deemed as if it where part of the schedule 1 of the statutes.
- i) The concession of moveover shall be available from 01.06.1991 onward as prescribed by the Government and approved by the Syndicate to those who are enjoying Selection Grade.

## 9. Special Pay

Special pay admissible to official of various categories working as Private Secretaries and personal secretaries shall be as under subject to the revision of rates from time to time with the approval of the Syndicate:-

a.	Secretary to Vice-Chancellor	BPS-17	Rs.375/- P.M
b.	P.S to Registrar	BPS-16	Rs.300/- P.M
c.	P.S to Dean	BPS-16	Rs.300/- P.M
d.	P.S to Director Finance	BPS16	Rs.300/- P.M

## 10. Additions

- a) Any addition/modification concerning Basic Pay Scales made by the Provincial Government will be applicable to University employees with the approval of the Syndicate.
- b) Notwithstanding anything to the contrary contained in these statutes, the Syndicate may, as occasion arises, create any post with different designation in the Basic Pay Scales of Pay or change the designation or any post included in the schedules.

**11. House Rent Allowance**

All employees not provided with official accommodation shall be entitled to House Rent Allowance @ allowed by the Government of NWFP to its employees from time to time with the approval of the Syndicate.

**12. Conveyance Allowance or any other Allowance**

The Syndicate may grant conveyance allowance or any other allowance to University employees on the same basis as sanctioned by the Provincial Government for Government servants from time to time.

**13. Medical Allowance**

University employees shall be entitled to medical Allowance to be sanctioned by the syndicate and accordance with university Ordinance and Statutes.

**14. Apprentices / Stipendiary Students**

There will be no special rates of stipend for apprentices / stipendiary students. Apprentices and stipendiary students will be allowed the minimum of the Revised Basic Pay Scale of the post to which they would be appointed on successful completion of their apprenticeship / stipendiary studentship. The period of apprenticeship / stipendiary studentship will not count for increment in the Revised Scales of Pay.

**15. Relaxation**

Any of the provision of these Statutes, may, for reasons to be recorded in writing, relaxed in individual cases if the Syndicate is satisfied than a strict application of the provision would cause undue hardship to the individual or class of individual concerned.

16. All the existing Statutes, rules / orders on the subject shall be deemed to have been modified to the extent indicated in these Statutes.

## APPENDIX – I

<b>RBPS</b>	<b>Revised Basic Pay Scales</b>
1.	1245-35-1770
2.	1275-44-1935
3.	1320-50-2070
4.	1360-58-2230
5.	1400-66-2390
6.	1440-73-2535
7.	1480-81-2695
8.	1540-88-2860
9.	1605-97-3060
10.	1660-107-3265
11.	1725-116-3465
12.	1830-130-3780
13.	1950-144-4110
14.	2065-161-4480
15.	2190-177-4845
16.	2535-197-5490

## SCHEDULE

<b><u>COMMON POSTS</u></b>		
1.	Sr. Scale Stenographer	B-15/16 (S/Grade)
2.	Jr. Scale Stenographer	B-12
3.	Office Assistant	B-11
4.	Senior Clerk	B-7
5.	Junior Clerk	B-5
6.	Photostat Attendant / Dup. Operator / Daftari / Janitor	B-3
7.	Head Mali	B-3
8.	Head Sweeper	B-3
9.	Head Chowkidar	B-3
10.	Mali	B-1
11.	Chowkidar	B-1
12.	Sweeper	B-1
13.	Store Attendant	B-1
14.	Mail Rider	B-5
15.	Sports Marker	B-3

<b><u>LIBRARY</u></b>		
1.	Cataloguer	B-11
2.	Counter Assistant	B-11
3.	Book Binder	B-5
4.	Janitor	B-3
5.	Library Attendant	B-1

<b><u>STAFF CAR AND VEHICLES</u></b>		
1.	Supervisor (Transport)	B-11
2.	Senior Driver	B-7
3.	Driver	B-5
4.	Cleaner	B-1
5.	Mistry	B-5

<b><u>DIRECTOR OF WORKS</u></b>		
1.	Sub Engineer	B-11/16 (S/Grade)
2.	Head Clerk	B-11
3.	Divisional Accountant	B-11
4.	Supervisor Electricity	B-11
5.	Store Keeper	B-11
6.	Draughtsman	B-11/16 (S/Grade)
7.	Electrician	B-7
8.	Work Mistri	B-7
9.	Gas Technician	B-5
10.	Meter Reader	B-5
11.	Pipe Fitter	B-5
12.	Sanitary Fitter / Plumber	B-5
13.	Operator (Tel. Exchange)	B-5
14.	Lineman	B-5
15.	Mason	B-5
16.	Carpenter	B-5
17.	Painter	B-5
18.	Tube Well Operator	B-3
19.	White Washer	B-1

<b><u>HOSTELS</u></b>		
1.	Head Bearer	B-3
2.	Bearer	B-1
3.	Head Cook	B-1
4.	Assistant Cook	B-1
5.	Water Carrier	B-1

<b><u>UNIVERSITY GUEST HOUSE</u></b>		
1.	Cook	B-5
2.	Assistant Cook	B-3
3.	Bearer	B-1
4.	Chowkidar	B-1
5.	Mali	B-1
6.	Sweeper	B-1

Qualification, experience and other requirements for the posts included in the schedule shall be the same as provided for these posts in the Government Departments or as prescribed by the Syndicate from time to time.

NWFP UNIVERSITY OF ENGINEERING & TECHNOLOGY

NOTIFICATION

(10)

No.23/10/ 51 /Estt:

Dated 5.17 /1995.

The Syndicate in its 36th meeting held on 25-5-1995, approved the following classifications regarding the Move-Over of employees in BPS 1-15 to next higher scales against whom disciplinary proceedings are pending as notified by the Government of NWFP Finance Department letter No.FD(PRC)1-1/94 dated 1-2-1995:-

- i) The consideration of Move-Over cases in respect of employees in BPS-1 to 15 may be postponed if disciplinary action is pending against them and
- ii) if the employee is exonerated from all the charges he will get Move-Over from the due date with all financial benefits. But if he is penalized as a result of the disciplinary action, he will have to wait for the next four years for the grant of Move-Over.

No.23/10/ 4128-89 /Estt:I.

Registrar  
5/195 42

Copy to:-

All concerned.

Registrar  
NWFP University of Engineering and Technology  
5/195

**SERVICE STATUTES  
1996**

**N-W.F.P. UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

**APPROVED BY THE CHANCELLOR/GOVERNOR,  
NWFP, VIDE LETTER NO.SO(UE)2-16/89  
DATED 16-09-1996**

**N-W.F.P. UNIVERSITY OF ENGINEERING & TECHNOLOGY,  
PESHAWAR  
SERVICE STATUTES 1996**

**Preamble**

*Whereas it is expedient to prescribe Statutes to govern the terms and conditions of service of the University Employees in accordance with the University Ordinance 1980, and bring them in line with the rules governing other public services in the country, the following statutes are hereby prescribed in terms of Section 20(1) of the University Ordinance-1980.*

**Title**

1. *These statutes may be called the NWFP University of Engineering and Technology Service Statues, 1996.*

**Application**

2. *These statutes shall apply to all persons in the service of the University except:-*
  - (a) *A University employee on contract.*
  - (b) *A person serving in the University on deputation; and*
  - (c) *The staff paid from contingencies or on work charged basis or persons employed occasionally or on part time basis whose appointments are governed by the letters of their appointment.*

**Commencement**

3. *These statutes shall come into force with immediate effect.*

# CHAPTER – 1

## PRELIMINARY

### Definitions

4. In these statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:-

- (a) *University means the NWFP University of Engineering and Technology, Peshawar.*
- (b) *“Competent Authority” means an authority designated as such by the University Ordinance or the Statutes made thereunder or by a decision of the Syndicate or by an order of the Vice-Chancellor.*
- (c) *“Initial appointment” means appointment made other-wise than by promotion or transfer.*
- (d) *“Pay” means the amount drawn monthly by University employees other than as special pay, the clinical pay, personal pay, overseas pay or as an allowance of any other description.*
- (e) *“Permanent Post” means a post sanctioned without limit of time.*
- (f) *“Prescribed” means prescribed by the University Ordinance-1980 or Statutes made thereunder.*
- (g) *“Regular appointment” means an appointment made in accordance with the prescribed procedure against a clear vacancy.*
- (h) *“Temporary Post” means a post other than a permanent post.*
- (i) *“University Employee” means a personal who holds a post in the University service and who is paid from the University funds.*
- (j) *“Presumptive Pay” of a post means the pay to which a University employee is entitled if he holds this post in a substantive capacity and is performing its duties.*
- (k) *“Foreign Service” means the service in which a University employee receives his substantive pay with the sanction of the University from a source other than the University.*
- (l) *“Substantive Pay” means the pay other than special pay, personal pay or emoluments classed as pay by the Syndicate to which a University employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.*

- (m) *“Adhoc appointment” means appointment of duly qualified person made otherwise than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.*
- (n) *Heads of Department:- The term includes:-*
- (i) *Chairman of the University Teaching Department*
  - (ii) *Directors of Institutes / Academics established as constituent institutions by the University.*
  - (iii) *Principals of Constituent Colleges.*
  - (iv) *Heads of Administrative Divisions.*
  - (v) *Principals of the University Schools.*

*All other terms and expressions shall have the same meanings as assigned to them under Section-2 of the University Ordinance 1980.*

## **CHAPTER – 2**

### *Terms & Conditions of Service of University Employees:*

#### **Appointments**

5. (i) *Appointments to a service cadre of the University or a post in connection with the affairs of the University, shall be made in the prescribed manner by the Syndicate or by the Vice-Chancellor (in case of the posts in B-16 or below)*
- (ii) *The terms & conditions of service of a University employee shall be as provided under these Statutes and such rules as may be made by the Syndicate.*
6. *No person may be substantively appointed to a post under the University without a medical fitness certificate. The certificate be attached to his / her first pay bill and the Audit shall return after seeing it so that it is placed in the personal file of the employee concerned.*
7. (i) *Two or more employees cannot be appointed substantively to the same permanent post at the same time.*
- (ii) *An employee cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.*
- (iii) *An employee cannot be appointed substantively to a post on which another employee holds a lien.*

#### **Probation**

8. *An initial appointment to a service cadre or post referred to in Section-5, not being an adhoc appointment, shall be on probation for a minimum period of one year.*
9. *Appointments by promotion or transfer may also be made on probation for such a period as may be determined by the appointing authority.*
10. *If in the opinion of the appointing authority, the work or conduct of a University employee during the period of probation, has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his service.*

*Provided if an employee was holding a post before his appointment he shall be reverted to his former post or if there be no such post, his service may be dispensed with.*

- (a) *In case of initial appointment, dispense with his service; or*

- (b) *in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his services; or*
- (c) *extend the period of probation by a period not exceeding two years and during or on the expiry of such period pass such orders as it could have passed during or on the expiry of the initial probationary period.*

### **Confirmation**

11. *A probationer who has successfully completed his period of probation shall be confirmed with effect from the date of his continuous appointment to the permanent post, subject to the provisions of Section-13, or if his work or conduct has, in the opinion of competent authority, not been satisfactory.*

12. *No University employee shall be confirmed in a post in the University service unless he successfully completes such training, course, or research assignment, or passes such test, as was applicable at the time of his appointment to the post.*

13. *If a University employee whether appointed against a permanent post or otherwise, fails to complete successfully any training course or research assignment, or pass such test as was applicable at the time of his appointment to the post; the appointing authority may:*

- (a) *In case he has been appointed by initial recruitment, dispense with his service*
- (b) *in case he has been appointed otherwise, revert him to his former post, and if there be no such post, dispense with his service*

14. *Temporary service followed by permanent service without break in the same pay scale in that grade shall count towards the period of probation.*

### **Seniority**

15. *All appointments shall be made on the basis of efficiency and merit, through the appropriate Selection Boards, seniority being taken into consideration only when merit, in the opinion of the appointing authority, is equal.*

16. *For the purpose of making appointment, seniority shall have relevance only within the "group" cadre and eligible for the position to which appointment is being made.*

17. *Seniority in scale of pay shall be determined from the date of initial appointment to a post in that scale.*

18. *Seniority "interse" on first appointment shall be determined by the order of merit assigned by the Selection Board / Committee.*

19. *Seniority interse of University employees on subsequent appointments, promotion to posts in the higher scale of pay in one batch shall be determined on the basis of their seniority "interse" in the lower scale of pay.*

### **Lien**

20. *An employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.*

21. *An employee holding substantively a permanent post retains a lien on that post:*

- (a) *while on duty in that post;*
- (b) *while holding a post in a foreign service in an officiating capacity, for a period of three years; Provided that for reasons to be recorded by the Syndicate, this period may be extended to five years.*
- (c) *while holding a temporary post or officiating in another post.*
- (d) *while on joining time or transfer to another post;*
- (e) *while on leave; and*
- (f) *while under suspension*

### **Transfer**

22. *The Vice-Chancellor, may, in consultation with the Head of the Department concerned, transfer any University employee from one related post to another provided that his pay shall no be less favourable than that to which he would have been entitled, if he had not been so required.*

### **Bar to engage in other employment**

23. (a) *No whole-time employee shall, except with the previous permission of the Vice-Chancellor in writing, engage in any trade, occupation, business or calling other than his official duties under the University; provided that this provision shall not prevent him from accepting examination work.*
- (b) *The whole time employee shall be at the disposal of the University and he may be assigned any additional duty by the University without claim for additional remuneration.*

### **Employment after Retirement**

24. *The Syndicate may, in the public interest and subject to physical fitness, re-employ an officer Basic Pay Scale 18 and above, on such terms and Conditions as to be specified in each case, beyond the age of sixty years for any period till he attains the age of sixty five years, subject to the condition that any*

*such re-employment shall be done only under “very special Circumstances” and the prior approval of the Chancellor shall be obtained in each case.*

25. (a) *A University employee in Basic Pay Scale 17 or below may in the public interest be re-employed after the age of sixty years till upto the end of the session or for a period not exceeding one year.*

(b) *The Syndicate or vice-Chancellor may on such terms and conditions as to be specified in each case, appoint persons, irrespective of age limit on contract basis, or on work charged basis or who are paid out of contingencies for running a post or any assignment in connection with the affairs of the University.*

26. *The decision of the Syndicate in all matters relating to section-24 shall be final.*

### **Proposals and Complaints Regarding Terms & Conditions of Service**

27. *Subject to the N-W.F.P. University of Engineering and Technology Ordinance 1980 and the Statutes framed thereunder, all proposals, complaints and other matters of like nature concerning appointments, promotions, transfer, leave salary, personal allowances, traveling allowances, privileges; etc except dismissal and suspension, shall be dealt with as provided in Section 28 to 29.*

*Dismissal and suspension shall be dealt with under the NWFP University of Engineering and Technology Employees (Efficiency and Discipline) Statutes.*

28. *Any matter of the nature specified in Section-27 whether originating with a University employee or employees, or concerning them shall, unless the Syndicate in a particular case directs otherwise, in the first instance be dealt with by the Head of Department, who shall forthwith inform the Vice-Chancellor of the matter, and in due course submit the case together with his report to the Vice-Chancellor who shall dispose it off as he considers proper, connected therewith, before the Syndicate.*

29. *On receipt of the report of the Head of Department, if the Vice-Chancellor agrees to any proposal or suggestion made to him therein and has power to give effect to such proposal or suggestion, or, if in the interest of the University, immediate action is inevitable, shall gie effect to it as soon as possible.*

*Provided that where the final decision rests with the Syndicate, the Vice-Chancellor shall lay a Report stating the circumstances of this action before the Syndicate at its next meeting and the decision of the Syndicate shall be final.*

### **Right of Representation**

30. *An appeal, under Section-35 of the NWFP University of Engineering and Technology Ordinance-1980, shall be made within 30 days of the impugned orders.*

31. *Where no provision for appeal or review exists under the rules, the University employee may within 30 days of the communication to him of such*

order, make a representation against it to the authority next above the authority which has passed the orders.

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to higher post or scale of pay.

## CHAPTER – 3

### Pay

32. *Notwithstanding anything to the contrary contained in these statutes, all employees shall be placed in the Pay Scales as approved under Statutes and shall be governed by the conditions mentioned therein.*

33. (a) *An increment in the pay scale shall ordinarily be drawn as a matter of course but a competent authority may withhold it, for reasons to be recorded, from an employee if in the opinion of the authority he is unfit to get the increment.*

*Provided that such action shall not be taken unless the employee has been given an opportunity of showing cause.*

(b) *In ordering the withholding of an increment, the authority shall state the period for which it is proposed to withhold, and whether it will have accumulative effect i.e. the effect of postponing future increments.*

34. (a) *Where an efficiency bar is prescribed in a time scale the increment next above the bar shall not be allowed to an employee without the specific sanction of the competent authority.*

*Provided that before an employee is stopped at the efficiency bar he shall be given an opportunity of showing cause.*

(b) *The Syndicate may grant advanced increments / allowances to a University employee on such terms & conditions as it may determined.*

35. *An employee appointed to hold additional charge of a post shall be entitled to additional pay as under:-*

(a) *where a University employee is formally appointed to the additional post and discharges full duties of that post, additional pay, should postponing not exceed 20% of the additional post;*

(b) *where an employee holds the current charge of an additional post, the additional pay shall not exceed 10% of the presumptive pay of the additional post. The duration of dual charge shall not normally exceed six months.*

*Provided that if it is not feasible to fill in the post, the Syndicate may allow the extension of dual charge as it may consider necessary.*

(c) *Ex-post-facto sanction shall only be entertainable under the order of the Syndicate.*

- (d) *No additional pay shall be sanctioned if the additional charge is held for a period of less than one month.*
- (e) *Additional pay shall not be admissible without prior orders in writing of the competent authority. The authority has to clarify whether the employee would be incharge of the current duties or full charge of the additional post.*

36. *The pay of a retired University employee on re-employment, shall be fixed in accordance with the government of N-W.F.P., rules adopted from time to time on the subject.*

37. *The authority competent to sanction the re-employment of a retired University employee shall fix his pay and allowances in accordance with the principles laid down in the statues.*

38. *A competent authority may grant an employee an honorarium from the University Fund, as remuneration for work performed which is occasional in character and either so laborious or of such special merit as to justify a special reward provide the work has been undertaken with the prior approval of the authority.*

39. *A competent authority may permit an employee to perform a specified service or series of services for a private person or body for public body including a body administering a local fund or for Government and to receive as remuneration therefore a non-recurring or recurring fee, if it is satisfied that this can be done without determent to his normal duties.*

## CHAPTER – 4

### Resignation Suspension

#### Suspension

40. An employee under suspension is entitled to pay grant at one half of his basic pay in accordance with the Government of N-W.F.P. rules.

41. An employee committed to prison either for debt or on a criminal charge shall be considered as under suspension so long as he is so committed and shall be allowed only the payment laid down in Section-40 for that period.

42. When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who has been dismissed, removed, or suspended, is reinstated, the appellate or competent authority may grant him for the period of his suspension.

(a) if he has been, in its opinion, honourably acquitted, the full pay to which he would have been entitled if he had not been dismissed, removed, or suspended and by an order to be separately record, any allowance of which he was in receipt prior to his dismissal, removal or suspension, the period of absence from duty being treated as a period spent on duty; or

(b) if otherwise such proportion of such pay and allowances as the appellate or competent authority may decide and the period from absence in his case shall not be treated as period spent on duty unless the appellate or competent authority so directs.

43. Leave may not be granted to an employee under suspension.

#### Resignation

44. An employee desirous of resigning his office shall give to the Vice-Chancellor a notice of such period as is provided below, or in his special contract of service, and in the event of his failure to do so he shall forfeit to the University the salary due to him for the period of his notice.

<b>Category</b>	<b>Period or notice (months)</b>
<i>BPS 16 and above</i>	3
<i>BPS 5 to 15</i>	2
<i>Probationers in BPS 16 and above</i>	1
<i>Probationers in BPS 5 to 15</i>	2
<i>Probationers in BPS 1 to 4</i>	1
<i>Temporary employees</i>	0.5

*Provided if the appointing authority is satisfied that his resignation is due to circumstances over which he had no control and he could not have, under the circumstances, given a timely notice, such forfeiture or a part thereof may be waived off by the appointing authority.*

*45. In the case of a temporary or a permanent employee whose post is retrenched, the University shall give to the employee a notice of such period as is provided above for the employee.*

*46. The University, may in lieu of any notice herein provided for, give a sum equal to the amount of pay for the period of notice or in the case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short.*

*47. When a University employee gives a notice of resignation he shall not be granted any leave other than sick leave or casual leave.*

*48. Notice of resignation given by an employee on leave other than sick leave or casual leave shall expire at least one month after the last day of his leave.*

*49. If in the case of a University teacher the period specified in Section-44 expires during the summer vacation or within one month after the last day thereof, the employee so resigning not be paid more than half the salary otherwise payable to him for the summer vacation.*

*Provided that the employee so resigning who at the time of giving such notice shall have served the University for less than one year or for less than the minimum period for which he was engaged, whichever is longer, shall forfeit the whole of the salary otherwise payable to him for the summer vacation.*

*50. University employees applying for posts outside the University shall do so through the Vice-Chancellor.*

## **CHAPTER – 5**

### **Leave**

51. *The University employees shall be entitled to such kind of leave as may be decided by the Syndicate from time to time under rules framed for this purpose.*

52. *A leave account for each kind of leave shall be maintained for each University employee.*

53. *If a University employees wishes to resume his duties before the expiry of his leave, he may do so with the previous approval of the competent authority.*

*Provided that if the competent authority has made other arrangements for the period of his leave which would involve it in a pecuniary loss on his return, such loss shall be made good by the employee.*

54. *A University employee accepting employment elsewhere during leave, including leave preparatory to retirement without the previous sanction of the appointing authority, shall be liable to forfeit his leave salary from the date of his accepting such appointment.*

55. *Leave cannot be claimed as a matter of right. When the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.*

## CHAPTER – 6

### Miscellaneous Provisions

#### Service Books and Annual Confidential Reports

56. A service book shall be maintained for each University employee and kept upto date. Each event in his official career shall be recorded in the service book. The service verification shall be carried out every year and the fact recorded in the service book.

57. There shall be maintained an A.C.R regarding his work & conduct to be recorded annually by the Head of Department / Sectional Heads:-

1. In the case of official upto B-17, working under them
2. By the Head of Department in respect of staff who are junior to him in pay scales and in case of others by the Dean of Faculty concerned.
3. By the Registrar / Director Finance & Controller of Examinations in case of all Sectional Heads working under them.
4. By the vice-Chancellor in case of employees in B-20, Registrar, Director Finance, Controller of Examinations and Heads of Departments.

58. The Annual Confidential Reports shall be kept in the custody of the officers indicated in the proceeding section. Any adverse remarks shall be communicated to the person concerned within a period of one month. Annual confidential Report shall be written in January each year.

59. There shall be maintained a permanent register in which all appointments, promotions, leave, suspension, fines, reduction or enhancement of salaries and office arrangements regarding all employees shall be entered.

#### Pension and gratuity

60. The pension and gratuity, of the employees shall be governed by the Statutes as may be prescribed from time to time.

#### Benevolent Fund and Group Insurance

61. The employees and their family shall be the beneficiaries of Benevolent Fund and group Insurance Schemes as may be prescribed from time to time.

## **Conduct**

62. *The conduct of employee shall be regulated by rules to be framed by the Syndicate under these Statutes.*

## **Residence**

63. *Employees, shall so far as possible, reside in the houses of the University built for the purpose, which shall be properly maintained by the University.*

64. *An employee who retires from service shall be eligible to retain the accommodation during the leave preparatory to retirement and at the most for 3 months after his retirement.*

65. *The rent payable by an employee shall be in accordance with the prescribed rules of the Government.*

66. *Accommodation shall be allotted by the Vice-Chancellor or a Committee to be constituted by the Vice-Chancellor. The scale of accommodation supplied shall not, except at the employee's own request, be less than that which is appropriate to the status of the employee. Where an employee, has at his own request, been allotted accommodation in excess of his status, the Syndicate may charge rent in excess of that prescribed by Section-65 of these statutes.*

67. *The Syndicate may, for reasons to be recorded, exempt an employee from the payment of rent, or waive, or reduce for a certain definite period, to be recovered from him.*

68. *An employee, who is exempted from payment of rent shall not keep any other employee except his wife (or husband, if the employee is a female) and children with him in the building occupied by him and if he does so, he shall pay such rent to which the said other employee would have been liable if he were occupying that house.*

69. *No employee shall permit a student other than his own dependent to live with him without previous permission of the Vice-Chancellor.*

## **Medical Aid / Allowance**

70. *An employee shall be entitled to medical assistance and allowance in accordance with the rules framed by the Syndicate from time to time.*

## **Liveries to Employees in B-1 to B-4 and Drivers**

71. *Employees shall be entitled to liveries or allowance for that according to the rules framed / adopted on the subject.*

## **Residuary Provisions**

72. *In matters not provided for by these Statutes, the Syndicate may adopt the rules or instructions issued by the Government from time to time in respect of Civil Servants.*

73. *In a case where the operation of these statutes causes undue hardship to an employee, the competent authority may, for reasons to be recorded, relax any of clauses of these statutes.*

74. *All the existing statutes, rules, and orders on the subject shall be deemed to have been modified and amended to the extent indicated in these Statutes.*

**EMPLOYEES EFFICIENCY  
AND DISCIPLINE STATUTES – 1996**

**N-W.F.P, UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

Approved by the Chancellor/Governor,  
NWFP, vide letter No.SO(UE)2-16/89  
Dated 16-09-1996

**NWFP UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR**

**SUBJECT: N-W.F.P, UNIVERSITY OF ENGINEERING AND TECHNOLOGY  
EMPLOYEES EFFICIENCY AND DISCIPLINE STATUTES-1996**

In exercise of the powers conferred by Section 20 (2) of the NWFP University of Engineering and Technology, Ordinance 1980 the Governor / Chancellor is pleased to make the following statutes namely:-

**SHORT TITLE, COMMENCEMENT AND APPLICATION**

1. These / Statutes may be called the NWFP University of Engineering and Technology, Peshawar, Employees (Efficiency and Discipline Statutes-1996).
2. They shall come into force with immediate effect.
3. They shall apply to all employees of the University.

**DEFINITIONS**

4. 1. In these Statutes, unless there is anything repugnant to subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:-
  - a) "Accused" means a University employee against whom action is taken under these Statutes.
  - b) "Authority" means the Syndicate or an officer as specified in the Appendix to exercise the powers of the Authority under these Statutes.
  - c) "Authorized Officer" means an officer authorized by the Authority to perform functions of an authorized office under these Statutes.
  - d) "Mis-conduct" means conduct prejudicial to good order of service discipline or any action un-becoming of a University employee and a gentleman and includes disclosure of official secrets to any unauthorized person.
  - e) "Penalty" means a penalty which may be imposed under these Statutes.
2. All other expressions and terms used in these Statutes shall have the same meanings as assigned to them under section-2 of the NWFP University of Engineering and Technology Ordinance-1980.

## **GROUND OF PENALTY**

### **5. WHERE A UNIVERSITY EMPLOYEE IN THE OPINION OF THE AUTHORITY**

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

The authority may impose on him one or more penalties.

- f. is engaged directly or indirectly in any trade, business or occupation (on his own account) which may in the opinion of the appointing authority interfere with the due performance by him of the duties of his office without the prior permission of the appointing authority in writing; or
- g. absents himself from duty or overstays sanctioned leave without sufficient cause acceptable to the appointing authority.

## **PENALTIES**

6. The following are the minor and major penalties, namely:-

- a) Minor penalties:-
  - i) Censure
  - ii) withholding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the statutes or orders pertaining to the service or post;
  - iii) recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders.

- b) Major penalties:-
  - i) Reduction to a lower post, grade or pay scale, or to a lower stage in a pay scale;
  - ii) compulsory retirement;
  - iii) removal from service;
  - iv) dismissal from service
- 7. Removal from service does not, but dismissal from service does, disqualify for future employment.
- 8. In these Statutes removal or dismissal from service does not include the discharge of a person.
  - a) appointed on probation, during the period of probation or in accordance with the probation or training rules applicable to him; or
  - b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiry of the period of appointment; or
  - c) engage under a contract, in accordance with the terms of the contract.
- 9.
  - 1) Any penalty mentioned in Section-6 may be imposed for misconduct.
  - 2) Any penalty mentioned in clauses (i) and (ii) of (a) of Section-6 may be ordinarily imposed for inefficiency, indifference to duties, engaging directly or indirectly in trade without permission, absenting from duty or overstaying sanctioned leave;  
  
Provided that, for reasons to be recorded, and particularly in a case where an employee has been on a previous occasion punished under the said provisions, a penalty mentioned in Clause (i) & (ii) of Sub-Section (b) of Section-6 may be imposed.
  - 3) Any penalty mentioned in Clause (iii) & (iv) of sub-Sectioned (b) of Section-6 may ordinarily be imposed for corruption, subversion or an action involving moral turpitude.

### **Inquiry Procedure**

- 10. In case where a University employee is accused of corruption, or misconduct, the authorized officer may require him to proceed on leave, or with the approval of the authority, suspend him, provided that any continuation of such leave of suspension shall require the approval of the authority after every three months.

11. The authorized officer shall decide whether in the light of facts of the case or in the interest of justice an inquiry should be conducted through an Inquiry Officer or Inquiry committee. If he so decides, the procedure indicated shall apply.
12. If the authorized officer decides that it is not necessary to have an Inquiry conducted through an Inquiry Officer or inquiry Committee, he shall;
  - a) by order in writing inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
  - b) give him a reasonable opportunity of showing cause against that action; provided that no such opportunity shall be given where the authority is satisfied that in the interest of the security of Pakistan or any part thereof, it is not expedient to give such an opportunity.
13. On the receipt of the report of the Inquiry officer or Inquiry Committee, or where no such officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he shall pass orders accordingly. If it is proposed to impose a major penalty, he shall forward the case to the authority alongwith the charge and the statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry officer or Inquiry Committee, if appointed, and his own recommendations regarding the penalty to be imposed, the authority shall pass such orders, as it may deem proper.
14. Nothing under section-10 to 13 shall apply to a case.
  - a) where the accused is dismissed or removed from service or reduced in rank, on the grounds of conduct which has led to a sentence of fine or imprisonment or
  - b) where the authorized officer 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.

**Procedure to be observed by the Inquiry Officer and Inquiry committee**

15. Where an Inquiry Officer or Inquiry Committee is appointed, the authorized officer shall;
  - a) frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and any other relevant circumstances which are proposed to be taken into consideration;
  - b) require the accused within a reasonable time which shall not be less than seven days or more than fourteen days from the day the charge has been communicated to him, to put in a written defence,

and to state at the same time whether he desires to be heard in person.

16. The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defence of the accused as may be considered necessary and the accused shall be entitled to cross examine the witnesses against him.
17. The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefore shall be reported forthwith to the authorized officer. Ordinarily no adjournment shall be for more than a week.
18. Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering or attempting to hamper, the progress of the enquiry, he or it shall administer a warning, and thereafter if he is satisfied that the accused is acting in disregard of the warning he or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he or it thinks best suited to do substantial justice.
19. The Inquiry Officer or the Committee, as the case may be shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his or its finding and the grounds thereof to the authorized officer.

#### **Procedure of Inquiry against University employees lent to other agencies**

20. Where the services of a University employee to whom these statutes apply are lent to any other agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him under suspension or requiring him to proceed on leave and of initiating proceedings against him under these Statutes.

Provided that the borrowing authority shall forthwith inform the authority which has lent his services, hereinafter referred to as the lending authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be.

21. If, in the light of the findings in the proceedings taken against the University employee in terms of section-20, the borrowing authority is of the opinion that any penalty shall be imposed on him, it shall transmit the record proceedings of to the lending authority thereupon the lending authority shall take action as prescribed in these Statutes. ‘

#### **Power to order medical examination as to mental or bodily infirmity**

22. Where it is proposed to proceed against a University employee on the ground of inefficiency by reason of infirmity of mind or body, the authority may, at any stage, whether or not an Inquiry Officer or any Inquiry

Committee has been appointed, require the University employee to undergo a medical examination by a Medical Board or a Medical Superintendent and the report of the Board or the Medical Superintendent shall form part of the proceedings.

23. If the University employee refuses to undergo such examination, his refusal may, subject or the consideration of any grounds he may give in support of it, be taken into consideration against him as showing that he had reason to believe that the result of the examination would prove unfavorable to him.

**Pension, Provident Fund, gratuity etc of University employees compulsorily retired, removed or dismissed**

24. The amount of pension, provident fund or gratuity likely to be paid to a University employee compulsorily retired shall be such as would have ordinarily been admissible to him on the date of the retirement under the University Statutes applicable to his service or post if he had been discharged from service on account of the abolition of the post without alternative suitable employment being provided.
25. Subject to any order of the authority or the officer, as the case may be, made on compassionate grounds, a University employee who is removed or dismissed shall not be entitled to the whole or any part of the amount of University contribution to the provident fund as interest and increment thereon.

**Re-Instatement**

26. If a University employee proceeding on leave in pursuance of an order under Section-10 of these Statutes is not dismissed, removed, reduced in rank, or compulsorily retired, he shall be reinstated in service, or as the case may be, restored to his rank or given an equivalent rank and the period of such leave shall be treated as duty on full pay.

**Appeal**

27. A University employee on whom a penalty is imposed shall have the right to prefer an appeal within fifteen days of the receipt by him of the order imposing the penalty, to the appropriate appellate authority specified in column-3of the table.
28.
  - i) These University Statutes supersede all University Ordinances relating to the efficiency and discipline of the University employees.
  - ii) Notwithstanding the supersession of the University Ordinances referred to above, any departmental Inquiry or proceeding pending immediately, before coming into force of these Statutes shall be completed and orders passed thereon as if the said University Ordinance had not been superseded.

**Powers of the Syndicate to issue instructions**

29. For the purpose of these Statutes the Syndicate may from time to time, issue instructions for the maintenance of appropriate standard of efficiency, good conduct, discipline and integrity of the University employees.

**TABLE**

<b>BPS 1</b>	<b>Authority Competent to take Disciplinary Action 2</b>	<b>Appellate Authority 3</b>
BPS-17 & above	Syndicate	Chancellor
BPS-12 to BPS-16	Vice-Chancellor or his nominee	Syndicate
BPS-1 to BPS-11	Heads of Departments	Vice-Chancellor

N-W.F.P. UNIVERSITY OF ENGINEERING AND TECHNOLOGY

77/A

NOTIFICATION

Dated:- 9/3/1998

No. 149/Estt-I

In exercise of the powers conferred by clause (b) and (c) of section-4 of the NWFP University of Engineering and Technology, Efficiency & Disciplinary Statutes, 1996, the Syndicate in its 43rd meeting held in 13.12.1997 approved the following as authorized officer for the purposes of the said statutes in respect of University Employees specified against each in column 2 of the table below:

S.No.	BPS of University Employee	Authorized Officer
1	BPS-17 and above	Vice Chancellor
2.	BPS-1 to BPS-16	Vice Chancellor or his Nominee

*[Signature]*  
Registrar 9/3/98  
NWFP University of Engineering  
and Technology

No. 1517-52/Estt-I

Copy to all Concerned

*[Signature]*  
Registrar  
NWFP University of Engineering  
and Technology

# **SERVICE PENSION STATUTES-1996**

**N-W.F.P, UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

Approved by the Chancellor/Governor,  
NWFP, vide letter No.SO(UE)2-16/89  
Dated 16-09-1996

# THE NWFP UNIVERSITY OF ENGINEERING & TECHNOLOGY, PESHAWAR

## SERVICE PENSION STATUTES – 1996

### 1. Short Title:-

- 1) *These Statutes may be called the NWFP University of Engineering and Technology Service Pension Statutes 1996.*
- 2). *They shall be deemed to have come into force with immediate effect.*

### 2. Definitions:-

*In these Statutes, unless the context otherwise provides the following expressions shall have the meanings hereby respectively assigned to them, that is to say:*

- a) *“Head of Department” as defined in the service statutes 1996 of the University.*
- b) *“Medical Authority” means an authority appointed to conduct medical examination of University employees for the purpose of granting invalid pension, extraordinary pension or communication of pension. This authority shall be:-*
  - i) *In the case of employees in BPS-1 to 15, a Medical Officer nominated by the vice-Chancellor the purpose.*
  - ii) *in the case of employees in BPS-16 & 17, a Medical Board consisting of not less than two Medical Officers in to be nominated by the Syndicate; and*
  - iii) *In the case of employee in B-18 and above, a Medical Board consisting of not less than three Medical Offices to be nominated by the Syndicate;*
- c) *“Pension Fund” means the fund maintained under Statute 9;*
- d) *“Syndicate” means the Syndicate of the University;*
- e) *“Director Finance” means the Director Finance of the University;*
- j) *“University” means the NWFP University of Engineering and Technology.*

- g) *“University Employee” and “University Service” respectively means the employee to whom and the service to which these Statutes apply;*

**3. Extent of application:-**

*Unless provided otherwise these Statutes shall apply to University employees.*

**4. Exception:-**

*These Statutes shall not apply to:-*

- i) *University employees paid from contingencies or borne on workcharged Establishment;*
- ii) *University employees engaged on contract basis*
- iii) *any person who is not paid from the University Fund, but is paid from a fund held by the University as a Trustee, or from any other local fund or is remunerated by fees for the grant of a tenure of land or of any other source of income or of a right to collect money.*

**5. Application of Government Servant’s Pension Rules to University Employees**

- 1) *Save as provided otherwise, the government of NWFP Civil Servants Pension Rules & orders as applicable to Government servants of the North West Frontier Province, shall mutatis mutandis, apply to University employees, and*
  - a) *any reference to Government shall be a reference to University.*
  - b) *any reference to Government servant shall be a referenced to University employee;*
  - c) *any reference to the Provincial Consolidated Fund shall be a reference to the University Fund.*
  - d) *any reference to Class-IV Service shall be a reference to any kind of Service which may be specially classed as such by the Syndicate; and any reference to Superior Service shall be reference to any kind of Service which is not Class-IV Service.*
- 2) *If any difficulty or dispute arises regarding the application of the said statutes to the University employees; the matter shall be resolved by the Syndicate.*

- 3) *If any question arises regarding the interpretation of these Statutes, the matter shall be referred to the Chancellor whose decision thereon shall be final.*
- 4) *The orders of the Government allowing or disallowing any monetary benefits to the Government Pensioners shall also apply to the University Pensioners, subject to the approval of the Syndicate.*

**6. Qualifying Service for Pension:-**

*Unless it be provided otherwise by special rules or contract, the service of the University employee begins to qualify for pension from the date he/she takes charge of the office of which he/she is first appointed.*

**7. Relaxation:**

*Any of these Statutes may for the reason to be recorded in writing be relaxed in individual cases by the Syndicate or the Vice-Chancellor, as the case may be if it is satisfied that the strict application of these Statutes may cause hardship to the individual concerned.*

**8. Condonation of interruptions and deficiencies**

- i. *A deficiency of Six months or less in the qualifying service of an employee shall be deemed to have been condoned.*
- ii. *A deficiency of more than six months but less than a year may be condoned by the competent Authority, if both the conditions mentioned below were satisfied;*
  - a) *If the employee dies while in service or retires under circumstances beyond his control such on becoming invalid or on abolition of his permanent post and his eventual selection of discharge, and, but of such contingencies he would have completed an other year of qualifying service; and*
  - b) *The service rendered by the employee was meritorious.*
- iii. *A deficiency of one full year or more shall not be condoned.*

**9. Pension Fund:**

*There shall be maintained a Pension fund, to the credit whereof shall be placed:*

- a) *The amount contributed by the University of Peshawar on the University Ordinance transfer to or service to NWFP University of Engineering & Technology.*

b) *Such contribution per month for every University employee as would have been payable by the University under the provident Fund Rules.*

**10. Authority Competent to grant pension:**

*The authority competent to grant pension shall be the authority competent to make appointment to the post last held by the University employee at the time of retirement.*

**11. Maintenance of Pension Fund:**

*If the amount in the Pension fund is surplus to the requirements for the purposes of pension, the surplus fund may with the previous sanction of the Syndicate, be invested in such manner as may be necessary, and if the pension fund is running short of the requirement for the purposes of pension, the Syndicate may require the University to rise its contribution to the pension fund under clause(b) of the Statute-9 to such extent as may be specified.*

**12. Payments:**

*Pension shall be paid out of the Pension Fund.*

**13. Anticipatory Pension in default of expeditions payment:**

*All formalities for the grant of pension shall be completed as expeditiously as possible, so that the University employee retiring on pension starts getting his pension regularly within one month of his / her retirement. If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time, a provisional order authorizing payment of 80% of the admissible pension should be issued by the competent authority within one month of the prescribed time.*

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NWFP UNIVERSITY OF ENGINEERING & TECHNOLOGY

NOTIFICATION

No. 56 /Estt.

Dated. 22/8/1995

In pursuance of the provision contained in Section-6 of the University Service Pension Rules (adopted) and in anticipation of the approval of the Syndicate, the Vice-Chancellor is pleased to sanction with effect from 1.7.1995 increase in pension of all University pensioners at the rate allowed by the Government of NWFP, Finance Department vide No. SOSR-III (FD)4-111/81 dated 4th July, 1995, as per Annexure. All terms & conditions, mentioned therein shall mutatis mutandis remain applicable to University employees.

*J. Khan M.A.*  
Registrar 21/8/95

No. 23/1/... 55191 Estt.:

Copy to :-

All concerned.

*S. Ali*  
Deputy Registrar  
NWFP University of Engineering  
and Technology

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N.W.F.P. UNIVERSITY OF	
REGULATIONS	
No. 1491	Date: 17/8/95
ENGINEERING	

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No. SOSR-III(FD)4-111/81  
GOVERNMENT OF N.W.F.P.  
FINANCE DEPARTMENT.

Dated Peshawar, the 4th July, 1995.

From: The Secretary to Government of  
N.W.F.P. Finance Department.

To

1. All Administrative Secretaries to Government of NWFP Peshawar.
2. Senior Member, Board of Revenue, NWFP, Peshawar.
3. The Secretary, NWFP, Provincial Assembly, Peshawar.
4. The Secretary to Chief Minister, NWFP, Peshawar.
5. All Heads of Attached Departments in NWFP.
6. All Commissioners/Deputy Commissioners/Political Agents/District and Session Judges in NWFP.
7. The Registrar, Peshawar High Court, Peshawar.
8. The Secretary to Governor, NWFP, Peshawar.
9. The Secretary, Board of Revenue, NWFP, Peshawar.
10. The Secretary, NWFP, Public Service Commission, Peshawar.
11. The Registrar, Service Tribunal, NWFP, Peshawar.

Subject: GRANT OF INCREASE IN PENSION TO CIVIL PENSIONERS OF THE  
PROVINCIAL GOVERNMENT.

Sir,

I am directed to refer to the subject noted above and to say that the Governor, NWFP has been pleased to sanction with effect from 1.7.1995 increase in pension to all civil pensioners of Provincial Government at the rates as follows:-

INCREASE IN PENSION

- |  |     |
|--|-----|
| i. Pensioners retired upto 30-4-1977.                  | 15% |
| ii. Pensioners retired between 1-5-1977 to 31-5-1991.  | 10% |
| iii. Pensioners retired between 1-6-1991 to 31-5-1993. | 5%  |

N.W.F.P. University of  
Registration at Peshawar  
No. 1034  
Date: 27/8/95

For the purpose of admissibility of the increase in pension sanctioned in this letter, the term 'pension' means pension before commutation and or surrender of 1/4 for gratuity plus

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dearness/adhoc increases/indexation/adhoc relief, in pension sanctioned from time to time. Gross pension of retired Government employees would not be less than Rs. 300/- per month and in the case of family pension not less than Rs. 150/- per month for the purpose of calculation of the above increase.

3. The increase in pension will also be admissible on family pension and extraordinary pension granted under the Civil Services Pension Rules, 1963 as amended from time to time/Liberalized Pension Rules, 1977 as well as on the Compassionate Allowance under rule 1.9 of the Civil Services Pension Rules.

4. If the gross pension sanctioned by the Government of NWFP is shared with any other Government in accordance with the rules laid down in part-IV of Appendix III to the Accounts Code, Volume-I, the amount of the increase in pension will be apportioned between the Federal Government and the other Government concerned on proportionate basis.

5. Commutation/Gratuity of any part of increase in pension will not be permissible.

6. In the case of re-employed pensioners, the increase in pension sanctioned in this letter shall not be admissible to them during the period of their re-employment.

7. The benefit of increase in pension sanctioned in this letter will also be admissible to those Civil Pensioners of the Provincial Government who are residing abroad (other than those residing in India and Bangladesh) who retired on or after 15.8.1947 and are not entitled to, or are not in receipt of pension increase under the British Government's Pension (Increases) Act. The payment will be made at the existing official rate of exchange.

Your obedient servant,

(SULTAN MAHMOOD KHATTAK)  
Deputy Secretary (Regulation)

Endst.NO.SOSR-III(FD)4-111/81

Dated Peshawar, the 4.7.1995

Copy forwarded for information to:-

1. All Autonomous and Semi Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

(MUHAMMAD KHAN)  
Section Officer (SR-III)

Subst. NO. SOSR-III(FD)4-111/81

Dated Peshawar, the 4.7.1995

Copy forwarded for information to :-

1. The Accountant General, NWFP, Peshawar.
2. All District/Agency Accounts Officers in N.W.F.P.
3. The Treasury Officer, Peshawar.
4. P.S. to Secretary, P.As to Additional Secretaries/ Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP, Peshawar.
7. The Principal Office, National Bank of Pakistan, Peshawar Cantt; Zonal Offices National Bank of Pakistan, Peshawar, Mardan, Abbottabad and Bannu.

( MUHAMMAD KHAN )  
Section Officer (SR-III)

N.W.F.P. UNIVERSITY OF	
RECEIPT	
No. 1440	Dated 7/21/95
ENGINEERING & TECHNOLOGY	

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No.SOSR-III(FD)4-92/85  
 GOVERNMENT OF N.W.F.P.  
 FINANCE DEPARTMENT.

Dated Peshawar, the 4th July, 1995.

From The Secretary to Government of  
 N.W.F.P. Finance Department.

To

1. All Administrative Secretaries to Govt. of NWFP.
2. Senior Member, Board of Revenue, Peshawar
3. Secretary, NWFP Provincial Assembly, Peshawar
4. The Secretary to Chief Minister, NWFP.
5. All Heads of Attached Departments in NWFP.
6. All Commissioner/Deputy Commissioner/Political Agents/District and Session Judges in NWFP.
7. The Registrar, Peshawar High Court, Peshawar.
8. The Secretary to Governor, NWFP. Peshawar.
9. The Secretary, Board of Revenue, NWFP.
10. The Secretary, NWFP Public Service Commission, Peshawar.
11. The Registrar, Service Tribunal, Peshawar.

N.W.F.P. University of Engineering & Techno	
Entry No. 1035/A	
Dated 27/8/95	

Subject:- WITHDRAWAL OF RESTORATION OF PENSION SURRENDERED IN LIEU OF COMMUTATION/GRATUITY.

Sir,

I am directed to refer to the subject noted above and to state that under the existing orders upto 50% commuted portion of pension as gratuity/commutation is restored in respect of all the Provincial pensioners who have outlived the number of the years for which the commuted value/gratuity was paid.

2. The matter has been reconsidered and it has been decided that the benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity shall stand withdrawn with immediate effect. Accordingly, no pensioners shall be entitled to restoration of the surrendered portion of pension in lieu of commutation/gratuity on completion of the number of the years for which commuted value/gratuity was/is paid.

Your obedient servant,

(SULTAN MAHMOOD KHATTAK)  
 Deputy Secretary (Regulation).

*For information please*  
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*Handwritten signatures and initials*  
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Endst. No.SOSR-III(FD)4-92/85 Dated Peshawar, the 4.7.1995.

Copy forwarded for information to :-

1. All Autonomous and Semi Autonomous Bodies in NWFP.
2. The Secretary, Finance Department, Government of the Punjab, Sindh and Baluchistan.

Handwritten notes in a box:  
SOSR-III(FD)4-92/85  
4.7.1995

*Muhammad Khan*  
(MUHAMMAD KHAN)  
Section Officer (SR-III)

Endst. No.SOSR-III(FD)4-92/85 Dated Peshawar, the 4.7.1995

Copy forwarded for information to :-

1. The Accountant General, NWFP. Peshawar.
2. All District/Agency Accounts Officers In NWFP.
3. The Treasury Officer, Peshawar.
4. P.S. to Secretary, P.As to Additional Secretaries/ Deputy Secretaries in Finance Department.
5. All Section Officers/Budget Officers in Finance Department.
6. The Director, Local Fund Audit, NWFP Peshawar.

*Muhammad Khan*  
(MUHAMMAD KHAN)  
Section Officer (SR-III)

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NWFP UNIVERSITY OF ENGINEERING & TECHNOLOGY

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NOTIFICATION

No.25/1/ 58 /Estt:

Dated 12/9/1995.

In pursuance of the provision of Section-6(4) of the University Service Pension - 1969 (adopted) and in anticipation of the approval of the Syndicate, the Vice-Chancellor is pleased to adopt the Government of NWFP, Finance Department, Peshawar Circular No.SOR-III (FD)4-92/85 dated 4th July,1995 (as per annexure) regarding the withdrawal of the benefit of restoration of surrendered portion of pension in lieu of commutation/gratuity.

*MW*  
10/9/95  
Registrar  
10/9/95  
199

No.25/1/ 5870-99 /Estt:I.

Copy to:-

All concerned.

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*MW*  
10/9/95  
Registrar  
NWFP University of Engineering  
and Technology  
10/9/95  
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# **GENERAL PROVIDENT FUND STATUTES-1997**

**N-W.F.P, UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

Approved by the Chancellor/Governor,  
NWFP, vide letter No.SO(UE)2-16/89-90  
Dated 05-08-1997

## **N-W.F.P. UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR**

### **GENERAL PROVIDENT FUND STATUTES-1997**

#### **1. Title:**

These Statutes may be called the NWFP, University of Engineering and Technology Employees General Provident Fund Statutes, 1997.

#### **2. Commencement:**

These Statutes shall come into force with immediate effect.

#### **3. Application:**

These Statutes shall apply to all regular employee of the University.

#### **4. Definitions:**

i. In these Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them:

- a) "University" means the NWFP University of Engineering and Technology;
- b) "Fund" means the General Provident Fund maintained under these Statutes; and shall include subscription made thereto and profit accrued thereon;
- c) "Director Finance" means the Director Finance of the NWFP University of Engineering and Technology;
- d) "Salary" means basic pay exclusive of allowances drawn monthly by a University employee;
- e) "Trustees" means the Trustees of the Fund, appointed under these Statutes;
- f) Subscriber means, a University employee who is required or permitted under these Statutes to contribute regularly to the General Provident Fund;
- g) "Year" means financial year.

ii. All other expressions and terms used in these Statutes shall have the same meanings as are assigned to them under the NWFP University of Engineering and Technology, Ordinance-1980.

**5. Management:**

- a) The administration and management of the Fund shall vest in a Board of Trustees consisting of the following:-
- i. Vice-Chancellor : Chairman (Ex-officio)
  - ii. Registrar : Member (Ex-officio)
  - iii. Director Finance : Member / Secretary
  - iv. Four members to be nominated from each tier (category of the Teaching Staff by the Syndicate).
  - v. A representative of the Ministerial Staff not below the rank of Superintendent to be nominated by the Syndicate.
- b) The business and administration of the Fund may be carried out under such rules which may be prescribed by the Syndicate within the frame work of these Statutes.

**6. Termination:**

Membership of an employee shall terminate on his / her retirement, discharge, removal or resignation from service (as the case may be) and will remain in abeyance during leave without pay.

**7. Rate of Subscription:**

Deduction from monthly salary bill shall be compulsory at uniform rates as prescribed by the Government from time to time provided that no deduction will be made for a fraction of month.

**8. The Account:**

The account of the fund shall be opened in a government approved Bank to which all deduction shall be credited before the 5<sup>th</sup> of each Calendar month in deposit account. Amounts in excess at any time shall be converted into Government Securities, National Savings Certificates, national Deposit Certificates or Khas deposits of the Post Office to secure the maximum rate of profit.

**9. Profit:**

- i. The profit accrued on the fund shall be credited proportionately into the account of each subscriber at the end of each fiscal year.
- ii. The subscriber shall be advised of the balance at his / her credit every year.

**10. Final Payment:**

When a subscriber quits the service, the amount standing to his / her credit in the Fund shall become payable to him; provided that a subscriber, who has been dismissed from service and is subsequently reinstated in the service shall, if required to do so by the University, repay any amount paid to him / her from the Fund.

In the event of death of the subscriber, full payment of the fund shall be made to his / her nominee (s) or legal heirs as the case may be.

**11. Advances:**

- i. Temporary advances may be granted by the Chairman, Board of Trustees @ 75% of the total amount at the credit of a subscriber for any of the following purposes at his / her discretion:
  - a. to defray expenses on illness of the subscriber or his / her dependents;
  - b. to defray expenses on education of subscriber's children or dependents;
  - c. to defray expenses on his / her marriage, his / her children;
  - d. to repair or purchase a house.
  - e. to pay premium on Insurance Policies.
- ii. Such advances shall be recoverable with 4% service charges in 30 or less equal installments deductible from the salary over and above the normal deductions of General Provident Fund.
- iii. A subscriber may liquidate the advance in lumpsum or lesser installments through regular pay bill, but after the Principal amount is liquidated, an additional installment equal to 4% of the advance shall be paid as service charges and shall be credited into the account of the subscriber. However, service charges are exempted in case of those employees who have opted not to claim the profit on their G.P. Fund account.
- iv. The Chairman on the request of a subscriber may also grant him / her a non-refundable advance for the specified purposes and equal to 80% of his / her balances provided; he / she has crossed the age limit of 45 years and recovery of previous advance has been completed.

**12. Unclaimed Profit & Account:**

If a subscriber gives in writing that he would not claim profit, if any, the amount of profit shall be credited to the Fund.

The subscriber shall be entitled to the profit on his / her General Provident Fund upto the date he/she remains in the service of the University.

**13. Accounts:**

Individual accounts shall be maintained in a separate ledger as may be prescribed by the Director Finance.

**14. Audit:**

The accounts shall be audited once a year and report of the audit shall be placed before the Board of Trustees.

**15. Nomination:**

Every subscriber shall nominate a member or members of his / her family on the prescribed nomination form and C.N.C (Contingent Notice of Cancellation) provided that he / she has no family, then a nearer relative (s) shall be nominated (to be in his / her personal file and service book) to whom he / she desires to be paid his / her General Provident Fund and its profit at his / her credit in the event of his death.

**16. Application of General Provident Rules of Government of NWFP Province.**

Save as otherwise provided in these Statutes, the General Provident Fund Rules of the Government of NWFP, as amended from time-to-time, shall mutatis mutandis apply to University employees.

**17. Deduction of Zakat:**

Deduction of Zakat @ 2.50% on final payment as well as on non-recoverable loan amounting to Rs.3,000/- and above as mentioned in Class-11 (iii) & (iv) shall be compulsory unless and otherwise exempted under Law.

**18. Interpretations:**

In case of any ambiguity or doubt in the application or interpretation of these Statutes, the decision of the Syndicate shall be final.

**ANNEXURE****STATEMENT SHOWING UNIFORM RATES OF SUBSCRIPTION  
TOWARDS GENERAL PROVIDENT FUND EFFECTIVE FROM 1.6.1995**

<b>Scale</b>	<b>Minimum</b>	<b>Maximum</b>	<b><u>Dead</u></b>	<b>Minimum subscription (on mean) at the rates shown in column-7</b>	<b>Rate of monthly subscription</b>	<b>Remarks</b>		
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>		
B-1	Rs.1245	Rs.1770	Rs.1507.50	Rs.45.23	Rs.50	<b>Minimum rates of subscription (on mean) till be as under:-</b>		
B-2	Rs.1275	Rs.1935	Rs.1005.00	Rs.80.25	Rs.85			
B-3	Rs.1320	Rs.2070	Rs.1695.00	Rs.84.75	Rs.95			
B-4	Rs.1360	Rs.2250	Rs.1795.00	Rs.89.75	Rs.90			
B-5	Rs.1400	Rs.2390	<b>Rs.1010</b>	Rs.94.75	Rs.95		<b>Pay .....</b>	<b>Rates</b>
B-6	Rs.1440	Rs.2535	Rs.1987.50	Rs.99.00	Rs.100	1)	Upto Rs.1000	3%
B-7	Rs.1400	Rs.2095	Rs.2087.50	Rs.100.00	Rs.100			
B-8	Rs.1540	Rs.2850	Rs.2200.00	Rs.110.00	Rs.110	2)	Upto Rs.1601-3000	5%
B-9	Rs.1605	Rs.3050	Rs.2332.50	Rs.116.63	Rs.120			
B-10	Rs.1660	Rs.3205	Rs.2402.50	Rs.123.15	Rs.125	3)	Above Rs.3000	8%
B-11	Rs.1725	Rs.3405	Rs.2535.00	Rs.129.75	Rs.130			
B-12	Rs.1830	Rs.3700	Rs.2005.00	Rs.140.25	Rs.145			
B-13	Rs.1950	Rs.4110	Rs.3030.00	Rs.242.40	Rs.250			
B-14	Rs.2065	Rs.4400	Rs.3272.50	Rs.261.80	Rs.205			
B-15	Rs.2190	Rs.4845	Rs.5517.50	Rs.281.40	Rs.285			
B-16	Rs.2535	Rs.5490	Rs.4012.50	Rs.321.00	Rs.325			
B-17	Rs.3880	Rs.7360	Rs.5620.00	Rs.449.80	Rs.450			
B-18	Rs.5085	Rs.8745	Rs.6915.00	Rs.553.20	Rs.580			
B-19	Rs.7750	Rs.11800	Rs.9675.00	Rs.774.00	Rs.780			
B-20	Rs.9195	Rs.13595	Rs.11395.00	Rs.911.80	Rs.920			
B-21	Rs.10190	Rs.15840	Rs.12915.00	Rs.1033.20	Rs.1040			
B-22	Rs.10900	Rs.17000	Rs.13950.00	Rs.1115.00	Rs.1120			

**STATEMENT SHOWING EXISTING AND PROPOSED RATES  
OF G.P FUND SUBSCRIPTION**

<b>BPS</b>	<b>Existing Subscription</b>	<b>Proposed Subscription</b>
1	Rs.35	Rs.50
2	Rs.60	Rs.85
3	Rs.65	Rs.85
4	Rs.70	Rs.90
5	Rs.70	Rs.95
6	Rs.75	Rs.100
7	Rs.80	Rs.100
8	Rs.85	Rs.110
9	Rs.90	Rs.120
10	Rs.95	Rs.125
11	Rs.100	Rs.130
12	Rs.105	Rs.145
13	Rs.180	Rs.250
14	Rs.195	Rs.265
15	Rs.223	Rs.285
16	Rs.250	Rs.325
17	Rs.350	Rs.450
18	Rs.425	Rs.560
19	Rs.575	Rs.780
20	Rs.675	Rs.920
21	Rs.775	Rs.1040
22	Rs.850	Rs.1120

# **BENEVOLENT FUND STATUTES-1997**

**N-W.F.P, UNIVERSITY OF ENGINEERING AND  
TECHNOLOGY, PESHAWAR**

Approved by the Chancellor/Governor,  
NWFP, vide letter No.SO(UE)2-16/89-90  
Dated 05-08-1997

## **THE N-W.F.P. UNIVERSITY OF ENGINEERING AND TECHNOLOGY, PESHAWAR**

Statutes relating to Benevolent Fund for the employees of the N-W.F.P. University of Engineering and Technology, Peshawar.

### **SHORT TITLE:-**

1. (a) These Statutes may be called the N-W.F.P. University of Engineering and Technology Benevolent Fund Statutes-1997.
- (b) These Statutes shall come into force with immediate effect.
2. In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them.

### **DEFINITIONS:**

- (a) "Family" in relation to University Employee means his/her:-
  - i) Wife or wives or husband, as the case may be;
  - ii) Legitimate children and step children less than 18 years old and those exceeding 18 years age, if wholly dependent upon the Employee.
  - iii) Parents, sisters and minor brothers wholly dependent upon the employees.
- (b) "Fund" means the University Employees Benevolent Fund.
- (c) All other expressions shall have the same meanings as assign to them under the N-W.F.P University of Engineering and Technology, Ordinance-1980.

### **ENTITLEMENT:**

3. All the University employees shall be entitled to the benefit of this fund except;
  - a) The work charged establishment;
  - b) Part-time University Employee;
  - c) Those employed on contract for a fixed period;
  - d) Employees who have attained the age of 60 years and;
  - e) Any category of University employees specifically excluded from the purview of these Statutes by the Syndicate.



- b) In the event of his/her death, his /her family shall be entitled to receive a Benevolent Grant from the Benevolent Fund on the scale as laid down below, subject to revision by the Syndicate, for a period of fifteen years or upto the date on which the employee attains or might have, if he were alive, attained the age of sixty years whichever is earlier:-

<b>BASIC PAY SCALE</b>	<b>RATE OF MONTHLY BENEVOLENT GRANT</b>
BPS-1	Rs.200.00
BPS-2	Rs.225.00
BPS-3	Rs.250.00
BPS-4	Rs.275.00
BPS-5	Rs.300.00
BPS-6	Rs.325.00
BPS-7	Rs.350.00
BPS-8	Rs.375.00
BPS-9	Rs.400.00
BPS-10	Rs.425.00
BPS-11	Rs.450.00
BPS-12	Rs.575.00
BPS-13	Rs.600.00
BPS-14	Rs.625.00
BPS-15	Rs.650.00
BPS-16	Rs.675.00
BPS-17	Rs.700.00
BPS-18	Rs.725.00
BPS-19 & above	Rs.750.00

Provided that, in the case of an employee who dies after having drawn Benevolent Grant under this section, the said period of 15 years shall be reckoned from the date on which such Grant was paid.

#### **PAYMENT OF BENEVOLENT GRANT:-**

11. On the death of an employee, the amount of Benevolent Grant payable under Statutes 10 shall be authorized by the Board of Trustees to be paid to his nominee(s) or legal heir as the case may be, he might have nominated in the prescribed form given in Annexure-1 in full or in the shares specified by him/her at the time of making nominations.

12. The accounts of the Benevolent Fund shall be maintained in such manner and form as prescribed.
13. The account of the Benevolent Fund shall be audited by the University auditor after every two years and the report published for the general information.
14. The Fund shall vest in the N-W.F.P. University of Engineering and Technology as a body corporate and managed by the Board of Trustees to be nominated by the Syndicate.
15. The Board of Trustees shall consist of:
  - a) The Vice-Chancellor : Chairman
  - b) Two members to be nominated by the Syndicate from among the Academic Staff
  - c) One member to be nominated by the Syndicate from the Administrative Staff.
  - d) Director Finance : Member / Secretary

The nominated members shall hold office for a period of two years. Quorum for meetings shall be three. The decision will, however, be unanimous.

#### **DUTIES AND POWERS OF THE BOARD OF TRUSTEES:-**

16. The Board shall have the Power:-
  - a) To settle claims for Benevolent Grants under these Statutes and alma-mater connected with such claims.
  - b) To sanction Grant from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes.
  - c) To do or cause to be done all acts and things necessary for the proper administration and management of the moneys or properties in the Benevolent Fund.
  - e) To invest moneys held in the Benevolent Fund in the Government Securities and units of investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for purposes of raising rent, income and in other profitable ventures, the plans whereof having been previously approved by the Syndicate.
  - f) To do or cause to be done all things ancillary or incidental to any of the aforesaid powers or to the purpose of the Benevolent Fund.

17. An appeal shall lie to the Syndicate against the decisions of the Board of Trustees within 90 days of its decision and the decision of the Syndicate shall be final and binding on members participating.

**EXEMPTION FROM TAXES:**

18. The Provincial Government may be approached to exempt the Benevolent Fund from any tax, rate or duty leviable by the Government or by a local authority.

**Annexure-I**

**FORM OF NOMINATION**  
**(Referred in Clause-10 of the Orders)**

I \_\_\_\_\_ S/o \_\_\_\_\_  
of the Department / Section \_\_\_\_\_ N-W.F.P.  
University of Engineering and Technology, Peshawar hereby nominate the person/persons mentioned below who is / are member / members of my family as defined in the standing orders of the Syndicate relating to Benevolent Fund to receive the assured sum in the event of my death.

Name & add. of nominee(s)	Relationship	Age	Proportion of the amount to be paid.	If the nominee in minor, name of the person / persons to whom pay is to be made on his/her behalf.

Date

Attested by.....  
Head of the Department  
with office seal.

Name of Subscriber  
Designation  
Department/Section

## Extract from the Minutes of the 63<sup>rd</sup> meeting of the Syndicate held on 12.07.2004

### Item-2 Creation of Posts for the Department of Chemical Engineering

The Finance and Planning Committee discussed the item in great detail and recommended to the Syndicate the creation of the following posts for the Department of Chemical Engineering proposed by the Dean, Faculty of Engineering:

#### A. Teaching Faculty:

S.No	Name of Post	BPS	Qualification & Experience
1.	One Associate Professor	19	As prescribed in the Statutes
2.	Two Assistant Professors	18	As prescribed in the Statutes

#### B. Lab Staff:

1.	One S. Lab Administrator	18	1 <sup>st</sup> Class M.Sc Electronics from a recognized University with 7 years experience in installation, commissioning and operation of educational and scientific equipment in a reputable private/ public sector organization. Persons having service and operation training at the foreign manufactures' premises should be preferred.
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#### **Name of Laboratory (Newly established)**

2.	<b>Process Control Lab.</b>		
	i. One Lab assistant	5	Matric with Science plus typing speed 30 word per minute
	ii. One Lab Attendant	1	Matric with Science
3.	<b>Chemical Reaction Engg+ SHMT+ thermodynamics Lab</b>		
	i. One Lab Assistant	5	Matric with Science plus typing speed 30 word per minute
	ii. One Lab Attendant	1	Matric with Science
4.	<b>Particle Technology Lab.</b>		
	i. One Lab Assistant	5	Matric with Science plus typing speed 30 word per minute
	ii. One Lab Attendant	1	Matric with Science

