

UNIVERSITY OF TURBAT

Tradition, Innovation, Excellence



STATUTES AND RULES 2023

(Service Statutes, Efficiency and Discipline Rules, Financial Statutes, G.P Fund Statutes, Pension Statutes, Leave Rules, Vehicle and Transport Rules, and Students Disciplinary Rules and Regulations)

University of Turbat
Turbat Kech Balochistan

FOREWORD

As the second Vice Chancellor of University of Turbat (UoT), it is with great pleasure and a sense of duty that I present the approved version of UoT's Statutes and Rules recommended by the Syndicate and approved from the UoT's highest statutory body i.e. Senate. These Statutes and Rules stand as a cornerstone of UoT's commitment to good governance, academic excellence, integrity, and fairness in all aspects of academic and administrative management.

In the dynamic landscape of higher education, it is imperative to have a robust framework of Statutes and Rules that not only uphold the values but also adapt to the growing needs of effective academic management of the higher education institutions. These rules and regulations embody the collective wisdom of UoT's teaching faculty and administrative staff to refine and codified the principles that guide actions and decisions.

At the heart of University's mission is the relentless pursuit of knowledge, innovation, and societal impact. These rules and regulations serve as the compass that steers the UoT toward transparency and rule-based proper management, ensuring the nous of respect, responsibility, and accountability.

For the effective and responsible management of the University, let's reaffirm and reiterate to the commitment of upholding these standards as benchmarks of diligence and integrity, and embrace the spirit of collaboration and mutual respect in shaping a brighter future for the generations to come.

I extend my deepest appreciations to the UoT Rules and Regulation Committee and the entire team who have contributed in drafting of these Statutes and Rules, and finally getting these approved by the UoT Senate. The UoT team's quest for excellence and progress towards highest standards of academic and professional integrity will ultimately take the University to the height of success, Insha'Allah.

May these Statutes, Rules and Regulations serve as a beacon of guidance and inspiration for all members of the university community, inspiring us to strive for excellence in academic and administrative affairs of the University.

Prof. Dr. Jan Muhammad
Vice Chancellor, UoT

ACKNOWLEDGMENTS

As Chairman of the University of Turbat (UoT) Rules and Regulations Committee, I would like to express my special gratitude to Prof. Dr. Jan Muhammad, Vice Chancellor for his discerning stewardship and sagacious approach to draft, approve and implement these comprehensive Statutes and Rules as a binding legal document and enduring governance framework for the administrative management, financial regulation and standardized academic advancement of the University of Turbat.

Moreover, I extend my sincere appreciations to the esteemed members of UoT Rules and Regulation Committee for their valuable inputs and contributions in drafting/composing these Statutes and Rules. I am extremely appreciative to all the teaching and administrative staff of UoT for their persistent support in organizational standardization and making-up this rulebook as hallmark of good governance, responsiveness, transparency and accountability, and effectiveness and efficiency.

Any entity or organization is subject to laws, rules and regulations. The Statutes and Rules either show the way to the officials and competent authorities in decision-making, taking actions, granting authority or refraining from doing so in an organization. Likewise, the Balochistan Universities Act 2022, UoT Employees Service Statutes, Employees Conduct (E&D) Rules, Financial Statutes, Pension Statutes, GP Fund Statutes, Leave Rules, Transport and Vehicles Rules, and Students Disciplinary Rules have been drafted and implemented for the foregoing purpose in the UoT.

The Statutes and Rules delegate powers, authority and responsibilities to the officials in order to organize and manage various academic and administrative works in accordance with the statutory procedures for ensuring order and discipline within the organization for smooth functioning of the day-to-day affairs in line with the law and codal formalities. The core objectives of these Statutes and Rules are to ensure effective governance and management to improve the academic quality and institutional integrity.

The Statutes, Rules, Regulations, Policies and Procedures are crucial for a conducive learning environment. The University is the highest institution of learning with a community of teachers, staff and students. Eventually, primary purposes of the Statutes and Rules are to protect the well-being of the academic community, staff and students for advancement of the University's mission, vision, goals and core values by codifying the standardized norms and values.

Dr. Mansoor Ahmed
Pro-Vice Chancellor, UoT.
Chairman UoT Rules and Regulations Committee

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**SERVICE STATUTES
2020**

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1106-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Employees Service Statutes 2020 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Service Statutes 2020.

UNIVERSITY OF TURBAT

EMPLOYEES SERVICE STATUTES 2020

1. SHORT TITLE, COMMENCEMENT AND APPLICATION. —

- i. These Statutes may be called the University of Turbat Employees Service Statutes 2020.
- ii. These shall come into force at once.
- iii. These Statutes shall apply to all persons in the service of the University, except:
 - a. a person appointed on contract / ad-hoc / or engaged on fixed pay;
 - b. a person serving in the University on deputation; and
 - c. the staff paid from contingencies or serving on work charge or part time basis or persons employed occasionally, whose appointments are governed by the letters of their appointments.

2. DEFINITIONS. —

- i. In these Statutes, unless there is anything repugnant in the subject or context:
 - a. **"Act"** means the University of Turbat Act 2012 (Act No. V of 2012);
 - b. **"Acting Charge"** means an appointment to hold the charge of a higher post on temporary basis with all responsibilities and duties of the higher post;

- c. **"Additional Charge"** means assignment of a charge of equivalent or higher vacant post to an employee in addition to the duties of his own post for a period up to a maximum of six months but not less than one month;
- d. **"Appointing Authority"** means the authority mentioned in Appendix IV;
- e. **"Appendix"** means appendixes I, II, III and IV to these Statutes;
- f. **"Chancellor"** means Chancellor of the University of Turbat;
- g. **"Competent Authority"** means the Vice Chancellor;
- h. **"Contract Appointment"** means an appointment for a specific period and such rate of pay as may be determined by the appointing authority;
- i. **"Deputation"** means lending/ borrowing the services of employees to/from universities, government departments or organizations.
- j. **"Deputation Allowance"** means the allowance granted to the employee of a public organization other than the University, when appointed to work in the University and which is mutually agreed upon between the University on deputation;
- k. **"Directorate"** means University administrative units;
- l. **"Duty"** means the performance of the functions of an office, a post, the obligations of a service contract including the activities which the competent authority may consider to be in the interest of the University;
- m. **"Employees"** means all employees (administrative and teaching) serving in the University;

- n. **"Government"** means Federal and Provincial Governments;
- o. **"Initial/Direct Recruitment"** means appointment made other than by promotion;
- p. **"Lien"** means the title of an employee to hold a position in Service, either immediately or on termination of period of absence, permanent or tenure post to which he has been appointed;
- q. **"Officiating Appointment"** means an employee officiating in a post when he performs the duties of a post against which another employee holds lien;
- r. **"Pay Scale"** means a national scale of pay as sanctioned by Government from time to time, in which a post or group of posts is placed;
- s. **"Post"** means a post as specified in the Appendix I, II and III;
- t. **"Pro-Vice Chancellor"** means the Pro-Vice Chancellor of the University of Turbat;
- u. **"Recognized University"** means any University incorporated by law and recognized by Higher Education Commission of Pakistan;
- v. **"Registrar"** means Registrar of the University of Turbat;
- w. **"Section"** means administrative sections of University;
- x. **"Service"** means the University of Turbat Service;
- y. **"Senate"** means the Senate of the University of Turbat;
- z. **"Syndicate"** means the Syndicate of the University of Turbat;

aa. "**Substantive Post**" means a permanent post carrying a definite pay scale;

bb. "**Temporary Post**" means a post sanctioned for a limited period and carrying a definite pay scale;

cc. "**University**" means University of Turbat; and

dd. "**Vice Chancellor**" means the Vice-Chancellor of the University of Turbat.

ii. The words and expressions used but not defined herein above in sub-section (i), unless the context otherwise requires, shall have the same meanings as assigned to them under the University Act.

iii. The words used in the masculine shall apply to the feminine where applicable, and wherever the context of these Statutes requires, the plural shall be read as the singular and the singular as the plural.

3. COMPOSITION OF SERVICE. — The Service shall comprise of the posts as specified in Column 2 of the Appendix I, II and III and of such other posts as may be sanctioned from time to time.

4. NOMENCLATURE, PAY SCALE AND QUALIFICATIONS FOR THE POST. — The nomenclature of posts in the Service, their pay scales and the minimum qualifications required for appointment thereto shall be such as mentioned in Appendixes-1, II and III.

5. APPOINTING AUTHORITY. — The authorities competent to make appointments to various positions shall be as specified in Appendix-IV

6. APPLICABILITY OF GOVERNMENT RULES. — Wherever these statutes are silent; the relevant Federal or Provincial Government rules shall apply. In all cases of initial/direct recruitment and the rules

pertaining to local and domicile of the Provincial Government shall be followed.

7. APPOINTMENT AGAINST PERMANENT/ TEMPORARY POSTS. —

- i. Appointment to a post shall be made in accordance with the Statutes by any of the following methods:
 - a. by promotion,
 - b. by initial recruitment.
- ii. The method of appointment and the qualification and other conditions applicable to a post shall be as specified in the appendices.

8. AGE OF APPOINTMENT. —

- i. No person who is less than eighteen years shall be eligible for appointment to the Service; all employees shall be appointed according to the age limit given in the appendixes of these Statutes.

Provided that the Syndicate in suitable cases, may relax the upper age limit after giving reasons;

- ii. The upper age limit may be relaxed by the Syndicate or the Authority to whom such powers are delegated by the Syndicate according to the experience required for specific posts with a maximum age limit to be promulgated by Provincial Government;
- iii. The age for initial recruitment shall be reckoned as on the last date fixed for submission of application against the post.

9. APPOINTMENT BY PROMOTION. —

- i. All Promotion and transfers;
 - a) to the posts in basic pay scale 17 and above or equivalent shall be made on the recommendations of the Departmental Promotion Board under the chairmanship of Vice Chancellor, and
 - b) to the post in basic pay scale 1 to 16 or equivalent shall be made on the recommendations of the Departmental Promotion Committee under the chairmanship of Registrar.
- ii. Persons possessing and fulfilling the qualifications and conditions as laid down for the purpose of promotion or transfer to a post shall be considered by the Departmental Promotion Board/ Committee as the case may be;
 - a) Service experience and length,
 - b) Satisfactory/adverse remarks free performance, evaluation report,
 - c) Seniority position.
- iii. While calculating the ratio of posts for promotion and initial recruitment, the first post shall fall to the share of promotion quota.
- iv. The Performance Evaluation Report Assessment shall be prepared as prescribed in Government promotion policy.

10. APPOINTMENTS BY INITIAL RECRUITMENT. —

- i. All appointments by initial recruitment to the post shall be made as specified in the Appendixes I, II and III.

- ii. No person shall be appointed in the Service by initial recruitment unless he possesses the qualification prescribed for the posts mentioned in Appendixes.
- iii. All appointments by initial recruitment:
 - a. to the posts in BPS 17 as specified in Appendixes shall be made on the recommendations of the Selection Board under the chairmanship of Vice Chancellor.
 - b. to the posts in BPS 16 and below as specified in Appendixes shall be made on the recommendations of the Selection Committee under the chairmanship of Registrar.
- iv. For appointment against all the administrative posts, the candidates must possess Local / Domicile Certificate of Balochistan Province.
- v. When a post is to be filled through initial recruitment:
 - a. The Registrar shall cause an advertisement to be published in at least three (two national and one regional) daily Newspapers of wide circulation and the modern human resource management techniques may also be adopted, stating the number of vacancies, the pay scale, the minimum qualifications prescribed for recruitment and the date by which the applications may be received; and
 - b. written test and interviews shall be conducted for each category of post announced;

Provided that the candidates for teaching Faculty may require to deliver presentations before appropriate Selection Board, after qualifying competence test.

- c. No person, not already in Government service or service of the University shall be appointed to the Service unless he produces a certificate of character from police authority.

11. MEDICAL FITNESS. —

- i. Every appointment in the University shall be subject to medical fitness of the appointee, except in the following cases:
 - a. an employee whose medical fitness was certified on his first appointment in the University; and
 - b. an employee of a public authority/ organization other than the University whose medical fitness was duly certified at the time of appointment in that authority.
 - c. Medical fitness shall be determined by the Medical Board constituted by the Government for its employees.

12. PAY AND ALLOWANCES AND INCREMENT. —

- i. All employees of the University shall be entitled to pay and allowances in accordance to their pay scales as prescribed by the Government.
- ii. An employee shall draw the annual increment in a scale of pay as prescribed by the Government in December salary provided that the employee has completed six (6) months of service in that pay scale till the month of November of the calendar year.

13. PROBATION. —

- i. A person appointed by initial recruitment to the Service against a substantive vacancy shall remain on probation for a period of

two years extendable by another one year, in case a person already in service in the university appointed for higher post, he shall remain on probation for a period of one or otherwise as deemed necessary by the Competent Authority.

ii. Explanation: I:

- a) Officiating service and service spent on deputation to a corresponding or higher post may be allowed to be counted towards the period of probation;
- b) if the work or conduct of holder of the post during the period of probation has in the opinion of the Competent Authority, not been satisfactory, the Competent Authority may, notwithstanding that the period of probation has not expired, dispense with his services if he has been appointed by initial recruitment and if he has been appointed otherwise revert him to his former post.
- c) on completion of the period of probation of a holder of the Service the Appointing Authority may confirm him in service or if his work or conduct has, in the opinion of such authority which is not been satisfactory then it has to be recorded in writing:
 - (i) in case he has been appointed by initial recruitment, dispense with his service without requiring him to show cause; and
 - (ii) in case he has been appointed otherwise (promotion), revert him to his former post without requiring him to show cause.

iii. Explanation - II:

If no orders have been made by the day the maximum period of probation expires, the probationary period shall be deemed to have been extended for six months.

iv. Explanation- III:

A probationer who has satisfactorily completed his period of probation shall be confirmed by issuing formal orders with effect from the date of his regular appointment in the service on a substantive vacancy:

- a. No person shall be confirmed in post unless he successfully completes such training and fulfills such conditions as may be prescribed by the Competent Authority or Appointing Authority from time to time,
- b. If holder of the post, whether appointed against a substantive vacancy or otherwise, fails to fulfill the prescribed conditions within such period or in such manners as may be prescribed the competent authority may:
 - (1) in case has been appointed by initial recruitment dispense with his service;
 - (2) in case has been appointed otherwise (promotion), revert him to former/lower post.

14. RENEWAL OF CONTRACT OF FACULTY STAFF. — All the appointments on contract shall initially be for a period of one year.

However, on the expiry of initial contract, if recommended by the Dean of Faculty and Chairperson of the Department, the Vice Chancellor may be extended for such further period.

15. SENIORITY. —

- i. For the purpose of making appointments and promotions, seniority shall have relevance only within the Directorate/ Section/ Cadre for the position to which appointment is being made;
 - a. The inter-se seniority of the employees in service shall be maintained Directorate/Section/ Cadre wise in their respective grades and shall be determined,
 - b. In the same pay scale, the employee confirmed from an earlier date on a substantive post shall be senior to the employee confirmed from a later date,
 - c. The inter-se-seniority of employees in one batch recruited directly through advertisement for initial appointment shall be determined in order of merit assigned by the Selection Board/ Committee.
 - d. An employee assigned higher merit by the Selection Board/ Committee at the time of selection shall rank senior to the employee placed in a lower merit in the same batch of selectees.
 - e. Seniority in a post to which an employee is promoted shall take effect from the date of regular appointment to that post; provided that the employees who were selected for promotion to higher post in the batch on the same scale shall, on their promotion to higher posts, retain their inter-se-seniority as in the lower posts.

- ii. If an appointment is made by transfer, the seniority shall be reckoned as follows:
 - a. A person appointed otherwise than on his own request, his seniority shall be determined from the date of regular appointment.
 - b. A person appointed on his own request shall rank junior to all other persons appointed before him on regular basis and the persons appointed either by initial recruitment or promotion on the same day, the formula of age shall be applicable.

16. PROMOTION. —

- i. Promotions from lower to higher posts shall be made either on regular basis. The promotions on regular basis shall be made on the recommendations of Departmental Promotion Board/ Committee to be constituted for the purpose.
- ii. The quota prescribed for promotion shall be followed strictly, and the promotion quota shall be filled in first and the initial recruitment shall take place subsequently.
- iii. Promotion to vacancies in BPS-2 to BPS-16 shall be made through the Departmental Promotion Committee on the basis of seniority-cum-fitness with required qualifications as prescribed in section 9 of these statutes.
- iv. Promotions to posts in BPS-17 and above, shall be made on the basis of seniority-cum-merit with required qualification, service length and satisfactory/ adverse-free evaluation performance report through Departmental Promotion/ Selection Board as prescribed in section 9 of these statutes.

- v. The annual confidential reports/ performance evaluation report shall be maintained for employees in BPS-2 and above.
- vi. In case a suitable person is not available for appointment by promotion, the vacancy shall be filled in by initial recruitment through open advertisement.
- vii. The functions of Departmental Promotion Board/ Committee and shall be to determine the suitability of candidates and to make recommendations to the Appointing Authority.
- viii. The Appointing Authority, when it does not accept the recommendations of the Committee/ Board, will have to record reasons for non-acceptance and will send back the case for re-consideration.

However, in case of difference of opinion, the decision shall be taken on the majority votes of the members.

- ix. A university employee who is not promoted on his turn on the ground that his seniority is under dispute or is not determined; or he is on deputation, or on long leave; or disciplinary proceedings are pending against him.

17. TRAINING. — An employee, while on training, shall be treated as on duty. The period of training shall be restricted to the limit actually required for the completion of such training.

18. AGE OF SUPERANNUATION. — An employee of the university shall retire from service at the age of sixty (60). He shall be eligible for pension and other retirement benefits as under;

- i. A minimum ten (10) years of regular service at the university is compulsory for pension after retirement as prescribed in the Financial Statutes.
- ii. A minimum five (05) years of regular service at the university is compulsory for gratuity after retirement as prescribed in the Financial Statutes.

19. RETIREMENT. —

- i. Every employee shall retire on attaining the age of superannuation sixty (60) years;

Provided that, subject to the agreement of the competent authority, an employee may opt to retire on completion of 25 years qualifying service.

- ii. An employee can avail retirement on medical grounds after 10 years of active/ regular service in the university;

Provided that, subject to the agreement of the competent authority, the Government Medical Board has issued a certificate of unfitness to the employee related to his nature of job/ duty.

- ii. A retired employee shall be entitled to such Pension, General Provident Fund and other benefits as may be prescribed in the Financial Statutes.
- iii. The date of birth of an employee recorded at the time of appointment in the service book/ record, shall be final:
 - a. Provided that for recording the age in service book / record the date of birth entered in matriculation certificate shall be considered / recorded as final,

- b. Provided further that where the employee is non-matriculate, his age shall be considered / recorded as per his Computerized National Identity Card.

20. WHOLE-TIME EMPLOYEE OF UNIVERSITY. — All regular employees shall be whole-time employees of the University;

- i. No employee shall engage in any trade, occupation, politics, business or work other than his official duties in University;

provided that this prohibition shall not prevent him from accepting any examination work, official meetings in other universities or government organizations and seminars or conferences as well as research.

- ii. Except or otherwise provided, the whole time of an employee shall be at the disposal of the University and he may be required to perform, without additional compensation, such duties as the Competent Authority may deem fit in the interest of the University.
- iii. The employee shall acquire NOC/ permission from the Competent Authority for any consultancy or volunteer services to governmental or private originations.

21. POSTING / TRANSFER. — The Competent Authority may transfer an employee from one post to another in same Directorate/ Section/ Office or any other Directorate/ Section/ Office in the same scale of pay in the interest of the University as deemed necessary/ appropriate by the Competent Authority from time to time; provided that the employee shall not suffer monetarily due to such posting/ transfer.

22. SUSPENSION. —

- i. Subject to the rules made under these statutes, an employee under suspension as prescribed in the E&D rules shall be entitled to subsistence grant; comprising of full pay and allowances last drawn by him immediately before his suspension, and all other benefits and facilities enjoyed by him as part of his service conditions prior to such suspension.
- ii. 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 for that period only the payment laid down in preceding clause. He shall not be entitled for full pay and allowances during the specific period if convicted by any court on criminal charges.
- iii. Where an employee, who has been dismissed or removed from service, is reinstated, the revising or appellate authority may grant to him for the period of his absence from duty:
 - a) If he is acquitted, the full pay to which he would have been entitled if he had not been dismissed or removed and, by an order to be separately recorded, any allowance of which he was in receipt prior to his dismissal/ removal.
 - b) if otherwise, such portion of such pay and allowances as the revising or appellate authority may prescribe.
 - c) In a case falling under clause (a) above, the period of absence from duty shall be treated as a period spent on duty. But in a case falling under clause (b) above, it shall not be treated as a period spent on duty, unless the revising or appellate authority so directs.

d) Leave may not be granted to an employee under suspension except casual leave and leave on medical grounds.

23. RESIGNATION FROM SERVICE. —

- i. If a permanent employee wishes to resign from service, he shall have to give notice to the Competent Authority for the period as may be laid down in his appointment order or deposit pay for that period in lieu of notice and if no such period has been mentioned in the appointment order three months" notice shall be given or three months" pay shall be deposited in lieu thereof.
- ii. Provided that in case of failure to give notice, the employee shall forfeit to the University the emoluments of the period of the notice. The Competent Authority may, however, waive off the forfeiture of the whole or part of the emoluments if it is satisfied that the notice could not be served by the employee due to circumstances beyond his control.
- iii. Provided further that if the University terminates the services of an employee, due to retrenchment or otherwise, it shall also give him a likewise notice, or in lieu thereof, shall pay him emoluments for the notice period.
- iv. No employee shall be permitted to leave the service unless the competent authority accepts his resignation, which may be conveyed to him in writing:
 - a) Provided that, in case of teaching staff, the resigning employee shall have to complete the semester in progress if actively engaged with it,

- b) Provided further that, an employee having availed scholarship from University shall have to complete the period of service as provided in his scholarship security bond or to pay the entire expenses incurred on his studies and the pay drawn during the period of study / training.
- v. An employee who has submitted application for resignation may have the option to withdraw his application before its approval by the competent authority.

24. TERMINATION OF SERVICES. —

- i. The Competent Authority, with the approval of the Syndicate, may during the period of probation/contract, terminate the services of an employee if his work or conduct has not been satisfactory according to the opinion of the committee constituted for this purpose, and in case the employee was promoted otherwise, revert him to his original post.
- ii. If the services of a temporary employee are no longer required, for reasons other than penalty, the Competent Authority may terminate his services by giving him quit service notice of one month or pay of one month in lieu thereof.
- iii. Provided that for termination of services as mentioned in above clauses, one-month notice shall be given by the Competent Authority or the amount of one month pay in lieu thereof.

25. RETRENCHMENT. — When an employee is required to be retrenched, on the abolition of his post or office, he shall be entitled to the period of notice, or emoluments in lieu thereof, as provided in these statutes.

26.ACQUISITION AND RETENTION ON LIEN. —

- i. An employee on substantive appointment to a permanent post after having acquired lien in the prescribed manner against that post, ceases to hold any lien previously acquired on any other post.
- ii. An employee against whom disciplinary action is pending shall not acquire lien till finalization of the proceedings.
- iii. Lien shall be acquired by an employee only against clear vacancies against permanent post on which no other person holds a lien.
- iv. If a person already holds a lien against a post in any another department, his consent and consent of his parent department, to terminate his lien against that post, shall be obtained before he is confirmed against the post under the University.
- v. A confirmed employee on regular appointment against the post outside the University shall maintain his lien till his confirmation in the new department.

27.CONDUCT AND DISCIPLINE. — In matters of punishment and appeals, the employee shall be governed by such disciplinary rules and regulations as may be prescribed by the University from time to time.

28.DEPUTATION. —

- i. Those employees who are allowed to serve on deputation with the approval of the Competent Authority against posts outside the University shall draw pay and other allowances as mutually agreed between the University and their respective borrowing department / authority.

- ii. The deputationist employee serving in the University on his appointment to an equivalent or a higher post in the University on deputation shall be entitled to draw deputation allowance @ 20% of basic pay in addition to the pay as admissible to him, provided that he is not drawing other admissible allowances approved for the regular employees of the University.

29. ACTING / ADDITIONAL CHARGE. —

- i. Acting Charge against higher posts may be allowed to an employee by the Competent Authority on such terms and conditions as may be required.
- ii. Additional Charge of a vacant post may be given to employee in the junior rank in addition to his own duties by the Competent Authority for a period up to six months but not less than one month; However, the Competent Authority may extend the prescribed period until the substitute is arranged.
- iii. Acting/ Additional Charge shall not confer any vested right to the employee for regular service or promotion to the post held on Acting/ Additional Charge basis.
- iv. Additional/ Acting Charge allowance @ 20% of running basic pay as university shall be allowed to the employee in all grades.

30. DELEGATION OF POWERS. — The Senate, Syndicate and the Vice Chancellor may delegate specific powers under these Statutes to any authority or officer of the University

31. POWERS OF SENATE/ SYNDICATE TO SAFEGUARD RIGHTS OF EMPLOYEES. — Whenever in the application of these Statutes, the terms and conditions of the service of employee serving in connection with the service of the University, as guaranteed by the Act or any

other law for the time being in force, are likely to be adversely affected, the Senate/ Syndicate may make appropriate orders to safeguard the constitutional and legal rights of such person with reasons to be recorded in writing.

32. GENERAL RULES. —

- i. In all matters not expressly provided for in these Statutes, the employees shall be governed by such Statutes, Rules and Regulations as have been or may hereinafter be prescribed by the Syndicate and Senate and made applicable to them.
- ii. In a case where the operation of the Statutes involves undue hardship to an employee, the Syndicate may, for reasons to be recorded in writing, relax any of the Statutes in his favour, with the approval of the Senate; provided that such relaxation is not ultra vires of the University Act.
- iii. Any policy/ rule and regulation, either from Provincial or Federal Government adopted to cover the matter where these Statutes are silent, after the formal approval of the Syndicate and Senate shall be part of these general rules.

33. REMOVAL OF DIFFICULTIES. —

- i. If any difficulty arises in giving effect to any of the provision of these Statutes, the Syndicate in individual cases may make such decision, not inconsistent with the spirit of these Statutes, as may appear to be necessary for the purpose of removing the difficulty, provided that such a decision is not ultra vires of the University Act.
- ii. Whenever a dispute arises in the application or interpretation of the Statutes, it shall be referred to the hereinafter Anomaly Committee. The decision of the Syndicate in all such cases, after

consideration of the recommendations of the Anomaly Committee, shall be final, subject to approval of the Senate.

ANOMALY COMMITTEE. — Whenever a dispute arises in the application or interpretation of these Statutes, it shall be referred to the following Anomaly Committee:

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| a) The Vice/ Pro-Vice Chancellor | Convener |
| b) One Senior Faculty Member BPS-20/21 | Member |
| c) Chairman / HOD / section concerned | Member |
| d) Nominee of Syndicate | Member |
| e) Registrar | Member/ Secretary |

34.AMENDMENTS IN THE STATUTES.— Any amendment / modification in these Statutes shall be proposed by the Syndicate on the recommendations of Committee and shall be submitted for approval of the Senate and Chancellor as prescribed in Section 24 (2) Clause (h) of University of Turbat Act 2012 (Act No. V of 2012).

35.REPEAL AND SAVING. —

- i. The rules and regulations previously adopted and action-taken, which are inconsistent with these Statutes, are hereby repealed and shall stand withdrawn on the enforcement of these Statutes.
- ii. Nonetheless, everything done, action-taken, employees appointed and promoted, which are not contradictory to these Statutes, shall be saved and continue to be in force under this provision of these Statutes.

***BY ORDER OF
THE CHANCELLOR/
GOVERNOR BALOCHISTAN***

(Prof. Dr. Abdul Razzaq Sabir)

VICE CHANCELLOR
UNIVERSITY OF TURBAT,
TURBAT.
(2013-2021)

To the Controller,
Balochistan Printing & Stationary Department, Quetta.

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- The Secretary, Government of Balochistan, Law & P. A. Department, Quetta.
- The Secretary, Government of Balochistan, Services & G. A. Department, Quetta.
- The Secretary, Government of Balochistan, Finance Department, Quetta.
- The PSO to Vice Chancellor, University of Turbat.
- The PA to Pro-Vice Chancellor, University of Turbat.
- The Registrar, Director Finance and Controller of Examination, University of Turbat.
- All the Deans, Chairpersons of Departments and Sectional Heads, University of Turbat.

APPENDIX-I
ELIGIBILITY CRITERIA FOR ACADEMIC STAFF

| S. No. | Nomenclature of Post/ Position | Pay Scale | Minimum Qualification, Experience and Publications | Age limit | Method of Appointment |
|---------------|---------------------------------------|------------------|---|------------------|--|
| 1 | Professor | BPS-21 | As prescribed/ defined by the Higher Education Commission of Pakistan from time to time, for appointment of Professor BPS-21 in the relevant discipline. | 55 Years | Direct recruitment through advertisement and Selection Board |
| 2 | Associate Professor | BPS-20 | As prescribed/ defined by the Higher Education Commission of Pakistan from time to time for appointment of Associate Professor BPS-20 in the relevant discipline. | 50 Years | Direct recruitment through advertisement and Selection Board |
| 3 | Assistant Professor | BPS-19 | As prescribed/ defined by the Higher Education Commission of Pakistan from time to time, for appointment of Assistant Professor BPS-19 in relevant discipline. | 45 Years | Direct recruitment through advertisement and Selection Board |

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| 4 | Lecturer | BPS-18 | As prescribed by the Higher Education Commission Islamabad from time to time, for appointment of Lecturer BPS-18 in the relevant discipline. | 35 Years | Direct recruitment through advertisement and Selection Board |
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APPENDIX-II
ELIGIBILITY CRITERIA FOR STATUTORY AND OTHER KEY POSITIONS
REGISTRAR, DIRECTOR FINANCE/ TREASURER, CONTROLLER OF
EXAMINATION, QEC AND ORIC

| S. No. | Nomenclature of Post | Pay Scale | Minimum Qualification, Experience and Publications | Age Limit | Method of Appointment |
|---------------|------------------------------|------------------|--|------------------|--|
| 1 | Registrar | BPS-20 | Qualification: First Class Master or equivalent degree (16 years' education) from HEC-recognized University. Experience: 17 years of relevant administrative experience on a position of grade 17 or above in a public sector University/ Government Department or Organization. OR 14 years of teaching or relevant administrative experience in a public sector University/ Government Department or Organization with PhD degree from HEC-recognized University. | 45-65 | As per the provisions of University Act. |
| 2 | Treasurer / Director Finance | BPS-20 | Qualification: First Class Chartered Accountant / MBA Finance/ M. Com or equivalent degree from HEC-recognized University. Experience: 17 year of experience in the field of Finance and Accounting on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from a University or Educational Institute. OR 14 years of experience in the field of Finance and Accounting on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from a University or Educational Institute, with relevant PhD degree from HEC-recognized University. | 45-65 | As per the provisions of University Act. |

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| 3 | Controller of Examination | BPS-20 | <p>Qualification: First Class Master or equivalent degree (16 years' education) from HEC-recognized University.</p> <p>Experience: 17 years of relevant experience on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from University or Educational Institute. OR</p> <p>14 years of relevant experience on a position of grade 17 or above in a public sector University/ Government Department or Organization, preferably from a University or Educational Institute, with PhD degree from HEC-recognized University.</p> | 45-65 | As per the provisions of University Act. |
| 4 | Director Office of Research, Innovation and Commercialization (ORIC) | BPS-20/21 | <p>Qualification: PhD from HEC recognized University.</p> <p>Experience: For BPS-20; 10-year teaching/ research experience, including 5 years post-PhD teaching/ research experience from HEC-recognized university or professional experience in relevant field from a national or international organization.</p> <p>Publication: 10 research articles from HEC-recognized national or international journals with 5 publications in the last 5 years. For BPS-21; 15-year teaching/ research experience, including 8 years of post-PhD teaching/ research experience from HEC-recognized university or professional experience in relevant field from national or international organization.</p> <p>Publication: 15 research articles from HEC-recognized national or</p> | 50 Years (Upper Age Limit) | Direct recruitment through advertisement and Selection Board |

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| | | | international journals with 5 publications in the last 5 years. | | |
| 5 | Director Quality Enhancement Cell (QEC) | BPS-20/21 | <p>Qualification: PhD from HEC recognized University.</p> <p>Experience: For BPS-20; 10-year teaching/ research experience, including 5 years post-PhD teaching/ research experience from HEC-recognized university or relevant professional experience from national or international organization.</p> <p>Publication: 10 research articles from HEC-recognized national or international journals with 5 publications in the last 5 years. For BPS-21; 15-year teaching/ research experience, including 8 years of post-PhD teaching/ research experience from HEC-recognized university or professional experience from national or international organization.</p> <p>Publication: 15 research articles from HEC-recognized national or international journals with 5 publications in the last 5 years.</p> | 50 Years (Upper Age Limit) | Direct recruitment through advertisement and Selection Board |
| 6 | Director Planning and Development | BPS-20 | <p>Qualification: First Class B.E Civil (16-years education) from a HEC recognized University.</p> <p>Experience: Minimum 17 years' relevant experience in BPS-17 or above in a public sector university/ Government Department or organization. OR 14 years of relevant experience in a public sector department/ autonomous organization with PhD degree from HEC-recognized University.</p> | 50 Years (Upper Age Limit) | Direct recruitment through advertisement and Selection Board |

APPENDIX-III
ELIGIBILITY CRITERIA FOR ADMINISTRATIVE STAFF

| S. No. | Nomenclature of Post/ Position | Pay Scale | Minimum Qualification, Experience and Publications | Age Limit | Method of Appointment |
|---------------|--|------------------|--|------------------|---|
| 1 | Additional Registrar | BPS-19 | Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with 12 years of relevant experience on a position of grade 17 and above in public sector university Government Department or Organization. Preference shall be given to candidates who have experience of Registrar office in a public sector university. | 45 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-18, preferably Deputy Registrar with 12 years of relevant experience in BPS-17 or above. |
| 2 | Additional Treasurer/ Director Finance | BPS-19 | Qualification: Chartered Accountant / MBA (Finance)/M. Com at least in second division from HEC recognized University. Experience: 12 years' experience in the field of finance and accounting on a post of grade-17 and above from a public sector university/ Government Department or Organization. Preference shall be given to candidates who have experience of Finance Section in a public sector university. | 45 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-18, preferably Deputy Treasurer with 12 years of relevant experience in BPS-17 or above. |

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| 3 | Additional Controller of Examination | BPS-19 | <p>Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with 12 years of relevant experience on a position of grade 17 and above in public sector university/ Government Department or Organization.</p> <p>Preference shall be given to candidates who have experience of Examination office in a public sector university.</p> | 45 Years | <p>50% direct recruitment through advertisement and Selection Board.</p> <p>50% promotion quota amongst the officers in BPS-18, preferably Deputy Controller Examination BPS-18 with 12 years of relevant experience in BPS-17 or above.</p> |
| 4 | Director Information Technology | BPS-19 | <p>Qualification: MS in IT/ Electronics/ Telecom/ Computer Engineering / Computer Science in at-least 2nd division from HEC recognized University.</p> <p>Experience: 12 years' experience of in Information Technology infrastructure, networking, design, system administration, trouble shooting and management/ establishment of Data Centre on a post equivalent to grade-17 or above in University, Government Department, or Organization.</p> <p>Preference will be given to candidates having higher qualification and experience in the relevant field.</p> | 45 Years | <p>Direct recruitment through advertisement and Selection Board</p> |

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| 4 | Deputy Registrar | BPS-18 | Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with five years of relevant experience on a position of grade 17 and above in public sector university/ Government Department or Organization. | 40 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-17 with five years of relevant experience in BPS-17. |
| 5 | Deputy Treasurer | BPS-18 | Qualification: Chartered Accountant / MBA (Finance)/M. Com at least in second division from HEC recognized University with 5 years' experience in the field of finance and accounting on a post of grade-17 from a public sector university Government Department or Organization. | 40 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-17 with five years of relevant experience in BPS-17. |
| 6 | Deputy Controller of Examination | BPS-18 | Qualification: Master or equivalent degree, at least second division, from a HEC-recognized university with five years of relevant experience on a position of grade 17 and above in public sector university/ Government Department or Organization. | 40 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the officers in BPS-17 with five years of relevant experience in BPS-17. |

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| 7 | Deputy Director QEC | BPS-18 | Qualification: Master or equivalent degree in Statistics, Computer Science/ IT, at-least in second division from a HEC recognized University with 5 years' relevant experience on a post of grade 17 in a University/ Government Department or Organization. Preference shall be given to the candidates having experience of QEC section of any university. | 40 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Assistant Director QEC and Data Analysts in BPS-17 with five years of relevant experience in BPS-17. |
| 8 | Assistant Registrar | BPS-17 | Qualification: Master degree in second division from a HEC recognized University with 3 years' relevant experience on a post of grade 14/15/16 (KPO / Office Assistant BPS-15/16 Superintendent BPS-16) in a University, Government Department or Organization. | 35 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Superintendents BPS-16 with five years of relevant experience. |
| 9 | Assistant Treasurer/ Assistant Account Officer | BPS-17 | Qualification: MA Economics/ MBA/ BBA (Finance)/M. Com or equivalent degree at least in second division from HEC recognized University with 3 years' experience in the field of finance and accounting on a post of Sub-Accountant BPS-14/ Accountant BPS-16 from a public sector university/ | 35 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Accountants BPS-16 with five years of relevant |

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| | | | Government Department or Organization. | | experience. |
| 10 | Assistant Controller of Examination | BPS-17 | Qualification: Master or equivalent degree in second division from a HEC recognized University with 3 years' relevant experience on a post of grade 14/15/16 (KPO / Office Assistant BPS-15/16 Superintendent BPS-16) in a University, Government Department or Organization. | 35 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Superintendents BPS-16 with five years of relevant experience. |
| 11 | Data Analyst QEC (BPS-17) | BPS-17 | Qualification: Masters or equivalent degree (second division) in Computer Science/ IT/ Statistics from a HEC recognized University with 3 years of relevant experience in a University/ Government Department or Organization. | 35 Years | Direct recruitment through advertisement and Selection Board. |
| 12 | Procurement/ Purchase Officer | BPS-17 | Qualification: MBA/BBA Finance, M.Com, MA Economics or equivalent degree in 2nd division or equivalent qualification from a HEC recognized University with 3 years of relevant experience in a University/ Government Department or Organization. | 35 Years | Direct recruitment through advertisement and Selection Board. |
| 13 | Store Officer | BPS-17 | Qualification: Masters or equivalent degree, at-least in 2nd division, from a HEC recognized university with 3 | 35 Years | Direct recruitment through advertisement and Selection Board. |

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| | | | years of relevant experience in a University/ Government Department or Organization. | | |
| 14 | Internal Auditor | BPS-17 | Qualification: Chartered Accountant from HEC recognized University/ Institution with 3 years of audit experience in a public sector university, Government Department or Organization. OR MBA (Finance)/M. Com at least second division from HEC recognized University, with 5 years of audit experience in a public sector university/ Government Department or Organization. | 35 Years | Direct recruitment through advertisement and Selection Board. |
| 15 | Assistant Engineer (Civil) | BPS-17 | Qualification: B.E (Civil) degree, preferably in 1st division from HEC recognized University experience in a public sector university Government Department or Organization. Candidates having relevant experience will be given preference. | 35 Years | Direct recruitment through advertisement and Selection Board. |
| 16 | Web-Developer | BPS-17 | Qualification: BS (CS/IT) / MCS or equivalent degree, at-least second division, in Computer Engineering from a recognized University with 02 years' experience/ expertise in Web Development, Certification of | 35 Years | Direct recruitment through advertisement and Selection Board |

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| | | | Web Development Technologies, NET,A AJAX, HTML5, CSS3, Java Script, XML, SQL, PHP etc. | | |
| 17 | Librarian | BPS-17 | Qualification: First Class Master in Library Sciences or equivalent qualification from a HEC recognized University with 02 years' experience in Library Administration in a post equivalent to BPS-16 experience in a public sector university/ Government Department or Organization. | 35 Years | 50% direct recruitment through advertisement and Selection Board. 50% promotion quota amongst the Assistant Librarian BPS-14/16 with five years of relevant experience. |
| 18 | Protocol Officer | BPS-16 | Qualification: Master or equivalent degree in second division from a HEC recognized University. Preference will be given to candidates with relevant experience. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 19 | Public Relation Officer | BPS-16 | Qualification: Master or equivalent degree in Journalism/ Mass Communication/ Media Studies, at-least in second division, from a HEC recognized University. Preference will be given to candidates with relevant experience. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 20 | Security Officer | BPS-16 | Qualification: Master or equivalent degree in second | 30 Years | Direct recruitment through |

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| | | | division from a HEC recognized University with 4 years of relevant experience in junior commissioned ranks of Police, Army or Para Military Forces. | | advertisement and Selection Committee. |
| 21 | Hostel Warden | BPS-16 | Qualification: Master or equivalent degree, at least in second division from a HEC recognized University. Preference will be given to candidates with relevant experience. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 22 | Sports Officer | BPS-16 | Qualification: Master or equivalent degree of Sports Science or Physical Education, at least second division, from a HEC recognized University. Preference will be given to candidates with relevant experience. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 23 | Transport Officer | BPS-16 | Qualification: B.E. Mechanical/ Automobile or Diploma in Auto Diesel preferably in second division from HEC recognized University. Preference will be given to the candidates with experience in the relevant field and additional qualifications. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 24 | Superintendent | BPS-16 | Qualification: BA/ BSc or equivalent degree in second division from a recognized university. | 30 Years | 100% by promotion on seniority-cum-fitness basis amongst the Office Assistant BPS-15 |

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|----|------------------|--------|--|----------|--|
| | | | | | with five years of relevant experience/ service. |
| 25 | Accountant | BPS-16 | Qualification: MA Economics/ MBA/ BBA (Finance)/ M. Com/ B. Com or equivalent degree, at least in second division from HEC-recognized University, with 2 years' experience in the field of finance and accounting on a post of Sub-Accountant BPS-14 or equivalent position. | 30 Years | 50% direct recruitment through advertisement and Selection Committee. 50% promotion quota amongst the Sub-Accountant BPS-14 with 5 years of relevant experience. |
| 26 | Office Assistant | BPS-15 | Qualification: Graduation (BA/BSc) at least in second division from a HEC-recognized University with Typing speed of 30 w.p.m. and 2 years' experience in the relevant field. Preference will be given to Computer Diploma/ Certificate holding candidates. | 30 Years | 50% direct recruitment through advertisement and Selection Committee. 50% promotion quota amongst the KPO BPS-12 (50%) and Senior Clerk BPS-12 (50%) with 5 years of relevant experience. |
| 27 | KPO | BPS-12 | Qualification: Graduation (BA/BSc) at least in second division from a HEC-recognized University with Typing speed of 35 w.p.m. and 2 years' | 30 Years | Direct recruitment through advertisement and Selection Committee. |

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|----|----------------|--------|--|----------|---|
| | | | experience in the relevant field. Preference will be given to Computer Diploma/ Certificate holding candidates. | | |
| 28 | Lab. Assistant | BPS-11 | Qualification: Graduation in Science Subjects equal to 14 years of education or equivalent qualification at least in second division from a recognized university/ institution. Preference will be given to experienced and Computer Diploma/ Certificate holding candidates. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 29 | Sub-Engineer | BPS-11 | Qualification: Diploma in Associate Engineering preferably in second division in the relevant technology / discipline (Civil) from a recognized University/ Institution. Two years' relevant experience in an organization. Preference will be given to the candidates having computer skills. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 30 | Senior Clerk | BPS-09 | Qualification: Graduation (BA/BSc) or 14 years of education, at least 2nd division, from a recognized University/ institution with typing speed of 30 w.p.m (certificate) with 2 years' relevant experience from a Government organization. Preference will be given to the | 30 Years | 100% promotion on seniority-cum-fitness basis amongst the Junior Clerks BPS-07 with five years of relevant experience/ service. |

| | | | | | |
|----|---------------|-------|--|-------------|--|
| | | | candidates having computer skills. | | |
| 31 | Junior Clerk | 07 | Qualification: Intermediate or equivalent qualification in second division from a recognized Board/ Institution with typing speed of 30 words per minute (certificate). Computer skills of MS Office required. Preference will be given to the candidates having Computer skills. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 32 | Drivers | BPS-5 | Qualification: SSC/ Middle Standard Passed. H.T.V/LTV driving license with two years of experience. | 30 | 75% direct recruitment through advertisement and Selection Committee. 25% promotion quota amongst the vehicles conductors having HTV/LTV driving license with 5 years of regular service/ experience. |
| 33 | Electrician | BPS-5 | Qualification: SSC/ Matric. 6-month electrical certificate course equivalent qualification from TTC with one year of relevant experience. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 34 | Auto Mechanic | BPS-5 | Qualification: SSC/ Matric/ Middle Standard. 6-month mechanical certificate course or | 30 Years | Direct recruitment through advertisement and |

| | | | | | |
|----|---------------------------|-------|--|-------------|---|
| | | | equivalent qualification from TTC with one year of relevant experience. | | Selection Committee. |
| 35 | Plumber | BPS-5 | Qualification: SSC/ Matric/ Middle Standard. 6-month plumbing certificate course equivalent qualification from TTC with one year of relevant experience. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 36 | Cook | BPS-5 | Qualification: Literate, preferably Middle Standard with relevant experience. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 37 | Dispatch Rider | BPS-4 | Qualification: SSC/ Middle Standard Passed. LTV driving license with two years of experience. | 30 | Direct recruitment through advertisement and Selection Committee. |
| 38 | Naib Qasid/ Peon | BPS-2 | Qualification: Literate, preferably Middle Standard. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 39 | Security Guard | BPS-2 | Qualification: Middle Standard passed. Retired personnel from LEA/ Armed Forces/ Police. | 30-45 Years | Direct recruitment through advertisement and Selection Committee. |
| 40 | Bus Cleaner/ Conductor | BPS-2 | Qualification: Literate, preferably Middle Standard with LTV license. | 30 Years | Direct recruitment through advertisement and Selection Committee. |

| | | | | | |
|----|--------------------------|-------|---|----------|---|
| 41 | Lab. Attendant | BPS-2 | Qualification: Literate, preferably Middle Standard. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 42 | Mali/ Gardner | BPS-2 | Qualification: Literate, preferably Middle Standard with relevant skills. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 43 | Sanitary Worker/ Sweeper | BPS-2 | Qualification: Literate. | 30 Years | Direct recruitment through advertisement and Selection Committee. |
| 44 | Helper | BPS-2 | Qualification: Literate. | 30 Years | Direct recruitment through advertisement and Selection Committee. |

APPENDIX-IV
APPOINTING AUTHORITY

| S. No. | EMPLOYEE | Pay Scale | RECOMMENDING AUTHORITY FOR APPOINTMENT | APPOINTING AUTHORITY |
|---------------|--|------------------|---|-----------------------------|
| 1 | Academic Staff (Lecturer, Assistant Professor, Associate Professor and Professor) | BPS-18 to 21 | Selection Board under the chairmanship of the Vice Chancellor. | Senate |
| 2 | Statutory Positions (Registrar, Treasurer and Controller of Examination) | BPS-20 | Selection Board under the chairmanship of the Vice Chancellor. | Senate |
| 3 | Director ORIC, Director QEC, Director Planning and Works | BPS-20/21 | Selection Board under the chairmanship of the Vice Chancellor. | Senate |
| 4 | Administrative Staff (Officers) | BPS-17 to 19 | Selection Board/ Promotion Board under the chairmanship of the Vice Chancellor. | Senate |
| 5 | Administrative Staff | BPS-1 to 16 | Selection Committee/ Promotion Committee under the chairmanship of the Registrar | Syndicate |

**MODIFICATIONS/ AMENDMENTS IN UNIVERSITY OF TURBAT EMPLOYEES'
SERVICE STATUTES 2020**

The University of Turbat Senate, in its 7th meeting held on 8th August 2023, passed the University of Turbat Employees' Service Statutes 2020 with the following modifications/ amendments the under Section 35 (2) of Balochistan Universities Act, 2022 (Act No. XII of 2022):

Amendment. I: The Selection Committee for the appointment of employees in BPS-1 to 16 shall be chaired by the Pro-Vice Chancellor.

Amendment. II: The Departmental Promotion Committee for the promotion of employees in BPS-1 to 16 shall be chaired by the Pro-Vice Chancellor.

Amendment. III: The University of Turbat Act 2012 shall be replaced with the Balochistan Universities Act 2022 in the Service Statutes.

Registrar
University of Turbat

EFFICIENCY AND DISCIPLINE RULES

2023

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Efficiency and Discipline Rules 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Efficiency and Discipline Rules 2023.

**THE UNIVERSITY OF TURBAT EMPLOYEES EFFICIENCY AND DISCIPLINE
(E&D) RULES 2023**

1. SHORT TITLE, COMMENCEMENT AND APPLICATION. —

- i. These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Sections 35 (1), 43 and 44 of Balochistan Universities Act 2022, shall be called, "The University of Turbat Employees Efficiency and Discipline (E&D) Rules 2023".
- ii. They shall come into force at once and apply to all University Employees (administrative and academic staff) except for the Vice Chancellor and Pro-Vice Chancellor appointed by the Chancellor.

2. DEFINITIONS. —

- i. In these statutes, unless the context otherwise requires: -
 - (a) "**Accused**" means an employee of the University against whom action is taken under these Rules;
 - (b) "**Authorized Officer**" means an official authorized by the competent authority to perform functions of an Inquiry Officer under these rules;
 - (c) "**Competent Authority**" means Vice Chancellor;
 - (d) "**University Employee**" "Employee" means an employee (administrative or academic) of the University of Turbat;
 - (e) "**Misconduct**" means conduct prejudicial to good order of service, discipline or conduct unbecoming of an officer and a gentleman and includes any act on the part of a University employee to bring or attempt to bring political or other outside influence directly or indirectly to bear on the authority of the University in respect of any matter relating to the appointment, promotion, transfer, punishment, retirement or other conditions of his service; and
 - (f) "**Penalty**" means a penalty which may be imposed under these rules.
- ii. In case two or more University employees are to be proceeded against jointly, the competent authority or, as the case may be, the authorized officer for such an employee senior-most in rank, shall be the competent authority or, as the case may be, the authorized officer in respect of all such accused.

- iii. Words and expressions used but not defined shall bear the same meanings as they bear in the Balochistan Universities Act 2022.

3. GROUNDS FOR PENALTY. — A University employee, who:

- i. is inefficient or has ceased to be efficient; or
- ii. is guilty of misconduct; or
- iii. is corrupt, or may reasonably be considered corrupt because:
 - a) he/she is, or any of his/her dependents or any other person through him/her or on his/her behalf, is in possession of pecuniary resources or of property disproportionate to his/her known sources of income, which he/she cannot reasonably account for; or
 - b) he/she has assumed a style of living beyond his/her ostensible means; or
 - c) he/she has a persistent reputation of being corrupt;
- iv. is engaged, or is reasonably suspected of being engaged in subversive activities, or is reasonably suspected of being associated with others engaged in subversive activities or is guilty of disclosure of official secrets to any unauthorized person, and his/her retention in service is, prejudicial to the interest of the University or national security; shall be liable to be proceeded against under these Rules and one or more of the penalties hereinafter mentioned may be imposed on him.

- v. Is involved in political or sectarian activities within the campus or found provoking the students or other employees of the university on political, sectarian, ethnic, tribal or caste and creed basis.

4. PENALTIES. —

i. Minor Penalties:

- a) Censure;
- b) Withholding, for a specific period, promotion or increment, otherwise than for unfitness for promotion or financial advancement in accordance with the Rules or orders pertaining to the service or post;
- c) Stoppage, for a specific period, at an efficiency bar in the time-scale, other-wise than unfitness to cross such bar;
- d) Recovery of the whole or any part of any pecuniary loss caused to the University by negligence or breach of orders.

ii. Major Penalties:

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

iii. Removal from service does not, but dismissal from service does, disqualify for future employment under the University.

iv. In these statutes, removal or dismissal from service does not

include the discharge of a University employee:

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

5. INITIATION OF PROCEEDINGS. — Where, in the opinion of the competent authority, there are sufficient grounds for proceeding against a University employee, it shall direct the authorized officer to proceed against the said University employee.

6. INQUIRY PROCEDURE TO BE OBSERVED BY THE AUTHORIZED OFFICER. — The following procedure shall be observed by the authorized Officer when a University employee is proceeded against under these rules:

- i. In case where a University employee is accused of subversion, corruption or misconduct, the authorized officer may require him to proceed on leave, if due, or, with the approval of the competent authority, suspend him provided that any continuation of such leave or suspension shall require approval of the competent authority after every three months;
- ii. The authorized officer shall decide whether in the light of facts of the case or the interests of justice an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he so decides he shall appoint an Inquiry Officer or Inquiry Committee consisting of

two or more persons who or one of whom shall be of the rank senior to the accused or all of the co-accused and the procedure indicated in Rules 7 and 8 shall apply.

- iii. 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;
 - (c) Provided that no such opportunity shall be given where the competent authority is satisfied that in the interest of the security of Pakistan or any part thereof it is not expedient to give such opportunity.
- iv. 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 competent authority along with the explanation of the accused, and his own recommendations regarding the penalty to be imposed.

7. PROCEDURE TO BE OBSERVED BY THE INQUIRY OFFICER AND INQUIRY COMMITTEE. — Where an Inquiry Officer or Inquiry Committee is appointed by the Competent Authority, the authorized officer shall:

- i. Frame a charge and communicate it to the accused together

with statement of allegations explaining the charge and of any other relevant circumstances which are proposed to be taken into consideration.

- ii. Require the accused, within a reasonable time, which shall not be less than seven days or more than fifteen days from the day the charge has been communicated to him/her, to put in a written defence and to state, at the same time, whether he/she desires to be heard in person.
- iii. The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and 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 witness against him/her.
- iv. The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefore, shall be reported forthwith to the authorized officer. Normally no adjournment shall be for more than a week.
- v. 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/she or it shall administer a warning and if, thereafter, he/she or it is satisfied that the accused is acting in disregard of the warning, he/she or it shall record a finding to that effect and proceed to complete the enquiry in such manner as he/she or it thinks best suited to do substantial justice.
- vi. If the accused absents himself from the enquiry on medical

grounds, he/she shall be deemed to have hampered or attempted to hamper the progress of the enquiry unless medical leave, applied for by him/her is sanctioned on the recommendation of a Medical Board. Where, in view of the serious condition of the accused, it may not be possible for him/her to appear before the Medical Board, the Board shall examine him/her at his residence of which complete address must always be given in the leave application and at which he/she must be available.

Provided that the authorized officer may, in his/her discretion, sanction medical leaves up to seven days without the recommendation of the Medical Board.

- vii. 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/her or its findings and the grounds thereof to the authorized officer.
 - viii. On the receipt of the report of Inquiry Officer or Inquiry Committee, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty, he/she shall pass orders accordingly. If it is proposed to impose a major penalty, he /she shall forward the case to the competent authority along with the charge-sheet, a statement of allegations served on the accused, explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee and his own recommendations regarding penalty to be imposed.
- 8. COMPOSITION OF INQUIRY COMMITTEE.—** The Inquiry Officer shall be not below than grade BPS-19 and above nominated by the competent authority, who shall be a university employee. The

Inquiry Committee shall be formed by the competent authority with the following composition:

- | | | |
|------|---|----------|
| i. | University employee of BPS-19 or above. | Chairman |
| ii. | A Senior Faculty member | Member |
| iii. | A Senior Administrative Staff | Member |

9. ACTION BY THE COMPETENT AUTHORITY. —

In the case of any proceedings the record of which has been reported for under Clause (4) of Section 6 or Clause (8) of Section 7 of these Statutes, the competent authority shall, after affording the accused an opportunity of being heard in person, pass such order as it may deem fit.

10. RULES NOT TO APPLY IN CERTAIN CASES. — Nothing in these Rules shall apply to a case;

- i. Where the accused has been convicted by a court and sentenced to imprisonment or fine on charges in which case the Authority shall on receipt of intimation of the conviction, make an order dismissing or removing the accused from service whichever is applicable.
- ii. Where the Authority competent to dismiss or remove a person from service or to reduce a person in rank, is satisfied that, for reasons to be recorded in writing by that Authority, it is not reasonably practicable to give the accused an opportunity of showing cause.

11. PROCEDURE OF INQUIRY AGAINST OFFICERS LENT TO THE GOVERNMENT OR OTHER UNIVERSITIES, INSTITUTIONS ETC.. —

- i. Where the services of a University employee to whom these Rules apply are lent to any Government or to other

Universities or to a local or other authority, in these Rules referred to as the borrowing competent authority, the borrowing competent authority shall have the powers of competent 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;

- ii. Provided that the borrowing competent authority shall forthwith inform the competent authority which has lent his services, hereinafter in these Rules referred to as the lending competent authority, of the circumstances leading to the order of his suspension or the commencement of the proceedings, as the case may be;
- iii. Provided further that the borrowing competent authority shall obtain prior approval of the Syndicate before taking any action under these Rules against a University employee holding a post in Grade 17 or above.
- iv. If, in the light of the findings in the proceedings taken against a University employee in terms of clause (1) above, the borrowing competent authority is of the opinion that any penalty should be imposed on him, it shall transmit to the lending competent authority the record of the proceedings and thereupon the lending competent authority shall take action as prescribed in these Statutes.

12. POWER TO ORDER MEDICAL EXAMINATION AS TO MENTAL OR BODILY INFIRMITY. —

- i. Where it is proposed to proceed against a University employee on the ground of in-efficiency by reasons of infirmity of mind or body, the competent authority may, at any stage, whether or not an authorized officer has been directed to proceed against him, require the University employee to undergo a

medical examination by a Medical Board or a Medical Officer/ Superintendent as the competent authority may direct, and the report of the Board or the Medical Superintendent shall form part of the proceedings.

- ii. If a University employee refuses to undergo such an examination, his refusal may, subject to the consideration of such grounds as 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.

13. APPEAL OR REVIEW AGAINST PENALTY. —

- i. Any University employee on whom a penalty has been imposed under these statutes, may, within 30 days from the date of the communication of the order, appeal against or apply for review of the order imposing the penalty to the appropriate appellate authority specified in the section 44 (1) of the Balochistan Universities Act 2022:
- ii. Provided if the Syndicate or the Chancellor as the case may be is satisfied that there is sufficient ground for extending the time it or he may entertain the appeal or the review petition at any time.

14. PETITION OF APPEAL OR REVIEW. — Every appeal or review petition preferred under these Rules shall be made in the form of a petition in writing and shall set forth concisely the grounds of objection to the order appealed from or sought to be reviewed and shall not contain disrespectful or improper language and shall be submitted to the Vice Chancellor/ Registrar who shall place it to the Competent Authority or Chancellor as mentioned in Section 44 (1) of Balochistan Universities Act 2022 within a fortnight.

15. DETERMINATION OF REVIEW APPEAL BY CHANCELLOR. —

The Chancellor, while determining the review appeal may, in his discretion, give his decision on the appeal or refer the case to the University Syndicate for further deliberations and decision with intimation to the Chancellor Office.

Provided that it shall not be necessary for the Chancellor to cause notice to be given to the accused or punishing authority or to afford the accused an opportunity to be heard in person except where the Chancellor proposes to increase the penalty, in which case he shall, be order in writing, inform the accused of the action proposed to be taken and the grounds of the action and give him a reasonable opportunity to show cause against that action.

16. DETERMINATION OF APPEAL BY THE SYNDICATE REFERRED BY THE CHANCELLOR. —

- i. The Syndicate may hear the appellant and the competent authority or the authorized officer imposing penalty, of the time and place at which such appeal will be heard. After perusing such record and hearing the appellant, the Syndicate may, if it considers that there is no sufficient ground for interfering, dismiss the appeal or may:
 - a) reverse the finding and acquit the accused; or
 - b) order and direct that further or fresh inquiry be made; or
 - c) alter the finding maintaining the penalty or with or without altering the finding, reduce the penalty; or
 - d) enhance the penalty by order, in writing, inform the accused of the action proposed the action proposed to be taken and the grounds of the action by giving him/her a reasonable opportunity to show case against the action.

- ii. In dealing with an appeal, the Syndicate, if it thinks additional evidence to be necessary, may either take such evidence itself or direct it to be taken by the authorized officer and when such evidence has been taken the Syndicate shall thereupon propose to dispose of the appeal.

17. NO SECOND PETITION FOR REVIEW EXCEPT IN CERTAIN CASES. —

- i. No appeal shall lie against any order made by the Syndicate except in case the Syndicate enhances the penalty.
- ii. In every case, in which the Syndicate enhances the penalty imposed by the competent authority or the authorized officer, the accused may, within 30 days of the communication of the orders, apply to the Chancellor for the review of that order:

Provided if the Chancellor is satisfied that there is sufficient ground for extending the time, he may entertain the application for review at any time.

- iii. The application for review shall be filed in the manner indicated in statute 13 and the Chancellor shall determine the review petition in the manner provided in statute 14 and may, in his discretion, exercise any of the powers in the said statute.

18. REVISION. —

- i. The Chancellor may call for and examine the record of any proceeding before any authorized officer or competent authority for the purpose of satisfying himself/herself as to the correctness, legality or propriety of any finding, penalty or order recorded or passed and as to the regularity of any proceeding of such competent authority or officer.

- ii. On examining any record under this statute the Chancellor may direct the competent authority or the authorized officer to make further inquiry into the charges of which the accused has been acquitted and discharged and may, in his discretion, exercise any of the powers conferred on the Syndicate under statute:

Provided an order prejudicial to the accused shall not be passed unless he/she has been given an opportunity to show cause against the proposed action:

Provided further that an order imposing punishment shall not be revised *suo-moto* or otherwise after the lapse of a period of three months from the date of its communication to the accused if no appeal is preferred.

- iii. No proceeding by way of revision shall be entertained at the instance of the accused who has a right of appeal or review under these Rules and has not brought the appeal or review or where the order sought to be reviewed was made by the Chancellor.

SCHEDULE
(See Section 13, 14 and 15)

| S. No. | Class of Employees | Authority to take disciplinary action | Appellate Authority |
|---------------|---|--|-------------------------------|
| 1. | All employees (teaching and administrative) in BPS-17 and above | Vice Chancellor | Chancellor and Senate |
| 2. | All employees in BPS 16 and below. | Pro-Vice Chancellor | Vice Chancellor and Syndicate |

FINANCIAL STATUTES 2023

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Financial Statutes 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Financial Statutes 2023.

UNIVERSITY OF TURBAT FINANCIAL STATUTES 2023

CHAPTER-I

GENERAL PROVISIONS

1. SHORT TITLE, COMMENCEMENT AND APPLICATION. —

- i. These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Section 35 (1) (b, c and d), Chapter VIII (University Fund, Audit and Finance) Section 39, 40, 41 and 42 of Balochistan Universities Act 2022, shall be called, "The University of Turbat Financial Statutes 2023".
- ii. These Statutes shall come into force at once and shall be applicable to all kinds of the funds of the university.
- iii. These Statutes shall be followed by the authorities of the University in the discharge of the financial powers and functions entrusted

upon them under the Balochistan Universities Act 2022.

- iv. For procurement of goods, works, and services, in addition to and not in derogation of these rules, “Balochistan Public Procurement Regulatory Authority (BPPRA), Public Procurement Regulatory Authority (PPRA) rules” shall mutatis mutandis be applicable as the case may be.

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

- i. **“Account”** means accounts of the University.
- ii. **“Authority”** means the authority of the University as specified in the Balochistan Universities Act 2022 and statutes, regulations and rules made there under;
- iii. **“Auditor”** means the Internal Auditor of the University;
- iv. **“Budget”** means the financial estimates of the University for the Financial Year duly recommended, approved by relevant bodies (Finance and Planning Committee, Syndicate and Senate);
- v. **“Chancellor”** means the Governor/ Chancellor of the University;
- vi. **“Competent Authority”** means Vice Chancellor;
- vii. **“Directorate of Finance”** means the Treasury of the University under the administrative control of the Treasurer, consisting of Accounts Section, Budget Section, Investment Section, Revenue Section, Audit Section, Pension and Funds Section, Procurement Wing and other appropriate section(s) which may be added to it by the Competent Authority;

- viii. **“Directorate of Planning and Development”** means the Directorate of Planning and Development of the university;
- ix. **“Employees”** means the employees (academic and administrative) of the University;
- x. **“Finance and Planning Committee”** means the Finance and Planning Committee (F&PC) of University;
- xi. **“Fund”** means the fund established for the University;
- xii. **“HEC”** means Higher Education Commission of Pakistan;
- xiii. **“Inspection Committee”** means a Committee appointed by the Vice Chancellor for the purpose of Inspection, under these rules;
- xiv. **“Non-Stock Items”** means items of specific nature not stocked in the main store and procured as and when required by department / section. These would normally include all fixed assets items, library books, laboratory chemicals glassware, equipment and workshop tools and materials, computers and their accessories etc.
- xv. **“Procurement Wing” means** procurement office of the University.
- xvi. **“Purchase Committee”** means the Purchase Committee appointed for any purchase of goods and services by competent authority of the University;
- xvii. **“Departmental Tender Committee”** means the departmental tender committee for planning and works of the University;
- xviii. **“Project”** means Project of Establishment of University;

- xix. **"Planning and Development"** means Directorate of Planning and Development of University;
- xx. **"Pro-Vice Chancellor"** means Pro-Vice Chancellor of the University;
- xxi. **"Registrar"** means the Registrar of the University;
- xxii. **"Senate"** means the Senate of the University;
- xxiii. **"Stock Items"** means, items, which are purchased in bulk and usually consist of general stationery, office stationery, office supplies, items of sanitary, hardware, timber, electrical goods and appliances and other miscellaneous materials and consumable items required for the maintenance and up-keep of structures, moveable and immovable assets.
- xxiv. **"Store"** means Store Section of the University;
- xxv. **"Syndicate"** means the Syndicate of the University;
- xxvi. **"Treasurer"** means the Director Finance of the University;
- xxvii. **"University"** means the University of Turbat;
- xxviii. **"Vice Chancellor"** means the Vice Chancellor of the University.

CHAPTER II
DESCRIPTION OF UNIVERSITY FUND

3. UNIVERSITY FUND. —

(1) There shall be a University fund to which all income from fees, donations, trusts, bequests, endowments, contributions, grants and all other sources shall be credited.

(2) Bank account(s) for the University fund may be opened and operated by the Treasurer with any scheduled bank / banks, as per guideline received from the Federal Government/HEC and Provincial Government from time to time.

4. SOURCES OF FUND. —

i. GRANTS:

- (a) Grants of the Federal Government direct or released through the Higher Education Commission or Grant-in-Aid by the Provincial Government of Balochistan;
- (b) Other grants from Organizations/bodies released for purposes such as scholarships, awards, prizes, study tours and travel, students' welfare, provision of amenities, holding tournaments, seminars, debates, sports festivals and other activities of students and staff;
- (c) Development Grants of Federal Government released through the Higher Education Commission and developmental schemes/ Funds released by the Provincial Government for the development projects of university;
- (d) Special grants released by the Federal or Provincial Government for a specific purpose or covering a range of specific / special items;
- (e) Grant/Donation made by foreign donors.
- (f) Donation from the business community/ notables/ ministers for the welfare of students and employees.

ii. UNIVERSITY'S OWN RESOURCES:

- (a) Admission fee, Registration fees, Tuition fee, Examination fee, Self-Finance fee, Late fee, Fines, Equivalence fee, Provisional Certificate fee, Detail Marks Certificates fee, Degree fee, Migration fee, Correction in name fee, Proficiency fee, Sports fee, Affiliation fee and other fee prescribed by the University.
- (b) Hostel Income: Hostel admission fee, hostel rent, service charges, electricity charges from students and all other user charges.
- (c) Profit and interests from funds and investments.
- (d) Income from staff and students for hiring university vehicles, rents, telephone and electricity charges and any other user charges.
- (e) Donations, gifts, bequests, honours, awards, prizes, and medals to the University.
- (f) Income generated from university properties, shops, buildings, auction of condemned items.
- (g) Income generated from university patents, commercialization, and revenue generating projects initiated by the university,
- (h) Miscellaneous income i.e. all income not covered under the aforementioned sources, which may be accounted for under the miscellaneous head, including charges for tender documents and other forms/documents, Rent and charges from private parties etc.

CHAPTER-III

FINANCIAL BODIES AND AUTHORITIES OF THE UNIVERSITY

5. FINANCIAL ORGANIZATION. —

- i. The Financial Organization in these Rules has been structured around the existing administrative set-up of the University. The Treasurer, under the supervision of the Vice Chancellor, administers and manages the Treasury of the University.
- ii. The Treasury will consist of Accounts Section, Budget Section, Investment Section, Revenue Section, Audit Section, Pension and Funds Section, Procurement Wing and other appropriate section(s) which may be added to it by the competent authority;
- iii. The financial transactions will be coordinated and routed to the Treasurer for authorization or obtaining approval of competent authority.
- iv. Each of these sections has further been divided into sub-sections to ensure a smooth and efficient working and to exercise sound control at the lower level of the functionaries.

6. FINANCIAL BODIES AND AUTHORITIES OF UNIVERSITY. —

- i. **SENATE.** (a) The Senate, as provided under Section 24 (1) the Balochistan Universities Act 2022 shall have the powers of general supervision of the university and shall hold the Vice Chancellor and the Authorities accountable for all of the functions of the University.

(b) As provided under Sections 24 (2) of Balochistan Universities Model Act 2022 without prejudice to the generality of the foregoing, the Senate shall have the following financial powers:

- (1) to approve the proposed annual plan of work, the annual and

revised budgets, annual report and the annual statement of account;

(2) to hold, control and lay down policy for the administration of the property, funds and investments of the university, including the approval of the sale and purchase or acquisition of immovable property;

(3) to approve the appointments of the teaching and administrative staff of the university on the recommendation of the selection board;

(4) to approve the financial resource development plan of the university.

ii. SYNDICATE. (a) The Syndicate, as provided under Section 26 (1) of the Balochistan Universities Act 2022 shall be the Executive Body of the University and shall, subject to the provisions of the Act and the Statutes, exercise general supervision over the affairs and management of the University.

b. As provided under Sections 26 (2) of Balochistan Universities Act 2022 without prejudice to the generality of the foregoing powers and subject to the provisions of this Act, the Statutes and direction of the Senate, the Syndicate shall have following powers related to financial affairs of the University;

(1) To consider the annual report, the annual and revised budget estimates and to submit these to the Senate with its observation if any;

(2) To transfer and accept transfer of movable property on behalf of the University;

(3) To enter into, vary, carry out and cancel contracts on behalf of the University;

- (4) To cause proper books of accounts to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (5) To invest any money belonging to the University including any unapplied income in any of the securities described in section 33 of the Balochistan Trust Act, 2020 (Act IV of 2020), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
- (6) To Receive and manage any properly transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made, to the University;
- (7) To Administer any funds placed at the disposal of the University for specified purposes;
- (8) To provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the affairs of the University;
- (9) To institute Professorships. Associate Professorships, Assistant Professorships, Lecturer ships, and other teaching posts or to suspend or abolish such posts;
- (10) To create, suspend or abolish such administrative or other posts as may be necessary;
- (11) To appoint University Lecturers, Assistant Professors and other equivalent grade administrative officers on the recommendation of the Selection Board.

iii. FINANCE AND PLANNING COMMITTEE: (a) The Finance & Planning Committee under the Schedule-1 (First Statutes of the Public Sector Universities of Balochistan) Section 12 (4) of Balochistan Universities Act 2022 shall have the following functions:

- (1) To consider the annual statement of accounts and the annual revised budget estimate and advise the Syndicate and Syndicate thereon;
- (2) To review periodically the financial position of the University;
- (3) To advise the Syndicate and Senate on all matters relating to planning development, finances, investment and accounts of the University; and
- (4) To perform such other functions as may be prescribed.

iv. VICE CHANCELLOR: (a) The Vice-Chancellor, under Section 16 (1) Balochistan Universities Act 2022, has the following financial powers, responsibilities and duties:

- (1) The Vice Chancellor shall be the chief executive officer of the University responsible for all administrative and academic functions of the University and for ensuring that the provisions of the Act, Statutes, Regulations and Rules are faithfully observed in order to promote the general efficiency and good order of the University. The Vice Chancellor shall have all powers prescribed for this purpose, including academic and administrative control over the officers, teachers and other employees of the University.
- (2) The Vice Chancellor shall also have the powers:
 - (i) to create and fill temporary positions not exceeding a period of one-year subject to approval of Syndicate;
 - (ii) to direct teachers, officers and other employees of the University to take up such assignments in connection with examination, administration and such other activities in the University as he may consider necessary for the purposes of the University;

- (iii) to sanction all expenditure provided for in the approved budget and re- appropriation of funds from one head of budget to another head of budget within the same major head expenditure;
- (iv) to sanction by re-appropriation an amount not exceeding an amount / limit prescribed by the Senate for an unforeseen item not provided for in the budget and report it to the Senate at the next meeting;
- (v) to appoint paper setters and examiners for all examinations of University after receiving panels of names from the relevant authority;
- (vi) to make such arrangements for the scrutiny of papers, marks and results he may consider necessary;
- (vii) to delegate subject to such conditions, if any, as may be prescribed, any of the powers under Act to an Officer or the employees of the University;
- (viii) to exercise general control and supervision over the system of examination in the University;
- (ix) to appoint visiting/contract Professors, Associate Professors, Assistant Professors and Lecturers and research staff in various disciplines for a period not more than one Academic year on the terms and conditions as may be prescribed;
- (x) to appoint employees below the rank of Lecturer and equivalent officer; and
- (xi) to exercise and perform such other powers and functions as may be prescribed.

v. **PRO-VICECHANCELLOR:** (a) The Pro-Vice Chancellor, under Section 18 Balochistan Universities Act 2022, has the following powers, responsibilities and duties:

- (1) The Pro-Vice Chancellor shall hold responsibilities and shall perform duties as the Vice Chancellor may notify from time to time, so as to assist the Vice Chancellor in the assigned academic and administrative matters and affairs of the University.
- (2) The Pro-Vice Chancellor shall be an Ex-officio member of all the Statutory Bodies of the University, such as, the Senate, the Syndicate, the Academic Council, the Finance and Planning Committee, the Advanced Studies and Research Board, the Selection Board / Committee, and such other Committees or Sub-committees formed by the authority from time to time under Section 22 (2) of this Act.
- (3) The Pro-Vice Chancellor shall also have the powers as may be assigned to him through these Statutes, Chancellor or Vice Chancellor.
- (4) Under these statutes, the Pro-Vice Chancellor shall be the chairman of the following committees of the university;
 - Departmental Tender Committee,
 - Purchase Committee,
 - Inspection Committee.
- (5) Under these Statutes, the Pro-Vice Chancellor shall be the ex-officio member of the Departmental Accounts Committee (DAC) of the University.

vi. TREASURER: (a) The Treasurer, as provided under Section 20 (3) of the Balochistan Universities Act 2022, shall be the chief financial officer of the University and shall have the following powers and responsibilities:

- (1) Manage the assets, liabilities, receipts, expenditures, funds and investments of the University;
- (2) Prepare the annual and revised budget estimates of the University and present them to the Syndicate or a committee thereof for approval and incorporation in the budget to be presented to the Syndicate and Senate;
- (3) Ensure that the funds of the University are expended on the purposes for which they are provided;
- (4) Have the accounts of the University audited annually so as to be available for submission to the Senate within six months of the close of the financial year, and
- (5) Perform such other duties as may be prescribed.

- vii. INTERNAL AUDITOR:** (a) According to Section 42 (1 and 2) of Balochistan Universities Act 2022, there shall be an internal auditor who shall be responsible for pre-auditing of all bills and documents for all payment to be made by the University.
- b. The Accounts of the University shall be audited by the Auditor General of Pakistan in each financial year in conformity of the Balochistan Universities Act 2022 and with these statutes of the university.
- c. Under these statutes, the Internal Auditor of the university shall be part of the Directorate of Finance and work under the Treasurer of the university with the following functions:
- (1) Whether expenditures incurred are within the budget provision,
 - (2) Whether income tax, sale tax and other admissible taxes are deducted from the salaries and payment bills,
 - (3) Whether all payment bills of stores (stock and non-stock) bear the stock entry and other certificates,
 - (4) Whether separate stock register for consumable stores and dead stock maintained and physical verification of dead stock have been carried out,
 - (5) Whether proper record of consumable stores maintained and entries of stores have been checked.

viii. PROCUREMENT WING: (a) Under these statutes, there shall be a Procurement Wing of the Directorate of Finance of the University with the following functions:

- (1) purchase of goods and services, including equipment, instruments, consumable office supplies and durable goods to be made under recurring budget and HEC/Government funded projects.
- (2) issue invitations to bid, requests for proposal, requests for quotation, issue contract and purchase orders, develops term contracts, acquires supplies and services.
- (3) procurement requisition, store stock availability, cost estimation by procurement officer, budget provision report from director finance/ treasure, administration approval thorough director procurement, quotation/ tender through qualified vendors/firms, comparative statement, recommendation of purchase committee, purchase order approval, receipt of goods by store officer, inspection of goods by inspection of committee and issuance of goods to the end users.
- (4) Under these statutes, there shall be a purchase committee and an inspection committee of the Procurement Wing.
- (5) Under these statutes, there shall be a Procurement Administrant/ In-charge of the Procurement Wing of the Directorate of Finance who shall work under the Treasurer of the University.

CHAPTER-IV

UNIVERSITY BUDGET (COMPILATION, CONTROL AND FORMAT)

- 7. UNIVERSITY BUDGET.** — The University's annual budget is a detailed planning of activities involving financial aspects, which enables the University to exercise an effective control over the actual expenditures, which is measured against the budgeted targets and thus provides a useful guidance in planning future financial activities of the University.
- 8. BUDGET COMPILATION AND CONTROL.** —
- i. The Budget section of the Treasury shall carry out the compilation of the budget during 3rd quarter of every financial year. The Budget section will approach all departments/ sections to submit the estimates of their recurring and capital expenditures for the ensuing year by a fixed date every year. The Budget section shall provide the specified forms in which the information shall be required from each department and shall assist the departments in the compilation of figures.
 - ii. On the basis of information furnished by the departments / offices, the Budget section shall compile a first draft of the budget. The Treasurer shall scrutinize the draft and after discussing various aspects of the budget with the Vice Chancellor and the Departmental heads, shall incorporate necessary changes. After incorporating the changes, if any, draft of the budget shall be presented to the Finance & Planning Committee for scrutiny and its recommendation to the Syndicate. The recommended budget with the revised estimates shall be placed before the Syndicate and then Senate for approval.

- iii. The Revised Budget shall be based on the actual expenditure of 9 months from 1st July to 31st March of the year and probable figures from 1st April to 30th June. The revised estimates shall form part of the budget format and shall be placed before the Finance & Planning Committee, Syndicate and then Senate along with the proposed budget for the ensuring year.
- iv. Before any payment is made, it shall be ensured that provision exists in budget under the particular head of expenditure. Prescribed income and expenditure ledger shall be maintained showing budget targets under various heads of income and expenditure against which the actual receipts and disbursements shall be recorded. Deviation from the budgeted figures shall be highlighted so that the correct action could be taken in time.

9. BUDGET FORMAT. — The HEC budget format shall be adopted for the recurring budget of the University for the Relevant Heads of the income and expenditures.

CHAPTER-V

DELEGATION OF FINANCIAL POWERS

10. DELEGATION OF POWERS. —

The officers of the University mentioned below shall exercise the following financial powers:

| S. No. | HEAD OF EXPENDITURE | NAME OF AUTHORITY | EXTENT OF DELEGATION |
|--------|---|--|--|
| (1) | Pay & Allowances | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| (2) | Scholarships & Other Awards to Students | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| (3) | Remuneration / Honorarium to part-time teachers / employees | Vice-Chancellor | Full Powers |
| (4) | Cash Awards for meritorious service | Syndicate Vice-Chancellor | Full Powers Delegated Powers |
| (5) | Other awards/scholarships for MS/PhD studies abroad | Syndicate Vice-Chancellor | Full Powers Delegated Powers |
| (6) | Pension & Gratuity | Vice-chancellor Treasurer | Full Powers Delegated |
| (7) | Expenditure on foreign trainees in Pakistan and Vice-Versa (Short | Vice-Chancellor | Full Powers |
| (8) | Loan to employees (out of Revolving Funds) | Vice-Chancellor Loan Committee | Full Powers Delegated Powers |
| (9) | Laboratories Expenses & contingencies | Vice-Chancellor Dean / Head | Full Powers Full Powers Within budgetary allocation for their |
| (10) | Payment of Audit Fee | Vice-Chancellor | Full Powers |
| (11) | Rent for Residential buildings (House requisitions etc.) | Vice-chancellor Registrar | Full Powers Delegated powers |
| (12) | <u>Conduct of Examinations</u> Remuneration/Secrecy Payments | Vice-Chancellor Controller of Examination | Full Powers Delegated powers |

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|------|---|--|---------------------------------|
| | Printing of Question Papers | Vice-Chancellor Controller of Examination | Full Powers Delegated powers |
| | Miscellaneous Advances for examinations | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| (13) | <u>Purchase of Durable Goods</u> Machinery & Equipment | Vice-Chancellor | Full Powers |
| | Transportation | Vice-Chancellor | Full Powers |
| | Furniture & Fixture | Vice-Chancellor | Full Powers |
| (14) | Sports Materials | Vice-Chancellor | Full Powers |
| (15) | Feasibility Studies | Vice-Chancellor | Full Powers |
| (16) | Holding Survey Camps | Vice-Chancellor | Full Powers |
| (17) | Research Projects | Vice-Chancellor Deans and Treasurer | Full Powers Delegated Powers |
| (18) | Students Project Works | Vice-Chancellor Treasurer | Full Powers Delegated Powers |

| | | | |
|------|--|---|---------------------------------|
| (19) | <u>Repair & Maintenance of Durable Goods</u> | | |
| | Transport | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Machinery & Equipment | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Furniture & Fixtures | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Buildings | Vice-Chancellor Treasurer / Director Planning & Works | Full Powers Delegated Powers |
| | Tech: sanction of Estimates of works | Vice-Chancellor Project Director Planning & Works | Full Powers Delegated Powers |

| | | | |
|---|-----------------------------------|------------------|------------------|
| (20) | <u>Commodities & Services</u> | | |
| | T. A. to Staff | Vice Chancellor | Full Powers |
| | TA for Exam duties | Vice Chancellor | Full Powers |
| | Transportation of Goods | Vice Chancellor | Full Powers |
| | P.O.L. charges | Vice-Chancellor | Full Powers |
| | | Treasurer | Delegated powers |
| | Students study Tour | Vice-Chancellor | Full Powers |
| | | Treasurer | Delegated Powers |
| | Conveyance Charges | Vice-Chancellor | Full Powers |
| | | Treasurer | Delegated Powers |
| Postage & Telegrams (Telephones & Trunks) | Vice-Chancellor | Full Powers | |
| | Treasurer | Delegated Powers | |

| | | | |
|------|---|---|--|
| (21) | <u>Utilities</u> | | |
| | Gas, Electricity, Water & others | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Office Stationery | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Printing | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Newspapers and Book etc. | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Litigation Charges Fairs Exhibitions etc. Publicity and Advertisement | Vice-Chancellor Vice-Chancellor Vice-Chancellor | Full Powers Full Powers Full Powers |
| | Chemicals & Glassware | Vice-Chancellor Head of Faculty/ Department | Full Powers Delegated Powers within the limit of contingency / Budget provision placed at his disposal |
| | Subsidies Unforeseen | Vice-Chancellor Vice-Chancellor Treasurer | Full Powers Full Powers Delegated Powers |
| | Insurance of Labs / Vehicles | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| | Amenities (Students) | Vice-Chancellor Treasurer | Full Powers Delegated Powers |

| | | |
|---|---------------------------------------|---------------------------------|
| Entertainment & Gifts | Vice-Chancellor Treasurer | Full Powers Delegated Powers |
| Contribution to other institutions | Syndicate Vice-Chancellor | Full Powers Delegated Powers |
| Re-appropriation | Syndicate & Senate Vice-Chancellor | Full Powers Delegated Powers |
| Advance for specific items | Vice-Chancellor | Full Powers |
| Approval of Recoupment of advances | Vice-Chancellor | Full Powers |
| Refund of fees & student's security etc. | Treasurer | Delegated Powers |
| Refund of Exam Fee | Controller exam | Delegated powers |
| Other Refunds | Treasurer | Full Powers |
| Labour Charges (Daily Wages/Work Charges Esst) | Vice-Chancellor Treasurer | Full Powers Delegated powers |
| G.P. Fund advance | Vice-Chancellor | Full Powers. |
| Final Payment of G.P. Fund | Vice-Chancellor | Full Powers |
| Medical (Reimbursement) Charge | Vice-Chancellor Treasurer | Full Powers Delegated powers |
| Write-off / waive-off unserviceable articles / Losses | Syndicate Vice-Chancellor | Full Powers Delegated powers |
| Approval for auction / sale / disposal of assets | Syndicate Vice-Chancellor | Full Powers Delegated powers |
| | Vice-Chancellor | Full Powers |

CHAPTER-VI

RECORDING OF TRANSACTIONS, RECEIPTS, PAYMENTS AND BALANCING & RECONCILIATION

11. RECEIPTS. —

- i. All money received will be deposited in a prescribed bank and recorded in the cash book daily. If due to unavoidable circumstances the money cannot be deposited on the day it is received, the matter will be brought to the notice of the Treasurer, who may take necessary precautions for the safe custody of the cash.
- ii. For all moneys received other than through bank challans and money orders, a printed receipt shall be prepared by the cashier and countersigned by the section in charge. In case any receipt is cancelled, it will be defaced with rubber stamps and will be kept properly folded in the receipt book.
- iii. All money received by the University Account shall be analyzed date-wise on the classification sheet and recorded in Main Cashbook.
- iv. Posting to the income ledger will be made from the Main Cash book. Monthly totals of receipts after the cash has been analyzed head-wise shall be posted to the Income ledger.
- v. The Accounts section shall maintain its own Bank Ledger for all the transactions of daily deposits in and withdrawal of cheques from the bank. Posting to the Bank ledger will be made from the main cashbook and totaled on monthly basis.
- vi. When the figures are posted to Cash Book, the classification sheets will be returned to the Cashier for filing and record.

- vii. Deposits of cheques, bank drafts and cash will be made through pay in slip after issuing proper printed receipt duly numbered under the custody of the Cashier. A brief description regarding the nature of receipt will also be noted on the counterfoil.
- viii. The Cashier will ensure that the Bank statements along with the copy of the counterfoils are received daily.
- ix. Accounts of interest/profit credited by the bank will be properly checked and differences in rates or amounts shall be pursued with the bank till their settlement.

12. PAYMENTS / EXPENDITURES. —

- i. All cheques issued shall be entered on the credit side of the Cash book giving full particulars of the payment in serial order.
- ii. Postings from Cash Book to the Expenditure Ledger will be made in the light of audited payment orders and vouchers which will be totaled on monthly basis.
- iii. No over-writing and erasures will be allowed in the Cash Book. In case of any corrections, the incorrect entry will be corrected with proper initials of the Superintendent Accounts or the Assistant Treasurer as the case may be.
- iv. Under no circumstances blank cheque shall be signed by any of the signatories.
- v. On receipt of a fresh cheque book from the bank, the numbers of cheques contained therein will be counted before its acknowledgement is signed and sent to the Bank.

- vi. The counterfoils of the used cheque books will be preserved and kept in safe custody.
- vii. Copies of letters containing standing instructions will be filed properly and kept under the custody of the Treasurer or any other authorized officer.
- viii. The Bank's advices of direct debit/credit will be obtained and adjusted in the Cash Book and relevant ledgers.

13. BALANCING AND RECONCILIATION. —

- i. The Bank Balances at the end of each month will be reconciled with the Cash Book and a reconciliation statement will be prepared by the Accounts Section. Uncashed cheques, if any, which remain outstanding for a long time will be brought to the notice of the Treasurer.
- ii. A certificate will be obtained from the Bank certifying the balances in each account at the close of the financial year.

14. MAIN BOOKS OF ACCOUNTS. — The following books shall be maintained in the Treasury Wing for record and proper accounting treatment of transactions:

a) RECURRING ACCOUNTS:

- i. Cash Book
- ii. Subsidiary Cash Book
- iii. Income Ledger
- iv. Expenditure ledger
- v. Bank Ledger
- vi. Grant in Aid Register

- vii. Student Bill Books
- viii. Students Admission Register
- ix. Scholarships Register
- x. Advances Register
- xi. Sanctioned Post Register
- xii. Imprest Money Register
- xiii. Loan Register
- xiv. Medical Claim Register
- xv. Telephone Payments Register
- xvi. T.A / D.A. Register
- xvii. Electricity Bill Register
- xviii. Gas Bill Register
- xix. Fax and Tele-Printer Register
- xx. Pension Fund Accounts Register
- xxi. G.P. Fund Register
- xxii. Benevolent Fund Register

1. DEVELOPMENT ACCOUNTS:

- i. Cash Book
- ii. Expenditure Ledger
- iii. Contractors Ledgers
- iv. Bank Ledger
- v. Measurement Book (MB)

CHAPTER-VII

PREPARATION AND PROCESSING OF PAY BILLS OF ESTABLISHMENT

15. PREPARATION AND PROCESSING OF PAY BILLS OF ESTABLISHMENT. —

- i. The Registrar's office will intimate to the Treasurer for all appointments, promotions resignations and terminations of the staff. For every employee a file will be maintained to depict any change in his status and pay scale.
- ii. The Payroll Section will prepare the pay bills from the Establishment Check Register (ECR) of all employees working in different administrative sections and all teachers working in teaching departments of the University. These bills will be sent to the Treasury at least one week before the end of month for processing and payment on pay day.
- iii. The Accounts Section of the Treasury shall scrutinize these bills and will ensure that:
 - a) All changes made in pay bills have been duly supported by the order of the competent authority: and
 - b) A general voucher has been prepared adjusting various deductions from the salaries.
- iv. Appropriate deductions for leave without pay and absence, leave on full pay, leave on half pay if any shall be made on the advice of the HR Section, which receives such information direct from the concerned department/section and will be responsible for maintaining employee personal files.

- v. The pay bills summary and the general vouchers shall be pre-audited by the University auditors before sending them to the Treasury for preparation of cheques. The Accounts Section will prepare cheques/bank transfer vouchers for all officers, staff and teachers working in University of Turbat. The Cashier shall obtain the signature of the payee in the space provided in the pay bills. The salary will not be disbursed to a person other than the concerned employee, unless he authorizes his representative in writing and the written request is duly approved by the Treasurer.

- vi. Payment of salaries should be made through bank as a general rule. Payment of salaries in cash/cheque should be made only in exceptional cases.

CHAPTER-VIII

CONTINGENCES OF TEACHING DEPARTMENTS, INSTITUTES, ADMINISTRATIVE SECTIONS AND ADVANCES FOR SPECIFIC PURPOSES

16. CONTINGENCIES FOR TEACHING DEPARTMENTS/ SECTIONS. —

- i. The Provision for the contingent requirements of the Teaching Department and administrative Sections shall be reflected in the Recurring Budget. The requirement of Department/ Offices shall be worked out by their heads and communicated to the Treasurer who, after scrutiny and consultation with the Vice Chancellor and other key officials will include them in the proposed budget.
- ii. After the approval of F&PC, Syndicate and Senate, contingency fund will be released in quarterly installments to the Chairman / Officers as authorized by Vice Chancellor. The subsequent installments will be released after proper account details of the previous expenses have been submitted to the Treasurer and approval by the Vice Chancellor to the next installment of the relevant head of contingencies.
- iii. The expenditures in the ledger will be booked only when the accounts submitted are approved by the competent authority. The Chairman of the Department shall ensure the proper modes of expenditures within the frame work of the financial powers delegated to him for the contingencies fund released by the Treasurer.

17. ADVANCES FOR SPECIFIC PURPOSES. —

When a requisition for a general advance is made for certain specific expenses, the Treasurer with the approval of the competent authority may allow the advance to the requisitioner. It is important that the advance holder should render the statement of expenses within one month of incurring the expenditure duly supported by cash memos and evidence that all codal formalities wherever applicable have been duly observed. An advance may not be drawn unless it is immediately required.

CHAPTER-IX
RESEARCH FUND

18. RESEARCH FUNDS. —

- i. The Research funds received from sources mentioned in Chapter No. II of these Statutes shall be allocated and regulated utilized in such a manner/ mechanism that route through the Chairperson of the respective Teaching Departments, Deans of Faculties, Registrar, Treasurer, Pro-Vice Chancellor and Vice Chancellor of the University.
- ii. The Office of Research, Innovation and Commercialization (ORIC) shall be responsible for the mechanism of utilization of the research funds allocated for the particular research purpose.
- iii. The HEC funded research projects shall be regulated and utilized according to the prescribed policy of the HEC.

CHAPTER-X
EXAMINATIONS OF SECRECY FUND

19. EXAMINATION SECRECY FUND. —

- i. The Treasurer with the approval of the Vice Chancellor shall release and advance funds to the Controller of Examinations for payment to examiners. In order to maintain complete secrecy of the examiners, no one of the Treasury shall be involved in the process of payment to examiners and all personnel involved in Secrecy.
- ii. The Controller of Examinations shall have full powers to sanction and pay the claims of the paper setters and script checkers. The Controller of Examinations shall have the power to open and operate a Bank Account for the Secrecy Fund released by the Treasury and shall be required to maintain a proper cash book and other relevant items of book keeping. After, at least one year of the payment the record of the Secrecy fund shall be audited by a person(s) to be appointed by the Vice-Chancellor.
- iii. After audit, they will give a certificate to the effect that the record has been maintained in proper order and the payment made was correct and a fit charge on the Secrecy fund. The certificate of the audit shall be forwarded to Treasurer who shall submit it to the Vice Chancellor for seeking his approval to book the expenditure and adjust the account against the advance released by the Treasurer in favour of the Controller of Examinations.
- iv. In case the Audit finds some discrepancy/shortcoming in the Secrecy Fund, a report to this effect shall be submitted directly to the Vice Chancellor who may take necessary corrective action thereon.

CHAPTER—XI
PAYMENT OF PURCHASE AND STORES

20. PAYMENT OF BILLS. —

- i. When the bills are submitted by the suppliers/ service providers for the supplies/services made to the University, the Procurement Wing shall forward the bills to the Treasury. The bills must be supported by the following documents:
 - a) Copy of sanction issued by the Treasurer on the approval of the Vice Chancellor or a competent authority.
 - b) The purchase committee report and copy of comparative statement indicating that the Vice Chancellor or competent authority has approved the rates and suppliers.
 - c) Copy of the purchase order placed by the Secretary of the Purchase Committee.
 - d) Material Receiving Report and evidence of stock entries.
 - e) Inspection Report of the Committee.
 - f) Copy of the advertisement, if any.
- ii. The Treasurer shall arrange payment from the relevant head with the assistance of Budget and Accounts Section on receipt of bills complete in all respect.
- iii. If the amount is within the limits of the original sanction already accorded by the Vice-Chancellor, or any other competent authority, the Treasurer shall be competent to sign and pass payment order without seeking a duplicate reference for sanction of the Vice Chancellor / Competent authority.

- iv. When the amount of bill exceeds the original sanction due to certain genuine reasons to be recorded on the bill by the Purchase Committee, a revised sanction will have to be obtained from the Vice Chancellor / Competent Authority.
- v. Security, General Sale Tax and Income Tax at the rate prescribed by the Government shall be deducted from the bill to ensure the performance of the contract. The Vice Chancellor may however waive off the condition of deduction of security in special and unavoidable cases.
- vi. When a bill complete in all respects is presented to the Treasury, it shall ordinarily be cleared within two weeks.

21. BOOKS OF MAIN STORE. —

The following books shall be maintained in the Main Stores of the University:

- i. Stock Register Machinery & Equipment (Non Stock)
- ii. Stock Register Apparatus & Chemicals
- iii. Stock Register Furniture
- iv. Stock Register Consumable
- v. Stock Register any other stock items
- vi. Stock Register Property
- vii. Issue Register Non stock item
- viii. Issue Register Stock items
- ix. Scrap Register
- x. Disposal Register.

22. ISSUE OF STOCK AND PHYSICAL VERIFICATION. —

- i. When materials are issued from stock for departmental use, the Store Officer shall see that an indent on the prescribed form has been made by a properly authorized person and examine it carefully with reference to the supply order(s). When materials are issued, a written acknowledgement shall be obtained from the person or his authorized agent receiving the items.
- ii. The in charge department of stores should ensure that Physical verification of all stock is made at least once every year and certificate of verification of store with its result should be recorded thereon.
- iii. Verification must always be made in the presence of officer responsible for the custody of the stores or of a responsible person dispatched by him.
- iv. All discrepancies, shortages and damages as well as unserviceable stores shall be reported immediately for taking up the matter with the competent authority for fixing the responsibility or to write off the losses. Full justification and reasons shall be given while declaring a stock item unserviceable.

CHAPTER-XII

ANNUAL MAINTENANCE AND REPAIRS OF BUILDING AND INFRASTRUCTURE OF UNIVERSITY

23. ANNUAL MAINTENANCE AND REPAIRS OF BUILDING AND INFRASTRUCTURE. —

- i. The University shall incur expenditure on the preservation of its building and structures under the classified head of "University Building Residential Building Hostels and other Structures & Minor Works". The University building includes academic blocks of classrooms, laboratories, workshops, library, cafeteria, offices and sections. Residential building consists of staff residence of all categories of employees and hostels are the buildings meant for lodging and boarding of students and teachers. "Other structures" include all roads and those buildings and infrastructures which cannot be covered in the three aforementioned classifications. They also include minor works for which separate and individual estimates are made by the Directorate of Planning and Development and approved by the Vice Chancellor or the Treasurer as the case may be.
- ii. The Director of Planning and Development shall work out and prepare a detailed estimate of quantities of items under all the classified heads of expenditure except minor works. The estimates so prepared shall be submitted to the Treasurer who shall check the proposed estimate of expenditure with the budget provision and process it for obtaining, in the first instance, the concurrence and administrative approval of the Vice Chancellor. When the Vice Chancellor accords approval, the Treasurer shall issue proper administrative approval.
- iii. Consequent upon the issuance of administrative approval by the Treasurer, the Director of Planning and Development shall call tenders for items and quantities approved by the Vice Chancellor.

- iv. Minor repair and maintenance work shall be done by Directorate of Planning and Development through quotation but not exceeding an amount of Rs 500,000/-. The repair and maintenance work above Rs 500,000 shall be tendered as per the Government rules and regulations.
- v. Tenders must be invited in the most open and public manner possible or by advertisement in the press after the estimate has been approved and the amount has been sanctioned by the Vice Chancellor.
- vi. Tenders may be opened by the Director of Planning and Development in the presence of the Departmental Tender Committee.
- vii. In case the lowest tender is not recommended for acceptance, reasons should be recorded in writing. In selecting the tender to be accepted, the financial Status of the individuals and firms tendering should be taken into consideration in addition to all other relevant factors.
- viii. The Vice Chancellor may appoint a "Departmental Tender Committee" to scrutinize and check the tenders received for works and make necessary recommendations thereon. Total estimate shall be based on the tenders and rates recommended by the Director of Planning and Development or Departmental Tender Committee which will be forwarded to the Treasurer for obtaining specific Sanction of expenditure and approval of rates from the Vice Chancellor. When the rates are approved and the amount involved is sanctioned, the Treasurer shall issue proper "Sanction of Expenditure". Depending upon the nature of work, the Vice Chancellor may appoint Project Committee for execution of a work departmentally.
- ix. After receiving the sanction of expenditure, the Director of Planning and Development shall issue "work order" to the contractors and advise them to execute proper agreement with the University on proper stamp papers.

- x. The agreement with the approved contractors must be in writing and signed by the Director of Planning and Development and the Contractors, after the competent authority approves it. The agreement should state the quantity and quality of the work to be done, the specifications to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be put in, and the terms upon which the payment is to be made and penalties to be imposed. It should contain provisions necessary for safeguarding the property entrusted to the contractors.
- xi. The terms of a contract once entered into, should not be varied without the prior consent of the Vice Chancellor.
- xii. Security for due fulfillment of the contract shall invariably be taken. The security may take the form of a cash deposit or call deposit at the prescribed rate generally adopted in government contracts. The Vice Chancellor is however, empowered to permit or condone deviations from the conditions of call deposit / security deposit in specific cases where such deviations are unavoidable.
- xiii. Addition and excess though necessary while a work is in progress which are not fairly contingent on the proper execution of the work is sanctioned, must be covered by a revised estimate accompanied by a full report of the circumstances which rendered it necessary.
- xiv. When excess over a sanctioned estimate is foreseen and there is likely to be unavoidable delay in preparation of a Revised Estimate, an immediate report of the circumstances shall be submitted through the Treasurer to the Vice Chancellor whose sanction will ultimately be required. When a revised estimate is submitted it must be accompanied by a statement comparing it with the original sanction of the Vice Chancellor and by a report showing the progress made up to date and the total of the sanction required including the revised amount.

24. CONTRACTORS BILLS. —

- i. No payment to any contracting firm shall be allowed unless the work carried out is measured and recorded in the Measurement Book (M.B). The Director of Planning and Development of the University must record measurements in the Measurer Book on the spot and bills of the contractors shall be prepared on the authority of such measurements.
- ii. The bill and the Measurement Book duly signed by the Director of Planning and Works shall be submitted to Treasurer for payment to the contractors. The Director of Planning and Development shall record a certificate to the effect that all the measurements, quantities, rates and calculations have been checked in detail, compared and found correct according to the approved rates and that he thus holds himself responsible for all payments made on this basis by the Treasurer.
- iii. On receiving the bill, the Treasurer shall process it for payment by first presenting it for pre-audit to the University Auditor. Security and income tax at the prescribed rates and other deductions as the Director of Planning and Development may intimate, shall be retained from the bills. All the running bills shall be processed for payment on the certificate of the Director of Planning and Development but the final bill must accompany an Inspection Report of the Committee to be appointed by the Vice Chancellor.
- iv. Generally, the bills may be paid by the Treasurer if they are within the limits of the sanctioned amount and estimate approved by the Vice Chancellor and duplicate reference to Vice Chancellor for seeking individual sanctions for each running bill will not be required. However, if the running bill exceeds the sanctioned amount and the approved estimate, it will be necessary to seek the approval and Sanction of the Vice-Chancellor before any payment on final bills.

Similarly, approval of the Vice-Chancellor is a must for any payment on final bill.

- v. The Treasury shall maintain a proper contractor's ledger and debits and credits on this account must be recorded and preserved.

CHAPTER-XIII
DEVELOPMENT WORKS AND PROJECTS

25. DEVELOPMENT WORKS AND PROJECTS. —

- i. The Development Works and Projects shall be a Major Head of Account. A separate set of Account books shall be maintained for Development Works and Projects and shall not be mixed with the transactions of the Recurring Budget or any other fund/grant of the University.
- ii. The Vice Chancellor shall have full powers to accord Technical Sanction to 'Estimates of Works" prepared for development Projects and schemes of the University.
- iii. The Vice Chancellor may appoint Project Director, Consultant, Architect and other relevant professionals for consultation and providing technical opinion, advice, guidance and execution of developmental works of the University and fix their fee and remuneration etc.
- iv. Depending upon the nature of work, the Vice Chancellor may also appoint a Project Committee/ Internal Development Working Party for execution of developmental works.
- v. The procedure for calling tenders shall be made according to the prescribed rules of Public Procurement Regularity Authority (PPRA) and Balochistan Procurement Regularity Authority (BPRA), and payment of contractors' bill shall be the same as given in Section No. 24 of these Statutes.

CHAPTER-XIV

SALE, DISPOSAL AND WRITING OFF STORES AND PROPERTIES

26. SALE, DISPOSAL AND WRITING OFF STORES. —

- i. Prior sanction of the Vice Chancellor or a competent authority shall be obtained to write off losses and deficiencies in Stores.
- ii. Stores, which are reported to be obsolete, surplus or unserviceable, may be disposed of by sale or otherwise, as directed by the Vice Chancellor or any competent authority.
- iii. The Head may write off any loss of articles if the amount involved on single items does not exceed Rs 10,000/- subject to a maximum of Rs 60,000/- in a financial year, with the condition of proper inquiry into the loss of items.
- iv. Assets beyond economical repairs in the departments and hostels shall be transferred to the main Store for sale, auction / scrap. A fixed Assets Retirement Advice will be prepared by the transferring department / hostel in triplicate and sent to the store along with the article. The store section will acknowledge the receipt of the article on such advice and will return one copy to the department / hostel concerned and dispatch the second copy to the Treasurer, the transferring department will delete the item from its departmental stock register. The main store shall maintain a register of condemned articles to be called scrap register.
- v. When an asset is to be sold /auctioned with prior approval of the Vice Chancellor, the Survey/inspection Committee appointed by the Vice Chancellor shall be responsible for the disposal through sale / auction. The Committee shall decide the mode of sale/auction. The Committee shall prepare a statement of bidders with their rates and make necessary recommendations to the Vice Chancellor.

- vi. Authority of approval rests with the Vice Chancellor for assets valuing up to two Million Rupees. When the value of assets is more than two million rupees, final approval lies with the Syndicate.

- vii. The Vice Chancellor, however, if satisfied with the procedure, codal requirements and sale price, may in anticipation of approval of Syndicate allow the disposal of assets beyond two million Rupees. A case of disposal shall, however, be prepared and placed before the Syndicate in its next meeting for obtaining the final approval. When the asset is disposed of it shall be deleted from the stock and recorded in detail in the Disposal Register maintained in the main store. A disposal advice shall also be submitted to Treasury Wing to delete the asset from the record.

**GENERAL PROVIDENT STATUTES
2023**

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the General Provident Fund Statutes 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat General Provident Fund Statutes 2023.

**UNIVERSITY OF TURBAT GENERAL PROVIDENT (G.P) FUND STATUTES
2023**

1. SHORT TITLE. —

These statutes, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Sections 35 and 46 of Balochistan Universities Act 2022, shall be called, "The University of Turbat General Provident Fund Statutes 2023".

2. COMMENCEMENT AND APPLICATION. —

These shall come into force at once and applicable to all regular employees (administrative and academic) of the university.

3. DEFINITIONS. —

- i. In these Statutes unless the context otherwise requires:
 - a) "**Act**" means the Balochistan Universities Model Act 2022.

- b) **"Competent Authority"** means Vice Chancellor of the University.
- c) **"Emoluments"** means pay, leave salary, or subsistence grant as the case may be.
- d) **"Employee"** means the employee as defined in University of Turbat Service Statutes.
- e) **"Family"** means:

- (1) in the case of a male subscriber, the wife or wives, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber are alive, a paternal grandparent:

Provided that if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community, to which she belongs to be entitled to maintenance she shall henceforth be deemed to be no longer a member of the subscriber's family in matters to which these Statutes relate unless the subscriber subsequently intimates, in writing to the Treasurer that she shall continue to be so regarded;

- (2) in the case of a female subscriber, the husband, parents, children, minor brothers, unmarried sisters, deceased son's widow and children and where no parents of the subscriber are alive, a paternal grandparent:

Provided that if a female subscriber by notice in writing to the Treasurer expresses her desire to exclude her husband from her family, the husband shall henceforth be deemed to

be no longer a member of the subscriber's family in matters to which these Statutes relate, unless the subscriber subsequently cancels such notice in writing.

NOTE: "Child" means a legitimate child and includes an adopted child, where adoption is recognized by the law governing the subscriber.

- f) **"Fund"** means the General Provident Fund of the University.
 - g) **"Leave"** means any kind of leave as defined in the Leave Rules of University of Turbat.
 - h) **"Subscriber"** means a regular employee of the University.
 - i) **"Treasurer"** means the Director Finance of the university.
 - j) **"Vice Chancellor"** means Vice Chancellor of the University.
 - k) **"University"** means the University of Turbat.
 - l) **"Year"** means a Financial Year.
- ii. Any other expression used in these Statutes which is defined either in the Act or in Provident Funds Act, 1925 (19 of 1925), Balochistan General Provident Fund 2007 or in the Service Statutes of University of Turbat is used in the sense therein defined.
 - iii. Nothing in these Statutes shall be deemed to have the effect of terminating the existence of the General Provident Fund as heretofore existing or of constituting any new Fund.

4. CONSTITUTION OF THE FUND. —

- i. The Fund shall be maintained in Pakistani Rupees.
- ii. All sums paid into the Fund under these Statutes shall be credited in the books of University of Turbat to an account named "The General Provident Fund".
- iii. The Fund shall be utilized only for the purpose for which it is created and no payment shall be permissible from the Fund outside its purview.

5. CONDITIONS OF ELIGIBILITY. —

- i. All regular employees including the re-employed pensioners (appointed on regular basis) of University of Turbat shall subscribe to the Fund:

Provided that a temporary University of Turbat employee may apply in writing to subscribe towards the General Provident Fund

NOTE: Probationers shall be treated as regular employees for the purpose of Statutes.

- ii. The employee shall claim fund from the date of his appointment to the university.
- iii. The employee who has previously served other government departments/ organizations shall bring his GP Fund contributions to the university after his appointment/ joining through proper channel.
- iv. If the employee, mentioned in foregoing clause-ii, has not brought his/her GP Fund contributions from his/her previous department/ organization then he/she cannot claim GP Fund from his/her previous service in other government department/organization.

6. NOMINATIONS. —

- i. A subscriber shall, at the time of joining the Fund, send to the Treasurer through the Registrar a nomination conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death, before that amount has become payable or having become payable has not been paid:

Provided that a subscriber who has a family at the time of making the nomination shall make such nomination only in favour of members of his family.

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund shall, if the amount to his credit in such other fund has been transferred to his credit in the Fund, be deemed to be a nomination duly made under this Statute until he makes a nomination in accordance with this Statute.

- ii. If a subscriber nominates more than one person under sub-Statute (1) above, he shall specify in the nomination the amount or share payable to each of the nominees in such manner as to cover the whole of the amount that may stand to his credit in the Fund at any time.
- iii. Every nomination shall be made in the Form as may be prescribed.
- iv. A subscriber may at any time cancel a nomination by sending a notice in writing to the Treasurer. The subscriber may, along with such notice or separately, send a fresh nomination made in accordance with the provisions of this Statute.
- v. A subscriber may provide in a nomination:
 - a) in respect of any specified nominee, that in the event of his

predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person or persons as may be specified in the nomination, provided that such other person or persons shall, if the subscriber has other members of his family, be such other member or members. Where the subscriber confers such a right on more than one person under this clause, he shall specify the amount or share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee.

- b) that the nomination shall become invalid in the event of the happening of a contingency specified therein:

Provided that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under Clause (a) shall become invalid in the event of his subsequently acquiring other member or members in his family.

- vi. Immediately on the death of a nominee in respect of whom no special provision has been made in the nomination under Clause (a) of sub-Statute (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of Clause (b) of sub-Statute (5) or the proviso thereto, the subscriber shall send to the Treasurer a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of these Statutes.
- vii. Every nomination made, and every notice of cancellation given by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Treasurer.

7. SUBSCRIBER'S ACCOUNT. —

An account shall be opened in the name of each subscriber by the Treasurer in which shall be shown:

- (i) his subscriptions;
- (ii) interest, as provided by Statute 11, on subscriptions;
- (iii) bonus (if any) as provided by Statute 11- (2) (iii) on subscriptions; and
- (iv) advances and withdrawals from the Fund.

8. CONDITIONS OF SUBSCRIPTION. —

- i. A subscriber shall subscribe monthly to the Fund at the rate as prescribed by the Syndicate:

Provided that a subscriber may, at his option, not subscribe during leave which does not carry any leave salary.

Provided further that a subscriber on reinstatement after a period passed under suspension shall be allowed the option of paying in one lump sum, or in installments, any sum not exceeding the maximum amount of arrears subscriptions payable for that period

- ii. The subscriber shall intimate his option not to subscribe during the leave referred to in the first proviso to sub-Statute (1) by written communication to the Treasurer before he proceeds on leave.

Failure to make due and timely intimation shall be deemed to constitute an election to subscribe. The option of a subscriber once intimated under this sub-Statute shall be final.

- iii. A subscriber who has under Statute 32 withdrawn the amount standing to his credit in the Fund shall not subscribe to the Fund after such withdrawal unless he returns to duty.
- iv. Notwithstanding anything contained in sub-Statute (1) a subscriber

shall not subscribe to the Fund for the month in which he quits service unless, before the commencement of the said month, he communicates to the Treasurer in writing his option to subscribe for the said month.

9. RATES OF SUBSCRIPTION. —

- i. The amount of subscription shall be fixed by the Syndicate as follows:
 - a) The subscriber on deputation out of University of Turbat shall regularly contribute his due subscription towards GENERAL PROVIDENT FUND on monthly basis.
 - b) The employee who joins University of Turbat service for the first time the deduction of GENERAL PROVIDENT FUND at the prescribed rates shall start from his first pay bill for the month during which he joins the duty at University of Turbat.
 - c) A subscriber if on leave without pay for a part of a calendar month and has elected not to subscribe during such leave, the amount of subscription payable for the fraction of that month shall be at the rates prescribed for the whole month.

10. TRANSFER TO FOREIGN SERVICE OR DEPUTATION OUT OF UNIVERSITY. —

When a subscriber is transferred to Foreign Service or sent on deputation out of University of Turbat, he shall remain subject to the Statutes of the Fund in the same manner as if he were not so transferred or sent on deputation.

11. REALIZATION OF SUBSCRIPTIONS. —

- i. When emoluments are drawn from a University of Turbat treasury, recovery of subscriptions shall be made from the salary on monthly basis.

- ii. When emoluments are drawn from any other source, the subscriber shall forward his dues monthly to the Treasurer.

Provided that in the case of a subscriber on deputation to a body corporate, allowed by the competent authority, the subscriptions shall be recovered and forwarded to the Treasurer by such body.

- iii. If a subscriber fails to subscribe with effect from the date on which he is required to join the Fund or is on default in any month or months during the course of a year otherwise than is provided in Statute 7, the total amount due to the Fund on account of arrears of subscription shall, with interest thereon at the rate provided in these Statute forthwith be paid by the subscriber to the Fund or in default be ordered by the Treasurer to be recovered by deduction from the emoluments of the subscriber by installments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which special reasons are required under sub-Statute (2) of Statute 12.

Provided that subscribers whose deposits in the Fund carry no interest shall not be required to pay any interest

12. INTEREST. —

- i. Subject to the provisions of sub-Statute (5), the University shall pay to the credit of the account of a subscriber interest at such rate as may be determined for each year according to the method of calculation prescribed from time to time by the Board.
- ii. Interest shall be credited with effect from last day in each year.
 - a) For the purpose of calculating interest on the amount to the credit of a subscriber the following formula shall be used:

Balance carried forward from preceding year add monthly

subscription less withdrawal from the account by the subscriber, if any, add the amount of recoveries (advances or arrears) during the month, if any multiply the total so arrived with the prescribed interest rate sum of interest for twelve months or actual permissible period whichever is less.

- b) the total amount of interest in a year shall be rounded to the nearest whole rupee (fifty paises counting as the next higher rupee).
- c) In addition to the Interest, bonus (if any) calculated on the basis of difference of total earnings on the Fund less the amount of interest granted to the subscribers, shall be added to the account of the subscriber.

Provided that when the amount standing to the credit of a subscriber has become payable, interest shall thereupon be credited under this Statute in respect only of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing to the credit of the subscriber became payable.

- iii. In this Statute, the date of deposit shall in the case of recoveries from emoluments be deemed to be the first day of the month in which it is recovered.

Provided that where there has been delay in the payment of pay or leave salary and allowances of a subscriber due to no fault on his part and consequently in the recovery of his subscription towards the Fund, the interest on such subscriptions shall be payable from the month in which the pay or leave salary of the subscriber was due under the Statutes, irrespective of the month in which it was actually paid.

Provided further that in the case of an amount forwarded in accordance with the proviso to sub-Statute (2) of Statute 10, the date of deposit shall be deemed to be the first day of the month it is received by the Treasurer:

Provided further that where the emoluments for a month are drawn and disbursed on the last working day of the same month, the date of deposit shall, in the case of recovery of his subscriptions, be deemed to be the first day of the succeeding month.

- iv. In addition to any amount to be paid under Statutes 31, 32 or 33, interest thereon up to the end of the month preceding that in which the payment is made, or up to the end of the sixth month after the month in which such amount, became payable whichever of these periods be less, shall be payable to the person to whom such amount is to be paid:

Provided that where the Treasurer has intimated to that person (or his agent) a date on which he is prepared to make payment in cash, or has posted a cheque in payment to that person, interest shall be payable only up to the end of the month preceding the date so intimated, or the date of posting the cheque, as the case may be:

NOTE. Payment of interest on the Fund balance beyond a period of 6 months may be authorized by the Treasurer after he has personally satisfied himself that the delay in payment was occasioned by circumstances beyond the control of the subscriber or the person to whom such payment was to be made, and in every such case the administrative delay involved in the matter shall be fully investigated and action, if any required taken.

- v. Interest shall not be credited to the account of a subscriber if he informs the Treasurer that he does not wish to receive it; but if he subsequently asks for interest, it shall be credited with effect from the first day of the year in which he asks for it.
- vi. The interest on amounts which under sub-Statute (3) of Statute 10, Statute 31 or Statute 32 are replaced to the credit of the subscriber in the Fund, shall be calculated at such rates as may be successively prescribed under sub-Statute (1) of this Statute and so far as may be in the manner described in this Statute.
- vii. In case a subscriber is found to have drawn from the Fund an amount in excess of the amount standing to his credit on the date of the drawl, the overdrawn amount, irrespective of whether the over drawl occurred in the course of an advance or a withdrawal or the final payment from the Fund, shall be repaid by him with interest thereon in one lump sum or in default, be ordered to be recovered, by deduction in one lump sum, from the emoluments of the subscriber. If the total amount to be recovered is more than half of the subscriber's emoluments, recoveries shall be made in monthly installments from his emoluments till the entire amount together with interest is recovered. For this sub-Statute, the rate of interest to be charged on overdrawn amount would be the normal rate on Provident Fund balance under sub- Statute (1). The interest realized on the overdrawn amount shall be credited to the Fund.

13. ADVANCES FROM THE FUND. —

- i. The appropriate sanctioning authority may sanction the payment to any subscriber of an advance consisting of a sum of whole rupees and not exceeding in amount three months' pay or half the amount standing to his credit in the Fund, whichever is less, for one or more of the following purposes:

- (a) to pay expenses in connection with the illness, (confinement) or a disability, including where necessary, the travelling expenses of the subscriber and members of his immediate family or parents;
- (b) to meet cost of higher education, including where necessary, the travelling expenses of the subscriber and members of his immediate family in the following cases, namely:
 - 1) for education outside Pakistan for academic, technical, professional or vocational course beyond the High School stage;
 - 2) for any medical, engineering or other technical or specialized course in Pakistan beyond the High School stage;

Provided that the course of study is for not less than three years.

- (c) to pay obligatory expenses on a scale appropriate to the subscriber's status which by customary usage the subscriber has to incur in connection with marriages, funerals or other ceremonies;
- (d) to meet the cost of legal proceedings instituted by or against the subscriber, any member of his immediate family, the advance in this case being available in addition to any advance admissible for the same purpose from any other University of Turbat source;
- (e) to meet the cost of the subscriber's defense where he engages a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part;
- (f) to repair the his/her house with all required documents of land and house.

- (g) to meet the expenses for visiting places which, to the satisfaction of the sanctioning authority, are considered as places of pilgrimage or religiously sacred places.

Note. The Vice chancellor may, in special circumstances, sanction the payment to any subscriber of an advance if he is satisfied that the subscriber concerned requires the advance for reasons other than those mentioned in sub-Statute (i).

- ii. An advance shall not, except for special reasons to be recorded in writing, be granted to any subscriber in excess of the limit laid down in sub-Statute (1) or until repayment of the last installment of any previous advance.
- iii. When an advance is sanctioned under sub-Statute (2) before repayment of last installment of any previous advance is completed, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.
- iv. After sanctioning the advance, the amount shall be drawn on an authorization from the Treasurer in case where the application for final payment had been forwarded to the Treasurer under Clause (ii) of sub-Statute (3) of Statute 34.

14. RECOVERY OF ADVANCES. —

- i. An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct; but such number shall not be less than twelve unless the subscriber so elects and more than twenty-four. In special cases where the amount of advance exceeds three months' pay of the subscriber under sub- Statute (2) of Statute 12, the sanctioning authority may fix such number of installments to be more than

twenty-four but in no case more than thirty-six. A subscriber may, at his option, repay more than one installment in a month. Each installment shall be a number of whole rupees, the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such installments.

- ii. Recovery shall be made in the manner prescribed in Statute 10 for the realization of subscriptions, and shall commence with the issue of pay for the month following the one in which the advance was drawn. Recovery shall not be made, except with the subscriber's consent while he is in receipt of subsistence grant or is on leave in a calendar month which either does not carry any leave salary.
- iii. If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or balance of the amount withdrawn shall forthwith be repaid by the subscriber to the Fund, or in default, be ordered by the Treasurer to be recovered by deduction from the emoluments of the subscriber in a lump sum or in monthly installments not exceeding twelve as may be directed by the authority competent to sanction an advance for the grant of which, special reasons are required under sub-Statute (2) of Statute 12.

Provided that, before such advance is disallowed, the subscriber shall be given an opportunity to explain to the sanctioning authority in writing and within fifteen days of the receipt of the communication why the repayment shall not be enforced and if an explanation is submitted by the subscriber within the said period of fifteen days, it shall be referred to the Vice Chancellor for decision; and if no explanation within the said period is submitted by him, the repayment of the advance shall be enforced in the manner prescribed in this sub-Statute.

- iv. Recoveries made under this Statute shall be credited as they are made to the subscriber's account in the Fund.

15. WRONGFUL USE OF ADVANCES. —

Notwithstanding anything contained in these Statutes, if the sanctioning authority has reason to doubt that money drawn as an advance from the Fund under Statute 12 has been utilized for a purpose other than that for which sanction was given to the withdrawal of the money, he shall communicate to the subscriber the reasons for his doubt and require him to explain in writing and within fifteen days of the receipt of such communication whether the advance has been utilized for the purpose for which sanction was given to the withdrawal of the money. If the sanctioning authority is not satisfied with the explanation furnished by the subscriber within the said period of fifteen days, the sanctioning authority shall direct the subscriber to repay the amount in question to the Fund forthwith or, in default, order the amount to be recovered by deduction in one lump sum from the emoluments of the subscriber even if he be on leave. If, however, the total amount to be repaid be more than half the subscriber's emoluments, recoveries shall be made in monthly installments of moieties of his emoluments till the entire amount is repaid by him.

NOTE: The term "emoluments" in the Statute includes the subsistence grant.

16. WITHDRAWALS FROM THE FUND (FOR SPECIAL REASONS). —

- i. Subject to the conditions specified therein, withdrawals may be sanctioned by the authorities competent to sanction an advance for special reasons under sub-Statute (2) of Statute 12, at any time. after the completion of fifteen years of regular service of a subscriber or within ten years before the date of his retirement on superannuation, whichever is earlier, from the amount standing to his credit in the Fund, for one or more of the following purposes with required documents, namely:
 - (a) meeting the cost of higher education, including where necessary, the travelling expenses of the subscriber or any child of the subscriber in the following cases, namely:

- 1) for education outside Pakistan for academic, technical, professional or vocational course beyond the High School stage; and
 - 2) for any medical, engineering or other technical or specialized course in Pakistan beyond the High School stage.
- (b) meeting the expenditure in connection with the marriage of the subscriber or his sons or his daughters;
 - (c) meeting the expenses in connection with the illness, including where necessary, the travelling expenses of the subscriber and members of his immediate family;
 - (d) building or acquiring a suitable house or ready-built flat for his residence including the cost of the site [or any payment towards allotment of a plot or flat by any Housing Development Authority, State Housing Board or a House Building Society, Housing Society approved by government];
 - (e) repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready-built flat for his residence;
 - (f) purchasing a house-site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose;
 - (g) reconstructing or making additions or alterations to a house or a flat already owned or acquired by a subscriber;
 - (h) renovating, additions or alterations or upkeep of an ancestral house or a house built with the assistance of loan from University of Turbat;

- (i) within twelve months before the date of subscriber's retirement on superannuation from the amount standing to the credit in the Fund, without linking to any purpose;
- (j) Once during the course of a financial year, an amount equivalent to one year's subscription paid for by the subscriber towards the Staff Welfare and Insurance Fund for the University of Turbat employees on self-financing and contributory basis.

NOTE 1. Only one withdrawal shall be allowed for the same purpose under this Statute. But marriage or education of different children or illness on different occasions or a further addition or alteration to a house or flat covered by a fresh plan duly approved by the Local Municipal Body of the area where the house or flat is situated shall not be treated as the same purpose. Withdrawal for meeting the cost of education of a child may be allowed on annual basis till the concerned child continues to pursue the technical or professional course.

NOTE 2. A withdrawal under this Statute shall not be sanctioned if an advance under Statute 12 is being sanctioned for the same purpose and at the same time.

- ii. Whenever a subscriber is in a position to satisfy the Competent Authority about the amount standing to his credit in the General Provident Fund Account with reference to the latest available statement of General Provident Fund Account together with the evidence of subsequent contribution, the Competent Authority may itself sanction withdrawal within the prescribed limits, as in the case of a refundable advance. In doing so, the Competent Authority shall take into account any withdrawal or refundable advance already sanctioned by it in favour of the subscriber. Where, however, the subscriber is not in a position to satisfy the Competent Authority about the amount standing to his credit or where there is any

doubt about the admissibility of the withdrawal applied for, a reference may be made to the Treasurer by the Competent Authority for ascertaining the amount standing to the credit of the subscriber with a view to enable the Competent Authority to determine the admissibility of the amount of withdrawal. The sanction for the withdrawal should prominently indicate the General Provident Fund Account Number and the Treasurer maintaining the accounts and a copy of the sanction should invariably be endorsed to the Treasurer. The sanctioning authority shall be responsible to ensure that an acknowledgement is obtained from the Treasurer that the sanction for withdrawal has been noted in the ledger account of the subscriber. In case the Accounts Officer reports that the withdrawal as sanctioned is in excess of the amount to the credit of the subscriber shall forthwith be repaid in one lump sum* by the subscriber or otherwise inadmissible, the sum withdrawn by the subscriber to the fund and in default of such repayment, it shall be ordered by the Sanctioning Authority to be recovered from his emoluments either in a lump sum or in such number of monthly installments as may be determined by the Vice Chancellor.

- iii. After sanctioning the withdrawal, the amount shall be drawn on an authorization from the Treasurer in cases where the application for final payment had been forwarded to the Treasurer under Clause (ii) of sub-Statute (3) of Statute 34.

17. CONDITIONS FOR WITHDRAWAL —

- i. Any sum withdrawn by a subscriber at any one time for one or more of the purposes specified in Statute 15 from the amount standing to his credit in the Fund shall not ordinarily exceed one-half of such amount or six months' pay, whichever is less.

Provided that the sanctioning authority may sanction the withdrawal of an amount in excess of this limit up to 80 % of the

balance at his credit in the Fund having due regard to (i) the object for which the withdrawal is being made, (ii) the status of the subscriber, and (iii) the amount to his credit in the Fund.

- ii. A subscriber who has been permitted to withdraw money from the Fund under Statute 15 shall satisfy the sanctioning authority within a reasonable period as may be specified by that authority that the money has been utilized for the purpose for which it was withdrawn, and if he fails to do so, the whole of the sum so withdrawn or so much thereof as has not been applied for the purpose for which it was withdrawn shall forthwith be repaid in one lump sum by the subscriber to the Fund and in default of such payment, it shall be ordered by the sanctioning authority to be recovered from his emoluments either in a lump sum or in such number of monthly installments, as may be determined by the Vice Chancellor.

Provided that, before repayment of a withdrawal is enforced under this sub-Statute, the subscriber shall be given an opportunity to explain in writing and within fifteen days of the receipt of the communication why the repayment shall not be enforced; and if the sanctioning authority is not satisfied with the explanation or no explanation is submitted by the subscriber within the said period of fifteen days, the sanctioning authority shall enforce the repayment in the manner prescribed in this sub Statute.

- iii. The subscriber shall submit a declaration not later than the 31st day of May of every year as to whether the house or the house-site, as the case may be, continues to be in his possession or has been mortgaged, otherwise transferred or let out as aforesaid and shall, if so required, produce before the sanctioning authority on or before the date specified by that authority in that behalf, the original sale, mortgage or lease deed and also the documents on which his title to the property is based.
- iv. If, at any time before his retirement, the subscriber parts with the

possession of the house or house-site without obtaining the previous permission of the Vice Chancellor, he shall forthwith repay the sum so withdrawn by him in a lump sum to the Fund, and in default of such repayment, the sanctioning authority shall, after giving the subscriber a reasonable opportunity of making a representation in the matter, cause the said sum to be recovered from the emoluments of the subscriber either in a lump sum or in such number of monthly installments, as may be determined by it.

NOTE. A subscriber who has taken loan from University of Turbat in lieu thereof mortgaged the house or house-site to the University of Turbat shall be required to furnish the declaration to the following effect, namely:

"I do hereby certify that the house or house-site for the construction of which or for the acquisition of which I have taken a final withdrawal from the Provident Fund continues to be in my possession but stands mortgaged to University of Turbat."

18. CONVERSION OF AN ADVANCE INTO A WITHDRAWAL. —

A subscriber who has already drawn or may draw in future an advance under Statute 12 for any of the purposes specified in sub-Statute (1) of Statute 15 may convert, at his discretion by written request addressed to the Treasurer through the sanctioning authority, the balance outstanding against it into a final withdrawal on his satisfying the conditions laid down in Statutes 15 and 16.

NOTE 1. The Head of Office in the case of non-Gazette subscribers and the Registrar in the case of Gazette subscribers may be asked by the authority to stop recoveries from the pay bills when the application for such conversion is forwarded to the Treasurer by that authority. In the case of Gazette subscribers, the authority shall endorse a copy of the letter forwarding the subscriber's intimation to the Treasury Officer from where he draws his pay in order to permit stoppage of further recoveries.

NOTE 2. For the purposes of sub-Statute (1) of Statute 16, the amount or subscription with interest thereon standing to the credit of the subscriber in the account at the time of conversion plus the outstanding amount of advance shall be taken as the balance. Each withdrawal shall be treated as a separate one and the same principle shall apply in the event of more than one conversion.

19. FINAL WITHDRAWAL OF ACCUMULATIONS IN THE FUND. —

When a subscriber quits the service, the amount standing to his credit in the Fund shall become payable to him:

Provided, that a subscriber, who has been dismissed from the service and is subsequently reinstated in the service shall, if required to do so by the University of Turbat, repay any amount paid to him from the Fund in pursuance of this Statute, with interest thereon at the rate provided in Statute 11. The amount so repaid shall be credited to his account in the Fund.

EXPLANATION I. A subscriber who is granted refused leave shall be deemed to have quit the service from the date of compulsory retirement or on the expiry of an extension of service.

EXPLANATION II. A subscriber, other than one who is appointed on contract or one who has retired from service and is subsequently reemployed, with or without a break in service, shall not be deemed to have quit the service, when he is transferred without any break in service to a new post. In such case, his subscriptions together with interest thereon shall be transferred:

- (a) to his account in the other Fund in accordance with the Statutes of that Fund, if the new post is in another institution out of University of Turbat, or
- (b) to a new account if the new post is under University of Turbat.

NOTE. Transfers shall include cases of resignation from service in order to take up appointment in University of Turbat or in other institution outside the University of Turbat without any break and with proper permission of the University of Turbat. In cases where there has been a break in service, it shall be limited to the joining time allowed on transfer to a different station. The same shall hold good in cases of retrenchments followed by immediate employment whether under the same or different department of University of Turbat.

20. RETIREMENT OF SUBSCRIBER. — When a subscriber:

- a) has proceeded on leave preparatory to retirement or
- b) while on leave, has been permitted to retire or been declared by a competent medical authority to be unfit for further service, the amount standing to his credit in the Fund shall, upon application made by him in that behalf to the Treasurer, become payable to the subscriber.

Provided that the subscriber, if he returns to duty, shall, except where the University of Turbat decides otherwise, repay to the Fund for credit to his account, the amount paid to him from the Fund in pursuance of this Statute with interest thereon at the rate provided in Statute 11 by recovery from his emoluments or otherwise, as may be directed by the authority competent to sanction an advance for the grant of which, special reasons are required under sub-Statute (2) of Statute 12.

21. PROCEDURE ON DEATH OF A SUBSCRIBER. —

- i. On the death of a subscriber before the amount standing to his credit has become payable, or where the amount has become payable, before payment has been made:
- ii. When the subscriber leaves a family-
 - (a) if a nomination made by the subscriber in accordance with the provisions of Statute 5 in favour of a member or

members of his family subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee or nominees in the proportion specified in the nomination;

- (b) if no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part of the amount standing to his credit in the Fund, the whole amount or the part thereof to which the nomination does not relate, as the case may be, shall, notwithstanding any nomination purporting to be in favour of any person or persons other than a member or members of his family, become payable to the members of his family in equal shares:

Provided that no share shall be payable to the sane and medically fit -

- 1) sons who have attained the age of 25 years;
- 2) married daughters whose husbands are alive;

- iii. When the subscriber leaves no family, if a nomination made by him in accordance with the provisions of Statute 5 in favour of any person or persons subsists, the amount standing to his credit in the Fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.
- iv. any amount pending unclaimed in the account of the subscriber for a period of two years from the date of death of the subscriber shall be credited to Staff Welfare and Insurance Fund of the employees of University of Turbat.

22. MANNER OF PAYMENT OF AMOUNT IN THE FUND. —

- i. When the amount standing to the credit of a subscriber in the Fund becomes payable, it shall be the duty of the Treasurer to make payment as provided in sub-Statute (3).
- ii. The Head of Office/Department/Section shall forward the details of the subscriber retiring or quitting service to the Treasurer on the prescribed form at least three months before retirement of the subscriber.
- iii. The Treasurer shall, after verification with the ledger account, issue an authority for the amount payable to the subscriber at least a month before the date of superannuation or retirement as the case may be.

23. PROCEDURE ON TRANSFER TO UNIVERSITY OF TURBAT SERVICE OF A PERSON FROM THE SERVICE UNDER A GOVERNMENT OR AN AUTONOMOUS ORGANIZATION/ SISTER INSTITUTION. —

If a University of Turbat employee admitted to the benefit of the Fund was previously a subscriber to any Provident Fund of a Government or an Autonomous Organization, the amount of his subscriptions and the employer's contribution, if any, together with the interest thereon shall be transferred to his credit in the Fund with the consent of the subscriber.

24. TRANSFER OF AMOUNT TO THE CONTRIBUTORY PROVIDENT FUND. —

If a subscriber to the Fund is subsequently admitted to the benefits of the Contributory Provident Fund the amount of his subscriptions, together with interest thereon, shall be transferred to the credit of his account in the Contributory Provident Fund.

24. ANNUAL STATEMENT OF ACCOUNTS TO BE SUPPLIED TO SUBSCRIBER. —

- i. As soon as possible after the 30th September of each year, the Treasurer shall send to each subscriber a statement of his account in the Fund showing the opening balance as on the 30th June of the year, the total amount credited or debited during the year, the total amount of interest credited as on the 30th June of the year and the closing balance on that date. The Treasurer shall attach to the statement of accounts an enquiry whether the subscriber:
 - a. desires to make any alteration in any nomination made under Statute 5;
 - b. has acquired a family in cases where the subscriber has made co nomination in favour of a member of his family under the proviso to sub-Statute (1) of Statute.
- ii. Subscribers should satisfy themselves as to the correctness of the annual statement and errors should be brought to the notice of the Treasurer within three months from the date of the receipt of the statement.
- iii. The Treasurer shall, if required by a subscriber once, but not more than once, in a year inform the subscriber of the total amount standing to his credit in the Fund at the end of the last month for which his account has been written up.

25. REMOVAL OF DIFFICULTY (IES) OR RELAXATION OF STATUTES. —

When the Syndicate, on the recommendation of recommendation of University Finance and Planning Committee, is satisfied that the operation of any of these Statutes causes or is likely to cause undue hardship to a subscriber, it may, notwithstanding anything contained in these Statutes, deal with the case of such subscriber in such manner as may appear to the Syndicate to be just and equitable.

**PENSION STATUTES
2023**

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Pension Statutes 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Pension Statutes 2023.

UNIVERSITY OF TURBAT PENSION STATUTES 2023

1. SHORT TITLE, COMMENCEMENT AND APPLICATION. —

- i. These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Sections 35 (1) and 46 of Balochistan Universities Act 2022, shall be called, "The University of Turbat Pension Statues 2023".
- ii. It shall come into force at once.
- iii. These Statutes are applicable to regular employees (administrative and academic staff) of the University of Turbat.

2. DEFINITIONS. —

- i. In these Statutes unless the context otherwise requires:
 - a) **“Competent Authority”** means the Vice Chancellor of the University of Turbat for approval of Pension and Gratuity of the Employee.
 - b) **“Employees”** mean the employees (administrative and academic) of the University defined in Service Statutes.
 - c) **“Fund”** means Pension Fund of the University.
 - d) **“Pensioner”** means the Pensioner of the University.
 - e) **“University”** means the University of Turbat.
 - f) **“Treasurer”** means Director Finance of the University.
 - g) **“Vice Chancellor”** means the Vice Chancellor of the University.

3. TERMS USED IN THE PENSION STATUTES AND THEIR EXPLANATION. —

- i. The various terms used in the Pension Statutes are explained below:
 - a) **Age:** When an employee is required to retire, on attaining a specified age superannuation i.e. 60 years, the day on which he attains that age is reckoned as a non-working day, and the employee must retire, with effect from and including that day.
 - b) **Family:** The ‘family’ for the purpose of entitlement of gratuity/ pension benefits under these Statutes includes the following relatives of the Employee:
 - 1) wife or wives, in the case of a male employee

(unless there is a judicial separation wife continues to be a member of the employee's family irrespective of the fact whether she has been living with him or not).

- 2) Husband, in the case of female employee (a female employee can exclude her husband from being a member of her family).
- 3) Minor son(s) of the employee unless they attain the age of 18 years and unmarried daughters of 18 years.

c) **Foreign Service:** means service in which an employee receives his substantive pays with the sanction of the University of Turbat from any source other than the Revenue of the University of Turbat.

d) **Revenue of the University of Turbat:** for the purposes of Pension include revenue from own resources of the University of Turbat and Recurring Grants from the Higher Education Commission, or the Federal and Provincial Governments.

e) **Pension Fund:** The pension Fund established, maintained and administered under these statutes:

Provided that the fund shall be used for the purpose covered under these Statutes and in no case loan or any kind of payment shall be permissible from the Fund out of its purview.

f) **No Demand Certificate:** means a certificate by the Registrar that all the dues against the retiring employee up to the date of retirement have been realized and nothing is now outstanding against him. Such a certificate is also required to be obtained from the Teaching Department and Administrative sections concerned.

- g) **Pension:** A periodical payment made by University of Turbat in consideration of past services rendered by an employee. Except when the term "Pension" is used in contradistinction to Gratuity, "Pension" includes Gratuity.
- h) **Rule of Proportions:** Pension is chargeable according to the "Rule of Proportions" when the charge is debit able to several accounts in the proportions in which, the pay drawn by the employee during the whole of his qualifying service has been paid from them.
- i) **Retirement from service:** An employee shall retire from service:
 - 1) on such date after he has completed twenty-five years of service qualifying for pension or other retirement benefits as the appointing authority may, in public interest, direct; or
 - 2) where no direction is given under clause (a), above on the completion of sixty years of his age.
- j) **Indemnity bond:** Indemnity bond is to be signed by the pensioner in compliance with State Bank of Pakistan's instructions.

4. PENSION AND GRATUITY. —

- i. On retirement from service, an employee shall be entitled to receive such pension or gratuity as prescribed under these Statutes subject to revision by the University Syndicate and Senate from time to time.
- ii. In the event of death of the employee, whether before or after retirement, his/her family shall be entitled to receive such pension, or gratuity, or both, as may be prescribed.

- iii. No pension shall be admissible to an employee who is dismissed or removed from service for reasons of discipline under the E&D rules of the university, but university competent authority may sanction compassionate allowance to such an employee, not exceeding two-thirds of the pension or gratuity which would have been admissible to him after the approval of the University Syndicate.
- iv. If the determination of the amount of pension or gratuity admissible to an employee is delayed beyond one month of the date of his retirement or death, he or his family, as the case may be, shall be paid provisional such anticipatory pension or gratuity as may be determined by the prescribed authority, according the length of service of the employee which qualifies for pension or gratuity; and any overpayment consequent on such provisional payment shall be adjusted against the amount of pension or gratuity finally determined as payable to such employee or his family.

5. CLASSIFICATION OF PENSION. —

- i. **Compensation Pension:** If an employee is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post, the conditions of which are deemed by authority competent to discharge him to be at least equal to those of his own, have the option:
 - a) of taking any compensation pension or gratuity to which he may be entitled for the service he has already rendered, or
 - b) of accepting another appointment or transfer to another establishment even on a lower pay, if

offered, and continuing to count his previous service for pension.

- c) An employee not employed in a substantive permanent capacity is granted Compensation Pension if he is discharged after completing qualifying service of 10 to 21 years or more owing to the abolition of his post or is replaced by a "qualified" candidate.

- ii. **Invalid Pension:** An invalid pension is awarded, on his retirement from the public service, to an employee who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he belongs. The infirmity has, however, to be certified by a duly constituted Medical Board.

In case an officer dies before his retirement, his pension is calculated, as if he was retired on Invalid Pension on the date following the date of his death.

- iii. **Family Pension:** Family Pension is granted to the family of an Employee who dies before or after retirement.

- iv. **Superannuation Pension:** A superannuation pension is granted to an Employee who is entitled or compelled, by rule to retire at a particular age.

- v. **Retiring Pension:**

- a) A retiring pension is granted to an employee who is permitted to retire after completing qualifying service of twenty-five years.

- b) An employee other than an employee against whom a departmental proceeding is pending has the right to retire from service after completion of 25 years

qualifying service. Such an employee shall, at least three months before the date on which he intends to retire, be required to submit a written intimation to the authority competent to fill the appointment by him at the time of submitting that intimation indicating the date on which he intends to retire. Such intimation, once submitted shall be final and shall not be allowed to be modified or withdrawn. However, before formal acceptance of the request he may, if so, desired, withdraw his application for premature retirement.

- c) University has the right to retire any Employee after he has completed 20 years qualifying service.
- d) The term retirement includes "Compulsory Retirement" under the Employees Efficiency & Discipline Rules of University.
- e) In case of voluntary retirement of employees, the Registrar is responsible for ensuring verification of qualifying service within one month from the date of receipt of application for voluntary retirement after 25 years qualifying service.
- f) If the qualifying service comes out to be less than 25 years, the employee will have to continue in service till he completes that length of service. The fact of the shortfall in the qualifying service should be pointed out by the Registrar to the employee concerned before the expiry of the three months' notice period.

6. THE REQUESTS FOR VOLUNTARY RETIREMENT ON COMPLETION OF 25 YEARS QUALIFYING SERVICE SHOULD BE SUBMITTED TO THE COMPETENT AUTHORITIES MENTIONED BELOW. —

| Category of Employee | Authority competent to accept retirement |
|-----------------------------|---|
| BPS- 17 and above | Syndicate |
| BPS-1 to 16 | Vice Chancellor |

7. CONDITIONS OF QUALIFYING SERVICE. —

- i. The service of an officer begins to qualify for pension from the date he takes charge of the office/post to which he is first appointed on regular basis.
- ii. An employee does not qualify for pension unless he is appointed in the services of the University of Turbat and his duties and pay are regulated by the University.

Provided that the persons who has served in any Government or other organizations in a pensionable service shall be entitled to pension or gratuity subject to deposit of the pension contribution into University's Account for the period of such service, he has rendered in the Government or other organization, as the case may be.

- iii. The employment must be of regular nature.
- iv. Only the service paid from the Revenues of the University qualifies for pension. Service from other pensionable department/ organization also counts for pension provided the pension contribution was paid as required under these Statutes.
- v. All periods of leave, other than extraordinary leave, count as service qualifying for pension.
- vi. The period of suspension followed by reinstatement or superannuation count towards qualifying service for pension

- vii. In case where an employee is compulsorily retired following a period of suspension ordered under employees Efficiency and Discipline Statutes, pension or gratuity is admissible only for the period of service rendered excluding the period of suspension.
- viii. Dismissal or removal on account of gross misconduct shall not be entitled to any compensation pension, gratuity or benefit accruing from University contribution to a Contributory Provident Fund. However, the matter could be placed for consideration under clause 3 (3) of these statutes.
- ix. Resignation from an appointment to take up another appointment in which the service counts for pension is not a resignation from the University service for the purpose of pension.
- x. Any interruption in the service of an Employee entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- xi. The authority who sanctions the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- xii. Pension is also granted to employee who is required by University to retire on medical grounds after completing 10 years of regular service on the recommendation of recognized medical board of Government hospital.
- xiii. An employee of the university shall be pensionable who completes 10 years of regular service at the university before reaching to superannuation age of retirement.
- xiv. An employee of the university shall be pensionable who

dies in service and has completed 10 years of regular service in the university.

- xv. An employee who has been compulsory retired from service after inquiry under the E&D rules of the University, provided that he/she has completed 10 years of regular service.

8. CONDONATION OF INTERRUPTION AND DEFICIENCIES IN QUALIFYING SERVICE FOR PENSION/ GRATUITY. —

- i. A deficiency of a period not exceeding six months in the qualifying service of an employee shall be deemed to have been condoned automatically.

Provided that the benefit will not be admissible in a case where service rendered by an employee does not by itself qualify for pension or gratuity under these Statutes.

- ii. The Syndicate on the recommendation of the competent authority to sanction pension may condone a deficiency of more than six months but less than a year subject to the following conditions, namely:
 - a) The employee had died while in service, or has retired under circumstances beyond his control, such as on invalidation or the abolition of his post, or superannuated and would have completed another year of service if he had not died or retired.
 - b) The service rendered by him had been meritorious.
 - c) A deficiency of more than one year cannot be condoned.
 - d) These provisions will not apply to employees who have rendered less than 10 years' continuous/ regular service.

- iii. Upon such conditions as it may think fit in each case, the appointing authority of an employee may condone all interruptions in his service, provided such interruption is not due to any fault or willful act of the employee, like unauthorized absence, resignation or removal from service.

Provided that the power cannot be exercised to condone breaks in temporary and officiating service specifically excluded from the category of qualifying service.

- iv. Interruptions due to removal on account of reduction and retrenchment of a post should be deemed to have been condoned.

9. ACCRUAL OF FINANCIAL BENEFITS. —

- i. Pensions of an employee will be fixed in accordance with these provisions with effect from the date of retirement or death of the Employee as the case may be.

RATE AND SCALE OF PENSION

- a) Pension shall be calculated at the rate of 70% of emoluments on completion of 30 years qualifying service. Where qualifying service is less than 30 years but not less than 10 years, proportionate reduction in percentage shall be made in accordance to the Pension Table regulating all the four pensions, namely, Compensation Pension, Superannuation Pension, Invalid Pension and Retiring Pension appended to these statutes as Annex 1.
- b) The term "emoluments", i.e. pensionable pay, shall include but not limited to, Basic pay, Special pay, personal pay, qualification pay, indexed pay, cash handling pays and any other pay to be classed as pay and Senior Post Allowance.
- c) Any other emolument classed as emolument counted for calculation of pension.

10. GRATUITY FOR SERVICE OF LESS THAN 10 YEARS BUT NOT LESS THAN 5 YEARS. —

- i. The employee or his family, as the case may be, shall be entitled to gratuity at the rate of 1.5 months' pay for each completed year of service of five years up to nine years in case he had served less than ten years at the time of retirement due to invalidation or death in service. An employee shall be entitled for gratuity after completing 5 years of regular service at University.

- ii. Calculation of Pension on last pay/emoluments drawn;
Pension shall be calculated on the basis of emoluments last drawn by the employee.

Provided that the annual increment shall be included in the pay last drawn if the Employee retires between 2nd June and 30th November.

- iii. The benefit of annual increments accrued during LPR be shall admissible.

- iv. Benefit for extra years of service after completion of 30 years.

- v. The extra years' service benefits @ 2% for each extra year subject to 10% shall be admissible to the Employee who has served more than 30 years qualifying service for pension.

11. PENSION TABLE. —

| Completed Years of Qualifying Service | Scale of Pension Expressed as Fractions of average emoluments |
|--|--|
| 10 | 70/300 |
| 11 | 77/300 |
| 12 | 84/300 |
| 13 | 91/300 |
| 14 | 98/300 |

| | |
|--------------|---------|
| 15 | 105/300 |
| 16 | 112/300 |
| 17 | 119/300 |
| 18 | 126/300 |
| 19 | 133/300 |
| 20 | 140/300 |
| 21 | 147/300 |
| 22 | 154/300 |
| 23 | 161/300 |
| 24 | 168/300 |
| 25 | 175/300 |
| 26 | 182/300 |
| 27 | 189/300 |
| 28 | 196/300 |
| 29 | 203/300 |
| 30 and Above | 210/300 |

12. PENSION FORMULA. —

LAST PAY DRAWN X 70 X LENGTH OF QUALIFYING SERVICE = Gross Pension:

- i. The employee shall be entitled to commute 35% of the gross pension at the rates specified in the above table.
- ii. The Employee shall be entitled to monthly pension @ 65% of the gross pension plus the increases allowed by the pension sanctioning authority from time to time.

13. PENSIONS/GRATUITIES FOR INJURY OR DEATH IN COURSE OR CONSEQUENCE OF DUTY (EXTRAORDINARY PENSION). —

- i. When a University employee is injured, killed or dies of injuries received during the execution of duty, an extraordinary pension or gratuity may be granted to him/ her family in accordance to the section 4 (ii) of these statutes.

- ii. The classification of disabilities and the criteria for determining their attributability to service shall be as detailed in (Table A). The rate and scale of disability/death pension and gratuity shall be as follows:

(A) Disability Pension/Gratuity in Injury

| Class of Injury | Pension | Gratuity | Children's Pension | |
|-----------------|------------|----------|--------------------|------------------------------|
| | | | Child without own | Child living with own mother |
| A. | 20% of pay | 6 months | 5% of pay | 2.50% of pay |
| B. | 15% of pay | Nil | 4% of pay | 2% of pay |
| C. | 15% of pay | Nil | | Nil |

- iii. Where an employee is injured, killed or dies of injuries received during the execution of public duty, a pension or gratuity may be granted to him or to his family in accordance with the following Statutes.
- iv. Pension/Gratuity for injury or death in course or consequence of duty. — If any employee dies before his/her retirement then family pension will be paid to his/her spouse (s)/ children (less than 18 years)/ successor as under:
- a) If the service of the deceased employee is less than 10 years, then he/ she will be paid one and half month pay against each completed year as a gratuity only.
 - b) If the service of the employee is more than 10 years before his/her death, then 25% of gross pension will be paid to him/ her as a gratuity and 75% of gross pension will be paid to his/ her family as a family pension per month.

14. CLASSIFICATION OF DISABILITY. —

Class 'A'

- i. Loss of a hand and a foot or loss of use of two or more limbs.
- ii. Total loss of eye-sight.
- iii. Total loss of speech.
- iv. Total deafness both ears.
- v. Paraplegia or hemiplegia.
- vi. Lunacy.
- vii. Very severe facial disfigurement.
- viii. Advanced cases of incurable disease.
- ix. Wounds, injuries or diseases resulting in a disability due to which a person becomes incapacitated.
- x. Emasculation.

Provided Wounds, injuries or disease of limb resulting in damage of nerves, joints, or muscles making the whole of limb useless would mean loss of that limb. Cases in which a partial function is retained will not be included in this class.

However, if the partial retention of function does not help in walking in case of leg or does not help in holding an object even with partial efficiency, it should be considered as total loss of function. Those cases will also be included in this class where the earning capacity of the Employee has been totally impaired due to the invaliding disability.

Class 'B'

- i. Loss of a thumb or at least three fingers of hand.
- ii. Partial loss of one or both feet at or beyond tarsometatarsal joint.
- iii. Loss of vision of one eye.
- iv. Loss of all toes of one or both feet.

Class 'C'

- i. Limited restriction of movement of joint due to injuries.
- ii. Disease of a limb restricting performance of duties.

Provided when the wound, injury or illness causing the disability is not entered in the above schedule, the disability shall be assessed by the medical board at the classification most closely corresponding to those given above.

15. PRINCIPLES AND PROCEDURE FOR DETERMINING ATTRIBUTABILITY TO SERVICE OF DISABILITY. —

A. Casualties due to Wound or Injury:

- (i) It should be established in such cases that the cause of the casualty was the result of duty in service.
- (ii) Where the injury resulted from the risk inherent in service attributability will be conceded.
- (iii) An individual is on duty for 24 hours of the day except when on leave other than casual leave.
- (iv) An individual will be deemed to be in the performance of duty when—
 - (a) he is physically present in his duty places;
 - (b) he is travelling on leave at University expense;
 - (c) when travelling to or from duty (e.g., from residence to place of duty and back but not whilst he is in his residence);
 - (d) whilst travelling on duty i.e., where it is established that but for the duty he would not have been travelling at all.
 - (e) Disability resulting from purely personal acts such as shaving or similar private pursuits would not normally be treated as attributable to service.

- (f) Disability resulting from violence provoked by performance of duty will be viewed as attributable to service unless the circumstances of the case warrant a different conclusion.
- (g) If circumstances are such that service played no part in the causation of disability, attributability will not be conceded.

B. Casualties due to Disease:

- (i) The cause of disability resulting from a disease will be regarded as attributable to service only when it is directly due to risks which may be regarded as peculiar to the circumstances of duty in service.
- (ii) In determining attributability in such cases due regard should be paid to the question whether service in a particular region, or of a particular type, involved exposure to exceptional risk of contraction of, or infection by a disease, as well as to the actual circumstances of the case.
- (iii) Attributability will not be conceded if, though contracted during the period of actual performance of duty, the disease is, in the opinion of the medical authorities concerned, due to risks which cannot be regarded as peculiar to such duty in service.
- (iv) Where a disease or its aggravation resulted from the risk of duty attributability/ aggravation will be conceded.
- (v) All cases of tuberculosis and bronchial asthma will be accepted as attributable to or aggravated by service where the medical opinion is in favour of the acceptance.
- (vi) Attributability/aggravation in all cases of Cardiac disease will be determined in accordance with the guidelines mentioned at the end of this part.
- (vii) Where medical or other supporting documents are incomplete, cases will be dealt with on merits with due regard to medical opinion and other evidence.

16. GUIDELINES FOR DETERMINING ATTRIBUTABILITY/ AGGRAVATION IN CASES OF CARDIAC DISEASES. —

- (i) There are many pre-disposing factors which may precipitate an attack of coronary occlusion. No single factor can be pin-pointed as being responsible for such an attack. It is, therefore, not easy to lay any hard and fast rule for awarding attributability/aggravation in such cases. For the guidance of medical and administrative authorities some of the factors which may precipitate the attack of heart disease are enumerated below:
 - a) Physical exertion. —Coronary occlusion is known to have precipitated during or immediately following physical exertion. Physical exertion may not necessarily be of an unusual character i.e., lifting of a heavy bundle, pushing a stalled vehicle or an uphill climbing have in many instances been followed by an attack of Coronary occlusion. The effects of exertion are worse if the individual is unduly fatigued, has lack of sleep or is under emotional stress. Attributability will be conceded if a person undergoing stress and strain, pressure and counter pressure by virtue of the nature of his duties, develops psychiatric problem.
 - b) Emotional strain. —The occurrence of Coronary disease in persons who had been under and unusually severe and protracted emotional strain points to a probable relationship between the two. Separation from families, uncongenial atmosphere, frequent moves, all add to mental strain and psychological trauma.
- (ii) The question of attributability/aggravation of heart disease on occurrence in otherwise a normal individual who is subjected to the above mentioned factors will, therefore, have to be considered and decided in the light of known history and merits of each case.
- (iii) While dealing with such cases due precaution will be exercised by all concerned to carefully bring out detailed merits of the case as award of attributability/aggravation depends on their candid opinion.

17. FAMILY PENSION. —

- i. In case an employee dies before his retirement, his pension is calculated, as if he retired on invalid pension on the date following the day of his death.
- ii. as mentioned in sub section (I) family of the deceased employee shall be paid the pension to which he would be entitled in case of retirement.
- iii. The physically or mentally retarded children of the deceased employee shall be entitled to family pension for life.
- iv. Where a pensioner, dies after his retirement, his family shall be entitled to the pension as mentioned in sub section (1 to 5) above.

Provided that a child includes an "adopted child" subject to certification by the relevant government body.

Provided further that if it is proved that the wife of the deceased employee has been judicially separated from the employee or has ceased under the customary law, she shall no longer be deemed to be a member of the family unless the employee has himself intimated in writing that she shall continue to be so regarded.

- v. In case of the female employee if she intimates in writing that her husband should not be included as a member of the family then he shall no longer be considered a member of the family unless she subsequently cancels in writing her intimation excluding him.

18. NOMINATIONS. —

- i. An employee who is unmarried or is widow or widower shall, as soon as he/she completes 5 years' qualifying service, make a nomination, conferring on one or more persons the right to receive any gratuity that may be sanctioned.

- ii. Subject to sub section (1) above if an employee nominates more than one person he/she shall specify in the nomination the amount or share payable to each nominee in such manner as to dispose of the whole amount of the Pension /gratuity mentioned therein.
- iii. An employee may provide in a nomination:
 - a) in respect of any specified nominee, that in the event of his/her predeceasing the employee the right conferred upon that nominee in sub-para (2) above shall pass to such other member or members of the employee's family as may be specified in the nomination.
 - b) that the nomination shall become void in the event of the happening of a contingency specified therein.
- iv. Every nomination shall be in such form as may be prescribed for the purpose.
- v. An employee may at any time cancel a nomination by sending a notice in writing to the appropriate authority, provided that the employee along with such notice, send a fresh nomination.
- vi. Immediately on the death of a nominee the employee shall send to the appropriate authority a notice in writing formally cancelling the nomination together with a fresh nomination.
- vii. Every nomination made, and every notice of cancellation given, by an employee shall, to the extent that it is valid, take effect on the date on which it is received by the authority.

19. WHEN THE AMOUNT OF GRATUITY HAS BECOME PAYABLE TO THE FAMILY IT SHALL BE THE DUTY OF THE DISBURSING OFFICER TO MAKE PAYMENT TO THE FAMILY ACCORDING TO THE FOLLOWING PROCEDURE. —

- i. When the employee leaves a family:
 - a) The amount of gratuity or any part thereof to which the nomination relates shall become payable to his/her nominee or nominees in the proportion specified in the nomination.
 - b) If no nomination in favour of a member or members of a family subsists, or if a nomination relates only to a part of the amount of the gratuity the whole amount of the gratuity or the part thereof to which the nomination does not relate, shall become payable to the members of his/her family in equal shares:

Provided that no share shall be payable to:

- a) sons who have attained the age of 18 years;
- b) unmarried daughters of age 18 years.

20. MINOR BENEFICIARY. — When the Beneficiary is a minor and has no regularly appointed Manager or Guardian, the sanctioning authority may allow the payment of pension or shares of gratuity of minor children of a deceased employee to their mother. In case the mother is not alive or was judicially separated from the employee in his life time, the sanctioning authority may nominate any suitable person to be the Guardian of such minor children for the purpose of receiving payment of pension and/or shares of gratuity on their behalf.

21. DECEASED FEMALE EMPLOYEE. — In a case when the deceased employee was a female, the sanctioning authority may, under the circumstances stated above, allow the payment of pension or shares of gratuity of minor children of the deceased, to their father.

22. SURVIVING PARENTS. — When the Employee leaves no family the amount of gratuity shall be payable to the following surviving parents (mother and father) in equal shares.

Provided that judicially separated or divorced mother who has re-married does not fall in this category.

23. NO IMMEDIATE FAMILY OR SURVIVING PARENTS. — No gratuity will be payable by University after the death of an Employee if he/she does not leave an immediate family or parents.

24. PENSION SHALL BE ALLOWED TO THE FAMILY. —

- i. Widow or Widower of the deceased for her life, if the deceased is a male employee. If the employee had more than one wife, and the number of his surviving widows and children does not exceed 4, the pension shall be divided equally among the surviving widows and children. If the number of surviving widows and children together is more than four, the pension shall be divided in the following manner, viz. each surviving widow shall get 1/4th of the pension and the balance if any shall be divided equally among the surviving children. For the purpose of this cause, the term "Children" exclude sons above the age of 18 years and married daughters whose husbands are alive and unmarried daughters of age 18 years.
- ii. failing a widow or husband, as the case may be, to the eldest surviving son up to the age of 18 years.
- iii. failing (1) and (2) to the eldest surviving unmarried daughter of age of 18 years.

25. If the event of no pension being payable under clause (l) the family pension may be granted:

- i. to the father;
- ii. failing the father to the mother;

26. WIDOW RE-MARRIAGE. — The family pension of the widow ceased to be payable from the date of her re-marriage, the next legal beneficiary should be allowed to draw the pension with effect from the date on which it ceased to be paid to the widow.

27. PAYMENT OF FAMILY PENSION IN THE CASE OF EMPLOYEES WHO REMAIN MISSING FOR 12 MONTHS. —

- i. If an Employee remains missing or unheard of for a period of 12 months to the satisfaction of the Pension sanctioning authority, family pension may be allowed to his heirs as admissible under the prescribed Statutes provided that:
 - a) The spouse of the pensioner claiming to be entitled to the pensionary benefits of the missing person shall, before such benefits are paid, guarantee, through affidavit or as the pensionary authority may require, the repayment of pensionary benefits to the missing person if subsequently he appears and makes any claim thereto.
 - b) The pensionary authority shall not be responsible for repayment of any pensionary benefits to the missing person which has already been paid to his spouse or family members who shall personally be responsible for satisfaction thereof on appearance of the missing person.
- ii. The concession admissible there under shall also be admissible in cases a pensioner remains missing or unheard of for a period of 12 months to the satisfaction of the pension sanctioning authority concerned, family pension may be allowed to his heirs as admissible under the prescribed Statutes.

28. COMMUTATION OF PENSION. —

- i. An Employee is entitled to commute for a lump sum payment of any portion, not exceeding 35% of pension.
- ii. Commutation is neither subject to medical certificate nor to administrative sanction if it is asked for within one year of the date of retirement. The date of application by the retired employee, in such a case, will be the date of commutation becoming absolute.

Where commutation is applied for before retirement the commutation will become absolute on the date of retirement. An employee retiring after attaining the age of 60 years will be allowed commuted value of pension as applicable to age of sixty years instead of the age of 61 years, if he applies for commutation while in service.

- iii. In all other cases the commuted value of pension shall be admissible under the formula of "age next birthday".
- iv. In the case of provisional pension, the commutation may be provisionally sanctioned on that basis. When the pension is finally sanctioned, the final payment order should be substituted for the provisional payment order for purpose of commutation as also for all other purposes. In the case of premature retirement on medical grounds the requirement of medical examination will not be waived.
- v. Dispatching authority should ensure that while approaching the medical authorities for constituting medical boards, relevant papers etc., are sent to them complete in all respects, well in advance of the next date of birth of the employee concerned.
- vi. The commuted amount of pension equal to 35% of the gross amount of pension shall be restored on completion of the number of years for which commuted value was paid. In restoring the commuted portion of pension fraction of a year shown in the commutation table which is less than six months will be ignored and that of six months and more will count as one year.
- vii. In calculating pension or restoring commuted portion thereof fraction of a Rupee which is less than 50 paise will be ignored and that of fifty paise and more will count as one rupee.

29. GRANT OF COMMUTATION TO THE FAMILY OF EMPLOYEE RETIRED ON SUPERANNUATION BUT EXPIRED BEFORE SIGNING HIS PENSION/ COMMUTATION CLAIMS. —

Commutation up to 35% of gross pension is admissible to a pensioner at his option. Under the existing procedure, the entitlement of commuted value up to 35% of gross pension becomes valid as and when an employee, while in service or on retirement, exercises his option for commuted value of pension. In case an employee, while having retired on superannuation, could not sign their pension papers due to their death the family of a deceased employee, who after having retirement on superannuation could not sign his pension papers due to death, will also be entitled for the commuted value of pension.

30. GRANT OF COMMUTATION TO THE FAMILY OF EMPLOYEE RETIRED ON INVALIDATION BY MEDICAL BOARD BUT EXPIRED BEFORE SIGNING HIS PENSION/COMMUTATION CLAIMS. —

The family of a deceased employee, who after having retirement on invalidation by Medical Board, could not sign his pension papers due to death, will also be entitled for the commuted value of pension.

31. GRANT OF COMMUTATION TO THE WIDOW OF EMPLOYEE COMPULSORY RETIRED BUT EXPIRED BEFORE SIGNING HIS PENSION/ COMMUTED CLAIM. —

- i. The family of a deceased employee, who after having compulsorily retired could not sign his pension papers due to death, will also be entitled for the commuted value of pension.
- ii. Commutation shall be admissible up to a maximum of 35% of Gross Pension, at the option of the pensioner. Admissibility of monthly pension shall be 65% of Gross Pension plus increases as shall be sanctioned by the Vice Chancellor from time to time.

32. ANTICIPATORY PENSION. —

- i. When an Employee is likely to retire before his pension can be finally assessed and settled action should be taken for grant of anticipatory pension. For this purpose, the sanctioning authority should furnish to the Treasurer with all the particulars of services in respect of the retiring employee. The authority should sanction the disbursement of pension to which after the most careful summary investigation that he can make without delay, he believes the employee to be entitled. Such disbursement should be made only after the following declaration has been signed by the retiring employees:

“Whereas the (here state the designation of the officer sanctioning the advance) has consented provisionally, to advance to me a pension of Rs.....per month and a lump sum gratuity of Rs..... in anticipation of the completion of the enquiries necessary to enable the University to fix the amount of my pension and gratuity, I hereby acknowledge that, in accepting this advance, I fully understand that my pension and gratuity is subject to revision on the completion of the necessary formal enquiries, and I promise to base no objection to such revision on the ground that the provisional pension and gratuity now to be paid to me exceeds the pension and gratuity to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension and gratuity to which I may be eventually found entitled.”

- ii. If the Treasurer considers it likely that the employee would be entitled to a gratuity only, one- sixth of the amount of such probable gratuity should, upon a similar declaration, be disbursed monthly until the amount is finally settled.
- iii. The payment of the anticipatory pension should be so arranged that it is not delayed beyond the first day of the month following the month in which employee is due to retire.
- iv. Pension sanctioning authority must exercise the power to sanction anticipatory pension, whenever required, to avoid any delay in the payment of pension.

- v. If for any reason it is apprehended that the pension payment order cannot be issued within the prescribed time—in the case of normal retirement, one month before retirement and in the case of premature, voluntary or compulsory retirement or death, within three months of the date of event—a provisional order authorizing payment of 80% of the admissible pension may be issued by the competent authority within one month of the expiry of the prescribed time.

33. PROCEDURE FOR SANCTION OF PENSION STEPS FOR SPEEDY FINALIZATION OF PENSION CASES. —

- i. Authority dealing with pension cases should bear in mind that delay in the payment of pensions involves pecuniary hardship. The monthly income of a wage earner ceases at a time when he may need money the most. So it is essential to ensure that a retiring employee begins to receive his pension on the date on which it becomes due. With this end in view, the procedure for preparation of pension papers and sanction of pensions has been simplified. The most important factors relevant to the determination of the amount of pension/ gratuity are the length of qualifying service rendered by an employee before retirement/death and average emoluments. Information in both these respects is computed on the basis of the information available in the History of Services/Service Book/records of the employee concerned. The simplified procedures themselves cannot bring about the desired results unless the authorities concerned take effective steps to ensure that service records are kept up-to-date and complete. In order to achieve this object, the following measures have to be adopted.

History Files. —All concerned Departments/Offices should maintain a History File of each employee. This file should contain (a) Gazette Notification (b) Charge Report (c) a separate sheet or Booklet showing the date of Assumption and Relinquishment of Charge of each post and emoluments drawn, and (d) Leave Account showing the various kinds of leave taken by the officer from time to time. The History File

should be shown to the officer concerned in January every year and his acknowledgement obtained on it after settling any discrepancy that may be noticed.

- ii. History of Service. —the HR section of the Registrar office should compile History of Services in respect of employees in B-16 and above regularly and keep them up-to-date.
- iii. If the service cannot be wholly verified from the records (Service Books, pay bills and payrolls) of anyone office, reference shall be made to the heads of other offices in which the employee has served.
- iv. If, in any particular case, it is not possible to verify the service of an employee from the official records, a statement of the employee in writing as to the particulars of his service, statements in writing of other officers who were his contemporaries in the office/department, and documents and letters not forming part of official records may be received in evidence and the service verified on their basis. The power to admit service under this provision can be exercised by the authority empowered to sanction pension.
- v. Verification of service by the Treasurer and the Auditor of the University. —The services of an employee should be got verified by the Treasurer and the Auditor as soon as he has completed ten years' service, thereafter the next verification should be on completion of 24 years' service, and then finally it should be verified in respect of the period after 29 years when an employee is actually due to retire. The length of the pensionable service accepted in Finance and Audit at these stages should be recorded in both the copies of Service Book of B-1 to B-15 employees, with the stamp of verification duly authenticated. In the case of B-16 and above, the fact of verification should appear in the History of service but if the History of service is not up-to-date, the officer concerned should be informed of the accepted length of pensionable service through a letter.

- vi. Special measures for verification of service and computerization of accounts. —(l) cases in which the entries relating to previous fixation of pay or verification of service are missing, it shall be incumbent upon the officer in HR section of the Registrar office dealing with a pension case to verify the same himself on the basis of the available record, and get it authenticated by the Registrar and Treasurer:
- a) The verification of qualifying service of all employees should be completed by the relevant administrative authorities concerned.
 - b) The HR section of Registrar office shall issue an up-to-date qualifying service certificate to each employee and, thereafter, such a certificate be issued every. The HR section of Registrar office shall also give a certificate that valid nomination papers regarding gratuity are held by them.
- vii. Allocation of pension between different Departments. —(a) The HR section of Registrar office should take steps to obtain pension contribution from the Governments, Universities and others the in respect of service rendered under them by an employee.
- viii. Finalization of pension cases shall not be held up on this account. If there is any dispute with regard to the apportionment of pensionary liability, the matter should be sorted out by the pension sanctioning authority.
- ix. List of officers and staff due to retire. —With a view to ensuring timely action in pension cases the HR section of the Registrar office shall maintain a list showing the dates of retirement of all the officers and staff who are due to retire in a calendar year and review it quarterly.
- x. Employment of officers and staff on pension work. —Depending on the volume of work, at least one officer and staff should be employed exclusively on pension work. He should be required to make himself conversant with pension procedures and the method of preparation of pension papers.

- xi. Observance of Statutes relating to grant of secured advances. —It shall be ensured that all secured advances made to employees are properly and adequately secured with mortgage deeds, agreements, etc., as prescribed under the Statutes. It should be ensured that suitable steps are taken at the appropriate time so as to complete the recovery of other University dues before the date of retirement. If the amount of advance is not fully repaid, the retiring employee should be asked to give his consent to any recoveries due from him being effected from the pension/gratuity payable to him. In case, he fails to give such consent, the recoveries be effected from the pension or gratuity.
- xii. Grant of un-secured advances. —No unsecured advances should ordinarily be granted to any employee within six months of the date of his retirement. If any such advance or other dues are already outstanding, these should be recovered from his pay or leave salary. If, for special reasons, it becomes necessary to grant an advance to any employee within six months of his retirement, he should be required to furnish security of a regular employee, who is not due to retire within one year before the advance is paid to him.
- xiii. Employees proceeding on foreign service and recovery of leave salary and pension contribution. —Full particulars of the officers and staff proceeding in foreign service must be kept in record and it should be ensured that the recoveries on account of pension and leave salary contribution in respect of officials on foreign service are effected and accounted for.
- xiv. Recovery of leave salary and pension contributions in respect of University Employees on deputation to other department/ organization within Pakistan or abroad:
 - a) Recovery of pension contributions at 33-1/3% of the mean of minimum and maximum of the pay scale of the grade held by the Employee concerned at the time of his proceeding on service in other department/ organization, plus other emoluments (reckonable for pension) which would have been admissible to him had he not

been deputed on foreign service. The above prescribed rate of pension contributions shall apply to all University employees whether on deputation to service within Pakistan or abroad.

- b) The pension contributions in all cases shall be payable by such employers. However, in the case of employees presently on deputation to Foreign Service within Pakistan or abroad, pension contributions shall be paid by the foreign employers or the Employees concerned, as the case may be, according to the agreed terms of deputation.
- c) University Employees sent on deputation to Foreign Service, who are granted leave and paid leave salary by the foreign employers, shall not count the period spent on Foreign Service for earning leave under the University.

34. GRANT OF PENSIONARY BENEFITS TO EMPLOYEE PREVIOUSLY SERVED UNDER GOVERNMENT OR AUTONOMOUS/SEMI-AUTONOMOUS ORGANIZATIONS, CORPORATIONS AND COMMISSIONS WHO WAS APPOINTED TO POSTS IN UNIVERSITY. —

- i. In the case of an employee of a Government or an autonomous/semi- autonomous organization, who joins service in University, the employee concerned shall make payment of pension contribution to the University at the prescribed rate for the service he rendered with them.
- ii. An employee who has previously served in other pensionable Government departments/ organization may not bring his/her pension contributions from the previous employing department/ organization, then he/she is entitled for pension from the date of his/her appointment/ joining to the University of Turbat.
- iii. The annual increment in the Basic Scale of Pay will accrue only on 1st day of the month of December following the completion of at least six months of such service at the relevant stage in that scale

as counts for increment under the ordinary Statutes, provided that:

- a) a retiring employee shall be entitled to the usual annual increment, for the purpose of calculation of his pension only, on completion of six months' service in the year of his retirement irrespective of due date of 1st December following the completion of six months;
- b) the Statutes regarding withholding of increments shall not be affected by this decision.

35. GRANT OF USUAL INCREMENT IN THE YEAR OF RETIREMENT. —

- i. The words "retiring employee" is applicable to both gazetted and non-gazetted employees.
- ii. The employees retiring during the period on and from 1st of June and 1st of December of a year are entitled to the usual annual increment, for the purpose of calculating pension.
- iii. The amendment is equally applicable to the employees expired during the above period.

36. PROCEDURE FOR PREPARATION OF PENSION PAPERS AND SANCTION OF PENSION. —

- i. With a view to ensuring that a retiring employee begins to draw his pension on the date it becomes due, the following procedure should be followed by the authorities concerned;
 - a) The HR section of the Registrar office should start the preparation of pension papers in each case one year before the expected date of retirement without waiting for the formal application from the employee concerned, which is to be submitted not earlier than six months before the date of retirement.

- b) The HR section of the Registrar office responsible for initiating the case should start filling of the Pension Application Form one year before the expected date of retirement.
- c) Simultaneously, with the starting of preparation of pension papers of an employee, the department authorities should consult the records and see whether any recoveries are due from him. If there are any such dues, early steps should be taken to complete the recoveries of the dues before the date of retirement, if any disciplinary action in this behalf has to be initiated, this should be done at once, so that it may be possible to finalize the case and complete the recoveries before the date of retirement. In case such action has already been initiated steps should be taken to finalize it as quickly as possible so that recoveries may be completed well in time. If any other disciplinary action is pending, it should also be finalized six months before the expected date of retirement.
- d) The would-be pensioner should be asked to fill in and sign Part I in a fresh copy of the form and submit it along-with three specimen signatures, three photographs and two sets of thumb and finger impressions on the prescribed form, all duly attested.
- e) Part I of the working copy should then be filled in by copying from the signed copy received from the applicant. Similarly, Sections (2) to (5) of Part II of the signed copy should be filled in by copying from the working copy. Section I of Part II of both the forms should then be filled.
- f) Requests for furnishing 'No Demand Certificate' should be made to all concerned at least six months before the date of retirement of the employee. If any demand is outstanding against the employee, it must be intimated not later than 15 days after the date of retirement (which should be specified in the request for 'No Demand Certificate'). In case the

demand is not intimated within the above time limit the finalization of pension cases should not be held up on that account and the Department/Office which has failed to intimate an outstanding demand by the due date should be held responsible.

- g) The payment of pension should not be held up merely for want of 'NO DEMAND CERTIFICATE'. In cases in which 'No Demand Certificate' is not available P.P.O. may be issued subject to the production of an undertaking, at the time of the first payment of the pension/gratuity, by the pensioner, or his family (in the case of his death) to the effect that any demand coming to the notice within a period of one year after the issue of P.P.O. would be recoverable from the pension. Failure to intimate recoveries during this extended period should result in the amount involved being recovered from the official responsible for the delay. If any University dues are found to be outstanding against pensioner within one year from the date of issue of the P.P.O. the matter shall be referred to the Pension sanctioning authority for orders before any recoveries are actually effected from the pensioner.
- h) "No Demand Certificates" in respect of all University accommodations occupied by an employee throughout his service are not necessary. Such a certificate should be necessary in respect of only for the last year of University accommodation occupied by him before retirement.
- i) The signed copy of the Pension Form should be forwarded to the sanctioning authority after filling up and signing Section (6) of Part II. The working copy may be retained in the initiating office as an office copy. Pension Application Form must be supported by such requisite documents as can be issued before the actual date of retirement. In case of Invalid Pension, invalidity certificate should be enclosed in original. Documents which cannot be issued till the date of retirement

such as the Last Pay Certificate and the No Demand Certificate should be sent afterwards separately.

- j) Last Pay Certificate. —It shall be mandatory for the Establishment section of the Registrar office to issue Last Pay Certificate within 15 days of the date of retirement of an employee.
- k) Where an employee is deceased and family pension is payable to the family the following documents have to be sent along-with the Pension Application Form:
 - 1) Application (in original) from the widow/claimants.
 - 2) Death Certificate (in original).
 - 3) Postal Address (3 copies).
 - 4) List of surviving members (3 copies).
 - 5) Specimen signatures of widow/claimant(s).
 - 6) Thumb and finger impressions of the widow/claimant.
 - 7) Non employment certificate (3 copies).
 - 8) A certificate to the effect that the widow had not judicially separated from her husband (3 copies).
 - 9) A certificate that the widow had not re-married after the death of her husband.
- l) The sanctioning authority should fill in Section (6) or Part II of the Form. The full pension admissible under the Statutes is not to be given as a matter of course, unless the service rendered has been really approved. If the service rendered has not been thoroughly satisfactory, the authority sanctioning the pension/gratuity should make such reduction in the amount of pension/gratuity as it thinks proper. However, no reduction in the amount of any pension can be made without affording to the person concerned, by means of a notice in writing, an opportunity to show cause against the proposed reduction.

- m) An employee compulsorily retired under the employees Efficiency and Discipline STATUTES, shall be entitled to pension or gratuity as admissible under normal Statutes and the certificate of 'thoroughly satisfactory service' is not required in his case."
- n) After completion of Section (6) of Part II of the form the sanctioning authority should send the form to the Treasurer, along-with a forwarding letter.
- o) The Registrar, after scrutinizing Part I and Part II and arriving at his own findings about the correct length of qualifying service and the amount of Pension and Gratuity admissible, record a gist of his findings from his working papers into Part III of the form.
- p) The Treasurer should issue the Pension Payment Order in case where all necessary documents/ information are available with him, a fortnight before the expected date of retirement.
- q) When the preparation of a pension case is started a Progress Sheet in the following form should be attached with it showing the dates by which specific action should be completed. This sheet should move with the pension case from the Registrar to the Treasurer and should be kept in record.
- r) Indemnity bond in compliance with SBPs instructions for payment of pension through bank branch, that, "I agree to indemnify you and keep you indemnified about liabilities with all sums of money whatsoever, including marks up of my pension account. I further undertake that my legal heirs, successors, executors shall be liable to refund excess amount, if any, Credit to my pension account either in full or in installment equal to such amount."

37. EMOLUMENTS RECKONED FOR PENSION. —

Definition of terms 'Emoluments and Average Emoluments: The term "emoluments" means the emoluments which the officer was receiving immediately before his retirement and shall include:

- i. Basic Pay
- ii. Senior Post Allowance;
- iii. Special Pay of all types and nature;
- iv. Personal Pay;
- v. Technical Pay;
- vi. Qualification Pay;
- vii. Increments accrued during leave preparatory to retirement;
- viii. Any other emoluments which may be specially classed as Pay.

38. PROCEDURE FOR PAYMENT OF PENSION. —

- (i) Beginning of Payment of Pension. —The ordinary pension is payable from the date on which the pensioner ceases to be borne on the establishment.
- (ii) Payment of Gratuity. —A gratuity is paid in a single sum, and not by installments. An employee of the University shall be entitled for gratuity after completing 5 years of regular service in the University.
- (iii) Payment of Pensions. —A pension is payable monthly on and after the first day of the following month to the university pensioner as under:
 - a) An employee of the university who completed 10 years of regular service before reaching to age of superannuation.
 - b) An employee who has availed retirement after 25 years of regular service.
 - c) An employee of the university who has availed retirement on medical grounds after serving 10 years of regular service.

- (iv) Death of a Pensioner. —A pension is payable for the day on which the pensioner dies, the hour at which death takes place has no effect on the claim.
- (v) On receipt of the Pension Payment Order, the disbursing officer should deliver one-half to the pensioner, and keep the other half carefully in such a manner that the pensioner, cannot have access thereto. All payments should be entered on both the halves and attested by the disbursing officer.
- (vi) A pensioner can draw his pension from an any branch of the National Bank of Pakistan.
- (vii) Personal appearance of pensioners and payment through life certificate. —As a rule, a pensioner must take payment in person after identification by comparison with the Pension Payment Order. A pensioner specially exempted by the University from personal appearance, or a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in public in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a LIFE CERTIFICATE signed by a responsible officer of University or by some other well-known and trust worthy person. A pensioner of any description, who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code, or by any pensioned officer who before retirement held a B-16 and above are exempted from personal appearance. In all such cases the disbursing officer must take precaution to prevent impositions and must, at least once a year, require proof independent of that, furnished by the life certificate, of the continued existence of the pensioner.
- (viii) Drawing of pensions through Agents. —A pensioner of any description, resident in Pakistan is exempted from personal appearance if he draws his pension through a duly authorized agent approved by University who must execute a bond to refund overpayments and produce at least once a year a life certificate signed by any of the

persons authorized in para (vii) above. Such pensions should not be paid on account of period of more than a year after the date of life certificate last received.

- (ix) Drawing of pensions by pensioners not residing in Pakistan.—A pensioner not residing in Pakistan may draw his pension at any branch of the National Bank of Pakistan through a duly authorized agent who must either produce a certificate by a Magistrate, a Notary Public or a Banker or the Head of a Pakistan Mission abroad or a gazette officer duly authorized by him on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund overpayments and produce such certificate at least once a year.
- (x) Arrears of pension. —There shall be no restriction for the drawl of pension, if it falls into arrears. The arrears may be paid by the disbursing officer without any reference to the pension sanctioning authority.
- (xi) Future good conduct as condition of payment. —Future good conduct is an implied condition of every grant of pension. The University reserve to themselves the right of withholding or withdrawing a pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct. The decision of the President on any question of withholding or withdrawing the whole or any part of a pension shall be final and conclusive.
- (xii) Taking part in elections and politics. —Except with the previous sanction of the University, no pensioner shall, within a period of two years from the date of his retirement, take part in any election or engage in political activity of any kind. The contravention of this provision shall be deemed to be a grave misconduct.
- (xiii) Attachment of pensions. —No pension granted or continued by University on political consideration, or on account of past service or present infirmities or as a compassionate allowance and no money due or to become due on account of any such pension or allowance, shall be liable to seizure, attachment or sequestration by process of any Court in Pakistan, at the instance of a creditor, for any demand against the

pensioner or in satisfaction of a decree or order of any such Court.

(xiv) Agreements for recovery from pensioner. —All assignments, agreements, orders, sales and securities of every kind made by the person entitled to any pension, pay or allowance mentioned in Para (xiii), above in respect of any money not payable at or before the making thereof, on account of any such pension, pay or allowance, or for giving or assigning any future interest therein, are null and void.

(xv) Recovery from pension on account of loss. —The University has got the full right to order the recovery from the pension any amount due against him.

39. DISPOSAL OF CASES OF OVERPAYMENT OF PENSION. —

i. Waiver of overpayment due to wrong calculation of pension.

For the purpose of dealing with the overpayments made so far, waiver may be allowed as follows:—

- a) The entire amount, if a pensioner/widow is more than 75 years of age on 30;
- b) Half of the amount if a pensioner/widow is between 70 and 75 years of age;
- c) One-third of the amount if the pensioner is between 65 and 70 years of age;
- d) Full recovery may be made from pensioners/widows who are below 65 years of age.

ii. Steps to be taken by the Authorities concerned and the Retiring Employee for timely sanction of Pension:

- a) in cases in which the date of retirement cannot be foreseen six months in advance the application shall be submitted immediately after the date of retirement is settled; and

- b) an officer proceeding on leave preparatory to retirement in excess of six months, shall submit the application at the time of proceeding on such leave.

40. STATUTES REGARDING QUALIFYING SERVICES. —

- i. Any interruption in the service of an officer entails forfeiture of his past service. The authorized leave of absence, suspension immediately followed by reinstatement and time occupied in transit from one appointment to another are not treated as interruption for the purpose of qualifying service.
- ii. The Pension Sanctioning Authority the pension may commute retrospectively periods of absence without leave into extraordinary leave.
- iii. Last Pay Certificate: — it shall be mandatory for the Registrar to issue Last Pay Certificate within 10 days of the date of retirement of an employee.

41. COMBINATION OF APPOINTMENTS. —

- i. If an officer has held more than one appointment, in respect of each of which, if he had held it separately and alone, pension would have been admissible to him, the pension admissible to him in the sum of the several pensions which would have been admissible to him if he had held each office separately and alone.
- ii. An officer is not entitled, for service in an office conjointly with another office, to any pension which would not have been admissible to him if he had held the office separately and alone.

42. PAYMENT OF PENSIONS. —

i. General Statutes

- a) If, under special circumstances, a pension is granted long after an officer has retired, retrospective effect should not to be given

to it without the special orders of the pension sanctioning authority which granted it; in the absence of special orders such a pension takes effect only from the date of sanction.

- b) In case where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury.

ii. Relaxation of Statutes:

When the Pension Sanctioning authority is satisfied that the operation of any of these Statutes causes or is likely to cause undue hardship to a pensioner, it may, notwithstanding anything contained in these Statutes; deal with the case of such pensioner in such manner as may appear to him to be just and equitable by relying on the Government of Balochistan Pension Rules.

Provided that such action be reported to the Syndicate for consideration and appropriate decision for future course of action

iii. Interpretation/Removal of Difficulties:

If any question arises relating to the interpretation of these Statutes, it shall be referred to the Syndicate which decision thereon shall be final.

**LEAVE RULES
2023**

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Leave Rules of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Leave Rules 2023.

THE UNIVERSITY OF TURBAT EMPLOYEES LEAVE RULES 2023

- 1. SHORT TITLE, COMMENCEMENT AND APPLICATION.** — These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Section 35 (1) of Balochistan Universities Act 2022, shall be called, "The University of Turbat Employees Leave Rules 2023" and shall come into force at once.
- 2. ADMISSIBILITY OF LEAVE TO UNIVERSITY EMPLOYEES.** — Leave shall be applied for, expressed and sanctioned in terms of days and shall be admissible to a university employee (teaching and administrative staff) at the following rate and scale:
 - i. A university employee shall earn leave only on full pay. It shall be calculated at the rate of four days for every calendar months of the period of duty rendered and credited to the

leave account as "leave on full pay" duty period of 16 days or less in a calendar month being ignored and those of more than 16 days being treated as a full calendar month, for the purpose. If a University Employee proceeds on leave during a calendar month and returns from it during another calendar month and the period of duty in either month is more than 16 days, the leave to be credited for both the incomplete months will be restricted to that admissible for one full calendar month only.

- ii. The provisions of clause (a) shall not apply to vacation teaching departments. A University Employee of non-vacation administrative sections and vacation teaching department may earn leave on full pay as under:

| | | |
|--|--|----------------------------|
| Non-Vacation depart | | 4 days per calendar month |
| Vacation Department | | |
| a. | When a civil servant avails full vacation | one day per calendar month |
| b. | When he is prevented from availing full vacation | 4 days per calendar month |
| c. | When availing himself of partly vacation | One day per calendar month |
| (No of days no availed/Full vacation) x 30 | | |

- iii. A calendar month means a month in which duty period is 16 days or more. If proceeds in one month and returns in another month, one spell of 16 days or more shall be taken into account.

3. EARNED LEAVE. —

- i. An employee shall earn leave at the rate of 1/11th of period spent on duty and the maximum earned leave that may be accumulated shall be four months. Any period earned in excess of 4 months shall be credited to separate item in the leave account from which earned leave may be allowed on medical certificate or for the purpose of pilgrimage, education, research, or rest and recreation outside Pakistan.
- ii. The maximum amount of earned leave that may be taken at one time shall not exceed 120 days. This limit may be raised to 100 days when earned leave in excess of 120 days when taken on medical certificate or for the purpose of pilgrimage, education, research or rest recreation outside Pakistan.
- iii. Leave on half pay shall be earned at the rate of 1/12th of the period spent on duty and accumulation of such leave shall be without limit. Such leave shall not be allowed except on medical certificate. It shall be at the option of the applicant to convert leave on half pay into leave on full pay at the rate of one days leave on full pay for 2 days of leave on half pay up to maximum of 180 days on full pay.
- iv. All service rendered by a university employee qualifies him to Earned Leave in accordance with these rules but shall not be earned during the period of leave.
- v. Any period spent by a university employee in Provincial / Federal Service qualifies him to earn leave provided that a contribution towards leave salary is paid to the university on account of such a period.

4. LEAVE ON MEDICAL CERTIFICATE. —

- i. Leave applied for on medical grounds shall not be refused, provided that the General Medical Practitioner can recommend leave up to 03 days.

- ii. Medical Specialist /Consultant can recommend leave up to 02 weeks.
- iii. Leave beyond 02 weeks, may be recommended by Medical Specialist/ Consultant and countersigned by the Medical Superintendent/Deputy Medical Superintendent/Administrator of the concerned Hospital/ facility.
- iv. The authority competent to sanction leave may, however, at his/her discretion, secure a second medical opinion by requesting the Authorized Medical Specialist or the Medical Board to be approved by Vice Chancellor to have the applicant medically examined.

5. MATERNITY LEAVE. —

- i. Maternity leave may be granted on full pay, outside the leave account, to a female University Employee to the extent of ninety days from the date of its commencement or forty-five days from the date of her confinement, whichever be earlier.
- ii. Such leave may not be granted for more than three times in the entire service of a female University Employee except in the case of a female University Employee employed in a vacation department who may be granted maternity leave without this restriction.
- iii. For confinement beyond the third one, the female University Employee would have to take leave from her normal leave account.
- iv. The spells of maternity leave availed prior to the coming into force of these rules shall be deemed to have been taken under these rules.
- v. Maternity leave may be granted in continuation of or in combination with, any other kind of leave including extraordinary leave as may be due and admissible to a female University Employee.

- vi. Leave salary to be paid during maternity leave shall be regulated as for other leave, in accordance with the formula provided in rule 17.
- vii. The leave salary to be paid during maternity leave will, therefore, remain unaffected even if any increment accrues during such leave and the effect of such an increment will be given after the expiry of maternity leave.

6. SPECIAL LEAVE TO FEMALE UNIVERSITY EMPLOYEE. —

A female University Employee may, on the death of her husband, be granted Special Leave on full pay not exceeding 130 days. This leave shall not be debited to her leave account and will commence from the date of death of her husband. For this purpose, she will have to produce death certificate either along with her application for Special Leave or if that is not possible, the said certificate may be furnished to the leave sanctioning authority separately

7. DISABILITY LEAVE. —

- i. Disability Leave may be granted outside leave account on each occasion up to a maximum of seven hundred and twenty days on such medical advice as the head of office may consider necessary, to a university employee, other than university employee in part time service, disabled by injury, ailment or disease contracted in course or in consequence of duty or official position.
- ii. The leave salary during disability leave shall be equal to full pay for the first one hundred and eighty days and on half pay for the remaining period.

8. EXTRAORDINARY LEAVE (LEAVE WITHOUT PAY). —

- i. Extraordinary leave may be granted on any ground up to a maximum period of five years at a time provided that the university employee to whom such leave is

granted has been in continuous service for a period of not less than ten years. In case a University Employee has not completed ten years of continuous service, extraordinary leave without pay for a maximum period of two years may be granted at the discretion of the leave sanctioning authority.

- ii. The maximum period of extraordinary leave without pay combined with leave on full pay and leave on half pay shall be subject to the limit of 5 years, (i.e. the maximum period of extraordinary leave without pay that would be admissible to a university employee who has rendered continuous service for a period of not less than 10 years shall be 5 years less the period of leave on full pay and leave on half pay so combined).
- iii. Extraordinary Leave may be granted retrospectively in lieu of absence without leave.
- iv. Extraordinary Leave shall not be converted into any other kind of leave, retrospectively.

- 9. RECREATION LEAVE.** — Recreation leave when applied for on full pay against leave account may be granted for 15 days in financial year; the debit to the leave account would however, be for 10 days.

Provided that such leave shall not be admissible to a University Employee in a vacation department.

10. LEAVE EX-PAKISTAN. —

- i. Leave Ex-Pakistan may be granted on full pay to a University Employee who applied for such leave or who proceeds abroad during leave, or takes leave while posted abroad or is otherwise on duty abroad and makes a specific request to that effect.
- ii. Leave Ex-Pakistan will be regulated and be subject to the same limits and conditions as prescribed in rule 8, 18 and 19.

- iii. If leave Ex-Pakistan has been sanctioned on medical grounds, the University Employee shall take abroad with him copy of the medical statement of his case.

11. LEAVE NOT DUE. —

- i. Leave Not Due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of 365 days in the entire period of service, subject to the condition that during the first 5 years of service it shall not exceed ninety days in all.
- ii. Such leave may be converted into leave on half pay.
- iii. Such leave shall be granted only when there are reasonable chances of the university employee resuming duty on the expiry of the leave.

12. LEAVE PREPARATORY TO RETIREMENT. — The maximum period up to which a University Employee may be granted Leave Preparatory to Retirement shall be 365 days only. It may be taken subject to availability in the leave account, either on full pay or partly on full pay and partly on half pay, or entirely on half pay at the discretion of the university employee and it will not extend beyond the age of superannuation.

13. ENCASHMENT OF LEAVE PREPARATORY TO RETIREMENT. —

- i. Where a university employee opts not to avail the Leave Preparatory to Retirement admissible to him under Rule 12, he shall be allowed leave salary for the period for which leave preparatory to retirement is admissible, subject to a maximum of 365 days.
- ii. For the purpose of lump sum payment in lieu of leave preparatory to retirement only the Senior Post Allowance will be included in the leave pay so admissible. The payment of leave pay in lieu of Leave Preparatory to

Retirement may be made to the university employee either in lump sum at the time of retirement or may at his option, be drawn by him month wise, in arrears, for and during the period of Leave Preparatory to Retirement.

- iii. Encashment of Leave Preparatory to Retirement (LPR) not exceeding three hundred and sixty-five days shall be effective from the 1st day of July, 2023 and shall for the entire period of leave refused or opted for encashment, be applicable to a university employee retired, as the case may be retiring on or after the 1st Day of July, 2023, provided that such leave is available at his/her credit to a maximum of three hundred and sixty-five days.
- iv. If any time, during such period leave is granted on account of ill health supported by medical certificate or for performance of Hajj/Umra, the amount of cash compensation on account of leave pay shall be reduced by an amount equal to the leave pay for the period of leave so granted.
- v. leave pay for the purpose of encashment of LPR shall be computed on the basis of pay and allowances reckonable towards pension as shown in the last pay certificate of the university employee.
- vi. Unless a university employee opts to proceed on LPR or submits an application for LPR, he/she may be deemed to have opted for Encashment of LPR according to the rules.
- vii. On receipt of a request from university employee deemed to have opted for encashment of LPR, the authority competent to sanction LPR will issue formal sanction for the payment of cash compensation.

14. IN-SERVICE DEATH, ETC.. —

- i. In case a university employee dies, or is declared permanently incapacitated for further service by a Medical Board, while in service, a lump sum payment equal to leave pay up to one hundred and eighty days, approved by Vice Chancellor, shall be made to his family as defined for the purposes of family pension or, as the case may be, to the university employee.
- ii. For the purpose of lump sum payment under sub rule (a), only the "Senior Post Allowance" will be included in the "leave pay" so admissible.

15. CASUAL LEAVE. —

- i. All employees of the university shall be entitled to casual leave for 20 days in a calendar year. Period spent on any sort of leave or vacations (other than casual leave) shall not be treated as the period of duty rendered. Casual leave may not be granted for more than 04 days at a time.

This rule may be relaxed at the discretion of the Sanctioning Authority. Such leaves shall automatically turn into earned leaves if the employee does not join duty on 5th day after availing 4 casual leaves.

- ii. Casual leave shall not be credited to the leave account of the employee. Any balance not availed shall lapse with the end of the year.
- iii. If any employee avails casual leave, for more than 20 days, then the balance shall be adjusted against his Earned Leave account.
- iv. The HR Section shall maintain record of the same and shall submit the same to the office of the Registrar at the end of each month for centralized up-keeping of the record.

| Position | Casual Leave Days | Sanctioning Authority |
|--|--------------------------|---|
| Lecturer and above | 2 days | Dean of Faculty on the recommendation of HoD. |
| Lecturer and above | 3 days & over | Vice Chancellor on the recommendation of HoD and Dean of Faculty. |
| Chairperson Department | 1 day | Dean of Faculty. |
| Chairperson Department | 2 days and over | Vice Chancellor on the recommendation of Dean. |
| Dean of Faculty | 1 day and over | Vice Chancellor |
| Administrative Staff in BPS-16 & below | 1 day | Registrar on recommendation of Sectional Head. |
| | 2 days and over | Vice Chancellor on recommendation of Sectional Head. |
| Administrative Staff in BPS 17 and above | 1 day and over | Vice Chancellor on recommendation of Sectional Head. |
| Supporting Staff in Teaching Departments | 2 day | Dean of Faculty on recommendation of HoD. |
| | 3 days and over | Vice Chancellor on the recommendation of HoD and Dean. |

Note: The Dean of Faculty/Head of Department (HoD) shall send the leave record approved by himself to the Registrar Office/ HR Section for recording the leave account of teaching and support staff.

- 16. SHORT LEAVE.** — In case of emergency, Short Leave may be granted to the employees. The duration of short leave may not exceed 2 ½ Hours. However, upon availing 03 Short Leaves, one-day Casual Leave shall be debited from Casual Leave account.

17. LEAVE SALARY. —

- i. Leave pay admissible during leave on full pay shall be the greater of:
 - a) the average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins; and
 - b) the rate equal to the rate of pay drawn on the day immediately before the beginning of the leave.
- ii. When leave on half pay is taken, the amount calculated under clause (i) and (ii) of sub- rule (a) shall be halved to determine the greater of the two rates.

Provided that a university employee shall be entitled to the leave pay at the revised rate of pay if a general revision in pay of University Employees takes place or an annual increment occurs during the period of leave of the University Employee.”

18. GRANT OF LEAVE ON FULL PAY. —

- i. The maximum period of leave on full pay that may be granted at one time by the competent authority shall be as follows:

| | | |
|---|---|-----------------------------|
| a | With medical certificate and with all medical reports from a recognized hospital. | 120 days |
| b | With medical certificate and with all medical reports from a recognized hospital. | up to 365 days |
| c | With medical certificate and with all medical reports from a recognized hospital. | 365 days in entire service. |

- ii. A University Employee may be granted, at a time, total leave on full pay on medical certificate up to the permissible extent.

19. GRANT OF LEAVE ON HALF PAY. —

- i. Leave on full pay may be converted into leave on half pay at the option of the university employee and debit to the leave account will be at the rate of one day of the former for every two days of the latter, fraction of one-half counting as one full day leave on full pay.
- ii. The request for such conversion shall be specified by the university employee in his application for the grant of leave.
- iii. There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

20. STUDY LEAVE. —

- i. Study leave may be granted on full pay in case of M.S/M.Phil and M.S/M.Phil leading to Ph.D.
- ii. Study leave for M.S/M.Phil for a period, not exceeding 24 months or course period, whichever is less, duly verified by the concerned university, may be granted to the university employees who has at least two years' regular service in the substantive grade to his/her credit.
- iii. Study leave for Ph.D. for a period, not exceeding 36 months or course period, whichever is less, duly verified by the concerned university, may be granted to the university employee who has at least 4 years' regular service in the substantive grade to his/her credit.
- iv. Study leave shall only be granted to the employee who furnishes a surety bound on an affidavit of Rs.100/- attested by the first class magistrate and duly assured by the guarantor

for repayment of amount equivalent to the expenditure incurred upon his studies or the salaries to be drawn during the intended studies or both, that after completion of the intended higher qualification, the university employees concerned will serve the University of Turbat for a period not less than five (05) years.

- v. In case a university employee, to whom study leave was granted on full pay for higher studies, fails to complete the studies well in time, then the remaining period. (not exceeding a period of 12 months in any case) will be treated as earned leave as per the availability of leave on his/her leave account with full pay. If less leave is available on leave account of employee concerned, then the remaining period shall be treated as Extra Ordinary Leave (without pay and allowances).
- vi. In case an employee to whom study leave was granted on full pay for higher studies, fails to get the intended qualifications or leaves the desired course incomplete then, the period spent shall be treated as Extra Ordinary Leave (without pay and allowances) and the salaries of the period spent and the expenditures incurred shall be recoverable from his/her pay, pension and gratuity.
- vii. The period of study leave shall be treated as on duty and a post of Officer on Special Duty, for entire period of studies, shall be created thereof for the salary of the officer concerned at his/her place of posting.
- viii. Study leave shall be claimable, not exceeding 60 months (for both M. Phil/M.S and PhD), by every employee in entire service.
- ix. Every regular faculty/ staff member of the university, who has rendered at least 4 years' continuous service, may be allowed to avail Study Leave.

- x. The progress of the scholar on study leave will be monitored by the university on regular basis. The study leave will be granted for 6 months/ one year at a time, and extension will be granted only on receipt of satisfactory progress report of the scholar from the Supervisor concerned.
- xi. That study leave will be granted for studies in any university/institute of at national and international repute level other than the University of Turbat.
- xii. These rules will not apply in cases pertaining to Post-Doctoral Fellowships. The competent authority shall be authorized to grant post doctoral fellowship study leave keeping in view the requirements of faculty in the teaching department concerned.
- xiii. The Administrative staff shall avail study leave for certificate course/ trainings (up to 3 months) after every two years of regular services.
- xiv. The administrative staff shall avail study leave for BS, MS/M.Phil and PhD outside the University of Turbat on a fixed quota, i.e., 1 out of 50 employees in BPS-16 and above, and 1 out of 50 employees in BPS-1 to 14.

21. DEDUCTION OF CONVEYANCE ALLOWANCE. —

Except for the casual leaves and national holidays announced by the Government, the conveyance allowance is an employee shall be deducted after availing all kinds of other leaves as per the rules.

22. CONVERSION OF LEAVE ACCOUNT. —

- i. All leave on the credit in the account of a university employee who was in service before joining this university on regular basis, shall be carried forward and expressed in terms of leave on full pay. The leave account in such

cases shall, with effect from joining this university on regular basis or in the case of a university employee who was on leave on that date with effect from the date of his return from leave, be recast as under, ignoring the fraction if any;

| a) Leave on Full Pay | | |
|-----------------------------|---------|--------|
| (1) | 1 month | 30-day |
| (2) | 1 day | 1 day |

| b) Leave on Half Pay | | |
|-----------------------------|---------|--------|
| (1) | 1 month | 15-day |
| (2) | 2 days | 1 day |

- ii. In carrying forward the leave, the leave at credit of a university employee, his credit of the existing leave account shall be carried forward to the new leave account of the university employee.
- iii. The leave availed under the existing rules, from the leave account shall be debited against the maximum limit of 365 days fixed under rule 18(a) (iii).

23. ABSENCE AFTER THE EXPIRY OF LEAVE. — Unless his/her leave is extended by the Leave Sanctioning Authority, a university employee who remains absent (except for circumstances beyond his control) after the end of his/her leave shall not be entitled to any remuneration for the period of such absence and double period of such absence shall be debited against his leave account. Such debit shall if there is insufficient credit in the leave account, be adjusted against future accumulations. Such double debit shall not preclude any disciplinary action that may be considered necessary under any rule for the time being in force. After affording a reasonable opportunity to the university employee concerned to indicate his position.

- 24. RECALL FROM LEAVE.** — If a university employee is recalled to duty compulsorily with the approval of the Leave Sanctioning Authority, from leave of any kind, which he/she is spending away from his/her headquarters, he/she may be granted single return fare plus daily allowance as admissible on tour from the station where he/she is spending his/her leave to the place where he/she is required to report for duty. In case he/she is recalled to duty at headquarters and his/her remaining leave is cancelled, the fare then admissible shall be for one-way journey only. If the order of recall to the University Employee is optional then the concession above mentioned will not be admissible.
- 25. ASSIGNING REASONS FOR LEAVE.** — It shall not be necessary to specify the reasons for which leave has been applied, so long as that leave is due and admissible to a university employee.
- 26. COMMENCEMENT AND END OF LEAVE.** — Instead of indicating whether leave starts/ends in the forenoon or afternoon, leave shall commence from the day following that on which a university employee hands over the charge of his post. It shall end on the day preceding that on which he resumes duty.
- 27. ANY TYPE OF LEAVE MAY BE APPLIED.** — A university employee may apply for the type of leave which is due and admissible to him and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances for example, a University Employee may apply for extraordinary leave or leave on half pay even if leave on full pay is otherwise due and admissible to him, or he may proceed on Extraordinary Leave followed by leave on half pay and full pay rather than on full pay, half pay and without pay.

28. COMBINATION OF DIFFERENT TYPES OF LEAVE. — One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the University Employee:

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

29. UNIVERSITY EMPLOYEES ON LEAVE NOT TO JOIN DUTY WITHOUT PERMISSION BEFORE ITS EXPIRY. — Unless he/she is permitted to do so by the authority which sanctioned his leave, a university employee on leave may not return to duty before the expiry of the period of leave granted to him/her.

30. MANNER OF HANDING OVER CHARGE EXCEPT CASUAL LEAVE WHEN PROCEEDING ON LEAVE, ETC. —

A university employee proceeding on leave shall hand over the charge of his/her post, and if he/she is in Grade-16 and above, he/she shall, while handing over charge of time post, sign the Charge Relinquishment Report.

31. ASSUMPTION OF CHARGE ON RETURN FROM LEAVE. —

- i. A university employee, on return from leave, shall report for duty to the authority that sanctioned his/her leave and assume charge of the post of which he/she is directed by that authority unless such direction has been given to him/her in advance.
- ii. In case he/she is directed to take charge of a post at a station other than that from where he/she proceeded on leave, travel expenses as on transfer shall be payable to him/her.

32. REGISTRAR OFFICE TO MAINTAIN LEAVE ACCOUNT. —

- i. Leave account in respect of a University Employee shall be maintained in the yearly leave record form as part of his personal file.

- ii. The HR Section shall maintain the leave accounts of university employees of whom they were maintaining the accounts immediately before the coming into force of these rules.

33. LEAVE TO LAPSE WHEN UNIVERSITY EMPLOYEE QUILTS SERVICE. — All leave at the credit of a University employee shall lapse when he/she quits service.

34. LEAVE APPLICATION AND ITS SANCTION. —

- i. The application for leave or for an extension of leave must be made to the Head of the Institute/Department/Office, where a university employee is posted and, in the case of the Head of Institute/Department/Office to the next-above administrative authority and the extent of leave due and admissible shall be stated in the application.
- ii. The sanctioning authority of casual leave is mentioned in section 15 of these rules.
- iii. When a university employee submits a medical certificate for the grant of leave, it shall be recommended/signed by the concerned Specialist/Consultant.
- iv. Holidays falling within the period of any kind of leave shall be counted as leave.
- v. No leave shall be availed unless it is actually granted, except applied for under emergent circumstances is so proved to the satisfaction of the Sanctioning Authority.
- vi. It shall be the duty of the applicant to make sure that before departure, the leave applied for, has actually been sanctioned. While proceeding on leave, he/she shall hand over the charge of his/her post. A report to the effect shall be sent through his/her Head of the Section/Department/Institute/College. It shall also be the duty of employee to leave

behind all papers, cash and keys in his/her custody in the manner as determined by his/her immediate officer. An employee on return from leave shall report for duty to the authority, which sanctioned his/her leave.

- vii. Leave must be applied for on the prescribed form stating the kind of leave required. In addition, Medical Certificate will be submitted, in case leave on medical ground is required. Application shall be submitted sufficiently in advance from the preferable date from which leave is sought to be availed.
- viii. Application for earned leave shall be submitted through the concerned Head of the Institute/ Department/ Section/ Office, who shall recommend the same or otherwise to the office of the Registrar. The arrangement for the substitute shall preferably be communicated if the leave is applied for more than a week.
- ix. In cases where all the applications for leave cannot, in the interest of public service, be sanctioned to run simultaneously, the authority competent to sanction leave, shall decide to grant leave on priority basis.

**TRANSPORT AND VEHICLE RULES
2023**

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

**UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN**

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Transport and Vehicles Rules of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Transport and Vehicles Rules 2023.

UNIVERSITY OF TURBAT TRANSPORT AND VEHICLE RULES 2023

1. **TITLE.** — These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), 35 (1) of Balochistan Universities Act 2022, shall be called, "The University of Turbat Transport and Vehicle Rules 2023".
2. **COMMENCEMENT AND APPLICATION.** — These rules shall come into force at once and applicable to all vehicles of University.
3. **DEFINITIONS.** — In these rules, unless the context otherwise requires:
 - i. **"Authorized Officer"** means the Transport Officer of the University of Turbat to whom the Vice-Chancellor has delegated the powers to proper maintenance and utilization of the university vehicles.
 - ii. **"Competent Authority/ Vice Chancellor"** means Vice Chancellor of University of Turbat.

- iii. **"Department / Section"** means a teaching department / administrative sections established by the University.
- iv. **"Employee"** means an employee (administrative and academic) of University.
- v. **"Entitled Staff"** mean the staff (administrative and academic) entitled for vehicle by virtue of its positions or designated by the Vice Chancellor.
- vi. **"Fuel Charges"** means charges made only for fuel consumed by a vehicle in addition to charge as overtime and daily allowance to drivers and cleaners under the rules.
- vii. **"Official Duty or Official Business"** means a journey performed or residence to a place where the presence of staff (administrative or academic) is required for official work of the university.
- viii. **"Registrar"** means the Registrar of the University.
- ix. **"Student"** means any person who is enrolled as a student in a department / Institute of the university.
- x. **"University Vehicle"** means any type of vehicle owned and registered in the name of University either purchased by or donated to the University.
- xi. **"University"** means the University of Turbat.
- xii. **"Transport Committee"** means a committee constituted for the purpose of managing the affairs of University of Turbat transport under this rule.
- xiii. **"Vehicle"** means all types of motor vehicles, staff car, buses, vans, ambulance and motor bikes of the university.

Other expressions used shall have the same meaning as assigned to it in Balochistan Universities Act 2022 Statutes, Regulations and Rules made there under.

4. OWNERSHIP AND PURPOSE OF UNIVERSITY VEHICLES. —

Transport fleet of the University consisting of all kinds of vehicles shall be the property of the University and shall be used primarily for the purpose of education and research of students and faculty and official duty of the University.

5. CUSTODIAN. — The Transport Section of the University shall be under the control of the Registrar.

6. AUCTION. — All condemned/ damaged vehicles shall be disposed of by university through public action.

7. RESPONSIBILITY. —

- i. The Authorized Officer shall be the In-charge of Transport Section and shall be responsible for the proper use of all the vehicles. He shall maintain vehicles in working order and will look after their movement, maintenances, petroleum / gas, oil, lubricant (POL / GOL) and all other related matters, through relevant staff if so provided.
- ii. No other person except authorized drivers of the University shall drive the vehicles. They shall be responsible for putting the vehicles in their garages after performance of their duty and shall report to the Authorized Officer to this effect.
- iii. Statutory Officers / Key Officers shall be permitted to drive the vehicles when drivers are not available for their vehicles. But they will be fully responsible for the safety and maintenance of the vehicles at their disposal.
- iv. In case of accidents whosoever driving the university vehicle, shall be responsible for the same and be liable to disciplinary action including payment of damage charges or any other such penalty after conducting proper inquiry by an Inquiry committee to be appointed, for drivers and officials, by Registrar, and for officers by the Vice Chancellor.
- v. All the University vehicles shall be under general pool with the authorized officer except the following vehicles in use of

statutory / key officers of the University:

A. Statutory Officers:

- i. Vice Chancellor
- ii. Pro-Vice Chancellor
- iii. Registrar
- iv. Treasurer
- v. Controller of Examinations

B. Key Officials:

- i. Entitle Deans and Directors.

These vehicles will be under the administrative control of the statutory / key officers observing maximum POL ceiling per month for official duties as approved by competent authority.

The vehicles in general pool shall be allowed by the authorized officer for official work of the University and its departments / institutions on proper requisition by head of the section / department / institution etc.

8. TRANSPORT COMMITTEE. —

- i. There shall be transport committee comprising of the following:
 - a) Registrar (Chairman)
 - b) Deputy Registrar (Member)
 - c) Deputy Treasurer (Member)
 - d) Authorized officer (Member / Secretary)
- ii. Following shall be the functions and powers of the Transport Committee:
 - (a) They will assess, revise and fix rates for hiring university vehicles by university employees as provided under Rule 10.
 - (b) They will inquire and decide the cases of misconduct of drivers and misuse of vehicles by university employees / students etc.

- (c) They will arrange and decide transportation matters of university employees and students under university transport facilities and assess, revise and fix transportation charges in this connection from time to time.
- (d) The committee will periodically inspect university vehicles for its proper maintenance.
- (e) The committee will assess the vehicles for its condemnation etc., and will grant approval of repairs / replacement of parts and provision of auxiliary parts.
- (f) The committee will assess the condemned vehicles and makes recommendations for its auction.

9. CODE FOR THE USE OF VEHICLES. —

- i. Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, procession and demonstration arranged by political parties and celebrations of mourning on political events, death anniversaries and students' and staff non-academic activities.
- ii. Officers who have been earmarked vehicles by designation or to their offices shall not be entitled to conveyance allowance.
- iii. Transport may be made available on fuel charges for any academic or excursion trip arranged for the students, provided that such trips are duly authorized and supervised by the head of department / section, subject to the approval of the competent authority and proper requisition of vehicle.
- iv. In the event of the death of any student on the campus or in any hospital in Turbat, the University shall make arrangements for free transportation of the dead body to his / her parents.
- v. The University shall maintain one or two emergency vehicles round the clock with the Authorized Officer, in the event of emergency the vehicles will be provided free of charges to take a sick student or employee to the nearest relevant dispensary or hospital and bring him back. The student will invariably be

accompanied by a teacher if the emergency occurs during the working hours or the Warden of the concerned hostel if the emergency takes place after working hours.

- vi. In case of the death of an employee or a member of his immediate family including parents, brothers and sisters in the campus or any Hospital in Turbat, University shall make arrangements for free transportation of the dead body.
- vii. The University may allow transport facility on payment to its employees only on the occasion of their or their children marriages etc. subject to proper requisitions.
- viii. Under special circumstances, vehicles for private purpose may be allowed with the permission of the competent authority, only on payment at rates prescribed by the transport committee.
- ix. The employee hiring the vehicle shall pay the vehicle charges in advance at the rate prescribed. The charges will be adjusted and accounted for on the basis of actual bill on return from the journey, for which receipt shall be issued by the authorized officer.
- x. The employee shall forward his/her requisition on the Vehicle Requisition Form to the competent authority through the Registrar 24 hours in advance and employee shall be provided vehicle on fixed rent rate subject to availability of vehicle at the time of requisition.
- xi. The university ambulance shall be used for the treatment of the students and employees and their immediate family members as per the SOPs to be approved by the competent authority.
- xii. The vehicles are not to be driven to a place other than the approved destination. The prior approval/ permission of the competent authority, in writing, is required for running the vehicle beyond 50 km from the university and territorial limits District Kech.

- 10. RECOVERY OF CHARGE FOR PRIVATE USE VEHICLES.** — The authorized officer shall inform the Account Section of Directorate of Finance about the requisition of the employee concerned and private use of vehicle/ ambulance made during the month for the recovery of charges from the staff who used the vehicle for private purposes as per the fixed rate per mileage which shall be mentioned in the log-book.
- 11. INSTRUCTIONS FOR VEHICLES DRIVERS.** — The driver of each vehicle shall strictly observe the following instructions:
- i. He shall be responsible for:
 - a) proper up-keep and cleaning of the vehicle,
 - b) actual consumption POL,
 - c) careful driving,
 - d) timely maintenance and repair,
 - e) avoidable damage to vehicles,
 - f) speed limit of 100km per hour.
 - ii. He shall get entries recorded in the log-book accordingly.
 - iii. He shall be responsible for any damage caused to the vehicle due to his negligence.
 - iv. He shall observe the driving and traffic regulations including speed limits as laid down in different areas.
 - v. He shall always be in possession of his valid driving license, registration papers and permission form competent authority for taking the vehicle beyond 50km from university and the territorial limits of District Kech.
 - vi. He shall not leave the vehicle unattended or in dangerous position, while on duty.
 - vii. He shall not smoke and eat *paan* during the driving of vehicle.
 - viii. He will be medically checked up for general fitness, eye sight and night and color blindness once every six months.

- ix. The above rules from (i) - (v) shall also be applicable to entitled employees where they drive themselves.
- x. If a driver is fined for negligent driving, he shall be made to bear the expenses.
- xi. Prohibited items shall not be carried in the University vehicles, in case of any such incident driver shall be responsible for all legal consequences including disciplinary action under university (E&D) Rules 2023.

12. OVERTIME. — The drivers / cleaners shall be paid overtime allowance for the duties exceeding duty hours (8 hours) as per prescribed rates.

13. LOG BOOK. —

- i. Proper log book shall be maintained for each vehicle which shall remain in the custody of the driver.
- ii. POL shall be entered in the log book and signed by the officer.
- iii. Entries in regard to repair / service of vehicle etc. shall be entered in the log book by the driver and countersigned by the officer.
- iv. Log Book of the vehicles earmarked to the officer under Rule No. 7 of these rules shall be maintained by the staff of entitled employee concerned and Principal Staff Officer for Vice-Chancellor.
- v. **Audit:** Audit of Accounts related to each vehicle shall be carried out by the Internal Auditor at the time of passing bills. He shall check and ensure that rules for use of vehicle / consumption of fuel / entries in log book and account register have been correctly followed.
- vi. The Competent Authority shall allow requisitioning of its vehicle to any other institutions, Government, Semi Government and Autonomous Bodies on usual charges provided proper request is made from such institutions.

**Students Disciplinary Rules and
Regulations
2023**

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg./1131-9/2023. In pursuance of Section 24 (2) Clause (h) and Section 36 (2) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Students Disciplinary Rules and Regulations 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Students Disciplinary Rules and Regulations 2023.

STUDENTS DISCIPLINARY RULES AND REGULATIONS
UNIVERSITY OF TURBAT

1. SHORT TITLE, COMMENCEMENT AND APPLICATION. —

- i. These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Section 36 (1) and 38 (1) of Balochistan Universities Act 2022, shall be called, "The STUDENTS DISCIPLINARY RULES AND REGULATIONS, UNIVERSITY OF TURBAT".
- i. They shall come into force at once and apply to all registered students (BS, MS/M.Phil and PhD) of the University of Turbat.

2. DEFINITIONS. —

- i. In these rules and regulations, unless there is anything repugnant in the subject or context: -
 - i. **"Academic Council"** mean Academic Council of University of Turbat.
 - ii. **"Campus"** means University campus or premises.
 - iii. **"Competent Authority"** means Vice Chancellor of the University;
 - iv. **"Department"** means teaching department of the University.
 - v. **"Discipline Committee"** means Discipline Committee of the University.
 - vi. **"Faculty"** means faculty of University.

- vii. **“Penalty”** means punishment imposed under these rules and regulations.
- viii. **“Registrar”** means the Registrar of University.
- ix. **“Student”** means a BS/MS/M.Phil/Ph.D. student of the University against whom action is taken under these rules and regulations;
- x. **“Teacher”** means lecturer, assistant professor, associate professor and full professor. A visiting fellow or faculty is also a teacher.
- xi. **“University”** means University of Turbat (UoT).

3. **DISCIPLINE COMMITTEE. —**

- i. As per Balochistan Universities Act 2022, Schedule-1 Section 14 (1), there shall be a Discipline Committee, which shall consist of the Pro-Vice Chancellor, who shall be its Chairperson, two Professor to be nominated by the Vice Chancellor, the Registrar, one female teacher, to be nominated by the Vice Chancellor on rotational basis, and the teacher or officer in charge of student affairs by whatever name called (Member-cum-Secretary).

The functions of the Committee shall be:

- a) To propose Rules/Regulations to the Academic Council relating to the conduct of University students, maintenance of Discipline and breach of discipline.
 - b) To perform such other functions as assigned to it.
- ii. Under the Balochistan Universities Act 2022, Schedule-1, Section 14, Subsection 4 (i), the Discipline Committee Proposes

the under-mentioned students' disciplinary rules and regulations related to students' code of conduct within the University premises/ jurisdiction.

4. STUDENTS DISCIPLINARY RULES AND REGULATIONS. —

i. Students Code of Conduct:

The University of Turbat is committed to provide high quality education that is compatible with changing needs of the world. University of Turbat has right to expect from students to maintain principle values, pursue exceptional conduct and character in campus. At the same time, students have the responsibility to conduct themselves in a lawful manner and in compliance with the University's standards. The purpose of this Code is to specify acts of student misconduct for which an offending individual will be subject to disciplinary sanctions under the University Disciplinary Procedures. The Code of Conduct specifies behaviors that students should avoid as they are inconsistent with the essential values of the university. A student shall be held accountable through the University Discipline Process if he/she makes the decision to engage in these behaviors. The Code of Conduct behaviors include, but are not limited to:

- a) **Abuse/ Endangerment/ Intimidation of a Person:** Physically harming or threatening to harm any person, intentionally or carelessly causing harm to any person or creating a condition that endangers the reputation and safety of self or other students.
- b) **Violation of Academic Integrity:** Academic integrity is a basic guiding principle for all academic activity at University of Turbat, and all students of the University are expected to act in accordance with this principle. Students should act with personal integrity and respect other students' dignity and rights. Academic integrity includes a commitment not to

engage in or tolerate acts of falsification, misrepresentation or deception.

- c) **Involvement:** A student shall not assist another student, group of students in committing or attempting to commit a violation of this Code of Conduct. A student who has knowledge that another person committing or attempting to commit a violation of the Code of Conduct, is responsible to stop him amicably or to convey such act/intention to the knowledge of University administration, and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.
- d) **False Information:** Making a false or misleading oral or written statement that misrepresents the character, qualifications, or reputation of other students will be held accountable through the University Discipline Process.
- e) **Alcohol, Drugs and Smoking:** University of Turbat has strictly prohibited Students to possess alcohol, using drugs and smoking in university campus and hostels; severe action shall be taken against those who found to be guilty in violation of the rule.
- f) **Dangerous Objects:** The possession or use of any potentially dangerous object or weapon, including but not limited to: ammunition, hunting knives, swords, firearms, other explosives, is prohibited.
- g) **Damage or Destruction:** Actions involving the students to endanger or actually harm or ruin University property are tantamount to breaching the code of conducts and shall be treated as a crime.
- h) **Code of Honor:** The University of Turbat Honor Code is at once an objective and ruling. University of Turbat established in the

year of 2012 with a mission to provide quality education and committed to excellence, tradition and innovation that makes it unique institute of the province and as well as in the country. The injunction is simple that students must have to follow it in order to preserve the smooth running of university activities. Students vow never to lie, steal or cheat and accept that the consequence for flouting this assurance is permanent dismissal from the University. Students have to face grave consequences if they found breaching or violating code of honor.

ii. Staff Responsibilities vis-à-vis Students Code of Conduct:

- a) Every member of University teaching staff shall have the responsibility to check any disorderly or improper conduct, or any breach of the Disciplinary Rules and Regulations by students in any part of the Campus.
- b) The Chairpersons or Directors of the Department/ Institute shall be responsible for maintenance of discipline in their respective Departments/ Institute.
- c) The Dean of the Faculty shall be responsible for maintenance of order and discipline within the Faculty.
- d) The Librarian shall be responsible for the maintenance of discipline and order in the Library.
- e) The Provost and Wardens shall be responsible for the maintenance of discipline and order in the University hostels.
- f) The Director Sports/ Teacher In-charge of Sports Affairs shall be responsible for the maintenance of discipline and order among the students on or near playgrounds or otherwise under his charge/ responsibility while participating in inter-universities and national games.
- g) Director/ In-charge Student affairs shall be responsible for the maintenance of discipline and order among the students, on the campus and for checking behavior detrimental to the good name of the University. It will make every effort to detect and pre-empt

undesirable activities on the campus.

- h) The Registrar with the support of the Provost hostels, Chief Security Officer, and In-charge Student Affairs shall be responsible for maintenance of law and order, and other security related issues, problems and conflicts on the campus.
- i) The entire setup of the University in general and that of the Registrar, Provost and Chief Security Officer (CSO) in particular, shall work in close coordination by providing timely information, help and assistance to each other in case of any mishap and emergency.
- j) Transport Officer (TO) shall be responsible for ensuring proper use of University vehicles and strictly check misuse of vehicles and misconduct with the students using the facility.
- k) The Controller of Examination (CoE) shall be responsible to make adequate arrangements to maintain peaceful environment during examinations.

iii. Indiscipline and Prohibited Acts:

The Discipline Committee shall penalize/ punish the students violating the above-mentioned University Code of Conduct and Committing following prohibited acts:

- (a) Smoking in the classrooms, university buses, laboratory, examination hall, workshops, library, auditorium or convocation hall and at all other places where academic activities are conducted.
- (b) The possession and consumption of alcoholic drinks or other prohibited drinks and intoxicating drugs within the Campus and hostels or during any curricular or extra-curricular activity, sports activity, study tours, internship camps or entering such places or attending any such tour or camp.
- (c) The possession of any kind of licensed or unlicensed arms, ammunition, weapons, firearm, bayonet knife etc. within the

campus and hostel. If anyone found with the possession of any kind of weapon will be handed over to the local police with an FIR on behalf of the University.

- (d) Collecting money, raising funds, receiving funds or financial assistance for or on behalf of the University except for with the written permission from the Competent Authority. In case of collecting money for the financial help of a needy student or any permissible social activity within the campus, the organizing students must get prior permission in written from the Registrar Office of the University.
- (e) Making agitation speeches, staging, inciting or participating in, or abetting any walkout, strike, rally or other form of agitation including procession, demonstration, picketing and hooliganism against the University or its teachers or officials.
- (f) Inciting/ provoking anyone to violence, disruption of the academic atmosphere of the University, boycotting of classes, stopping University bus/vehicles, closing class rooms and obstructing main gate, and using social media/ print media/ electronic media which may defame, pressurize or harass other students, teachers and University officials.
- (g) Propagating party politics, motivating and recruiting students for political parties or student organizations, and activities in the name of any political organization or group within the campus.
- (h) Insulting or misbehaving with the teachers and University officials or passing derogatory remarks against teachers to malign their prestige and reputation.
- (i) Promoting hatred and polarization among the students on the basis of ethnicity, linguistics, tribe, caste, creed, gender, religion/ sect, colour etc. which are detrimental to the sanctity of the University.
- (j) Disrupting University seminar/ conference/function or official activity in any manner or attending foregoing events in intoxicated state or under influence of any kind of banned drugs.

- (k) Causing colossal damage to University property (moveable and immovable); labs. and equipment, bus vehicles, hostel and class rooms accessories, library books etc. Stealing the assets of fellow students in hostel or classrooms.
- (l) Unauthorized use of University computers, digital labs., or internet network system for cyber-related crimes.
- (m) Printing, production and distribution of unlawful pamphlets, posters, hateful materials and displaying pictures/ cartoons of offensive nature.
- (n) Harassing other students in the name of orientation or ragging in class rooms, hostels and within the premises of the University.
- (o) Intimidating, assaulting, harassing or molesting any student (male/female) within the premises of the University campus.
- (p) Taking unauthorized pictures or making unauthorized movie of students in the class rooms, functions, conference, seminar, university bus/ vehicle or any kind of official function of the University.
- (q) Use of filthy and abusive language, undesirable remarks or gestures, fighting or quarreling with fellow students.
- (r) Indulging in any criminal, unethical, immoral and ignominious act within the University premises.
- (s) Committing or involvement in any act of deceit, fraud, forgery with University students, staff or teaching faculty.
- (t) Violating the University students' code of conduct; including undertaking/ agreement submitted by the student at the time of admission.

The Chairpersons/ Directors/ Deans/Provost/COE/TO/CSO/Librarian of University shall refer the indisciplinary and prohibited act within their departments/ faculty/ sections to the Disciplinary Committee of the University through the Registrar.

iv. Penalties and Punishments:

The Discipline Committee shall have the powers to impose following penalties and punishments on ground of breaching the Students Code of Conduct or committing any offence mentioned in the indiscipline and prohibited acts:

A. Minor Penalties and Punishments:

- (a) Counseling of the student (s).
- (b) Censure/ warning, but not more than two times.
- (c) Calling the parents/ guardians (elder brother, paternal or maternal uncles) of student to give undertaking/assurance that student would not resort to unlawful/ disciplinary acts in future.
- (d) Fine of Rs 2000 to Rs 10,000/- depending upon the nature of offence.
- (e) Stopping the financial scholarship of any or all semesters.
- (f) Recovery of loss/ colossal damage to University moveable and immoveable property.
- (g) Exclusion from sports other extra-curricular activities.
- (h) Expulsion from hostel.
- (i) Withholding/ stopping semester/ exam result for indefinite period.
- (j) Withholding DMC and Degree for an indefinite period.
- (k) Temporary suspension of admission and banning entrance into University.
- (l) Placing on probation (extendable) to improve the student conduct.

B. Major Penalties and Punishments:

- (a) Rustication for one or up to four semesters on gross breach of University discipline. Transfer of credit hours or migration not allowed.
- (b) Termination/ cancellation of admission on gross breach of University discipline. Transfer of credit hours or migrations not allowed.
- (c) Banning for re-admission in University on gross breach of University discipline.
- (d) Lodging of FIR on gross breach of University discipline.

The Registrar Office shall communicate any minor or major penalty and punishment from the Discipline Committee to the office concerned of University for implementation. The penalty and punishment imposed upon the student shall also be intimated to the parents/ guardians of the students (s) concerned.

5. INITIATION OF DISCIPLINARY PROCEEDINGS. —

- i. An indiscipline or prohibited act shall be reported to the Discipline Committee through the Department Chairperson, Dean of Faculty and Registrar without any delay. After receiving the matter from Department Chairperson and Dean Faculty, the Registrar will then forward the complaint to the Competent Authority, who shall refer the matter to the Discipline Committee through the In-charge/ Director Students 'Affairs, who is the Secretary of the Discipline Committee. The Competent Authority can take notice of disciplinary situation within the campus or outside the campus related to the discipline of the University, and then refer the matter to the Discipline Committee.
- ii. On the urgent matter, the Discipline Committee call/ convene its meeting immediately, however, in normal situation, the Discipline Committee shall deal the matter within a period not exceeding a time of

two weeks. The Discipline Committee shall give an opportunity of hearing (in-person appearance) to the student (s) guilty of breaching University Code of Conduct and committing Indiscipline and Prohibited Act. The Secretary of Discipline Committee shall issue notices to the guilty student (s) for in-person appearance before the Discipline Committee. The decision of the Discipline Committee to impose penalty and punishment would be on the basis of opinion of the majority of members present in the meeting. The recommendations based on the proceedings of Discipline Committee shall be placed before the Competent Authority for approval and implementation.

6. RIGHT TO APPEAL. —

- i. The student has the right to appeal to the Competent Authority against the minor or major penalty and punishment within 15 days of the decision of the Discipline Committee communicated to him/her. The Competent Authority can reject the appeal or refer it back to the Discipline Committee for consideration and review.
- ii. The Discipline Committee shall call/ convene its meeting for review of its decision within a month. The Discipline Committee, if necessary, can call the student for personal appearance while reviewing its previous decision.
- iii. The Discipline Committee can reject the appeal, revise/ lessen or abolish the penalty and punishment. However, the Competent Authority, after rejection of review appeal from Discipline Committee, can refer it to the Academic Council of University for further review and re-consideration.
- iv. The decision of the Academic Council shall be final in this regard, which cannot be challenged/ contested in any forum of the University except for the court of law.

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