

**Shah Abdul Latif Bhitai
Welfare Society**

**EMPLOYEES SERVICE
RULES & POLICES
2012**

Shah Abdul Latif Bhitai Welfare society

House No, 38A, Block-C, Gulshan-e-Jamal Karachi

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SHORT TITLE, COMMENCEMENT AND APPLICATION

1.1

These rules may be called the Shah Abdul Latif Bhitai Welfare Society Employees' Service Rules 2009.

1.2

These rules shall come into force at once, and shall supersede any existing service rules, administrative practices, or precedents currently being followed.

1.3

These rules shall apply to all persons employed including those on deputation for the Shah Abdul Latif Bhitai Welfare Society.

1.4

Where the rules are silent on a subject the matter will be referred to the Shah Abdul Latif Bhitai Welfare Society Management Committee for orders.

DEFINITIONS AND INTERPRETATIONS

2.01

In these rules, unless there is anything repugnant in the subject or context

- a) “Shah Abdul Latif Bhitai Welfare Society, registered under section Registration and Control Ordinance 1961 (XL VI of 1961) of the Social Welfare Act.
- b) “Appointing Authority” means the officer competent to make appointment, in accordance with the Delegation of Authority.
- c) “Board” means the Board of Trustees of Shah Abdul Latif Bhitai Welfare Society.
- d) “Cadre” means the service or a part of the service sanctioned as a separate unit.
- e) “CEO” means the Chief Executive Officer of Management Committee of the Shah Abdul Latif Bhitai Welfare Society.
- f) “President” means the President/Chairman of the Board of Trustees of Shah Abdul Latif Bhitai Welfare Society.
- g) “Consultant” means a person engaged on assignment basis for a specific period and fixed remunerations.
- h) “Committee” means the Management Committee of the Shah Abdul Latif Bhitai Welfare Society.
- i) “Competent Authority” means an officer of Shah Abdul Latif Bhitai Welfare Society, or its designated staff by virtue of Delegation of Authority, in accordance with the decision of the Board of Trustees.
- j) “Day” means a calendar day, beginning and ending at mid-night.
- k) “Employee” means employee of any category except work charged or daily paid.
- l) “Family” means and includes the employee, dependent parents, one spouse and children wholly dependent upon the employee.
- m) “Head of Project” means the head of a Project/Unit of the Shah Abdul Latif Bhitai Welfare Society responsible for the conduct of business that is or may be, assigned to him.
- n) “Month” means the month in accordance with the Gregorian calendar.

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- o) “Member” means a member of the Board of Trustees of Shah Abdul Latif Bhitai Welfare Society.
 - p) “Project” means any venture requiring investment that has been taken into its operational sphere by Shah Abdul Latif Bhitai Welfare Society, or any completed project functioning as an independent unit of production or service.
 - q) “Regular Employee” means an employee as defined in rule 3.01.(a).
 - r) “Temporary Employee” means an employee as defined in rule 3.01.(b).
 - s) “Transfer” means the movement of an employee of Shah Abdul Latif Bhitai Welfare Society locally or from one Project to another either to take up duties as a result of creating or shifting an office, or as transfer from one office or project to another office or project.

2.02

For the purpose of these rules, an appointment made by the direct recruitment or by promotion shall be deemed to have been made on regular basis if they are made in accordance with the rules.

2.03

In these rules, unless there is anything repugnant in the subject or context, words importing the masculine gender shall be taken to include the females and vice versa, and words in the singular shall include the plural, and vice versa.

2.04

The power of interpreting these rules shall vest in the Management Committee of Board of Trustees which shall be the sole judge of the interpretation of any of these rules, and their decision shall be final and binding on all persons to whom these rules apply.

2.05

The Board of Trustees shall have full powers to make any amendment, addition or alteration in these rules, from time to time as may be necessary, without previous notice. The approved amendment, addition or alteration in to the rules shall be effective from the date when the said amendment, addition or alteration is notified for approval.

APPOINTMENT AND CLASSIFICATION OF EMPLOYEES AND POSTS

3.01

For the purpose of these rules there shall be the following categories of employees:

- a) Regular Employees: Employees appointed on regular basis who have completed the prescribed probationary period (which may include the original and the extended if deemed necessary) and have been confirmed in their post against vacancy in an approved post by the Competent Authority of the Shah Abdul Latif Bhitai Welfare Society moor any of its Projects in writing.
- b) Temporary Employees: Employees, who have been engaged temporarily for a specified issue and time, or employees under probation, or such employees who are engaged in a work of a temporary nature. It is hereby expressly provided that the benefits of Provident Fund and/or other fringe benefits (excluding leave and health cover) conferred upon regular employees under these rules shall not apply to temporary employees.
- c) Consultant: Employees engaged on particular/special assignment/task, for a specific period and on fixed remunerations. It is explicitly provided that the benefits of Provident Fund and/or other fringe benefits including leave and health cover shall not be applicable.

3.02

For the purpose of these rules the employees shall be classified into the following categories based on the criteria of qualifications, experience and duty to be performed:

- a) Management:
Persons providing leadership to the Management Team and Project team, such as Chief Executive Officer, Programme Managers, at Head Office and Project Managers at Project Offices.

Qualifications: Qualifications for recruitment to management are a Master's degree in related subject with a minimum of 10 years experience for Management-III, 7 years for Management-II and 5 years for Management-I or Ph.D. with 5 years experience for Management-III, 4 years for Management-II and 2 years for Management-I.
- b) Professionals:
Second tier of staff, to provide professional backup to the Management Team, such as Programme Officers, Project Professionals, etc.

Qualifications: Required qualifications are a Master's degree, or equivalent, in a subject relevant to the respective position, and a minimum of 5 years experience for Professional-IV, 3 years for Professional-III, 2 years for Professional-II and one year for Professional-I.

c) Support Staff:

Persons who provide support services to Professional Staff, such as Computer Operators/Programmers, Assistant Accountant, Chowkidars, Drivers, Building/Equipment Maintenance staff, Gardeners, Cleaners, Sweepers, Helpers, etc.

Qualifications: Minimum qualifications are specified In accordance with the post.

3.03

The Chief Executive Officer may create posts up to Professionals level, if these are deemed necessary for the efficient performance of Shah Abdul Latif Bhitai Welfare Society or any of its Projects. Creation/addition of posts may be presented in the following Executive Committee meeting for approval and the Board meeting for information.

3.04

The specific nomenclature or designation of posts in the Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall be established by the CEO from time to time, and may be sent to the Board of Trustees for approval.

3.05

Appointment shall be made only for a position for which approved budget exists.

3.06

The process of re-consideration of the contract of Professional Staff shall commence six months prior to the expiry of their contracts. Such process shall involve determination by the Appointing Authority with staff for renewal and closure.

3.07

Regular appointments shall be made by one of the following methods as the Competent Authority may deem fit.

- a) By promotion on merit and experience basis;
- b) By direct recruitment;
- c) By borrowing services of personnel from other Federal or Provincial Government Departments, or Autonomous or Local Bodies, or other RSPs.

3.08

Positions requiring regular appointments through direct appointments shall also be circulated internally. Application from existing staff members who fulfill the required qualifications and meet other specified conditions for appointment with aforesaid positions shall be considered along with other applicants, if any. Experience with Shah Abdul Latif Bhitai Welfare Society or any of its Projects will be helpful, but will not guarantee appointment.

3.09

All regular appointments to professional and management positions shall be advertised appropriately. Candidates applying for such posts in response shall be interviewed by a properly constituted selection committee under the direction of the Appointing Authority.

3.10

For purpose of determining equivalence, Bachelor's in Engineering, Medicine, Agriculture, livestock and Forestry will be considered equivalent to Master's degree. A Ph.D. degree shall be considered equivalent to four years experience.

3.11

Appointment of an employee's or Director's immediate or blood relatives shall be made in exceptional cases only and brought to the notice of higher than the appointment authority.

3.12

Appointing Authority for management shall be Executive Committee, for professional staff – a committee headed by Chief Executive Officer and consisting of GM(HR) and GM concerned, for support staff at Head Office - Programme Manager Personnel & Administration with consultation of relevant Project Manager where required, for Project Offices in consultation with Project Managers where required.

3.13

Every candidate selected for appointment as a regular employee shall be on probation for a minimum period of three months during which period, if found unsatisfactory; the appointment may be terminated by the Appointing Authority without notice and without assigning any reason. Upon completion of this period, the probation may be extended, if deemed necessary or if found unsatisfactory. Probation shall be terminated on its satisfactory completion with the approval of the appointing authority.

3.14

Persons who have retired from any other organization and have attained the age of 60 years shall not be employed on regular basis under any circumstances.

3.15

A regular employee shall retire from service on completion of his sixtieth year of age.

3.16

The letter of appointment for all staff members and consultants shall be issued on the standard format by the Appointing Authority, clearly indicating the terms of contract.

3.17

All promotions shall be made on the merit of each case and no employee shall have a claim to be promoted to a particular post or grade by virtue of seniority alone.

3.18

Promotions shall be made, on the recommendation of the respective Head of Sector on the basis of performance and merit, by the Competent Authority.

3.19

An employee appointed on probation shall be eligible for confirmation on satisfactory completion of probation period. There shall be no confirmation in temporary post.

3.20

Employees may be transferred from one Project, to another, from one establishment or office of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects to another, and shall be liable for transfer from one cadre/sub-cadre to another or to serve any post in or under the Shah Abdul Latif Bhitai Welfare Society or any of its Projects as may be expedient in the interests of the programme.

3.21

A candidate for direct appointment must be in good mental and bodily health and free from any defect likely to interfere with the discharge of his duties. Except as may be otherwise decided by the Management Committee, no person shall be initially appointed unless he is declared physically and mentally fit in all respects and furnishes a medical certificate to that effect from a medical board, medical officer or any other medical authority as may be specified by the appointing authority.

SENIORITY

4.01

All directly appointed employees of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall reckon their seniority in service or post from the date of their first joining Shah Abdul Latif Bhitai Welfare Society or any of its Projects on regular basis, provided there has been no break in service. In case of the date of joining being the same, seniority will be reckoned by age.

4.02

Employees promoted in Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall reckon their seniority from the date of promotion, provided that employees considered in one batch shall on promotion reckon their seniority as in the lower post.

PAY AND ALLOWANCES

5.01

The Board may review Shah Abdul Latif Bhitai Welfare Society or any of its Projects staff and salary structure at the time of approving the annual budget.

5.02

Regular employees shall draw their pay, allowances and fringe benefits stated in their letter of appointment, subject to the terms and conditions stated in the Shah Abdul Latif Bhitai Welfare Society Employees' Service Rules 2012. Employees engaged on short-term contract will draw their pay according to the terms of their specific contract.

5.03

- 1) While it is the responsibility of the employee to pay taxes, income tax shall be deducted from salary on the average of estimated tax liability on basic salary, for the full tax year. Any adjustments needed for excess/short deductions will be made at the time of filing Income Tax returns.
- 2) While it is the responsibility of the employee to file his tax return, according to the Income Tax laws, the Finance Section of Shah Abdul Latif Bhitai Welfare Society or any of its Projects may assist employees in completing their tax return forms.
- 3) Any taxes imposed by the Govt. shall be dealt according to the tax laws.

5.04

There shall be no automatic increment at Shah Abdul Latif Bhitai Welfare Society or any of its Projects. All increments shall be merit based, the merit of each employee being determined by their performance as per the Annual Performance Evaluation Report, within the budgetary limits for increments sanctioned by the Board.

5.05

The annual increment if applicable in the pay of an employee, if and when awarded, shall be payable from the first day of the financial year of the Shah Abdul Latif Bhitai Welfare Society. For staff with less than one year of service, the increment determined on merit for each employee shall be adjusted on pro-rata basis to the Shah Abdul Latif Bhitai Welfare Society's financial year from the initial date of appointment of that employee.

CONDUCT

6.01

All employees shall devote and engage themselves full time to the business and interests of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects exclusively. No employee, including employees on leave, shall directly or indirectly, engage in any other occupation or business, or act in any other capacity with other concerns, or have private dealings or business relations with any outside agency, unless specifically permitted to do so by the CEO who may, in exceptional circumstances, permit such undertakings subject to a maximum limit of 30 days in a financial year.

6.02

All employees shall perform their duties specified for the post held by them, according to their best ability, and in accordance with correct ethical/working practices.

6.03

All employees of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects, on appointment and before taking up their duties, shall make a declaration of fidelity and secrecy, as prescribed by Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

6.04

No information, acquired directly or indirectly from the Shah Abdul Latif Bhitai Welfare Society or any of its Projects papers, or relating to Shah Abdul Latif Bhitai Welfare Society or any of its Projects affairs or plans, shall be communicated to any person, official or non-official in or outside the Shah Abdul Latif Bhitai Welfare Society or any of its Projects not authorize to receive it, unless otherwise empowered to do so by the CEO, in pursuit of business of Shah Abdul Latif Bhitai Welfare Society or any of its Projects or to the press.

6.05

No employee shall take part in any political movement of a political party in Pakistan.

6.06

No employee shall canvass, or otherwise interfere, or use his influence, in connection with, or take part in any election to a legislative body, except exercise the right to vote.

6.07

No member of the Management or Regional Team shall be absent from duty or leave the station of posting overnight, without having first obtained permission of the Competent Authority.

6.08

No employee shall bring, or attempt to bring, political or other outside pressure/influence, directly or Indirectly, to bear on the authorities/superior officers, or other staff, or indulge in pamphleteering, contribute articles, or write letters to newspapers anonymously, or in his own name with the intent to malign the Competent Authority, or his senior officers, or to act in an adverse manner relating to his appointment, promotion, transfer, punishment, or for any other condition of service of employment.

6.09

No employee shall accept any gift or award from any individual or institution without the prior written approval of the CEO.

6.10

Contravention of the rules in this chapter will constitute misconduct and a breach of discipline, and shall be accountable.

DISCIPLINE

7.01

Every employee shall conform to, and abide by these rules and shall observe, comply with and obey all orders and directions which may, from time to time, be given by any person or persons under whose jurisdiction, superintendence or control he may, for the time being, be placed.

7.02

Every employee shall serve Shah Abdul Latif Bhitai Welfare Society or any of its Projects honestly and faithfully and shall maintain strict secrecy regarding Shah Abdul Latif Bhitai Welfare Society or any of its Projects affairs. Employees shall, at all times, be aware of, and promote the interests of Shah Abdul Latif Bhitai Welfare Society or any of its Projects. The following will be considered as misconduct:

- a) Willful insubordination or disobedience of a command of his superior not being repugnant to law or rules.
- b) Theft, fraud, misappropriation or dishonesty in connection with Shah Abdul Latif Bhitai Welfare Society or any of its Projects business or property.
- c) Willful damage to, or loss to, Shah Abdul Latif Bhitai Welfare Society or any of its Projects property.
- d) Taking or giving bribe or any form of illegal gratification.
- e) Breach of any rule laid down in Chapter 6.
- f) Habitual late attendance, or absence without leave or absence without legitimate cause or approval of the Competent Authority.
- g) Habitual breach of law, or rules, gross negligence, or unauthorized acts of commission or omission.
- h) Striking work, or inciting others to strike work, in contradiction of provisions of any law or rule, or adoption of go slow tactics.
- i) Absence without leave for more than half day shall render an employee to disciplinary action, and absence without leave for more than ten days shall render him liable to dismissal.
- j) Causing disorderly and indecent incident or immoral conduct within office premises or in the programme area, which does, or is liable to, bring discredit to Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall render an employee liable to dismissal, whether this is due to drunkenness, drug abuse, or any other reason.
- k) Giving wrong information about personal particulars and previous service.

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- l) Conviction by a court of law or any criminal offence or offenses of moral turpitude.
 - m) Indiscipline or breaking of any rules of Shah Abdul Latif Bhitai Welfare Society or any of its Projects, including service rules, or contravention of standing/routine orders issued in regard to the promotion and working of the organization.
 - n) Insolvency.

7.03

An employee who is found to be guilty of breach of regulations of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects, or of indiscipline, or contravenes instructions / orders issued to him in connection with official work, or who displays negligence, inefficiency, or indolence, or who knowingly does anything detrimental to the interest of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects, or is guilty of any other act of misconduct, may be subjected to one or more of the following penalties by the Competent Authority, depending on the gravity of the offence:

- a) Reprimand.
- b) Stoppage of increment or withholding of promotion for a specified period.
- c) Forfeiture of pay for any period of unauthorized absence from duty.
- d) Recovery from pay of the whole or part of any pecuniary loss caused to Shah Abdul Latif Bhitai Welfare Society or any of its Projects by the employee.
- e) Reduction to a lower stage of pay in his grade, or to a lower grade or post.
- f) Termination of service as if the resignation of the employee has been accepted without severance pay and other benefits.
- g) Dismissal from service.

TERMINATION OF SERVICE AND RESIGNATION

8.01

Employees in the Management Staff cadre shall not resign from the service of Shah Abdul Latif Bhitai Welfare Society or any of its Projects without giving 01(one) month previous notice in writing of their intention to do so. However, they would get all benefits as admissible under these rules during the notice period.

8.02

Employees, other than Management Staff, if desirous of leaving the service of Shah Abdul Latif Bhitai Welfare Society or any of its Projects, are required to give 01(one) month previous notice in writing, failing which they shall be liable to pay a sum equal to one month's pay.

8.03

Employees on contract shall be governed by the terms and conditions of the contract in this regard.

8.04

An employee who tenders his resignation, or gives notice of resignation, while on leave will be treated to have left the service of Shah Abdul Latif Bhitai Welfare Society or any of its Projects without notice on the day he proceeded on leave.

8.05

The resigning employee will clear all accounts with Shah Abdul Latif Bhitai Welfare Society or any of its Projects, and also submit a clearance certificate, stating that he does not hold any official paper, equipment, or any property of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects, and has no dues outstanding against him, which shall be duly verified by officers concerned on the prescribed form before being relieved by Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

8.06

Services of an employee may be terminated on grounds of indiscipline, theft, fraud, misconduct, misappropriation or dishonesty. Staff terminated on the above grounds shall not be entitled to severance pay or other benefits normally admissible to staff leaving the service of Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

8.07

The Competent Authority may waive the notice period if it is not in conflict with the interests and objectives of Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

8.08

The services of a regular employee may be terminated by giving 01(one) month notice to Management Staff and one month notice to other staff or equal months wages paid in lieu of the notice. The wages in this case will be worked out on the average of the last three month's pay drawn. Employees having more than two years service will be entitled to severance pay.

8.09

Except for employees on consultancy contract, the service of an employee may be terminated without prior notice in the following cases:

- a) During the period of probation: provided that where such employee is appointed by promotion his service shall not be so terminated as long as he holds a lien against his former post; instead he shall be reverted to the former post.
- b) On the expiry of the initial term, or subsequent period of extension of employment.

8.10

When, on the abolition/reduction of posts in a cadre, the services of an employee are required to be terminated, the employee shall be the junior most in that cadre.

8.11

Services of an employee may be dispensed with in the event of budgetary constraints, or abolition of a particular post. Such cases shall be dealt with in accordance with seniority, efficiency and performance.

8.12

The employee will be entitled to all legal dues and severance pay payable to the retrenched employee.

8.13

The employee will be paid six months salary, or salary for the remaining period of contract, whichever is the lesser, in lieu of premature termination of service contract with Shah Abdul Latif Bhitai Welfare Society or any of its Projects due to retrenchment or abolition of the post.

8.14

Upon completion of a minimum of two years as a regular employee of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects, upon separation from service due to voluntary separation, employees shall be entitled to severance pay at the rate of one month's total pay per year of regular service. Payment shall be computed on the basis of employee's monthly salary at the time of separation. Each completed month of service shall be counted as 1/12th of one year.

PERSONNEL RECORDS

9.01

The Personnel & Administration Section will maintain an updated record of service for all staff. Separate files shall be maintained for each staff containing the following information:

- a) Name
- b) Father's Name / Husband's Name
- c) Date of Birth
- d) Place of Birth (District of permanent residence with the name of the province)
- e) Qualification
- f) Present Address
- g) Date of Appointment
- h) Date of Joining Service
- i) Promotions - dates and grades
- j) Number of dependents and their relationship to employee
- k) Copy of Job Description
- l) Performance Evaluation Report
- m) Copy of Computerized National Identity Card (CNIC)
- n) Employment History (Experience Details)
- o) Emergency Contact Person with Phone No. and address (if any)
- p) Legal Heir, for settlement of claims in case of Employee's death.

9.02

All regular employees will be evaluated by the concerned supervisor annually. A Performance Evaluation Report (PER) will be prepared by the immediate supervisor and submitted to the Competent Authority for review and comments.

9.03

A copy of the PER will be placed in the employee's personal file.

9.04

Employees shall study and sign their PER so as to be informed of their perceived strengths and weaknesses, in order to explain their position and improve their behaviour.

9.05

The following additional records shall be maintained by the Finance Section:

- a) Staff Medical Record: Copies of all bills, doctor's prescriptions, date and amount of reimbursements
- b) Staff Time Sheets/Leave Records
- c) Staff Advances and Repayments.

LEAVE

Earned leave

10.01

- (1) Employees shall be entitled to 30 working days of Earned leave in a calendar year, subject to the following conditions:
- (2) Two and a half days of earned leave shall be credited to an employee at the end of each month.
- (3) Applications for earned leave should be given at least one month prior to the date from which leave is required.
- (4) Earned leave shall not be taken for more than 18 working days at a time. Such leave shall be taken only if there is leave balance to the credit of an employee to cover the leave period.
- (5) Earned Leave may be accumulated up to a maximum of 60 working days. Any accumulation over and above 60 working days will be considered to have lapsed. Such leave may be refused by the supervising officer in case grant of leave adversely affects the functioning of Shah Abdul Latif Bhitai Welfare Society or any of its Projects.
- (6) Leave encashment in a year in line of earned leave will be allowed only for 15 days. Leave can be encashed at the end of the year only.

Casual leave

10.02

- (1) An employee will be entitled to casual leave up to twenty working days in a year. One day's leave shall be credited to an employee at the end of each month.
- (2) This leave will be granted only for urgent and important engagement/reasons.
- (3) Casual leave will be allowed only up to 3 working days at a time.
- (4) The year will be reckoned from January to December for the purpose of casual leave. Any unvested casual leave on December 31 of each year, will be considered to have lapsed.
- (5) Casual leave cannot be combined with any other leave. Any casual leave combined with earned or other leave shall be deemed to be Earned Leave.
- (6) Casual leave cannot be encashed.

Sick leave

10.03

- (1) An employee will be allowed a total of 30 working days sick leave with pay per year.
- (2) Application for sick leave required for more than 3 days shall be supported with a Medical Certificate from a Registered Medical Practitioner, designated by Shah Abdul Latif Bhitai Welfare Society or any of its Projects for this purpose.
- (3) Unutilized sick leave may be accumulated up to a maximum of 60 working days.
- (4) Unveiled sick leave is not encashable under any circumstances.

Maternity leave

10.04

Married female employees will be permitted up to 12 weeks maternity leave with pay for each confinement period, ideally four weeks before and eight weeks after the delivery. Birth shall be notified to Shah Abdul Latif Bhitai Welfare Society or any of its Projects within 7 days. This privilege may be availed only after completion of a minimum of one year service at Shah Abdul Latif Bhitai Welfare Society or any of its Projects, for a maximum of two confinement periods with a minimum interval of two years between the two periods of maternity leave.

TRAVEL AND DAILY ALLOWANCES (TA/DA)

11.01

Employees travelling for official purposes will have to obtain travel authorization prior to start of travel on the form provided. Employees shall be entitled to full travel and daily allowance when they travel more than 100 km by jeep or such vehicle, air or train, or more than 25 km by motor cycle, and when the period of out-station stay is more than 15 hours, or overnight stay is involved.

11.02

All financial emoluments including pay and allowances would be indexed with Consumer Price Index (CPI) or 10 percent, whichever is less.

Note: This would be in addition to performance based increment or award.

11.03

For processing of TA/DA claims, rural and urban areas are defined as under:

- a) Urban Area: An area which falls within the civic limits of those towns/cities which are administered by a local body having the status of Municipal Committee, Municipal Corporation; Cantonment Board, or are temporarily under an urban development authority such as COA, KDA, LOA.
- b) Rural Areas: Areas outside the boundaries of urban areas, as defined above, falling within the jurisdiction of Union Councils/District Councils and small towns, administered by Town Committees.

11.04

Shah Abdul Latif Bhitai Welfare Society or any of its Projects staff, when required to travel on official duty, shall have the following entitlements for travel:

- a) Management:
By air in economy class up to the nearest air link. In case there is no air link, or unavailability of seats, Shah Abdul Latif Bhitai Welfare Society or any of its Projects vehicle shall be first priority. If Shah Abdul Latif Bhitai Welfare Society or any of its Projects vehicles is not available then use of hired car or taxi would be allowed.

In case the employee wishes to use his privately owned vehicle at his own risk, cost reimbursement would be restricted to the air fare or Rs. 8 per km, whichever is lower.

- b) Professionals:
By air in economy class up to the nearest air link. In case there is no air-link, or unavailability of seats, Shah Abdul Latif Bhitai Welfare Society or any of its Projects vehicle shall be first priority. If Shah Abdul Latif Bhitai Welfare Society or any of its Projects vehicles is not available then use of taxi or hired vehicle in exceptional cases would be allowed. In case of group travel, taxi/car hire charges shall be shared equally.
- c) Support Staff:
Travel within 400 kms will be on public transport such as bus, mini-bus, wagon etc. For more than 400 kms travel, economy class airfare, at cheapest possible rates, will be allowed. Reimbursement will be of actual only.
- d) Drivers, Chowkidars and equivalent:
Travel by train (Economy Class), van or bus. Reimbursement will be on actual.

11.05

Accommodation for Urban Areas:

- a) All professional staff when travelling to urban areas shall be entitled to stay at Shah Abdul Latif Bhitai Welfare Society or any of its Projects's staff house or at a reasonable hotel, if a room is not available in the guest house. Actual costs, including room-and-board, official communication and logistics, shall be borne by Shah Abdul Latif Bhitai Welfare Society or any of its Projects.
- b) "Reasonable hotel" is defined for each staff category as follows:
- | | |
|-----------------------------------|--|
| Management Staff: | four-star hotel |
| Professionals: | three-star hotel |
| Support Staff: | hotel where room and-board is not more than Rs. 1200 per day |
| Drivers, Chowkidars & equivalent: | hotel where room and-board is not more than Rs. 600 per day. |

11.06

A flat rate of per diem shall be allowed to staff when travelling to a place where facilities stated in 11.04 above are not available, or not availed, and shall include the cost of lodging, meals and incidental expenses at the following rates:

FLAT PER DIEM RATE

Sr. #	Category of Employee	Urban Area	Rural Area
a.	Management	Rs. 1200	Rs. 800
b.	Professionals	Rs. 800	Rs. 600
c.	Support Staff	Rs. 600	Rs. 300
d.	Drivers, Chowkidars and equivalent	Rs. 400	Rs. 200

11.07

Employees intending to travel shall be authorized to request for a travel advance. Expense report and unspent balance of such advance shall be refunded to Shah Abdul Latif Bhitai Welfare Society or any of its Projects immediately after the travel. A travel advance shall be granted only after the previous advance, if any, has been cleared by submission of a travel report and supporting bills, vouchers, etc. and refund of the balance, where applicable.

11.08

When a hotel bill is received for payment by Shah Abdul Latif Bhitai Welfare Society or any of its Projects for an official travel of a professional staff, such professional staff shall, upon return to the duty station, verify official expenses for food, communication etc. Personal expenses, if any, included in the hotel bill, shall be charged by Shah Abdul Latif Bhitai Welfare Society or any of its Projects to the personal account of the staff and deducted from his salary.

11.09

If Shah Abdul Latif Bhitai Welfare Society or any of its Projects administrative departments are required to arrange hotel reservations or transport, all staff intending to travel, shall submit a written request for such arrangements to the administrative department, at least three days in advance of the anticipated travel date.

11.10

In case a staff member does not qualify for daily allowance while on field visit or out station visit, and if meal timings fall within the visit period, payment of up to Rs. 75 for one meal, or Rs. 150 for more than one meal shall be paid on presentation of diary/NFR and logbook of the vehicle. This is a fixed limit, regardless of the category of staff member, and time spent in the field, or distance travelled. Expense statement for Drivers, Chowkidars and equivalent will be certified by the concerned officer.

11.11

Payment of per diem expenses is to compensate for additional expenditure which may be incurred by the staff on field visits, or office related travel outside the station of posting. Travel and daily allowance for staff will be admissible only when they are officially required to travel outside the jurisdiction of their duty station, as defined in rule 11.01 above.

11.12

Vehicles allocated for specific duties shall be used by authorized personnel engaged in the performance of those duties.

11.13

Vehicle use shall be restricted to the programme area to which the employee is posted. Sanction for use of the vehicle outside the programme area may be granted in exceptional circumstances by the CEO, or his nominee.

11.14

All POL consumed, and other expenditure incurred on vehicles shall be properly recorded in individual Log books maintained with each vehicle.

11.15

It will be responsibility of the official using the vehicle to ensure that the vehicle log book and expenditure incurred on repairs and maintenance is recorded in the log book and is verified by him.

11.16

Shah Abdul Latif Bhitai Welfare Society or any of its Projects employees may be allowed pick-and-drop facility to/from the Shah Abdul Latif Bhitai Welfare Society or any of its Projects office to/from convenient pick-and-drop points within the city limits. Employees will not be charged for this pick-and-drop facility.

11.17

Transport facilities to management staff shall be regulated as follows:

- (a) All the vehicles shall be driven by Shah Abdul Latif Bhitai Welfare Society or any of its Projects drivers only, and shall be parked at SALBWS or any of its Projects premises at night time.
- (b) Vehicles shall not be sent out of the city limits without approval of the Manager-Admin or his nominee, except in dire emergencies, which will be reported immediately on return.
- (c) Rs. 50 shall be paid as compensation to the driver by the user if he is retained beyond 5 p.m. in winters, and 7 p.m. in summers, for private use of vehicles.
- (d) Rs. 75/150 shall be paid per day as compensation to the driver by the user if the driver is used on closed holidays for private trips.

11.18

An employee may seek permission for personal use of an Shah Abdul Latif Bhitai Welfare Society or any of its Projects vehicles in emergencies. Personal use shall be authorized by the Competent Authority on a case by case basis, provided it does not cause hindrance to official work and such usage does not disrupt the activities of Shah Abdul Latif Bhitai Welfare Society or any of its Projects. For private use, the employee shall be billed at Rs. 8 per km, which is the same rate as approved in rule 11.03(a) for use of private vehicles. In addition, compensation to drivers for overtime duty shall be the responsibility of the employee who obtains sanction for private use of the Shah Abdul Latif Bhitai Welfare Society or any of its Projects vehicles.

11.19

Personal use of Shah Abdul Latif Bhitai Welfare Society or any of its Projects, vehicles by anyone who is not a staff member of Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall not be permissible.

LOANS AND ADVANCES

12 .01

A regular employee, after successful completion of the probationary period shall be authorized to seek loan for payment of advance house rent. Such loan shall be equal to twelve months house rent and shall be payable to the landlord against a lease to be executed in respect of which such loan is requested. The installment amount shall be deducted from the regular employee's salary each month. Such loan shall be granted only if the remaining duration of an employee's service with Shah Abdul Latif Bhitai Welfare Society or any of its Projects covers the full repayment of installments. Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall establish in its books, a separate account for "Advance House Rent Loan" for each employee who has obtained such a loan. In case the employee leaves Shah Abdul Latif Bhitai Welfare Society or any of its Projects employment, or is retrenched, before complete refund of the loan, the balance outstanding in his account shall be repaid in full to Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

12 .02

An employee who has all or part of any previous loan outstanding may not apply for a fresh loan until all previous installments have been cleared.

12 .03

Submitting a loan application does not automatically entitle the employee to a loan. Provision of a loan is a privilege, not a right. Approval of loan requests will be based on the previous credit history and the work performance of the employee at the Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

12 .04

Loans for medical emergencies may be considered an exceptional case and may be granted even if an employee has an outstanding balance of any other type of loan. Written/documentary proof of such medical emergency shall be required with the application for this type of loan.

12 .05

In case of all loans stated under rules 12.01 to 12.04, an undertaking shall be given by the employee on appropriate legal paper that the loan shall be refunded. The type of loan, number of repayment installments shall be mentioned on the legal paper. The employee shall give authorization, on the legal paper, for deduction of installment amount from his salary.

PROVIDENT FUND

13.01

A Contributory Provident Fund scheme shall be instituted for all regular Shah Abdul Latif Bhitai Welfare Society or any of its Projects staff, with the government approval for administering such scheme. The scheme will be named “Shah Abdul Latif Bhitai Welfare Society Contributory Provident Fund (PF)”.

13.02

All regular employees shall contribute 10% of the basic salary to the PF. Shah Abdul Latif Bhitai Welfare Society or any of its Projects will contribute an equivalent amount to the Provident Fund.

13.03

A Board of Trustees shall be established to administer the Provident Fund in accordance with the rules established for this purpose.

GENERAL PROVISIONS

14.01

Regular working hours for all Management, Professional and Support Staff consist of a minimum of 40 hours per week. Management, Professional, and Support Staff are expected to put in additional time, without compensation, whenever so required to fulfill their professional duties.

14.02

Working hours for Drivers, Chowkidars etc. consists of 48 hours per week, which includes additional time, beyond regular office hours, for routine maintenance of office premises and office property without leave compensation or overtime.

14.03

Other than as specified in rule 14.05, staff required to work full time on holidays will have the option to compensatory holidays with pay, within one month following the holidays on which the employee was required to work. Approval for such compensatory holidays shall be obtained from the supervisor before performing the duties on a holiday.

14.04

Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall observe all gazetted holidays as announced by the Federal and Provincial Governments, and such optional holidays as may be specified by Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

14.05

In case the Support and service staff are required to work on Eid, they shall be entitled to two days compensatory leave for each Eid day on duty, provided such leave is obtained within one month of the Eid Holiday.

14.06

Working hours for those on field duty will be adjusted according to the needs of the specific situation.

14.07

Shah Abdul Latif Bhitai Welfare Society or any of its Projects subscribes to the staff medical insurance policy. Rules as per Insurance Policy shall be applicable.

14.08

Any disability caused to an employee during the performance of his duties shall be covered under the group insurance of employees.

14.09

Drivers and guards/chowkidars shall be given two sets of uniform and a pair of shoes per person every year.

14.10

Only Professional Staff shall be entitled to have business cards. Printing of cards with duly authorized designations shall be the responsibility of the Personnel and Administration Section of Shah Abdul Latif Bhitai Welfare Society or any of its Projects.

14.11

- (1) Every employee and consultant will be entitled to have a Shah Abdul Latif Bhitai Welfare Society or any of its Projects Identity card.
- (2) It will be the responsibility of the employee to prevent misuse of identity cards.
- (3) By virtue of these rules, employee's obtaining Shah Abdul Latif Bhitai Welfare Society or any of its Projects identity cards indemnify Shah Abdul Latif Bhitai Welfare Society or any of its Projects for any loss or liability to Shah Abdul Latif Bhitai Welfare Society or any of its Projects, actual or implied caused by the misuse of the cards.
- (4) In case of losing the Shah Abdul Latif Bhitai Welfare Society or any of its Projects Identity Card, an employee shall immediately inform the Fiscal Officer/Personnel Officer. The employee shall also file a report of the loss with the respective police station.
- (5) When an employee leaves the service of Shah Abdul Latif Bhitai Welfare Society or any of its Projects, the Identity Card should be returned to the Personnel office, as part of the clearance procedures.

14.12

Shah Abdul Latif Bhitai Welfare Society or any of its Projects shall comply with all and/or any statutory requirements applicable to Shah Abdul Latif Bhitai Welfare Society or any of its Projects, such as contribution to Employees Old Age Benefit Institution, Social Security, Income-tax Ordinance 1979, etc., or any other statutory requirements and laws, and modifications and enactments of such laws.

Trainings/Capacity Buildings of Employees

14.13

All regular employees would require undergoing essential trainings at regular intervals if recommended in Annual Appraisal Reports or desired by HR section.

REPEAL AND SAVINGS

15.01

The provisions of any existing service rules, orders, or procedures share in their application to the employees to whom these rules apply, to the extent provisions have been made in these rules, are hereby repealed but the repeal thereof shall not affect any action taken or anything done or suffered there under.