



THE KHYBER PAKHTUNKHWA
COMMISSION ON THE STATUS OF WOMEN



NOTIFICATION

Peshawar dated the 25th July, 2017.

No. KPCSW/Regulations/1-3/2017: In exercise of the powers conferred by section 19 of the Khyber Pakhtunkhwa Commission on the Status of Women Act, 2016 (Khyber Pakhtunkhwa Act No. XXVIII of 2016), the Khyber Pakhtunkhwa Commission on the Status of Women is pleased to make the following Regulations, namely:

THE KHYBER PAKHTUNKHWA COMMISSION ON THE
STATUS OF WOMEN SERVICE REGULATIONS, 2017

1. Short title, application and commencement.---(1) These Regulations may be called the Khyber Pakhtunkhwa Commission on the Status of Women Service Regulations, 2017.

(2) These shall apply to all the regular employees of the Commission.

(3) These shall come into force at once.

2. Definitions.---In these Regulations, unless the text or context otherwise requires,-

(a) "Act" means the Khyber Pakhtunkhwa Commission on the Status of Women Act, 2016 (Khyber Pakhtunkhwa Act No. XXVIII of 2016);

(b) "Appendix" means an Appendix to these Regulations;

(c) "Appointing Authority" in relation to a post means the person authorized under regulation 3 to make appointment to a post;

(d) "employee" means a regular employee of the Commission;

- (e) "initial appointment" means appointment made otherwise than by promotion or transfer;
- (f) "pay" means an amount drawn by an employee monthly and includes special pay, personal pay and any other amount declared by the Board to be a part of the pay;
- (g) "post" means a permanent post of the Commission; and
- (h) "Selection and Promotion Committee" means the Selection and Promotion Committee constituted under Regulation 4.

3. Appointing Authority.---The Chairperson shall be the Appointing Authority under these Regulations.

4. Selection and Promotion Committee.---A Selection and Promotion Committee for the purpose of making selection for initial appointment, promotion and transfer to posts shall consist of-

i. For BPS-16 and Above:-

(1)	Secretary;	Chairperson
(2)	two members of the Commission to be nominated by the Commission; and	Members
(3)	a representative of the Establishment Department of the Government.	Member

ii. For BPS-01 to BPS -15:-

(1)	Secretary of the Commission;	Chairperson
(2)	one representative of Commission Member	Member
(3)	Two no of Staff Members of the Commission	Members

5. Method of appointment.---Appointment to posts shall be made by any of the following methods, namely:

- (i) by initial recruitment in accordance with the criteria specified in the Appendix and shall be filled on merit-cum-zonal allocation basis according to the criteria as notified by the Government from time to time; provided that the posts in basic pay scale 1 and 2 shall be filled on local basis;
- (ii) by promotion; and
- (iii) by transfer/deputation.

6. Procedure for initial recruitment. --- (1) Posts from BPS-01 to BPS -05 required to be filled by initial recruitment shall be filled through employment Exchange Program as decided by the competent authority or board members.

(2) Posts from BSP-06 to BPS-17 required to be filled by initial recruitment shall be through an accredited testing agency for which a draft agreement shall be signed by the Commission with the accredited testing agency.

Posts BPS-18 and above shall be recruited through advertisement in two daily newspapers by specifying the Age, experience, term condition and Job description for the said Posts. Search and Scrutiny committee will shortlist the candidates for the applied posts.

(3) The accredited testing agency shall advertise the vacancies through leading news dailies and which shall also be available on the websites of the Commission and the approved testing agency. The eligible candidates shall submit their applications directly to the accredited testing agency within twenty-one (21) days from the date of the advertisement.

(4) Final approval for appointment shall be accorded by the Appointing Authority on the recommendation of appropriate Selection and Promotion Committee.

7. Appointment by promotion.---(1) Every employee possessing the prescribed minimum qualifications, length of service and other conditions, shall be eligible for promotion to a higher post for the time being reserved for promotion on the basis of seniority and performance evaluation report.

(2) The Selection and Promotion Committee shall consider the

cases of eligible employees in order of their seniority and performance and shall recommend:

- (a) suitable employee for promotion to higher post; or
- (b) supersession of employee on ground being unfit for promotion; or
- (c) deferment of consideration of an employee promotion, if-
 - (i) performance evaluation report is incomplete or any other document or information required by Selection and Promotion Committee for determining employee's fitness for promotion is not available; or
 - (ii) disciplinary or criminal proceedings are pending against the employee whose promotion case comes up for consideration; or
 - (iii) the employee is on deputation abroad with a foreign government, private organization or an international agency; or
 - (iv) the employee does not possess the requisite length of service; or
 - (v) the employee has not undergone the prescribed training or passed the departmental examination required for promotion or the employee's seniority is subjudice:

Provided that in case of deferment, a post shall be reserved for the employee or, if it is filled, it shall be subject to the condition that when the employee is subsequently promoted without having been superseded, the arrangement may be reversed and the junior most person, promoted due to such deferment shall be reverted to lower post.

(3) The employee superseded by the Selection and Promotion Committee for promotion shall not be considered for promotion unless he has earned one more performance evaluation report for a full year.

(4) Deferred promotion case of the employee shall be considered when the reason for his deferment ceases to exist-as the case may be.

(5) The Appointing Authority may approve the promotion of an employee from the date on which the recommendation of the appointment or promotion was made.

(6) An employee, who expires or superannuates after the recommendations of the Selection and Promotion Committee and before the issuing of the notification, shall stand exempted from assumption of the charge of the higher post. The Secretary shall give a certificate to the effect that the employee has expired or superannuated.

(7) Only such person, who possess the required qualifications and meet the conditions laid down for the purpose of promotion to a post, shall be considered by the Selection and Promotion Committee.

(8) No promotion on regular basis shall be made to posts in pay scales 17 and above or equivalent unless the employee concerned has completed such conditions mandatory for promotion (including required qualification, length of service and training etc) prescribed for the post in the Appendix.

(9) Length of service for promotion shall be counted as the length of service in a post or scale in addition to the other qualification required for promotion to the higher post.

(10) The period of extraordinary leave or any other period of service which is not considered as service qualifying for pension shall not be counted towards length of service for promotion.

8. Appointment by transfer.---(1) Appointment by transfer shall be made from amongst the persons holding appointment on regular basis in the same pay scale in which the post to be filled exists.

(2) Persons possessing the requisite qualification shall be considered by the Selection and Promotion Committee for recommending the Appointing Authority for appointment by transfer.

(3) Any officer or official may be transferred and posted or given charge of any equivalent or higher post in accordance with this Regulation.

9. Deputation.---(1) The Appointing Authority may post on deputation, a regular employee of Federal Government or a Provincial

Government or autonomous or semi-autonomous body or corporation under the administrative control of the Provincial Government against a post in the Commission through deputation, provided that concern meets the minimum criteria prescribed for the post.

(2) The terms & conditions of deputation of an employee shall be determined in accordance with the provision for deputation in both the organizations, under their respective rules or regulations. In case of any contradiction in rules or regulations governing the deputation in the two organizations, mutual consent of the appointing authorities of both organizations may be obtained for removal of contradictions. The terms and conditions should be acceptable to both the organizations i.e. Government, autonomous or semi autonomous organizations under the administrative control of the Federal or any Provincial Government, allowing deputation of its employee and the Commission.

10. Adhoc appointment.---(1) When the Appointing Authority considers it to be in the public interest to fill in a post urgently, it may, proceed to fill in such post on adhoc basis for a period not exceeding one year.

Explanation: Adhoc appointment for the purpose of this Regulation shall have the same meaning as given to them in the Khyber Pakhtunkhwa Civil Servant Act, 1973 and the rules made thereunder.

(2) Adhoc appointment shall not confer on an appointee the right of a regular employee.

11. Current charge appointment.---Current charge can be assigned to an employee of lower rank in case a vacancy of higher rank occurs due to existing incumbent's visit abroad, training, leave and deputation etc. The current charge can be assigned initially for a period not less than thirty (30) days and maximum for ninety (90) days. In case, due to service exigencies, further extension is required, the same may be granted by the next higher authority. Current charge holder shall be allowed 20% allowance of his running basic pay, which should not exceed from the maximum limit fixed by the Government. However, on return of existing incumbent, current charge appointment of concerned employee shall stand automatically be cancelled.

12. Acting charge appointment.---Acting charge appointment is made in public interest and may be given to an employee of lower grade. Acting charge appointee shall get the same pay and allowances as are admissible to the employee.

13. Additional charge appointment.---(1) Where a post is vacant or becomes vacant and it is not possible to fill the post immediately, additional charge of that post may be given to an employee in addition to his duties by the Appointing Authority.

(2) Additional charge appointments shall not ordinarily be made for a period of less than thirty (30) days and more than ninety (90) days extensible for further period by the next higher authority.

(3) An employee shall cease to hold the additional charge of a post upon availability of the person appointed to the post on recommendations of the Departmental Selection Board or Departmental Selection Committee or on return from leave/training/deputation of the existing incumbent.

(4) An employee holding additional charge shall be allowed 20% additional charge allowance of their running basic pay, which should not be exceeded from the maximum limit fixed by the Government.

14. Quota for disabled persons.---(1) Two percent quota shall be fixed for disabled persons possessing required qualifications and fulfilling appointment criteria for initial recruitment:

Provided that in case of non-availability of suitable candidate on disabled quota of required qualifications, experience or other appointment criteria, the Selection and Promotion Committee upon getting satisfied that no such persons are available on reserved quota, may recommend from amongst other suitable candidates.

15. Quota for Females.---Fifteen percent (15%) quota shall be fixed for females possessing required qualifications and fulfilling appointment criteria for initial recruitment:

Provided that in case of non-availability of suitable candidate on female quota of required qualifications, experience or other appointment criteria, the Selection and Promotion Committee for promotion upon getting satisfied that no such persons are available on reserved quota, may recommend from amongst other suitable candidates.

16. Probation.---A person appointed to a post by initial recruitment or by promotion on regular basis shall remain on probation for a period of one year; provided that where the work or conduct during the period of probation has, in the opinion of the Appointing Authority, not been found satisfactory, the Appointing Authority may, notwithstanding that the period of probation has not been expired,-

- (a) dispense with his services, if he has been appointed by initial recruitment; or
- (b) revert him to his former post, if he has been appointed by promotion, or if there is no such post, dispense with his services; or
- (c) extend the period of probation for a period not exceeding one year in all and may, during or on the expiry of such extended period, pass such orders as it would have during or on the expiry of the initial probationary period:

Provided that if no specific order is issued on the expiry of extended period of probation, the period of probation shall be deemed to have been successfully completed.

17. Confirmation.----(1) After successful completion of the period of probation and on passing such prescribed test or examination or acquisition of any certificate, diploma or degree, as may be prescribed in the letter of appointment, employee shall be eligible for confirmation.

(2) An employee, who during the period of his service, was eligible to be confirmed but retires before being confirmed shall not merely by attaining the age of superannuation be refused, confirmation or any other benefit accruing there from.

(3) There shall be no confirmation against a temporary post or in case of an employee under enquiry till the inquiry is completed and he is exonerated from the allegations or charges, leveled against him.

18. Seniority.--- (1) All the employees appointed in the Commission before the commencement of Khyber Pakhtunkhwa Commission on the Status of Women Act 2016, shall be deemed to have been validly appointed to these posts on regular basis on the commencement of the Khyber Pakhtunkhwa Commission on the Status of Women Act 2016 having the same qualification and experience for the said posts and their seniority shall be settled from the date of their appointment in these regulations.

(2) The Seniority inter se of the employees in various pay scales shall be determined:

- (a) in the case of persons appointed by initial recruitment, in accordance with the order of merit assigned by the Selection and Promotion Committee or where no order of merit can be assigned between persons due to their belonging to different posts with reference to the date of appointment to such posts; provided that-
 - (i) if the two dates are the same, the older in age shall rank senior to the younger; and
 - (ii) a person selected in an earlier selection shall rank senior to a person selected in a later selection; and
- (b) in the case of persons appointed by promotion, with reference to the dates of their continuous regular appointment; provided that persons selected for promotion in one batch shall, on their promotion, retain their inter-se- seniority as in the lower pay scale.

EXPLANATION:

- (i) if a junior employee in a lower pay scale is promoted to a higher pay scale temporarily, even though continuing later permanently in the higher pay scale, it shall not adversely affect the interest of his seniors in the fixation of his seniority in the higher pay scales;
- (ii) if a junior employee in a lower pay scale is promoted to a higher pay scale by superseding a senior employee and subsequently that employee is also promoted to the same pay scale, the employee promoted first shall rank senior to the employee promoted subsequently; and
- (iii) a junior employee appointed to a higher pay scale shall be deemed to have superseded the senior employee only if both the junior and senior employees were considered for the higher pay scale and the junior employee was appointed in preference to the senior employee.

(2) Seniority in various pay scales of employees appointed by initial recruitment vis-à-vis those appointed otherwise shall be determined with reference to the dates of their regular appointment to a post and if two dates of appointments on regular basis are the same, the person appointed otherwise shall rank senior to the person appointed by initial recruitment.

19. Retirement.---An employee shall retire from service-

- (a) 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;
- (b) where no direction is given under clause (a) on completion of the sixtieth year of his age; and
- (c) an employee can be offered retirement with all benefits covered under the prevailing rules and regulations if he ceases physical or mental capability upon the recommendation of the Medical Board constituted by the Commission.

20. Resignation.---(1) An employee may resign from service of the Commission by giving one month's notice in writing. The resignation shall become effective on the expiry of the said period of notice.

(2) No resignation shall become effective during the pendency of any disciplinary proceedings against an employee.

(3) An employee shall have an option to surrender to the Commission at any time during the continuance of the notice a sum equal to gross pay including all allowances if any for the unexpired period of notice, in which case the resignation shall become effective on the date of such payment:

Provided that Appointing Authority may, at the request of the employee, waive the unexpired period notice and forego any payment in lieu thereof and accept his resignation notwithstanding the pendency of any disciplinary proceedings against such employee whereupon the service of that employee shall stand discontinued:

Provided further that if the Appointing Authority discontinues the service of an employee before the expiry of the notice period, the employee

shall be paid a sum equal to his pay and all allowances for the unexpired period notice.

(4) Unless the resignation becomes effective in one of the way mentioned herein, the employee shall not absent himself from the duty without prior approval of Appointing Authority. The leave shall be taken in writing and approved by the Appointing Authority if the employee has leave balance in his account. On willful contravention of this provision the employee shall forfeit to the Commission an amount equal to his basic pay including personal pay for the unexpired period of notice and may also be liable to dismissal.

(5) An employee who is on probation may resign his service in the Commission at seven (7) days prior notice.

(6) The resignation shall not become effective unless accepted by the Appointing Authority on such acceptance the service of such employee shall stand discontinued. However the acceptance in any case other than disciplinary proceedings, should be within thirty (30) days of receipt of the resignation by the Appointing Authority.

21. Termination.---(1) During probation, the Appointing Authority may terminate the service of an employee by giving him one month notice with the reasons recorded in writing or by way of punishment duly awarded in accordance with these regulations.

(2) The Appointing Authority shall have the option to pay to the employee at any time during the continuance of the notice a sum equal to his basic pay and allowances for the unexpired period of notice in which case the termination shall become effective on the date such payment is tendered.

22. Lien.---(1) Unless otherwise provided in these regulations and subject to successful completion of probationary period, an employees on appointment to a post on regular basis acquires a lien on that post and ceases to hold any lien previously held on any other post.

(2) An employee holding a post on regular basis shall retain a lien on that post:

- (a) while performing duties of that post;
- (b) while holding another post;
- (c) during joining time on transfer to any other post;

(d) while on leave; and

(e) while under suspension.

(3) An employee cannot hold lien concurrently on two posts at the same time.

(4) The lien held against a post shall stand terminated if an employee is either reduced in rank or reverted to a lower post as a result of penalty under the disciplinary proceedings; provided that such an employee shall acquire a lien against the lower post.

(5) Lien on a post in the Commission may be retained or terminate with the approval of the Appointing Authority.

23. Pay and allowances.---The pay and allowances of the employees shall be such as admissible to the civil servants of the same category.

24. Grant of honoraria. ---Honoraria may be granted to the employees by the competent authority in accordance with Government rules/delegation of powers rules.

25. Housing subsidy. ---The employees shall be entitled for housing subsidy at the specified rates and on the terms and conditions as laid down by the Government for civil servants.

26. Retirement benefits.---On retirement, an employee shall be entitled to all the retirement benefits applicable to the civil servants of the Province.

27. Special incentive allowance. ---All employees of the Commission shall be entitled to receive a special incentive allowance at fifty percent (50%) of their running basic pay.

28. General principles for leave. --- (1) Leave shall not be claimed as a matter for right. Grant of leave shall be subject to the exigencies of service. The Appointing Authority may refuse leave or cancel the leave already granted and recall the employee for duty.

(2) No leave shall be deemed to have been granted unless it is sanctioned by the Appointing Authority. The leave should be applied for in advance.

(3) Sundays and holidays may be suffixed or prefixed to any kind of leave.

(4) An employee shall cease to earn any leave from the date of notice of the termination of services given on either side.

(5) Leave shall not be granted to an employee who is under suspension.

29. Casual leave. --- (1) Casual leave may be allowed to an employee up to a maximum of twenty (20) days in calendar year. Casual leave is granted for unforeseen circumstances.

(2) Casual leave shall be admissible only in proportion of the period of service in a year. The Appointing Authority may allow casual leave up to the half of the maximum admissible leave at a stretch and only in special cases.

(3) Un-availed casual leave shall lapse automatically at the end of every calendar year.

(4) Casual leave shall not be combined with any other leave.

30. Earned leave.---(1) A confirmed employee shall be entitled to earned leave. Earned leave shall be available to an employee at the rate of four (04) days for every calendar month of the period of duty rendered and credited to his account as leave on full pay. Duty period of fifteen (15) days or less in a calendar month shall not be considered for grant of leave, whereas, more than fifteen (15) days shall be treated as full calendar month for the purpose.

(2) Application for earned leave shall be made by an employee to the respective Head of the Department through his immediate officer, at least fifteen (15) days before the employee desires to proceed on leave. However, the period of fifteen (15) days may be waived in emergent cases solely at the discretion of the competent authority.

(3) Earned leave may be accumulated up to a maximum of 365 days.

(4) Encashment of accumulated earned leave shall be allowed in case of death or retirement provided LPR applied for prior to retirement is refused in writing, due to exigencies of work.

31. Maternity leave.---(1) A female employee in regular service shall be allowed maternity leave for a period of ninety (90) days with full pay

and allowances outside her leave account from the date of its commencement or forty-five (45) days from the date of her confinement, whichever is earlier.

(2) Maternity leave shall not be granted more than three times in the entire service. For confinement beyond the third one, the female employee would have to take leave from her normal leave account.

(3) Leave salary to be paid during maternity leave shall remain unaffected even if an increment accrues during such leave and the effect of such an increment shall be given after the expiry of maternity leave.

32. Study leave.---Study leave shall normally be granted to an employee in regular service for a period not exceeding two years. The period exceeding earned leave due shall be without pay. Study leave shall be granted to an employee provided he is willing to furnish an undertaking (surety bond) that on completion of his studies, he would serve the Commission for a period twice the period of study leave.

33. Ex-Pakistan leaves. --- (1) Ex-Pakistan leave on full pay in all cases may be granted by the Appointing Authority.

(2) Leave salary shall be drawn in Pak rupees in Pakistan irrespective of the country where leave is spent.

34. Leave without pay (EOL). ---Extraordinary leave without pay may be granted at the discretion of the Appointing Authority in special circumstances compelling absence from duty.

35. Special leave.---Special leave shall be admissible to the employees suffering from T.B, Cancer, Paralysis, Mental Illness and heart diseases for a period not exceeding three (03) months with full pay and allowances once in the entire period of service. This leave shall be granted in case the earned leave of the employee concerned has been fully consumed. The special leave can be granted at one stretch or in installments depending on nature and intensity of the illness and corresponding medical advice.

36. Special (Iddat) Leave. ---A female employee, on the death of her husband, may be granted Special (Iddat) Leave on full pay, for a period not exceeding one hundred and thirty (130) days. Such leave shall commence from the date of death of her husband. For this purpose she shall have to produce death certificate issued by the Appointing Authority either along with her application of Special (Iddat) Leave or, if that is not possible, certificate may be furnished to the leave sanctioning authority as soon as possible. Special (Iddat) Leave shall not be debited to her leave account.

37. Quarantine leave.---An employee may be granted quarantine leave outside his leave account to the extent the competent Medical Board recommends and the period of such leave shall be treated as duty with full pay and allowances of the post held by him at the time of proceeding on leave.

38. Admissibility leave.---No leave shall be granted unless it is admissible.

39. Commencement and end of leave.---Leave begins on the day on which an employee hands over the charge of his post and ends on the day on which charge is resumed.

40. Recall from leave.---If an employee is recalled to duty compulsorily, with the prior approval of the leave sanctioning authority, from leave of any kind in Pakistan, that he is spending away from his place of duty, he may be granted a single return fare plus daily allowance as admissible on tour from the station where he is spending the leave to the place where he is required to report for duty.

41. Joining of duty before expiry of leave.---An employee on leave may not return to duty before expiry of the period of leave granted to him, unless permitted to do so by the Appointing Authority.

42. Handing over charge.---An employee proceeding on leave shall hand over the charge of his the charge of his post by signing the charge relinquishment report.

43. Assumption of charge.---An employee, on return from leave, shall report for duty to the authority that sanctioned his leave and assume charge of the post to which he is directed by that authority unless such direction has been given to him in advance.

44. Leave account.---Leave account in respect of all the employees shall be maintained by the Commission in the relevant form, as part of service record.

45. Leave salary.---Leave salary admissible to an employee during leave on full pay shall be at the rate equal to the rate of pay drawn on the pay immediately before the beginning of the leave.

46. Leave shall be admissible during the suspension.---Leave shall be granted to an employee during the period of suspension, with the concurrence of Enquiry Officer.

47. Performance Evaluation Reports (PERs).---(1) Performance of each employee shall be evaluated annually by his immediate controlling officer and countersigned by the next higher officer in such form and manner as determined by the Commission, as amended from time to time.

Provided that an employee shall have served continuously at least for a period of ninety (90) days under the controlling officer:

Provided further that where an employee has served for a period of ninety (90) days or more under more than one controlling officers in a year, his performance shall be evaluated by each such controlling officer for the respective period independently and countersigned by the next higher officer. In case, an officer has served less than ninety (90) days under one reporting officer is on visit abroad for training etc., then not due certificate shall be issued by the relevant officer.

(2) An employee aggrieved by any adverse entry, communicated to him, may file an appeal, within fifteen (15) days to the Appointing Authority.

(3) The Performance Evaluation Report shall have weightage of twenty percent (20%) in the promotion criteria.

48. Discipline and general conduct.---(1) Every employee shall conform to and abide by the Rules and Regulations of the Commission and shall observe, comply with and abide by all orders which may from time to time be given by any person under whose jurisdiction, superintendence or control he may for time being be placed.

(2) No employee shall accept or permit any member of his family to accept any gift from any person as acceptance of gift shall place him under any form of obligation to the donor.

(3) Every employee shall avoid habitual indebtedness. If an employee is adjudged or declared insolvent, he shall forthwith report of his insolvency to his immediate superior.

(4) No employee shall bring or attempt to bring political or other outside influence directly or indirectly, to bear on the Commission or any employee of the Commission, in support of any claim arising in connection with his employment as such-

- (5) No employee of the Commission shall take part in or subscribe to or assist in any way, in any political activity or movement in Pakistan;
- (6) No employee of the Commission shall permit any person dependent on him to take part in or in any way assist, in any political activity or activity subversive of law and order;
- (7) No employee of the Commission shall canvass or otherwise use his influence or interfere with, or take part in any elections, whether of Provincial or Central Legislature or Local Bodies; provided that if an employee is qualified to vote at an election, he shall have a right to exercise his right to vote.
- (8) No employee of the Commission, except with the prior permission of the Appointing Authority, shall engage in any trade or business except honorary work of social, cultural or religious nature.
- (9) No employee of the Commission shall disclose or divulge any secret of the Commission or information relating to the objectives, planning and working of the Commission.
- (10) No employee of the Commission shall indulge in or propagate any sectarian creed or participate in any Sectarian Association or Assemblies, which is likely to create disaffection and ill feeling between various classes of the Commission's employees in particular and the public in general.

49. Misconduct.---The following shall be deemed to constitute misconduct or breach of discipline:

- (a) breach of service discipline or instructions issued by the Commission;
- (b) habitual negligence and inordinate delays in the performance of duty;
- (c) any act of intemperance, insubordinate and disobedience;
- (d) disorderly conduct towards any superior officer;
- (e) causing willful loss or damage to any property of the Commission;

- (f) jumping or leave the service abroad or in Pakistan without being relieved;
- (g) absence from duty without leave/permission for a period exceeding ten (10) days;
- (h) failing to report for duty when ordered by Head of the Department on transfer or otherwise;
- (i) riotous or disorderly conduct;
- (j) evasive conduct and attitude towards orders of the Commission and its superior officers;
- (k) willfully ignoring rules, regulations and circular of the Commission;
- (l) conviction for a criminal offence involving moral turpitude;
- (m) committing breach of trust, misappropriation of property, theft, fraud or any other offence involving moral turpitude;
- (n) the showing and disclosure of any record or document of the Commission to an outsider, including passing of any confidential or other information relating to the Commission and handing over the copies of the same to such person without permission in an unlawful manner;
- (o) accepting gift, reward, gratification, gratuities, loans or any other financial benefits from any person, directly or indirectly, in connection with any work of the Commission;
- (p) withholding any information, paper or document from any employee, engaged in the performance of his duties and thereby preventing him from dealing with it in a proper and expeditious manner;
- (q) displacing, removing or tempering with or destroying any paper, document or record of the Commission;

- (r) indulging in nepotism, favoritism and parochialism in the discharge of his duties;
- (s) giving statements in press or addressing letters to press or delivering speech on Radio/T.V. etc. without permission, whether concerning the affairs of the Commission or otherwise;
- (t) striking work or inciting others to strike work of go-slow; and
- (u) other acts of omission or commission, which in the opinion of the Commission or the Appointing Authority tantamount to misconduct.

50. Penalties.---(1) Wherein in the opinion of the Appointing Authority an employee is inefficient, corrupt or has a reputation of being corrupt, or is guilty of misconduct, the following major and minor penalties may be imposed on him, depending on the nature of each charge:

(a) **Minor penalties:**

- (i) censure;
- (ii) withholding, for a specific period, promotion or increment subject to a maximum of three (03) years, otherwise than for unfitness for promotion or financial advancement, in accordance with the rules or orders pertaining to the service or post:

Provided that the penalty of withholding increments shall not be imposed on an employee who has reached the maximum of his pay scale;

- (iii) recovery of the whole or any part of any pecuniary loss caused to Commission by negligence or breach of order; and

(b) **Major penalties:**

- (i) reduction to a lower post or pay scale or to a lower stage in a time scale;
- (ii) compulsory retirement;

(iii) removal from service; and

(iv) dismissal from service.

(2) Removal from service under these rules shall disqualify an employee from future employment under Government.

(3) Any penalty under these rules shall not absolve an employee from liability to any other punishment to which he may be liable for an offence, under any other law, committed by him while in service.

51. Disciplinary proceedings.---(1) The procedure for proceeding with disciplinary action shall be in accordance with rules 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15 and 16 of the Khyber Pakhtunkhwa (Efficiency and Discipline) Rules, 2011.

52. Review.---(1) An employee who has been awarded any penalty under these regulations within thirty (30) day from the date of communication of the order, prefer a departmental review to the Appointing Authority.

(2) The authority empowered under sub-rule (1), shall call for the record of the case and comments on the points raised in the review from the concerned department or office, and on consideration of the review by an order in writing-

(a) uphold the order of penalty and reject the review;

(b) set aside the orders and exonerate the accused; and

(c) modify the orders or reduce the penalty.

(3) A review preferred under these Regulations shall be made in the form of a petition, in writing, and shall set forth concisely the grounds of objection in impugned order in a proper and temperate language.

53. Application of Government rules.---In all matters not expressly provided for in these regulations, an employee shall be governed by such rules/regulations as have been or may thereafter be made by Government and applicable to him.

APPENDIX – I
TOTAL POSTS

S.No	Description	Scale	No. of Post
1	Chairperson	BPS-21	1
2	Secretary	BPS-19	1
3	Director Programs	BPS-19	1
4	Deputy Coordination Officer	BPS-18	3
5	Assistant Coordination Officer	BPS-17	3
6	Public Relation Coordinator	BPS-17	1
7	Information Technology Officer	BPS-17	1
8	Accounts Officer	BPS-17	1
9	Finance Accountants	BPS-16	1
10	Information Technology Assistant	BPS-16	1
11	Admin Assistant	BPS-16	1
12	Private Secretary	BPS-16	1
13	Computer Operators	BPS-12	3
14	Senior Clerk	BPS-14	1
15	Junior Clerks	BPS-11	2
16	Drivers	BPS-05	5
17	Naib Qasid	BPS-03	7
18	Chowkidar	BPS-02	3
19	Mali	BPS-03	1
20	Sweeper	BPS-01	1
TOTAL			39

APPENDIX – II
METHODE, QUALIFICATION AND EXPERIENCE OF
APPOINTMENTS

S.no	Description	Age	Method of appointment	Qualification and Experience
1.	Secretary (BPS-19)	-----	By Deputation/Transfer	
2.	Director Program (BPS-19)	30-45	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of 1st division and master Degree in Social Sciences, Public Administration or LL.M/LL.B from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>Experience : 10 years</p> <p>Person shall have 10 years of experience in the field of monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>8 years service in BPS-17 and above</p>
3.	Deputy Coordination Officer (BPS-18)	28-45	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of 1st division and equivalent or master Degree in Social Sciences /Management Sciences from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would be given preference.</p> <p>Experience : 7 years</p> <p>Person shall have 7 years of experience in the field of administration and Finance, monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi Autonomous/Autonomous bodies</p>

				<p>etc.</p> <p>Required for Promotion</p> <p>7 years service in BPS-17 and above</p>
4.	Assistant Coordination Officer Admin (BPS-17)	28-45	By Promotion	<p>I. Holder of gradeB or equivalent in master Degree in Social Sciences /Management Sciences from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would be given preference.</p> <p>Experience : 7 years</p> <p>Person shall have 7 years of experience in the field of administration and Finance, monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service in BPS-16</p>
5.	Accounts Officer (BPS-17)	28-45	By Promotion	<p>I. Holder of grade C or equivalent in master Degree in Commerce from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would be given preference.</p> <p>Experience : 5 years</p> <p>Person shall have 5 years of experience in the field of Finance, Preparing annual Budgeting, Cash Books, Ledger books, Stock registers, Bank reconciliation Statements and Preparation of Expenditures statements in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p>

				5 years service in BPS-16
6.	Assistant Coordination Officer Program (BPS-17)	28-45	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of grade C or equivalent in master Degree in Social Sciences /Management Sciences from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would be given preference.</p> <p>Experience : 5 years</p> <p>Person shall have 5 years of experience in the field of women Development, monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service in BPS-16 and above</p>
7.	Assistant Coordination Officer DCSW (BPS-17)	28-45	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of grade C or equivalent in master Degree in Social Sciences /Management Sciences from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would be given preference.</p> <p>Experience : 5 years</p> <p>Person shall have 5 years of experience in the field of women Development, monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service in BPS-16 and above</p>
8.	Information Technology Officer (BPS-17)	28-45	By Promotion	<p>Holder of Second Division or Master Degree engineering, Computer Science or or equivalent</p> <p>I. from any University Recognized by</p>

				<p>HEC</p> <p>II. Higher qualification would be given preference Person having both degrees would be given preference</p> <p>Experience : 5 years In</p> <p>Planning publicity strategies and campaigns. Writing and producing presentations. Dealing with enquiries from the public, the press, and related organizations. Organizing promotional events such as press conferences, open days, exhibitions, tours and visits in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service in BPS-16</p>
	Public relation Coordinator (BPS-17)	28-45	By Promotion	<p>i. Holder of Second Division or equivalent Degree in MA/MSc or equivalent to master ii. from any University Recognized by HEC</p> <p>Experience : 5 years In</p> <p>Planning publicity strategies and campaigns. Writing and producing presentations and press releases. Dealing with enquiries from the public, the press, and related organizations. Organizing promotional events such as press conferences, open days, exhibitions, tours and visits in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service in BPS-16</p>
9.	Finance Accountant BPS (16)	28-45	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of Second Division or equivalent in Bachelor Degree in Commerce/B.Com or BBA (Fin) from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would</p>

				<p>be given preference.</p> <p>Experience : 3 years</p> <p>Person shall have 3 years of experience in the field of Finance, Cash Books, Ledger books, Stock registers, Bank reconciliation Statements and Preparation of Expenditures statements in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service</p>
10.	Admin Assistant BPS (16)	28-45	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of Second Division or equivalent Degree in Bachelor from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would be given preference.</p> <p>Experience : 3 years</p> <p>Person shall have 3 years of experience in the field of administration and Finance, monitoring Evaluation, project Management, Women rights, legal Issues and report writing in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service</p>
11.	Personal Secretary BPS (16)	26-35	By initial recruitment/ Promotion/Deputation /Transfer	<p>Holder of Second Division or equivalent Degree in Master Degree in MA/MSc or equivalent</p> <p>iii. from any University Recognized by HEC</p> <p>iv. Higher qualification would be given preference</p> <p>v. Person having both degrees would be given preference.</p> <p>Experience : 3 years</p> <p>Assignments include such duties as office coordination, scheduling meetings, preparing and maintaining</p>

				<p>office records, reports, and correspondence pertaining to the professional(s)'s and/or management staff's area of responsibility in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service</p>
12.	Information Technology Assistant (PBS-16)	26-35	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of Second Division or equivalent Degree in Bachelor Computer Science/IT from any University Recognized by HEC</p> <p>II. Higher qualification would be given preference</p> <p>III. Person having both degrees would be given preference.</p> <p>Experience : 3 years</p> <p>Installation, operation, and maintenance of computer systems and other technologies, such as communication systems. ... IT assistants may also work in other technological specialties, such as Web design or Internet security in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service</p>
13.	Computer Operator BPS-12	22-35	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of Second Division or equivalent Degree in Bachelor from any recognized by HEC along with diploma in Computer from any Board.</p> <p>II. Higher qualification would be given preference</p> <p>III. Typing speed at least 40 words per minute.</p> <p>Experience : 3 years</p> <p>Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p>

				5 years service
14.	Senior Clerk BPS -14	26-45	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of Second Division or equivalent Degree in Bachelor from any recognized by HEC along with diploma in Computer from any Board.</p> <p>II. Higher qualification would be given preference</p> <p>III. Typing speed at least 30 words per minute.</p> <p>Experience : 3 years</p> <p>Performs and provides work direction to subordinates who perform a wide variety of responsible clerical duties associated with processing and maintaining official records in the Government sector or NGO or Semi Autonomous/Autonomous bodies etc.</p> <p>Required for Promotion</p> <p>5 years service</p>
15.	Junior Clerk BPS -11	22-35	By initial recruitment/ Promotion/Deputation /Transfer	<p>I. Holder of Second Division in Intermediate from any recognized Board.</p> <p>II. Higher qualification would be given preference</p> <p>III. Typing speed at least 30 words per minute.</p> <p>Experience : 3 years</p> <p>In office record maintenance and participates in the routine work of an office by performing one or more simple tasks.</p> <p>Required for Promotion</p> <p>5 years service</p>
16.	Drivers BPS -05	26-45	By initial recruitment/ Promotion/Deputation /Transfer	Preferably literate having a valid LTV license
17.	Naib Qasid BPS -03	22-45	By initial recruitment/ Promotion/Deputation /Transfer	Preferably literate
18.	Chowkidar BPS -02	30-45	By initial recruitment/ Promotion/Deputation /Transfer	Preferably literate

19.	Mali BPS -03	22-35	By initial recruitment/ Promotion/Deputation /Transfer	Preferably literate
20.	Sweeper BPS -01	22-28	By initial recruitment/ Promotion/Deputation /Transfer	Preferably literate

**CHAIRPERSON
THE KHYBER PAKHTUNKHWA
COMMISSION ON THE STATUS
OF WOMEN**

Copy Forwarded for information to the:-

1. Principal Secretary to Governor, Khyber Pakhtunkhwa
2. Principal Secretary to Chief Minister, Khyber Pakhtunkhwa
3. Senior Member of Board of Revenue, Khyber Pakhtunkhwa
4. All Administrative Secretaries of Government of Khyber Pakhtunkhwa
5. All head of Attached departments in Khyber Pakhtunkhwa
6. All Deputy Commissioner in Khyber Pakhtunkhwa
7. Secretary, Provincial Assembly of Khyber Pakhtunkhwa
8. Registrar, Peshawar High Court
9. Director, Social Welfare Special Education and Women Empowerment Department Khyber Pakhtunkhwa
10. Director Information, Khyber Pakhtunkhwa Peshawar
11. PSO to Chief Secretary, Khyber Pakhtunkhwa
12. Chairperson, The Khyber Pakhtunkhwa Commission on the Status of Women
13. PS to Minister, Social Welfare Special Education and Women Empowerment Department
14. Manager Government Printing & Stationary Department Peshawar for publication in Official gazette.

**SECRETARY
THE KHYBER PAKHTUNKHWA
COMMISSION ON THE
STATUS OF WOMEN**