

**GOVERNMENT OF THE KHYBER PAKHTUNKHWA  
HOME & TRIBAL AFFAIRS DEPARTMENT.**

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**NOTIFICATION**

*Peshawar, dated the 14<sup>th</sup> April, 2015.*

**No. ALD-III/REG: 1(6)2012/8066-68.**—In exercise of the powers conferred by regulation 9 of the Provincially Administered Tribal Areas Provincial Levies Force Regulation, 2014 (Khyber Pakhtunkhwa Regulation No. I of 2014), the Government of the Khyber Pakhtunkhwa is pleased to make the following rules, namely:

**THE PROVINCIALY ADMINISTERED TRIBAL AREAS  
PROVINCIAL LEVIES FORCE RULES, 2015.**

**1. Short title and commencement.**—(1) These rules may be called the Provincially Administered Tribal Areas Provincial Levies Force Rules, 2015.

(2) These rules shall come into force at once.

**2. Definition.**—(1) In these rules, unless the context otherwise require, the following expressions shall have the meanings hereby respectively assigned to them that is to say,-

- (a) “Appointing Authority” means the Appointing Authority specified in rule 4 of these rules;
- (b) “Department” means the Home and Tribal Affairs Department of the Government;
- (c) “employee” means and includes uniformed Force and non-uniformed Force;
- (d) “initial recruitment” means appointment made other than by promotion;
- (e) “non-uniformed Force” means and includes those employees of the Force as mentioned in column No. 2 against serial Nos. 7 and 8 of Schedule-1;
- (f) “post” means a post mentioned in Schedule-I;
- (g) “Regulation” means the Provincially Administered Tribal Areas Provincial Force Regulation, 2014 (Khyber Pakhtunkhwa Regulation No. I of 2014);
- (h) “Schedule” means a Schedule appended to these rules;
- (i) “service” means the Provincial Levies Service;

- (j) "Selection and Promotion Committee" means a Committee constituted under rule 4, for initial recruitment or promotion, as the case may be; and
- (k) "uniformed Force" means and includes those employees of the Force as mentioned in column No. 2 against serial No. 1 to 6 of Schedule-I.

(2) The expression used but not defined herein shall have the same meanings as are assigned to them under the Regulation.

**3. Method of Appointment.**—Appointment to various posts specified in Schedule-1 shall be made by any of the following method, namely:

(i) by initial recruitment in accordance with the provisions contained in Schedule-I with the following conditions:

- (a) the candidate shall be a citizen of Pakistan and bonafide resident of the respective district of Khyber Pakhtunkhwa;
- (b) the candidate shall be, in good mental and bodily health and free from physical defect, which likely to interfere in the efficient discharge of his duties;
- (c) Medical Superintendent of the respective district headquarter hospital shall issue a certificate of medical fitness to the candidate;
- (d) the candidate have a minimum height of 5'-7" and chest measurement of 34"-35 ½" with an age of not less than eighteen years and not more than twenty-five years on the last date of submission of application;
- (e) no person except those who are already in Government Service shall be appointed to the Levies Force unless he produces a certificate of character from the Head of Academic Institution last attended or a certificate of character from two gazetted officers from respective districts, not being his relative and who are well acquainted with his character; and
- (f) no person who is married to foreign national shall be eligible for appointment in the Levies Force, unless allowed by the Government, in writing; and

(ii) by promotion in accordance with provisions contained in Schedule-I.

**4. Appointing Authority.**—(1) The Commandant shall be the Appointing Authority for initial recruitment and promotion up to the rank of Subedar.

(2) Appointment by initial recruitment or promotion, as the case may be, shall be made on the recommendation of Selection and Promotion Committee, which consists of the following:

- |     |  |      |          |
|-----|--|------|----------|
| (a) | Commandant.                            | .... | Chairman |
| (b) | representative of the Department.      | .... | Member   |
| (c) | representative of Commissioner Office. | .... | Member   |

(3) In case of creation of Force in new district, the Commandant shall have the authority to recruit ex-serviceman above the rank of sepoy on adhoc basis for a period of one year extendable for a further period of one year but not exceeding two years in total, with prior approval of the Government:

Provided further that the ex-serviceman so appointed on adhoc basis shall not be more than forty five years of age.

**5. Probation.**—The employees appointed to posts by initial recruitment or promotion, as the case may be, shall be on probation for one year, extendable by a further period of another one year. If no confirmation order is issued on the expiry of the extended period, the period of probation shall be deemed to have been extended for further one year. If no order is issued on the completion of further extended period, the probation shall be deemed to have been successfully completed.

**6. Training.**—(1) All newly recruited uniformed Force shall undergo six months pre-service training before being assigned duties of the rank for which they are selected. Initially, the Appointing Authority shall arrange for appropriate training.

(2) The pre-service training mentioned in sub-rule (1), may contain training on basic laws, investigation techniques, mob control, basic intelligence, arrest and detention procedure, jail duties, drill, weapons training, field craft, bomb disposal, counter assault, traffic control, raids, watch and ward etc. Proper training syllabus and modules shall be developed through mutual consultation with local law enforcing agencies by the Appointing Authority.

**7. Resignation.**—No employee shall resign before the expiry of the first three months of his recruitment or he shall deposit an amount equal to his three months' pay in lieu of his three months essential service.

**8. Seniority and promotion.**—(1) Promotion shall be strictly on seniority-cum-fitness basis as well as on the required length of service as specified in Schedule-I.

(2) The service of an employee by initial recruitment or promotion, as the case may be, may be dispensed with or reverted if, in the opinion of the competent authority his work and conduct is not satisfactory during probation period or due to abolishment of posts, as the case may be:

Provided that in case of dispensing with the service or reversion the competent authority, shall record cogent reasons for such action in writing.

(3) The seniority list of the employees shall be maintained at district level. Commandant shall notify the seniority list annually.

**9. Awards and commendations.—**(1) An employee may be given special award and commendation certificate for devotion to duty, demonstration of gallantry and such achievement in the performance of his duty, in the manners as prescribed by the Commandant, and shall be made part of the service rolls or service dossier, as the case may be.

(2) The uniformed Force, if embraces martyrdom in the discharge of his duty, shall be given proper Guard of Honour at the time of burial.

**10. Service record.—**Proper service rolls or service dossiers, as the case may be, of all employees shall be maintained in the Levy Office of each district. Annual reports of all Havaldars and Junior Commissioned Officers shall also be maintained for the purpose of promotion.

**11. Uniform.—**The uniformed Force shall attire black shalwar qamees with brown chappli, white socks, black barrette cap and black belt whereas the Junior Commissioned Officer shall wear brown belt during duty hours.

**12. Salary.—**The employees shall be entitled to receive pay and allowances as per their pay scales notified by Government from time to time.

**13. Leave.—**(1) Leave may be granted depending on the exigencies and at the discretion of the Commandant. All leave of ten days or above shall be considered as long leave and shall be granted on the recommendations of Subedar Major by the Commandant.

(2) Casual leave may be allowed up to three days by Subedar Major. Casual leave up to nine days may be granted by the Deputy Commandant on the recommendation of the concerned Junior Commissioned Officer.

(3) Medical leave shall be granted by the Commandant on the production of medical certificate from the Medical Superintendent of the concerned district.

**14. Punishment.—**After satisfying himself regarding punishable acts, as mentioned in Schedule-II, through a charge duly framed in writing, necessary punishments specified in Schedule-III may be awarded by the respective authority:

Provided that punishment so awarded shall be duly incorporated in service rolls or service dossier, as the case may be, accordingly.

**15. Appeal.—**If any employee is aggrieved by any order issued under these rules, such employee may prefer an appeal to the competent authority, within thirty days of communication to him of such order:

Provided that no appeal shall lie against the punishments, as specified at serial No. 1 and 2 of Schedule-III.

**16. Retirement.—**(1) All uniformed Force shall retire as per Schedule-IV and no extension in service after retirement shall be granted.

(2) All non-uniformed Forced shall retire from service on attaining the age of superannuation i.e 60 years or they may opt from the retirement after completion of 25 years of regular service and no extension in service after retirement shall be granted.

**17. Pension and Gratuity.—**All employees shall be entitled to pension and gratuity as per Government rules.

**18. Compensation.—**(1)The family of employees shall be granted death compensation in case the employees embrace martyrdom during discharge of his duty as per rates prescribed by Government.

(2) An employee shall be granted compensation in case of sustaining fatal injury or injuries during the discharge of his duty. If he is declared incapacitated for further service due to such fatality, he shall be entitled to pension and gratuity as per Government rules.

(3) Where an employee dies during service the Appointing Authority may, subject to availability of the post, appoint one of the children of the deceased if the child attained or on attaining the age prescribed for appointment as Sepoy:

Provided that in case of permanently incapacitated uniformed Force during the course of duty, preference shall be given to the sons and wards of such incapacitated uniformed Force in general recruitment.

**19. Fund.—**An employee shall be governed by the provision of General Provident Fund, Benevolent Funds and Group Insurance, as prescribed for other employees of Government.

**20. Health care.—**Medical facilities for the employees and their families shall be catered for at Government hospitals and dispensaries at par with other employees of Government.

**21. Monitoring and evaluation.—**(1) Duty register showing the duties assigned to uniformed Force on day-to-day basis shall be maintained in each levy post, levy station, levy lines, as the case may be, by a levy Muharir.

(2) Naib Subedar shall be responsible for carrying out the work assigned to uniformed Force whose duties shall be entered in advance in the duty register.

(3) Registers including *roznamchas* as prescribed by the Commandant shall be maintained in every levy post, levy station, levy lines, as the case may be.

(4) Commandant, Deputy Commandant or any other officer of the District Administration shall in the course of their tours in their jurisdiction, may inspect duty register and *roznamchas of levy posts, levy lines stations, as the case may be,*

and satisfy themselves that uniform Force are carrying out their assigned duties. A note regarding absence from the post or from the place of duty of any uniformed Force without leave, shall invariably be recorded by inspecting officers in the duty register. Such entry shall be communicated to the Commandant and Deputy Commandant (Operations) by incharge of the levy post levy station, levy lines, as the case may be, within twenty four hours for appropriate action.

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**Schedule - I**  
(see rules 2 (e)(k), 3 and 8).

S.No.	Post/ Rank.	Minimum Qualification for appointment by initial recruitment.	Age limit.	Method of recruitment.
1.	2.	3.	4.	5.
1.	Subedar (BS-13).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst Naib Subedars with one year service as such.
2.	Naib Subedar (BS-11).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst Havalدارs with one year service as such.
3.	Havalدار (BS-08).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst Naiks with one year service as such.
4.	Naik (BS-07).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst Lance Naiks with one year service as such.
5.	Lance Naik (BS-06).	-	-	By promotion, on the basis of seniority-cum-fitness, from amongst Sepoy with five year service as such.
6.	Sepoy (BS-05).	Middle pass preferably Matric.	18 to 25 years.	By initial recruitment.
7.	Junior Clerk (BS-11).	Intermediate in second division from a recognized Board with a typing speed of 30 words per minutes/ preferably computer literate.	18 to 30 years	By initial recruitment
8.	Khateeb (BS-13)	Secondary School Certificate in Second Division from a recognized Board or Shahadat-e-Almia from Wafaq-ul-Madaressa  <b>Note:</b> Preferable Sanad in Hafiz-e-Quran, Tajweed&Qirat	18 to 30 years	By initial recruitment

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**Schedule - II**  
**(see rule 14)****Grounds of penalty**

The concerned authority may impose one or more penalties, where a person of the levies force, in the opinion of the authority: -

- (a) is inefficient or has ceased to be efficient;
  - (b) is guilty of misconduct, like unauthorized absence from duty, breach of order, disobedience, unruly behavior, passing on official secrets to unauthorized persons, etc;
  - (c) is corrupt, or may reasonably be considered corrupt;
  - (d) is guilty of any violation of duty;
  - (e) losses, misplaces or causes harm to a weapon through negligence or lack of maintenance;
  - (f) is insubordinate to his superiors;
  - (g) is convicted of a criminal offence;
  - (h) is guilty of cowardice, or abandons any piquet, fortress, post or guard which is committed to his charge or which is his duty to defend;
  - (i) is engaged in propagation of sectarian, parochial, anti-state views and controversies;
  - (j) is engaged or is reasonably suspected of being engaged to excite, cause or conspire to cause or joins in any mutiny, or being present at any mutiny and does not use his utmost endeavor to suppress it;
  - (k) attempts collective bargaining, conspiring or attempting to call off duty or take procession to press for the demands; or
  - (l) is guilty of omission and commission under the law and rules.
  - (m) deserts the service.
  - (n) Being a sentry, sleeps upon his post or quits it without being regularly relieved or without leave; or
  - (o) Without authority, leaves his commanding officer, or his post or party, to go in search of plunder; or
  - (p) Quits his guard, picquet, party or patrol without being regularly relieved or without leave; or
  - (q) Uses criminal force to, or commits an assault on, any person bringing provisions or other necessaries to camp or quarters, or without authority breaks into any house or any other place for plunder, or plunders, destroys, or damages any property of any kind; or
  - (r) Internally causes or spreads a false alarm or rumour during action or in post, camp, lines, or quarters.
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**Schedule -III**  
**(see rules 14 and 15)**

S.No.	Punishment.
1.	Extra Drill not exceeding fifteen days fatigue or other duties.
2.	Confinement to quarter guard up to fifteen days.
3.	Censure.
4.	Forfeiture of approved service up to two years.
5.	Stoppage of increment not exceeding one month's pay.
6.	Fine to any amount not exceeding one month's pay.
7.	Withholding of promotion for one year or less.
8.	Reduction from substantive rank to a lower rank or reduction in pay.
9.	Dismissal or removal from service or compulsory retirement.

S.No.	Authority.	Rank.	Category of punishment.	Remarks.
1.	Commandant.	All ranks i.e. Sepoy to Subedar.	All punishment mentioned above	
2.	Deputy Commandant.	Sepoy to Subedar.	For punishment mentioned at S.No. 1 to 3 above.	Make recommendation on case to case basis to the Commandant
3.	Subedar.	Sepoy to Havaladar.	-do-	-do-
4.	NaibSubedar.	Sepoy to Naik.	-do-	-do-
5.	Hawaladar.	Sepoy to Lance Naik.	-do-	-do-
6.	Naik.	Sepoy.	-do-	-do-

**Schedule -IV  
(see rule 16)**

<b>S.#</b>	<b>Post/Rank</b>	<b>Length of service / Age</b>
1	Subedar (BS-13)	35 years' service or 60 years of age whichever earlier.
2	Naib Subedar (BS-11)	33 years' service or 60 years of age whichever earlier.
3	Havaldar (BS-8)	31 years' service or 60 years of age whichever earlier.
4	Naik (BS-7)	29 years' service or 60 years of age whichever earlier.
5	L/Naik (BS-6)	27 years' service or 60 years of age whichever earlier.
6	Sepoy (BS-5)	25 years' service or 60 years of age whichever earlier.

**Secretary to  
Home and Tribal Affairs Department,  
Government of the Khyber Pakhtunkhwa**