

PSEB

**SERVICE
REGULATIONS**

**PAKISTAN SOFTWARE EXPORT BOARD
(GUARANTEE) LIMITED**

Table of Contents

Section	Description	Page No.
	General	1
1.0	Employment Regulations	
1.1	Categories of Employees	2
1.2	Appointments	3
1.3	Severance of Employment	6
1.4	Pay, Allowances & other Concessions	8
1.5	Advances / Loans	11
1.6	Annual Increase	12
1.7	Transfers	13
2.0	Leave Regulations	15
3.0	Medical Regulations	17
4.0	Travel & Living Regulations	18
5.0	Disciplinary Rules	21
6.0	Procurement Procedure	23
	Overtime Approval Form	Appendix A
	Medical Reimbursement Form	Appendix B
	Travel/Daily Allowance Reimbursement Form	Appendix C



GENERAL

These service regulations of Pakistan Software Export Board (Guarantee) Limited shall apply to all employees of the PSEB.

Definitions

- i) "Adhoc Appointment" shall mean any appointment of a duly qualified person made otherwise than in accordance with the prescribed method of recruitment.
- ii) "Appointing Authority / Competent Authority" shall mean any Board, committee or officer to whom such powers have been delegated by the Board of Directors to make appointment(s) to the specified post(s).
- iii) "Board" means the Board of Directors of Pakistan Software Export Board (Guarantee) Limited.
- iv) "Contract Post" shall mean a post for a specific period or assignment and shall either be on a fixed amount for the assignment or on monthly remuneration.
- v) "Category" means a category of employees specified in regulations entitled "Categories of Employees."
- vi) "Employee" shall mean a person who holds a paid post at Pakistan Software Export Board (Guarantee) Limited.
- vii) "Family" includes employee's spouse and dependent children upto the age of 21 years.
- viii) "Management" means Board of Directors, Managing Director or nay committee formed to do such duties of management, by the Board of Directors.
- ix) "PSEB" means the Pakistan Software Export Board (Guarantee) Limited.
- x) "Service Year" means 1st July to 30th June.
- xi) "Leave" means lave taken with prior approval of the competent authority.

Right to Amend / Alter / Cancel or Modify Regulations

The Board of Directors may amend, modify and interpret any of the regulations herein laid down or add other regulations as may be deemed necessary from time to time.



CATEGORIES OF EMPLOYEES

1. Category of Service

Category classification of employees shall be as under:

Category A

Executives

- i) Managing Director
- ii) Director
- iii) Project Manager

Category B

Officers

Projects

- i) Project Coordinator / Officer

Finance / Accounts Department

- i) Finance Manager / Accounts Officer
- ii) Asst. Accounts Officer

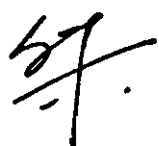
Administrative Staff

- i) Personal Secretary / Executive Secretary
- ii) Admin Officer
- iii) Asst. Admin Officer
- iv) Assistant
- v) Receptionist / Telephone Operator

Category C

Support Staff

- i) Security Guard
- ii) R&I Clerk
- iii) Dispatch Rider
- iv) Naib Qasid
- v) Driver
- vi) Sweeper / Cleaner



APPOINTMENTS

1. Appointing Authority

The specified Competent Authority shall make appointments to all posts.

2. Creation, Abolition and Re-designation of Posts

The Board may create temporary or regular posts and to abolish or re-designate any existing category or post as per need of the PSEB.

3. Appointments on Initial Pay Package

Initial pay package shall be fixed as approved by the Competent Authority.

4. Training

The Board may send an employee of the PSEB on training within Pakistan or abroad to provide professional excellence to the employee in the interest of the PSEB.

5. Re-employment in the PSEB

Any person who has been dismissed from the service of the PSEB or has been convicted by any court of law shall not be re-employed.

6. Employment on Contract Basis

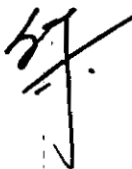
The PSEB may engage persons on contract and the Competent Authority may fix the remuneration of such persons at its discretion.

7. Appointment / Placement on Deputation

The Government servants working in the equivalent grade in various corporations / organizations of Government of Pakistan would be accepted and placed in the respective grade only under the instructions or orders of the Ministry of Science & Technology on such terms and conditions as notified by the Ministry in such cases.

8. Probation

- a) Except the employees appointed on the contract or on special terms, all employees appointed to a post in each category shall on appointment be placed on a three months probationary period.



- b) The Competent Authority may at its discretion waive the whole or any part or extend the probationary period for another three months. In case the employee has completed the probationary period of six months and he/she is not confirmed his/her services shall automatically be terminated.

9. Confirmation

An employee will be confirmed on satisfactory completion of the probationary period, if employed against a permanent vacancy.

10. Annual Performance Report

- a) A performance report on the work and conduct of each employee shall be initiated for every calendar year by the officer under whom the employee has been working during that year on a prescribed form.
- b) A yearly performance evaluation report shall be submitted by the department heads to the Competent Authority.

11. Annual Increment

- ✓ a) Annual increment in pay scale ordinarily shall accrue to an employee to all categories on 1st July each year provided that the employee has satisfactorily completed on that date atleast 12 months service in the said pay scale. In case of an employee whose service on 1st July in a pay scale is less than 12 months, he/she shall be compensated in the manner provided here under:
 - i.) No compensation shall be allowed in case the service of that employee is less than six months of 1st July next following.
 - ii.) If the employee has more than six months service on 1st July from the date of his/her appointment, the Competent Authority may allow him/her a reasonable compensation in lieu of his/her increment after completion of 12 months of service.
 - iii.) Such employee would qualify for an annual increment or a portion thereof on 1st July next following.
- ✗ b) The Competent Authority shall approve all increments. The Board may grant advance increment to deserving employees at any stage of service without effecting the normal annual increment.
- ✓ c) The period of extra ordinary leave shall not count for annual increment unless specifically sanctioned.

12. Promotion

- a) An employee with the PSEB shall be eligible for promotion to the next higher post in his/her field provided he/she is considered fit for promotion by the Competent Authority. Promotion cannot be claimed by the employee as his/her right, it must be earned by him/her and would be entirely on management's discretion.



PSEB Regulations

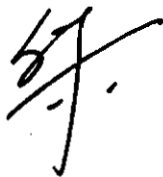
- b) Suitability and merit on the basis of performance are over-riding considerations for promotions. Seniority will, however, be given due weightage in case of equal merit.
- c) Promotions shall be made against existing vacancies or created / upgraded by the competent authority.
- d) If an Executive reaches the ceiling of his existing scale of pay, he shall automatically be allowed to get increments in the higher grade. This shall, however, not taken the shape of a promotion.
- e) The Competent Authority may promote any deserving employee at any stage of service, to any higher post with the approval of Board of Directors.

12. Employment on Contract Basis

- a) An employee is liable to be demoted for reasons of in discipline, inefficiency, irregular attendance and / or misconduct.
- b) On demotion, he/she may receive such pay and allowances as may be decided by the competent authority when the decision for demotion is taken. He/she may, at the discretion of the competent authority, draw the same basic pay in the lower grade provided it does not exceed the maximum of the grade to which an employee is demoted.
- c) An employee demoted to the lower grade will be considered for annual increase in the lower grade in accordance with the policy and rules laid down by the company.

13. Normal Hours of Duty

The PSEB will observe the office timings as may be notified from time to time by the Competent Authority.



SEVERANCE OF EMPLOYMENT

Employment of employees will cease on account of any of the following reasons:

1. Resignation
2. Termination
3. Dismissal
4. Retirement
5. Permanent Total Disablement or Medical Unfitness
6. Death

1. Resignation

a) All employees of the PSEB may resign from the service of the PSEB after providing the prior notice in writing or in lieu of notice, pay to the PSEB an amount equal to his/her pay for the notice period. The notice period for different categories of employees are as follows:

- | | |
|-----------------------------------|---------------------|
| i.) Local employees – Category A | Two months notice |
| ii.) Local employees – Category B | One month notice |
| iii.) Overseas employees | Three months notice |

b) An employee in probationary period may resign by giving a notice of one week.

2. Termination of Service

a) In the event an employee's service being dispensed with the notice period, shall be governed by as per clause 1 above. The PSEB may waive the notice period or payment shall be made in lieu thereof.

b) Services of an employee in probationary period may be terminated without notice and / or without assigning any reason.

3. Dismissal

The PSEB has the right to dismiss or discharge an employee from his/her duty, if he/she is found guilty of misconduct breach of Trust or neglect of duty, provided that the employee has been given a reasonable opportunity of explaining and defending his/her action and a decision is taken after an independent enquiry.

4. Retirement

a) No employee of PSEB shall remain in employment after attaining the age of superannuation i.e., 60 years.

b) No extension beyond the prescribed age of superannuation shall be generally granted but in case where Chairman of the Company feels that the services of a particular person are required in the interest of the PSEB, the case will have to be referred to the Board of Directors with full justification well in time. If approval of the Board of Directors is not received before



PSEB Regulations

the person has completed his/her current tenure of service, he /she will not be granted extension and will automatically stand retired.

5. Permanent Total Disablement or Medical Unfitness

In case of total disablement, the management may constitute a Medical Board, whose certificate of fitness for retention in service or otherwise shall be final and binding.

6. Death

The contract of service between an employee and the company shall cease on the date of death of the employee concerned.

Clearance on Severance

When the services of an employee are severed under 2, 3, 4, 5, and 6 above, his/her salary and other dues shall be paid to him/her against a clearance certificate issued by the concerned supervisor certifying that nothing is outstanding against the employee.

Service Certificate

A certificate will be issued to an employee at the end of his/her service by the PSEB.

Personal Record of Employee

A personal folder of each employee will be maintained containing the followings:

- i.) Application for employment.
- ii.) Curriculum vitae.
- iii.) Copy of national identity card.
- iv.) Copies of educational / experience certificates.
- v.) Appointment letter.
- vi.) Record of leaves accrued and utilized.
- vii.) Annual Performance Report.
- viii.) Any other correspondence with employee.



PAY, ALLOWANCES & OTHER CONCESSIONS

1. Fixation of Pay Package

Pay package of an employee shall be fixed according to qualification and experience appropriate for the post by the competent authority.

2. Special Pay

The Competent Authority may grant special pay to an employee, if he/she is assigned in exceptional circumstances any special or additional work or responsibility.

3. Allowances

The following allowances unless otherwise specifically mentioned in the Letter of Appointment or on the basis of specific and special justifications and exception in writing shall be admissible.

i) House Rent Allowance / Ceiling

- a) All employees of PSEB shall get 45% of the basic pay as house rent allowance.

ii) Conveyance Allowance

- a) Company maintained car shall be provided to all officers of Category "A (III)" and the cost of PoL will be paid to all concerned as per entitlement fixed by the competent authority / Board of Directors.

The car would be registered in the name of PSEB and would be comprehensively insured by the PSEB at its own expenses and would also be maintained for its repairs etc. by the PSEB.

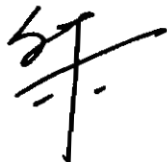
- b) The entitlement of PoL shall be reimbursed to Category "A (I & II)" officers every month without any regard to the actual expenditure incurred.
- c) Any reimbursement of PoL to other employees shall be allowable depending on official exigencies subject to written approval of the competent authority.
- d) All employees other than specified above would be paid conveyance allowance fixed as per pay scales.

iii) Honorarium / Ex-gratia Payment

- a) The Competent Authority may grant honorarium / Ex-gratia payment to an employee for special work performance or for any other consideration.

iv) Overtime Allowance

Overtime compensation for the PSEB employees consists of overtime work payment and holiday work compensation. These rules shall apply only to support staff members.



PSEB Regulations

It is the policy of the PSEB to operate within the established basic workweek. Overtime or holiday work, or compensatory time is approved only when it is determined absolutely necessary to meet urgent deadlines or to provide essential services. It shall be reimbursed only if approved in advance by the management.

- a) Overtime work is all work ordered to be performed other than during an employee's regular basic working hours.
- b) Support Staff employees, if required to perform overtime work, may receive compensation at one and half times the basic hourly rate.

Compensatory time off may be granted for all authorized overtime worked for which compensation has not been sanctioned.

- a) **Occasional Overtime / Holiday Work:** Overtime or holiday work is ordered only as an emergency measure to avoid serious backlogging of regular work or to meet some temporary crisis. It must be kept to minimum.
- b) **Regular Overtime:** When overtime work appears to be of a continuing nature, the workload and the workweek should be reviewed to determine how to eliminate or reduce regular overtime. At this point, attempts should be made by the management to redistribute workloads to determine how to reduce or eliminate the overtime.

Certification: On the next workday following the overtime/holiday work, the employee completes the appropriate overtime form indicating actual time and hours worked and gets it approved by the respective Manager.

Responsibility: The success of this policy depends upon individual manager to ensure that support staff personnel adhere to the policy and its implementation. It is the responsibility of the respective Manager to review the overtime form submitted by the employee to ensure that the overtime billed is accurate. Each individual manager will be the approving officer for the support staff that reports to them.

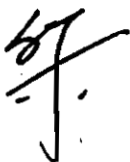
Payment: In order to ensure that overtime is paid by the fifth working day after the end of the month to which it relates, the overtime sheet (see Appendix A) will be closed on the last day of each month. The approved overtime sheet must reach Administrative/Accounts Officer on the 1st of each month to ensure its timely payment.

4. Bonus

- a) Bonus shall be paid depending on the profitability of the company and subject to the approval of the Board of Directors after the end of the financial year.
- b) The staff entitled to such bonus should have completed atleast 12 months service on the date applicable to the declaration of the bonus. The staff with less than 12 months service will not be entitled to such payment.

5. Residential Telephone Facility

The PSEB at its own cost may provide residential telephone to the officers in the interest of PSEB.



The monthly telephone expenses may be reimbursed on the production of telephone bills as per entitlement within the ceiling imposed by the PSEB.

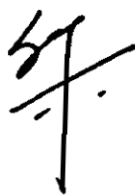
- | | |
|-----------------------------------|----------------------|
| a) Category A – Managing Director | No Limit |
| b) Category A – Director | Rs.5,000/- per month |
| c) Category A – Project Manager | Rs.1,500/- per month |

6. Insurance

All employees of the PSEB shall be covered by a group insurance scheme.

7. Gratuity

Unless otherwise specifically mentioned in the Letter of Appointment, an employee shall be paid forty-five days basic pay as gratuity for each completed year of service, at the time he/she leaves the services of PSEB.



10

ADVANCES / LOANS

1. Types of Advances

The advance cannot be claimed as a matter of right. The advance shall be made available to the employees as per policy and at the discretion of the management.

The following types of advances / loans may be granted by the Competent Authority to the regular employees of the PSEB.

- i) Salary Advance
- ii) Other advances of casual nature / emergency loans

2. Recovery Method

The advance shall be recovered from the employees by deductions from his/her monthly salary in such numbers of equal monthly installments as prescribed by the Competent Authority.

3. Recovery in case of Termination

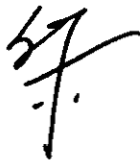
In case of resignation or dismissal of employee, the amount outstanding against him/her shall be recovered in lump sum before his/her dues are settled.

4. Advance against Salary

The advance against salary will be generally prohibited but in suitable cases the Competent Authority may sanction it. Payment of advance against salary to regular employees proceeding on earned leave shall, however be permissible.

5. Emergency Loans

An employee is eligible to draw an emergency loan on terms and conditions prescribed by the PSEB from time to time.



ANNUAL INCREASE

Authority for Grant of Annual Increase

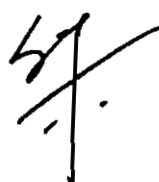
- a) Managing Director / Chief Executive is authorized to sanction Annual Increase in the basic pay of officer to his ability, efficiency, keeping in view the recommendations made by his supervisor / departmental head in the Annual Performance Report (APR) in that year.
- b) All cases of deferment of increase in salary and grant of double increase will be put up to the Board of Directors for approval. Double increase should be considered for exceptional performance only.

Determining the Date of Annual Increase for New Entrants

- a) Those who are employed between January and June may be considered for annual increase with effect from 1st January of the following year.
- b) Those who are employed between July and December may be considered for annual increase with effect from 1st January of the year followed by the next calendar year. (Example – A person employed between July-December 1998 will be considered for increase in January 1999).

Procedure for Grant of Annual Increase

- a) By 15th December every year Annual Performance Report (APR) is required to be completed in respect of each officer by the departmental head concerned.
- b) Completed APR will be submitted to the Managing Director / Chief Executive by 21st December. The Managing Director / Chief Executive will record his own observations and note of dissent in case of his disagreement with the views / assessment of Reporting Officer and record his decision on the APR. This action should be completed giving enough time to the Finance Department to make adjustment in salaries preferably in the Salary Bill for January.
- c) All APRs in respect of Directors and Project Managers working under Managing Director / Chief Executive will be sent to the Board of Directors latest by 31st December.
- d) Recommendation for deferment of increase in basic pay or grant of double increase will also be put up to the Board of Directors by 31st December.



TRANSFERS

The following rules shall be followed:

- a) On transfer of officers from one branch office / place to another.
- b) From a branch office / place to the head office of PSEB and vice versa.

1. Issuance of Transfer Order

The transfer orders will be issued by PSEB with prior approval of the Board of Directors.

2. Travel Entitlement

An officer and his family (wife and dependent children only) will be entitled to the following scale of fares for journeys performed within Pakistan.

	<u>By Air</u>	<u>By Rail</u>
Category "A" Officers	Economy Class	A/C Parlour / Sleeper
Category "B" Officers	Economy Class	Lower A/C / Sleeper
Category "C"	Nil	Lower A/C / Sleeper

If an officer desires to travel by road / own car with prior permission, mileage allowance claimed shall not exceed the actual air / rail fare, for which the officer / his family would otherwise be entitled to.

3. Daily Allowance

If journey is performed by rail / own car, one daily allowance may be claimed in respect of self and family for every 300 miles of distance covered.

On arrival at the new station, an officer will be allowed daily allowance for a period of thirty days for self and family members. House Rent Allowance for the above period shall be deducted from his claim.

4. Movement of Personal Effects

- i) Payment of

Category "A" Officers

3 Truck Load



13

Category "B" Officers	2 Truck Load
Category "C"	1 Truck Load

Payment shall be made at the following rates:

Islamabad to Karachi	@ Rs. 9,000/- per Truck
Islamabad to Lahore	@ Rs. 4,000/- per Truck

Amount shall be proportionately reduced / increased for any shorter / longer distance. The payment shall be made at the above rates. No receipts shall be required to be produced by the transferee.

The above rates shall be revised after every two years subject to approval of the Board of Directors as per market rates.

i) Packing

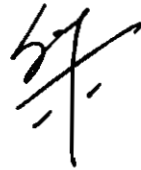
The following amounts shall be reimbursed to the officer on transfer at a flat rate without any support:

Category "A" Officers	Rs. 25,000/-
Category "B" Officers	Rs. 18,000/-
Category "C"	Rs. 10,000/-

The above amount shall also be revised after two year with the approval of the Board of Directors and in accordance with market rates.

5. Continuity of Service

Continuity of service of the officers transferred will be maintained.



LEAVE REGULATIONS

Leave regulations are applicable to all employees under the PSEB regardless of the fact that they are direct recruits on deputation from services under the Government of Pakistan, Provincial Government or persons re-employed after retirement from the Government of Pakistan.

Leave Year: The leave year for casual and sick leave begins from January 01, through December 31. Annual leave is renewed at each anniversary date of employment with the PSEB.

1. Annual / Earned Leave

The purpose of earned leave is to offer an opportunity to the employee for rest and diversion from normal duty. All permanent employees shall be allowed earned leave and its accumulation as under unless otherwise specifically mentioned in the Letter of Appointment.

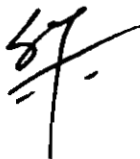
- a) 48 days for each completed year of service subject to the maximum accumulation of 96 days. Annual / earned leave can only be availed with the prior written approval of the competent authority.
- b) Annual / earned leave accruing beyond the period of 96 days as stated in clause (1) (a) above, shall automatically stand lapse and PSEB shall not accept any liability for leave which remains un-availed after the permissible accumulation ceiling.

Accumulation of Annual / earned leave beyond the duration mentioned in sub para (a) above shall only be allowed in case the requested leave has been refused by the competent authority.

- Encashment:**
- a) The leave accumulated shall be encashed at the time of severance of employment of the officer or earlier subject to the approval of the competent authority.
 - b) The encashment of leave shall be made on the last basic salary drawn by the officer plus maximum entitlement of House Rent, as approved by the competent authority, per month.

2. Sick / Medical Leave

- a) Unless otherwise specifically mentioned in the Letter of Appointment, sick / medical leave with pay may be allowed upto the maximum of 10 days in a calendar year.
- b) It is every employee's responsibility to report sick leave so that appropriate charge of sick/medical leave is made. An absence of more than three consecutive working days must be supported by a physician's certificate,
- c) When an employee is sick he/she must inform their immediate supervisor that he/she will be unable to come to work that particular day. It is the employee's responsibility to get the leave approved the day the employee returns back to work.
- d) Sick / medical leave is not cumulative and shall lapse at the end of each calendar year.



3. Casual Leave

- a) At the beginning of each calendar year, an employee will be credited with 10 days of casual leave. It can be availed anytime during the year, although prior approval of such leave must be obtained from the competent authority. An employee who enters into a contract after the beginning of the year will receive a prorated amount of casual leave for the remainder of the year.
- b) In the event an employee has not taken prior approval for casual leave he/she must inform their immediate supervisor on the day they are unable to attend the office. The leave must be approved the day the employee returns back to work.
- c) Casual leave is not cumulative and shall lapse at the end of each calendar year.

4. Maternity Leave

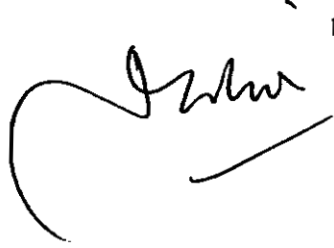
- a) Female employees who have completed four months of creditable service at the time child's birth will be entitled, upon properly documented request, to maternity leave for 12 weeks.
- b) The period during which the leave is taken must fall within a time frame beginning six weeks before confinement and ending six week after confinement. While on maternity leave the employee will be paid 100 percent of her total pay.
- c) Employees with less than 4 months of creditable service, required absence for maternity reasons will be charged to annual leave, casual leave, sick leave and leave without pay as applicable.

5. Leave Without Pay (LWoP)

- a) LWoP for up to 20 consecutive work days may be granted for justified reasons as considered appropriate by the employee's supervisor, although it must have the concurrence of the Managing Director/Chief Executive.
- b) Holidays which occur within a period of LWoP will be charged as LWoP.
- c) When an employee is on LWoP within a year, the total equivalent amount of annual, sick and casual leave will be proportionately deducted for that period.

6. Leave Records

- a) It is the responsibility of each employee for the proper reporting of leave and making required leave reports to the Administrative/Accounts Officer.
- b) All employees are reminded to follow the leave plan according to the policies and in cases where prior approval was not required for a leave, it should be approved the day the employee returns back to work and is forwarded to the Administrative/Accounts Officer to ensure that appropriate charge of leave is made in the records. Failure to do so may result in leave without pay.



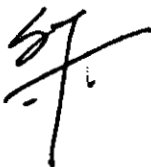
MEDICAL REGULATIONS

Unless otherwise specifically mentioned in the Letter of Appointment, all employees shall be entitled to free medical facilities in respect of themselves and members of their family provided that for the purpose of these rules family shall be considered as consisting of wife, dependent children and such dependent parents as may be wholly dependent on the officers.

1. Procedure for payment of Medical Bills

The following procedure is hereby prescribed for submission of medical claims and their processing:

- a) An entitled employee may utilize his/her reimbursement for medical consultations, purchase of medicines, dental and/or ocular treatment of all types (optometry excluding optical frames), and hospitalization of self and/or dependents. Limits for reimbursement of medical expenses are defined at Appendix B.
- b) Besides being allowed to consult registered allopathic practitioners and obtain allopathic medicines, an entitled employee and his/her dependents are permitted to consult a registered homeopathic practitioner or a registered Hakeem and obtain homeopathic / Unani medication.
- c) A claim for cost of medicines shall be supported by a prescription and a cash memo and presented on the prescribed form (see Appendix C). However, a cash memo for medicines valued upto Rs.300/- shall not require a prescription in its support.
- d) Each entitled employee's medical account will be maintained by the Administrative / Accounts Officer separately.
- e) When a medical claim is received from an employee, the Administrative / Accounts Officer will record the amount in his/her medical account, and put it up to the Managing Director for approval / orders.



TRAVEL & LIVING REGULATIONS

These rules shall apply to all employees employed under the PSEB regardless of the fact that they are direct recruits or on deputation from services under the Government of Pakistan, Provincial Government or persons re-employed after retirement from Government of Pakistan.

1. Travel on Official Business

The officers undertaking journey on official business are eligible to claim daily allowance and hotel accommodation as under:

	<u>Daily Allowance</u>	
	When staying in hotel	When not staying in hotel
Managing Director	Rs.1,500/-	Rs.1,800/-
Director	Rs. 1,200/-	Rs.1,500/-
Project Manager	Rs. 1,000/-	Rs.1,300/-
Project Officer / Asst. Officers	Rs. 800/-	Rs.1,000/-
Secretarial, Support Staff	Rs. 600/-	Rs. 800/-
Chauffeur	Rs. 400/-	Rs. 500/-

The above allowances shall become payable if any officer / employee is at any outstation duty for more than six hours (for example outstation duty involving a night stay shall be paid on daily allowance for hotel stay and another applicable to without stay). The daily allowance shall also be admissible on weekly and public holidays falling during the period of temporary duty of out station.

The above allowances shall be subject to revision with the approval of the Board of Directors as and when deemed necessary.

The room rent for hotel stay shall be allowed equivalent to three times of the daily allowance when staying in hotel, however, Category "A" officers are allowed to stay in hotels in accordance with their designation at the following hotels shall be reimbursed:

Lahore	Pearl Continental, Hotel Hilton, Avari
Karachi	Pearl Continental, Hotel Sheraton, Avari Towers, Holiday Inn
Islamabad	Hotel Marriott, Holiday Inn
Peshawar	Pearl Continental, Deans

The reimbursement of hotel accommodation shall be made on the rates specifies by the hotel management for PSEB executives. The claim for actual hotel expenses incurred by the employee shall be admissible only if supported by hotel bills and receipts to be submitted along with TA




PSEB Regulations

Bill. The hotel expenses will include room rent, service charges and taxes levied by the government thereon from time to time.

2. Travel Outstation

When any officer is required to travel out of the station, he/she shall obtain written approval from the competent authority. Outstation means a location which is at a minimum distance of 40 km from the permanent place of duty.

3. Travel Advance

An advance of 80% of the total planned daily / travel allowance will be provided to the traveler prior to the commencement of trip. The employee will be reimbursed for the actual lodging cost incurred up to applicable maximum allowed. Hotel receipts are required to claim reimbursement. Taxi cab reimbursement must be supported with a receipt. In cases where a receipt cannot be obtained, a certified statement signed by the employee would be required certifying the expense. Prior approval must be obtained from the competent authority for rental of vehicle.

4. Delays and Interruptions Enroute

Daily / travel allowance is allowed when interruptions occur on an official trip because of circumstances beyond the control of the traveler.

5. Illness or Injury

Whenever a traveler takes a leave of absence of any kind because of illness or injury not due to traveler's own misconduct, daily allowance is continued for a period not to exceed 14 calendar days in any one period of absence.

6. Canceled Reservations

Cancellation charges of seats shall be reimbursed provided that it is certified that the cancellation was unavoidable and in the interest of PSEB and the booking was cancelled at the earliest opportunity.

7. Use of Privately Owned Conveyance

Employees will be authorized to use their own vehicle to travel from permanent station to place of temporary duty. The employee will be entitled to receive the cost using private vehicle at the rate of Rs.5.00 per kilometer.

8. Allowable Expenses

The following travel expenses when actually incurred and necessary are authorized:

- a) Transfer, storage and checking of baggage necessary for the purpose of travel.

 19

- b) Official telephone, telegraph, radio and cable messages.
- c) Commission for conversion of currency,
- d) Fees for travelers' checks.
- e) Fees in connection with issuance of visas, photographs for visas.
- f) Necessary public stenographic or typewriting services or rental of type writer, computers and printers in connection with preparation of reports or correspondences in connection with official business. (With prior approval)
- g) Hire of room for official use when necessary to transact official business. (With prior approval)
- h) Employee shall be entitled to reimbursement of actual hotel bills including taxes, duties and service charges provided they fall within the prescribed ceiling.
- i) Actual taxi charges between temporary residence and airport or railway station at temporary place of duty is admissible.
- j) Rental of vehicle shall be permissible at the temporary place of duty, however, prior approval from the Managing Director MUST be obtained.

9. Expenses not Allowable

The listed below expenses are included in the per diem and cannot be paid separately.

- a) Charges for meals and lodging.
- b) Fees and tips to waiters, porters, baggage handlers, bellhops and hotel servant.
- c) Laundry, dry cleaning and pressing.
- d) Transportation from place of lodging or business to places where meals are taken.

10. Other Journeys

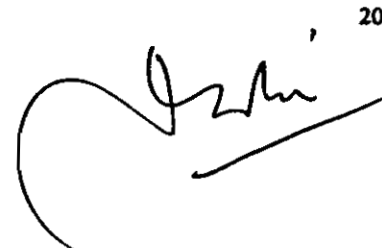
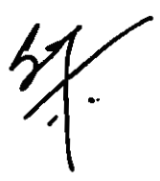
An employee who is summoned in his official capacity by a court of law or any other authority in Pakistan shall be entitled to traveling allowance as on tour.

11. Clearing of Travel Accounts

Advance should be accounted for soon after the completion of tours but in any case within a week, from the date of the completion of tour. The balance if any should be refunded with submission of the bill. If accounts are not cleared within a week, the Administrative/Accounts Officer should recover the amount of advance from the salary next due to the employee.

12. International Travel

The Managing Director will be entitled to same daily / travel allowance, facilities and incidentals as authorized to M1 employees. Director, Project Manager, Project Coordinator, Project Officer shall be entitled to the same per diem allowances, facilities and incidentals as are available to Government of Pakistan employee of Category III.



DISCIPLINARY RULES

1. Punctuality

All employees are required to be punctual to discharge their duties prescribed by the PSEB. The attendance record shall be given due consideration in the Annual Performance Report.

2. Efficiency

All employees are required to perform their services diligently, lawfully, honestly, faithfully to the best of their ability and shall make best endeavor to promote the interest of PSEB.

3. Secrecy

Every employee shall be required to maintain secrecy of affairs of the PSEB where needed.

4. Taking Part in Politics

No employee shall directly or indirectly take part or assist in any way any political activity or movement within the PSEB premises.

5. Procedure for Award of Penalties / Enquiry Proceedings

Before it is decided to impose any penalty on an employee for an offense, the following procedure shall be adopted:

a) Issue of a Show Cause Notice


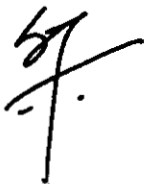
The Competent Authority shall whenever it is brought to its knowledge that an employee has committed an act calling for any disciplinary action, show cause notice will be issued to the employee to render a written explanation of the charge against him/her.

b) Conduct of Employee

If the employee fails to make an explanation within time or it is unsatisfactory, an enquiry officer may be appointed who will submit his/her report to the Competent Authority for the decision.

c) Award of Penalty

If the allegations against the employee have been proved, the Competent Authority may impose any penalty as per regulations.



6. Grounds for Penalties / Offenses and Punishments

Where an employee who:

- a) commits breach of the disciplines / regulations of the PSEB;
- b) contravenes instructions / orders / directions issued to him/her in connection with his/her official work;
- c) displays negligence, inefficiency or indolence;
- d) knowingly does anything detrimental to the interest of PSEB, or
- e) is guilty of any other act of misconduct, the Competent Authority may impose on him/her one or more of the following penalties:
 - i) postponement or stoppage of increments or promotions;
 - ii) degradation to a lower pay scale in his/her grade or to a lower grade;
 - iii) recovery from pay on part of any loss caused to the PSEB by the employee;
 - iv) forfeiture of pay for any period of unauthorized absence from duty, or
 - v) removal from services.

57



PROCUREMENT PROCEDURE

1. Introduction

The objective is to prescribe guidelines which are to be followed for procurement of goods and services at PSEB. The aim is to provide all eligible prospective bidders with timely and adequate notification of the requirements and an opportunity to bid for the required goods or services.

2. Notification and Advertising

Timely notification is provided to all the vendors when requesting quotations for a particular item or service. This step will ensure that adequate time is provided for competitive bidding. The notice shall provide information necessary for a prospective bidder to prepare a bid for the goods and work to be provided. The announcement should generally include information such as specification and drawings, list of goods or bill of quantities, delivery time or schedule of completion. The basis for bid evaluation and selection should be clearly outlined.

For procurement over Rs.25,000/-, an advertisement will be placed in the local daily newspaper. For items which involve a sum less than Rs.25,000/-, the purchase committee would call bids from at least three vendors and allocate contract to the contractor quoting the lowest bid for a specified goods. The rates approved will be valid up to six months and a similar procedure would follow after every six month period.

3. Prequalification of Bidders

Prequalification is usually necessary for large or complex works. This will ensure that invitations to bid are extended to those who have adequate capabilities and resources. Prequalification shall be based entirely upon the capability and resources of prospective bidders to perform the particular contract satisfactorily, taking into account their (i) experience, (ii) capabilities with respect to personnel and equipment and or (iii) financial potential of the company.

4. Clarity of Bidding Documents

Notification and or Advertisement shall be set forth providing precisely the work to be carried out, the location of the work, the goods to be supplied, the place of delivery of installation, the following will be committee members:

1. Director (Administration), PSEB, Islamabad
2. Project Manager (Infrastructure), PSEB, Islamabad
3. Project Manager (Education), PSEB, Islamabad

The committee will follow the regulations laid down in the above referenced office order.



Appendices

87

[Handwritten signature]

Appendix A

PAY – PACKAGES

Managing Director

70,000 - 5% - 90,000

Director / Project Director / Senior Project Manager

50,000 - 5% - 70,000

Project Manager

25,000 - 10% - 40,000

Project Officer / Coordinator / Accounts Officer / Admin Officer

15,000 - 10% - 25,000

Asst. Accounts Officer / Asst. Admin Officer

10,000 - 10% - 16,000

Executive / Personal Secretary

12,000 - 10% - 20,000

Assistant

7,000 - 10% - 11,000

Receptionist / Telephone Operator

5,000 - 10% - 8,000

Dispatch Rider / R&I Clerk

5,000 - 10% - 8,000

Driver

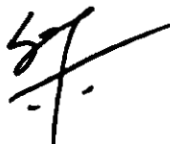
5,000 - 10% - 8,000

Naib Qasid

3,500 - 300 – 5,000

Sweeper

2,000 - 300 – 3,500



LIMITS FOR REIMBURSEMENT OF MEDICAL EXPENSES

The following limits per financial year are prescribed for the Board's entitled employees for reimbursement of medical expenses without scrutiny by medical committee:

1. Managing Director / Director
As per employment contract.
2. Project Managers & Senior Project Managers
60% of one month's pay.
3. Project Coordinators, Project Officers, Administrative/Accounts Officer
80% of one month's pay or Rs.17,500/-, whichever is higher.
4. Secretarial, clerical, and other support staff
One month's pay, plus Rs.5,000/-.

Provisions to carry forward un-utilized balances:

Any amounts in balance in an employee's limit will be allowed to be carried forward to the succeeding years, and would be encashed on termination of the employment.


Expenditure in excess of limits:

Where the total medical expenditure in a financial year exceeds the limits prescribed above, it may be considered for reimbursement only in genuine hardship cases after scrutiny by a medical committee.

Constitution of Medical Committee:

A medical committee is hereby constituted for this purpose with the following membership:

- | | |
|-------------------|------------|
| Managing Director | - Chairman |
| Director | - Member |



Appendix C

MEDICAL REIMBURSEMENT CLAIM

Name : _____ Designation : _____

The undersigned has incurred medical expenses as detailed below, for which the cash memos are enclosed in original:

S.No.	Cash Memo Date	Name of person who received the treatment	Relationship with the claimant	Amount (Rs.)

TOTAL : Rs. _____

It is certified that the claim represents actual expenditure incurred by me for medical treatment sought by me for self/entitled dependents from a registered medical/dental practitioner/hospital.

Date : _____ Signature of claimant : _____

Report of Administrative/Accounts Officer: _____

Date : _____ Sign. of Acct./Admin Officer : _____

Order of competent authority:
Approved / Referred to Medical Committee /
Not approved, for the reasons given below:

Date : _____ Signature of M.D. : _____

Date : _____ Received payment as above : _____
(Signature of Claimant)

Appendix D

TRAVEL / DAILY ALLOWANCE REIMBURSEMENT

Traveller Name : _____ Expense Period :
Beginning Date : _____

Designation : _____ Ending Date : _____

Purpose of Travel: _____

Payment Address : _____

I. Per Diem (please fill out on reverse)

II. Travel and Transportation	Amount (Rs.)
Air Tickets	
Excess Baggage Allowance (if applicable)	
Airport Taxes	
Taxi, Bus and/or Train Fares	
Vehicle Rental	
Parking and Tolls	
Private Auto Mileage _____ miles @ _____ /mile From / To :	
Total Travel And Transportation :	Rs.

III. Other Direct Costs	Amount (Rs.)	O.D.Cs continued	Amount (Rs.)
Subtotal Other Direct Costs :	Rs.	Subtotal Other Direct Costs :	Rs.
		Grand Total Other Direct Costs :	Rs.

* Exchange Rates _____ per U.S. Dollar
 Exchange Rates _____ per U.S. Dollar
 Exchange Rates _____ per U.S. Dollar

ST

[Signature]

P e r D i e m

Date	Depart Time	From	To	Arrival Time	PD Rate in effect a/b **	Hotel	Room	Cost	Meals		Amount Claimed Rs. *	
						# of Nights	Rate	Amount Rs.	# of Days	Rate		Amount Rs.
					/							
					/							
					/							
					/							
					/							
					/							
					/							
					/							
					/							
Total									Per	Diem	Rs.	

* This amount cannot exceed the per diem rate in effect.
 ** a) Maximum Lodging; b) Food and Related.

1. Have you already received Travel Advance(s)? Yes No
 If yes, indicate number of advance(s) and individual amounts.

2. Please check here if this is your final Expense Summary submission under this agreement. Yes

Total Expense	Rs.
Less Advance Drawn	Rs.
Net Payable	Rs.

Traveller's Signature : _____ Payment Received : _____

Date : _____ Date : _____

For Office Use Only

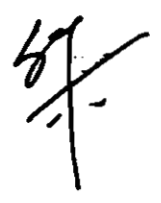
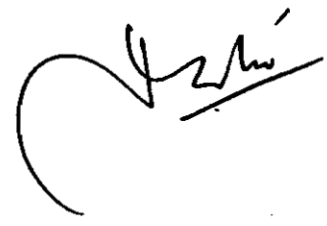
The TA/DA bill has been checked and found in order for payment of Rs. _____

Rupees _____

Administration / Accounts Officer

Managing Director

mit. imoaf.net

APPROVAL OF OVERTIME

Name : _____

Designation : _____ For the Month of: _____

Days	Date	Overtime Hours	Purpose	Approved By
TOTAL				

Sf.

[Signature]