

***SHAHEED BENAZIR BHUTTO UNIVERSITY
SHERINGAL, DIR UPPER (KP)***



UNIVERSITY SERVICE & AFFILIATION STATUTES

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CHAPTER - 1

THE SCALES OF PAY AND OTHER TERMS AND CONDITIONS OF SERVICE OF OFFICERS, TEACHERS AND OTHER UNIVERSITY EMPLOYEES

Preamble:

Whereas, it is expedient to prescribe Statutes to govern the terms and conditions of service of the University employees in accordance with the Shaheed Benazir Bhutto University Regulation 2009 and bring them in line with the rules, governing other public services in the country, the following Statutes are hereby prescribed in terms of Section 29 (1)(d) of the Shaheed Benazir Bhutto University Regulation 2009.

Title:

1. These Statutes may be called “The Shaheed Benazir Bhutto University Employees Appointment & Promotion Statutes-2009”.
2. These Statutes shall apply to all persons in the service of the University except:
 - a. A University employee on contract;
 - b. A person serving in the University on deputation; and
 - c. The staff paid from contingencies or on work charged basis or persons employed occasionally or on part-time basis whose appointments are governed by the letters of their appointment.

Commencement:

3. These Statutes shall come into force with immediate effect.

Definitions:

4. In these statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them as under:
 - (a) “**Competent Authority**” means authority designated as such by the Shaheed Benazir Bhutto University Regulation 2009 or the statutes made there under or by a decision of the Syndicate or by an order of the Vice-Chancellor.
 - (b) “**Initial Appointment**” means appointment made otherwise than by promotion or transfer.

- (c) **“Pay”** means the amount drawn monthly by University employee other than as special pay, technical pay, personal pay and overseas pay or as an allowance of any other description.
 - (d) **“Permanent Post”** means a post sanctioned without limit of time.
 - (e) **“Prescribed”** means prescribed by the Shaheed Benazir Bhutto University Regulation 2009 or Statutes made thereunder.
 - (f) **“Regular Appointment”** means an appointment made in accordance with the prescribed procedure against a clear vacancy.
 - (g) **“Temporary Post”** means a post other than a permanent post.
 - (h) **“University Employee”** means a person who holds a post in the University service and who is paid from the University funds.
 - (i) **“Presumptive Pay of a Post”** means the pay to which a University employee is entitled, if he holds his/her post in a substantive capacity and is performing his/her duties.
 - (j) **“Foreign Service”** means the service in which a University employee receives his/her substantive pay with the sanction of the University from a source other than the University.
 - (k) **“Substantive Pay”** means the pay other than special pay, personal pay or emoluments, classed as pay by the Syndicate to which a University employee is entitled on account of a post to which he/she has been appointed substantively or by reason of his/her substantive position in a cadre.
 - (l) **“Adhoc Appointment”** means appointment of a duly qualified person, made otherwise than in accordance with the prescribed manner of recruitment, pending recruitment in accordance with such manner.
 - (m) **“Heads of Departments”** The term includes:
 - (n) Chairperson of the University Teaching Departments.
 - (o) Directors of Institutes/Academies, established as constituent institutions by the University.
 - (p) Principals of Constituent Colleges.
 - (q) Heads of Administrative Divisions.
5. The terms and conditions of service of a “University employee” shall be as provided under these statutes and such rules as may be made by the Syndicate from time to time.
6. No person may be substantively appointed to a post under the University without a medical certificate of health. The certificate be attached to his/her

first pay bill and the audit shall return the same after scrutinizing it so that, it is placed in the personal file of the employee concerned.

7.
 - i. Two or more employees cannot be appointed substantively to the same permanent post at the same time.
 - ii. An employee cannot be appointed substantively except as a temporary measure, to two or more permanent posts at the same time.
 - iii. An employee cannot be appointed substantively to a post on which another employee holds a lien.
8.
 - i. ***Eligibility for Appointment:***
 - a. All appointments, in the University, shall be open to citizens of Pakistan. However, the conditions of citizenship shall not be applicable to the appointment of foreign faculty.
 - b. Appointment to all posts, in the University, shall be made by the authorities competent to do so as specified in schedule-I of these rules.
 - c. **Qualification:** No person shall be appointed to any post, in the University, unless he/she possesses the minimum educational, technical and/or professional qualifications as specified in schedule-II of these rules.
 - d. Appointment, in the University, shall be conditional upon verification of personal data and certificates of service or qualification, references and any other information, antecedents, character verification or particulars, which the Selection Board or Selection Committee may require. If the information is found incorrect, the services of an employee shall be liable to termination at any subsequent stage without notice.
 - e. No person shall be eligible for appointment in the University, unless declared medically fit by the authorized Medical Officer of the University or Medical Superintendent/Civil Surgeon of Govt. Civil Hospital as may be required/prescribed by the University.

(ii). ***Proof of age/age limit:***

Secondary School Certificate (SSC) of an employee shall be the conclusive proof of age. If the S.S.C examination certificate is not available as a proof of age, the age assessed by the Authorized Medical Officer/Medical Superintendent or Civil Surgeon, as the case may be, and accepted by the employee at the time of appointment shall be placed on record and shall be final for all purposes. No person shall be appointed if he/she is less than 18 years age and more than 45 years of age. Limit may however, be

relaxed in special cases by the Vice Chancellor for posts in BPS-1 to 16 and by the Syndicate for BPS-17 and above in deserving cases.

- (iii) a. All appointments shall be made through appropriate Selection Board.
- b. Appointment may be made on regular/permanent or temporary basis and on contract or on terms and conditions of the deputation as approved by the competent authority.
- c. All appointments/ promotions against sanctioned posts/scales shall be made through properly constituted Selection Board/Selection Committee or Departmental Selection/ Promotion Committee/ Board.
- d. The Vice Chancellor may, in case of emergency, appoint advisors, consultants, officers and other employees, as may be necessary for a period of six months, provided that the post is advertised in leading Newspapers for regular appointment.
- e. Initial appointment shall be made on the minimum of the pay scale if a person:
- i. Possesses higher qualifications & experience, the competent authority may allow, for reasons to be recorded in writing, a higher pay in the same scale.
 - ii. Joins Shaheed Benazir Bhutto University on transfer and foregoes his/her lien of service from another Organization, his/her pay shall be fixed not less than the last pay drawn by him/her and the period of such part of service shall count towards his/her annual increment but not for seniority.
- f. Upon entering the service of SHAHEED BENAZIR BHUTTO UNIVERSITY, every employee shall submit an affidavit of non-affiliation with any political activity and politics and shall submit such declaration as may be prescribed by SHAHEED BENAZIR BHUTTO UNIVERSITY.
- g. An employee, as soon as he/she joins the service of SHAHEED BENAZIR BHUTTO UNIVERSITY, shall be required to submit declaration of assets and liabilities i.e. moveable and immoveable properties, held by him/her or his/her dependents at the time of his/her appointment. He/she shall submit assets declaration on annual basis.
9. **Disqualification:** No person shall be appointed, who has been dismissed from SHAHEED BENAZIR BHUTTO UNIVERSITY service or the service of any Govt. Deptt./Public Sector Organization/ Autonomous Body, whether Federal or provincial, for the reasons of misconduct or who has been convicted any criminal offence, involving moral turpitude, by any court of law.
10. **Probation:** Probation in the case of an initial appointment to a post in the University service, shall be for a minimum period of one year.

11. Appointments by promotion or transfer may also be made on probation for such a period as may be determined by the appointing authority.
12. If, in the opinion of the appointing authority, the work or conduct of a University employee, during the period of probation has not been satisfactory, it may, notwithstanding that the period of probation has not expired, dispense with his/her services.

Provided if an employee was holding a post before his/her appointment, he/she shall be reverted to his/her former post or if there were no such post, his/her services may be dispensed with.

13. On completion of the period of probation of a University employee, the appointing authority may, subject to the provision of Section 15, confirm his/her appointment, or if his/her work or conduct has, in the opinion of such authority, not been satisfactory:
 - (a) In case of initial appointment dispense with his/her services; or
 - (b) In case he/she has been appointed otherwise, revert him to his/her former post, and if there be no such post, dispense with his/her services; or
 - (c) Extend the period of probation by a period not exceeding two years, and during or on the expiry of such period pass such orders as it could have passed during or the expiry of the initial probationary period.
14. A probationer, who has successfully completed his/her period of probation, shall be confirmed with effect from the date of his/her continuous appointment to the post in a permanent vacancy.
15. No University employee shall be confirmed in a post in the University service unless, he/she successfully completes such training course, or research assignment, or passes such test, as was applicable at the time of his/her appointment to the post.
16. If a University employee, whether appointed against a permanent vacancy or otherwise, fails to complete successfully any training, course or research assignment, or pass such test, as was applicable at the time of his/her appointment to the post; the appointing authorities may:
 - (a) In case he/she has been appointed by initial recruitment, dispense with his/her service; or

- (b) In case he/she has been appointed otherwise, revert him/her to his/her former post, and if there be no such post, dispense with his/her services.
17. Temporary services followed by permanent service without break shall count towards the period of probation.
18. **Seniority:** Seniority in a scale of pay shall be determined from the date of initial appointment to a post in that scale.
19. Inter Seniority on first appointment shall be determined by the order of merit assigned by the Selection Board/Committee.
20. Inter Seniority of University employees, on subsequent appointments to posts in the higher scale of pay, shall be determined on the basis of their inter seniority in the lower scale of pay.
21. For the purpose of making appointments, seniority shall have relevance only with the “group” cadre, the position to which appointment is being made.
22. **Lien:** An employee, on substantive appointment to any permanent post, acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
23. An employee, holding substantively a permanent post, retains a lien on that post:
- (a) While on duty in that post;
 - (b) While holding a post in a foreign service in an officiating capacity for a period of three years; Provided that for reasons to be recorded by the Syndicate his/her period may be extended to five years;
 - (c) While holding a temporary post or officiating in another post;
 - (d) While on joining time or transfer to another post;
 - (e) While on leave; and While
 - (f) Under suspension.
24. **Transfer:** The Vice Chancellor may, in consultation with the Head of the Department concerned, transfer any University employee from one related post to another provided that such employee does not suffer loss in salary by such transfer.

Bar to engage in other employment:

25. The whole time of the University employee shall be at the disposal of the University and he/she may be employed by the University without claim for additional remuneration.
26. No whole-time employee shall, except with the prior permission of the Vice

Chancellor/Syndicate in writing, engage in any trade, occupation & business
Re-employment:

27. The Syndicate may, in the public interest and subject to physical 'fitness, re-employ an officer in Basic Pay Scale 17 and above against a post on the salary last drawn, beyond the age of sixty years for any period till he/she attains the age of sixty-five, subject to the condition that any such re-employment shall be done only under very special circumstances and with the prior approval of the Chancellor on case to case basis.
28. If an employee is re-employed by the University, he/she shall draw the pay & allowance enjoyed by him/her during the period of regular employment.
29. A University employee, in Basic Pay Scale 16 and below, may in the public interest be re-employed after the age of sixty for a period not exceeding one year.
30. The decision of the Competent Authority in all relating to sections 27 to 29, shall be final and no appeal whatsoever shall lie against the decision.

Proposals regarding terms and conditions of Service.

31. Subject to the Shaheed Benazir Bhutto University Regulation 2009 and the statutes framed there under, all proposals, concerning appointments, promotions, transfers, leave, salary, personal allowances, traveling allowance, privileges; etc. except dismissal and suspension, shall be dealt with as provided in Section 32 & 33.

Dismissal and suspension shall be dealt with under the SHAHEED BENAZIR BHUTTO UNIVERSITY Employees (Efficiency and Discipline) Statutes 2009 & KHYBER PAKHTUN KHWA Removal from Service (Special Power) Ordinance, 2000.

32. Any matter of the nature specified in Section 31 whether originating with a University employee or employees, or concerning them shall, unless the Syndicate in a particular case directs otherwise, in the first instance be dealt with by the Head of the Department, who shall forthwith inform the Vice-Chancellor of the matter, and in due course submit the case together with his/her report to the Vice Chancellor, who shall dispose it off as he/she considers proper or, if

necessary, shall lay it together with his/her report and papers connected therewith, before the Syndicate.

33. On receipt of the report of the Head of the Department, if the Vice Chancellor agrees to any proposal or suggestion made to him/her therein and has power to give effect to such proposal or suggestion, or, if in the interest of the University, immediate action is inevitable, the Vice Chancellor shall give effect to it as soon as possible.

Provided that where the final decision rests with the Syndicate, the Vice Chancellor shall lay a report, stating the circumstances of his/her action before the Syndicate during its next meeting.

34. An appeal, under Section 41 of the Shaheed Benazir Bhutto University Regulation 2009, shall be made within 30 days of impugned orders.
35. Where no provision for appeal or review exists under rules, the University employee may, within 30 days of the communication to him/her of such order, make a representation against it to the authority next above the authority which passed the order;

Provided that no representation shall lie on matters relating to the determination of fitness of a person to hold a particular post or to be promoted to a higher post or scale of pay.

CHAPTER- 2

Pay:

36. Notwithstanding anything to the contrary contained in these Statutes, all employees shall be placed in the Basic Pay Scales as approved under Statutes and shall be governed by the conditions mentioned therein.

Salary on commencement of service:

37. Pay and allowances shall accrue from the date on which an employee reports for duty in writing at the place and time intimated to him/her.

38. Increments and promotion:

- (a) The performance of every employee shall be assessed at least once in a year, according to performance appraisal procedure as laid down from time to time. The annual assessment shall be made in the first instance by his/her immediate supervisor and reviewed by the higher authority nominated for this purpose.
 - (b) Annual increment shall be payable on 1st December of each year, provided that the employee renders at least six months of service during that calendar year.
 - (c) Promotion is discretion of the competent authority and cannot be claimed as a matter of right.
 - (d) Employees in BPS-1 to 16, possessing the prescribed minimum qualification and experience shall be eligible for promotion from one post to another post on seniority-cum-merit basis within cadre.
 - (e) Merit shall include qualification, experience prescribed under these rules and suitability for the higher post or service and grade of the cadre to which promotion is being made.
 - (f) Teaching Staff may be governed under HEC rules.
39. The competent authority may withhold annual increment for reasons to be recorded if, in the opinion of the authority an employee is unfit to get the increment;
Provided that such action shall not be taken unless the employee has been given an opportunity of showing cause.

40. In ordering the withholding of an increment, the authority shall state the period for which it is proposed to withhold, and whether it will have the effect of postponing future increments.
41. The Syndicate may grant advance increments/ allowances/honorarium to a University employee on such terms and conditions as it may determine.
42. An employee appointed to hold additional charge of a post shall be entitled to additional pay as under:
- (a) Where a University employee is formally appointed to the additional post and discharges full duties of that post, additional pay should not exceed 20 percent of the presumptive pay of the additional post;
 - (b) Provided that where the additional post is a higher post, the employee may be allowed as additional pay, the difference between the pay admissible to him/her in the higher post and his/her pay in the lower post, if that be more beneficial to him/her;
 - (c) Where an employee holds the current charge of an additional post, the additional pay shall not exceed 10% of the presumptive pay of the additional post;
 - (d) The duration of dual charge shall not normally exceed six months; Provided that it is not feasible to fill either of the two vacancies, the Syndicate may allow the extension of dual charge, as it may consider necessary.
 - (e) Ex-post-facto sanction shall only be entertain able under the order of the Syndicate.
 - (f) No additional pay shall be sanctioned, if the additional charge is held for a period of less than one month.
 - (g) Additional pay shall not be admissible without prior orders in writing of the competent authority. The authority has to clarify whether the employee would be in charge of the current duties or full charge of the additional post;
Provided that ex-post-facto grant of additional pay to an employee for a period of six months, shall only be entertain able under the orders of the Syndicate.
43. The pay of a retired University employee on re-employment shall be fixed in accordance with the principles laid down below:

- (a) He/she shall ordinarily be re-employed on the substantive pay last drawn; Provided that he/she may be re-employed on the officiating pay (exclusive of special pay) last drawn; in case it is certified that he/she would have continued to officiate in the post held by him/her at the time of his/her retirement had he/she not been retired for a period not less than that for which he/she is re-employed; provided further that where such employee is appointed to a post which carries special pay, the same be given to him/her in addition to the pay.
- (b) The fixation of pay, in the manner indicated above, is subject to the condition that no retired University employee may be allowed pay which is less than the minimum of the scale of the post to which he/she is appointed, or more than the maximum of the scale.
44. The authority competent to sanction the re-employment of a retired University employee is also competent to fix his/her pay and allowances in accordance with the principles laid down in these Statutes.
45. A competent authority may grant, an employee an honorarium, from the University Fund as remuneration for the work performed, which is occasional in character and either so laborious or of such special merit as to justify a special reward.
46. Except, when special reasons exist, which shall be recorded in writing, for a departure from his/her provision, sanction for the grants or permission to receive an honorarium shall not be given unless the work has been undertaken with the prior consent of the competent authority and its amount settled in advance; provided that the provision may be relaxed in suitable cases for reasons to be recorded.
47. A competent authority may permit an employee to perform a specified service or series of services for a private person or body or for a public body including a body administering a local fund or for Government and to receive as remuneration, therefore, a non-recurring or recurring fee, if it is satisfied that his/her can be done without detriment to his/her normal duties.

CHAPTER – 3
SUSPENSION & RESIGNATION

Suspension:

48. An employee under suspension is entitled for subsistence allowance in accordance with the Rules prescribed from time to time.

Provided that the suspending authority may direct that the employee under suspension shall be granted, in addition, such compensatory allowances as the competent authority may sanction by general or special order.

49. An employee committed to prison, either for debt or on a criminal charge, shall be considered as under suspension so long as he/she is so committed and shall be allowed only the payment laid down in Section 51 for that period;

Provided that on the termination of the proceedings against him/her adjustment of his/her pay and allowances shall be made according to the circumstances of the case, the full amount being given only in the event of the employee being acquitted of blame or (if the imprisonment was for debt) of it being proved that the employee's liability arose from circumstances beyond his/her control.

50. When the suspension of an employee is held to have been unjustifiable or not wholly justifiable; or when an employee who has been dismissed, removed, or suspended, is reinstated, the appellate or competent authority may grant him/her for the period of his/her suspension:

(a). If he/she has been, in its opinion honorably acquitted, the full pay to which he/she would have been entitled if he/she had not been dismissed, removed, or suspended and, by an order to be separately recorded, any allowance of which he/she was in receipt prior to his/her dismissal, removal or suspension, the period of absence from duty being treated as a period spent on duty; or

(b) if otherwise such proportion of such pay and allowances as the appellate or competent authority may decide and the period from absence in his/her case shall not be treated as period spent on duty unless the appellate or competent authority so directs.

51. Leave may not be granted to employee under suspension except for performance of Hajj/Umra/Medical grounds.

Resignation:

52. A University employee, desirous of resigning his/her office shall give to the

Vice chancellor a notice of such period as it provided below, or in his/her special contract of service, and in the event of his/her failure to do so he/she shall pay to the University, the salary due to him/her for the period of his/her notice:

<i>Category</i>	<i>Period of Notice (months)</i>
B.P.S. 16 and above	2
B.P.S. 5 to 15	2
B.P.S. 1 to 4	2
Probationers in B.P.S. 16 and above	1
Probationers in B.P.S. 5 to 15 Probationers in B.P.S. 1 to 4 and temporary employees.	1

53. In the case of a temporary or a permanent employee whose post is retrenched, the University shall give to the employee a notice of such period as is provided above for the employee.
54. The University may, in lieu of any notice herein provided for, give a sum equal to the amount of pay for the period of notice or in the case of notice shorter than the prescribed period, equal to the amount of pay for the period by which such notice falls short.
55. If a University employee, is compelled to resign for reasons of ill health, or if the appointing authority is satisfied that his/her resignation is due to circumstances over which he/she had no control and he/she could not have, under the circumstances given a timely notice, such forfeiture or a part of it may be waived off by the appointing authority.
56. When a University employee, gives a notice of resignation he/she shall not be granted any leave other than sick leave.
57. Notice of resignation given by an employee, on leave other than sick leave or casual leave, shall expire at least one month after the last day of his/her leave.
58. University employees applying for posts outside the cadre shall do so through the Vice-Chancellor.

CHAPTER – 4

LEAVE

General

59. Leave is earned by duty. It cannot be claimed as a matter of right even when due, and if the exigencies of duty so requires, the leave can be refused, and/or if leave has already been granted or being availed, the remaining portion of it can be revoked and the employee can be recalled to join forthwith
60. Leave shall be applied for, expressed, and sanctioned, in terms of days.
61. An Employee, on leave, may not return to duty before the expiry of the period of leave granted to him/her unless he/she is permitted to do so by the authority, which sanctioned the leave.
62. Leave applied for on Medical Certificate shall not be refused, ordinarily; Provided that the Authority competent to sanction leave may, at its discretion, secure a second medical opinion to have the applicant medically examined.
63. No Employee who has been granted leave on Medical Certificate may return to duty without first producing a Medical Certificate of fitness.
64. Holidays, falling within the period of any kind of leave, shall be counted as leave. They may be suffixed or prefixed to the leave with the permission of the sanctioning authority.
65. An employee may apply for the type of leave which is due and admissible to the Employee and it shall not be refused on the ground that another type of leave should be taken in the particular circumstances.
66. One type of leave may be combined with joining time or with any other type of leave otherwise admissible to the employee, provided leave preparatory to retirement, sabbatical leave and causal leave shall not be combined with any kind of leave.
67. No leave shall be availed unless it is actually granted, except leave applied for under emergent circumstances is so proved to the satisfaction of the sanctioning authority.
68. It shall be the duty of the applicant to make sure that the leave applied for has actually been sanctioned. While proceeding on leave, he/she shall hand over the charge of his/her post. A report to this effect shall be sent through his/her immediate superior. It shall also be the duty of the employee to leave behind

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

69. Leave must be applied for on the prescribed form stating the kind of leave required. In addition, Medical Certificate will be submitted, in case leave on medical grounds is required. Application shall be submitted sufficiently in advance of the date from which leave is sought to be availed.
70. Application for leave shall be submitted to the immediate officer, who shall forward the same to the Personnel and Administration Section, along with his/her remarks and the arrangements proposed during the absence of the applicant, if the period of leave applied for is a week or more.
71. Leave account, in respect of each Employee, shall be maintained as a part of his/her service book, in such form, as may be prescribed by the University.
72. Unless the leave of an employee is extended, an employee who remains absent after the end of his/her leave shall not be entitled to any remuneration for the period of such absence and without prejudice to any disciplinary action that may be taken against him/her, the period of such absence shall be debited against his/her leave account. If sufficient credit in his/her leave account is not available, it will be adjusted against future earnings.
73. Leave on full pay, due to any employee, whose services are terminated by the University for reasons of retrenchment or otherwise, may be granted without regard to availability of a post for the period of leave. If an employee is compulsorily retired, removed or dismissed under disciplinary action, he/she shall not be entitled to any kind of leave.
74. Leave pay, admissible during the leave on full pay, shall be calculated on the basis of average monthly pay earned during the twelve complete months immediately preceding the month in which the leave begins.
75. Instead of indicating whether leave starts or ends in the forenoon, leave may commence from the day following that on which an employee hands over the charge of the post and may end on the day preceding that on which he/she resumes duty.

Competent Authority

76. The Vice Chancellor, on recommendation of the Head of the Institution or the Administrative Head in any office, shall be empowered to grant all sorts of leave (other than casual leave) to the Employees of the University.
77. Head of the Constituent Institution shall be empowered to grant casual leave to Employees in BPS 1-16 under intimation to the Registrar.
78. The Registrar, on recommendation of the respective Administrative Heads, shall be empowered to grant casual leave to all employees in pay scale 1-18.
79. Casual leave to all Head of Departments and Administrative Heads shall be sanctioned by the Vice Chancellor.

Casual Leave

80. All employees of the University shall be entitled to casual leave for 15 days in a calendar year. Period spent on any sort of leave or vacation (other than casual leave) shall not be treated as the period of duty rendered. Casual leave may not be granted for more than 5 days at a time in case of all Employees. His/her rule may be relaxed at the discretion of the Sanctioning Authority. It shall not be combined with any leave or joining time. It may be prefixed or suffixed to a closed or optional holiday. It shall not be credited to the leave account of the Employee. Any balance not availed shall lapse with the end of year.

Earning and Accumulation of Leave

81. An employee shall earn leave only on full pay which shall be calculated at the rate of four days for every calendar month of the period of duty rendered and credited to the leave account as "Leave on Full Pay", duty period of fifteen days or less in a calendar month being ignored and those of more than fifteen days being treated as a full calendar month for the purpose. Period spent on any sort of leave or vacation (other than casual leave) shall not be treated as the period of duty rendered.
82. If an Employee proceeds on leave during a calendar month and returns from

it during another calendar month and the period of duty in either month is more than fifteen days, the leave to be credited for both the incomplete months shall be restricted to that admissible for one full calendar month pay.

83. Any Employee who enjoys vacation may earn leave on full pay:
- (a) When an Employee avails himself/herself of full vacation in a calendar year at the rate of one day for every calendar month of duty rendered;
 - (b) When during any year he/she is prevented from availing himself/herself of the full vacation as for any Employee who does not enjoy vacation for that year, and
 - (c) When he/she avails himself/herself of only a part of the vacation as in (a) above plus such proportion of thirty days as the number of days of vacation not taken bears to the full vacation.

Leave on Full Pay

The maximum period of earned leave on full pay that may be granted at one time shall be as follows:

Without Medical Certificate	----	120 Days
With Medical Certificate	----	180 Days
PLUS		
On Medical Certificate from leave account in entire service	----	365 Days

Note: Medical leave, on production of Medical Certificate shall be granted against the earned leave account of the Employee.

Leave on Half Pay

85. Leave on full pay may, at the option of the Employee, be converted into leave on Half Pay. The debit to the leave account will be at the rate of one day of the former for every two days of the later, fraction of one-half counting as one full day's leave on full pay.
86. The request for conversion of leave, referred to in Sub-Statutes (1.1) above, shall be specified by the Employee in his/her application for grant of leave.

87. There shall be no limit on the grant of leave on half pay so long as it is available by conversion in the leave account.

Study Leave

88. Study Leave means leave granted to an Employee for the purpose of pursuing higher education or study or research in a manner approved by the University.
89. Study Leave, on full pay may be granted to an employee, who has put in at least three years service in the University or its constituent units. It shall not be granted to an Employee within three years of the date on which he/she has the option of retiring. Nor should it be granted to an Employee who is about to retire on proportionate pension.
90. The Syndicate may grant leave for study purposes to an Employee who has not put in three years service on such terms and conditions as it may deem fit.
91. Study Leave may normally be granted to an employee for 24 months for Master's Degree and 48 months for PhD Degree. During study leave the Employee shall not engage himself/herself in a job carrying remuneration.
92. Before proceeding on study leave the Employee shall execute a personal bond with surety of two (2) guarantors of known credibility and financial status to serve the University after completion of his/her studies for a period of five consecutive years in the case of Master's degree and 8 years in the case of *PhD Degree on such terms and conditions as the Vice Chancellor may determine. In case he/she fails to do so he/she shall pay such amount equal to the bond money, fringe benefits (which shall not be less than the amount approved by the Syndicate), the pay benefits and other payments received during the period of the study leave, and he/she shall not serve during his/her period anywhere else.
93. The period of study leave shall be counted for earning periodical increments when the Employee rejoins the University after completing his/her /her studies.
94. An Employee shall be allowed to retain accommodation allotted to him/her or continue to receive house rent allowance during the study leave provided his/her "family" actually resides in the accommodation.

95. For any change in the course of study or field of research, fresh approval of the Vice Chancellor will be necessary to revalidate the study leave.
96. An Employee, on study leave, shall submit his/her progress report with comments of his/her superior, every semester/term to the Vice Chancellor or the Head of the Constituent Institution, and in case of unsatisfactory report he/she will be liable to be recalled and all payments received by him/her will either be refunded by him/her or his/her guarantors or both or such a portion of it as the Vice Chancellor may determine.
97. All applications for study leave shall be submitted at least 3 months prior to the date on which the leave is proposed to be availed of.
98. Study leave combined with any other kind of leave will be granted twice in the entire service but the total period will not exceed five years.
99. Subject to observance of above rules, study leave may be granted to non-academic Employees on half average pay for two years in the entire service and in combination with other leave upto 28 months.

Extraordinary Leave (Leave without Pay)

100. Leave without pay may be granted under special circumstances to a permanent employee up to a maximum period of five years at a time, provided that the employee, to whom such leave is granted, has been in continuous service.
101. Provided that the maximum period of five years shall be reduced by the period of leave on full pay or half pay, if granted in combination with the extraordinary leave.

Maternity Leave

102. Maternity leave may be granted on full pay, outside the leave account, to a female employee to the extent of ninety days in all from the date of its commencement or sixty days from the date of her confinement, whichever is earlier.
103. Maternity leave may be granted in continuation of or in combination with, any

other kind of leave including extraordinary leave as may be due and admissible to a female employee.

104. Maternity leave may be granted to a female employee only thrice in her whole service in the University.

Special Leave

105. A Muslim Female Employee, on the death of her husband, may be granted special leave on full pay when applied for, a period not exceeding one hundred and twenty days.
106. Such leave shall not be debited to her leave account.
107. Such leave shall commence from the date of death of her husband and for this purpose, she will have to produce death certificate issued by the Competent Authority either along with her application for special leave or, if that is not possible, the said certificate may be furnished to the leave sanctioning authority, separately.

Leave Not Due

108. Leave not due may be granted on full pay, to be offset against leave to be earned in future, for a maximum period of three hundred and sixty-five days in the entire period of service, subject to the condition that during the first five years of service it shall not exceed ninety days in all.
109. Such leave may be converted into leave on half pay.
110. Such leave shall be granted only when there are reasonable chances of the Employee's resuming duty on the expiry of the leave.

Sabbatical Leave

111. An employee engaged in teaching or research may after every six years of service be granted sabbatical leave up to one year on full pay for undertaking research in a university or research organization of good standing. Sabbatical

leave not granted or not availed of can be carried forward.

112. The sabbatical leave may not be combined with any other kind of leave.
113. The period of study leave or leave without pay shall not count towards the Period prescribed for entitlement to sabbatical leave.
114. In case the Employee receives salary from other sources during sabbatical leave, the University may pay only fifty percent of his/her salary.
115. Sabbatical leave shall ordinarily be granted only at the end of an academic term or semester and if it is applied for at least 3 months before, the date if it is proposed to be availed of.
116. Sabbatical leave is a privilege and not a right and its approval when it falls due will depend upon the prevailing staff positions and exigencies of duty.
117. The Employee, on sabbatical leave, may draw house rent allowance or retain the residential accommodation provided to him/her if his/her "family" actually resides in it. He/She will also be eligible to other fringe benefits except conveyance allowance.
118. He/She will submit a report on the work done during the sabbatical leave for the perusal of the Head of the constituent Department/Institution who will forward it with his/her comments to the Vice Chancellor.

Duty Leave

119. The Vice Chancellor may grant duty leave, on full pay, to an Employee of the University for a Maximum Period of ten days in a calendar year, if it is in the interest of the University.

Encashment of Leave Preparatory to Retirement

120. An Employee may, twelve months before the date of superannuation or thirty years qualifying service, at his/her option, be allowed to encash his/her leave preparatory to retirement if he/she undertakes in writing to perform duty in lieu of the whole period of three hundred and sixty-five days or lesser period which is due and admissible.
121. In lieu of such leave, leave pay be claimed for the actual period of leave subject to maximum of one hundred and eighty days.

122. If at any time during such period, leave is granted on account of ill health supported by Medical Certificate or for performance of Hajj, the amount of cash compensation, on account of leave pay, shall be reduced by an amount equal to the leave pay for half the period of leave so granted, for example, if an Employee who has opted for encashment of such leave, has taken sixty days Hajj leave, his/her cash compensation equal to thirty days leave shall be forfeited.
123. The Employee shall submit the option to the Authority competent to sanction leave preparatory to retirement, who shall accept the option and issue formal sanction for the payment of each compensation.
124. For the purpose of payment in lieu of such leave:
- (a). The rate of pay shall be the rate admissible at the time the leave is drawn;
 - (b) The earned leave pay may be drawn at any time for the period for which duty has already been rendered; and
 - © Only the "Senior Post Allowance" will be included in the leave pay as admissible.

Death During Service

125. In case an employee dies, or is declared permanently incapacitated for further service by a designated hospital or doctor while in service, a lump-sum payment equal to full pay for the number of days of earned leave but not exceeding 180 days due, shall be paid by the University.

CHAPTER – 5 MISCELLANEOUS PROVISIONS

126. **Rules:** The Syndicate may make such rules as appear to them to be necessary/ expedient for carrying out the purposes of these Statutes.
127. **Service Books and Character Rolls:** A service book shall be maintained for each University employee and kept up to date. Each event in his/her official career shall be recorded in the service book. The service verification shall be carried out every year and the fact recorded in the service book.
128. i. Character roll shall be maintained for each University employee.
 ii. The views in respect of work and conduct shall be recorded annually by the Principals/Heads of Department/Sectional Heads in the case of officials up to **BPS-17** working under them.
 iii. By the Head of the Department, in respect of staff, who are junior to him/her in pay scales and by the Dean of Faculty concerned in case of others.
 iv. By the Registrar in case of all sectional Heads.
 v. By the Vice-Chancellor in case of employees in BPS-20 Registrar, Treasurer, Controller of Examinations and Heads of Departments.
 The Character rolls shall be kept in the custody of the officers indicated in the preceding section. Any adverse remarks shall be communicated to the person concerned within a period of one month. Character roll shall be written in January each year.
129. There shall be maintained a permanent register in which shall be entered all appointments, promotions, leave, suspension, fines, reduction or enhancement of salaries and office arrangements regarding all members of the University staff.
130. **Pension:** In the matters of pension and gratuity, the University employees shall be governed by the SHAHEED BENAZIR BHUTTO UNIVERSITY Statutes relating to Pension.
131. **Benevolent Fund etc:** The University employees shall be the beneficiaries of the Benevolent Fund envisaged in the SHAHEED BENAZIR BHUTTO UNIVERSITY Employees Benevolent Fund Statutes 2009 and such other rules as the Syndicate may lay down for extending benefit of group insurance to the University employees.
132. **Conduct:** The University Employee's conduct shall be regulated by rules framed by the Syndicate under these Statutes.
133. **Residences:** Employees of the University so far as may be practicable, shall

reside in the houses of the University, built for that purpose. Such a house shall be kept in good condition and repair.

134. An employee who retires from service shall be eligible to retain the accommodation during the leave preparatory to retirement and at the most for three months after his/her retirement.
135. The rent payable by an employee shall be in accordance with the prescribed rules of the Government of Khyber Pakhtunkhwa.
136. Accommodation shall be allotted by the Vice-Chancellor or a Committee of three officers to whom such powers may be delegated by the Vice-Chancellor. The scale of accommodation supplied shall not, except at the employee's own request, be less than that which is appropriate to the status of the employee. Where an employee has, at his/her own request, been allotted accommodation in excess of his/her status, the Syndicate may charge rent in excess of that prescribed by Section 72 of these Statutes.
137. The Syndicate may exempt any employee from the payment of rent, or waive, or reduce for a certain definite period, the rent to be recovered from him/her.
138. An employee who is exempted from payment of rent shall not keep any other employee except his/her wife (or husband, if the employee is a female) and children with him/her in the building occupied by him/her and if he/she does so, he/she shall pay such rent to which the said other employee would have been liable if he/she was occupying that house.
139. No employee of the University shall permit a student other than his/her own dependent to live with him/her without previous sanction of the Vice-Chancellor.
140. **Medical Aid:** University employees shall be entitled to medical assistance in accordance with the rules framed by the Syndicate.

Liveries to sub-ordinate employees:

141. Sub-ordinate employees will be entitled to liveries according to the rules framed by the Syndicate.
142. **Bonus:** The Syndicate may at its own discretion grant at the time of retirement to an employee who was subscribing to the contributory provident fund or after his/her death to such persons as has been nominated by him/her a bonus equal to a half month's actual pay that the employee was drawing at the time of retirement or death as the case may be for each year's service in consideration of his/her efficient and dedicated service;
 Provided that no bonus shall be given to an employee of under 13 year

continuous service and that no bonus shall accrue for any other year over 25 .

Note: (1) No employee is entitled to claim bonus as a right. Its payment is in recognition of good service rendered, and is to be made at the discretion of the Syndicate.

Note: (2) Pay means an employee's full substantive pay and includes a personal allowance but no other allowance.

Note: (3) Bonus is to be calculated on the basis of every completed year of service.

143. If any employee of the University who has served efficiently and with dedication dies before the age of retirement the Syndicate may in cases of real hardship grants stipends and/or amenities as the case may be to the children, widows and other dependents of the deceased for such period as it may consider necessary.

Residuary Provisions:

144. In matters not provided for by these Statutes then Syndicate may adopt the rules or instructions issued by the Khyber Pakhtunkhwa Government from time to time in respect of Government servants.

145. In a case where the operation of these Statutes involves undue hardship to a University employee, the competent authority may, for reason to be recorded in writing, relax any of these Statutes in his/her favor.

Qualification, Experience & other conditions of service for appointment /recruitment and promotion for BPS1-BPS16

A: MINISTERIAL STAFF

S.No	Post	BPS	Qualification/ experience
1	Accountant/Account Officer/ Assistant Audit Officer	16	a) First Class M.Com/MBA OR b). B.Com/BBA with 6 years' experience in relevant field
2	Cataloguer	16	a). Ist class graduate in library and Information Sciences preferably with 2 years' experience OR b). Second class Graduate with 5 Years' Experience in relevant field.
3	Lab. Superintendent	16	a) Ist Class Master in relevant field. OR b). Second Class Master in relevant field with 05 years relevant experience.
4	Office Superintendent	16	a). Master with 05 years' experience in the relevant field. OR b) Graduate with 10 years' experience in the relevant field.
5	P.A	16	a). 1 st class Bachelor's Degree with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 3 years' experience as Stenographer with knowledge of computer using MS Office. OR b). Second class Bachelor's Degree with a speed of 100 words per minute in Shorthand and 40 words per minute in Typing and at least 07 years' experience as Stenographer with knowledge of computer using MS Office.
6	P.S to Vice Chancellor/Registrar	16	1 st Class Graduate with two years' experience OR 2 nd class graduate with 5 years' experience as stenographer and secretarial practice, office work, Computer literate, having capacity of drafting/reporting
7	Asst: Store Officer/Superintendent	16	a). First Class Master/LLB Degree OR b). Second Class Master Degree/LLB with 05 years' experience in the relevant field
8	Administrative Officer	16	Master Degree/LLB in First Division from a recognized University OR Master Degree/LLB in Second Division with 5 years' experience

9	Public Relation Officer	16	Master Degree/LLB in First Division from a recognized University OR Master Degree/LLB in Second Division with 5 years' experience.
10	Security Officer	16	Master Degree/LLB with 02 years relevant experience OR Graduate with 08 years relevant experience OR Intermediate with 12 years relevant experience OR Matriculate with 15 years relevant experience. Preference shall be given to candidates having experience in Forces/Police etc.
11	Sports Assistant	14	a) Bachelor Degree in at least Second Division with two years' experience in sports OR b) Intermediate with sports certificate and Five years' Experience in Sports
12	Library Assistant	14	a) Ist Class Bachelor's Degree in Library Science. OR b). Second Class Bachelor degree with diploma in Library Science and 5 years' experience of library work.
13	Accounts Assistant	14	First Class B.Com or Second Class B.Com with 3 years, experience in the relevant filed. Computer literacy will be an added quality.
14	Audit Assistant	14	First Class B.Com or Second Class B.Com with 5 years' experience in audit, audit report writing, maintenance of service books and his/her history sheets. Computer literacy will be an additional qualification.
15	Lab. Technician /Lab.Assistant	14	B.Sc. with relevant subjects (Experienced candidate will be preferred.)
16	Sub Engineer	14	Diploma of Associate Engineering with minimum 02 Years' experience in the relevant field.
17	Enquiry Assistant/ Tele. Operator	14	Bachelor with First Division OR Bachelor with second Division and 2 years' experience in relevant field.
18	Store Assistant	14	First class Graduate OR Second class Graduate with 5 years' experience.
19	Office Assistant	11	a). First class Graduate with 2 years' experience OR b). Second Class Graduate with 5 years' experience.
20	Generator Operator	11	Diploma of Associate Engineering (Electrical) With Minimum 02 years' experience in the relevant field.
21	Security Assistant	11	Retired J. C. O. or at least 2 nd division in intermediate with good physique.

22	Senior Clerk	09	F.A/F.Sc in 1 st division with two years' experience OR F.A/F.Sc in 2 nd division with 05 years' office experience .Preference will be given to those having Computer Training Certificate.
23	Mechanic (Automobile)	07	Diploma of Associate Engineering (Automobile) With Minimum 02 years' practical experience.

Appointment by promotion shall be subject to availability of posts.

B. MOSQUE STAFF:

S.#	Name of Post	BPS	Qualification/ Experience
1.	Pesh Imam/Khatib	16	a) First class Master in Islamiyat with Five years relevant experience with Hafiz of parts of Al-Quran. b) Sanad of Shahadat-ul-Alamia from a recognized Wifaq in at least 2 nd division and at least 10 years' experience as Imam/ Naib Imam in a Mosque with Hafiz of parts of Al-Quran.
2.	Naib Imam	11	Certificate in Daura-e-Hadith and Qirrat from a recognized Dar-ul- Uloom with 7 years relevant experience in a Mosque and Hafiz of parts of Al-Quran.
3.	Khadim	02	Matric with basic Islamic knowledge and proficiency in Nazira

C. LABORATORY STAFF:

S.No.	Nomenclature of Post	BPS	Qualification/ Experience
1.	i. Laboratory Attendant ii. Field Attendant iii. Museum Attendant iv. Herbarium Attendant v. Store Attendant	05	Matric with Science in Ist Division.
2	Laboratory Assistant Field Assistant Museum Assistant Herbarium Assistant	11	At least 2 nd class B.Sc. OR F.Sc in at least 1 st division with 5 years relevant experience in BPS-7.

3	Laboratory Supervisor Field Supervisor Museum Supervisor Herbarium Supervisor	14	B.Sc with 05 Years experience in the relevant field in BPS-11
4.	i. Laboratory Superintendent ii. Field Superintendent iii. Museum Superintendent iv. Herbarium Superintendent v. Store Superintendent	16	2 nd class Master Degree in the Relevant Subject with 5 Years experience.

D. TECHNITECHNICAL & OTHER STAFF:

S#	Name of Post	BPS	Qualification
1.	Assistant Warden	16	Master's Degree/LLB in at least First division from a recognized University OR Master degree in 2 nd Division from a recognized University with 5 years experience in hostel Management/administration.
2.	Caretaker (Guest House)	11	Intermediate at least second division
3.	Carpenter	05	Literate with 5 years relevant experience.
4.	Cartographer	16	M.Sc in Geography in Ist Division from a recognized University OR M.Sc in Geography in at least 2 nd division from a recognized University and 5 years experience in the Relevant field.
5.	Cleaner /Conductor	02	Matric OR literate with 5 years relevant experience.
6.	Curator	16	Master's Degree in Ist Division from a recognized University in relevant field OR Master Degree in 2 nd Division from a recognized University in the relevant field with 5 years relevant experience.

7.	Dai	02	Matric in Ist Division with Traditional Birth Attendant (TBA) Course (one year) from the Health Department OR literate with Traditional Birth Attendant (TBA) Course (one year) from the Health Department with 5 years relevant experience.
8.	Dispenser	07	Matric Science in at least 2 nd division with Dispenser Certificate and 3 years experience in the relevant field.
9.	Driver	05	Matric in at least 2 nd division with a valid HTV /LTV license and having 5 years experience of driving heavy transport OR Literate with a valid HTV /LTV license and having 10 years experience of driving heavy transport.
10.	Electrician	05	Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and 2 years relevant experience
11.	Senior Electrician	07	Matric in at least 2 nd division with Electrician's Certificate from a recognized Institution and 7 years relevant experience or literate with 10 years relevant experience.
12.	Helper	02	Matric in at least 2 nd division OR Literate with 2 years Experience.
13	Key Punch Operator /Data Entry Operator	11	Intermediate in at least 2 nd division with Computer Certificate from a recognized Institution with a minimum speed of ten thousand key depressions per hour for punching data entry/verification.
14.	Lady Health Visitor	9	Matric with Science in at least 2 nd division with 2 years LHV Course from Public Health Centre recognized by nursing Council.
15.	Library Attendant	5	Matric in Ist division OR Matric Second Division with 5 years relevant experience in a Library.
16.	Lineman	5	Matric in at least 2 nd division with Electrician Certificate from a recognized Institute and 2 years relevant experience.
17.		05	Matric in at least 2 nd division with 5 years'

	Mason		experience in Masonry OR Literate with 7 years' experience in Masonry.
18	Mate	02	Matric in at least 2 nd division OR literate with 5 years' experience in the relevant field.
19	Meter Reader	05	Matric in at least 2 nd division and 2 years relevant experience.
20	Painter	05	Matric in at least 2 nd division with 2 years' experience in painting OR Literate with 5 years' experience in painting.
21	Pipe Fitter	05	Matric in at least 2 nd division with 2 years' experience in the relevant field OR literate with 5 years' experience in the relevant field.
22	PTI	11	Retired Force Personnel or Intermediate in at least 2 nd division with Junior Diploma in Physical Education.
23	Coach	15	2 nd Class Master Degree in HPE or SDPE with 5 years relevant Experience.
24	Qari	12	Inter in at least 2 nd division with Sanad in Qirat-wa-Tajweed from a recognized Madrassa with 5 years relevant experience.
25	Rock Cutter	07	Matric in at least 2 nd division with three years' experience in a thin Section preparation laboratory in a Geological organization. Persons with higher qualification will be preferred.
26	Sanitary / Sui Gas Fitter	05	Matric in at least 2 nd division with certificate in plumbing and 2 years professional experience OR literate with 10 years relevant experience.
27	Store keeper	11	Bachelor's degree in at least 2 nd division from a recognized University with one year relevant experience OR Intermediate in at least 2 nd division with 2 years relevant experience.
28	Welder	05	Matric in at least 2 nd division with Electrician's certificate from a recognized Institute and 2 years relevant experience OR literate with 10 years' experience in the relevant field.

1. Appointment of class-IV Technical staff shall be made initially in BPS-02 and considered at par with other class-IV employees with regard to award of higher pay

scales BPS-3 & 4 on completion of prescribed length of service.

2. higher pay scales BPS-3, & 4 on completion of prescribed length of service.
3. The technical staff (matriculate with 2nd division) in BPS-5 shall be awarded BPS-7 after rendering 7 and non-matric be placed in BPS-7 after 10 years' service subject to prescribed selection procedure.
4. Technical staff (matriculate with 2nd division) shall be awarded BPS-11 after rendering 7 years' service in BPS-7 and non-matric be placed in BPS-11 after rendering 12 years' service in BPS-7 subject to prescribed selection procedure.
5. Technical staff (matriculate with 2nd division) in BPS-11 shall be awarded BPS-14 after rendering 5 years' service subject to prescribed selection procedure.
6. Technical staff (matriculate with 2nd division) shall be awarded BPS-16 after rendering 5, years' service in BPS-14 subject to prescribed selection procedure.
7. Technical staff directly appointed in BPS-9 shall be awarded BPS-11 on completion of 7 years' service in BPS-9, and BPS-14 on completion of 5 years' service in BPS-11, and BPS-16 on completion of 5 years' service in BPS-14, subject to prescribed selection procedure.
8. Technical Staff directly appointed in BPS-11, shall be awarded BPS-14, after rendering 10 years' service in BPS-11 subject to prescribed selection procedure.
9. Computer Operators / DEO's directly appointed in BPS-11, shall be awarded BPS-14 after rendering 7 years' service provided they are Graduate (at least 2nd division), from recognized institutions and BPS-16 on completion of 5 years' service in BPS-14.
10. Technical staff directly appointed in BPS-12 shall be awarded BPS-16 on completion of 10 years' service in BPS-12 subject to prescribed selection procedure.
11. Technical staff directly appointed in BPS-13 shall be awarded BPS-14 after rendering 7 years' service in BPS-13 subject to prescribed selection procedure.
12. Technical Staff directly appointed in BPS-14 shall be awarded BPS-16, after rendering 5 years' service in BPS-14 subject to prescribed selection procedure.

13. After rendering 7 years' service in BPS-13 as Computer Technician and Senior Technician, the technical staff shall be awarded BPS-16 subject to prescribed procedure.

Note: *Technical staff* includes *staff* working in *the Directorate of Works, Hospitals and other related Institutions.*

D. SANITATION STAFF:

Post	BPS	Qualification
Sweeper / Drain Coolie	02	Matriculate in at least Ist division OR literate with 05 years relevant experience.
	02	Matriculate in at least 2 nd division with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
	03	Matriculate in at least 2 nd division with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
	04	Matriculate in at least 2 nd division with 20 years satisfactory service OR Literate with 25 years satisfactory service in the relevant field.

E. CLASS-IV STAFF:

PBS	Qualification
01	Matriculate in at least 2 nd division OR literate with 05 years relevant experience.
02	Matriculate in at least 2 nd division with 10 years satisfactory service OR Literate with 15 years satisfactory service in the relevant field.
03	Matriculate in at least 2 nd division with 15 years satisfactory service OR Literate with 20 years satisfactory service in the relevant field.
04	Matriculate in at least 2 nd division with 20 years satisfactory service OR Literate with 25 years satisfactory service in the relevant field.

Provided that Class-IV staff shall include Aya, Naib Qasid/ Qasid, Daftari. Bearer/ Head Bearer, Water Carrier, Assistant Cook, Cook/Head Cook*, Khadim, Mali. Chowkidar**, Havildar/ Jamadar Chowkidar and other staff included in the Technical Criteria.

***Appointment of Assistant Cooks/ Cooks:**

- i. Preferably literate with at least 5 years' experience of working in reputable hotels.
- ii. Educated persons will be given preference.
- iii. Age limit 18 – 35 years

*** Appointment of Chowkidars in the University Security Force:**

- i. Retired Defence Forces personnel with good physique.
- ii. Maximum age limit not more than 45 years.
- iii. Educated persons will be given preference. Or Literate with 2 years relevant experience with good Physique

1. Eligibility Criteria for Appointment of Faculty Members in Shaheed Benazir Bhutto University.

1.1 Introduction

Appointment of faculty members in an academic institution is one of the most important issues to be addressed to improve the quality of higher education in Pakistan. Any issue of such importance is necessarily complex and requires careful consideration, since appointment to a post directly affects the professional, personal and financial standing of faculty members. Decision making on qualitative factors requires experience, and is open to the introduction of personal biases. It is therefore, necessary to define minimum requirements on quantitative data such as the number of years of service and number of publications. In his/her document, only the Minimum Eligibility Conditions for appointment to a regular faculty post are given. However, Shaheed Benazir Bhutto University will develop comprehensive criteria for appointment to a faculty post, based on the research contribution, teaching effectiveness and service to the professional community of the Faculty members.

Detailed Criteria

The detailed criteria to be developed by Shaheed Benazir Bhutto University may take in to account:

- a) Quality of Teaching,
- b) Number of courses taught and number of students' contact hours,
- c) Students' evaluation of courses taught,
- d) Development of new courses and laboratories,
- e) MS/Ph.D. students' supervision,
- f) Quality of research publications,
- g) Research funding attracted,
- h) Honors received, and
- i) Degree and level of participation in activities for the promotion of their respective disciplines as well as development of the Institution in which the faculty member is employed.

1.3 Applicability

The Eligibility Conditions for appointment prepared by HEC are applicable to all Universities and Degree Awarding Institutions.

1. **Eligibility Conditions for appointment of faculty in all disciplines excluding Engineering, Information Technology, Computing Sciences, Medical Sciences, law and Arts & Design (Studio Practice) disciplines in Shaheed Benazir Bhutto University.**

<i>Position</i>	<i>Minimum Qualifications</i>	<i>Experience</i>	<i>Minimum No of Publications</i>
Lecturer (BPS-18)	*First Class Master Degree OR equivalent degree awarded after 16 years of education in the relevant field with no 3 rd Division in the academic career from an HEC recognized University /Institution. Condition of no 3 rd division shall not be applicable in the qualification of appointment as lecturer in Universities or Degree Awarding Institutions provided that the candidate holds a higher degree viz. MPhil/PhD or equivalent degree with not more than one 3 rd division in entire academic career. Furthermore, the candidate with 2 nd Division in the Master Degree but holding higher degree i.e. M. Phil/PhD or equivalent degree with 18 years of education could be Considered.*First division (1 st Division) in Master of Arts in English is relaxed in favor of the second division (2 nd Division) as the minimum	No experience required.	Nil

	eligibility condition for appointment of Lecturers in English for Annual System degree holders for a period of five years. W.e.f 24-02-2007.		
Assistant Professor (BPS-19)	Ph.D. in the relevant field from an HEC recognized University/ Institution. Master degree (foreign) OR M.Phil (Pakistan) OR equivalent degrees awarded after 18 years of education as determined by the HEC in the relevant field from an HEC recognized University/ Institution	No experience required. OR 4Years teaching/ research experience in a recognized university or a postgraduation Institution or professional experience in the relevant field in a National or International Organization.	Nil
Associate Professor (BPS-20)	Ph.D. in the relevant field from an HEC recognized University/ Institution.	10-years teaching/ research in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Note: After 30 th June, 2010, at least 4 years Post Ph.D level experience in	The applicant must have 10 publications (with at least 4 Publications in last 5Years) in the HEC recognized journals.

		<p>an HEC recognized university or post-graduate Institution or professional experience in the relevant field in a National or International organization will be required. OR 5 years post-PhD teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p>	
Professor (BPS-21)	Ph.D. from an HEC recognized Institution in the relevant field.	<p>15-years teaching/ research in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or</p>	<p>The applicant must Have 15 research publications(with at least 5 publications in the last 5 years) in HE recognized journals.</p>

		International Organization. Note: After 30 th June, 2010, at least 8 years Post PhD level experience in an HEC recognized University or Institution.	
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2. **Eligibility Conditions for appointment of faculty in Engineering, Information Technology, and Computing disciplines in Shaheed Benazir Bhutto University.**

<i>Position</i>	<i>Minimum Qualifications</i>	<i>Experience</i>	<i>Minimum Number of Publications</i>
Lecturer (BPS-18)	Master Degree / BSC.(Engr.) (First Class) in the relevant field with no 3 rd Division in the academic career from HEC recognized University/Institution.	No Experience Required	Nil
Assistant Professor (BPS-19)	Master degree in relevant field till 2010. After 2010 30% should be PhDs, after 2012, 60% should be PhDs and by the end of 2015, 100% should be PhDs in the relevant field from an HEC recognized University/ Institution OR PhD in the relevant field from an HEC recognized University/ Institution	2 years teaching/research experience in a recognized institution/university/ college OR 2years professional experience in the relevant field in a national or international organization. No experience is required for Ph.D Degree holder.	Nil

<p>Associate Professor (BPS-20)</p>	<p>Ph.D. in the relevant field from institution recognized by HEC in consultation with PEC</p>	<p>Till June 2012, 07-years teaching/research experience in a recognized institution/college/university or 07 years professional experience in the relevant field in a national or international organization out of which 2 years must be teaching experience.</p> <p>Note: After 2012, 10years teaching experience with at least 4 years' experience at the Post-PhD level in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization will be required. OR 5-years post-PhD teaching/ research experience in an HEC recognize University or a post-graduate</p>	<p>5/ 8/ 10 research Publications(with at least 1 / ,2/4 publications by the calendar years 2007 /2008/2012, respectively in HEC/PEC recognized Journals.</p>
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		Institution or professional experience in the relevant field in a National or International Organization.	
Professor (BPS-21)	PhD degree in relevant field, recognized by HEC in consultation with PEC.	<p>Till June 2012, 12 years' Teaching /research experience in a recognized institution/ college/ university or 12 years professional experience in the relevant field in a national or international organization out of which 5 years must be teaching experience.</p> <p>Note: After 2012, 15 yearsteaching /research Experience with at least 8 years experience at the post-PhD level in HEC recognized University or a post-graduate</p>	<p>8 / 12 / 15 re-search publication(with at least 2 / 3/5 publications by the calendar years 2007 / 2008/2012, respectively) in HEC/PEC recognized Journals.</p>

		<p>Institution or professional experience in the relevant field in a National or International organization will be required. OR 10-years post-PhD teaching /research experience in an HEC recognized University or a post-graduate Institution or Professional experience in the relevant field in a National or International Organization.</p>	
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3. Eligibility Conditions for Appointment of Faculty in Medical Sciences (Non-

Clinical & Basic Sciences) disciplines as per classification by PMDC in Shaheed Benazir Bhutto University.

<i>Position</i>	<i>Minimum Qualifications Experience</i>	<i>Experience</i>	<i>Minimum No of Publications</i>
Demonstrator (BPS-17)	MBBS or Master Degree (First Class) in the relevant field with no 3 rd Division in the Academic Career from an HEC Recognized University/Institution	No Experience Required.	Nil
Assistant Professor (BPS-19)	Ph.D. in the relevant field from an HEC Recognized University/Institution OR equivalent degree awarded after 18 years of education as determined by the HEC.	No experience required.	Nil
	Master degree (foreign) or M.Phil. (Pakistan) or equivalent degree awarded after 18 years of education in the relevant field from an HEC Recognized	4 Years' Teaching /research experience in a Recognized university or a post-graduation Institution or professional experience in the relevant field in a	Nil

	University/Institution	National or International Organization	
Associate Professor (BPS-20)	Ph.D. in the relevant field from an HEC Recognized University/Institution.	10-years teaching/research in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Note: After 30 th June, 2010, at least 4 years Post PhD level experience in an HEC recognized university or a post-graduate institution or professional experience in the	The applicant must have 10 publications (with at least 4 publications in the last 5 years) in HEC recognized journals.

		<p>relevant field in a National or International organization will be required OR 5-years post-PhD Teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization</p>
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Professor (BPS-21)	Ph.D. from HEC Recognized Institution in the relevant field.	<p>15-years teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the Relevant field in a National or International Organization.</p>	<p>The applicant must and 15 research publications (with at least 5 publications in the last 5 years in HEC recognized journals.</p>
		<p>Note: After 30th June, 2010, at least 8 years Post PhD level</p>	

		<p>experience in an HEC recognized university or a post-graduate institution or professional experience in the Relevant field in a National or International organization will be Required. OR 10-years post-PhD teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p>
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4. Eligibility Conditions for Appointment of Faculty in Medical Sciences (Clinical Sciences) disciplines as per classification by PMDC in Shaheed Benazir Bhutto University

<i>Position</i>	<i>Minimum Qualifications</i>	<i>Experience</i>	<i>Minimum No of Publications</i>
Senior Registrar (BPS-18)	MBBS with FCPS (Pakistan) / Membership Of Royal Colleges (UK) / Diplomat of American Board or equivalent	3 Years teaching/ research experience in a recognized university or post-Graduation institution.	Nil

	International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines. Or	OR Professional Experience in relevant field in a national/international organization.	
	MBBS with Master degree (foreign) or equivalent degree awarded after 18 years of education in the relevant field from an HEC Recognized University /Institution,	4 Years teaching/ research experience in a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or International Organization.	Nil
Assistant Professor (BPS-19)	MBBS with FCPS (Pakistan) / Membership of Royal Colleges (UK) / Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines awarded after 18 years of education in the relevant field.	3 Years teaching/ research experience in a recognized university or a post-Graduation Institution or Professional experience in the relevant field in a National or International organization OR	2 research publications in HEC recognized journals.

	MBBS with Master's		2 research publications
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<p>Degree (foreign) or equivalent degree awarded after 18 years of education in the relevant field from an HEC Recognized University/Institution.</p>	<p>with 4 Years teaching/ research experience in a recognized university or a post-graduation Institution or Professional experience in the relevant field in a National or International Organization.</p>	<p>in HEC recognized journals.</p>
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<p>Associate Professor (BPS-20)</p>	<p>Ph.D. in the relevant field from an HEC Recognized University/Institution.</p>	<p>10-years teaching / research in HEC recognized University or a post-graduate Institution or Professional experience in the relevant field in a Organization. Note: After 30th June, 2010, at least 4 years Post PhD level experience in an HEC recognized university or a post-graduate institution or professional experience in the relevant field in a National or International organization will be required. OR 5-years post-PhD Teaching /research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a national or international organization.</p>	<p>The applicant must have 10 publications (with at least 4 publications in the last 5 Years) in HEC recognized journals.</p>
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Professor (BPS-21)	MBBS with FCPS (Pakistan)Membership of Royal Colleges(UK) /Diplomat of American Board or equivalent International terminal qualifications (as determined by HEC) in the Clinical Medical Science disciplines.	10-years post-Terminal qualification level teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.	The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in HEC recognized journals.
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5. Eligibility Conditions for appointment of faculty in all law disciplines

Position	Minimum Qualifications	Experience	Minimum No of Publications
Lecturer (BPS-18)	LLB Degree (First Class) with no 3 rd division in the academic career from an HEC recognized Universities/ Institutions.	Nil	Nil
Assistant Professor (BPS-19)	Ph.D. in Law or equivalent degree from an HEC Recognized university/institution.	Nil	Nil
	LL.M,J.D. or equivalent degree from an HEC Recognized University/Institution.	4 years Teaching/ Research experience in a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or Inter-	Nil

		national Organization	
	LLB degree (First Class) from an HEC recognized Universities/ Institutions.	6 years teaching/ research experience in a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or International Organization	Nil
<u>Associate Professor</u> <u>(BPS-20)</u>	Ph.D. in law or equivalent degree from HEC recognized University/Institution	10 Years teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Note: After 30 th June, 2010, at least 4 years Post PhD level experience in an HEC recognized university or Post-graduate institution or professional experience in the relevant field in a National or International organization will be required. OR 5-years post –PhD. Teaching/ research experience in HEC recognized University or a post-graduate Institution or Professional experience in the relevant field in a National or International	The applicant must have 10 publications (with at least 4 publications in the last five years) in journals of international repute recognized by the HEC

	LL.M,J.D. in Law or equivalent degree from an HEC recognized University/Institution.	<p>Organization.</p> <p>OR</p> <p>12 years Teaching/ research Experience (with at least 4 years' experience after the post-terminal degree level) in an HEC Recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization</p>	
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<p><u>Professor</u> <u>(BPS-21)</u></p>	PhD in Law or equivalent Degree from an HEC Recognized University/Institution.	<p>15-years teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p> <p>Note: After 30th June, 2010, at least 8 years Post PhD level experience in an HEC recognized university or post-graduate institution or professional experience in the relevant field in a National or International organization will be required.</p> <p>OR</p> <p>10-years post-PhD. Teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a</p>	The applicant must have 15 research publications (with at least 5 publications in the last 5 years) in journals of international repute recognized by HEC.
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	LL.M, J.D. or equivalent degree from an HEC recognized University/ Institution.	National or International Organization OR 17-years teaching/ research experience (with at least 8 years experience after LLM/J.D or equivalent degree in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a national or international organization	
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6. Eligibility Conditions for appointment of faculty in ARTS & DESIGN (STUDIO PRACTICE) disciplines, in Shaheed Benazir Bhutto University

<i>Position</i>	<i>Minimum Qualifications</i>	<i>Experience</i>	<i>Minimum No of Publications /Achievements</i>
Lecturer (BPS-18)	First Professional degree (4 year minimum, First Division) with no third division in the academic career from HEC recognized University/Institution.	Nil	Nil
Assistant Professor (BPS-19)	Ph.D. in the relevant field from an HEC recognized University/ Institution OR Master's Degree (Foreign) OR M.Phil OR equivalent degree awarded after 18 years of education in the relevant field from HEC recognized University/ Institution.	Nil OR 4 Years teaching /research experience in a recognized university or a post-graduate ion Institution or professional experience in the relevant field in a National or	Nil Nil

	OR	International Organization. OR	
	First Professional degree (4 year minimum, First Division) <i>from</i> an HEC recognized University/ Institution.	6 years teaching/ research experience in a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or International Organization.	
Associate Professor (BPS-20)	Ph.D. in the relevant field <i>from</i> HEC recognized University/ Institution.	10-years teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization. Note: After 30 th June, 2010, at least 4 years Post PhD level experience in an HEC recognized university or post-graduate institution or professional experience in the relevant field in a National or International organization	Outstanding And substantial level of professional art activity (Demonstrated By participation in 6 exhibitions at national or international level with two or more than two new works in each exhibition or evidence of equal number of visual communication

	<p style="text-align: center;">OR</p> <p style="text-align: center;">Master Degree (Foreign) or M.Phil OR Equivalent degree awarded after 18 years of education in the relevant field from an HEC recognized University/Institution.</p>	<p>will be required. OR 5-years post-PhD. Teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization</p> <p style="text-align: center;">OR</p> <p>12 years Teaching/ research experience (with at least 4 years' experience after the Masters (Foreign) or equivalent degree in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization.</p>	<p>campaigns designed and published or equivalent work in any other discipline of Arts and Design as specified in the research criteria).</p>
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<p>Professor (BPS-21)</p>	<p>Ph.D. from HEC recognized Institution in the relevant field.</p>	<p>15-yearsteaching research Experience in HEC recognized University or post- graduate Institution or professional experience in the relevant field in a National or International Organization Note: After 30th June,</p>	<p>Outstanding and substantial level of professional art activity and a national or international contribution to the development of Art and Design in general. (Demonstrated by at least 8 exhibitions at national or international level with two or more than two new</p>
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	<p style="text-align: center;">OR</p> <p>Master (Foreign) or MPhil or equivalent degree in the relevant field from an HEC recognized University/Institution</p>	<p>2010, at least 8 years Post PhD level experience in an HEC recognized university or post-Graduate institution or Professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>10-years post- PhD. Teaching/ Research experience in a Recognized University or a post-graduate Institution or Professional experience in the relevant field in a National or International Organization.</p> <p style="text-align: center;">OR</p> <p>17 –years teaching/ research experience (with at least 8 years’ experience after LLM/J.D or equivalent degree in HEC recognized University or a postgraduate Institution or Professional experience in the relevant field in a National or International Organization</p>	<p>works in each exhibition or evidence of equal number of visual communication campaigns designed and published or equivalent work in any other discipline of Art and Design as specified in the research criteria).</p>
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7. ELIGIBILITY CONDITION FOR APPOINTMENT OF FACULTY IN ARCHITECTURAL DISCIPLINES IN SAHEED BENAZIR BHUTTO UNIVERSITY

Position	Minimum Qualifications	Experience	Minimum No of Publications
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Lecturer (BPS-18)	First Professional degree (5 years minimum or Master / Equivalent Degree (First Class) in the relevant field with no 3 rd Division in the academic career from HEC recognized University / Institution.	Nil	Nil
Assistant Professor (BPS-19)	<p>Ph.D. in the relevant field from an HEC recognized University/Institution.</p> <p style="text-align: center;">OR</p> <p>-----</p> <p>-</p> <p>Master Degree (Foreign) M.Phil OR equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University / Institution.</p> <p style="text-align: center;">OR</p> <p>-----</p> <p>First Professional degree (5 years minimum, First Division) from an HEC recognized University/institution.</p>	<p>Nil</p> <p style="text-align: center;">OR</p> <hr/> <p>3-years teaching /research experience from a recognized university or a post-graduation Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <hr/> <p>5-years teaching/ research experience in a recognized university or a post-graduation Institution or Professional experience in the relevant field in a National or International organization</p>	<p>Nil</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Nil</p> <p style="text-align: center;">-----</p> <p style="text-align: center;">Nil</p>

<p>Associate Professor (BPS-20)</p>	<p>Ph.D. in the relevant field from HEC recognized University / Institution.</p> <p>-----</p> <p style="text-align: center;">OR</p> <p>Master Degree (Foreign) M.Phil OR equivalent degree awarded after 18-years of education in the relevant field from HEC recognized University/institution.</p>	<p>9-years teaching/ research experience in an HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <p>4-years post- Ph.D. teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International Organization will be required.</p> <p style="text-align: center;">OR</p> <p>10 years teaching/ research experience (with at least 3-years' experience after the Masters (Foreign) or equivalent degree in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a</p>	<p>8/10 research publications (with at least 2/4 publications in last five years by the calendar years 2008 / 2012, respectively) in HEC/PCATP recognized Journals.</p> <p style="text-align: center;">OR</p> <p>Recognition in at least 2 national/international architectural design competitions or design excellence awards</p> <p style="text-align: center;">OR</p> <p>Recognition in at least 3 national/international architectural design competitions or design excellence awards</p>
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		National International organization.	or	
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<p>Professor (BPS-21)</p>	<p>Ph.D. from HEC recognized Institution in the relevant field.</p> <p style="text-align: center;">OR</p> <hr/> <p>Master (Foreign) or M.Phil or equivalent degree in the relevant field from an HEC recognized University/Institution.</p>	<p>12- years teaching research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or international organization</p> <p style="text-align: center;">OR</p> <p>10-years post-Ph.D. teaching/ research experience in a recognized University or a post-graduate Institution or professional experience in the relevant field in a National or International organization.</p> <p style="text-align: center;">OR</p> <hr/> <p>15-years teaching/ research experience in HEC recognized University or a post-graduate Institution or professional experience in the relevant field in a National or</p>	<p>12/ 15 research Publications (with at least 3 / 5 publications in last five years by the Calendar years 2008 /2012, respectively) in HEC/PCATP recognized Journals.</p> <p style="text-align: center;">OR</p> <p>Recognition in at least 4 national/international architectural design competitions or design excellence awards</p> <hr/> <p>12/ 15 research Publications (with at least 3 / 5 publications in last five years by the Calendar years 2008 /2012, respectively) in HEC/PCATP recognized Journals.</p> <p style="text-align: center;">OR</p> <p>Recognition in at least 5 national/international architectural design competitions or design excellence awards</p>
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		International organization.	
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**STATUTES REGARDING PROMOTION TO MERITORIOUS PROFESSOR (BPS-22)
OF SHAHEED BENAZIR BHUTTO UNIVERSITY**

1. Provision of Posts

- 1.1 The number of Professors to be promoted to BPS-22 in each University shall be calculated on the basis of 12.5% of the filled posts of the Professors in BPS-21.

2. Eligibility

- 2.1 Minimum service in BPS-17 or equivalent and above should be 20 years.
- 2.2 Only those Meritorious Professors who have served at least for 02 (two)

years in BPS-21 in the university with Ph.D. degree/ equivalent terminal degree as determined by HEC.

- 2.3 Should have at least 5 research publications in the past five years with at least three research publication in the past two years in HEC recognized journals.
- 2.4 Must have produced two PhDs or one PhD and Five M.Phil in the Last five years.

3. Procedure of Promotion

- 3.1 Requirement for advertisement of posts as provided in the relevant section of the University Regulation & Statutes will be dispensed with.
- 3.2 Each eligible University Professor will be invited to submit papers for consideration by the Special Selection Board (permanent members of the Selection Board, one representative of Chairman, HEC and one representative of Chancellor) for the award of BPS-22.
- 3.3 The Vice-Chancellor shall prepare the cases of Professors in BPS-21 for the award of BPS-22 and present the record of each such Professor on the proforma designed for this purpose, and approved as a part of the statutes along with (a) Annual Confidential Report (ACRs) for the last five years in BPS-21, and (b) a resume of the Professor and his/her achievements in research, teaching and educational administration.
- 3.4 The University shall calculate total score of each eligible applicant according to the parameters, detailed in Clause-4 (Grading Procedure). Those who secure a minimum score of 60 will be presented before the S.B. for consideration
- 3.5 A meeting of the Special Selection Board shall be called to consider cases for award of BPS-22 and the recommendations will be placed before the Syndicate. Finally, the recommendations of the Syndicate shall be sent to the Chancellor for approval.
- 3.6 All promotions to BPS-22 shall be effective from the date of recommendations by the Syndicate.

4. Grading Procedure (Total 100 marks):

- 4.1 Length of service (maximum 15 marks)

- 4.2. 5 marks of service per year rendered as Professor in BPS-21 over and above the minimum qualifying requirement of 2-years in BPS- 21, subject to a maximum of 15 marks.
- 4.3. Research Publications: Papers / books / monograph / patents / Crop varieties (approved) (maximum 30 marks).
- 4.4. 2 marks per paper published in HEC recognized journals with impact factor or journals cited in Social Science citation Index.
- 4.5. .5 mark per paper published in local HEC recognized journals (in case of Medical Sciences, PMDC recognized journals).
- 4.6. 2 marks per Patent/Crop Variety (approved), subject to a maximum of 6 marks.
- 4.7. 2 marks per book authored or edited internationally, subject to a maximum of 4 marks.
- 4.8. 1 mark per book authored or edited locally, subject to a maximum of 2 marks.
- 4.9. Academic Performance (maximum 30 marks)
- 4.10. No. of M. Phil* produced 1 mark per M. Phil, maximum of 6 marks
- 4.11. No. of Ph.D. produced 5 marks per Ph.D, maximum of 15 marks
* M.Phil or equivalent qualification of 18 years of schooling with requirement of thesis of at least two Semester duration for partial fulfillment of the terminal degree.
- 4.12. Research Grant Awards (3 Marks for less than 1 million and 5 marks for more than 1 million) as Principal Investigator (other than the research grants given by the parent University)
- 4.13. Awards/Honors maximum 6 marks)
- 4.14. National Awards 2 marks per award, (Civil/ President) maximum of 4 marks)
- 4.15. International Awards/ 2 marks per award, Honors recognized by HEC maximum of 4 marks
- 4.16. HEC Best Teacher award, 1 mark per award,
Izaz-e-Kamal maximum of 4 marks
Izaz-e-Fazeelat
- 4.17. Post-Ph.D Qualification (maximum 5 marks)
Note: Only Post-doctorate of at least 6 months duration will be counted.
- 4.18. Two marks for a 6 months to 1 year post doctorate at foreign University/institute to a maximum of 4 Marks
- 4.19. 5 marks for one year or more post-doctorate at foreign institute/university.
- 4.20. Annual Confidential Reports (maximum 10 marks)
- 4.21. Excellent 2.0 marks

4.22 Very Good 1.5 marks

4.23 Good 1.0 mark

Note: 1. Sum score of ACRs for the last 5-years shall be taken into account.

2. Top 3 categories irrespective of nomenclature shall be considered

3. In case the candidate is a serving Vice-Chancellor, ACRs of the last 5 years preceding to his/her appointment as Vice-Chancellor shall be considered.

5. Educational Administration (maximum 10 marks)

1. Vice-Chancellor: 4 marks per year upto maximum of 10 marks
2. Pro Vice-Chancellor: 3 marks per year upto maximum of 8 marks
3. Dean / Director Centre of Excellence 2 marks per year upto maximum of 6 marks
4. Principal of Constituent College/1 mark per year upto maximum of 3 marks
Chairman of the Department/Director of Institute:

6. Miscellaneous:

6.1 In case of numbers in fraction, then 0.50 or above will be considered as 1 (e.g. 59.5 or above will be 60.0 whereas 59.49 or less will be 59).

6.2 A Professor appointed as Vice-Chancellor in BPS-22 shall be allowed personal grade of BPS-22 as Professor after he relinquishes the charge of the office of Vice-Chancellor, provided he/she has completed one tenure of four years as Vice-Chancellor and has been a regular Professor in a Public Sector University prior to his/her appointment as Vice-Chancellor. The personal grade so granted to him/her shall not be counted towards the 12.5% quota of BPS-22.

**Terms & Conditions for Appointment of Professor Emeritus under Section-29
(1)(k) of the Regulation 2009, Shaheed Benazir Bhutto University.**

1. Provision of Posts

1.1. The number of Professor Emeritus to be appointed is to be decided by the respective University depending on its size and excellence/expertise.

2. Eligibility

2.1. University Syndicate, may confer status of an Emeritus Professorship to a Meritorious Professor, retired in BPS-22 in recognition of his/her scholarship and service to university education who has served University or a constituent institute or a Centre of Excellence of the University for minimum period of 10 years as Professor.

2.2. Vice-Chancellors, if he/she was a Professor of a University and retired after completing at least one tenure as Vice-Chancellor in Parent University, in any other public sector University, shall be conferred the status of Professor Emeritus in the Parent or Public Sector University.

3. Procedure

3.1. All cases of the eligible retired Meritorious Professors of the university at that time will be placed before the Syndicate for consideration.

4. Terms & Conditions

4.1. Whereas, the conferment of Professor Emeritus status will be for life time, the financial benefits will be for maximum period of 5 years from the date of conferment.

4.2. The Emeritus Professorship honor shall carry no formal administrative duties. However, Professor Emeritus is expected to contribute to the academic life of the University to a great extent in consonance with the status and caliber of the title.

4.3. The Professor Emeritus, at least for the period during which he/she enjoys financial benefits from the University, will have the following responsibilities:

4.3.1. Mandatory presence on campus for three working days in a week.

4.3.2. Provide guidance or continue research with faculty and/or students.

4.3.3. Postgraduate student's supervision

4.3.4. Seminars and/or writing or textbooks in the field of his/her specialization.

CHAPTER -7

SHAHEED BENAZIR BHUTTO UNIVERSITY PACKAGE

1. Revised Basic Pay Scales 2008.

The revised Basic Pay Scales, 2008 as notified by the Government as shown in Annex to his/her O.M are hereby adopted by Shaheed Benazir Bhutto University. Any changes in pay & allowances by the Govt., subsequently, shall be adopted by the Shaheed Benazir Bhutto University *mutates-mutandis*.

2. Fixation of Pay of the existing employees:

- (i) The basic pay of an employee shall be fixed as Basic Pay Scales 2008 as shown in the Annex to his/her O.M..
- (ii) In case of personal pay being drawn by an employee as part of his/her basic pay beyond the maximum of his/her scale on 30/06/2008, he/she will continue to draw such pay in the adjusted Basic Pay Scales,2008 at the revised rates.

3. Annual Increment:

Annual increment shall continue to be admissible, subject to the existing conditions, on 1st of December each year.

ALLOWANCES

4. Special Additional Allowance:

Special Additional Allowance shall continue to be admissible at frozen level on existing conditions.

5. Special Relief Allowance and Adhoc Relief and Dearness allowance:

Special Relief Allowance, Adhoc Relief sanctioned and Dearness allowance shall continue to be admissible to employees at frozen level on existing conditions, but it will cease to be admissible to new entrants.

6. House Rent Allowance:

House Rent Allowance @ 45% shall be admissible with reference to the Revised Basic Pay Scales, 2008.

7. Medical Allowance:

Medical Allowance shall be admissible at the rates as detailed below:

Basic Pay Scale	Married	Unmarried
1-4	1062	531
5	1169	875
7	1236	875
11	1440	875
12	1524	875
14	1722	875
16	2121	1060
17	3447	1750
18-22	3500	1750

8. Conveyance Allowance:

(i) Conveyance Allowance shall be admissible on revised rates as follows:

BPS	RATES (RS.PM)
BPS 1-4	680
BPS 5-10	940
BPS 11-15	1360
BPS 16-22	2480

(ii) Conveyance Allowance @ Rs.2480/- per month shall also be admissible to those BPS 21 & 22 officers who are not sanctioned official vehicle.

9. Other Special Pays/Special Allowances:

The rates of Special Pays and Special Allowances shall be as detailed below:

(i) Entertainment Allowance:

BPS	Rate
BPS-19	Rs.500/-P.M
BPS-20	Rs.600/ P.M
BPS-21	Rs.600/ P.M
BPS-22	Rs.600/ P.M

(ii) Unattractive Area Allowance:

Unattractive area allowance shall be admissible as under.

BPS	Rate
BPS-01-15	20 % of the basic pay P/M
BPS-16-22	Rs.2000/ P.M

(iii) Daily Allowance

BPS	Rate	
	Ordinary	Special
BPS 1-4	125/-	200/-
BPS 5-11	155/-	220/-
BPS 12-16	280/-	365/-
BPS 17-18	500/-	640/-
BPS 19-20	625/-	825/-
BPS 21-22	700/-	1000/-

(iv) Transportation /Mileage Allowance (As per Government)

Transportation	Rate
i) Motor Car	Rs.5/- per km
ii) Motor Cycle/Scooter	Rs.1/- per km
Mileage Allowance	Rs.5/- per km
i) Personal Car/Taxi	
ii) Motor Cycle /Scooter	Rs.2/- per km
iii) Bicycle	Rs.1/- per km
iv) Public Transport	Rs.2/- per km
Travel by Air	Govt. Servants in BPS-17 and above.
Carriage of Personal effects on Transfer /Retirement	Rs.8 per km per kg.

(v) Qualification Pay:

SAS Accountant	Rs. 400 P.M.
Part 111(ICMA/ICWA)	Rs.400 P.M
ICMA/ICW A	RS.1200 P.M
Chartered Accountant	RS.1300 P.M
Staff College/NDC	Rs.1000 P.M
Advanced Course in NIPA	RS.500 P.M
Ph.D Allowance	Rs.5000/- P.M

(vi) Senior Post Allowance:

BPS-20	Rs.1100/-P.M
BPS-21	Rs.1100/-P.M
BPS-22	Rs.1100/-P.M

(vii) Deputation/Addl. Charge Allowance/Special Pay on Current Charge

Deputation Allowance/ Special Allowance on Additional Charge/Special Pay Current Charge.	@ 20% of the Basic Pay subject to maximum of Rs.6000/-p.m
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(viii) Special Incentive to attract the talent

To keep the staff satisfied, two types of incentive shall be offered, one for the Officers from BPS-17 & Above (Faculty/Non-faculty) and other for University staff (BPS-16 & below):

(a) Officer BPS-17 & above (Faculty/Non-faculty)

MPI	Rs. 25000/- p.m.
MPII	Rs. 25000/- p.m
BPS-22	Rs. 23000/- p.m
BPS-21	Rs. 21000/- p.m
BPS-20	Rs. 18,000/- p.m
BPS-19	Rs. 15,000/- p.m
BPS-18	Rs. 125,00/- p.m
BPS-17	Rs. 8000/- p.m.

(b) Admin staff and Academic Staff (BPS-16 & below) @ 35% of the initial basic pay.(Special incentives shall not be increased with the increase of the basic pay.**10 Contingent Allowances**

The contingent allowances admissible to Naib Qasids, Qasids and Daftaries shall be called as Integrated Allowance @ 150/- p.m. w.e.f 1-7-2008.

Basic Pay Scales 2008		
BPS	Min-Incr-Max	Stages
2	3035-100-6035	30
5	3340-160-8140	30
7	3530-190-9230	30
9	3820-230-10720	30
11	4115-275-12365	30
13	4645-340-14845	30
14	4920-380-16320	30
15	5220-420-17820	30
16	6060-470-20160	30
17	9850-770-24650	20
18	12910-930- 31510	20
19	19680-970-39060	20
20	23345-1510-44485	14
21	25880-1700-49680	14
22	27680- 1985-55470	14

- 1 An increment in the pay scales shall ordinarily be drawn as a matter of course but the” competent authority may withhold it for reason to be recorded in writing, from an employee, if in the opinion of the authority, he/she is unfit to get the increment.
- 2 Provided that such action shall not be taken unless the employee has been given an opportunity of showing cause.
- 3 In ordering the withholding of an increment, the authority shall state the period for which it is proposed to withhold and whether it will have the effect of postponing future increments.
- 4 The appointing authority may grant advance increments/allowance/ honorarium to

a University employee on such terms & conditions as it may determine.

- 5 **Additional Charge:** An employee appointed to hold additional charge of a post shall be entitled to additional pay as under:
- a. Where a University employee is formally appointed to the additional post and discharges full duties of that post, he/she is entitled to draw additional pay equal to 20% of his/her basic pay.

Provided that where additional post is a higher post, the employee may be allowed as additional pay, the difference between the pay admissible to him/her in the higher post and his/her pay in the lower post, if that be more beneficial to him.

6. Where an employee holds current charge of an additional post, the additional pay shall be equal to 20% of the basic pay drawn by the employee.
7. The duration of dual charge shall not normally exceeds six months provided that it is not feasible to fill either of the two vacancies, the Syndicate may allow the extension of dual charge as it may consider necessary.
8. No additional pay shall be sanctioned if the additional charge is held for a period of less than one month.
9. Additional pay shall not be admissible without prior orders in writing of the competent authority. The authority has to clarify whether the employee would be in charge of the current duties or full charge of the additional post, provided that ex-post-facto grant of additional pay to an employee for a period of six months shall only be entertain able under the orders of the Syndicate.
10. The pay of a retired employee on re-employment shall be fixed in accordance with his/her qualification and experience by SHAHEED BENAZIR BHUTTO UNIVERSITY Internal Committee to be appointed by the Vice Chancellor on case to case basis.
11. i. The competent authority may grant an employee an honorarium, bonuses etc from the University funds, as remuneration for work performed which is occasional in character and either too laborious or such special merit as to justify a special reward.
- ii. The competent authority may permit an employee to perform a specified service or series of services for a person or body or for a public body including a body administering a local fund or for Govt. and to receive as remuneration,

thereafter a non-recurring or recurring fee etc, if it is satisfied that this can be done without detriment to his/her normal duties.

SCHEDULE – I
APPOINTING AUTHORITIES

S.No	Name of Post	Appointing authority
1.	Vice Chancellor	Governor Khyber Pukhtun Khwa
2.	All posts of BPS-20 to BPS-21	Senate
3.	All posts of BPS-17 to BPS-19	Syndicate
4.	All posts of BPS-1 to BPS-16	Vice Chancellor

1. Appointment can only be made when a post exists.
2. Deputationists will be governed by relevant rules of their parent Department.

SCHEDULE-II
Qualification, Experience & other conditions of service for appointment /

recruitment and promotion for Administration staff

S.No	Post	BPS	Qualification and Experience Required
1)	Registrar	20	Ph.D with 13 years' relevant experience OR First Class Master Degree/LLB or higher qualification with 15 years Teaching/Administration experience in BPS-17 or above in a recognized University /Higher education Department.
2)	Director Academics	20	Ph.D with 13 years relevant experience of research/teaching/administration OR First class Master degree or higher qualification, preferably from a recognized foreign university with 15 years Teaching/Administration Experience in a University/ Higher Education Department. OR second class Master degree with an exceptional track record and 17 years' experience in administration/Teaching and in students' affairs in BPS-17 and above in a University.
3)	Treasurer	20	a) Chartered Accountant or FCMA's with 5 years' experience in Planning, Investment & Financial Management. OR b) First Class Master Degree in Commerce /Economics /Business Administration (major in Finance/Accounting) with C.A. Article-ship and 15 years' experience in Audit, Project Formulation, Appraisal and Evaluation, HRD and Marketing.
4)	Director Internal Audit	20	a) Chartered Accountant or FCMA's with 5 years' experience in Planning, Investment & Financial Management. OR b) First Class Master Degree in Commerce /Economics /Business Administration (major in Finance/Accounting) with C.A. Article-ship and 15 years' experience in Audit, Project Formulation, Appraisal and Evaluation, HRD and Marketing.
5)	Director Planning	20	a) First class Master Degree in Commerce /Statistics/ Economics /Business Admin/Public Administration or higher qualification preferably from a recognized foreign university with 15 Years relevant Experience. OR b) Second class Master Degree in Commerce /Statistics/ Economics / Business Admin/Public Administration with an exceptional track record with 17 years' experience in research and teaching and in the development of concept papers and project proposals.
6)	Controller of	20	a) First Class Master Degree/LLB or higher qualification

	Examinations		with 15 years Teaching/ Administration/Examination experience in BPS-17 in a University/ Higher Education Department.. OR c).Second Class Master Degree/LLB with 18 years Teaching/ Administration/Examination experience in a University/ Higher Education Department.
7)	Additional Registrar	19	a) First Class Master Degree with 15 years' experience in the relevant field in a University/ Higher Education Department. OR b) Second Class Master Degree with 18 years' experience in the relevant field in a University/Higher Education Department.
8)	Director Administration	19	a) First Class Master Degree with 15 years' experience in the relevant field in a University/Higher Education Department. OR b)) Second Class Master Degree with 18 years' experience in the relevant field in a University/ Higher Education Department
9)	Director Sports	19	a) First Class Master 'Degree in relevant field with 13 years' experience in the relevant field. OR b) Second Class Master Degree in relevant field with 15 years' experience in relevant field
10)	Additional Treasurer	19	a) Chartered Accountant or 'FCMAS with 4 years' experience in Planning, Investment & Financial Management. OR b) First Class Master in Commerce/Economics/ Business Administration (major in Finance/ Accounting) with C.A. Article-ship and 13 years' experience in Audit, Project Formulation, Appraisal, Evaluation, HRD, and Marketing.
11)	Director Works	19	First Class B.Sc Engineering (Civil) with minimum 15 years' experience in building or road works.
12)	Additional Controller of Examination	19	a) First Class Master Degree/LLB or higher qualification with 13 years Teaching/ Administration/ Examination experience in BPS-17 in a University/ Higher Education Department.. OR b) Second Class Master Degree/LLB with 17 years Teaching/ Administration/Examination experience in a University/ Higher Education Department.
13)	Librarian	19	a) First Class Master Degree or higher qualification in library

			<p>Science with 13 years' experience in BPS-17 or above in the relevant field. OR</p> <p>b) Second Class Master Degree in Library Science with 17 years' experience in the relevant field.</p>
14)	Deputy Controller of Examination	18	<p>a) First Class Master Degree/LLB with 06 years' experience in Teaching/Administration/ Examination in a recognized University/ Higher Education Department in BPS-17 OR</p> <p>b) Second Class Master Degree/LLB with 10 years' experience in Teaching/Administration/ Examination in in BPS-17 or above in a recognized University/Higher Education Department.</p>
15)	Deputy Director (Security/Admin)	18	<p>a) First Class Master Degree/LLB with 6 years' experience in Teaching/Administration in a University/ Higher education Department in BPS-17 or above. OR</p> <p>c) Second Class Master Degree/LLB with 10 years' experience in Teaching / Administration in a university/ Higher education Department in BPS-17 or above.</p>
16)	Deputy Registrar Establishment	18	<p>a) First Class Master Degree/LLB with 6 years, experience in Teaching/Administration in a University/ Higher education Department in BPS-17 or above. OR</p> <p>b) Second Class Master Degree/LLB with 10 years' experience in Teaching / Administration in a university/ Higher education Department in BPS-17 or above.</p>
17)	Deputy Registrar Academics	18	<p>a) First Class Master Degree/LLB with 6 years' experience in Teaching/Administration in a University/ Higher education Department in BPS-17 or above. OR</p> <p>b) Second Class Master Degree/LLB with 10 years experience in Teaching / Administration in a university/ Higher education Department in BPS-17 or above.</p>
18)	Deputy Registrar (Admission/ Students Affairs)	18	<p>a) First Class Master Degree/LLB with 6 years' experience in Teaching/Administration in a University/ Higher education Department in BPS-17 or above. OR</p> <p>b) Second Class Master Degree/LLB with 10 years' experience in Teaching / Administration in a university/ Higher education Department in BPS-17 or above.</p>

19)	Deputy Provost	18	First Class Master Degree with 10 years' experience in a University/Higher Education Department in Teaching/administration in BPS-17 or above(Experience of administration of student affairs will be preferred)
20)	Deputy Treasurer	18	a) First Class Master Degree in M.COM/ MBA/Economics with 6 years relevant experience. OR b) Second Class Master Degree in M.COM/ MBA/Economics with 10 years' experience in the relevant field OR c) C.A with four years' experience in the relevant field.
21)	Deputy Librarian	18	a) First Class Master Degree in Library Science with 06 years' Experience in the relevant field in BPS-17. OR b) Second Class Master Degree in Library Science with 10 years' experience in the relevant field IN BPS-17.
22)	Deputy Director Sports	18	a) First Class Master Degree with 06 years' experience in relevant field in BPS-17. OR b) Second Class Master Degree with 10 years' experience in relevant field in BPS-17 , relaxation in case of highly distinguished sportsman of International repute.
23)	Dy. Director Planning	18	a) First Class Master Degree in Commerce /Statistics/ Economics / Business Admin/Public Administration with 06 years' experience in relevant field in BPS-17. OR b) Second Class Master Degree in Commerce /Statistics/ Economics / Business Admin/Public Administration with 10 years' experience in relevant field in BPS-17.
24)	I.T Manager	18	a) First Class Master Degree in Computer Science /IT with 6 years' experience of managing IT services in BPS-17. OR b) Second Class Master degree in Computer Science /IT with 10 years' experience of managing IT services in BPS-17.
25)	Resident Warden	17	First Class Master/LLB Degree. OR Second Class Master/LLB Degree with 05 years'

			experience of Hostel Management.
26)	Assistant Librarian	17	First Class Master Degree in Library Science OR Second Class Master Degree in Library Science with 05 years' experience in the relevant field
27)	Stores Officer Asstt: Director Procurement	17	a) First Class M. Com/MBA/M.A Economics OR b) Second Class Master Degree with 05 years' experience in the relevant field.
28)	Assistant Chief Audit	17	a) First Class M. Com/MBA/M.A Economics. OR b) Second Class M. Com/MBA/M.A Economics Degree with 05 years' experience in the relevant field.
29)	Assistant Director Physical Education	17	a) First Class Master in Physical Education OR b) 2 nd Class Master in Physical Education with 5 years' experience
30)	Assistant Registrar (Estt., L & M,)/ Asstt: Provost	17	a) First Class Master Degree/LLB. OR b) 2 nd Class Master Degree/LLB with 06 years' experience in Administration.
31)	Assistant Registrar (Student Affairs/ Academics)	17	a) First Class Master Degree/LLB. OR b) Second Class Master Degree/LLB with 05 years' experience in the relevant field in a University/Higher Education Department
32)	Assistant Treasurer	17	a) First Class M. Com/MBA (Finance). OR b) Second Class M. Com/MBA with 05 years' experience in the relevant field.
33)	Assistant Controller of Exam (Secrecy, Conduct & Degree)	17	a) First Class Master Degree/LLB OR b) 2 nd Class Master Degree/LLB with 5 years Examination / Office experience in BPS-16 or above.
34)	Assistant Director Planning	17	a) First Class Master Degree in Commerce /Statistics/ Economics / Business Admin/Public Administration. OR b) Second Class Master Degree in Commerce /Statistics/ Economics/ Business Admin/Public Administration with 05 years' experience in the relevant field in a University or Government Department.
35)	Assistant Director Administration	17	a) First class Master Degree/LLB. OR b) 2 nd Class Master Degree/LLB with 06 years'

			experience in Administration.
36)	Assistant Treasurer (Accounts/ Procurement)	17	a) First Class Master Degree In Economics/ Commerce /Statistics/Business Administration /Public Administration. OR b) Second Class Master Degree in Economics /Commerce/Statistics/Business Administration /Public Administration with 05 years' experience in the relevant field.
37)	Network Administrator	17	a) 1 st Class Master Degree in Computer Science/Software Engineering . OR b) Second class Master Degree in computer Science with 4 years' experience in Computer Programming and Networking
38)	Server Administrator	17	1 st Class Degree in MCS/MIT or BS (Hons) in IT/CS (Certification in network will be preferred) 2 years' experience in design and management of Windows and Unix/Linux based network environment
39)	Secretary to Vice Chancellor	17	a) Ist Class Master Degree/ LLB with 2 years relevant experience. OR b) Second Class Master Degree with 05 years' Experience in relevant field.

Note: BS(HONS) DEGREE IS EQUIVALENT TO CONVENTIONAL MASTER DEGREE.

CHAPTER- 8

**THE SHAHEED BENAZIR BHUTTO UNIVERSITY SHERINGAL
EMPLOYEES,
(CONSTITUENT SCHOOLS & COLLEGES TEACHERS)
BASIC PAY SCALES STATUTES 2010**

1. Commencement and application:

- (i) These statutes shall be called the Shaheed Benazir Bhutto University Constituent Schools & Colleges Teachers and other Employees' Basic Pay Scales, statutes 2010, made under provision of section 6(xxii) and section 29 (1) (d) of Shaheed Benazir Bhutto University, Regulation 2009.
- (ii) These statutes shall be deemed to have come into force from 15th July 2010 July 2010, and shall apply to all constituent Schools and Colleges teachers and other employees holding posts as Specified in Clause -8 of these statutes.

2. Definitions:

- (i) In these statutes, unless there is anything repugnant in the subject or context, The following expression shall have the meaning hereby assigned to them:
 - (a) "Annexure" means annexure appended to these statutes;
 - (b) "Existing Constituent Schools & Colleges Teacher" mean a person who was in the service of the University Constituent School & College before the enforcement of these statutes and continued in un-interrupted service after that time;
 - (c) "Existing pay" means the pay that an existing constituent Schools & Colleges Teachers would have drawn on the date of enforcement of these statutes;
 - (d) "Pay" means the amount drawn monthly by a constituent Schools & Colleges Teachers other than special pay, technical pay, personal pay, Overseas pay, or an allowance of any other description;
 - (e) "Revised Basic Pay Scale" means the scales of pay mentioned in (Annexure-A).
 - (f) "Constituent Schools & Colleges Teacher" means a whole-time teacher appointed by the University in any of its Constituent School & College And paid by the University;

- (ii) All other expressions herein used shall have the same meaning as assigned to them under section-2 of the Shaheed Benazir Bhutto University Regulation, 2009.

3. Fixation of pay:

- (i) The pay of a constituent School & College teacher on first appointment shall be fixed at initial of relevant pay scale in which he / she was / is appointed.
- (ii) In case of promotion / appointment from a lower to higher post, where the stage in pay scale of the higher post next above the substantive pay, in pay scale of Lower post, gives a pay increase equal to or less than a full increment, a Premature increment will be allowed at the time of fixation of pay.
- (iii) Where a post is upgraded, appointment or promotion is made between 2nd June and 30th November of a Calendar year, the incumbent of such a post shall be allowed re-fixation of pay with reference to scale in the lower scale on 1st December of that Calendar year, subject to the exercise of an option as per Annexure –B by the incumbent of the post, provided that other conditions of earning the annual increment are fulfilled.

EXPLANATION: If the post of a constituent School & College teacher is upgraded Or he / She is appointed / promoted to higher post / scale between 2nd June and 30th November of a Calendar year, he / she can opt for deferment of his/her / her Up gradation / appointment / promotion up to 1st December of that Calendar year. After an earning annual increment in the lower scale, his/her / her pay in higher Post / scale shall be fixed on 2nd December of that Calendar year.

4. Annual Increment:

Annual increment, in a pay scale shall fall due on the 1st day of December every year following the completion of at least six months at a stage in the relevant pay scale.

5. Allowances:

The allowances shall be allowed to a constituent School & College teacher in accordance with such rules of the Shaheed Benazir Bhutto University Sheringal as may be enforced from time to time.

6. **Appointment / Promotion / Up Gradation:**

Appointment / Promotion / Up Gradation shall be made in accordance with the provision as Provided under sub- clause (5) (d) of Clause-11 and sub- clause (2) (m) of clause-23 of the Shaheed Benazir Bhutto University Regulation 2009.

7. **Leave:**

All kind of leave shall be admissible to the constituent schools & college teachers in Accordance with the prescribed leave statutes of the Shaheed Benazir Bhutto University Sheringal.

8. Qualification for Appointment to various posts of the University

Constituent Schools & College:

The minimum qualification and experience for appointment to various Posts shall be as follows:

S.N	Post	BPS	Qualification & Experience
1	Principal	19	At least first class Master Degree with B.Ed /M.Ed With10 years teaching / administrative experience in BPS-17 and above in a recognized educational institution. OR Master Degree (Foreign) M. Phil (from Pakistani University With B.Ed and 8 years teaching / administrative experience in BPS-17 And above in a recognized educational institution.
2	Subject Specialist	17	At least first class Master Degree or four years (Hon) Degree in relevant subject with B.Ed / M.Ed and three years teaching experience in BPS-16 in a recognized educational institution.
3	Master /Mistress	16	At least first class B.A/B.Sc in the relevant subject with B.Ed or second class BA/B.Sc with B.Ed and Five years teaching Experience. Or second class Master degree in the relevant subject with B.Ed.
4	Assistant Master / Mistress	14	At least second class B.A / B.Sc with C.T
5	Junior Asstt Master / Mistress	07	At least second class F.A /F.Sc with C.T /P.T.C
6	Theology Master/ Mistress	14	At least second class B.A/B.Sc with Sanad-e-Faragh (Dars-e- Nizami)
7	Drawing Master / Drawing Mistress	11	At least 2 nd division in F.A /F.Sc with Drawing Master certificate
8	Physical Training Instructor (PTI)	11	At least F.A / F.Sc with Junior Diploma in physical education

9. Creation of posts

Notwithstanding anything to the contrary contained in these statutes, the syndicate may, as the occasion arises, create a teaching post with a different designation in the Corresponding pay scale or change the designation of any post (s) specified in clause-8 of these statutes.

Relaxation

Any provision of these statutes, except the provisions relating to academic Qualification may, for reasons to be recorded in writing, be relaxed in individual cases, if the syndicate is satisfied that a strict application of these statutes would cause under hardship to the individual concerned.

10. Disputes in application or interpretation:

Whenever a dispute arises in the application or interpretation of these statutes, it shall be referred to an Anomaly committee to be appointed by the syndicate. The decision of the syndicate in all such cases, after due consideration of the recommendations of the Anomaly Committee, shall be final.

11. General Provisions:

(i) All other matters, not mentioned in these statutes, shall be governed under the Shaheed Benazir Bhutto University Sheringal Statutes / Rules / Bye Laws enforced from time to time

(ii) Any Provision in pay scale, announced by the Government of Khyber Pakhtunkhwa, shall be adopted for the University Constituent Schools & College Teachers with the approval of the syndicate.

12. Existing Rules / decisions:

All existing rules and decisions shall be deemed to have been modified to the extent indicated in these statutes. All existing rules and decisions not so modified shall continue to be enforced.

Annexure-A
Revised Basic Scales of Pay with effect from 01-07-2008

S/No	BPS	Revised Basic Scales of pay 2008
1.	1	2475-75-4725
2.	2	3035-100-6035
3.	5	3340-160-8140
4.	7	3530-190-9230
5.	9	3820-230-10720
6.	11	4115-275-12365
7.	12	4355-310-13655
8.	13	4645-340-14845
9.	14	4920-380-16320
10.	15	5220-420-17820
11.	16	6060-470-20160
12.	17	9850-740-24650
13.	18	12910-930-31510
14.	19	19680-970-39080
15.	20	23345-1510-44485

Chapter - 9
**SHAHEED BENAZIR BHUTTO UNIVERSITY EMPLOYEES EFFICIENCY
 AND DISCIPLINE STATUTES 2009**

In pursuance of Section 29 (1)(l) of the Shaheed Benazir Bhutto University Regulation 2009, the following Statutes are prescribed to govern the matter relating to efficiency and discipline of the Shaheed Benazir Bhutto University Employees.

Short Title, Commencement and application:

1. These Statutes may be called the Shaheed Benazir Bhutto University Employees Efficiency and Discipline Statutes, 2010.
2. They shall come into force with immediate effect.
3. They shall apply to every person in the employment of the Shaheed Benazir Bhutto University

4. Definitions:

(1) In these Statutes unless there is anything repugnant in subject or context, the following expressions shall have the meaning; hereby respectively assigned to them as under:

- (a) "Authority" means an officer or authority or specified in the Appendix, competent to appoint.
 - (b) "Authorized Officer" means an officer competent to take disciplinary action.
 - (c) "Mis-conduct" means conduct prejudicial to good order of service, discipline or any action unbecoming of a University employee and a gentleman and includes disclosure of official secrets to any unauthorized person.
 - (d) "Penalty" means a penalty which may be imposed under these Statutes.
- (2) All other expressions and terms, used in these Statutes, shall have the same meanings as assigned to them under section 2 of the Shaheed Benazir Bhutto University Regulation 2009.

5. Ground of Penalty:

Where a University Employee in the opinion of the authority;

- (a) is inefficient or has ceased to be efficient; or
- (b) is guilty of misconduct; or
- (c) is indifferent to his/her duties; or
- (d) is corrupt or may be reasonably considered to be corrupt because:

- (i) He/she is, or any of his/her dependents or any other person through him/her or on his/her behalf, is in possession (for which he cannot reasonably account) of pecuniary resources or of property disproportionate to his/her known resources or income; or
 - (ii) He/she has assumed a style of living beyond his/her ostensible means; or
 - (iii) He/she has a persistent reputation of being corrupt; or
- (e) is engaged directly or indirectly in any trade, business or occupation on his/her own account) which may in the opinion of the appointing authority, interfere with the due performance by him/her of the duties of his/her office, without the prior permission of the appointing authority in writing; or
- (f) absents himself/herself from duty or overstays sanctioned leave without sufficient cause acceptable to the appointing authority.

6. Penalties:

The following are the minor and major penalties:

(a) Minor penalties:

- (i) Censure;
- (ii) Withholding, for a specified period, promotion or increment, otherwise than for unfitness for promotion or financial advancement, in accordance with the statutes or orders pertaining to the service or post;
- (iii) Stoppage, for a specific period, at an efficiency bar in the time scale, otherwise than for unfitness to cross such bar;
- (iv) Recovery from pay of the whole or any part of the pecuniary loss caused to the University by negligence or breach of orders.

(b) Major penalties:

- (i) Reduction to a lower post, grade or time scale, or to a lower stage in a time scale;
 - (ii) Compulsory retirement;
 - (iii) Removal from service;
 - (iv) Dismissal from service.
- 7.** Removal from service does not, but dismissal from service, does, disqualify for future employment.
- 8.** In these statutes removal or dismissal from service does not include the discharge of a person:

- (a) appointed on probation, during the period of probation or in accordance with the probation or training rules applicable to him/her; or
 - (b) appointed, otherwise than under a contract, to hold a temporary appointment, on the expiry of the period of appointment; or
 - (c) engage under a contract, in accordance with the terms of the contract.
9. (i) Any penalty mentioned in Section 6 may be imposed for misconduct.
- (ii) Any penalty mentioned in clauses (ii) and (iii) of Section 6 may be ordinarily imposed for inefficiency, indifference to duties, engaging directly or indirectly in trade without permission, absenting from duty or over-staying sanctioned leave;
- (iii) Any penalty mentioned in (ii), (iii) and (iv) of sub-section (b) of Section 6 may ordinarily be imposed for corruption, subversion or an action involving moral turpitude.

10. Inquiry Procedure:

In case where a University employee is accused of subversion, corruption or misconduct, the authorized officer may require him/her to proceed on leave, or with the approval of the authority, suspend him/her, provided that any continuation of such leave or suspension shall require the approval of the authority after every three months.

11. The authorized officer shall decide whether, in the light of facts of the case or the interests of justice, an inquiry should be conducted through an Inquiry Officer or Inquiry Committee. If he/she so decides, the procedure indicated shall apply.
12. If the authorized officer decided that it is not necessary to have an inquiry conducted through an Inquiry Officer or Inquiry Committee, he/she shall;
- (a) by order in writing, inform the accused of the action proposed to be taken in regard to him/her and the grounds of the action; and
 - (b) give him/her a reasonable opportunity of showing cause against that action; provided that no such opportunity shall be given where the authority is satisfied that in the interests of the security of Pakistan or any part thereof, it is not expedient to give such an opportunity.
13. On the receipt of the report of the Inquiry Officer or Inquiry Committee, or

where no such Officer or Committee is appointed, on receipt of the explanation of the accused, if any, the authorized officer shall determine whether the charge has been proved. If it is proposed to impose a minor penalty he/she shall pass orders accordingly. If it is proposed to impose a major penalty he/she shall forward the case to the authority along with the charge and the statement of allegations served on the accused, the explanation of the accused, the findings of the Inquiry Officer or Inquiry Committee, if appointed, and his/her own recommendations regarding the penalty to be imposed. The authority shall pass such orders as it may deem proper.

- 14.** Nothing under Sections 10 to 13 shall apply to a case:
- a. Where the accused is dismissed or removed from Service or reduced in rank, on the grounds of conduct which has led to sentence of fine or imprisonment; or
 - b. Where the authorized officer is satisfied that for reasons to be recorded in writing by that authority, it is not reasonably practicable to give the accused an opportunity or showing cause

15. Procedure to be observed by the Inquiry Officer and Inquiry Committee

Where an Inquiry Officer or Inquiry Committee is appointed, the authorized officer shall:

- (a) Frame a charge and communicate it to the accused together with statement of the allegations explaining the charge and any other relevant circumstances which are proposed to be taken into consideration;
 - (b) Require the accused within a reasonable time, which shall not less than seven days or more than fourteen days from the day the charge has been communicated to him/her, to put in a written defense, and to state at the same time whether he/she desires to be heard in person.
- 16.** The Inquiry Officer or the Committee, as the case may be, shall enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and the accused shall be entitled to cross examine witnesses against him/her.
- 17.** The Inquiry Officer or the Committee, as the case may be, shall hear the case from day to day and no adjournment shall be given except for reasons to be recorded in writing. However, every adjournment, with reasons therefore shall be reported forthwith to the authorized officer. Ordinarily,

no adjournment shall be for more than a week.

18. Where the Inquiry Officer or the Committee, as the case may be, is satisfied that the accused is hampering, or attempting to hamper, the progress of the enquiry, he/she or it shall administer a warning, and if thereafter it or he/she is satisfied that the accused is acting in disregard of the warning, he/she or it shall record a finding to that effect and proceed to complete the enquiry in such a manner as he/she or it thinks best suited to be substantial justice.
19. The Inquiry Officer of the Committee, as the case may be, shall within ten days of the conclusion of the proceedings or such longer period as may be allowed by the authorized officer, submit his/her or its finding and the ground thereof to the authorized officer.

Procedure of Inquiry against University employees lent to other agencies:

20. Where the services of a University employee to whom these statutes apply are lent to any other, agency, hereinafter referred to as the borrowing authority, the borrowing authority shall have the powers of the authority for the purpose of placing him/her under suspension or requiring him/her to proceed on leave and of initiating proceedings against him/her under these Statutes;
21. If, in the light of the finding in the proceedings taken against the University employee in terms of section 20, the borrowing authority is of the opinion that any penalty shall be imposed on him/her, it shall transmit to the lending authority the record of the proceedings and thereupon the lending authority shall take action as prescribed in these Statutes.

Power to order medical examination as to mental or bodily infirmity:

22. Where it is proposed to proceed against a University employee on the ground of inefficiency by reason of infirmity of mind or body, the authority may at any stage, whether or not an Inquiry Officer or any Inquiry Committee has been appointed, require the University employee to undergo a medical examination by a Medical Board or a Medical Superintendent and the report of the Board or the Medical Superintendent shall form part of the proceedings.
23. If the University employee refuses to undergo such examination, his/her refusal may, subject to the consideration of any grounds, he/she may give in support of it, be taken into consideration against him/her as showing that

he/she had reason to believe that the result of the examination would prove unfavorable to him/her.

24. The amount of pension, provident fund or gratuity to be paid to a University employee, compulsorily retired, shall be such as would have ordinarily been admissible to him/her on date of the retirement under the University Regulations/Statutes applicable to his/her services or post if he had been discharged from service on account of the abolition of the post without alternative suitable employment being provided.

25. Subject to any order of the authority or the officer, as the case may be, made on compassionate grounds, a University employee who is removed or dismissed shall not be entitled to the whole or any part of the amount of any University contribution to the provident fund as interest and increments thereon.

26. Re-instatement:

If a University employee, proceeding on leave, in pursuance of an order under Section 10 of these Statutes is not dismissed, removed, reduced in rank, or compulsorily retired, he/she shall be re-instated in service, or as the case may be, restored to his/her rank or given an equivalent rank, and the period of such leave shall be treated as duty on full pay.

27 Appeal:

A University employee, on whom a penalty is imposed, shall have the right to prefer an appeal within fifteen days of the receipt by him/her of the order imposing the penalty, to the appropriate appellate authority specified in column four of the appendix.

- 28.** i These University statutes supersede all University Rules relating to the efficiency and discipline of the University employees.
- ii. Notwithstanding the supersession of the University Rules referred to above, any departmental inquiry or proceeding pending, immediately before coming into force of these University Statutes, shall be completed and orders passed thereon as if the said University Rules had not been superseded.

29. Power of the Syndicate to issue instructions:

For the purpose of these Statutes the Syndicate, may from time to time, issue instructions for maintenance of appropriate standards of efficiency, good conduct, discipline and integrity of the University Employees.

APPENDIX

B.P.S.	Appointing Authority	Authority competent to take disciplinary action	Appellate Authority
B.P.S.22	Senate	Senate	Chancellor
B.P.S.17-21	Syndicate	Syndicate	Chancellor
B.P.S. 12-16	Vice-Chancellor	Vice Chancellor	Syndicate
B.P.S.1-11	Vice-Chancellor or his/her Nominee	Vice-Chancellor or his/her Nominee	Vice-Chancellor

CHAPTER - 10
SHAHEED BENAZIR BHUTTO UNIVERSITY
SERVICE PENSION STATUTES

Whereas it is expedient to prescribe statutes to govern the terms and conditions of service of the University employees in accordance with the Shaheed Benazir Bhutto University Regulation 2009 and bring them in line with the rules governing other public services in the country, the following Statutes are hereby prescribed in terms of Section 29 (1) of the Shaheed Benazir Bhutto University Regulation 2009, read with Rule 130 of Shaheed Benazir Bhutto University Service Statutes 2010.

Short Title:

1. i. These Statutes may be called the Shaheed Benazir Bhutto University Service Pension Statutes 2009.
- ii They shall be deemed to have come into force with immediate effect.

2. Definitions:

In these Statutes, unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them, that is to say:

- (a) "Head of Department" means the Head of the University Teaching or Administrative Department and includes the Principal of a Constituent College and the Chairman of a University Post-Graduate Department.
- (b) "Medical Authority" means an authority appointed to conduct medical examination of University employees for the purpose of granting invalid pension, extraordinary pension or commutation of Pension. His/her authority shall be:
 - i. In the case of a category '3' and category '4' employees, a Doctor nominated by the Vice-Chancellor;
 - ii. In the case of category '2' officer, the standing Medical Board consisting of not less than two Medical Officers to be appointed by the Syndicate; and
 - iii. in the case of a category '1' officer, the standing Medical Board consisting of not less than three Medical Officers to be appointed by the Syndicate.
- (c) "Pension Fund" means the fund maintained under Statute 10;
- (d) "Syndicate" means the Syndicate of the University;
- (e) "Treasurer" means the Treasurer of the University;
- (f) "University" means the Shaheed Benazir Bhutto University;

(g) "University Employee" and "University Service" respectively mean the employee to whom and the service to which these Statutes apply and;

(h) University Fund" means the University Fund maintained under Section 34 of the West Pakistan Ordinance, 1961.

3 *Extent of application:*

Unless in any case it be otherwise provided, these Statutes shall apply to all employees declared as University Employees,

4 *Exception:*

These Statutes shall not apply to:

- (i) University employees paid from contingencies or borne on work charged Establishment;
- (ii) University employees engaged on contract which contains no stipulation for pension under these Statutes;
- (iii) any person for whose appointment and condition of service, special provisions is made by or under any law, rule or regulation for the time being in force;
- (iv) any University employee or class of University employees who may be specifically excluded by the Syndicate from the application of these Statutes;
- (v) any University employee who holds a post which has been declared by the Syndicate to be non-pensionable;
- (vi) any person whose whole time is not retained for University service but is merely paid for work done, such as part-time lecturers, scrutineers etc; .
- (vii) any person who is not paid from the University Fund, but is paid from a fund held by the University as a Trustee, or from any other local fund or is remunerated by fees for the grant of a tenure of land or of any other source of income or of a right to collect money.

5. *Application of Government servants' Pension Rules to University Employees:*

- 1. Save as otherwise provided in these Statutes, the West Pakistan Civil Services Pension Rules, 1963 (hereinafter referred to as the said Rules), as remain applicable to Government servants of the Khyber Pakhtunkhwa Province, shall *mutatis mutandis* apply to University employees, and;
 - (a) any reference to Government were a reference to University;
 - (b) any reference to Government servant were a reference to University employee;
 - (c) any reference to the Provincial Consolidated Fund were a reference to the

University Fund;

- (d) any reference to Class-IV Service were a reference to any kind of Service with may be specially classed as such by the Syndicate; and any reference to Superior Service were a reference to any kind of Service which is not Class-IV service.
2. If any difficulty or dispute arises regarding the application of the said Rules to the University employees, the matter may be resolved by the decision of the Syndicate.
3. If any question arises, regarding the interpretation of these Statutes, the matter shall be referred to the Chancellor whose decision thereon shall be final.
4. The orders of the Provincial Government allowing or disallowing any monetary benefits to the Government Pensioners shall also apply to the University Pensioners.
6. ***Qualifying service for Pension:***
Subject to these Statutes, service rendered by a University employee from the date of his/her joining University service or the date of attaining the age of Eighteen years, whichever is later, shall count as service for pension.
7. ***Relaxation***
Any of these Statutes may for the reasons to be recorded in writing be relaxed in individual cases by the Syndicate or the Vice-Chancellor, as the case may be, if the strict application of these Statutes will cause hardship to the individual concerned.
8. ***Condo nation of interruptions and deficiencies:***
 - (1) The Syndicate or the Vice-Chancellor, as the case may be, may for purpose of pension condone all gaps between the periods for qualifying service of a University employee.
 - (2) The Syndicate or the Vice-Chancellor, as the case may be, may condone deficiency in qualifying service for pension, upto six months; provided that the service is meritorious, and the condonation, if allowed, will bring the service upto twenty-five completed years of qualifying service.
9. ***Pension Fund:***
There shall be maintained a Pension Fund, to the credit whereof shall be placed:
 - (a) The amount contributed by the University to the Provident Fund accounts of the University employees who have under these Statutes opted for pension; and

(b) Such contribution per month for every University employee as would have been payable by the University under the Provident Fund Scheme.

10. ***Authority competent to grant pension:***

The authority competent, to grant pension shall be the authority competent to make appointment to the post last held by the University employee at the time of retirement.

11. ***Maintenance of Pension Fund:***

If the amount of pension fund is surplus to the requirements for the purpose of pension, the surplus funds may, with previous sanction of the Vice-Chancellor, be invested in such a manner as may be necessary, and if the pension fund is running short of the requirements for purposes of pension, the Syndicate may require the University to raise its contribution to the pension fund under Clause (b) of Statute-10 to such extent as may be specified.

12. ***Payment:***

All Pensions shall be paid out of Pension Fund.

13. ***Anticipatory pension in default of expeditious payment:***

All formalities, for the grant of pension shall be completed as expeditiously as possible, so that the University employee, retiring on pension starts getting his/her pension regularly within one month of his/her retirement; provided that if due to unavoidable circumstances such period is to be exceeded the authority competent to grant the pension shall sanction anticipatory pension for the interim period.

CHAPTER - 11
SHAHEED BENAZIR BHUTTO UNIVERSITY BENEVOLENT FUND
STATUTES, 2010

Whereas it is expedient to prescribe Statutes to govern the terms and conditions of service of the University employees in accordance with the Shaheed Benazir Bhutto University Regulation 2009 and bring them in line with the rules governing other public services in the country, the following Statutes are hereby prescribed in terms of Section 29 (1) of the Shaheed Benazir Bhutto University Regulation 2009.

1. Statutes relating to Benevolent Fund for the employees of the Shaheed Benazir Bhutto University

(a) These Statutes may be called the Shaheed Benazir Bhutto University Benevolent Fund Statutes.

(b) These Statutes shall come into force with immediate effect.

2. In these Statutes unless the context otherwise requires, the following expressions shall have the meanings hereby respectively assigned to them.

Definitions:

(a) "Family" in relation to University employee means his/her

(i) wife or wives or husband, *as* the case may be;

(ii) legitimate children and step children less than 18 years old;

(iii) legitimate children and step children not less than 18 years old if wholly dependent upon him or her; and

(iv) parents, sisters and minor brothers if residing with and wholly dependent upon him or her.

(b) "Fund" means the University Employees Benevolent Fund.

(c) All other expressions shall have the same meaning as assigned to them under Section 2 of the Shaheed Benazir Bhutto University Regulation 2009 .

Entitlement:

3. All University employees shall be entitled to the benefits of his/her fund except:

(a) The work charged establishment;

(b) Part-time University employees;

(c) Those employed on contract for a fixed short period;

(d) Employees who have attained the age of 60 years; and

(e) Any category of University employees specifically excluded from the purview of these Statutes by the Syndicate.

Establishment of Fund:

4. There will be established a Fund to be called the University Employees Benevolent Fund.
5. To the credit of the Benevolent Fund shall be placed:
 - (a) all sums paid by the employees as subscription to the Benevolent Fund;
 - (b) all benevolent grants, donations, gifts, endowments etc., made by the Central Government, autonomous bodies, organizations and institutions or others for the purpose;
 - (c) all income, profits or interest accruing from the assets belonging to the Benevolent Fund or from investments made out of the Fund;
 - (d) profit commission received by the University towards the Group Insurance from the Insurance Company;
 - (e) Contributions of the University of portion thereof credited to the Provident Fund Account of an employee which on closing his/her account remains nonrefundable;
 - (f) The unclaimed amount of interest on Provident Fund of an employee;
 - (g) Any amount which remains unclaimed for a period of six years after the Provident Fund Account of an employee has been closed.
6. The money credited to the Benevolent Fund shall be kept in such bank as may be prescribed.

Subscriptions to be paid by the Employees:

7. Every regular employee shall pay to the Benevolent Fund a monthly subscription equal to one percent of his/her pay or twenty-five rupees whichever is less and the amount of such subscription shall, as far as possible, be deducted at the source from his/her pay and credited to the Benevolent Fund.
8. Where the amount of subscription cannot, for any reason, be deducted from the pay of the employee, the employee shall remit to the Treasurer the sum of subscription payable by him or her and any amount of subscription remaining unpaid due to inadvertence, negligence of the employee or otherwise shall be recoverable from him or her in such a manner as may be prescribed by the Vice Chancellor.
9. Default in the payment of the subscription, either for the reason that the pay of the employee was not drawn or due to his/her inadvertence, negligence or fault

of other reasons whatsoever shall not affect his/her right or the right of his/her family to receive the Benevolent grant provided for in clause 10 but the amount of unpaid subscription shall be deducted from the benevolent grant.

Benevolent Grants to be paid from the Benevolent Fund:

10. If any employee:

- (a) is declared by the prescribed medical authority to have been permanently incapacitated physically or mentally to discharge the duties of his/her employment and is for that reason removed/retired from service, or
- (b) dies during the continuance of his/her employment or if he/she has retired from service, within the prescribed period before attaining the age of sixty years; he/she or, in the event of his/her death, his/her family shall be entitled to receive a benevolent grant from the Benevolent Fund according to the scale as laid down below, for a period of fifteen years or upto the date on which the employee attains or might have, if he/she were alive, attained the age of sixty years, whichever is earlier:

Clause - 7: effective from 1st July, 2004.

5.#	Monthly Pay		Rate of Monthly Contribution	5. #	Monthly Pay		Rate of Monthly Contribution
	From	To			From	To	
1.	1801	1900	Rs.37/-	18.	3501	3600	Rs.71/-
2.	1901	2000	Rs.39 / -	19.	3601	3700	Rs.73/-
3.	2001	2100	Rs.41/-	20.	3701	3800	Rs.75/-
4.	2101	2200	Rs.43/-	21.	3801	3900	Rs.77/-
5.	2201	2300	Rs.45/-	22.	3901	4000	Rs.79/-
6.	2301	2400	Rs.47/-	23.	4001	4100	Rs.81/-
7.	2401	2500	Rs.49/-	24.	4101	4200	Rs.83/-
8.	2501	2600	Rs.51/-	25.	4201	4300	Rs.85/-
9.	2601	2700	Rs.53/-	26.	4301	4400	Rs.87/-
10.	2701	2800	Rs.55/-	27.	4401	4500	Rs.89/-
11.	2801	2900	Rs.57/-	28.	4501	4600	Rs.91/-

12.	2901	3000	Rs.59/-	29.	4601	4700	Rs.93/-
13.	3001	3100	Rs.61/-	30.	4701	4800	Rs.95/-
14.	3101	3200	Rs.63/-	31.	4801	4900	Rs.97/-
15.	3201	3300	Rs.65/ -	32.	4901	5000	Rs.99/-
16.	3301	3400	Rs.67/-	33.	5001	Onward	RS.100/-
17.	3401	3500	Rs.69/-				

Provided that in the case of an employee who dies after having drawn benevolent grant under his/her section, the said period of fifteen years shall be reckoned from the date from which he/she began drawing such grant.

(c) For the relief of exceptionally needy in service employees and former employee in their old age.

Payment of Benevolent Grant:

- 11 . On the death of an employee, the amount of benevolent grant, payable under statutes, shall be authorized by the Board of Trustees to be paid to such member or members of his/her family as he/she might have nominated in the prescribed form given in Annexure 1 in full or in the shares specified by him/her at the time of making nominations.
12. Where no valid nomination made by the employee subsists at the time of his/her death, the amount of benevolent grant shall be paid to such member or members of his/her family, subject to such conditions imposed with a view to ensuring that the amount is justly and equitably utilized for the maintenance and benefit of all the members of family, as may be prescribed or may, consistently with the rules, be determined by the Board of Trustees or any officer authorized by the Board of Trustees in his/her behalf.
13. The accounts of the Benevolent Fund shall be maintained in such manner and form as prescribed under the statutes relating to Maintenance of Accounts of the University as in force from time to time.
14. The account of the Benevolent Fund shall be audited by the Auditors of the University every two years and their report published for general information.
15. The fund shall vest in the SHAHEED BENAZIR BHUTTO UNIVERSITY as a body

corporate and managed by a Board of Trustees to be nominated by the Syndicate.

16. The Board of Trustees shall consist of:
- (a) The Vice-Chancellor: Chairman Ex-Officio.
 - (b) Two members to be nominated by the Syndicate from among the Academic Staff.
 - (c) One member to be nominated by the Syndicate from among the Administration Staff.
 - (d) Treasurer: Secretary Ex-Officio.

The nominated members shall hold office upto two years at the pleasure of the Syndicate. Retiring members will be eligible for re-nomination.

Quorum for meetings shall be three.

Duties and powers of the Board of Trustees:

The Board shall have power:

- (a) to settle claims for benevolent grants under these Statutes and all matters connected with such claims;
- (b) to sanction grant from the Benevolent Fund to the employees or their families in accordance with the provision of these Statutes.
- (c) to do or cause to be done all acts and things necessary for the proper administration and management of the money or properties in the Benevolent Fund.
- (d) to sanction expenditure connected with the administration and management of the Benevolent Fund
- (e) to invest money held in the Benevolent Fund in the Government securities and units of Investment Corporation of Pakistan or National Investment Trust, in the construction of buildings for proposes of raising rent income, and in other profitable ventures, the plans whereof having been previously approved by the Syndicate.
- (f) to do or cause to be done all things ancillary or incidental to any of the

aforesaid powers or to the purposes of the Benevolent Fund.

18. An appeal shall lie to the Syndicate against the decisions of the Board of Trustees within 90 days of its decision and the decision of the Syndicate shall be final and binding on members participating the scheme.
19. Exemption from taxes. The Provincial Government may be approached to exempt the Benevolent Fund from any tax, rate or duty livable by the Government or by a local authority.

ANNEX- I

FORM OF NOMINATION
(Referred in Clause 1/ of the Orders)

I, _____ son/daughter/wife of _____ of _____ the
Institute/Department/Branch

Shaheed Benazir Bhutto University hereby nominate the person/persons mentioned below who is/are member/members of my family as defined in the standing orders of the Syndicate relating to Benevolent Fund to receive the assured sum in the event of my death:

Name and address of Nominee.	Relation-ship	Age	Proportion of the amount to be paid	If the nominee is minor, name of the person/persons to whom payment is to be made on his/her behalf.

Date the ____ day of __20__

* Attested by _____

Seal of office

* The signatures of the subscriber should be attested by a Class "A" University Officer or Class I Officer of the Central or Provincial Government who should affix his/her seal of office below his/her signatures.

CHAPTER – 12

**SHAHEED BENAZIR BHUTTO UNIVERSITY
GENERAL BENEVOLENT FUND AND PROVIDENT FUND STATUTES 2010**

Whereas it is expedient to prescribe statutes to govern the terms and conditions of service of the University employees in accordance with the Shaheed Benazir Bhutto University Regulation 2009 and bring them in line with the rules governing other public services in the country, the following Statutes are hereby prescribed in terms of Section 29 (1) of the Shaheed Benazir Bhutto University Regulation 2009 as read with rule 131 of Shaheed Benazir Bhutto University Service Statutes 2010.

Now, therefore, to ensure the welfare of University employee and their dependents the following Statutes are prescribed:

1. Title

These Statutes shall be called the Shaheed Benazir Bhutto University Employees General Benevolent Fund and Provident Fund Statutes 2010.

2. Commencement:

These Statutes shall come into force with immediate effect.

3. Application:

These Statutes shall apply to:

(a) All University Employees

Provided that persons re-employed, after retirement; persons on deputation from other organizations or those serving under special contracts of service, shall not be eligible to the benefit of these Statutes.

4. Definitions:

(1) In these Statutes, unless there is anything repugnant in the subject or context, the following expressions shall have the meanings hereby respectively assigned to them as under:

(a) "Depositor" "Subscriber" or "Member", means an employee of the University who is required or permitted under these Statutes to contribute to the General Provident Fund.

(b) "Salary" means basic pay exclusive of allowances drawn monthly by an employee of the University.

(c) "Treasurer" means the Treasurer of the Shaheed Benazir Bhutto University.

(d) "Trustees" means the Trustees of the Fund, appointed under these Statutes.

(e) "University" means the Shaheed Benazir Bhutto University.

(f) "Year" means financial year beginning on 1 st July and ending on 30th of June.

(2) All other expressions and terms, used in these Statutes shall have the same meanings as assigned to them under Section 2 of the Shaheed Benazir Bhutto University Regulation 2009.

5. **The Fund:**

Subject to the provisions of these Statutes, the fund shall consist of all contributions collected from the members' interest that may accrue from the fund or securities/investments from the fund with benefits accruing there from.

6. **Management:**

The administration and management of the fund shall vest in a Board of Trustees to be appointed by the Syndicate by nominating 3 Teachers, a Superintendent of office and one representative of subordinate staff. The Vice Chancellor shall be the ex-officio member/Chairman, the Treasurer ex-officio member/ Secretary and the Registrar an ex-officio member of the Board. The rules of business and administration of the fund may be prescribed by the Syndicate by rules within the frame-work of these Statutes. Membership will remain in abeyance during leave without pay for more than a month.

7. **Termination:**

Membership of the fund will continue only during service of an employee upto the date of superannuation or the date of discharge, removal or resignation from service. Membership will remain in abeyance during leave without pay for more than a month

8. **Rate of Subscription:**

(a) A sum equal to 6% of salary of each subscriber shall be deducted from monthly salary bills and credited to the account of the subscriber in the fund.

(b) A subscriber, however, may voluntarily offer, in writing, to pay his/her subscription at any increased rate from ensuing financial year and deductions shall be made accordingly. Option, thus exercised, will be valid till it is withdrawn at a notice of two months, in writing, before the commencement of ensuing financial year;

Provided that in calculating the monthly salary on which these deductions are made under clause (a) or (b) fraction of a rupees shall be ignored.

9. **The Account:**

The account of the fund shall be opened in a Bank to be approved by the Syndicate to which all deductions shall be credited before the 5th of each

Calendar month in short term deposit account. Amounts, in excess of RS.1000/- at any time, shall be converted into Government Securities, National Savings Certificates, National Deposit Certificates or Khas Deposits of the Post-Office to

secure the maximum rate of interest.

10. **Interest/Markup:**

Each year, in July interest/markup pro-rata on the basis of total balance, shall be declared and credited to the account of each subscriber.

Every year, in the month of September, the subscriber shall be advised of the balance at his/her credit.

11 . All subscribers or in case of their death, their nominees or legal successors will be entitled to receive the full amount including interest to the credit of the subscriber at the end of his/her service or death whichever is earlier.

12. **Loans:**

Temporary advances may be granted (against the personal contribution by the individual at his/her credit) by the Chairman upto 60 percent for all the purposes as mentioned in section (a), (b) and (c) of the General Provident Fund Statutes 1977 provided that for the construction/purchase of house or land, loan upto 75% of the credit balance could be extended.

- (a) To defray expenses on illness of the subscriber of his/her dependent.
- (b) To defray expenses on education of subscriber's children or dependents.
- (c) To defray expenses on marriage, religious ceremonies, performance of Haj or Ziarat/ Umra or visit to Holy Shrines.

(d) To repair or purchase a house or land, books, professional aids and equipment or vehicle.

(e) To pay premium on Insurance Policies.

Such advances shall be recoverable at the most in 30 or less equal installments deductible from the salary over and above the normal deductions. A subscriber may liquidate the loan in lump or lesser installments but after the Principal amount is liquidated an additional installment equal to 1/30 of the loan shall be paid as service charge and shall be credited to the account of the subscriber.

13. **Unclaimed Interest:**

If a subscriber gives it in writing that he/she would not claim interest or if any amount of interest remains unclaimed for more than six months, it shall be credited to the University Employees Benevolent Fund.

14. Individual accounts shall be maintained in a separate ledger as may be prescribed by the Treasurer

15. **Audit:**

The account shall be audited once in every year and report of the audit shall be

placed before the Board of Trustees.

16. ***Declaration:***

Every employee of the University entitled to membership of the fund shall hand in for registration in the office of the Treasurer the names of person/persons to whom he/she would like the balance at his/her credit in the fund to be paid in the event of his/her death. These declarations shall be entered in a Register in Treasurer's office and all entries shall be attested by him/her. A subscriber may, at any time, amend his/her declaration regarding the names of person/persons to whom he/she would like to be paid, the balance at his/her credit on the fund in the event of his/her death.

17. ***Interpretations:***

In case of any ambiguity or doubt in the application or interpretations of these Statutes, the decision of the Syndicate shall be final.

18. Notwithstanding anything to the contrary contained in these Statutes a subscriber, who has given it in writing that he/she would not claim interest shall not be charged any service charge or a loan given to him/her.

CHAPTER – 13

**SHAHEED BENAZIR BHUTTO UNIVERSITY
EMPLOYEES WELFARE FUND STATUTES 2010**

Whereas it is expedient to prescribe statutes to govern the terms and conditions of service of the University employees in accordance with the Shaheed Benazir Bhutto University Regulation 2009 and bring them in line with the rules governing other public services in the country, the following Statutes are hereby prescribed in terms of Section 25 (1) of the Shaheed Benazir Bhutto University Regulation 2009:

1. *Short Title and Commencement*

- (i) These University Statutes may be called the (Shaheed Benazir Bhutto University) Employees Welfare Fund Statutes 2010.
- (ii) They shall come into force on and from such date as the Syndicate may appoint in his/her behalf.

Definitions:

2. In these Statutes unless the context otherwise requires:

- (a) "Board" means the Board established under section 6 of these Statutes;
- (b) "Family" in relation to a University employee means his/her or her;
 - (i) wife or wives or husband, as the case may be;
 - (ii) legitimate children and step children who have not attained the age of twelve;
 - (iii) legitimate children and step children who have attained the age of twelve, if residing with and wholly dependent upon him or her; and
 - (iv) parents, sisters and minor brothers, if residing with and wholly dependent upon him or her;
- (c) "Welfare Fund" means the Welfare Fund established under these University Statutes;
- (d) "Pay" means the amount drawn monthly by a University employee as:
 - (i) the pay which has been sanctioned for the post held by him/her substantively, or in an officiating capacity, or to which he/she is entitled by reason of his/her position in a cadre;
 - overseas pay, technical pay, personal pay and special pay; and
 - (ii) any other emolument which may specifically be classed as pay by the Syndicate;
- (e) "Syndicate" means the Syndicate of the Shaheed Benazir Bhutto University;
- (f) "Treasurer" means the Treasurer of the Shaheed Benazir Bhutto University;
- (g) "University Employee" means the University employee to whom these Statutes apply.

Establishment of Welfare Fund

3. There shall be established a fund, to be called the Shaheed Benazir Bhutto University Employees Welfare Fund, for the purpose of securing Life Insurance benefits to the University employee.

University Employees to whom applicable:

4. (1) All University employees shall be entitled to the benefits of his/her Welfare Fund, except:
- (a) the staff paid from contingencies;
 - (b) the work-charged establishment;
 - (c) part-time University employee;
 - (d) those employed on contract;
 - (e) those employed on deputation to the University;
 - (f) the employees who have attained the age of 60 years; and any other
 - (g) class of University employees excluded by the Syndicate.
- (2) Nothing in sub-section (1) shall affect the provision of section 17 of these Statutes

Source and utilization of the Fund:

5. (1) To the credit of the Welfare Fund shall be placed:
- (a) all contributions received from University employees under section 8 and section 9 of these Statutes;
 - (b) all contributions made by the University; and
 - (c) all interest of profit accruing on such contributions.
- (2) The Welfare Fund shall be utilized for meeting the expenses on arrangements to be made with an Insurance Company or other Insurer for the insurance of the University employees.
- (i) Out of the profit realized from Insurance Companies 50 percent of such profit shall be credited to the Welfare Fund Account. The Board may utilize it in accordance with section-17 and Sub-section (2) of Section-5 of these Statutes.
 - (ii) The remaining 50 percent of profit shall be payable to the employees with earnings. His/her amount shall be invested in the long term schemes. The employees, on death or retirement, shall receive their share of profit based on the ratio of their respective contributions to the premium along with the earnings accruing on it.

Constitution of Board for Management of Welfare Fund

6. (1) As soon as may be, the Syndicate shall constitute a Board consisting of

the Chairman and four members to administer and manage the Welfare Fund.

- (2) The Treasurer of the University shall be the Secretary of the Board.
- (3) A new Board shall be constituted after every three years.

Functions and Powers of the Board:

7. The Board shall:
 - (a) from time to time arrange for the insurance of the University employees in the sums specified in the First Schedule with such Insurance Company or other Insurer as it may deem fit in accordance with the provisions of these University Statutes;
 - (b) have the power to sanction expenditures, connected with the administration and management of the Welfare Fund; and
 - (c) do or cause to be done all other things ancillary or incidental to any of the aforesaid or to the purpose of the Welfare Fund.

Contribution towards Welfare Fund by University Employees:

8. (i) Subject to the provisions of section 4 of these Statutes, every University employee drawing pay exceeding RS.300.00 p.m. shall be liable to contribute towards the Welfare Fund annually at the rate of RS.3.60 (Rupees three and paise sixty only) per 1000.00 rupees of the sum for which he/she insured. His/her rate may vary with the approval of the Syndicate on the recommendations of the Board.
- (ii) Contributions, in respect of employees drawing RS.300.00 p.m. or less, shall be paid by the University.
- (iii) The annual contribution payable by each University employee shall be deducted at the source from his/her pay bill in two equal installments and credited or remitted to the Welfare Fund.

Contributions by employees on Foreign Service

9. (1) When a University employee is transferred to foreign service he/she shall continue to be governed by these University Statutes in the same manner as if he/she had not been so transferred and he/she shall remit to the Treasurer his/her contribution to Welfare Fund during the period he/she remains on foreign service.
- (2) If for any reason contribution to the Welfare Fund has not been deducted from the pay bill of a University employee or paid in the manner provided in sub-section (1) or sub-section (3) of section 8 the same shall in lump-sum be:

- (a) deducted from his/her subsequent pay bill, or
- (b) remitted to the Treasurer.

Determination of Statutes of deceased employee:

10. Notwithstanding the fact that a University employee may have at different times belonged to different classes of service as specified in First Schedule, the assured sum to be paid on his/her death to the member or members of his/her family, nominated by him/her in his/her behalf, or the other persons specified in section 13 of these statutes, shall be the sum specified in First Schedule in respect of the class to which he/she belonged immediately before his/her death:

Provided that the difference of the premium has been paid before his/her death by the University employee to the Insurance Company or other Insurer.

No benefit admissible on dismissal etc.:

11. If a University employee, for any reason whatsoever, leaves the University *service* or is discharged or dismissed from service, or his/her services are terminated, he/she shall be entitled neither to any benefit from the Welfare Fund, nor to the refund of the contributions made by him/her toward the said Welfare Fund during the period of his/her service.

Nomination:

12. (1) Within three months of coming into force of these University Statutes, every University employee, who is entitled to the benefits of the Welfare Fund, shall nominate, in form appended as Second Schedule, a member or members of his/her family to whom he/she desires the sum insured to be paid in the event of his/her death, specifying, in case the assured sum is to be paid to more than one member of his/her family, the proportion in which such sum is to be paid to them and forward the Nomination Form to the Treasurer for transmission to the Insurance Company concerned which shall assign a Nomination Number to the employee and furnish receipt, therefore to be placed in his/her service book.
- (2) In case the nominee or one of the nominees is a minor, the University Employee shall nominate one or more persons, through whom the payment of the sum assured or the minor successor as the case may be, shall be paid by the Insurance Company.
- (3) A University employee, may, at any time, cancel a nomination by sending a notice, in writing, to the Treasurer for transmission to the Insurance Company concerned and may also send a fresh nomination along with such notice.
- (4) If the nomination relates only to a part of the sum assured, the part to which it

does not relate shall, in the event of the University Employee's death, be distributed in accordance with the provisions of section 13 of these Statutes.

Payment to relatives on University Employee's death:

13. The arrangement to be made with an Insurance Company or other Insurer under clause (a) of section 7 of these Statutes, shall be to the effect that on the death of a University employee of the class specified in column 1 of First Schedule, the sum specified against that class of University employee in column 2 shall be paid:
- (a) to such member or members of his/her family as he/she may have nominated for the purpose in full or in the shares specified by him/her at the time of making the nomination;
 - (b) where no valid nomination by the University employee subsists at the time of his/her death, to his/her family; and
 - (c) in the absence of a family, to his/her surviving relatives, if any, in the manner and in the shares in which the Provident Fund or gratuity of a deceased University employee, is payable under the relevant Statutes as in force for the time being.

Submission of Claims for payment:

14. i. Claims under these Statutes, shall become payable only upon submission by the Head of Office or the Head of Department concerned, through the Treasurer, to the Insurance Company concerned of:
- ii. a certificate in the form appended as Third Schedule certifying the death of the University employee concerned and indicating the class to which such University employee belonged immediately before his/her death and his/her nomination number; and
 - iii. where on valid nomination under section 12 of these Statutes subsists in respect of a University employee at the time of his/her death, a certificate specifying the names of the members of his/her family and in the absence of any member of his/her family the names of his/her surviving relatives to whom the sum assured is payable under the provisions of clause (b) or clause (c) of section 13 of these Statutes and the shares, in which the sum is payable to them.

Payment of claim by the Insurance Company:

15. On receipt of the documents referred to in section 14 of these Statutes, the Insurance Company concerned shall make immediately arrangements for the payment of the sum assured, to the person or persons mentioned in section 13 of these Statutes.

Meeting of the Board:

16. The Board constituted under section 6 of these Statutes shall hold at least one meeting in every six months.

- (1) The Board constituted, under section 6 of these Statutes, shall hold at least one meeting in every six months.
- (2) The Chairman may however, call a special meeting of the Board at any time he/she may deem necessary.
- (3) The Chairman and any two members of the Board shall form a quorum at the meeting.
- (4) Decisions by the Board shall be taken by majority of votes. In case of equality of votes, the Chairman shall have a second or casting vote.
- (5) All decisions of the Board shall be recorded in writing by the Secretary and in his/her absence by such other member of the Board as may be authorized in his/her behalf by the Chairman.
- (6) Subject to the general supervision and control of the Chairman, the Secretary shall be responsible for:
 - (i) the conduct of correspondence on behalf of the Board;
 - (ii) the maintenance of the records of the Board;
 - (iii) the disbursement of money from the Welfare Fund;
 - (iv) the maintenance of the accounts;
 - (v) preparation of the agenda of the meetings of the Board and giving advance notice of such meeting to the members of the Board;
 - (vi) Performance of such other functions as may be specified by the Chairman.

Grants to retired University Employees:

17. The Board may make to a University employee who has retired from service or has completed the age of sixty years, such grants out of the Welfare Fund not exceeding Rs.3,000.00 (Rupees three thousand only) as it may consider appropriate or feasible.

Withdrawals from Welfare Fund:

18. Any amount, required to be drawn from the Welfare Fund, shall be drawn on a bill signed by the Treasurer.

Maintenance of Welfare Fund and its Audit:

19. (1) The accounts of the contributions to and of the withdrawals from the Welfare Fund shall be maintained by the Treasurer.
- (2) The accounts maintained under sub-section (1) shall be audited by the University Auditor at least once every year.

Money to be kept in approved Bank:

20. All money, credited into the Welfare Fund, shall be kept in Scheduled Bank or Government Treasury in the name of the Board.

Accounts and Payments in Rupees:

21. The account of the Welfare Fund shall be kept in rupees and all payments from it shall be made in rupees.

SCHEDULE - I

[Referred to in Section (7) of the Shaheed Benazir Bhutto University Employees Welfare Fund University Statutes 2010). The Sums in which various classes of University Employees are to be insured.

Grades of University Employees	Assured Amount	Amount of half yearly premium payable.
BPS 1-4	Rs.15, 000/-	To be paid by the University
BPS 5-10	Rs.20, 000/-	RS.36.00
BPS 11-15	Rs. 40,000 /-	Rs.72.00
BPS 16-17	Rs.60, 000/-	RS.108.00
BPS 18	Rs.100, 000/-	RS.180.00
BPS 19	Rs.160, 000/-	Rs.288.00
BPS 20 and above	Rs.2, 00,000/-	Rs.360.00

**GOVERNMENT OF THE NORTH-WEST FRONTIER PROVINCE LAW
DEPARTMENT**

NOTIFICATION Dated 15th August 2000

No. Legis: 1(4)/2000/4457 - The following Ordinance by the Governor of the North-West Frontier Province is hereby published for general information:

**THE NORTH-WEST FRONTIER PROVINCE REMOVAL FROM SERVICE (SPECIAL
POWERS) ORDINANCE 2000**

N.-W.F.P ORDINANCE NO. V OF 2000

**AN
ORDINANCE**

to provide for dismissal, removal, compulsory retirement from service and reduction to lower post or pay scale of certain persons from Government service and corporation service:

WHEREAS in view of prevailing circumstances it is expedient and necessary and in the public interest and further for good governance etc to provide for measures, inter-alia, dismissal, removal etc., of certain persons from Government service and corporation service as hereinafter stated;

AND WHEREAS it is necessary to provide for speedy disposal of such cases and for matters connected therewith or ancillary thereto;

AND WHEREAS under the provisions contained in Article 4 of the Provisional Constitution (Amendment) NO.9 of 1999, the Governor of a province, on the instructions of the Chief Executive of Pakistan, may issue and promulgate an Ordinance if the circumstances exist which render it necessary to take immediate action;

AND WHEREAS the Governor is satisfied that circumstances exist which render it necessary to take immediate action;

NOW, THEREFORE, in exercise of the power aforesaid and all other powers enabling him in that behalf, the Governor of the North-West Frontier Province, on the instructions of the Chief Executive of Pakistan is pleased to make and promulgate the following Ordinance:

1. Short title. Extent. Commencement and application: ----- (1) His/her Ordinance may be called the North West Frontier Province Removal from Service (Special Powers) Ordinance, 2000.

(2) It extends to the whole of Pakistan.

(3) It shall come into force at once.

(4) It shall apply to persons in Government service and/or corporation service.

2. Definitions: In his/her Ordinance, unless there is anything repugnant in the subject or context:

(a) competent authority" means, the Chief Minister and where, in relation to any person or class of persons, the Chief Minister authorizes any officer or authority, not being inferior in rank to the appointing authority prescribed for the post held by the person against

whom action is proposed to be taken, to exercise the powers of competent authority under his/her Ordinance, that officer or authority, and, in relation to an employee of a Court or Tribunal functioning under Government, the appointing authority or the Chairman or Presiding Officer of the Court or the Tribunal;

Provided that in relation to the employee of Universities incorporated by law in the North-West Frontier Province in respect of which the Governor is the Chancellor, the North West Frontier Province Board of Technical Education and the Boards of Intermediate and Secondary Education in the North West Frontier Province, the competent authority shall mean the Governor;

- (b) "Government" means the Government of North-West Frontier Province;
- (c) "misconduct" includes conduct prejudicial to good order or service discipline or conduct unbecoming of an officer and a gentleman or involvement or participation for gain either directly or indirectly in industry, trade or speculative transactions or abuse or misuse of the official position to gain undue advantage or assumption of financial or other obligations to private institutions or persons such as may cause embarrassment in the performance of official duties or functions;
- (d) "person in corporation service" means every person in the employment of a corporation, corporate body, authority, statutory body or other organizations or institutions set up, established, owned, managed or controlled by the Federal Government, or by or under any law for the time being in force or a body or organization in which Government has a controlling share or interest and includes the Chairman and the Managing Director, and the holder of any other office therein; and
- (e) "persons in Government service" includes every person who is a member of an All-Civil Service or of the Province or who holds a civil post in connection with the affairs of the Province but does not include:
 - (i) a person who is on deputation to the Province from the Federation or any other Province or other Authority;
 - (ii) a person who is employed on contract or on work charged basis, or who is paid from contingencies; or
 - (iii) a person who is "worker" or "workman" as defined in the Factories Act, 934 (Act XXV of 1934) or the Workman's Compensation Act, 1923 (Act VIII of 1923)
 - (iv) but include any employee serving in any court or tribunal set up or establishment by Government, except a Judge of the High Court or a court subordinate to the High Court and any employees thereof; and
- (f) "Province" means the North-West Frontier Province

3. Dismissal, removal and compulsory retirement etc of certain person in Government or Corporation service, etc (1) Where, in the opinion of the competent authority, a person in Government or corporation service, is

- (a) inefficient, or has ceased to be efficient for any reason; or is guilty of habitually absenting himself from duty without prior approval of leave; or

- (b) guilty of misconduct;
- (c) corrupt, or may reasonably be considered as corrupt, because
 - (i) he, or any of his/her dependents or any other person, through him or on his/her behalf, is in possession of pecuniary sources or of property, for which he cannot reasonably account for, and which are disproportionate to his/her known sources of income; or
 - (ii) he has assumed a style of living beyond his/her known sources of income; or
 - (iii) he has a persistent reputation of being corrupt; or
 - (iv) he has entered into plea bargaining under any law for the time being in force and has returned the assets or gains acquired through corruption or corrupt practices voluntarily; or
- (d) engaged, or is reasonably believed to be engaged, in subversive activities, and his/her retention in service is prejudicial to national security or he is guilty of disclosure of official secrets to any unauthorized person; or
- (e) found to have been appointed or promoted on extraneous grounds in violation of law and the relevant rules,
 - the competent authority, after inquiry by the Inquiry Officer or the Inquiry Committee appointed under section 5, may, notwithstanding anything contained in any law or the terms and conditions of service of such person, by order in writing dismiss or remove such person from service, compulsorily retire

from service or reduce him to lower post or pay scale, or impose one or more minor penalties as prescribed in the Government Servants (Efficiency & Discipline) Rules, 1973 made under section 26 of the North-West Frontier Province Civil Servant Action 1973 (N-W.F.P Act No. XVIII of 1973).

- (2) Before passing an order under sub-section (1), the competent authority shall
 - (a) by order in writing, inform the accused of the action proposed to be taken in regard to him and the grounds of the action; and
 - (b) give him a reasonable opportunity of showing cause against that action within seven days or within such extended period as the competent authority may determine:
 - Provided that no such opportunity shall be given where
 - i. the competent authority is satisfied that in the interest of security of Pakistan or any part thereof it is not expedient to give such opportunity; or
 - ii. the accused is dismissed under clause [(a) of sub-section (2) of Section 3A] or where the competent authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to give the accused an opportunity of showing cause.
- (3) The dismissal or removal or premature retirement from service or reduction to lower post or pay scale of a person under sub-section (1) shall not absolve such person from liability to any punishment to which he may be liable for an

offence under any law committed by him while in service".

3(A) Procedure in case of conviction by a court of law. –

- (1) Where a person in Government service or in Corporation Service on conviction by a court of law is sentenced to imprisonment or fine, the competent authority shall examine the facts and the grounds on which the order convicting such person was passed by a court of law.
- (2) Where on examination the competent authority finds that order of imprisonment or fine is based on
 - (a) established charges of corruption or moral turpitude it shall pass order of dismissal from service of the delinquent person in Government service or in corporation service to be effective from the date of his/her conviction by a court of law; and
 - (b) charges other than corruption or moral turpitude it may, in the light of the facts and circumstances of the case, decide as to whether it is a fit case for taking departmental action under his/her Ordinance and if it so decides it may, subject to the provisions of sub-section (2) of section 3, impose any penalty authorized by his/her Ordinance as it may deem fit.

4. Suspension. A person against whom action is proposed to be taken under subsection (1) of Section 3 may be placed under suspension with immediate effect if, in the opinion of the competent authority, suspension is necessary or expedient:

Provided that the competent authority may, in an appropriate case, for reasons to be recorded in writing, instead of placing such person under suspension, require him to proceed on such leave as may be admissible to him from such date as may be specified by the competent authority.

5. Power to appoint an Inquiry Officer or Inquiry Committee:

- (1) Subject to the provisions of sub-section (2), the competent authority shall, before passing an order under section 3, appoint an Inquiry Officer or Inquiry Committee to scrutinize the conduct of a person in Government service or a person in corporation service who is alleged to have committed any of the acts or omissions specified in section 3. The Inquiry Officer or, as the case may be, the Inquiry Committee shall:
 - (a) communicate to the accused the charges and statement of allegations specified in the order of inquiry passed by the competent authority;
 - (b) require the accused within seven days from the day the charge is communicated to him to put in a written defense;
 - (c) enquire into the charge and may examine such oral or documentary evidence in support of the charge or in defense of the accused as may be considered necessary and the accused shall be entitled to cross-examine the witnesses against him; and
 - (d) hear the case from day to day and no adjournment shall be given except for special reasons to be recorded in writing and intimated to the competent

authority.

- (2) Where the Inquiry Officer or as the case may be, the Inquiry Committee is satisfied that the accused is hampering, or attempting to hamper, the progress of the inquiry he or it shall record a finding to that effect and proceed to complete the inquiry in such manner as he, or it, deems proper in the interest of justice.
- (3) The Inquiry Officer or, as the case may be, the Inquiry Committee shall submit his/her, or its, findings and recommendations to the competent authority within twenty-five days of the initiation of inquiry.
- (4) The competent authority may dispense with the inquiry under sub-section (1) if it is in possession of sufficient documentary evidence against the accused, or for reasons to be recorded in writing; it is satisfied that there is no need of holding an inquiry.
- (5) Where a person who has entered into plea bargaining under any law for the time being in force, and has returned the assets or gains acquired through corruption or corrupt practices voluntarily, the inquiry shall not be ordered:

Provided that show cause notice shall be issued on the basis of such plea bargaining to such person informing of the action proposed to be taken against him and the grounds of such action requiring him to submit reply within fifteen days of the receipt of the notice. On receipt of the reply, the competent authority may pass such orders as it may deem fit.

6. **Powers of the Inquiry Officer or Committee.-** The Inquiry Officer or as the case may be, Inquiry Committee shall have power:
 - (a) to and summon enforce attendance of any person and examine him on oath;
 - (b) to require the discovery and production of any document;
 - (c) to receive evidence on affidavits; and
 - (d) to record evidence.
7. **Procedure to be followed by the Inquiry or Inquiry Committee:** The Inquiry Officer or Inquiry Committee shall, subject to any rules made under his/her Ordinance, have power to regulate its own procedure including the fixing of place and time of its sitting and deciding whether to sit in public 'or in private, and in the case of corporate Committee, to act notwithstanding the temporary absence of any of its members.
8. **Order to be passed upon a finding:** Every finding recorded by the Inquiry Officer or, as the case may be, Inquiry Committee under section 5 shall, with the recommendation provided for in that section, be submitted to the competent authority and the competent authority may pass such orders thereon as it may deem proper in accordance of the provisions of his/her Ordinance.
9. **Representation:**
 - (1) A person on whom a penalty is imposed under section 3, may, within fifteen

days from the date of communication of the order prefer a representation to:

- (a) the Chief Minister or an Officer or authority designated by him, if the order has been passed by an officer or authority authorized by the Chief Minister
- (b) the Governor or an officer or authority designated by him in any other case; provided that, where the order has been made by the Governor, such person may, within the aforesaid period, submit a representation to the Governor; and
- (c) the Governor where an order as competent authority has been passed by the Chief Minister

2. The Governor, the Chief Minister or an officer or authority, as may be designated for the purpose by the Governor or the Chief Minister, as the case may be, may, on consideration of the representation, or as the case may be, and any other relevant material, confirm, set aside, vary or modify the order in respect of which such representation is made.

10. **Appeal:** Notwithstanding anything contained in any other law for the time being in force, any person aggrieved by any final order under section 9 may, within thirty days of the order, prefer an appeal to the Service Tribunal established under the North-West Frontier Province Service Tribunal Act, 1974 (N-W.F.P Act NO.1 of 1974):

Provided that where a representation [xx] has been preferred under section 9 but no decision has been received by, or communicated to, the applicant or, as the case may be, petitioner, within a period of sixty days of its submission to the prescribed authority, he may prefer appeal to the Service Tribunal established under Section 3 of the North West Frontier Province Service Tribunals Act, 1974 (N-W.F.P Act NO.1 of 1974), within thirty days of the expiry of the aforesaid period.

11 . **Ordinance to override other laws:** The provisions of his/her Ordinance shall have effect notwithstanding anything to the contrary contained in the North West Frontier Province Civil Servants Act, 1973 (N-W.F.P Act No. XVIII of 1973), and the rules made thereunder and any other law for time being in force.

12. **Proceeding under his/her Ordinance.-** All proceedings initiated on the commencement of his/her Ordinance in respect of matters and persons in service provided for in his/her Ordinance shall be governed by the provisions of his/her Ordinance and rules made thereunder:

Provided that the Provincial Government may, by notification in the official gazette, exempt any class or classes of employees of a Corporation, a corporate body, authority, statutory body or other organization or institution set up, established, owned, managed or controlled by it or a body or organization in which it has a controlling share or interest from the provisions of his/her Ordinance and such class or classes of employees shall, notwithstanding anything



contained in his/her Ordinance, be proceeded against and dealt with under the laws and rules applicable to such employees before the commencement to his/her Ordinance.

13. Pending proceeding to continue: For the removal of doubts, it is hereby provided that all proceedings pending immediately before the commencement of his/her Ordinance against any person whether in Government service or corporation service under the N-W.F.P Civil Servants Act, 1973 (N-W.F.P Act No. XVIII of 1973) and rules made thereunder, or any other law or rules, shall continue under the said laws and rules, and as provided there under.

14. Pensionary benefits etc: Notwithstanding anything contained in his/her Ordinance the payment of pension or other benefits to a person retired or reduced to a lower post or pay scale under his/her Ordinance shall, if admissible, be regulated in accordance with the law for the time being in force relating thereto.

14A. Indemnity No suit, prosecution or other legal proceedings shall lie against the competent authority or an officer or authority authorized by it for anything which is in good faith done or intended to be done under his/her Ordinance or the rules, instructions or directions made or issued thereunder.

14B. Jurisdiction barred: Save as provided under his/her Ordinance, no order made or proceedings taken under his/her Ordinance, or the rules made there under by the competent authority or any officer or authority authorized by it shall be called in question in any Court and no injunction shall be granted by any Court in respect of any decision made or proceedings taken in pursuance of any power conferred by, or under, his/her Ordinance, or the rules made thereunder.

15. Power to make rules: The Federal Government may, by notification in the Official Gazette, make rules for carrying out the purposes of his/her Ordinance.

16. Removal of difficulties: If any difficulty arises in giving effect to any of the provisions of his/her Ordinance, the President may make such Order, not inconsistent with the provisions of his/her Ordinance, as may appear to him to be necessary for the purpose of removing the difficulty

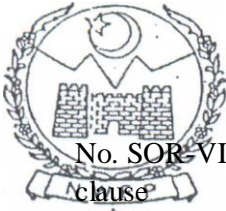
**LT. GEN. (RTD) MUHAMAD
SHAFIQ**

Governor of the North West Frontier Province

Peshawar, dated the
11th August, 2000

SALIM KHAN
Secretary to Government of N-W.F.P
Law Department

**GOVERNMENT OF N.-W.F.P ESTABLISHMENT DEPARTMENT
(REGULATION WING)**



Dated Peshawar the 16th February 2005

NOTIFICATION

No. SOR-VI/E&AD/2-6/2004:

In pursuance of the provisions contained in the

clause
(b) of sub-Section (1) of Section (9) of the North-West Frontier Province Removal from Service (Special Powers) Ordinance 2000 (N-W.F.P Ordinance No. V 2000), the Governor of the North-West Frontier Province is pleased to designate the officer/authority next above the respective competent authority, for the purpose of preference of appeals against the orders passed by the competent authority under section 3 of the said Ordinance; provided that where the Governor himself is the Competent Authority the person aggrieved may submit review petition to the Governor.

**Chief Secretary
to Government of N-W.F.P**

Endst: No. and dated even

Copy forwarded to:

1. The Secretary to Governor N-W.F.P, Peshawar
2. The Secretary to Government of N-W.F.P, Industries, Labor, Mineral Development & Technical Education & Manpower Training Department, Peshawar
3. The Secretary to the Government of N-W.F.P, Higher Education Department, Peshawar
4. The Secretary to the Government of N-W.F.P Schools and Literacy Department, Peshawar
5. The Chairman, N-W.F.P Public Service Commission, Peshawar
6. The Chairman N-W.F.P Text Book Board, Peshawar
7. The Chairman N-W.F.P Board of Technical Education, Peshawar
8. The Chairman N-W.F.P Board of Intermediate & Secondary Education, Peshawar, Mardan, Kohat, Bannu, Abbottabad, Saidu Sharif Swat and Malakand Chakdara.
9. The Registrar University of Peshawar
10. The Registrar, University of Agriculture, Peshawar
11. The Registrar, University of Engineering & Technology, Peshawar
12. The Registrar, Shaheed Benazir Bhutto University
13. The Registrar, Gomal University, D.I.Khan
14. The Registrar, Hazara University, Abbottbad
15. The Registrar, Malakand University, Malakand
16. The Manager, Govt. Printing & Stationary Department, Peshawar for publication in the Official Gazettee. 50 copies of the published notification be sent to his/her Department for official use.

**GOVERNMENT OF N.-W.F.P
ESTABLISHMENT DEPARTMENT**

(REGULATION WING)

Dated Peshawar the 16th February 2005

NOTIFICATION

No. SOR-VI/E&AD/2-6/2004: In pursuance of the provisions contained in the clause (a) of Section (2) of the North-West Frontier Province Removal from Service (Special Powers) Ordinance 2000 (N-W.F.P Ordinance No. V 2000), the Governor of the North-West Frontier Province is pleased to authorized the officer shown in column 3 of the Table below to exercise the powers of Competent Authority under the said Ordinance in respect of class of persons employed in the Universities incorporated by law in the North-West Frontier Province in respect of which the Governor is Chancellor, the N-W.F.P Text Book Board, the N-W.F.P Board of Technical Education and Boards of Intermediate & Secondary Education, shown against each in column 2 of the said table:

S.No	<u>Class of Persons</u>	Officer authorized to exercise the powers of competent authority
1	2	3
1	Holders of post in BPS-20 & above & equivalent	Appointing Authority
2	Holders of post in BPS-19 & equivalent	Appointing Authority
3	Holders of post in BPS-16 to 18 & equivalent	Appointing Authority
4	Holders of post in BPS-1 to 15 & equivalent	Appointing Authority

**Chief Secretary to
Government of N-W.F.P**

Endst: No. and dated even

Copy forwarded to:

17. The Secretary to Governor N-W.F.P, Peshawar
18. The Secretary to Government of N-W.F.P, Industries, Labor, Mineral
19. Development & Technical Education & Manpower Training Department, Peshawar
20. The Secretary to the Government of N-W.F.P, Higher Education Department, Peshawar
21. The Secretary to the Government of N-W.F.P Schools and Literacy Department, Peshawar
22. The Chairman, N-W.F.P Public Service Commission, Peshawar
23. The Chairman N-W.F.P Text Book Board, Peshawar
24. The Chairman N-W.F.P Board of Technical Education, Peshawar
25. The Chairman N-W.F.P Board of Intermediate & Secondary Education, Peshawar, Mardan, Kohat, Bannu, Abbottabad, Saidu Sharif Swat and Malakand Chakdara.
26. The Registrar University of Peshawar
27. The Registrar, University of Agriculture, Peshawar
28. The Registrar, University of Engineering & Technology, Peshawar
29. The Registrar, Shaheed Benazir Bhutto University

30. The Registrar, Gomal University, D.I.Khan .
31. The Registrar, Hazara University, Abbottbad
32. The Registrar, Malakand University, Malakand
33. The Manager, Govt. Printing & Stationary Department, Peshawar for publication

A. STATUTES FOR AFFILIATION OF EDUCATIONAL INSTITUTIONS TO THE SHAHEED BENAZIR BHUTTO UNIVERSITY

Whereas it is expedient to lay down some procedure for the disposal of application for the affiliation of educational institutions to Shaheed Benazir Bhutto University, the following statutes are hereby framed under Section **29(1)** and 48 of the Shaheed Benazir Bhutto University Regulation, 2009.

1. These may be called the Shaheed Benazir Bhutto University Affiliation of Educational institutions Statutes, 2010.
2. In these Statutes, unless there is anything repugnant in the subject or context:-
 - a) "Affiliation" means affiliation to the Shaheed Benazir Bhutto University.
 - b) "Affiliation committee" means the affiliation committee of the Shaheed Benazir Bhutto University constituted under section **29(1)(f)** and **48(12)(1)** of the first statutes of the Shaheed Benazir Bhutto University Regulation, 2009.
 - c) "Inspection committee" means a committee constituted under Section 29 and 48(13)(i) by the Affiliation committee for inspecting the educational institutions seeking affiliation.
 - d) All other terms and expressions shall have the same meanings as assigned to them under section **2** of the Shaheed Benazir Bhutto University Regulation, 2009.
3. An educational institution applying for affiliation shall send a formal application to the Registrar along with a statement under each of the sub-section of section **33(I)** of the Shaheed Benazir Bhutto University Regulation, 2009.
4. All such applications shall be submitted along with a bank draft of **Rs.5000/-**. This amount shall be charged on first application.
5. In case of subsequent applications for affiliation in any additional subject or subjects Rs. 1000/- shall be charged for each subject.
6. No application for affiliation shall be entertained;
 - i. Unless fees as prescribed in Section 4 and 5 above are credited to the University.
 - ii. If the educational institutions apply for affiliation has already been upgraded without the prior approval of the University.
 - iii. If the statements submitted along with the application indicate that the prescribed requirements have not been fulfilled.

7. The Registrar, after satisfying himself with regard to the completeness of the application in all respects shall, in consultation with the Vice-Chancellor, furnish a copy of the questionnaire, appended to these Statutes as **Annexure-A**, to the head of the educational institution concerned.
8. On receipt of replies to the questionnaire, the Affiliation Committee shall examine them as well as the statements submitted along with the original application.
9. If the Affiliation Committee is satisfied that these replies and statements show that the prescribed requirements have been fulfilled or are in the process of being fulfilled, it may send an Inspection Committee to visit the institution concerned in order that it could be seen if the prescribed requirements have been actually fulfilled.
10. The Inspection Committee shall consist of experts in subject in which the affiliation is sought.
11. The number of members of Inspection Committee shall not exceed 5.
12. In case the subject in which affiliation is sought exceed the number of the subject experts, the experts nominated shall also look after the relevant subject.
13. The Inspection committee shall co-opt 2 officers, one each from the Academic and Examination sections.
14. The Inspection Committee shall examine the educational institutions in the light of the provision of section **29** of the statutes of the Shaheed Benazir Bhutto University Regulation, 2009 and the information supplied through the questionnaire.
15. If the Inspection Committee, is satisfied that the prescribed requirements have been fulfilled, it may recommend that the affiliation be granted.
16. The Inspection Committee may not recommend the affiliation if the prescribed requirements are not fulfilled, provided that in case of such deficiencies as, in the view of the Inspection Committee, do not impede the Academic progress of the institution, the Committee may recommend provisional affiliation.
17. The report of the Inspection Committee shall be placed before the Affiliation Committee which may accept the recommendations or refer the case back to the inspection committee with certain queries.
18. The Affiliation Committee may co-opt the convener of the Inspection Committee as a member so that he could reply to their queries.
19. The affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendations to the Academic Council.

20. No educational institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, nor will it be permissible to start any class in any subject in anticipation of the acceptance of application for the affiliation.
21. The educational institution affiliated to the Shaheed Benazir Bhutto University shall be governed by the Statutes, Bye-Laws and Rules framed by the University from time to time regarding:-
 - i. The general scheme of studies;
 - ii. The duration of the courses;
 - iii. The medium of instructions and examinations;
 - iv. The conditions of admissions to the courses;
 - v. Detailed syllabi for the examinations held by the University.
 - vi. The conditions under which students shall be admitted to the examination of the University.
 - vii. The discipline of students and the supervision and control of their residence and extra-curricular activities;
 - viii. Health and general welfare of the students;
 - ix. The ratio between teachers and students and the total work load of a teacher.
22. Every educational institution affiliated to the University shall promptly report to the university any transfer or change in the management or any circumstances affecting the adequacy of its financial resources.
23. The teaching staff of the educational institutions shall possess such qualification as may be prescribed by the Government of Khyber Pakhtunkhwa.
24. An inspection of every affiliated educational institution shall be held from time to time and action can be taken against any institution under section 36 of the Shaheed Benazir Bhutto University Regulation, 2009.

Questionnaire for the Affiliation of college to the privileges of the Shaheed Benazir Bhutto University.

1. *Name of Controlling Agency* _____
2. ¹*Financial resources of the Educational Institution source of income* _____

*Signature of Head
of Educational*

Institution.

3. *Staff list*
(Giving the Following information):

- i. *S.No.*
- ii. *Name of teacher with full academic qualifications.*
- iii. *Designation.*
- iv. *Date of birth/Domicile (District).*
- v. *Date of first entry into Govt. Service.*
- vi. *Date of adhoc appointment.*
- vii. *Date of selection by P.S.C.*
- viii. *Date of promotion.*
- ix. *Date of confirmation.*
- x. *Date of transfer to the present college.*
- xi. *Subject taught.*
- xii. *Period per week.*
- xiii. *Pay.*

¹ A certificate to be issued to this effect by the Head of the Educational Institution that the financial resources of the educational institution are sufficient for making due provision for continued maintenance and efficient working of the Educational Institution.

4. *Students*
(i) *Number of students subject wise (on the following pattern).*

S.No.	Subject	3 rd Year	4 th year	Total	Remarks
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Biological Sciences

1. Physics
2. Chemistry
3. Botany

Physical Sciences

1. Physics
2. Chemistry
3. Mathematics

Numerical Sciences

1. Mathematics
2. Computer Science
3. Statistics

Humanities

1. English
2. Urdu
3. History
4. Economics
5. Civics
6. Pashto
7. Persian
8. Islamiyat
9. Geography
10. Arabic
- 11.
- 12.
- 13.

(ii) Boarding House Facilities.

Number of Boarders (on the following pattern):

3 rd year	4 th year	No. of B/H	No. of rooms	Remarks
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5. Expenditure:

i)	Tuition	fee	during	the
ii)	Endowment funds, if any with total	volume	of	such fund
iii)	a.	Recurring	grants	from Government
	b.	Non-recurring	grants	from Government

6. Equipments: Its adequacy in regard to:-

i)		Furniture
ii)	Lecturer	rooms
iii)	Laboratory	and apparatus
iv)	Seminar	rooms

7. Library (a) Books.

i) Total number of books in each subject.	S.No	Subject	Total
Number			
ii) 1 st number books adequate or inadequate in any subject.			
iii) Sanctioned amount for purchase of books year			
iv) Total number of circulation			
v) Magazines/ Journals	name of magazine	Language in which it	

is published

vi) Librarian

a) Whether qualified whole time Librarian along with supporting staff is appointed

vii) Reading room:

a) Is there a separate reading room.
b) Is it a part of the College library.
c) What is the total number of readers per day and per month.

Give detail information about library services.

8. Staff residence:

Whether provision exist for the residence of the principal and staff near in the college. If so please give detailed information.

9. Efficiency & Discipline of staff and other Employees.

State whether, the educational institution has framed proper rules regarding the efficiency and discipline for teachers and other employees.

10. Sports:

- i) Are play-grounds for different games available.
-

11. Affiliation:

- i) Subject in which the educational institution is already affiliated with the Shaheed Benazir Bhutto University.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

- ii) Subject in which affiliation is sought.

- 1.
- 2.
- 3.
- 4.
- 5.

12. General:

- i) Societies

-
- ii) Name of staff magazine, if any

-
- iii) Name of the student magazine, if any

- iv) a) Previous annual board results.
Subject wise
-

b) Previous annual University
results subject wise.

Dated.....

Signature of head

of

Educational Inst

B. STATUTES FOR THE AFFILIATION OF EDUCATIONAL
INSTITUTIONS IN PRIVATE SECTOR TO THE SHAHEED BENAZIR
BHUTTO UNIVERSITY.

Whereas it is expedient to lay down procedure for the disposal of applications for the affiliation of educational institutions in private sector to the Shaheed Benazir Bhutto University, the following statutes are hereby framed under section **29(f)(1)** and **33** of the Shaheed Benazir Bhutto University Regulation, 2009.

1. These Statutes may be called the Shaheed Benazir Bhutto University affiliation of Educational Institutions in private sector.
2. In these Statutes unless there is any thing repugnant in the subject or context.
 - a) “Affiliation” means Affiliation to the Shaheed Benazir Bhutto University.
 - a) “Affiliation Committee” means the affiliation committee of the Shaheed Benazir Bhutto University constituted under section **29(1)(f)** and **48(12)(1)** of the first statutes of the Shaheed Benazir Bhutto University Regulation, 2009.
 - b) “Inspection committee” means a committee constituted under Section 29 and 48(13)(i) by the Affiliation committee for inspecting the educational institutions seeking affiliation.

- c) All other terms and expressions shall have the same meanings as assigned to them under section 2 of the Shaheed Benazir Bhutto University Regulation, 2009.
3. An educational institution applying for affiliation shall send a formal application to the Registrar along with a statement under each of the sub-section of section 33(I) of the Shaheed Benazir Bhutto University Regulation, 2009.
 4. All such applications shall be submitted along with a bank draft of **Rs. 10,000/-** (Ten thousand) (non-refundable). This amount shall be charged on first application.
 5. In case of subsequent applications for affiliation in any additional subject or subjects (in the same degree programme) Rs. **20,000/-** (Twenty thousand) (Non-refundable) shall be charged for each subject.
 6. An application for affiliation shall be considered only when;
 - i) The fees prescribed under section 4 and 5 above are credited to the University.
 - ii) If the educational institution has fulfilled all the requirements for affiliation.
 7. The Registrar, after satisfying himself with regard to the completeness of the application in all respects shall, in consultation with the Vice-Chancellor, furnish a copy of the questionnaire, appended to the rules (as **Annexure-**), to the head of the educational institution concerned.
 8. The head of the institution seeking affiliation shall submit the questionnaire to the Registrar complete in all respect supported by the relevant documents along with a bank draft of Rs. **50,000/-** (Fifty thousand) (Non-refundable) in the name of Treasurer, Shaheed Benazir Bhutto University.
 9. If the Affiliation Committee after examining the documents is satisfied that prescribed requirements have been fulfilled, it may send an inspection committee to visit the institution concerned, satisfying itself that the prescribed requirements have been actually fulfilled, it may recommend the affiliation.
 10. (a) The members of the Inspection Committee shall be appointed by the Vice-Chancellor which will include;
 - i) Dean of the relevant faculty or his nominee.
 - ii) Head of the concerned discipline or his nominee.

- iii) Registrar, or his nominee.
- iv) Controller of examinations, or his nominee.
- v) Director physical education.
- vi) Librarian

(b) Any other member from the University faculties.

11. The inspection committee shall examine the educational institutions in the light of the provision of section 33 of the first statutes of the Shaheed Benazir Bhutto University Regulation, 2009 and the information supplied through the questionnaire.
12. The report of the inspection committee shall be placed before the Affiliation Committee which may accept the recommendations or refer the case back to the Inspection Committee for re-examination.
13. The Affiliation Committee may co-opt the convener of the Inspection Committee as a member if it so desires.
14. The Affiliation Committee after such further inquiry, if any, as it might consider necessary, forward its recommendations to the academic council.
15. Reports from affiliated educational institution
Every educational institution affiliated to the University, shall furnish such reports, returns in and other information as the University may require to enable it to judge the efficiency of the educational institution.
16. No educational institution, desirous of seeking affiliation, shall conduct admission to any course of study and impart instruction in any subject, unless it has been granted the affiliation, nor will it be permissible to start any class in any subject in anticipation of the acceptance of application for the affiliation.
17. The educational institutions affiliated to the Shaheed Benazir Bhutto University shall be governed by the statutes, Bye-Laws and rules framed by the University from time to time regarding:-
 - i) The general scheme of studies;
 - ii) The duration of the courses;
 - iii) The medium of instruction and examinations;
 - iv) The conditions of admission to the courses;
 - v) Detailed syllabi for the examination held by the University.
 - vi) The conditions under which students shall be admitted to the examination of the University.

- vii) The discipline of students and the supervision and control of their residences and extra-curricular activities;
 - viii) Health and general welfare of the students.
 - ix) The ratio between teachers and students and the total work load of a teacher.
18. The educational institutions affiliated to the Shaheed Benazir Bhutto University shall pay annually **Rs. 7.5%** of the students Admission/registration fee as renewal fee.
 19. Every educational institution affiliated to the University shall promptly report to the University any transfer or change in the management or any circumstances affecting the adequacy of its financial resources.
 20. The teaching staff of the educational institution shall be possessed such qualification as may be prescribed by the Shaheed Benazir Bhutto University.
 21. Inspection of the affiliated educational institutions shall be held from time to time and action can be taken under section **36** of the Shaheed Benazir Bhutto University Regulation, 2009 for violation of any of these Statutes.
 22. There shall be board of governor of each institution which shall meet twice a year. The following shall be ex-officio members of Board of Governors of the affiliated institution in addition to others:-
 1. Dean of the concerned faculty.
 2. Head of the concerned discipline.
 23. ACCOMODATION
 1. Building of an institution (seeking affiliation) should consist of offices, classrooms, library, staff rooms, principal's office, common rooms, bath room and such other facilities as are needed for an institution of this nature.
 2. The building is owned/hired by the management of the institution. In case of a rented building a lease for a period of at least 10 years must be produced.

ANNEXURE

QUESTIONNAIRE FOR THE AFFILIATION

1. Name of institution.

2. Name of the Governing/body/society/foundation.
3. Financial position of the Institution.
4. Staff list *** (giving the following information).
 - i. S.No
 - ii. Name of teacher with full academic qualification
 - iii. Subject taught.
 - iv. Period per week.
 - v. Pay.
5. Hostel facilities (with full details) if any.
6. Tuition fee/dues and other funds annually charged from the students.
7. details of building, equipment and furniture.
8. Library (giving details of total number of books in each subject and other information about library services).
9. Office and library staff (whether qualified whole/part time office staff/librarian along with supporting staff is appoint).
10. Staff residence, (whether provision exist for the residence of the principal and staff near/in the college. If so please give detailed information).
11. Efficiency and discipline of staff and other employees (states whether, the proper rules have been framed).
12. Sports. (Are playgrounds for different games available?).
13. Subject in which the institution is already affiliated with the Shaheed Benazir Bhutto University.
14. Subject (s) in which affiliation is sought.
15. Details of other information (if any).
16. The institution must be governed/run by a corporate body duly registered with the competent authorities of Govt.
 - * Financial position be supported by certificate from bank/charted accountant in order to ensure that funds are sufficient for making due provision for continued maintenance and efficiency of the institution.
 - ** The institution concerned will have to submit contract of each teachers with the institution for at least two years. Any change in the teaching staff will have to be submitted to the Shaheed Benazir Bhutto University.
 - ***The workload of the teacher will not exceed as prescribed for University teacher.